



**VIEW Support Material**  
[www.futurevu.com](http://www.futurevu.com)

**VIEW**  
Using the VIEW application



**Version 1.1 July 2005**

# Using the VIEW application

The VIEW application opens with a short tune to prompt the user to click in the spiral icon to the left of the VIEW title. It also reminds the user to have the audio set appropriately ready for employee interviews.

The main screen then appears and will look something like this.



Rotary images and most still images will appear in the frame to the right with narratives to the left. You will need to click inside the image frame quite often to rotate images, change images, select hot spots etc.

The white (empty) box in the bottom right hand corner will offer maps where they are available, you will see these later.

The controls on the lower left are for audio and video control, including volume level.

The help button in the lower middle section will offer some prompts to help you use the application. The help comments will change depending upon where in a process you are. Click once for help and then click the button again to return to the previous screen.

Read any instructions that appear in the narrative and click the image frame accordingly.



From the opening screen a very similar screen will appear, but now the image shown on the right will be a special rotary image.

To rotate the image, use the mouse to point roughly towards the centre of the image as high or as low as you like. The mouse icon will change to a small circle which is prompting you to click the left hand button of the mouse, keeping it depressed and moving the mouse left or right. As you do this the image will rotate to the left or right depending upon the direction you move the mouse. The further left or right you move the mouse, the faster the speed of rotation. This may need a little practice and avoid rotating too fast, you will miss lots of visual information and start to feel seasick!

You will notice that as you rotate the narrative changes on the left. There is important information in the narratives which is another reason to rotate slowly reading the text and looking at the image.

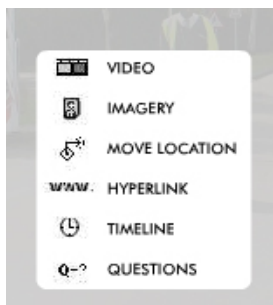
On the rotary images you will find 'hot spots'. As you move the mouse

(without clicking) across the image the icon will change to an arrow to show you that a hot spot is present. There are different hot spots;

An arrow will appear if a hot spot exists that if clicked will allow you to;

- move to another rotary image,
- look at some images or documents close up,
- interview employees.

The hot spot will be accompanied by a short text message at the top of the screen, offering a clue as to the opportunities the hot spot offers. You will also see a small icon that appears in the bottom centre of the screen. These icons offer another clue as to the nature of the hot spot and include the following.



## **Video**

If you find a piece of video indicated by the text message and the icon, click on it. You will see the video play and you can use the controls on the bottom left to start, stop and change the speed of the video. Use the 'back' button to move back to the previous place from where you selected the video.

## **Imagery**

This may be one image or multiple images presented as a series. If it is a series, you will see buttons appear to let you browse through the image set and read the narratives.

## **Move location**

When clicked you will move to another location in the workplace close by. In most cases this will be another rotary but could be a single image where a rotary would not be possible or useful.

## **Questions**

When clicked you will be presented by an employee associated with the area of the workplace you are in. Questions will appear on the left which when clicked will play their audio 'answers'. The controls on the lower left can be used to change volume where required. If you click on the question you can listen to the audio answer again and again and can play the audio answers in any order you like. Use the scroll bar where the number of questions answered exceeds the length of the screen.

## **The timelines**

As you rotate around you will see the narratives change on the left. Sometimes a button will appear under the text. This is the 'timeline' button.

When the timeline button appears, it indicates that some evidence was found at that point but not seen in the image. For example; an employee who appeared later or a document that was available the previous day. If you click on the timeline button the evidence list

will appear on the left in the narrative frame. Sometimes there will be just one item and other times there will be more. Click on any item in the list to view the evidence which could be images, audios, videos or documents.

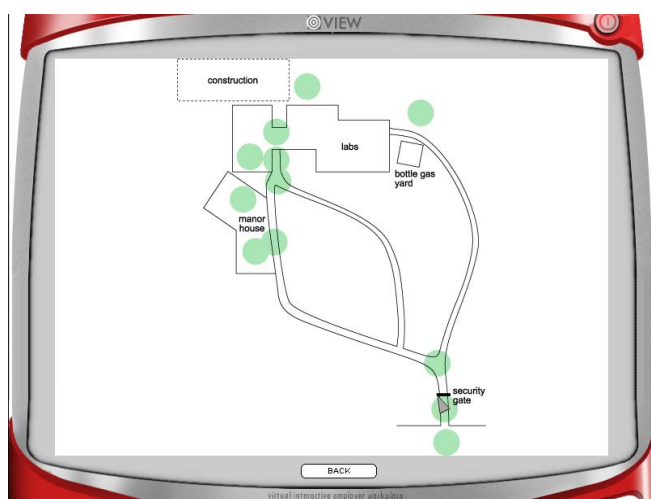
When a timeline is available the icon appears in the lower centre section similar to those indicating hot spots.

The back button can be used to take steps backwards from any point and the information button will remove the timeline list and return to the narrative text.

### The map

The small map window provides help in finding your way around. If you click on the map a much larger version will appear with an arrow marking your position and the direction you are facing. Use the back button to return to the normal screen.

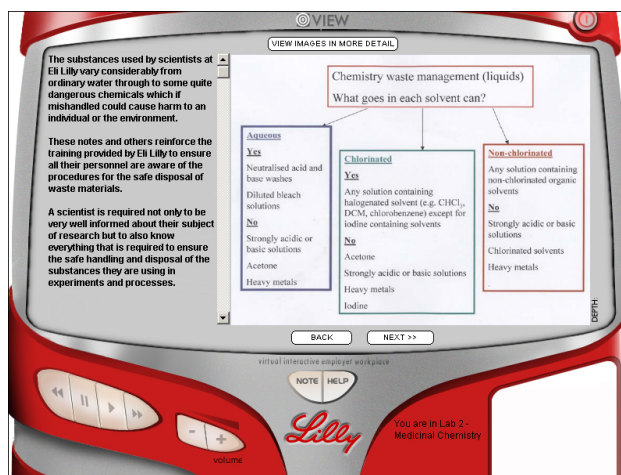
The map arrow will rotate as you turn around and will represent your approximate direction at any time. When you enter views of images and documents the map will disappear.



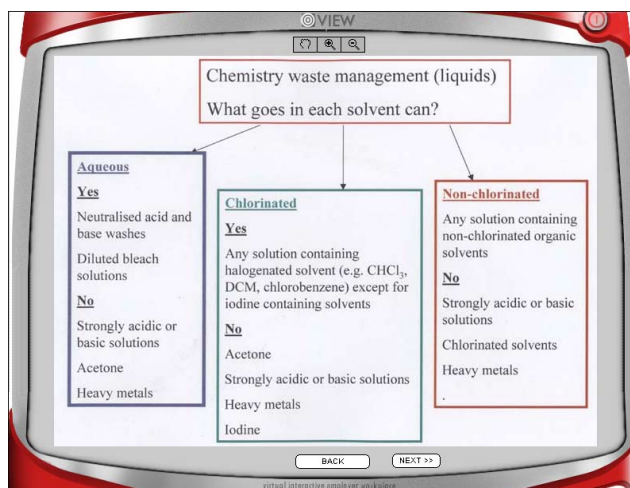
A short narrative appears alongside the map to provide clues to your location within the workplace.

### Viewing documents

You can view documents through rotary hot spots or the timelines. Some documents however need to be 'zoomed' to be able to look at their content in more detail. Where the zoom facility exists a 'view images in more detail' button will appear at the top of the screen above the document.



If you click on this button you can view the document much more closely and easily read the contents, as shown below.

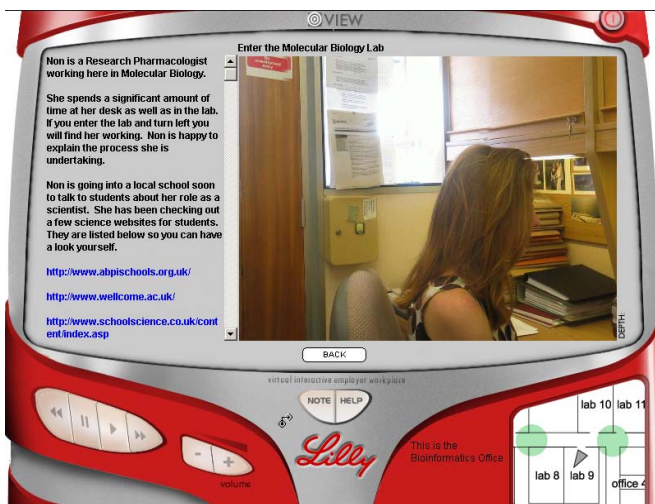


The three icons at the top allow you to 'push' the document around (hand icon), zoom in further (plus icon) or zoom out (minus icon). There are limits to zoom in and zoom out.

Use the back button to return to the previous screen.

## Linked web resources

Sometimes you will find a web reference at the bottom of the narrative. If your computer is connected to the internet and has a web browser the web location will automatically appear in your browser window after it has been clicked. Alternatively, you can copy and paste the web address into your browsers address window to access the web location.



**Further information will be made available from time to time on the VIEW website at [www.futurevu.com](http://www.futurevu.com)**

## If things go wrong

Press the "ESC" key (top left of keyboard) which will cause the application to quit.

## Please report errors

If you find any problems let us know. You can submit technical problems or queries to:

[techsupport@futurevu.com](mailto:techsupport@futurevu.com)

All other enquiries can be directed to:

[info@futurevu.com](mailto:info@futurevu.com)