

CHECKLIST

Insert pictures into Link-it

Basic knowledge:

- Picture formats and sizes page 2
- Insert pictures into a Link list page 3

Read more:

- Mend pictures that have become checked in Link-it page 5
- Make pictures clickable in Link-it page 6

□ Picture formats and sizes

You can insert pictures into Link-it. The picture formats you can insert are BMP, GIF, and JPEG.

(You can see the format of the picture by right clicking the picture in the Explorer or in an opened folder and select "Properties" from the short-cut menu.)

Note: By inserting pictures into Word and save the Word document as Rich Text Format and then open it in Link-it Create, you can in a simple way insert pictures regardless of format and adjust the place of the pictures in correspondence to the text (*see Checklist "Prepare text and pictures in Word"*).



If the Link list shall be displayed in standard mode or in "Whole text" mode, the width of the pictures must not exceed 670 pixels. If the Link list shall be displayed in "Text next to video" mode the width of the pictures must not exceed 300 pixels. The Link lists look nicer and are easier to work with if you use small pictures.

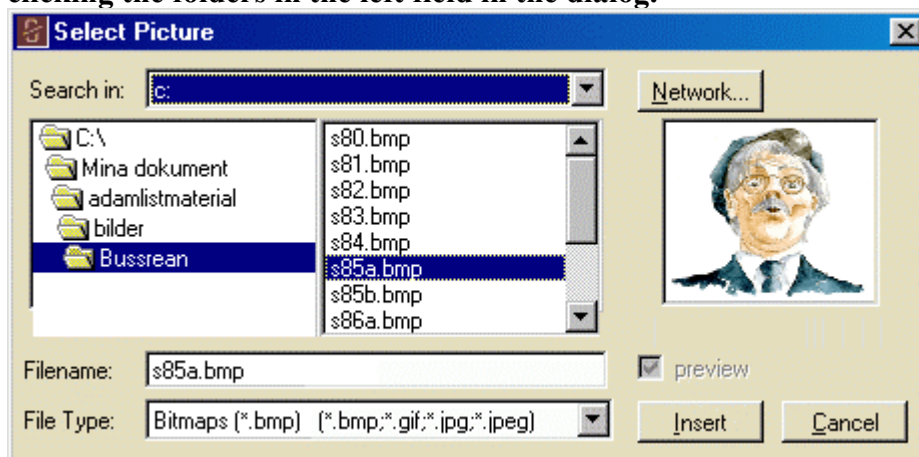
You can change the size of the picture in Paint by selecting "Attributes" from the "Image" menu. However, the result is doubtful. It is better to use an image-handling program such as Photoshop that can scale the image without compromising its quality.


□ Insert pictures into a Link list


You can insert pictures in a new text that you have written in Link-it Create, or in a text you have imported via “Open new Text File”. You can insert pictures even if there are links in the text but if the links are very close to where you want to insert the picture you may have to remove the link. Therefore it is better to insert pictures before adding links.

This is how you insert pictures into a Link list (make sure you are in Create mode):

1. **Click the button “Edit Text”**  (to the left on the screen).
A new window containing only text will be displayed.
2. **Click in the text to place the marker where you want to insert the picture.** If you have links in the text after the picture, the choice “Change in text” may appear. This can be ignored.
3. **Click the button “Insert Picture”**  (at the top by the menu). If your text already contains links there must be at least one character space from the marker to a link in the text. If the marker is placed just by a link, you will be prompted if you want to remove the link. Click “Cancel” and move the marker further away from the link. If you really would like to insert the picture just by the marker, click “Yes” and remove the link. You can replace the link after you have inserted the picture.
4. **In the dialog “Select Picture” select the folder that contains the picture by double clicking the folders in the left field in the dialog.**



5. **Select the picture you want to insert by marking it in the list in the right field in the dialog.** The picture you mark will be displayed as a thumbnail to the left in the dialog.
6. **If you are satisfied with the picture you have selected, click the button**  **Insert**. The picture will be inserted where you have placed the marker in step 2.

7. **If you want to insert more pictures, place the marker in the text again and click the button “Insert Picture”  until you have inserted all the pictures you want to include in the text.**
8. **Select “Exit Edit Text” from the “File” menu.** *(You can also click the lower checkbox to the right at the top of the screen.)*
9. **Answer “Yes” in the two dialogs “Do you want to save changes in Text and Links?” and “Are you sure?”.** **Link-it will now return to create mode.** *(The reason why you have to click “Yes” twice is that the text changes you make in the “Edit text” mode do not disappear even if you choose not to save the actual Link list.)*

TIP: For every time you go to “Edit Text” mode, the pictures in Link-it will be slightly checked. Therefore, insert all pictures at once.

Note: You can also prepare a picture document in Word (saved as Rich Text Format) that you can open via “Open new text file”. *(See “Prepare text and pictures in Word”.)*



□ Mend pictures that have become checked in Link-it

Mending pictures consists of replacing the ruined pictures in the text with new ones by opening the Link list's txt file and replacing the damaged pictures with new ones from the original picture file.

Note: If there are links in the text you must be **very careful**. No extra characters or spaces can be added or removed from the text. Then the links will become incorrect. Each picture will be replaced with a new one, nothing else. Save an extra copy of the text file before you start replacing the pictures. You can use this copy if you make a mistake and your links have been messed up.

This is how you replace checked pictures in a Link list:

1. **Use Link-it to insert all pictures that should be in the text.** (See "Insert pictures into a Link list".)
2. **Save the Link list and close Link-it.**
3. **Open your Link list's folder in the Explorer.**
4. **Open the Link list's txt file placed in the folder.** (The txt file is the file that looks like a white text document with a few black lines on.)
5. **Answer "Yes" to the prompt if you want to open the file in WordPad.**
6. **Select the first picture you want to replace in the text, but don't click on anything.**
7. **Open the original picture file by opening the folder it is placed in. Double click the picture file to open it in Paint.**
8. **Select "Select All" from the "Edit" menu in Paint to select the picture.**
9. **Select "Copy" from the "Edit" menu in Paint.**
10. **Go to the WordPad window you just opened.** You can shift to WordPad's text window by clicking on the window's button in the Taskbar. (The Taskbar is the field at the bottom of the screen that contains the "Start" button.)
11. **Click the checked picture in WordPad to select it.**
12. **Press the "Delete" key on the keyboard to remove the picture.** The marker is now placed where the picture was. Do not click in the text to move the marker.
13. **Select "Paste" from the "Edit" menu in WordPad.** The picture you copied in Paint has now replaced the damaged picture.



14. Continue doing the same with all the pictures you want to replace.
15. Select "Save" from the "File" menu in WordPad and close the WordPad window by clicking the checkbox at the top to the right in the window.
16. Start Link-it and open your Link list. All the checked pictures are now replaced with new ones. Avoid opening "Edit Text" in Link-it again. This will cause the pictures to become checked again and you have to repeat the procedure. However, you can link the text without damaging the pictures.

Make pictures clickable in Link-it

It is not possible to link pictures to video in Link-it's create mode the way text can be linked. However, there is a way to manually create clickable pictures in the text file.

To Link-it, a picture and a letter is the same thing. Link-it counts letters to find the beginning and the end of the links. You can change one letter into another (if they are on the same place) without messing up the links, e.g. if somewhere in the text, you would like to change a lower-case letter into an upper-case letter, and this part of the text is included in a link. You can also change a linked letter into a picture. This is how the picture becomes clickable since the picture now is linked to the video instead of the letter.

You can only replace one character with another. It is not possible to move, add or remove characters in a text that contains links. This will make the links incorrect.

This is how you replace a linked character with a picture to make the picture clickable:

1. **Create a Link list and add via Link-it or Word all the pictures you want to include in the Link list.** (See "*Insert pictures into Link-it*" or "*Prepare text and pictures in Word*".)
2. **Save the Link list and close Link-it.**
3. **Open the Link list folder in the Explorer.**
4. **Open the Link list's txt file placed in the folder.** (The txt file is the file that looks like a white text document with a few black lines on.)
5. **Answer "Yes" to the prompt to open it in WordPad.**
6. **Select "Save as" and type "picture" before the file name.**



- 7. Close WordPad.**
- 8. Open the Link list's txt file placed in the folder again** *(the original file you started with).*
- 9. Answer "Yes" to the prompt if you want to open it in WordPad.**
- 10. Select the picture you want to link to by clicking it.**
- 11. Press the "Delete" key on the keyboard to remove the picture.** The marker is now placed where the picture was. Do not click in the text to move the marker!
- 12. Press the < key to place this character where the picture was.**
- 13. Do the same with all the pictures you want to make clickable to replace them with the < character.**
- 14. Select "Save" from the "File" menu in WordPad and close the WordPad window by clicking the checkbox to the right at the top of the window.**
- 15. Start Link-it and open your Link list. All pictures are now replaced with the < character.**
- 16. Link the < character to the video.**
(If you have many pictures to link and it is hard to remember which picture belongs to which character, you can open the txt file you added the name "picture "to in WordPad and print it.)
- 17. Save the Link list.**
The next step is to replace the text file with the linked characters with the text file with pictures.
- 18. Open the Link list's folder and add the word "character" to the original txt file's name.**
- 19. Remove the word "picture" from the other txt file to give it the original name of the Link list.**
- 20. Start Link-it and open the Link list.**
All the pictures that you temporarily replaced with the < character and linked to a video sequence are now clickable.