Flip Chart Express

Version 5.4

Users Guide

http://www.middlecross.com

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Thank you for your Flip Chart purchase. This document will introduce you to some of Flip Chart's powerful features. This document will continue to be expanded. Please check the Middle Cross Software website (www.middlecross.com) for new versions.

Introduction to Flip Chart

Flip Chart allows you to create slide show presentations on your Palm device. There are two types of presentations you can create.

Flip Charts - a set of slides that are viewed in a sequential manner. Flip Charts are simple to create.

Jump Charts - a set of slides that are linked to create a dynamic presentation that changes based on selections made during the presentation. Jump Charts are more complex to create and thus the following sections describe them in more detail.

Creating A Flip Chart

When you start the Flip Chart application, you are presented with the charts list. If you have no flip charts on your Palm, the list will be empty. To create a new chart, tap the New button.

You are asked if you want to create a Flip Chart (sequential set of slides) or a Jump Chart (interactive set of slides). Once you've selected you are presented with the Charts Properties screen for setting the properties for this chart.

Title	Title of the chart which appears in the chart list and on the Intro Slide
File Name	Name of the .PDB file that will be created on the Palm. No spaces or punctuation should be in the file name.
Author	Will appear on the Intro Slide
Pswd	You can set a password that is used with the Locked option to prevent others from editing your chart.
Locked	Used with the password to lock the chart from changes
Private	Works with the security settings of your Palm to hide a chart when that system-wide setting is used.
Intro	Displays an introduction slide before your chart. See the section on The Intro Slide.

Once you tap the Done button you are ready to create slides by selecting the title from the chart list.

Creating Slides

A slide is a single screen of information that will be presented. Within a slide there are one or more text blocks. A text block is a section of the slide that can be formatted independently of other text on the slide. A text block can have a different font and color (if using a color-compatible device).

There are six styles of slides. Four are simply variations of different text block arrangements. One is an image slide for use with FireViewer™ images. The other is a Jump Slide that will be mentioned in detail in a later section of the document.

The edit screen

If you tap the text attributes button, you are presented with the available options for the text block. This screen will vary depending on if you are using a color-compatible device.

Font	The font style for this particular text block on the current slide
Color	The foreground text color for this particular text block on the current slide
Sep Bar	For slides with multiple text blocks, this will allow you to toggle whether or not a separator bar will appear between the text blocks.
Color	The color for the separator bar
Back Color	The background text color for the current slide. (This button appears on each text block formatting screen, but this value will be the same for all text blocks on the slide).

Reveal Slides

For slide types 2 and 3 (two text blocks on the slide), there is an additional feature available. By checking the “R” box on the left of the slide, you create what is referred to as a Reveal Slide.

It requires an additional press of the navigation button to “reveal” the next text block on the slide. So when the flip chart is being viewed, the slide will first appear like this:

One the navigation button is pressed again, the remaining text block is displayed:

Editing Slides

To make changes to a slide in a presentation, simply select the slide from the slides list by selecting the slide and tapping the Edit button.

You may then make changes just as you would when creating the slide.

TIP: If you are refining your entire presentation and need to edit more than one slide, instead of tapping the Save button (the check mark button), simply use the Palm's up or down arrow buttons to immediately save your changes and move to the next or previous slide.

While editing a slide, there are several functions available to you via the Record menu.

Delete Slide Deletes the current slide you are working on.

Duplicate Slide Creates a copy of the current slide.

Slide Timing Allows a slide to automatically advance after a number of seconds. An empty value or 0 will have the slide stay displayed until the user presses a scroll button.

Hot Spots These set up the interactive areas of a slide for a Jump Chart. See the section on Jump Charts for more information.

The Intro Slide

The Intro Slide is a special slide that appears at the beginning of a presentation. It presents some information about the chart to the person viewing it, as well as some instructions for how to navigate through the chart.

Flip Chart Presentation

My Resume
by S. Bentley

Created: Jan 17, 2001
Modified: Jan 17, 2001

Use the Palm's scroll buttons to move through the slides. Tap anywhere on a slide to end the presentation.

An Intro Slide will appear 1) if you have checked the Intro box while setting the properties for this chart or 2) if the chart is locked. It appears when locked to give you an opportunity to delete, unlock or beam the chart, by tapping the menu icon.

Remember, if you beam a chart to someone, first beam them the Flip Chart application or the Palm receiving the chart won't know what to do with it and will reject it.

Quick Paint

If you have a color Palm device and want to quickly set the color of all text or separator bars in your chart, select Quick Paint from the Chart Menu while on the slides list.

Select the color you would like to apply throughout this chart.

Then answer the prompt on whether to apply this color to all text, all separator bars or both.

Introduction to Jump Slides

Jump Slides are a powerful feature of the Flip Chart application, but much more complicated than a simple flip chart presentation. They may not be suitable for inexperienced users.

A Jump Slide is a special new type of slide in a flip chart presentation. It can best be understood from the following diagram:

A jump slide allows the person viewing the chart to decide what they want to view next.
A chart containing jump slides will be known as a JUMP CHART. Jump charts are completely dynamic. FLIP CHARTS are sequential, as you well know. You order them and will the slide show starts they are displayed in the order they appear on the slides list. Not so with JUMP CHARTS. Since you can have as many jumps as you want in a chart, it is necessary to establish the relationship of every slide in the chart. You will see how this is done as we do the step-by-step example.

Navigation

Prior to v4.0, slide presentations, flip or jump, were terminated by tapping anywhere on the presentation screen. That presented a special challenge when viewing a jump chart. If while trying to tap a HOT SPOT and you missed, the presentation ended. Now, for Jump Charts only, it takes a tap in the Graffitti area to end the presentation. That way it's easier to hit and miss the hot spots without ending the presentation.

Exit Hot Spots

Hot spots can be designated as an EXIT which when tapped, will act as if they tapped the Graffitti area to exit the presentation. Makes for a more intuitive interface if desired.

Jump Chart Step-by-step Example

This example will show you the intricacies of JUMP CHARTS. Once you do this example, please create your own charts. This example was done using a Palm IIIc, but should follow exactly the same on other models. Assuming you've already installed v1.3x using the instructions above, let's begin.

1. Start the FLIP CHART application.

2. Tap the NEW button.

3. Tap the JUMP button to start a Jump chart

4. Enter Jump for both the title and file name. Tap the DONE button.

5. Tap Jump from the list to begin creating slides.

6. Tap the NEW button.

7. Tap 1.

8. Enter the following text:
   Welcome to my presentation.

   You will notice a new button above the exit button. It is the PATH button. It will allow you to assign the path that the person viewing this chart will travel. For now don't mess with it.

9. Tap the exit (check mark) button. You will now notice the slides list is a little different now. There are three columns in the list. The second two columns are the same as before. The first column is the SLIDE ID. It is now necessary to assign each slide an ID number for assigning the path. You'll see how it's used later.

10. Tap the NEW button and select another slide type 1. Enter the following text and save the slide:
    We can do this two ways, the easy way or the hard way.

11. Tap the NEW button and now select slide type 6.

12. The jump slide comes with two default HOT SPOTS. Hot spots are the areas for the choices a user will make when viewing the slide. Enter the following text:
    Which is it going to be?

13. Tap the new PATH button (above the exit button). This brings up a new screen to set up the hot spots on the jump slide. The fields are:

    X,Y: the coordinates (position) of the hot spot on the slide
    Text: what the hot spot will say
    Dest: the slide ID that will be jumped to if this hot spot is tapped.
    Style: sets the font and color for the hot spot text

14. Set the values so they match the following:

Tap the OK button.

15. You now see the changes reflected on the slide. Tap the EXIT button.

16. Tap the NEW button and select another slide type 1. Enter the following text and save the slide:
    Good.

17. Tap the NEW button and select another slide type 1. Enter the following text and save the slide:
    That's too bad.

18. Once you've got all your slides done (or at least the first version of your chart), you will be setting all the routing . First select **Set Chart Properties** from the Chart menu. Tap the SELECT button next to the Top Slide field.

19. When you see your list of slides, tap on slide ID 01 to select it as your top slide. Tap the DONE button to exit the Chart Properties screen.

20. Select slide ID 01 from the slides list and tap the EDIT button.

21. Tap the PATH button. You now get the SLIDE PATH screen. Tap the SELECT… button. From this list, tap the slide that will come after slide ID one. Tap on slide ID 02 from the list.

Tap the DONE button. Exit the slide.

22. Repeat step 18, but this time assign slide 03 to follow slide 02.

23. Repeat step 18, but this time assign slide 04 to the first hot spot, and assign slide 05 to the second hot spot.

24. You don't have to assign a PATH to slides 04 and 05 as they both go nowhere. Either one can be the end of the presentation.

25. Start the slide show and see what you've accomplished!

26. If it doesn't work as it should, review the instructions again. Start over completely if necessary.

For more information go online to http://www.middlecross.com/flipchart/jump.htm.

Images in Flip Chart

How is this possible? Flip Chart takes advantage of the very popular and technically superior FIREVIEWER by FIREPAD, INC. (www.firepad.com). By having the FireViewer product on your Palm, you can show grayscale and color images. There are a few issues you should be aware of:

- FireViewer allows you to scroll around an image by dragging your Palm stylus around on the screen. You have to use the scroll keys to exit it.
- Since images are separate PDB files, beaming a image presentation to someone becomes more complicated. You'd have to go through FireViewer and beam all the images separately. The good news, Flip Chart will continue smoothly without the images.

Images Step-by-step example

The following example assumes that you have the Firepad FireViewer application loaded on your Palm device and that you have at least image to view. You can use Firepad's FireConverter to take .JPEG and .GIF files from your PC and be able to display them on your Palm device.

It is helpful to run FireViewer to see the names of the images you have installed before starting this process.

1. Start the FLIP CHART application.
2. Tap the NEW button.
3. Tap the FLIP button to start a flip chart.
4. Enter MyTest for both the title and file name. Tap the DONE button.
5. Tap MyTest from the list to begin creating slides.
6. Tap the NEW button.
7. Tap 5. This is the icon for an image slide. You will get the following screen:

8. Enter the *Image Name*. This must exactly match the name of an image in the FireViewer database.

9. Enter the *Image Description*. This text is displayed in the event that the image file isn't found, that the device showing this flip chart doesn't support the image requested (a non-color Palm trying to display a color image), or the device doesn't have the FireViewer application. This allows you to beam a chart containing images to someone, and the chart will still function without any image support.

10. Tap the exit (check mark) button.

    Start the slide show and the image should display. If there is a problem, an error message will appear directing you to what is causing the problem.