

# Milori Training Tools™



*the* Educator's  
**Edge**

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# Introduction

## Welcome to Training Tools

Welcome to Milori Training Tools™, three applications designed to make computer training and demonstration more effective. The programs in the Training Tools suite are designed to help computer instructors, public speakers and anyone who needs to demonstrate software on a PC. Training Tools can help you to draw attention to important topics, demonstrate difficult ideas or just liven up your presentations!

This document is your comprehensive guide to the use of the Training Tools. In this document, you will learn about the capabilities of the programs and how to exploit them in your own demonstrations. You will learn how to use the features contained in the software and will discover the tips and tricks that will help you maximize the effectiveness of your presentations.

Although there are many uses for Milori Training Tools™, the software has been designed for the following individuals:

- The classroom-based software instructor teaching to two or more students. Ideally, the students can see the instructors computer without difficulty (typically accomplished with the use of projection equipment, oversized monitors or multiple, redundant monitors).
- Seminar public speakers. Most slide-show style presentation software will contain its own mark-up tools (for instance, Microsoft PowerPoint and Lotus FreeLance Graphics). Milori Training Tools™ adds an additional layer of effectiveness to large audience presentations by allowing the presenter to mark-up and magnify the actual software that is being presented.
- The university, college or high school teacher incorporating computers in the classroom.

- The application developer demonstrating the status of a project or teaching end-users how the application operates.

# The Training Tools Suite

There are three applications in the Training Tools suite, each of which will be discussed individually in the sections that follow. The three applications in the Training Tools suite are called "**Milori PC Chalkboard™**" (page 11), "**Milori MagLens™**" (page 31) and "**Milori Finger Prince™**" (page 43). Each of these applications serves a specific and distinct purpose for the presenter, but they all operate in a similar manner as discussed below.

## Using Milori Training Tools

Although the operations and capabilities of the three Training Tools applications are different, they have several characteristics in common.

The first thing you will notice about the Milori Training Tools™ is that



Figure 1: Training Tools Run in the Taskbar

they do not contain a primary "window" like most software applications. The software is designed to be subtle and remain out of your way during your presentation.

The applications are represented only by a small icon in the Windows 95, Windows 98, Windows NT 4.0 or Windows 2000 taskbar notification area (also known as the taskbar tray, see Figure 1 above). The taskbar notification area will be located on the bottom-right edge of your taskbar. Your taskbar, in turn, will be docked on one of the four sides of your screen. If you have your taskbar set up to auto-hide, these icons will not be visible until the taskbar is visible.

This design allows you to have quick and easy access to all of the features contained in these programs, yet they are neatly tucked out of the way until they are needed. In fact, you can have the Training Tools start automatically when you start your computer and remain in the taskbar until you need them.

Each of the applications is normally activated with a HotKey keystroke combination. However, they can also be activated through the taskbar icon. Similarly, each application can be deactivated with a second press of the HotKey combination or by again using the taskbar icon.

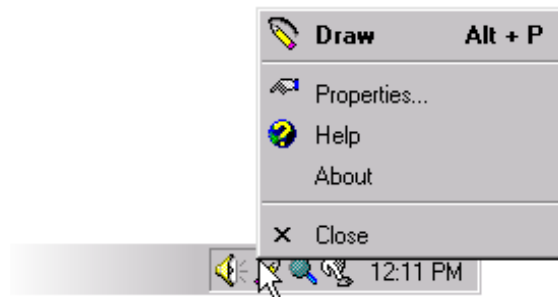
The Training Tools can be activated or deactivated:

With a HotKey combination

- By going through the taskbar tray icon

When you click with your secondary mouse button (usually the right-mouse button) on a Training Tool icon in the taskbar tray, the context (shortcut) menu will appear (see Figure 2). The shortcut menus of each of the Training Tools are similar, making it easier to memorize their contents.

The shortcut menus often contain items similar to the following:



**Figure 2: Help, About, Properties and Close are common items in the shortcut menu.**

Selecting the bold item in the menu performs the same action as double-clicking the icon in the taskbar tray. If a HotKey keystroke combination is assigned, you will see that next to an item as well (F5 in the picture above). In the shortcut menu, you will also have access to the Properties of the application, access to on-line Help, an About option which displays information about the application and a Close option which will shut down the program.

---

**Note:** If you downloaded an evaluation version of Training Tools from the Internet, you may also have a **Register** option in your shortcut menu. This item immediately disappears once you register the software.

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All of the Training Tools will have a menu consistent with the format discussed above. Items unique to each program in the Training Tools suite will be discussed in the upcoming chapters.







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# Milori PC Chalkboard™

## Overview







Milori PC Chalkboard™ gives you the ability to draw on top of other running applications. It has become known as the “John Madden” Training Tool by the people who use it daily in their training. PC Chalkboard allows you to point out various features of an application and to make connections between objects in the interface.

Pressing the PC Chalkboard HotKey combination or double-clicking the Pencil icon in the taskbar will put you into Chalkboard mode. The pencil icon in the taskbar will change to indicate that you have entered this mode.

	Normal Mode
	Chalkboard Mode

**Table 1: The taskbar icon changes to indicate Chalkboard mode.**

You will also be able to distinguish Chalkboard mode by your mouse cursor (see Table 2 below). Your mouse cursor will become a rather large pencil in Chalkboard mode and will display a small picture beneath it to indicate your currently selected tool (the tools are discussed in the section called "Using PC Chalkboard's Tools" on page 14).

Cursor	Description
	Rectangle Tool
	Circle Tool
	Arrow Tool
	Free Hand Tool
	Line Tool
	Highlight Tool

**Table 2: Your Mouse Pointer Will Change in Chalkboard mode.**

When you are in Chalkboard mode, you will be able to use your Chalkboard tools to draw on top of other running applications. Of course, while you are in Chalkboard mode, you are temporarily restricted from being able to directly interact with the application that you are demonstrating.

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**Note:** To quickly return to Normal mode, tap the **Escape** key.

---

## Changing Tools

PC Chalkboard contains six (6) tools to assist you in your demonstrations. This document will first cover how to change the selected tool and will then cover how to use each tool effectively. There are two ways of changing the currently selected tool; you can use the mouse or you can use the keyboard.



### Changing the Selected Tool With the Mouse

To change the currently selected tool using the mouse, right-click with your pencil mouse pointer while you are in Chalkboard mode. You will see the following shortcut menu appear:



**Figure 3: Use the Shortcut Menu to Pick Your Desired Tool**

The currently selected tool will be indicated in the menu with a depressed icon (the Arrow tool in the picture above). To change the selected tool, click on the tool in the menu that you would like to become your selected tool. The menu will close and your mouse pointer will reflect your new choice (the mouse pointers can be viewed in Table 2 on page 12).

---

**Tip:** You can also cycle through the available tools by clicking and holding down the left mouse button and repeatedly clicking the right mouse button. You will see your mouse pointer change to reflect each tool. Release both mouse buttons when your desired tool becomes available.







This technique is ideal for remote control or wireless presentations where you do not have physical access to the keyboard and do not want to pop up the shortcut menu repeatedly.

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## Changing the Selected Tool With the Keyboard

A faster technique allows you to change your selected tool by tapping the first letter of the tool on the keyboard while you are in Chalkboard mode. The keys are indicated in the menu above with a single letter to the right of each tool.

Key	PC Chalkboard Tool
 R	<u>R</u> ectangle
 C	<u>C</u> ircle
 A	<u>A</u> rrow
 F	<u>F</u> ree Hand
 L	<u>L</u> ine
 H	<u>H</u> ighlight

**Table 3: Tap a Key to Change Your Selected Tool.**

Using the keyboard is a much faster way to change the selected tool. If you use Training Tools frequently, it will be to your advantage to memorize these keyboard shortcuts.

---

**Tip:** There is no need to press an accelerator key when changing the selected tool with the keyboard. Simply press the letter H to change your selected tool to the highlighter.

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## Using PC Chalkboard's Tools

You can easily change from one tool to another using the techniques in the section called “**Changing Tools**” on page 12. Now that you have seen how to change the selected tool, the capabilities of each of the six tools and the appropriate use of them will be discussed.



### Using the Rectangle Tool

The rectangle tool will allow you to create a box around any item on the screen.

To create a rectangle, click on the first corner of your proposed rectangle and drag to the opposite corner. As you drag, you will see a rectangle being created on the screen. You will see the color rendered accurately only on the background that you specified in the PC Chalkboard properties dialog (see the section called “**Color Rendering**” on page 27 for details.)

When you release the mouse button, the rectangle will be rendered accurately in the currently selected color at the currently selected width.

The rectangle tool is useful for focussing your audience's attention on a specific icon or button. It is also useful in marking a block of text or source code for discussion ("This is the HTML comment tag"). The rectangle tool also is a convenient way to group related items in the interface and discussing them as a group ("These four buttons are used for text alignment").

The rectangle tool will remember it's color and width settings from the last time it was used, even if the computer has been turned off between uses.



## Using the Circle Tool

The Circle Tool will allow you to create a circle around any item on the screen.

To create a circle, click on the **center** of the object or area that you wish to create a circle around . While holding the mouse button down, drag slowly outward until the circle reaches the desired size. As you drag, you will see a circle being created on the screen, centered around the point where you initially clicked. You will see the color rendered accurately only on the background that you specified in the PC Chalkboard properties dialog (see the section called "**Color Rendering**" on page 27 for details.)

When you release the mouse button, the circle will be drawn accurately in the currently selected color at the currently selected width.

The circle tool is useful for directing your audience's attention to a certain region of an application in a general sense ("This is the user's primary work space") or for focusing on specific toolbar buttons or icons.

The circle tool will remember it's color and width settings from the last time it was used, even if the computer has been turned off between uses.

---

**Tip:** Other applications may create circles from the outside-in and not from the center-out. PC Chalkboard's circle tool allows you to center your circles more easily on your topic of interest with it's center-out approach, but we recommend you practice with the tool before using it in a presentation.

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## Using the Arrow Tool

The Arrow tool will allow you to point to any item on the screen.

To create an arrow, click on the point where you want the arrow to begin (the "tail" of the arrow). While holding the mouse button down, drag to the point you wish to become the head of the arrow. As you drag, you will see a line being created on the screen. You will see the color rendered accurately only on the background that you specified in the PC Chalkboard properties dialog (see the section called “**Color Rendering**” on page 27 for details.)

When you release the mouse button, the line and an arrow head will be drawn in the currently selected color at the currently selected width, regardless of the color of the background.

The arrow tool is useful for directing your audience to a specific item on the screen (“This button here is used to create a HyperLink to another document”). It is also useful for demonstrating the direction of movement in a drag-and-drop operation (“Take a document’s icon and drag it into another folder to create a shortcut to it.”)

The arrow tool will remember it's color and width settings from the last time it was used, even if the computer has been turned off between uses.

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**Note:** The size of the arrow head will be proportional to the size of the line. It can not be modified.

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**Tip:** Holding down the SHIFT key while drawing will allow you to snap the arrow to the four primary compass points.

---



## Using the Free Hand Tool

The Free Hand tool will allow you to emphasize the items on the screen in any manner that you desire.

To use the Free Hand tool, click on the screen and while holding the mouse button down, drag to draw in a free form manner. You will see a line being created in the currently selected color at the currently selected width. When you release the mouse button, the Free Hand tool will stop drawing.

The free hand tool will remember it's color and width settings from the last time it was used, even if the computer has been turned off between uses.

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**Note:** The free hand tool will display accurate colors as you draw regardless of the color of the background set in PC Chalkboard's Color Rendering Option.

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**Tip:** With the Free Hand tool, you can change the selected color or line width as you draw by using the keyboard (see the sections called “**Changing the Selected Color With the Keyboard**” on page 20 and “Error! Reference source not found.” on page 22).

---



## Using the Line Tool

The Line tool will allow you to draw a straight line between any two items on the screen.

To create a line, click on the point that you would like to use as one end of the line. While holding the mouse button down, drag to the point you wish to become the other end of the line. As you drag, you will see a line being created on the screen. You will see the color rendered accurately only on the background that you specified in the PC Chalkboard properties dialog (see the section called “**Color Rendering**” on page 27 for details.)

When you release the mouse button, the line will be drawn in the currently selected color at the currently selected width.

The line tool is useful for connecting related elements in the interface (“Either one of these two boxes allow you to search for a customer”). It is also useful for focussing the audience on a specific word or line of text (“This routine will not run without the word FUNCTION at the top of this procedure.”)

The line tool will remember its color and width settings from the last time it was used, even if the computer has been turned off between uses.

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**Tip:** Holding down the SHIFT key while drawing will allow you to snap the line to the four primary compass points. .

---



## Using the Highlight Tool

The Highlight tool will allow you to highlight any item or group of items on the screen.

To highlight an item, click on one corner of the area you want to highlight and drag to the opposite corner. As you drag, you will see a highlight rectangle being created on the screen. You will see the color rendered accurately only on the background that you specified in the PC Chalkboard properties dialog (see the section called “**Color Rendering**” on page 27 for details.)



When you release the mouse button, the highlight will be drawn accurately in the currently selected color regardless of the color of the background. An automatic thin black line will help determine the extent of the highlighted area.

The highlight tool is perfect for demonstrations that are heavily text-intensive. A programming class is a perfect example (“Although this argument is called X in this procedure, it is received as Y in this second procedure”). It is also useful in any application where the background and the foreground are clearly distinct (a word processor or spreadsheet, for example).

The highlight tool will remember its color from the last time it was used, even if the computer has been turned off between uses. There is no width setting for the highlight tool.

---

**Note:** The first point that you click on determines the background color that will be replaced by the highlight color. This is a very important point to consider. If you are using a yellow highlighter and click on a white background and draw, you will change the white background to yellow. However, if you accidentally click on a black letter on the screen and draw, you will be changing the black letters to yellow instead.

You can cancel an operation in process by tapping the Escape key. You can also undo an operation after it has been completed if necessary (see Undo on page 23 for more information on the Undo feature).

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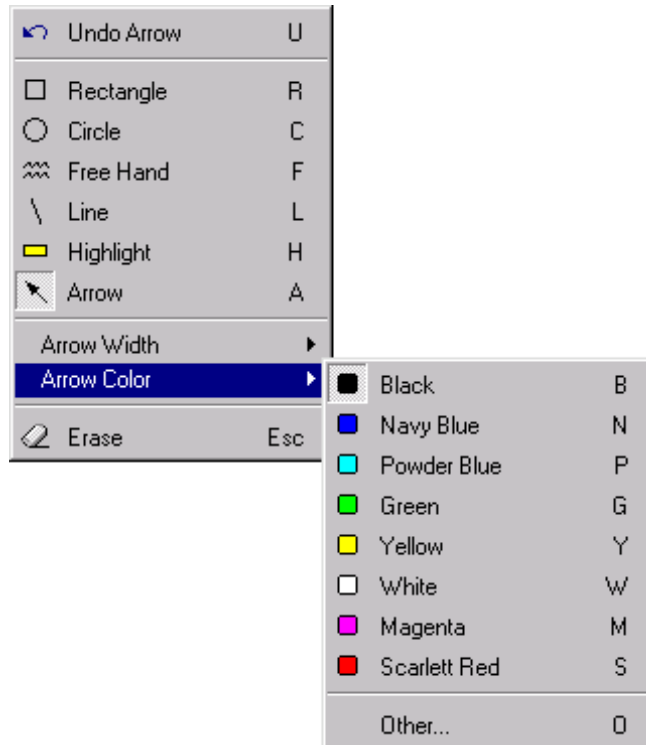
## Changing Colors

You can select any one of eight (8) basic colors or 16 million extended colors (depending on your PC's color setting) to use with the tools contained in PC Chalkboard. The selected color affects the appearance of rectangles, circles, arrows, free hand lines, highlighting and straight lines drawn with PC Chalkboard. Just as there are mouse and keyboard techniques for changing the selected tool, there are mouse and keyboard techniques for changing the selected color.



### Changing the Selected Color With the Mouse

To change the currently selected color using the mouse, right-click with your pencil mouse pointer while you are in Chalkboard mode. You will see PC Chalkboard's shortcut menu appear. Navigate to the **[Tool] Color** fly-out menu where [Tool] is the name of the currently selected tool to display the list of available colors as shown in the following graphic:



**Figure 4: The Color Menu**

The currently selected color will be indicated in the menu with the color icon having a depressed appearance. To change the selected color, click on the color in the menu that you would like to become your selected color. The menu will close and all future PC Chalkboard operations with that tool will be performed in the selected color.

---

**Note:** Previous versions of PC Chalkboard had a single color for use with all tools. PC Chalkboard now has a color setting for each tool that is independent of other tool's color settings. This makes it much easier, for example, to create black arrows followed by yellow highlighting without changing color settings.

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**Tip:** Your selected basic color will always be visible coming out of the pencil in the taskbar icon. Just glance at the taskbar icon for a reminder of the currently selected color.



If you are viewing this document in color, you will see that this picture clearly shows that the currently selected color is Red. This is especially helpful when you change the colors using the keyboard shortcut keys (see below.)

---

## Extended Colors

If your computer supports it, you will also have a color choice titled "Other" which provides you access to all of the colors available on your PC. On a true color (24 bit) display, this will be an additional 16 million colors.

When you select the "Other" option, you will have access to your computer's entire palette. It will appear like this:

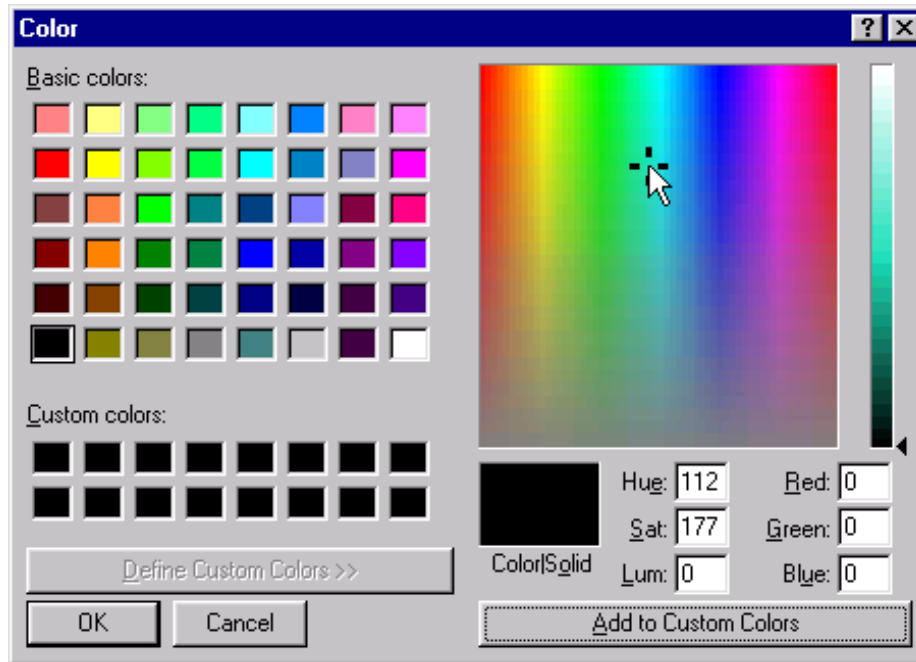


Figure 5: Draw In Any Color On Your Computer

If you choose a color from this palette that is not one of the basic colors, the taskbar tray icon will indicate this by showing a pencil with striped colors. The icon will *not* show the extended color you have chosen.



## Changing the Selected Color With the Keyboard

You can also change the selected color by tapping the first letter of the color on the keyboard while you are in Chalkboard mode. These shortcut keys can also be seen to the right of each color in the **Color** menu (see The Color Menu on page 19 to view the PC Chalkboard shortcut menu).

Key	Color
	<u>B</u> lack
	<u>N</u> avy Blue
	<u>P</u> owder Blue
	<u>G</u> reen
	<u>Y</u> ellow
	<u>W</u> hite
	<u>M</u> agenta
	<u>S</u> carlett Red
	<u>O</u> ther (extended palette color)

**Table 4: Tap the First Letter of a Color to Change to that Color**

Since the keyboard can be a faster way to change the colors (and the only way to change the color of Free Hand lines *as you are drawing*), it may be to your advantage to memorize the keyboard shortcuts.

Tapping the "O" key will change to the last extended color that was used for the selected tool, even if your computer has been turned off since the last use.

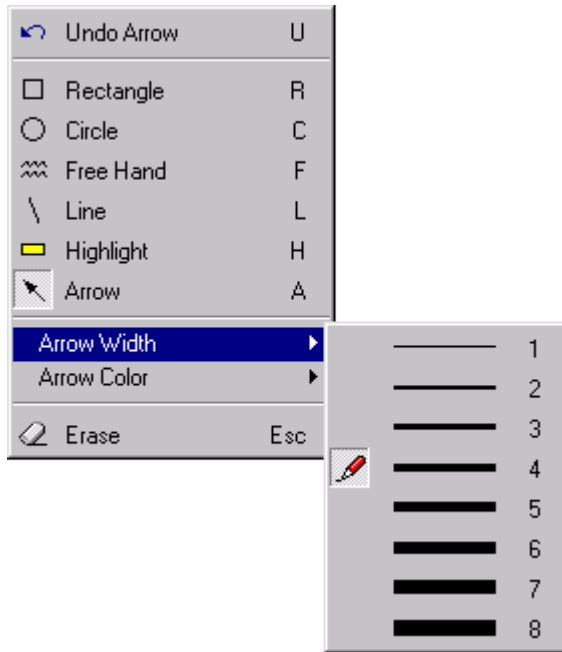
## Changing Widths

You can select any one of eight (8) widths to use with the tools contained in PC Chalkboard. The selected width determines the size of the borders of both rectangles and circles as well as the width of arrows, free hand lines and straight lines drawn with PC Chalkboard. Consistent with the rest of the program, there are both mouse and keyboard techniques for changing the currently selected line width.



### Changing the Selected Width Using the Mouse

To change the currently selected width using the mouse, right-click with your pencil mouse pointer while you are in Chalkboard mode. You will see PC Chalkboard's shortcut menu appear. Navigate to the **[Tool] Width** fly-out menu, where [Tool] is the name of the currently selected tool to display the list of available widths as shown in the following graphic:











**Figure 6: The Width Menu**

The currently selected width will be indicated in the menu with a depressed pencil icon to its left. To change the selected width, click on the width in the menu that you would like to become your selected width.



## **Changing the Selected Width Using the Keyboard**

You can also change the selected width by tapping a number from one (1) to eight (8) on the keyboard where one is the thinnest possible width and eight is the thickest. These shortcut keys are indicated in the Width menu to the right of each line as shown in Figure 6 on page 22.

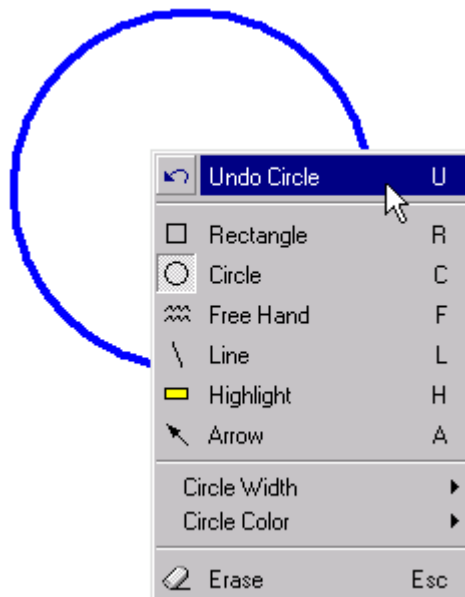
Key	Line Width
	<u>1</u> Pixel
	<u>2</u> Pixels
	<u>3</u> Pixels
	<u>4</u> Pixels
	<u>5</u> Pixels
	<u>6</u> Pixels
	<u>7</u> Pixels
	<u>8</u> Pixels

**Table 5: Type A Number From One to Eight to Change Your Line Width**

Again, because it is much faster to use the keyboard to change the selected Width (and the only way to change the width of Free Hand lines *while drawing*), it may be to your advantage to remember these easy shortcut keys.

## Undo

Any operation can be undone in its entirety by selecting **Undo** [**operation**] from PC Chalkboard's shortcut menu.



**Figure 7: Undoing A Circle**

Operations can also be undone from the keyboard by tapping the letter “U” for “Undo” as shown in the menu.

---

**Tip:** For consistency with other Windows applications, the CTRL-Z combination for Undo is also supported.

---

An operation in progress can also be aborted by tapping the ESC key before releasing the mouse button that commits the operation. For instance, if you wanted to highlight a block of text with the Highlight tool and click on the screen and started to drag only to realize that the selected highlight color was Black, you could tap ESC to abort that highlight operation before releasing the mouse button.

---

**Note:** PC Chalkboard only allows you to undo the *last* operation. Multiple levels of Undo are not supported.

---

## Erase

The entire PC Chalkboard can be erased by selecting **Erase** from PC Chalkboard's shortcut menu, or by simply tapping the ESCAPE key while in Chalkboard mode.

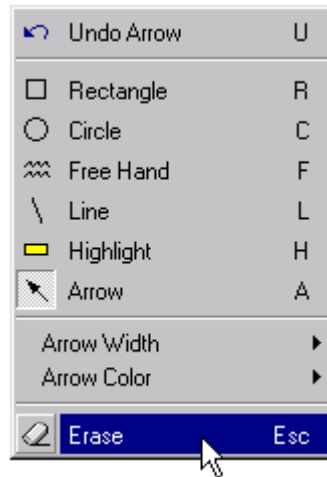


Figure 8: Tap the ESCAPE Key to Clear the PC Chalkboard

You can also clear the screen by double-clicking on the pencil icon in the taskbar. Erasing the PC Chalkboard will clear the graphics from the screen and return you to normal mode where you can resume regular interaction with the application you are demonstrating.

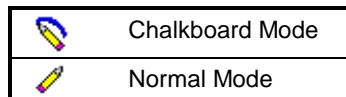


Table 6: The Taskbar Icon Changes to Indicate the Return to Normal Mode.

## Properties

The Properties of PC Chalkboard are designed to allow you to optimize your experience with this program. To bring up the Properties dialog box, right-click on the PC Chalkboard taskbar tray icon and choose **Properties...**



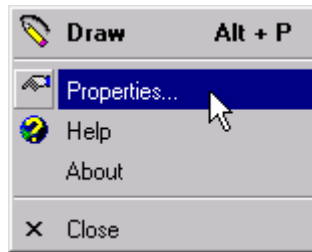


Figure 9: Accessing PC Chalkboard Properties

You will see a dialog box that allows you to specify the HotKey combination for activating PC Chalkboard, the color rendering method, the enabling of sound effects and tweaking system optimization. The PC Chalkboard properties dialog box is shown in Figure 10 below.

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**Note:** your graphics may be different from those shown depending on the number of colors currently being displayed by your video card.

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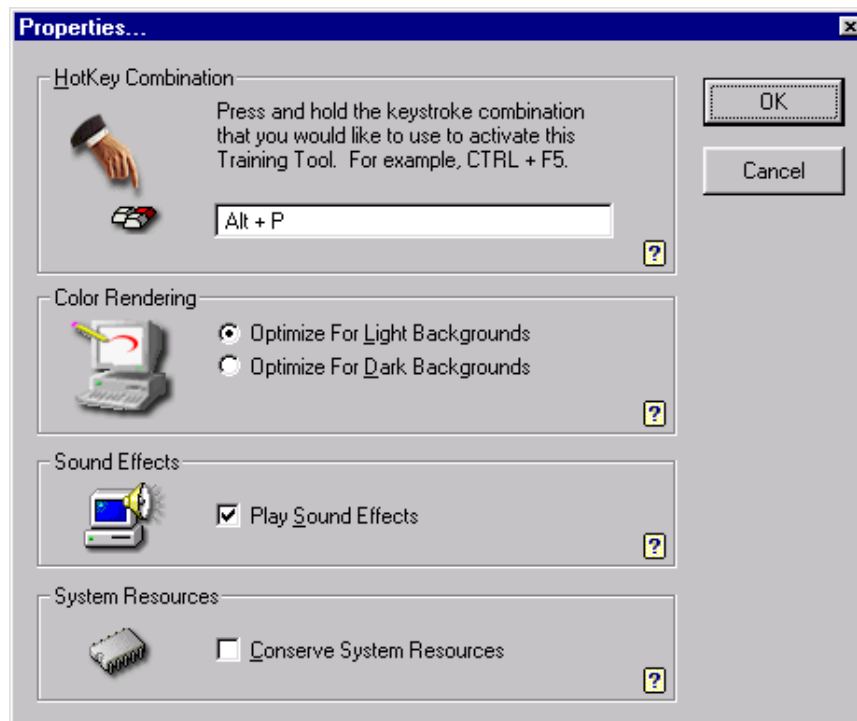


Figure 10: The PC Chalkboard Properties Dialog

## Assigning HotKey Combinations

With your cursor in the HotKey box, press the combination of keys that you would like to use to activate this Training Tool. Certain

combinations of keys are prohibited (for instance, choosing SHIFT-P for PC Chalkboard is prohibited since that would prevent you from being able to make a capital P in any application running on your computer while PC Chalkboard is also running!).

The HotKey you assign to PC Chalkboard is a System-wide HotKey. Although this is very convenient, since it allows you to use PC Chalkboard at any time and with any application, care should be taken in choosing the HotKey combination, as other applications will not be sent these keystrokes. For instance, although you are allowed to select “CTRL-C” for the HotKey combination, this will prevent you from being able to Copy to the Clipboard using that keystroke combination.

Once assigned, the HotKey combination can be pressed to start or stop Chalkboard Mode.

## Color Rendering

PC Chalkboard uses a two-step to help give you appropriate feedback while you are using a tool. The first step provides feedback while you are actually drawing but before you complete the operation. For instance, you might have selected the rectangle tool, clicked on the screen and started dragging. The rectangle that you are creating as you drag is an approximation of the final look of the rectangle.

When you release the mouse button, the approximation is overdrawn with a more accurate graphic rendered in the selected color.

The Color Rendering option in the PC Chalkboard Properties window allows you to specify how the *approximation* should be created as you are drawing. You can select that this approximation be optimized for either white or dark backgrounds. Most applications will have a white background as the primary workspace area (this is the default configuration), but if you are demonstrating the Desktop, or your organization's web site, you may need to select the Optimize for Dark Backgrounds option.

Regardless of the option chosen in the Properties dialog box for approximations, once you have completed a graphic operation, it will *always* be rendered in the correct color.

---

**Note:** The Free hand tool is the only one that does not use this approximation technique.

---

## Play Sound Effects

During your use of PC Chalkboard, sounds will accompany the events that you are performing for feedback of your actions if this property is selected. The sounds that accompany each event can easily be changed (see Assigning Sounds on page 28 for more information).

## Conserve System Resources

If your computer is memory or processor challenged and you find that performance of PC Chalkboard is unacceptable, you can choose to "Conserve System Resources". Selecting this option will cause PC Chalkboard to go into a memory saving mode, using as little memory as possible and still perform its operations.

The only effect to users of the software will be the disabling of the Undo feature. All other features will continue to operate as specified in this document.

## Assigning Sounds

To assign sounds to the events in PC Chalkboard, click the Start button, select Settings and click on Control Panel. In the Control Panel folder, double-click on the Sounds icon.



This will reveal the Sounds Control Panel Applet shown in Figure 11. In the Sound Events list box, scroll down to the Training Tools category. Select the event that you wish to assign a sound file to and click the Browse button to navigate to a valid .WAV sound file.

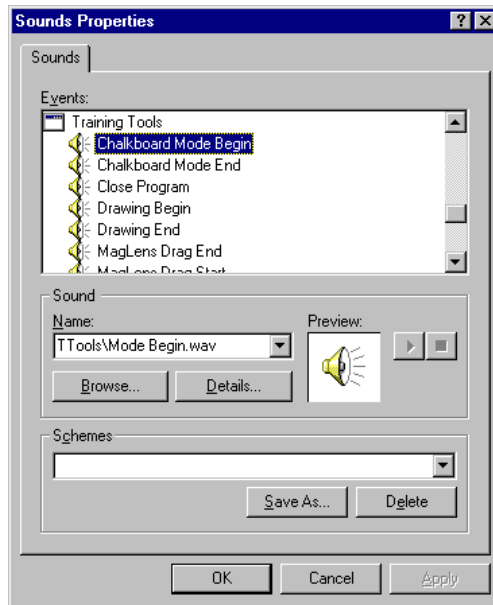


Figure 11: The Sounds Control Panel Applet

Click the the OK button in the Sounds Control Panel applet to assign the sounds to their respective events and close the applet.

## Closing PC Chalkboard

To close PC Chalkboard, right-click on the taskbar icon and choose the **C**lose option at the bottom of the menu.

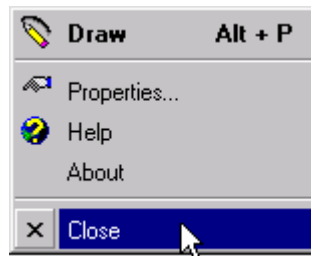


Figure 12: Closing PC Chalkboard

When PC Chalkboard is closed, all of your settings are saved and the program is terminated. The settings will be restored the next time you use the program.

---

**Tip:** You do not need to ever explicitly **close** PC Chalkboard. If you leave PC Chalkboard running when you **Shut Down** your computer, it will save its settings automatically and remove itself from the taskbar tray before the computer shuts down. The next time that you start up the computer, PC Chalkboard will start itself up, place its icon in the taskbar tray and restore its settings.

---

---

**Note:** If you explicitly **close** PC Chalkboard before Shutting Down, it will not automatically restart when you restart the computer. For this reason, it is recommended that you leave PC Chalkboard running when you Shut Down your computer if you plan to use it the next time you use the computer.

---

If you explicitly **close** PC Chalkboard, you will need to restart it manually.

---

# Milori MagLens™

## Overview

Milori MagLens™ allows you to display to your audience a magnified view of an area of the screen. The area is initially centered around the location of your mouse pointer.

MagLens will automatically update as you move your mouse around the screen. This provides your audience a way to watch your actions as you perform them. The MagLens Window can magnify from 100% to 600%, it can be moved to any location on the screen and it can be resized to suit your needs.

Pressing the MagLens HotKey combination or double-clicking the MagLens icon in the taskbar will display the MagLens window. The MagLens icon in the taskbar tray will take many shapes depending on what you are currently doing with it.

The taskbar tray icon is an excellent status indicator and can be quite helpful in determining the current mode of operation as shown in the following table.









Elliptical	Rectangular	Description
		MagLens is currently hidden. It will follow the mouse cursor when it is displayed
		MagLens is displayed. It is magnifying the mouse cursor as it moves around the screen.
		MagLens is currently hidden. It will display a paused (frozen) image at the location of the mouse cursor when displayed.
		MagLens is displayed and showing a frozen snapshot image.

Table 7: The MagLens taskbar tray icon takes many shapes

## Changing Magnification

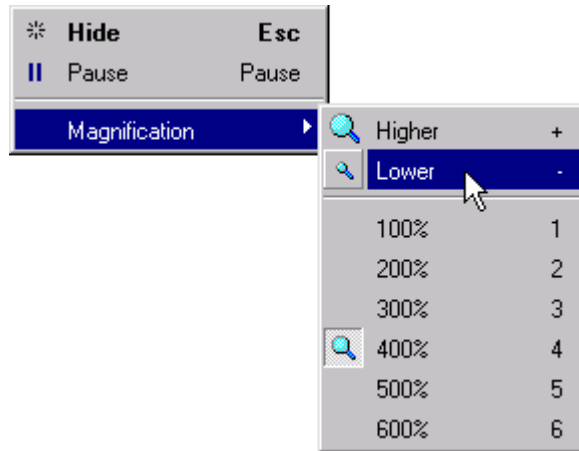
You can change the magnification of the MagLens window from 100% (no magnification) to 600% (six times normal size), depending on the level of detail that you need to display and the size of your classroom or demonstration area. Large audiences or large classrooms may require a higher magnification level than a smaller venue.

You can change the magnification level of the MagLens window using either the keyboard or the mouse.



### Changing the Magnification Level With the Mouse

To change the magnification of the MagLens window using the mouse, right-click in the MagLens window to reveal the shortcut menu shown in Figure 13.



**Figure 13: Using the Shortcut Menu to Change the Magnification Level**

From this shortcut menu, click on the Higher or Lower option to change the magnification to the next higher or next lower level based on the current magnification level or click directly on the magnification level you wish to change to. The change will take effect immediately.

---

**Note:** You may need to move outside of the center of the MagLens window to see the effect of the magnification change.

---



## Changing the Magnification Level With the Keyboard

You can also change the magnification of the MagLens window using the keyboard if the MagLens window is the active window. When MagLens is the active window its border color will be the color of an active window on your system. This is easy to see in the elliptical shape and somewhat more difficult to see in the rectangular shape.

---









**Note:** You can not change the magnification of a Paused MagLens window with the keyboard *or* the mouse. To change the magnification, first “Unpause” the MagLens window and then change the magnification level.

---

To change the magnification of the MagLens window when the window is active, press a number on the keyboard from one (1) to six (6) , with one representing 100% magnification (normal size) and six representing 600% magnification (six times normal size).

You may also change the magnification to the next Higher or Lower level by pressing the Plus (+) or Minus (-) keys on the keyboard as shown Table 8.



Key	Magnification
	100% Magnification.
	200% Magnification.
	300% Magnification.
	400% Magnification.
	500% Magnification.
	600% Magnification.
	Increase Magnification (next higher level)
	Decrease Magnification (next lower level)

**Table 8: Using Keyboard Shortcuts to Change the Magnification Level**

You can change the magnification level of the MagLens window much more quickly using the keyboard than you can using just the mouse. However, the keyboard shortcuts will only work when MagLens is the active window.

---

**Tip:** Ensure that MagLens is the active window by clicking once on the magnified area.

---



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**Tip:** The numbers one (1) to six (6) and the Plus (+) and Minus (-) keys are all conveniently available from the numeric keypad on most computers.

---

## Moving the MagLens Window

You can move the MagLens window to a different location on the screen using either the mouse or the keyboard.



### Moving MagLens With the Mouse

To move the MagLens window using the mouse, click on the magnified area and drag the window to another location using the left mouse button. Your mouse pointer will become a hand indicating that you are moving the window (see Figure 14 below).



Figure 14: Drag and Drop the MagLens Window to Relocate it.

Drop the window at your desired location.



## Moving MagLens With the Keyboard

The MagLens window can also be moved using keyboard shortcut keys. Use your arrow keys to move the MagLens window when it is the active window.





Key	Action
	Move Left.
	Move Right.
	Move Up.
	Move Down.

Table 9: Use the Arrow Keys to Move the MagLens Window

In this case, drag-and-drop is probably a faster and more convenient way to move the MagLens window.

---

**Tip:** Hold down the CTRL key on the keyboard while pressing the arrow keys if you need to increase the speed of movement.

---

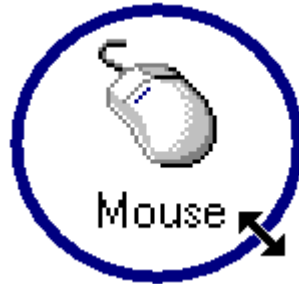
## Resizing the MagLens Window

Consistent with the rest of the Training Tools applications, the MagLens window can be resized in two ways: using either the Mouse or the Keyboard.



## Resizing MagLens With the Mouse

Hover your mouse over the edge of the MagLens window until your mouse pointer displays an arrow indicating the direction that you wish to resize the window. The figure here illustrates with the elliptical shape, but the techniques also apply to the rectangular shape.



Click and drag to resize the window. Release the mouse when the window has reached the desired dimensions.

---

**Note:** The MagLens window is not designed to fill the entire screen and has a maximum size to its dimensions.









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## Resizing MagLens With the Keyboard


The MagLens window can also be resized using the keyboard. While holding down the SHIFT key, press the arrow keys to resize the MagLens window according to Table 10 below.

**Table 10: Use the Shift Key with the Arrow Keys to Resize MagLens**

Keys		Action
		Resize Thinner.
		Resize Wider.
		Resize Taller..
		Resize Shorter.

## Pausing the MagLens Window

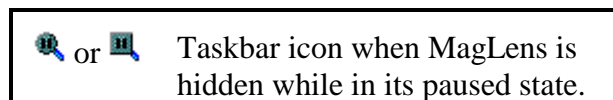
You can focus your audience on a specific item by pressing the PAUSE key to freeze the MagLens window and capture the item. The same key pressed a second time will unpause the MagLens window.

Key	Action
	Toggle Pause State of MagLens Window.

The Pause Key is at the Upper Right of Most Keyboards

## Making the Most of the Pause Feature

One of the most effective (and most popular) ways to use the MagLens application is to assign a HotKey combination to Hide or Show the MagLens window and then leave it in it's paused state most of the time. When you hide the MagLens window in it's paused state, the taskbar icon will display a "pause" symbol in the center as shown below:



The Taskbar Icon Will Indicate the Pause Status Even When Hidden.

When the MagLens window is hidden while it's paused, it will start paused the next time that it is displayed. What this means for you during your presentation is that you can perform two simple steps to allow your audience to see an easy magnified view of items on the screen.

### Helping Your Audience See Specific Items

1. Point your mouse at something on the screen
2. Press your HotKey combination to show the paused MagLens window.



Figure 15: MagLens Can Be Most Valuable In Its Paused State

The MagLens window will appear and capture a magnified view of the area around your mouse. It will immediately pause, so you can continue to move your mouse. In fact, you can continue to interact with the application you are demonstrating (for instance, actually clicking the button that you just displayed in the MagLens window). This allows your audience to clearly see the item you are working with and exactly what it does at the same time!

When you are finished with the magnified view, simply tap your HotKey combination again to hide the MagLens window still in its paused state, ready for your next use.

If your magnified picture needs resizing or magnification adjustment, you will need to unpaused the window first (tap the Pause key to do so). You can change the magnification or the dimensions of the window and then Pause the picture again when you are finished with your adjustments. You can always drag and drop the MagLens window to another location regardless of the pause state.

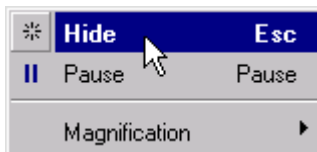
---

**Note:** Resizing the MagLens window will automatically unpaused it.

---

## Hiding the MagLens Window

The MagLens Window can be hidden by selecting **H**ide from MagLens's shortcut menu. You can also hide the MagLens window by double-clicking on the eye icon in the taskbar or by double-clicking inside the MagLens window.



**Figure 16: Hiding the MagLens Window**

The icon in the taskbar will change to indicate that MagLens has been hidden. The icon will also indicate if the MagLens window will reappear in its paused or unpaused state when activated again.

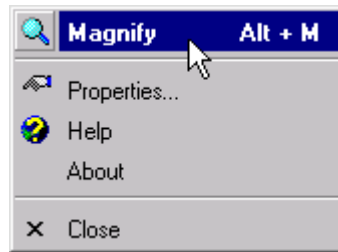
---

**Tip:** You can also tap the ESC key on the keyboard to hide MagLens if it is the currently active window.

---

## Properties

MagLens contains a few user selectable settings to allow you to adjust how the program operates.. To bring up the Properties dialog box, right-click on the MagLens taskbar icon and choose **Properties...**



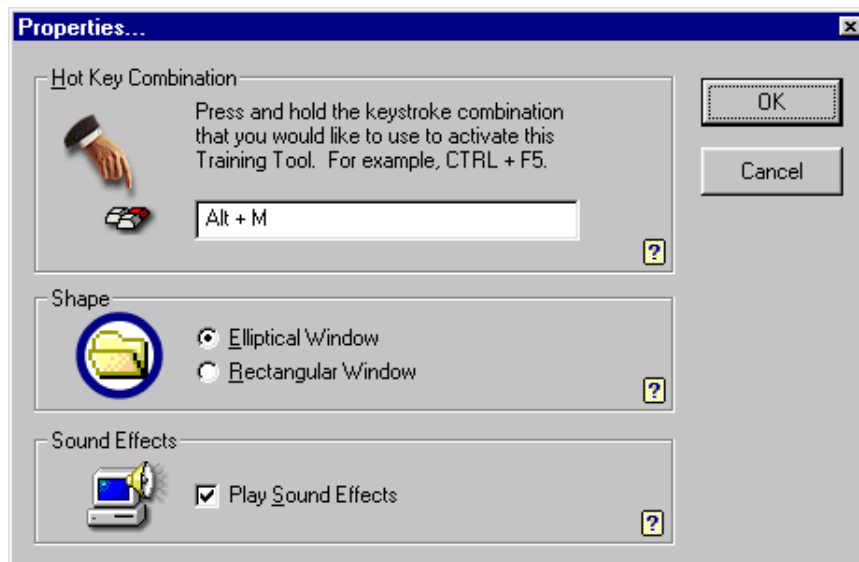
**Figure 17: Accessing The MagLens Properties Dialog**

You will see a dialog box that allows you to specify the HotKey combination for MagLens, the shape of the MagLens window and whether to play sound effects during use of MagLens. The MagLens properties dialog is shown in Figure 18

---

**Note:** Your graphics may appear different from those shown below depending on the number of colors currently being displayed by your video card.

---



**Figure 18: The MagLens Properties Dialog**

## Assigning HotKey Combinations

With your cursor in the HotKeys box, press the combination of keys that you would like to use to display or hide the MagLens window. Certain combinations of keys are prohibited (for instance, choosing SHIFT-M for MagLens is prohibited since that would prevent you from being able to make a capital M in any application running on your computer while MagLens is also running!).

The HotKey you assign to MagLens is a System-wide HotKey. Although this is very convenient, since it allows you to use MagLens at any time and with any application, care should be taken in choosing the HotKey combination, as other applications will not be sent these keystrokes. For instance, although you can select “CTRL-C” for the HotKey combination, this will prevent you from being able to Copy to the Clipboard using that keystroke combination.

Once assigned, the HotKey combination can be pressed to show or hide the MagLens window.

The MagLens magnified window can be displayed in either an elliptical or rectangular shape. All operations are fully supported for both shapes, and choosing one or the other is simply a matter of preference.

## Shape

You may find that it is easier to determine if MagLens is the active window in the elliptical shape.

## Play Sound Effects

MagLens can play sound effects for auditory feedback of your actions if your computer is equipped to do so. The sounds that are associated with your actions can be changed by you (see below for information on Assigning Sounds).

## Assigning Sounds

To assign sounds to the events in MagLens, click the Start button, select Settings and click on Control Panel. In the Control Panel folder, double-click on the Sounds icon.



This will reveal the Sounds Control Panel Applet shown in Figure 11 on page 8. Select the event that you wish to assign a sound file to and click the Browse button to navigate to a valid .WAV sound file. Click the the OK button in the Sounds Control Panel applet to assign the sounds to their respective events and close the applet.

## Closing MagLens

To close MagLens, right-click on the taskbar icon and choose the **C**lose option at the bottom of the menu.

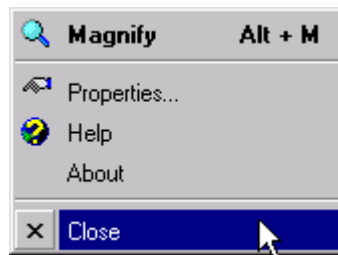


Figure 19: Closing MagLens

When MagLens is closed, all of your settings are saved and will be automatically restored the next time you use the application.

---

**Tip:** You do not need to ever explicitly **c**lose MagLens. If you leave MagLens running when you **shut Down** your computer, it will save its settings automatically and remove itself from the taskbar tray before the computer shuts down. The next time that you start up the computer, MagLens will start itself up, place its icon in the taskbar tray and restore its settings.

---

---

If you explicitly **c**lose MagLens before Shutting Down, it will not automatically restart when you restart the computer. For this reason, it is recommended that you leave MagLens running when you **shut Down** your computer if you plan to use it the next time you use the computer.

---

If you explicitly **C**lose MagLens, you will need to restart it manually.





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# Milori Finger Prince™

## Overview

Milori Finger Prince™ is the newest member of the Milori Training Tools™ family. This tool makes your presentation run smoother by 'cueing up' all of the things that you might need during your presentation and making them available at a single keystroke.

Finger Prince allows you to set up keystroke combinations to perform any of the following tasks to enhance your presentation:

- Playing a .WAV file to add laughter after your bad jokes, the Jeopardy theme song after you ask a difficult question or applause at the end of your presentation.
- Running useful programs like Notepad, Calculator or any other application that you may need during the course of your demonstration.
- Launching Word documents, help files, slide show presentations, maps, charts or any other material you may need your audience to view during your presentation.
- Playing a track from an audio CD or a .MIDI file for music during your breaks or for providing atmosphere before or after your presentation. You can easily stop the music with the same keystroke that started it.
- Jumping to a web page of interest for further information on your presentation topic.
- Even speaking the time in a human voice to announce the beginning of your breaks or the start of your lunch hour!

To make these presentation enhancements available from a simple keystroke combination, you just need to add them to the Finger Prince list of items.

## Viewing Items

You can see the available items by right-clicking on the Finger Prince taskbar tray icon. A menu similar to the following will appear:

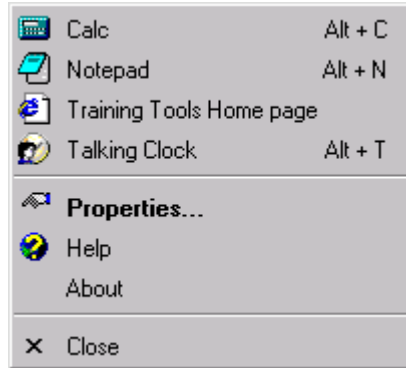


Figure 20: A Sample Finger Prince Shortcut Menu

In the shortcut menu, you will be able to see your Finger Prince items and their global hotkey keystroke combinations (if any).

## Adding Items

To add a Finger Prince item, select Properties from the shortcut menu (since this is the default menu choice, you can also double-click on the icon to bring up the Properties window).

The following dialog will appear:

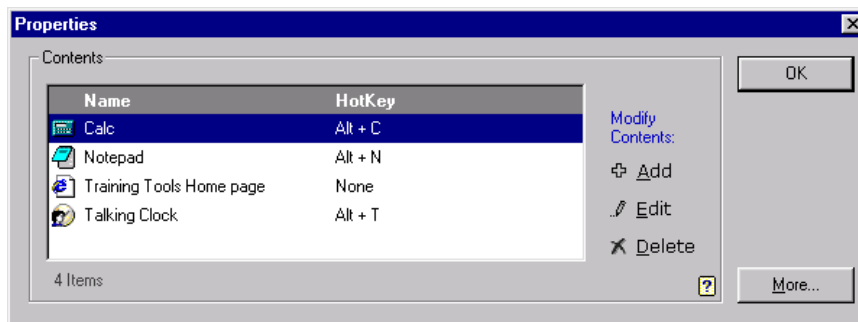
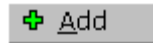


Figure 21: Finger Prince Properties

In the Properties dialog box, click on the Add button to the right of the currently listed items...



...or right-click on an empty line in the Properties window (if there are any) to bring up the shortcut menu:



The "New Item" dialog box will appear as shown here.

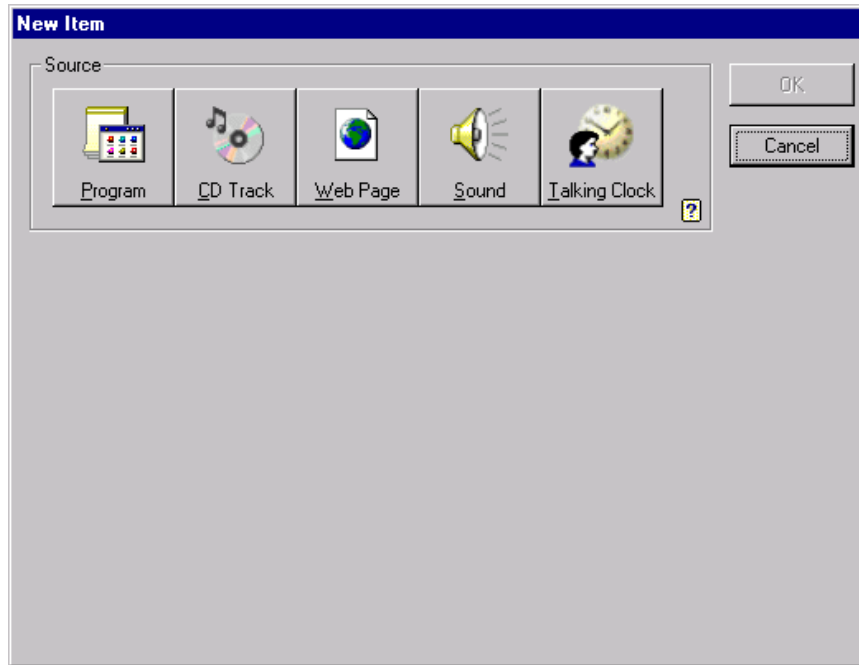


Figure 22: The New Item Dialog

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**Note:** You will only have access to the items that your computer supports. Depending on your computer configuration, you may not have access to all of the items displayed in the picture above. For instance, if you do not have a CD-ROM or a sound card connected to your computer, certain items will not be available.

---

In the New Item dialog, select the source of your presentation enhancement. You can launch a Program or Document, play a CD Track, go to a Web Page, play a Sound File or speak the time with the Talking Clock. These choices are discussed in detail in the sections below.



## Program or Document


Select "Program" as the source of your item if you would like to be able to quickly launch a program that you will need during your presentation.

The "Program" choice will also launch a document into an application if the file type is associated. For instance, if you type a path to a .DOC file in the File Name text box, the file will automatically load into the application normally associated with .DOC files (normally Microsoft Word) when the item is activated.

**File Name:** The full path to the program or document to launch

**Title:** The name to display in the menu and in the Properties dialog box. This will default to the file name without the extension.

**HotKey:** Assign a keystroke combination if you would like to be able to launch the program or document from a keystroke. If you do not assign a keystroke combination, you will still be able to launch the program or document by right-clicking on the Finger Prince taskbar tray icon and selecting the item from the menu .

Click the test button  on the left side of the dialog if you would like to verify that the program or document launches correctly.





## CD Track

Select "CD Track" as the source of your item if you would like to be able to quickly play an audio CD track. This item will play one CD track and then stop.

**Track:** Select a track from the list of valid tracks on the current CD.

**Title:** The name to display in the menu and in the Properties dialog box. This will be set automatically as you select the track and can not be changed.

**HotKey:** Assign a keystroke combination if you would like to be able to play the CD track from a keystroke. If you do not assign a keystroke combination, you will still be able to play the CD track by right-clicking on the Finger Prince taskbar tray icon and selecting the item from the menu.

Click the test button  on the left side of the dialog if you would like to verify that the CD Track plays correctly. Click the stop button  to stop the test.




## Web Page

Select "Web Page" as the source of your item if you would like to be able to quickly bring up a web site of interest to your audience.

**Page Location (URL):** Type in the full URL to the Internet or Intranet location that you would like to access.

**Title:** The name to display in the menu and in the Properties dialog box. This will default to the URL.

**HotKey:** Assign a keystroke combination if you would like to be able to bring up the web site from a keystroke. If you do not assign a keystroke combination, you will still be able to bring up the web site by right-clicking on the Finger Prince taskbar tray icon and selecting the item from the menu.

Click the test button  on the left side of the dialog if you need to verify that the URL is correct and that the site is accessible.



## Sound



Select "Sound" as the source of your item if you would like to be able to quickly play a MIDI or Wave audio file (\*.wav, \*.midi, \*.mid, \*.rmi) .

**File Name:** The full path to the sound file.

**Title:** The name to display in the menu and in the Properties dialog box. This will default to the file name without the extension.

**Loop File Continuously:** Wave files can be looped repeatedly for a sound that apparently has no ending. This option is not supported for other file types.

**HotKey:** Assign a keystroke combination if you would like to be able to play the sound from a keystroke. If you do not assign a keystroke combination, you will still be able to play the sound by right-clicking on the Finger Prince taskbar tray icon and selecting the item from the menu.

Click the test button  on the left side of the dialog if you wish to verify that the sound plays as expected. Click the Stop button  to stop the test.

---

**Note:** We have made available many sound files specifically hand-picked for presentations and classes at our web site at <http://www.milor.com/ttools>. The "Presentation Sounds" download contains several dozen sounds customized specifically for assignment to keystrokes in Finger Prince.

In the "Presentation Sounds" download you will find laugh-tracks, small and large crowd applause, rim-shots, a choral "Hallelujah", the Jeopardy theme song, computer sounds, chiming clocks, spoken messages and much, much more. This download is available for FREE to owners of the Training Tools suite. Simply click on the "Owner's Area" link at the top of our home page.

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## Talking Clock


Use this as the source of your item if you would like to have Finger Prince speak the time in a human-like voice.

**Begin with "The Time Is...":** Introduce the time with this leader.

**End with "AM" or "PM":** Conclude the time with this trailer.

**Title:** The name to display in the menu and in the Properties dialog box. This will default to "Talking Clock"

**HotKey:** Assign a keystroke combination if you would like to have Finger Prince speak the time based on a keystroke. If you do not assign a keystroke combination, you can still have Finger Prince speak the time by right-clicking on the Finger Prince taskbar tray icon.

Click the test button  on the left side of the dialog if you wish to test your options.

## Editing Items

To edit an item, right-click on the Finger Prince taskbar tray icon and choose Properties (if necessary). In the Properties dialog box, select the item that you wish to change and click on the Edit button...



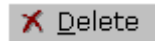
...or right-click on any item in the list and choose Edit.



Make any changes you wish in the dialog box that appears and click on the OK button.

## Deleting Items

To delete an item, select it in the Properties dialog box and click on the Delete button.



or right-click on any item and choose Delete




After you confirm the deletion, the item will be permanently deleted. You will not be able to "undo" this delete operation.

## Activating Items

Once you have created your list of Finger Prince items, activating them is easy. For items that have a HotKey keystroke combination, simply press the HotKey combination at any time. The keystrokes will work on a system-wide basis (except when the Finger Prince properties dialog box is open).





Items that do not have a HotKey combination can be activated by right-clicking on the taskbar tray icon and selecting the item from.

### Visual Feedback

When an item has been selected or the HotKey for an item has been pressed, the finger icon in the taskbar tray  will move downward, indicating that Finger Prince has successfully received your HotKey.

In addition, the color of the key under the finger will change to indicate the status of Finger Prince execution as shown in the following table:



Icon	Color	Meaning
	Gray	Finger Prince is waiting for a HotKey to be pressed.
	Yellow	Finger Prince has recognized the HotKey and is preparing to execute (for instance, spinning the CD drive up to speed)
	Green	Finger Prince is executing. Press the HotKey a second time to stop execution.
	Red	Finger Prince could not execute your item. You will see a message describing why the item could not be executed.

## Assigning Sounds

To assign sounds to the events in Finger Prince, click the Start button, select Settings and click on Control Panel. In the Control Panel folder, double-click on the Sounds icon.



This will reveal the Sounds Control Panel Applet shown in Figure 11 on page 8. Select the event that you wish to assign a sound file to and click the Browse button to navigate to a valid .WAV sound file. Click the the OK button in the Sounds Control Panel applet to assign the sounds to their respective events and close the applet.

## Closing Finger Prince

To close Finger Prince, right-click on the taskbar icon and choose the **Close** option at the bottom of the menu.



Figure 23: Closing Finger Prince

When Finger Prince is closed, all of your settings are saved and will be automatically restored the next time you use the application.

---

**Tip:** You do not need to ever explicitly **close** Finger Prince. If you leave Finger Prince running when you **shut Down** your computer, it will save its settings automatically and remove itself from the taskbar tray before the computer shuts down. The next time that you start up the computer, Finger Prince will start itself up, place its icon in the taskbar tray and restore its settings.

---

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If you explicitly **close** Finger Prince before Shutting Down, it will not automatically restart when you restart the computer. For this reason, it is recommended that you leave Finger Prince running when you **shut Down** your computer if you plan to use it the next time you use the computer.

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If you explicitly **close** Finger Prince, you will need to restart it manually.



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# Comments, Questions and Suggestions

We are always looking for ways to improve our software and our customer service. Please feel free to contact us with whatever is on your mind.

You can reach Milori Software with comments, questions and feedback at any of the following addresses:

Milori Software  
PO Box 52182  
Raleigh, NC 27611

Web-based feedback form: <http://www.milori.com/contact>

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