

# Editing presentation objects via the Properties dialog

This documentation will reveal how to edit presentation objects (e.g. textboxes, images or tables). Here you will also find more detailed information on topics such as text positioning, naming and the layout of presentation objects.

## 1 Opening the Properties dialog from the various views

There are two ways of editing a presentation object's properties. Either by right-clicking to open the context menu and then selecting the **Edit properties** option, or via a double-click. The precise spots where these clicks have to be performed vary from presentation object to presentation object. These spots will be explained and referred to as clickzones in the following section.

### 1.1 Opening the properties dialog in the e-learning

#### **Textbox**

In the case of a textbox in an e-learning, the clickzone can be found on the gray subframe which appears when a textbox is selected.

#### **Table**

In the case of a table, the clickzone can be found on the right or bottom part of the gray subframe which appears when a table is selected. When the left or top part of the subframe is clicked, you merely access the properties of the respective row or column.

#### **Image**

When dealing with an image, its whole surface area is one big clickzone. An image does not have to be selected prior to clicking.

#### **AutoShape**

In the case of an AutoShape, its whole surface area is one big clickzone. An AutoShape does not have to be selected prior to clicking.

### 1.2 Opening the Properties dialog in the documentation

In the documentation view, the blue bar on the left of the Preview area is the clickzone for **textboxes**, **tables** and **images**. The methods just described above can also be used to access the properties of the respective presentation object in the documentation.

**AutoShapes** are an exception. Since they are not depicted in the documentation, it is obviously impossible to edit AutoShapes in this view.

## 2 Setting options for a presentation object

The Properties dialog allows you to view and edit a presentation object's settings. To edit a particular property, you just need to select the appropriate tab.

### Description tab

#### Name

This field is for giving the presentation object a name. Assigning a non-ambiguous name to an object can be important as this enables it to be easily recognized in the list of presentation objects or in other selection lists. If this field is left empty, the first text line will be automatically displayed as the name in the case of a textbox. The object type will be displayed for all other presentation objects.

The screenshot shows a dialog box with a blue header labeled 'Description'. Below the header is a row of tabs: 'Description', 'Text positioning', 'Fill', 'Line', and 'Documentation'. The 'Description' tab is currently selected. Below the tabs is a label 'Name:' followed by an empty text input field.

### Text positioning tab

#### Adjust overall height to text height

If this option is activated, the height of the presentation object will always be automatically adapted to suit the height of text. The object will be enlarged accordingly whenever more text is entered.

#### Position text inside the shape

If this option is selected, text which is to be displayed within presentation objects (such as block arrows) will be automatically positioned within the shape. When this option is not activated, text will be displayed as commencing in the top left-hand corner of the respective shape's position frame.

#### Vertical alignment

This option is for specifying the vertical alignment of text. You can choose between top, bottom and centered.

#### Inner padding left/right

Here you can specify the distance in pixels between text and the right/left edges of a textbox.

#### Inner padding top/bottom

Here you can specify the distance in pixels between text and the top/bottom edges of a textbox.

## Text positioning

Description **Text positioning** Fill Line Documentation

Adjust overall height to text height

Position text inside the shape

Vertical alignment:

Inner padding left (px):

Inner padding right (px):

Inner padding top (px):

Inner padding bottom (px):

### Fill tab

#### Transparent

When this option is activated, the presentation object will be displayed as being transparent.

#### Fill color

Here you can access a color palette to select a background color for the object in question.

#### Fill effect

Here you can access a selection list of various fill effects from which you can choose, e.g. *From the middle*.

If chosen, you would have a color gradient that begins in the middle of the object with the fill color and then gradually changes to the 2nd fill color toward the edges.

#### 2nd fill color

If a fill effect was already selected, you need to select a second fill color to facilitate the fill effect.

#### Background image

The button with the three dots opens a file selection dialog from which you can choose the image file that is to act as the background for the presentation object.

#### Opacity

The opacity slider allows you to specify an object's level of transparency in an infinitely variable manner. This function can be used for both fill colors and background images.

**Fill**

Description | Text positioning | **Fill** | Line | Documentation

Transparent

Fill color: 255, 255, 255

Fill effect:

2nd fill color: 000, 000, 000

Background image:

Opacity (%):  100

**Line tab**

**AutoShape**

Here you can retrospectively change the shape of the presentation object. The associated selection list contains all the available AutoShapes.

**Type**

You can choose between three different types of line: solid, dashed or dotted.

**Width**

This setting relates to the thickness or width of lines. You can choose any width value from none to 10. If you don't want any frame to be displayed, simply select 'None' as the frame width.

**Color**

Here you can access a color palette from which you can select the color for the presentation object's lines.

**Line**

Description | Text positioning | Fill | **Line** | Documentation

AutoShape:  Rectangle

Type:

Width (px):

Color:  ...

**Documentation tab**

Here you can define the numbering order and which type (interaction or trigger) should be numbered in the documentation.

**Documentation**

Description | Text positioning | Fill | Line | **Documentation**

Numbering order:

Numbering type: