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1. UNIVERSE BUILDER

The Universe Builder application is designed for the creation of universe structures to be used in books, games and other areas where a defined universe would be useful.

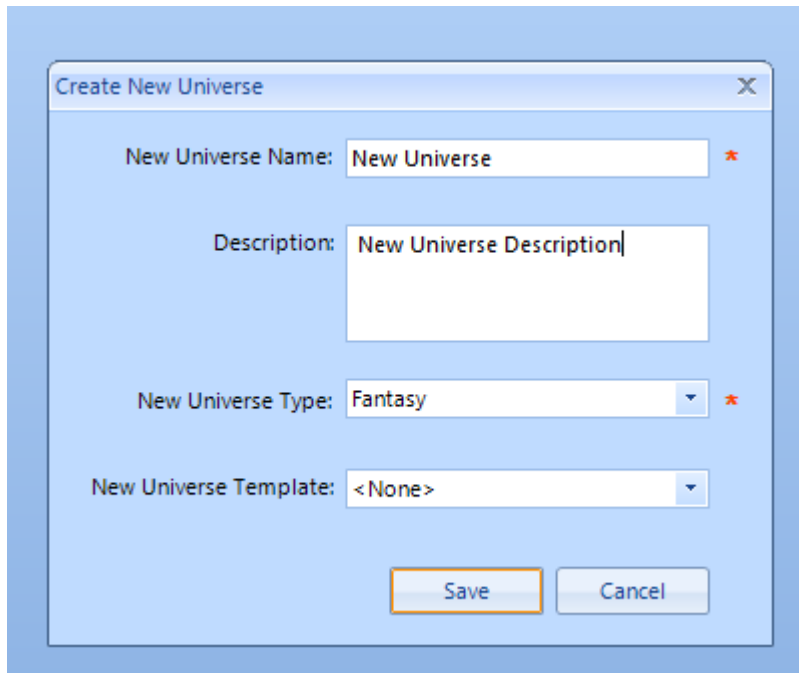
1.1. STEPS TO CREATING A UNIVERSE

When creating a new universe follow these steps:

1. Log in into the Universe Builder application.

Create The New Universe

2. Select the Create New Universe option from the Universe button group on the Universe Builder Home tab
3. Enter the new Universe Name and optional Description.
4. Select the New Universe Type from the universe type drop down list. This list is based on the available universes types. These types may be managed through the [Manage Universe Types](#) functionality on the [Universe Structure Management](#) tab.
5. Optionally select a template on which the new universe will be based,. The Universe Template is a predefined structure which allows you to create a new universe with some structure and items already defined for you. The Universe Templates may be managed through the [Universe Templates](#) button group on the [Universe Structure Management](#) tab.

A screenshot of a 'Create New Universe' dialog box. The dialog has a title bar with 'Create New Universe' and a close button. It contains four input fields: 'New Universe Name' with the text 'New Universe' and a red asterisk; 'Description' with the text 'New Universe Description|'; 'New Universe Type' with a dropdown menu showing 'Fantasy' and a red asterisk; and 'New Universe Template' with a dropdown menu showing '<None>'. At the bottom are 'Save' and 'Cancel' buttons. The 'Save' button is highlighted with an orange border.

Create New Universe

New Universe Name: New Universe *

Description: New Universe Description|

New Universe Type: Fantasy *

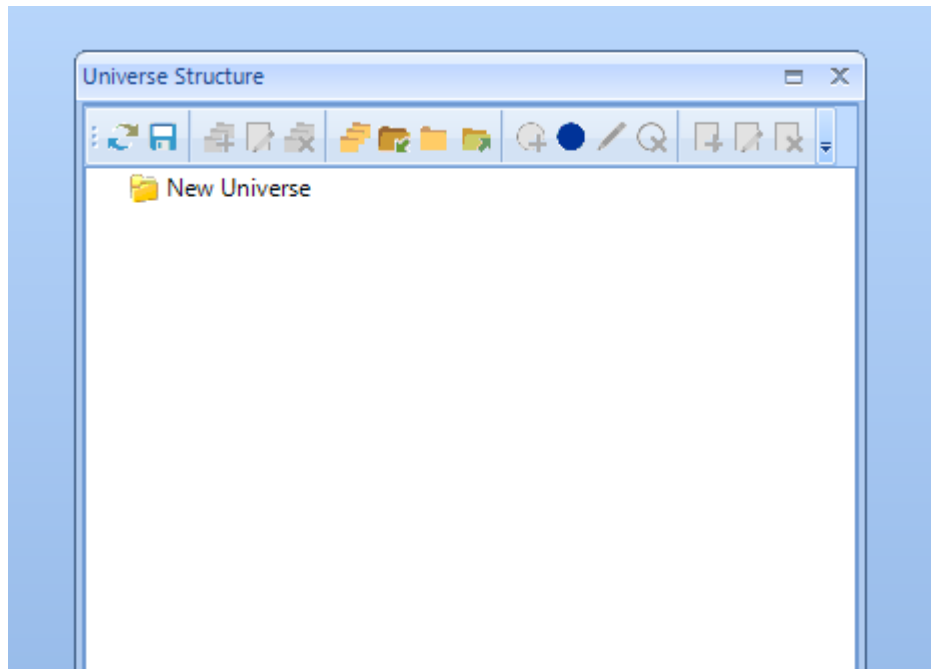
New Universe Template: <None>

Save Cancel

6. Press the Save Button to create the new universe.

Create the Universe Using the Universe Structure Builder

7. Once the new universe has been created it is automatically opened in the [Universe Structure Builder](#), as shown below. Note that the new Universe Name is used as the root name of your new universe structure. If you have selected to use a predefined universe template then the structure and items from the selected template will also appear in the universe builder universe structure. as part of your new universe . You are now ready to start building your universe.



8. Use the Folder functionality of add, rename and delete folders to create and manage your folder structures, Folders are a useful way of group information and objects within your Universe.
9. Select the Add New Object button from toolbar to add a new object item.
10. Enter the Object Item Name and Optional Description.

Object Item

Universe Type: Fantasy

Object Name: New Coin 1

Object Description: Couin 1 descriptiion

Select Object Type:

< NONE >

;lkIkIkqkIkqkIkq

aa

aaaxxx

aadsss

aass

aassaa

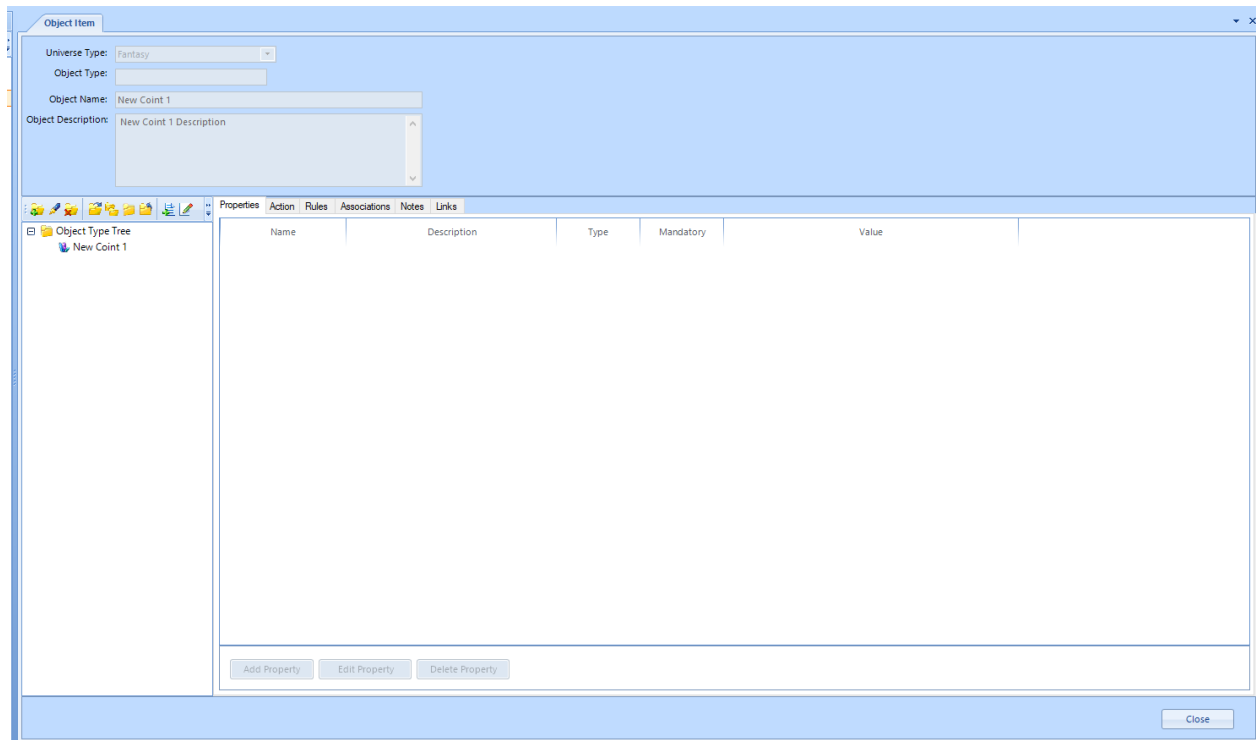
abcdef

abcdef1234

another two

Next Cancel

11. Select the New Object Type. Select the <None> option to start with a blank object structure or select one of the available pre-defined object Item Types to start with a predefined Object item structure. You can use the option type search box to help find the Object Type you are looking for. The Object Type predefined templates can be managed through the [Objects Button Group](#) on the [Universe Structure Management Tab](#).
12. Press the Next button to save the new object Item and open the Object Item details screen and enter the details of the New Object Item.



13. The Object item details screen displays the object Item tree structure on the left hand side of the screen and the property of each Object Item sub-item in the screen on the right. The tabs available for each Universe Item sub-item are: Properties, Actions, Rules, Associations, Notes and Links. See the Craete Universe Object Items help section for more details.

- **Properties Tab:** Use the Properties tab to add, edit and delete property items related to this Universe Item.

- **Actions Tab:** Use the Actions tab to enter the actions that this object item may perform. see the [Object Actions Button Group](#) for further details.

- **Rules Tab:** Use the Rules tab to enter the rules associated with this object item. See the [Object Type Rules Button Group](#) for further details.

- **Associations Tab:** Use the Associations tab to describe what associations exist between this items and other object items in your universe.

- **Notes Tab:** Use the Notes tab to enter and maintain Notes about this object item

- **Links Tab:** Use the Links tab to enter and maintain links between this object items and other internal and external items.

14. Using this screen you may now create multiple sub-items for each individual Universe object item, each with their own properties, actions, associations information etc. You may group this object item information into folders and sub-folders using the toolbar functionality available in the tree structure on the left of the screen. Note that the right hand side information tab set will be disabled until a sub-item is selected within the object item tree structure.

15. Using the Universe Structure Builder you can now build up you Universe grouping object items into various folder and adding object items and sub-items using pre-defined and non-predefined types.

1.2. CREATING A SAMPLE UNIVERSE

Please review the Sample Universe available within the Universe Builder application.

1.3. USER LOGIN

The User Login form allows you to log into the Universe Builder application. Multiple users can be given access to the software application, each with their own unique user name and password.

The following screen illustrates the Universe Builder User Login form. To use this form follow these step;s:

1. Enter a valid User Name
2. Enter a matching Password for the User Name

3. Optionally use the Show Password button to toggle between seeing the Password in plain text or as being masked using the asterisk (*) character.
4. Select an initial Universe to open when the application starts. Selecting the <None> option will mean that no Universe will initially be opened when the application starts.
5. Press the **Login** button to progress on to the Universe Builder application.

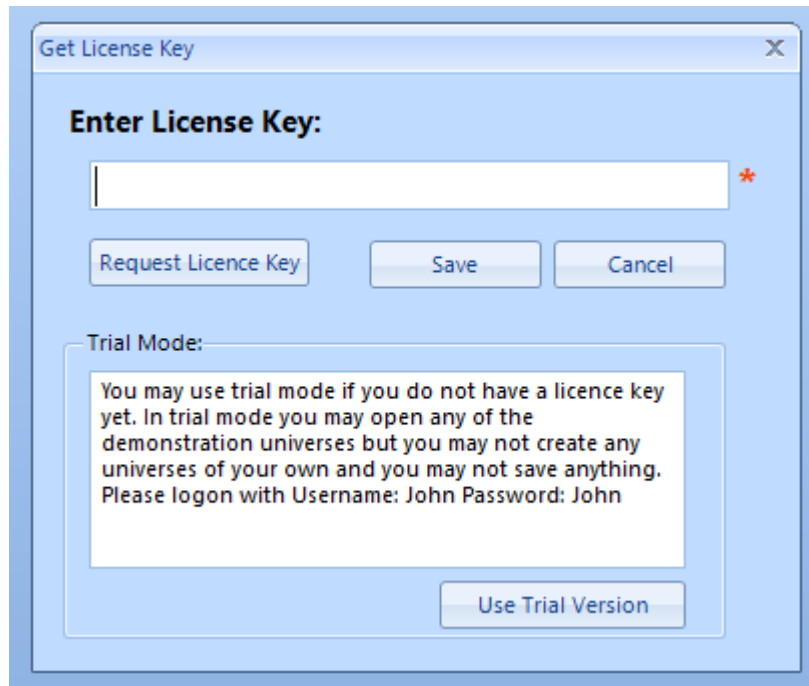
If you enter an invalid User Name and / or Password, or if the Password entered is incorrect for this User Name then an error message will be displayed and you will not be able to gain access to the application.

Selecting the **Close** button will close the entire Universe Builder application.



1.4. GETTING A LICENSE KEY

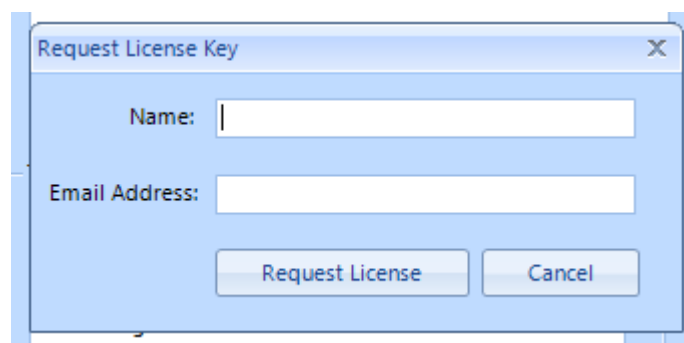
If this is the first time you have run the Universe Builder application then the application will ask you to enter your application license key.



The 'Get License Key' dialog box has a title bar with a close button. It contains a section titled 'Enter License Key:' with a text input field and a red asterisk icon. Below this are three buttons: 'Request Licence Key', 'Save', and 'Cancel'. A 'Trial Mode:' section is also present, containing a text box with the following text: 'You may use trial mode if you do not have a licence key yet. In trial mode you may open any of the demonstration universes but you may not create any universes of your own and you may not save anything. Please logon with Username: John Password: John'. At the bottom right of the trial mode section is a 'Use Trial Version' button.

If you do not have a license key you can request one using the Request License Key button. When the Request License button is pressed the following screen is displayed. Please enter your name and email address into this screen and press the Submit button.

This will then send an email to MORC Creations containing your information and requesting for you to be sent a license key. When you receive this key enter it into the License key field and press the **Save** button. The license key will be validated and if valid saved in the system. You will then have full access to the Universe Builder application.



The 'Request License Key' dialog box has a title bar with a close button. It contains two text input fields: 'Name:' and 'Email Address:'. Below these fields are two buttons: 'Request License' and 'Cancel'.

Alternatively, while you are waiting for your license key to be sent to you, you may run the application in trial mode by pressing the User Trial Version button. This allows you to access many of the functions within the application but disables the ability to save items.

1.5. UNIVERSE BUILDER MAIN SCREEN

From the Universe Builder Main application screen you can access all the functionality contained within this program. The main screen is divided into 4 main tabs, these being:

- **Home:** The Home tab provides you with access to all the functionality you will most often use when working with the Universe Builder application. See the [Home Tab](#) help section for more details.
- **Universe Structure Management:** The Universe Structure Management tab provides access to functionality which not only allows you to create and manage Universe Templates but also provides access to functionality which allows for the addition and management of object types and for the management of different types of universes. See the Universe [Structure Management Tab](#) for additional details.
- **Configure:** The Configuration tab provides you with functionality which allows you to setup and configure the Universe Builder application and the reference sets lists used within the application. See the [Configuration Tab](#) help section for more details.
- **Tools:** The Tools tab allows you to open the Windows Notepad and Calculator tools and to configure your own tools to be displayed within the Tools tab of the Universe Builder application. This tab also provides access to the Export Universes functionality. See the [Tools Tab](#) help section for more details.

In addition to these tabs the Universe Builder main application window also contains an applications menu which may be accessed via the Application Menu button in

the top left hand corner of the screen. For more information about the functionality contained within this menu see the [Application Menu](#) help section.



1.5.1. APPLICATION MENU

The Applications Menu, as illustrated in the image below, contains 2 options; About Universe Builder and Exit.



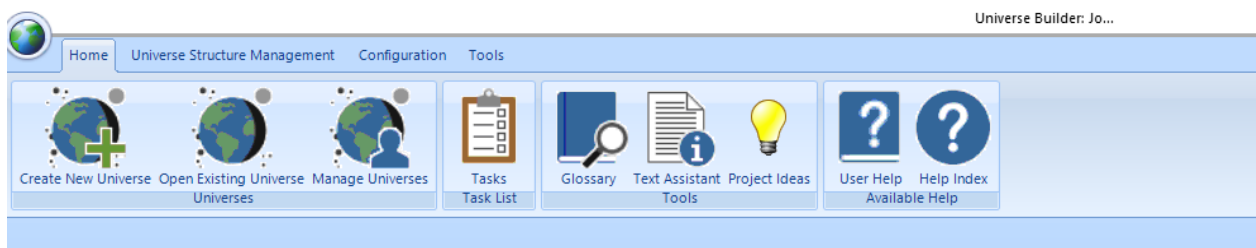
When the About Universe Builder menu option is selected the following screen is displayed. This screen displays the version, year and copyright information for the application. Pressing the Close button will close this form and return you to the My Collections main application screen.



Selecting the Close button on the Application Menu will close the Universe Builder application and return you to the Windows environment.

1.5.2. HOME TAB

The Universe Builder Home Tab provides you with access to your most used functionality, as illustrated in the image below.



This tab contains an array of different buttons divided into 4 distinct button groups, these being:

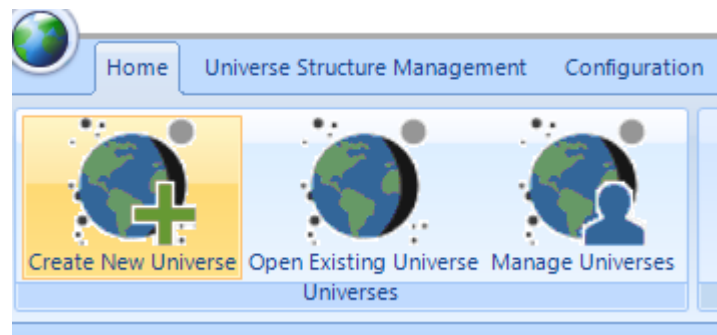
- **Universes:** The Universes button group provides access to functionality which creates, controls and manages universes which you create. For more information on this topic see the [Universes Button Group](#) help section.
- **Task Lists:** The Task List button group provides access to the Task List Management system, Using this functionality you can enter and track all the tasks you need to do when building your universes. For more information on this topic see

the [Task List Button Group](#) help section.

- **Tools:** The Tools button group provides access to the three main tools available within the Universe Builder application; Glossary, Text Assistant and Project Ideas. For more information on this topic see the [Tools Button Group](#) help section.
- **Available Help:** The Available Help button group provides access to different entry points into the Universe Builder Help System. For more information on this topic see the [Available Help Button Group](#) help section.

1.5.2.1. UNIVERSES BUTTON GROUP

The Universes button group provides access to functionality for creating new universes and for managing universes which you have previously created.

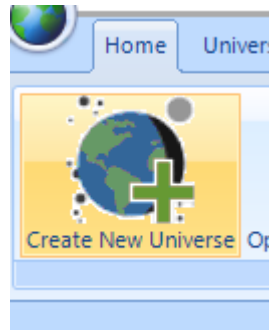


The Universes Button Group contains three main buttons, these being:

- **Create New Universe:** The Create New Universe button, when pressed, allows you to create new universes. For more information of this topic see the [Create New Universe](#) help section.
- **Open Existing Universe:** The Open Existing Universe button allows you to open any previously created universes. For further information on this topic see the [Open Existing Universe](#) help section
- **Manage Universes:** The Manage Universes button provides access to a Manage Universes Screen from which you can perform a variety of different functions through which you can manage your existing Universes. For more information on this topic see the [Manage Universes](#) help section.

1.5.2.1.1. CREATE NEW UNIVERSE

The Create New Universe button allows for the creation of new universes.

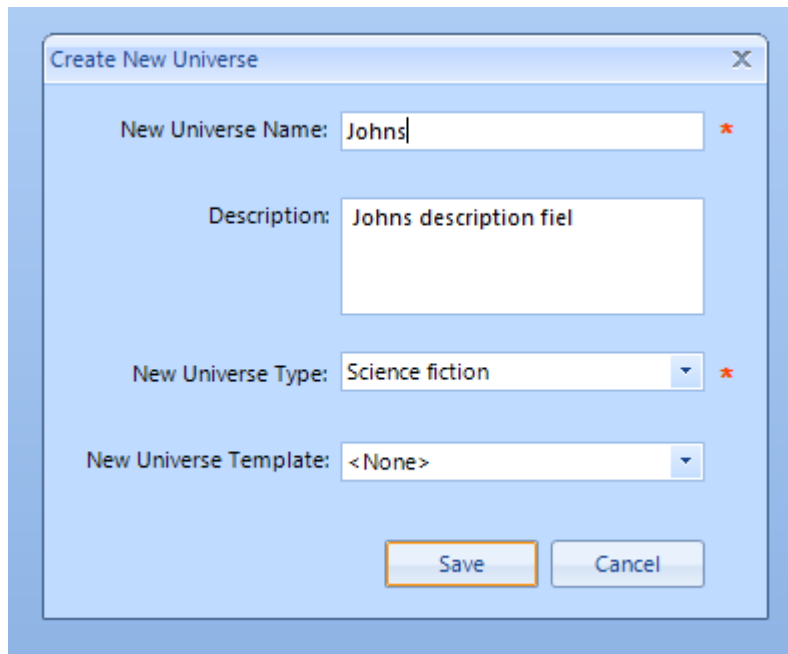


When this button is pressed the Create New Universe screen is displayed, as illustrated below.

This screen allows for the entry of the following fields:

- **New Universe Name:** The New Universe Name is a unique name you must provide for your new universe.

- **Description:** An optional description may be entered at this screen as a descriptive element for your universe.
- **New Universe Type:** You must select a universe type for your universe, this helps define which item types may be created within your universes. For more information about Universe type see the [Universe Types Button Group](#) help section.
- **New Universe Template:** As well as selecting the type of universe you are creating you may also nominate a Universe Template on which to base your initial universe structure. If you do not wish to nominate an initial Universe Template then leave this field set to none and no template will be applied when your new universe is created. For further information relating to Universe Templates see the [Universe Templates Button Group](#) in the help section.



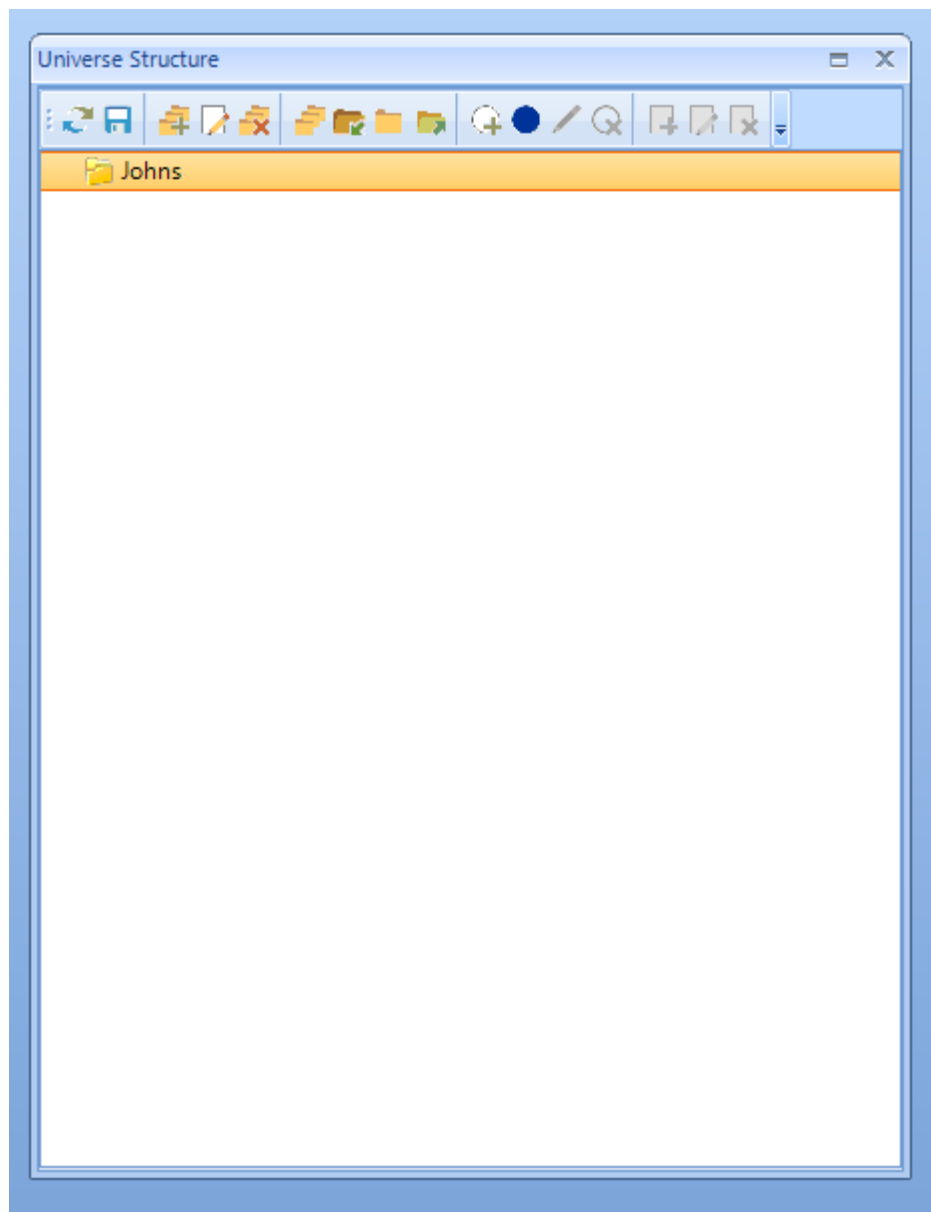
The screenshot shows a 'Create New Universe' dialog box. It has a title bar with the text 'Create New Universe' and a close button (X). The dialog contains the following fields:

- New Universe Name:** A text input field containing 'Johns' with a red asterisk to its right.
- Description:** A text input field containing 'Johns description fiel'.
- New Universe Type:** A dropdown menu showing 'Science fiction' with a red asterisk to its right.
- New Universe Template:** A dropdown menu showing '<None>'.

At the bottom of the dialog are two buttons: 'Save' and 'Cancel'.

After you have entered the required fields, as shown in the picture above, then press the Save button to create your new Universe. The Universe Structure Builder tool will then automatically open with your empty universes loaded for you, as illustrated below. The root of your Universe will be the same name as that which you named your Universe in the Create Universe screen. For more detailed information

about the Universe Structure Builder screen see the [Universe Structure Builder](#) help section.

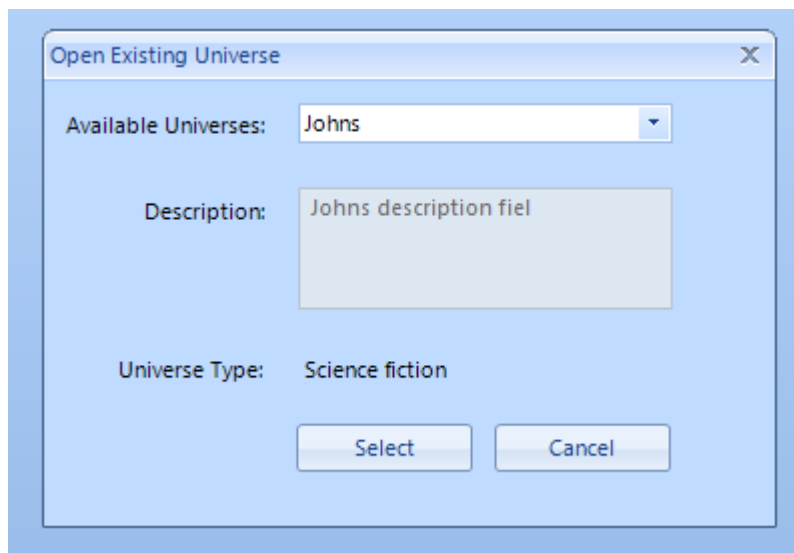


1.5.2.1.2. OPEN EXISTING UNIVERSE

The Open Existing Universe button allows you to open Universes you have previously created.



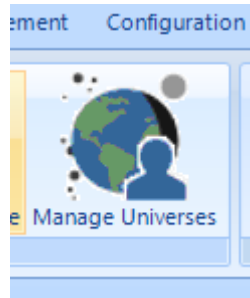
When this button is pressed the Open Existing Universe screen is displayed. At the top of this screen the Available Universes drop[down list provides a list of all available universes within the system. Selecting different universes from within the drop down list displays the selected universes Description and Universe Type in the lower portions of the screen.



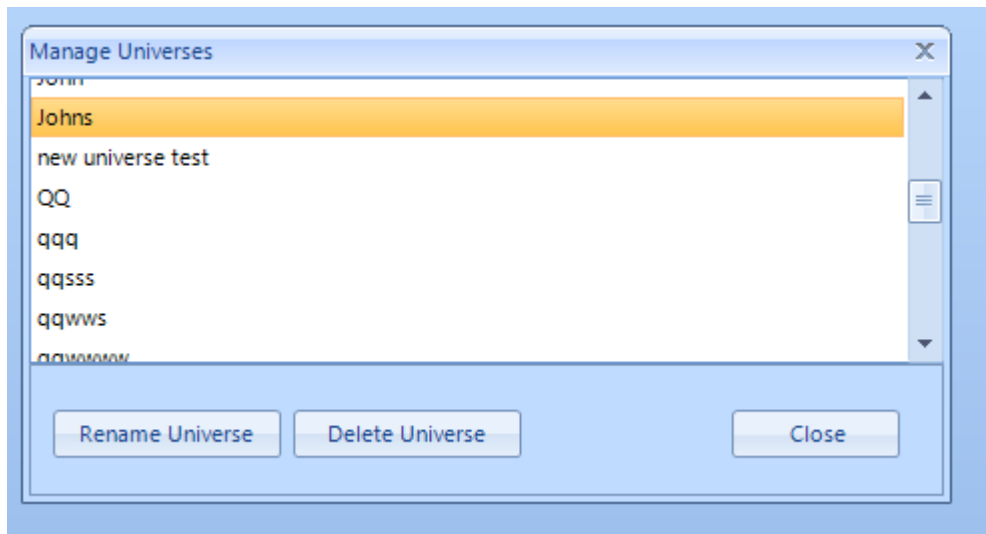
Once you have located the universe you wish to open press the Select button to open the universe into the [Universe Structure Builder](#), otherwise select the Cancel button to close this screen without any further action.

1.5.2.1.3. MANAGE UNIVERSES

The Manage Universes button allows you to Manage previously created Universes.

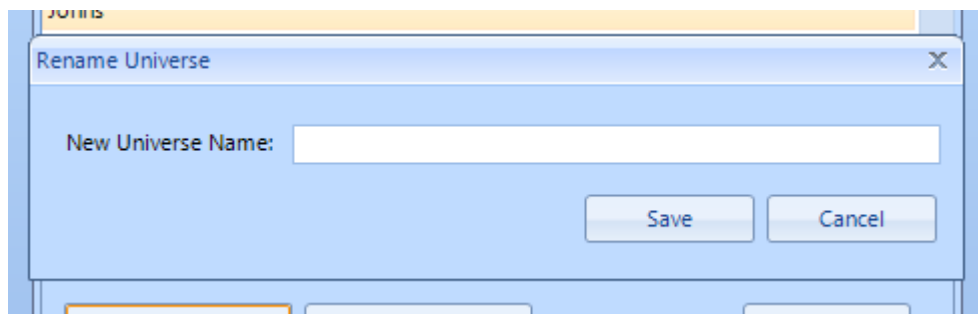


When the Manage Universes button is pressed the Manage Universes screen is displayed, as illustrated below. This screen provides a list of all the available universes within the My Universes System.



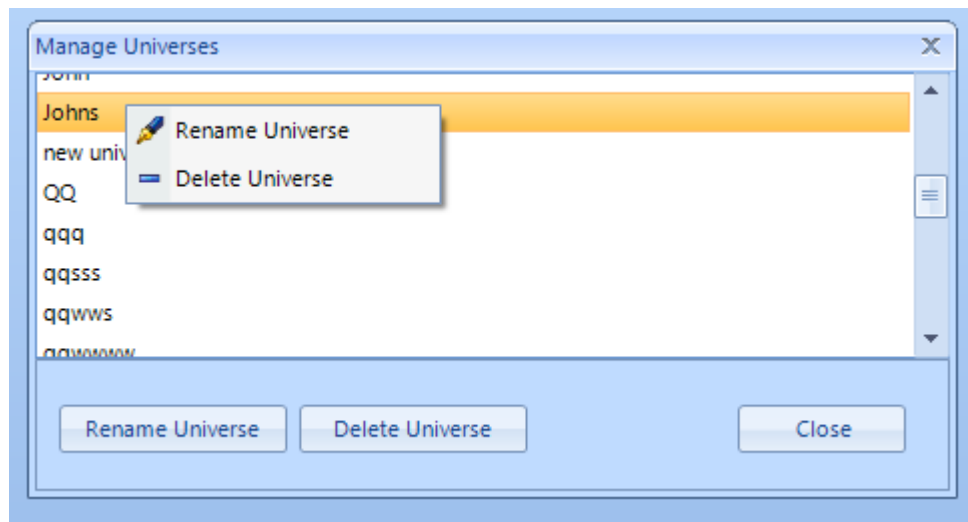
At the Bottom of this screen there are three buttons:

- **Rename Universe:** The Rename Universe button allows you to rename the selected universe to a new, yet unused, universe name. When this Rename Universe button is pressed the Rename Universe screen is displayed, as shown below. Enter the new universe name and press the Save button to change the name of the selected universe.



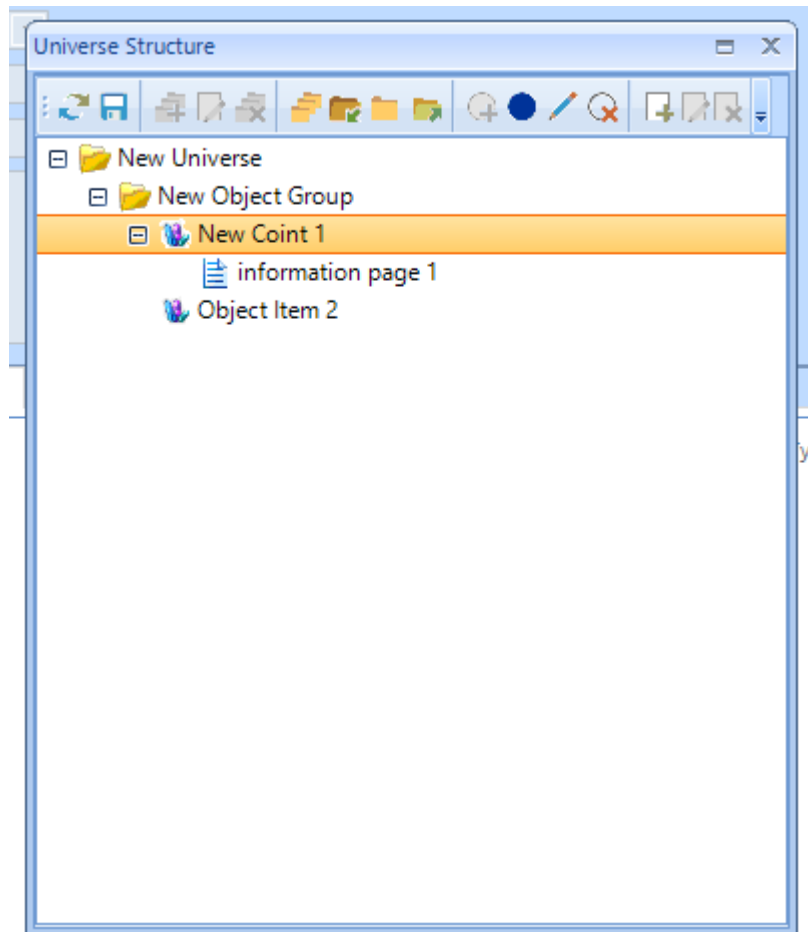
- **Delete Universe:** When the Delete Universe button is pressed you are first prompted as to whether you really want to delete this universe. If you select the Yes button then the selected universes and all its properties and sub-elements are deleted.
- **Close:** When the Close button is pressed the Manage Universes Screen is closed.

Note that the first two buttons at the bottom of the Manage Universes screen are also available from a right mouse pop-up context menu as illustrated below.



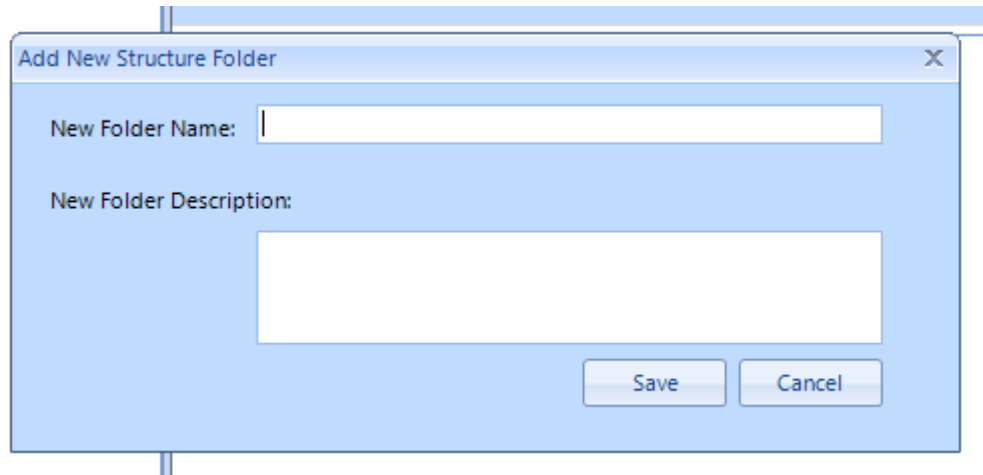
1.5.2.1.4. UNIVERSE STRUCTURE BUILDER

The Universe Structure Builder is used to create and manage universe structures.

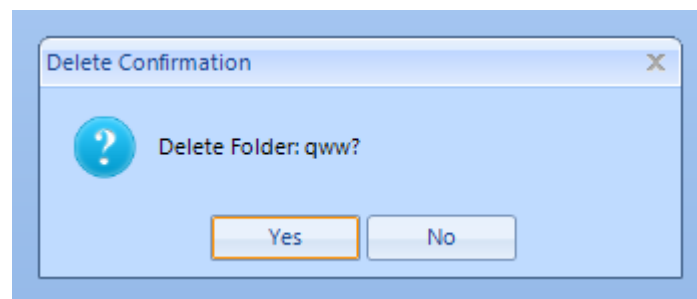


The Universe Structure Builder Screen toolbar is located across the top of the screen and contains 17 button divided into 5 different groups. The buttons contained in this toolbar are:

- Refresh Tree Structure: The Refresh Tree Structure button, when pressed, refreshes the entire Universe Structure within the Structure Builder.
- Save Tree Structure: The Save Tree Structure button, when pressed, saves the entire universe tree structure.
- Add Folder: The Add Folder button, when pressed, allows for the addition of new folders within the universe structure, as shown below. Folders are a useful way of grouping your universe object items. Enter the folder name and optional description and press the Save button to save the new folder to the Universe Structure.



- Edit Folder: The Edit Folder button, when pressed, allows you to edit the name and description of the currently selected folder.
- Delete Folder: The Delete Folder button, when pressed allows for the deletion of the selected folder. When this button is pressed a Delete Confirmation screen is first displayed. If you select Yes on this screen then the folder and all of its sub items will be deleted. If you select No then the folder will be retained.

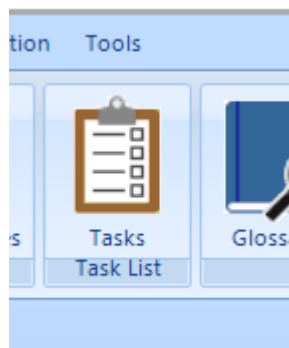


- Expand All Folders: Expands all the folders within the Universe Structure Builder tree.
- Expand Current Folder: Expands the currently selected folder within the Universe Structure Builder tree.
- Collapse All Folders: Collapse all the folders within the Universe Structure Builder tree.
- Collapse Current Folder: Collapse the current folder within the Universe Structure Builder tree.

- Add Object: Adds a new Object Item to the Universe Structure.
- Edit Object Name: Edit the Name and Description of the selected Universe Structure Object Item.
- Edit Object Details: Edit the Details of the selected Universe Structure Object Item.
- Delete Object: Delete the selected Universe Structure Object Item.
- Add Information Page: Add a new Information Page to the selected Universe Structure Object Item.
- Edit Information Page: Edit the selected Information Page.
- Delete Information Page: Delete the selected Information Page from the Universe Structure.

1.5.2.2. TASK LIST BUTTON GROUP

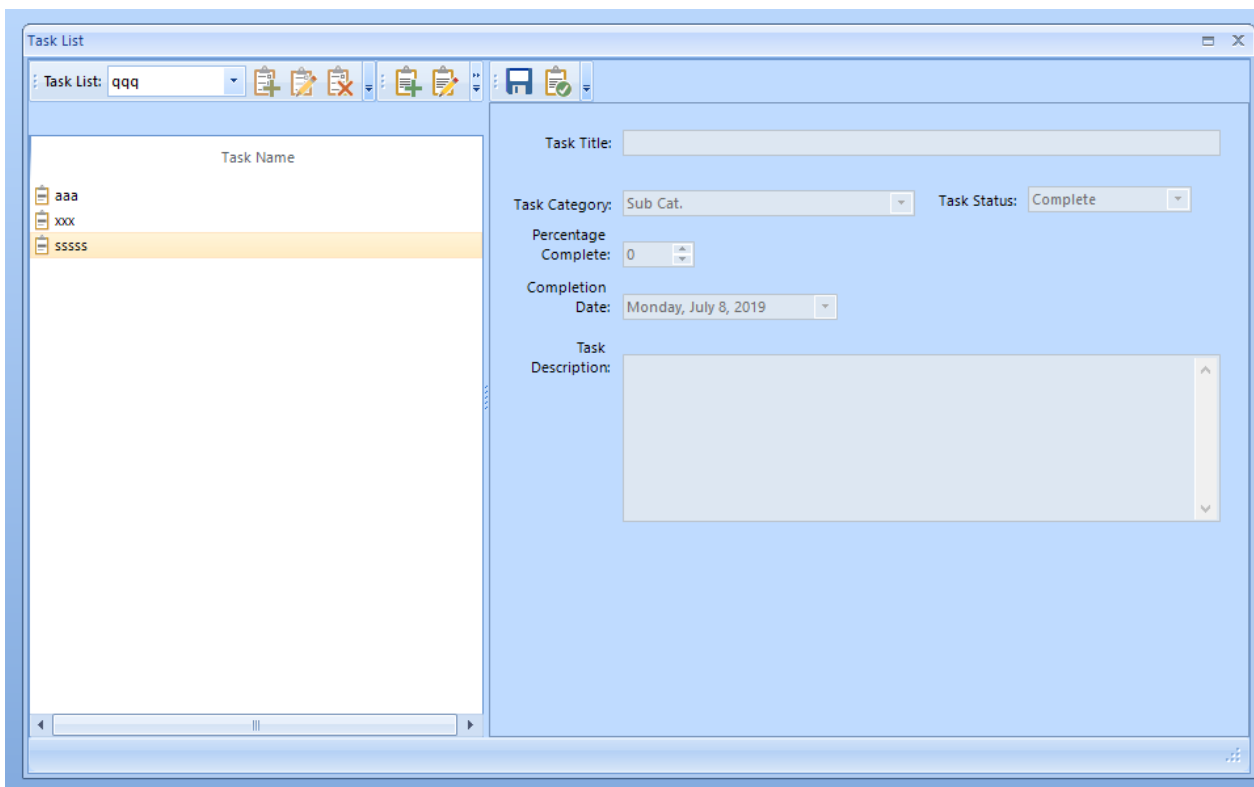
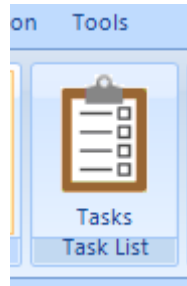
The Task List button group provides access to functionality for creating and managing Task Items within the Universe Builder application.



The Task List button group contains only a single button, the Tasks button. When this option is selected the [Task List](#) screen is displayed. This screen allows for the entry and management of task items. See the [Task List](#) help section for further details,

1.5.2.2.1. TASK LIST

The Manage User Tasks button can be found within the [Task List](#) button group and is illustrated below.



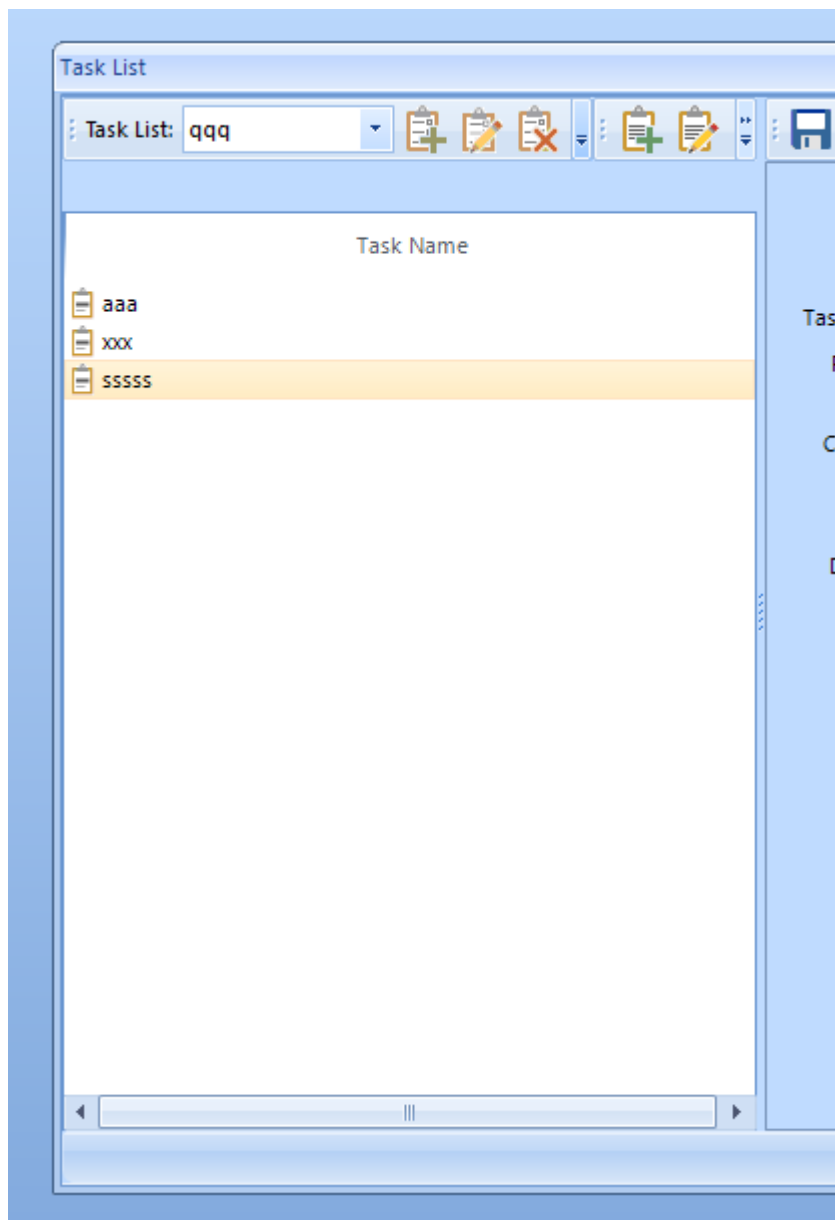
The Task List screen is divided into two main sections:

- **Task List Structure Tree:** The Task List Structure Tree sits on the left hand side of the Task List screen and allows you to create, manage and access the Task list Tree structure. For further details refer to the [Task List Tree Structure](#) help section.

- **Task List Item:** The Task List Item section sits on the right hand side of the Task List screen and provides the ability to view, create and edit Task item details. This section is only enabled when a Task item is selected within the Task List tree. For further details refer to the [Task List Item](#) help section.

1.5.2.2.1.1. TASK LIST TREE STRUCTURE

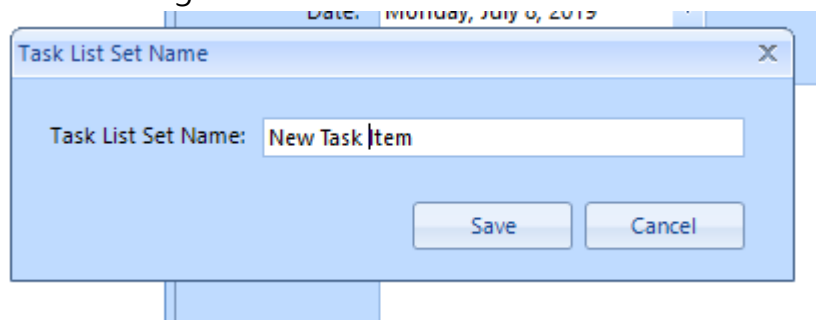
The Task List Tree Structure is located on the left hand side of the Task List screen and is illustrated below.



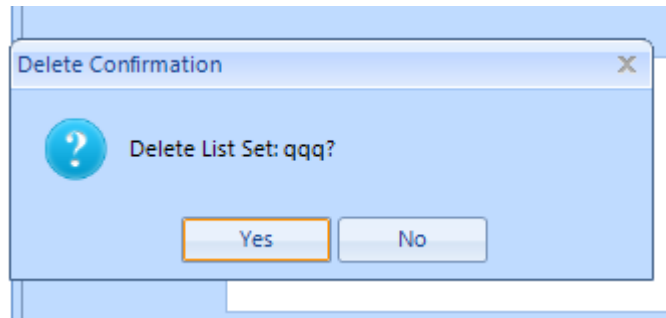
The Task List Tree consists of a toolbar at the top of the screen and a structure tree beneath this.

The Task List Tree Structure Toolbar consist of the following items:

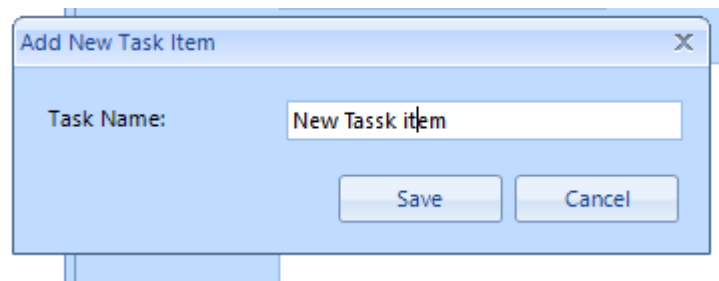
- **Task Lists** : The Task Lists drop down lists allows you to select different tasks list sets.
- **Add New Task list**: The Add New Task List button allows for the create of new Task Lists. When this button is press the Task List name screen is displayed, as shown below. This screen allows for the entry of the new Task List Name. Pressing Save button will create a new task list based on the entered name and the name will appear in the Task Lists drop down list. Pressing the Cancel button will close this screen without saving the Task List Name.



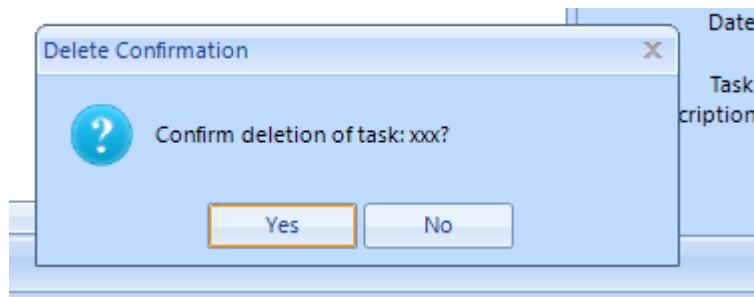
- **Edit Task List Details**: The Edit task List Details button allows for the the editing of the Task list Name.
- **Delete Task List**: The Delete Task List name allows for the deletion of the selected task list, including all task items stored within that particular list. When the Delete Task List button is pressed a Delete Confirmation screen will be displayed, as shown below. Pressing Yes will delete the selected task list and all tasks therein, while selection the No button will retain the selected Task List.



- **Add New Task:** The Add New Task button allows for the create of new tasks items within the selected task list. When the Add New task button is pressed the New Task Name screen is displayed. Enter the New Task Name and press the Save button to create the task item, or press the Cancel button to cancel the creation of the new task item and close this screen.

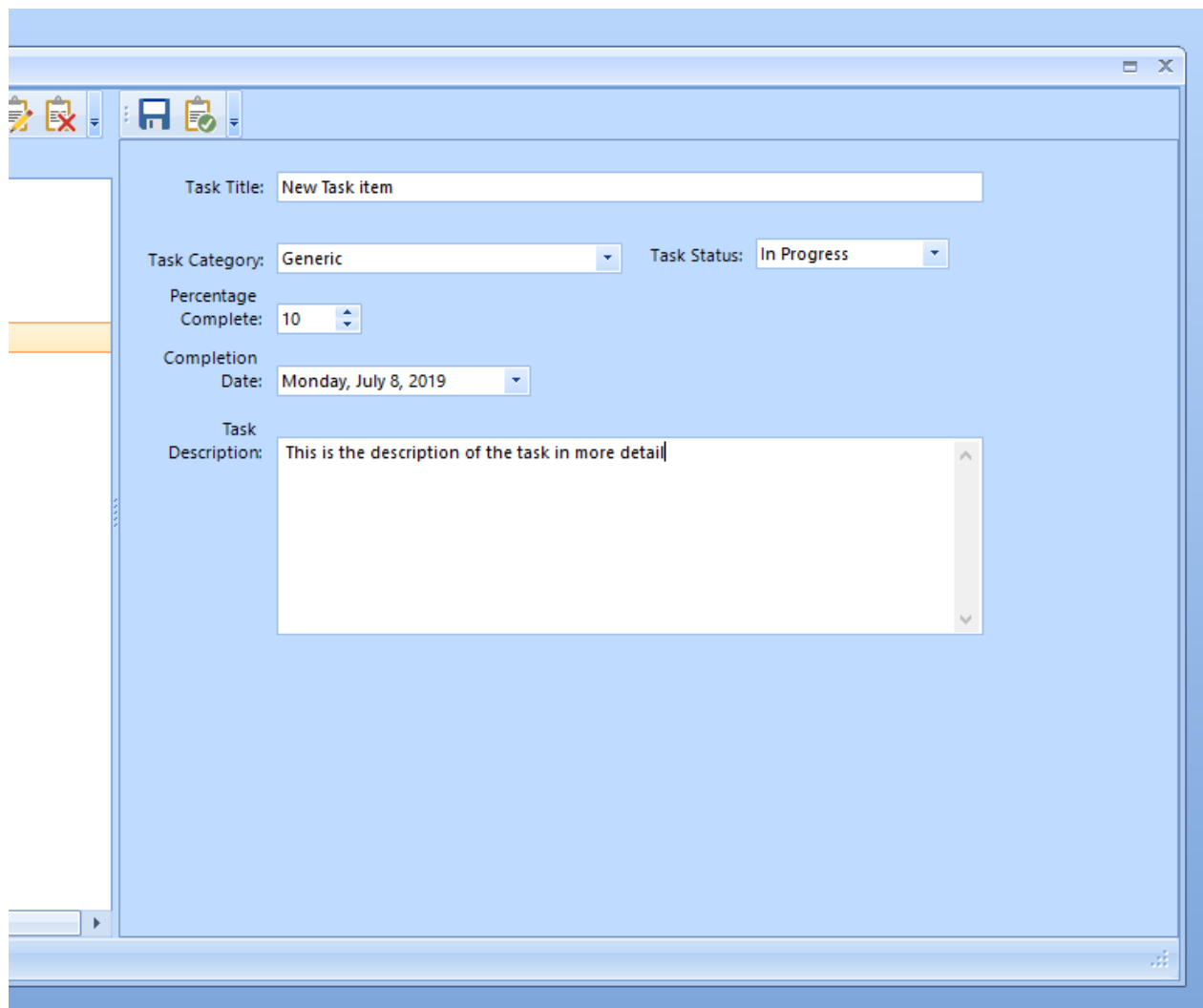


- **Delete Task:** The Delete Task button allows for the deletion of the selected Task Item. When this button is pressed you are first prompted to confirm the deletion of this item, as shown in the Delete Confirmation screen below. Pressing the Yes button deletes the selected Task Item, while pressing the No button retains the Task Item.



1.5.2.2.1.2. TASK LIST ITEMS

The Task List Item section is located on the right hand side of the Task List screen as illustrated below.



The screenshot shows a software window titled "Task List Item" with a light blue background. At the top, there is a toolbar with icons for editing, deleting, saving, and adding. Below the toolbar, the form contains the following fields:

- Task Title:** A text input field containing "New Task item".
- Task Category:** A dropdown menu currently set to "Generic".
- Task Status:** A dropdown menu currently set to "In Progress".
- Percentage Complete:** A numeric input field with a spinner, set to "10".
- Completion Date:** A date picker showing "Monday, July 8, 2019".
- Task Description:** A large text area containing the text "This is the description of the task in more detail".

The Task List screen is divided into two main areas; the toolbar at the top of the screen and the Task Item details section in the centre of the screen.

The Task List Item toolbar consists of only two buttons, these being:

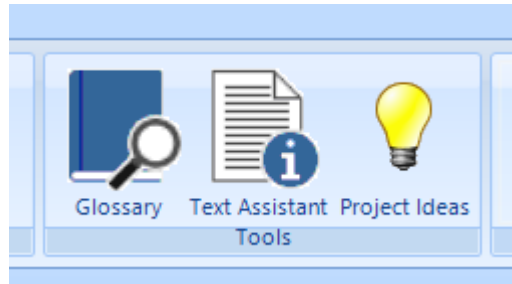
- **Save Task Item:** The Save Task Item button saves the details of the current Task Item.
- **Set Task Item Complete:** The Set Task Item Complete button sets the current Task Item percentage complete to 100%.

The Task Item Details section consists of the following Task Item fields:

- **Task Title:** The Task Title is a read only field which displays the title of the selected Task Item.
- **Task Category:** The Task Category is a drop down list showing the available Task Categories for Task Items. These category items are controlled through the Universe Builder configuration section with additional Task Categories being able to be added as required.
- **Task Status:** The Task Status is a drop down list showing the available Task Statuses for Task Items. These status items are controlled through the Universe Builder configuration section with additional Task Statuses being able to be added as required.
- **Percentage Complete:** The Percentage Complete spin box allows you to set how much of the Task Item is currently complete. The values in this spin box can range from 0, not started, all the way up to 100%, meaning that the task is complete.
- **Completion Date:** This allows you to select the date you wish to have the Task Item completed by.
- **Task Description:** The Task Description field allows you to put in a full and complete description for the current Task Item.

1.5.2.3. TOOLS BUTTON GROUP

The Tools button group, as illustrated below, provides access to the main tools set available within the Universe Builder Application.

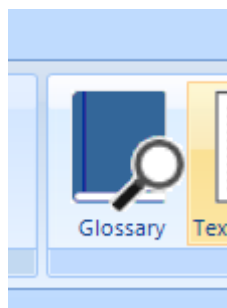


The Tools Button Group contains three main buttons, these being:

- **Glossary:** The Glossary button allows you to open the Universe Builder Glossary screen. Through this screen you may create a Glossary of definitions that relate to your universe items. For further details see the [Glossary](#) help section.
- **Text Assistant:** The Text Assistant button allows you to create a set of text items which may be copied and pasted into anywhere within the Universe Builder application. For further details see the [Text Assistant](#) help section.
- **Project Ideas:** The Project Ideas button allows you to open a create and store different project Ideas which you have and which you may like to implement at a later time. For further details see the [Project Ideas](#) help section.

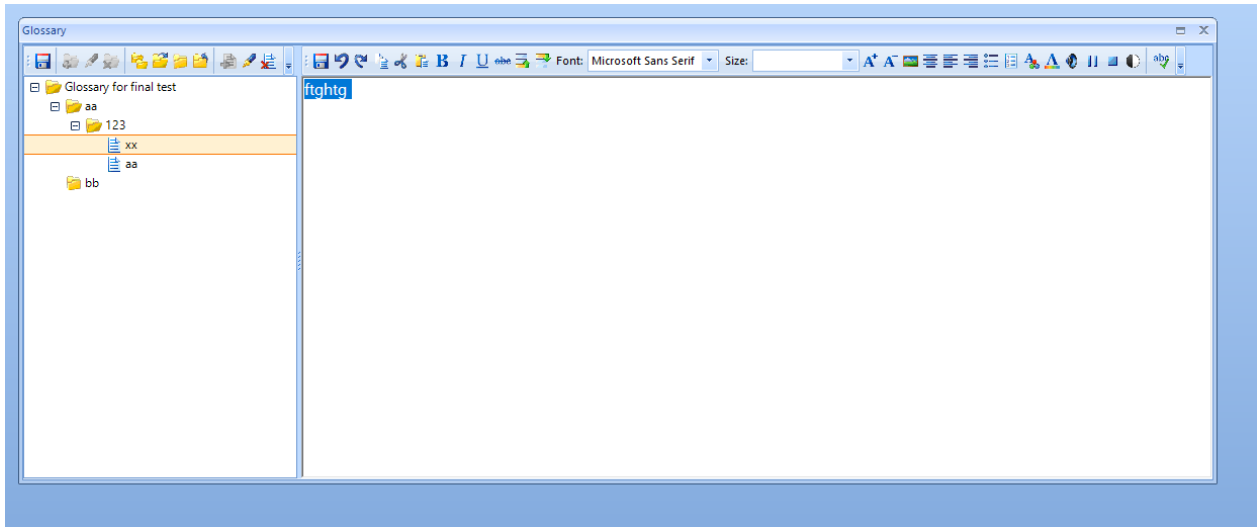
1.5.2.3.1. GLOSSARY

The Glossary button can be found within the Tools Button Group, and is illustrated below.



When the Glossary button is pressed the Glossary screen opens, as shown below. Depending on the [Form Options](#) settings the Glossary screen may be docked or

floating within the Universe Builder application. The details of the Glossary screen are outlined below.

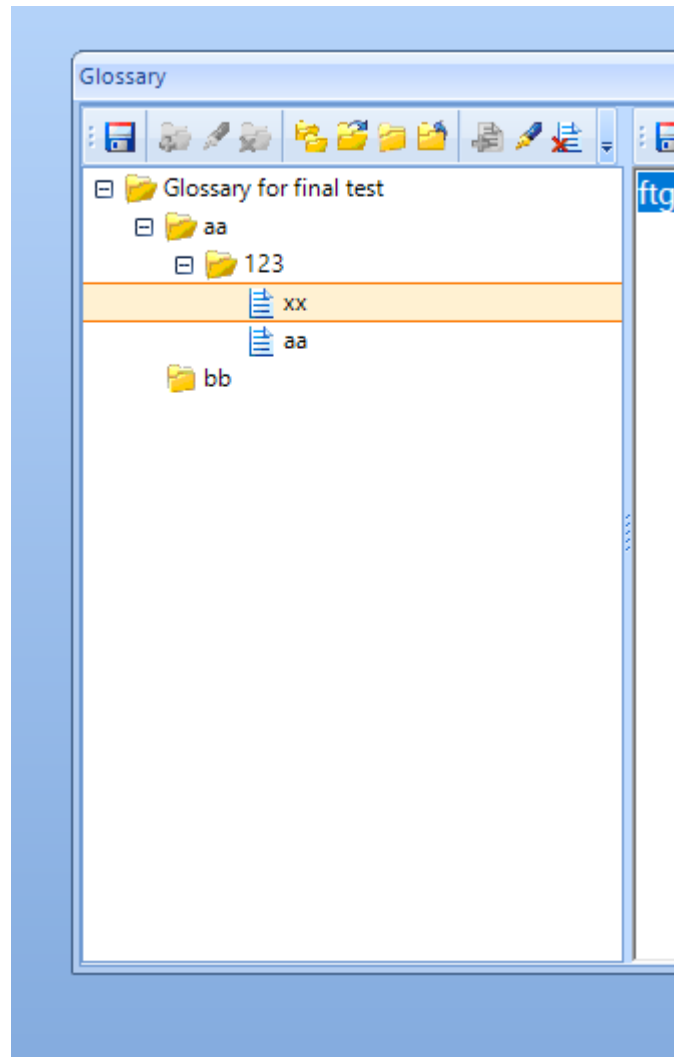


The Glossary screen contains two main parts:

- **Glossary Structure Tree:** The Glossary Structure Tree sits on the left hand side of the Glossary screen and allow you to create, manage and access the Glossary Tree structure. For further details refer to the [Glossary Structure Tree](#) help section.
- **Glossary Item:** The Glossary Item section sits on the right hand side of the Glossary screen and provides the ability to view, create and edit Glossary item details. This section is only enabled when a Glossary item is selected within the Glossary tree. For further details refer to the [Glossary Item](#) help section.

1.5.2.3.1.1. GLOSSARY TREE STRUCTURE

The Glossary Tree Structure is located on the left hand side of the Glossary screen and is illustrated below.

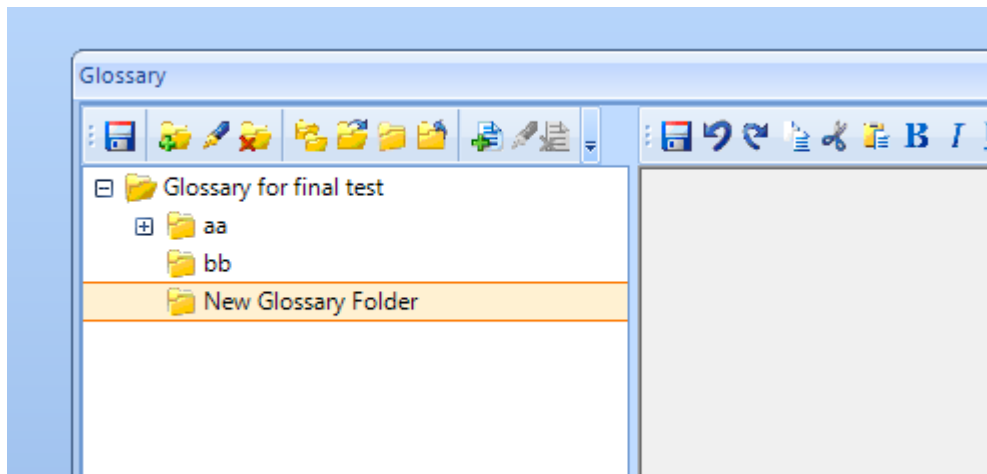


The Glossary Tree consists of a toolbar at the top of the screen and a structure tree beneath this.

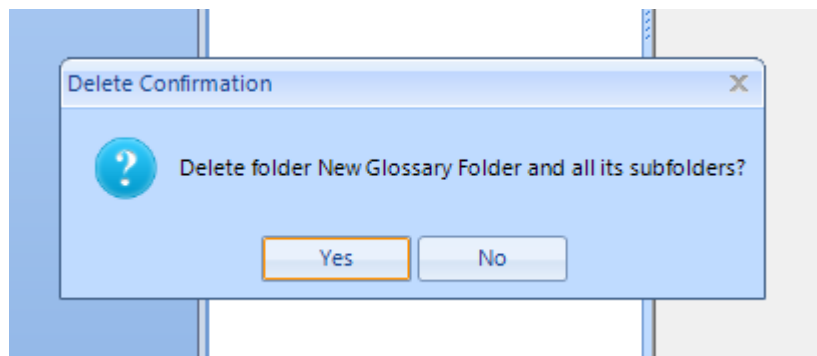
The Glossary Tree Structure Toolbar consist of the following items:

- **Save:** The Save button saves the current Glossary tree structure.
- **Add New Folder:** The Add New Folder button allows for the create on a new folder. This button may only be used when either a folder or the tree root folder is selected. When this button is pressed the add new folder screen is displayed. Enter the mandatory Folder Name and optionally the Folder Description. Pressing the Save button saves the folder under the currently selected tree folder, while

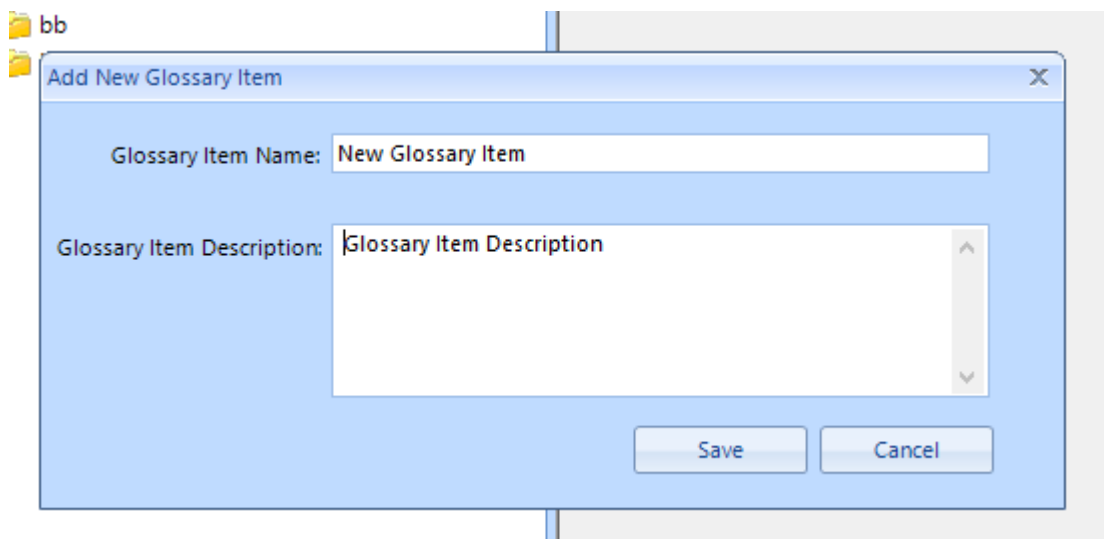
pressing the Cancel button aborts the entering of the Folder name and returns you to the Glossary Tree screen.



- **Edit Folder Name and Description:** The Edit Folder Name and Description button allows you to edit the current Folder Name and Description. When this button is pressed the Glossary Folder Name screen is displayed containing the Name and Description of the selected Glossary Tree folder, as illustrated below. Edit the Folder Name and / or Description as required and press the Save button to save your changes. Press the Cancel button to close this screen without saving any of the changes you have made.
- **Delete Folder:** The Delete Folder button allows you to delete the selected folder and all the sub-folders and items contained beneath this folder. When this button is pressed a Delete Confirmation screen is first displayed to confirm that you actually wish to delete this folder, as shown below. If you press the Yes button then the folder and all sub-items will be permanently deleted. If you selected the No button then the delete process will be canceled.



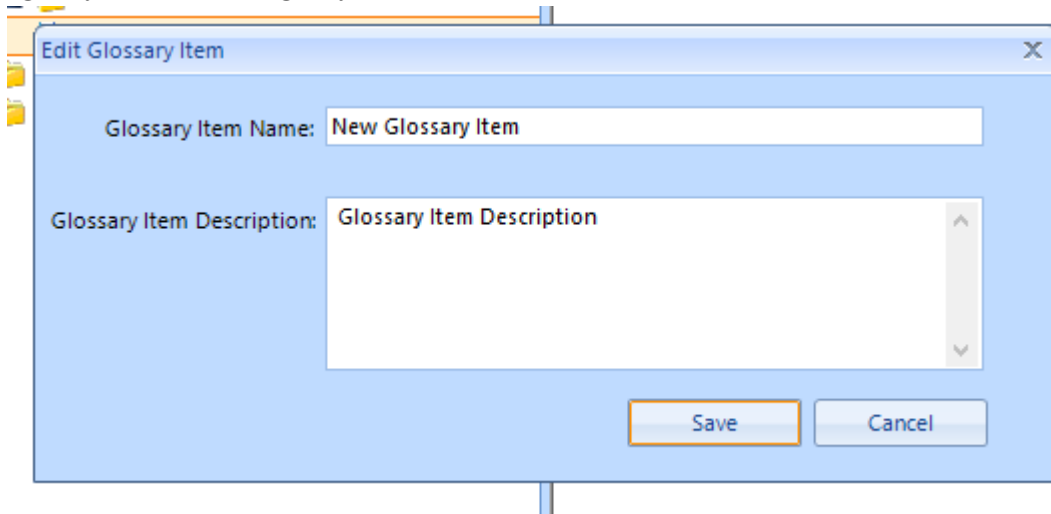
- **Expand All Folders:** The Expand All Folders button, when pressed, expands all the folders and sub-folders within the Glossary Tree structure.
- **Expand Current Folder:** The Expand Current Folder button, when pressed, expands the currently selected folder within the Glossary Tree structure.
- **Collapse All Folders:** The Collapse All Folders button, when pressed, collapses all the folders and sub-folders within the Glossary Tree structure.
- **Collapse Current Folder:** The Collapse Current Folder button, when pressed, collapses the currently selected folder within the Glossary Tree structure.
- **Add New Glossary Item:** The Add New Glossary Item button, when pressed, allow for the addition of a new glossary item,. This button is only available when either a folder or the the Glossary Structure Root folder is selected. This button opens a blank Glossary Item name screen,. This screen allows you to enter the new Glossary Item Name and optionally a Glossary Item Description. Pressing the Save button saves the new item to the Tree structure while pressing the Cancel button cancels the entry of the new Glossary item and closes the form.



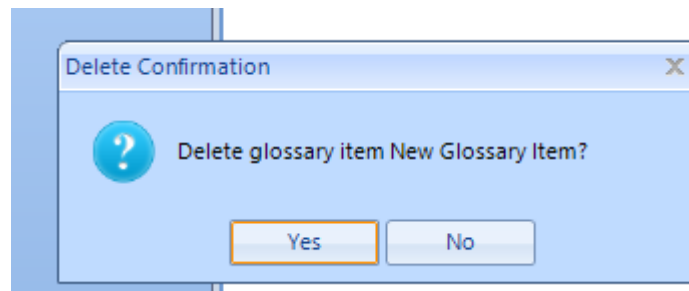
The screenshot shows a Windows-style dialog box titled "Add New Glossary Item" with a close button (X) in the top right corner. The dialog has a light blue background. It contains two input fields: "Glossary Item Name:" with a text box containing "New Glossary Item", and "Glossary Item Description:" with a larger text box containing "Glossary Item Description". At the bottom right of the dialog are two buttons: "Save" and "Cancel".

- **Edit Glossary Item Name and Description:** The Edit Glossary Item Name and Description button allows you to edit the current Glossary Name and Description.

When this button is pressed the Glossary Item Name screen is displayed containing the Name and Description of the selected Glossary Item, as illustrated below. Edit the Glossary Item Name and / or Description as required and press the Save button to save your changes. Press the Cancel button to close this screen without saving any of the changes you have made.

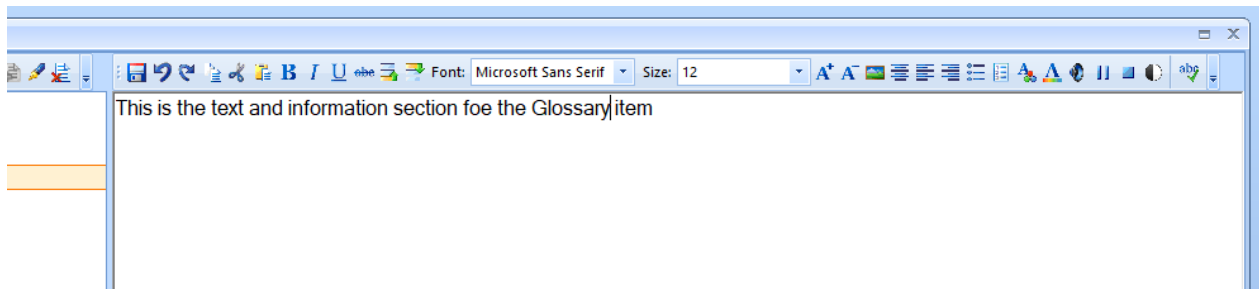
A screenshot of a software dialog box titled "Edit Glossary Item". The dialog has a light blue background and a standard Windows-style title bar with a close button (X). Inside, there are two input fields. The first is labeled "Glossary Item Name:" and contains the text "New Glossary Item". The second is labeled "Glossary Item Description:" and contains the text "Glossary Item Description". Below these fields are two buttons: "Save" and "Cancel".

- **Delete Glossary Item:** The Delete Glossary Item button allows you to delete the selected glossary item. When this button is pressed a Delete Confirmation screen is first displayed to confirm that you actually wish to delete this Glossary Item, as shown below. If you press the Yes button then the Glossary Item will be permanently deleted. If you selected the No button then the delete process will be canceled.

A screenshot of a software dialog box titled "Delete Confirmation". The dialog has a light blue background and a standard Windows-style title bar with a close button (X). Inside, there is a question mark icon in a blue circle. To the right of the icon is the text "Delete glossary item New Glossary Item?". Below this text are two buttons: "Yes" and "No".

1.5.2.3.1.2. GLOSSARY ITEM

The Glossary Item details section is located on the right hand side of the Glossary screen and is illustrated below.



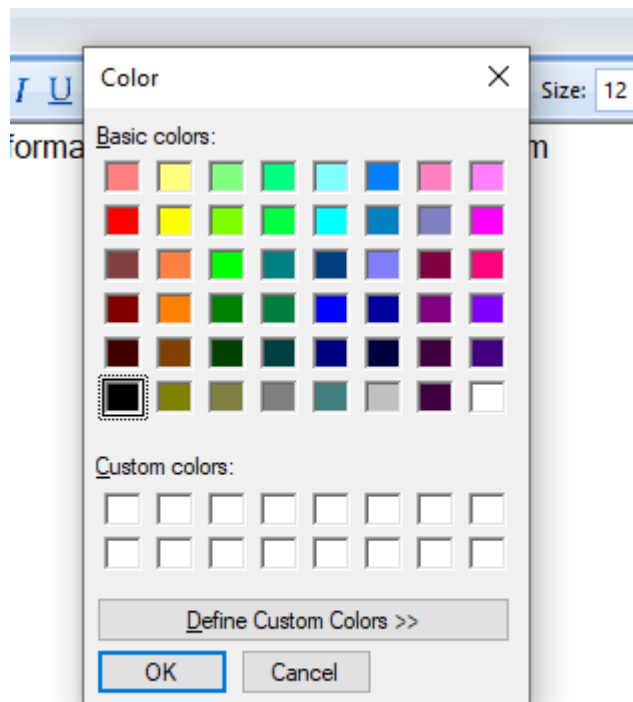
The Glossary Item details section contains a toolbar across the top containing all the editing functions available to you along with a large text and image entry area beneath it.

The toolbar contains 29 different controls, including buttons, toggle buttons and drop down lists. These items are described in order from left to right below.

- **Save:** The Save button saves the current Glossary item.
- **Undo:** The Undo button undoes actions previously performed in reverse chronological order.
- **Redo:** The Redo button redoes actions previously undone in chronological order.
- **Copy:** The Copy button makes a copy of selected text and / or images within the Glossary items details area.
- **Cut:** The Cut button makes a copy of selected text and / or images within the Glossary items details area and then removes them from the editor.
- **Paste:** The Paste button pastes items previously copied to the clipboard to the current location within the Glossary Item details editor.
- **Bold:** The Bold toggle button makes the text within the Glossary Items detail editor bold.
- **Italic:** The Italic toggle button makes the selected text within the Glossary Items detail editor italic.
- **Underline:** The Underline toggle button makes the selected text within the Glossary Items detail editor underlined.

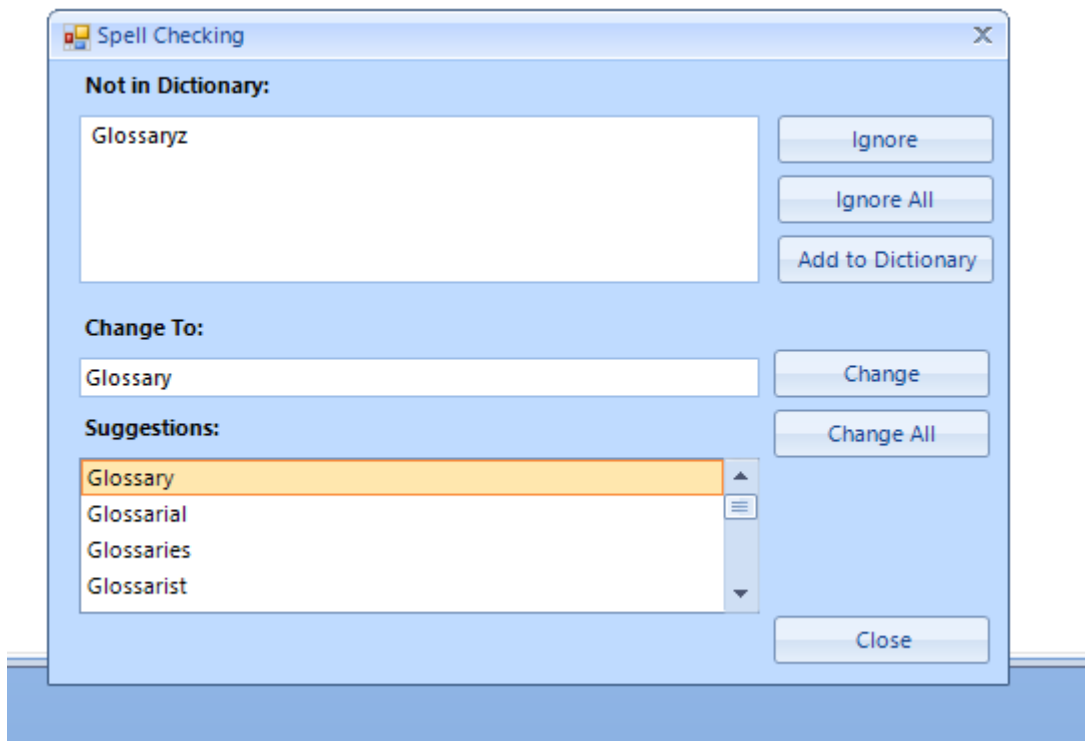
- **Strikeout:** The Strikeout toggle button makes the selected text within the Glossary Items detail editor strikeout.
- **Superscript:** The Superscript button makes the selected text within the Glossary Items detail editor superscript.
- **Subscript:** The Subscript button makes the selected text within the Glossary Items detail editor subscript.
- **Font:** The Font drop down list changes the currently selected text to the selected font style.
- **Font Size:** The Font Size drop down list changes the currently selected text to the selected font size.
- **Increase Font Size:** The Increase Font Size button increases the current font size one size increment each time it is pressed.
- **Decrease Font Size:** The Decrease Font Size button decreases the current font size one size increment each time it is pressed.
- **Image:** The Image button allows for the insertion of images into the Glossary Item details editor. When this button is pressed the Choose File To Import screen is displayed and allows you to find and select the image you wish to place into the Glossary Item.
- **Centre:** The Centre button allows the selected item or items to be centered into the Glossary Item editor.
- **Align Left:** The Align Left button allows the selected item or items to be left aligned into the Glossary Item editor.
- **Align Right:** The Align Right button allows the selected item or items to be right aligned into the Glossary Item editor.
- **Bullet List:** The Bullet List button allows a bullet list to be created out of the selected Glossary Item editor items.

- **Numbered List:** The Numbered List button allows a numbered list to be created out of the selected Glossary Item editor items.
- **Font Colour:** The Font Colour button allows the colour of the selected text to be changed. When the Font Colour button is pressed the font color dialog is displayed, as illustrated below. After selecting the required font colour and pressing the OK button then the selected text colour will be changed according to the selected colour. Pressing the Cancel button will cancel this color selection dialog without changing the selected text colour.



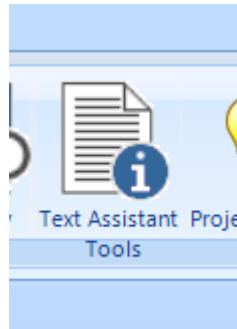
- **Font Background Colour:** The Font Background Colour button allows the background colour of the selected text to be changed. Like the Font Colour button this button also brings up a Color dialog from which you can select a colour for the background of the selected text.
- **Speech:** The Speech button allows the text within the Glossary Item details to be spoken by the computer.

- **Pause Speech:** The Pause Speech button allows you to pause the computer during the speaking of the Glossary item text.
- **Stop Speech:** The Stop Speech button allows you to stop the computer during the speaking of the Glossary item text.
- **Resume Speech:** The Resume Speech button allows you to resume speaking after the computer has been paused during the speaking of the Glossary item text.
- **Spell Checker:** When the Spell Check button is pressed the computer checks all the spelling within the current Glossary Item details item and prompts you to correct any spelling which it finds to be incorrect.

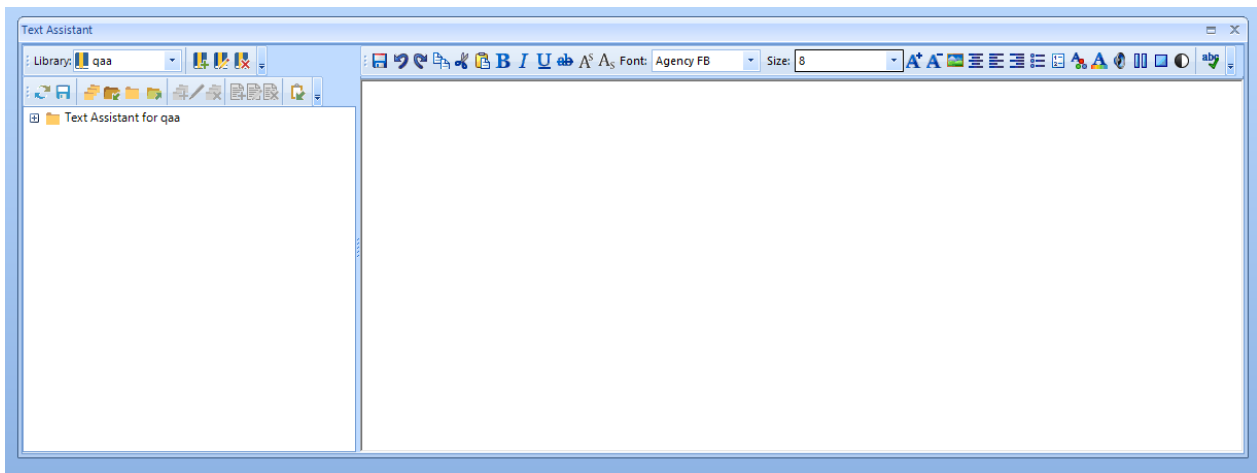


1.5.2.3.2. TEXT ASSISTANT

The Text Assistant button can be found within the Tools Button Group, and is illustrated below.



When the Text Assistant button is pressed the Text Assistant screen opens, as shown below. Depending on the [Form Options](#) settings the Text Assistant screen may be docked or floating within the Universe Builder application. The details of the Text Assistant screen are outlined below.

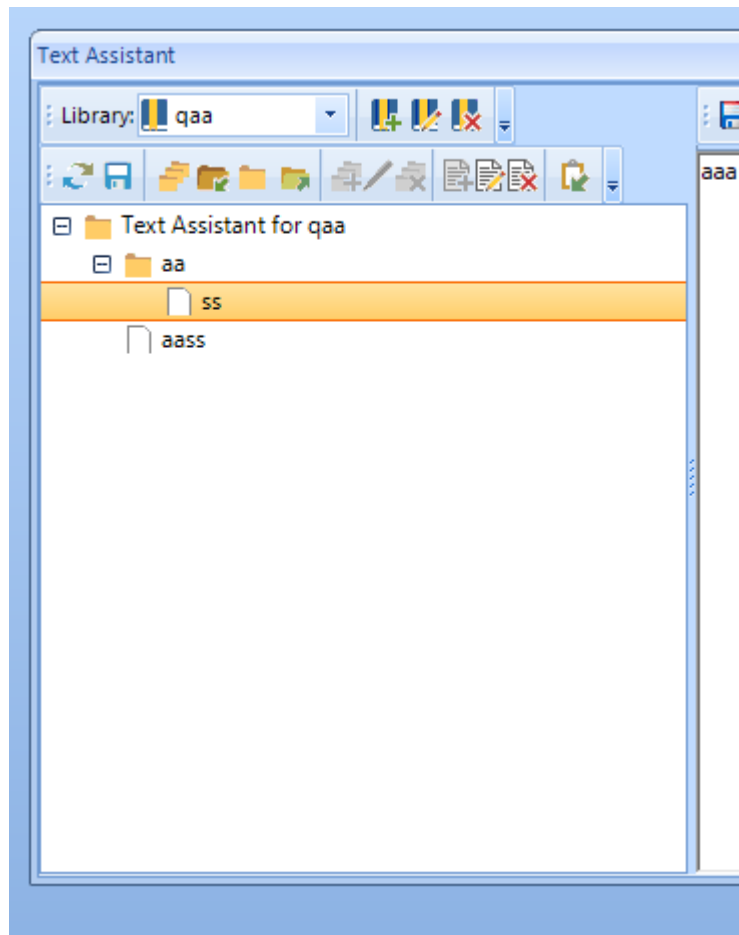


The Text Assistant screen contains two main parts:

- **Text Assistant Structure Tree:** The Text Assistant Structure Tree sits on the left hand side of the Text Assistant screen and allow you to create, manage and access both the Text Assistant tree structure and the Text Assistant libraries. For further details refer to the [Text Assistant Tree Structure](#) help section.
- **Text Assistant Item:** The Text Assistant Item section sits on the right hand side of the Text Assistant screen and provides the ability to view, create and edit Text Assistant item details. This section is only enabled when a Text Assistant item is selected within the Text Assistant tree. For further details refer to the [Text Assistant Item](#) help section.

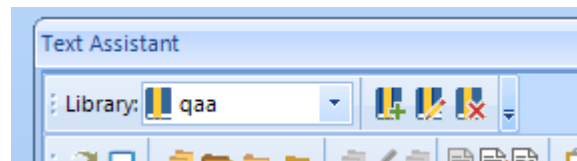
1.5.2.3.2.1. TEXT ASSISTANT TREE STRUCTURE

The Text Assistant Tree Structure is located on the left hand side of the Text Assistant screen and is illustrated below.



The Text Assistant Tree consists of 2 toolbars at the top of the screen and a structure tree beneath this.

The Text Assistant Library Toolbar allows for the selection, creation and management of Text assistant Libraries and is shown below.



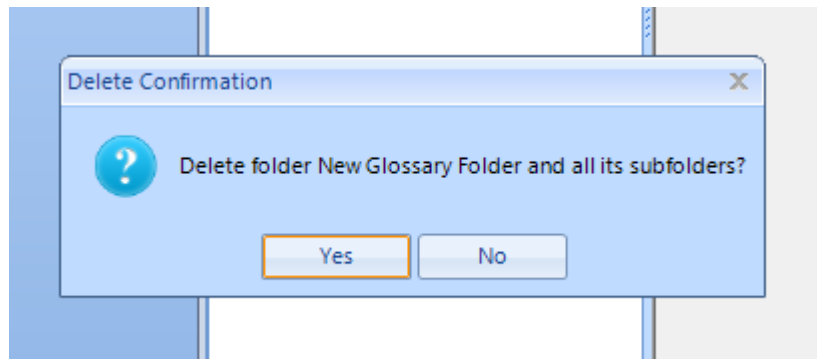
The Text Assistant Library Toolbar consists of the following items:

- **Library Selection Drop Down List:** Used to select the current library being displayed in the Text Assistant screen.
- **Add New Library:** The Add New Library button allows for the addition of new Text assistant Libraries.
- **Edit Library Name:** The Edit Library Name button allows for the renaming of the current Text Assistant Library.
- **Delete Library:** The Delete Library button allows for the deletion of the current Text Assistant library and all its components.

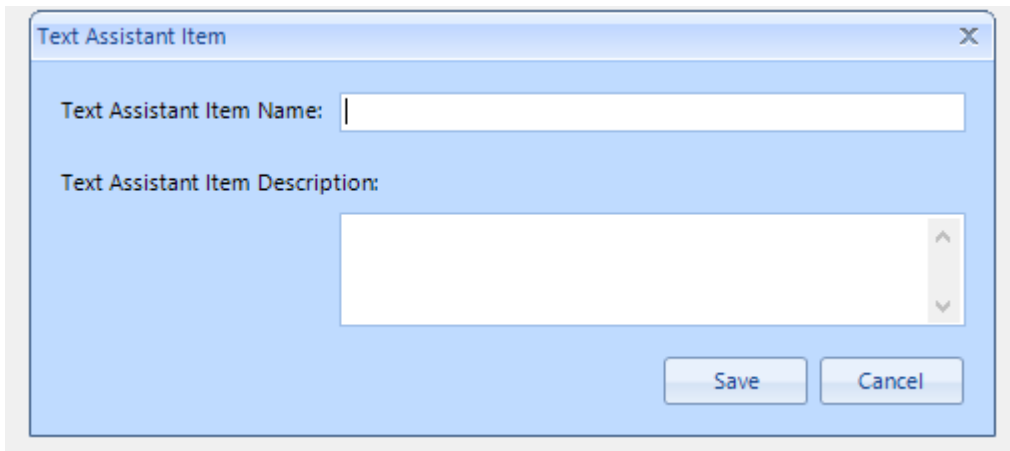
The Text Assistant Tree Structure Toolbar consist of the following items:

- **Save:** The Save button saves the current Text Assistant tree structure.
- **Add New Folder:** The Add New Folder button allows for the create on a new folder. This button may only be used when either a folder or the Text Assistant root folder is selected. When this button is pressed the add new folder screen is displayed. Enter the mandatory Folder Name and optionally the Folder Description. Pressing the Save button saves the folder under the currently selected tree folder, while pressing the Cancel button aborts the entering of the Folder name and returns you to the Text Assistant screen.
- **Edit Folder Name and Description:** The Edit Folder Name and Description button allows you to edit the current Folder Name and Description. When this button is pressed the Text Assistant Folder Name screen is displayed containing the Name and Description of the selected Glossary Tree folder, as illustrated below. Edit the Folder Name and / or Description as required and press the Save button to save your changes. Press the Cancel button to close this screen without saving any of the changes you have made.
- **Delete Folder:** The Delete Folder button allows you to delete the selected folder and all the sub-folders and items contained beneath this folder. When this button is pressed a Delete Confirmation screen is first displayed to confirm that you actually wish to delete this folder, as shown below. If you press the Yes button then

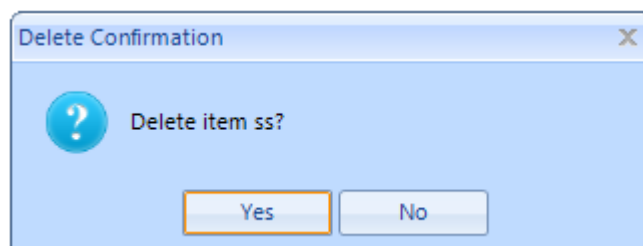
the folder and all sub-items will be permanently deleted. If you selected the No button then the delete process will be canceled.



- **Expand All Folders:** The Expand All Folders button, when pressed, expands all the folders and sub-folders within the Text Assistant Tree structure.
- **Expand Current Folder:** The Expand Current Folder button, when pressed, expands the currently selected folder within the Text Assistant Tree structure.
- **Collapse All Folders:** The Collapse All Folders button, when pressed, collapses all the folders and sub-folders within the Text Assistant Tree structure.
- **Collapse Current Folder:** The Collapse Current Folder button, when pressed, collapses the currently selected folder within the Text Assistant Tree structure.
- **Add New Text Assistant Item:** The Add New Text Assistant Item button, when pressed, allow for the addition of a new text assistant item. This button is only available when either a folder or the Text Assistant Root folder is selected. This button opens a blank Text Assistant Item name screen,. This screen allows you to enter the new Text Assistant Item Name and optionally a Text Assistant Item Description. Pressing the Save button saves the new item to the Tree structure while pressing the Cancel button cancels the entry of the new Text Assistant item and closes the form.

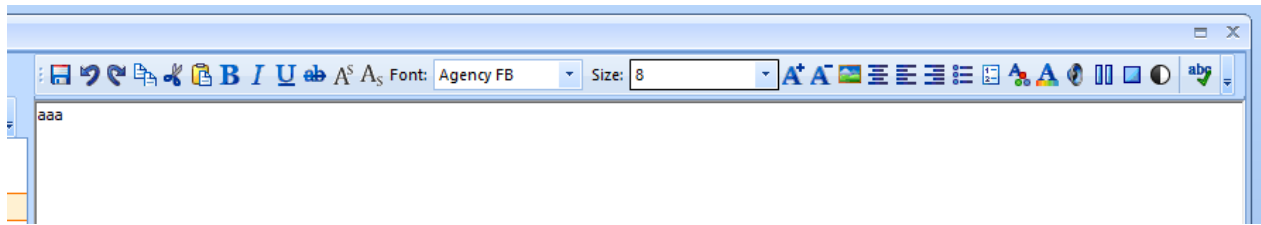
A screenshot of a software dialog box titled "Text Assistant Item". It features a light blue background and a standard window border with a close button (X) in the top right corner. Inside the dialog, there are two input fields: "Text Assistant Item Name:" followed by a single-line text box, and "Text Assistant Item Description:" followed by a multi-line text box with a vertical scrollbar. At the bottom right of the dialog, there are two buttons: "Save" and "Cancel".

- **Edit Text Assistant Item Name and Description:** The Edit Text Assistant Item Name and Description button allows you to edit the current Text Assistant Item Name and Description. When this button is pressed the Text Assistant Item Name and Description screen is displayed containing the Name and Description of the selected Text Assistant Item. Edit the Text Assistant Item Name and / or Description as required and press the Save button to save your changes. Press the Cancel button to close this screen without saving any of the changes you have made.
- **Delete Text Assistant Item:** The Delete Text Assistant Item button allows you to delete the selected Text Assistant item. When this button is pressed a Delete Confirmation screen is first displayed to confirm that you actually wish to delete this Text Assistant Item, as shown below. If you press the Yes button then the Text Assistant Item will be permanently deleted. If you selected the No button then the delete process will be canceled.

A screenshot of a software dialog box titled "Delete Confirmation". It has a light blue background and a window border with a close button (X) in the top right corner. On the left side, there is a blue circular icon containing a white question mark. To the right of the icon, the text "Delete item ss?" is displayed. At the bottom of the dialog, there are two buttons: "Yes" and "No". The "Yes" button is highlighted with a yellow border.

1.5.2.3.2.2. TEXT ASSISTANT ITEM

The Text Assistant Item details section is located on the right hand side of the Text Assistant screen and is illustrated below.



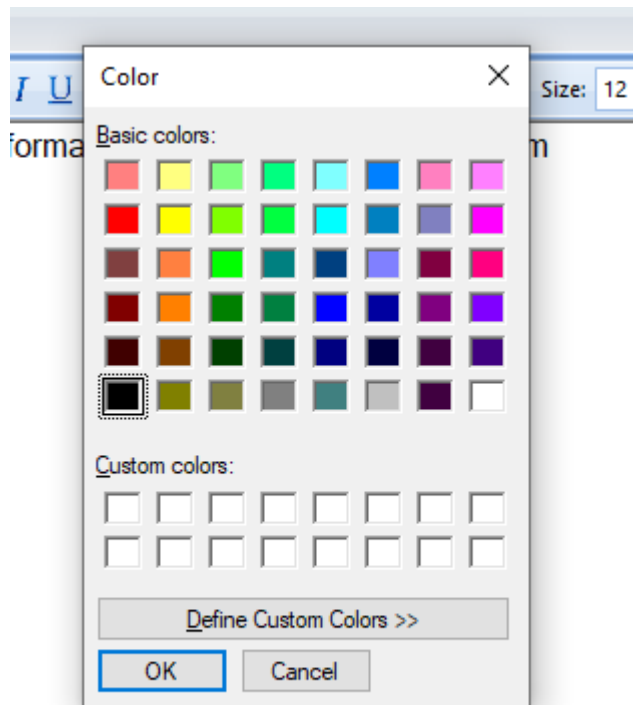
The Text Assistant Item details section contains a toolbar across the top containing all the editing functions available to you along with a large text and image entry area beneath it.

The toolbar contains 29 different controls, including buttons, toggle buttons and drop down lists. These items are described in order from left to right below.

- **Save:** The Save button saves the current Text Assistant item.
- **Undo:** The Undo button undoes actions previously performed in reverse chronological order.
- **Redo:** The Redo button redoes actions previously undone in chronological order.
- **Copy:** The Copy button makes a copy of selected text and / or images within the Text Assistant items details area.
- **Cut:** The Cut button makes a copy of selected text and / or images within the Text Assistant items details area and then removes them from the editor.
- **Paste:** The Paste button pastes items previously copied to the clipboard to the current location within the Text Assistant Item details editor.
- **Bold:** The Bold toggle button makes the text within the Text Assistant Items detail editor bold.
- **Italic:** The Italic toggle button makes the selected text within the Text Assistant Items detail editor italic.

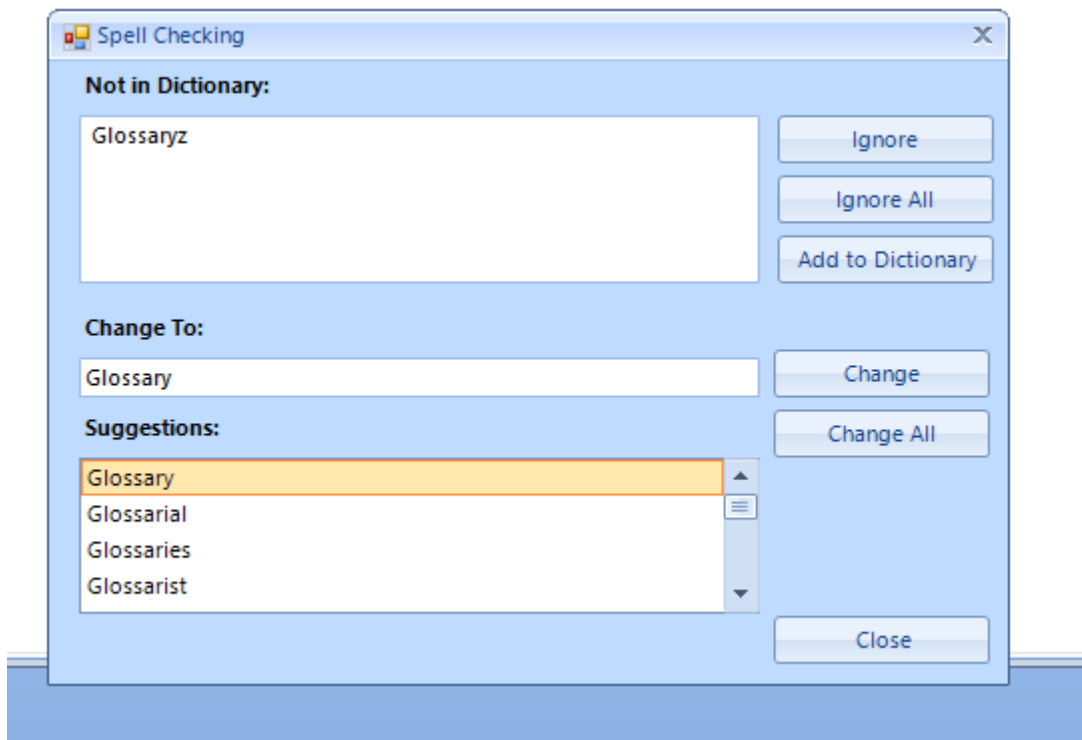
- **Underline:** The Underline toggle button makes the selected text within the Text Assistant Items detail editor underlined.
- **Strikeout:** The Strikeout toggle button makes the selected text within the Text Assistant Items detail editor strikeout.
- **Superscript:** The Superscript button makes the selected text within the Text Assistant Items detail editor superscript.
- **Subscript:** The Subscript button makes the selected text within the Text Assistant Items detail editor subscript.
- **Font:** The Font drop down list changes the currently selected text to the selected font style.
- **Font Size:** The Font Size drop down list changes the currently selected text to the selected font size.
- **Increase Font Size:** The Increase Font Size button increases the current font size one size increment each time it is pressed.
- **Decrease Font Size:** The Decrease Font Size button decreases the current font size one size increment each time it is pressed.
- **Image:** The Image button allows for the insertion of images into the Text Assistant Item details editor. When this button is pressed the Choose File To Import screen is displayed and allows you to find and select the image you wish to place into the Text Assistant Item.
- **Centre:** The Centre button allows the selected item or items to be centered into the Text Assistant Item editor.
- **Align Left:** The Align Left button allows the selected item or items to be left aligned into the Text Assistant Item editor.
- **Align Right:** The Align Right button allows the selected item or items to be right aligned into the Text Assistant Item editor.

- **Bullet List:** The Bullet List button allows a bullet list to be created out of the selected Text Assistant Item editor items.
- **Numbered List:** The Numbered List button allows a numbered list to be created out of the selected Glossary Item editor items.
- **Font Colour:** The Font Colour button allows the colour of the selected text to be changed. When the Font Colour button is pressed the font color dialog is displayed, as illustrated below. After selecting the required font colour and pressing the OK button then the selected text colour will be changed according to the selected colour. Pressing the Cancel button will cancel this color selection dialog without changing the selected text colour.



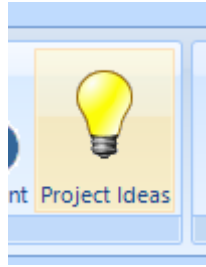
- **Font Background Colour:** The Font Background Colour button allows the background colour of the selected text to be changed. Like the Font Colour button this button also brings up a Color dialog from which you can select a colour for the background of the selected text.

- **Speech:** The Speech button allows the text within the Text Assistant Item details to be spoken by the computer.
- **Pause Speech:** The Pause Speech button allows you to pause the computer during the speaking of the Text Assistant item text.
- **Stop Speech:** The Stop Speech button allows you to stop the computer during the speaking of the Text Assistant item text.
- **Resume Speech:** The Resume Speech button allows you to resume speaking after the computer has been paused during the speaking of the Text Assistant item text.
- **Spell Checker:** When the Spell Check button is pressed the computer checks all the spelling within the current Text Assistant Item details item and prompts you to correct any spelling which it finds to be incorrect.

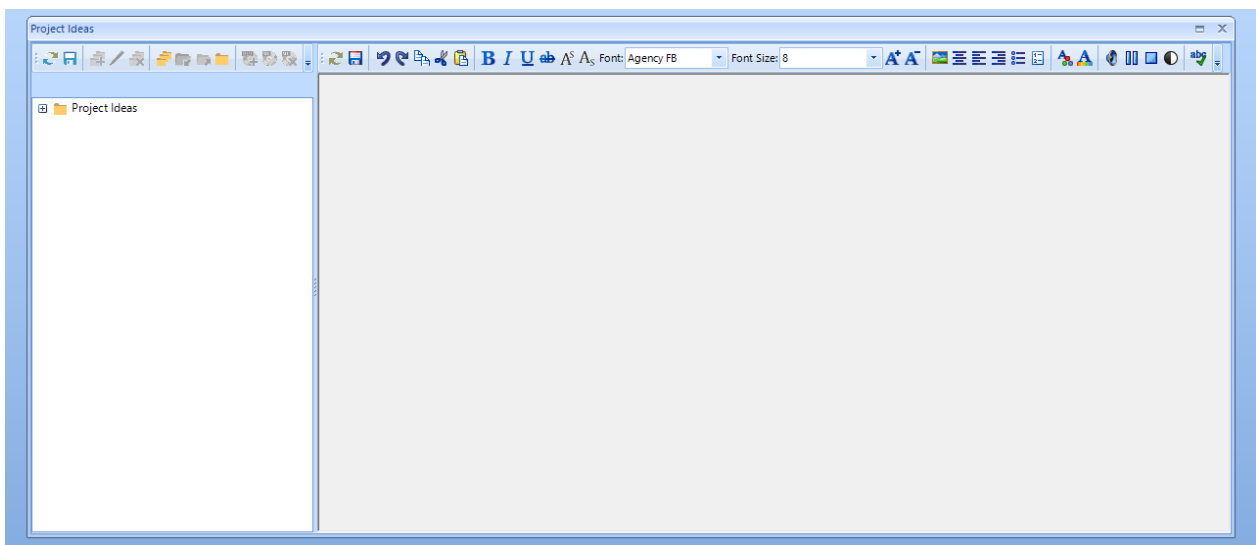


1.5.2.3.3. PROJECT IDEAS

The Project Ideas button can be found within the Tools Button Group, and is illustrated below.



When the Project Ideas button is pressed the Project Ideas screen opens, as shown below. Depending on the [Form Options](#) settings the Project Ideas screen may be docked or floating within the Universe Builder application. The details of the Project ideas screen are outlined below.



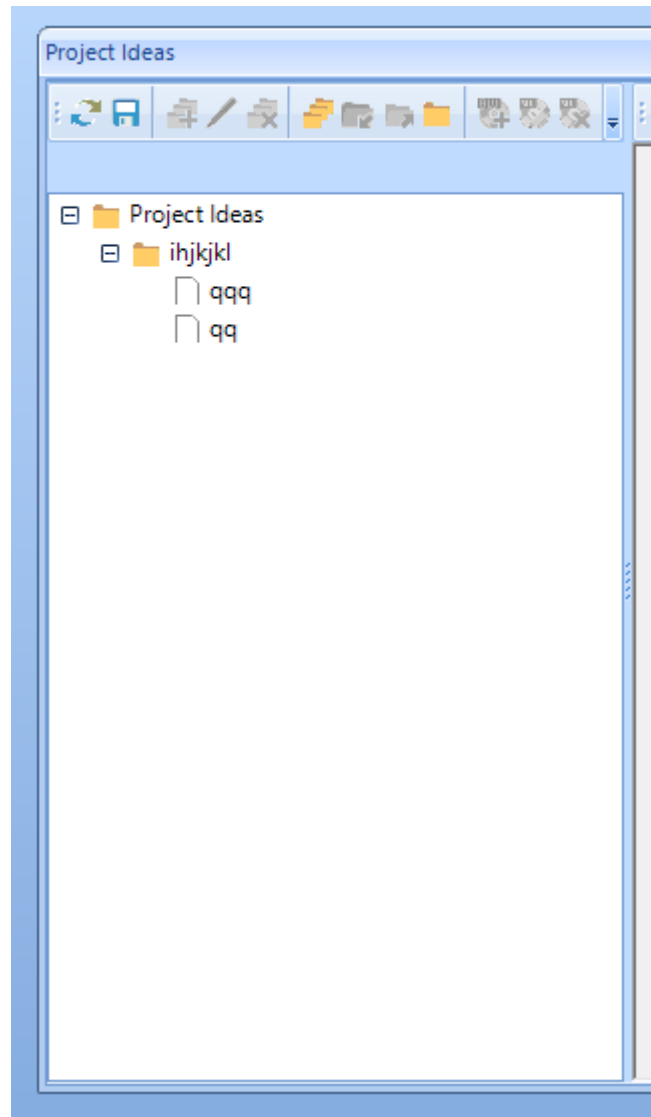
The Project Ideas screen contains two main parts:

- **Project Ideas Structure Tree:** The Project Ideas Structure Tree sits on the left hand side of the Project Ideas screen and allow you to create, manage and access both the Project Ideas tree structure. For further details refer to the [Project Ideas Tree Structure](#) help section.
- **Project Ideas Item:** The Project Ideas Item section sits on the right hand side of the Project Ideas screen and provides the ability to view, create and edit Project

Ideas item details. This section is only enabled when a Project Ideas item is selected within the Project Ideas Structure Tree. For further details refer to the [Project Ideas Item](#) help section.

1.5.2.3.3.1. PROJECT IDEAS TREE STRUCTURE

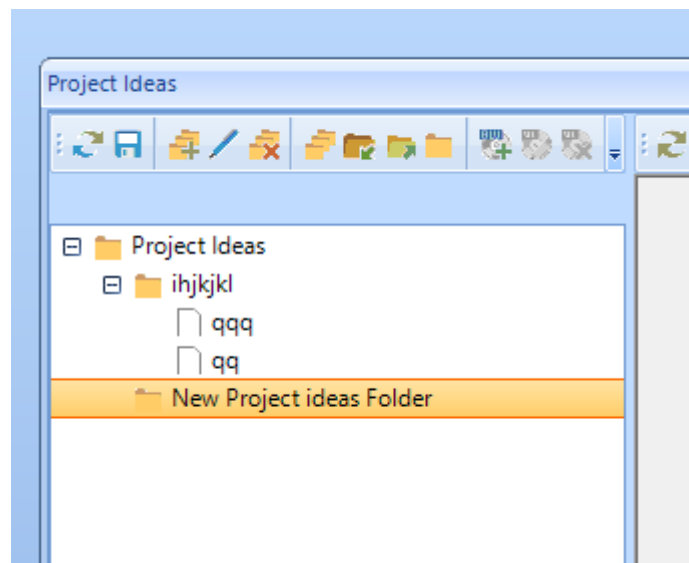
The Project Ideas Tree Structure is located on the left hand side of the Project Ideas screen and is illustrated below.



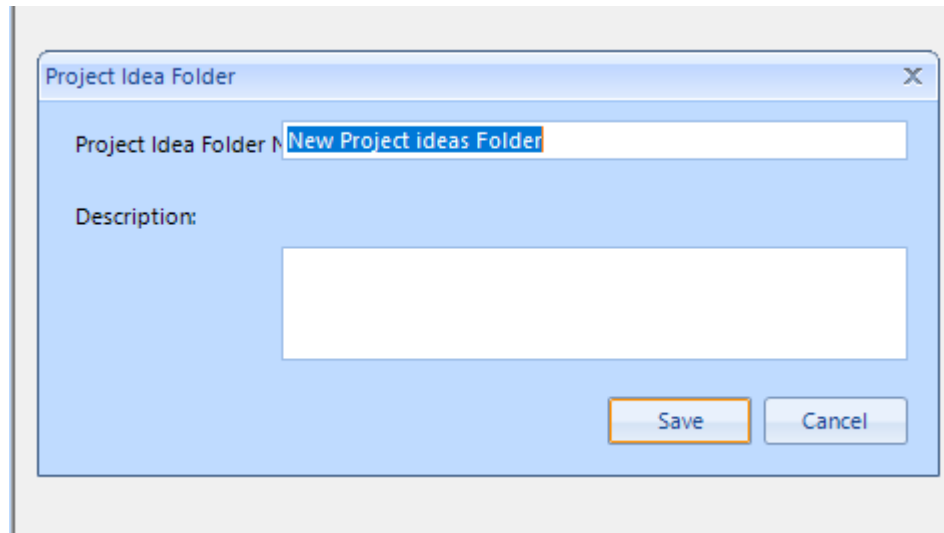
The Project Ideas Tree Structure consists of a toolbar at the top of the screen and a structure tree beneath this.

The Project Ideas Structure Toolbar consist of the following items:

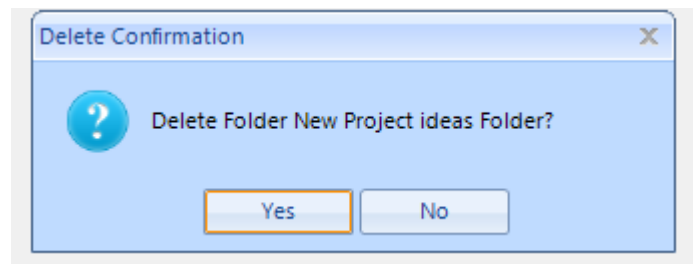
- **Save:** The Save button saves the current Project Ideas tree structure.
- **Add New Folder:** The Add New Folder button allows for the create on a new folder. This button may only be used when either a folder or the tree root folder is selected. When this button is pressed the add new folder screen is displayed. Enter the mandatory Folder Name and optionally the Folder Description. Pressing the Save button saves the folder under the currently selected tree folder, while pressing the Cancel button aborts the entering of the Folder name and returns you to the Project Ideas screen.



- **Edit Folder Name and Description:** The Edit Folder Name and Description button allows you to edit the current Folder Name and Description. When this button is pressed the Project Ideas Folder Name screen is displayed containing the Name and Description of the selected Project Ideas Tree folder, as illustrated below. Edit the Folder Name and / or Description as required and press the Save button to save your changes. Press the Cancel button to close this screen without saving any of the changes you have made.

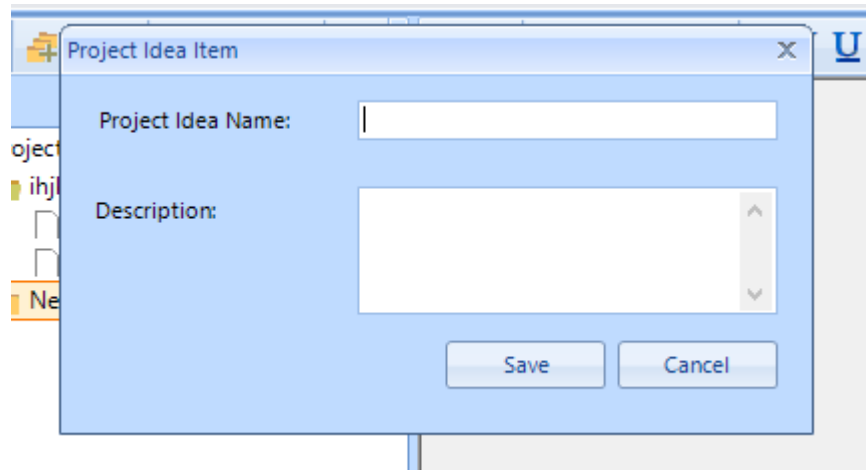


- **Delete Folder:** The Delete Folder button allows you to delete the selected folder and all the sub-folders and items contained beneath this folder. When this button is pressed a Delete Confirmation screen is first displayed to confirm that you actually wish to delete this folder, as shown below. If you press the Yes button then the folder and all sub-items will be permanently deleted. If you selected the No button then the delete process will be canceled.



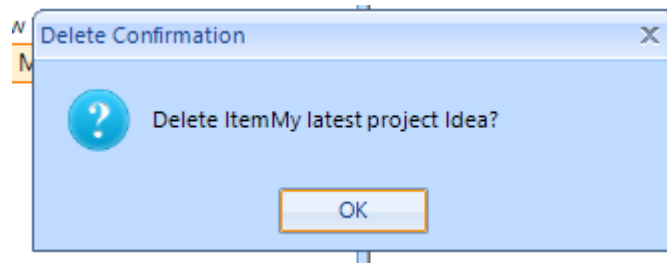
- **Expand All Folders:** The Expand All Folders button, when pressed, expands all the folders and sub-folders within the Project Ideas Tree structure.
- **Expand Current Folder:** The Expand Current Folder button, when pressed, expands the currently selected folder within the Project Ideas Tree structure.
- **Collapse All Folders:** The Collapse All Folders button, when pressed, collapses all the folders and sub-folders within the Project Ideas Tree structure.

- **Collapse Current Folder:** The Collapse Current Folder button, when pressed, collapses the currently selected folder within the Project Ideas Tree structure.
- **Add New Project Ideas Item:** The Add New Project Ideas button, when pressed, allow for the addition of a new Project Ideas item. This button is only available when either a folder or the the Project Ideas root folder is selected. This button opens a blank Project Ideas Item name screen. This screen allows you to enter the new Glossary Item Name and optionally a Glossary Item Description. Pressing the Save button saves the new item to the Tree structure while pressing the Cancel button cancels the entry of the new Glossary item and closes the form.



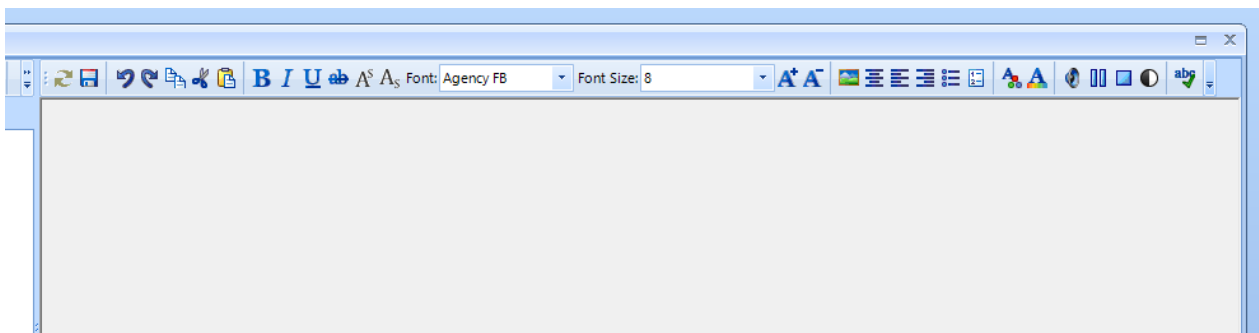
- **Edit Project Ideas Item Name and Description:** The Edit **Project Ideas** Item Name and Description button allows you to edit the currently selected Project Ideas Name and Description. When this button is pressed the **Project Ideas** Item Name screen is displayed containing the Name and Description of the selected Project Ideas Item. Edit the **Project Ideas** Item Name and / or Description as required and press the Save button to save your changes. Press the Cancel button to close this screen without saving any of the changes you have made.
- **Delete Project Ideas Item:** The Delete Project Ideas Item button allows you to delete the selected glossary item. When this button is pressed a Delete Confirmation screen is first displayed to confirm that you actually wish to delete this Project Ideas Item, as shown below. If you press the Yes button then the Project Ideas

Item will be permanently deleted. If you selected the No button then the delete process will be canceled.



1.5.2.3.3.2. PROJECT IDEAS ITEM

The Project Ideas Item details section is located on the right hand side of the Project Ideas screen and is illustrated below.



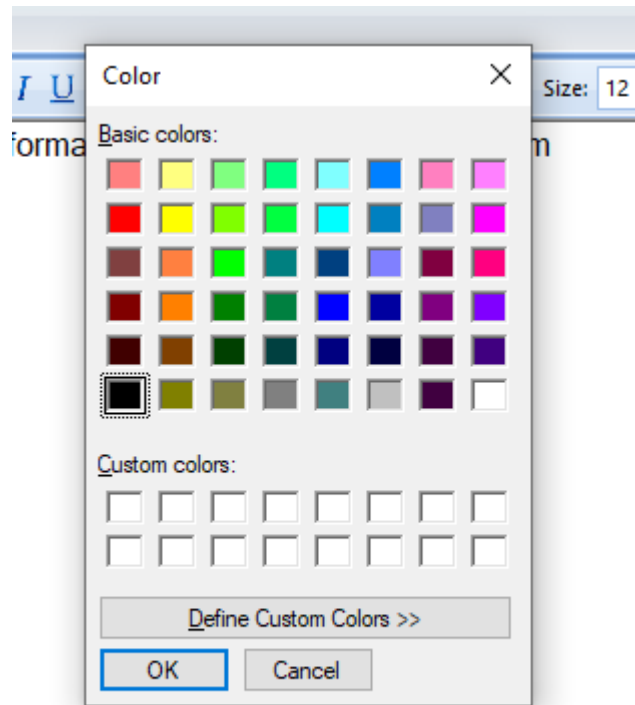
The Project Ideas Item details section contains a toolbar across the top containing all the editing functions available to you along with a large text and image entry area beneath it.

The toolbar contains 29 different controls, including buttons, toggle buttons and drop down lists. These items are described in order from left to right below.

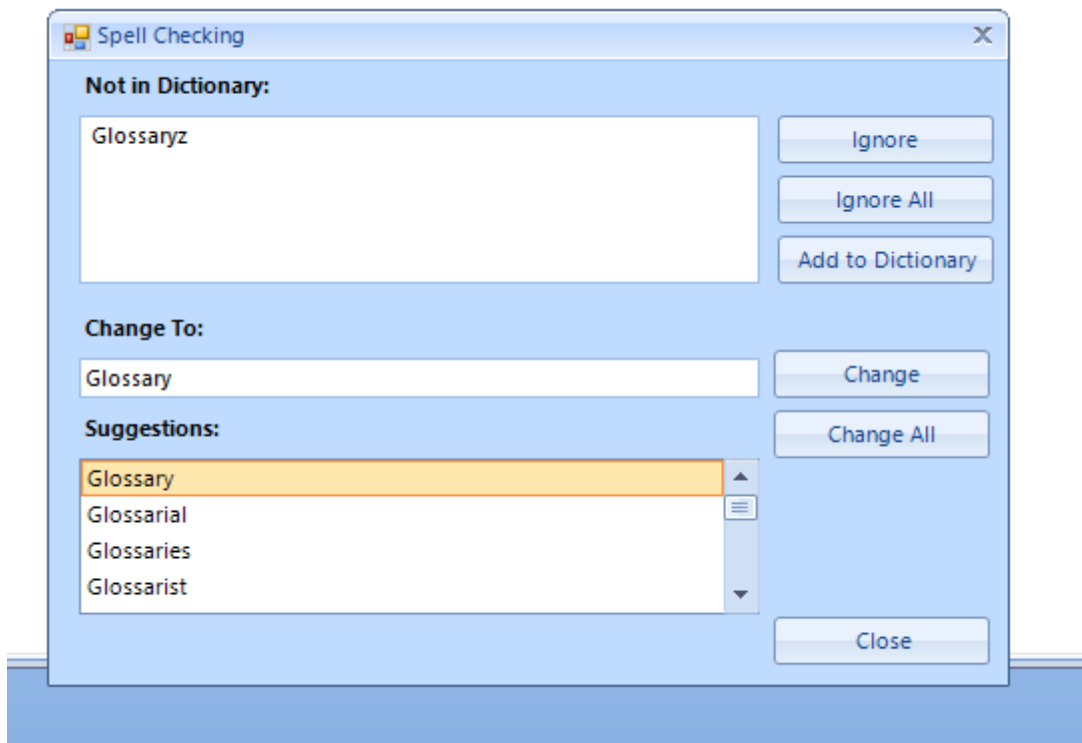
- **Save:** The Save button saves the current Project Ideas item.
- **Undo:** The Undo button undoes actions previously performed in reverse chronological order.
- **Redo:** The Redo button redoes actions previously undone in chronological order.

- **Copy:** The Copy button makes a copy of selected text and / or images within the Project Ideas items details area.
- **Cut:** The Cut button makes a copy of selected text and / or images within the Project Ideas items details area and then removes them from the editor.
- **Paste:** The Paste button pastes items previously copied to the clipboard to the current location within the Project Ideas Item details editor.
- **Bold:** The Bold toggle button makes the text within the Project Ideas Items detail editor bold.
- **Italic:** The Italic toggle button makes the selected text within the Project Ideas Items detail editor italic.
- **Underline:** The Underline toggle button makes the selected text within the Project Ideas Items detail editor underlined.
- **Strikeout:** The Strikeout toggle button makes the selected text within the Project Ideas Items detail editor strikeout.
- **Superscript:** The Superscript button makes the selected text within the Project Ideas Items detail editor superscript.
- **Subscript:** The Subscript button makes the selected text within the Project Ideas Items detail editor subscript.
- **Font:** The Font drop down list changes the currently selected text to the selected font style.
- **Font Size:** The Font Size drop down list changes the currently selected text to the selected font size.
- **Increase Font Size:** The Increase Font Size button increases the current font size one size increment each time it is pressed.

- **Decrease Font Size:** The Decrease Font Size button decreases the current font size one size increment each time it is pressed.
- **Image:** The Image button allows for the insertion of images into the Project Ideas Item details editor. When this button is pressed the Choose File To Import screen is displayed and allows you to find and select the image you wish to place into the Glossary Item.
- **Centre:** The Centre button allows the selected item or items to be centered into the Project Ideas Item editor.
- **Align Left:** The Align Left button allows the selected item or items to be left aligned into the Project Ideas Item editor.
- **Align Right:** The Align Right button allows the selected item or items to be right aligned into the Project Ideas Item editor.
- **Bullet List:** The Bullet List button allows a bullet list to be created out of the selected Project Ideas Item editor items.
- **Numbered List:** The Numbered List button allows a numbered list to be created out of the selected Project Ideas Item editor items.
- **Font Colour:** The Font Colour button allows the colour of the selected text to be changed. When the Font Colour button is pressed the font color dialog is displayed, as illustrated below. After selecting the required font colour and pressing the OK button then the selected text colour will be changed according to the selected colour. Pressing the Cancel button will cancel this color selection dialog without changing the selected text colour.

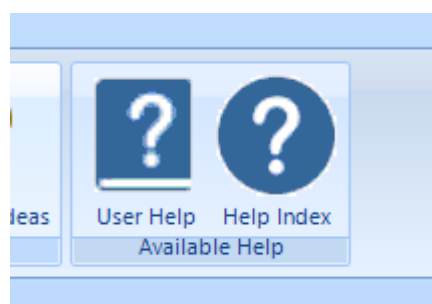


- **Font Background Colour:** The Font Background Colour button allows the background colour of the selected text to be changed. Like the Font Colour button this button also brings up a Color dialog from which you can select a colour for the background of the selected text.
- **Speech:** The Speech button allows the text within the Project Ideas Item details to be spoken by the computer.
- **Pause Speech:** The Pause Speech button allows you to pause the computer during the speaking of the Project Ideas item text.
- **Stop Speech:** The Stop Speech button allows you to stop the computer during the speaking of the Project Ideas item text.
- **Resume Speech:** The Resume Speech button allows you to resume speaking after the computer has been paused during the speaking of the Project Ideas item text.
- **Spell Checker:** When the Spell Check button is pressed the computer checks all the spelling within the current Project Ideas Item details item and prompts you to correct any spelling which it finds to be incorrect.



1.5.2.4. AVAILABLE HELP BUTTON GROUP

The Available Help Button Group contains only two buttons; the User Help button and the Help Index button.

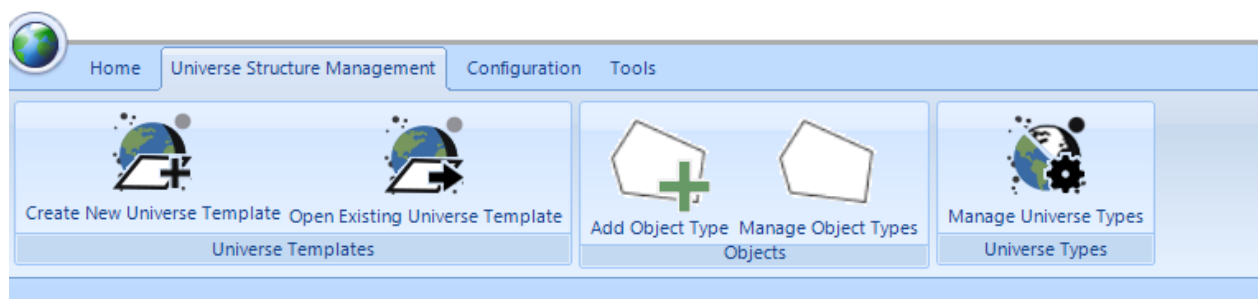


- User Help Button: When the User Help button is pressed it opens the Universe Builder help system and displays the Help Context page.
- Help Index Button: When the Help Index button is pressed it opens the Universe Builder help system and displays the Universe Builder introductory page.

Note also that each screen in the Universe Builder application has the F1 key attached the appropriate page of the help file so that whenever the F1 Help button is pressed the help section for that particular screen will be displayed.

1.5.3. UNIVERSE STRUCTURE MANAGEMENT TAB

From the Universe Structure Management tab you can create and manage Universe Templates, Object Types and Universe Type. The Universe Structure Management tab is shown below.



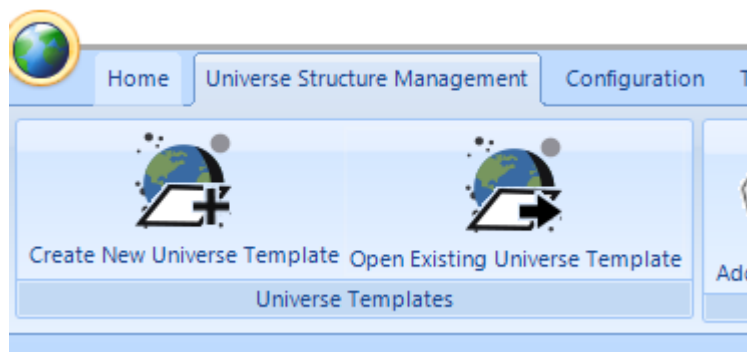
This tab contains an array of different buttons divided into 3 distinct button groups, these being:

- **Universe Templates:** The Universes Templates button group provides access to functionality which allows for the creation and management of Universe Templates. For more information on this topic see the [Universe Templates Button Group](#) help section.
- **Objects:** The Objects button group provides access to allow you to create and manage Object Types. Object Types represent the types of objects which can be created for each different type of universe. For more information on this topic see the [Objects Button Group](#) help section.
- **Universe Types:** The Universe Types button group contains only one button, the Manage Universe Types button. This functionality allows you to add and manage the different universe types you may wish to create within the Universe Builder

application i.e. fantasy, sci-fi etc. For more information on this topic see the [Manage Universe Types](#) help section. when building your universes.

1.5.3.1. UNIVERSE TEMPLATES BUTTON GROUP

The Universe Templates Button Group, as illustrated below, allows the user to Add and Manage Universe Templates within the Universe Builder application. Universe Templates can be used as predefined starting points when creating new universes within the Universe Builder application.

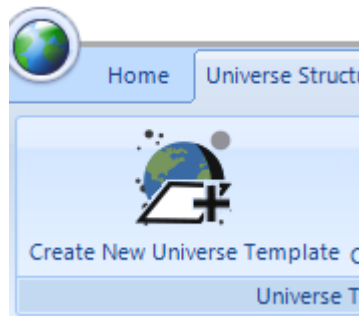


The Universe Templates Button Group contains two main buttons, these being:

- **Create New Universe Template:** The Create New Universe Template button allows for the creation of new new Universe Templates within the Universe Builder application. Through this screen you may create a structured Universe Template complete with properties, links, notes etc. For further details see the [Create New Universe Template](#) help section.
- **Open Existing Universe Template:** The Open Existing Universe Template button allows you to open and existing Universe Template for editing and updating. For further details see the [Open Existing Universe Template](#) help section.

1.5.3.1.1. CREATE NEW UNIVERSE TEMPLATE

The Create New Universe Template button allows for the creation of new new Universe Templates within the Universe Builder application. Through this screen you may create a structured Universe Template complete with properties, links, notes etc



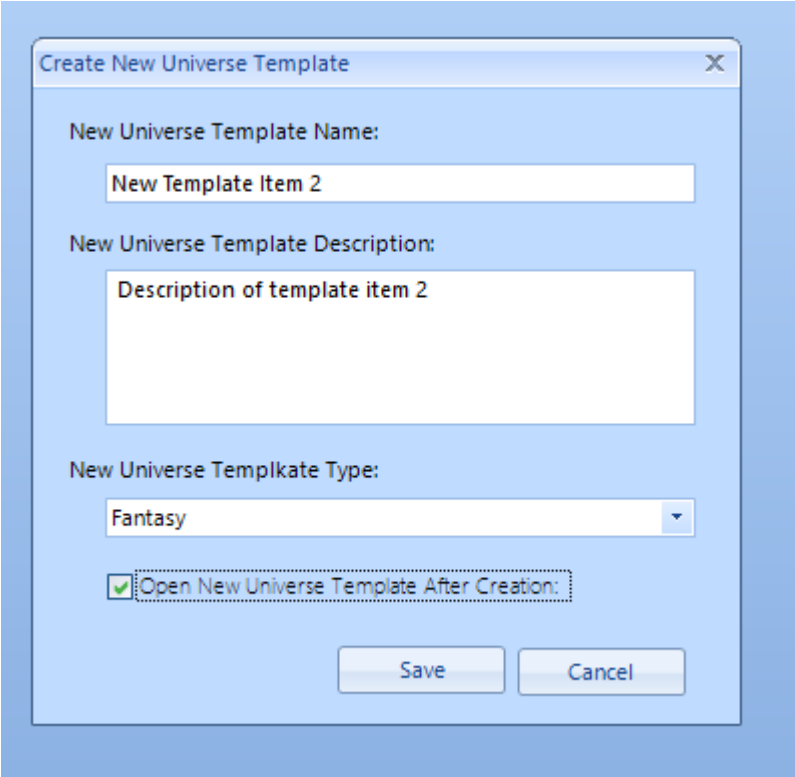
When this button is pressed the Create New Universe screen is displayed, as illustrated below.

A screenshot of the 'Create New Universe Template' dialog box. The dialog has a blue title bar with the text 'Create New Universe Template' and a close button. Inside the dialog, there are four fields: 'New Universe Template Name:' with a text input field, 'New Universe Template Description:' with a text area, 'New Universe Template Type:' with a dropdown menu showing 'Fantasy', and a checkbox labeled 'Open New Universe Template After Creation:'. At the bottom right are 'Save' and 'Cancel' buttons.

This screen allows for the entry of the following fields:

- **New Universe Template Name:** The New Universe Template Name is a unique name you must provide for your new universe template.

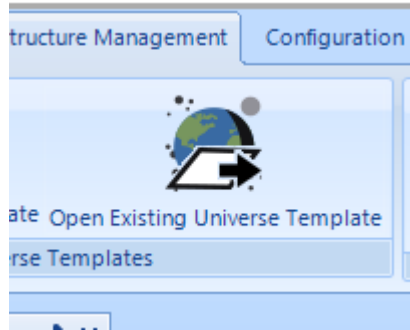
- **New Universe Template Description:** An optional description may be entered at this screen as a descriptive element for your universe template.
- **New Universe Template Type:** You must select a universe type for your universe template. This helps define which item types may be created within your universe template. For more information about Universe type see the [Universe Types Button Group](#) help section.
- **Open New Universe Template After Creation:** If the Open New Universe Template After Creation checkbox is checked then the Universe Template Builder will be automatically opened when the new universe template is opened. See the [Open Existing Universe Template](#) help section for more details.



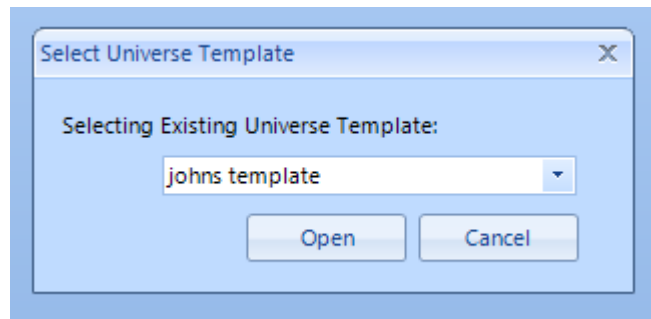
The screenshot shows a dialog box titled "Create New Universe Template" with a close button (X) in the top right corner. The dialog contains three main sections: "New Universe Template Name:" with a text input field containing "New Template Item 2"; "New Universe Template Description:" with a larger text input field containing "Description of template item 2"; and "New Universe Template Type:" with a dropdown menu showing "Fantasy". Below these is a checkbox labeled "Open New Universe Template After Creation:" which is checked. At the bottom right are "Save" and "Cancel" buttons.

1.5.3.1.2. OPEN EXISTING UNIVERSE TEMPLATE

The Open Existing Universe Template button allows you to open Universes Templates you have previously created.



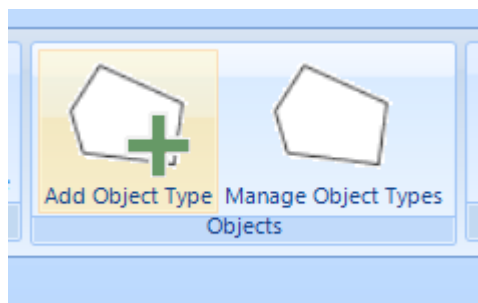
When the Open Existing Universe Template button is pressed the Select Universe Template screen is displayed. Select the required universe template from within the drop down list. Press the Open button to open the selected Universe template, otherwise select the Cancel button to close this screen without further action.



The selected Universe Builder Template will open in the Universe Template Builder. This screen operates in the same manner as the Universe Structure builder. See the [Universe Structure Builder](#) help section for further information.

1.5.3.2. OBJECTS BUTTON GROUP

The Objects Button Group, as illustrated below, allows the user to Add and Manage Object Types within the Universe Builder application. Object Types represent the types of objects which can be created for each different type of universe

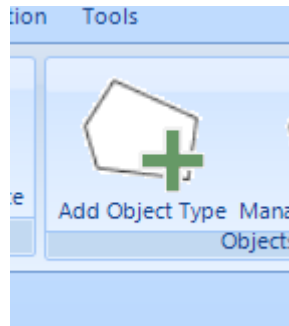


The Objects Button Group contains two main buttons, these being:

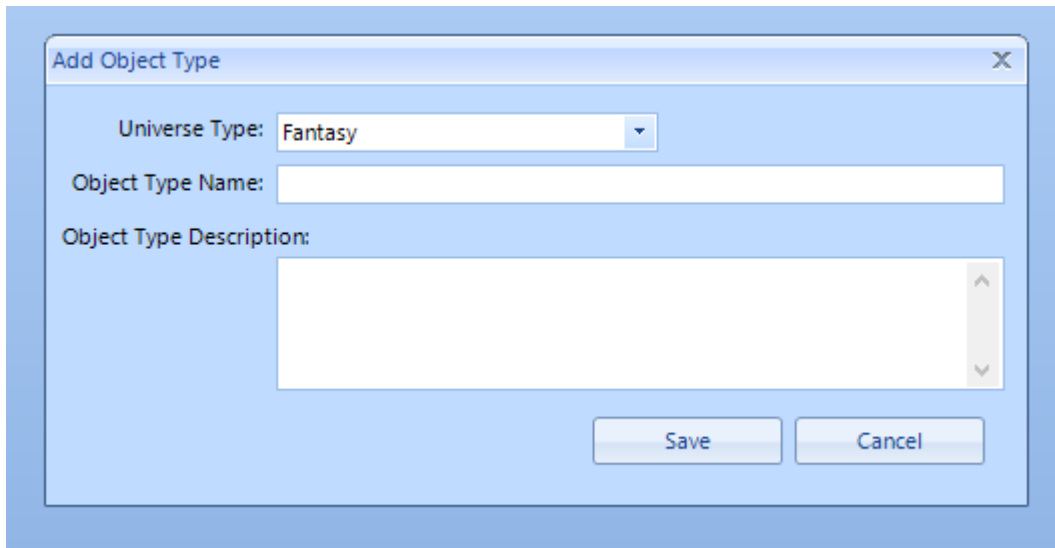
- **Add Object Type:** The Add Object Type button allows for the creation of new Object Types within the Universe Builder application. Through this screen you may create New Object Types which are linked to specific Universe Types. For further details see the [Add Object Type](#) help section.
- **Manage Object Types:** The Manage Object Types button allows you to manage existing Object Types, this includes editing, renaming and deleting Object Type Items. For further details see the [Manage Object Types](#) help section.

1.5.3.2.1. ADD OBJECT TYPE

The Add Object Type button allows for the addition of new Object Types within the Universe Builder Application.



When the Add Object Type button is pressed the Add Object Type screen is displayed, as illustrated below.

A screenshot of the 'Add Object Type' dialog box. It has a title bar with 'Add Object Type' and a close button. Inside, there is a 'Universe Type:' dropdown menu with 'Fantasy' selected. Below it is an 'Object Type Name:' text input field. Below that is an 'Object Type Description:' text area. At the bottom right are 'Save' and 'Cancel' buttons.

First select the Universe Type for which you will creating this new Object Type from the Universe Type drop down list. Then enter the Object Type Name and Object Type Description for the new Object Type item.

A screenshot of the 'Add Object Type' dialog box with the fields filled. The 'Universe Type:' dropdown is 'Fantasy'. The 'Object Type Name:' field contains 'New Fantasy Object Item I'. The 'Object Type Description:' field contains 'This is fantasy object description item I'. The 'Save' and 'Cancel' buttons are at the bottom right.

Press the **Save** button to save the new Object Type and progress onto the Add Object Type Details screen, as shown below. Use this screen to build up a detailed profile of what the Object Type item looks like. This Object Type item can then be used when creating Objects within your own universe where the universe is of this item type.

The 'Add Object Type' dialog box is shown. It has a title bar with 'Add Object Type' and a close button. The main area contains a 'Universe Type' dropdown set to 'Fantasy', an 'Object Type Name' text box with 'New Fantasy Object Item I', and an 'Object Type Description' text area with 'This is fantasy object description item I'. Below these is a toolbar with icons for adding, deleting, and editing object types. To the left is an 'Object Type Tree' showing a folder icon and the text 'New Fantasy Object Item I'. To the right is a 'Properties' tab with a table. The table has columns: Name, Description, Type, Mandatory, and Default Value. Below the table are buttons for 'Add Property', 'Edit Property', and 'Delete Property'. A 'Close' button is at the bottom right.

Name	Description	Type	Mandatory	Default Value
------	-------------	------	-----------	---------------

Object Type Structure Tree

On the left hand side of the Add Object Type screen is the Object Type Structure Tree. Use this tree to create the structure of the Object Type Item. The Object Type Structure Tree toolbar allows to add and manage tree folders, expand and collapse tree nodes and to add new Object Type elements.

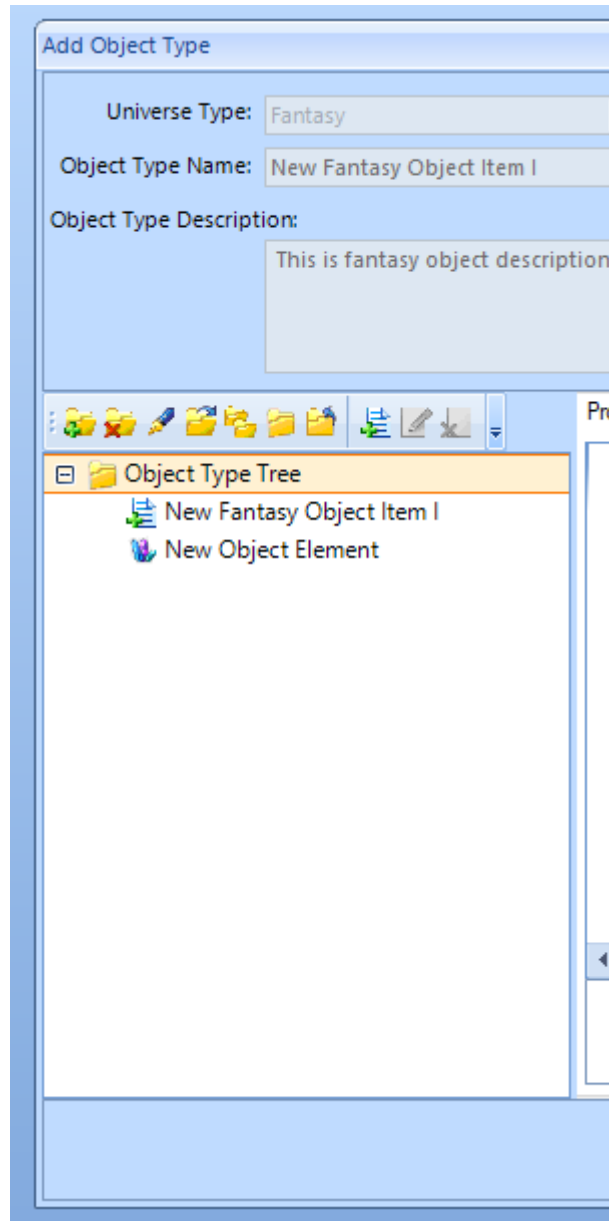
When you press the Add Object Type Element button on the Object Type Structure



Tree () the Add Object Type Element screen is displayed, as shown below.

The 'Add Object Type Element' dialog box is shown. It has a title bar with 'Add Object Type Element' and a close button. The main area contains an 'Object Element Name' text box with 'New Object Element' and a 'Description' text area with 'New Object Element'. At the bottom are 'Save' and 'Cancel' buttons.

Enter the Name and Description of the new Object Type Element and select the **Save** button to save the new item to the Object Type structure Tree, as shown below,.



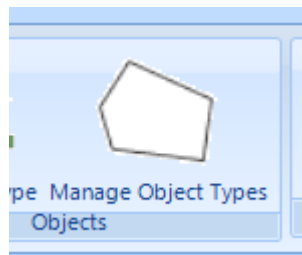
Object Type Elements Attributes

On the right hand side of the Add Object Type screen is the Object Type Elements Attribute set. The attribute set is different for every Object Type Element within the Object Type. From this part of the Add Object Type Details screen you have the ability to add the following Element Attributes:

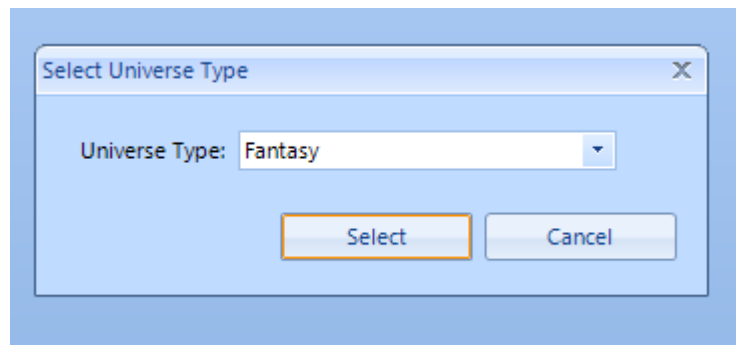
- **Properties:** Use the Properties section to add properties to your Object Element Item.
- **Actions:** Use the Actions section to add actions to your Object Element Item.
- **Rules:** Use the Rules section to add rules to your Object Element Item.
- **Notes:** Use the Notes section to add notes to your Object Element Item.
- **Links:** Use the Links section to add links to your Object Element Item.

1.5.3.2.2. MANAGE OBJECT TYPES

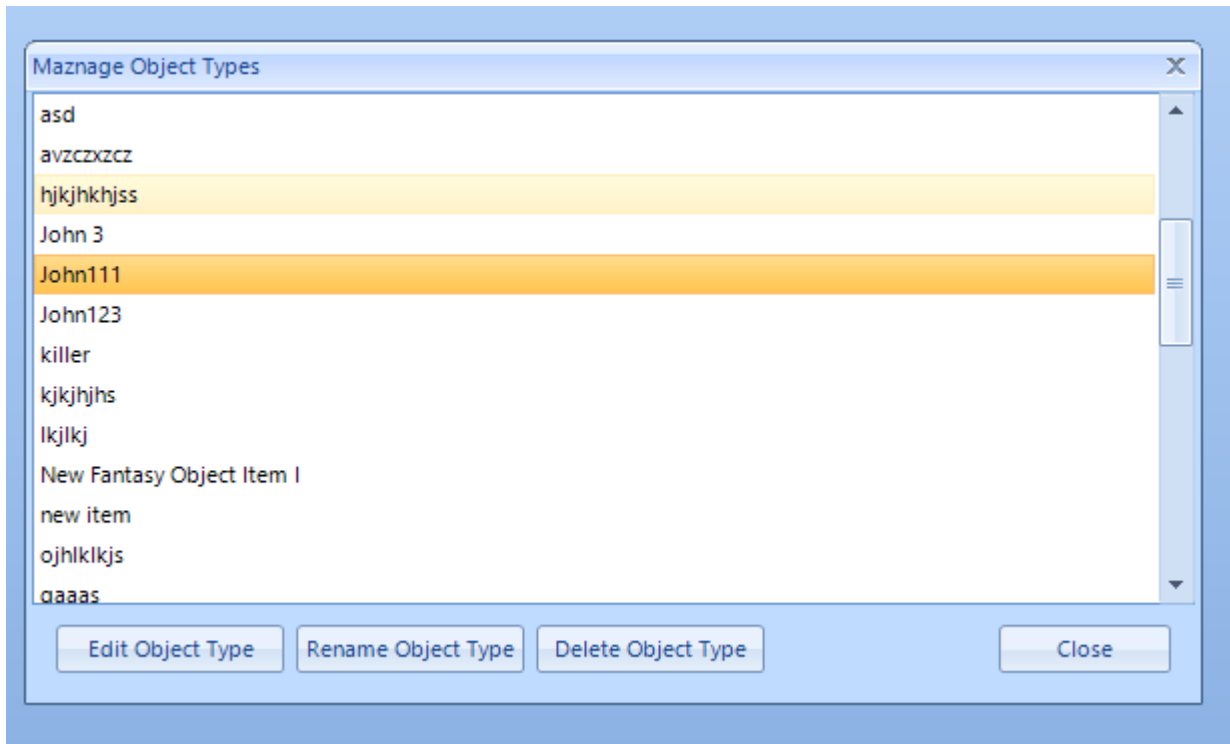
The Manage Object Types button allows for the Management of existing Object Types within the Universe Builder Application.



When the Manage Object Types button is pressed the Select Universe Type screen is displayed, as illustrated below.

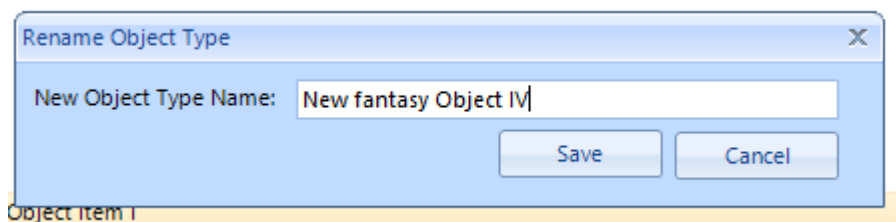


Select the Universe Type from the drop down list and Press the Select button. The Manage Object Types screen will be displayed and will list all the available Object Types for the Universe Type you selected in the previous screen.



There are 4 buttons available along the bottom of the Manage Object Types screen, these being:

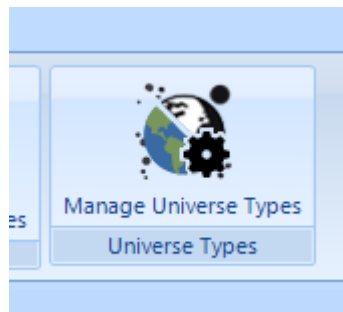
- **Edit Object Type:** When the Edit button is pressed the Object types Details screen is opened and the details of the selected Object Type Item are loaded. You can then edit and update the Object Type Item Tree Structure and Attributes as required. For further information on this screen see the [Add Object Type](#) help section.
- **Rename Object Type:** When the Rename button is pressed the Rename Object Type screen is displayed showing the currently selected Object Type Name. Update the Object Type Name and press the Save button to save the changes, otherwise press the Cancel button to cancel this screen.



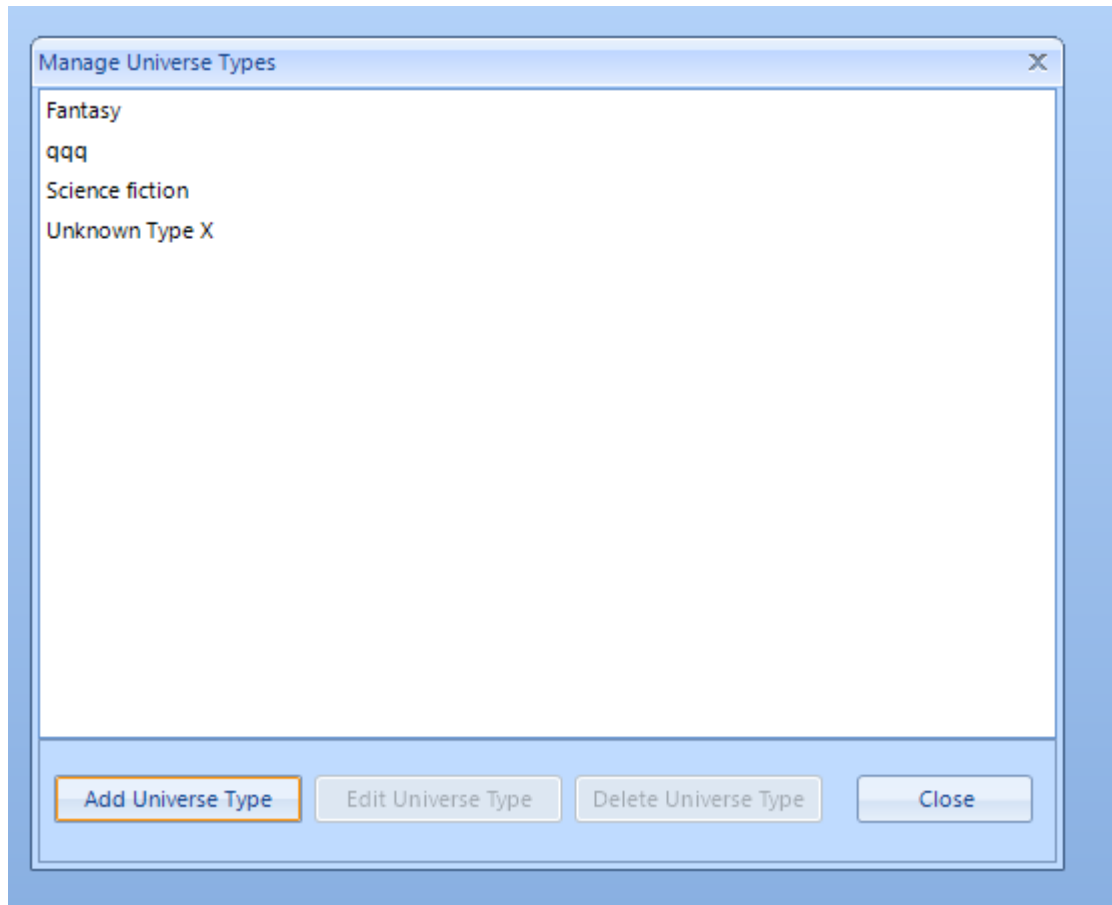
- **Delete Object Type:** When the Delete button is pressed a Delete Confirmation screen is first displayed asking you to confirm the deletion of the selected Object Type Item. If you select the Yes button then the selected Object Type Item and all its elements will be deleted, otherwise if you select No then the Object Type Item will be retained.
- **Close:** When the Close button is pressed the Manage Object Types screen closes without any further action.

1.5.3.3. MANAGE UNIVERSE TYPES

The Manage Universe Types button allows for the addition and management of Universe Types within the Universe Builder Application, such as sci-fi or fantasy.

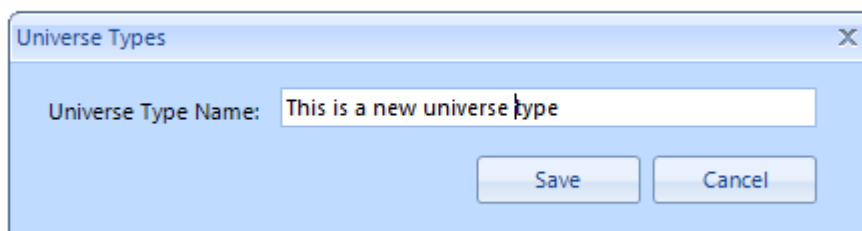


When the Manage Universe Types button is pressed the Manage Universe Types screen is displayed, as illustrated below

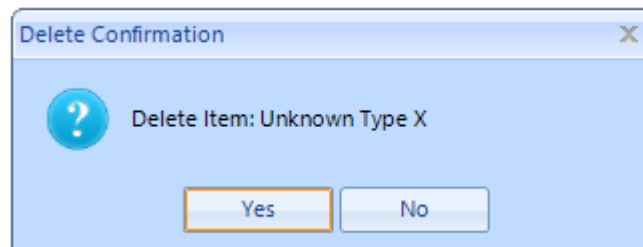


In the top portion of this screen there is a list of the currently available Universe Types. Along the bottom of the screen there are 4 buttons, these being:

- Add Universe Type: When the Add Universe Type button is pressed then the Add New Universe Type screen is displayed, as shown below. Enter the New Universe Type Name. Press the Save button to save the new Universe Type, otherwise select the Cancel button to close this screen without any further action.



- **Edit Universe Type:** When the Edit Universe Type button is pressed then the Edit Universe Type screen is displayed with the selected Universe Type name displayed. Update the Universe Type Name as required and press the Save button to save the updated Universe Type. Press the Cancel button to close this screen without any further action.
- **Delete Universe Type:** When the Delete Universe Type button is pressed the user is first asked to confirm the deletion of the selected universe type, as shown below. If the user selects the Yes button then the Universe Type will be deleted, otherwise, if they select No button then the Universe Type will be retained.

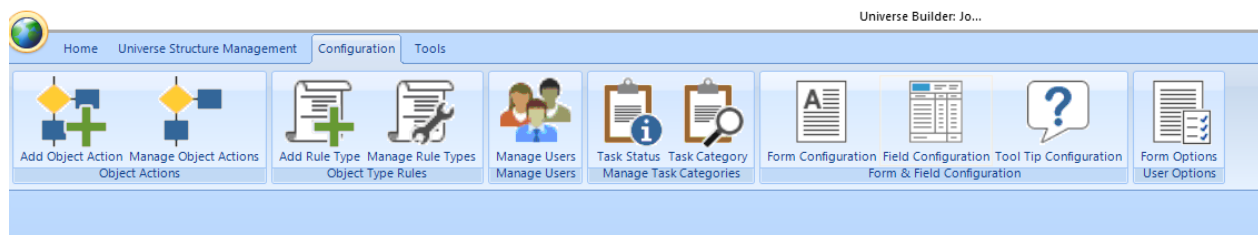


- **Close:** The Close button, when pressed, closes the Manage universe types screen.

Note: The Add, edit and Delete Universe Type functionality is also available from the right mouse popup menu from within this screen.

1.5.4. CONFIGURATION TAB

From the Universe Builder Configuration tab you can access all the configuration functionality used for configuring various elements used when building universes within the Universe Builder application. The Configuration tab is shown below.

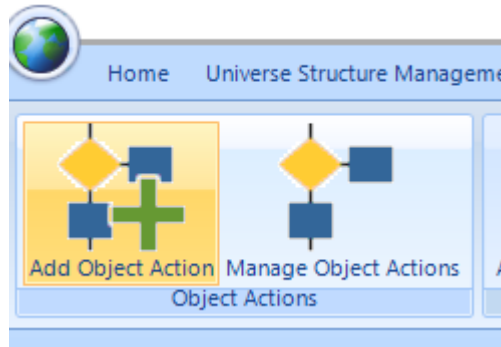


This tab contains an array of different buttons divided into 6 distinct button groups, these being:

- **Object Actions:** The Object Actions button group allows you to create and manage action items. Object Actions can be attached to objects you create within your universe and dictate what actions that object can perform. For more information on this topic see the [Object Actions Button Group](#) help section.
- **Object Type Rules:** The Object Types button group allows you to create and manage Object Rule Types. c. For more information on this topic see the [Object Rule Types Button Group](#) help section.
- **Manage Users:** The Manage Users button group contains only a single button, the [Manage Users](#) button, The Manage Users functionality allows you to add, edit and delete users from within the Universe Builder application. For more information on this topic see the [Manage Users](#) help section.
- **Form & Field Configuration:** The Form & Field button group provides access to functionality which allows you to customise form names, form field label names and tool tip information. For more information on this topic see the [Form and Field Configuration Button Group](#) help section.
- **User Options:** The User Options button group contains only one button, the Form Options button. The [Form Options](#) screen allows for the selection of which dockable forms open on application start up and where each of the dockable forms are docked by default when they are first opened. For more information on this topic see the [Form Options](#) help section.

1.5.4.1. OBJECT ACTIONS BUTTON GROUP

The Object Actions button group provides access to functionality for creating and managing Object Actions. Object Actions can be attached to objects you create within your universe and dictate what actions that object can perform.

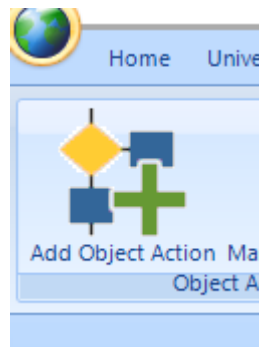


The Object Actions Button Group contains two main buttons, these being:

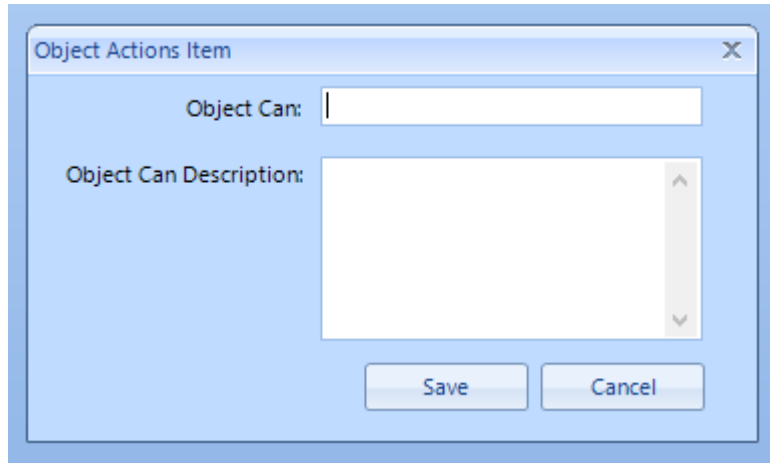
- **Add Object Action:** The Add Object Action button, when pressed, opens the Add Object Actions screen which allows you to add new object actions to the Universe Builder application. For further details see the [Add Object Actions](#) help section.
- **Manage Object Actions :** The Manage Object Actions button opens the Manage Object Actions screen. This screen allows you to manage existing Object Actions already contained within the Universe Builder application. For further details see the [Manage Object Actions](#) help section.

1.5.4.1.1. ADD OBJECT ACTION

The Add Object Action button allows for the addition of new object action items.



When this button is pressed the Object Action screen is displayed, as illustrated below

A dialog box titled "Object Actions Item" with a close button (X) in the top right corner. It contains two input fields: "Object Can:" with a single-line text box, and "Object Can Description:" with a multi-line text box. At the bottom right, there are two buttons labeled "Save" and "Cancel".

This screen allows for the entry of the following fields:

- **Object Can:** In the Object Can field enter the action which the object can perform, such as run, fly, jump, eat etc. These actions can latter be assigned to object items
- **Object Can Description:** Enter an optional Description relating to this Object Action.

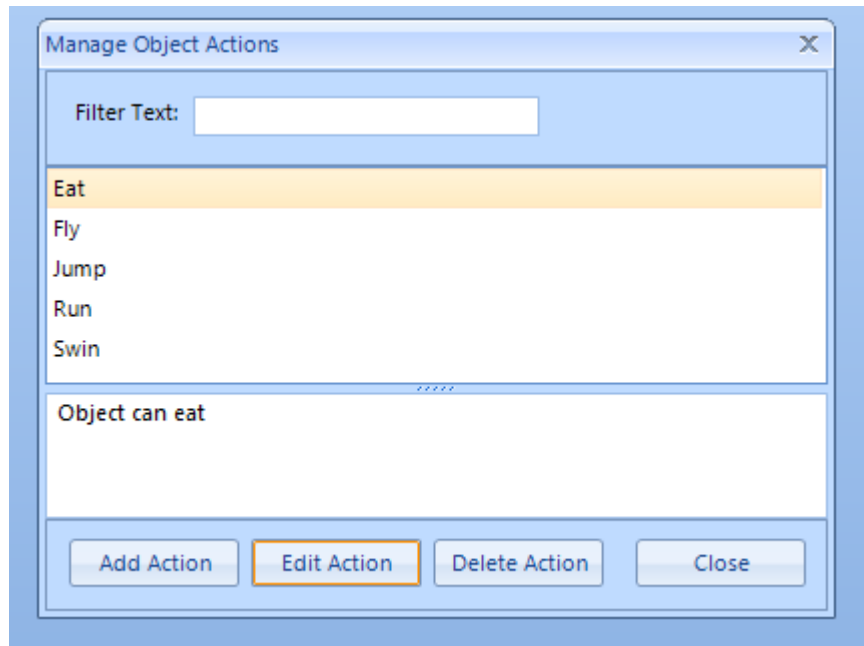
Press the **Save** button to save the new Object Action Item or the **Cancel** Button to close this screen without saving the item.

1.5.4.1.2. MANAGE OBJECT ACTIONS

The Manage Object Action button allows for the management of existing Object Action items.



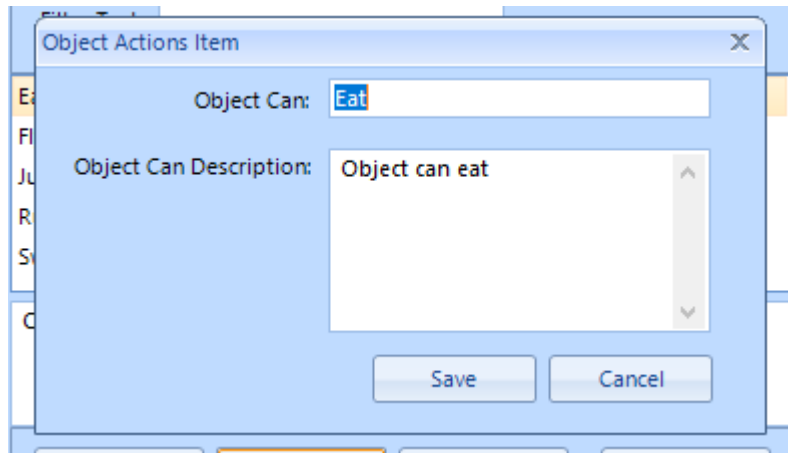
When this button is pressed the Manage Object Actions screen is displayed, as illustrated below.



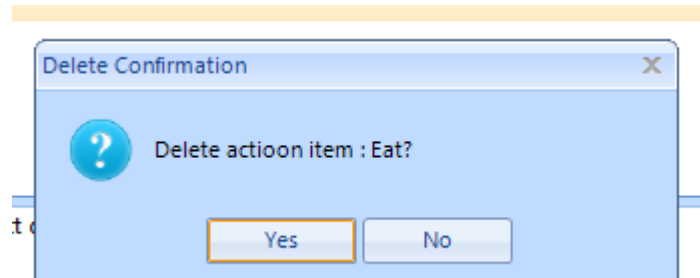
The manage Object Actions screen provides a list of the available actions along with description box which displays the description of the currently selected Object Action.

There are four buttons along the bottom of the Manage Object Actions screen, these being:

- **Add Action:** When the Add Action button is pressed the Add Action screen is displayed and you may enter a new Action Item. For more information on this topic see the [Add Object Actions](#) help section.
- **Edit Action:** When the Edit Action button is pressed the Edit Action screen is displayed. When displayed this screen contains the current object Action along with the Description. You may edit either of these fields. Select the **Save** button to save your changes or the **Cancel** button to close this screen without saving.



- **Delete Action:** The Delete Action button allows you to delete the selected action item. When this button is pressed a delete confirmation screen is displayed, as shown below.

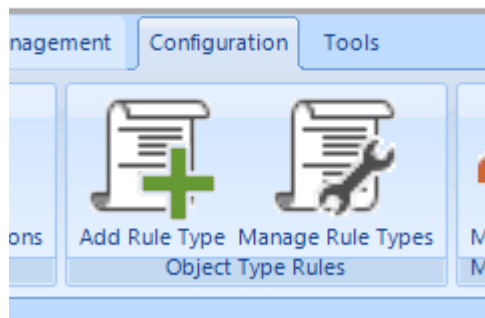


Select the Yes button to delete the selected Object Action item or the No button to retain it.

- **Close:** When the Close button is pressed the Manage Object Actions screen is closed.

1.5.4.2. OBJECT TYPE RULES BUTTON GROUP

The Object Type Rules button group provides access to functionality for creating and managing Object Type Rules. These rules types can be attached to rules you create in you create for object items within your universe and govern the rules your object must adhere to.

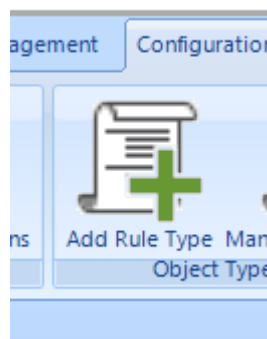


The Object Type Rules Button Group contains two main buttons, these being:

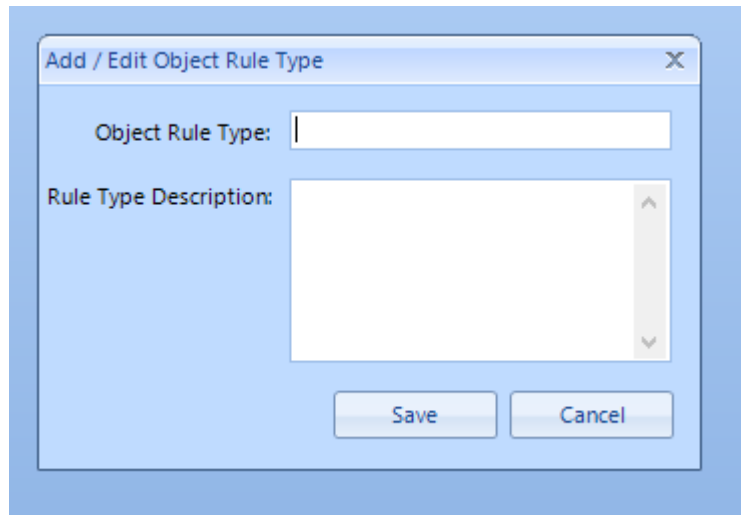
- **Add Rule Type:** The Add Rule Type button, when pressed, opens the Add Object rule Type screen which allows you to add a new Rule Type to the Universe Builder application. For further details see the [Add Rule Type](#) help section.
- **Manage Rule Types:** The Manage Rule Types button opens the Manage Object Rules screen. This screen allows you to manage existing Object Rules already contained within the Universe Builder application. For further details see the [Manage Rule Types](#) help section.

1.5.4.2.1. ADD RULE TYPE

The Add Rule Type button allows for the addition of new object action items. These rules types can be attached to rules you create in you create for object items within your universe and govern the rules your object must adhere to.



When the Add Rule Type button is pressed the Object Rule Type screen is displayed, as illustrated below



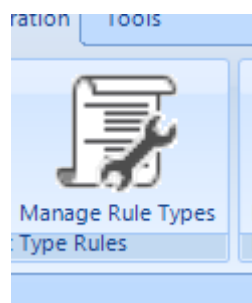
This screen allows for the entry of the following fields:

- **Object Rule Type:** In the Object Rule Type field enter the type of rule which can be applied to objects, such as motion rule, interaction rule, color rule etc. These rule types can be latter assigned to rules you create within each of your object items.
- **Rule Type Description:** Enter an optional Description relating to this Object Rule Type

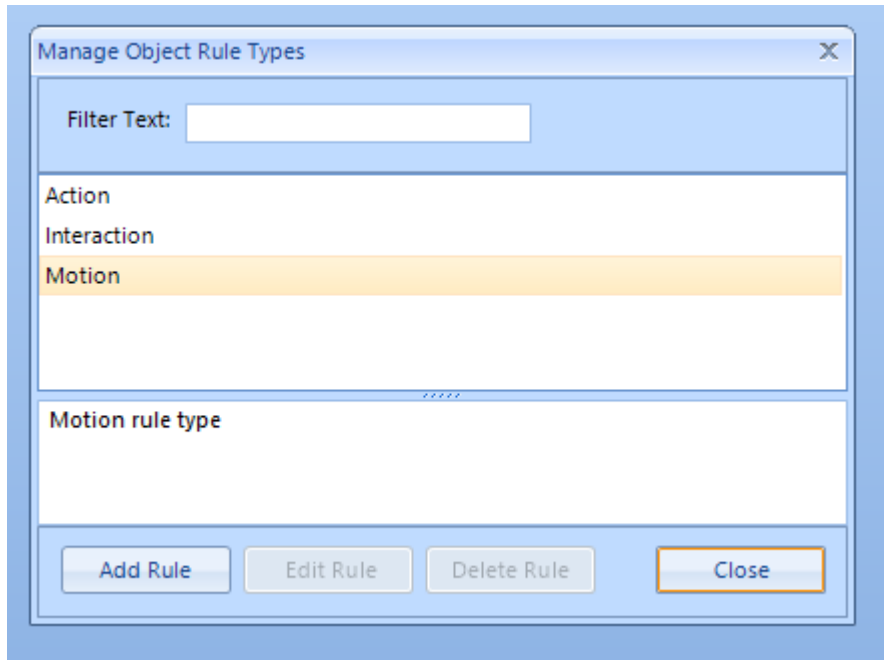
Press the **Save** button to save the new Object Rule Type Item or the **Cancel** Button to close this screen without saving the item.

1.5.4.2.2. MANAGE RULE TYPES

The Manage Object Action button allows for the management of existing Object Action items.



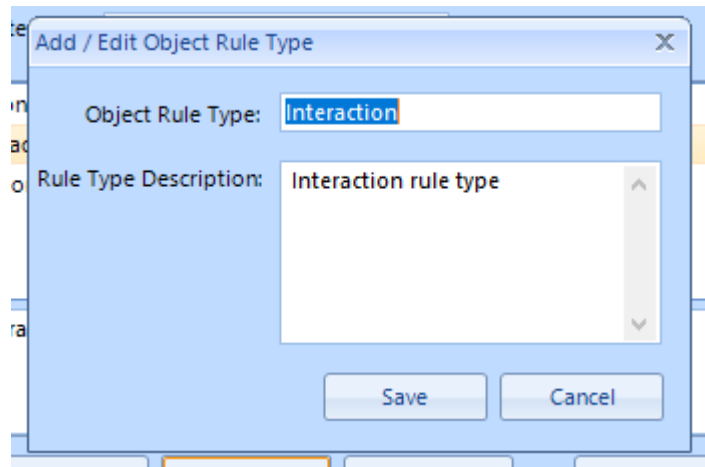
When this button is pressed the Manage Object Rule Types screen is displayed, as illustrated below.



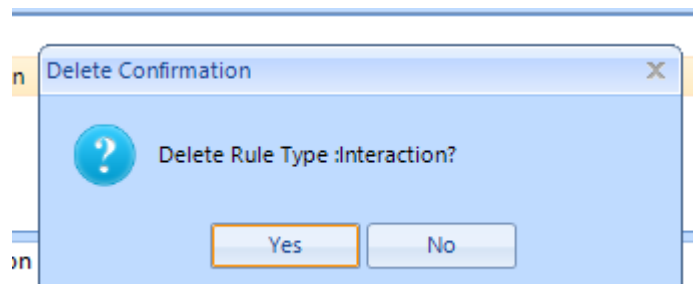
The Manage Object Rule Types screen provides a list of the available Rule Types along with description box which displays the description of the currently selected Rule Type.

There are four buttons along the bottom of the Manage Object Rule Types screen, these being:

- **Add Rule:** When the Add Rule button is pressed the Add Rule Type screen is displayed and you may enter a new Object Rule Type Item. For more information on this topic see the [Add Rule Type](#) help section.
- **Edit Rule:** When the Edit Rule button is pressed the Edit Object Rule Type screen is displayed. When displayed this screen contains the currently selected object Object Rule Type along with the associated Description. You may edit either of these fields. Select the **Save** button to save your changes or the **Cancel** button to close this screen without saving.



- **Delete Rule:** The Delete Action button allows you to delete the selected Object Rule Type item. When this button is pressed a delete confirmation screen is displayed, as shown below.

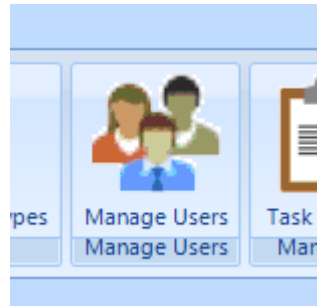


Select the Yes button to delete the selected Object Rule Type item or the No button to retain it.

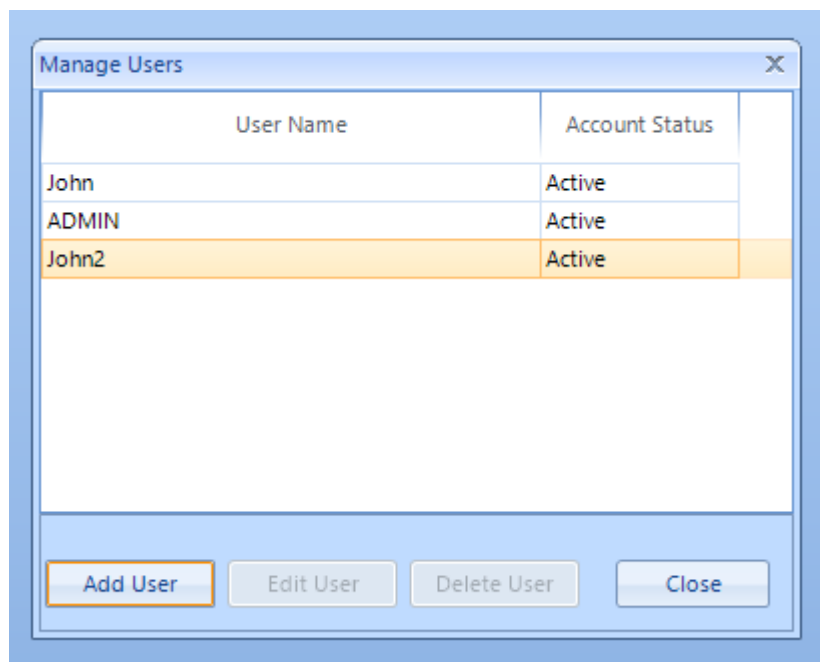
- **Close:** When the Close button is pressed the Manage Object Rule Types screen is closed.

1.5.4.3. MANAGE USERS

The Manage Users button allows for the addition and management of users within the Universe Builder Application.



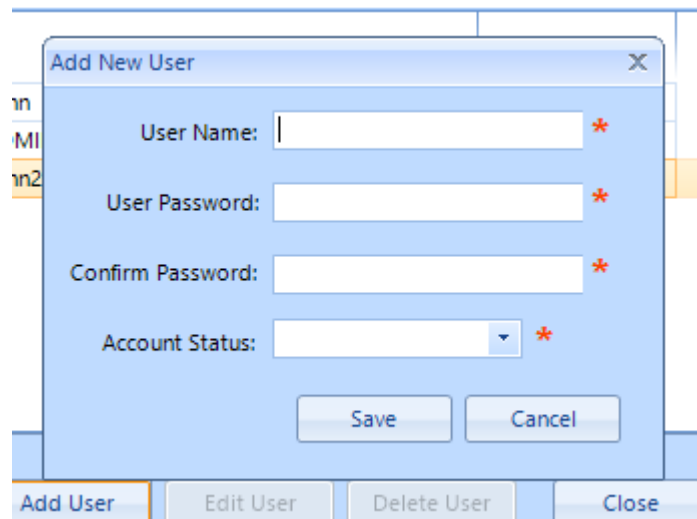
When the Manage Users button is pressed the Manage Users screen is displayed, as illustrated below



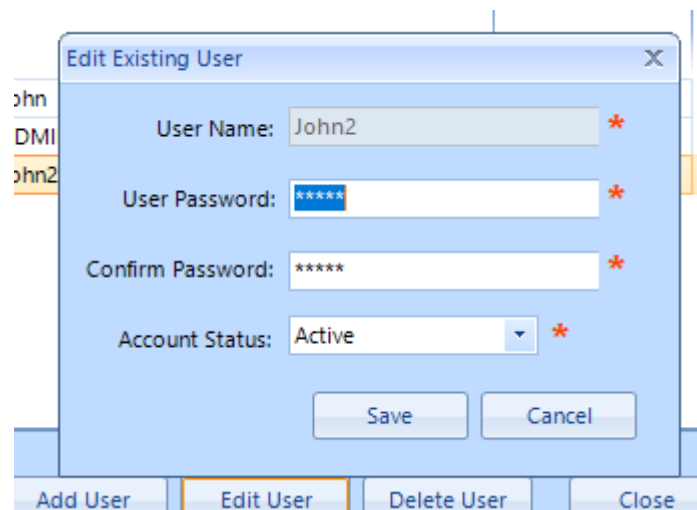
The Manage Users screen provides a list of current users registered within the Universe Builder application.

There are four buttons along the bottom of the Manage Users screen, these being:

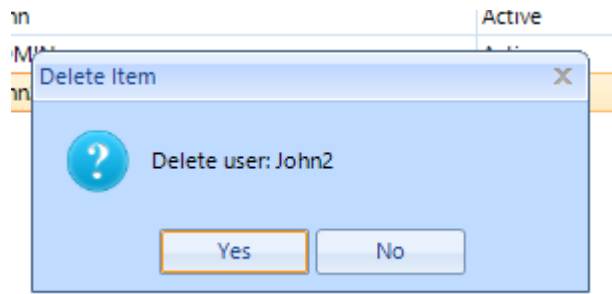
- **Add User:** When the Add Rule button is pressed the Add New User screen is displayed. Enter the required data fields and then press the save button to save the new user to the Universe Builder application. Press the cancel button to close this screen without any further actions.

A screenshot of the 'Add New User' dialog box in the Universe Builder application. The dialog box is light blue with a title bar that says 'Add New User' and a close button (X). It contains four input fields: 'User Name:', 'User Password:', 'Confirm Password:', and 'Account Status:'. Each field has a red asterisk to its right, indicating it is a required field. The 'Account Status' field is a dropdown menu. At the bottom of the dialog box are two buttons: 'Save' and 'Cancel'. Below the dialog box, there is a horizontal bar with four buttons: 'Add User', 'Edit User', 'Delete User', and 'Close'. The 'Add User' button is highlighted with an orange border.

- **Edit User:** When the Edit User button is pressed the Edit User screen is displayed. When displayed, this screen contains the currently information relating to the currently selected user. Make the required changes for this user then select the **Save** button to save your changes or the **Cancel** button to close this screen without saving.

A screenshot of the 'Edit Existing User' dialog box in the Universe Builder application. The dialog box is light blue with a title bar that says 'Edit Existing User' and a close button (X). It contains four input fields: 'User Name:', 'User Password:', 'Confirm Password:', and 'Account Status:'. Each field has a red asterisk to its right, indicating it is a required field. The 'User Name' field contains the text 'John2'. The 'User Password' and 'Confirm Password' fields contain six asterisks. The 'Account Status' field is a dropdown menu showing 'Active'. At the bottom of the dialog box are two buttons: 'Save' and 'Cancel'. Below the dialog box, there is a horizontal bar with four buttons: 'Add User', 'Edit User', 'Delete User', and 'Close'. The 'Edit User' button is highlighted with an orange border.

- **Delete User:** The Delete User button allows you to delete the selected user from the Universe Builder application. When this button is pressed a delete confirmation screen is displayed, as shown below.

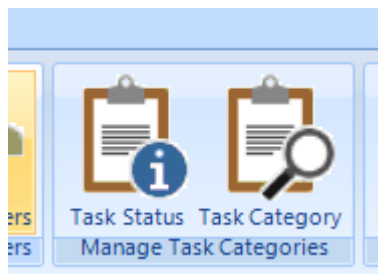


Select the Yes button to delete the selected User or the No button to retain this user within the system.

- **Close:** When the Close button is pressed the Manage Users screen is closed.

1.5.4.4. MANAGE TASK CATEGORIES BUTTON GROUP

The Manage Task Categories button group provides access to functionality for creating and managing both Task Status items and Task Category Items.

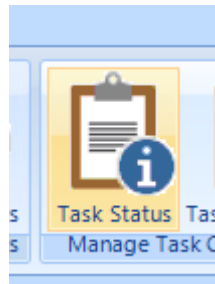


The Manage task Categories button group contains two main buttons, these being:

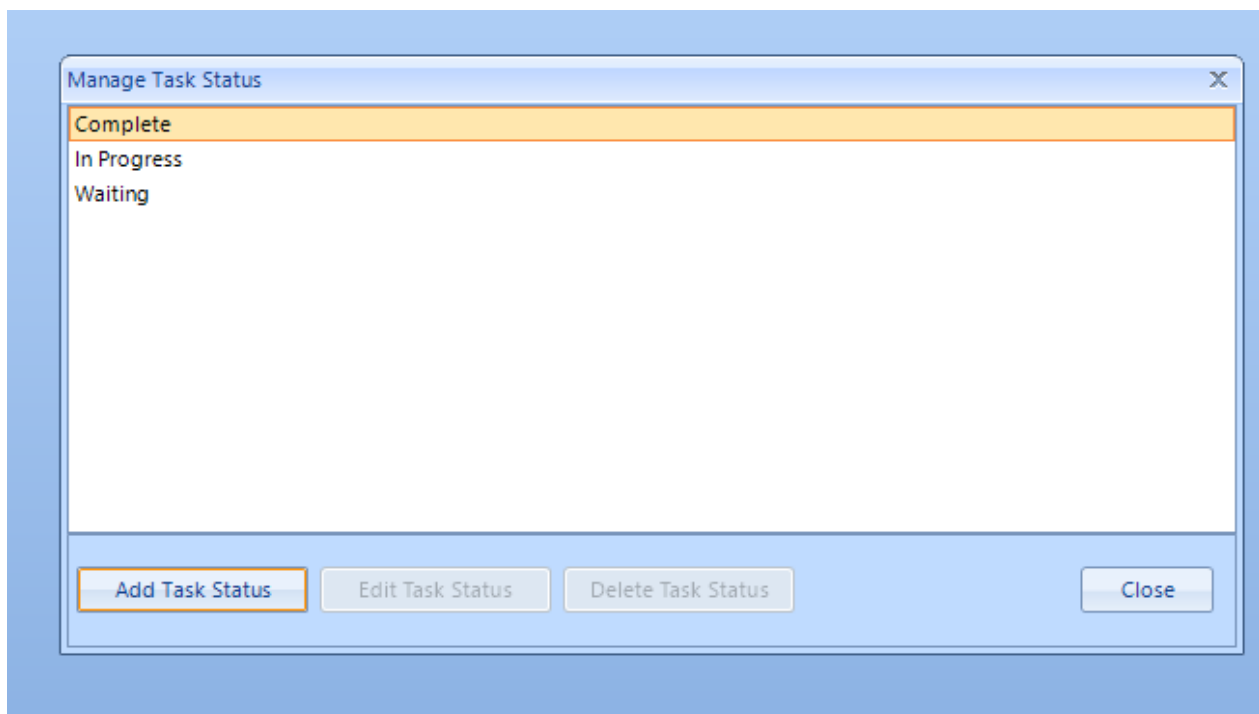
- **Task Status:** The Task Status button, when pressed, opens the Manage Task Status screen which allows you to add new Task Status items and manage existing Task Status items. For further details see the [Tasks Status](#) help section.
- **Task Category:** The Task Category button, when pressed, opens the Manage Task Category screen which allows you to add new Task Category items and manage existing Task Category items. For further details see the [Task Category](#) help section.

1.5.4.4.1. TASK STATUS

The Tasks Status button, when pressed, allows for the addition and management of existing Task Status items.



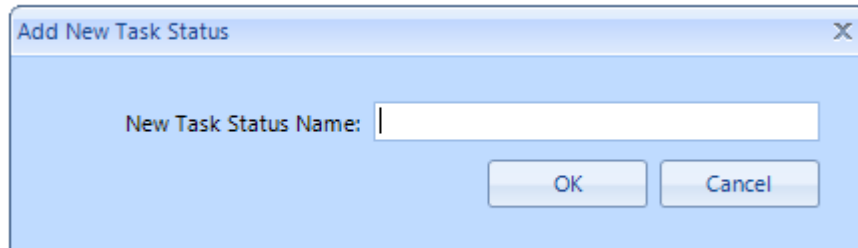
When this button is pressed the Manage Task Status screen is displayed, as illustrated below.



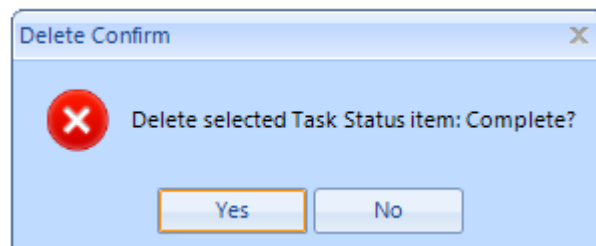
The Manage Task Status screen provides a list of the currently available Task Status'. There are four buttons along the bottom of the Manage Task Status screen, these being:

- **Add Task Status:** When the Add Task Status button is pressed the Add New Task Status screen is displayed. Enter the new Task Status into the task status text box

as shown below. Press the OK button to save the new task status or the cancel button to close this screen without further action.

A dialog box titled "Add New Task Status" with a close button (X) in the top right corner. It contains a text input field labeled "New Task Status Name:" and two buttons at the bottom: "OK" and "Cancel".

- **Edit Task Status:** When the Edit Task Status button is pressed the Edit Task Status screen is displayed. This screen contains the currently selected Task Status. You may then edit the Task Status as required. Select the **Save** button to save your changes or the **Cancel** button to close this screen without saving.
- **Delete Task Status:** The Delete Task Status button allows you to delete the selected Task Status. When this button is pressed a delete confirmation screen is displayed, as shown below.

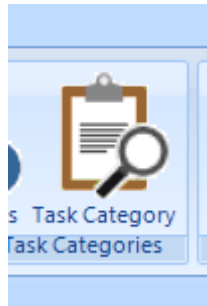
A dialog box titled "Delete Confirm" with a close button (X) in the top right corner. It features a red circular icon with a white 'X' on the left. The text "Delete selected Task Status item: Complete?" is displayed. At the bottom, there are two buttons: "Yes" and "No".

Select the Yes button to delete the selected Task Status or the No button to retain it.

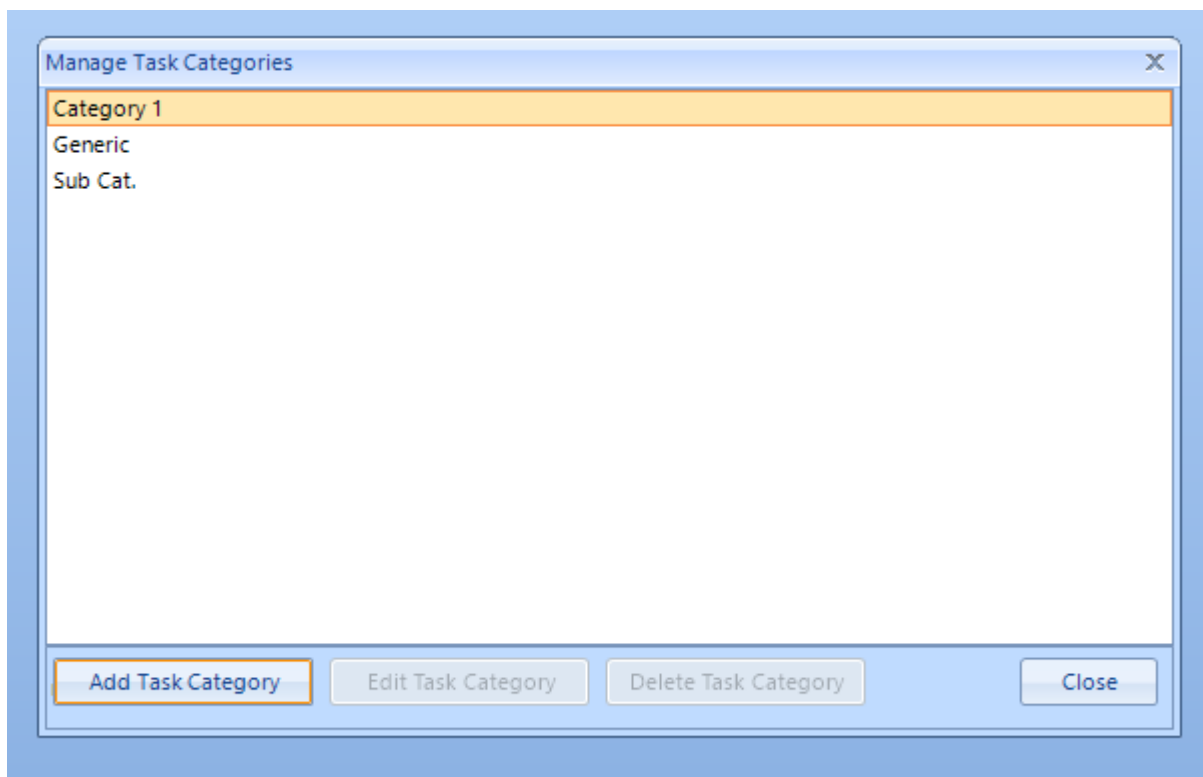
- **Close:** When the Close button is pressed the Manage Task Status screen is closed.

1.5.4.4.2. TASK CATEGORY

The Tasks Category button, when pressed, allows for the addition and management of existing Task Category items.

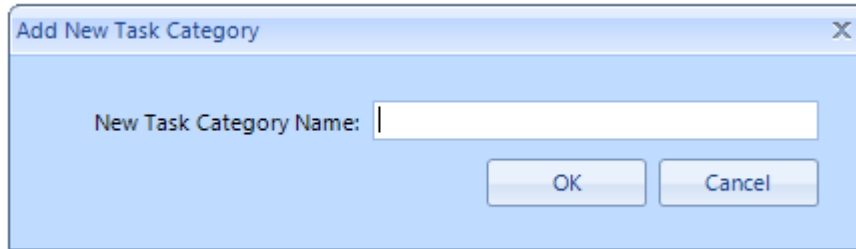


When this button is pressed the Manage Task Category screen is displayed, as illustrated below.

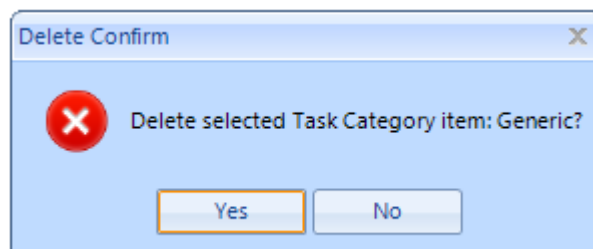


The Manage Task Category screen provides a list of the currently available Task Categories. There are four buttons along the bottom of the Manage Task Category screen, these being:

- **Add Task Category:** When the Add Task Category button is pressed the Add New Task Category screen is displayed. Enter the new Task Category into the task category text box as shown below. Press the OK button to save the new task category or the cancel button to close this screen without further action.



- **Edit Task Category:** When the Edit Task Category button is pressed the Edit Task Category screen is displayed. This screen contains the currently selected Task Category. You may then edit the Task Category as required. Select the **Save** button to save your changes or the **Cancel** button to close this screen without saving.
- **Delete Task Category:** The Delete Task Category button allows you to delete the selected Task Category. When this button is pressed a delete confirmation screen is displayed, as shown below.

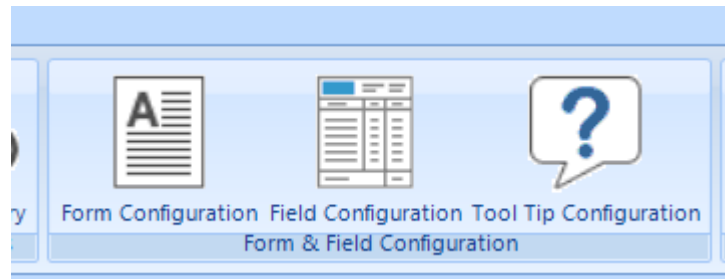


Select the Yes button to delete the selected Task Category or the No button to retain it.

- **Close:** When the Close button is pressed the Manage Task Category screen is closed.

1.5.4.5. FORM & FIELD CONFIGURATION BUTTON GROUP

The Form & Field Configuration button group provides access to functionality for customising the form names, labels and tooltips throughout the Universe Builder Product.

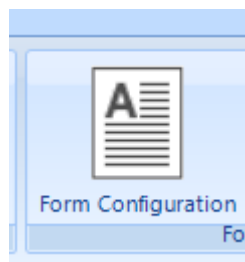


The Form & Field Configuration button group contains three main buttons, these being:

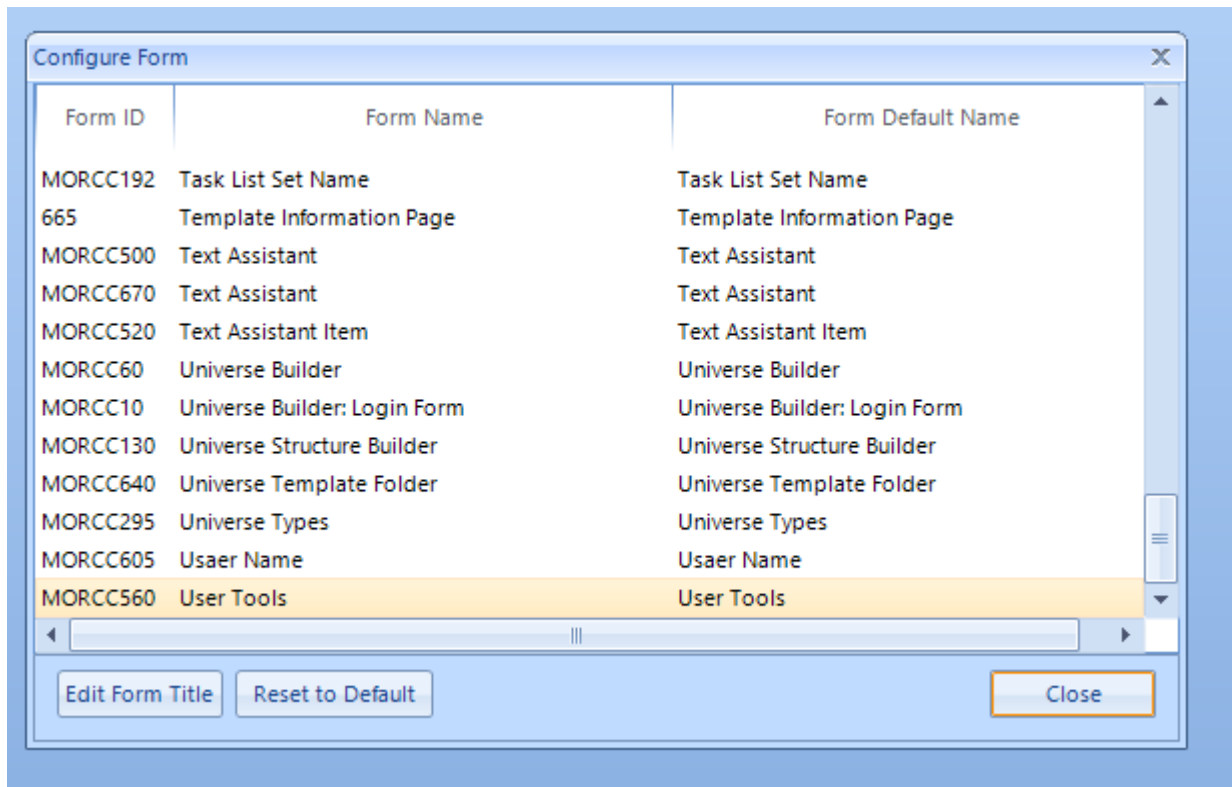
- **Form Configuration:** The Form Configuration button, when pressed, opens the Configure Form screen. This screen allows you to edit any of the form titles within the Universe Builder application. For further details see the [Form Configuration](#) help section.
- **Field Configuration:** The Field Configuration button, when pressed, opens the Configure Form Fields screen. This screen allows you to edit any of the label fields on any form within the universe Builder application For further details see the [Field Configuration](#) help section.
- **Tool Tip Configuration:** The Tool Tip Configuration button, when pressed, opens the Configure Form Tool Tips screen. This screen allows you to edit all the tool tips associated with the various field labels through out the Universe Builder application. For further details see the [Tool Tip Configuration](#) help section.

1.5.4.5.1. FORM CONFIGURATION

The Form Configuration button, when pressed, allows for the editing for form labels for each of the forms available within the Universe Builder application.

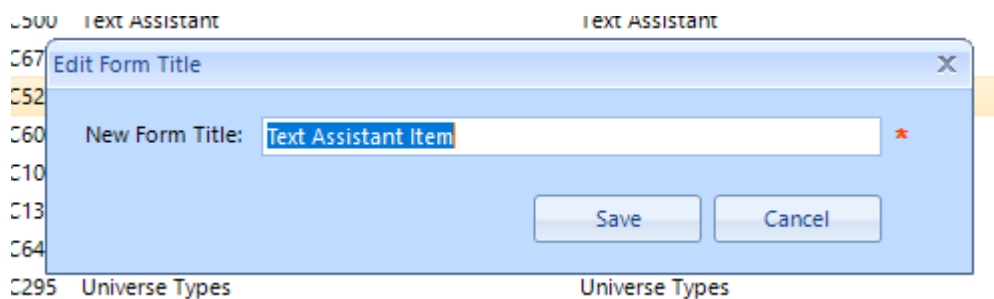


When this button is pressed the Configure Form screen is displayed, as illustrated below.



The Configure Form screen provides a list of the screens contained within the Universe Builder application. There are three buttons along the bottom of the Configure Form screen, these being:

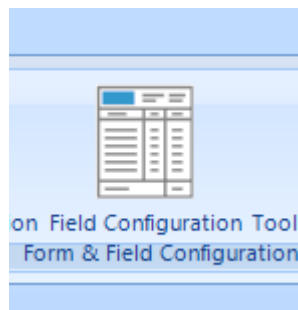
- **Edit Form Title:** When the Edit Form Title button is pressed the edit Form Title screen is displayed. This screen allows you to edit the form title to any new title you wish it to be. Press the Save button to save the new form title or the cancel button to close this screen without further action.



- **Reset To Default:** When the Reset To Default button is pressed the form name for the currently selected form is reset to its default form name value.
- **Close:** When the Close button is pressed the Configure Form screen closes without further action.

1.5.4.5.2. FIELD CONFIGURATION

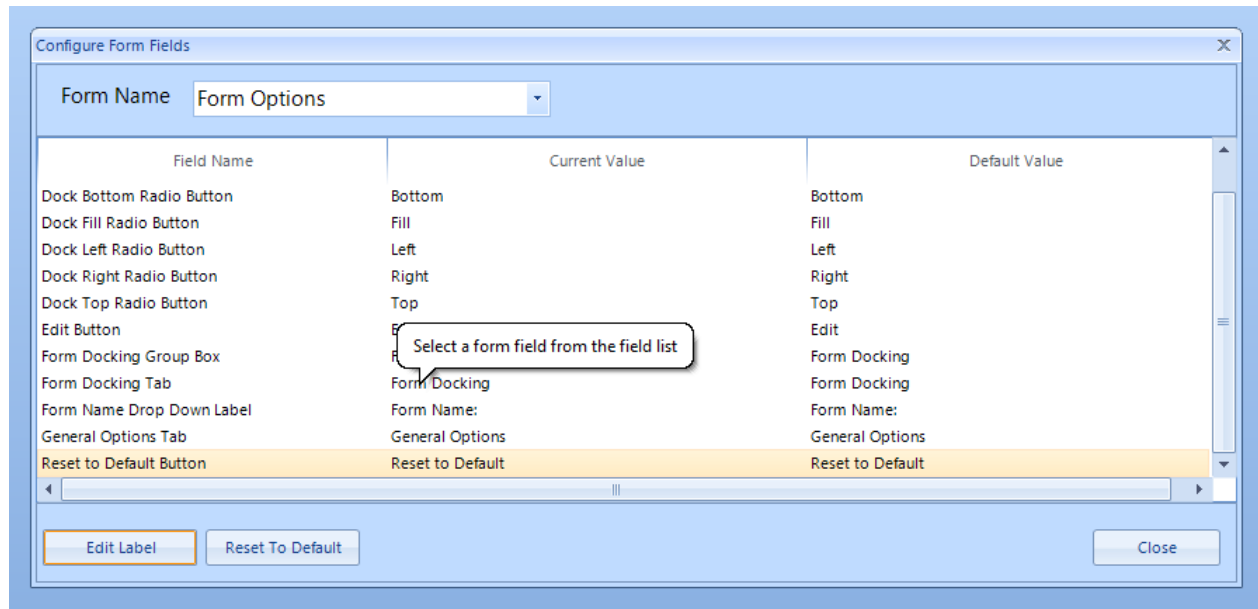
The Field Configuration button, when pressed, allows for the editing for form label fields for each of the form fields available within the Universe Builder application.



When this button is pressed the Configure Form screen is displayed, as illustrated below.

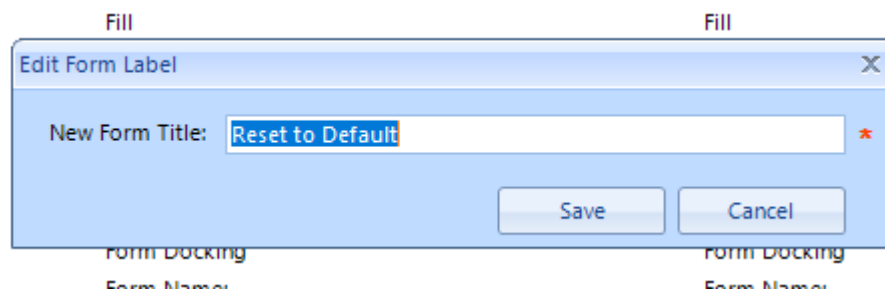
The screenshot shows a window titled "Configure Form Fields" with a close button (X) in the top right corner. Inside the window, there is a "Form Name" label followed by a dropdown menu currently showing "<Select Form>". Below this is a large table with three columns: "Field Name", "Current Value", and "Default Value". The table is currently empty. At the bottom of the window, there are three buttons: "Edit Label", "Reset To Default", and "Close".

Select a form from the Form Name drop down list and all the field labels associated with this form will be listed in the center of the screen, as illustrated below.



There are three buttons long the bottom of the Configure form Field screen, these being:

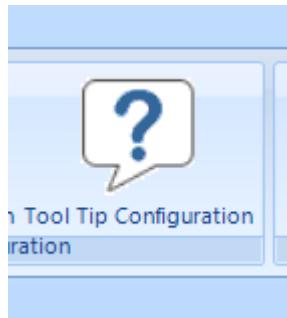
- **Edit Label:** When the Edit Label button is pressed the Edit Form Label screen is displayed. This screen allows you to edit the form label text to any new text you wish it to be. Press the Save button to save the new form label or the cancel button to close this screen without further action.



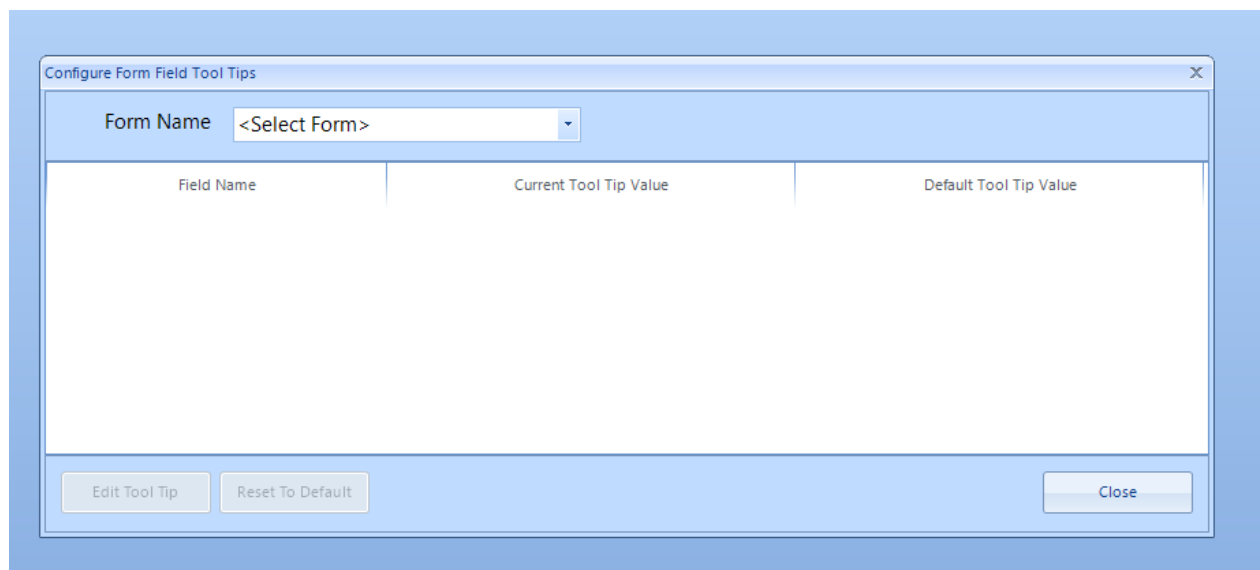
- **Reset To Default:** When the Reset To Default button is pressed the Current Value for the selected form name is reset to the default form label value.
- **Close:** When the Close button is pressed the Configure Form Fields screen closes without further action.

1.5.4.5.3. TOOL TIP CONFIGURATION

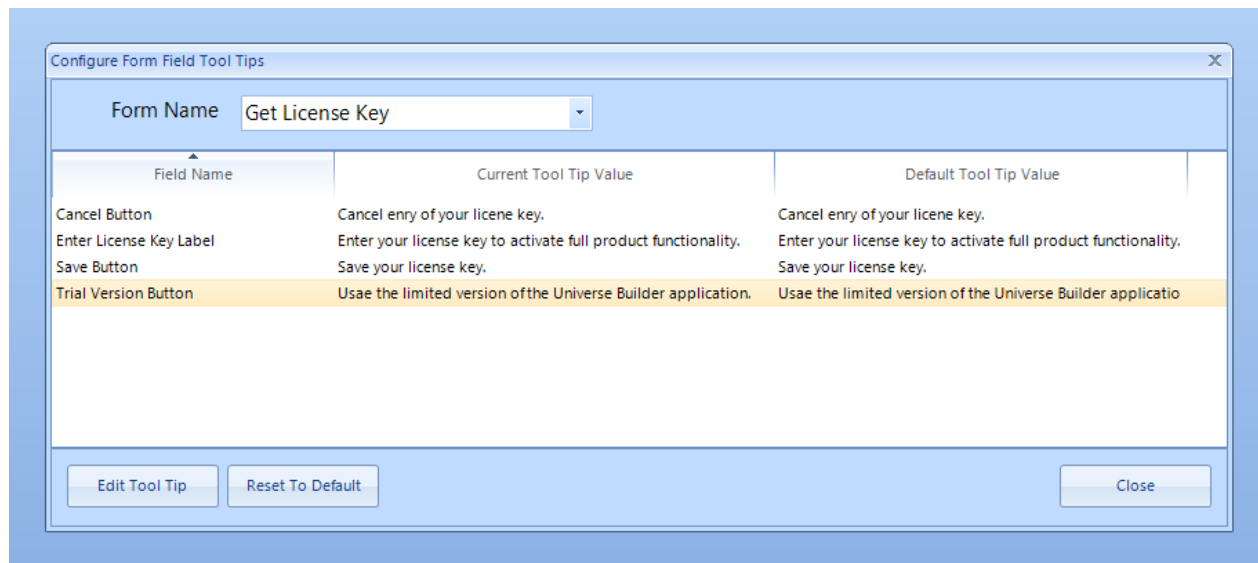
The Tool Tip Configuration button, when pressed, allows for the editing for form label tool tips for each of the form fields available within the Universe Builder application.



When this button is pressed the Configure Form Field Tool Tips screen is displayed, as illustrated below.

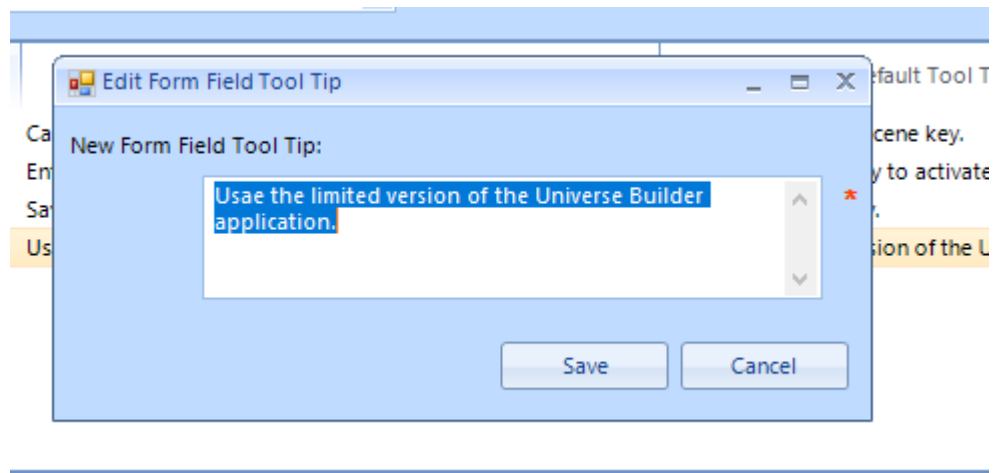
A screenshot of a dialog box titled 'Configure Form Field Tool Tips'. At the top, there is a 'Form Name' dropdown menu with '<Select Form>' selected. Below this is a table with three columns: 'Field Name', 'Current Tool Tip Value', and 'Default Tool Tip Value'. The table is currently empty. At the bottom of the dialog, there are three buttons: 'Edit Tool Tip', 'Reset To Default', and 'Close'.

Select a form from the Form Name drop down list and all the field labels and their associated Tool Tips for this form will be displayed on the screen, as illustrated below.



There are three buttons along the bottom of the Configure Form Field Tool Tips screen, these being:

- **Edit Tool Tip:** When the Edit Tool Tip button is pressed the Edit Form Field Tool Tip screen is displayed. This screen allows you to edit the tool tip text as required. Press the Save button to save the new tool tip text or the cancel button to close this screen without further action.

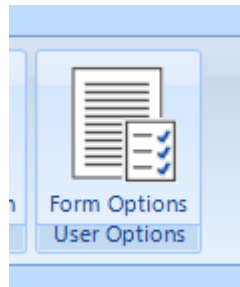


- **Reset To Default:** When the Reset To Default button is pressed the Current Tool Tip Value for the selected form name is reset to the Default Tool Tip Value.

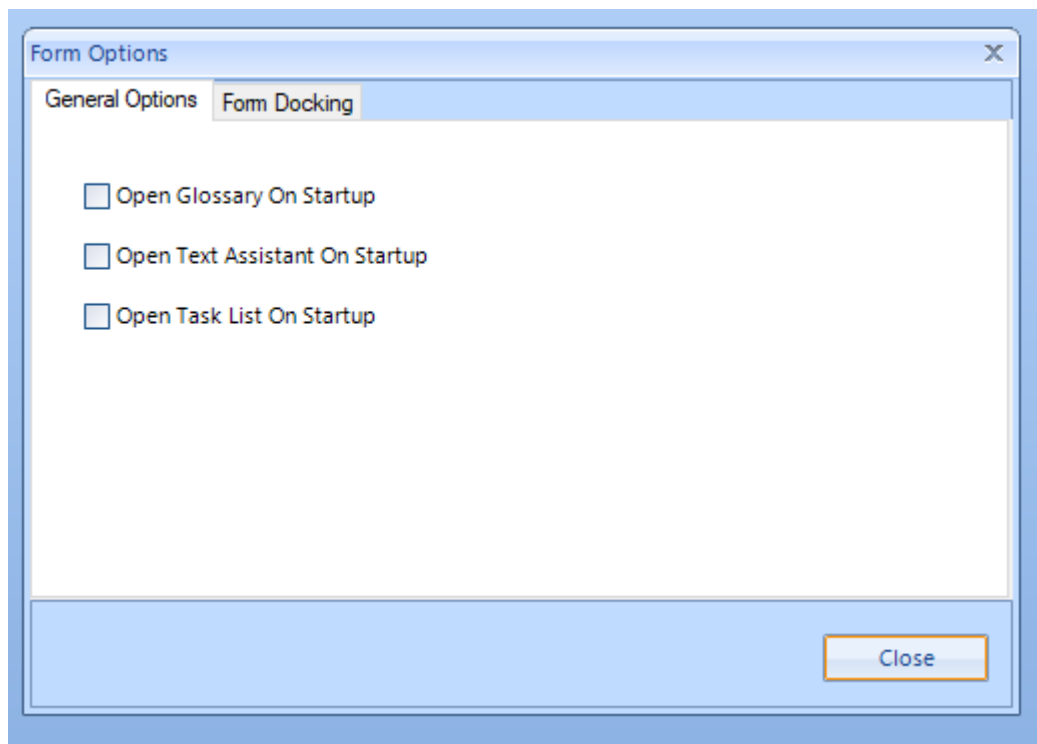
- **Close:** When the Close button is pressed the Configure Form Fields Tool Tips screen closes without further action.

1.5.4.6. FORM OPTIONS

The Form Options button, when pressed, allows for the selection of which of the dockable forms open on application start up and where each of the dockable forms are docked by default when they are first opened.

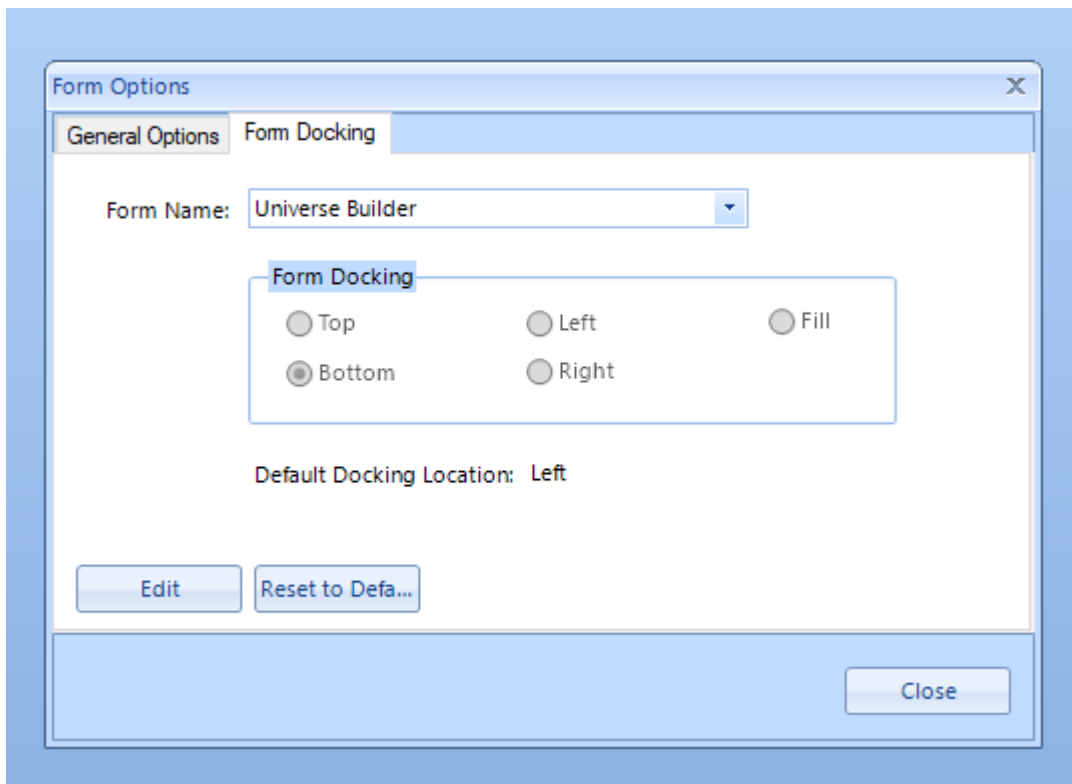


When this button is pressed the Form Options screen is displayed, as illustrated below.



This screen consists of two main tabs:

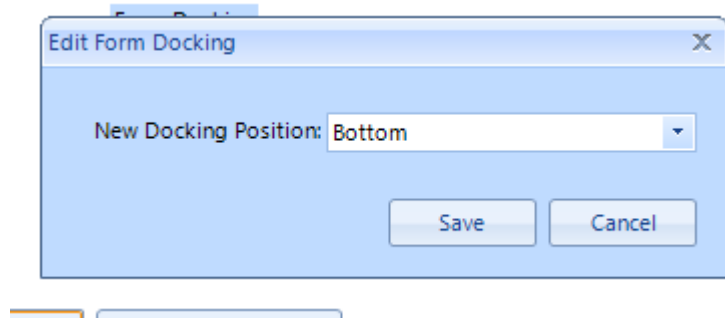
- **General Options:** The General Options tab allows the user to select which of the three main docking forms open on application start-up. Check or uncheck the various checkboxes to choose which of the forms you wish to have open Universe Builder first opens, as illustrated above.
- **Form Docking:** The Form docking tab allows you to select where the dockable forms are docked when they are first opened within the Universe Builder Application. Use the Form Name drop down list to select the form for which you wish to update the docking positions. After you have selected the form from the drop down list the current docking position for this form is displayed in the form docking radio button group.



The Form Docking tab has two buttons on it, these being:

- **Edit:** The Edit button, when pressed, allows you to change the form docking position for the selected screen. When this button is pressed the form docking update

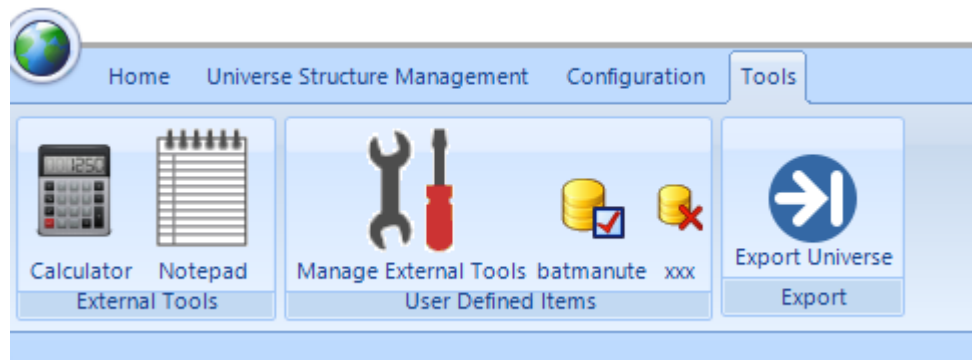
form is displayed, as shown below. Use the drop down list to select the new docking position and then select the **Save** button to save the this position back against the selected screen.



- **Reset to Default:** The Reset to Default button allows you to reset the currently selected form to its default docking position.

1.5.5. TOOLS TAB

From the Universe Builder Tools tab you can not only access the default external tool set consisting of the Windows Calculator and Notepad but you can also add in and access your own custom tool set. The Tools tab is shown below.



The Tools tab is illustrated below and contains the following button groupings:

- **External Tools:** The External Tools button group provides access to two default external tools; the Windows Notepad and the Window Calculator. By clicking on one of these two buttons then the respective external application is launched.

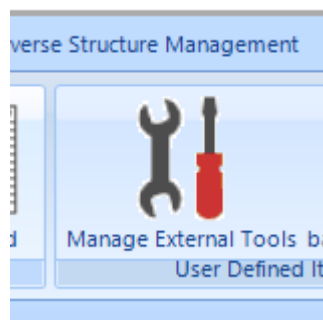
- **User Defined Tools:** This functionality allows you to not only create and manage your own custom external tools but also provides you with direct access to these tools allowing you to access them directly from the User Defined Tools button group. The main button contained within this button group is the Manage User Defined Tools button, while additional buttons are also displayed next to this for each of the tools you define through the Manage User Defined Tool screen. For more information about Manage User Defined Tools button see the [User Defined Items](#) help section.
- **Export Functionality:** The Export functionality available within the Universe Builder application allows you to export some or all of a particular universe in either text or xml format. For further information regarding the Export functionality see the [Export](#) help section.

1.5.5.1. USER DEFINED ITEMS BUTTON GROUP

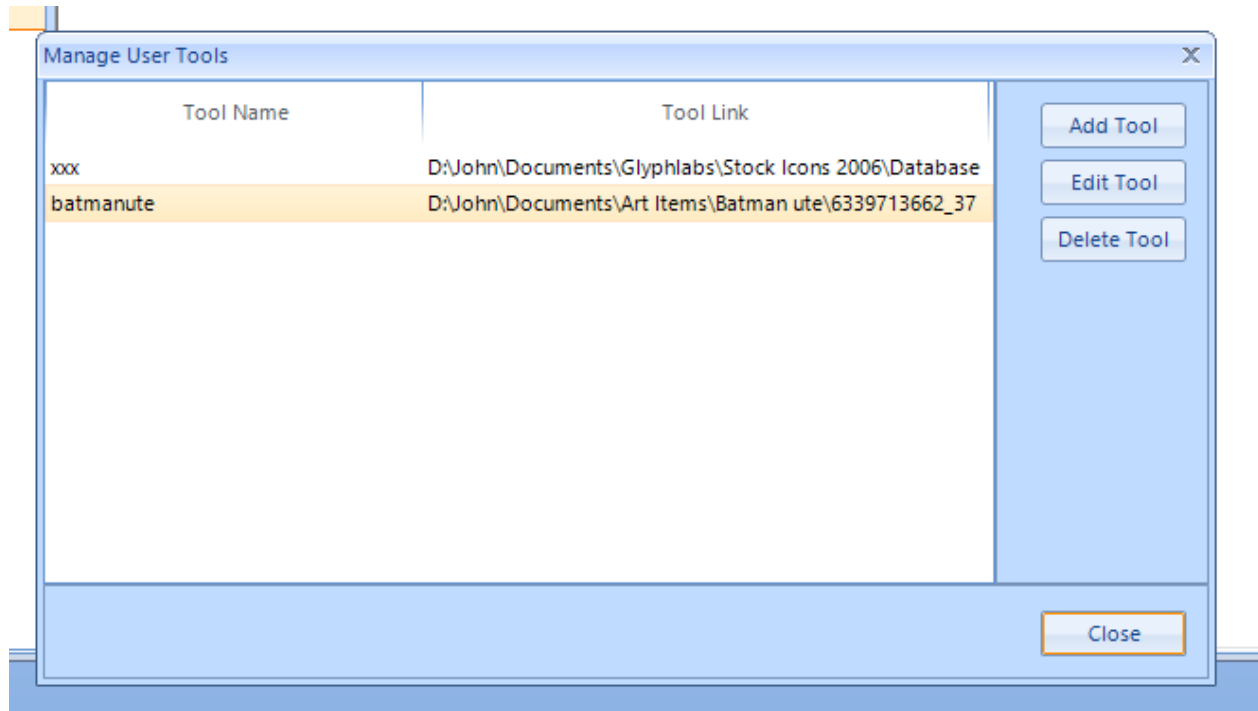
The User Defined Tools Button Group allows you to not only create and manage your own custom external tools but also provides you with direct access to these tools allowing you to access them directly from the User Defined Tools button group. The main button contained within this button group is the Manage User Defined Tools button, while additional buttons are also displayed next to this for each of the tools you define through the Manage User Defined Tool screen. For more information about Manage User Defined Tools button see the [Manage External Tools](#) help section.

1.5.5.1.1. MANAGE EXTERNAL TOOLS

The Manage User Defined Tools button allows you to add and edit your own custom tools.

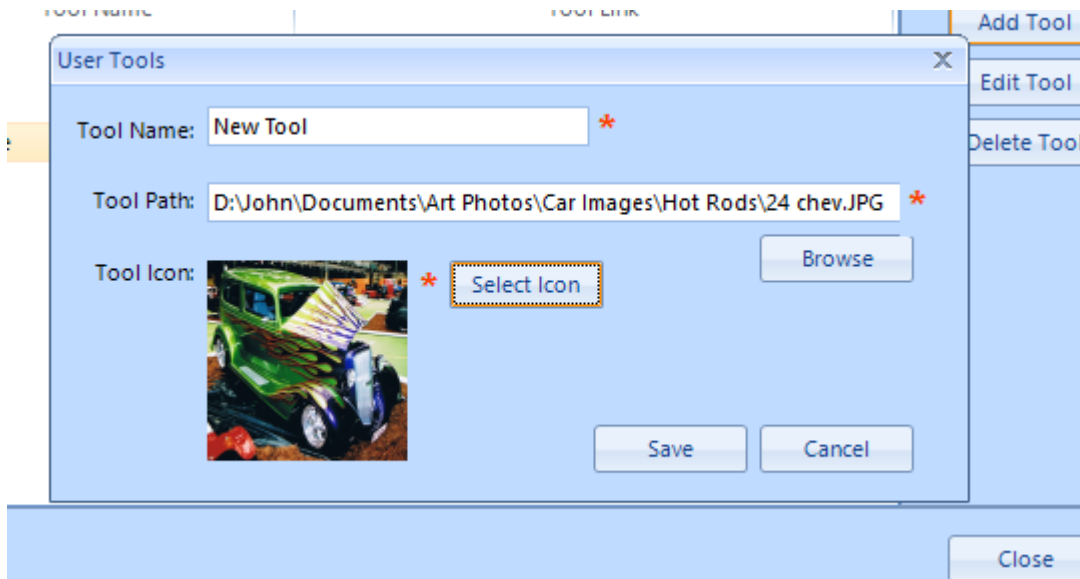


When pressed this button opens the Manage User Tools screen, as illustrated below.



This screen contains a list of the currently available custom external tools on the left and a list of four buttons on the right. The buttons available on this screen include:

- **Add:** The Add button allows for the addition of a new user defined tool. When this button is pressed the Manage User Tools screen is displayed. This screen allows for the entry of the following information:
 - Tool Name; which may be directly typed in but which must be unique for each tool
 - Tool Path; this path may be typed directly into the textbox or the file may be selected though the use of the Browse button.
 - Selection of the Tool Icon; using the Tool Icon button which opens an icon selection dialog.



When the new user tool is saved it automatically appears in the User Defined Tools Section.

- **Edit:** The Edit button allows for the editing of the selected tool item. When this button is pressed the Manage User Tool screen is displayed with the selected tool information being displayed, ready for editing. See the Add section above for the entry of User Tool field information.
- **Delete:** The Delete button allows for the deletion of the selected custom user tool. You are first prompted with a Delete Confirmation screen prior to the tool being deleted. If you select Yes in the Delete Confirmation screen then the tool is removed from the application, while selecting No retains the tools within the application.
- **Close:** The Close button closes the Manage User Tools screen and returns you to the main Universe Builder application screen.

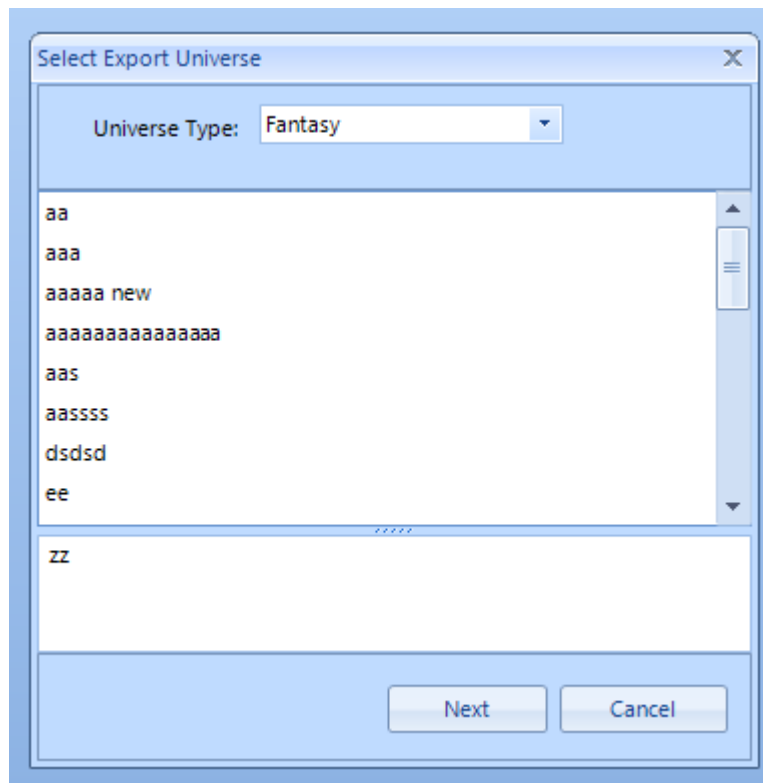
1.5.5.2. EXPORT

The Export button allows you to Export all or a subset of your universe from within Universe Builder.



Select Export Universe Screen

When pressed this button opens the Select Export Universe screen, as illustrated below.

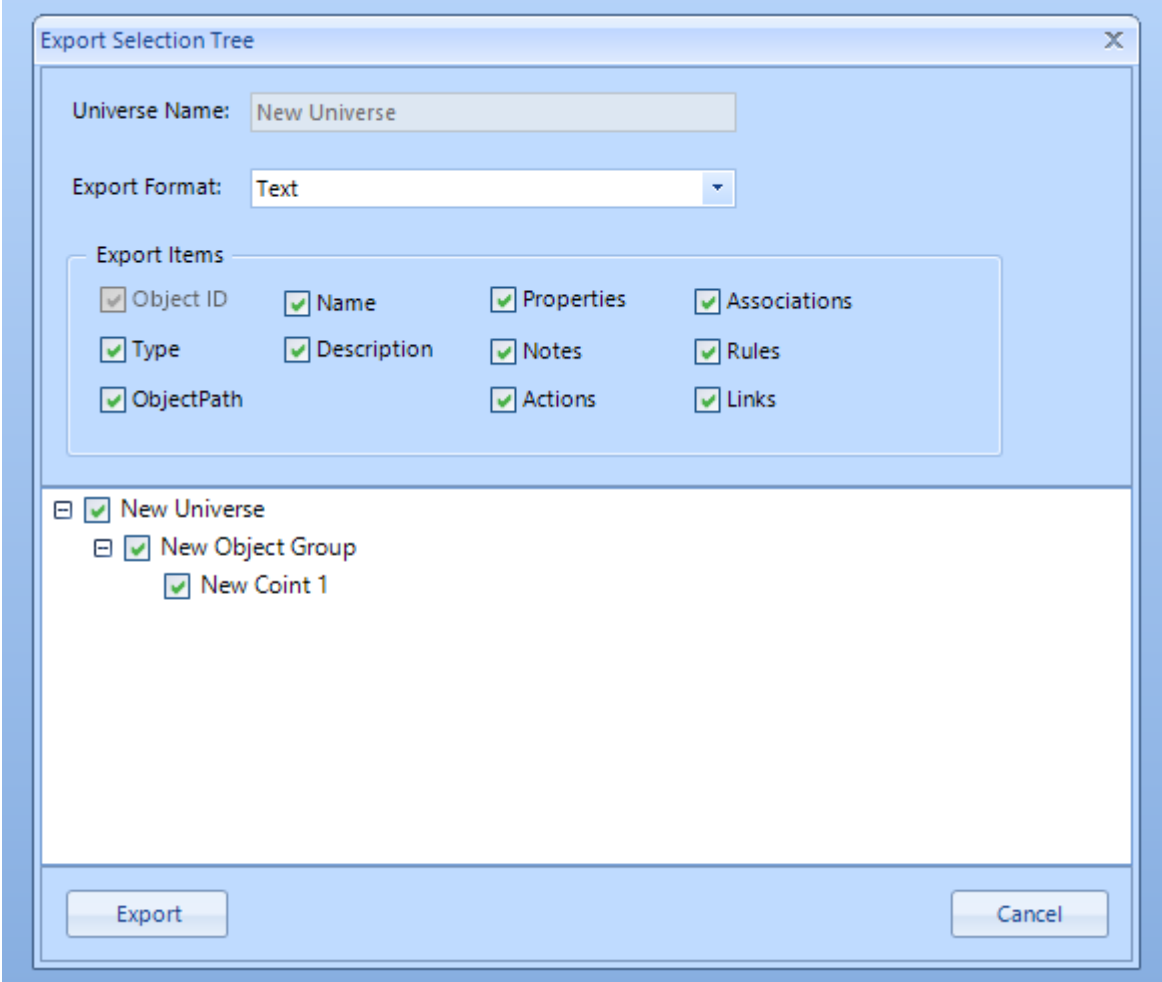


Use the Universe Type drop down list at the top of the screen to select the Universe Type you wish to select. A list of available universes of this type is then displayed in the centre of the screen.

Select one of the listed universes from the Universe List and press the **Next** button to continue with the export of the selected universe, otherwise press the **Cancel** button to cancel the export and close this screen.

Export Selection Tree Screen

After a Universe has been selected in the Select Export Universe Screen and the Next button is pressed then you progress to the Export Selection Tree screen., as shown below.



The screenshot shows a dialog box titled "Export Selection Tree" with a close button (X) in the top right corner. The dialog contains the following elements:

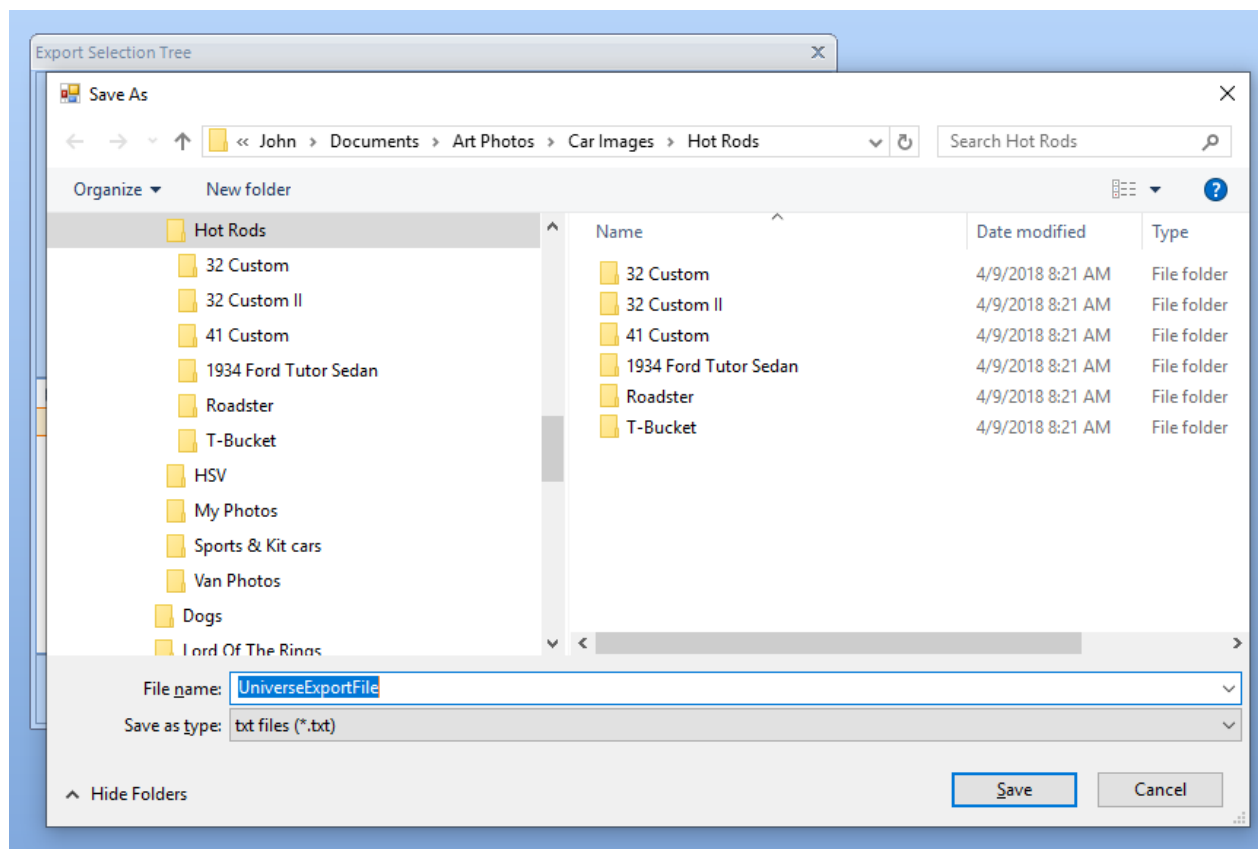
- Universe Name:** A text field containing "New Universe".
- Export Format:** A dropdown menu currently set to "Text".
- Export Items:** A group box containing a grid of checkboxes:
 - Object ID (checked and disabled)
 - Name (checked)
 - Properties (checked)
 - Associations (checked)
 - Type (checked)
 - Description (checked)
 - Notes (checked)
 - Rules (checked)
 - ObjectPath (checked)
 - Actions (checked)
 - Links (checked)
- Selection Tree:** A tree view showing the hierarchy of items to be exported:
 - ☒ New Universe
 - ☒ New Object Group
 - ☒ New Coint 1
- Buttons:** "Export" and "Cancel" buttons at the bottom.

This screen displays the name of selected universe at the top of the screen. Beneath this is displays the Export Format drop down list,. You can use this to select to export the Universe in either Text or XML format. Use the Export Items checkbox group to select which elements of you universe items will be exported. Note that the Object ID checkbox is permanently checked and disabled. The Object ID will always be exported for all object items in both Text and XML formats.

Use the Universe Structure Tree to select and unselect the various items which will be exported. Note that when you check or uncheck a particular folder or object item group then all items within that folder or group will be checked or unchecked respectively.

At the bottom of the Export Selection Tree screen are two buttons:

- **Export:** When the Export button is pressed the Save As dialog is displayed, as illustrated below. Use this screen to select the folder in which you wish the exported universe to be stored and then enter the name of the file in which you wish the exported data to be placed. Note that there is no need to place a file extension onto the file name as this will be automatically done by the Universe Builder application and will be either .txt or .xml depending on the export type you have chosen. Press the **Save** button to perform the export and save the exported information to the nominated file.

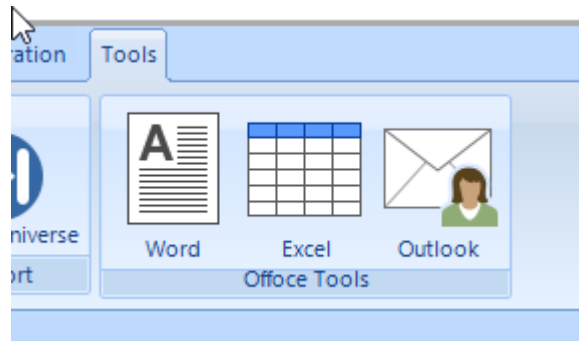


- **Close:** The Close button closes the Export screen without any further action.

1.5.5.3. OFFICE TOOLS

The Office Tools button group provides access to three Microsoft Office products, if they are currently installed on your machine, these being: Word, Excel and Outlook.

The Office Tools radio button group is illustrated below.



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