



**VIEW Support Material**  
[www.countec.org/view](http://www.countec.org/view)

**VIEW**

**A short guide to using the VIEW application**

# Introduction

VIEW is an ICT based application that provides a young person with access to the workplace. It is designed as an accessibility tool and therefore needs the support of good planning and teacher involvement in the same way as any real visit to a workplace.

VIEW provides a means to;

- move around the workplace through a network of 360 degree panoramic images,
- examine evidence as images, series of images, documents, audio interviews and short videos.

Each VIEW is made up of a series of 'nodes' at strategic points around the workplace. Each node is a 360 degree panoramic image or rotary and they are joined so that the student can move from node to node. Most VIEWS will have more than 40 connected nodes through which the student can tour the workplace and view the surrounding scene at all of the nodes available.

As the student looks around, through a rotary image, they may find hot spots which, when clicked, will allow them to;

- Look more closely at an image,
- Look at a series of images that represent a process or further examples,
- Look closely at a document, diagram, poster etc,
- Interview an employee and listen to audio responses,
- Watch short pieces of video.

The rotary images and all other evidence are accompanied by a narrative offering further information, guidance and some research data.

A map helps the student work out their relative position in the workplace.

Some points in the tour have web references and if the student's PC is connected to the web, their browser will link to the website described.

The VIEW application should not be rushed. Like a real visit it requires the student to plan their exploration, looking around them carefully, noting details and building their own 'map' to help them locate materials easily, again and again.

Exploration is a key characteristic of VIEW. There are some clues to help students locate evidence but in many cases the young person must explore and find material themselves. This develops enquiry and problem solving skills which will help them when they visit a real workplace. Evidence is located where it is really found and not in 'topics' like chapters in a book. VIEW is a real look at a real working environment with all the strengths and weaknesses you would find if you visited that place for real!

# Installation

VIEW is a multimedia application and delivers to the student high quality images, full 360 degree rotary images, audio files and short video sequences. It is only realistic therefore to suggest that VIEW must be installed and operated on a PC with the resources attached that are normally associated with multimedia software.

Most PCs that are no more than 3 or 4 years old will run VIEW. Older and slower PCs may run the application, but the quality of the 360 degree rotaries may be a little 'jerky'. The VIEW application is delivered on a CD and installed on a PC. So once installed you can put the CD away somewhere safe.

Most VIEW applications use the majority of the available space on a CD to carry all the digital evidence as well as the support software etc. You should expect the VIEW application, once installed, to take up to and sometimes over over 500Mb (0.5 Gb) of your hard disc space. Check you have enough room before starting the installation and avoid leaving your PC very short on hard disc space, since this may reduce substantially the performance of your PC for any application.

The VIEW application, once operating, will need audio capability to reproduce the employee interview answers. The audios are very valuable resources and although VIEW will run 'silent' the student would lose access to some excellent material from real people in the workplace. We would advise that, where possible, the student is equipped with some headphones to help them hear the audio clearly, concentrate on the answers being presented and avoid disturbing others in the classroom.

VIEW operates within the Windows environment, so it is possible for students to have other applications operating, such as a word processor through which they may be taking notes. The necessary PC memory resources need to be available however and students should always be encouraged to save their work regularly to avoid loss and wasted time.

The VIEW application will fill the screen on a 800 x 600 setting and this will maximise the image space used. However, if you want student's to easily access other Windows applications you may wish to operate VIEW on a larger screen setting.

VIEW can be run on a single PC or across a network. These notes address the standard installation and not the network version. The network notes will be made available on the website **[www.countec.org/view](http://www.countec.org/view)** Users of VIEW are encouraged to ensure they have the correct version of the software to meet their needs. Those wishing to run multiple copies of VIEW need an appropriate licensed copy, the details of which are on the website. Making copies of the CD or installing the single user version on multiple PCs is software theft. The VIEW project ensures income from any software licence sales is reinvested back into more and better VIEWs which will, in the end, be to the benefit of all young people. Please help us to build this resource by purchasing the appropriate licence.

The VIEW applications for a single user is provided on one CD. This contains the VIEW application and an installer.

Please note the minimum specification for using VIEW is detailed on the CD inside cover. Our tests show that VIEW will operate on Windows 98 but only where the appropriate service pack is installed.

It has been successfully installed and operated on Windows SE, 2000 and XP. VIEW needs at least an Intel Pentium 2 processor or greater and a capability to present a display at 800 x 600, 16 bit colour or better.

CD and audio capability is also required.

Before entering the CD into the PC check that you have the appropriate 'rights' required for installation on the PC. The installation process, like most software, will attempt to write to the system registry and this will be blocked if the access rights of the user are not sufficiently high. If in doubt ask your ICT support technician or seek technical advice.

Whenever you install software always check that you do not have any other software running at the same time. Include in your check any virus checking, which sometimes runs in background but may cause the installation to fail. Quit any applications and Virus checkers, you can turn them back on after the installation of VIEW is complete.

Enter the CD into the drive and it will autorun. The install sequence will begin and will take some time to transfer all the data so don't worry if the computer appears not to be doing much. Click on the 'next' button when required.

Read the licence agreement carefully and click the 'I accept ...' button when prompted. If you do not accept the agreement you cannot proceed to install.

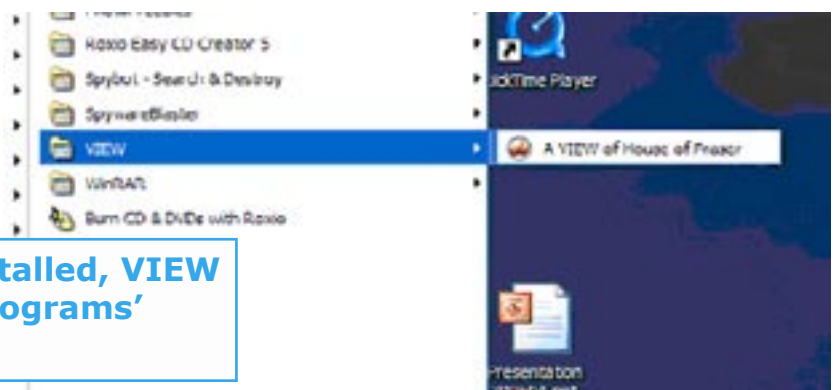
Enter carefully the User Name and Organisation details.

Accept the suggested folder for installation of change it to suit.

Check the summary before clicking 'install'.

This part of the process may take some time whilst all the files are copied. When this is completed click 'finish'.

If your computer does not have Quicktime 6.0 or later installed, then this part of the installation will occur next. Again, click on 'next' when appropriate. Read the licence for Quicktime carefully, confirm the location details and choose the recommended installation option. Complete details for Username and



**When successfully installed, VIEW will appear in your 'programs' menu.**

Organisation and proceed to the end. You may wish to display the 'readme' files or not. Close all windows when complete.

Shut down your PC and restart.

If the installation has been successful VIEW will appear on your 'programs' menu. Follow the VIEW option and the specific VIEW application will appear. Click on it and after a short time the VIEW application will begin to run.

# 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.

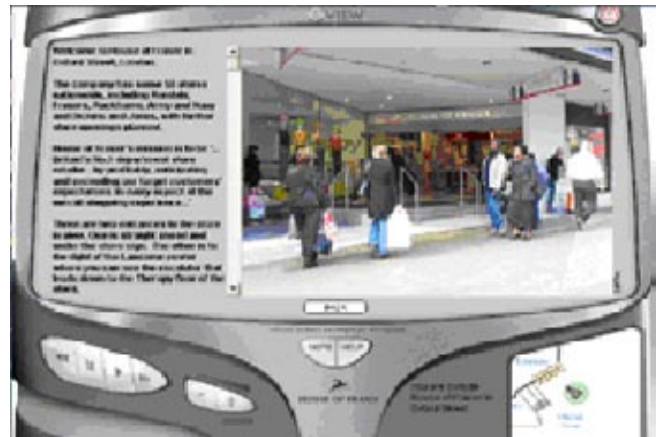
The controls on the lower left are for audio and video control, including volume level.

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.

The note button in the lower middle

section is for future expansion.

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.



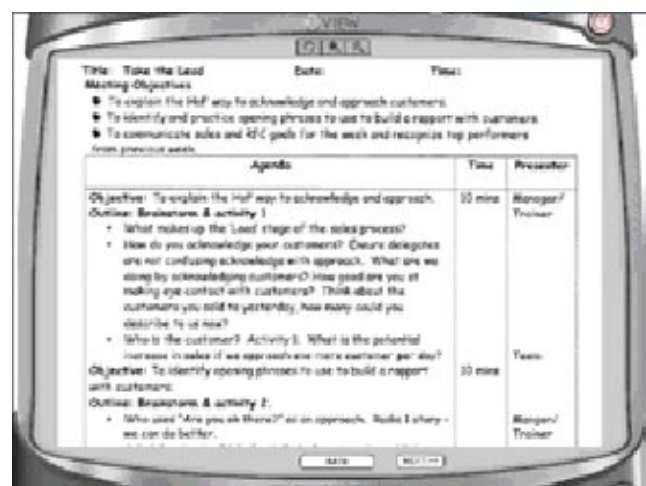
A short narrative appears alongside the map to provide clues to your location within the workplace.

### 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

