

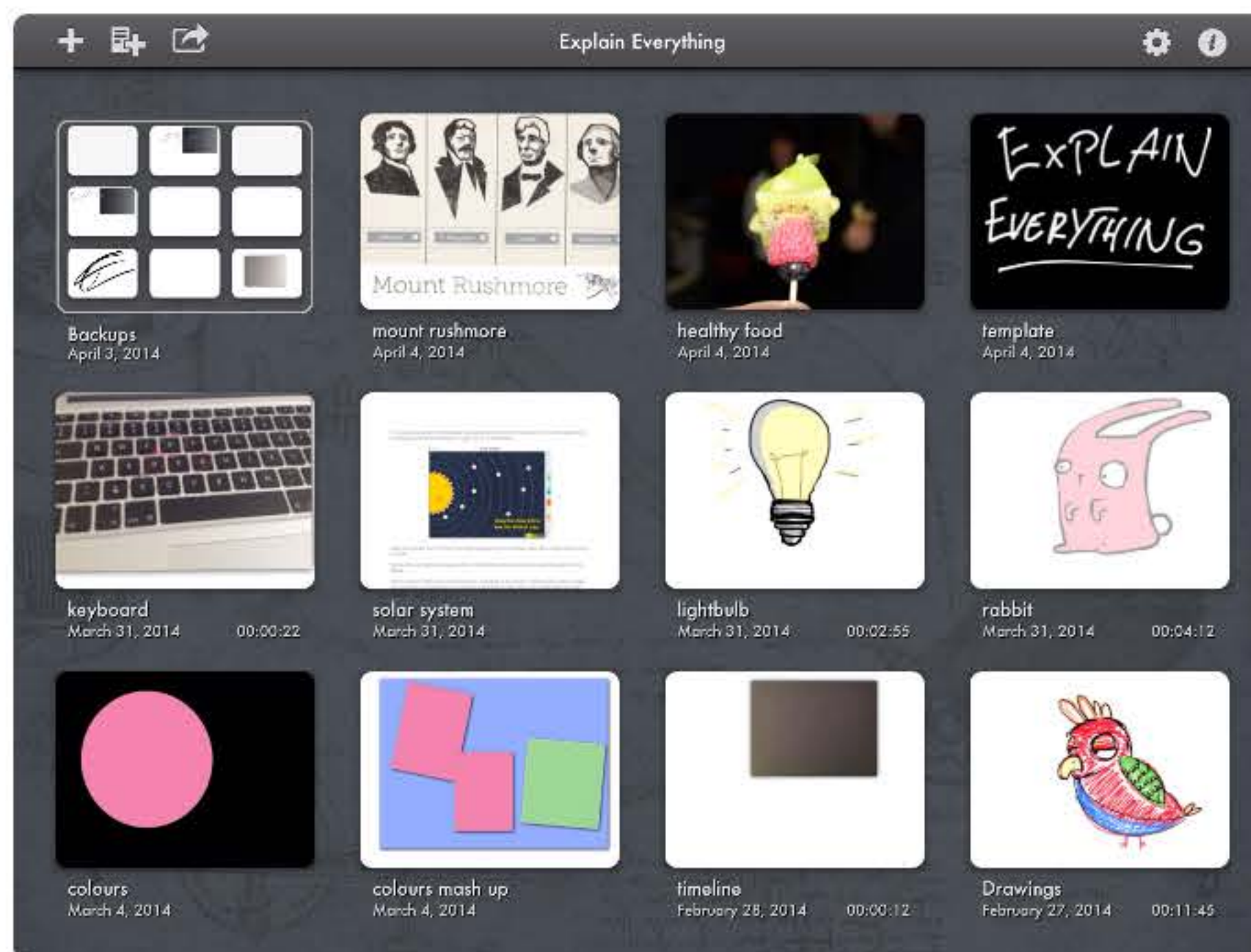


# New Blank Projects

## QUICK DESCRIPTION

Selecting “New Blank Project” will let you select 1 of 4 color templates for your new *Explain Everything* project.

## New Blank Projects



Press “+” icon to get started.



When you press the + button, you will be presented with the option to choose one of four color template options. Each template includes a background color with three default pen colors. The pen colors can be changed once you are on the Record Screen.

For each template, the pop-out **color pickers** have 5 color choices in the bottom row that have been designed to go with each background color. The top row always has the same six colors no matter which template you are using.

Once in a project, you can change the template for individual slides. New slides will automatically use the template that was chosen when the project was created.

## ADVANCED

If you want a background other than one of the four provided templates, you can make any image or shape a slide background by selecting the desired element, using the **Inspector Tool**, and choosing “Set as Background.”

## Section 2

# Importing Files

## QUICK DESCRIPTION

A new project can be started using materials from existing PowerPoint, Keynote, PDF, PNG, JPG, DOC, DOCX, XLS, XLSX, Pages, Numbers, and RTF Files that are saved in your Camera Roll, Dropbox, Evernote, WebDAV, Box, OneDrive, and Google Drive accounts.

## Importing Files



An example of starting a new project by importing photos from the camera roll.

When you choose to import a file or set of photos to start your new *Explain Everything* project, you will be taken to the new sources panel for *EE*. Tabs at the bottom let you navigate among popular file storage locations where you may have access.

When working with photos, you can choose multiple images. Pressing 'Import' will place each image on its own slide.

With multi-page documents, presentations, or PDFs the pages will be split into different slides by default. If you prefer instead to have all of the pages appear on one slide in a long scroll, choose that option in the "Preference."

The import tool uses Apple's document viewer. If for some reason something does not import perfectly, you might want to save the original file either as a PDF or a set of images to preserve fonts and formatting as best as possible.

## ADVANCED

From iPad apps that have the feature, you can choose files to "Open in" *Explain Everything*, and a new project will automatically be created using the selected materials.

This is especially helpful when opening attachments from the Mail app.

## Section 3

## Organizing Projects

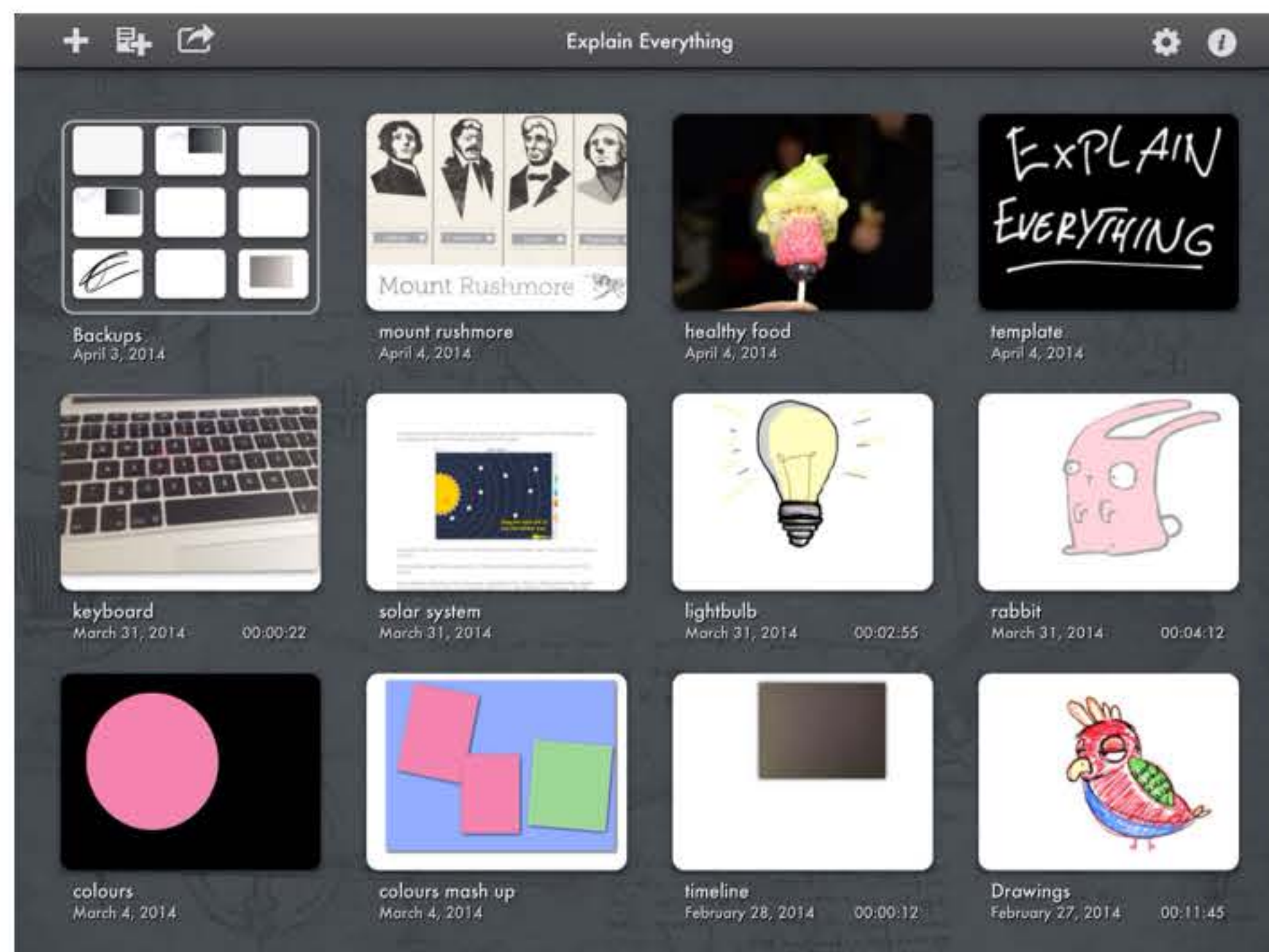
**QUICK DESCRIPTION**

**Projects on the Home Screen can be accessed, deleted, and merged with other projects.**

The home screen of *Explain Everything* has been greatly enhanced based on suggestions from users. To delete an existing project, press and hold the project thumbnail for a few seconds to reveal a red “X” icon which, when pressed, will allow you to delete that project.

Thumbnails on the Home Screen are shown in the order of most recently edited projects.

## Project Organization on the Home Screen



*Project thumbnails are shown in the order in which they were last edited*

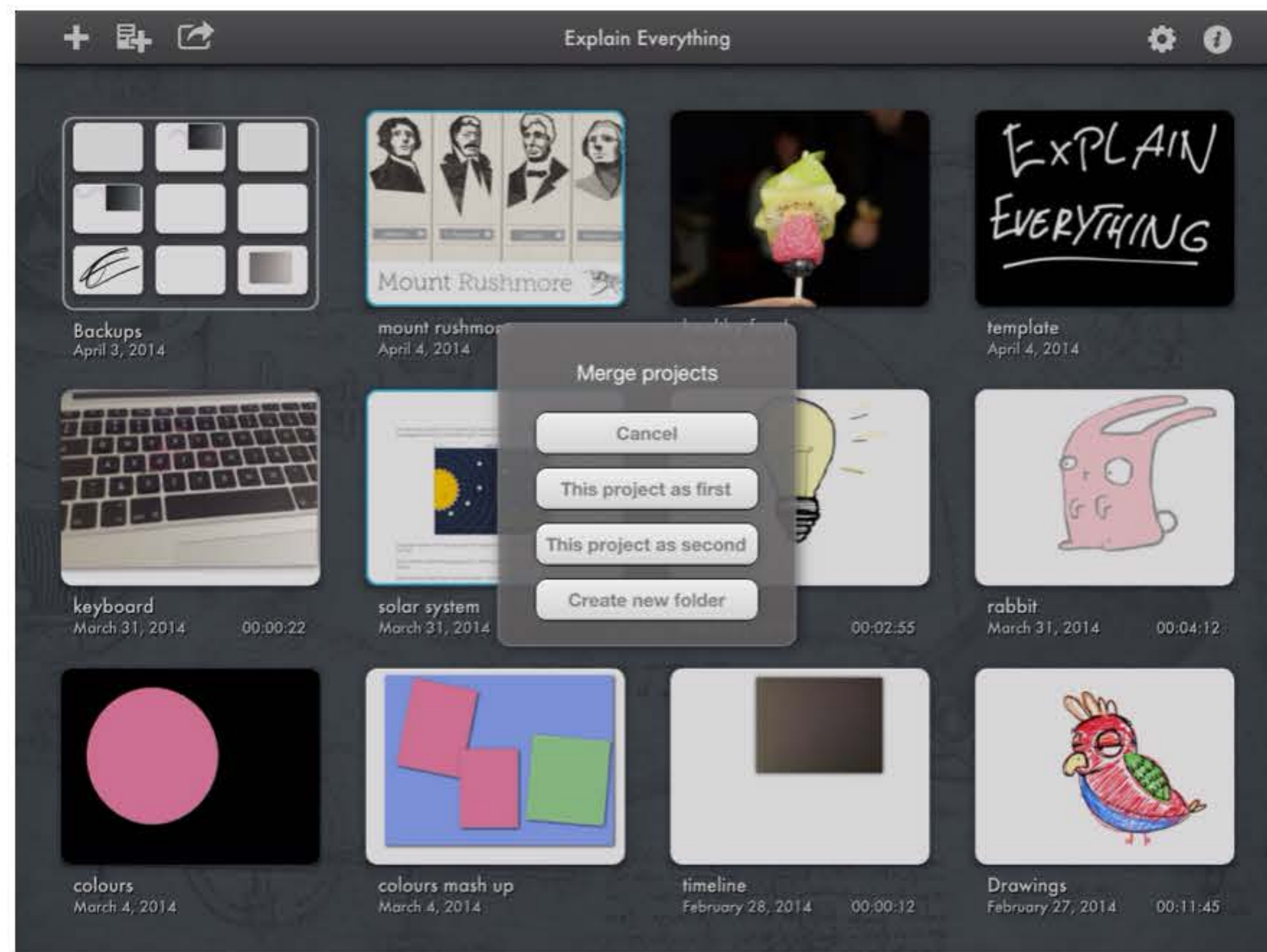
**Merging Projects**

After being pressed for a few seconds, thumbnails become active and a red “X” icon appears. When the thumbnails are active, you can drag one project on top of another. You will be asked about how you want to merge the projects. You can add the project to the start or end of the project to which you are merging it. The original copies of the merged projects will remain on your Home Screen.

**Project Folders**

When you drag one project on top of another you also are presented with an option to create a new folder. You need at least two projects to create a folder (similar to iOS App Folders). You will be prompted to give the folder a name after selecting ‘Create New Folder.’

## Merging projects

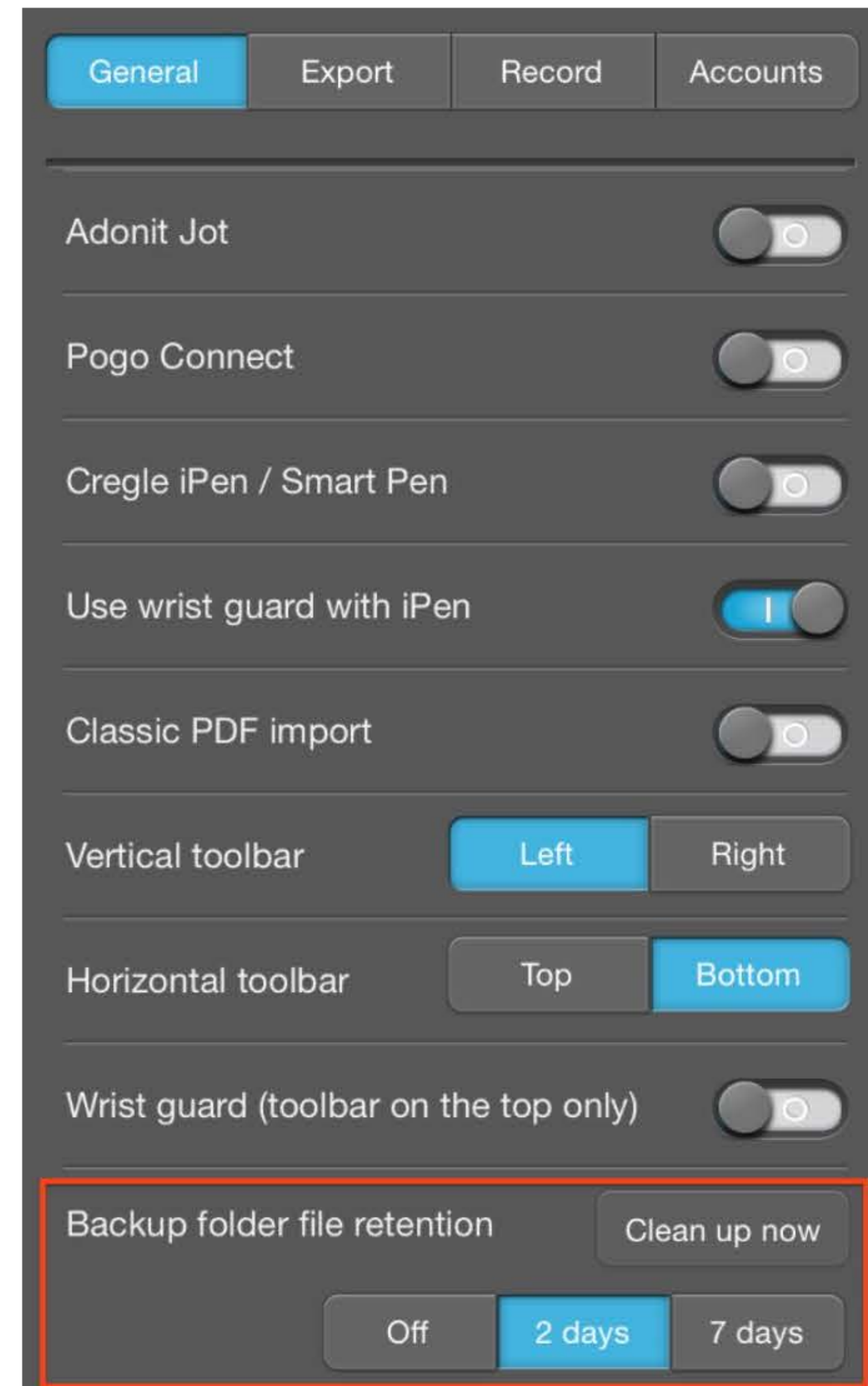


The list of options that show up after you drag one project onto another.

## Backups Folder

While creating a project, *Explain Everything* will automatically save the current working version of the project to the Backups folder. You can find it in the Home screen. The Backups folder is emptied automatically after a few days (the default setting for project retention is 2 days). You can find that setting in the “General -> Backup folder file retention” section. It is possible to switch off the Backups folder altogether by selecting “Off.”

## Backup folder file retention settings



Backups can be turned on at 2- or 7-day intervals or turned off entirely.

## Section 4

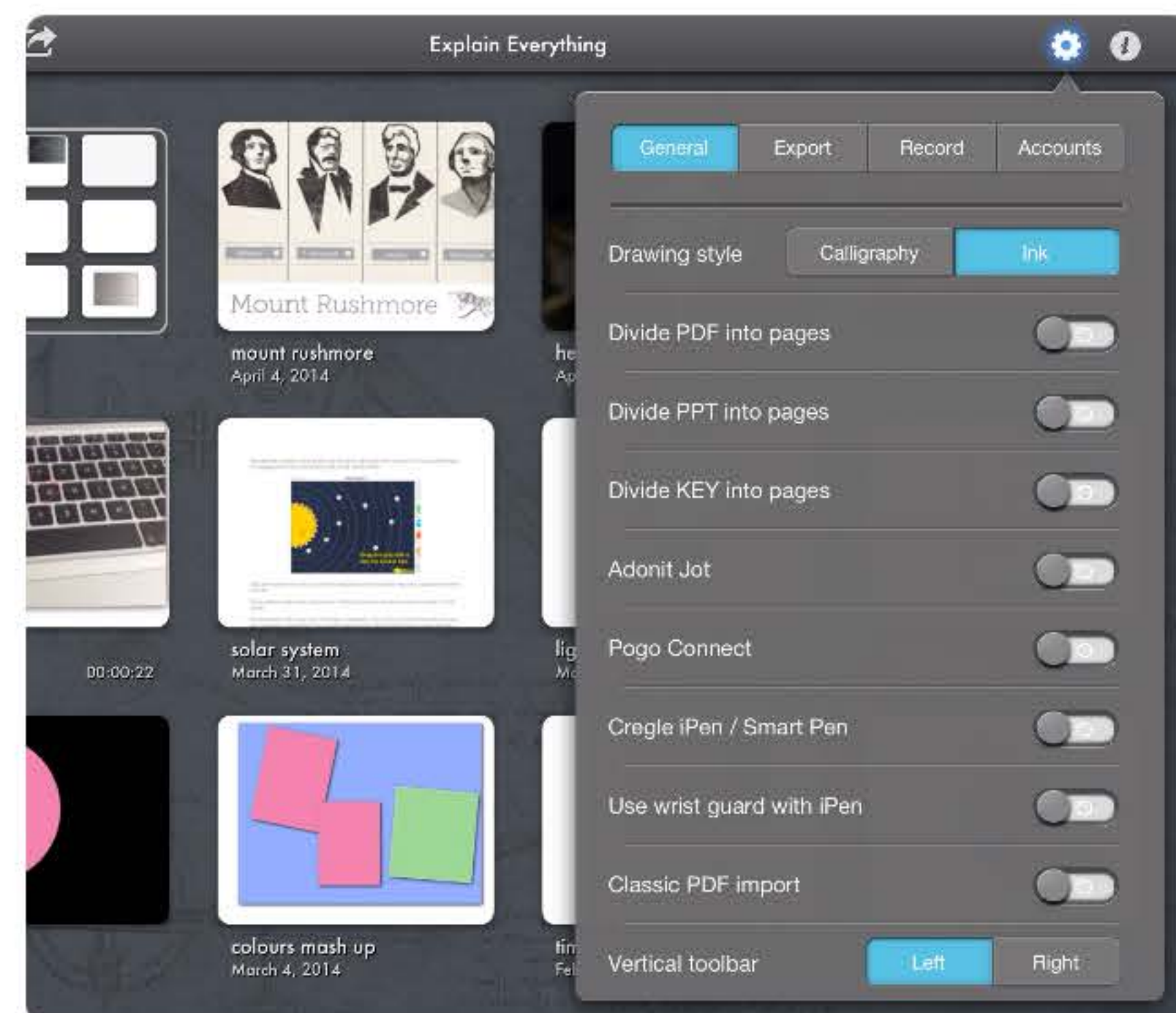
## Preferences



## QUICK DESCRIPTION

To help you customize *Explain Everything*, the Preferences Menu is split into four categories: General, Export, Record, and Accounts.

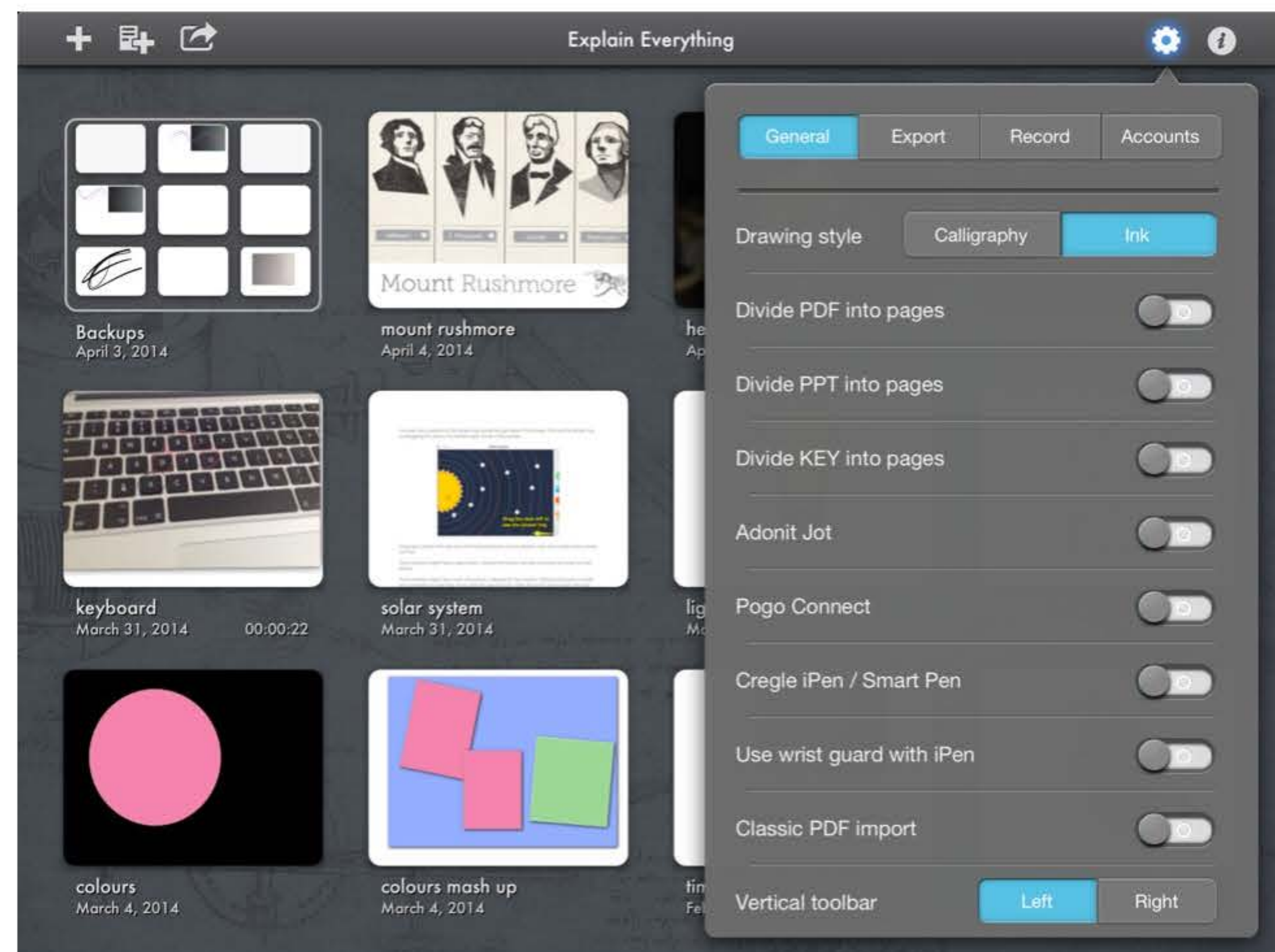
## Preferences Panels



General



The four segmented option panels in the Preferences Menu can be accessed only from the Home Screen.



## General Preferences Panel

This tab provides on/off switches for specific actions.

**Divide into pages (PDF, PPT, KEY):** Turning this option off for the listed file types enables you to import a multi-page document as a single long document. This allows you to keep the entire presentation on one slide, and you can simply scroll up and down the document.

**Adonit Jot / Pogo connect / Cregle iPen / Smart Pen:** *Explain Everything* is integrated with these styluses. If you have one, you can use this switch to activate the calibration screen for that particular stylus.

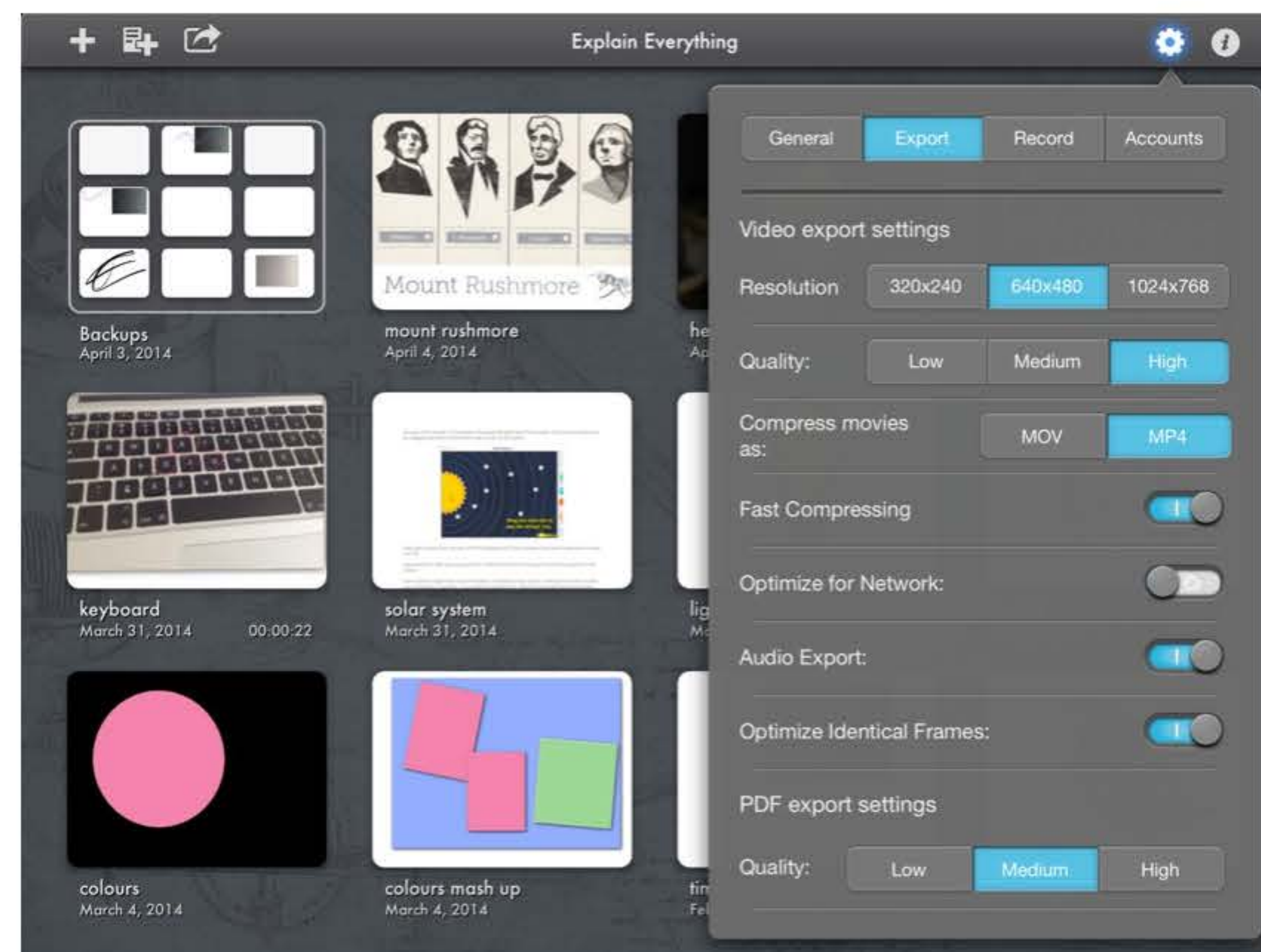
**Use wrist guard with iPen:** This enables a wrist guard when using the iPen so you can rest your palm on the iPad's screen and use the stylus to write in *Explain Everything*.

**Classic PDF import:** When this setting is "on," *Explain Everything* will import PDF files in the same way as its earlier versions.

**Vertical/Horizontal toolbar:** With these options you can set up on which side a toolbar will appear.

**Wrist guard (toolbar on the top only):** If you want to rest your palm on the iPad while using *Explain Everything*, the wrist guard option will activate a movable layer that will allow you to do so.

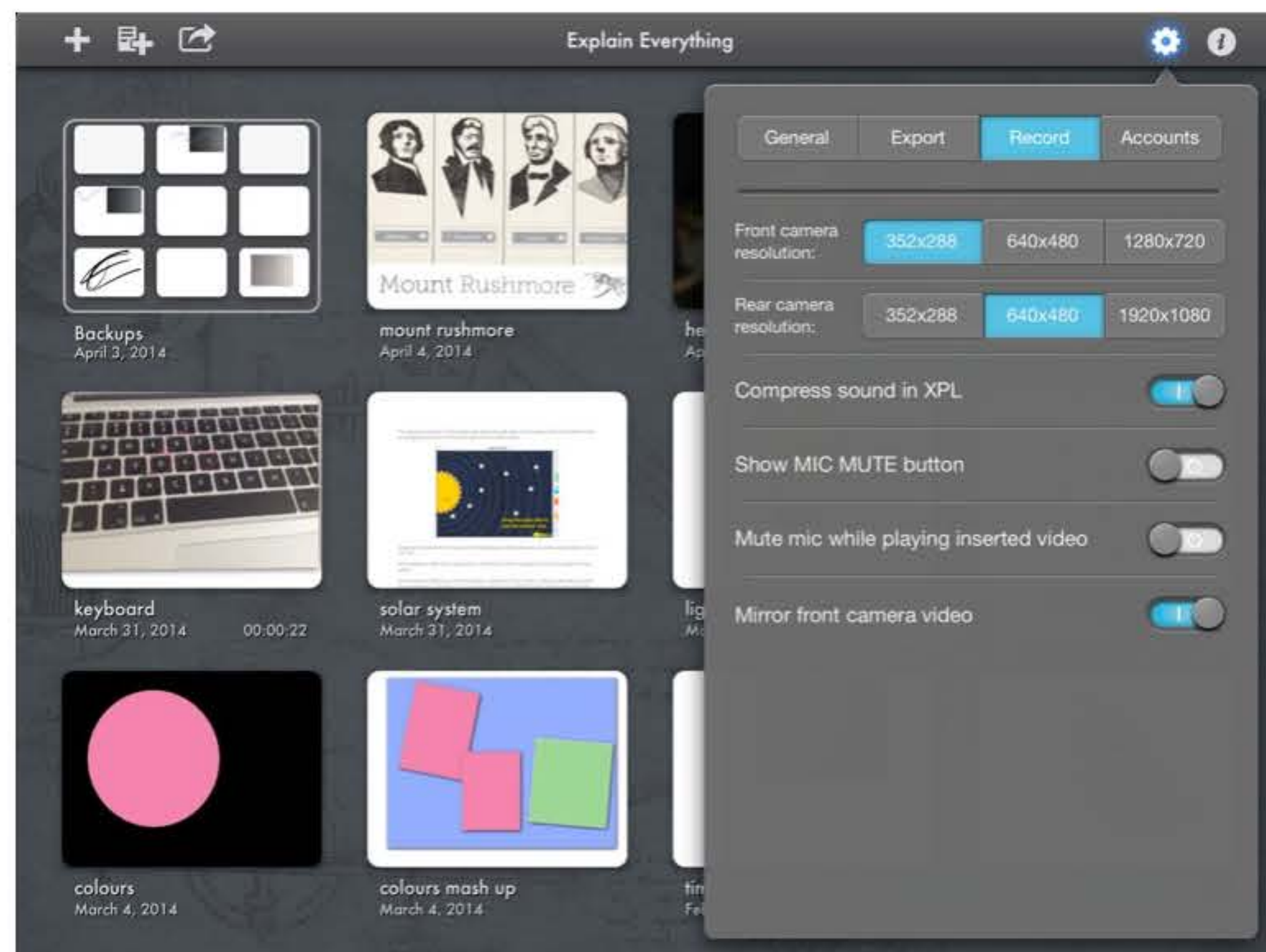
Setting the Wrist Guard Option to ON will move your horizontal toolbar to the Top position.



## Export Preferences Panel

This tab allows you to adjust settings for movie exports from *Explain Everything*.

**Resolution:** This allows you to change the size of the movie that is exported. (Note: The iPad 2 and iPad mini have a native resolution of 1024 x 768).



**Quality:** The setting allows you to reduce the file size.

**Optimize for Network:** This setting exports the movie in a format that is optimized for streaming video. (Note: This setting is not necessary for YouTube exports as YouTube will optimize the video for streaming when it is uploaded to their servers.)

**Audio Export:** You can choose to omit the audio from a movie export.

**Optimize Identical Frames:** Compression will stitch together every frame of the movie. If it detects identical frames, the compression can be much faster with this option activated. (Note: If there are very subtle movements or fine details in your movie, this is not the best option.)

## Record Preferences Panel

This panel allows you to adjust settings for audio and video capture within *Explain Everything*.

**Front and Rear camera resolution:** These resolutions affect the size and quality of videos captured using the “Insert New Video” feature. Smaller sizes (lower resolutions) will have lower quality video but will compress much faster during export, and the resulting project file size will be smaller.

**Compress sound in XPL:** This option will help keep the file size down and is turned on by default. However, if you switch it off, you can work with higher quality audio when using post-production tools such as Final Cut or iMovie.

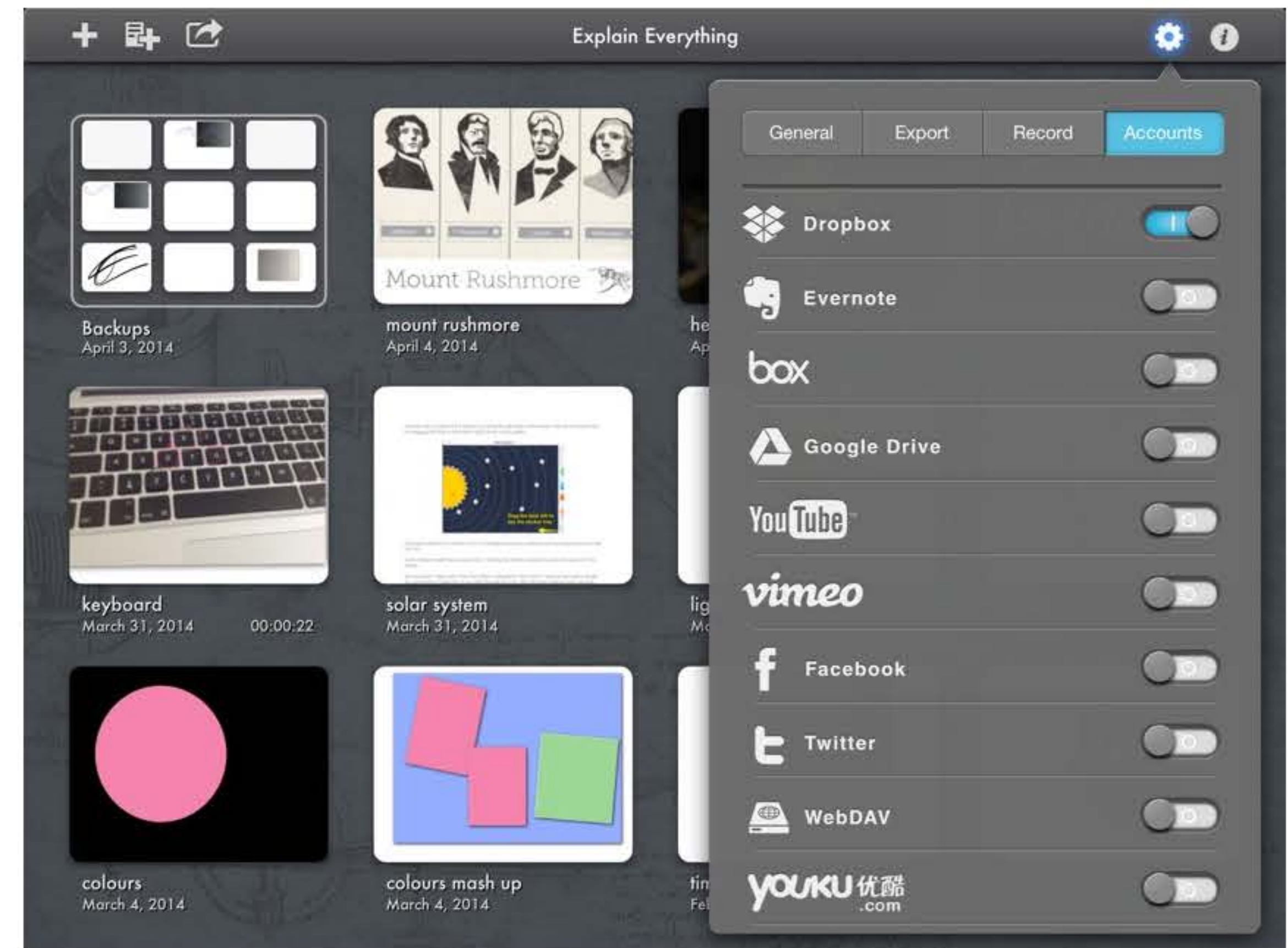
**Show MIC MUTE button:** Turning this on will reveal a small button to the right of the time counter which will let you control when the iPad microphone is active during recording.

**Mute mic while playing inserted video:** When recording while an inserted video is playing, the iPad microphone picks up the sound from the video creating an echoing feedback loop. Keeping this option on automatically mutes the iPad microphone while a video is playing, though it also means that audio narration can't be recorded at the same time. When this setting is off, you can reduce the echo effect by using headphones while recording.

**Mirror front facing camera video:** This setting allows you to un-mirror or mirror the front facing camera. If things look backwards when using the front facing camera, you can turn this feature on or off.

## Accounts Preferences Panel

This panel enables you log in and out of third-party accounts during your use of *Explain Everything*. *EE* will keep your login session open with these services to make your experience more seamless. Account connections within *EE* are separate from logins within these standalone iPad apps. For example, you can log in to Google Drive with the Drive app using one account and log into Google Drive with a different account and password within *Explain Everything*. (Note: If using a shared iPad, you might want to log out of services when you finish.)



### HINT

Try out all of the options in the Preferences panels to find which combination works best for you. For example, if you think you will be mostly emailing projects, use the lower resolution export settings. If you know you want to annotate and narrate a lot of inserted video objects, change the “MIC MUTE DURING PLAYBACK” setting to off.



# Record Screen

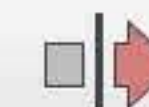
The Record Screen includes the stage, design tools, recording and playback buttons, and exporting functions. The next two chapters describe in detail all of the tools and functions that are available. The design tools are on the left toolbar. Navigation, recording, playback, exporting, and saving tools are on the bottom toolbar. The stage is the white space awaiting your creativity.



Slide 1 of 1



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## Chapter 2

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# Design Tools

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*Explain Everything* utilizes standard design tools: draw, text, and shapes. It also allows the import of images, movies, and files to be used with the design tools.

Everything added to the stage becomes an independent object that can be moved, rotated, scaled, arranged, and deleted.





## Section 1

# Hand Tool

## QUICK DESCRIPTION

The Hand Tool allows you to move, scale, or rotate objects on the screen.

## HINT

This button is like 'return to square one.' If you are having trouble moving, rotating, or scaling an object, check to see whether the Hand Tool is selected.

When no other tool is selected, the Hand Tool automatically becomes active.

The Hand Tool lets you move objects with one finger and scale/rotate objects with two fingers. Multiple objects can be moved, rotated, and scaled at the same time.



*Use the Hand Tool to move, rotate, and scale objects.*

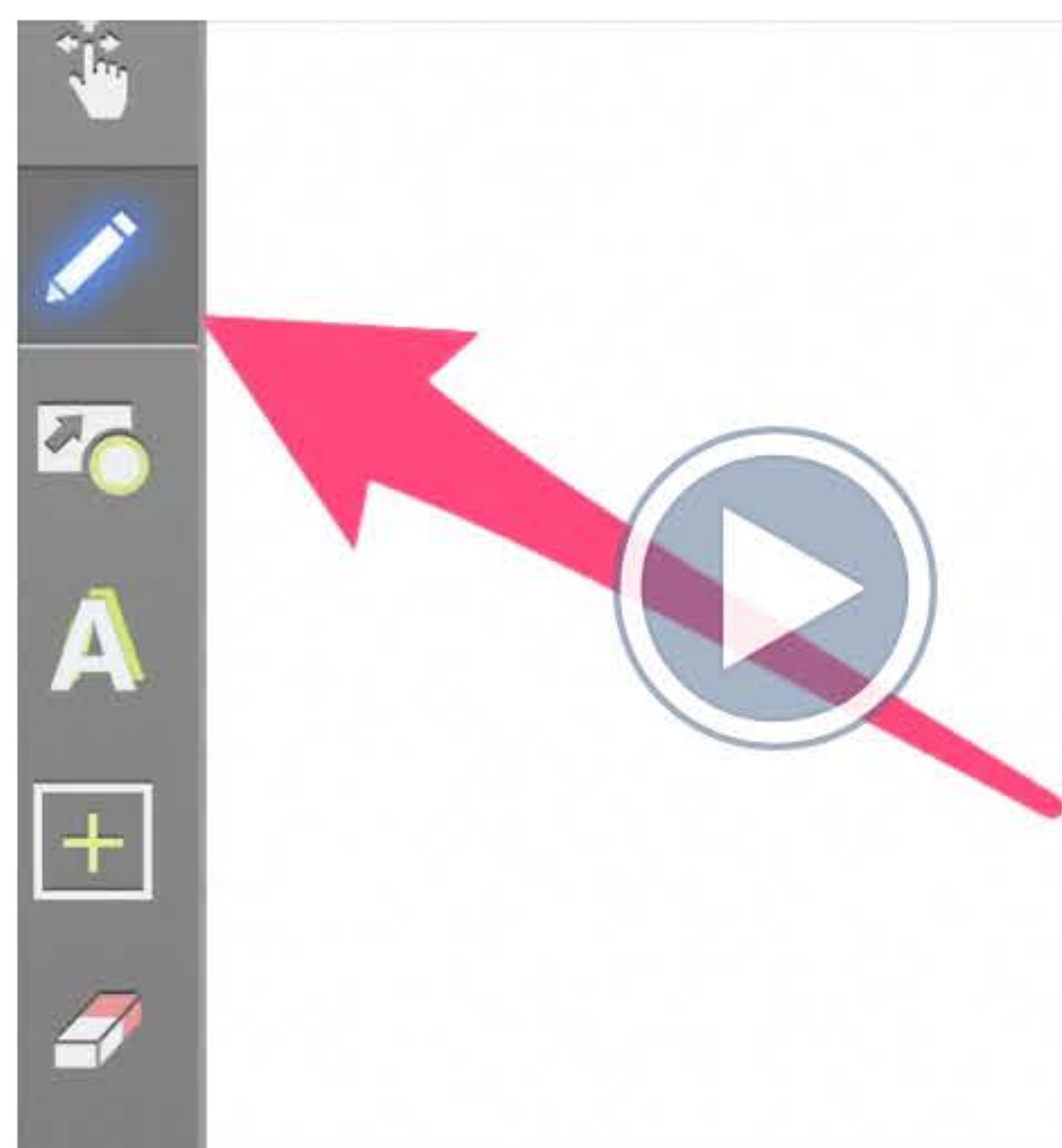
## Section 2

# Draw Tool

## QUICK DESCRIPTION

The Draw Tool lets you write in unlimited colors on the stage or on top of other objects using your finger.

## Draw Tool



*Basic features of the Draw Tool*

When you start a new blank project, the Draw Tool is automatically selected so that you can create right away.

Press and hold the Draw Tool to change the pen tip and width options. Colors can be selected from the color palette at the bottom of the left tool bar. When the Draw Tool is active, you can switch quickly among different colors. When the pointer tool is active and a color is chosen, the Draw Tool will automatically switch on.

The Eraser Tool can erase portions of a drawing.

As soon as the Draw Tool is deactivated, the Eraser Tool turns into the Delete Tool; the entire drawing becomes an object that can be moved, scaled, rotated, or deleted.

## HINT

**Use the triple tap gesture to group and ungroup objects.**

Objects drawn with the Draw Tool automatically 'stick' to objects beneath them. If you draw on a picture or document, then decide to move it, the drawings move as one element. To 'unstick' or ungroup objects into its separate parts, select the Hand Tool, and triple tap where the objects intersect.

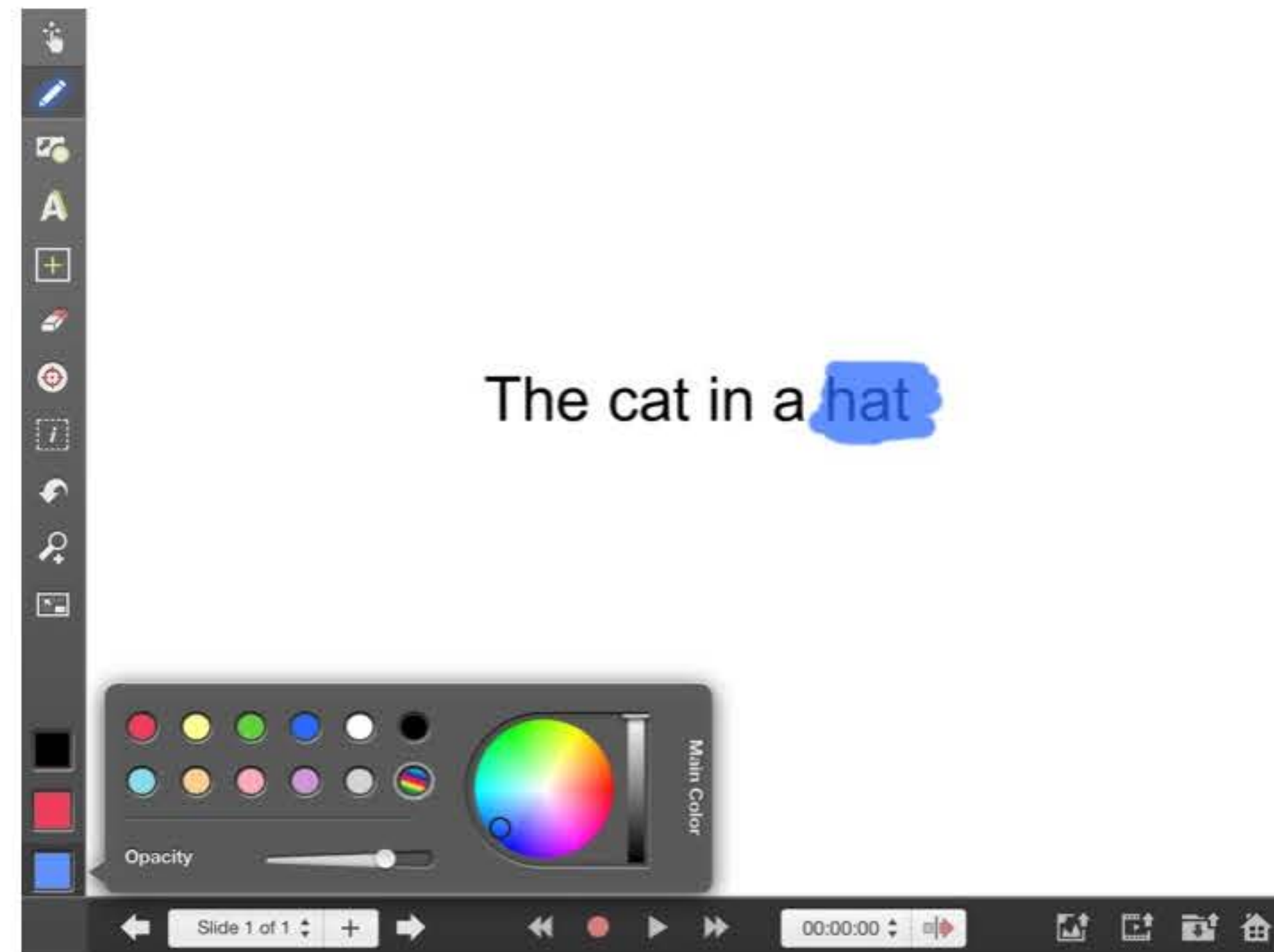
## Pen Styles: Calligraphy and Ink

Explain Everything has two styles of writing that you can choose from when using the draw tool. The Calligraphy style means that the drawing gets thicker when you draw faster. Ink is the most natural drawing style and is the default style in Explain Everything. You can change these options in the home screen Preferences menu under General > Drawing style.



## HINT

When setting the Draw Tool color, decrease the opacity to use the pen as a highlighter



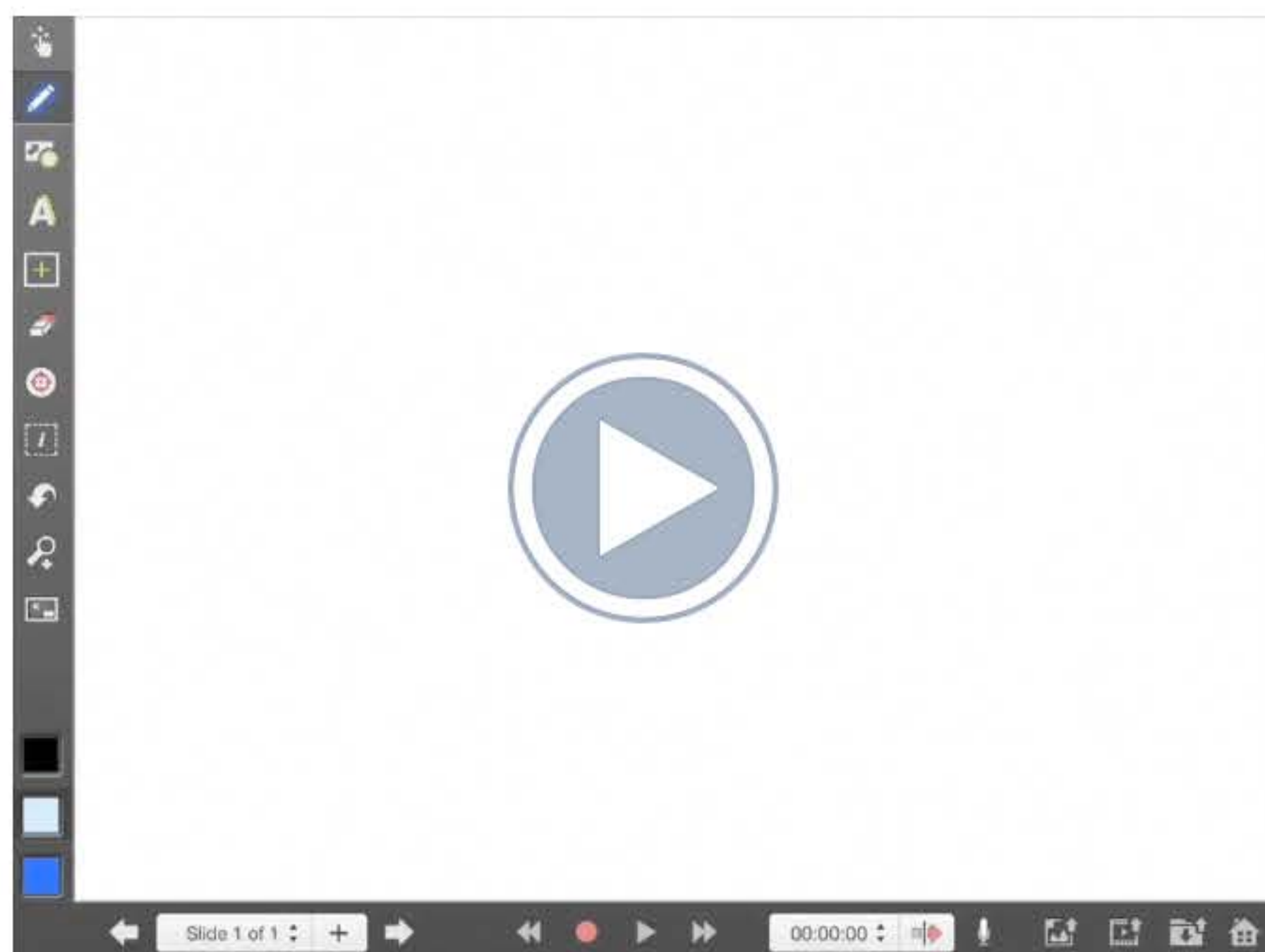
## Section 3

## Color Pickers

## QUICK DESCRIPTION

Set three color pickers to any colors you like and use them with any design tool.

## Color Pickers



Tap once on a color picker to activate it. Tap it again to reveal the color picker menu.

*Explain Everything* has a color picker tool that is independent of the drawing tool selected.

When the Hand Tool is active (and no other tool is active), pressing a color automatically activates the draw tool with that color. Press the color picker again and a menu will pop out letting you choose a new color to set for that picker.

In that pop-out menu, there are two rows of colors. The top row always has the same colors available no matter which template you are using.

The bottom row contains 5 colors tailored for your chosen template background and a color wheel (rainbow) which allows you choose any color in the spectrum.

The opacity slider lets you make the color more or less transparent as you alter it.

When the Shape Tool is active, each color picker has two tabs: one to outline and one to fill. The color picker button automatically updates to reflect your color choices.



## HINT

Use the opacity slider and overlapping objects to create some unique color combinations and effects. For example, the Draw Tool can be turned into a highlighter. A shape can be turned into a highlight or a call out window. Slightly transparent ink on a photograph generates a sophisticated look.



## Section 4

# Shape Tool

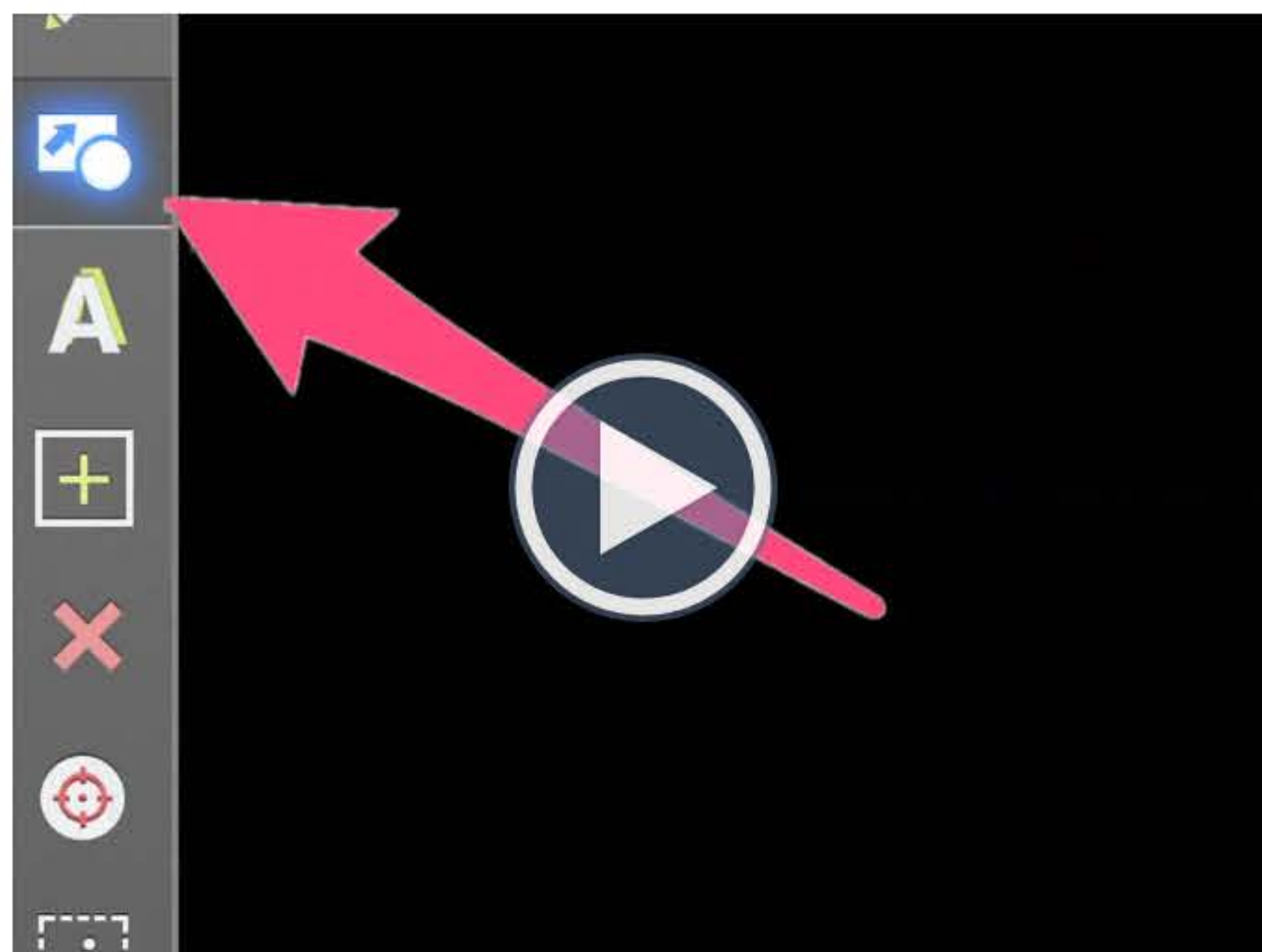
## QUICK DESCRIPTION

The Shape Tool provides 5 objects that can be drawn with your finger: arrow, ellipse, rectangle, star, and line.

The Shape Tool lets you draw some standard objects. Press and hold the Shape Tool to reveal the pop-out icon. Choose a shape; then press and drag it onto the stage to construct the object.

Double tap a previously drawn shape to reveal a 'grab handle' for freely resizing the shape, or use 2-finger gestures to stretch, rotate, etc. The process of creating all shape creations and manipulations can be recorded. The Drop Shadow option in the Shape Tool pop-out is a special highlighting effect.

## Shape Tool



*Circles, Stars, Squares, Arrows, and Lines can be constructed using the Shape Tool.*

## ADVANCED

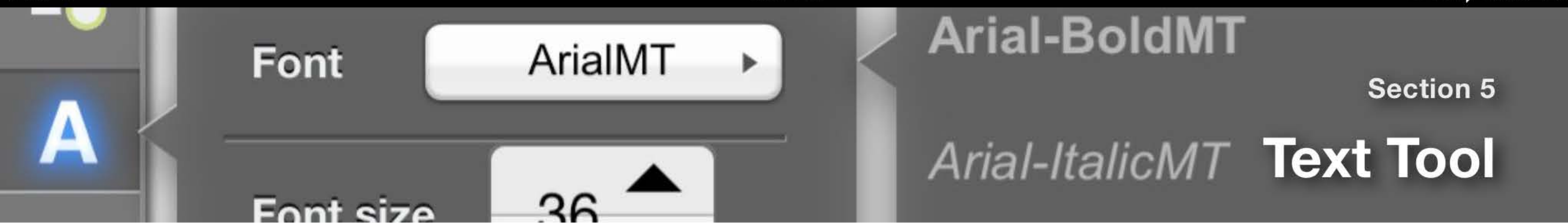
If a shape is resized with two fingers, the shadow and the border will also be resized proportionally. If a shape is resized by double-tapping, the border and the shadow size will not change.

Use the color picker to change the color of the fill and outline of your shapes. It is NOT possible to change the color of a shape once it has been drawn on the stage.

## HINT

The Arrow and Line shapes are anchored to make their marks about 1 cm to the left of where your finger or tool first pressed the screen. Once your object has been created, it can be moved on the stage where you want it.





### QUICK DESCRIPTION

The Text Tool lets you use the iPad keyboard to type on the *Explain Everything* stage. When recording, typed text appears in real time.

### ADVANCED

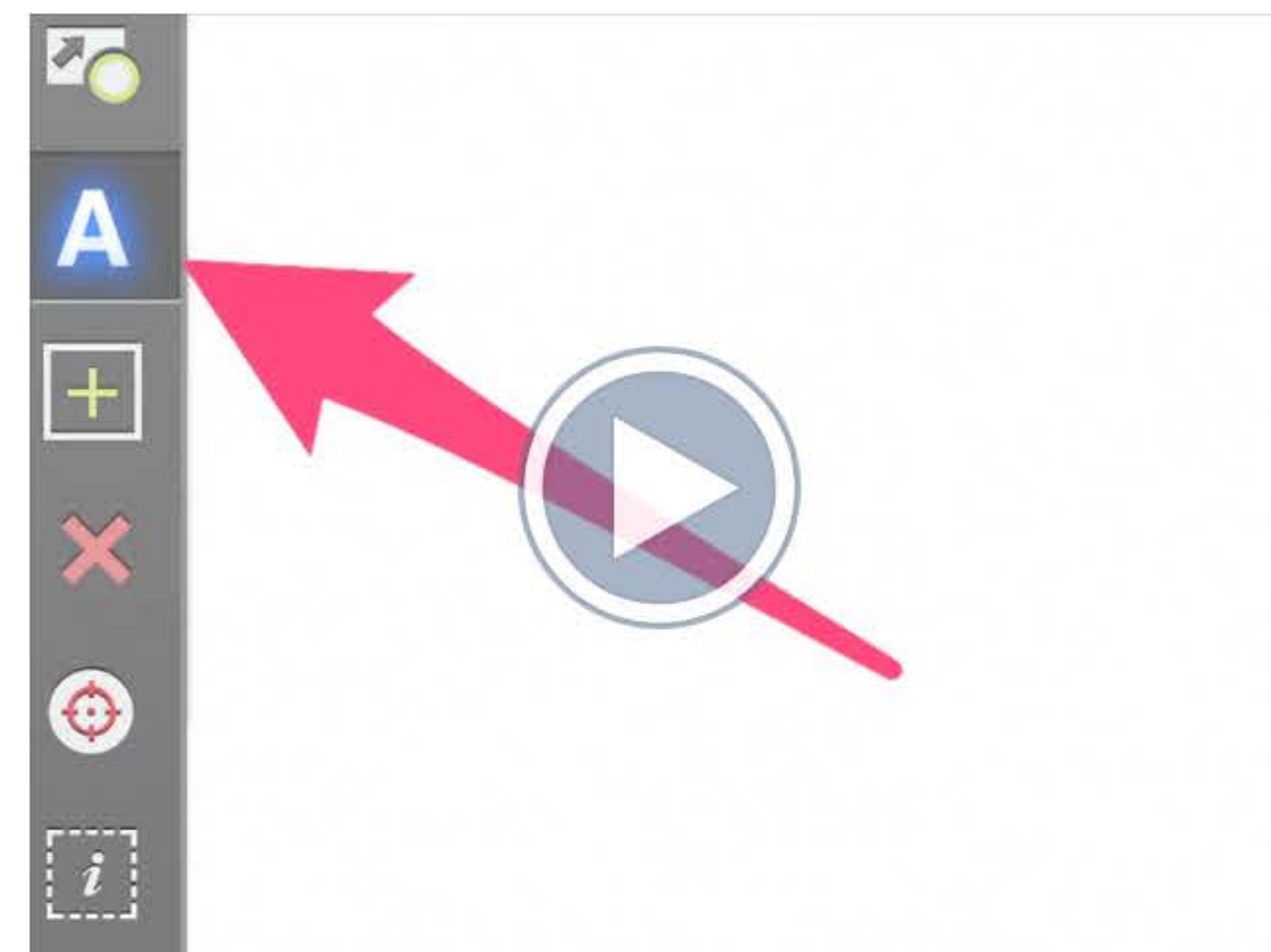
Triple-tap overlapped objects to group a text with a shape to make it one element. If you triple-tap again, you will separate the layers.

Press and hold the Text Tool to reveal the menu and choose font styles and sizes. Additionally, you can add a text box around an object. Use the color picker to change the text color.

Double tap an existing text object to edit its contents. Select the text and use the Text Tool menu to change font and font size. Hide the keyboard to use the color picker to change the font color.

You can also copy and paste text from other applications (e.g. Evernote or Email) into a text box and then edit the text.

### Text Tool



*Explain Everything* will capture typing in real time while recording.



## Section 6

# Inspector

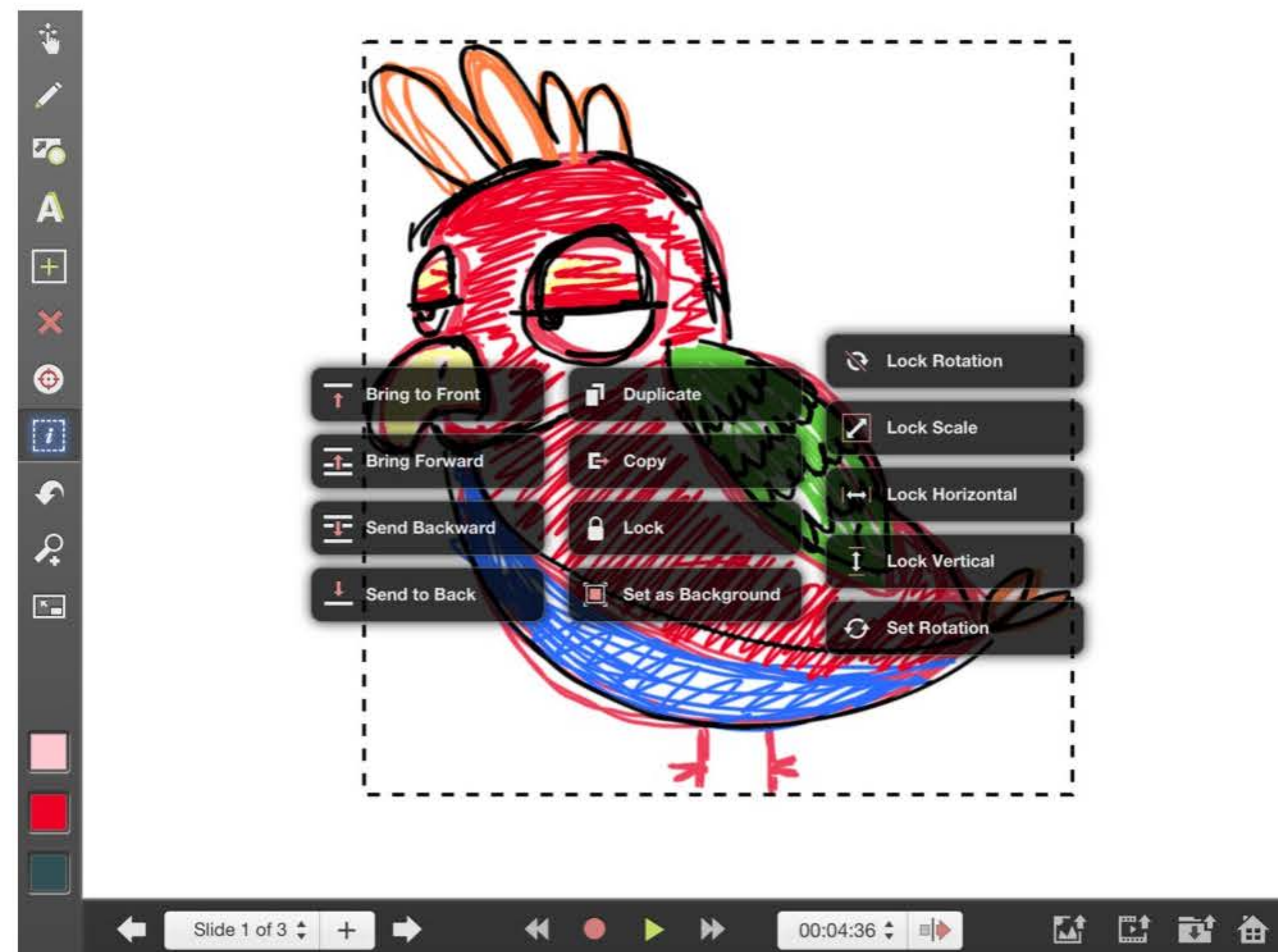
## QUICK DESCRIPTION

The Inspector lets you select an object or group of objects and perform the following functions: Duplicate, Lock, Copy, Paste, and Arrange.

## ADVANCED

When you add an image or document to the stage and tap “Set as Background,” you can use the draw tool and other tools (including the zoom tool) to write over the locked document without the image moving. This could be used with a graph paper background.

Select the Inspector Tool and then choose an object on the stage. A moving dotted outline will appear around the selected object (or group of objects) and a menu will pop up with three columns of choices.



## Arranging Layers

Bring to Front will move your chosen layer to the very top of the design. Bring Forward will move your chosen layer one layer forward. Send Backward will move your chosen layer one layer down. Send to Back will move your chosen layer to the very bottom of your design.

## Copying, Pasting, and Locking

### Duplicate

The Duplicate Button creates a clone of the selected object(s) and place it on the stage next to the original object.

### Copy

The Copy Button puts a copy of the selected object(s) in your temporary clipboard. Select the Inspector and tap anywhere on the stage to reveal the Paste option. The copied object(s) can be added to the existing slide, a new slide, or a different *EE* project.

### Lock

The Lock Button lets you hold an object in position until it is unlocked with the Inspector Tool. Drawing an object on top of a locked element will lock both objects. Triple tapping where they intersect will release the top-most drawing layer.

### Set as Background

Selecting this will lock the object as a background element meaning that drawings will not stick to it and when you use the Zoom and Pan tool, the background image will not change its size, scale, or position.

## Movement Control

### Lock rotation

The Lock Rotation button disables rotating the object with Hand tool.

### Lock Scale

Selecting The Lock Scale button will prevent the object from resizing

### Lock Horizontal

The Lock Horizontal button will allow object to move only up or down. This option is helpful when using documents to be scrolled throughout the the slide or when using precise pointing elements like arrows or markers.

### Lock Vertical

The Lock Vertical button will allow the object to move only left and right.

## Set Rotation

The Set Rotation button turns on the control circle overlay which will allow you to set automatic rotation to objects. Tapping this button will reveal the control circle overlay on the object. Place your finger anywhere on the circle and spin it - the speed of the spin will determine how fast the object will rotate. To stop the rotation, tap on the circle. You can also change the rotation center point by moving the overlay by the control element on the bottom of the circle.

## Section 7

# Delete Tool and Eraser

## QUICK DESCRIPTION

The Delete Tool lets you select any object on the stage to delete it. When the Draw Tool is active, the Delete Tool becomes an eraser to erase parts of the current drawing.

## Eraser and Delete Tool



*The Eraser is accessible when the Draw Tool is active; otherwise it becomes the Delete Tool.*

Every object added to the stage can be deleted. Select the Delete Tool, then tap on an object to reveal the option to delete - the small red "X." To confirm that the moving section is the one to delete, press the red "X." To cancel the deletion, simply click somewhere other than the highlighted object.

When the Draw Tool is active, the Delete Tool switches into the Eraser Tool, allowing you to delete parts of the current drawing. Older drawn objects can be removed using the Delete Tool only.

Press and hold the Eraser Button to change the thickness of the eraser.

## IMPORTANT

**When adding and removing objects while recording, use the Delete Tool instead of the Undo Tool.**



# Section 8 Insert Object

## QUICK DESCRIPTION

Insert a new or existing photo or video, web browser, or file as a new object on the stage.

## Insert Video



*An inserted video and image of a ruler illustrate this powerful feature.*

The Insert Object Tool lets you add a variety of file types and objects to the *Explain Everything* stage. The initial menu asks you to choose whether you want to insert a new object (photo, video, or web browser) or an existing object from a file storage location.

## Existing Photo/Video

Select this option if you want to insert an image or movie that is saved on your iPad Camera Roll or saved with a service such as Dropbox, Evernote, Box, Google Drive, WebDAV, etc.

When you select an existing photo, an edit image screen appears where you can crop the photo, select portions of it, rotate it, and/or resize it before inserting it on the stage.

## IMPORTANT

**Recording will be paused while you work in the Edit Image screen.**

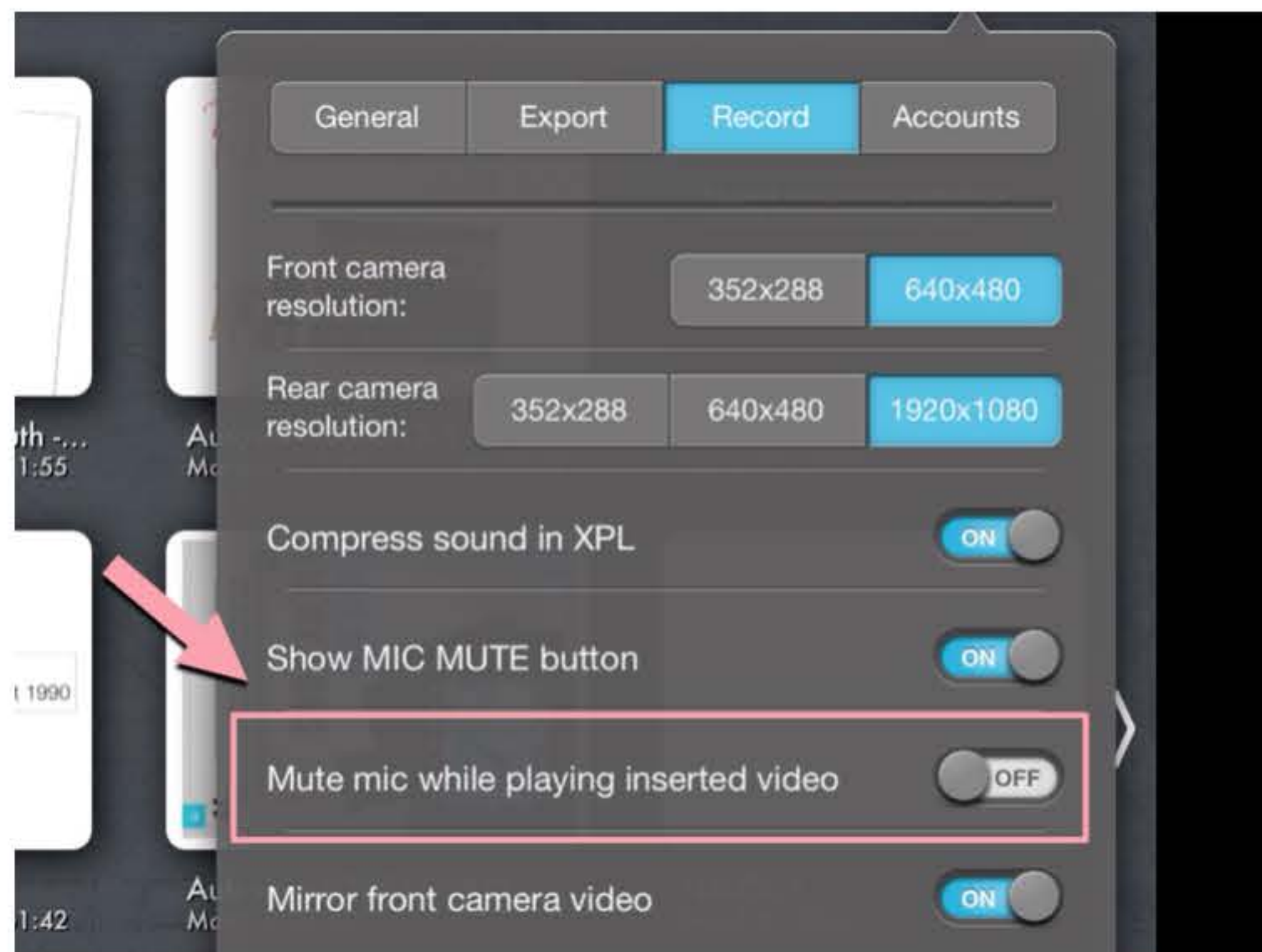
When you select an existing video, it will be added as a mini player on the stage with a small slider for volume and basic playback controls.

When recording with an existing video, the iPad microphone will automatically mute itself to prevent an echo. Therefore, audio narration will not be recorded while a video is being played and annotated. If you would like to talk while the video is playing, go to Preferences and change the setting for 'Mute mic while playing inserted video' to OFF.

### HINT

Use headphones when annotating and narrating over an inserted video to eliminate the echo effect.

### Mute Microphone Default



To narrate during playback of a video, change "Mute mic while playing inserted video" to "off."

### New Picture

This option activates the iPad camera. You can use the front-facing or rear-facing camera. After you take a picture, you can Use it or Retake it. When you select the picture, you will be taken to an Edit Image screen which allows you to crop, select, rotate, and scale the new photo before you insert it.

### HINT

When manually rotating an inserted image or document, double tap it to make it snap to the nearest 45° angle orientation.

### New Video

This feature adds a small video recorder to the stage. You can record your video first and then use it within *EE*. Or you can press Record in *Explain Everything*, then press Record in the embedded video camera to insert voiceover annotations to the video.

### ADVANCED

With a little practice and coordination, you can have a mini-video of yourself in the corner of the *Explain Everything* stage while the screencast is happening.

## File

If you import a file, you will see the Sources panel. Files with multiple pages will be divided into individual slides by default. You can change this option in the Home Screen Preferences by choosing “off” for the applicable file type.

### HINT

**If you want to use a sound file as background music, you can use Zoom & Pan tool to move it outside the recording area and leave it playing or hide it underneath a locked image using Inspector Tool and “Send to Back.”**

## Insert a Browser



*Basic web actions (scrolling, page loads) will be captured while recording in Explain Everything.*

## Web Browser

This feature inserts a fully functional web browser into the stage. If you are recording, basic actions such as page scrolling and link presses will be captured. (Note: your device must be connected to the Internet to insert a web browser. Also, advanced animations, pop up windows, and JavaScript, may not be captured perfectly unless your device is connected to the Internet.) However, recordings that were made using the inserted browser will play.

### ADVANCED

**You can add pre-set web browsers to slides on your page to open multiple webpages. You can move the page with a finger and double-tap the browser to reload its page.**

**Swipe any web browser with three fingers to the left or right to save a screenshot to a new slide automatically.**

## Existing Sound

Select this option to open an iTunes library popup with your sound file library. After you chose a file to import a waveform object will appear. It will behave just like a video file: tapping on it will reveal a menu with playback options and volume control.





## Section 9

# Laser Pointer

## QUICK DESCRIPTION

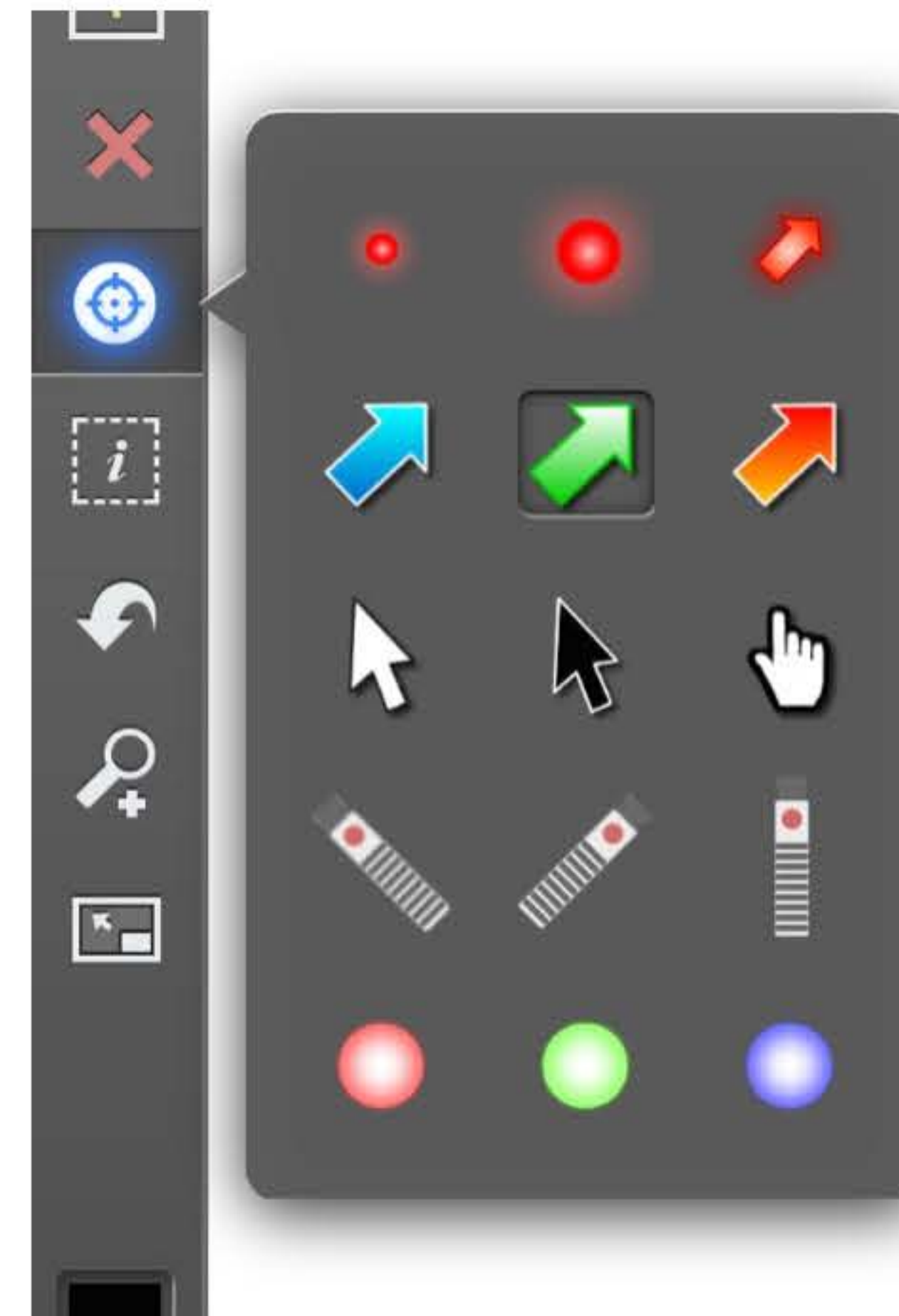
The **Laser Pointer Tool** lets you highlight or draw attention to specific areas on the stage without actually drawing an object.

Tapping the Laser Pointer Tool turns your finger into a laser pointer. When your finger is placed on the stage, an image resembling a laser pointer appears atop the elements on the stage. All movements made by the laser pointer can be recorded. The Laser Pointer will remain selected until another tool is chosen.

### Laser Pointer



*Press and hold the Laser Pointer button to reveal additional pointer options.*



Objects on the stage cannot be moved while the Laser Pointer tool is selected.

You can access twelve regular options for the pointer style by pressing and holding the Laser Pointer button; nine styles are regular laser pointers, and three are animated laser sword pointers with sound effects.

### **ADVANCED**

**Use up to three fingers at a time to show multiple laser pointers on the stage simultaneously.**

### **Animated laser pointers**

The animated laser sword pointer comes in three different options and three color variations. The first two swords are static, and the third one can be set to any angle with the control circle overlay. You can change the color by choosing one of the three color bulbs to: red, green, or purple.



## Section 10

# Zoom and Pan Tool

## QUICK DESCRIPTION

The Zoom and Pan Tool lets you zoom in and out and pan left or right, keeping the size and position of the objects proportional and relative to each other.

### Zoom and Pan Tool



Zoom in, out, left, and right on the entire Explain Everything stage.

When the Zoom and Pan Tool is selected, use one finger to move the contents of the entire stage up, down, left or right. Use two fingers to zoom in or out (pinch or reverse pinch) on the entire stage.

All objects will be scaled proportionally, and their positions relative to each other will remain fixed.

Double tap the screen to return to the original zoom level before the Zoom and Pan tool was selected. that is centered on the location where you double tapped.

When the Zoom and Pan Tool is selected, double tapping always centers the screen at the point where you double tapped.

## ADVANCED

Using the Zoom and Pan tool, you have infinite workspace on a slide. You can zoom in and out infinitely, and pan left or right infinitely.

(Earlier, Zoom and Pan used an ampersand: Zoom & Pan. Choose one or the other to use throughout)



## QUICK DESCRIPTION

The Undo Tool cancels the last action that happened on the stage.

## IMPORTANT

**Avoid using the Undo Tool during a recording. Instead, use the Delete Object Tool or Eraser Tool to remove unwanted objects.**

The Undo Tool works only with object creation, rotation, movement, or scale.

### Why no Redo button?

Because of the way *Explain Everything* is designed, it is not possible to have a redo function without seriously compromising the performance of the app. Having a redo function would mean that the app would have to temporarily store a series of objects and animations in the iPad virtual memory, all while maintaining the active recording and design session. As the iPad technology improves, we may be able to re-evaluate if we can make a redo button work, within *EE*.



## Section 12

# Presenter Mode

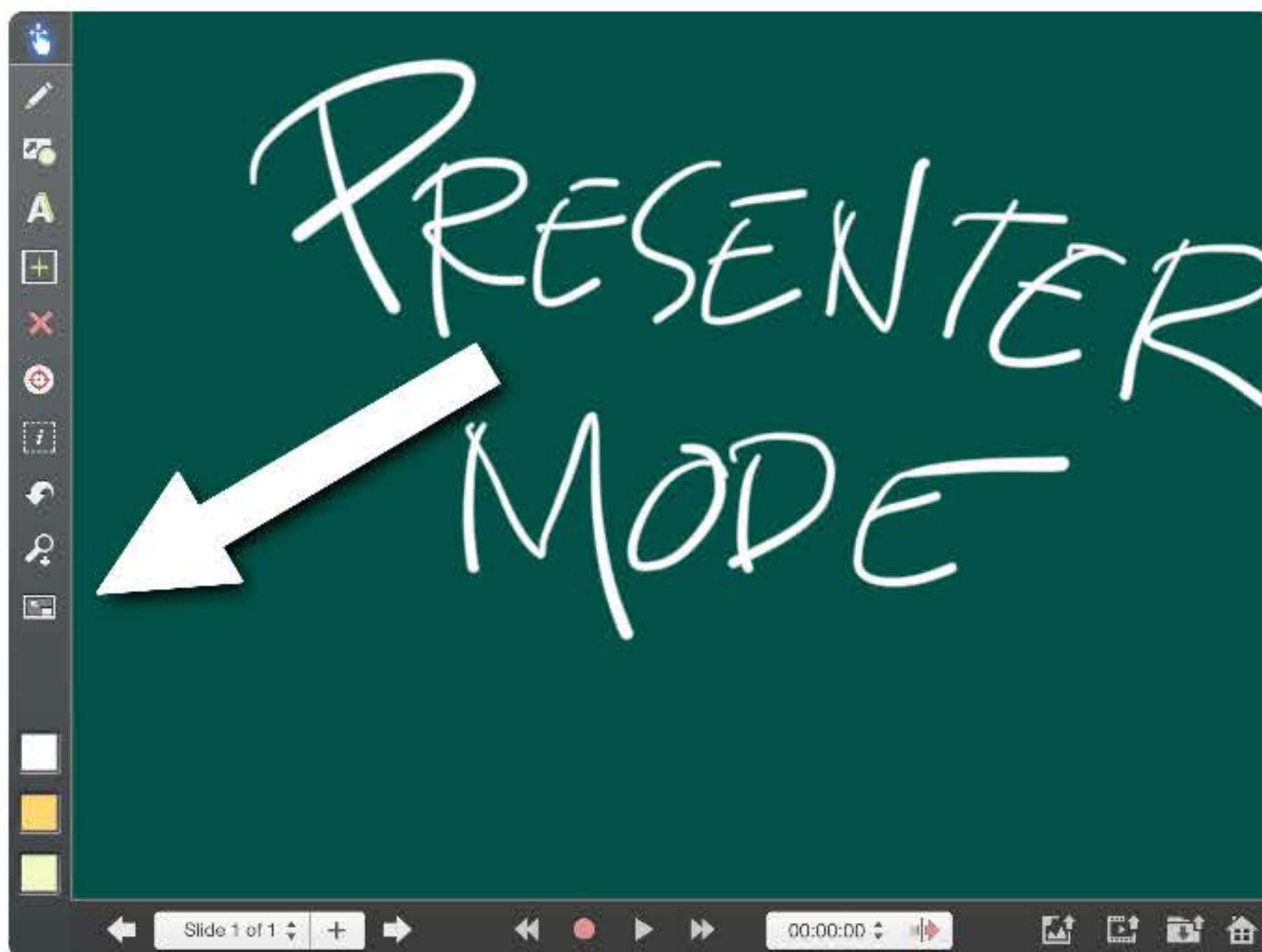
## QUICK DESCRIPTION

**Presenter Mode creates a full screen view by hiding most of the tools.**

The Presenter Mode button hides the bottom and left toolbars, leaving only presentation tools on the left. The tools in the Presenter Mode include New Slide, Draw Tool, Laser Pointer, Next Slide, Previous Slide, and Presenter Mode. Tapping the Presenter Mode button again returns you to the the Standard Tools and full design screen.

You can record a screencast while in Presenter Mode. Press the Record Button to begin recording and then select Presenter Mode to toggle the full-screen display. You can seamlessly switch between the Standard Tools and Presenter Mode without affecting the recording.

### Presenter Mode



### Presenter Mode Button



## Section 13

# Grouping Objects

## QUICK DESCRIPTION

Objects on the stage can be grouped into a single object by triple-tapping the overlapping region.

Objects that touch or overlap can be grouped by triple-tapping the region where the objects overlap. Objects can be ungrouped by triple-tapping where they overlap.

Objects made with the Draw Tool automatically are grouped with objects beneath them (e.g. a document or photo). Drawings can be ungrouped by triple-tapping.

## Group Objects by Triple Tapping



*Triple tap on an overlapping region shared by two or more objects to group or ungroup them.*

Chapter 3

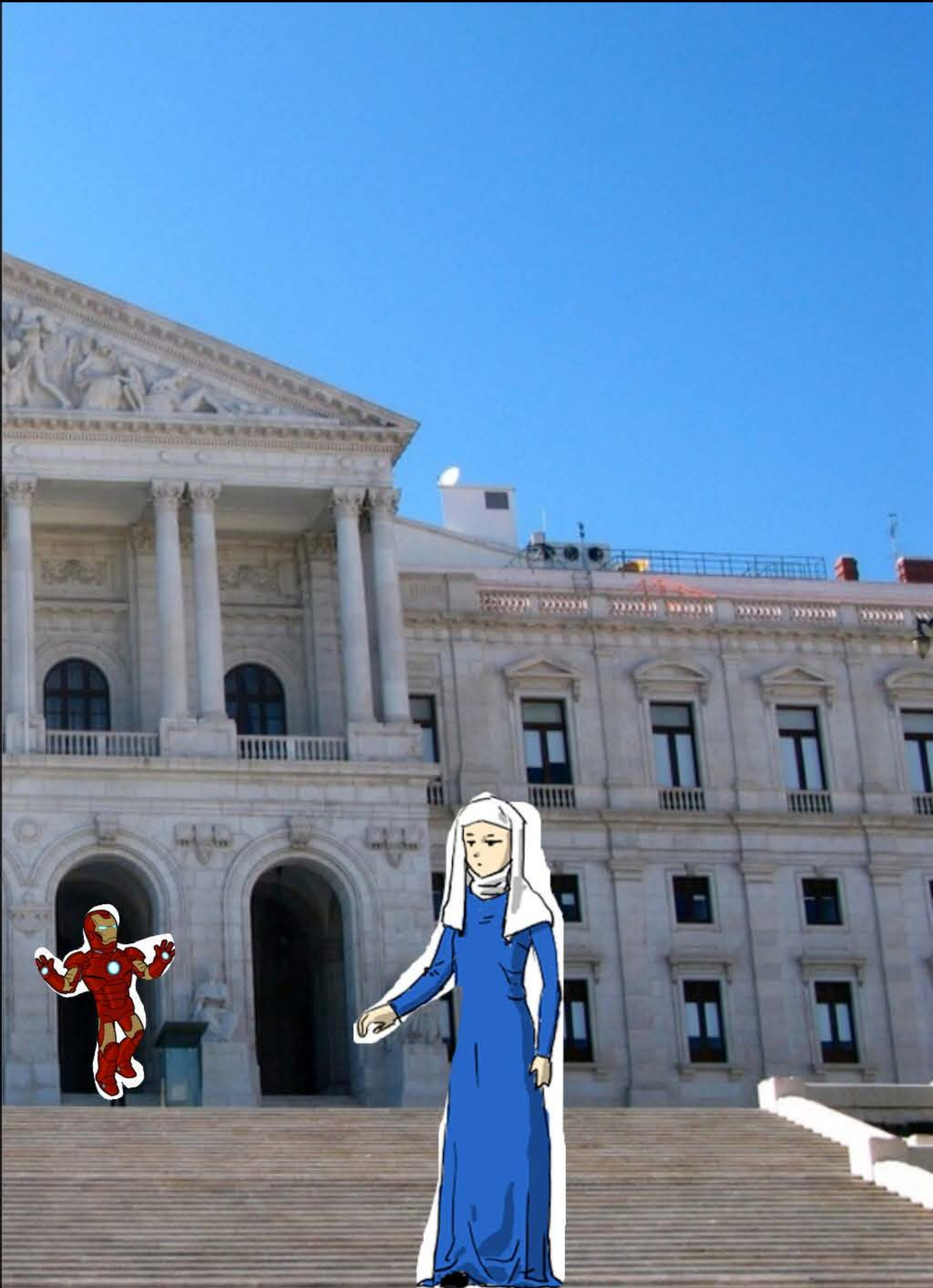
# Slides

*Explain Everything* uses a traditional slide organizational structure. You can have as many slides as you like in a project. Slides can be reordered, duplicated, and deleted.

01 of 03 00:23

02 of 03 00:27

the end



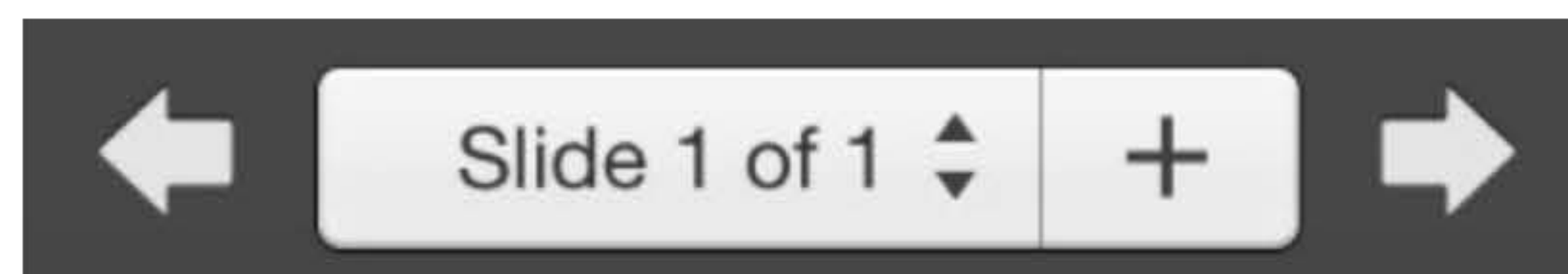


# New Slide

## QUICK DESCRIPTION

Press the New Slide button to create and advance to a new slide immediately after the currently viewed slide.

The New Slide button creates a new blank slide using the current project template. This new slide will be placed immediately after the currently selected slide.



When recording, you can press the New Slide button to advance to a new slide, but the recording will pause while the current slide is saved. Therefore, stop speaking your narration until the next slide is revealed. Let the recording timer resume counting before you continue speaking.

For best performance results, keep the length of an individual slide below 20 minutes without limiting the number of slides. For example, you can have 10 slides, each 20 minutes long, giving the overall screencast length of 200 minutes.



Section 2

# Slide Navigation

Slide 3 of 3



## QUICK DESCRIPTION

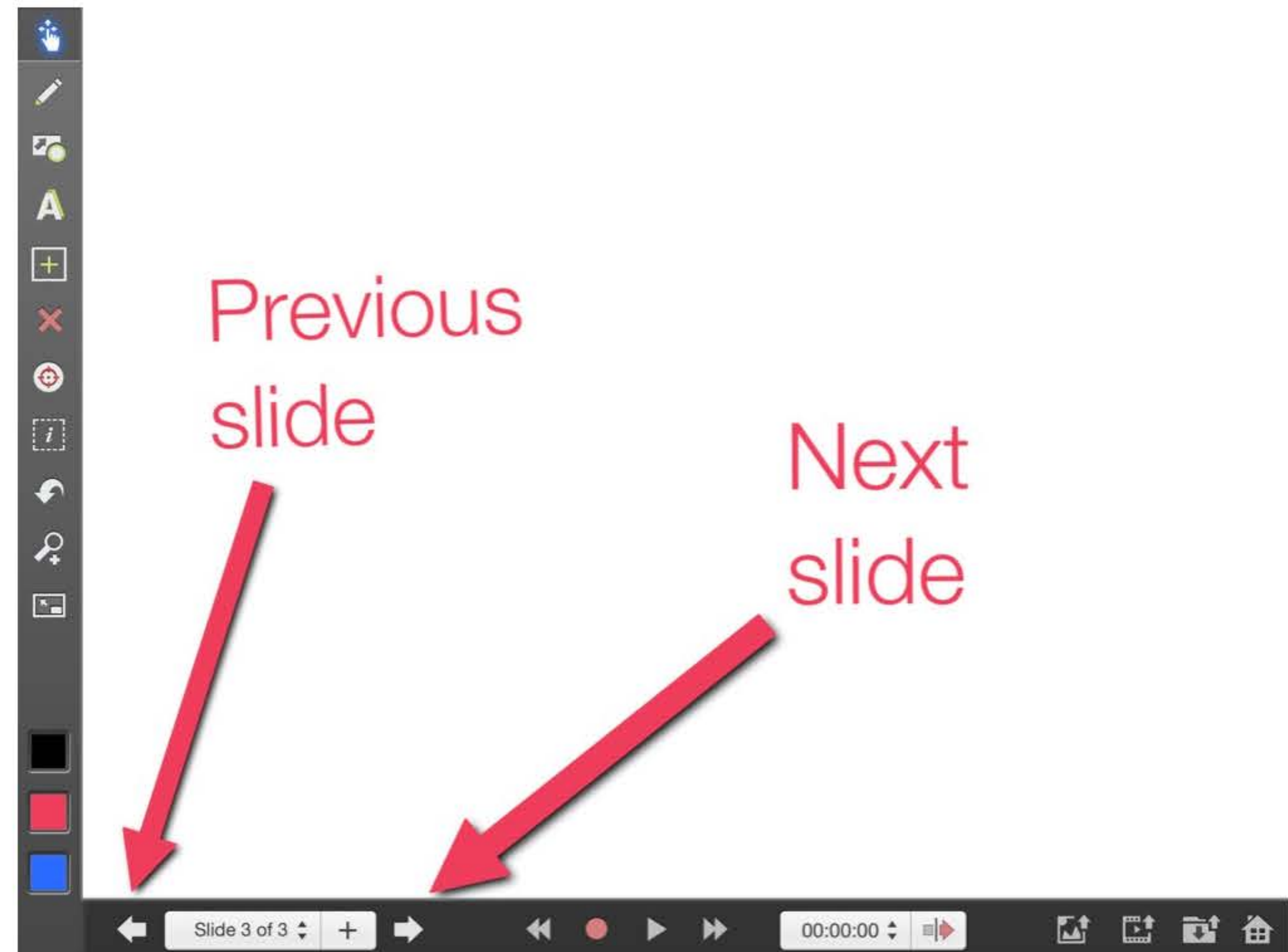
Slide navigation controls let you switch among slides in your presentation. They are located in the bottom-left corner of the screen.

## HINT

Recording will not stop when you are creating a new slide and will carry over to the new slide. Please note that there might be a short audio pause between the two slides as the new slide is created.

The right-facing arrow advances to the next slide. The left-facing arrow returns to the previous slide. The first number indicates the current slide, and the last number indicates the total number of current slides in your presentation.

The Next Slide and Previous Slide options are available in Presenter Mode, also.



## Chapter 4

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# Recording & Playback

*Explain Everything* captures audio narration and on-screen actions using standard recording buttons on the bottom toolbar. Each slide contains its own recording and can be edited with the Timeline Editor.



## Section 1

# Recording

**QUICK DESCRIPTION**

Press the Record button to begin recording, and press it again or press the pause button to pause recording.

**HINT**

If you want to repeat a previous slide as part of your movie, duplicate that slide and move it where you want it. The duplicate will contain all of the objects as they were positioned on the final frame of the original slide but with none of the recording.

Press the Record button on the bottom toolbar to begin recording audio and screen actions. Recording can be paused at any time and additional recording can be added to the end of an existing recording on a slide.

Each slide contains its own recording. These individual recordings are stitched together upon export or playback. If a project contains multiple slides, you can advance to the next slide while recording, and the recording will continue.

The timer will show you the length of the current slide. The length of the entire project is available on the Home Screen.

**Microphone Mute**

If you have enabled the showing of Mic Mute button in the Preferences, you can turn off the microphone and prevent it from recording while still animating.

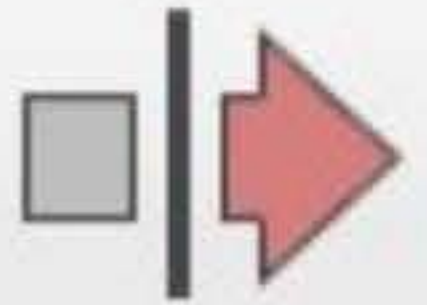


## Section 2

# Playback



00:00:00



### QUICK DESCRIPTION

Press the Play button to play the recording for one selected slide. Press and hold the Play button to reveal the 'Golden Play' which will playback the entire project from the currently selected slide while hiding the toolbars.

### HINT

Returning to your first slide and tapping the 'Golden Play' button is a great way to preview your entire project.

Once a recording has been made, the playback controls can Rewind, Fast Forward, and Play the recording.

Rewind takes you to the beginning of the recording on the slide. Fast Forward takes you to the final frame on the slide.

The Play button plays the recording of the selected slide. Press and hold the Play button, to reveal the Golden Play option which plays the entire project from the currently selected slide while hiding the toolbars.



*Golden Play*

## Section 3

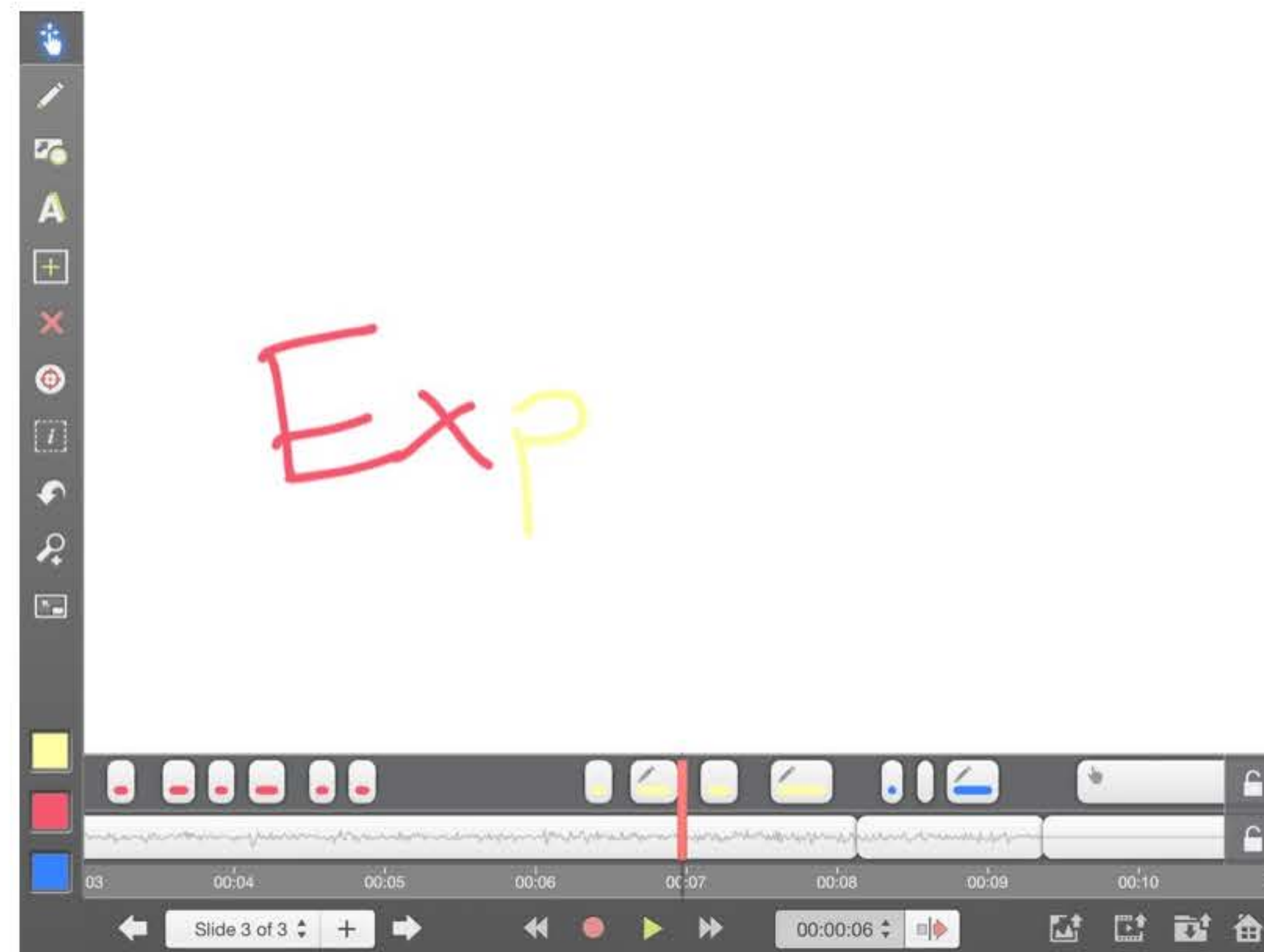
# Timeline Editing

## QUICK DESCRIPTION

Press the Time Counter to reveal the Timeline Editor which shows an audio wave file and visual markers for every action that took place on the stage.

Press the time counter on the bottom toolbar to reveal or hide the Timeline Editor. You will see two tracks. The upper track provides information about tools, objects, and colors used during the recording. In the example, the points in time when a red pen, a yellow pen, and a blue pen are indicated. The hand with a pointed finger indicates when objects were moved on the stage.

The lower track reveals the audio waveform.



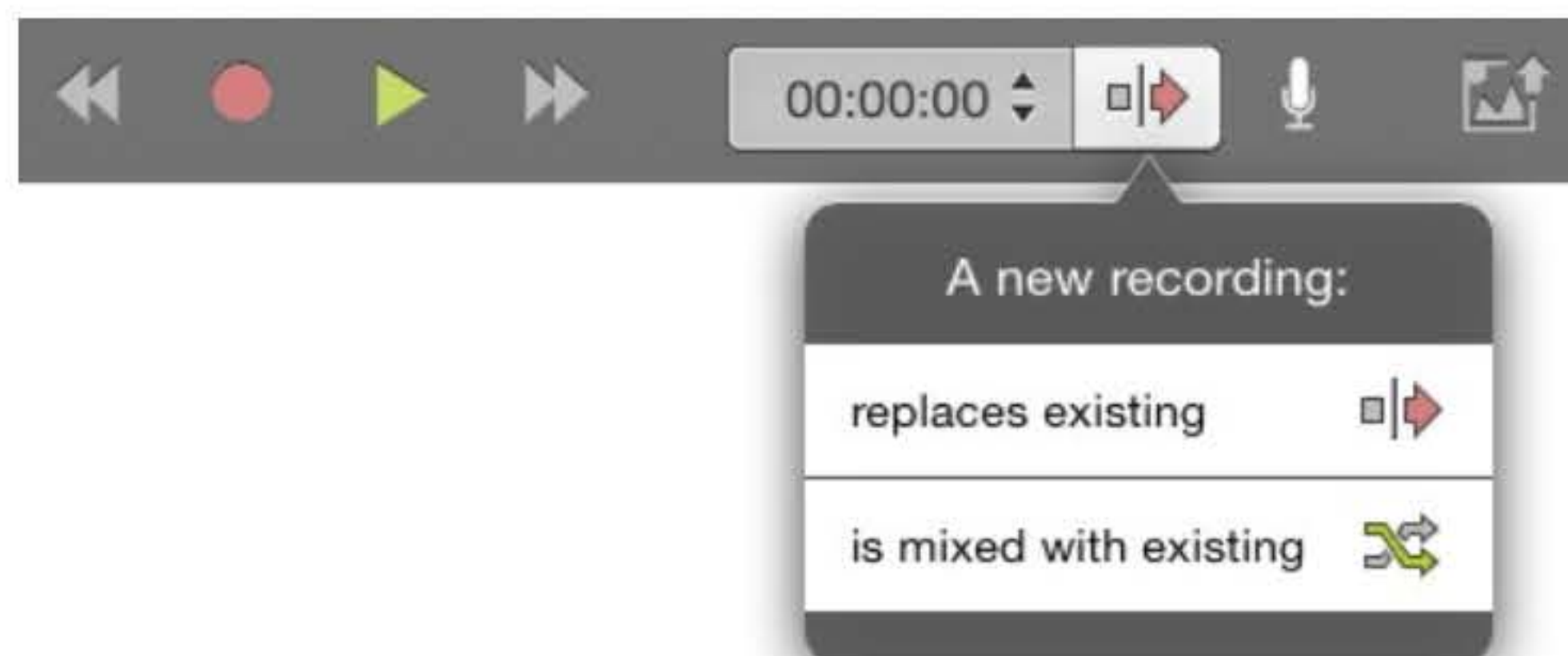
Rewind the track to the point of a mistake using one finger to swipe left or right. Use two fingers to pinch or reverse pinch the timeline to zoom in and out on the timeline.

Press the 'Record' button at the of the track at which you want to re-record, and record as usual.

Press the Fast Forward button to go to the end of the current recording without erasing.

### Recording mode switch

*Explain Everything* has two ways of recording your presentation. “Replaces existing” mode will erase and record over everything on the timeline after the playhead (the vertical redline). “Is mixed with existing” will play the presentation along the new recording and will add everything you do to the timeline with existing clips. The recording mode can be changed via the recording mode menu that is available under the recording mode switch next to the timer.



### Track Locking



*The Video track is locked; therefore, only the audio will be replaced.*

### Locking Audio and/or Video Track

When you reveal the Timeline Editor, there are two icons on the right with lock icons. When a track is locked, you can rewind and press Record to redo the unlocked tracked while preserving the contents of the locked track. For example, you can play back your video animation and redo the audio narration OR you can play back the audio narration and redo the animation. You can also lock both tracks if you are creating a template slide that you do not want to be easily altered

## Track Editing

To change a part of your recording, open the Timeline Editor; then press and hold on the track element you wish to delete. To reveal additional options, scroll the Timeline so the playhead is at the chosen track. Tap and press the chosen track. A popup will appear with the following buttons: 'Set mark' (or remove), 'Split' the chosen track at the playhead position, 'Delete' it from the timeline, or 'Delete all clips to the end' after the current time. You can also lock the specific track to delete only the parts from the unlocked track.

### Track Editing



*Delete parts of the recording, correct mistakes, and add new elements.*

## Chapter 5

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# Saving & Exporting

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*Explain Everything* supports a variety of export formats including MP4/MOV, PNG, PDF, and our own XPL project format. These files can be exported to numerous locations including the iPad Camera Roll, Email, YouTube, Dropbox, Evernote, Box, WebDAV, Google Drive, and more.





## Section 1

# XPL Project Files



## Project

### QUICK DESCRIPTION

Save projects on your iPad to work on them later by selecting the project from the Home Screen.

### ADVANCED

Connect your iPad to a Mac computer with iTunes, and go to the App section for your device. You can manually access the XPL project files and copy them through iTunes.

These files can be played back on any Mac using the *EE Player* which is available on the Mac App Store as a free download.



*Explain Everything* uses a file format called XPL to save projects created in the app. The Save button in the bottom right saves a project to the Home Screen. Any project can be edited at any time or shared with other *Explain Everything* users.

Using the Save button, you can rename the file to create multiple versions. This is helpful if you want to save iterations of a project as you design it.

The XPL project files can be exported to any application that can accept attachments including Dropbox, Google Drive, Evernote, Email, WebDAV, OneDrive and Box. For example, create a template that includes recording and animation for others to use.

### HINT

Save an XPL project in a public location (like a shared Dropbox folder) to let others easily download it to their iPads to be opened in *Explain Everything*. This is helpful when files are too large for email.

## Section 2

# Export Movie



## QUICK DESCRIPTION

Export your project as a MP4 file to be compatible with other tools and services.

## IMPORTANT

Do not switch to other apps while movie compression is taking place. Switching apps will interfere with compression and may cause it to fail.

*Explain Everything* does all of the movie compression on the iPad.

The time it takes to compress the movie file depends on the complexity of the project. For example, a 2-minute movie with complicated objects and animations might take the same amount of time to export as a one-hour presentation that uses only photos or slides with narration.

An MP4 file can be uploaded to Dropbox, Box, Evernote, Google Drive, OneDrive, WebDAV or the iPad Camera Roll. Many native and web-based apps can access the iPad Camera Roll, so one of them might be a good place to store exported projects.

## ADVANCED

If you have access to a Mac computer running OS X 10.7 or greater, you can purchase the *Explain Everything Compressor* application to convert a project into a movie file more quickly. The Mac's *EE Compressor* can work in the background, allowing you to perform other tasks while compression is in progress.



## Section 3

# Export Image & PDF



## QUICK DESCRIPTION

Export still images of your presentation slides as PNG files or as PDF documents.

## HINT

Press the iPad's Home and Sleep/Wake buttons at the same time to take an iPad Screenshot which is saved to your Camera Roll. The toolbars will be included in the image.

Save a still image of a slide to the Camera Roll, Dropbox, Evernote, Google Drive, and more. The files are saved as PNG images that are compatible with most iPad applications that can open photos from the Camera Roll.

If a slide has a recording, the image that is exported will feature the current view. If you are exporting several images from the Home Screen, the image will be the final frame of any slide.

The export option lets you save all of your slides of your project as a PDF document that can be easily attached to an email or uploaded to a variety of locations compatible with PDF files.


Each page is a flat document, which means that annotations and other objects cannot be edited by any other application. The PDF can be exported to the iBooks application for easy viewing and organization.

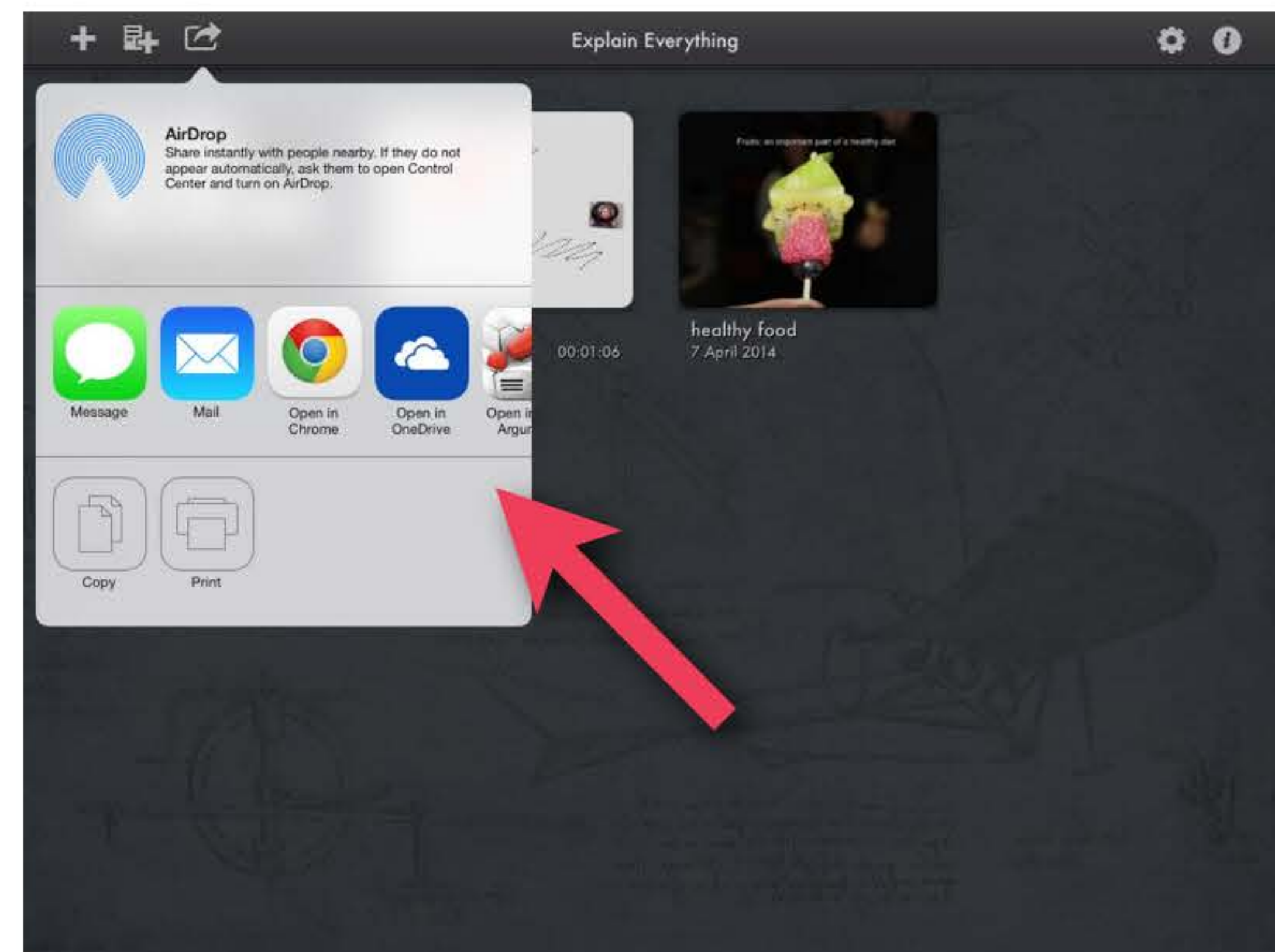
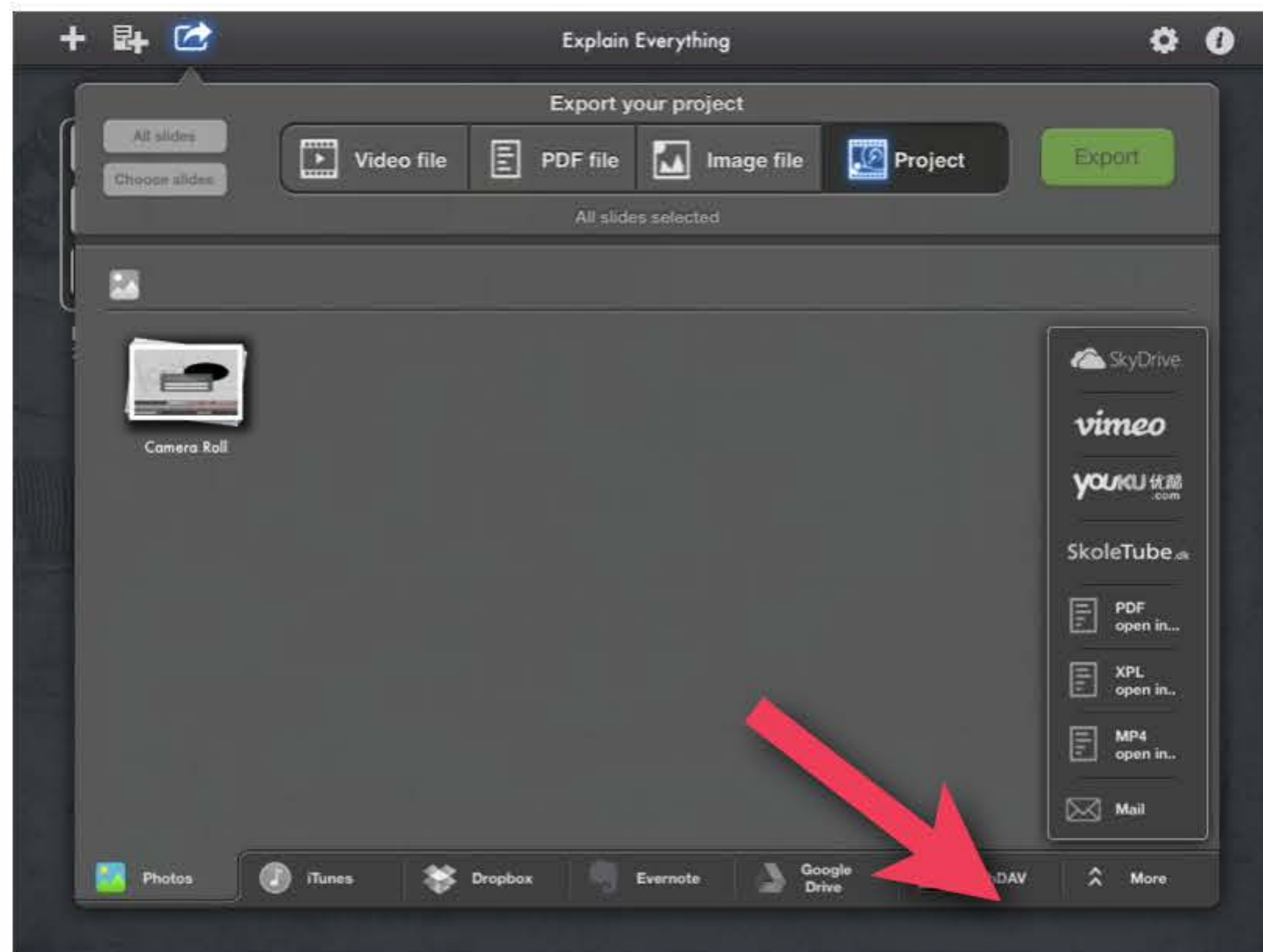
## Section 4

# Open In...

## QUICK DESCRIPTION

If you choose **Export -> More -> More**, you will be presented with three options to open your exported file in compatible iOS apps on your device.

From any of the Export menus, if you choose More... and then  More button, you will find options for emailing the exported file (project, image, PDF, or movie) or for opening any app on your iPad that is compatible with that file type. You can access content from *Explain Everything* and open it with a variety of other apps and third-party services; you are not limited to the apps with which *EE* has compatibility.



## Chapter 6

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# Troubleshooting

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Our support team works around the clock to fix bugs and assist individuals. Please email [support@morriscooke.com](mailto:support@morriscooke.com) to report any problems or suggestions.

Please consult this book regarding any tool or function that is troubling; maybe its information will explain your issue.



### 4 MOST COMMON FIXES

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- 1. Update to the newest version of *Explain Everything*.**  
Go to the App Store and select Updates to see whether there is a newer version of the app that might fix your problem.
- 2. Force close the *Explain Everything* application.** Press the Home button on your iPad, double-click the Home button, swipe the EE app's preview up to close it.
- 3. Close all open applications.** Same as above, but close all of the other applications that are in the iPad preview area.
- 4. Restart your iPad.** Press and hold the Sleep/Wake button for about 4 seconds, and then swipe to Power Off. Wait until the screen goes completely blank, and then press and hold the Lock button again to power the iPad back on.