

# Creating Training Movies with Wink

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Support Community: <http://www.webempoweredchurch.com/community/>

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The content of this document is related to TYPO3  
- a GNU/GPL CMS/Framework available from [www.typo3.com](http://www.typo3.com)

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## Introduction

### Purpose of this Document

This document describes the steps needed to create training movies that include a series of annotated computer screen shots. The tool used is open source software called Wink. Wink captures screen shots, supports the editing process, and outputs the sequence as a Flash movie. This document is not a comprehensive tutorial of Wink capabilities. Instead, it describes the main Wink features, settings, and techniques for creating Flash movies for the Web-Empowered Church ministry. The document was written for Wink Version 1.5.

### What is the Web-Empowered Church?

The Web-Empowered Church (WEC) is a ministry of the Foundation for Evangelism ([www.evangelize.org](http://www.evangelize.org)). The mission of WEC is to innovatively apply WEB technology to EMPOWER the worldwide CHURCH for ministry.

WEC will help churches around the world expand evangelism, discipleship, and care through the innovative application of Internet technology. WEC web-based tools and training will help make church ministries more efficient and effective, and will extend ministry impact to a world in need of Jesus (See [www.WebEmpoweredChurch.org/Jesus](http://www.WebEmpoweredChurch.org/Jesus)). We want to fuel a worldwide movement using the Internet to point the world to Jesus Christ, to grow disciples, and to care for those in need. Our desire is to use the web to empower the Church to become a truly 24 hours per day 7 days

per week ministry that is not constrained by walls or distance or time.

If you would like to find out more about WEC or our tools, or support us in any way, please go to our website for users: [www.webempoweredchurch.com](http://www.webempoweredchurch.com) and for software/web developers: [www.webempoweredchurch.org](http://www.webempoweredchurch.org).

## Steps to Creating a Wink Movie

### Installing Wink

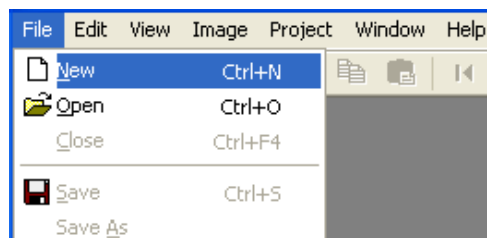
The free Wink software from DebugMode can be downloaded from <http://www.debugmode.com/wink/download.php>. To install the Wink software you must unzip the installation file and run the Wink installation program. Using all the default installation settings is fine.

### Preparing to Run Wink

To ensure a common look across multiple movies, set your desktop theme to the standard "Windows XP" theme. To do this, right click somewhere on your desktop (a part of the screen not on a window or icon) and select "Properties." Under the "Themes" tab on the "Theme" pop-down menu select "Windows XP" then click the "OK" button.

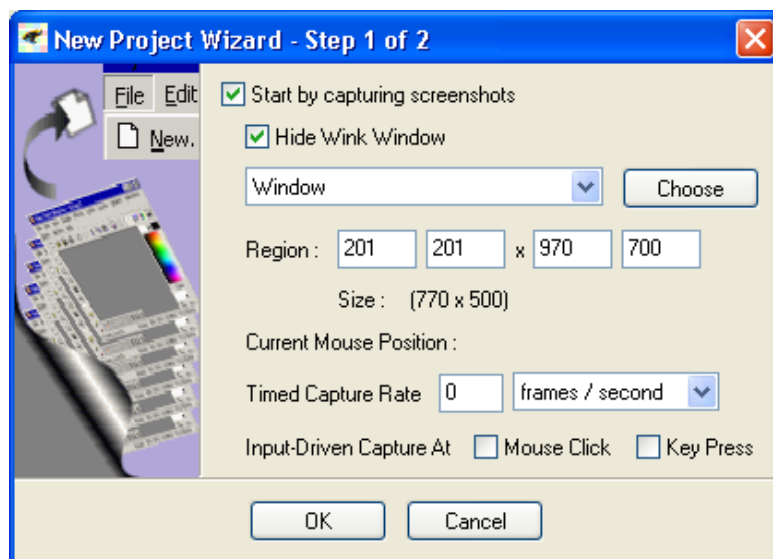
### Running Wink

Run Wink (Start button -> All Programs -> Debugmode -> Wink -> Wink) and Select File – New



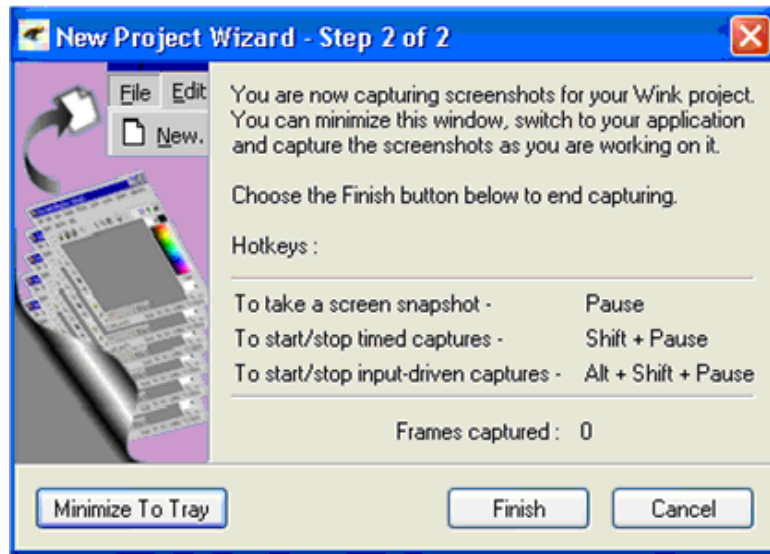
### Capture Settings

You will see the "New Project Wizard – Step 1 of 2" window. Fill in the form as follows and click "OK."



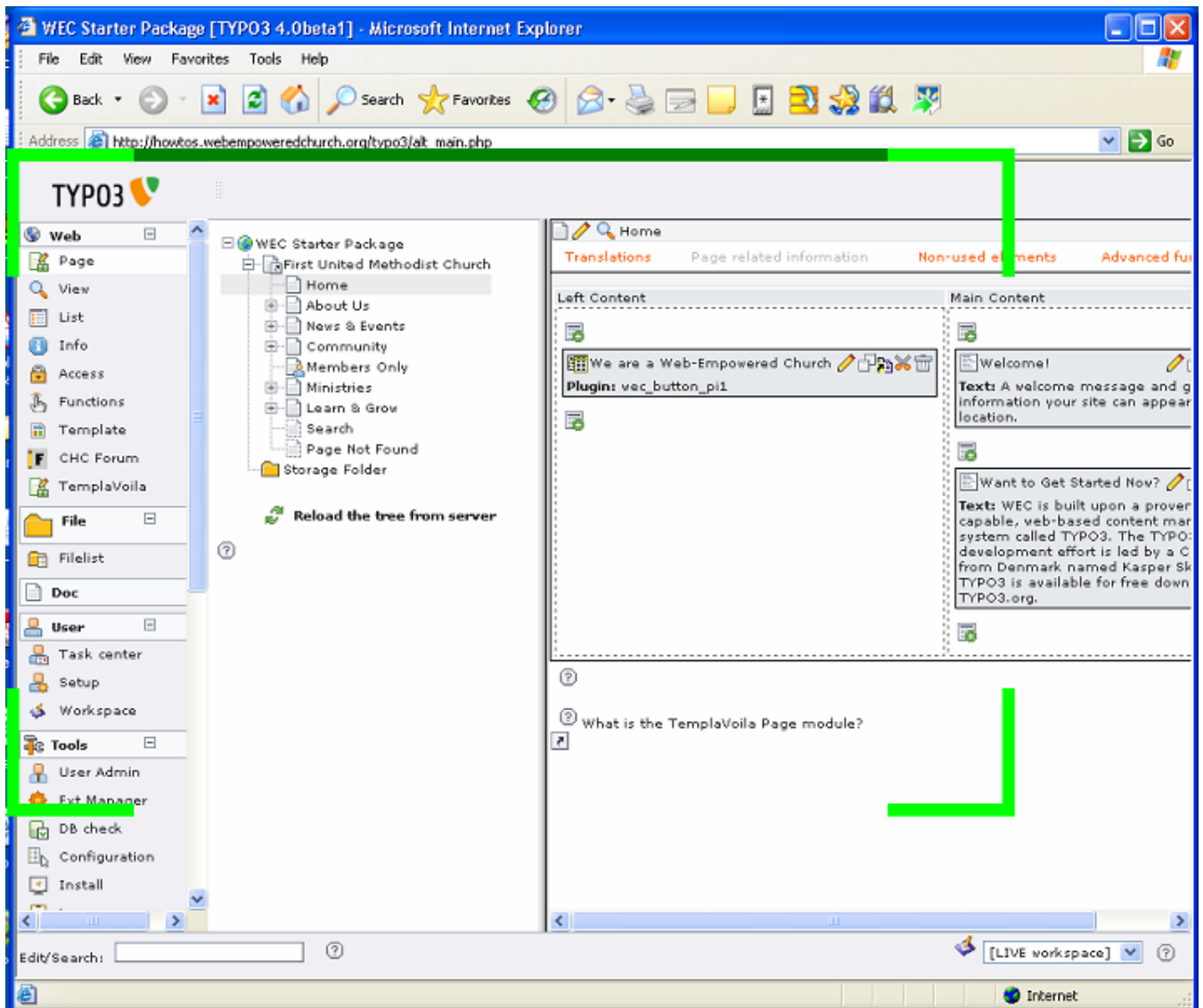
For uniformity, we capture full screens at 770 by 500 pixels. This is the roughly the size of the working area of the popup browser window enlarged to fit an 800 by 600 monitor and allowing space for the Start bar at the bottom, top bar, the window frame, and a little navigation. Since this area is small, the browser window needs to be moved around and adjusted to highlight what is

important. If your screen is larger than 800 by 600, you will see bright green corner markers that show where Wink will capture the screen contents. We set the starting point to (201, 201) there to get the green brackets away from the edges of the screen so the working part of the browser window can fit over them. After clicking OK you will see the "New Project Wizard – Step 2 of 2" pop up window shown below.



## Preparing to Capture

Start up your browser and size the browser so the desired content fits inside the green markers. To align it, you may need to remove some top button bars from the browser display. If the tutorial involves using browser functions, you can size the entire browser window to fit inside the green markers. However, most of the time, a browser is assumed and capturing only the desired content gives more room for what the user needs to see. Also, the URL in the browser during creation of the tutorial often does not apply to the user, so it is good that it does not show up in the final output. Below is what your screen might look like with the green markers. Also, this is only approximate, so just do the best you can and try not to have any of the window borders inside the markers. Notice too, that on the right markers capture to the left of the vertical slide bar. Otherwise the slide bar would be captured.



## Capturing a Sequence of Screens

In order to keep the size of the capture files down, we use manual screen snapshots only. These are initiated by hitting the Pause key. Note: you can redefine this key if you need/want to (File -> Preferences -> Single frame capture button).

Use the browser (or other program) to go through a sequence steps. At each major step, hit the Pause key to capture that screen. When you hit pause, you will see the "Frames captured" count increase on the "New Project Wizard – Step 2 of 2" window.

Here are some pointers to help in the capturing process:

### Planning and Setup

- You can change the snapshot key from the default Pause key to ` or ESC key if you are right-handed. That way, you can capture with your left hand and move the mouse with your right hand. To change the key, go to File -> Preferences -> Single frame capture.
- For complex tasks, you may want to rehearse them first so you can follow a logical and systematic set of steps. Jumping around to different screens may be how you commonly perform the functions, but it is likely to be confusing for the person viewing the movie.
- In general, we use the standard default uncondensed screen layout for the TYPO3 backend because most users probably use that layout. However, If you are having trouble fitting the important parts of the screen inside the green markers, you can capture the screens with the TYPO3 backend in condensed mode. In the TYPO3 backend, just click "Setup" at the left, then check the box next to "Use condensed mode in backend (for small screens)" and click the "Save Configuration" button at the bottom. If you use condensed mode, on one of

your early pages, please include something like this in a page note. "Note: the screen layout in this movie may appear different from your screen because the TYPO3 backend interface was set to condensed mode. This impacts the backend display layout but not the TYPO3 functionality."

- Each frame will have just one text box for an added explanation. It is helpful to think about what will be added to each captured screen during the capture process to make sure you have the right screens captured.

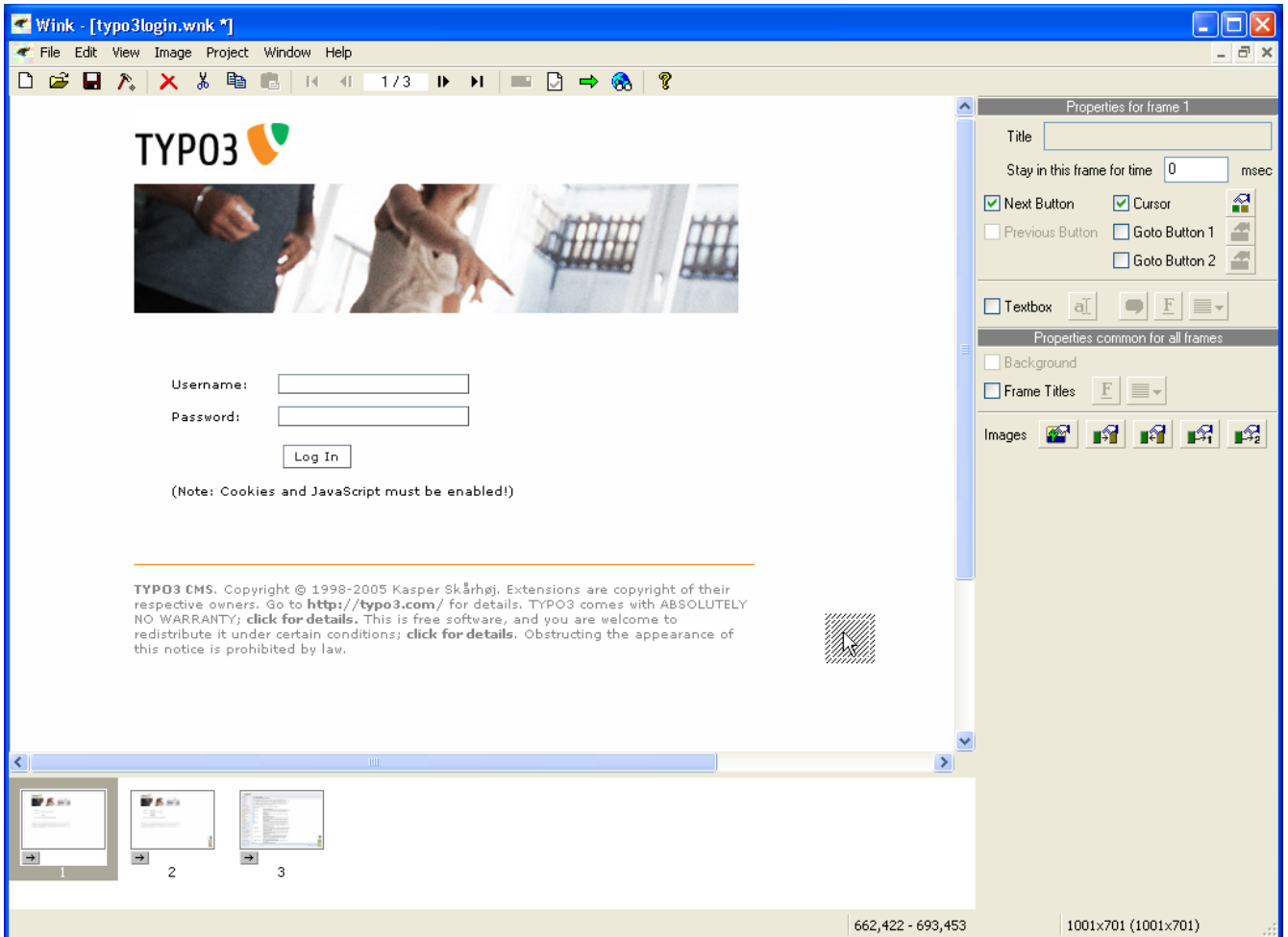
## Capturing

- While capturing, always make sure the cursor is inside the green markers. It will not show up on the captured frame, but it will be the initial position of the Wink virtual cursor when you begin editing.
- When in doubt, capture more frames because frames are easy to delete and setting up for a capture again typically takes more time.
- Be sure to capture menu selections as well as each page.
- At the same time, in order to keep the file size down, try to capture only significant changes that are needed to help a user understand.
- Since you are just creating screen shots, you can set up pages just to look correct. For example, you could enter data into a form and capture it, but not submit the form. Or you could enter an invalid URL in the browser's URL field like `http://www.YourWebsiteWebAddress.org`.
- If you need to scroll down more than one full screen, capture a screen that is partially scrolled so the user can see that the screen was scrolled down. When editing, you can set the frames so the partially scrolled screen can automatically jump to the scrolled screen.
- If there is a dropdown menu, make sure you scroll the screen so that it is in the middle or higher...so when you capture the dropdown it does not drop off the bottom of the capture area.
- Sometimes in Windows, a tooltips popup comes up after clicking on a button. It may still appear after a new screen comes up...for a few seconds. You may have to wait a few seconds for this to be cleared before you take a snapshot.
- Move the browser window around as needed so the important part of the screen is inside the green markers. However, try to keep the browser in the same place as long as possible so the user does not need to reorient to the changing view of the screen very often.
- If you make a mistake, just keep going or redo it. Previous captured frames can be deleted later.
- You can go back later if needed to capture more pages. Just create a new project and capture the screens you need. Then you can cut and paste (or drag and drop) the resulting frames into an existing project and place them where they are needed.

When you are done capturing, click the "Finish" button.

## Editing a Movie

After the capture or if you open an existing project, you will see a screen that looks similar to this:



At the right hand side you need to set these options for each frame capture:

**Title:** The title field for each chart is only enabled if the “Frame Titles” check box is checked. Once it is enabled, you can move it to where you want it on the frame and set its font. In WEC, this field is optional and usually not used.

**Stay in this frame for time:** Set this field if you want to advance to the next frame automatically after a set amount of seconds. In WEC, we need to limit use of this field to ensure people to be able to go at their own pace. However, if you want to sequence through a small set of frames so an action is more fully demonstrated, you can set this field. Also, if you capture a partially scrolled screen to show how the screen changed, then you can automatically jump to the scrolled screen by setting this field to 1 second. For any frames with this value set, since the frames advance automatically, you do not need to check the “Next Button” or “Previous Button” options.

**Next Button and Previous Button:** Checking either of these options places a “Next” or “Previous” button in the lower right hand corner of the frame. This button will allow the user to advance to another frame. These are usually enabled. In WEC, we leave them in the default lower right position unless they are covering some critical screen information. The “Previous Button” option is disabled for the first chart and the “Next Button” option is disabled for the last chart. Therefore, we remove the previous button on the first chart and the next button on the last chart.

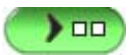


**Cursor:** When a screen is captured the cursor image is NOT captured. The “Cursor” option allows you to turn on a “virtual” cursor, to place it wherever you’d like, and to set the cursor type. This is a very powerful capability. In addition, Wink will automate the movement of the cursor from one frame to the next. Clicking the button to the right allows you to choose a cursor type. It is important to set the cursor type according to the screen element (entry field, button, plain text, etc.) the cursor is pointing to or hovering over. It is usually best to turn the cursor on and to positioning the cursor where you want the user to focus the user's attention.

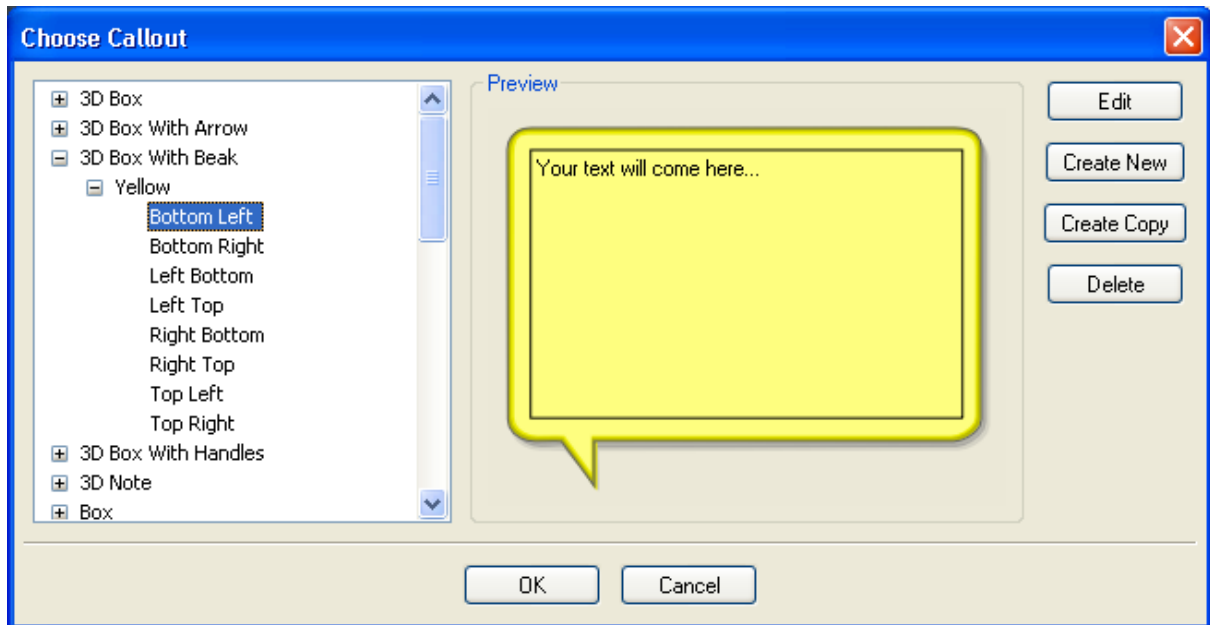


**Goto Button 1 and Goto Button 2:** The “Goto Button” options each create a button that will

jump to any frame in the sequence. You can move the button to any part of the frame. If you double click on it you can set which frame you want to set it to jump to. This option is not commonly used.



**Textbox:** The “textbox” option places a text box on the frame. This is very powerful for annotating and explaining what is happening on the frame. Click the “a” button to begin editing the text in the text box. The three remaining buttons set textbox parameters. For the textbox appearance, WEC uses “3D Box with Beak” in yellow. The “beak” is used to point to a specific item on the frame. There are options to make the “beak” point out of any side of the box. The graphic shows the “Choose Callout” for selecting the kind of textbox.



In WEC, we use the default font: MS Sans Serif, 8 point, normal. Alignment is left justified. Once the “textbox” option is enabled, you can move the text box around and resize it to fit the text you enter and to avoid obstructing important parts of the frame. You can enter text mode by clicking on the “ab” button. In WEC, once all the text is entered, we resize the button to just fit the text without a lot of extra space. You can add multiple textboxes to annotate multiple sections of the screen.

**Background:** If you set a background image by clicking on the first icon next to the “Images” label then you can enable a background image for all slides. This is not used by WEC.

**Frame Titles:** This option enables title text on each frame. The title text can be placed on the frame, resized, and the font can be set. It is typically unused in WEC and is optional.

**Images:** The first button sets a background image. The remaining buttons select images for various other buttons. In WEC, we use the default images for ease of use by the most people.

You should go through each screen and set the appropriate parameters above and enter text in the textbox. Before and during the creation, please be sure to save the project by clicking the floppy disk icon at the top left of the Wink screen.

### Moving, Deleting or Adding Frames

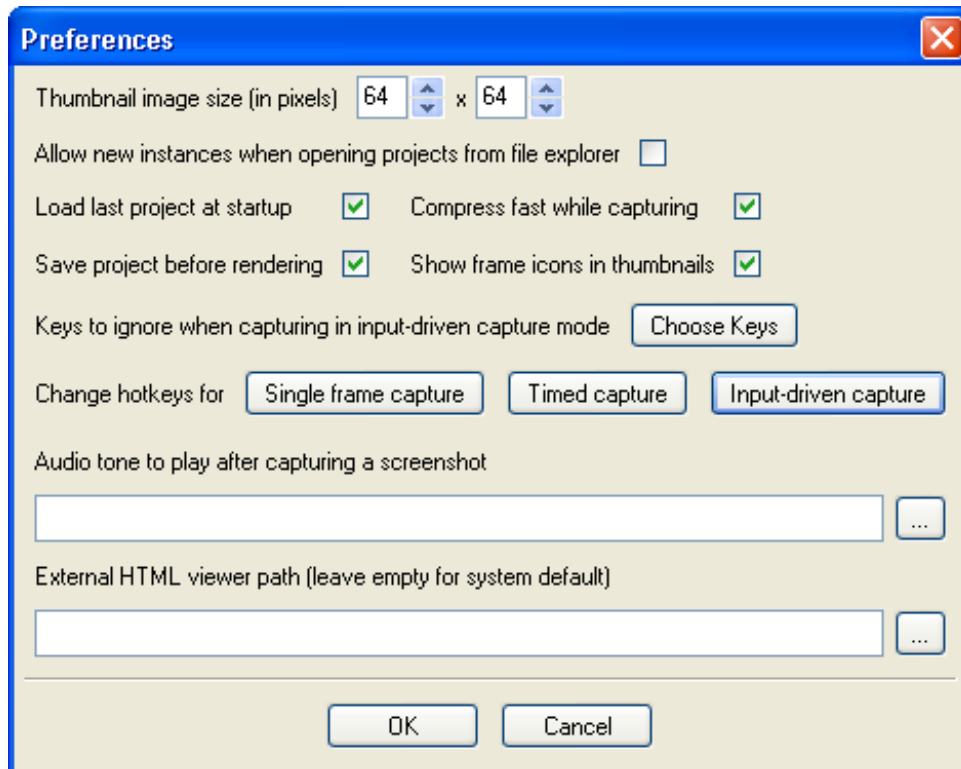
You can move a frame to a different part of the sequence by clicking on the frame thumbnail and dragging it to the new location. You can delete a frame by clicking on it and then right clicking and selecting “Delete.” You can add a frame from another project window by clicking on the frame thumbnail and dragging it to the right place in the sequence in another project window.



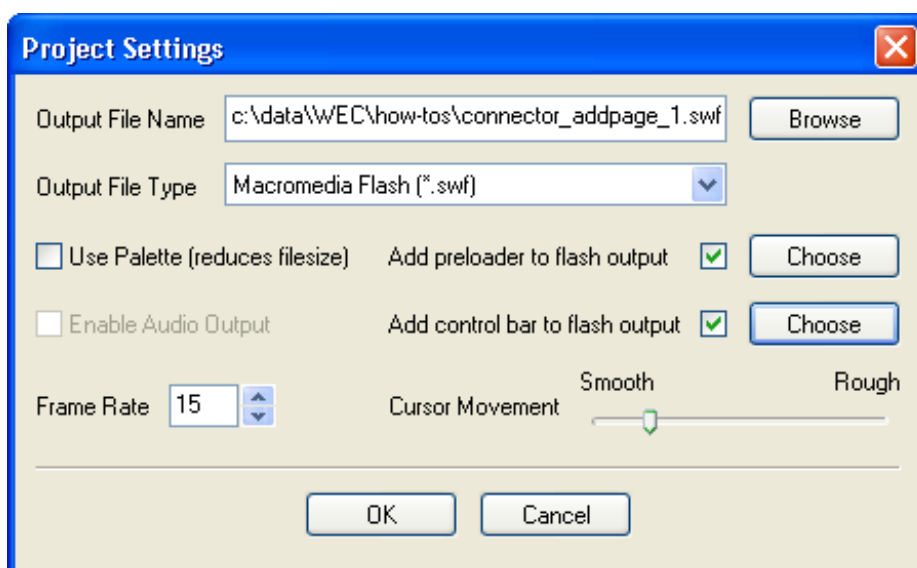
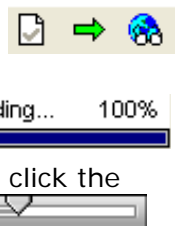
### Configuring Rendering

Select the “File” menu then “Preferences” to bring up the “Preferences” window. This is where you

can set several preferences. These can be set to your personal preference.



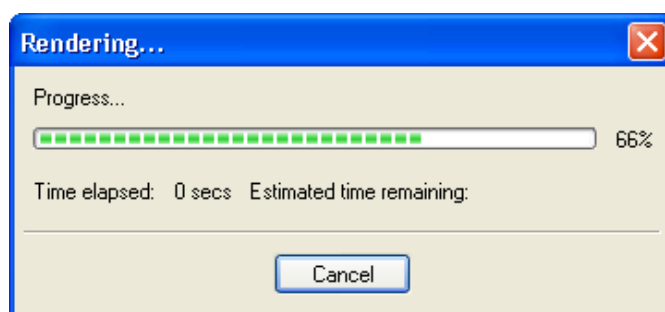
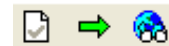
Prior to rendering, the project settings must be set. Begin by clicking on the white paper icon with the check on it. This will bring up the "Project Settings" window. Set the desired "Output File Name." Set the "Output File Type" to "Macromedia Flash (\*.swf)" for WEC. Ensure that the "Add preloader to flash output" option is checked and click the "Choose" button. In WEC, we set the preloader to "very\_simple". Ensure that the "Add control bar to flash output" option is checked and click the "Choose" button. In WEC, we set the flash control bar to "simple\_silver." Set the Frame Rate to 15 and the Cursor movement bar to under the second "h" in "Smooth." Leave the "Use Palette" options unchecked. Click the "OK" button after making these changes.



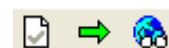
## Rendering a Movie

Make sure the project is saved. Then, to process the presentation, click the green-arrow "Render"

icon at the top. A "Rendering..." popup window will display as the presentation is processed. This popup also provides an option to cancel the processing.



Once the project is rendered. Click the "Earth" icon to display the rendered Adobe (Macromedia) Flash file in your default browser. The SWF file will now be located in the directory set in the "Project Settings" window.



## Creating WEC How-Tos

### Introduction

WEC How-Tos are created to support users who are creating their websites using the TYPO3/WEC software. Currently, they are implementing in using the tt\_news extension. Records in tt\_news can be searched to find solutions to common issues. The How-Tos often include one or more Wink Flash movies. That is why we are including these few details here.

Note: This section assumes that the reader is an experienced TYPO3 backend user.

### Steps to Creating How-To Entries

User-website How-Tos can be created for anything that might help more than one user with their WEC-based website. Developer-website How-Tos can be created for anything that might help more than one developer create something for Web-Empowered Church..

1. Locate the system folder named "How-Tos Database" under the How-Tos page.
2. Identify the News records
3. Under the General tab, for each field in the news record, fill in the contents as follows:

**Title** – Make the Title start with a verb and complete of the sentence: "How do I..."  
Examples: "Change my password," "Set up a backend user," "Add a new page to my website," and "Understand the difference between the backend and the frontend." The goal is to make it personal and practical. Note: just the first word is capitalized unless other words in the title are always capitalized.

**Type** – Set the Type to "News" which is the default.

**Restrict editing by non-Admins** – Leave unchecked

**Date/Time** – Leave the current date and time. It is not shown in the frontend.

**Archive date** – Leave blank.

**Language** – Leave blank.

**Author** – Add your first and last name just for our internal reference. Abbreviate if you'd like because it is not shown in the frontend.

**Subheader** – Enter the TYPO3 version and the extension version the How-To was created for. If you are updating a How-To and know it is fine for a later version then please update

the version number. Examples: "TYPO3 4.0," "TYPO3 4.0, wec\_devotion 1.0." Please add any versions that might flag that a How-To is older and needs to be re-evaluated.

**Text** – Start with one or more paragraphs with a description/explanation of the issue. The paragraph is for teaching and for giving them the big picture to help them understand why they are doing the steps to follow. For example, if the title is "Login to change the website" then the paragraph should discuss the fact that a login is required in order to keep unauthorized people from editing the website. Maybe mention that it is important to have a password that would be difficult to guess.

Conclude the entry with an ordered list that describes each of the steps needed to address this issue. The written steps should be detailed enough for the user to follow the steps without requiring the user to watch the Flash Movie. The Flash movie associated with the How-To should follow the same steps. If there are multiple approaches to address the issue then you can create multiple ordered lists. The field is mostly free-form text, but the bottom of this entry should contain mostly ordered lists of step-by-step instructions.

**Keywords** – Enter keywords, separated by commas, that someone might type in to search for this How-To. Choose words that are not in the main text or title. It won't hurt anything if you repeat keywords that are in the other fields, but it is not needed and does not help the search.

**No automatic pagebreaks for this record** – Leave unchecked.

4. Under the Relations tab, for each field in the news record, fill in the contents as follows:

**Category** – Select the main How-Tos category such as "Hosting," or "Templates."

**Images** – Leave blank.

**Caption** – Leave blank.

**Image alttext and Image titletext** – Leave blank.

**Links** – Enter a list (one below the other) of Flash movie files without the path. The SWF files should be uploaded to fileadmin/wec.com/howtos or fileadmin/wec.org/howtos depending on which site they will be used in.

**Related news** – You can optionally link to any number of related How-Tos.

**Files** - Leave blank.

**-PHP -PHP3** – Leave blank.

5. Save the records and clear cache as needed.