

The Quiz Builder User Guide

ToolBook II

INSTRUCTOR™



© 2000 click2learn.com, inc. All Rights Reserved.

The software described in this document is furnished under a Software License Agreement. Please read it thoroughly. The software may be used or copied only in accordance with the terms of this agreement.

Information in this document is subject to change without notice. No part of it may be copied, reproduced, translated, or reduced to any electronic medium or machine-readable form without prior written consent from click2learn.com, inc.

U.S. GOVERNMENT RESTRICTED RIGHTS

The Software and Documentation are provided with RESTRICTED RIGHTS. If you are an agency of the United States Government, the following clause applies to this license. The Software is commercial computer software developed at private expense. Software provided to the United States Government pursuant to solicitations issued on or after December 1, 1995 is provided with the commercial license rights and restrictions described elsewhere herein. All Software provided to the United States Government pursuant to solicitations issued prior to December 1, 1995 is provided with "Restricted Rights" as provided for in the Commercial Computer Software-Restricted Rights at FAR, 48 CFR 52.227-14 (JUNE 1987) or The Rights in Technical Data and Computer Software clause at DFAR, 48 CFR 252.227-7013 (OCT 1988), as applicable. Use, duplication or disclosure by the United States Government is subject to restrictions as set forth therein. The manufacturer is click2learn.com, inc., 110 -110th Ave. NE, Bellevue, Washington 98004-5840.

ToolBook, OpenScript, and click2learn.com are registered trademarks, and the click2learn.com logo, Ingenium, ToolBook II, ToolBook II Assistant, and ToolBook II Instructor are trademarks of click2learn.com, inc. ToolBook, click2learn.com, and OpenScript are registered in the United States of America and may be registered in certain other countries.

Adobe and Adobe Photoshop are registered trademarks of Adobe Systems, Inc. TrueType is a trademark and QuickTime is a registered trademark of Apple Computer, Inc. InstallShield is a registered trademark and InstallShield Express is a trademark of InstallShield Corporation. Pentium is a registered trademark of Intel Corporation. Macromedia and Flash are registered trademarks and Macromedia FreeHand is a trademark of Macromedia, Inc. Microsoft, Microsoft PowerPoint, Microsoft Visual Basic, Microsoft Windows, Microsoft Windows NT, and ActiveX are registered trademarks, and Microsoft Excel, Microsoft Internet Explorer, Microsoft Paint, and Microsoft Word are trademarks of Microsoft Corporation. Netscape Navigator is a registered trademark of Netscape Communications, Inc. RealMedia is a trademark of RealNetworks, Inc. Java is a trademark or registered trademark of Sun Microsystems, Inc. UNIX is a registered trademark of UNIX Systems Laboratories, Inc. All other product and/or company names are the property of their respective owners.





Contents

Chapter 1

Using the Quiz Builder

Getting started 8

Running the Quiz Builder 8

Working with question categories 9

Working with questions 11

Building quiz books 13

Updating quiz books 17

Working with the question database 18

Chapter 2

Using ADO with OpenScript

Using the new createAutoObject OpenScript function 20

Connecting to a database 21

Accessing data 22

ADO resources 27



1 Using the
Quiz Builder

2 Using ADO
with OpenScript

Chapter 1

Using the Quiz Builder

The Quiz Builder application demonstrates the use of Microsoft ActiveX Data Objects (ADO) by utilizing ToolBook II Instructor's new OLE Automation functionality. You can examine the OpenScript source code in the Quiz Builder book to learn how the application utilizes ADO to manipulate Microsoft Access database files.

In the Quiz Builder application you can create and store questions in a database. The Quiz Builder can automatically create a new ToolBook II book that contains the questions you select from the stored questions in the database; this book filled with questions is called a quiz book.

A quiz book typically displays one question object per page. The Quiz

IN THIS CHAPTER

Getting started **8**

Running the Quiz Builder **8**

Working with question categories **9**

Working with questions **11**

Building quiz books **13**

Updating quiz books **17**

Working with the question database **18**



1 Using the
Quiz Builder

2 Using ADO
with OpenScript

Builder application builds quiz books using existing or custom template books. You can use the ToolBook II Full Specialist to build a quiz book template and use your template as the foundation for one or more quiz books generated by the Quiz Builder application.

Once the Quiz Builder application generates a quiz book, you can open the quiz book and make necessary changes before you deliver the book to end users.

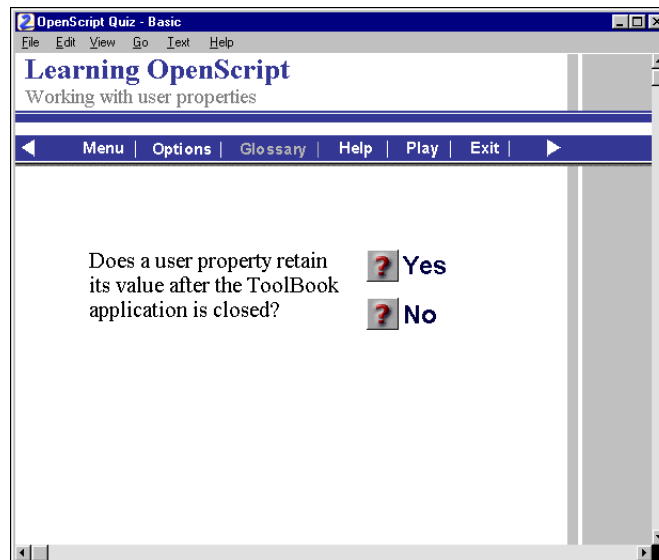


Figure 1 A page in a quiz book

1 Using the
Quiz Builder

2 Using ADO
with OpenScript

The Quiz Builder application contains the following major components:

- ◆ a ToolBook II 8 book used to create, edit, and categorize questions.
- ◆ Microsoft Access 97 database files to store question details. A sample database with pre-defined questions is included in a file named click2learn.mdb.
- ◆ question editors to set question properties, such as correct answers and feedback.
- ◆ Microsoft ActiveX Data Objects (ADO), which facilitates reading and writing to databases such as Microsoft Access.
- ◆ An ActiveX tree control to present questions by category in a hierarchical manner.

This guide describes the functionality of the Quiz Builder application and provides details about how the application utilizes ADO to act as a Quiz Builder database.



1 Using the
Quiz Builder

2 Using ADO
with OpenScript

Getting started

You must install ToolBook II Instructor 8 before loading the Quiz Builder application. In addition, you must install the Microsoft Data Access Components (MDAC), version 2.1 or later. MDAC 2.1 is included with ToolBook II Instructor 8 but it is not installed by default. To install MDAC from the ToolBook II Instructor program disc, run the file mdac_typ.exe, which is located in the Tools directory.

Running the Quiz Builder

The Quiz Builder application is a ToolBook II 8 book. To open the Quiz Builder application, run the file quizbldr.tbk in the Instructor8\Samples\ADO directory.



Note The Quiz Builder application is designed to run with the authoring version of ToolBook II. Running the book using the ToolBook II run-time version will limit functions such as the ability to create quiz books.

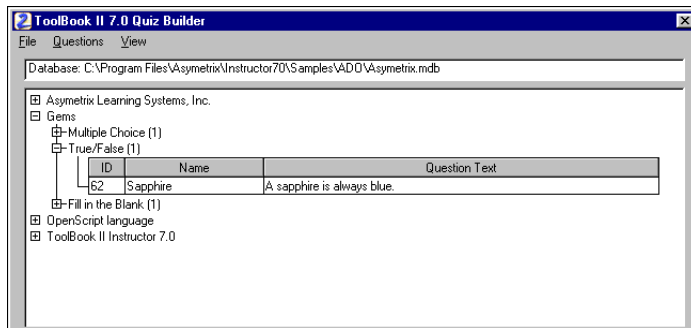


Figure 2 The Quiz Builder application



When you first open the Quiz Builder, the top-level question categories appear. You can expand a question category by clicking once on the plus (+) graphic or by double-clicking the name of an item. Expanding a question category reveals three question types. The number in parenthesis that appears at the end of a question type indicates the number of questions in the database for that question type. You can display information about the existing questions for a question type by expanding the question type entry.

The questions appear in a grid format which displays the question's internal ID number (which is automatically generated by the database when you add questions), the question's name, and the question text that will appear in quiz books next to each question object.

Working with question categories

Questions maintained in the Quiz Builder application are grouped by category. A category is simply the name you give to a group of questions that are based on the same topic. For example, you might use categories to group questions based on novice, intermediate, and advanced levels of difficulty.

Adding categories

You can add question categories to the Quiz Builder database. From the main Quiz Builder screen, choose Categories from the Questions menu to display the Question Categories dialog box. Click the New button to display a screen that allows you to type in a new question category name. The OK button is disabled until a category name is provided.



Editing categories

You can edit any question category. From the main Quiz Builder screen, choose Categories from the Questions menu to display the Question Categories dialog box. Select the category to edit and then click the Edit button. The category name appears in an editable field. Choose OK to save changes to the category name. After you close the Question Categories dialog box, the main screen updates to reflect your changes.

Deleting categories

You can delete any question category. From the main Quiz Builder screen, choose Categories from the Questions menu to display the Question Categories dialog box. Select the category to delete and then click the Delete button. A confirmation screen appears.



Important When you delete a category, the application deletes the category and all questions assigned to the category. If you want to keep the questions assigned to a category, use the Move option to reassign the questions to a different category.

Moving questions

You can move all questions from one category to another in the Question Categories dialog box. Choose Categories from the Question menu, and then select the category containing the questions you wish to move. Next, click the Move button. In the Move Questions dialog box select the destination category and then choose OK. A message box appears indicating the number of questions moved to the destination category.



The Move option is also useful when deleting categories. Before deleting a category, consider whether using the Edit option to rename the category is more appropriate.



Tip You can determine whether a category has assigned questions by referring to the Count field at the bottom of the screen.

Working with questions

The Quiz Builder application maintains a database of questions that you can publish to ToolBook II quiz books. The application supports three types of questions: Multiple Choice, True/False, and Fill in the Blank.

The number of questions you can define in the Quiz Builder is limited only by available system resources. However, the application must perform database queries and retrieve data which can take a significant amount of time with a large set of questions. You can improve data retrieval performance by organizing questions into specific categories. See “Working with question categories” for more information.

Adding questions

To add a new question, from the Questions menu choose New. After you select a question category and question type in the New Question dialog box, a dialog box appears that allows you to set properties for the new question.



1 Using the
Quiz Builder

2 Using ADO
with OpenScript

New Multiple Choice Question

General | Answers | Scoring | Immediate Feedback | Delayed Feedback

Question name: Multiple Choice

Question text: Enter question text here...

Limits on interaction

☐ Limit time Maximum time (secs): 0

☐ Limit tries Maximum tries: 0

A "try" is counted every time delayed feedback or a score is provided. This option is ignored if "Cannot change responses" is checked.

Automatically reset question: Never

Possible answers: 4 Correct: 1

Score this question: Yes

Immediate Feedback: Enabled

Delayed feedback: None specified

OK Cancel Help

Figure 3 The properties dialog box
for a multiple choice question

➤ **To specify properties for a new question:**

- 1** On the General tab, under Question Name, enter a descriptive name for this question, up to 32 characters.
- 2** Under Question text, enter the question you want to pose to the user.
- 3** Click the Answers tab and specify the correct answer(s).
- 4** Specify any other options you want on the Scoring and Feedback tabs.

The Quiz Builder application saves the question to the database and updates the question list on the main screen.



Editing and deleting questions

To edit a question, select the question in the question list and choose Edit from the Questions menu. In the question dialog box, make any changes you want, and then click OK. The question list on the main screen updates automatically.

To delete a question, select the question in the question list and choose Delete from the Questions menu.

Building quiz books

The Quiz Builder allows you to build ToolBook II quiz books with the questions you store in the database. You can choose questions from one or more categories and question types.

Before building a quiz book, you should consider the quiz book template you wish to use as the basis for the new quiz book. The Quiz Builder application ships with a sample quiz book template named qb_corpr.tbk that you can use as the template for a new quiz book, or you can create your own ToolBook II template book. See “Building quiz book templates” later in this section for more information about creating your own template.

To build a quiz book, select Build Quiz Book from the File menu.



1 Using the
Quiz Builder

2 Using ADO
with OpenScript

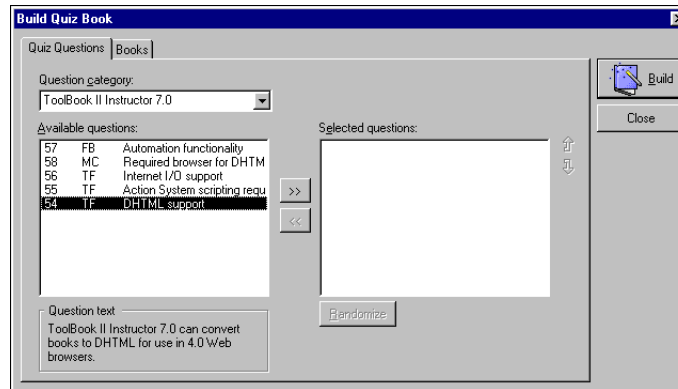


Figure 4 The Build Quiz Book dialog box

The Quiz Questions tab in the Build Quiz Book dialog box provides a list of the questions defined with the Quiz Builder application. You can limit the questions shown in the Available questions list by changing the Question category from All to a specific category.

Choose each question that you want to appear in the quiz book by selecting a question and clicking the double-arrow button. Alternatively, you can double-click the name of a question to move it to the Selected questions list or press Enter.

To arrange the order in which the questions will appear in the quiz book, use the up and down arrow buttons (located to the right of the Selected questions list), or click the Randomize button.

1 Using the
Quiz Builder

2 Using ADO
with OpenScript

Building quiz book templates

A quiz book template is a ToolBook II book that is built with the Book Specialist and includes question objects, navigation controls, and other pre-scripted features.

The Quiz Builder application uses quiz book templates when building quiz books. That is, the application adds questions to pages in a template book to construct the final quiz book.

Before building quiz books with the Quiz Builder application, you must either choose an existing quiz book template or build a quiz book template using the Book Specialist.

Quiz book templates must contain one of each type of question you plan to include in the quiz book. For example, if you plan to build a quiz book consisting of Multiple Choice and Fill in the Blank questions, the template book you select for your quiz book must contain both of those types of questions (one of each).

If you wish to build a new quiz book template, use the ToolBook II Full Specialist to make this task simple.

► To build a new quiz book template:

- 1** Start ToolBook if it is not already running. If ToolBook is running, select New from the File menu.
- 2** From the Startup menu, go to the Book Specialists tab and double-click the Full Specialist icon.
- 3** Navigate through the various screens, selecting the options you want, until you reach the Book Outline screen.
- 4** On the Book Outline screen, select the Simple Quiz outline. This outline provides a page for each type of question supported in the Quiz Builder application.



1 Using the
Quiz Builder

2 Using ADO
with OpenScript

5 Continue through the Specialist and build the book.

6 After the Specialist closes, choose Save As from the File menu; it is not necessary to choose Save as Template. Provide a name for the book (such as “Q-bank Quiz template 1”) and save it in a folder where you keep quiz book templates for use with the Quiz Builder application.



Note The Simple Quiz outline in the Specialist adds pages for three question types. Even though your next quiz book may not need all of these question types, you should include all three in the template in case the question type is needed in the future. After you build a quiz book with the Quiz Builder application, you can open the resulting book and remove the unnecessary pages.

Choosing a quiz book template

On the Books tab of the Build Quiz Book dialog box you choose a quiz book template, which is a ToolBook II book that acts as the foundation for your new quiz book. The Quiz Builder application merges the questions you’ve chosen into the designated quiz book template. Provide a file name for the new quiz book, and then click the Build button to start the build process.

After the Quiz Builder application finishes building the quiz book, you should open the book and reset it by choosing Save or Save As from the File menu. Then, examine each page and make any adjustments you want, such as removing unnecessary pages or repositioning objects.



Updating quiz books

After you create quiz books with the Quiz Builder application, you may decide to modify a question in the database, for example, you may want to change the answers for a question. If you want to update your quiz books that contain a modified question, the Quiz Builder application provides a way to automatically update quiz books with the questions currently in the database. From the File menu choose Update Quiz Book to update the questions in a quiz book.

In the Update Quiz Book dialog box, the Question Objects Details section displays the total number of all question objects in the quiz book, as well as a count of the questions in the quiz book that have a match in the Quiz Builder database. You can click the List Questions button to list the questions in the quiz book that have a corresponding question defined in the Quiz Builder application.

In the Update Options section of the Update Quiz Book dialog box, you can choose to update all questions in the quiz book or limit the update to a particular question. If you choose the Update all matching questions option, any changes you may have made in the Question Text fields in the quiz book will be lost when the Quiz Builder application updates the fields. For example, if you change the font for a word in a Question Text field, the font style will be lost when the update occurs.

Click the Update button to begin the update process. After the Quiz Builder application completes the updates, be sure to open the quiz book and reset it before delivering it to end users.



Working with the question database

The Quiz Builder application works with one database at a time. For organizational purposes, you can create additional databases to store questions, and you can choose which database is in use.

Creating a new database

You can create additional databases to work with the Quiz Builder application. To create a new database, select New Database from the File menu. A screen appears that prompts you for a database file name and location. You can change the directory if necessary and then enter a file name for the new database. Choose OK to create the new database, which then makes the new database the currently active database.

After creating a database, you will be unable to add questions until you define at least one question category. See “Adding categories” for more information about creating question categories.

Opening a database

To change the active database, select Open Database from the File menu. A screen appears that prompts you for a database file name. Select the database to open and choose OK.



1 Using the
Quiz Builder

2 Using ADO
with OpenScript

Chapter 2

Using ADO with OpenScript

The Quiz Builder application utilizes Microsoft's ActiveX Data Objects (ADO) to query and update Microsoft Access 97 tables. ADO is a high-level data access mechanism that is accessible from ToolBook using OpenScript. You may want to export and print the scripts of the Quiz Builder application, and use these scripts as a guide for your own ADO development.

As with any COM-based object model, the ability to view the ADO object model as a hierarchical map is a great benefit. Microsoft published the ADO object model in this form in the March/April 1999 edition of the *MSDN News* magazine (volume 8, number 2). The map is also available online (at time of the writing) at http://www.msdn.microsoft.com/msdn-online/voices/news/ado_objm.asp.

IN THIS CHAPTER

Using the new createAutoObject OpenScript function **20**

Connecting to a database **21**

Accessing data **22**

ADO resources **27**



1 Using the
Quiz Builder

2 Using ADO
with OpenScript

Using the new createAutoObject OpenScript function

The ability to utilize ADO is new to ToolBook II Instructor 7.0, and is made possible through the use of a new OpenScript function named createAutoObject. This function accepts two parameters. The first parameter is the name of the Automation server to start. The second parameter, which is optional, is a reference to the ToolBook object to which you want ToolBook to send Automation event messages.

Examples using the createAutoObject function

The following line of script sets the variable adoCn to an ADO Connection object.

```
adoCn = createAutoObject("adodb.connection")
```

Depending on your application's requirements, you may only need to create one Connection object. Since the ADO Connection object sits atop other ADO objects, you can assign the Connection object to a system variable and refer to the object when necessary. The Quiz Builder sample application, for example, assigns a Connection object to a variable named _s_ASYM_QBank_CnObj which is used throughout the application.

```
adoCn = createAutoObject("adodb.connection", this book)
```



The use of “this book” as the second parameter to `createAutoObject` instructs ToolBook to send events generated by the ADO Connection object to the ToolBook book. For example, the Connection object generates an event named `ExecuteComplete` after calling the `Execute` method. The Quiz Builder application includes a handler named `extExecuteComplete` in the book script to respond to this message.

```
createAutoObject("adodb.recordset")
```

A `RecordSet` object is another type of ADO object. This type of ADO object is utilized often in the Quiz Builder application, particularly in the script of page “SQL Read”.

Connecting to a database

ADO provides access to a wide range of databases and data formats. You will use ADO the same way regardless of the underlying database system, but you must provide ADO with some details so that it can properly retrieve and store the data.

Once you have obtained a reference to a Connection object using the `createAutoObject` function, you can invoke the `Open` method of the Connection object to open a connection to the specified data source. The `Open` method accepts a parameter, called the `ConnectionString`, that indicates how you wish to connect to your data and where your data resides.



In the following example, the Open method is used to open a connection to the specified Microsoft Access database file.

```
adoCn = createAutoObject("adodb.connection")  
cnStr = "Provider=MSDASQL;Driver=Microsoft Access Driver \  
(*.mdb);DBQ=c:\msadb\sample.mdb"  
get extOpen(cnStr) of adoCn
```

ADO can connect to a database through one or more data “Providers”. The default data provider is ODBC (Open Database Connectivity), known to ADO as “MSDASQL”. ODBC is a technology that allows ADO to connect to databases such as Oracle, Microsoft SQL Server, Microsoft Access, dBase, and others. As such, the connection string must include the name of an ODBC driver, hence the inclusion of the Driver parameter in the connection string.

Refer to the `ConnectionString` property in the ADO documentation for more information.

Accessing data

Once a connection with ADO is established, you can begin to execute commands to ADO to retrieve and store data.

The Open method used in the example above opens a connection to a data source. That data source represents the entire set of data including all of the tables and other data types the database can store.

The next step in accessing the data is to drill down into a specific set of records. In ADO, this is accomplished by opening an ADO `RecordSet` object with a query that describes the data you wish to retrieve. The query language used in ADO is SQL (Structured Query Language). Knowing the basics of SQL is essential to working successfully with ADO.



1 Using the
Quiz Builder

2 Using ADO
with OpenScript

Once a RecordSet object is opened, you can use the record navigation methods (i.e., MoveNext, MovePrevious) on the RecordSet object to retrieve data contained in the rows defined in the SQL statement.

In this example, the code opens a Connection object and a RecordSet object using a SQL SELECT statement.

```
cnStr = "Provider=MSDASQL;Driver=Microsoft Access Driver \
(*.mdb);DBQ=c:\msadb\sample.mdb"
adoCn = createAutoObject("adodb.connection")
get extOpen(cnStr) of adoCn
adoRs = createAutoObject("adodb.recordset")
sqlStmt = "SELECT CategoryID, Category FROM Categories WHERE \
CategoryID > 20"
get extOpen(sqlStmt, adoCn, adOpenForwardOnly, adLockReadOnly, \
adCmdText) of adoRs
```



Note The variables passed to the RecordSet's Open method are names of ADO constants. You must assign values to these variables (which can be named differently) in OpenScript before passing the variables as parameters. Refer to the ADO documentation for the values for these and other method parameters.



1 Using the
Quiz Builder

2 Using ADO
with OpenScript

The next example demonstrates how to retrieve data from the database. Assuming the Open method used in the example above was successful, the following code builds a comma-delimited list of the values in the CategoryID and Category columns.

```
myData = NULL
--Get the Fields Collection of the RecordSet object.
adoFields = extFields of adoRs
--Loop until the EOF property of the RecordSet object evaluates
--to true.
while NOT (extEOF of adoRs)
  --The Item method is used to return a Field object from the
  --Fields collection for first two columns in our RecordSet.
  --Note the use of 0 (zero) to indicate the first column number.
  adoObjFld_CatID = extItem[0] of adoFields
  adoObjFld_Cat = extItem[1] of adoFields
  --Get the Value property of each Field object and build the
  --list of column values.
  put extValue of adoObjFld_CatID & "," & \
    extValue of adoObjFld_Cat & CRLF after myData
  --Call the MoveNext method of the RecordSet object to move to the
  --next row returned from our SQL statement.
  get extMoveNext() of adoRs
end
```



Note In this example, notice the use of the MoveNext method at the end of the while loop. This illustrates that after opening the RecordSet object, ADO automatically moves to the first row in the set of records; you do not have to use MoveNext (or MoveFirst for that matter) to position the record pointer at the first row.



After retrieving the desired data from the RecordSet object, invoke the Close method on the RecordSet object. A code example is shown below.

```
get extClose() of adoRs
```

This step is not necessary if you wish to further retrieve or manipulate the data in the record set, but Close should be used as soon as the record set is no longer needed.

Additional Examples

In the following examples, it is assumed that an opened ADO Connection object is assigned to the variable named s_adoCn.

Example 1: SQL UPDATE

```
--Define a SQL UPDATE statement.  
sqlStmt = "UPDATE Customers SET AreaCode = '425' WHERE AreaCode = \  
    '206'" && "AND City = 'Bellevue'"  
--Call the Execute method of the Connection object. Since the  
--SQL statement does not request data, ADO returns a closed RecordSet  
--object when calling this Execute method.  
get extExecute(sqlStmt) of s_adoCn
```



1 Using the
Quiz Builder

2 Using ADO
with OpenScript

Example 2: Another method for updating column values.

```
--Open a RecordSet object.
adoRs = createAutoObject("adodb.recordset")
sqlStmt = "SELECT Title FROM Employees WHERE EmpID = 'TAD1502'"
get extOpen(sqlStmt, s_adoCn, adOpenKeyset, adLockOptimistic, \
    adCmdText) of adoRs
if NOT extEOF of adoRs
    --Get a Field object from the Fields collection of the RecordSet.
    --This Field object points to the one (and only) column in
    --the record set.
    adoFieldObj = extItem[0] of extFields of adoRs
    --Change the value of the column by setting the Value property
    --of the Field object.
    extValue of adoFieldObj = 'CEO'
    --Call the Update method to commit the change to the database.
    get extUpdate() of adoRs
end
get extClose() of adoRs
```



1 Using the
Quiz Builder

2 Using ADO
with OpenScript

ADO resources

This chapter does not attempt to provide all relevant details for integrating ADO into your ToolBook applications. Before creating your own ToolBook applications that utilize ADO, you may want to refer to the ADO resources listed below.

Book resource

Sussman, David and Alex Homer. *ADO 2.0 Programmer's Reference*. Wrox Press, 1998.

Web resources

MSDN online: <http://msdn.microsoft.com/library/default.htm>
Microsoft Data Access Components SDK, available at
<http://www.microsoft.com/data>



Contents

1 Using the
Quiz Builder

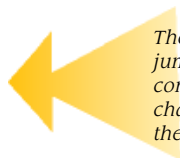
2 Using ADO
with OpenScript

How to use this online book

This online book is designed to help you access information quickly. Use the features described here to jump to the chapter, topic, or resource you need.

Along the left side of every page is the chapter bar, where you can click a chapter you want to look at and jump immediately to the first page of that chapter. At the lower right of each page are navigation buttons that move you to the next or previous page.

On the first page of each chapter is a list of the chapter's contents. Click a topic or its page number to jump directly to that topic.



The chapter bar provides jumps to the main table of contents, specific parts and chapters, the glossary, and the index.

CONTENTS

Navigating from the main table of contents **G.2**

Using Adobe Acrobat Reader **G.3**

The chapter table of contents provides jumps to main topics within a chapter.

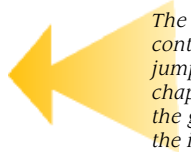


Navigation buttons take you to the next or previous page.



1 Using the
Quiz Builder

2 Using ADO
with OpenScript



*The main table of
contents provides
jumps to parts and
chapters, main topics,
the glossary, and
the index.*

Navigating from the main table of contents

In addition to the chapter bar and the chapter table of contents, you can navigate using the main table of contents, which lists all the chapters in the book and the main topics of each chapter. To quickly jump to the main table of contents, click Contents at the top of the chapter bar.

From the main table of contents, click a chapter title or chapter topic to jump immediately to that chapter or topic.



Contents

1 Using the
Quiz Builder

2 Using ADO
with OpenScript

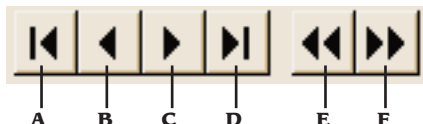
Using Adobe Acrobat Reader

Adobe® Acrobat® Reader is a software program that allows you to view this online guide. Acrobat Reader is installed on your computer during Setup. It comes with a Reader Online Guide, available from the Help menu, which explains how to use the program. The Acrobat toolbar provides some helpful features, described in the next section.

The Acrobat toolbar

In addition to the navigation features in this guide, you will find useful navigation tools on the Acrobat toolbar.

Navigation buttons



- A** First page
- B** Previous page
- C** Next page
- D** Last page
- E** Previous view
- F** Next view

The First, Previous, Next, and Last buttons allow you to move quickly within the online book. Additionally, Acrobat allows you to move to the previous page visited and back again using the Previous view and Next view buttons. This type of navigation is convenient when jumping between chapters or nonsequentially within a chapter.

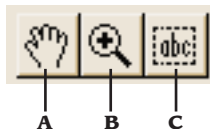


Contents

1 Using the
Quiz Builder

2 Using ADO
with OpenScript

Zoom and text tools



- A** Hand tool
- B** Zoom-in tool
- C** Text selection tool

Acrobat also comes with tools you can use to zoom in and out of a page, and to move about a page. Use the Hand tool to move around the page by clicking and dragging. The Zoom-in tool magnifies the page with each click. Select the Zoom-in tool and hold down the CTRL key to show the Zoom-out tool.

Another useful tool is the Text selection tool. Use this feature to select a block of text. Then, copy the text to another program.

Here's a tip for those of you with tired eyes.

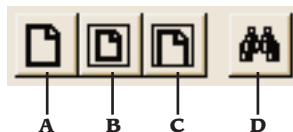
Grab the Zoom-in tool and select this paragraph (as shown). This will magnify the page to the specified area. Use the scroll bars or the Hand tool to move around as you read.



1 Using the
Quiz Builder

2 Using ADO
with OpenScript

Page-sizing tools



- A** Zoom 100%
- B** Fit page
- C** Fit width
- D** Find

Using the page-sizing tools, you can quickly change the size of the page you are viewing. This feature comes in handy when you want to restore the view of the whole page after using the Zoom-in tool. This guide is designed to be viewed at the Fit page size. At this size, you can see all of the navigation tools available to you.

The Find button opens the Find dialog box, where you can enter a word or phrase to search for.

Additional Acrobat features

Using features in Adobe Acrobat, you can do many other things, such as print the document, fill in forms, jump to a Web site, and open other files. For more information on these and other features, see the Reader Online Guide, available from the Help menu.

