



# Power Book Builder

Instantly Convert PPTs to TBKs

**PowerPoint to ToolBook Converter**  
A ToolBookDeveloper.com Product

## Storyboard Guide for SMEs

This document was produced on 13 January 2004 and may be out of date. For the most recent copy of the Power Book Builder User's Guide, please go to [www.ToolBookDeveloper.com/support](http://www.ToolBookDeveloper.com/support)

Developed by Nirvana Bound Pty Ltd  
and Resource Engineering, Inc.

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## Background

With the Power Book Builder StoryBoard you can provide tremendous assistance to your ToolBook Developer that will substantially shorten your program development cycle and reduce errors in your programs. However, some very specific guidelines need to be followed to get the most from the Power Book Builder. Here's why:

The Power Book Builder takes each textbox in PowerPoint and converts it into a textbox in ToolBook. But, how does the converter engine know which textbox from PowerPoint to map to which textbox in ToolBook? How does the converter know that a certain textbox in the PowerPoint should be converted to a bullet textbox in ToolBook? We are not going to bore you with all of the gory details behind the conversion process. But, what we do want to emphasize is the importance of the existing textboxes in the Power Book Builder StoryBoard. While you cannot see it, each of the textboxes in the StoryBoard has been specially coded with information that is needed by the Power Book Builder. Because these textboxes are specially coded it will be very easy for your ToolBook Developer to map textboxes from your PowerPoint to the ToolBook. If somehow those textboxes get renamed, then it will be more difficult to map them to ToolBook because the names may be different on each page. Your ToolBook Developer will have to go through each textbox one-by-one and map them to ToolBook Textboxes. So, how do you avoid this situation?

- If you are going to use the textboxes on the slide, then use them. Do not delete textboxes and then add them back in because they will not be properly named.
- You can add other textboxes as needed. However, if you need a certain textbox on more than one slide, rather than adding the textbox to each slide separately, add it to one slide and then duplicate that slide for as many slides as you need. When you duplicate the slide it will include all of the objects on the new slide that are on the main slide and the names of all of the objects will be the same.
- You can move textboxes around on both the Slide View and Notes view within the parameters set by your ToolBook Developer. For example, maybe you want to add a graphic to a slide. You will need to make the bullet textbox narrower to accommodate the graphic. That is just fine to do.
- If you don't need a textbox on a slide or notes page, then delete it. If you find later that you do in fact need it, you can either copy the text box from another slide and paste it into that slide or you can insert a new slide and copy the information from the one slide to the new slide. Then add your new textbox. The important thing to remember is that you want the text box to be properly named. If you add a new text box, it will not be properly named and will be more difficult to map.

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## Using Special Objects from the Power Book Builder Catalog.ppt

There are special objects in the catalog.ppt that will make your job and your ToolBook Developer's job much easier. Your ToolBook Developer may have included these objects as slides in your StoryBoard template or you may need to access them from the catalog.ppt. Examples of objects are multiple choice questions, true false questions, and fill in the blank questions.

The catalog.ppt is simply a PowerPoint file with specially named objects on each slide. Because these objects are specially named you should never modify them and you should never save the catalog.ppt with changes you may have inadvertently made to it.

The proper way to use this PowerPoint file is once you have determined which object you want to use, select all of the pieces of the object and select Edit, Copy. Then go to your StoryBoard and on the page where you want to add the object, select Edit, Paste.

Now you are ready to use the object.

### *Using the Question Objects from the Power Book Builder catalog.ppt*

For this release of the Power Book Builder you may create Multiple Choice, True False and Fill in the Blank questions. Each of these question objects are uniquely named groups, made up of the same PowerPoint objects. There are two main (numbered bullet point) textboxes in each group, the first is the Answers textbox, this textbox contains the answers that the ToolBook user will select. The second textbox is the Correct which needs to have Yes or No for each corresponding line in the Answers textbox. Because these are Numbered Bullet Point textboxes the numbering is automatic and it is important to note that there is NO code controlling the data entry, this means that a True False question which MUST have two Answers could have more than two or less than two. When Power Book Builder encounters a problem of this nature it will still create the ToolBook question object, however, it will not configure it.



Answers	Correct
1. Choice #1	1. Yes
2. Choice #2	2. No
3. Choice #3	3. No
4. Choice #4	4. No

Figure 1: Multiple Choice Question Object in the Catalog.ppt.

### Options Object

When setting up a question object in ToolBook you have several options depending on the question.

Options:	
Score this question:	Yes
Cannot change responses:	Yes
Randomize answers:	Yes
Multiple choice/multiple correct:	Yes

Figure 2: Question Options Object in the catalog.ppt.

The options in the Options Object include:

**Score this Question** – If you check this box in the ToolBook question object the question will be scored and the score will be factored into the score for the book. Power Book Converter uses either Yes or No instead of a checkbox. “Yes” will set the option to checked in ToolBook.

**Cannot Change Responses** – If you check this box in the ToolBook question object once learners answer the question they cannot change their answer. Power Book Converter uses either Yes or No instead of a checkbox. “Yes” will set the option to checked in ToolBook.

**Randomize Answers** – If you check this box in the ToolBook question object the answers will be randomized each time that the question is shown. Power Book Converter uses either Yes or No instead of a checkbox. “Yes” will set the option to checked in ToolBook.

**Multiple Correct** – This is an option on multiple choice questions only. If you check this box in the ToolBook question object users will be able to select more than one of the answer choices. Power Book Converter uses either Yes or No instead of a checkbox. “Yes” will set the option to checked in ToolBook.

These options are basically “turned on” or “turned off” as part of the conversion process depending on the value of the textbox in the PowerPoint question object. “Yes” turns the option on and “No” or anything else other than “yes” turns the option off. We recommend sticking with the Yes/No convention for clarity and consistency.

Note that if this object is not on the slide with the Question Object then the options will be the same as they are in the TB\_Obj.sbk file.

## Feedback Object

Here is where you would add your immediate feedback if that is how you will be handling the question. Sometimes you may need more than one line of text for the feedback for a given answer, as this is a numbered bullet point textbox and the numbers MUST correspond to the **Answers** you may enter <br> within the one line of text and Power Book Builder will create a multi line feedback. Note that if this object is not on the slide with the Question Object or if there is no feedback for a given answer then the feedback will be the standard <correct> or <incorrect> based on the answer being correct or incorrect.



Figure 3: Immediate feedback object in the catalog.ppt.

## Delayed Feedback Object

Here is where you would add your delayed feedback if that is how you will be handling the question. See Feedback Object for multi line feedback. Note that if this object is not on the slide with the Question Object then the feedback will be the same as in the TB\_Objs.tbk file.



Figure 4: Delayed feedback object in the catalog.ppt.

## Multiple Choice Questions

With the multiple choice question object you may have as many Answers as you wish; you are not limited to the default (4) answers shown. To create more options simply hit the enter key and you will get a new line item that is correctly numbered. Multiple choice questions may have as few as two answers and there is not upper limit. You will need to do the same for the Correct so that you have a “yes” or “no” for each of the possible answers.

Next select the options by typing “yes” or “no” to each.

Now provide your feedback. If you choose to have immediate feedback, you must have one response for each answer choice. If you have delayed feedback you will need feedback for all answers being correct and all answers being incorrect and if you give credit for partially correct answers you will need feedback for that outcome as well. Also remember that once the book is converted, if you do have delayed feedback you will need a button on the page to trigger the delayed feedback of the question.

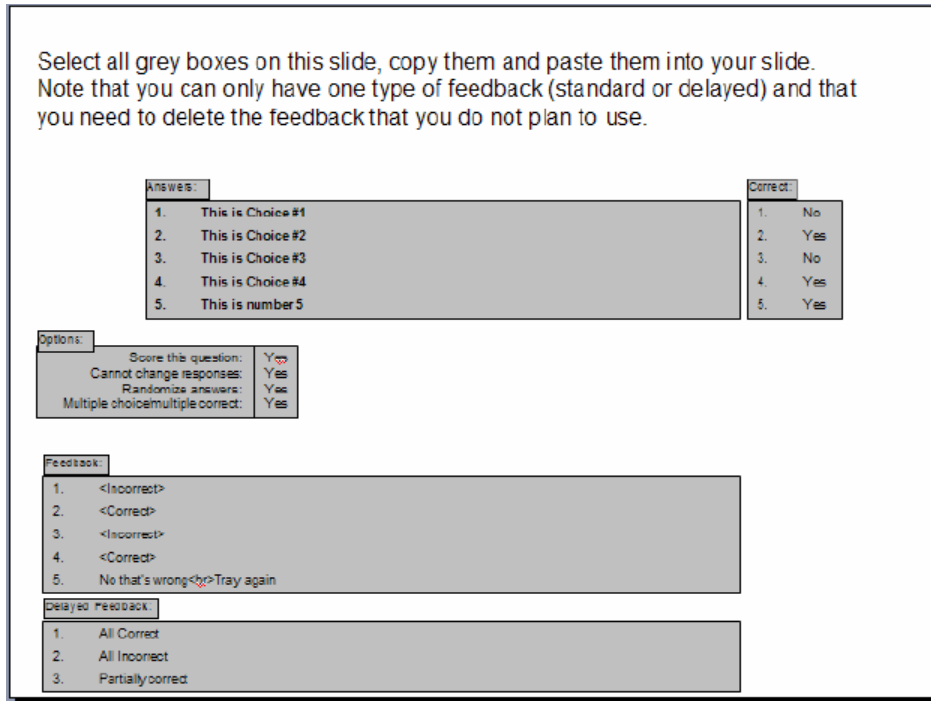


Figure 5: PowerPoint slide with the correctly named textboxes for multiple choice question objects.

## True-False Questions

With the True-False questions you may have only two answers where one is true and the other is false. As you already know, you are not restricted to the words “True” and “False”, it could be “Yes” or “No” and any text. You will need to then indicate which is correct by typing “yes” or “no” in the Correct textbox for the given answer.

Next select the options for the question by typing “yes” or “no” to each. Note that since this is a true-false question the fourth option, multiple choice/multiple correct is not a valid option for this type of question so the option selection could be anything as it is ignored”.

Now provide your feedback. If you choose to have immediate feedback, you must have one response for each answer choice. If you have delayed feedback you will need feedback for all answers being correct and all answers being incorrect and if you give credit for partially correct answers you will need feedback for that outcome as well. Also remember that once the book is converted, if you do have delayed feedback you will need a button on the page to score the question.

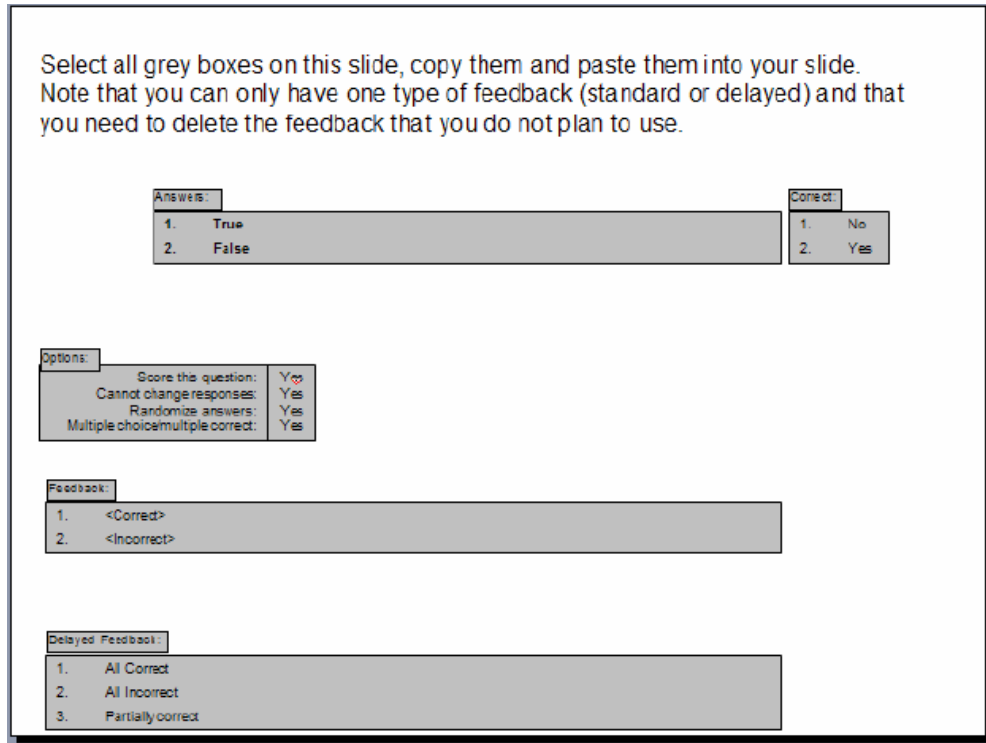


Figure 6: PowerPoint slide with the correctly named textboxes for True-False question objects.

## Fill in the Blank Questions

With the Fill in the Blank questions you may have as many answers as you wish, just like in ToolBook. The ToolBook Fill in the Blank question **MUST** have an <else> answer, which can be either correct or incorrect, the default PowerBook Fill in the Blank question does not include this answer and Power Book Builder will automatically add this <else> answer if it does not find it in the list of answers, when this happens the answer will be incorrect, which is the default in ToolBook. If however, you require this to be correct then you must have the last answer as <else> and a corresponding Yes in the Correct textbox.

Next select the options for the question by typing “yes” or “no” to each. Note that since this is a fill in the blank question only the first two options are valid. The last two options are ignored.

Now provide your feedback. If you choose to have immediate feedback, you must have one response for each answer choice. If you have delayed feedback you will need feedback for all answers being correct and all answers being incorrect and if you give credit for partially correct answers you will need feedback for that outcome as well. Also remember that once the book is converted, if you do have delayed feedback you will need a button on the page to score the question.

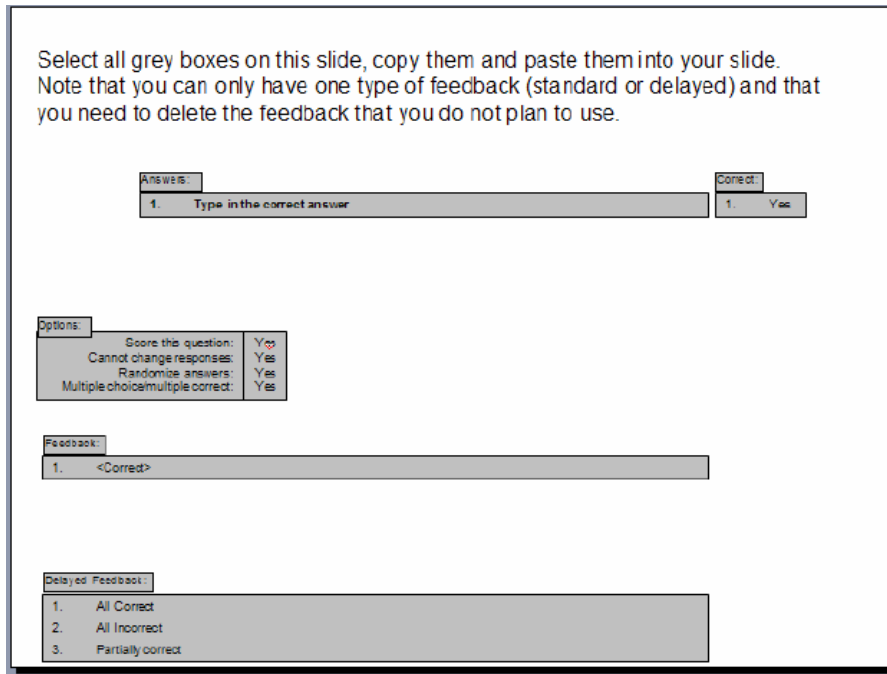


Figure 7: PowerPoint slide with the correctly named textboxes for multiple choice question objects.

## ***ToolBookDeveloper.com Products***

To demonstrate just how awesome the Power Book Builder can be we have included the ability to utilize two of the many products developed by Nirvana Bound Pty Ltd and available from ToolBookDeveloper.com

### **Popup Message Box Widget**

The Popup Message box is a nifty and attractive ToolBookDeveloper.com tool that easily adds popup text to your ToolBook project. You can automatically add Popup Message Boxes to your project during the conversion process by using the special Popup Message Box object in the PowerPoint Catalog.ppt. In order for the Popup message Box to work you must add the Popup Message Box Widget to the TB\_Objcs.tbk Popup Message Box page. Then you can customize it to match your template motif.

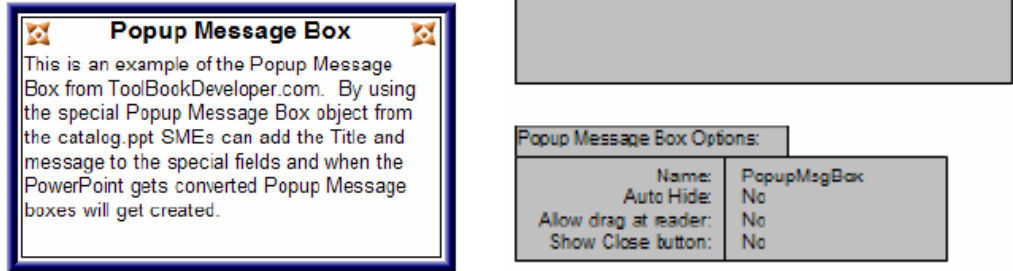


Figure 8: On the left is an example of what the Popup Message Box looks like in ToolBook. On the right is the Popup Message Box object in the catalog.ppt.

### Audio Player Widget

If you use audio in your ToolBook projects, you know how time consuming it is to assign audio files to every page. However, if you use the Audio Player Widget from ToolBookDeveloper.com adding audiofiles to your projects is a piece of cake! Just add the audio file name in the special AudioFileName object in the PowerPoint Storyboard or add the object from the Catalog.ppt to your own template (add it to the either the Slide or Notes View). Providing the audiofile name object is in your template book when Power Book Builder converts a slide if it finds an AudioFileName textbox it will load the file name shown into the Audio Player for the given ToolBook page. If the text in the textbox is “Use Page Name” then the page name will be used and “.mp3” will be appended to the page name.

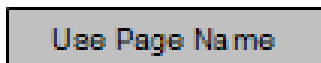


Figure 9: AudioFileName Textbox from the catalog.ppt.