

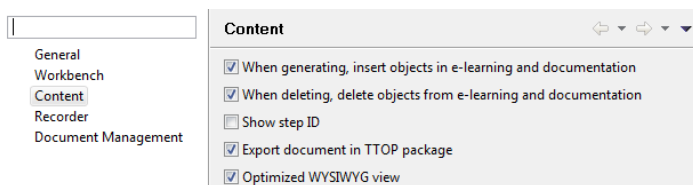
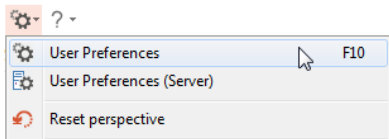
# Behavior of presentation objects when inserted and deleted

This documentation will describe the different behavior of presentation objects and references when they are inserted and deleted, while also revealing the consequences of this for the e-learning and documentation views.

## 1 User Preferences for the insertion and deletion of presentation objects

The behavior of presentation objects can be defined in the User Preferences.

The **Content** menu is the place to go to specify how presentation objects are to behave when inserted or deleted.



### When generating, insert objects in e-learning and documentation

In tts performance suite, new objects (textboxes, images and tables) are always generated in the Producer document's presentation pool and then displayed in the view that is currently open. The User Preferences allow you to specify whether the inserted object is also to be displayed in the same step in the respective other medium.

Whenever an object is displayed in both the documentation and e-learning, changes made to the object in one medium will also be applied in the respective other medium. However, AutoShapes without text are an exception to this rule. AutoShapes without text can be used in the e-learning and in the screenshots of the documentation. AutoShapes with text are depicted in the e-learning. In the documentation, only the text is displayed in the continuous text.

### When deleting, delete objects from e-learning and documentation

It's also possible to influence the way tt knowledge force behaves when deleting objects. If this option is activated, the *Delete* function will remove the object from all views and from the presentation pool. You can also avail of the "Delete reference" function. When selected, this function will remove the object from the current view. If the current instance of an object is the last remaining instance in the document, the particular object will then also be deleted from the presentation pool.


If this option is not activated, only the *Delete* function will be available. When selected, this function will remove the object from the current view. If the current instance of an object is the last remaining instance in the document, the particular object will then also be deleted from the presentation pool.

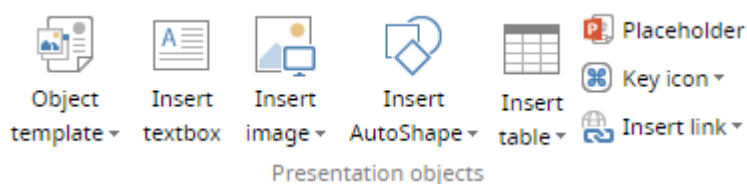
This allows you to specify different behavior for the insertion and deletion of presentation objects.

## 2 Inserting and deleting in the Document Editor


### Inserting presentation objects

Depending on the setting in the User Preferences, presentation objects – such as textboxes or images – will either be inserted into both the e-learning and documentation, or only into the respective active medium.








-  It's also possible to select several steps simultaneously when creating or inserting an object. When pasting in an object from the clipboard, the object will be inserted into the selected steps either as a reference or as an independent copy. When several steps are selected, a newly created presentation object will be inserted into the step that is currently highlighted, and a reference will be generated in the other steps.





### Deleting presentation objects

Objects can be deleted from both the e-learning and the documentation. If you use the basic **Delete** command or the trash can icon , both the object and all its references will be deleted. This applies to both the e-learning and the documentation.

If you select the **Delete reference** command from the context menu, only the selected reference will be deleted. This means that the object in question will still exist in the respective other medium.

	Copy	Ctrl+C
	Cut	Ctrl+X
	Paste	Ctrl+V
	Delete	Delete
	Delete reference	Ctrl+Shift+Delete
	Dissolve reference	
	Remove link	

-  You can also **dissolve** a **reference** between objects. To do so, simply right-click the appropriate object and then select the **Dissolve reference** command from the context menu. This results in a situation where the selected object will be treated as an independent object, meaning that future changes to it will no longer impact on the presentation objects to which it was originally referenced.
-  In the case of templates, the **Dissolve reference** function always impacts on the entire template, and not just on individual objects or sub-objects.