

OCR Nationals in ICT. Unit 1: ICT Skills for Business

Perfecting Your Presentation in MatchWare Mediator 8

- This lesson is how to quickly develop and improve your presentation in **MatchWare Mediator 8**.
- Used with your Mind Maps created in **MatchWare OpenMind 2**, it will fulfil the requirements of **Unit 1, Assessment Objective 3**.
- These tools will also be required for **Unit 4: Design and Produce Multimedia Products**.
- **MatchWare Mediator 8** is an easy-to-use, intuitive presentation tool, and is especially useful in Units 1, 4, 5, 8, and 20.
- **Mediator** is also invaluable for any units where students need a professional, high-end presentation, and are required to produce interactive **CD-ROMs, Flash** or **HTML**.

Assessment Objective:

3. Produce a business presentation using presentation software.

- | | |
|---------|-------------------------------|
| Step 1: | Getting Started with Mediator |
| Step 2: | Adding Interactivity |
| Step 3: | Formatting |
| Step 4: | Animation |
| Step 5: | Exporting |

MatchWare Mediator 8 is a powerful, page-orientated authoring tool. You design your presentation one page at a time and create links between pages, or transform your Mind Map created in MatchWare OpenMind 2 into a ready-to-go presentation.

At the heart of **Mediator** is its ability to create interactive content with an intuitive drag and drop interface. This makes it ideal, not only for presentations, but collecting work as an **e-portfolio**. While the **OCR Nationals in ICT** does not require work to be collated in this way, an e-portfolio is a very powerful tool for keeping work **organised** and in an easily accessed form.

The context is perfecting a presentation from a Mind Map created in MatchWare OpenMind 2: *The Current and Future MP3 Player Market*. This is related to the OCR Model Assessment for Unit 1: *A presentation on the Downloadable tunes business*.

This tutorial demonstrates the basic features in MatchWare Mediator 8, and how it can be used in conjunction with MatchWare OpenMind 2. Though this tutorial only covers part of Unit 1, it is also an introduction on using MatchWare Mediator 8 for other units throughout the qualification.

Step 1: Getting Started with Mediator

The Mind Map you created in “**Creating a Presentation Using MatchWare OpenMind 2**” has been successfully exported to a format **Mediator** can read.

When exporting, if you chose **Using predefined template**, the presentation will use a default format so you can run your presentation straight away.

If you chose **Using blank pages**, the pages have no format, and this will need to be applied.

➤ **Open Mediator.**

On the Welcome screen, choose:

Open an existing document.

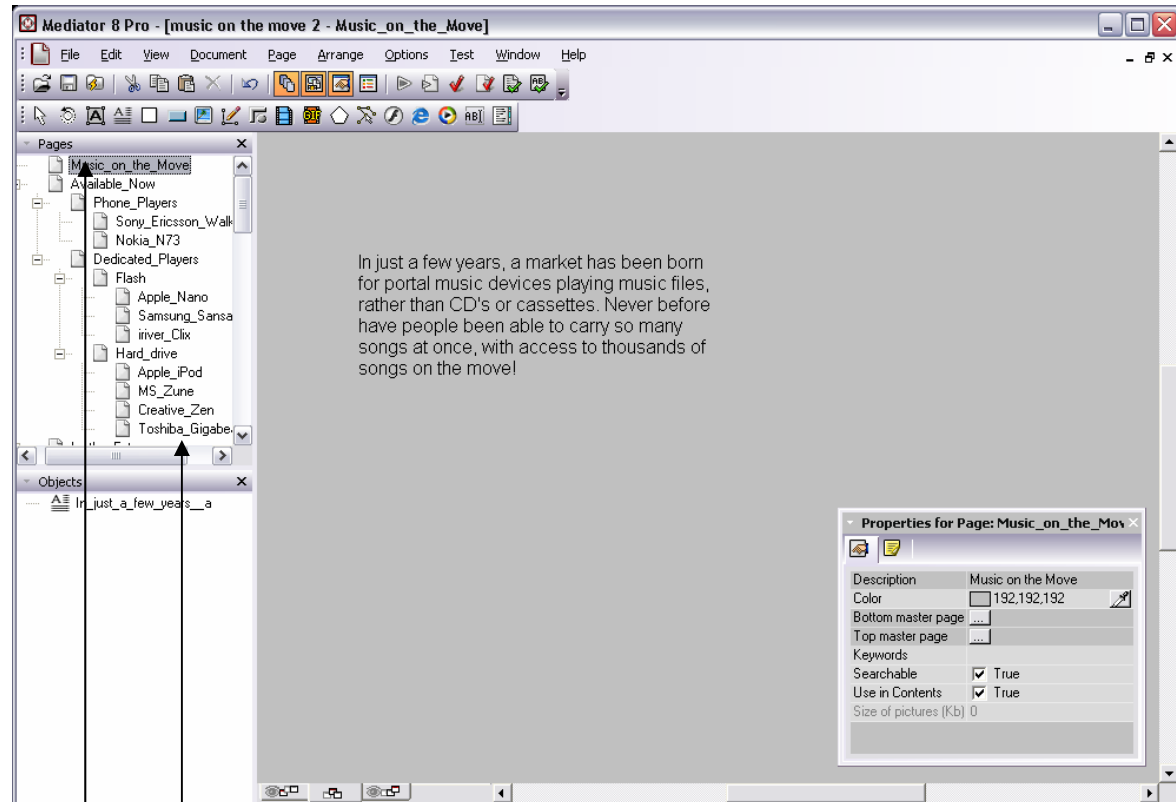
Browse for your exported file, and open it.

The file will open, and you will be presented with the **workspace**, where you will be able to format and modify the Mind Map to perfect your presentation.

There are only three basic steps to creating your presentation:

1. **Add objects using the toolbox**
2. **Create and arrange pages with the Page List**
3. **Create interactivity with the Events dialogue** (see Step 2)

The Mind Map you made earlier has created the pages and content. Now you will need to format it and create interactivity.



Step 2: Adding Interactivity

Assuming your Mind Map contained all the information you need for your presentation, it's time to add Interactivity. This will take the form of page links and transitions, animations, and any extra Multimedia features. For these, you will need to use the **Events** dialog. This is the heart of the software.

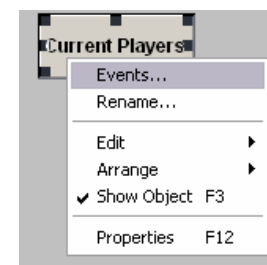
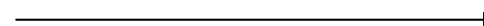
Here's how to add a **transition** with a button you have drawn yourself.

It's useful to create buttons that lead to different pages. Create a button by clicking on the button icon on the tool bar.



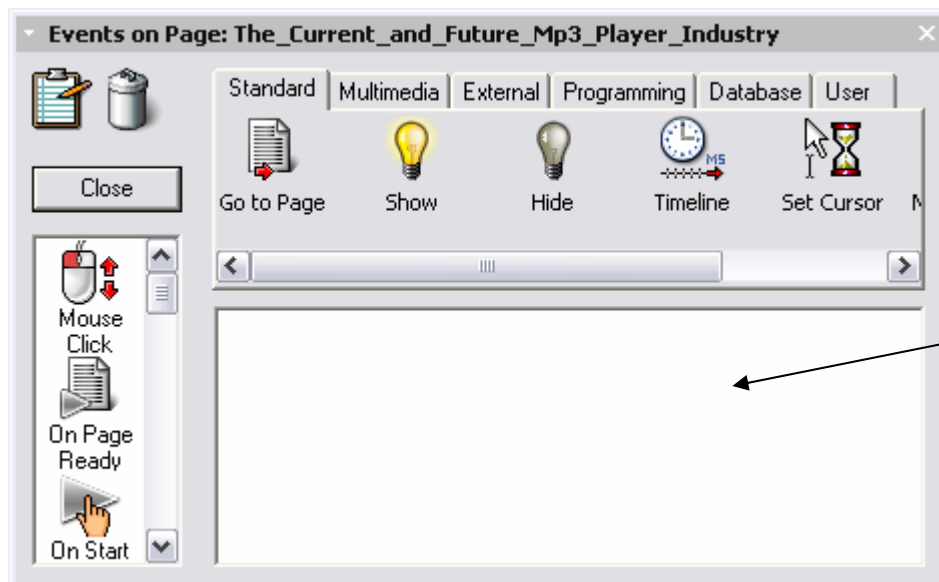
Place the button on the page and start typing to name it "Current Players" (double-clicking text objects will also allow you to edit them). A **Properties** dialog will open. This will allow you to change the properties of the button (see Step 3: Formatting).

To access the Events dialog, click on the button: **Right Click>Events...**



An Events dialog opens that will be specific to this button.

You can create Events for any object (including Page background), by using **Right Click>Events...** on that object.



The Events dialog allows you to add **transitions, animations, timings, audio, hyperlinks** to the web and other documents, and logic **programming**.

First drag an **Event** icon from the right column into the empty box (the **Active Field**), then an **Action** icon from the top row.

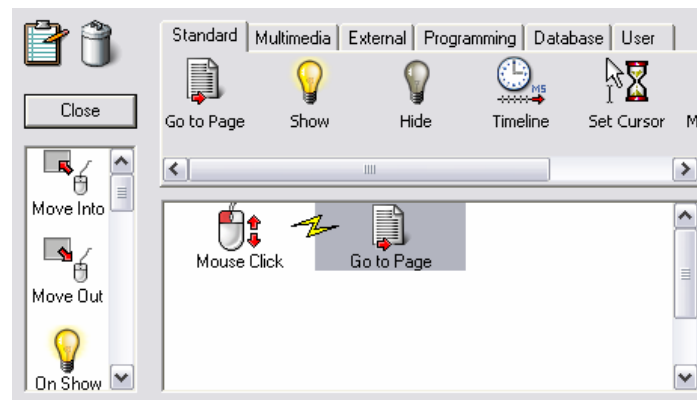
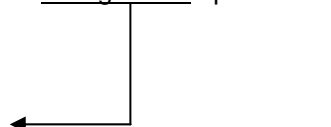
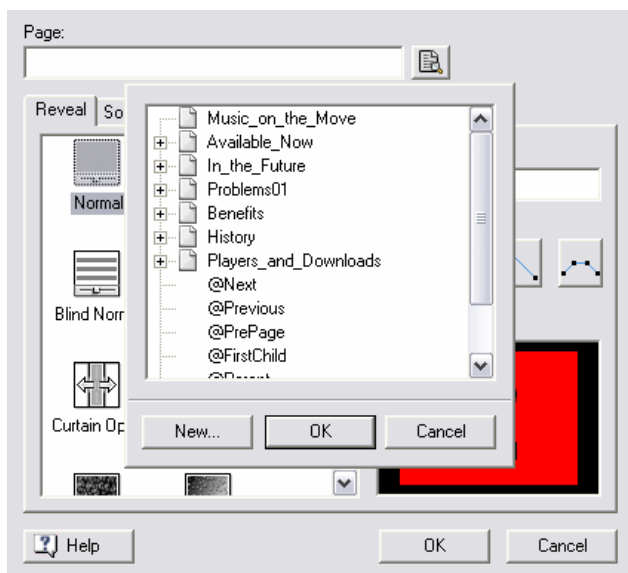
An **Event** is always followed by an **Action**.

(continued...)

Step 2: Adding Interactivity (cont.)

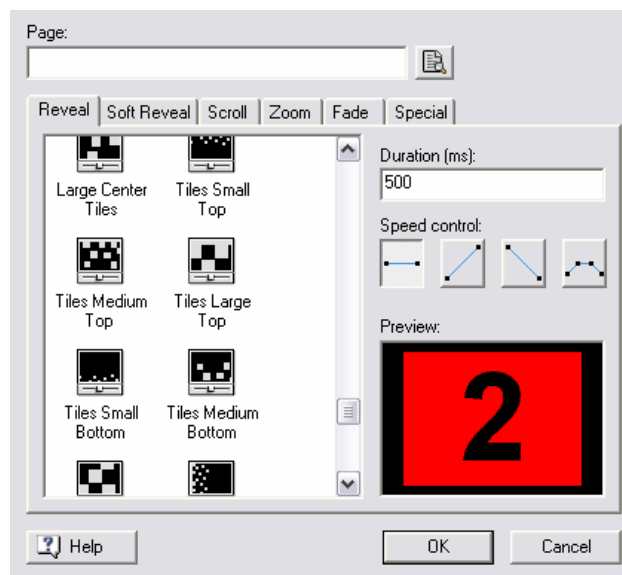
- Drag the **Mouse Click** icon on the left into the Active Field.
- Next, drag the **Go to Page** icon into the Active Field.

The event and action are automatically linked, and two new dialog boxes open.



This dialog box allows you to choose which page you want the button to link to. Choose **Available Now**, then **OK**.

The top dialog will close, and you will have the **Go to Page** dialog open. Here you can choose your transition effects. There are a large number of effects, tabbed across the top.



- Experiment with different transition effects.

When you have one you are happy with, click **OK**.

- Create more buttons to link to different pages.

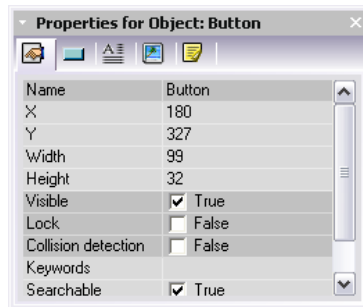
It is good practise for each page to also have a **Back** button to return to the home page or title page.

To test the presentation at any time, click **Test>Run document**, or press **F5**. Press **Esc** to stop.

You can also use template buttons from the **Multimedia** tab on the left of the workspace. Use the **Search** bar to search for **Button**. This will return many different types of buttons, which can be dropped into the workspace, and have events assigned as with one you drew yourself.

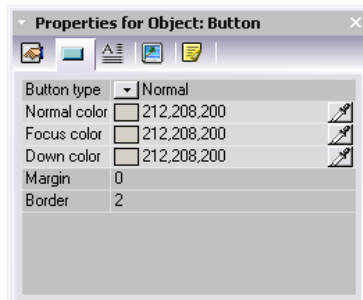
Step 3: Formatting

Your presentation needs to be formatted. Every object in the workspace has **Properties**. These are accessed using the **Properties** dialog. When you click on an object, the Properties dialog will open. If not, click on the object: **Right Click>Properties**, or press **F12**.



Try formatting a button. The Property dialog allows you to control most of the object properties. Use the tabs across the top to access different functions.

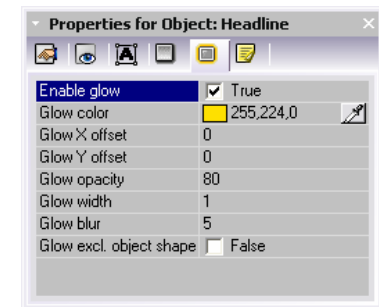
The placement of the object can be exactly specified using the X-Y coordinates (or you can use drag and drop), as can the size using the Width-Height (or use the grab bars on the sides of the object).



Colour can be altered by clicking on the colour box, opening the colour palette.

- Change the colours, including Focus and Down.
- Experiment with altering the Margin and Border to create a bevelled button.

Test the presentation to see how the button reacts to being pressed.



Font type, size, and colour can be altered.

- Create a button style you are happy with.

- Create a **Headline**: "MUSIC ON THE MOVE!" Use the **Properties** to alter the font, size, position, colour and glow



To format the text in a text box, double click to bring up a font dialog. Click off to close.



Step 4: Animation

Animation adds interest and dynamic content to your presentation.

It is accessed in the **Events** dialog. Here's how to add a dancing MP3 player to the Title page.

Animation is based on an object following an animation path, or **AniPath**.

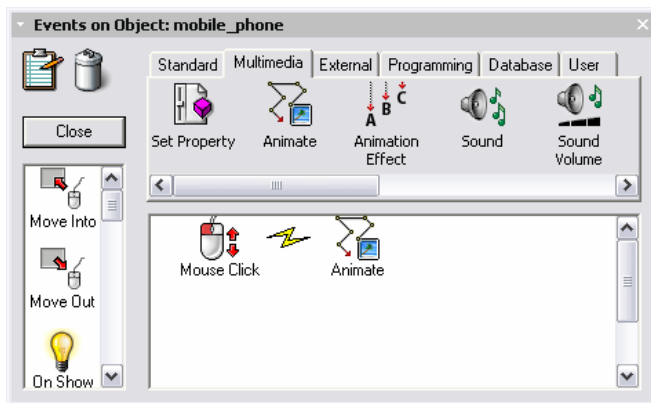
1. Create the AniPath.



This brings up the Animation Path Tools. Click on the page to create connected points of the path. Make the last point the same position as the first. To smooth the path, select the entire path by dragging a box over it. Click the **Curve** tools, and use the yellow adjust bars to add Bezier curves. Click the green arrow on the right to finish.

➤ [Create an appropriate dance path.](#)

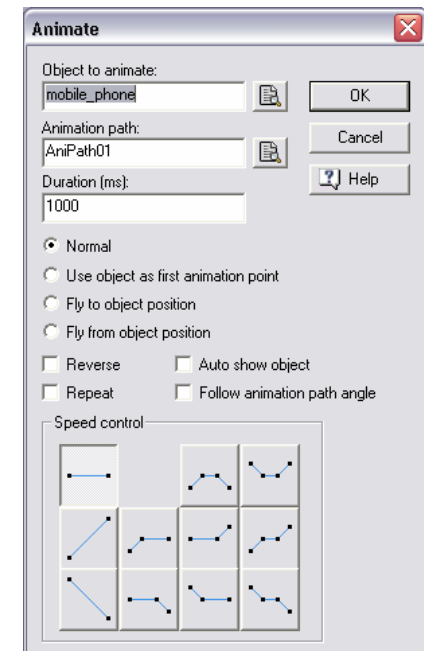
2. Create an object to animate. Copy in an image of a mobile phone, or use one from the Mind Map. Mediator will ask you to name the image, and save it in the Mediator folder. ➤ [Create an object](#)



3. Open the Events dialog on the image: **Right click>Events...** Click the **Multimedia** tab. Drag the **Mouse Click** event and **Animate** action into the Active Field. Another dialog will open. Choose the object name as "Object to animate", and the AniPath you drew as "Animation path". Click OK, then Close the Events dialog.

➤ [Create an animation](#)

➤ [Test the presentation to see if the animation works](#)



Step 7: Exporting

There are many other features in Mediator, but this tutorial contains enough to get you started.

Your presentation can be exported to several different formats.

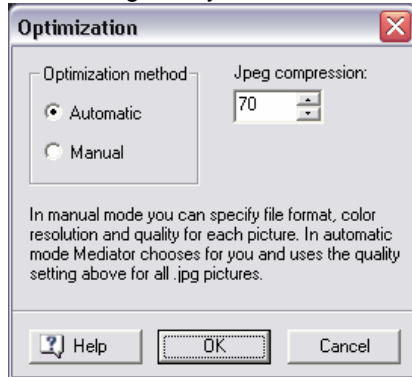
To export for distribution, select:

File>Create Distribution Files>Quick...

You may wish to **Optimise** your presentation first. This compresses large graphics. To Optimise, select:

File>Optimize...

Other things to try:

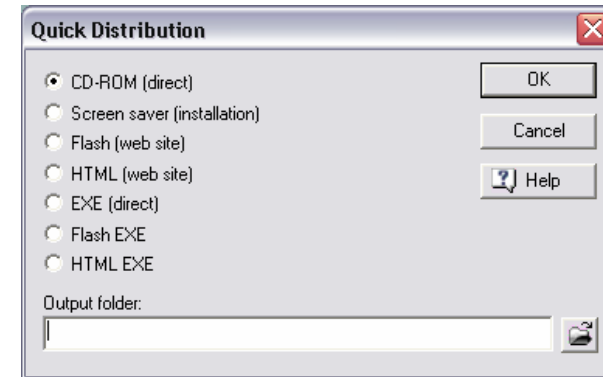


➤ Use the Events dialog to add audio clips

➤ Use the **Drawing tool**. Click once on the icon, and then drag out a drawing area on the page.



Click **OK** to **Create a New Drawing**, then save it. Use the drawing tools. When you are satisfied, select **File>Return to Mediator**.



Summary. You have:

Used a Mind Map made in MatchWare OpenMind 2 to create the structure for a presentation in Mediator; Added interactive elements; Formatted your work; Added animation; and exported the presentation.

This helps meet the requirements specified by OCR for the creation of a business presentation, as well as how to use Mediator in other units.