

opus

Getting Started

Digital Workshop

Copyright © 1997– 2005 Digital Workshop – All rights reserved

Contents

Introduction	5
Welcome	7
About This Manual	7
Stay in Touch	8
Overview	9
Getting Started	13
Installing Opus	15
To install Opus on your computer:	15
Minimum System Requirements	16
Starting Opus	16
Getting Help	17
Sample Publications	17
Exiting Opus	18
Basic Principles	19
The Opus Editor	21
Tour of the Opus Editor	21
The Toolbars	22
The Organiser	23
The Colour Palette	24
The Status Bar	25
The Workspace	26
Additional Elements	26
Working with Objects	27
Startup Wizard	29
Opus Publications	33
What is an Object?	33
Types of Objects	33
Adding Objects to a page	36
Properties	37
Making Things Happen	39
Introducing Actions	41
Creating and Editing Actions	41
Actions Dialog	43
Actions Organiser	43
Actions Tab	44
Saving your Publication	45
Publication Resources	47
Resource Manager	47
Using Resources	48
Consolidate Resources	50
Saving your Publication	52

Publishing	53
Overview of Publishing	55
Considerations before Publishing	55
Publication Types	56
Considerations after Publishing	57
Using the Publish Wizard	57
Appendices	59
Acknowledgements	61
Trademarks	63
Licence	65
Distribution of Publications	67
Warranty	69
Index	71

Introduction

Welcome...7

Overview...9

Welcome

Welcome to the Opus range of creativity publishing tools and thank you for purchasing this Digital Workshop product.

Opus is a range of multimedia creativity tools for quickly and easily creating all kinds of interactive electronic documents and rich-media presentations. We provide a number of different editions and variations of the product for particular uses but each can use the same source material so you can move freely and easily between colleagues if necessary or between different editions if you decide to switch. The resources, samples and some of the features will vary between these editions and functionality specific to each is provided in separate manuals and in the electronic support materials and help files provided with the software.

About This Manual

This manual is intended to provide a quickstart guide to the program for people who don't like reading manuals. It introduces the basic principles as succinctly as possible to get you started:

1. Overview of Opus structure
2. Introduction to the Opus workspace
3. Basic principles of creating with Opus.

It outlines the information which is consistent to all editions of the software.

To get started with Opus simply review this manual together with the *Getting Started* topics in the Help file, which will familiarise you with how the basic principles of Opus work.

For further elaboration you should review the *Opus User Guide* which provides a more comprehensive introduction to the basic principles of using Opus.

To familiarise yourself with the features of your particular version please review the Help provided which will highlight any additional documentation provided with your product. The installation browser also provides access to any additional manuals provided on the CD.

Stay in Touch

If you have brought this product directly from Digital Workshop you are automatically a registered user. However, if you bought it through a third party, please take time to complete and post the registration card or email us with your details at reg@digitalworkshop.com. This enables us to let you know of any free maintenance updates when they become available and entitles you to receive our newsletter with hints and tips and special offers.

One of the great benefits of Opus is the excellent online support community it now has. You can get quick answers to technical and creative problems both via our own support service and our online forum. And because there are Opus users around the world there's often someone online to help at any time of the day or night wherever you are in the world.

Digital Workshop's forum is at www.digitalworkshop.com – just follow the *forum* links.

Overview

Fundamentally Opus lets you lay out a publication or presentation as a series of pages of multimedia objects to display on a computer screen. It combines video, still images text, animation and sound in a kind of desktop publishing for multimedia.

It then lets you apply activities to those pages; for example, to show a series of objects in a particular order, to play a sound, view a video clip or just simply to move between pages.

For this reason we use the metaphor of a living book as a way of understanding the elements of Opus.

The elements of Opus are:

(i) **Pages** – the screens that appear to users. *These do not have to fill the screen, they can also appear in Windows or panels and you can overlay one page over another.*

(ii) **Objects** – the elements drawn on a page. *Opus includes a lot of creation and effects tool itself but you can also import images, text and video prepared in other programs. In this case you draw the container for them first and import them into that.*

(iii) **Actions** – the things which happen in your publication. *The actions have to be attached to objects but the object which makes something happen doesn't need to be the object it happens to or even related to it. The object is just be used as a trigger for the action or actions.*

Helpful things to consider:

1. **Objects** are drawn on the page using the relevant creation tool. In the case of vector graphics this literally allows you to draw on the page and in the case of text you can type onto the page and freely edit the text there.

All objects are held in a container or frame and have a range of properties that can be edited including size, shape, border, background or even whether they use a special effect to appear on, or disappear from, the screen (these effects are called transitions and include fades, scrolls or animations).

Every object (even the Page and the Publication) has a **Properties** dialog in which you can edit the various aspects of the object. In the case of containers like image or video objects this includes the content of the object.

To edit the Properties of an object simply double-click on the object and select the Properties tab.

2. **Actions** are the things that happen in your publication whether they happen automatically or from user interaction. Actions are set off by **Triggers** (things that make them happen), which can be as simple as a page being displayed or a certain time interval.

Every object can have actions attached to it and the actions do not need to apply to that object or to any object related or connected to it.

The actions for an individual object can be accessed or applied via a dialog similar to the Properties dialog described above.

To edit the Properties of an object simply double-click on the object and select the Properties tab.

Note that Opus does not consider sounds as objects as they are not visible on the page. Instead, playing a sound is an action. However there is a tool to add sounds quickly to objects and this will automatically create an action to play the sound using that object.

3. **Triggers** are attached to objects and pages. The triggers used most frequently are **On Show** to trigger something automatically when the object appears on screen and **Left Mouse Click** to respond to the most common user interaction.

4. Once objects are on your page, simply double-click them to edit their **Properties** and their **Actions**.

5. The objects and actions of your publication are displayed in the **Organiser** where you can reorder them or access them easily.

6. Opus also provides a **Master Page** feature, which allows you to create both objects and actions that will appear regularly on the pages in your publication. This allows you to have each page have the same design or style and saves you time recreating the same object on all your pages and is useful for including a company logo, publication title or specific object/action which is common to all pages – an exit button for example.

Not every page in your publication needs to use the Master Page so you can have pages with different arrangements on.

7. As you work on your publication you will want to see how it looks outside the editor and to check that things work as you want. You can do this easily using the internal **Preview** which shows you the publication as it will run when it is published.

8. Once you have completed your publication you can display it from within Opus but more often you will want to create a copy which will run

independently of Opus and so can be displayed on any other computer without having to install Opus or an Opus “player”. This process is called **Publishing**.

Depending on what version of Opus you have you can create a screensaver, a standalone .exe program, a CD-Rom, an internet site or page, a Macromedia Flash You are free to distribute this standalone publication to other people.

There are therefore three aspects to using Opus:

- (i) Creating objects and laying out your pages/slides.
- (ii) Making things happen.
- (iii) Publishing and distributing your publication.

Getting Started

Installing Opus...15
Minimum System Requirements...16
Starting Opus...16
Getting Help...17
Exiting Opus...18

Installing Opus

Opus is supplied on CD-ROM. You can either install the program onto your hard disk or you can run the program directly from the CD-ROM, though we do not recommend this.

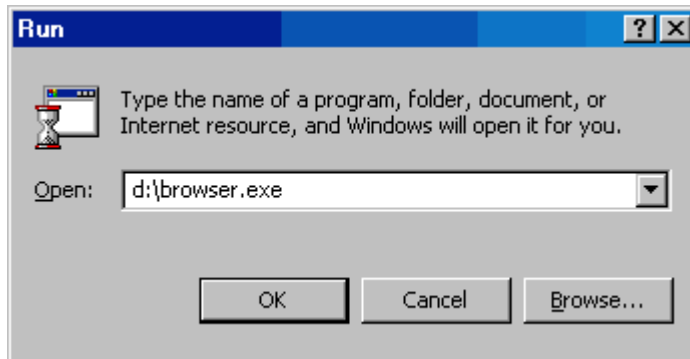
To install Opus on your computer:

1. Place the **Opus CD** in your CD-ROM drive. This is an **Auto Play** CD-ROM, which means that Windows should automatically detect the CD and launch the installation program.
2. The **Browser** dialog will appear on the screen. This allows you access to all the various features provided on the CD-ROM, including the tutorials, example files and, of course, the installation program.
3. Click on the **Install Opus** button and follow the on-screen instructions.

What if the Auto Play does not work?

If it does not auto play, then click the **Start** button and choose the **Run** option from the desktop.

Type **d:\browser.exe** in the box that appears. Or if your CD-ROM drive is assigned to a different drive letter then replace the **d** with the appropriate letter.



Minimum System Requirements

The Opus editor and the publications it creates are compatible with Windows 95, 98, 2000, ME, XP or NT4. It uses Direct X technology where that is available and we recommend that Direct X is specified as a minimum requirement for publications as they will be much more effective with Direct X than without.

Although the Opus Editor will work on any machine compatible with these operating systems, it needs a good Pentium II machine to perform well. We also recommend that the Editor will be most comfortable to work with in a screen resolution of 1024x768 or greater. If you wish to run in 800x600 you may need to customise the toolbars to fit and if you have to run in 640x480 you will need to use the full-screen editing mode as much as possible.

Both the editor and the publications it creates will work in 256-colour mode but are optimised for higher colour modes. Using 256-colour mode will slow operation of the editor and publications considerably and is therefore not recommended.

We strongly recommend you install Microsoft's Media Player (or Direct X Media) which will considerably enhance the playback of MPEG and AVIs. You will need to install Quicktime 4 or better to enjoy Quicktime support in the program or your publications.

The DocView object will view only those programs for which active viewing software is installed. For instance, it will view Macromedia Flash files on any system with Flash installed. Microsoft Office documents will display on any computer on which an appropriate version of Office is installed.

Starting Opus

To start Opus, simply double-click on the Opus icon on your desktop or find the Opus option on the **Start** menu as follows.

To start Opus via the Start menu:

1. Click the **Start** button in the bottom left-hand corner of the Windows desktop.
2. Select **Programs** from the panel which appears and a further panel will appear offering the various programs you have available.
3. Scroll up and down this panel to find the **Opus** option.
4. Hold the cursor over this option and another flyout will appear displaying **Opus**. Click this fly-out to start running the program.

5. When Opus is first opened the **Startup Wizard** will appear allowing you to select which type of publication you want to create or which publication you have previously created you want to open.

Getting Help

Once you are in Opus, you can use the items in the **Help** menu at any time. To display the online Help file, choose **Contents & Index** from the **Help** menu at the top of Opus Editor or press the function key **F1**.

Context-Sensitive Help:

Context-sensitive help means that the help is related to your current activity. There are two methods of obtaining context-sensitive help:

1. Most of the dialogs within Opus contain a **Help** button. Pressing the **Help** button will open the Help file on the topic specifically related to the dialog box.
2. Press the function key **F1** when you are in a dialog or other area of Opus and the Help file will again open at a topic specifically related to your current task.

Help for Specific Versions:

Additional help files are sometimes provided with particular versions of Opus. There may be special help files with our educational versions and with our development products Opus provides a full programming language named **OpusScript**, that is based on the JavaScript programming language. There is a separate help file related to the OpusScript programming language. To display the online Help file and any additional Help files, choose the relevant option from **Help** menu at the top of the Opus Editor.

Sample Publications

One of the subfolders of the directory in which Opus was originally installed is named **Samples**. This contains a number of working Opus publications that you can open in the Opus Editor. These may be useful in helping you discover the power of Opus as well as fuelling the imagination to bigger and better publications. We suggest you run the publication first before you attempt to work out how the publication was built.

You can browse the sample publications from the dialog which opens when you start Opus.

Exiting Opus

You can close Opus by selecting the **Exit** option from the **File** menu at the top of the Opus Editor.

If there is a publication currently open in the Opus Editor, you will be asked if you want to save your publication. If you are saving the publication for the first time, you will be asked to give the publication a name.

Basic Principles

Tour of the Opus Editor...	21
The Toolbars...	22
The Organiser...	23
The Colour Palette...	24
The Status Bar...	25
The Workspace...	26

The Opus Editor

The first time you start Opus, the **Tip of the Day** dialog and **Start Wizard** will appear.

The Tip of the Day dialog provides handy hints on using Opus.

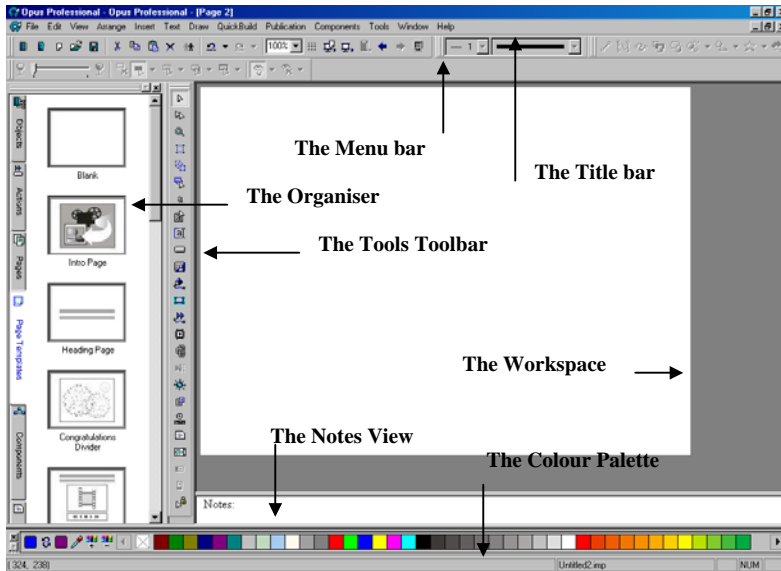
The Start Wizard helps you to create a new publication or open an existing publication in the Opus Editor. Depending on the version of Opus you have purchased you may also be asked to choose the type of publication you want to create and its basic design style. This choice will also effect what page templates are loaded by default.

You can turn these items off if you want. As you become more familiar with Opus or if you consistently design material from scratch you will probably not need the Start Wizard in particular. If this is switched off you will still be asked what type of publication you want to create when you begin a new project. Please see the Help file for details.


Tour of the Opus Editor

When you enter the Opus Editor your screen will contain a number of different elements. There is a main window to the right which is your working page. Surrounding it are a variety of tools to create, edit and publish your publications.

The illustration below shows the Opus Editor and some of its features. This illustration does not show all of the dialogs and windows that Opus provides but does show a typical view of the Editor when you first open the program.



You can change the appearance of the Opus Editor to suit the way in which you work:

Floating Menus – The **Organiser**, **Colour Palette** and all of the **Toolbars** can be detached from their current position and made to float in their own window. Simply click on the  part of the window and drag it to a new position on the page. If you place the window near the sides of the Opus Editor it will lock itself to the side.

The Customise dialog – The **Customise** option in the **Tools** menu allows you to select which shortcut icons appear on the toolbars in the Opus Editor.

The Options dialog – The **Options** option in the **Tools** menu allows you to customise many of the things about the Opus environment, including the colour of the grid, whether the **Properties** dialog box appears automatically, the default colours and fonts for text, and so on.

The Toolbars

Across the top of the screen are a series of primary toolbars offering the most commonly required functions. By default these are:

Main toolbar

Format toolbar

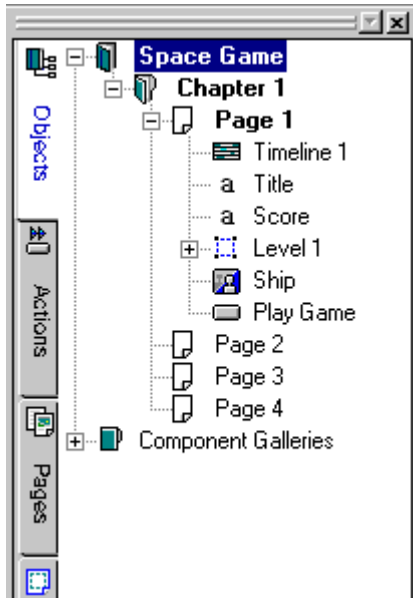
Object Properties toolbar

The function of each toolbar button is described in tooltip which will appear if you hover the cursor over the button and is expanded on in the **status bar** at the bottom of the Opus screen. The toolbars can be reorganised via the **Customise** option on the **Tools** menu.

An additional toolbar is provided which usually runs vertically between the **Organiser** and your **workspace**. This is the **Tools Toolbar** and provides the tools for creating the content of your publication.

The Organiser

On the left-hand side of the Opus Editor is the **Organiser**. This allows you to view your currently opened publications in different ways...



The **Organiser** contains several tabs down the left-side of the panel. These tabs show:

Objects – all the objects that make up your publication.

Actions – all objects in a publication that have had actions added to them.

Pages – a thumbnail view of all the pages in the currently selected publication.

Page Templates – a thumbnail of all pages in a Page Template that you can add to your publication.

Components – galleries of resources that you can add to a page.

If your version supports OpusScript there will also be a script tab.

Script – a handy index of all the OpusScript functions you can add to a Script Object or Script Action.

The Colour Palette

Opus provides an onscreen palette for you to quickly select colours for the main properties of your Opus objects such as background and border. The **Colour Palette** appears at the bottom of the Opus workspace.

Note: If the colour palette is not displayed in the Opus workspace, select **Palette Bar** from the **View** menu to open it.

Additional sets of colours can be organised in particular palettes and loaded and saved as required. Each palette is accessed via a tab with its name on which appears along the bottom of the palette bar when more than one palette is loaded.

Below is an illustration of the **Palette Bar**, please note the colours extend across the Opus workspace...



The Palette Bar tools are as follows:



The left box is the **Fill** colour box – this is used for the background colour and fill colour for drawn objects.

The right box is the **Pen** colour box – this is used for the outlines of drawn vectors objects and borders.



The **Swap** button will reverse the two colours shown in the **Fill** and **Pen** colour box.



The **Colour Picker** tool is like a dropper it allows you to pick up a colour from anywhere on the screen, allowing you to match existing colours in your publication perfectly.



The **Add New Blank Palette** button will allow you to add a new custom colour palette to the Palette Bar.



The **Remove Current Palette** button will remove the colour palette that is open in the Palette Bar.



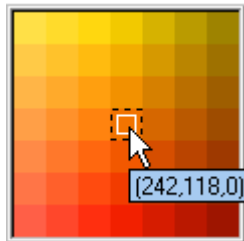
The **Scroll Previous** button allows you to scroll back through the palette colour list. Keep the button pressed to speed up the scroll rate.



The **Scroll Next** button allows you to scroll forward through the palette colour list. Again, keep the button pressed to speed up the scroll rate.



The **Transparent** button allows you to set either the foreground or background transparent. Left mouse click to set the **Pen** (foreground) colour transparent or Right mouse click to select the **Fill** (background) colour as transparent.



The **Hue and Luminance** display. Hold down the left mouse button (**Fill** colour) or the right mouse button (**Pen** colour) on a colour on the palette to see a popup display of the **Luminance** (shown horizontally) and **Hue** (shown vertically) of the selected colour.

The illustration on the left will appear if you select the following colour from the palette...



To select the Fill colour:

1. Click on one of the colour wells with the **Left** mouse button.

To select the Pen colour:

1. Click on one of the colour wells with the **Right** mouse button.

Note:

By default the standard palette of colours is displayed to the right of the **Palette Bar** tools. However, you can create your own colours with the **Colour Selector**, which can be opened by double clicking on any of the colour wells.

The Status Bar

The **Status Bar** in the bottom left-hand corner of the Opus workspace shows the exact location of the cursor on the page.

Left: 52 Top: 264 Width: 60 Height: 49

You can use this to work out the size of your object as you create it on a page. Alternatively, you can resize an object after you have drawn it.



The **Status Bar** in the bottom right-hand corner of the Opus workspace shows the publication filename...

C:\Digital\Workshop\D...\NewResMg.imp

This allows easy identification of the active publication, which is especially useful when copying information between publications.

The Workspace

The workspace is really a view of one of the pages in your publication. When a page is opened in the workspace you can add, resize and edit the objects on the page.

If the page is too large to fit inside the Opus Editor, use the **Zoom**  tool in the **Tools** toolbar to resize the page. This is particularly useful if you want to draw shapes on a page using the **Vector**  tool from the **Tools** toolbar as you can add very fine detail when the page is magnified.

Please note, it is best when adding objects or generally working with the page to display it at its original size, this helps you to see what the user will see when they run the publication.

Additional Elements

Different versions of Opus may also include a Layer Palette in the bottom lefthand corner which allows you to reorganise the layers of your page.

There may also be a timeline window displayed at the bottom of the page for those versions where timelines are particularly useful such as video and DVD publishing. Details of how to use these elements are provided in additional documentation where relevant or in the Help file.

Working with Objects

Startup Wizard...	29
Opus Publications...	33
What is an Object?...	33
Types of Objects...	33
Adding Objects to a Page...	36
Properties...	37

Startup Wizard

The **Startup wizard** appears when you first open the Opus **Editor** on your system. This wizard allows you to create a new publication or open an existing publication...



The first dialog provides three choices:

- Create a new blank publication.**
- Create a new publication from a template**
- Open an existing publication**

Select one by clicking on it. Depending on your selection a different page of the wizard will appear, each is described below.

Option 1: Create a new blank publication:

1. Selecting **Create a new blank publication** option from the **Startup** wizard will open the **New Publication** dialog but the wizard will contain only one extra page used to select the type of publication you want to create.

2. Use the first page of the **New Publication** dialog to select the **Publication Type** you want to create. The options will depend on which version of Opus you have. You can get further details of the types of publications by clicking the Help button. You can change the type of publication later via the **Type** tab on the **Publication Properties** dialog but as some types of publication have restricted functionality you may lose some functions by doing this.

Select the icon for the type of publication you want to create.

3. Click on the **Finish** button – this will close the wizard and create a new publication.

A new publication will be added to the **Objects** tab of the **Organiser** containing one Chapter and one Page.

The first page of the new publication will be displayed in the workspace on the right of the Opus Editor.

Option 2: Create a new publication from a template:

1. Selecting **Create a new publication from a template** option from the **Startup** wizard will open the **New Presentation** dialog – the wizard will contain three more pages that allows you to set the type of publication you want to create; the template you want to use; the size of the publication when displayed by the user.

2. Use the first page of the wizard to select the **Publication Type** you want to create as detailed above. Select the icon for the type of publication you want to create, then click the **Next** button to continue.

3. Use the second page of the wizard to select the type of publication or presentation you want to create, for example, **Presentations**, then click on the **Next** button to continue.

4. On the third page of the wizard, choose the style for the page from the **Style list** then click on the **Next** button to continue.

The **Image** tab of the **Page Properties** dialog will contain the image of the style you selected from the list.

5. For some types of publications you will be given a further set of three options.

- a) Use the **Scale Publication to Fit Any Screen** option if you want the publication to fill the user's screen when they run it.

For example, if you create your publication with a page size of 800x600 and the users screen resolution is set to 1024x768, the publication is stretched to fill the size of their screen.

- b) Use the **Temporarily Change Resolution to Publication Size** option if you want to change the users screen resolution when they run the publication.

For example, if you create your publication with a page size of 800x600 and the users screen resolution is set to 1024x768, the publication will change the users screen resolution to 800x600 when they run the publication. When the users exits your publication, the screen resolution is returned to 1024x768. This option sets the **Change Display Mode to** option in the **Window** tab of the **Publication Properties** dialog.

- c) Use the **Keep Original Size and Centre on Screen** option if you want to create a publication that is displayed on the users screen at the size you created it. This is the recommended option.

For example, if you create your publication with a page size of 800x600 and the users screen resolution is set to 1024x768, the publication will appear in the centre of the users screen at 800x600 and surrounded by the **Surround Colour** set in the **Options** tab of the **Publication Properties** dialog.

6. Click on the **Finish** button to create your new publication.

Option 3: Open an Existing Publication:

1. Selecting **Open an existing publication** option from the **Startup** wizard will open the **Recent Files** dialog – this dialog lists the most recently used publications you have opened in the **Opus Editor**.

2. Click on the name of the publication in the **File** column of the **Recent files list**, then click the **Open** button – this will close the dialog and open the publication in the **Opus Editor**.

3. Alternatively, if the publication you want to open does not appear in the list, click on the **Browse...** button to open the **Open** dialog used to locate the folder

in which your publication was last saved. Locate the folder and click the **Open** button – this will close the dialog and open the publication in the Opus Editor.

4. Click on the **New** button if you want to create a new blank publication – this will open the **New Publication** dialog described in option 1 above.

Opus Publications

Opus uses the metaphor of a book to describe the interactive multimedia publication and each page of the book is a screen or dialog, which appears on the PC screen. On it are the objects of multimedia publishing: text, pictures, video, sound and buttons – all of which then be set up to react to various events, such as the user clicking on them.

What is an Object?

Anything you can add to a page in a publication is an object, it's that simple. Just like any object in the real world it has certain features (known as **Properties** in Opus), for example a hand has four fingers and thumb, a car has an engine and a steering wheel. With Opus you can change the Properties (i.e. features) of the object, for example, if you add an **Image** object to a page, you can add your graphic to it, you can give it a border, resize it and add many different effects to it. You can also make your objects do something by adding **Actions** to them.

Types of Objects

Anything that you add to a page in your publication is an **object**, such as a **Text** box, **Image** box or **Button**. Also, the page itself is an object. Every object has certain characteristics (**Properties**) that can be added to them and they all perform a particular task. Different objects are created in different ways but once you have added one object, you will quickly understand the basic principles shared by them all.

Object categories

The objects can be categorised in Opus in the following ways:

Publication Objects – A new Publication, a Chapter, and a Page are publication objects.

Master Pages - pages which act as templates for other pages in your publication, containing objects which are consistent across all the pages that are based on it.

Action Control Objects - objects which are not actually content but which provide control of the actions of other objects, namely animation paths.

Drawing Graphics - most of the objects you can place on your page are created in the same way as described in **Content Objects** above. The exception is the way you draw graphics (also known as **vectors**) on the page.

Content Objects - objects that contain the content of your publication such as text, graphics and video. There are a variety of **content objects** that you can add to your page. Below is a description of the tools contained in the **Tools** toolbar that create **content objects**:



... for creating **Text** directly on the page or for creating containers for text you have created in another application and which you import from a disk-based file.



... for creating containers for **Disk-based Text** you have created in another application and which import from a disk-based file.



... for creating a **Text Input** box that allows users to type text directly into your publication. You can then store this information in a variable to use elsewhere in the program. It is most commonly used for capturing user details or for answers to training questions or other quizzes.



... for creating **Buttons** which have a standard grey appearance by default but which can be coloured or use images as required. Actions are not restricted to buttons but often users of your publication will find it easier to use if the active elements look like buttons and react to being clicked on.



... for creating a **Frame** on the page in which other content objects can be contained.



... for creating a **MultiFrame** on the page. Multiframes allow you to build a series of collections of other objects and then display them in order or on command. They can also be used to create animations by drawing each frame on a different frame of the multiframe and then playing the multiframe automatically. Be careful to notice whether you are editing the whole

multiframe or one of the constituent frames. The selection box will highlight which you have selected and you can switch selection by pressing the **Alt** key as you click, or by selecting the appropriate element in the Organiser.



... for creating a **Rollover** frame. This is similar to a multiframe object but with each frame linked to a mouse-event. Therefore it can contain different sets of content objects (or different appearances for content objects) when a user moves the mouse over the frame or holds the left mouse button down over the frame.



... for creating a container for an **Image** loaded from disk in any of the many formats supported by Opus. (Intended for *still* images only).



... for creating **Hotspots** on the page. These are like invisible buttons which can be placed over part of an object (often an image) to make that particular area active.



... for creating a container for a **Video** or animation file to be displayed in. (Includes animated GIFs.). Also for creating Quicktime VR movies in Opus Pro.



... for creating a **Slideshow** of disk-based images.



... for adding a **Sound** to an object on the page when the user left mouse clicks on the object. Remember that a sound is not an object in Opus – it is an action. Therefore, unlike other tools on this toolbar this is applied to an existing object and will create an action on that object.



... for creating a **Browser** viewport in which live web pages can be displayed within your publication.



... for creating a **DocView** box which provides a live viewport for any ActiveX document such as a Word document, an Excel spreadsheet or a Power Point publication. It can also be used to display Macromedia Flash files.



... for creating a **Timeline** of actions that will make things happen in sequence within your publication. This object never actually appears on the page. A timeline is the best way to synchronise a series of actions.



... for creating a **Script Object** that allows you write an **OpusScript** program for the page. Obviously this will only be available in version of Opus which include OpusScript.



...for creating a **List Box** of items from which a user can make a selection.

Adding Objects to a page

Content objects are the objects of your publication that contain the content of your pages including text, images or video. The process for adding a content object to your page is much the same for all the different objects.

Adding Objects to a Page

1. On the **Tools** toolbar, click the **Tool** for the specific object you want to create.
2. Move the cursor over your page.

Opus tells you the exact location of your cursor in the **status bar** at the bottom of the **workspace**.

3. When you have moved to the correct location click with the left mouse button on the page where you want the top left corner of the object to be. You can reposition it later so it only need be approximate. Then, keeping the left mouse button pressed down, drag the cursor over to the right and down until you have described the area you want the object to cover. You can resize the object later so, again, this only needs to be approximate.

Once you have completed drawing the object Opus will launch the Properties dialog for this object so you can begin editing the object's properties. In the case of **Video** and **Image** objects this includes the image or video you wish to display.

You can switch this automatic launch off via the **Options** dialog accessible from the **Tools** menu. If you do switch this option off you will need to manually launch the **Properties dialog** by double-clicking on the object with the left mouse button or pressing **Ctrl+R**.

Properties

Building a publication is about being able to control the appearance of your publication AND the behaviour of your publication. To this end, Opus has been designed so that you can easily change both aspects using dialog boxes:

- (i) The **Properties** dialog – is used to change the appearance (i.e. look and feel) of your publication.
- (ii) The **Actions** dialog – is used to change the behaviour of your publication.

The **Properties** dialog works consistently throughout Opus, it contains:

- (i) A variety of **Tab Headings** that contain options to change the appearance of the selected publication, page, chapter or object.
- (ii) An **Apply** button to save the changes you have made.

Select the object, make your changes and apply them. Once you have used one **Properties** dialog, you will understand how to use any of them even though one or two tabs may be specific to the particular object you are working on.

The Properties dialog is available for the following objects:

- (i) The **Publication Properties** dialog – this will affect the whole of the publication, such as, if the publication should appear in a window on the page or fill the entire screen. It also allows you to specify the Type of publication.
- (ii) The **Chapter Properties** dialog – this will affect all of the pages contained within a chapter, such as, the size of the page. It is also used to set whether the pages appear in a window and the various elements included if it does.
- (iii) The **Page Properties** dialog – this will affect a single page, such as, if the page shows or hides with a transition.
- (iv) The **Object Properties** dialog – this will affect a single object on a page, such as, if the object is shown or hidden when you first enter a page.

The different properties are explained fully in the User Guide or by clicking on the Help button when the relevant Property tab is active.

Making Things Happen

Introducing Actions...	41
Creating and Editing Actions...	41
Actions Dialog...	43
Actions Organiser...	43
Actions Tab...	44

Introducing Actions

You can make any object/page in your publication *do* something by creating one or more **actions** for it. All the actions available in Opus can be set up as either:

- (i) **automatic** - that is they happen when the object appears

or

- (ii) **interactive** - that is they happen in response to the user interacting with the program in some way, such as clicking on an object or pressing a key on the keyboard.

Note:

As well as making things happen with **actions** you can also do the following:

- (i) Objects such as video, sound and slideshows can be set up to start automatically.
- (ii) All objects can be set up to show themselves after a specified amount of time using a combination of the **Initially Hidden** and **Show after** settings on the object's **General** tab of the **Properties** dialog. Please note, however that this is imprecise and should not be used to time a series of events as some may be lost causing Opus to try to catch up and this will make your publication appear to jump or stutter. For
- (iii) Objects can also appear and disappear with a special transition effect or can scroll on and off the screen. These are set up via the **Transitions** tab of the **Properties** tab.

Creating and Editing Actions

You can set up actions for pages or for objects on a page. All of the actions are displayed in the **Actions Organiser** for the page or object.

Each action is made up of two parts:

The **Trigger** – this is the event that starts the action or list of actions.

The **Action** – this is the action that will happen when the trigger is activated.

To add an action to a page or object:




1. Open the **Actions** dialog box for the page or object you want to add an action to:

- (i) For **pages**, double-click the right mouse button on a blank area of the page currently open in the Opus Editor window.
 - (ii) For **objects**, double-click the right mouse button on the object to which you want to add the actions.
2. Click on the **Trigger** tab to show the trigger menus from which you can select a trigger.
3. Click on one of the trigger menus to display the triggers available in each category.
4. Click and hold down the left mouse button over your selected trigger and drag to the **Actions organiser** on the left side of the **Actions dialog** box. This will add the trigger to the **Actions organiser**.
5. Select a **Mouse Click Modifier** if you want from the **Mouse Click** tab.

This tab will only appear when you select a Mouse trigger as your trigger. Other triggers may also display an additional tab – see **Choosing a Trigger** in the Help file for more information.

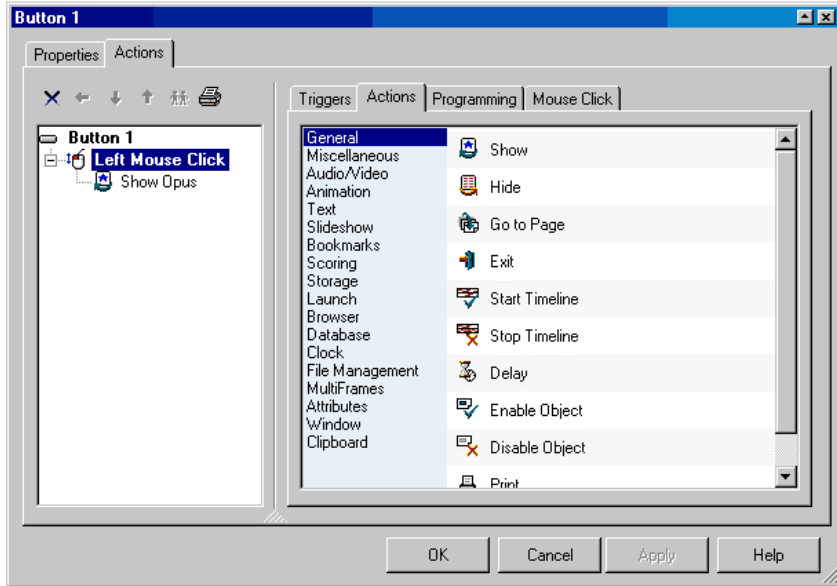
6. Click on the **Actions** tab to add an action to your trigger, then click on one of **Action menus** to display the actions available in each category.
7. Click and hold down the left mouse button over your selected action and drag to the **Actions Organiser** on the left side of the **Actions dialog** box over the trigger you have just added. This will add the action to the trigger.
8. Each action has its own specific settings that you can modify. A **fourth** tab will appear after the **Programming** tab in the **Actions** dialog box that allows you to set particular options for that action. For example, choosing the **Show** action will allow you to specifically set which objects on the page to show.

You can add as many triggers to the **Action Organiser** as you want. Also, you can have as many actions under a trigger as you want.

The splitter  button between the **Actions Organiser** and the tabs on the right of the Actions dialog allows you to expand the amount of space taken up by the Organiser. Move the mouse anywhere above the splitter button and the splitters vertical line will turn blue and the cursor will change to the  shape. Click and drag the vertical bar left and right to resize the panels while the  cursor is displayed.

Actions Dialog

The Actions dialog box contains an **Actions Organiser** on the left-hand side of the screen and the **Triggers** and **Actions** tabs to the right. Use this dialog box to add actions to an object or a page.



Actions Organiser

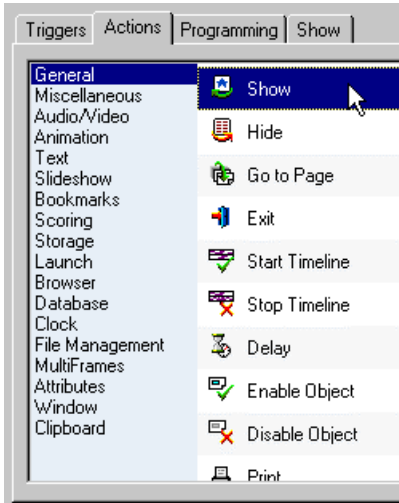
All objects have an **Actions dialog** box that allows you to add triggers and actions to an object to make things happen.



On the left-hand side of the Actions dialog box is the **Actions Organiser** showing the triggers and actions you have added to the object.

Actions Tab

The **Actions tab** is part of the **Actions dialog** and lists all of the **actions** that can be added to **triggers** within your publication...



The **Actions tab** is split into 18 menu categories - this makes it easy for you to locate the action you want quickly.

To list the actions for a menu: Click on the menu heading in the left-hand column (e.g. **General**) – the actions in the menu are automatically displayed in the right-hand column.

To add an action to a trigger: Make sure the trigger is selected in the **Actions Organiser** and then double-click on the name of the action in the right-hand column.

When you add an action to a trigger, a fourth tab will appear after the **Programming** tab – this will contain all of the options you can set for the action.

Saving your Publication

Publication Resources...	47
Resource Manager...	47
Using Resources...	48
Consolidate Resources...	50
Saving your Publication...	52

resources when developing your publication is very important and this tool provides a one-stop shop for all your resourcing needs. You can even set or reset publishing options from the **Resource Manager**, prior to publishing.

Below is a brief description of the main tools provided by the **Resource Manager**:

- (i) **Consolidate Resources** – describes how to create a Resource folder in which all resources you have used in your publication are kept.
- (ii) **Purge Resources** – how to delete resources from the Resource folder that are no longer used in your publication.
- (iii) **Check Resources** – check if any resources are missing from your publication.
- (iv) **Change Data Paths** – how to remap your Resource folder from one location to another on your system.

Using Resources

Whenever you create an object on your page, such as an **Image** object, or add a sound to a publication you are using resources. Once you start adding resources to a publication, you should consolidate resources, which means you create a **Resource** folder in which your resources are kept.

Below is a description of what resources are and how they are used in Opus along with a recommendation as to why you should consolidate resources.

Using Resources:

1. We have already said in the What is an Object? section that anything you add to a page is an object, such as a text box or an image box. A resource is simply any file added to the object.

For example, if you create an **Image** object on the page named **Photo** and add a graphic named **family.JPG**, then you have added one resource file to the **Image** object.

2. The types of resource files you can add to objects are: Image, Cursor, Video, Animation, Animated Gif, Sound or Text file.

Opus supports a variety of file types for each type of resource. For example, when adding a video resource you can enter GIF, FLC, MNG, MPG, AVI, MPEG, MOV, MP4, ASF, WMA, WMV, SWF files into a **Video** object.

3. When you add a resource to an object, the resource file still exists at its original location on your system e.g. on a floppy-disk, a folder on your machine or on the network.

Note:

Continuing the example in point 1 above, the resource **family.JPG** is stored in **C:\Graphics** on my computer. When you preview your publication and show the image, the **Image** object looks for the file:

C:\Graphics\family.JPG

4. This is the potential problem! If you move the resource while you are working on your publication, then the resource will be missing and will not work in your publication.

For example, if you added the sound effect **ping.WAV** to an object and you got the sound effect off a floppy-disk. The sound effect will not play if the floppy-disk is not in the drive.

5. The solution – **Consolidate Resources**.

6. When you consolidate resources you create a new **Resource** folder that contains a copy of all the resource files you have used in your publication and the objects on your page now use the copy in the **Resource** folder and not the original source.

Using the example in point 4 above, when you consolidate resources, the **Resource** folder contains a copy of **ping.WAV** and the object uses this copy as the source. You never need the original on the floppy-disk again, which means you can throw away the floppy and your sound will always play in your publication.

Why consolidate resources?

1. All resources in one folder – a single folder contains all the resources you have used in your publication, which is easier than managing lots of folders.

2. Using the publication at work and home – when you want to work on your publication on two different systems you can copy the IMP file (i.e. the publication you open in Opus) and the **Resource** folder and your publication will work the same. For example, if graphics are stored in one folder on one machine and a different folder on another and you add new graphics to your publication, this will cause no problem if you consolidate resources, because all new resources added will be in the same **Resource** folder for your publication.

Note:

You can also e-mail your publication to other developers if more than one person is working on the publication.– simply select **E-mail Publication** from the **File** menu in the Opus Editor to send your publication to another developer.

3. Avoids missing records – as all resources are in one folder there is less chance that you will get a message saying resources are missing when you open your publication – this normally happens because the floppy-disk or network containing the resource is not available.

Consolidate Resources

The **Consolidate** tool allows you to add any new resources you have added to a publication to the **Resource** folder. If you have not yet saved your publication or created the **Resource** folder, this option will also do this for you.

The **Consolidate** tool appears in two menus at the top of the Opus Editor:

(i) **Publication** menu – when you want to consolidate resources for a publication, click on the **Consolidate** option in the **Publication** menu.

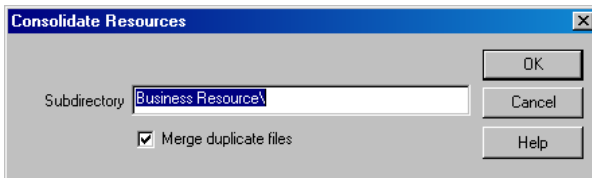
(ii) **Components** menu – when you want to consolidate resources for a **Component Gallery**, click on the **Consolidate** option in the **Components** menu.

The **Consolidate** tool works in the same way for both publications and galleries, below is a description for the publication option only.

Creating the Resource folder:

1. Select **Consolidate** from the **Publication** menu – if you have not yet saved your publication you will be prompted to do so. When you have saved your publication a **Consolidate** dialog will appear asking you if you wish to consolidate your resources, click the **Yes** button.

2. If this is the first time you have saved your publication or consolidated your publication a **Consolidate Resources** dialog will appear.

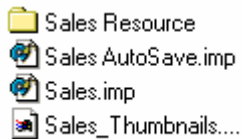


3. The **Subdirectory** box in the **Consolidate Resources** dialog shows the suggested name of the new **Resource** folder. For example, if your publication is

called **Business**, the suggested name for the **Resource** folder is **Business Resource** – type in a different name if required, we recommend you keep the name given.

Note:

The **Resource** folder is saved in the same folder as the publication. For example, if your publication was named **Sales**, then all your resources are saved in a resource folder named **Sales Resource**. In **Windows Explorer**, the folder would look like this...



4. Tick the **Merge duplicate files** option in the **Consolidate Resources** dialog if you want a resource that has been used more than once in your publication (e.g. the same image used on two different pages in your publication) to be added to the **Resource** folder only once. By default, this option is ticked, we recommend you leave this option ticked.

5. Click the **OK** button in the **Consolidate Resources** dialog to save your settings – this will open the **Resources List** showing all the resources used in your publication being copied to the new **Resource** folder.

Note:

If you have used large amounts of video or sound files, which may be many megabytes in size, this process may take a while.

6. Click on the **OK** button in the **Resources List** to close the dialog once it has finished adding your resources to the **Resource** folder.

Using the Consolidate option:

1. Once you have created the **Resource** folder, click on the **Consolidate** option in the **Publication** menu every time you want to add any new resources added to your publication to the **Resource** folder.

Note:

This only adds new resources and not resources you have already added, so the **Resources List** may be blank.

2. Every time you save your publication, the **Consolidate** dialog will re-appear prompting you to consolidate resources – we recommend you tick the **Yes** button and consolidate.


Note:

This prompt to consolidate may not appear in your publication because it is an option you can set in the **Consolidate resources on save** option in the **General** tab of the **Publication Properties** dialog. By default, this option is set to **Ask for new publications**, so you will be prompted to consolidate resources.


Saving your Publication

At regular intervals you should save your publication. If you want, you can also make a copy of your publication using the **Save As** option in the **File** menu.

Saving a publication for the first time:

1. Click on the **File** menu, then select the **Save** option or simply click on the Save  button on the **Main** toolbar. This will open the Windows **Save As** dialog box.
2. Find the folder you want to save the current publication in and type a name for the publication in the **File name** box on the **Save As** dialog.
3. Click on the **Save** button to save your publication.

To save the current publication:

1. Click on the **File** menu, then select the **Save** option or simply click on the save  button on the Main toolbar.

To save a copy of your publication:

1. Click on the **File** menu, then select the **Save As** option. This will open the Windows **Save As** dialog box showing the filename for the current publication open in Opus.
2. Type in the new name for the publication in the **File name** box in the **Save As** dialog box. If you want you can locate a different folder on your computer where the new publication should be saved.
3. Click on the **Save** button to save the new copy of the publication.

Note:

Every time you save a publication, Opus will automatically save resources used in your publication in a **Resource** folder – see Consolidate Resources above for more information.

Publishing

Overview of Publishing...	55
Considerations Before Publishing...	55
Publication Types...	56
Considerations after Publishing...	57
Using the Publish Wizard...	57

Overview of Publishing

When you have finished building your publication you will want to create a copy of the program which runs independently of the Opus Editor environment. This is called **Publishing**.

The publishing process itself is done using the **Publish Wizard** and is relatively straight-forward. However, there are things you may want to consider about your publication before you run the Publish wizard, these can be split into three categories...

(i) Things to consider before publishing – these are basically ways of optimising your publication so that it runs as smoothly and efficiently as possible for the different types of publications you can produce.

(ii) Type of publication of you want to publish – you have choice of publishing as a **Standalone** publication (i.e. an EXE file); a **Web** publication using either the Opus **Plexus Plug-in** (i.e. an HTML file) or **Opus Flex** (i.e. a Macromedia Flash SWF file); a **Screensaver** publication (i.e. a SCR file).

(iii) Things to do after you have published – these are how to distribute the publication to your users, Opus provides a variety of wizards that can help you to create: a Windows Setup program using the **Distribution Wizard**; an **Upload Wizard** to add your files to a Server; a **CD-R Wizard** to burn a copy of your disk onto a CD-ROM.

Considerations before Publishing

1. When you create your publication, you probably already know what type of publication you want to create, for example, a computer based training publication, an information guide, an interactive kiosk, an e-Learning package, a cool screensaver! You should also consider how you are going to deliver it – is it going to be on a CD-ROM, a network or over the web? If you know this, you can design appropriately.

2. If you create a **Standalone** publication, that is, a program that will run on a users machine or on a network or off a CD-ROM you should optimise your publication – see **Optimising your Publication** in the Help file for more information.

3. If your publication includes **OpusScript** – see **Debugging OpusScript** in the Help file for more information.

4. If your publication is to be delivered via the web decide if you want to use the Opus **Plexus Plug-in** or **Opus Flex**. – see **Optimising Web Publications and Publishing to the Internet** in the Help file for more information.
5. There are a number of things you need to consider if you wish to guarantee the timing and synchronisation of activities in your publication – see **Timing the Activity in your Publication** in the Help file for more information.
6. If you are using video in your publication it is automatically embedded, which means it is part of the file created by the **Publish** wizard, this is useful if you have copyrighted videos because the user cannot access it. However, you may not want to use this option – see **Embedded Video** in the Help file for more information.
7. There are default settings for the resources when they are published – these are held in the **Publish Settings** dialog that can only be accessed via the third page of the **Publish** wizard by pressing the **Settings** button. You may want to check the **Settings** before you click on the **Next** button to start the publishing process – see **Overview of Publish Settings** dialog in the Help file for more information.
8. You can set selected resources to different settings than those in the **Publish Settings** dialog using the **Resource Manager** window – see **Overview of the Resource Manager** in the Help file for more information.

Publication Types

Standalone - You can publish to a single standalone publication which the user would run from the hard disk of their computer, a network, or to copy onto a CD-ROM to run from there. The publish process will create an EXE file.

Plexus Plug-in - You can choose to create the publication in a version suitable for use on the internet. Unlike HTML editors, Opus offers full-blown multimedia on the internet through the **Plexus Plug-in** so your publication will appear on the internet exactly as it appears on your machine. The publish process will create an HTML file.

Opus Flex – if you select the **Opus Flex** type from the **Type** tab of the **Publication Properties** dialog you can create a Macromedia Flash SWF file that can play inside the Macromedia Flash Player or in browsers. **Opus Flex** means you can now create an Opus publication that can run on a Macintosh computer – see **Opus Flex** in the Help file for more information. The publish process will create a Macromedia Flash SWF file.

Screensaver – you can choose to create your publication as a screensaver. This can be particularly useful for creating motivational or information material

which automatically comes up on the user's computer whenever they leave it inactive for a period of time. The publish process will create a SCR file.

Video – you can choose to create a publication to export to a video file. The interactivity included will be lost unless you use the Mouse and Keyboard Recorder to record you using the publication and incorporate that in the video.

DVD-Video – The standalone .EXE format above is compatible with computer-based DVD-Rom but Opus also offers the option to create publications which can be exported to DVD-Video. These are compatible with domestic DVD players and therefore opens up a whole new market. Again any interactivity will be lost (except for simple menu pages and chapter points) unless you record the publication in use and incorporate that in the video.

Considerations after Publishing

1. The **Run Last Published** option on the **Publication** menu of the Opus Editor allows you to run the last published version of the current publication. This is particularly useful for testing purposes.

Note:

This is different from previewing your publication by pressing the **F4** or **F5** function keys.

2. If you have created a publication for the web, you will need to upload it to a Server – see **Upload Wizard** in the Help file for more information.

3. If you create a **Standalone** or **Screensaver** publication, you may want the user to be able to use a Windows Setup program (i.e. an installation program) that will install the publication on their machine. Furthermore, you may want to distribute additional files with your publication – see **Distribution Wizard** in the Help file for more information.

4. If you create a **Standalone** or **Screensaver** publication, you may also want to distribute it on a CD-ROM – see **CD-R Wizard** in the Help file for more information.

Using the Publish Wizard

As described in the previous sections, Opus allows you to publish a Standalone, Web or Screensaver version of your publication. Opus provides a **Publish** wizard that will create the published version of your publication with a few clicks of a button. Below is an overview of publishing in Opus.

1. Click on the **Publication** menu at the top of the Opus Editor and then select the **Publish** option. This will open the **Publish Wizard**.
2. The first page shows the types of publication you can produce. Select the type of publication you want to create from the **Do you want to:** list. Click on the **Next** button to continue.

Note:

If you select the **Opus Flex** type in the **Type** tab of the **Publication Properties** dialog, this page will not appear because **Opus Flex** publications are always published as Macromedia Flash SWF file – see **Opus Flex** in the Help file for more information. The second page of the wizard will be displayed instead (point 3 below).

3. The second page of the wizard shows the location where the publication will be published to. Click on the **Browse...** button to open the Windows Open File dialog box if you want to save your publication in a new folder. Click on the **Next** button to continue.
4. The third page of the wizard provides a summary of the publishing process Opus will undertake to create your standalone publication. Click on the **Show progress details while publishing** option, if you want to see what Opus is doing during the publish process.
5. If you want to change the publishing settings before you publish, click on the **Settings** button to open the **Publish Settings** dialog. Make your changes to the **Publish Settings** dialog and press the **OK** button to close the dialog and return to the current page of the **Publish Wizard**, then click on the **Next** button to start the publishing process.

The **Publish Settings** dialog provides the same options for each type of publication with the exception of the **Opus Flex** publications – see **Overview of the Publish Settings dialog** in the Help file for more information.

6. If you have already made changes to the **Publish Settings** dialog, click on the **Next** button to start the publication process.

Note:

If the **Show progress details while publishing** option is ticked when you click the **Next** button, you will see a report log of the publishing process in the **Publishing Details** dialog on the screen. If the option was not ticked, a progress bar will appear in the wizard.

7. Once the publication has finished publishing, the last page of the wizard will appear providing a list of tasks you can now perform now that the publication has been published.
8. Click on the **Show Details of Publishing Process** button to open the **Publishing Details** dialog.
9. Click on the **Open Publish Folder** option if you want Opus to open the folder in which you have created your published version of the publication in a new Windows Explorer window.
10. Click on the **Test** button if you want to run the newly published version. You can use this to check that your publication works as you expect it will work.
11. Use the **Click on Finish to:** options to set what will happen when you click the **Finish** button. There are four options available:
 - Return to the Opus Editor;
 - Launch Distribution Wizard;
 - Launch Upload Wizard; or
 - Launch CD-R Wizard.
12. Click on the **Finish** button to close the **Publish Wizard**.

Appendices

Acknowledgements...	61
Trademarks...	63
Licence...	65
Distribution of Publications...	67
Warranty...	69
Index...	75

Acknowledgements

Our grateful thanks to all our existing Opus users and reviewers who took the time to send us feedback and suggestions on which we have based much of what you will find in this version.

And those patient enthusiasts who worked so hard on the beta program and thereby helped make the program what it is.

Our particular gratitude to John Eccker, Steve Henson and the late Jim Wolfmeyer whose diligent and comprehensive testing of early versions was invaluable. Additional thanks to Graham Baglin for his keen eye using the manuals and help files.

Our thanks also to Jasc Software Inc (now part of Corel Corporation) for their deservedly renowned graphics code.

PhotoCD support is provided courtesy of Eastman-Kodak Inc.

Internet Explorer is provided courtesy of Microsoft Corporation.

Trademarks

Windows, Windows 95, Windows 98, Windows 2000, Windows Me, Windows XP, Explorer, Internet Explorer, Word, Office, WordPad, Paintbrush and Sound Recorder are trademarks and Windows is a registered trademark of Microsoft Corporation.

Corel Draw! Paint Shop Pro and Corel Rave are trademarks of Corel Corporation.

PhotoCD is a trademark of Eastman-Kodak Inc.

Animator Pro and Animator Studio are trademarks of Autodesk Inc.

Opus and Digital Workshop are trademarks of Digital Workshop.

All other brand names and products mentioned in this manual and Help file are trademarks of their respective holders.

Licence

This software product, accompanying materials and documentation is proprietary to Digital Workshop and protected under UK copyright law and international treaty. By using this software you agree to be bound by the following copyright licence terms. **If these terms are not acceptable please return your software within 60 days of purchase for a refund.**

This is a single user product. You are free to copy this software for convenient use, archival or backup purposes provided that only the single licensed user is using it at any one time.

This licence does not permit open use of this product on a network or use by more than one person. Additional licences are available at favourable rates.

Distribution of Publications

Publications created using this program, including those which incorporate the resources provided with the program can be distributed freely without further royalty or permission from Digital Workshop. The resources themselves may NOT be distributed independently of a publication.

Publications created with the dedicated, low cost, educational editions such as Opus Headstart cannot be used to produce publications which are to be distributed for commercial gain. However, this restriction does NOT apply to commercial editions of Opus even if they were bought at an education discount.

Warranty

Digital Workshop warrants the disks and materials which comprise this product to be free of material defects for a period of 60 days from the date of purchase. No other warranty is made or implied, particularly in respect of compatibility with any given computer system or fitness for any particular purpose. The extent of Digital Workshop's liability in any claim for reparations or damages, including but not limited to claims arising from loss of profit, loss of data, computer virus infection and loss of use of the software, shall be limited to the purchase price of the software.

Index

A

Action	46
Action Control Objects	38
Actions	10, 26
Actions dialog	46
Actions Dialog	47
Actions Organiser	45, 48
Actions tab	49
Add New Blank Palette	28

B

Browser	40
Buttons	39

C

CD-R Wizard	66
Chapter Properties	42
Close Opus	18
Colour Palette	24, 27
Colour Picker	27
Components	26
Consolidate resources	56
Consolidate Resources	57
Content Objects	38
Context-sensitive help	17
copyright	73
Customise option	24

D

Disk-based Text	38
------------------------------	----

distributing publications	75
Distribution Wizard	66
Drawing Graphics	38

E

Exit Opus	18
-----------------	----

F

Fill colour box	27
Floating Menus	24
Forums Digital Workshop Forum	8
Frame	39

H

Help	17, 18
Context-sensitive help	17
Main help file	18
OpusScript help	18
Hotspots	39
Hue and Luminance display	28

I

Image	39
Initially Hidden	45
Installation	15

L

licence 73

List Box 40

M

Master Page 11

Master Pages 38

MultiFrame 39

O

Object Properties 42

Objects 9, 26

 Adding to a page 40

Open Opus 17

Options dialog 24

Opus Flex 63

Opus Publications 37

OpusScript 64

OpusScript help 18

Organiser 11, 24, 25

P

Page Properties 42

Page Templates 26

Pages 26

Palette Bar 27

Pen colour box 27

Plexus Plugin 63

Properties 10, 41

Properties dialog 42

Publication Objects 38

Publication Properties 42

Publication Types

 io Plugin 65

 Opus Flex 65

 Screensaver 65

 Standalone 65

Publications

 distributing 75

Publish Settings 64, 67

Publish Wizard 63

Publishing 11, 63

R

Registration 8

Remove Current Palette 28

Resource 53, 55

Resource Manager 53

Rollover 39

S

Saving your Publication 59

Screensaver publication 63

Script 26

Script Object 40

Slideshow 40

Sound 40

Standalone publication 63

Start Wizard 23

Startup wizard 33

Status Bar 29

System Requirements 16

T

Text 38

Text Input 38

Timeline 40

Tip of the day 23

Toolbars 25

Transitions 45

Trigger 45

Trigger Menus 46

Triggers 10

U

Upload Wizard 66

V

Video..... 39

W

Web publication..... 63

Wizards

CD-R66

Distribution.....66

Start33

Start wizard.....23

Upload66

Workspace29

Z

Zoom tool.....29