

CHECKLIST

Create Link lists



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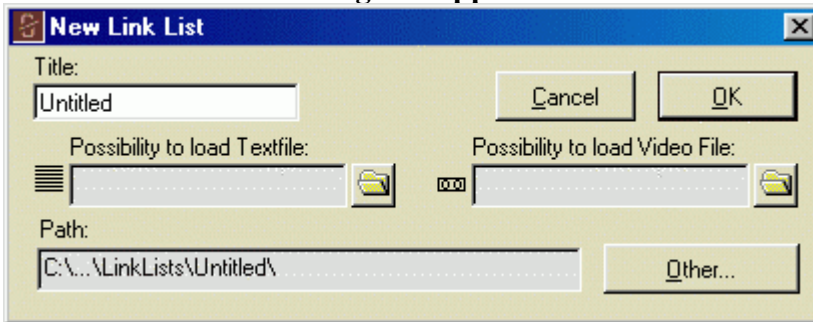
Open Link-it Create by clicking the icon on the desktop.

□ Create new Link list


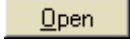
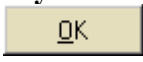
Also see page 10 in the manual and in "Create Link List" in Link-it Help (you will find "Help" at the top of the screen in the "Info" menu).

This is how you create a new Link list:

1. Change to Create mode by clicking  (the button with a link symbol to the left at the top of the screen).
2. Click  on the control to create a new Link list (the button with an empty paper as symbol to the left at the top on the control). (You can also select "New" from the "File" menu.)
3. The "New Link list" dialog will appear on the screen.



Specify a name for you Link list in the "Title" field. It is important that you already now give your Link list the correct name.

4. There is a field in the middle of the "Possibility to load text file" dialog where you can open a previously prepared text file. (You don't necessarily have to open completed text files. You can leave this field empty and type in your own text directly into the program.) Click  to the right of the field and browse you way to your text file. Select the text file by double clicking it. Note: It must be a file saved as Rich Text Format (see the document "Prepare text and picture in Word.").
5. To the right in the dialog you can in a similar way load a video file by marking the video file in the displayed folder structure and click the  button.
6. Displayed in the "Location" field is the search path to the suggested location for the Link list. The suggested location is often the most suitable. If you want to select another location, click the "Other" button to select where you want to place your Link list.
7. If you are satisfied with the location and the files you may have loaded click the  button. If you have loaded both a text file and a video file, your Link list will now be opened with both text and video visible.



If you want to use more than one video film, open the video you are going to use first. You can open the remaining video files later when you are working with your Link list and you need them.


The Link list will be saved in the “Link lists” folder in the “My documents” folder if you have not saved it in another location.

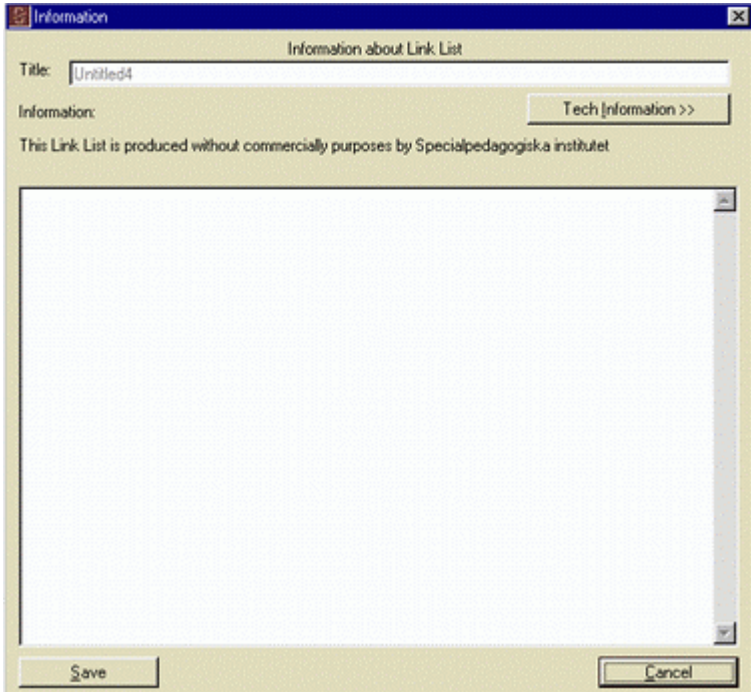
Note: In the school license version of Link-it, the school’s Network Administrator can change the locations that are suggested automatically by Link-it Create, when you for instance create a new Link list. The suggested location may therefore be another one if you are working on a school.

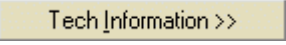
□ Add information about Link list

See “Write information about Link List” under the heading “Information about Link List” in Link-it Help (you will find “Help” at the top of the screen in the “Info” menu).

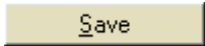
This is how you enter information about your Link list:

1. Click the information button  at the top of the control. A dialog where you can enter your own information about the current Link list will be displayed on the screen.



In the info box is also a part with technical information that is created automatically by the program. Click the  to get information about which video files are connected to the list, play time video, search path video, total file size, search path to the Link list’s folder, which bookmarks there are in the folder, the date when the Link list was created and the date when the Link list was last changed.

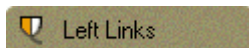


2. Click in the white box and type in the information you want to the user of your Link list to have.
3. Click  at the bottom of the dialog when you are finished. The dialog will be closed.

You can also choose to enter the information later, or to make changes in existing information. Just click the information button again; your part of the information dialog is now displayed in light blue. By clicking the “Change” button to the left at the bottom in the dialog, it is possible to enter information in the box again and you can make your changes. Don’t forget to save them.

□ Give tags a name

There are four tabs on the control:



Text tab

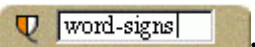
Left link tab

Right link tab

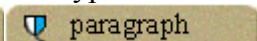
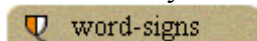
Bookmark tab

The “Left links” tab and the “Right links” tab show your left links and right links. Before you start linking your text you must consider what you are going to use your links for. Which mouse button is going to show what when clicking the text. The Swedish Institute for Special Needs Education often use the right links for linking sentences, and left links for linking words – signs. However, it is possible to do it the other way around or link text in a completely different way depending on what the requirements are and what is most suitable.

This is how you name the two link categories (check that you are in Create mode):

1. Click the words ”Left Links” on the second tab on the control. You can now remove the words “Left Links” and replace them with something else, e.g. “word – signs” .
2. Click in the same way on the words ”Right Links” on the third tab on the control. The words “Right Links” can now be replaced with something else, e.g. “sentence” or “paragraph”.


It is now easy to see the type of links that are placed in the two Link lists.





□ Create links

See page 10-11 in the manual and in "Create Left Link" under the heading "Create Links" in Link-it Help (you will find "Help" at the top of the screen in the "Info" menu).

This is how you create a left link (make sure that you are in Create mode):

1. Select the second tab,  (alternatively with the new name of your tab).
2. **Mark** the text in Link-it's large text window you want connected with the link.
3. **Right click the text you marked and select "Add as Left Link" from the displayed short-cut menu.** This can also be done using drag'n drop. **The text will now be placed in the entry field in the editing window** (on the yellow field under the tab on the control).







4. Select a start point for the video link by using the video control buttons. Click  to mark where you want your video link to start. (The left button of the two buttons with the scissors symbol. They are visible under the video window.)
5. Select an end point for the video link by using the video control buttons. Click  to mark where you want your video link to end. (The right button of the two buttons with the scissors symbol. They are visible under the video window.)
6. The video's in points and out points have now been marked, and you can see the positions as numbers in the entry window.




Three new buttons appear between the IN and OUT buttons.

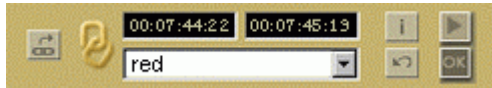




With  you will get to the link's first image, with  you will get to the link's last image and with the button  in the middle, you can test play your link. Test your link by clicking on the button in the middle!

7. If you want to change the in point, click the left button  to get to the link's first image. Change the in point using the video control. When you get to the

correct image, click  (the left button with the scissors) to adjust the link's in point. You can adjust the out point in the same way.

8. In the editing window you can see the in points and the out points for the video as well as the text you have chosen to link to.



When you are satisfied with your link save it by clicking . If you don't want to save the link you can click the Undo button  to the left of the OK button on the yellow field on the control.

In the description above we started with selecting the text link, but if you like, you can start with marking the in point and out point instead. You need to have the correct tab visible on the control (i.e. the left link tab in this case) before selecting video points.

Click the right link tab when you want to create your right links. Follow the procedure described above.

Note: There must be at least one character space between links of the same type in the text. It is easy to link a space by mistake. If the part of the text you want to link does not have at least one space before and after the link, the new text part cannot be added.

□ **Create split links, link a video sequence to a word in different places in the text**

Link-it has a function with split text links. This basically means that the words you link a video sequence to do not necessarily have to be placed next to each other in the text. By using this function you can link a sequence in a video to all the words in the text that the sign corresponds to, even if they are spread out in the text because of difference in the word order / sign order. Regardless of which of the words you click, the whole link will be highlighted and the sign will be played and vice versa.

The function can also be used when linking one sign to the corresponding words in the text that appear several times.

This is how you create a split link, i.e. a link to several words spread out in the text:

1. **Check that you are in Create mode.**
2. **Mark** the first word in the text that you want to add to the split link.
3. **Right click the marked word and select "Add as..." from the displayed short-cut menu.**
 You can also use drag'n drop. The text will now be added to the entry field in the edit window *(on the yellow field under the tab on the control)*.




4. **Mark** the second word in the text that you want to add to the split link.
5. **Right click and select "Add as..." from the displayed short-cut menu.**
 A small plus sign will be displayed next to the entry field in the edit window on the control. This indicates that the link contains several text parts.







6. **If you want to add several words, continue in the same way until all the words that shall be included have been added.** If you want to remove any of the words you have added, click the entry field on the control. A list with the added words will be displayed.



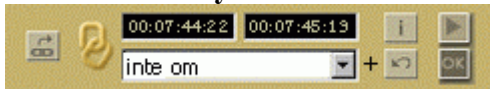
Click the word you want to remove and press "Delete" on the keyboard to remove it.



7. **Decide where you want the video to start for the current link by using the video control buttons. Click  to mark where you want your video link to start. (The left button of the two buttons with the scissors symbol. They are visible under the video window.)**

8. **Decide where you want the video to end for the current link by using the video control buttons. Click  to mark where you want your video link to end. (The right button of the two buttons with the scissors symbol. They are visible under the video window.)**

9. **Try your link by clicking the middle button  between the scissors!** If you want to change the in point, click the “Go to in point” button  to the left of the middle button to take you to the link’s first picture. Then place the video where you want the link to start by using the video control. When you are on the right picture, click  (the left button of the two buttons with the scissors symbol) to adjust the link’s in point. In the same way you can adjust the out point.

10. **In the editing window you can see your in points and out points for the video as well as the text you have chosen to link to.**



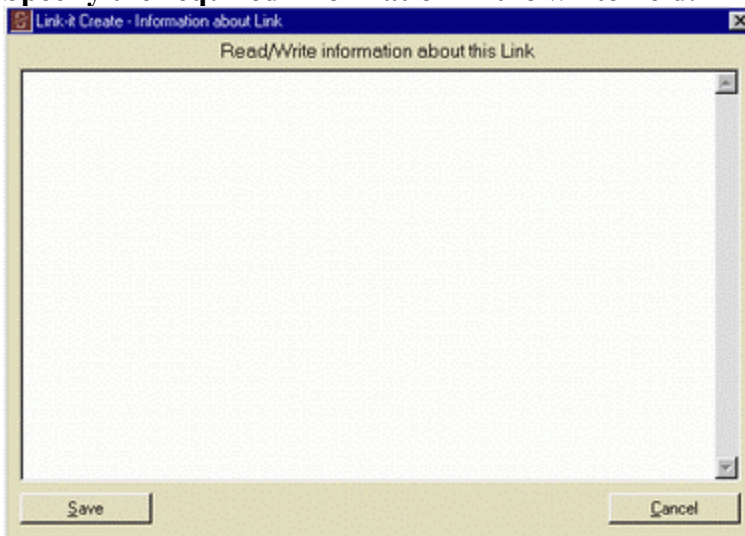
When you are satisfied with your link, approve the link by clicking . If you don’t want to save the link, click the Undo button  to the left of the OK button.

Go to User mode and try to click any of the words in your split link and video link to see the result.

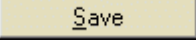

□ Add information to link


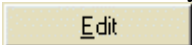
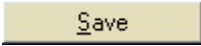
This is how you add information to a link:

1. **Right click or left click the link in the text to which you want to add information to activate it.** *(You can also click the text in the control to mark it.)*
2. **Right click the marked link in the control and select "Information to Link" from the short-cut menu.**
3. **The "Link-it Create – Information about Link" dialog appears on the screen. Specify the required information in the white field.**



You can also specify a www address to create a hyperlink to the Internet.


4. **When you are satisfied click  to the left at the bottom of the dialog.** In front of your link in the control's Link list you can now see an information button . When clicking this button you can read your link information.

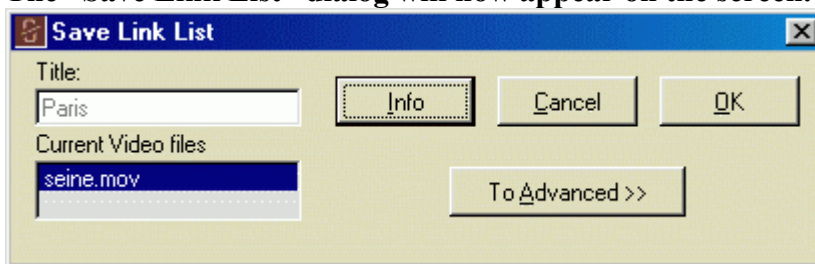
You can easily change the text in the information box when you are in Create mode. All you have to do is click  for the current link. When the dialog appears, click . You can now change the information and save it once more. If you want to remove information from a link, open the information dialog in the same way, delete the text and click . When the dialog is closed you will see that the information button has disappeared from the Link list.

□ Save Link list

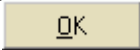
See page 12 in the manual and in "Save Link List" under the heading "Save" in Link-it Help (you will find "Help" at the top of the screen in the "Info" menu).

This is how you save a Link list:

1. Click the  button (the button with the floppy disk symbol, to the right on the control).
2. The "Save Link List" dialog will now appear on the screen.



The Link list title is already specified in the "Title" field.

All you have to do is to click  to save the Link list as it is presented on the screen.


You can also select "Save" from the "File" menu to display the same dialog.

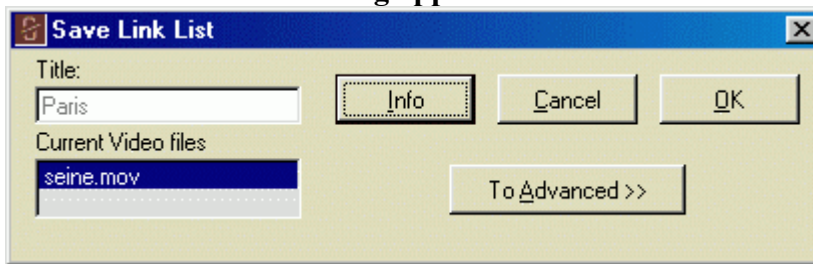
If you want to control the screen layout when the Link list is opened and what should happen when you click play, save "Advanced" (see the next section).

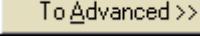
□ Save advanced

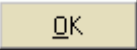
See page 12 in the manual and in "Save Link List" under the heading "Save" in Link-it Help (you will find "Help" at the top of the screen in the "Info" menu).

This is how you save a Link list:

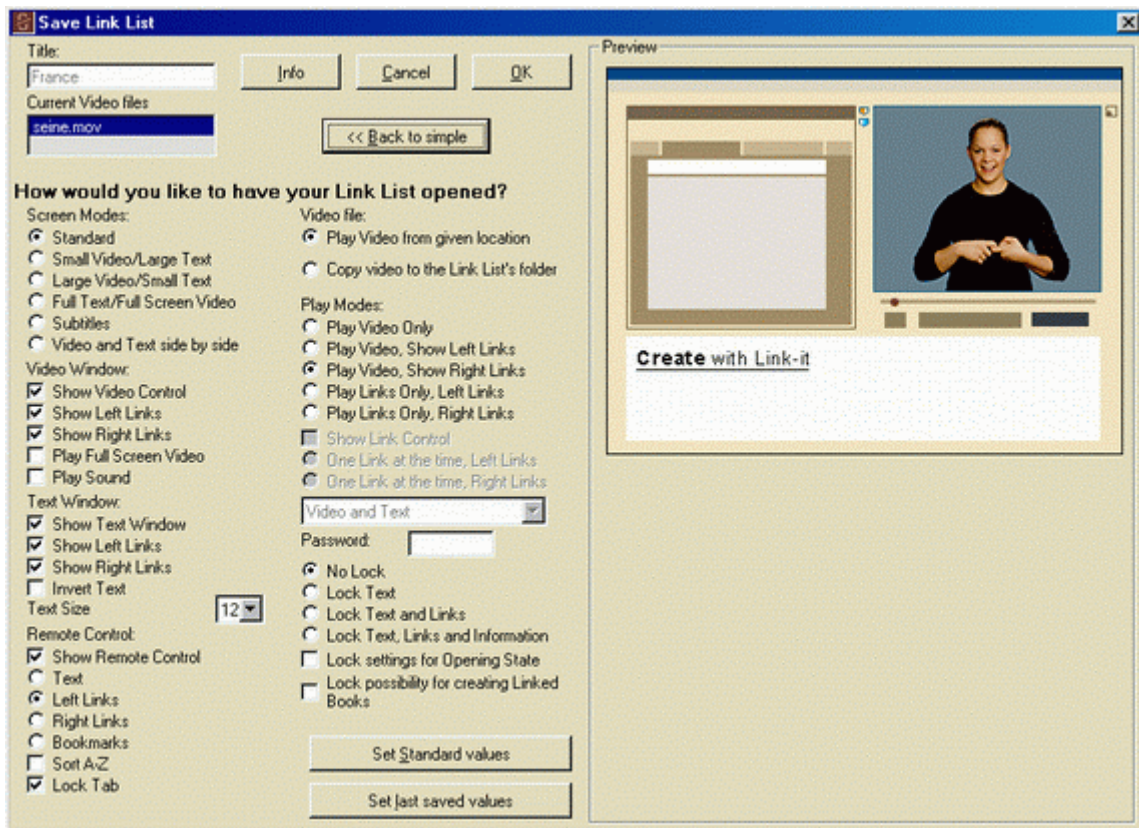
1. Click the  button (the button with a floppy disk symbol, to the right at the top of the control).
2. The "Save Link List" dialog appears on the screen.



The Link list title is already specified in the "Title" field. Click the  button to the right at the bottom of the dialog.

3. A new bigger dialog box appears on the screen. In this you define the layout of your Link list and how it should work when the user opens it (see the picture on the next page).
4. Specify the screen layout when the Link list is opened. You can specify screen mode, which windows shall be visible, which links shall be marked, the text size, if the video shall be copied to the Link list's folder or be located somewhere else, and what will happen when you click play. You can see how your choices affect the layout by looking at the preview to the right.
5. If you want to lock your list, you can do this on different levels to prevent the users of the list to make any changes. You must specify a password that will be used when you want to unlock the list and make changes.
6. When you are satisfied click  to save your Link list.

You can also select "Save" from the "File" menu to display the same dialog.



If someone else has locked your Link list, and you choose to lock more functions, the new lock(s) will get the same password as the one previously used for the other lock(s). This means that you will not be able to unlock the functions without access to this password.

If several video files are connected with the Link list, you can decide which one to show first in the video window when the Link list is opened. You can select this by marking the video file's name in the list with video files in the "Save" dialog.
