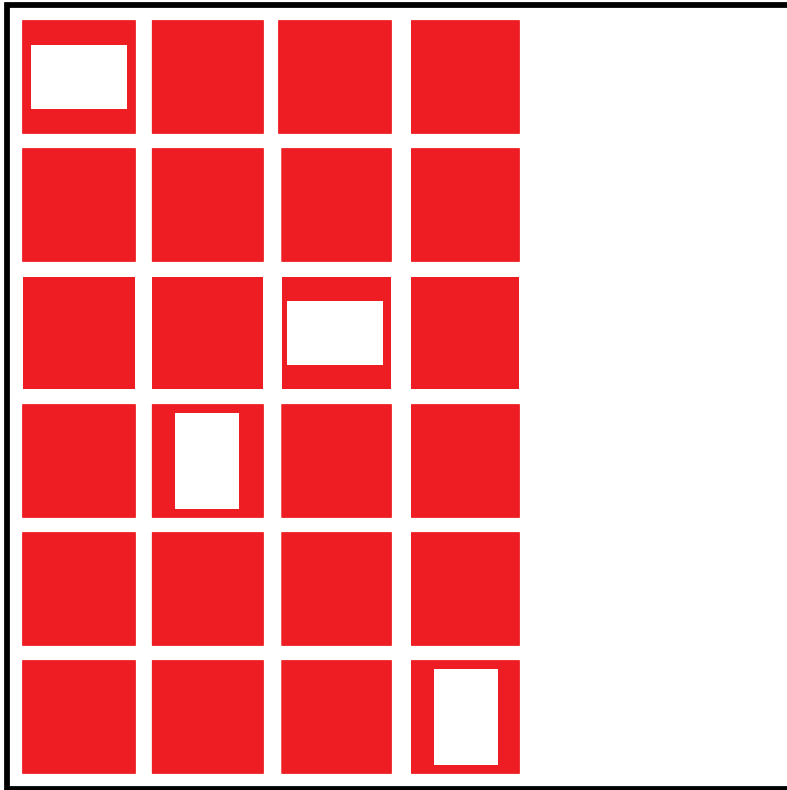


4: Creating Nodes



4: *Creating Nodes*

Arrange-It software uses nodes to represent items in a presentation document. A node is a script element that contains images and/or audio files.

There are two types of nodes—menu nodes and sequence nodes.

- **Menu nodes** generally provide a choice of options in the flow of the presentation, which determines the script procedure.
- **Sequence nodes** contain sequences of one or more images and audio files. Unlike menu nodes, sequence nodes do not provide a decision path.

Menu Node

Menu nodes contain one image and/or one optional audio file and can contain multiple menu Item selections that provide paths to different sets of connected nodes. Every document must contain at least one menu node. The startup node in your document must be a menu node.

***IMPORTANT:** Menu nodes can contain only horizontal (landscape) images.*

To create a menu node in the document that contains an image and an audio file:

1. Click the Arrow button on the toolbar.
2. Click the Menu Node button on the toolbar.
3. Select an image or audio file from the collection window that you want to use as the menu node image.
 - Click an image in the collection window to select it.
 - Hold down the mouse button and drag the image from the collection window into the document window. As you drag the file, the arrow pointer becomes a menu node icon when you are in the document window.

Menu node icon as it appears in document window



- Release the mouse button when the menu node icon appears in the document.

4: Creating Nodes

When you release the mouse button, the document window contains a menu node and the image from the collection.

Menu node and selected image

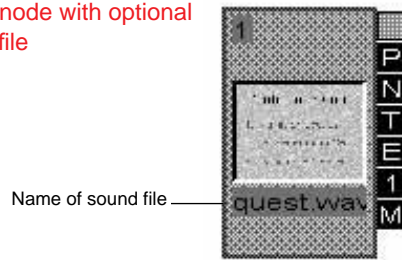


4. Select an audio file from the collection window to add to the menu node you just created.

- Click an image in the collection window to select it.
- Hold down the mouse button and drag the image from the collection window into the document window. As you drag the file, the arrow pointer becomes a menu node icon when you are in the document window.
- Release the mouse button when the menu node icon appears in the menu node.

The audio file is added to the menu node and the name of the audio file displays just below the image on the menu node.

Menu node with optional audio file



To hear the audio file from the menu node:

1. Click the Speaker button on the toolbar.
Notice that the arrow becomes a speaker.
2. Click the menu node and listen as the audio file plays.

Sequence Node

A sequence node can contain one or more images and audio files.

To create a sequence node in the document window that contains a single image:

1. Click the Arrow button on the toolbar.
2. Click the Sequence Node button on the toolbar.
3. Select an image or audio file from the collection window that you want to use as the first file in the sequence node.
 - Click an image or audio file in the collection window to select it.
 - Hold down the mouse button and drag the file from the collection window into the document window. As you drag the file, the arrow pointer becomes a sequence node icon when you are in the document window.

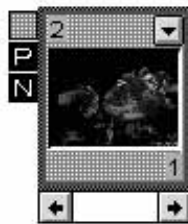
Sequence node icon



- Release the mouse button when the sequence node icon appears in the document window.

When you release the mouse button, the document window contains a sequence node and the image from the collection.

Sequence node containing one image



You can select multiple files from the collection window and add them to the sequence node. The order in which you select the images or audio files is the order in which they appear in the sequence node.

When you drag images or audio files from the collection window over a sequence node, the sequence node icon becomes either an insertion icon (double-headed arrow) or a replacement icon (four inward-pointing arrows), depending on where it is in the node.

- **Insertion Icon**—If the sequence node icon is moved over the right or left side of an image or audio file, the item is inserted at the indicated position.

4: Creating Nodes

- **Replacement Icon**—If the sequence node icon is moved over the center of an image or audio file, the item replaces the image or audio file.

To add one or more files to the sequence node:

1. Select one or more files in the collection window.
 - **Single File**—Click the image or audio file.
 - **Multiple Contiguous Files**—SHIFT+CLICK to select multiple contiguous files. You can also draw a selection box around several contiguous files to select them.

To draw a selection marquee, point the cursor on the first file that you want to include in the selection. Press and hold down the mouse button and drag the cursor across the collection window. Release the mouse button when the cursor is over the last file that you want to include in the selection.

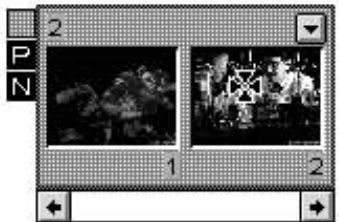
- **Multiple Noncontiguous Files**—CTRL+CLICK to select multiple noncontiguous files one at a time.
2. Hold down the mouse button and drag the image from the collection window into the document window.

As you drag the image, the arrow becomes a sequence node icon when you are in the document window.
 3. Move the sequence node icon to the right side of the sequence node until the icon becomes an insertion icon (a double-headed arrow) or a replacement icon (four inward-pointing arrows).

Insertion icon



Replacement icon



4. Release the mouse button when either the insertion or replacement icon appears.

After adding multiple files to a sequence node, you may need to use the scroll bar at the bottom of the sequence node to see the files it contains.

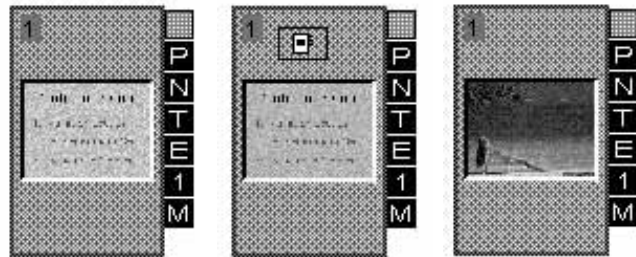
Replacing a File in a Node

In menu nodes, images only replace images and audio files only replace audio files. To replace an image or audio file in a menu node:

1. Click the replacement file in the collection window to select it.
2. Hold down the mouse button and drag the image or audio file to the center of the menu node containing the file to be replaced.
3. Release the mouse button when the menu node appears in the menu node.

The selected file replaces the image or audio file in the node.

Replacing an image in a menu node



In a sequence node, an image can replace an audio file and an audio file can replace an image. To replace an image or audio file in a sequence node:

1. Click the replacement file in the collection window to select it.
2. Hold down the mouse button and drag the image or audio file to the center of the sequence node file that you want to replace.
3. Release the mouse button when the node icon becomes a replacement icon (four double-headed arrows).

Deleting a Node

To delete a node from the document:

1. Click the node to select it.
2. Press the DELETE key or choose Clear from the Edit menu.

You can also choose Cut from the Edit menu (CTRL+X) to delete the selected node and place it on the Clipboard.

4: Creating Nodes

The selected node(s) are deleted from the document. All paths from the deleted node are also deleted, and all paths to the deleted node become undefined.

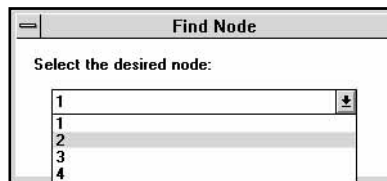
Displaying a Hidden Node

To display a node that has been scrolled out of the document window:

1. Choose Find Node from the Node menu.

The Find Node dialog box appears.

Find Node dialog box
showing node name
drop-down list box



2. Select the name of the node that you would like to find in the drop-down list box.
3. Click OK.

The selected node appears highlighted in the center of the document window.

4. Click anywhere in the document window to deselect the node.

Changing the Node Border Color

When the document window contains several nodes, color coding the nodes can help to keep the document organized. Changing the border color does not affect the final presentation.

To change the border color of one or more nodes:

1. Click a node to select it. SHIFT+CLICK multiple nodes or draw a selection box.

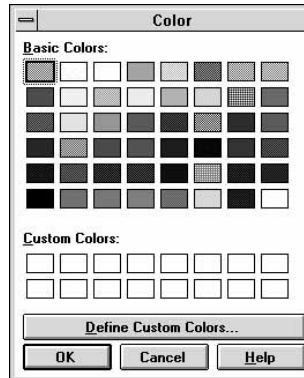
To draw a selection marquee:

- Point the cursor on the first file that you want to include in the selection.
- Press and hold down the mouse button.
- Drag the cursor across the collection window.
- Release the mouse button when the cursor is over the last node that you want to include in the selection.

2. Choose Color from the Node menu.

The WINDOWS software Color dialog box appears.

WINDOWS software
Color dialog box



3. Select a color from the Basic Colors or Custom Colors section.
4. Click OK or Cancel.

OK applies the changes and the selected node(s) have the new border color.

Cancel leaves the node border color unchanged.

Aligning Nodes

To make your document more readable, you can align nodes along their left, right, top, or bottom edges. Like changing the border color of a node, aligning nodes changes the way the nodes look in the document window, but does not affect the final presentation.

To align nodes:

1. **SHIFT+CLICK** multiple nodes or draw a selection box to select the nodes.

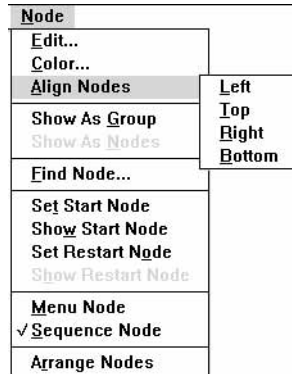
To draw a selection marquee:

- Point the cursor on the first file that you want to include in the selection.
- Press and hold down the mouse button.
- Drag the cursor across the collection window.
- Release the mouse button when the cursor is over the last node that you want to include in the selection.

4: Creating Nodes

2. Choose Align Nodes from the Node menu and select one of the options from the cascading menu.

Node menu showing Align
Nodes cascading menu



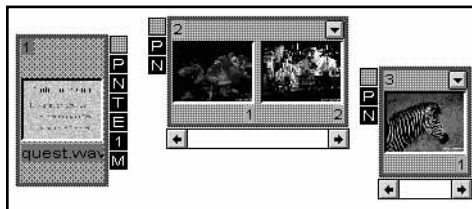
Left aligns along the left edge of the node farthest to the left.

Top aligns along the top edge of the top-most node.

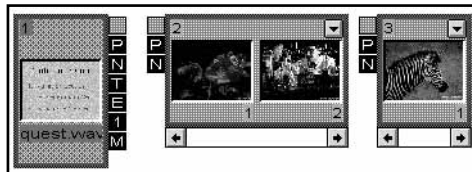
Right aligns along the right edge of the node farthest to the right.

Bottom aligns along the bottom edge of the node at the bottom.

Scattered nodes



Nodes aligned using top
alignment



Choose Undo from the Edit menu (CTRL+Z) to return the nodes to their original positions.

Merging Sequence Nodes

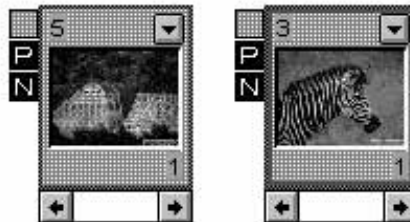
Arrange-It software allows one sequence node to be merged into another to create a larger sequence node.

To merge two sequence nodes:

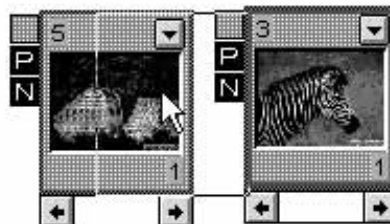
1. Click a sequence node to select it.
2. Use the drag-and-drop method to position the selected sequence node over a second sequence node where you want the selected node inserted.

Positioning the arrow between two elements inserts the selected node between the two elements in the sequence node. Positioning the arrow on an element replaces it with the selected node elements and inserts any additional elements after it.

Two sequence nodes

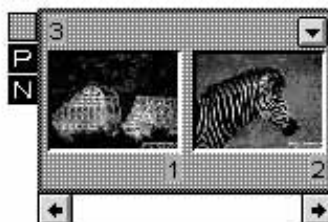


Dragging Sequence Node 3 to Sequence Node 5



3. Release the mouse button to merge the two sequence nodes.

Merged sequence nodes



Choose Undo from the Edit menu (CTRL+Z) to separate the sequence nodes and return them to their original positions in the document.

4: Creating Nodes

Grouping Nodes

Arrange-It software lets you group multiple nodes, so that you have more room to work in the document window. Grouped nodes are replaced in the document window by a single group node. All paths connected to the grouped nodes are hidden until you ungroup the nodes. Grouped nodes function the same way as ungrouped nodes; however, they cannot be modified until they are ungrouped.

When a group node is created, it is positioned at the center of the nodes being grouped. When nodes are ungrouped, they are placed in their original position in the document. If a group node is moved, the nodes inside move the same distance. When a moved group node is ungrouped, the nodes within it move the same distance in the document.

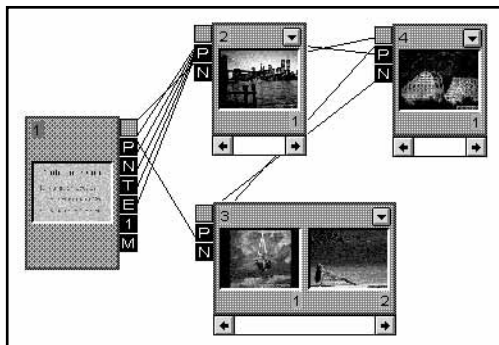
To group nodes into a single group node:

1. Click the first node to be grouped.
2. SHIFT-CLICK the remaining nodes to be grouped or draw a selection marquee to select the nodes.

To draw a selection marquee:

- Point the cursor on the first file that you want to include in the selection.
- Press and hold down the mouse button.
- Drag the cursor across the collection window.
- Release the mouse button when the cursor is over the last node that you want to include in the selection.

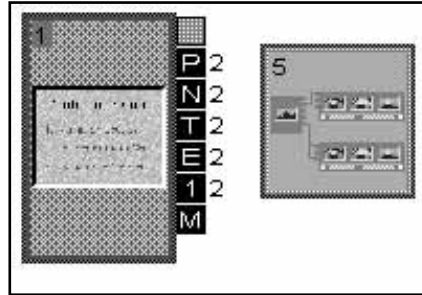
Ungrouped nodes



3. Choose Show As Group from the Node menu.

A group node replaces the selected nodes and all paths to its nodes are hidden. The visible path tabs connected to group nodes have numbers that indicate their destination nodes in the group node.

Grouped nodes



Adding to a Group Node

To add a node or a group node to another group node:

1. Click a node or group node to select it.
2. Use the drag-and-drop method to move the node over a group node.
3. Release the mouse button.

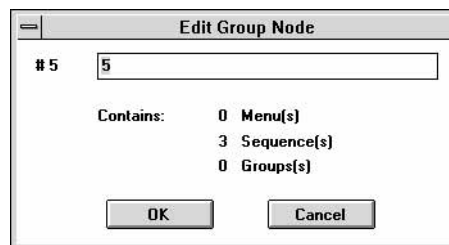
Naming a Group Node

To add a name to a group node:

1. Click a group node to select it.
2. Choose Edit from the Node menu. You can also double-click the group node to display the Edit Group Node dialog box.

The Edit Group Node dialog box appears.

Edit Group Node dialog box



3. Enter a new name in the text box.

4: Creating Nodes

4. Click OK or Cancel.
OK saves your changes.
Cancel cancels your changes and closes the dialog box.
5. Click anywhere in the document window to deselect the group node.

Viewing and Removing Nodes from a Group Node

To view a list box containing the names of the nodes in a group node and to remove one of the nodes:

1. Press and hold down the ALT key.
2. Click the group node to select it.
A list box with the contents of the group node appears.

Group node with contents
list box



3. Select the node name or number that you want removed from the group node.
4. Release the mouse button.

The list box closes. The selected node is removed from the group node and is redrawn in the document window. When the last item in the list box is removed, the group node is deleted.

Ungrouping a Group Node

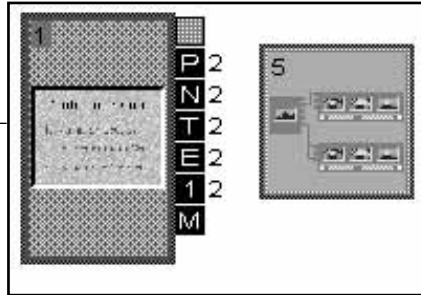
To ungroup nodes in a group node:

1. Click a group node in the document window to select it.
2. Choose Show As Nodes from the Node menu.

The group node disappears and is replaced by its nodes in the document.

Ungrouping nodes

Group node and
connected menu node



Nodes restored
to document

