

MACROMIND

the multimedia company



MACROMIND DIRECTOR

V E R S I O N 3 . 0

OVERVIEW MANUAL

the multimedia company



VERSION 3.0

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Preface

When we saw the original Macintosh in 1984, we knew that this was the first real multimedia computer....and so, in 1985 we introduced our first multimedia application, VideoWorks. Boy, have we and the Macintosh come a long way! With the Macintosh II, Apple extended the definition of what a multimedia computer should be. In 1989, we introduced our next generation multimedia application, MacroMind Director Release 1.0.

With the combination of stereo sound, high resolution color graphics, WYSIWYG user interface, and the computing power of the Motorola 68030 processors, the Macintosh II represents the best platform available today for multimedia creation and interaction. While continuing to support the black and white Macintosh Classic and SE, MacroMind has been working on taking advantage of the Mac II's special capabilities over the past several years. We used our original product, VideoWorks II, as a starting point to develop a product that brings to you the ease of use necessary to handle the infinite possibilities that multimedia offers. MacroMind Director Release 3.0 is the result of our efforts.

We call our product MacroMind Director because it is designed to put the power of a multimedia production department on your desktop. Much like a film, television or theater director instructs the cameraman, lighting woman, sound guy, actors, scenery builders, etc., you can now control the production of a multimedia experience yourself. This is what good software is all about: simplifying and automating the process of creation, while at the same time making it more cost effective and time efficient.

MacroMind Director is designed to help you tap the multimedia capabilities inherent in the hardware and system software of the Macintosh. It enables you to find real solutions to problems and challenges in your work and life. MacroMind Director is used by a variety of our customers to help them articulate and communicate their ideas and concepts in ways that are not possible with other

communication media. Of the main uses for MacroMind Director, three key areas stand out: multimedia presentations, desktop video production, and visualization.

Multimedia Presentation is a term that describes the usage of a personal computer to produce high quality animated color graphics with sound tracks for presentations, sales reports, and proposals, as well as interactive kiosks, point of purchase displays, or museum exhibits. Multimedia presentations can be seen on a Macintosh monitor, a large display screen, or video projector. This means they can take advantage of the interactive capabilities of a computer. Multimedia presentations bring the pizzazz of Hollywood to the boardroom or sales conference, allowing you to improve the effectiveness of your message compared with more traditional methods such as slide shows or overheads. Exciting presentations with animated titles or bullet charts, synchronized music, sound effects, and even voice-over sound tracks are all possible with MacroMind Director. If your presentation or report really matters, you'll want to make it one presentation that they'll never forget!

Desktop Video Production is in many ways similar to multimedia presentation, except that the end result is seen on film or videotape, rather than displayed interactively on a computer screen. MacroMind Director has the features necessary to create desktop videos for in-house or industrial video production, or for cable, educational, or artistic television. Animated storyboards (called animatics) have already been created by major film, advertising, and television production companies with MacroMind Director. Some broadcast television shows have even used MacroMind Director for on-screen graphics. MacroMind Director helps producers, directors, writers and many others to communicate their creative ideas in a cost effective, time efficient way.

Visualization is a term we use to refer to simulations, prototypes, conceptual diagrams, and other animated phenomena that are created with computers for research, design, or education. Combined with the Macintosh's great graphics and sound capabilities, MacroMind Director is the perfect tool to use to create scientific, engineering or educational visualizations. In fact, visualization does not refer to only animated graphics, but sound effects, real-time interaction, and 3D graphics as well. Until the Macintosh, visualization capabilities existed only on expensive mainframes and workstations. Now you can graph your data,

import it to MacroMind Director and animate a sequence of images so you can further understand and communicate the meaning of your data. As time goes on, visualization will be one of the most important benefits that computers bring to society at large.

We had two design goals when we set out to develop MacroMind Director; first, to develop a rich and powerful multimedia production tool, and second, to implement the features to make it easy to learn and use. We wanted you to be able to implement great ideas, see concepts you never dreamed of being able to see, witness phenomena that only theoreticians extrapolate on. MacroMind Director is a powerful, easy to use product, with the features and capabilities necessary to help you create animation and multimedia presentations simply and quickly.

We started off developing many ways to automate the production of animations and special effects. Auto Animate is one such feature allowing you to create animated titles in a snap. Studio features such as *Auto Transform* and *Cast to Time* help you rotate or skew images and automatically turn them into moving sequences. *Space to Time* and other features like *In-Between* and transitions (found in the Studio Score window, a time-line notational spreadsheet) enable you to create sophisticated animations and effects easier than ever before.

MacroMind Director lets you bring automatic animation creation capabilities together with powerful tools to create sophisticated artwork and text. MacroMind Director contains a full-featured color paint program that is competitive with other high-end paint programs for the Macintosh.

Additionally, MacroMind Director can import virtually anything that the Macintosh has to offer. Graphics programs, 3D drafting and modeling, drawing, and painting programs - we can deal with them all. Got some color PICT with a crazy palette? How about a sound you just digitized? Or maybe you're tired of copying each graphic from a Scrapbook and pasting it to the Cast. Well, all of these data types—PICTs, Sounds, Scrapbooks, MacPaint files, and PICS files, can be imported directly to MacroMind Director with a click of the mouse.

In keeping with the MacroMind tradition, we've strived to make sure that MacroMind Director represents the state-of-the-art in Macintosh graphics software, ready for the new crop of advanced graphics cards. MacroMind Director is compatible with color

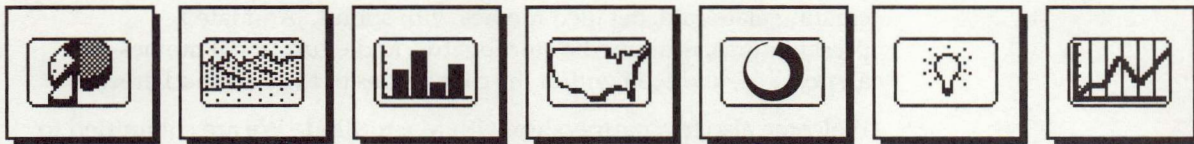
scanners, digitizers, NTSC video output devices, genlocking, accelerator cards, 16 bit audio cards, color printers, slide creators (is there anything else we've missed?).

To help you spark your imagination and get you started you'll find lots of great examples of color and B&W animation, artwork, and sounds, as well as a series of tutorials that take you through most of the basic features of MacroMind Director. As usual we've included an interactive Guided Tour disk to further help you through the basics of MacroMind Director.

And should you ever wish to find out more about the rich features of MacroMind Director while using it, the program includes an on-line help capability we call Object Sensitive™ Help. At a click of your mouse, you can get a description of any feature within MacroMind Director. Just hold down the Shift-Option keys and click anything you want to find out about. We obviously can't mention every new feature here, but we hope you'll spend the time investigating and browsing through the program and the manuals to learn about all of the great features we have included in MacroMind Director.

So thanks a lot for buying our product and I wish you many happy hours of creativity, learning, and visualization!

Marc Aaron Canter
Founder of MacroMind
June, 1991



Introduction to MacroMind Director

Welcome to the world of personal multimedia. MacroMind® Director™ puts more graphics, sound, and animation power into your hands than ever before. We are all very proud of this product. We sincerely wish you hours, days, and weeks of professional and creative fulfillment from using MacroMind Director.

Welcome to a whole new way to use your Macintosh®. Instead of just looking at a chart or document on the screen, you can create moving presentations with movies, slide shows, and clip animation that really bring your Macintosh to life.

You can start out at the simplest level, creating a slide show with automatically animated titles, and work up to

creating elaborate, detailed movies with sound. Animated presentations, multimedia storyboards, and educational movies are all possible, and well within the capabilities of MacroMind Director.

Welcome also to a partnership with MacroMind. We are committed to providing great products that spark your creativity. We also offer other products that work with MacroMind Director, such as MediaMaker™ and Three-D, and utilities for accelerating Director movies or playing them in HyperCard®.

We welcome your comments and suggestions. And we particularly welcome samples of the work you are doing.

About MacroMind Director

MacroMind Director turns your Macintosh computer into a multimedia studio fully capable of producing sophisticated animated effects. High-quality color graphics plus complete sound and animation control allow you to create compelling presentations, displays, and training programs.

MacroMind Director makes it possible for you to do things you either could never do before, or could do only with hundreds of thousands of dollars worth of equipment. You can quickly and effectively animate bullet charts, titles, and bar graphs. You can create presentations with clip art images you already own. You can combine graphics, digitized photographs, text, and animation into one presentation synchronized with sound effects. You can use animation for impact, clarity, and effectiveness in training, education, interactive video, and multimedia presentations. You can create a full-fledged animated movie (or group of movies) with complete control over every aspect of the presentation.

MacroMind Director has two major parts, Overview and Studio.

Overview controls the sequence and timing of an entire presentation. You use Overview to create a document that includes MacPaint® files, and other documents, including MacroMind Director movies. You can use it to create sophisticated, multimedia slide shows with animation, sound, and visual effects.

Studio allows you to create multimedia productions. You can use the full-featured color and black and white Paint window to draw

the images you want to use, or you can import images from other programs, with scanners, and other hardware. Studio provides many automatic features to help you create animations, so you don't have to draw every frame individually. You have complete control over the images, their sequence, their relationship on the screen, their sound effects—everything you need to create detailed and effective animated presentations.

Studio includes a HyperTalk®-like language called Lingo™ that lets you control animation, text, color, and palettes with scripts. Lingo scripts allow you to make any multimedia scene interactive, to any degree of detail or design. Because Lingo's syntax resembles HyperTalk, users familiar with HyperTalk should feel comfortable authoring in Director. The *MacroMind Director Interactivity Manual* describes how to create Lingo scripts to add interactivity to your presentations.

Two features of MacroMind Director, Auto Animate and transitions, span both Overview and Studio. Auto Animate gives you quick access to several animated text effects. You can create special titles, bullet charts, bar charts, and rolling credits, simply by typing the text and making choices for style, tempo, color, and other settings. Transitions offer you built-in ways of moving from one image to another: dissolves, wipes, reveals, and pushes. You can use Auto Animate and transitions in either the Overview or the Studio portion of the program.

About this Manual

You are reading the *MacroMind Director Overview Manual* now. This manual provides a complete introduction to Overview, showing you how to create, manage, and control presentations. This manual begins with a series of tutorials that take you step-by-step through the basic skills you need to use Overview. This manual also contains a user guide and reference for all the Overview features in MacroMind Director.

Chapter 5, "Using Overview," is organized by task. Each task is explained in detailed, step-by-step fashion. It is an important resource for those of you who learn through experimentation. If you suddenly realize that you want to do something specific (like, adding sounds), you can look up how to do it in this chapter.

Chapter 6, "Overview Reference," is organized by menu command and window. Use this chapter to learn about specific commands and features in the Overview.

If you are a new MacroMind Director user, begin by working through the tutorials in this book. After going through the tutorials, feel free to experiment with Overview to create your own presentations. You can then move on to the *MacroMind Director Studio Manual*, which teaches you how to create animated movies using the Studio.

Using the Tutorials

The tutorials at the beginning of this manual have been carefully designed to introduce you to practical skills and to give you an understanding of how and when to apply them.

The tutorials use the following format:

This is a procedure

- 1. Instructions for steps are printed in this format.**

Explanations and other comments are printed in the standard typeface.

The tutorials are designed to be followed in order, from beginning to end. Follow the directions exactly, referring to the illustrations to be sure you haven't skipped any steps.

Getting Help

MacroMind Director contains an Object Sensitive Help system that you can use whenever you have a question about a menu command, dialog box, window, tool, or control.

There are two ways to use MacroMind Director Help:

- 1. Choose Help from the Apple menu.**

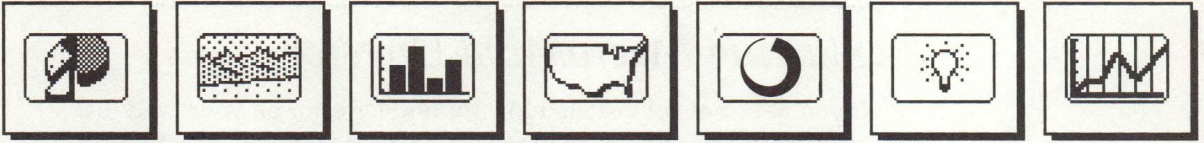
Choosing Help from the Apple menu displays the first screen of the Help system. You can move through the information screen by screen. Choose the category of help you want using the pop-up menu at the bottom left corner of the window.

- 2. Press Option-Shift and click the item you want information about.**

When you press the Option and Shift keys at the same time, the pointer changes to a question mark. You can then use the question mark pointer to choose the menu command or click the item you want help with. The Help window appears with the appropriate screen displayed. If you have an extended keyboard, pressing the Help key also displays the Help system.

If you are running under System 7.0, you can also use Balloon help to get help on MacroMind Director.

When you are in a difficult situation, it is important to stay calm and think clearly. You should always try to find a way out of the situation, even if it means taking a risk. If you are in a dangerous situation, you should always try to get out as quickly as possible. If you are in a difficult situation, you should always try to find a way out of the situation, even if it means taking a risk. If you are in a dangerous situation, you should always try to get out as quickly as possible. If you are in a difficult situation, you should always try to find a way out of the situation, even if it means taking a risk. If you are in a dangerous situation, you should always try to get out as quickly as possible.



Chapter 1: Getting Started

This chapter shows you how to start the MacroMind Director program, and how to run the Guided Tour and animation examples. The examples include several “clip animation” files, animated movies of single objects that you can use in your own presentations. Also included are sounds and color palettes you can use as well.

Starting MacroMind Director

If you have not yet installed MacroMind Director on your hard disk, refer to the instructions in the *Getting Started* manual for installation information. You must install the program on your hard disk before you can use it.

To start MacroMind Director,

1. **Locate the *MMDirector 3.0* folder on your hard disk and open it.**

When you installed MacroMind Director, you placed the Director application in a folder you created called *MMDirector 3.0*.

2. **Double-click the MacroMind Director application icon.**

This starts MacroMind Director. If this is the first time the program has been started, a dialog box appears for you to type in your name, organization, and the program's serial number.

3. **Type your name, press the Tab key, then type the name of your organization.**
4. **Press the Tab key, then type the program's serial number.**

Look for the serial number on the registration card included in your MacroMind Director package, on the License Agreement envelope, on the original Program disk label, or on the bottom of the Director slip case box.

Be sure to check the screen carefully to make sure the information is correct. Your name, organization, and serial number will appear on the MacroMind Director title screen exactly as you enter it here. Once you click Done, there is no way to change this information.

5. **When you are sure your name, organization, and serial number are correct, click Done.**

MacroMind Director starts and displays the title screen.

MacroMind Director consists of two parts - Overview and Studio. The first time MacroMind Director starts, it displays the Overview window. Subsequently, the program starts in whichever part of the program you were last using. To move between Overview and Studio, choose To Studio or To Overview from the File menu.

Taking a Tour of MacroMind Director

The MacroMind Director *Guided Tour* gives you a good perspective of the program. It shows you a general picture of what it contains and how the parts are related.

The *Guided Tour* is a simulation of the real MacroMind Director program that was itself created with MacroMind Director. It offers you the chance to work with the program guided by an organized presentation. You can select the portions of the program you want to see, and you can stop at any time.

To run the *Guided Tour*,

1. **Start your Macintosh.**
2. **Locate the *Guided Tour* folder inside the *MMDirector 3.0* folder on your hard disk**
3. **Double-click the *Guided Tour* folder to open it.**
4. **Double-click the Main Menu icon.**

The *Guided Tour* movie opens.

5. **Hold down the Shift key while you click Play in the Control Panel to start the *Guided Tour*.**

The *Guided Tour* displays its first screen. Following the instructions on the screen, you can move through as much of the *Guided Tour* as you like. To stop at any time, press Command-W.

Playing MacroMind Director Presentations

You use MacroMind Director to create multimedia presentations. But you also use the program to play them as well. This section shows you how to play MacroMind Director presentations, and you'll get to see examples of what the program can do.

Opening an Overview document

Your MacroMind Director package includes examples for both black and white and color Macintosh systems.

Before you begin If you are working with a color Macintosh, set the monitor to "Black & White/Grays," 2 Colors, in the Control Panel.

1. Start MacroMind Director.

MacroMind Director starts.

2. Choose Open from the File menu.

MacroMind Director displays a directory dialog box.

3. Locate the *B&W Examples* folder inside the *MMDirector 3.0* folder on your hard disk.

4. Double-click the *B&W Examples* folder to open it.

5. Open *B&W Movie Show*.

MacroMind Director displays the Overview window.

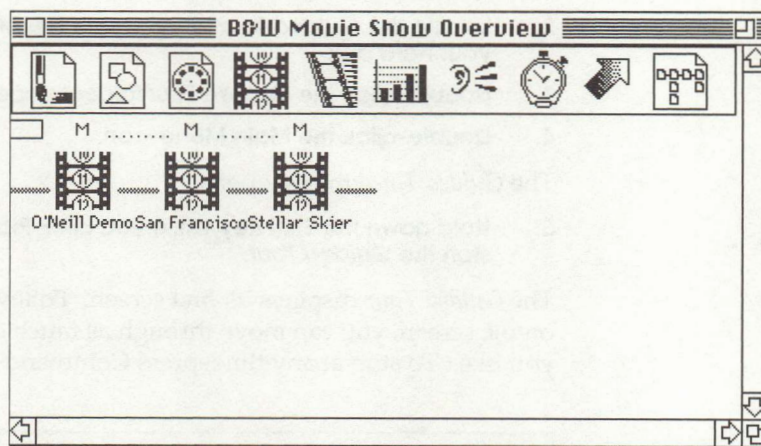


Fig. 1.1 The B&W Movie Show Overview window

The Overview, Panel, and Stage windows make up the Overview portion of MacroMind Director. You use the Panel to control the presentation. The presentation appears on the Stage. The icons in the working area of the Overview window represent the different documents and effects used in *B&W Movie Show*. You will learn how to create presentations using the Overview window in the next chapter.

To get a good view of the Stage, you simply close the Overview window.

6. Click the close box of the Overview window.

The Overview window disappears, leaving the Panel window open on the Stage.

Tips & Hints The Stage window size is set by choosing Preferences from the Control menu. If the Stage window seems too big or too small, you may need to adjust it. See *Preferences in The Control Menu of Chapter 6: Studio Reference* in the *MacroMind Director Studio Manual*.

Playing the B&W Movie Show

The control buttons on the Panel window work like the buttons on a VCR. You can play, stop, step, and rewind the presentation. You can also use the Loop button to make the presentation play continuously.

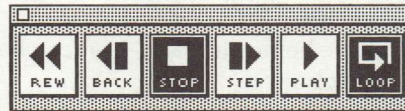


Fig. 1.2 The Panel

To play the Movie Show,

1. Click Play in the Panel.

MacroMind Director plays the *B&W Movie Show*, which contains several different presentations. When the Movie Show reaches the end, it starts over again by looping back to the beginning.

Note It is remotely possible that MacroMind Director will be unable to find a document it needs. In such a case, an alert dialog box appears. For information, see *Appendix A: Finding Missing Documents*.

When you are ready to stop the presentation,

2. Click Stop in the Panel.

The presentation stops, wherever it happens to be. In the next section you will see how to control the presentation in different ways.

Controlling the presentation

In some types of presentation, you need to do more than play the presentation through. Or you may need to move through your

presentation step by step. You might need to go back occasionally to review a previous screen or sequence.

The following steps demonstrate these ways of controlling the presentation.

1. **Click Rewind in the Panel.**

MacroMind Director rewinds the presentation to the beginning.

2. **Click Step in the Panel.**

The presentation plays the next movie. When the movie finishes, the presentation pauses. You can move through the whole sequence one step at a time with the Step button. You can also click Step while a movie is playing to go immediately to the next movie.

3. **Click Back in the Panel.**

The previous movie begins to play. You can back up as far as you want with the Back button.

So far you have used the Panel window to control the presentation. You may wish to close the Panel window, so that more of your presentation is visible on the screen. MacroMind Director provides the Control menu as an alternative to the Panel window. It contains the same control commands, except for Loop.

You use the Window menu to open and close the Overview and Panel windows, and to bring the Stage to the front or place it behind the other windows.



The Control Menu

4. **Choose Panel from the Window menu.**

MacroMind Director closes the Panel window, leaving the Stage as the only open window.

The Stage is a unique window that can take over the entire screen, including the menu bar at the top. This makes it possible to display a presentation without anything else visible.

To display the Stage alone,

1. **Choose Stage from the Window menu.**

If you are working on a 9-inch monitor, the Stage window takes over the whole screen. Now when you play the presentation, nothing else shows.

Using the Stage

You may be wondering how to play the presentation without either the Panel or the Control menu. Have no fear: the menus are still available, even though you can't see them. You can pull them down and choose menu commands in the usual way.

Note If you are working on a larger monitor, the Stage will appear in the middle of your screen and you will still be able to see the menu bar on top of the screen.

2. Choose Play from the Control menu.

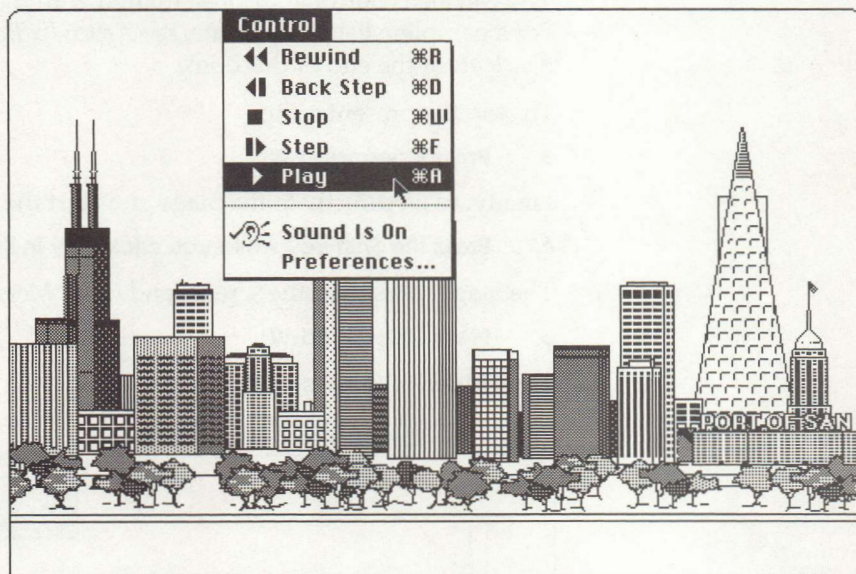


Fig. 1.3 Choosing from a hidden menu

When you want to stop the presentation,

- 3. Choose Stop from the Control menu.**
- 4. Choose Rewind from the Control menu.**

Shortcuts

MacroMind Director provides several useful shortcuts so that you can control the presentation without the use of either the Panel or the Control menu.

To advance the presentation one step with the mouse,

- 1. Click anywhere in the Stage.**

This is the same as using the Step command.

Additional shortcuts use the Command key. For example, to play the presentation from the keyboard,

2. Hold down the Command key and press A.

The *B&W Movie Show* starts where it had stopped and continues. Subsequent directions with the Command key will be given as "Press Command-A."

You can also control your presentation with the numeric keypad. For a complete list of shortcuts, see *Appendix B: Command Keys and Shortcuts* at the end of this book.

To stop the presentation,

3. Press Command-W.

Finally, to go directly to the Stage and start the presentation,

4. Press the Shift key while you click Play in the Panel.

The Stage takes over the screen, and *B&W Movie Show* plays.

5. Press Command-W.

The hidden windows return to the screen.

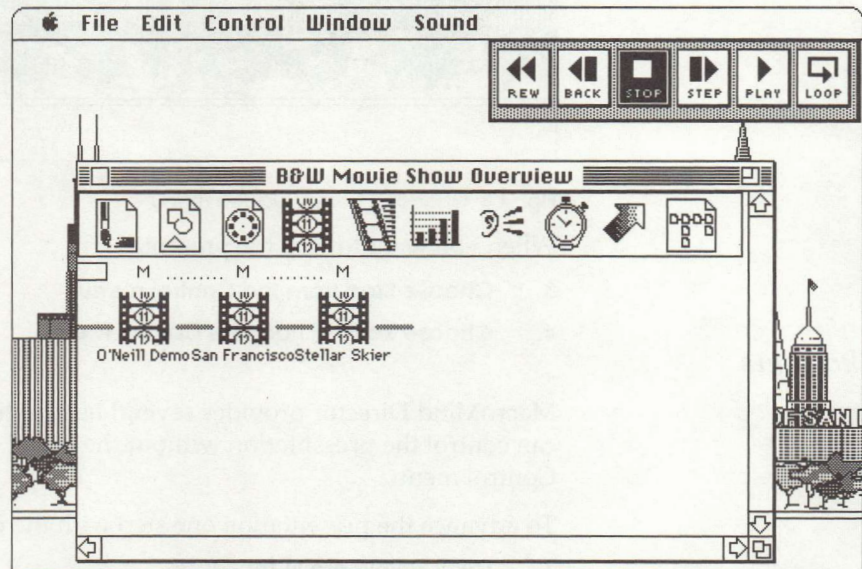


Fig. 1.4 Command-W returns the Overview and Panel windows to the screen

► **Tips & Hints** You will use these controls when you are creating presentations as well. The tutorials in the next chapters provide step-by-step instructions.

Playing the Color Movie Show

If you have a color monitor and at least 2 megabytes of memory, after the *B&W Movie Show* has finished running you can run the example color movie show.

Before you begin Set the monitor to “Color,” 256 Colors, using the Control Panel desk accessory.

If your monitor can display only 16 colors, set the color resolution to 16, and go ahead with the example. Be aware, however, that the color quality or display speed will be affected, since the example is designed to work with a 256-color monitor.

1. **Locate the *Color Examples* folder on your hard disk.**

The *Color Movie Show* is in the *Color Examples* folder.

2. **Open the *Color Movie Show* and play it.**

MacroMind Director plays the sample color presentation.

Summary

In this first chapter you have started the MacroMind Director program, and played the example movies.

You have seen the *Guided Tour*, and so you have an idea of how the program works.

You have used the controls in the Panel to play, stop, rewind, step and back step through presentations. You will use these controls everywhere in MacroMind Director not only to play finished presentations, but also while creating the presentations themselves.



Chapter 2: Auto Animate Tutorial

This tutorial continues your introduction to the Overview portion of MacroMind Director, concentrating on Auto Animate. The Overview window is where you put together presentations.

Auto Animate is the feature that lets you create special animated effects for charts and text. It lets you automatically create effects such as animated bar charts, bullet charts, and text that zooms in or out. You can use Auto Animate effects alone or in combination with background images.

In this tutorial you will get a basic idea of how to work with the Overview window—dragging icons, arranging images in the foreground and background, and so on.

Later tutorials show you how to use graphic images in a timed sequence, how to add special effects like sound and transitions, and how to incorporate animated graphics with other images.

The tutorials build on each other, so unless you've used an earlier version of MacroMind Director, you're better off starting at the beginning and working your way through the tutorials in order.

Starting Up

Before you begin If you are working with a color Macintosh, set the monitor to "Black & White/Grays," 2 Colors, in the Control Panel.

If you haven't started the program already, do so now.

1. Start MacroMind Director.

MacroMind Director starts up.

MacroMind Director displays the Overview, Panel, and Stage windows. If you do not see the Overview window, the last person to use it was working on the Studio side of the program.

To get to Overview,

2. Choose To Overview from the File menu.

If you have just completed the previous tutorial and are in Overview, you can simply open a new Overview document.

3. Choose New from the File menu.

MacroMind Director displays an empty Overview window.

As you remember from Chapter 1, the Panel, Overview, and Stage windows make up the Overview portion of MacroMind Director. Presentations you create are shown on the Stage. You can move and close the other windows to take advantage of the full size of your monitor. You control the presentations with the Panel, with commands on the Control menu, or by using shortcuts.

The Untitled Overview window contains a new Overview document. After you create your presentation, you will save it and give it a filename. The icons in the icon bar represent the different kinds of documents and effects you can use in your presentation. The working area is presently empty; soon you will drag icons into this area to create your presentation.

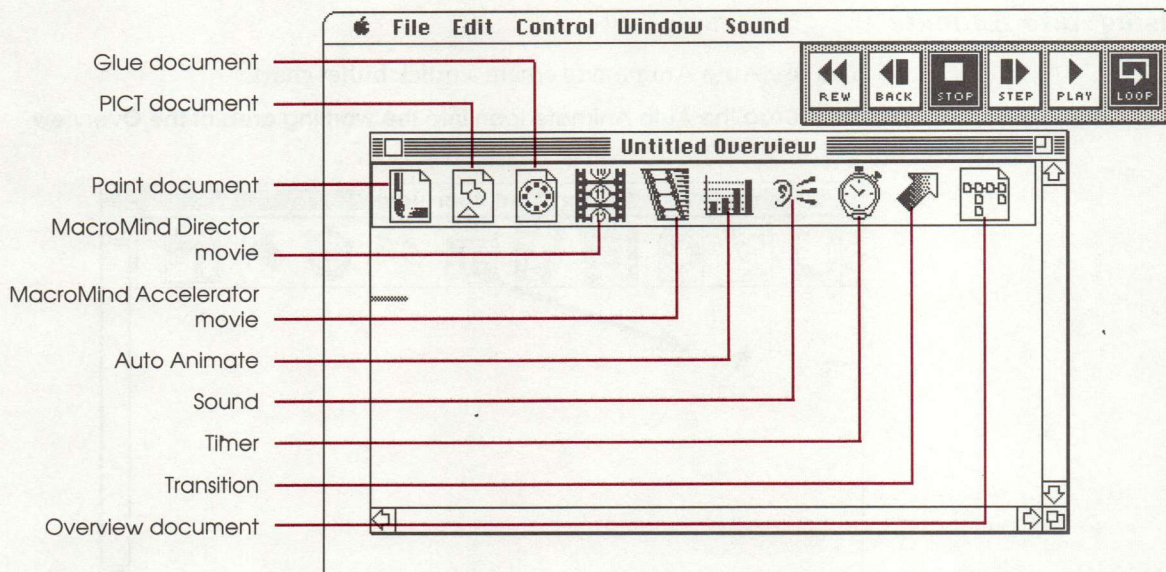


Fig. 2.1 Icons represent document types and effects

You work with the Overview window by dragging document and effects icons into the working area. They are automatically linked together into a sequence. When you play the presentation, they are activated in order, from left to right. You will see how this works in the following tutorials.

Creating an Animated Bullet Chart

Suppose you are the director of marketing for a national greeting card company. You are going to propose a new line of greeting cards, based on new holidays. You have just purchased MacroMind Director and want to enhance your presentation with animation.

You are presenting three alternatives to your fellow executives. You plan to emphasize a greeting card line based on new holidays, but you will discuss two other alternatives first—a sentimental or romantic line and a humorous line. You will create a bullet chart for convenient reference during the first part of your presentation.

Using Auto Animate

You use Auto Animate to create a quick bullet chart.

1. **Drag the Auto Animate icon into the working area of the Overview window.**

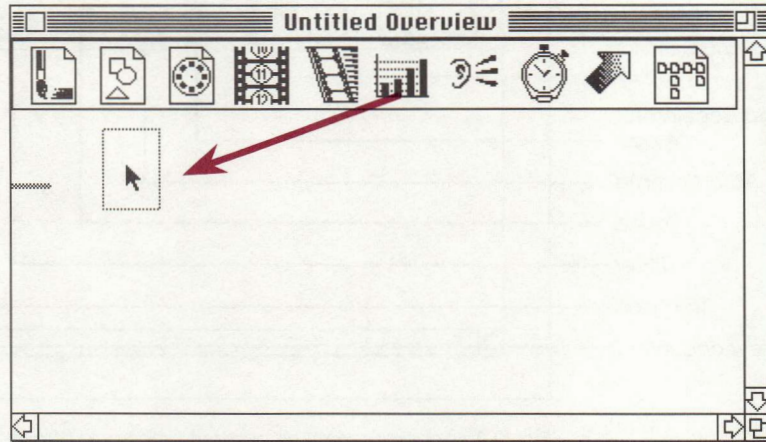


Fig. 2.2 Dragging the Auto Animate icon into the working area

Macromind Director displays the Auto Animate dialog box. Here you indicate which of the Auto Animate features you want to work with. Your choices include a bullet chart, a bar chart, zooming titles, banners, credits, and special text effects.

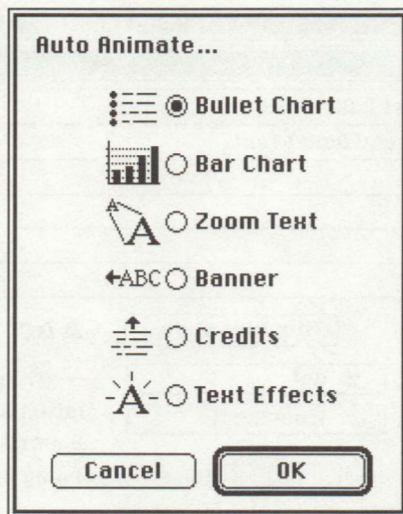


Fig. 2.3 The Auto Animate dialog box

Each Auto Animate choice lets you animate text and numbers in a different way. In this tutorial you will use the first two choices.

2. Since the **Bullet Chart** choice is already selected, simply click **OK**.

MacroMind Director displays the Bullet Chart dialog box.

Fig. 2.4 The Bullet Chart dialog box

The Bullet Chart dialog box gives you complete control over the contents and style of your animated bullet chart. In general, you type the text into the boxes at the top of the dialog box, then change the text style, motion, and bullet type to suit the chart you are making.

The title of your bullet chart is "New Markets." The Title box is already selected, ready for you to type your own title.

3. Type "New Markets."

4. Press Tab to move to the first bullet text box.

Using the Tab key to move to the next text box selects the entire entry. This makes it easy to type in the text you want.

The bullets you are presenting are "Sentimental/Romantic," "Humorous," and "New Holidays."

5. Enter these words and phrases into the first three boxes for bullet text.

Use the Tab key after you type the text to move to the next text box.

Previewing the bullet chart

Try it out!

1. Click **Preview** at the bottom of the dialog box.

MacroMind Director displays the preview screen, showing the bullet chart as it will look during your presentation.

2. Click **Play** in the Preview window to see the bullet chart in action again.



Fig. 2.5 Your first bullet chart

3. Click **OK** to return to the Bullet Chart dialog box.

That's all there is to it! You have made a basic bullet chart simply by entering the text you want. MacroMind Director does the rest. (Which is why this feature is called Auto Animate—the animation is automatic.)

Animating the title

The bullet chart you have just created animates only the bulleted text and the bullets themselves. Suppose you also want the title to fly in.

To animate the title,

1. **Click the Animate Title check box.**

Now the bullet chart title will fly into place before the bulleted text and bullets.

2. **Click Preview to view your modified bullet chart.**

You can make changes and preview them over and over again, until your chart is exactly as you want it.

3. **Click OK to return to the Bullet Chart dialog box.**

Changes you can make

You can experiment by changing the text, motion, and bullet type so that your bullet chart suits your taste. You will return to this dialog box in a later stage of this tutorial to adjust the timing and spacing of your bullet chart so that it fits into a special frame, and so that it works together with your planned speech. As you try out the various choices, remember that you can see the results by clicking Preview.

You can click the Title and Bullet text style buttons to change the font, style, and size of the text. MacroMind Director allows you to use any font you have on your System, and it presents the same style choices you are used to from other Macintosh applications.

You can choose from pop-up menus to change the Motion and Bullet type. The "Motion" choices let you determine where the text comes from as it moves into its position. The "Bullet Type" is the actual symbol used to mark each item. MacroMind Director offers several choices for each feature.

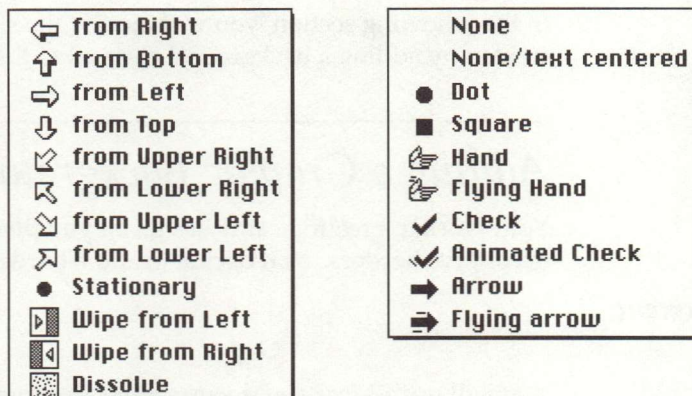


Fig. 2.6 Choices for Motion and Bullet type

A slide in the Overview window

After you have finished experimenting, you should return to the Overview window.

1. Click OK to return to the Overview window.

MacroMind Director has placed a Bullet Chart icon in the first position in the working area. The information about the bullet chart is stored in the icon. All of the choices you made in the Bullet Chart dialog box are remembered in that icon. You can double-click the icon to return to the Bullet Chart dialog box at any time to make modifications.

You have just created a **slide**. A slide is one element of a presentation. You can create additional slides to the right of this first one. You can have many, many slides in your presentation. They will be played in order, moving from left to right. It is like having an animated slide show.

An Overview presentation is often called a “slide show” because it consists of a sequence of slides.

The slides you create can include sounds, movies you create in the Studio portion of MacroMind Director, and graphic elements from other programs. You can use the Overview window to create special transitions from one slide to another. And you can set the time you want each slide to display.

In the following section, you will modify the slide you have just created by adding a background element to the bullet chart.

Adding a Graphic Background

Your work in greeting cards has given you plenty of experience in decorative borders. You decide to add a border to your bullet chart.

Using a document from disk

You will use a MacPaint document for the border.

1. Drag the MacPaint icon into the working area.

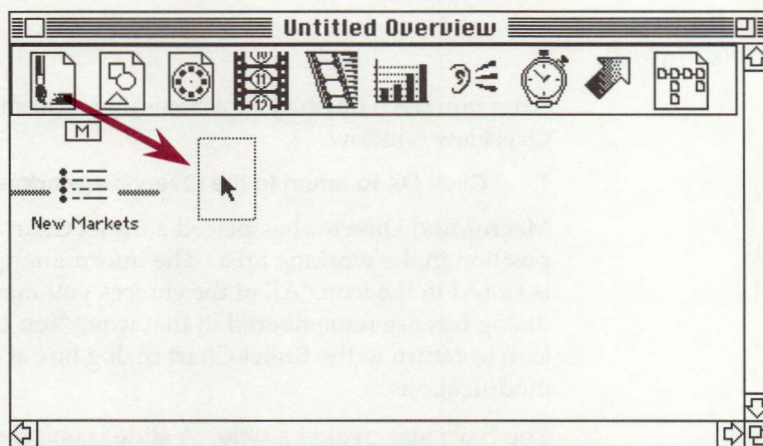


Fig. 2.7 Dragging the MacPaint icon into the working area

MacroMind Director displays a directory dialog box. You use this dialog box to open the MacPaint document you want. The *Tutorials* folder supplied with your MacroMind Director program includes the MacPaint document for your border.

2. Locate the *Overview Tutorials* folder inside the *Tutorials* folder on your hard disk.
3. Open the *Overview Tutorials* folder and locate the *Auto Animate Tutorial* folder.

The document you want is in the folder called *Auto Animate Tutorial*.

Making a compound slide

4. **Open the *Auto Animate Tutorial* folder, then open the document titled *Card Border*.**

MacroMind Director displays a MacPaint icon in the second slide position in the Overview window.

You have, in effect, created two slides. Since MacroMind Director plays the slides in order from left to right, the presentation in its current state will play the bullet chart first, then the MacPaint document.

In a moment you will make these two slides into one slide, but first take a look at how it works now.

1. **Click the close box to close the Overview window.**
2. **Click the Loop button in the Panel to turn it off.**

When the Loop button is highlighted (dark) it is on. Clicking it deselects it (makes it white).

3. **Click Play in the Panel window.**

The bullet chart appears first, followed by the border.

You are now going to make these two slides into one slide.

4. **Choose Overview from the Window menu.**

The Overview window returns to the screen.

5. **Drag the Bullet Chart icon named “New Markets” to a position beneath the MacPaint icon.**

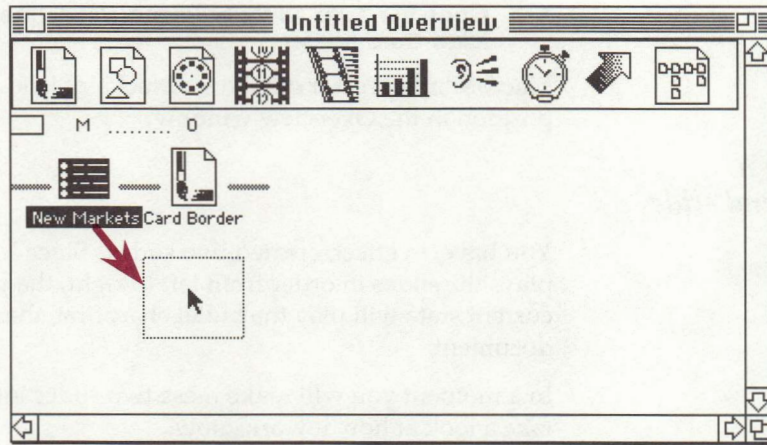


Fig. 2.8 Dragging one icon below another

MacroMind Director adjusts the icons, making one **compound slide**. A compound slide has more than one element in it. In this case, the slide consists of a background MacPaint graphic and your bullet chart. Each compound slide can have several elements, including different graphic elements and sounds.

How do you know the MacPaint graphic element is in the background? Because it is above the bullet chart in the Overview window's working area. Elements in a compound slide are in the background if they are above other elements.

Playing your presentation

It is time to play this slide to see how your compound slide works.

1. **Close the Overview window, then click Play in the Panel.**

MacroMind Director plays your presentation on the Stage.

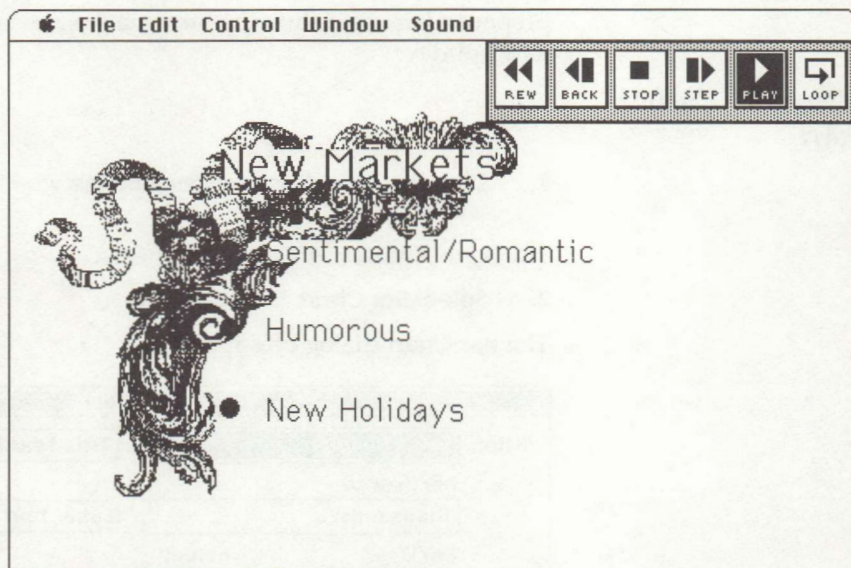


Fig. 2.9 Playing your presentation on the Stage

You may notice that the background and the bullet chart are not well aligned. You will adjust their positions in a later part of this tutorial.

Now you need to open the Overview window, to prepare for the next step.

2. Choose Overview from the Window menu.

MacroMind Director displays the Overview window again.

In the next section, you will use Auto Animate to create another slide. Your presentation will then be two slides long.

Creating an Animated Bar Graph

Your presentation stresses the opportunity offered by new holidays. You believe that your company should offer greeting card lines that celebrate new holidays (Grandparents' Day), holidays that have not traditionally been used for sending greetings (Halloween and Flag Day), and holidays celebrated by significant ethnic groups (Chinese New Year). To underline the points you want to make, you want to

prepare a bar chart showing how many sales you can expect for each new holiday.

Setting up the bar chart

1. Drag the Auto Animate icon into the working area of the Overview window.

The Auto Animate dialog box appears.

2. Select Bar Chart, then click OK.

The Bar Chart dialog box appears.

	Bar	Value:
Bar 1	East	5
Bar 2	Midwest	10
Bar 3	West	15
Bar 4		0
Bar 5		0
Bar 6		0

Fig. 2.10 The Bar Chart dialog box

The Bar Chart dialog box allows you to create a bar chart with control over the title, labels, bars, and range. As with the Bullet Chart dialog box, you type the text you want into the boxes on the left side. In addition, you type the values for each bar, and decide the range you want your chart to reflect.

The title of your bar chart is "New Holidays." The first text box is already selected. As in the Bullet Chart dialog box, you should use the Tab key to move to the next text box.

3. Type "New Holidays" in the Title box.

The vertical label you want is "Projected Sales."

4. Type "Projected Sales" in the "Vertical label" box.

The projections you are presenting are as follows:

Grandparents 15 thousand cases

Halloween 12 thousand cases

Flag Day 10 thousand cases

Chinese New Year 8 thousand cases

5. Enter these labels and values in the Bar labels and Value boxes.

Enter only the numbers in the Value boxes, not the words, "thousand cases."

Leave the Range set at 0 to 20.

6. Click Preview.

MacroMind Director displays the preview screen.

7. Drag the special Preview window to the upper right corner of the screen.

MacroMind Director shows you the bar chart as it will look during your presentation.

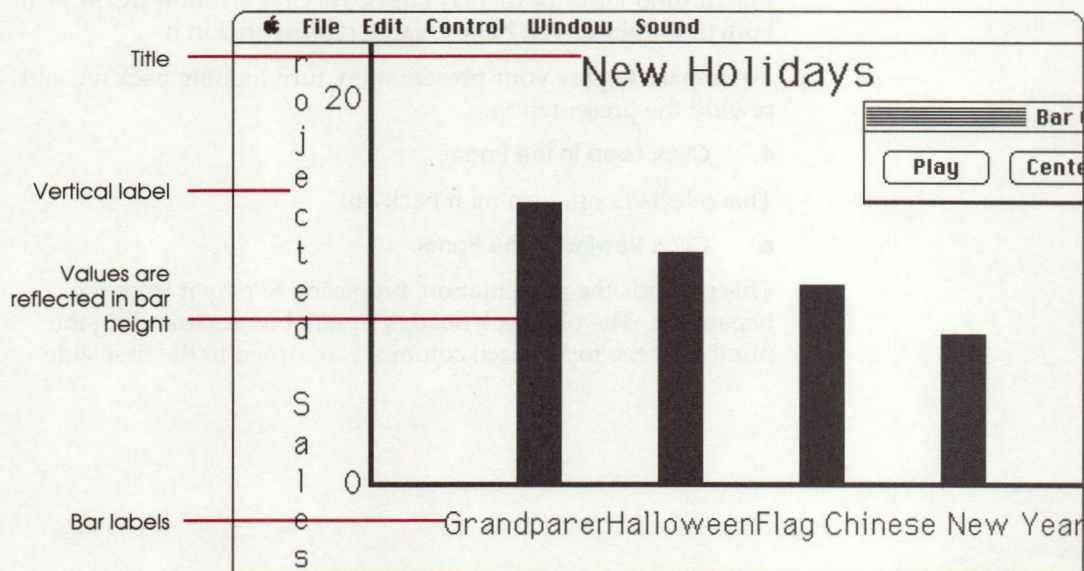


Fig. 2.11 The bar chart

Changing the text font and size

Everything looks good except for the bar labels. The text overlaps. You can return to the Bar Chart dialog box to change the text font and size.

8. **Click OK.**

When MacroMind Director displays the Bar Chart dialog box,

1. **Click the "Label Text Style" button.**
2. **Change the font to Helvetica (if you have it), or Geneva, and the size to 12 point.**
3. **Click OK.**

You can now preview the new bar chart to judge whether your text adjustment has worked to your satisfaction. Feel free to make any further adjustments, either to the text itself, or to the font, size, or style so that the labels fit within the space available for them.

When you have finished making adjustments,

4. **Click OK in the Bar Chart dialog box.**

MacroMind Director displays the Overview window again, with both of the slides you have created represented in it.

To prepare to play your presentation, turn looping back on, and rewind the presentation.

5. **Click Loop in the Panel.**

This selects Loop, turning it back on.

6. **Click Rewind in the Panel.**

This rewinds the presentation, preparing to play it from the beginning. The playback head, a square box surrounding the number at the top of each column, is returned to the first slide.

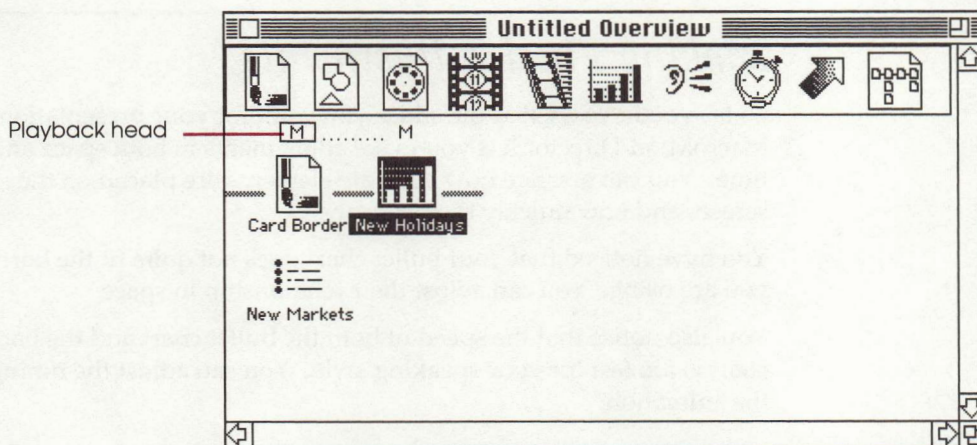


Fig. 2.12 All the icons are in place

You are ready to see your entire presentation.

Playing the entire presentation

This time, instead of closing the Overview window to play the slide show, use the Shift-click combination to close all the windows except the Stage.

1. Press the Shift key while you click Play in the Panel.

MacroMind Director closes both the Panel and Overview windows and hides the menu bar. Your presentation begins and continues to play on the Stage.

When your presentation has played through once, return the menu bar and the Overview and Panel windows with the Command key shortcut for Stop.

2. Press Command-W.

(You remember this from Chapter 1. Press the Command key and type W.) The Stage is again put behind the other windows.

After a while this method of playing and stopping your presentations will probably become your preferred way to see what you are working on in the Overview window.

You are ready to make final adjustments to your presentation.

Making Final Adjustments

So far you have created the slides you want for your presentation. MacroMind Director lets you make adjustments in both space and time. You can arrange how separate elements are placed on the screen, and how quickly they appear.

You have noticed that your bullet chart does not quite fit the border you are using. You can adjust their relationship in space.

You also notice that the speed of both the bullet chart and the bar chart is too fast for your speaking style. You can adjust the timing of the animation.

Adjusting the background with Get Info

First adjust the border.

1. **Click Rewind in the Panel.**

MacroMind Director returns the slide show to its beginning.

2. **Select the MacPaint icon in the first slide, then choose Get Info from the Edit menu.**

MacroMind Director displays the border, along with the Get Info window.

3. **Drag the Get Info window to the right.**

Dragging the Get Info window lets you see the border. It is a corner border, in the upper left corner of the window.

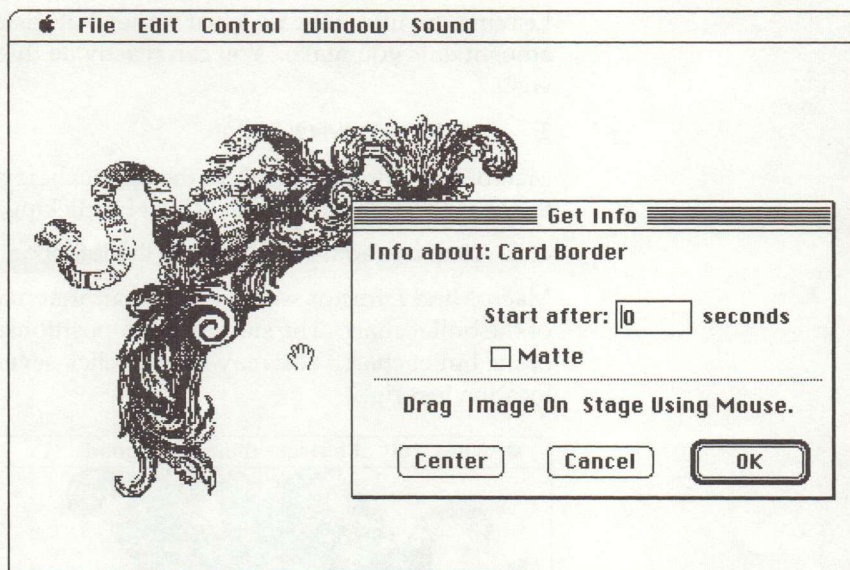


Fig. 2.13 The Get Info window for the border

The Get Info window (every document you use in an Overview presentation has one) allows you to change the location of the image on the screen, and to establish how many seconds to wait before displaying the image.

You need only change the location. Notice that the mouse pointer becomes a hand tool whenever it moves outside the Get Info window.

4. Use the hand tool to drag the image higher on the screen.

Your idea is to place the background image on the screen, then adjust the bullet chart to fit.

5. Click OK.

Adjusting the bullet chart

Now you can adjust the bullet chart to fit the background.

1. Double-click the Bullet Chart icon named "New Markets" in the first slide.

MacroMind Director displays the Bullet Chart dialog box.

2. Click the Animate Title check box to deselect it.

Leaving the title static makes it somewhat easier to see the adjustments you make. You can reactivate this feature later, if you wish.

3. Click the Preview button.

MacroMind Director displays the bullet chart preview. You change the start location of the bullet chart by clicking, not by dragging.

4. Click beneath the border, to the left of center.

MacroMind Director shows a crosshair that marks the start location of the bullet chart. The start location positions the upper left corner of the bullet chart. You may have to click several times to get the location just right.



Fig. 2.14 Setting the start location of the bullet chart

Once you have placed the bullet chart in relation to the border, return to the Bullet Chart dialog box to adjust the speed.

5. Click OK.

Fitting the timing to your speaking style

You need to set the timing of the bullet chart and the bar chart. Suppose the introduction to your presentation is somewhat leisurely, and that the bullet chart finishes before you want it to.

Here are several adjustments you can make. The controls for these features are on the bottom half of the Bullet Chart dialog box.

1. Make the Speed slower by setting it to 10.

Speed is the rate at which the piece of text travels. Slowing down the speed makes the title and each bulleted item take longer to travel into place.

You can change the Speed setting by clicking the scroll arrows, or by dragging the box.

2. Make the “Bullet Delay” longer by setting it to 3.

The **Bullet Delay** is the amount of time MacroMind Director pauses between items. Making the bullet delay longer means that each bulleted item pauses for a few seconds before starting to appear on the screen.

3. Make the “Ending Delay” longer by setting it to 15.

The **Ending Delay** will leave the final bullet chart on the screen long enough for you to go over the distinctions between the three approaches.

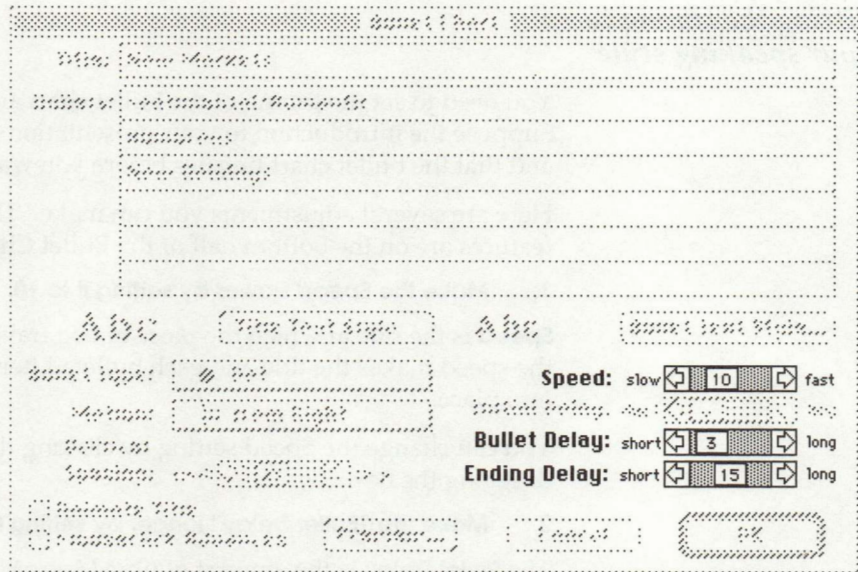


Fig. 2.15 Timing changed to fit the way you speak

You may want to preview the revised bullet chart. Remember, however, that the new timing will appear very slow unless you have prepared remarks to go with the bullet chart!

When you are satisfied with the timing of the bullet chart, return to the Overview window.

4. Click OK.

You need to make similar adjustments in the timing for the bar chart.

5. Double-click the Bar Chart icon named "New Holidays."

You can make similar timing adjustments to the bar chart as you did to the bullet chart.

6. Slow the Speed to 7.

This timing change will make the bar chart operate more slowly.

Use Preview to see the changes in action.

When you have finished, return to the Overview window and play the whole presentation.

Saving your presentation

Having created your presentation, you need to save it on disk. Then you will be able to open it when you need it.

1. **Choose Save As from the File menu.**

MacroMind Director displays the Save As dialog box.

2. **Type “Market Show” and then click Save.**

MacroMind Director saves your presentation as an Overview file. This is a small file (about 2.5K) that contains the Auto Animate instructions and the series of instructions and names of other documents required to run your presentation.

Overview documents don’t contain all the pictures that make up the presentation. An **Overview document** is essentially a list of documents with information about their order, timing, transitions and other effects. That’s why Overview documents don’t require much disk space.

That’s also why an Overview document is sensitive to the initial location of the documents it uses. The Overview document contains enough information to find the document it needs. But if you move that document, it may not be able to find it. You may find it useful to move the documents you want to use for a presentation into the folder you will use to create the Overview document. For further information, see *Appendix A: Finding Missing Documents* at the end of this book.

The Auto Animate effects you have just created, however, are not separate documents. They are part of the Overview document.

Printing the results

Suppose you want to provide handouts for the people you are speaking to, to remind them of the points you make, and to give them something to take away from the meeting. You decide to print the slides you created with MacroMind Director.

From Overview,

1. **Choose Print from the File menu.**

MacroMind Director displays the Overview Print Options dialog box.

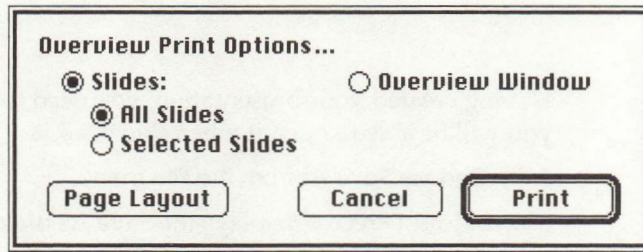


Fig. 2.16 The Overview Print Options dialog box

As you can see, you have the opportunity to print the slides you have created, or the Overview window itself. In addition, you can print all the slides, or just the ones you select in the Overview window.

Before printing, look at the Page Layout dialog box.

2. Click the Page Layout button.

MacroMind Director displays the Page Layout dialog box.

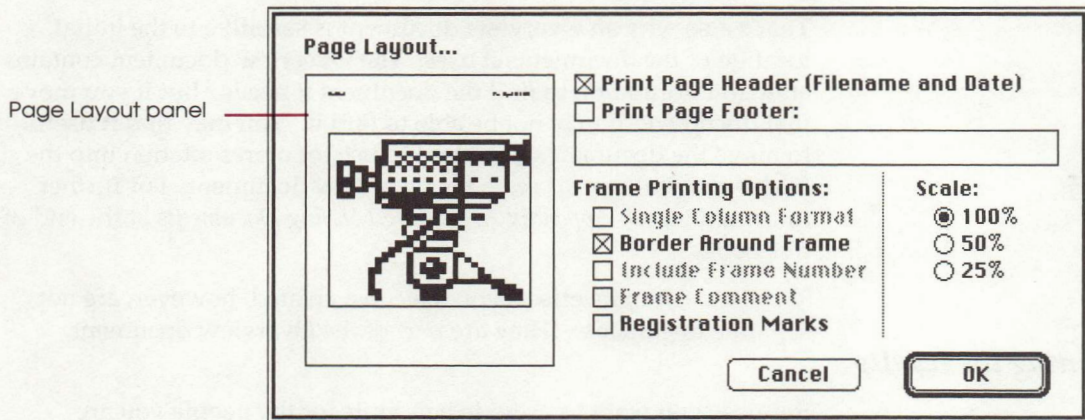


Fig. 2.17 The Page Layout dialog box

This dialog box gives you the opportunity to print identifying headers and footers on each page, frame borders and registration marks, and to scale the slides you print.

Feel free to change the scale to see how the Page Layout panel reflects the choice you make. The choices that are grayed out are for Director movies only.

3. Click the “Print Page Header” check box to deselect it, then click OK.

For your handouts you don’t want the filename and date. You want the information only. However, leave the border around the frame.

If you want to go ahead and print the slides you have designed, click the Print button in the Overview Print Options dialog box. Since this is strictly practice, you can skip actually printing the slides.

Additional Auto Animate Features

Now that you have used Auto Animate to create a bullet chart and a bar chart, you are familiar with the basic tasks for all the Auto Animate effects. For each effect you simply type the text you want, set the font, style, and size, and adjust the location and timing.

Here are short descriptions of the remaining Auto Animate features.

Zoom Text

You can use Zoom Text to make text come toward the viewer, disappear away from the viewer, or first come toward the viewer and then disappear away from the viewer. This produces a very dramatic effect.

Banner

You can use the Banner dialog box to create a message or row of text that travels across the screen. You can set the repetitions and speed.

Credits

You can scroll any text up the screen. Typically this is a list of rolling credits or a list of text that travels up the screen, like credits at the end of a movie. You can justify the text left, right, or center.

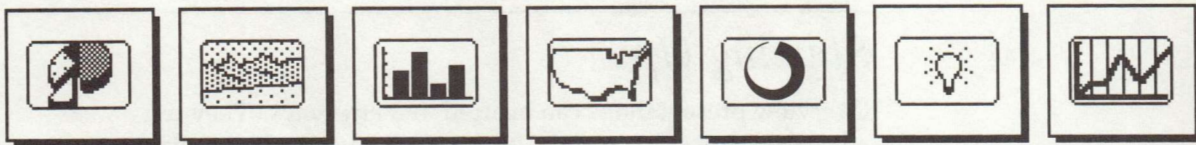
Text Effects

Text Effects gives you three effects you can apply to text: Sparkle, Letter slide, and Typewriter. Sparkle adds an animated sparkle randomly on top of the text. Letter slide causes each letter to individually slide into place. Typewriter displays each letter individually, as though you were typing at a keyboard.

Summary

Auto Animate is a quick way to create special effects for text and charts. In this chapter you have seen how to combine the Auto Animate effect with a **background image** and how to adjust the **location** and **timing** of the images.

You have also become familiar with the **basic operations** of the Overview window, dragging icons into the working area to create a presentation, moving an icon to combine it with another, and selecting an icon before using **Get Info**.



Chapter 3: Overview Tutorial

In addition to making simple text animation a snap to create, Overview gives you the tools to create multimedia presentations that can include whatever it takes for your audience to visualize your message. You can combine graphics, sounds, Director movies, animated titles, and transitions to add sizzle to your communications. You can even print out copies of your presentation to create handouts for your audience.

This tutorial shows you how to put together a MacroMind Director Overview presentation, animating a static graphic image with transitions, and adding clip animation to add drama. The tutorial builds on skills you learned in the previous tutorial.

Starting Up

Overview presentations can be used in many ways. They can advertise, they can entertain, or they can educate. The content is as varied as the people that create the message. For this tutorial, suppose you are a history teacher. You'll create a short history lesson about the first transcontinental railroad in the United States. You've decided to use MacroMind Director so that your students can visualize the event.

The subject of this presentation is a significant one. The joining of the rails across America linked the West and East coasts of the United States, setting the stage for western expansion and migration. To make this date memorable, you'll use Overview to assemble several MacPaint documents, and then you'll use a transition to animate the progress of the rails.

While you create the history lesson, you'll also learn about moving forward and backward in an Overview document and how to set timers so each slide remains on the screen for the right length of time.

If you have just completed the previous tutorial and are in Overview, you can simply open the file indicated in the next section.

Before you begin If you are working with a color Macintosh, set the monitor to "Black & White/Grays," 2 Colors, using the Control Panel desk accessory.

If you haven't started MacroMind Director, do so now.

1. **Start MacroMind Director.**

MacroMind Director starts up.

Opening an Overview document

The Overview document used in this tutorial is called *Joining of the Rails*. You can find the document in the MacroMind Director folder called *Overview Tutorial* on your hard disk.

1. **Locate the *Tutorials* folder on your hard disk and open it.**
2. **Locate the *Overview Tutorials* folder and open it.**

The *Overview Tutorials* folder contains folders for all the tutorials used in this book.

3. Locate the *Overview Tutorial* folder and open it.

Joining of the Rails is in the *Overview Tutorial* folder.

4. Open *Joining of the Rails*.

The *Joining of the Rails* Overview window displays the icons shown in the illustration below. As you can see, the working area of the Overview window has several MacPaint icons and a Director icon. These represent the documents used in the presentation.

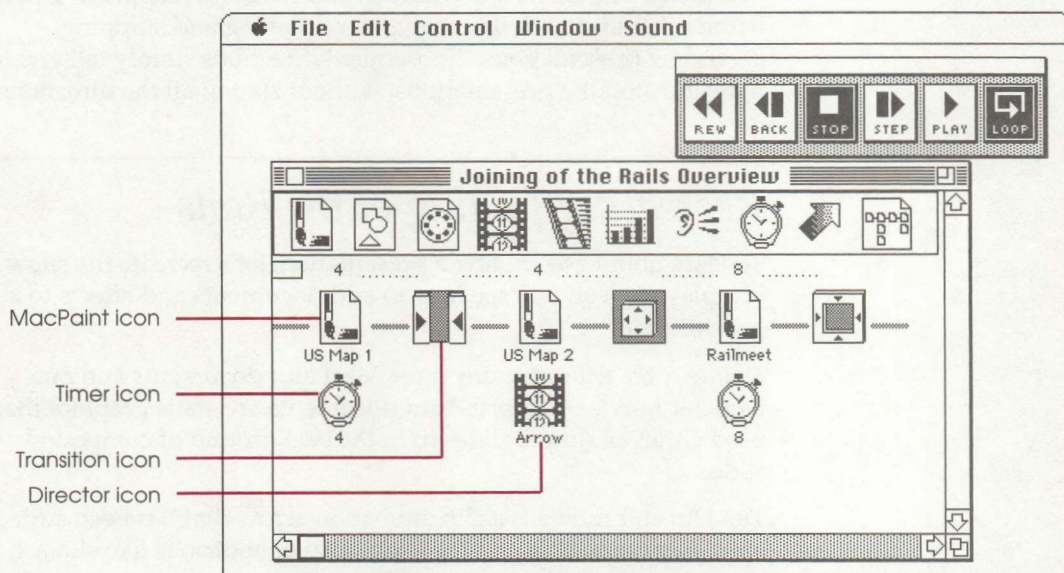


Fig. 3.1 The *Joining of the Rails* Overview window

The other icons in the Overview window represent **timers** that control the duration of the slides on the Stage, and **transitions** that control how the presentation moves from one slide to another.

Playing *Joining of the Rails*

To see the effect of the timers and transitions on the presentation, go ahead and play *Joining of the Rails*.

1. Press Shift and click Play in the Panel.

This Shift-click combination closes the Panel and Overview window and plays the *Joining of the Rails* presentation. Since the presentation is set to loop, it will continue to play until you tell it to stop.

Missing files? If any of the documents are missing, MacroMind Director will tell you that it can't find them, and give you a chance to locate them (perhaps they were moved to a different folder or renamed). See *Appendix A: Finding Missing Documents* at the end of this book for more information.

2. Press Command-W to stop the slide show.

The menu bar, Overview window, and Panel all reappear. You are by now familiar with this sequence of playing and stopping Overview presentations. Subsequent directions simply tell you to play and stop the presentations, without stating all the directions.

Recreating *Joining of the Rails*

To learn about assembling a presentation, let's recreate the show you just played. You will see how to add documents and effects to a presentation.

Joining of the Rails contains three MacPaint documents and one Director movie. The MacPaint documents are static graphics that are used either as simple slides or in the background of compound slides.

The Director movie is a clip animation arrow that has been added to emphasize a point about the slide. **Clip animation** is like clip art, a bit of useful animation you can add to underscore your message. In this case the clip animation points to Promontory, Utah on the map. Promontory is, of course, the spot where the rails finally joined.

Opening a new Overview document

The first step in recreating the presentation is to open a new, Untitled Overview document.

1. Choose New from the File menu.

A new Overview window appears. You can now begin assembling the slides for your show. You add documents to your presentation by dragging icons.

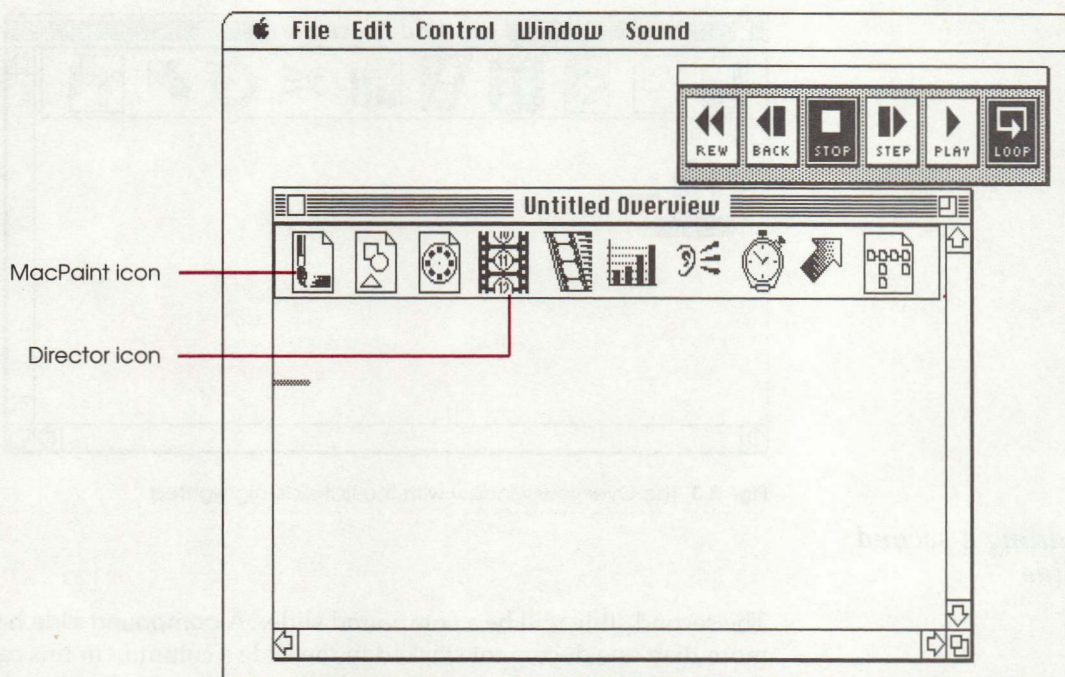


Fig. 3.2 The icons in the icon bar represent types of documents and effects

Adding the first slide

The first slide of *Joining of the Rails* is a MacPaint document called *US Map 1*.

1. **Drag a MacPaint icon from the icon bar to the working area of the Overview window.**

The directory dialog box appears. The names of the MacPaint documents in the current folder appear here. You will find *US Map 1* in the *Overview Tutorial* folder.

2. **Open *US Map 1*.**

A highlighted MacPaint icon appears in the first slide position at the left of the Overview window working area. The title below the icon shows that it's *US Map 1*.

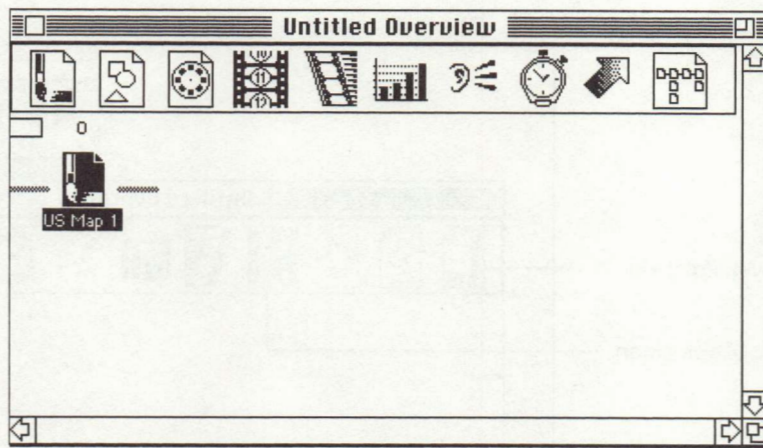


Fig. 3.3 The Overview window with the first slide highlighted

Adding a second slide

The second slide will be a compound slide. A **compound slide** has more than one document stacked in the slide's column. In this case, the MacPaint document serves as a background while the Director movie contains the animated arrow. The Director movie appears overlayed on the MacPaint map.

The higher an icon appears in the column of icons in a compound slide, the farther in the background it appears on your slide.

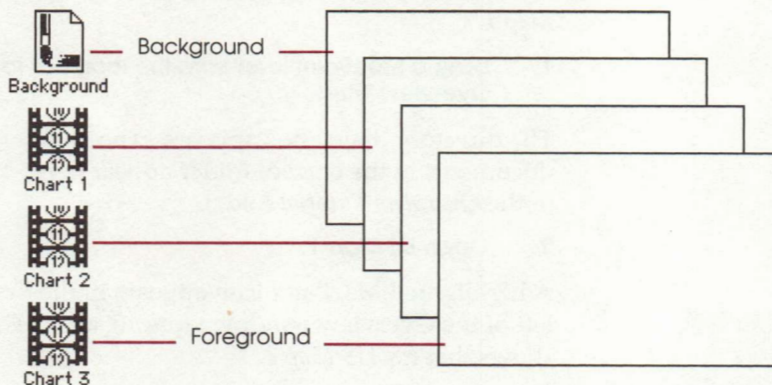


Fig. 3.4 The order of icons in the column determines foreground and background

To create the second slide,

1. **Drag a MacPaint icon from the icon bar to the Overview window working area.**

Position the icon to the right of the first slide. Since Overview plays slides from left to right, placing *US Map 2* to the right of *US Map 1* makes *US Map 2* the second slide in the presentation.

When you release the mouse button, the directory dialog box appears.

2. **Open *US Map 2*.**

A MacPaint icon representing *US Map 2* appears in the working area.

3. **Drag a Director movie icon from the icon bar to the Overview window working area, below *US Map 2*.**

Position the icon *below* *US Map 2*. This position establishes the Director movie in front of *US Map 2* in the second slide.

When you release the mouse button, the directory dialog box appears. Notice this time you see the names of Director documents in the directory dialog box and no others. That's because the list of documents in the directory dialog box reflects the type of document icon you drag into the working area.

4. **Open *Arrow*.**

The Director movie icon appears below *US Map 2*. Now you've created a compound slide with a MacPaint map and the Director movie.

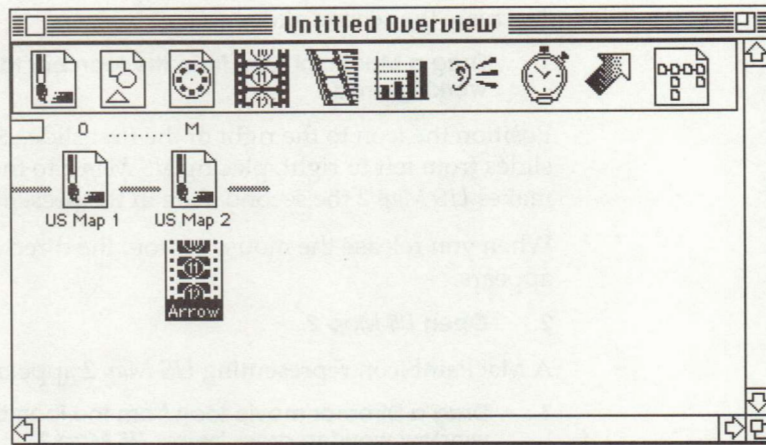


Fig. 3.5 The first two slides of *Joining of the Rails*

By the way If you mistakenly place an icon in the wrong column, you can always drag it to its proper location in the Overview window working area. In fact, to change the order of the slides in your presentation, you drag the icons to a new location.

Note that MacPaint documents can be placed in the foreground or background. This is true for PICT and Glue documents as well.

Adding the third slide

The third slide is a MacPaint document containing a picture of the rail workers celebrating the completion of the rail line. When you drag this icon from the icon bar, position it to the right of *US Map 2*.

1. **Drag a MacPaint icon from the icon bar to the right of the second slide's column.**

The directory dialog box opens.

2. **Open *Railmeet*.**

The MacPaint icon for *Railmeet* appears in the third slide's column.

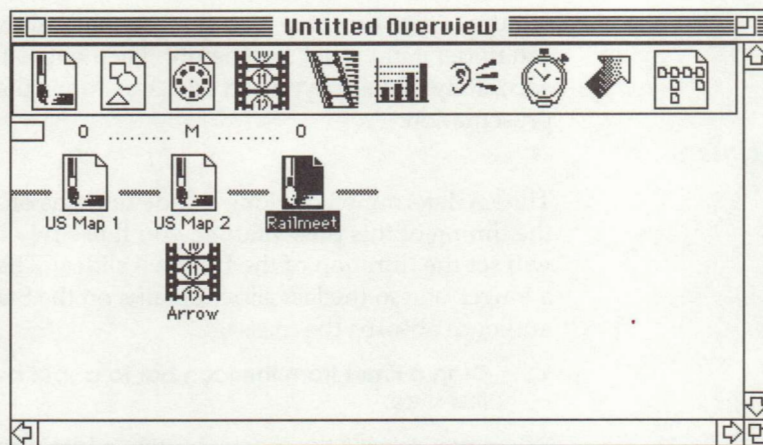


Fig. 3.6 The three slides of your presentation

Playing the slide show

Although your slide show is not yet finished, you should play it to make sure your slides are in the correct order.

1. Play the presentation.

You can Shift-click Play in the Panel to bring the Stage to the front and hide the other windows. MacroMind Director plays your version of *Joining of the Rails*.

It's clear that the presentation still needs editing. You need to adjust the timing and positioning of the slides and add a few transitions as you move from slide to slide.

After you've seen the show flash by a few times, stop the slide show.

2. Stop the presentation.

You can use Command-W to stop the presentation and return the Overview and Panel windows to the front.

Editing the Slide Show

Assembling the documents that make up your presentation is the first step in working with Overview. The second step is refining the presentation with the tools at your disposal in the Overview

window. The first step is to slow the slide show so your audience can understand what's going on. Then you can reposition the slides accurately. Finally, you can add transitions that animate the presentation.

Adding timers

Timers determine how long a slide remains on the Stage. To adjust the timing of this presentation, you'll use two timers. The first timer will set the duration of the first two slides. The second timer will be a longer one so the last slide remains on the Stage while your audience absorbs the message.

1. **Drag a timer from the icon bar to a spot below the document in the first slide.**

When you release the mouse button, a blinking insertion point appears below the timer. You need to type the length of time you want this slide displayed.

2. **Type "4," then click anywhere in the working area or press Return.**

You've just set the timer for four seconds. All the slides to the right of the timer will also be displayed for four seconds unless you insert another timer, or a Director movie is in one of the slides. Director movies have their own duration that controls the duration of the slide.

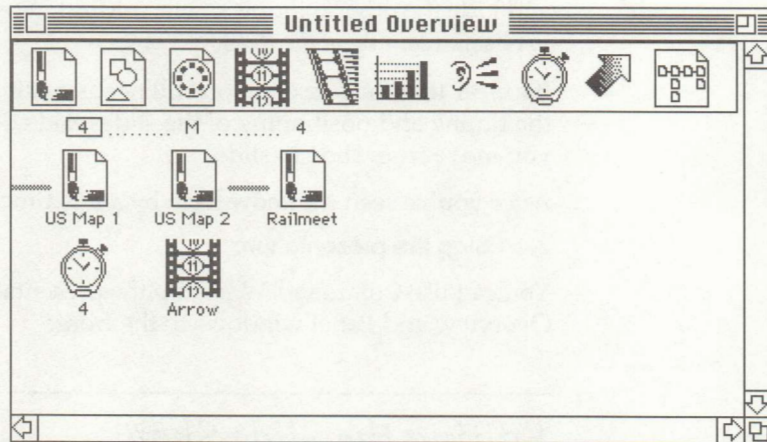


Fig. 3.7 Setting the first timer to four seconds

The duration of each slide appears above each column of icons. The number 4 indicates that the slide will display for four seconds. The

Duplicating an icon with the Option key

letter M indicates the duration of that slide is controlled by a Director movie in the column.

Now you can add a second timer to control the duration of the last slide. In this step you will learn a particularly useful technique to duplicate an icon.

To set the second timer,

1. **Option-drag the four second timer to a position beneath the last slide.**

Pressing the Option key while dragging an icon duplicates that icon. Use Option-drag whenever you want to duplicate any icon in the working area of the Overview window.

The timer you just placed in the third slide's column is still set for four seconds. To change the duration of the timer,

2. **Click the number 4 beneath the timer you duplicated.**

Clicking the number selects it. You can also drag across the number to select it as you would in a word processor.

3. **Type "8," then click anywhere in the working area or press Return.**

The second timer is now set for eight seconds. Play the slide show to see the effect of the timers you just set.

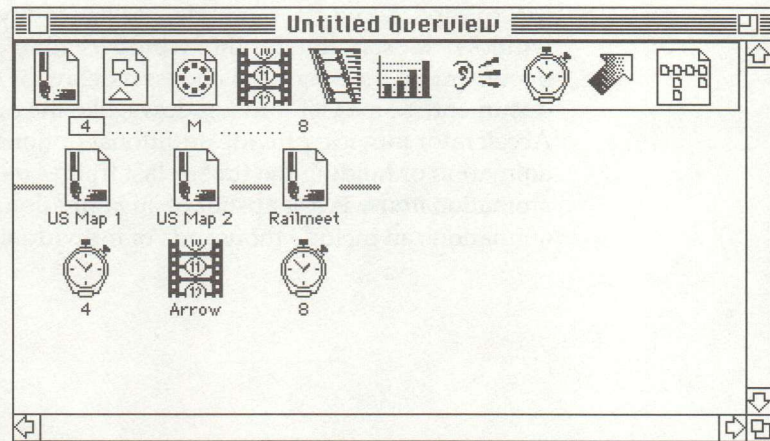


Fig. 3.8 Setting the second timer to eight seconds

4. Shift-click the Play button in the Panel.

The Stage is cleared of all the windows and the slide show begins.

At the end of the slide show,

5. Press Command-W to stop the show and reveal the windows.

The timers have improved the slide show, but the arrow is not even in the state of Utah and the rails don't move toward each other.

They just appear on the screen. Further editing is needed before the slide show is finished.

Repositioning an image

Earlier you learned that a compound slide is made with several documents in layers. The second slide has a MacPaint map as a background and a Director movie overlay that animates the arrow. Currently, the arrow points to the desert of eastern Nevada, several hundred miles from Promontory, Utah. You'll have to reposition the arrow with Get Info.

1. Double-click the Director icon named Arrow in the Overview window.

MacroMind Director displays the Get Info window for the *Arrow* movie. Double-clicking an icon is a shortcut for selecting the icon and choosing Get Info from the Edit menu.

Each type of document, MacPaint, PICT, Glue™, Director movie, and MacroMind Accelerator™ movie, has its own type of Get Info window. Most of the Get Info windows allow you to reposition the document on the Stage and choose a delay for the appearance of the document. Some Get Info windows, like the ones for Director and Accelerator movies, provide additional options for repeating the animation or holding the first or last frames of an animation. An animation **frame** is a snapshot of an animation. A complex animation can include thousands of individual frames.

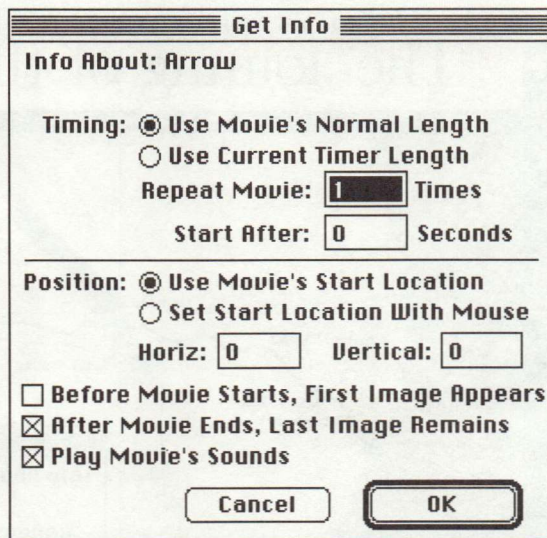


Fig. 3.9 The Director movie Get Info window

You'll use the "Position" option in the Get Info window to reposition the movie.

To reposition the movie,

2. Click "Set Start Location With Mouse."
3. Drag the Get Info window to the bottom of the screen.

With the Get Info window out of the way, you can get a clear view of the map and animation. When you move the pointer from the Get Info window, it turns into a crosshair. You can reposition the movie with the crosshair pointer.

4. Click Promontory, Utah, with the crosshair.

Each time you click, the arrow animation plays, allowing you to see where you've positioned the arrow. Click until the point of the arrow is positioned on Promontory, Utah.

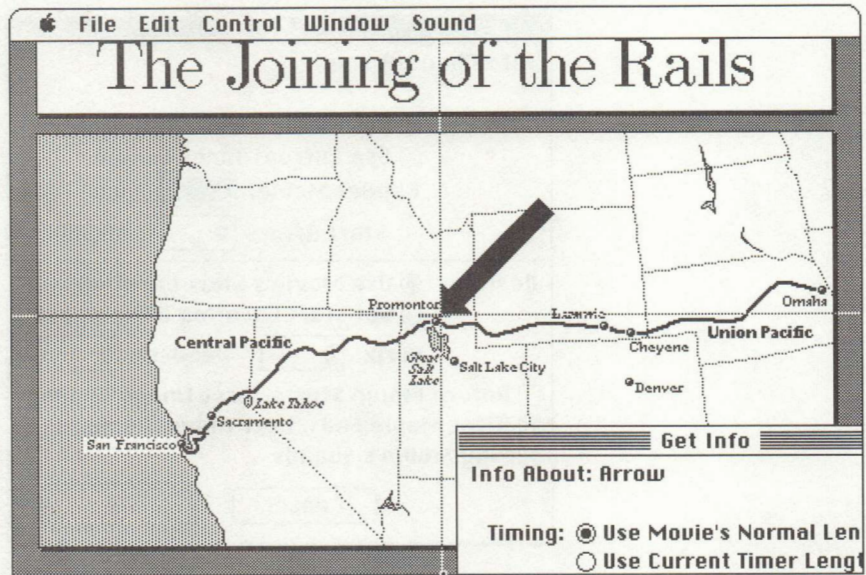


Fig. 3.10 Positioning the arrow animation with the crosshair

5. Drag the Get Info window so you can see all of it.

You still need to set a delay in the Get Info window so that Map 2 is displayed for a few seconds before the arrow moves.

To set a delay for the movie,

6. Select the number in the "Start After" box.

7. Type "3" in the "Start After" box.

This will delay the start of the movie for three seconds. In other words, *US Map 2* will be shown for three seconds before the arrow appears.

8. Click OK.

You've just repositioned and delayed the movie. The next step is adding transitions.

Using a transition to animate

Transitions are used to move smoothly from slide to slide. They are like the dissolves, wipes, and reveals a film or video editor uses to move from scene to scene. In *Joining of the Rails*, transitions are used

to move from slide to slide and to simulate animation. The animated effect of the rails reaching toward each other is created with a transition from slide one to slide two.

Notice that the two MacPaint documents *US Map 1* and *US Map 2* are exactly alike, except that *US Map 2* has the path of the railroad drawn on it. The transition between the two slides will cause the differences between the two slides to be animated. In this case, it will grow from the two ends toward the middle.

To set the transition that makes the rails grow toward one another,

1. Drag the transition icon from the icon bar to a position between the first and second slides.

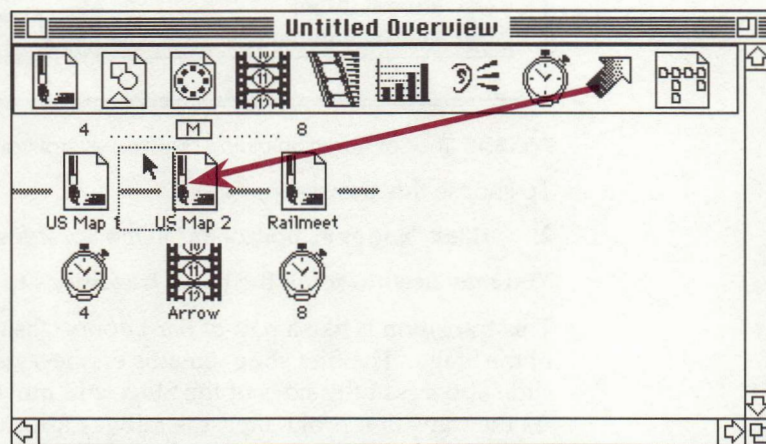


Fig. 3.11 Position the transition icon between the first and second slides

The Set Transition dialog box appears. There are many transitions for you to choose from. Each transition is described and illustrated in the dialog box. The transition that makes the rails grow towards one another is Edges in, horizontal.

The Set Transition dialog box also permits you to set the **Duration** and **Chunk Size** for each transition. Duration is the amount of time it takes for the transition to occur. It is set in quarter seconds. There is no preset value for Duration. Chunk Size controls the number of pixels that change in each step of a transition, thus affecting the apparent smoothness of the transition. The preset Chunk Size value for each transition is carefully chosen to make the transition effective. You can set Chunk Size from 1 to 128 pixels.

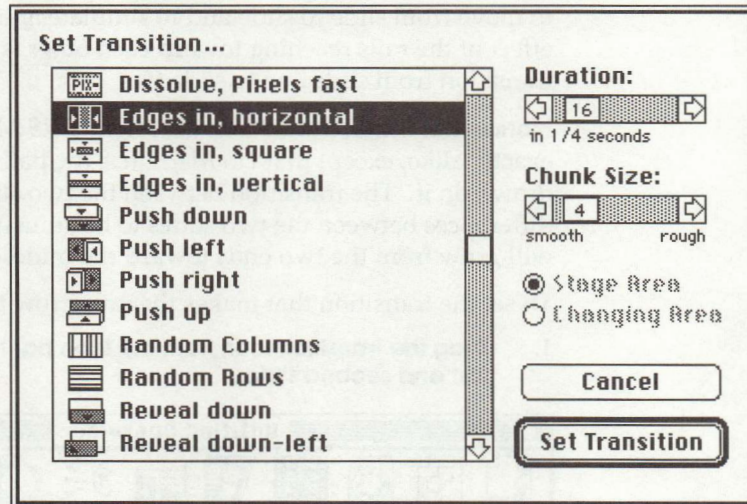


Fig. 3.12 The Set Transition dialog box has several transitions to choose from
To choose this transition,

2. Click **"Edges in, horizontal"** in the Set Transition dialog box.

You may need to scroll the list of transitions to find it.

This transition is like a pair of barn doors closing towards the center of the Stage. The first slide remains on the screen while the second slide appears at the sides of the Stage and moves towards the center. As the transition progresses, the railway appears to grow from the edge of the Stage towards the center.

The duration for this transition is very important, since it controls the appearance of the rails "growing."

3. Set Duration to 16.

The transition will last 4 seconds, long enough for your audience to understand what they are seeing.

For this transition, you can use the default value for Chunk Size.

4. Click **Set Transition**.

Adding more transitions

You have two more transitions to place to complete the slide show. The next transition goes between slides two and three.

1. Drag a transition icon from the icon bar to a position between slides two and three.

The Set Transition dialog box appears.

2. Click "Center out, square."

This transition will start at the center of the Stage and expand, revealing the third slide beneath the second slide.

3. Set Duration to 4.

It will take one second for the transition to occur.

4. Click Set Transition.

The final transition goes after slide three.

5. Drag a transition icon from the icon bar to a position to the right of slide three.

The Set Transition dialog box appears.

6. Click "Edges in, square," set Duration to 4, and click Set Transition.

The final transition makes a nice way to cut back to the first slide when the slide show loops.

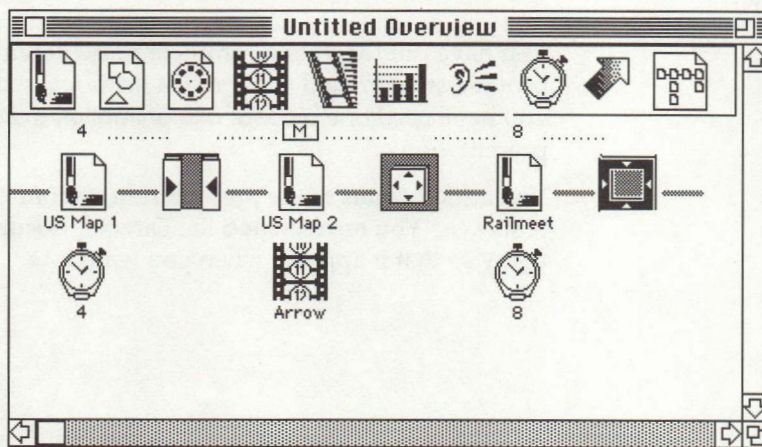


Fig. 3.13 The complete recreated Overview document

Wrapping Up

Now that you've assembled the slide show, added timers and transitions, and used Get Info to reposition and set a delay for the Director movie, it's time to enjoy the show.

Playing the slide show

To play the slide show from the beginning, you'll need to rewind the show.

1. **Rewind the presentation.**

The show rewinds to the first slide.

2. **Play your presentation.**

The slide show plays, displaying the documents and effects you selected.

When the slide show is over, take a break and come back for the next tutorial when you're ready.

Summary

You have put together a complete presentation, using **transitions** to provide an animated version of a historical sequence. In addition, you have used one piece of **clip animation** to add impact to the presentation.

You added **timers** to the presentation, to control how long each slide is shown. You **repositioned** the Director document, and you **set a delay** so that it appears when you want it to.



Chapter 4: Advanced Overview Tutorial

Overview slide shows can be as ambitious as your imagination allows. The slide show you created in the previous tutorial was relatively simple. There was only one compound slide. In this tutorial you'll work with a more sophisticated slide show that uses clip animation to create compound slides. You'll also get a chance to add sound effects to your presentation.

Although *Bamboo Industries*, the presentation you'll create in this chapter, is more complex, it's just as easy to assemble as *Joining of the Rails*. That's because clip animation is a great labor saving invention, as you saw in *Joining of the Rails*. You don't have to know anything about animation to use it. In this tutorial, you'll use clip

animation to overlay shimmers and arrows on your slides. You'll also learn more about editing and controlling an Overview slide show.

Starting Up

Suppose you are preparing an animated presentation for a client, a chopsticks manufacturer, to use at a sales meeting. You have gathered all the information you need, and have obtained graphic images from the company. Your job is to assemble them into an animated visual statement that will excite the salespeople.

If you have just completed the previous tutorial and are in Overview, you can simply open the file indicated in the next section.

Before you begin If you are working with a color Macintosh, set the monitor to "Black & White/Grays," 2 Colors, using the Control Panel desk accessory.

If you haven't started MacroMind Director, do so now.

1. Start MacroMind Director.

MacroMind Director starts up.

By the way For the last (optional) step in this tutorial, you'll need a copy of MacPaint so you can edit one of the slides. If you own MacPaint, put it on the same hard disk as MacroMind Director.

Opening Bamboo Industries

You can find the *Bamboo Industries Overview* document used in this tutorial in the MacroMind Director *Advanced Overview Tutorial* folder.

1. Locate the *Advanced Overview Tutorial* folder inside the *Overview Tutorials* folder.

Bamboo Industries is in the *Advanced Overview Tutorial* folder.

2. Open the *Advanced Overview Tutorial* folder.

3. Open *Bamboo Industries*.

The *Bamboo Industries Overview* window displays the icons that represent the documents used in the presentation.

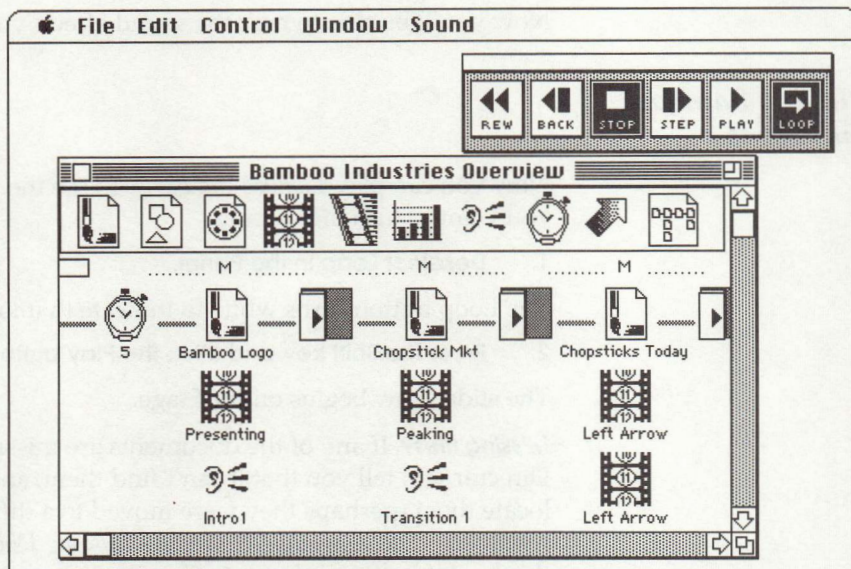


Fig. 4.1 The slides that make up *Bamboo Industries* appear in the Overview window

You can see that there are more compound slides in *Bamboo Industries* than in *Joining of the Rails*. Sound effects have also been added. Sound effects icons look like ears and have the name of the sound below them.

Changing the speaker volume

Bamboo Industries uses several sounds in the presentation. This is probably a good time for you to check the Control Panel to make sure your speaker volume is turned up as high as possible.

1. Choose Control Panel from the Apple menu.

The speaker volume should be at the top of the scale. If it is not,

2. Drag the speaker volume knob up.

Dragging the speaker volume knob up increases the volume. If your Macintosh is connected to external speakers you may not have to drag the knob all the way to the top.

3. Close the Control Panel.

Playing Bamboo Industries

Now you'll be able to hear the sound effects you add to your slide show.

Now you can play *Bamboo Industries* to see the presentation, but first you want to turn off looping.

1. Deselect Loop in the Panel.

The Loop button turns white to indicate that looping is turned off.

2. Press the Shift key and click the Play button in the Panel.

The slide show begins on the Stage.

Missing files? If any of the documents are missing, MacroMind Director will tell you that it can't find them, and give you a chance to locate them (perhaps they were moved to a different folder or renamed). See *Appendix A: Finding Missing Documents* at the end of this book for more information.

As the slide show progresses, you'll see examples of clip animation, view several transitions, and hear sound effects. When the slide show ends, the Overview window and the Panel reappear.

If for some reason the slide show does not stop or the windows do not appear,

3. Stop the presentation.

Use the Stop command on the Control menu or press Command-W. MacroMind Director automatically redisplay the Overview window and Panel.

Moving the playback head

Sometimes you need to go directly to a specific slide. If the slide show is a long one, you won't want to wait as the slide show plays to the slide you want to edit.

The playback head is the box that travels at the top of the Overview window working area. It has two purposes. Its position indicates which slide is currently displayed, and you can reposition it to quickly jump to a particular point in the slide show.

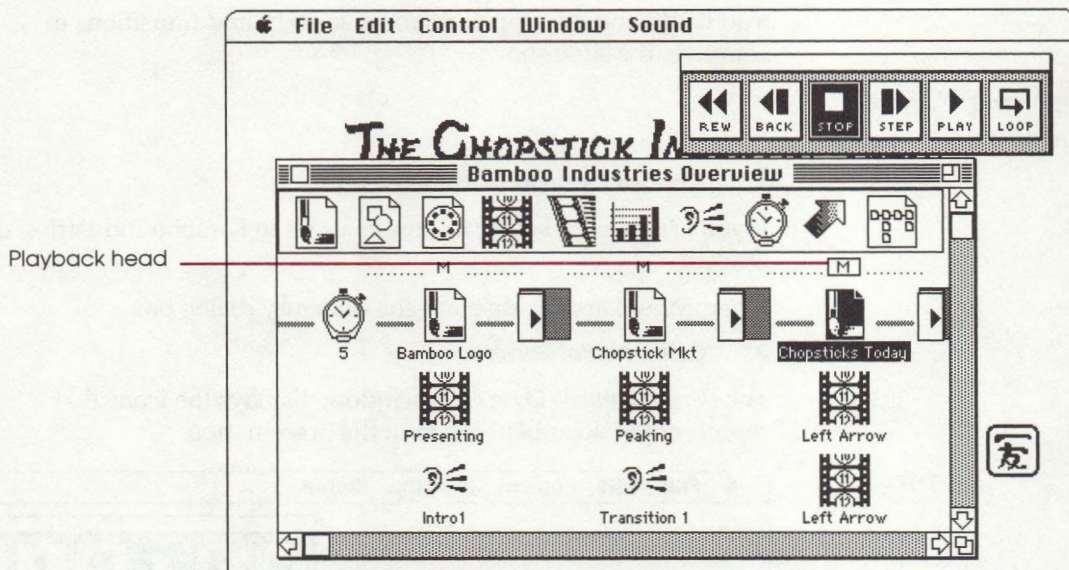


Fig. 4.2 The playback head indicates the currently displayed slide

To reposition the playback head at a specific slide,

1. **Click above the third slide, *Chopsticks Today*.**

Clicking the area above the slide, where the timing information is, advances the playback head to that slide. *Chopsticks Today* is now displayed on the Stage. Try clicking above other slides to display them on the Stage. This is particularly useful when you are creating your slide show and need to edit a specific slide.

➡ **Tips & Hints** You can also control your slide show with keyboard commands. For a complete list, see *Controlling an Overview Document* in *Chapter 5: Using Overview*.

Editing Bamboo Industries

This tutorial is primarily concerned with editing a complex presentation. It concentrates on showing you how to make careful adjustments using documents that already exist. To give you a head start in recreating the Bamboo Industries slide show, a partial slide show called *Partial Bamboo* is in the *Advanced Overview Tutorial* folder. Most of the icons that make up the slides are already in place.

You'll add and edit clip animation, sounds, and transitions to complete the slide show.

Opening Partial Bamboo

1. Choose Open from the File menu.

If you are asked whether to save changes to Bamboo Industries, click Discard.

MacroMind Director displays the directory dialog box.

2. Open *Partial Bamboo*.

The *Partial Bamboo* Overview window displays the icons that represent the documents used in the presentation.

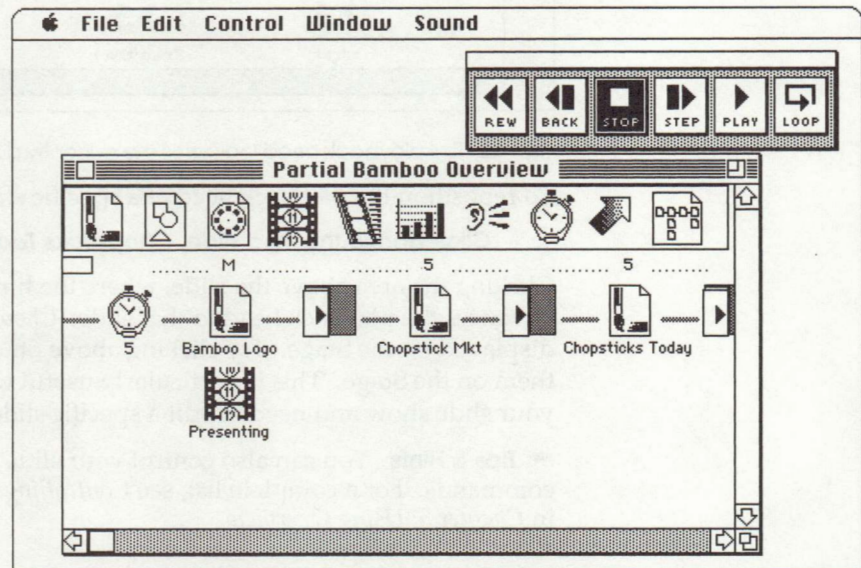


Fig. 4.3 The Overview window of *Partial Bamboo*

Playing Partial Bamboo

You can play *Partial Bamboo* to get an idea of the slides that are currently in the presentation.

1. Play *Partial Bamboo*.

As long as Loop is turned off, when the slide show ends, the Overview window and Panel return to the screen.

Using Clip Animation

Clip animation can draw attention to key points in a slide show. A piece of clip animation is a Director movie. Use the clip animation library in the *Clip Media* folder to add animation to your presentations without creating the animation from scratch. You can also buy additional disks of clip animation from third party vendors. Ask for them at your computer or software store.

In Bamboo Industries, you'll use clip animation to add arrows, shimmers, and borders to specific slides.

Adding clip animation

The first piece of clip animation you'll add is a Director document called *Left Arrow*. The arrow will come from the left and move to the right. You are going to add this arrow to the *Chopsticks Today* document.

1. **Drag a Director movie icon from the icon bar to a spot beneath the *Chopsticks Today* document.**

The directory dialog box appears. *Left Arrow* can be found in the *Advanced Overview Tutorial* folder.

2. **Open *Left Arrow*.**

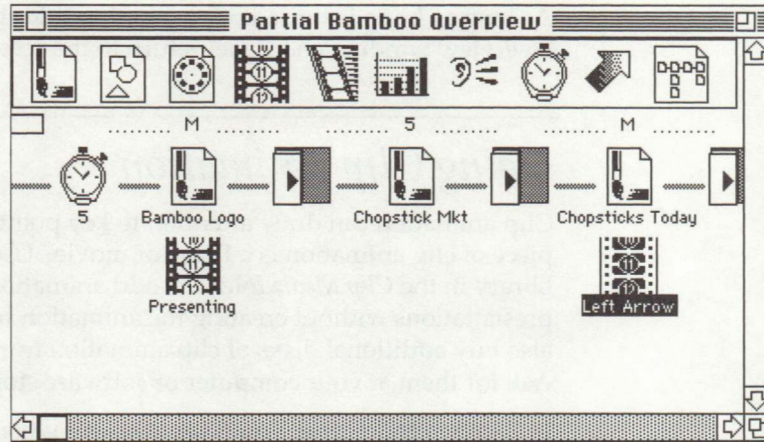


Fig. 4.4 *Left Arrow* appears below *Chopsticks Today*

The *Left Arrow* icon appears below *Chopsticks Today*.

Using Get Info to position clip animation

The next step is to position the clip animation so the arrow points to the right spot on your slide.

1. Double-click the *Left Arrow* icon.

The Get Info window appears. Double-clicking the icon is a shortcut for selecting the icon and choosing Get Info from the Edit menu.

You can use the Get Info window to set a delay, loop the animation, hold the first or last frame, or position the clip animation. Right now, you'll use it to set the position of the clip animation.

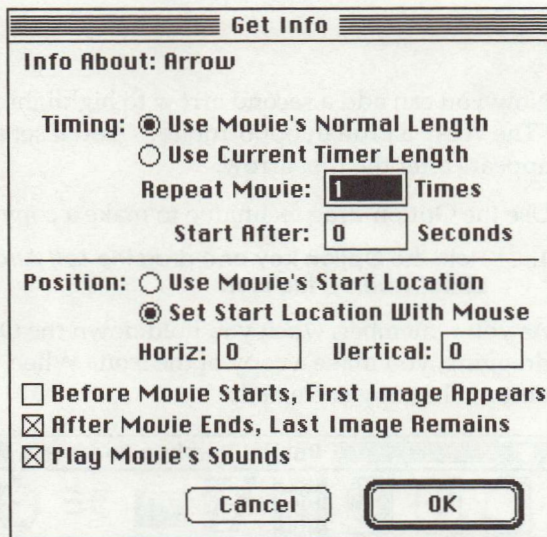


Fig. 4.5 The Get Info window allows you to set timing and position options for Director movies

The Position options allow you to use the start location of the animation as it was created in Studio, or set the start location with the mouse. You'll use the mouse to set the start location of the arrow.

First move the Get Info window out of the way so you can see where you are positioning the animation.

2. Drag the Get Info window to the lower part of the screen.

This gives you an unhindered view of the Stage.

3. Click a spot next to the phrase "Chopstick sales off in the Far East."

The arrow appears and moves from left to right. It may take a few tries before the arrow stops just to the left of the phrase you want to call attention to. When you are satisfied with the position of the arrow,

4. Drag the Get Info window so you can see all of it, then click OK.

The Overview window is displayed again.

Duplicating an icon with the Option key

Now you can add a second arrow to highlight the second phrase, “The West: a growth opportunity.” You’ll set a delay so the arrow appears after the first arrow.

Use the Option-drag technique to make a copy of the arrow.

1. **Hold the Option key and drag the *Left Arrow* icon down to a spot directly below the icon.**

As you remember, when you hold down the Option key while dragging, you make a copy of the icon. When you release the mouse button, the copy is created.

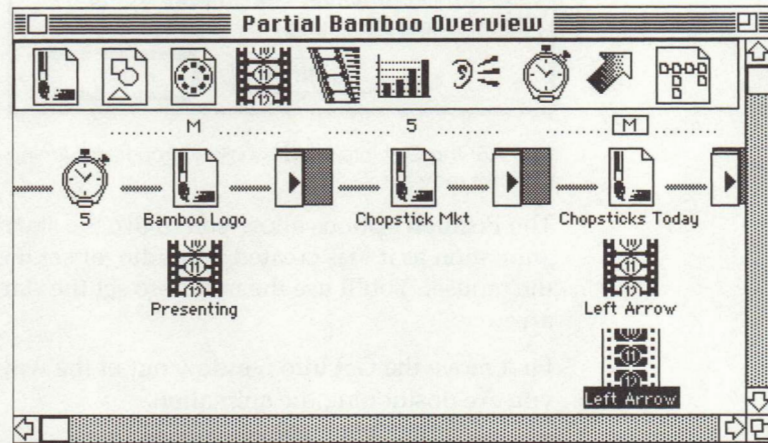


Fig. 4.6 The second *Left Arrow* appears in the same slide as the first *Left Arrow*

If you played the slide show right now you wouldn’t see the second arrow because it occupies the same position as the first arrow. You have to set a new starting point and a delay for the second arrow.

Using Get Info to delay clip animation

You can now set the position and timing options for the second arrow.

1. **Double-click the second *Left Arrow* icon.**

The Get Info window appears.

2. Type “2” in the “Start After” box.

By typing 2 in the “Start After” box you will delay the appearance of the second arrow for two seconds.

Now you are ready to position the arrow. Again, you’ll have to move the Get Info window out of the way so you can see where you are positioning the animation.

3. Drag the Get Info window to the lower part of the screen.

Now you can see the Stage.

4. Click a spot next to the phrase “The West: a growth opportunity.”

The arrow appears (after 2 seconds) and moves from left to right. It may take a few tries before the arrow stops just to the left of the phrase you want to call attention to. When you are satisfied with the position of the arrow,

5. Drag the Get Info window so you can see all of it, then click OK.

The Overview window returns to the screen.

6. Play the slide again to see the effect.

You have now practiced using the Get Info window. Subsequent directions assume you know the particular steps.

Adding a shimmer

You may have noticed in the first slide of *Bamboo Industries* that after the word PRESENTING appeared, a series of shimmers ran across the word. In that case, the shimmer was part of the Director movie called *Presenting*.



Fig. 4.7 The shimmer passes over the word PRESENTING

The shimmer can also be added using clip animation to anything that appears on the Stage. In this example, you’ll add a shimmer to the words “Industry Leader” in the *Why Bamboo* document. *Shimmer* can be found in the *Advanced Overview Tutorial* folder.

To add a shimmer,

- 1. Scroll the Overview window until you see the *Why Bamboo* icon.**
- 2. Drag a Director movie icon from the icon bar to a spot beneath *Why Bamboo*.**

Repeating the shimmer

The directory dialog box appears.

3. Open *Shimmer*.

Once the *Shimmer* icon appears beneath *Why Bamboo*, you can use the Get Info window to repeat and reposition the shimmer.

1. Double-click the *Shimmer* icon in the Overview window.

The Director movie Get Info window appears. You will set the number of times for the shimmer to repeat and the position of the shimmer.

To set the number of repeats,

2. Type "4" in the "Repeat Movie" box.

The clip animation will now repeat four times. The next step is to make sure the shimmer appears on the words "Industry leader."

Using the mouse to set the start location, click the "I" in "Industry." The shimmer will start where you clicked and move from left to right. It may take a few tries before the shimmer covers all the letters. When you are satisfied with the position of the shimmer,

3. Click OK to return to the Overview window.

Adding a border

The last bit of clip animation you'll add is a border around the *Why Bamboo* document.

1. Drag a Director movie icon from the icon bar to a spot beneath the *Shimmer* icon.

The directory dialog box appears.

2. Open *Border*.

Border can be found in the *Advanced Overview Tutorial* folder. The *Border* icon appears below *Shimmer* in the *Why Bamboo* slide. You'll reposition the border so it encloses the words in *Why Bamboo*.

3. Double-click the *Border* icon.

The Get Info window appears. Use this window to set the position of the border. Using the mouse to set the start location, the point you click will be the center of the top line of the border. It may take a few tries before the border is centered.

4. Click OK to return to the Overview window.

You have finished placing all the clip animation you'll use in this slide show. Take a look at what you've done so far.

5. Rewind and then play *Partial Bamboo*.

Your presentation is almost complete. You will add sounds and two additional bits of text in the next sections.

Saving your work

It is always a good policy to save your work periodically, so that you are protected from disasters such as power failures that wipe out whatever is in memory.

1. Use Save As to save this document as *Partial Bamboo 2*.

If you'd like to take a break now, come back when you are ready to continue.

About Sound

Sound can add an extra dimension to your presentations. You can use sound effects (a shoe dropping with a clunk, wind whistling, and so forth) or music that accompanies and underscores your images (soft, soaring, jazzy).

MacroMind Director comes with a selection of sounds in a file called *Sounds* in the *Sounds* folder. The *Sounds* file should be in the same folder as the MacroMind Director application, in the same folder as the Overview document you are creating, or in your System folder.

If you want to learn more about sound files, or how to add your own digitized sounds to a *Sounds* file, see *Adding Tempos, Transitions, and Sound* in *Chapter 5: Using Studio* in the *MacroMind Director Studio Manual*. For the present example, you'll use the sounds from the *Sounds* file included with MacroMind Director.

■ **Tips & Hints** You can use different names for sounds files. You instruct MacroMind Director what name to look for by choosing Preferences from the Control menu. Click the Sounds File entry box in the Preferences dialog box to locate the sounds file.

■ Your Macintosh is equipped with a small internal speaker. When you present a slide show to a large group, you will probably want to use an external speaker for better sound quality. The speaker cable

you need depends on the Macintosh model you are using. It can be obtained at any electronics supply store. Use the cable to connect the sound port of your Macintosh to an amplifier or an amplified speaker.

Adding sounds to Partial Bamboo

You have heard sounds already in *Bamboo Industries* and *Partial Bamboo*. The *ChopSticks* movie includes the sound of chopsticks breaking apart. You don't see a sound icon in that slide's column because the sound is in the Director movie document (the clip animation). When the *ChopSticks* movie was added to the presentation, the sound came with the movie.

In this example you'll add sounds to two slides in the Overview window using the sound icon in the icon bar. Sounds that are part of Director movies do not show in the slide's column.

1. **Resize the Overview window to make a larger working area.**

Click the zoom box or drag the size box.

2. **If necessary, scroll the Overview window so the first slide appears.**
3. **Drag a sound icon from the icon bar and place it in the first slide's column.**

The first slide is headed by the MacPaint document, *Bamboo Logo*. The sound icon remains highlighted and the word "default" appears below the icon. When the sound icon is highlighted, you can assign a sound with commands in the Sound menu.

4. **Choose *Intro 1* from the Business submenu in the Sound menu.**

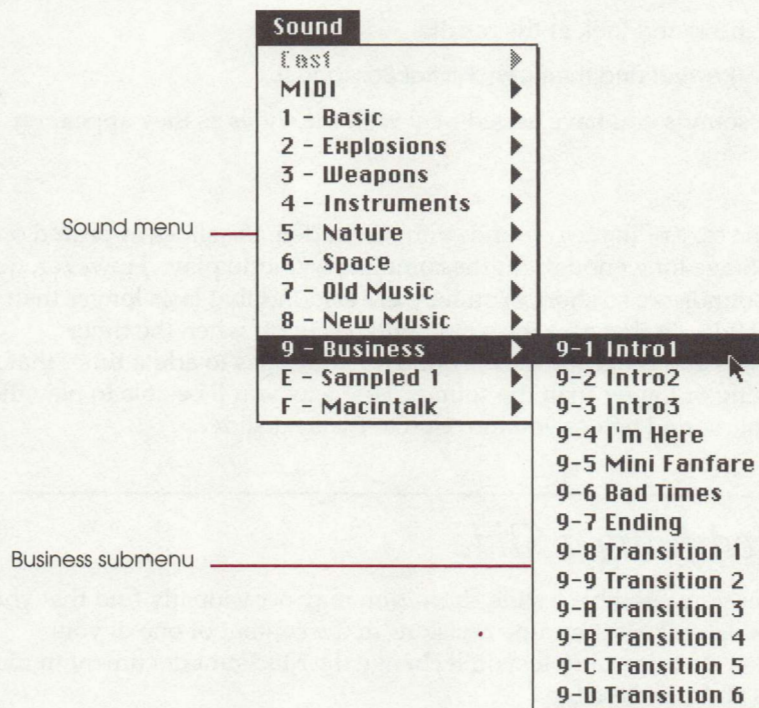


Fig. 4.8 Choosing a sound

Intro1 now appears below the sound icon to indicate that sound will accompany the first slide.

Note If no sounds appear in the Sound menu, MacroMind Director is having trouble finding the *Sounds* file. Make sure the *Sounds* file is in the same folder as MacroMind Director.

Now you can add a sound to the next slide.

5. **Drag a sound icon from the icon bar and place it in the second slide's column.**

The second slide is headed by the MacPaint document, *Chopstick Mkt*. The sound icon remains highlighted, waiting for you to assign a sound from the Sound menu.

6. **Choose *Transition 1* from the Business submenu in the Sound menu.**

The second slide will now play *Transition 1* when it appears on the Stage.

Go ahead and look at the results.

7. Rewind and then play Partial Bamboo 2.

The sounds you have added play with the slides as they appear on the Stage.

Sound and timers

In the case of the two sounds you just added, the slides appeared on the Stage long enough for the complete sound to play. However, not all sounds are so short. You may use a sound that lasts longer than the slide. In that case the sound will be cut off when the timer expires and the show moves on. The solution is to add a timer that is as long or longer than the sound. That way you'll be able to play the whole sound before you move on to the next slide.

Modifying a Slide

After you assemble a slide show, you may occasionally find that you need to make last minute revisions in the content of one of your slides. In this example, you'll change the MacPaint document in the first slide, *Bamboo Logo*.

Suppose you want to add your own name to the first slide, giving yourself credit for preparing the presentation. You can modify the first MacPaint document directly from within Overview.

Starting an application with Launch Editor

To modify an existing document, you can use the Launch Editor command in the File menu. Launch Editor bypasses the Finder and opens the application that created the selected document.

This step is optional, of course. If you don't have MacPaint, or another paint program that can create MacPaint documents, simply go on to the next section. If you are using another paint program, see the Tips & Hints note at the end of this section. Also note that if you are using MultiFinder, you need enough memory to run both MacroMind Director and MacPaint at the same time.

1. Click the *Bamboo Logo* document.

The document highlights to indicate that it is selected.

2. Choose Launch Editor from the File menu.

MacroMind Director displays a Save dialog box. You need to save your Overview document before going to MacPaint.

3. Click Save.

Launch Editor starts up MacPaint.

If MacPaint is available, you'll soon see MacPaint with *Bamboo Logo* in the window.

4. Click the text tool.

5. Place an insertion point near the bottom of the window.

You are going to add your name to the bottom of the first slide.

6. Type "prepared by:" then add your name.

Type your own name.

7. Save the modified document, then quit MacPaint.

When you quit an application that has been started by Launch Editor, you will return directly to Overview.

The changes you made to the *Bamboo Logo* are now in the first slide. Take a look at it.

8. Play the first part of *Partial Bamboo 2* to see the result.

Your note has been added to the document.

► **Tips & Hints** You can determine which application starts when you use Launch Editor. Use the Preferences command on the Control menu.

Using Auto Animate in Studio

The last step in this tutorial will be your first step into the Studio portion of MacroMind Director. You have decided to add an animated text effect to the second slide, *Chopstick Mkt*. You will use Auto Animate to create a zoom effect for "Demand is Peaking." But you want to modify the effect, adding a border around the text. For this you must use Auto Animate in Studio.

When you create an Auto Animate effect in Studio, it becomes a Director movie, which you can modify with any or all of the powerful Studio tools.

The following steps show you how to move quickly between the Overview and Studio portions of MacroMind Director. The tutorial introduces you to some of the basic windows and tools in the Studio portion of the program.

Creating a Director movie overlay

Once you've built a slide in the Overview window, you can create a Director movie **overlay** for that slide. An overlay is a piece of animation that you create to play on top of the image that is already in the slide.

To create an overlay,

1. **Drag a Director movie icon from the icon bar to the bottom of the column of the second slide.**

The second slide is headed by the MacPaint document, *Chopstick Mkt.* The directory dialog box appears, asking which Director document to use in this slide.

2. **Click New.**

You want to create a Director document from scratch. A dialog box appears and asks if you want to save changes in your Overview document.

3. **Click Save.**

Your document is updated, and the Studio is launched with a new untitled document. You'll see the rest of the slide in the background. It can't be edited here, but you can use it to help you position the Auto Animate effect.

Creating a Zoom Text effect

When it first displays, the Studio screen may contain one or more windows in addition to the background for the second slide. Depending on whether someone else has left Studio windows open, there may be several windows visible on your screen.

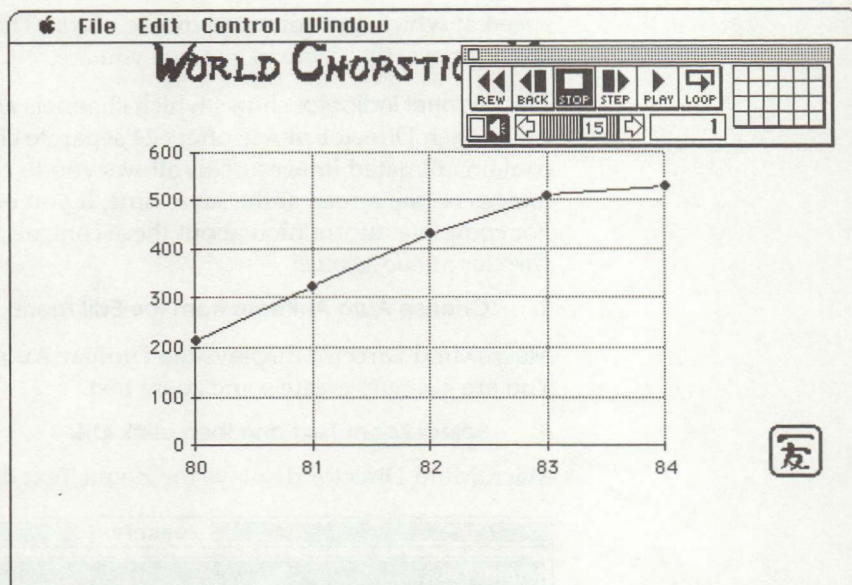


Fig. 4.9 The Studio screen showing an Untitled document

To clear the screen for the tutorial,

1. If necessary, open the Panel window and close all the other windows.

As in Overview, you use the Window menu to open and close windows. The Studio Panel is very similar to the Overview Panel window. In addition to the Rewind, Back, Stop, Step, Play, and Loop buttons you are familiar with, it contains some additional features.



Fig. 4.10 The Studio Panel window

The **background control** changes the color of the Stage. On a black and white Macintosh, it toggles between black and white. On a color Macintosh, click and hold down the mouse button to display a palette so that you can set a background color. Simply clicking it will toggle between black and white. The **sound control** turns the sound on and off. The **tempo control** provides control over the

speed at which any animated movie plays. The **frame counter** specifies exactly where in a movie you are.

The **channel indicator** shows which channels are being used at any time. Each Director movie offers 24 separate channels that can contain animated images. This allows you to control 24 separate images on the screen at the same time, if you ever need that many. For complete information about these controls, see the *MacroMind Director Studio Manual*.

2. Choose Auto Animate from the Edit menu.

MacroMind Director displays the familiar Auto Animate dialog box. You are going to create some zoom text.

3. Select Zoom Text and then click OK.

MacroMind Director displays the Zoom Text dialog box.

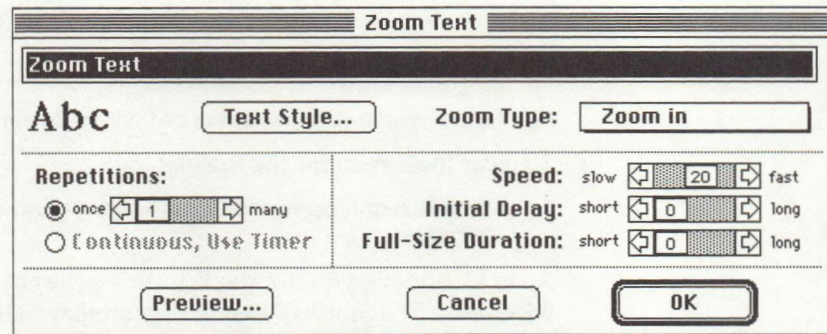


Fig. 4.11 The Zoom Text dialog box

The Zoom Text dialog box works exactly the same here as it does in the Overview portion of the program. The Studio Auto Animate dialog boxes have only slight differences from the Overview versions. Here, for example, "Continuous, Use Timer" is disabled because a Director movie must have a finite length.

Your text will be "Demand is Peaking."

4. Type "Demand is Peaking" in place of "Zoom Text."

5. Set the "Full-Size Duration" to 5 seconds.

This will leave the text on the screen for 5 seconds.

6. Change the Text style to Helvetica, plain, 18 points.

If you don't have Helvetica, make sure the text is Geneva, plain, 18 points.

Leave the Repetitions set to 1. And leave the "Zoom Type" set to "Zoom in."

By the way You must finish all your changes before you click OK. Once you have created an Auto Animate effect in Studio, you can modify it only with the Studio tools. You can't return to Auto Animate to change it.

7. Click Preview.

You can set the start location of your text using the Preview screen.

8. Click the start location for the Zoom Text in the Preview screen.

You want the text to end just below the line of the graph.

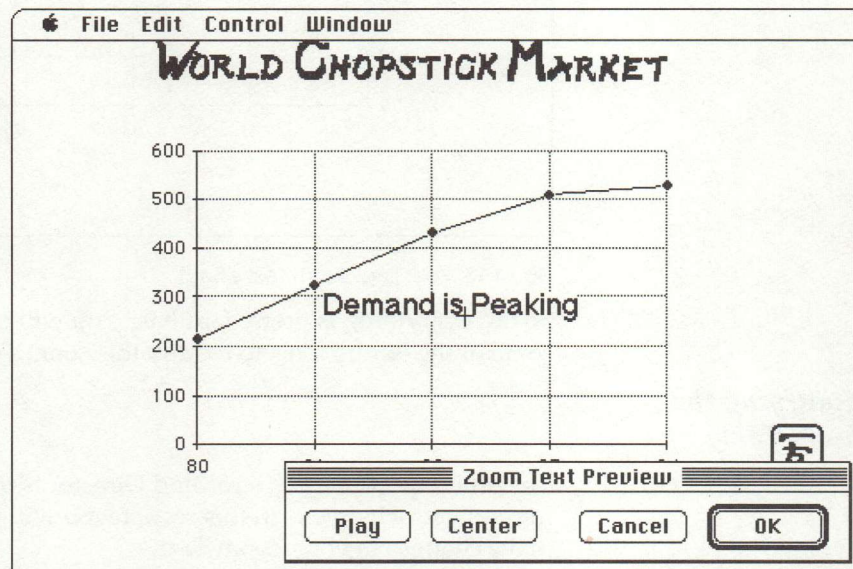


Fig. 4.12 Positioning the text below the line of the graph

9. Click OK to return to the Zoom Text dialog box, then click OK to return to the Stage.

MacroMind Director displays the first frame of your zoom text on the Stage. The Studio Stage window is similar to the Stage in Overview, and it is where all your Director movies are displayed.

10. Turn off Loop, click Rewind, and then click Play in the Panel window.

MacroMind Director plays your animated Zoom Text through. When it finishes, notice the number in the frame counter of the Panel. This number shows exactly how many frames your Auto Animate effect has taken.

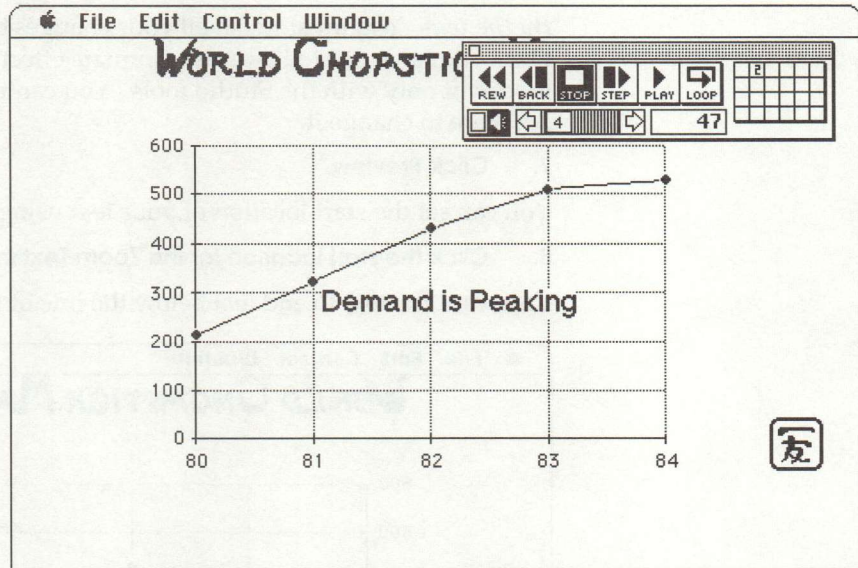


Fig. 4.13 Your final Zoom Text effect

So far, everything is pretty familiar. You will now see how to use some of the Studio tools to modify the Zoom Text.

Modifying the Zoom Text

The Studio portion of MacroMind Director is made up of several interrelated windows. In this section you will use two windows to make changes in your Zoom Text.

1. Choose Cast from the Window menu.

MacroMind Director displays the Cast window. The Zoom Text you have created is a single **castmember**.

Each individual graphic object or piece of text is called a castmember, and can be controlled individually. You can have up to 512 castmembers. Auto Animate has created this castmember automatically. You can add castmembers through the Clipboard, by

importing files from other programs, or by creating text and graphic elements within the Studio.

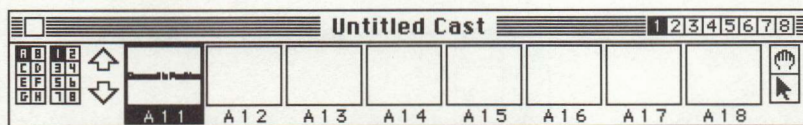


Fig. 4.14 The Cast window showing the castmember

Your Zoom Text has just one castmember. You will modify it in the Paint window. The Zoom Text castmember is already selected in the Cast window.

2. Choose Paint from the Window menu.

MacroMind Director displays the Paint window that contains the text you created.

The Studio Paint window is a sophisticated color and black and white paint program. You use the Paint window to create and modify castmembers. In this tutorial you will use only a few of the many features available to create graphic images of high quality. For complete information, see the *MacroMind Director Studio Manual*.

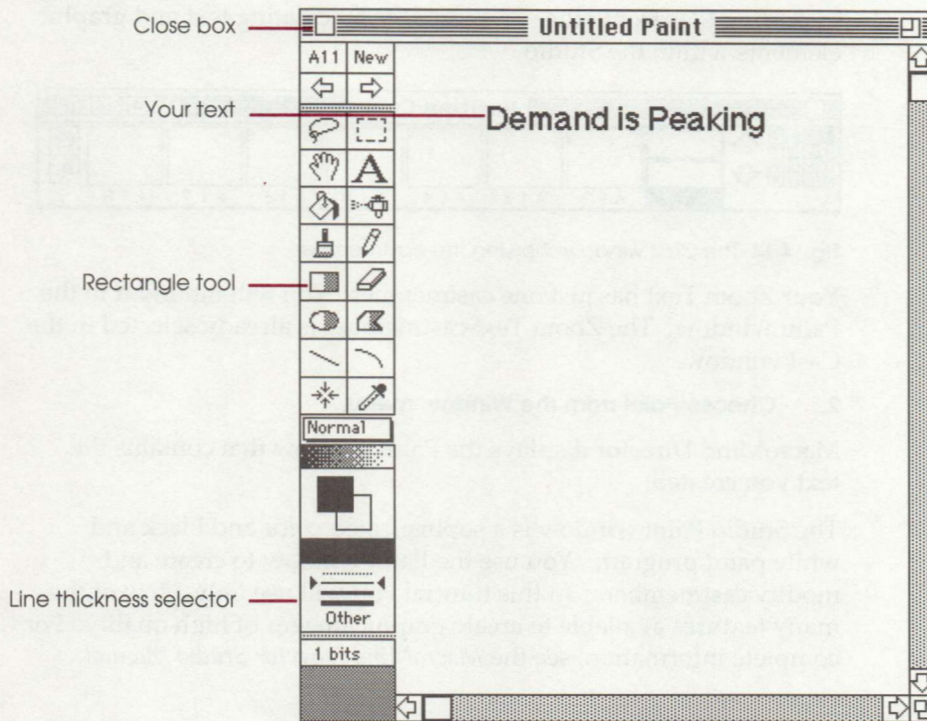


Fig. 4.15 The Studio Paint window

You have decided to surround the Zoom Text with a rectangular frame.

3. **Click the second line width from the top in the line thickness selector.**

This line is 1 pixel wide.

When you are ready to draw the rectangle,

4. **Use the rectangle tool to draw a rectangle around the text.**

Be sure to select the hollow side of the rectangle tool, the side that has no fill pattern. If you use the shaded side of the rectangle tool, the rectangle you draw is filled with the current pattern.

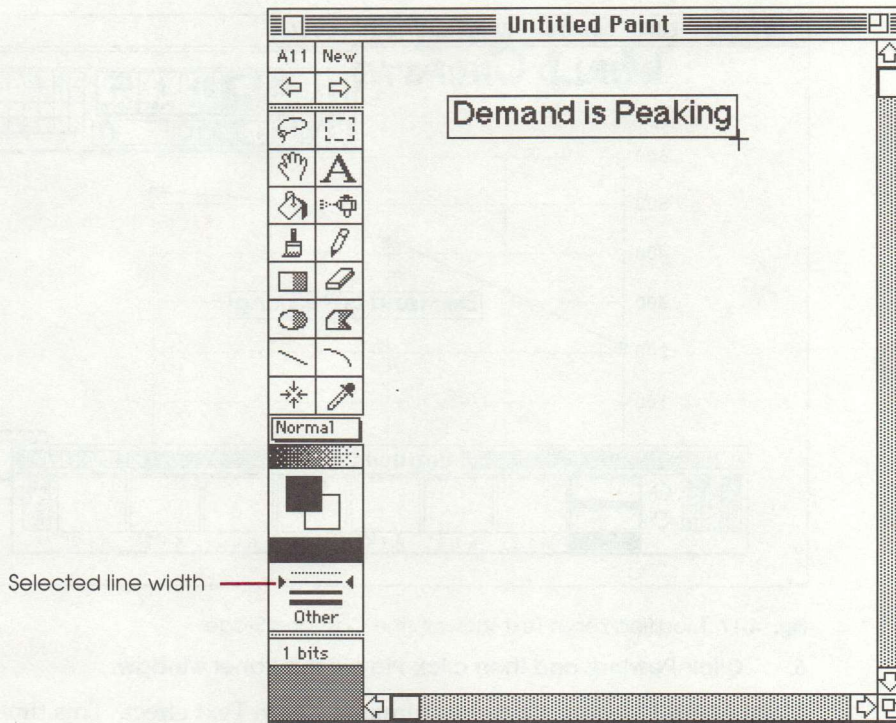


Fig. 4.16 Drawing a rectangle around the text

Your rectangle should be only slightly larger than the text. If you make a mistake, or want to draw the rectangle again for any reason, simply choose Undo from the Edit menu.

You can now return to the Cast and Stage windows to see the results of your work.

5. Click the close box of the Paint window.

MacroMind Director closes the Paint window and displays the Cast, Panel, and Stage windows. The text has changed in both the Cast and the Stage to reflect your changes.

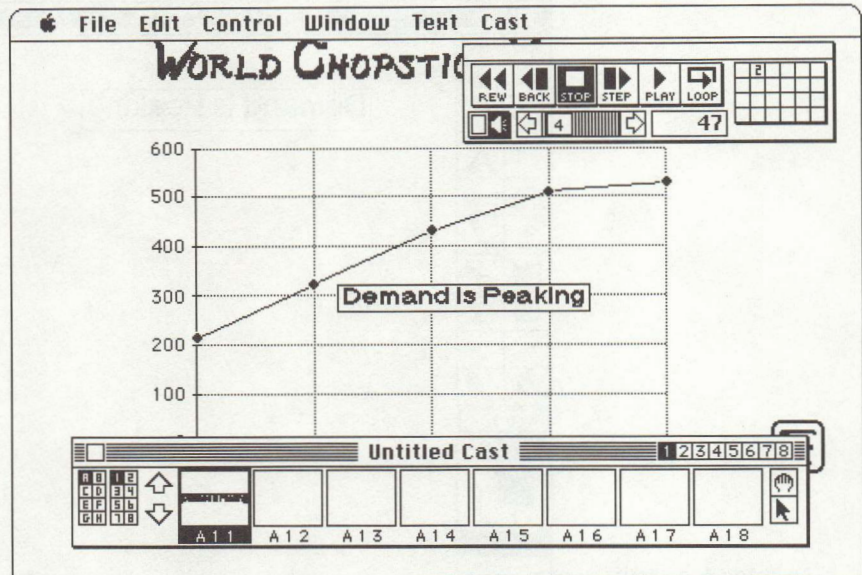


Fig. 4.17 Modified Zoom Text shows in the Cast and Stage

6. Click Rewind, and then click Play in the Panel window.

MacroMind Director plays the animated Zoom Text effect. This time the text that zooms is surrounded by the rectangle you added in the Paint window.

Note If you inadvertently draw too large a rectangle, your text may look squashed and unattractive. This occurs because the Auto Animate effect establishes a certain amount of space to be used, and the rectangle takes some of it.

To remedy this, return to the Paint window and redraw your rectangle as close as possible to the text. Or you can create new text in the Paint window using a smaller font size.

Returning to Overview

The Auto Animate effect you have created and modified is actually an entire Director movie. In this short section you will see how such movies can be used in the Overview window.

In order to use your Zoom Text movie, you must first save it, then go to the Overview window.

1. Save the Zoom Text as “Peaking.”

To save the Zoom Text, choose Save as from the File menu, enter the filename you want to use, then click the Save button.

Now you can return to Overview.

2. Choose To Overview from the File menu.

Because you started Studio from Overview, when you go back, MacroMind Director closes Studio and opens the Overview window just as you left it.

MacroMind Director displays the *Partial Bamboo 2* presentation you have been working on. The Director movie has been added to it. You can double-check the location of your Director movie overlay.

3. Adjust the location of the Director movie overlay with Get Info.

Click the number above the slide you are working on to display the slide with the overlay. Use the Get Info command to reposition the overlay as needed.

Wrapping Up

It's time to enjoy the fruits of your labor.

1. Rewind the presentation, then play it.

The completed *Partial Bamboo 2* slide show is displayed on the screen.

When you leave Overview you can either save or discard the changes you have made, depending on whether you want the final version or not.

Summary

In this chapter you have learned to select different slides by moving the **playback head**. You have duplicated clip animation, positioned it carefully, and added a **delay** so that it appears when you want it to. You have added **sounds** to your presentation.

You have used **Launch Editor** to open MacPaint from within Overview. And you have gotten a taste of the Studio portion of MacroMind Director, by making an Auto Animate Zoom Text and then modifying it for use in your Overview presentation.

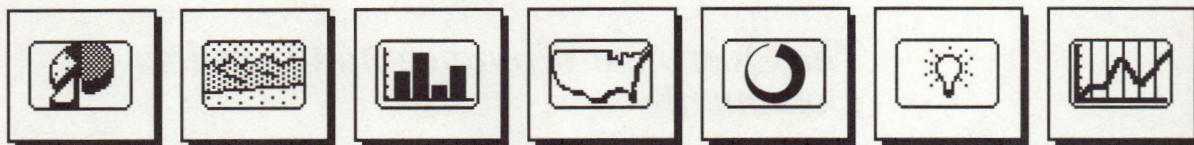
To learn more about Overview

Although this is the end of the Overview tutorials, there are advanced topics in *Chapter 5: Using Overview* that you can read to extend your command of the Overview tools. For tips on organizing documents in Overview, read *Quickly creating an Overview document* and *Gathering documents*.

For tips on editing Overview documents, browse through the *Working With Documents* section. You'll find tips about timing and position options, and launching a number of applications from Overview for editing documents.

The next step

If you are working through all the tutorials, skip ahead to the MacroMind Director Studio tutorials at the beginning of the *MacroMind Director Studio Manual*. You'll learn about basic animation techniques, titling tricks, and color effects. The tutorials are designed to build upon material learned in earlier tutorials, so work through the tutorials in sequence.



Chapter 5: Using Overview

Overview is the part of MacroMind Director used to create multimedia slide presentations. In Overview, you build presentations using graphic images, text, movies, visual transitions, timing, and sound.

An Overview presentation or document is actually a collection of documents from other applications combined with effects like timers, transitions, or sounds in Overview. When you organize these documents in the Overview window the result is an *Overview document*. This chapter will show you how to use the tools in Overview to create a presentation.

The Overview Window and Overview Documents

The Overview window displays all of the documents and effects that make up an Overview presentation. You can include MacPaint, PICT, Glue, MacroMind Director, MacroMind Accelerator, and Overview documents, as well as Auto Animates. You can use sounds, timers, and transitions for different effects. When you play an Overview presentation, it opens the documents and adds the effects in the order you choose.

Here are the icons and the documents and effects they represent.

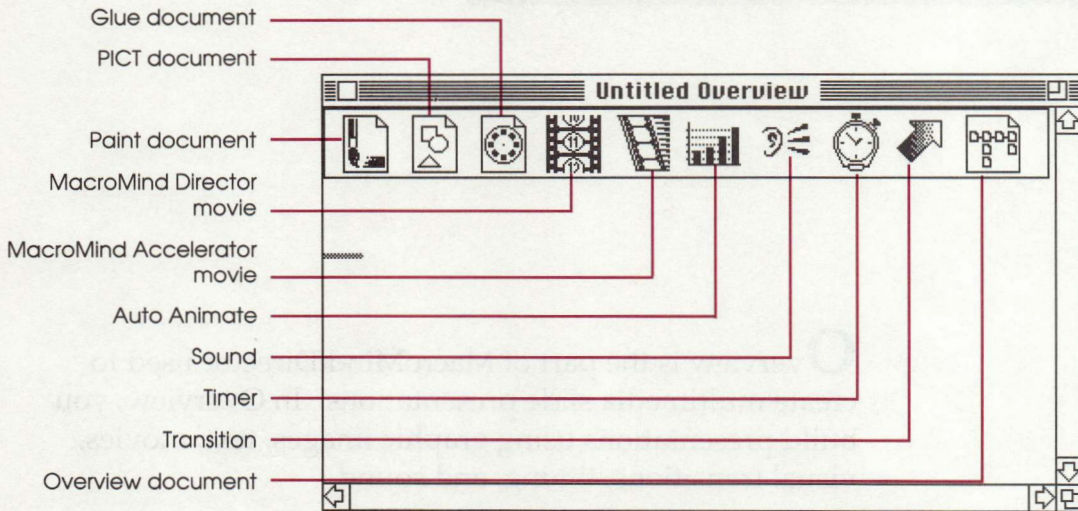


Fig. 5.1 The Overview window

You work with the Overview window by dragging document and effects icons into the working area. They are automatically linked together into a sequence. When you play the presentation, they are activated in order, from left to right.

Controlling an Overview Document

Controlling an Overview document includes starting and stopping a presentation, stepping forward or backward slide-by-slide, rewinding to the beginning, and looping continuously. You can control your presentation with the Panel, the keyboard, or the commands in the Control menu.

Playing an Overview document

To play an Overview document,

1. **If the Panel is not visible, choose Panel from the Window menu.**
2. **Click the Play button, or choose Play from the Control menu.**

You can also press Enter on the numeric keypad.

You can use the Spacebar to resume playing an Overview document if you previously used the Spacebar to pause the presentation.

Note Overview is designed to play non-interactive Studio movies. If you play interactive movies from Overview, all interactivity is ignored.

Stopping an Overview document

To stop an Overview document,

1. **If the Panel is not visible, choose Panel from the Window menu.**
2. **Click the Stop button, or choose Stop from the Control menu.**

You can also press 2, 5, or the period (.) on the numeric keypad.

Pausing an Overview document

You can pause an Overview document while it is playing. Pausing stops the document until you resume.

To pause an Overview document,

1. **Press the Spacebar.**

To resume playing an Overview document after a pause,

2. **Press the Spacebar again.**

Rewinding an Overview document

Rewinding returns an Overview document to the first slide, ready to play the presentation from the beginning.

To rewind an Overview document,

1. **If the Panel is not visible, choose Panel from the Window menu.**
2. **Click the Rewind button, or choose Rewind from the Control menu.**

You can also press 0 on the numeric keypad.

Stepping through an Overview document

Stepping through an Overview document is a great way to proceed through a presentation at your own pace. It is also very useful to check on slides without having to wait for them to play all the way through.

The document can be playing or stopped. If it is playing, it continues playing as you step through it. If it is stopped, it remains stopped as you step through it.

To step through an Overview document slide-by-slide,

1. **If the Panel is not visible, choose Panel from the Window menu.**
2. **Click the Step button, choose Step from the Control menu, or click anywhere in the Stage.**

You can also press 3 or 6 on the numeric keypad.

Back stepping through an Overview document

Back stepping through a document lets you return to the previous slides. It works like stepping, except in reverse. The document can be playing or stopped.

To step backward through an Overview document,

1. **If the Panel is not visible, choose Panel from the Window menu.**
2. **Click the Back button, or choose Back Step from the Control menu.**

You can also press 1 or 4 on the numeric keypad.

Replaying the current slide

Step and Back change the current slide to the next or previous slide. If you want to play the current slide again, you can do so. Like Step and Back, replaying works whether the document is playing or stopped.

To replay the current slide,

1. **Hold down the Shift key and click Step.**

Jumping to a specific slide

You often need to move to a specific slide that is not the next or previous slide. To do so you use the playback head, the box that travels at the top of each column.

The playback head controls and indicates which column is the current slide.

To move the playback head,

1. **Click the number or letter at the top of the column of icons.**

The playback head appears at the top of the column and the slide appears on the Stage.

Looping an Overview document

Looping affects the playing of an Overview document. When looping is turned on, the document repeats until you stop it or turn looping off. When looping is turned off, the document plays only once. You control looping with the Loop button in the Panel.

To change looping,

1. **If the Panel is not open, choose Panel from the Window menu.**
2. **Click the Loop button.**

When the Loop button is selected (black), looping is turned on. When it is deselected (white), looping is turned off.

Organizing Documents in Overview

Documents in the Overview window are organized in columns. Each column represents a slide of the presentation. When the presentation moves forward from one scene to the next it is really opening the next column of documents. When you arrange the document icons in the Overview window in columns from left to right, you are determining the order of the slides in your presentation.

Background and foreground

Each document in a column can be thought of as a layer in an overlay. When you place a document below another in a column you are adding a layer to the overlay. Therefore, if you want an object to appear in front of another, place it lower in the column.

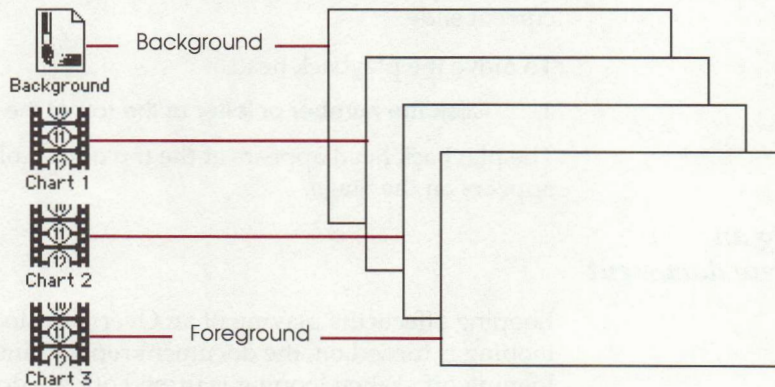


Fig. 5.2 Documents assume foreground priority when placed lower in a column

For example, you may want a title you've created in Studio to fly across the Stage in front of a Paint image. Since the Paint image is a background layer, it should be at the top of the icons in that column. The Director movie icon must be beneath the Paint icon in the same column.

A typical Overview presentation might be built in this order:

1. Drag documents from the icon bar to the top (background) position.
2. Add timers to control the timing of the slides.

3. Add Director movie documents below any slide (or movie) for annotation or clip animation.
4. Add sound below any slide or movie.
5. Choose Get Info for each document to fine-tune the presentation.
6. Add transitions between slides and movies.

You can always rearrange documents in the window by dragging them to another position.

► **Tips & Hints** MacPaint, PICT, and Glue documents can be placed in the foreground or background. MacroMind Accelerator documents must be alone in a column.

Adding documents to Overview

When you open the Overview window you see an icon bar across the top of the window. The icons displayed there represent the kinds of documents and effects you can add to your presentation. The document types from left to right are MacPaint, PICT, Glue, MacroMind Director movie, MacroMind Accelerator movie, Auto Animate, and Overview. The types of effects are sound, timer, and transition.

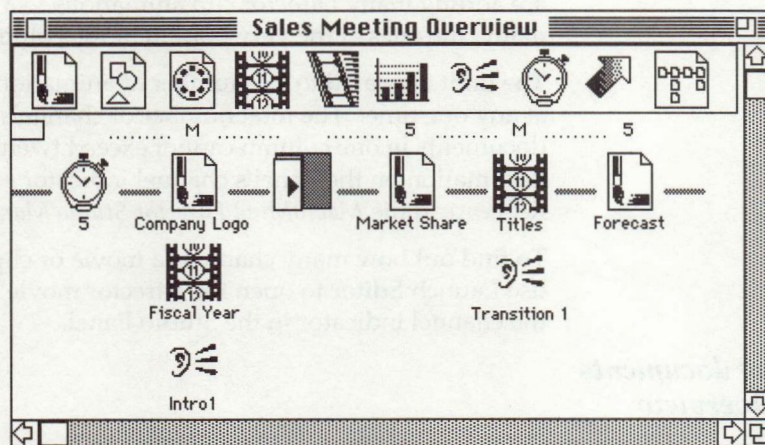


Fig. 5.3 An Overview presentation with movies, slides, a transition, a timer, and sound

To add a document,

1. **Drag a document icon from the icon bar to the Overview window working area.**

A dialog box appears.

2. **Select the document you want to add to your presentation.**
3. **Click Open.**

The document is now part of the Overview presentation you are creating. You'll be able to see it when you play the Overview document.

If you want to include a document from an application that doesn't save in MacPaint or PICT format, use Glue or SuperGlue™ (from Solutions, Inc.). Glue and SuperGlue are applications that save documents from any application in a format that Overview can display.

Limits on the amount of animation

There is a limit to the amount of animation you can use in a column of documents. In practice, the limit is never a problem unless you are adding many Director clip animations to a slide. If you add too many, the ones at the very bottom of the column will not play.

The limit is related to the number of animation "channels" available at any one time. The total number of channels used by all the documents in one column cannot exceed twenty four. For more information on the Panel's channel indicator see *Chapter 6: Studio Reference* in the *MacroMind Director Studio Manual*.

To find out how many channels a movie or clip animation occupies, use Launch Editor to open the Director movie document and look at the channel indicator in the Studio Panel.

Selecting documents in the Overview window

You often need to select a document. You select a document before you work with it, print it, or move it.

To select a document,

1. **Click the document icon.**

MacroMind Director highlights the selected document.

You can select more than one document. When you want to move a group or column of documents, you first select the documents you want, then you drag them as a group.

To select all the documents in a column,

2. **Select the top document in the column.**
3. **Shift-click the last document.**

All documents in between the two are selected.

There is another way to select a column of documents.

4. **Command-click the last document in the column.**

All the documents in the column are selected.

There is a way to select groups of documents, whether within one column, or across columns. You can use the selection rectangle.

5. **Position the pointer above and to the left of the first document, drag diagonally across the documents and release the mouse button.**

All the documents surrounded or touched by the rectangle are selected. If your rectangle includes more than one column, additional documents may be selected as well.

Rearranging documents

You may need to rearrange documents, or whole columns of documents. You can move single documents between columns, or within a column. You can add groups of documents to columns. You can even move groups of columns.

To relocate a single document,

1. **Drag it to a new location.**

The window automatically scrolls when you reach the edge.

To move a group of selected documents,

2. **Drag the group to the new location.**

Using Cut, Copy, and Paste in the Overview window

You can also cut, copy, and paste selected documents. This allows you to delete documents, copy them, or move them easily when dragging is awkward.

To cut, copy, or paste,

1. **Select a document, or group of documents, in the Overview window.**
2. **Choose the Cut or Copy command from the Edit menu.**
3. **Choose the Paste command from the Edit menu.**

You can paste in between columns of documents by clicking the gray line between the columns.

MacroMind Director attempts to paste the documents in the location you specify. However, if the documents cannot be placed there (if the new column contains two Accelerator documents, for example), the documents are placed as near as possible to the selected location.

Quickly creating an Overview document

You can place all the documents in one folder into the Overview window by using Quick Create. You can then rearrange the icons into the order you want for your presentation.

Using Quick Create saves you the time of opening each document separately.

To use Quick Create,

1. **Choose Quick Create from the Edit menu.**
- A dialog box appears.
2. **Click Continue.**

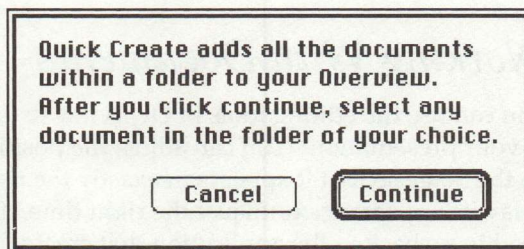


Fig. 5.4 The Quick Create dialog box

The directory dialog box appears.

3. Open any document.

All the documents in the folder that have a file format that Overview can use are placed in the Overview window. The icons appear in a row across the Overview working area.

Gathering documents

The Overview document you create contains names and locations of documents, which can be in any folder on any disk. You can use the Gather Documents command to move all the documents used by the Overview presentation into one folder. This makes it easy to copy your presentation all at once, rather than searching for individual files.

To gather documents,

1. **Create your presentation.**
2. **Save the Overview document.**
3. **Choose Gather Documents from the Edit menu.**

Gather Documents moves all the documents into the same folder as the Overview document. The documents must all be on the same disk. Gather Documents cannot move documents that are on different disks.

Gather Documents moves documents only on one disk. It does not move a document from one disk to another.

Working With Documents

You can use the editing tools in Overview to fine tune the documents in your presentation. You can adjust the position of the document on the Stage so that it appears in exactly the right place. You can delay its appearance until just the right time. In some cases you need to go back to the application that created a document to change the art or text.

You use the Get Info command to reposition and delay the appearance of a document in a slide. You use the Launch Editor command to launch the application that created a selected document so that you can modify it.

Opening the Get Info window for a document

Every document you use in an Overview presentation has its own Get Info window that you can use to change the position and timing of the document. The Get Info window is different for different types of documents. But the procedure for opening it is always the same, regardless of the kind of document.

To open a document's Get Info window,

1. **Select the document in the Overview window.**
2. **Choose Get Info from the Edit Menu.**

MacroMind Director displays the Get Info window for the selected document.

Or,

3. **Double-click the document in the Overview window.**

Double-clicking the document is a shortcut for selecting the document and choosing Get Info from the Edit menu.

Repositioning MacPaint, PICT, and Glue documents

You often need to reposition a document on the Stage so that it lines up with other elements on the screen. You can adjust the position with the mouse.

To reposition a MacPaint, PICT, or Glue document on the Stage,

1. **Open the Get Info window for the document.**

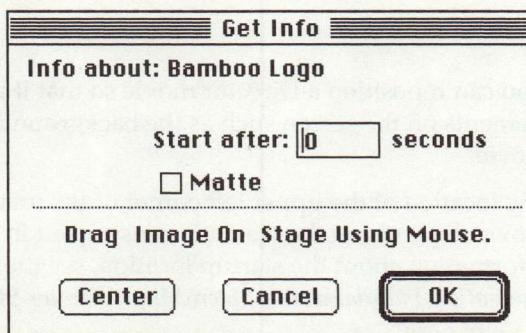


Fig. 5.5 The Get Info window for a MacPaint document

The mouse pointer changes to a hand when it is positioned on the Stage.

2. **Drag the document to the desired position with the hand.**

If you want to center the document on the Stage,

3. **Click the Center button.**

You can only use one page of a multipage Glue document at a time. Type the page number you want to use into the "Show Page Number" box.

► **Tips & Hints** You can also select and move the graphic on the Stage. Click the graphic to select it; drag it to move it.

Delaying the appearance of a MacPaint, PICT, or Glue document

You occasionally want to delay the appearance of a document. For example, you can start the slide with a piece of clip animation and have the background appear after a few seconds.

To delay the appearance of a document,

1. **Open the Get Info window for the document.**
2. **Type the number of seconds in the "Start after" box.**

Repositioning a Director movie

The document delays appearing on the Stage for the number of seconds you typed in the "Start after" box.

You can reposition a Director movie so that it aligns with other elements on the screen such as the background or another Director movie.

The location of the upper left corner of the image in the Director movie depends on the way it is constructed in Studio. For information about the startup location, see the *Chapter 2: Clip Animation Tutorial* in the *MacroMind Director Studio Manual*.

To reposition a Director movie ,

1. Open the Get Info window for the Director movie document.

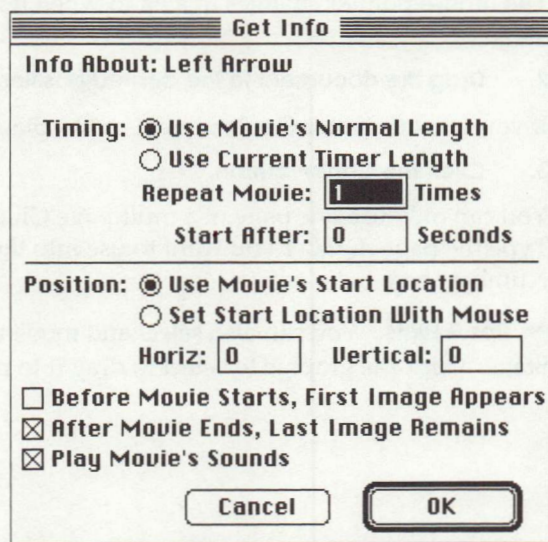


Fig. 5.6 The Get Info window for a Director movie

The mouse pointer changes to a crosshair when positioned on the Stage.

2. Click the crosshair on the Stage to position the animation.
- Or,
3. Type the coordinates of the animation in the Horiz and Vertical boxes.

This is the start location for the animation.

► **Tips & Hints** You can also select and move the movie on the Stage. Click one of the movie's castmembers on the Stage to select the entire movie. Dragging the selected castmember moves all the movie's castmembers as a unit.

Controlling the length of a Director movie

When you place a Director movie document in a column, the length of the movie controls the duration of the slide. In certain cases you want a timer for the column to control the length of time the slide is shown.

For example, if the Director movie is very short (perhaps even a single frame), you can display it for a longer time. Or if the movie is too long, you can show only the beginning.

To control the length of a movie,

1. **Open the Get Info window for the Director movie document.**

"Use Movie's Normal Length" is the standard setting. "Use Movie's Normal Length" overrides any current timer for the slide, and plays the movie for the length of the animation. When this option is selected, the letter M appears above the slide in the Overview window to indicate that the Director movie is controlling the timing.

The whole slide is governed by the length of the longest movie.

To change the control to the current timer,

2. **Click "Use Current Timer Length."**

"Use Current Timer Length" forces the Director movie to play for the length of the current timer for the slide. If the timer is shorter than the movie, the movie is cut off. If the timer is longer than the movie, the last frame remains on the screen.

To return control to the Director movie,

3. **Click "Use Movie's Normal Length."**

Repeating a Director movie

You can repeat a Director movie several times for special effects or emphasis. For example, you might use a bit of clip animation to fly an arrow to a significant place in the image. If your image is to remain in place for some time, you might want the arrow to fly in again and again to drive home the importance of what it points to.

To repeat a Director movie,

1. **Open the Get Info window for the Director movie document.**
2. **Type the number of times you want to play the movie in the “Repeat Movie” box.**

If “Use Current Timer Length” is selected, make sure the timer is as long or longer than the time it takes the movie to repeat.

Delaying a Director movie

You can delay the appearance of a Director movie. This is useful when you want an animated image to enter a slide after some seconds. You can delay the start of several Director movies for different lengths of time when you need to coordinate their appearance on the screen.

To delay the appearance of a Director movie,

1. **Open the Get Info window for the Director movie document.**
2. **Type the number of seconds in the “Start After” box.**

The Director movie is delayed for the number of seconds you typed.

If “Use Current Timer Length” is selected, make sure the current timer is set for a longer interval than the “Start After” delay so you can see the movie.

► **Tips & Hints** You can set the first frame to appear when the slide begins playing, and delay only the animation. This makes it possible for part of an image to “come to life.” See *Holding the first or last frame of a Director movie*, later in this chapter.

Controlling a Director movie's sound

You sometimes want to turn off the sound in a Director movie. You would do so, for example, if the movie's sound was inappropriate for a particular presentation.

To control the sound in a Director movie,

1. **Open the Get Info window for the Director movie document.**

"Play Movie's Sounds" is the standard setting. The movie plays the sounds indicated in its Score.

If you want to turn off the movie's sounds,

2. **Click "Play Movie's Sounds."**

This deselects the check box. For more information see *Adding sounds* later in this chapter.

To return control to the Director movie,

3. **Click "Play Movie's Sounds" again.**

MacroMind Director places a mark in the check box to indicate that "Play Movie's Sounds" is selected.

► **Tips & Hints** If "Play Movie's Sounds" is selected and no sounds are played, the movie may not use any sound, or the movie's *Sounds* file may not be in the same folder as the movie.

Holding the first or last frame of a Director movie

You can display the first frame of a movie while the start of the animation is delayed. And you can hold the last frame of a movie until the presentation moves to the next slide.

These options allow you to achieve wonderful effects. By delaying the beginning of animation, a static image can "come to life." By holding the last frame, an animated image can "freeze." Such effects can have a powerful impact.

To hold the first frame of a movie,

1. **Open the Get Info window for the Director movie document.**
2. **Select "Before Movie Starts, First Image Appears."**

3. Enter a number in the “Start After” box to delay the animation.

The first frame of the movie appears when the slide is played. The animation starts when the “Start After” delay expires.

To hold the last frame of a movie,

4. Open the Get Info window for the Director movie document.

5. Select “After Movie Ends, Last Image Remains.”

The last frame of the movie remains on the Stage until the presentation moves to the next slide. The “After Movie Ends, Last Image Remains” check box is selected as the default setting.

Playing an Accelerator movie

MacroMind Accelerator movies tend to be larger than Director movies. Occasionally, Accelerator documents are so large that they can't fit into memory. You have three options when there is not enough memory available to play an Accelerator document.

To manage your computer's memory while playing an Accelerator document,

1. Open the Get Info window for the Accelerator document.

2. Select “Play Only What Fits Into Memory.”

This option plays as much of an Accelerator document as can be fit into memory. After the document has played, the presentation moves to the next slide.

Or,

3. Select “Play Frame-By-Frame From Disk.”

This option plays an Accelerator document one frame at a time. It's slower than playing the Accelerator document at regular speed, but all of the document will play.

Or,

4. Select “Play In Chunks From Disk.”

This option loads as much of the Accelerator document as possible in memory, plays it, then loads the next chunk. The document will play at accelerated speed but will pause as more chunks are brought into your computer's memory.

Controlling the length of an Accelerator movie

When you place a MacroMind Accelerator document in a column, the length of the movie controls the duration of the slide. In certain cases you want a timer for the column to control the length of time the slide is shown.

For example, if the Accelerator document is very short (perhaps even a single frame), you can display it for a longer time. Or if the movie is too long, you can show only the beginning.

To control the length of a movie,

1. **Open the Get Info window for the document.**

“Use Movie’s Normal Length” is the standard setting. “Use Movie’s Normal Length” overrides any current timer for the slide, and plays the movie for the length of the animation. When this option is selected, the letter M appears above the slide in the Overview window to indicate that the Accelerator document is controlling the timing.

To change the control to the current timer,

2. **Click “Use Current Timer Length.”**

“Use Current Timer Length” forces the Accelerator movie to play for the length of the current timer for the slide. If the timer is shorter than the movie, the movie is cut off. If the timer is longer than the movie, the last frame remains on the screen.

To return control to the Accelerator document,

3. **Click “Use Movie’s Normal Length.”**

Repeating an Accelerator movie

You can repeat a Director Accelerator movie several times for special effects or emphasis.

To repeat an Accelerator document,

1. **Open the Get Info window for the document.**
2. **Type the number of times you want to play the movie in the “Repeat Movie” box.**

If “Use Current Timer Length” is selected, make sure the timer is as long or longer than the time it takes the movie to repeat.

Playing an Accelerator movie's sound

You sometimes want to turn off the sound in a Director Accelerator movie. You would do so, for example, if the movie's sound was inappropriate for a particular presentation.

To control the sound in an Accelerator document,

1. **Open the Get Info window for the document.**

“Play Movie's Sounds” is the standard setting. The movie plays the sounds indicated in its Score.

If you want to turn off the movie's sounds,

2. **Click “Play Movie's Sounds.”**

This deselects the check box. For more information see *Adding Sounds* later in this chapter.

To return control to the Accelerator document,

3. **Click “Play Movie's Sounds” again.**

MacroMind Director places a mark in the check box to indicate that “Play Movie's Sounds” is selected.

► **Tips & Hints** If “Play Movie's Sounds” is selected and no sounds are played, the movie may not use any sound, or the movie's *Sounds* file may not be in the same folder as the movie.

Launching an application to edit a document

You may occasionally need to return to the application that created a document to modify the image. You might want to reposition part of the document, or change text or graphics.

MacroMind Director makes it possible to launch a document's application from within the program, then return immediately to Overview when you are finished editing the document.

To launch the application that created a document,

1. **Select the document in the Overview window.**
2. **Choose Launch Editor from the File menu.**

The application starts up if it is on your hard disk. If the application is not on your hard disk, insert the application's disk in the Macintosh's disk drive.

You can launch applications other than the one that created your document. This comes in handy if you prefer using SuperPaint to using MacPaint, for example. You can use SuperPaint as long as you save your documents in the MacPaint or PICT format. Overview cannot read documents created with SuperPaint and saved in the SuperPaint format.

To specify a different application than the one that created the selected document,

3. **Choose Preferences from the Control menu.**

The Preferences dialog box appears.

4. **Click the More Preferences button at the bottom of the dialog box.**

The More Preferences dialog box appears. Use the boxes in this dialog box to set the applications you want Launch Editor to start for MacPaint and PICT documents.

Click the application name box to get the directory dialog box showing applications on your hard disk. Select the one you want to work with your MacPaint or PICT documents.

When you have finished editing the document, you can return to Overview. Be sure to save the revised document first.

To return to Overview,

5. **Quit the application you were using.**

You are returned to Overview.

Creating a Director movie overlay

Once you've built a slide in the Overview window, you can add to your slide by creating a Director movie overlay. For example, you might want to add a customized arrow flying across the screen.

Overview lets you create a Director document and return without losing the Overview document.

To create an overlay,

1. **Drag a Director movie icon from the icon bar to the bottom of the column of the slide you want to overlay.**

The directory dialog box appears.

2. **Click New.**

A dialog box appears and asks you to save changes for the Overview document.

3. **Click Save.**

MacroMind Director saves the Overview document and opens Studio with a new untitled document. You'll see the rest of the slide in the background. It can't be edited here, but you can use it to help you position the overlay.

4. **Create your Director movie as you would any other.**

Studio operates as it ordinarily does.

When you have finished creating the movie,

5. **Save your document, then choose To Overview from the File menu.**

MacroMind Director returns you to Overview. The overlay is shown as a Director document in the column.

Using an overlay to add text to a slide

Very often you use an overlay to add a comment or other piece of text to a slide. MacroMind Director makes it easy to create text with no background to add to a slide.

To add text,

1. **Use the overlay technique to go to Studio.**

Creating an overlay is described in the preceding section.

When you have opened Studio,

2. **Choose Tool from the Window menu.**

The Tool window appears.

3. **Click the text tool in the Tool window.**

Your pointer changes to a crosshair with the letter A next to it.

4. **Create a text box on the Stage.**

5. **Type the text, then click a blank area of the stage to deselect the text.**

The box becomes transparent.

To change the font, size, or style of the text,

6. **Click the text on the Stage.**
7. **Select the text by dragging across it.**
8. **Choose a new font, size, or style from the Text menu.**

Complete the overlay by saving the Director document and returning to Overview.

Use the Get Info command to reposition the overlay as needed. See *Repositioning a Director movie* earlier in this chapter for more information about using the Get Info command.

Printing an Overview document

Overview offers a variety of printing options so you can print storyboards or handouts for your presentation. You can choose to print all the slides in your presentation, a range of selected slides, or a picture of the Overview window.

To print an Overview document,

1. **Choose Page Setup from the File menu.**

The Page Setup dialog box gives you the opportunity to set the paper size your printer is using, to change the orientation of the image on the paper, to reduce or enlarge the image, and to set various printer effects and options.

When you have finished,

2. **Click OK.**
3. **Choose Print from the File menu.**

MacroMind Director displays the Overview Print Options dialog box. Here you choose what to print.

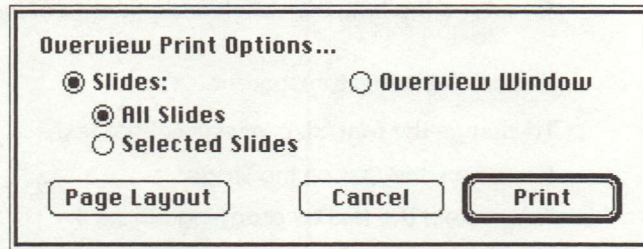


Fig. 5.7 The Overview Print Options dialog box

4. Select the option you want.

You can print all the slides, the slides you have previously selected, or the Overview window.

5. Click Page Layout.

MacroMind Director displays the Page Layout dialog box.

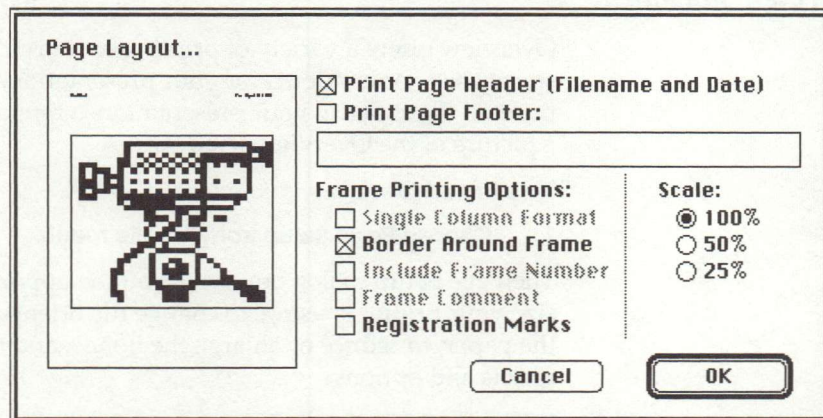


Fig. 5.8 The Page Layout dialog box

6. Select the layout options you want to use.

Page Layout lets you print full-size (100%), 50%, or 25% reduction of your slides. You can include the date, filename, frame number, and your own footer in the printout.

The Page Layout panel provides a thumbnail version of the page as it is affected by each selected option.

7. Click OK.

The Print Options dialog box returns to the screen.

8. Click Print.

MacroMind Director displays a standard Macintosh printer dialog box appropriate for the printer you are using.

9. Click OK.

Your printer prints your slide(s) or window according to your instructions.

■ **Tips & Hints** For information about the Page Setup or Printer dialog boxes, see the manuals that came with your Macintosh and your printer.

For a complete explanation of your options in the Print Options and Page Layout dialog boxes, see *Chapter 6: Overview Reference*.

Printing the Overview window

You may want to print out a copy of your Overview window so that you can use it to check your work, to keep a record of the presentation, or as a script while reviewing a presentation.

To print the Overview window,

1. Choose Print from the File menu.

MacroMind Director displays the Print Options dialog box.

2. Select "Overview Window" and then click Print.

MacroMind Director displays a standard Macintosh printer dialog box appropriate for the printer you are using.

3. Click OK.

MacroMind Director prints the contents of the Overview window.

Printing storyboards

A storyboard is an outline of a presentation, in visual form. You often use a storyboard as a presentation in itself to elicit ideas from other people. You may need to show others a version of your unfinished work for commentary or approval.

The printing options of MacroMind Director give you ample flexibility to print storyboards for any Overview presentation.

To print storyboards,

1. **Select the slides you want to print.**

For information about selecting documents, see *Selecting documents in the Overview window*, earlier in this chapter.

2. **Choose Print from the File menu.**
3. **Select "Selected Slides."**
4. **Click Page Layout.**

In the Page Layout dialog box, choose the options that provide the printing layout you want for your storyboards. For example, you can print at 100% scale for a full-size printed version of the slides you have selected to print. You can then paste the printed images onto large boards for your presentation.

If you print at 25% scale and use a single column format, you can print several slides on a page with room to write comments.

In every case, the Page Layout panel provides a thumbnail version of the way each page will look when printed.

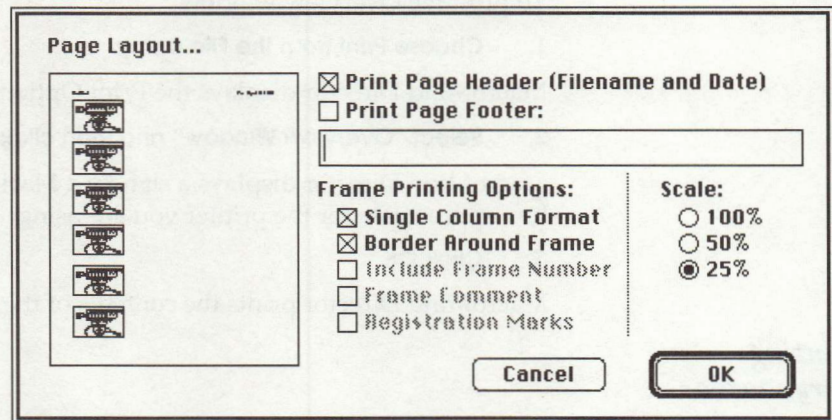


Fig. 5.9 The Page Layout options for storyboards

Using Overview Effects

The tools in Overview include effects you can add to polish your presentation. You can add timers, transitions, or sounds. Timers set the tempo of your Overview document. Transitions are visual effects like wipes, dissolves, pushes and reveals that add a sense of continuity and flow to your Overview document. Adding sounds to an Overview presentation can draw your audiences' attention to particularly important slides.

All of the effects are represented by icons in the Overview window icon bar. You add them to your document by dragging an icon from the icon bar into the working area of the Overview window.

Adding a timer

Each slide in an Overview presentation is displayed on the screen in the order its icon is placed in the Overview window. You use timers to control the length of time a slide appears on the Stage.

Once you've set a timer, it controls the slides to the right of the column in which it is set until it encounters a new timer. The current time for each slide is displayed above the slide. Timers do not affect the timing of transitions.

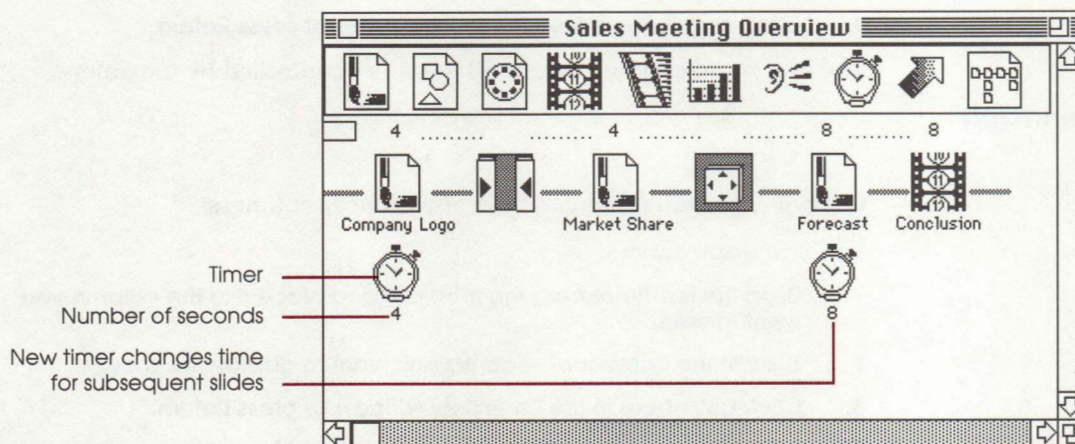


Fig. 5.10 Numbers above the documents show the time for each slide

To add a timer,

1. **Drag the timer icon from the icon bar to the Overview window.**
2. **Place the timer icon to the left of the column you want to time.**

You may also position the timer beneath documents in a column to save space in the window. The effect is the same as positioning it to the left of the column.

3. **Type the number of seconds to set the timer.**
4. **Click anywhere in the Overview window or press Return.**

► **Tips & Hints** Timers do not normally affect the length of a Director or Accelerator movie. For complete details about how a timer can work with a movie, see *Controlling the length of a Director movie* and *Controlling the length of an Accelerator movie*, earlier in this chapter.

Changing the time in a timer

If you need to change the time a particular slide is displayed, you can change the time in its timer.

To change the time,

1. **Select the number below the timer.**
2. **Type the new number.**
3. **Click anywhere in the Overview window or press Return.**

The new number now governs all the slides controlled by the timer.

Setting multiple timers

Overview presentations can have any number of timers.

To set multiple timers,

1. **Drag the first timer from the icon bar and place it in the column you want to time.**
2. **Type in the number of seconds you want to display the slide.**
3. **Click anywhere in the Overview window or press Return.**
4. **Drag a second timer from the icon bar and place it in the next column you want to time.**
5. **Type the number of seconds you want to display the second slide.**

Adding sounds

6. Click anywhere in the Overview window or press Return.
7. Repeat as necessary.

Sounds can add tremendous impact to your presentation. Overview provides a variety of sounds that you can add to your presentation.

In order for the Sound menu to appear, and for the sounds you want to be used in your presentation, you must have a *Sounds* file in the same folder as MacroMind Director, the System file, or the Overview document you are building.

To add sound,

1. Drag the sound icon from the icon bar and place it in the column in which you want the sound to occur.

If there is more than one document in that column place it beneath the last document.

2. Choose a sound from the Sound menu.

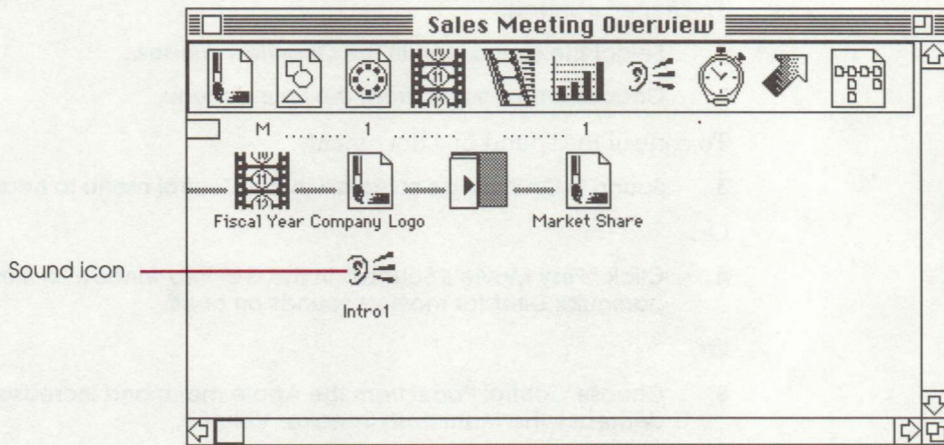


Fig. 5.11 Sound icon in a slide

If a slide is displayed for a length of time that is less than the length of the sound, the sound will be cut off. The solution is to set a timer for the slide for as long as or longer than the sound effect you use.

You can only play one sound in a column. If you assign a sound to a slide that has a Director movie that plays a sound, Overview plays the topmost sound in the column. See *About the MacroMind Director*

Sounds file in the Sounds Utility section in Chapter 6: Studio Reference of the MacroMind Director Studio Manual.

► **Tips & Hints** The *Sounds* file can have any filename. You choose the sounds file that you want Director to use in the Preferences dialog box.

If there are no sounds in your Sound menu, you probably don't have a *Sounds* file in the MacroMind Director folder, in the System folder, or in the document folder.

Changing and controlling sounds

You may need to change a sound to provide a more appropriate sound for a particular slide.

For information about controlling the sounds included with a Director or Accelerator movie, see the appropriate entries in *Working With Documents* earlier in this chapter.

To change a sound,

1. **Select the sound icon in the Overview window.**
2. **Choose a new sound from the Sound menu.**

To control the sound in a document,

3. **Sound Is On must be selected in the Control menu to hear sounds.**

Or,

4. **Click "Play Movie's Sounds" in the Get Info window to turn a particular Director movie's sounds on or off.**

Or,

5. **Choose Control Panel from the Apple menu and increase or decrease the Macintosh Speaker Volume.**

Adding transitions

Transitions determine how one image changes to the next. You use them to add motion and depth to your presentation.

Transitions are sometimes the spice you use to add flavor to a presentation. And sometimes a transition is at the very heart of your presentation. You can use transitions to move gracefully from one slide to the next, giving your presentation a professional polish. Or you can use a transition to simulate animation, as shown in the *Joining of the Rails* tutorial.

Transitions can be used to begin or end a presentation, or between slides.

MacroMind Director offers several basic types of transitions. The types include the following:

Wipe A line wipes across the screen unveiling the second image as it covers the first.

Push Both images move together. The first image pushes the second image off the screen.

Reveal The first image moves away to reveal the second image behind it.

Dissolve The first image dissolves, gradually exposing the second image.

Strips The second image is unveiled in wide strips.

Cover The second image moves into place over the first image.

Each transition is illustrated next to its name in the Set Transition dialog box.

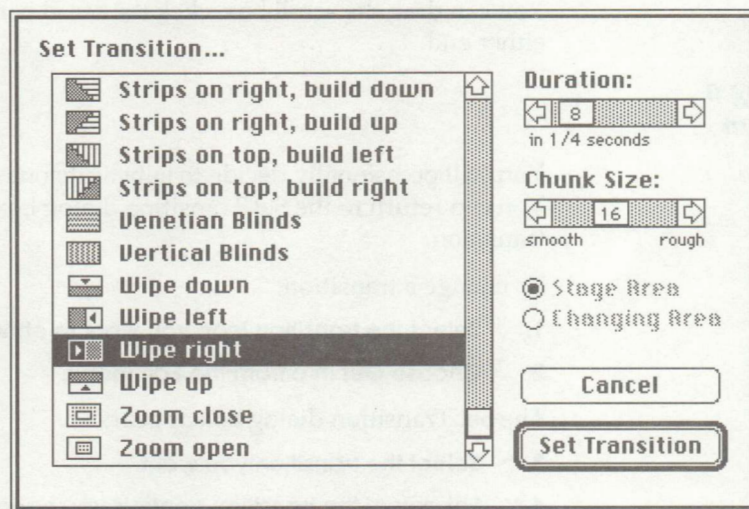


Fig. 5.12 The Set Transition dialog box

To set a transition,

1. Drag the transition icon from the icon bar to the Overview window.

2. **Position the icon between the two slides you want to affect.**

The Set Transition dialog box appears containing an alphabetical list of transitions.

3. **Select the transition from the list.**
4. **Set any of the transition controls you need to.**
5. **Click Set Transition.**

Controlling transitions

You usually need to set the Duration, but you can depend on the Chunk Size settings to be optimal for the transition you select.

The Duration setting affects the amount of time, in quarters of a second, over which the transition occurs. The Chunk Size setting affects the number of pixels affected in each increment. The larger the Chunk Size, the rougher the transition.

To change the Duration and Chunk Size settings,

1. **Use the scroll bar to change the setting.**

You can drag the scroll box, click the scroll bar, or click the arrows at either end.

Changing a transition

You will occasionally decide to substitute one transition for another. You can return to the Set Transition dialog box to change the transition.

To change a transition,

1. **Select the transition icon you want to change.**
2. **Choose Get Info from the Edit menu.**

The Set Transition dialog box appears.

3. **Select the transition you want.**
4. **Set any of the transition controls you need to.**
5. **Click Set Transition.**

■ **Tips & Hints** Double-clicking the transition icon is a shortcut for selecting the icon and choosing the Get Info command.

Auto Animate

Use Auto Animate to add titles, charts, and text effects to your presentation. The Auto Animate effects are quick and effective solutions to many text animation problems. Typically, effects that would take an hour of work in Studio take a few minutes in Auto Animate.

Auto Animate provides six different effects:

- ◆ Bullet Chart
- ◆ Bar Chart
- ◆ Zoom Text
- ◆ Banner
- ◆ Credits
- ◆ Text Effects

Each effect is animated: text moves, zooms in, out, or both, bars grow on a bar chart, credits roll up the screen, and so on. All Auto Animate effects use text. The Bar Chart effect adds the capability of calculating the scale and bar height from numeric values.

To choose an Auto Animate effect,

1. **Drag the Auto Animate icon into the working area of the Overview window.**

MacroMind Director displays the Auto Animate dialog box.

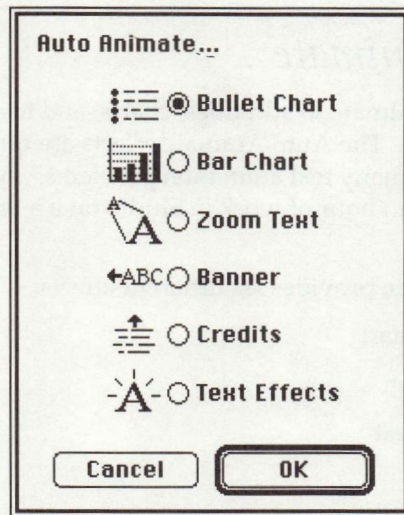


Fig. 5.13 The Auto Animate dialog box

2. **Select the effect you want to work with in the Auto Animate dialog box.**

When you click OK, the dialog box for your choice appears.

Working with Auto Animate

To work with any Auto Animate effect,

1. **Select the effect you want in the Auto Animate dialog box and click OK.**

The dialog box for that effect appears.

2. **Type in the text you want.**
3. **Set the font, size, and style.**
4. **Adjust the Speed and other controls.**
5. **Preview the effect.**
6. **Change the start location if necessary.**
7. **Return to the dialog box for further adjustments.**

When your Auto Animate effect is satisfactory,

8. **Click OK to return to the Overview window.**

The Auto Animate effect is shown as an icon in the Overview window.

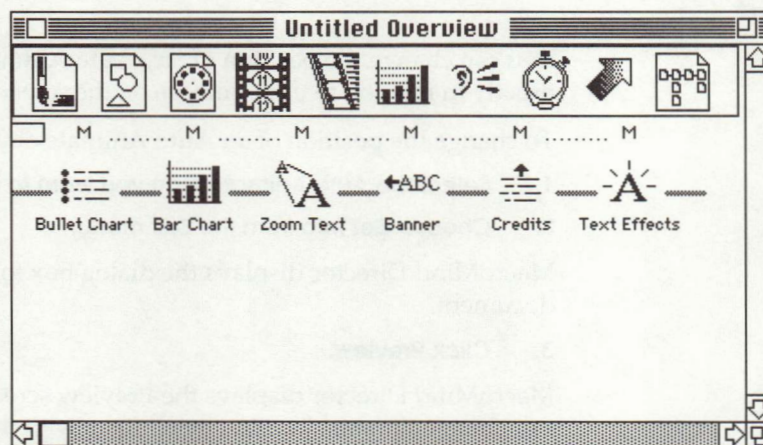


Fig. 5.14 The Auto Animate icons in the Overview window

Changing an Auto Animate document

You occasionally need to revise an Auto Animate effect, to change the text or to reposition the effect.

To change an Auto Animate effect,

1. **Select the Auto Animate icon you want to change.**
2. **Choose Get Info from the Edit menu.**

MacroMind Director displays the dialog box for that Auto Animate document. Make any changes you want, then,

3. **Click OK.**

➡ **Tips & Hints** Double-clicking the Auto Animate icon is a shortcut for selecting the icon and choosing the Get Info command.

Repositioning an Auto Animate document

You can change the position of any Auto Animate effect to place it exactly in relation to other images on the screen.

To change the position of an Auto Animate effect,

1. **Select the Auto Animate icon you want to change.**
2. **Choose Get Info from the Edit menu.**

MacroMind Director displays the dialog box for that Auto Animate document.

3. **Click Preview.**

MacroMind Director displays the Preview screen for that effect. You can change the start location by clicking with the mouse.

Make any changes you want, then,

4. **Click OK to return to the dialog box.**
5. **Click OK to return to the Overview window.**

Using Auto Animate in a compound slide

You can use any Auto Animate effect as the only element in a slide. However, you very often combine an Auto Animate effect with other documents in a compound slide.

You have seen how to use an animated bullet chart with a simple MacPaint background in *Chapter 2: Auto Animate Tutorial*. The same principle can be applied to many different effects. Zoom Text can zoom in or out of a background, and a Banner or a Credits list can scroll text in front of a background.

You can combine an Auto Animate effect with a Director movie as well. Clip animation can work together with the Auto Animate effect to provide extra movement and emphasis.

You can control the appearance of the Auto Animate effect using the "Initial Delay" setting for each effect.

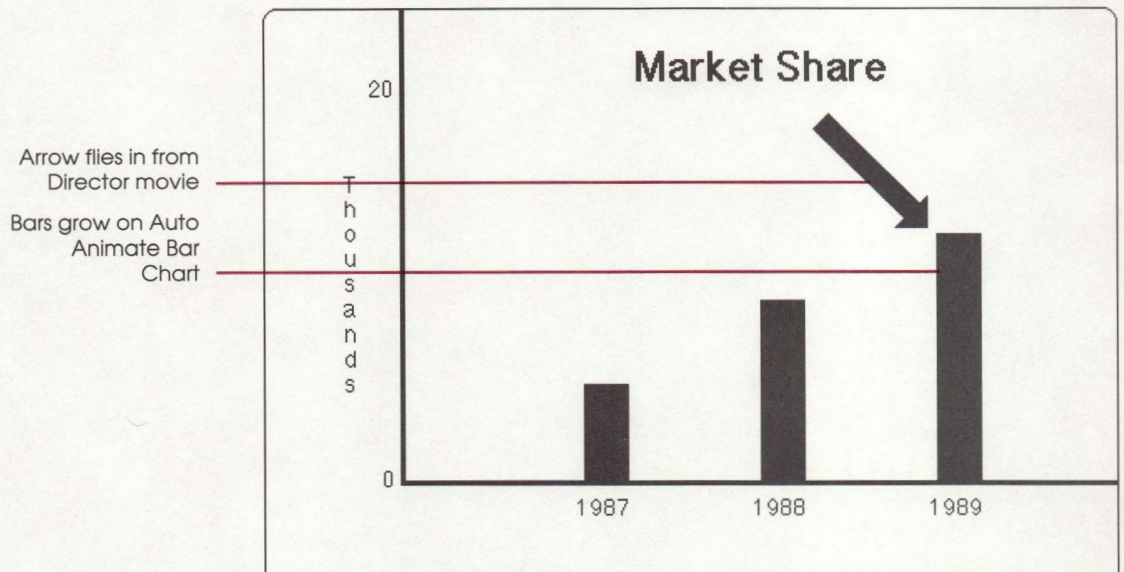
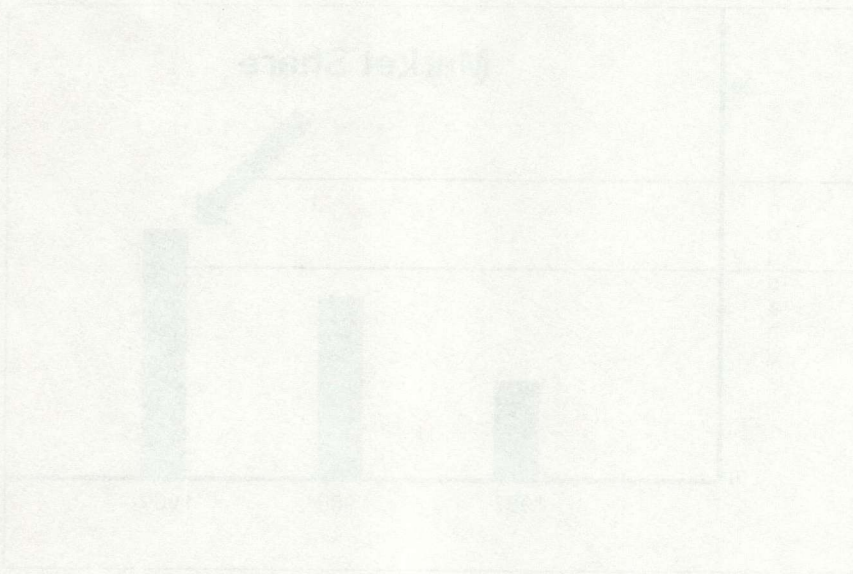


Fig. 5.15 Combining effects

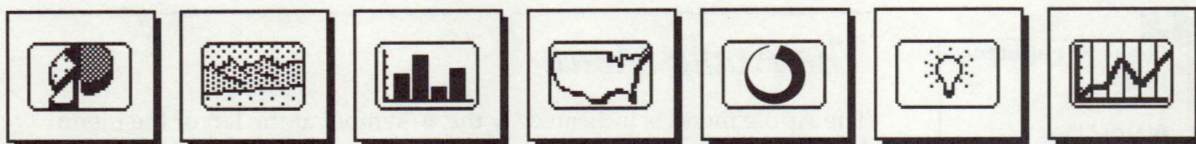
To combine an Auto Animate document with others in a compound slide,

1. Create the compound slide by dragging document icons.
2. Reposition and change the timing of the Auto Animate effect and the other documents so they work together.
3. Play the slide to check on the result.



Company A
Company B
Company C

1. The first step is to create a new document.
2. The second step is to create a new layer.
3. The third step is to create a new shape.
4. The fourth step is to create a new text.
5. The fifth step is to create a new animation.



Chapter 6: Overview Reference

Chapter 6 describes the menus and windows in Overview. The menus described in this chapter are organized as they appear from left to right in the menu bar on your screen. The three Overview windows are described in the order they appear in the Window menu.


To learn more about how a menu command, dialog box, or window is used to create Overview presentations, see *Chapter 5: Using Overview*. Chapter 5 presents step-by-step instructions for performing specific tasks, much like recipes in a cookbook. Consult both chapters when you'd like to have more information on a procedure or definition.



About MM Director...
Help...

Alarm Clock
Art Grabber II™
Calculator
Chooser
Control Panel
Find File
Key Caps
Scrapbook

The Apple Menu

The Apple menu is indicated by the  symbol at the left of the menu bar.

The menu commands described in this section are: About MM Director, Help, and the Art Grabber II™ desk accessory. For information about using and installing desk accessories, see the manual that came with your Macintosh.

About MM Director...

Choosing About MM Director displays a dialog box showing you how much memory is available to Director for your document. It also indicates how much memory different parts of the current document use and the document's size on disk. If the document is new and has never been saved, its file size is not displayed.

Help...

The Help command gives you quick access to useful information about MacroMind Director menu commands, windows and dialog boxes. There are two ways to use Help. Choosing Help from the Apple menu opens the Help window. You can browse through the contents of the Help window by using the Next and Previous buttons to move through the text. The second way to use the Help window is by pressing the Command and Option keys. When Command-Option is pressed, the pointer becomes a question mark. Choosing a menu command or clicking a window, dialog box, or icon with the question mark opens a window of information about the item in question.

The Help window becomes active when it is first chosen. Subsequently, if you leave the window open on the screen, new text displays in the Help window, but the window does not become active. However, if you click a dialog box with the question mark pointer, you must close the Help window before you can use the dialog box.

Art Grabber II

Art Grabber II is a desk accessory for importing artwork from other applications to MacroMind Director. You can find it in the *Help & Utilities* folder. Install Art Grabber II in the Apple menu. For information about installing desk accessories, refer to the instructions that came with your computer.

After Art Grabber II is installed, you can use it to copy images from graphics applications without quitting the current application. You can open and copy MacPaint files, castmembers from MacroMind Director documents, Scrapbook files, or PICT files, and paste them into the current application. Art Grabber II converts all files to bit mapped images, ready to paste into the Studio Paint or Cast windows.

When you choose Art Grabber II from the Apple menu, the directory dialog box and a dynamic menu called the Grabber menu appears at the far right of the menu bar. See the section called *Art Grabber II Desk Accessory* in the *MacroMind Director Studio Manual* for more information on using Art Grabber II.

File	
To Studio	
New	⌘N
Open...	⌘O
Save	⌘S
Save As...	
Revert	
Launch Editor	⌘L
Return to Overview	
Page Setup...	
Print...	
Quit	⌘Q

The File Menu

The commands in the Overview File menu are used for managing files, launching applications, and printing your presentations.

To Studio

The To Studio command closes the Overview document and opens a new Director document.

New

The New command opens a new, untitled, Overview document. The first time you save or quit you will be asked to type a name for the document.

Overview can open only one document at a time, so if a document is already open when you choose New, a dialog box appears, giving you the opportunity to save or discard the latest changes.

Open...

The Open command lets you open an existing Director movie or Overview document. When you choose Open, the directory dialog box appears. Click the buttons at the bottom of the box to select which type of document you want to display. Then select the document and click Open.

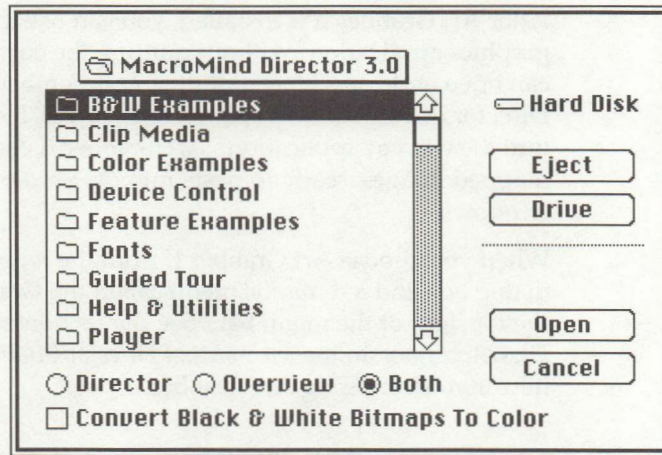


Fig. 6.1 The directory dialog box

The “Convert Black & White Bitmaps To Color” check box only applies to Director movie documents. For complete information, see the *MacroMind Director Studio Manual*.

Save

The Save command saves the current Overview document to disk. The current version replaces any previous version on your disk. It’s a good idea to save often while you’re working.

Save As...

Use the Save As command to save the current Overview document to any disk. Click the Drive button to save to different disk drives. You can also rename the document by typing the document’s new name in the text box.

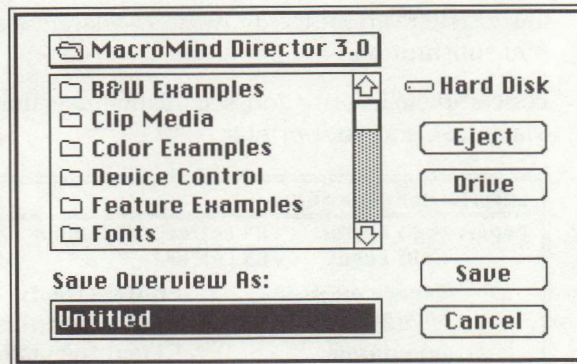


Fig. 6.2 The Save As dialog box

Revert

The Revert command returns the last saved version of the current Overview document to the Stage, losing any changes made since the document was saved.

Launch Editor

The Launch Editor command launches the application that created a selected document in the Overview window and loads that document so that you can edit it.

Quitting the launched application returns you to the current Overview document. Launch Editor is very useful for working on your Overview documents without quitting Overview.

You can set which application you want to launch for MacPaint and PICT documents with the Preferences command in the Control menu. For complete information, see the *Preferences* command in *The Control Menu* in *Chapter 6: Using Studio of the MacroMind Director Studio Manual*.

Return to Overview

The Return to Overview command is active only when you have launched an Overview document to edit it. This command returns you to the Overview document you were working with originally.

Page Setup...

The Page Setup command offers options for determining how a page is to be printed. The Apple ImageWriter® provides page orientation, page sizes, 50% reduction and other options. The Apple

LaserWriter® also offers reduction/enlargement, smoothing, and font substitution.

For complete information, see the manuals that came with your Macintosh and your printer.

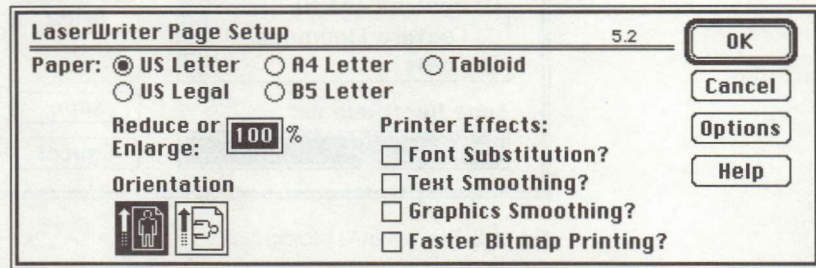


Fig. 6.3 The Page Setup dialog box for the Apple LaserWriter

Print...

The Print command lets you print out your presentation. When you choose Print from the File menu, the Overview Print Options dialog box appears.

Use the radio buttons to print all the slides in your presentation, a range of selected slides, or a picture of the Overview window. When you print slides, one image is printed for each column. If there is an animation in the column, the last frame is printed.

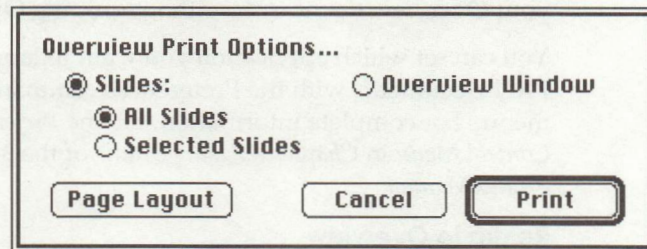


Fig. 6.4 The Overview Print Options dialog box

The buttons at the bottom of the dialog box offer further printing control. Click Print to print your choice.

Click Page Layout to print a header or footer on each page, or select several Frame Printing Options. They include "Border Around Frame," "Single Column Format," and "Registration Marks."

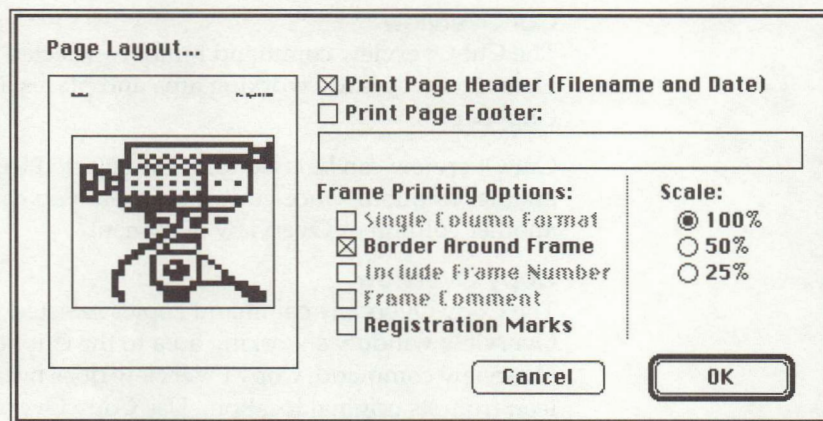


Fig. 6.5 The Overview Page Layout dialog box

You can scale your slides to 25%, 50%, or 100% with the radio buttons.

Quit

Choosing Quit exits Overview and returns you to the Finder. When you choose Quit, a dialog box asks you to save any changes made to your current document. The Clipboard is automatically saved when you quit, with its contents available for use in another program.

Edit	
Undo Overview	⌘Z
Cut Overview	⌘H
Copy Overview	⌘C
Paste Overview	⌘V
Clear Overview	
Select All	
Get Info...	⌘I
Quick Create...	
Gather Documents...	

The Edit Menu

The Edit menu contains commands common to all Macintosh applications. You use Edit commands to undo, cut, copy, paste, clear, and select documents in the Overview window.

The Edit menu also has commands to position, gather, and quickly create Overview presentations.

Undo

Undo reverses your last action. Since it works only on your last action, you must use it right after a mistake, before making any other changes to the presentation. Undo works with Overview editing operations, such as moving icons, or dragging them out of the icon bar. Undo undoes Cut Overview, Copy Overview, Paste Overview, and Clear Overview. It does not work with File commands, such as Open.

Cut Overview

The Cut Overview command removes selected icons from the Overview window's working area and places a copy of them in the Clipboard.

Cut Overview can be used to delete selected icons or move them to another location. Once you've cut them you can paste them to another column or Overview document.

Copy Overview

The Copy Overview command copies selected icons from the Overview window's working area to the Clipboard. Unlike the Cut Overview command, Copy Overview does not remove the selected icon from its original location. Use Copy Overview and Paste Overview when you want to duplicate icons, rather than move them.

Paste Overview

The Paste Overview command pastes an icon from the Clipboard to a selected location in the Overview window. To select a location to paste in the Overview window, click that spot before choosing Paste Overview. If you click the gray line between slides the icon is inserted between two slides. If you select another icon, the icon that is pasted replaces the selected icon.

Clear Overview

Clear Overview removes selected icons from the Overview window without saving them to the Clipboard. Use Clear Overview when you have no further use for the documents, and you do not want to affect the contents of the Clipboard.

Select All

The Select All command selects all of the icons in the Overview window's working area.

Get Info...

The Get Info window appears when you select a document or effect in the Overview window's working area and choose Get Info from the Edit menu or when you double-click the icon in the working area. The options available to you will vary according to the type of icon that is selected when you choose Get Info.

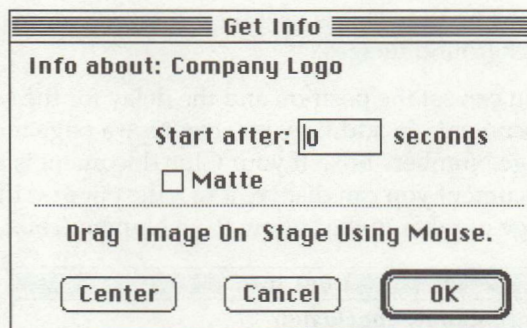


Fig. 6.6 The MacPaint Get info dialog box

The Get Info window for MacPaint and PICT documents has several purposes—setting the position, the delay, and the matte ink effect. You can set the position of the document on the screen by dragging the document, or by clicking the Center button. You can set a delay, in seconds, after which the document appears by typing the number in the “Start after” box.

The Matte check box lets you apply a matte ink effect to the image. This is useful for foreground images; it has no effect on background images.

For PICT documents, you can choose “Use PICT’s palette.” This option lets you use the palette associated with the PICT document instead of the current System palette. This can affect other documents in the same slide.

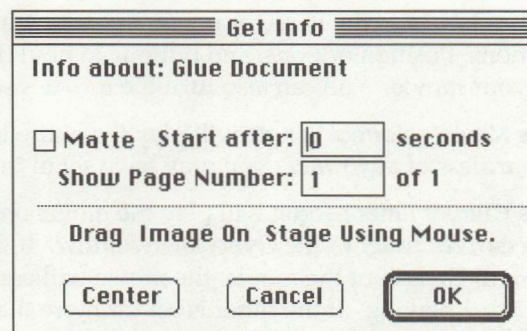


Fig. 6.7 The Glue Get Info window

The Glue Get Info window is similar to the MacPaint and PICT Get Info window. The Matte check box lets you apply a matte ink effect

to the image. This is useful for foreground images; it has no effect on background images.

You can set the position and the delay for the selected Glue document. In addition, you can type a page number in the "Show Page Number" box. If your Glue document is a multiple page document you can display a specific page on the Stage by typing the page number in the "Show Page Number" box.

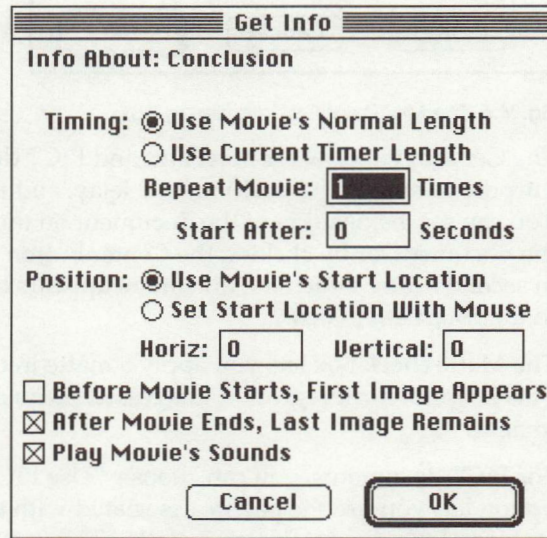


Fig. 6.8 The Director movie Get Info window

Your choices in the Director movie Get Info window include Timing options, Position options, and options to hold the first or last frame of your movie. You can also turn the movie's sounds on or off.

Use Movie's Normal Length will play the entire length of the movie regardless of any timers you may have set in the Overview window.

Use Current Timer Length will play the movie only for the length of the current timer in the Overview window. If the timer is set for less than the length of the movie, the movie will end before it has finished playing. If the timer is set for more than the length of the movie, the last frame of the movie remains until the slide is finished.

Repeat Movie will play the movie for the number of times you type in the box. If you have the "Use Current Timer Length" option

selected, make sure the timer is set for the length of time it takes your movie to repeat.

Start After permits you to delay the start of the movie for a length of time after Overview plays the column containing the movie.

Use Movie's Start Location will cause your movie to start in the same location as it started in Studio.

Set Start Location With Mouse allows you to set a new position to start the movie. Position the pointer on the screen at the location you prefer, and click. The movie begins at the point you clicked.

Horiz and **Vertical** allow you to offset the starting location for your movie by typing values rather than by clicking. The numbers in the boxes show you how far, in pixels, the document is offset.

Before Movie Starts, First Image Appears will display the first frame of your movie before the animation begins if you set a delay for the start of the movie.

After Movie Ends, Last Image Remains will display the last frame of your movie until the presentation moves to the next column.

Play Movie's Sounds will play the sounds in your movie when the movie's *Sounds* file is available to Overview. If this option is selected and the sound still does not play, the *Sounds* file is probably not in the proper folder.

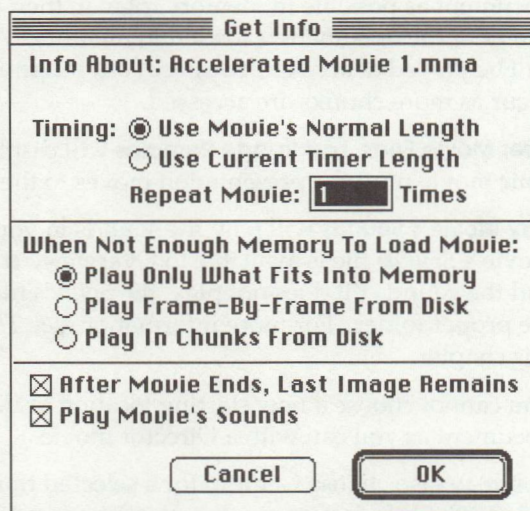


Fig. 6.9 The Accelerator Get Info window

When you choose Get Info about a selected Accelerator document your options include:

Use Movie's Normal Length will play the entire length of the movie regardless of any timers you may have set in the Overview window.

Use Current Timer Length will play the movie only for the length of the current timer in the Overview window. If the timer is set for less than the length of the movie, the movie will end before it has finished playing.

Repeat Movie will play the movie for the number of times you type in the box. If you have the "Use Current Timer Length" option selected, make sure the timer is set for the length of time it takes your movie to repeat.

If the Accelerator document requires more memory than is available, you can choose from these options:

Play Only What Fits Into Memory will play as much of the Accelerator document as can be fit in memory, then proceed to the next column of icons.

Play Frame-By-Frame From Disk will play your Accelerator document one frame at a time. It's slower than an accelerated document but all of the document will play.

Play In Chunks From Disk will load as much of the Accelerator document as possible in memory, play it, then pause as another chunk of the document is loaded in memory. All of the document will be played at accelerated speed, but intermittent pauses will occur as more chunks are accessed.

After Movie Ends, Last Image Remains will display the last frame of your movie until the presentation moves to the next column.

Play Movie's Sounds will play the sounds in your movie when the movie's *Sounds* file is available to Overview. If this option is selected and the sound still does not play, the *Sounds* file is probably not in the proper folder. For more information, see *The Sound Menu* later in this chapter.

You cannot choose a new starting location or delay an Accelerator document as you can with a Director movie.

You may also choose Get Info for a selected transition. When you choose Get Info for a transition, the Set Transition dialog box

appears. For more information about transitions, see *Overview effects* later in this chapter.

You can also choose Get Info for a selected Auto Animate document. When you choose Get Info for an Auto Animate document, the dialog box for that effect is displayed. For more information about Auto Animate, see *Auto Animate* later in this chapter.

Quick Create...

The Quick Create command takes all the documents in a folder and places them in the Overview window. Quick Create will only take documents in file formats that Overview can display, i.e., MacPaint, PICT, Glue, MacroMind Director, Accelerator, and Overview documents.

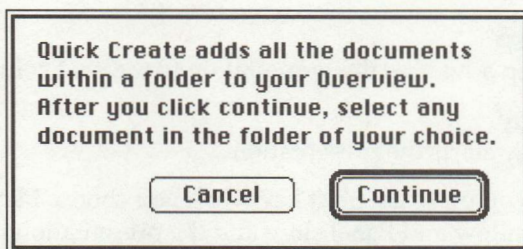


Fig. 6.10 The Quick Create dialog box

Gather Documents...

The Gather Documents command moves all documents used in the current presentation to the same folder on your disk. To gather documents the Overview document must be saved. The documents gather in the same folder as the Overview document. Gathering documents in one folder makes it easy to copy all of your presentation at once, rather than search for scattered files. The documents must all be on the same disk; you can't gather documents from different disks.

► **Tips & Hints** If your Overview document includes another Overview document, Gather Documents does not move it (or its associated documents). You must move an Overview document manually.

Control		
⏮	Rewind	⌘R
⏪	Back Step	⌘D
■	Stop	⌘W
⏩	Step	⌘F
▶	Play	⌘A
<hr/>		
🔊	Sound Is On	
	Preferences...	

The Control Menu

The Control menu contains commands that control the way a presentation plays. The first five commands that appear in this menu also appear in the Panel as buttons.

Rewind

Rewind returns to the beginning of the presentation.

Back Step

Back Step steps the presentation backward one column.

Stop

Stop halts the presentation.

Step

Step advances the presentation to the next column.

Play

Play starts the presentation.

If you press the Shift key when you choose Play, the Overview window and Panel close and the presentation begins. The Stage obscures the menu bar.

Sound Is On/Sound Is Off

This command toggles the sound on and off.

Preferences...

The Preferences command displays a dialog box that provides options to set the size and location of the Stage, to set the Sounds file name, and to set many other options. For complete information about *Preferences*, see *Chapter 6: Studio Reference* in the *MacroMind Director Studio Manual*.

Window		
Stage	⌘1	
Panel	⌘2	
Overview	⌘3	

The Window Menu

The Window menu gives you access to the three Overview windows: Stage, Panel, and Overview. A check mark appears next to the menu command when that window is open. The active window is indicated when the window's name is underlined.

The Stage window

The Stage is the window in which the Overview presentation appears. To get a full, uncluttered view of the presentation, choose the Stage command from the Window menu. It clears the screen of all the other windows and the menu bar. Choosing the Stage command again returns all previously displayed windows to view.

The menu bar is active even when it is invisible. You can move the pointer to the top of the screen, press the mouse button, and the menus still function.

The boundaries of the Stage window usually coincide with the edges of your monitor. For more information about setting the size of the Stage, see *Preferences in The Control Menu, Chapter 6: Studio Reference of the MacroMind Director Studio Manual*.

Graphics and movies can be selected and moved on the Stage. Click a graphic to select it, then drag it to move it. Click any part of the movie to select it, then drag to move the entire movie on the Stage.

The Panel window

The Panel has six buttons. Clicking the Panel buttons has the same effect as choosing the commands in the Control menu.



Fig. 6.11 The Panel

Rewind winds the presentation back to the start. If the presentation was running, it also stops.

Back steps the presentation backward one column.

Stop halts the presentation.

Step advances the presentation to the next column.

Shift-Step replays the current column.

Play starts the presentation.

Shift-Play brings the Stage window to the front, hiding the other windows and the menu bar, and starts the presentation.

Loop causes the presentation to repeat continuously. When the presentation reaches the end, it starts again with column 1. Loop is

turned on when the button is selected. Clicking the Loop button toggles Loop on and off.

You can move the Panel around on the Stage by dragging it. Just place the pointer on the title bar, or anywhere on the Panel that isn't a button, and drag. To close or open the Panel, choose Panel from the Window menu. You can also use the close box to close the Panel.

The Overview window

The Overview window displays all the documents and effects used to create an Overview presentation (or document). The icon bar at the top of the window shows the icons that represent the kinds of documents and effects you can use in a presentation.

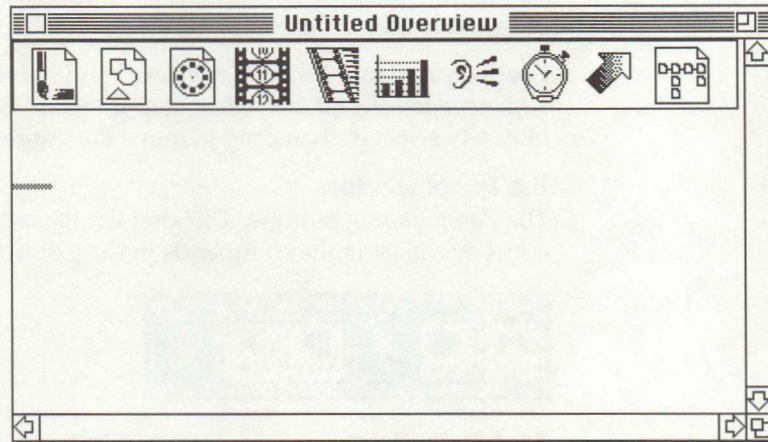


Fig. 6.12 The Overview window

The first five icons from left to right in the icon bar represent the types of documents you can display in Overview. When you drag an icon from the icon bar and place it in the Overview working area a directory dialog box appears. It displays a list of documents available for that type of document. For example, if you dragged a MacPaint icon from the icon bar, you would only see MacPaint documents. When you select a document and click Open, its name appears below the icon in the working area and the document is assigned to that position in the presentation.

A sixth Overview document icon at the end of the icon bar represents complete Overview documents that you can add to your presentation. An Overview presentation or document is actually a collection of documents and effects represented by icons in the Overview window.

Table 6.1 Document file types and applications that create them

Document file type:	Can be created by:
MacPaint	MacPaint FullPaint® SuperPaint
PICT	MacDraw, MacDraw II MacDraft® SuperPaint Adobe Illustrator™ Aldus FreeHand™ PixelPaint™ Adobe PhotoShop Studio /8 or 32 Dreams Other digitizers and 3D programs
Glue	Glue SuperGlue AppleLink Linksaver Any application that can print can be used to create a Glue document
MacroMind Accelerator	MacroMind Accelerator
Overview	MacroMind Director

Overview effects

Three icons in the icon bar represent the effects you can use in Overview presentations.

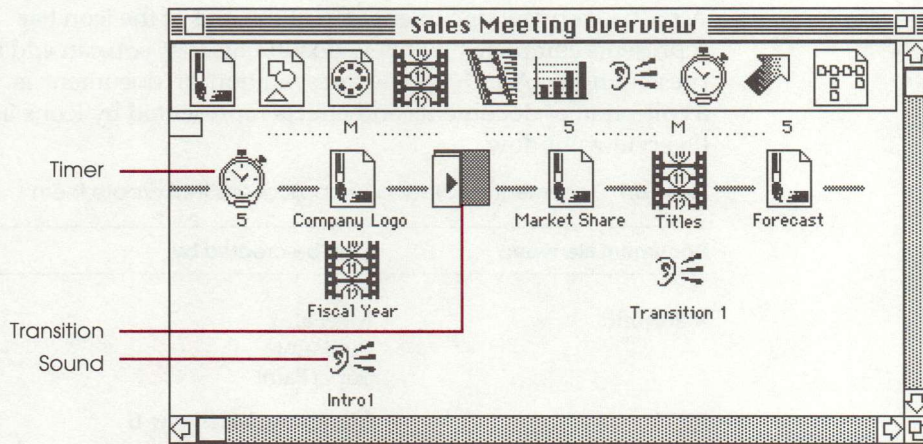


Fig. 6.13 A presentation of movies and slides with a transition, timer, and sound

The **sound** icon represents sounds added to your Overview document. For sounds to be heard, you must drag a sound icon to the Overview window, choose a sound from the Sound menu while the sound icon is highlighted, set a timer for at least the length of the sound, and make sure that the Sound Is On command is checked in the Control menu.

The **timer** icon is used to assign the length of time, in seconds, that a column will be displayed on the Stage. Set the timer by typing the number of seconds below the timer icon. All slides to the right of the timer's column will also appear for that length of time, until a new timer is set.

The **transition** icon controls the way one slide changes into the next. The main categories of transition are wipe, push, reveal, cover, strip, and dissolve. When you drag a transition icon into the working area a dialog box appears showing all of the transition choices.

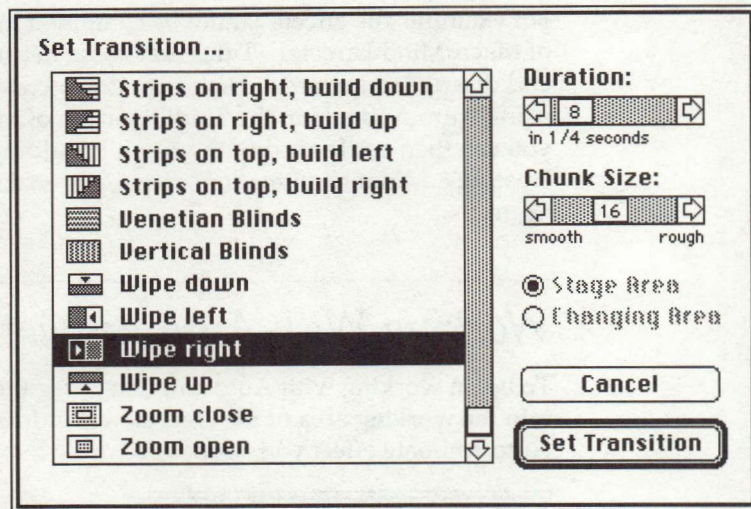


Fig. 6.14 The Overview Set Transition dialog box

Select the transition you want from the list. For more information about using transitions, timers, and sounds, see *Chapter 5: Using Overview*.

Duration determines how long the transition takes.

Chunk Size controls the number of pixels that are changed in each movement of the transition.

To stop a transition during playback and advance the playback head to the next frame, hold down the Command key and press the Period key.

Auto Animate

Use Auto Animate to add titles, charts, and text effects to your presentation. Use Auto Animate in the Overview window for constructing quick text and chart effects.

The Auto Animate effects are basic animation. If you want more elaborate effects you must use Studio. You can use Auto Animate in Studio to provide the basis for a more complex effect. When you use Auto Animate in Studio, the parts of the effect become castmembers and a complete Score is generated. You can then proceed to modify the effect using the powerful Studio's tools.

For example, the effects cannot be combined in the Overview portion of MacroMind Director. Titles that zoom in cannot then shimmer and disappear upwards. However, if you create a Zoom Text effect using Auto Animate in the Studio portion of MacroMind Director, you can then easily modify the result by adding castmembers, creating additional animation effects, and making changes to the Score.

Working With Auto Animate

To begin working with Auto Animate, drag the Auto Animate icon into the working area of the Overview window and then choose the Auto Animate effect you want.

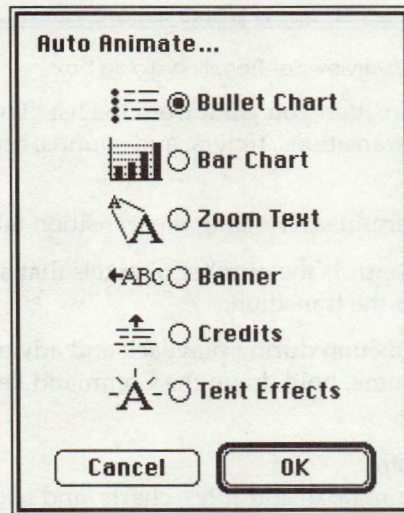


Fig. 6.15 The Auto Animate dialog box

When you click OK, the dialog box for your choice appears. In the dialog box you type the text you want, set the font, size, and style, and make any adjustments to the speed and other controls. You then preview the result to see the effect, set the start location if necessary, and return to the dialog box for any remaining adjustments.

When your Auto Animate effect is satisfactory, you return to the Overview window. The Auto Animate effect is displayed as an icon in a slide in the Overview window's working area.

You can return to the effect at any time to make additional changes by choosing Get Info from the Edit menu, or by double-clicking the icon.

The following sections describe each Auto Animate effect in detail.

Bullet Chart

Bullet Chart allows you to create an animated bulleted list.

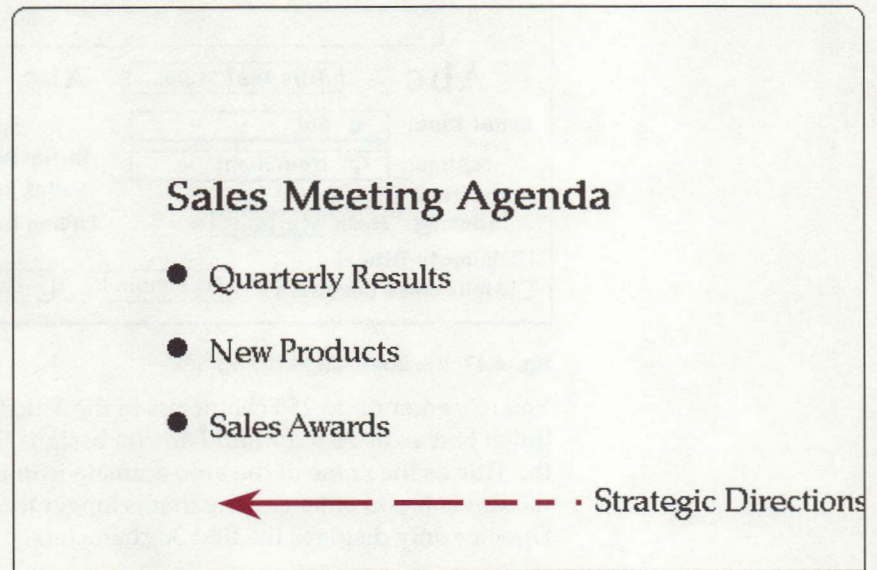


Fig. 6.16 A typical bulleted list

Typically, the title of the bulleted list appears first and is stationary; the items and their bullets travel into place through animation. On this basic theme, MacroMind Director allows you to play many variations.

You can determine the direction from which the bulleted items come. You can choose from several different bullets. You can animate the title as well as the bullets. You can have no animation at all, simply presenting a bulleted list. Or you can dispense with bullets altogether, presenting only a title and list.

Fig. 6.17 The Bullet Chart dialog box

You can enter up to 255 characters in the Title text area and in each Bullet text area. MacroMind Director assigns the text you type for the Title as the name of the auto animate icon in the Overview window. If you enter a name that is longer than 30 characters, Director only displays the first 30 characters.

Title Text Style and **Bullet Text Style** gives you complete control over the text font, size, style, transparency, and color of the title text and the bullet text. For descriptions of the text settings controls, see *Auto Animate text* at the end of this section.

Bullet type provides choices for different types of bullets. Choices include a Dot, a Square, a Hand, a Check, and an Arrow. Three choices provide for animated bullets, that move into place. These are the Flying Hand, the Animated Check, and the Flying arrow. You can also choose to have no bullets, or to have no bullets and the text and title centered.

Motion provides choices for how the bulleted items appear. The choices include from Right, Bottom, Left, Top, Upper Right, Lower Right, and so on. Choices also include Stationary (no movement), Wipe from Right, Wipe from Left, and Dissolve.

Vertical Spacing controls the amount of space between items on the chart.

Speed controls how fast the animation occurs, in this case how quickly the bulleted items move into place.

Initial Delay controls the length of time before the effect starts.

Bullet Delay controls the length of the pause between lines of text moving into place. A short Bullet delay means that there is a very short pause between one line moving into place and the beginning of the next line's movement.

Ending Delay controls how long the completed chart is displayed.

Animate Title causes the title text to also move into place. An animated title obeys the Motion, Speed, and Bullet delay settings.

Mouseclick Advances overrides the Bullet delay setting and causes the bulleted items to move into place only when you click.

Preview displays the bullet chart as it will appear in the presentation, including any background images. Use the Preview screen to adjust the location of the bullet chart. To set the location, you click with the mouse. Setting the starting location sets the position of the upper left corner of the title.

Bar Chart

Bar Chart allows you to create an animated bar chart.

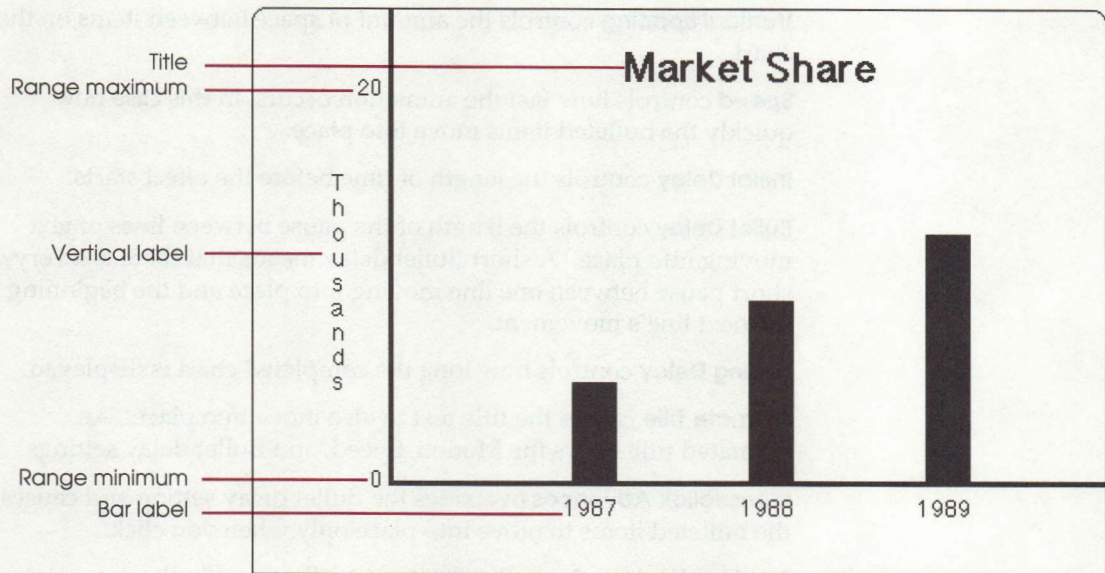


Fig. 6.18 A typical bar chart

The title and labels of the bar chart appear first and are stationary; the bars grow into place through animation. MacroMind Director allows you to control the scale of the chart, the height of the bars, the style of the bars, the speed of their growth, and the ending delay.

You can use up to six bars. The width of the bars is set automatically depending on the number of bars you are using. The actual length of the horizontal and vertical axes does not change, just the values on the scale. The height of the bars is proportional to the scale you set.

Bar	Value:
Bar 1 East	5
Bar 2 Midwest	10
Bar 3 West	15
Bar 4	0
Bar 5	0
Bar 6	0

Fig. 6.19 The Bar Chart dialog box

You can enter up to 255 characters in the Title text area and in the Vertical label text area. MacroMind Director assigns the text you type for the Title as the name of the auto animate icon in the Overview window. If you enter a name that is longer than 30 characters, Director only displays the first 30 characters.

Title Text Style and **Label Text Style** give you complete control over the text font, size, style, transparency, and color of the title text and the label text. For descriptions of the text settings controls, see *Auto Animate text* at the end of this section.

Bar is where you enter a label that appears below each bar. You can enter up to 31 characters for each label. If the labels are so long as to overlap, you can either use shorter labels or adjust the font, size, and style of the labels.

Value settings determine the height of each bar, in relation to the scale of the vertical axis. You can enter any positive values between 0 and 32,000.

Bar style provides several choices for different types of bars. Choices include dollars, solid black, and gray.

Range settings determine the scale shown on the bar chart. The scale affects the height of the bars, which grow to a height proportional to

the scale. You can set the maximum and minimum to any positive values between 0 and 32,000.

Speed controls how fast the animation occurs, in this case how quickly the bars grow into place.

Initial Delay controls the length of time before the effect starts.

Ending Delay controls how long the completed bar chart is displayed.

Preview displays the bar chart as it will appear in the presentation, including any background images. Use the Preview screen to adjust the location of the bar chart. To set the location, you click with the mouse. Setting the starting location sets the position of the upper left corner of the chart. The upper left corner is determined by the top of the title text and the left edge of the vertical label text.

Zoom Text

Zoom Text allows you to create an animated zoom effect. “Zoom” comes from the motion picture camera technique of changing smoothly from a long shot to a closeup (zoom in), or from a closeup to a long shot (zoom out).

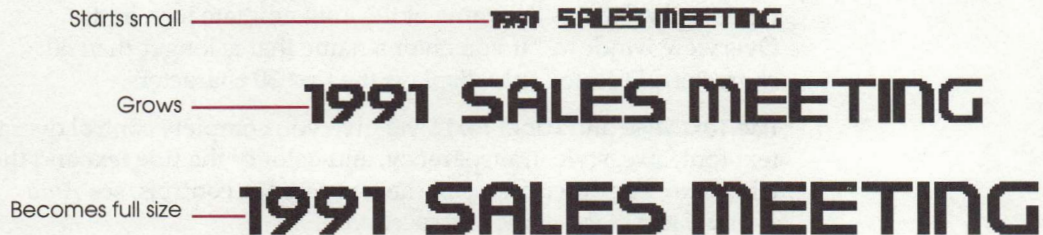


Fig. 6.20 A typical Zoom Text effect

You can choose whether the text you enter grows from nothing to full size (zoom in), from full size to nothing (zoom out), or first zooms in then zooms out. The text grows and diminishes through animation. MacroMind Director allows you to control the number of times the effect is repeated, the speed at which the effect occurs, the length of an initial delay, and how long the full-size text remains on the screen.

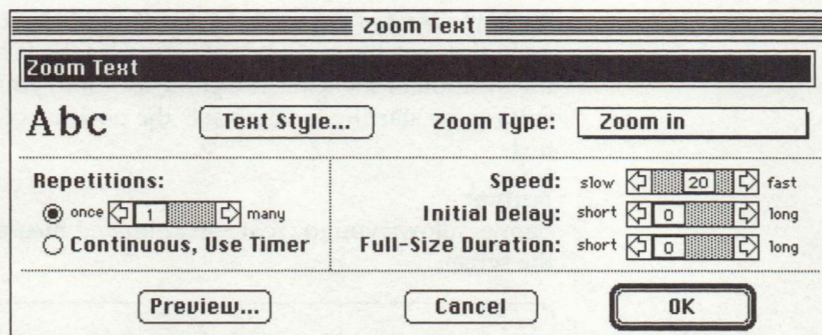


Fig. 6.21 The Zoom Text dialog box

You can enter up to 75 characters in the text area. MacroMind Director assigns the text you type in the text area as the name of the auto animate icon in the Overview window. If you enter a name that is longer than 30 characters, Director only displays the first 30 characters.

Text Style gives you complete control over the text font, size, style, transparency, and color of the text. For descriptions of the text settings controls, see *Auto Animate text* at the end of this section.

Zoom Type determines whether the text zooms in, zooms out, or first zooms in and then zooms out.

Repetitions controls how many times the effect is repeated. If you select “Continuous, Use Timer” the number of repetitions is determined by the timer in effect when the slide is played. “Continuous, Use Timer” is not available when this effect is created using Auto Animate in Studio.

Speed controls how fast the animation occurs, in this case how quickly the text grows from nothing into full size or diminishes from full size to nothing.

Initial Delay controls the length of time before the effect starts.

Full-Size Duration controls how long the full-size text is displayed. Note that the text is full-sized at the beginning of a zoom out effect, in the middle of a zoom in and out effect, and at the end of a zoom in effect.

Preview displays the zoom as it will appear in the presentation, including any background images. Use the Preview screen to adjust the location of the text. To set the location, you click with the mouse. Setting the starting location sets the position of the middle of the text.

Banner

Banner allows you to create an animated message that scrolls across the screen.

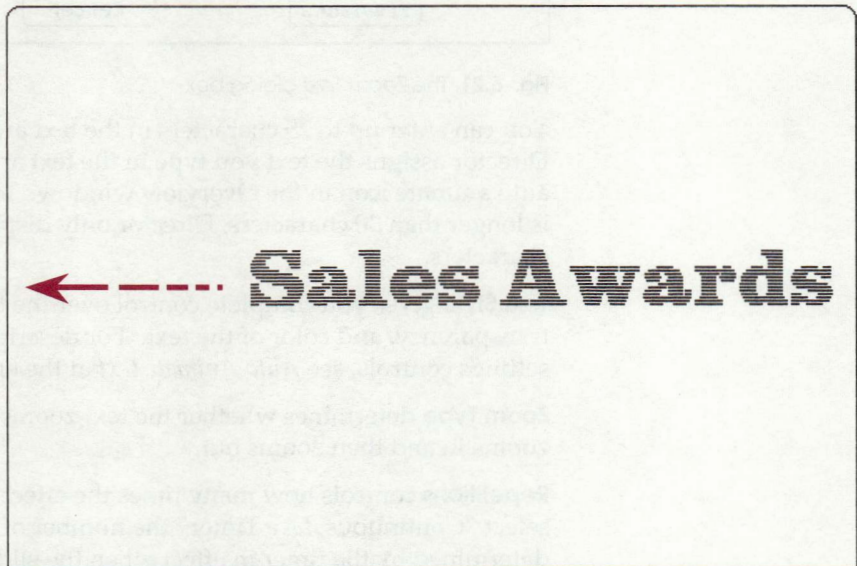


Fig. 6.22 A typical Banner effect

You can control the number of times the banner is displayed, the length of an initial delay, and the speed at which the effect occurs.

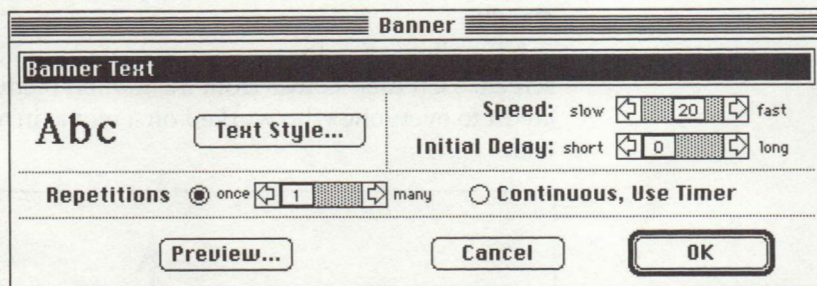


Fig. 6.23 The Banner dialog box

You can enter up to 255 characters in the text area. Macromind Director assigns the text you type in the text area as the name of the auto animate icon in the Overview window. If you enter a name that is longer than 30 characters, Director only displays the first 30 characters.

Text Style gives you complete control over the text font, size, style, transparency, and color of the banner text. For descriptions of the text settings controls, see *Auto Animate text* at the end of this section.

Speed controls how fast the animation occurs, in this case how quickly the text moves across the screen.

Initial Delay controls the length of time before the effect starts.

Repetitions controls how many times the effect is repeated. If you select “Continuous, Use Timer” the number of repetitions is determined by the timer in effect when the slide is played.

“Continuous, Use Timer” is not available when this effect is created using Auto Animate in Studio.

Preview displays the banner as it will appear in the presentation, including any background images. Use the Preview screen to adjust the location of the text. To set the location, you click with the mouse. Setting the starting location sets the position of the top of the text. Note that the starting location affects only the vertical dimension; wherever the starting location, the banner text travels from off the right side of the screen to off the left side of the screen.

Credits

Credits allows you to create an animated credit list that scrolls up the screen. "Credits" comes from the motion picture practice of giving credit to everyone who worked on a movie in a scrolling list at the end.

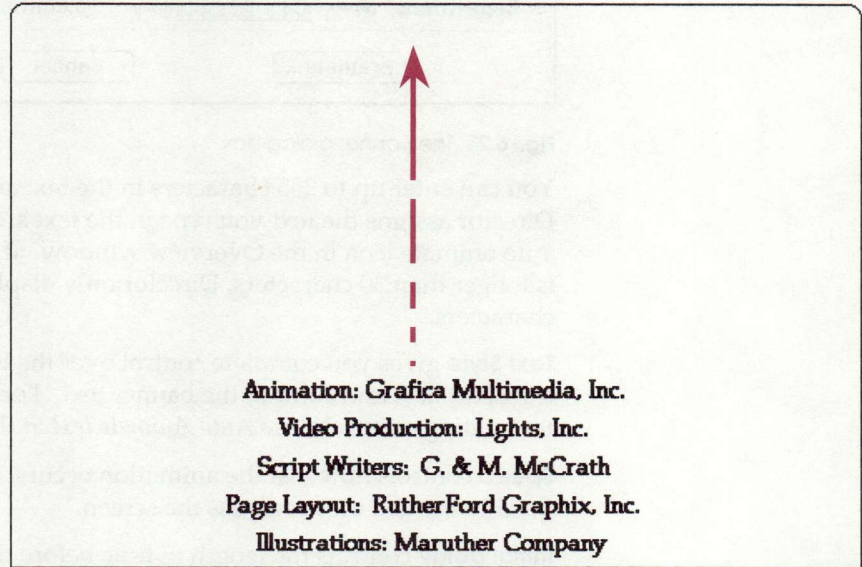


Fig. 6.24 A typical Credit list

You can control the number of times the credit list is repeated, the speed at which the effect occurs, the length of an initial delay, and the justification of the text (left, right, or center).

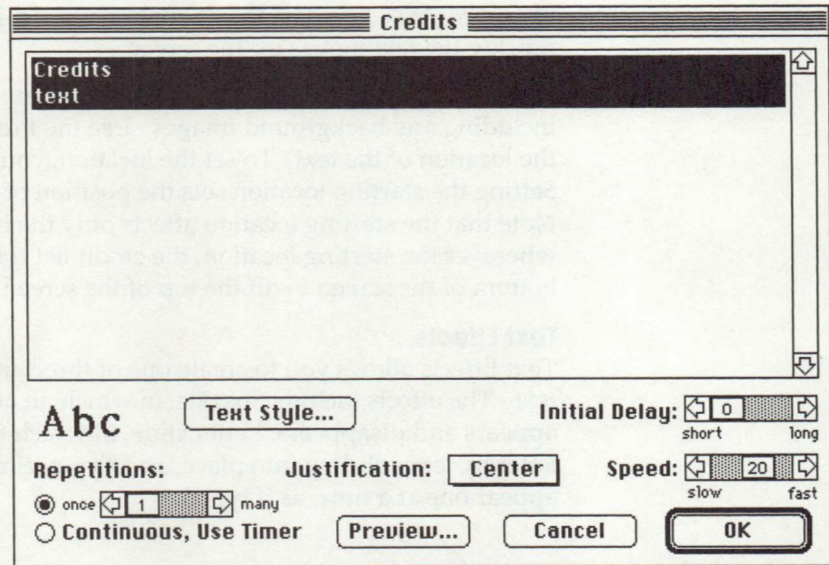


Fig. 6.25 The Credits dialog box

Enter text in the text area, using the Return key to end a line of text and start a new line. There is no limit to the width of an individual line, except the practical limit of the screen width. Text that is too long to fit on one line of this dialog box wraps to the next line. Text appears in the preview as it will in the final slide.

You can enter up to 255 characters in the credit list. MacroMind Director assigns the text you type for the first line of the credits as the name of the auto animate icon in the Overview window.

Text Style gives you complete control over the text font, size, style, transparency, and color of the credit text. For descriptions of the text settings controls, see *Auto Animate text* at the end of this section.

Initial Delay controls the length of time before the effect starts.

Repetitions controls how many times the effect is repeated. If you select "Continuous, Use Timer" the number of repetitions is determined by the timer in effect when the slide is played. "Continuous, Use Timer" is not available when this effect is created using Auto Animate in Studio.

Justification controls whether the credit text is justified flush left, flush right, or is centered.

Speed controls how fast the animation occurs, in this case how quickly the text moves up the screen.

Preview displays the credit list as it will appear in the presentation, including any background images. Use the Preview screen to adjust the location of the text. To set the location, you click with the mouse. Setting the starting location sets the position of the center of the text. Note that the starting location affects only the horizontal dimension; wherever the starting location, the credit list travels from below the bottom of the screen to off the top of the screen.

Text Effects

Text Effects allows you to create one of three animated effects on text. The effects include Sparkle, in which an animated highlight appears and disappears; Letter slide, in which the text is built up letter by letter sliding into place; and Typewriter, in which the letters appear one at a time, as if typed.

Sparkle flashes
across letters

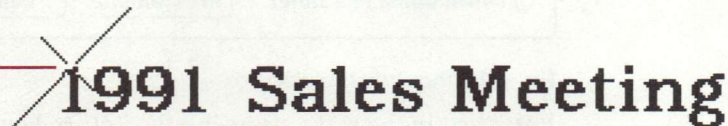


Fig. 6.26 A typical Sparkle effect

You can control the number of times the effect is repeated, the speed at which the effect occurs, the length of an initial delay, and the duration of the pause after the end of the effect.

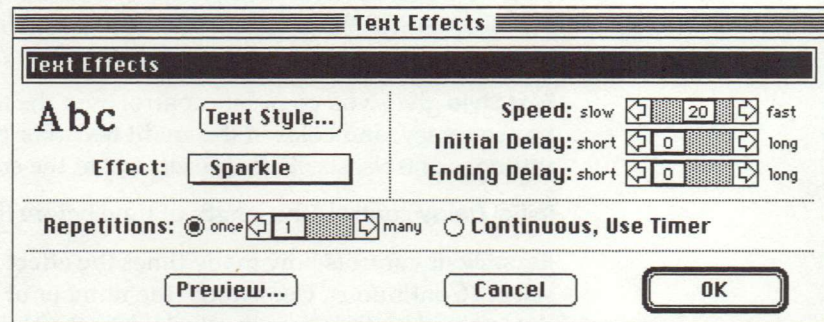


Fig. 6.27 The Text Effects dialog box

You can enter up to 255 characters in the text area. MacroMind Director assigns the text you type in the text area as the name of the auto animate icon in the Overview window. If you enter a name that

is longer than 30 characters, Director only displays the first 30 characters.

Text Style gives you complete control over the text font, size, style, transparency, and color of the text. For descriptions of the text settings controls, see *Auto Animate text* at the end of this section.

Effect provides three choices for the effect you want. Choices include Sparkle, Letter Slide, and Typewriter.

Speed controls how fast the animation occurs, in this case how quickly the text moves up the screen.

Initial Delay controls the length of time before the effect starts.

Ending Delay controls how long the text is displayed after the effect is finished.

Repetitions controls how many times the effect is repeated. If you select “Continuous, Use Timer” the number of repetitions is determined by the timer in effect when the slide is played. “Continuous, Use Timer” is not available when this effect is created using Auto Animate in Studio.

Preview displays the text effect as it will appear in the presentation, including any background images. Use the Preview screen to adjust the location of the text. To set the location, you click with the mouse. Setting the starting location sets the position of the center of the text.

Auto Animate text

You can set the font, size, and style of any text you use in any Auto Animate feature. MacroMind Director provides pop-up menus for the Font, Size, and Style choices.

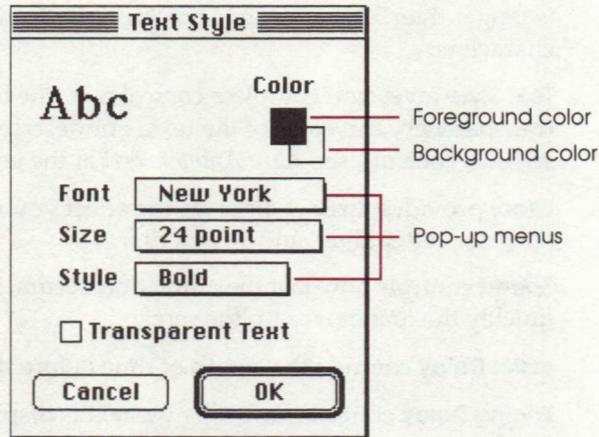


Fig. 6.28 The Text Style dialog box

Fonts sizes installed in your System appear outlined in the Size pop-up menu. The Macintosh operating system creates approximated versions of font sizes that are not installed in your System.

In addition, you can create transparent text and set colors for the text and background. Transparent text allows any background image to show through the spaces between letters in the text. You can position the text, for example, so that a face appears in the middle of the letter O. If "Transparent Text" is not selected, the text appears on a white rectangle that obscures anything behind it.

Position the pointer on the foreground or background color chip and press the mouse button to display the current palette. Choose the color you want from the palette. The foreground color sets the color of the text itself. The background color sets the color of the text rectangle on which the text is displayed.



The Sound Menu

The Overview Sound menu shows dozens of sounds you can add to your presentation.

For the Sound menu to appear, you must have a file called *Sounds* in the same folder as MacroMind Director, the System file, or the Overview document you are creating. You can also associate a sounds file with an Overview document by using the Preferences command on the Control menu.

To assign a sound to a particular column in your presentation, a sound icon must be in that column of icons in the Overview window, and the icon must be selected before you choose the sound from the Sound menu.

When you pull down the Sound menu and highlight a category, a submenu appears with a list of sounds in that category. To choose a sound, drag to the sound's name and release the mouse button.

Don't forget to set a timer for at least the length of the sound, and make sure the Sound Is On command is checked in the Control menu.

The *Sounds* file that comes with MacroMind Director has several categories of sounds. They are:

- ◆ Music (Old Music, New Music, Instruments)
- ◆ Effects (Basic, Explosions, Weapons, Nature, Space)
- ◆ Presentations (Business)
- ◆ Synthesized speech (Macintalk)

You can add to the range of sounds in your presentation by digitizing your own sounds with MacRecorder from Farallon Computing. You can also add sounds to the Sound menu using the Sounds Utility that comes with Director. For complete information, see *Chapter 6: Studio Reference* in the *MacroMind Director Studio Manual*.

Appendix A: Finding Missing Documents

This appendix describes how to find documents that are missing when the Overview presentation can't find them.

If any documents are missing when you play a presentation, MacroMind Director tells you that it "Can't Find the File" and gives the name of the file that is missing.

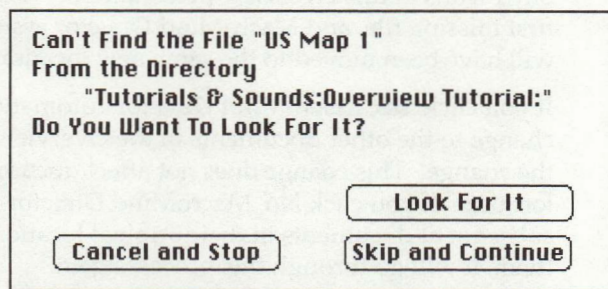


Fig. A.1 The "Can't Find the File" dialog box

MacroMind Director may not be able to find a document because it has been moved to another folder, or the folder or file has been renamed.

If MacroMind Director cannot find a file,

1. Click the "Look For It" button.

The directory dialog box appears. Look for the file on the disk. Once you've found the file, go to the next step.

2. Select the missing file and click Open.

Another dialog box appears.

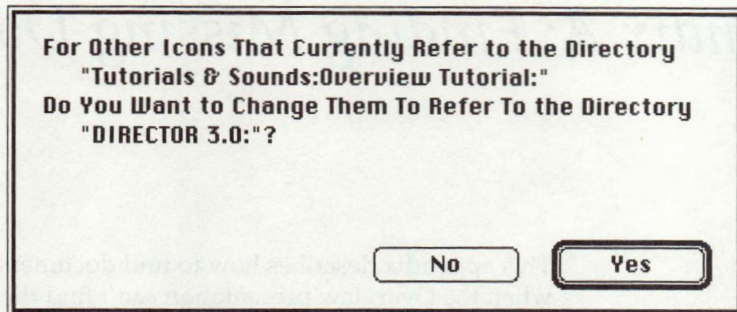


Fig. A.2 The "Change other icons" dialog box

This dialog box asks if you want to change the location reference for other icons in this Overview presentation. You have just located the first missing file, and MacroMind Director assumes that other files will have been moved to the same new location.

If you click Yes, MacroMind Director automatically makes the same change to the other documents in the Overview document that need the change. This change does not affect documents in any other location. If you click No, MacroMind Director continues to look for subsequent documents in their original location. If it doesn't find them, it will go through this process again.

Most of the time you should click Yes in this dialog box.

3. Click Yes or No.

MacroMind Director continues playing the presentation.

Appendix B: Command Keys and Shortcuts

Overview Command keys

Table B.1 lists the Macintosh Command key equivalents for Overview menu commands. Commands that are not listed don't have a Command-key equivalent.

Table B.1 Overview's Macintosh Command key equivalents

Menu Command	Standard Macintosh
FILE	
New	Command-N
Open	Command-O
Save	Command-S
Launch Editor	Command-L
Quit	Command-Q
EDIT	
Undo	Command-Z
Cut	Command-X
Copy	Command-C
Paste	Command-V
Get Info	Command-I
CONTROL	
Rewind	Command-R
Back Step	Command-D
Stop	Command-W
Step	Command-F
Play	Command-A
WINDOW	
Stage	Command-1
Panel	Command-2
Overview	Command-3

Overview shortcuts

Table B.2 lists keyboard shortcuts to perform many of the Overview operations.

Table B.2 Overview's shortcuts

	To do this:	Type this:
General	Toggle sound on and off Toggle all white stage on and off	Command- ~ (tilde) , (comma)
With numeric keypad	Rewind Back Stop Step Play Clear the Stage and play Toggle sound on and off Toggle Loop on and off Replay current column Toggle all black stage on and off Toggle play/stop Toggle invert stage on and off Toggle cursor display on and off	0 1, 4 2, 5, . (period) 3, 6 Enter Shift-Enter 7 8 9 - (minus) + (plus) / (slash) = (equals)
Overview window	Select entire column Duplicate icon Extend selection Get Info on icon Launch Editor on icon	Command-click icon Option-drag icon Shift-click icon Double-click icon Command-double-click icon
Stage window	Step Replay current slide Cancel transition and advance to next frame	Click Shift-click Command-Period
Panel window	Clear the Stage and play Replay current slide	Shift-click Play button Shift-click Step button
Save dialog box	Save Don't Save Cancel	Y or S N or D C

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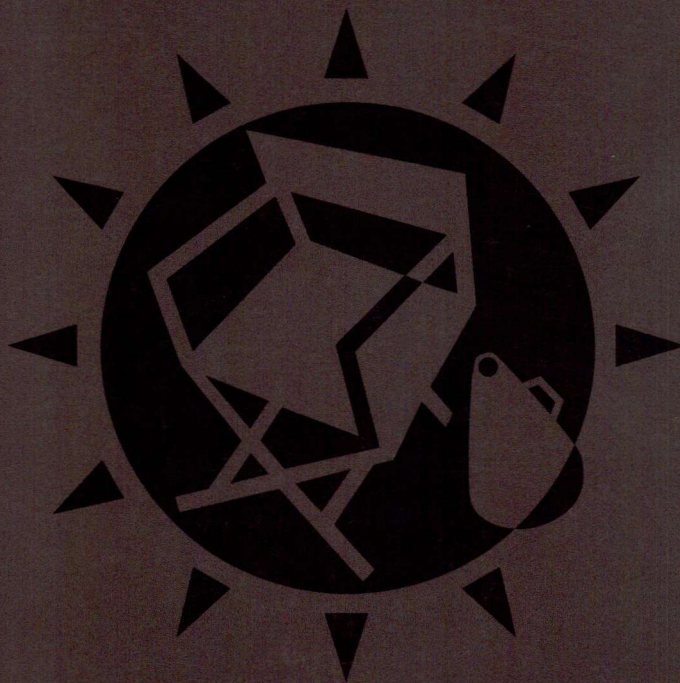
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