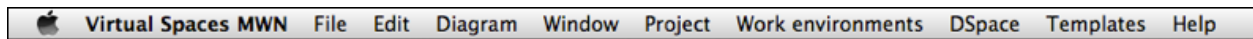


# How do I...

## Find the main menu?

1. OS X:
1. Bring Virtual Spaces to front if it isn't already.
2. Go to the top of your screen. There it is:



## Create a new virtual space?

1. Choose File >> New >> Virtual Space from the main menu or right click in VSpace Project Explorer and choose New >> Virtual Space.
2. Enter name of new project.
3. Click Finish.

## Open a project?

- Double-click on the project in the VSpace Project Explorer.

## Reopen the main diagram editor?

- Double-click on the project in the VSpace Project Explorer (this will close the project and open it again)

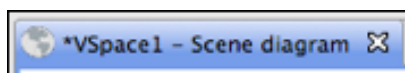
or

- Choose Project >> Open Main Editor from the main menu.

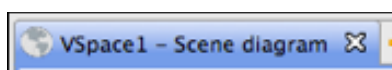
## Know that there are unsaved changes in an editor?

- Look for the tabs of your open editors. The ones that have a little star next to the editor title are unsaved.

Unsaved:



Saved:

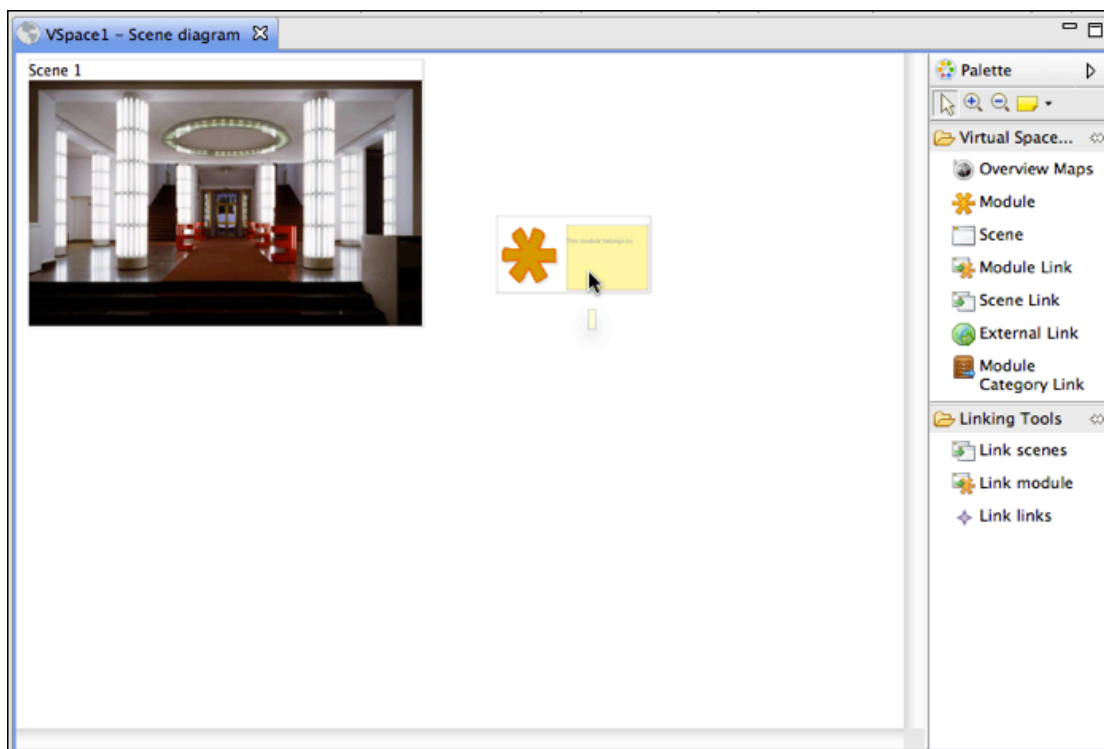


## Set the start scene?

1. Make sure the main editor is open.
2. Click on the diagram background.
3. Go to the Properties View.
4. Look for "Start Scene."
5. Click on it and use the pull-down menu that appears to its right to choose a start scene.
6. Hit enter.

## Open the module editor for a module?

- Double-click on the module picture in your diagram.

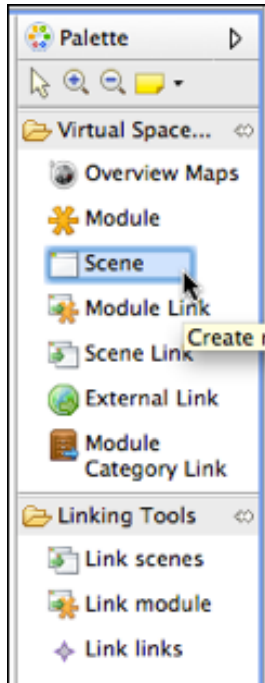


## Change the title of a module?

1. Open the module.
2. Click on "Module title" on top of the editor.
3. Go to the properties view below the editor.
4. Look for "title" and click on it. Click on the edit button at the end of the row.
5. Enter title.

## Add a new element to my diagram (e.g. module, scene, link,...)?

1. Make sure the main editor is open and active.
2. Go to the palette and click on the element you want to add under Virtual Spaces Creation Tools.



3. Move your mouse over the diagram and click where you want the new element to appear.
4. Scenes, modules and overview maps can be created on the diagram background. Links can only be created on a scene.
5. The cursor has a little plus sign attached to it if you can create the element where the mouse is positioned.



## Assign an image to a scene as background image?

1. Choose the image you want to use as background image in the image management.
2. Click on the title of the image in the image management, hold the mouse button pressed, move the mouse over the scene and release the mouse button (aka drag and drop the image from the image management over the scene).

## Resize a background image of a scene?

1. Make sure the main editor is open and active.

2. Go to the **Navigator View** and find the scene with the background image that you want to resize.
3. Click on the image that appears as child of the scene.
4. Go to the **Properties View**.
5. Click on the tab **Core**.
6. Enter **Width** and **Height**.
7. Note that links that are positioned on the background image are **not** relocated according to the new image size!

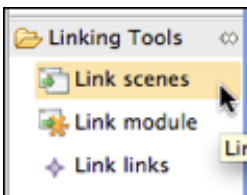
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### Connect a (scene or module) link with its target?

- Click on the link you want to connect. There are three ways to connect a link:
  1. Use the little arrows appearing next to the link when you hold the cursor over it. Click on the little arrow pointing away from the link and drag it to the element you want to connect.



2. Use the linking tool **Link module** from the palette under **Linking Tools**. Click on **Link module**. Click on the link you want to connect. Hold the mouse button pressed. Move your mouse over the element you want to connect and release the mouse button.



3. Select the link you want to connect. Then go to the **Properties View** and look for "Module" or "Scene". Click on it and select a module or scene from the pull-down menu that appears. The next time you open the main editor a line will connect the link and the linked element.

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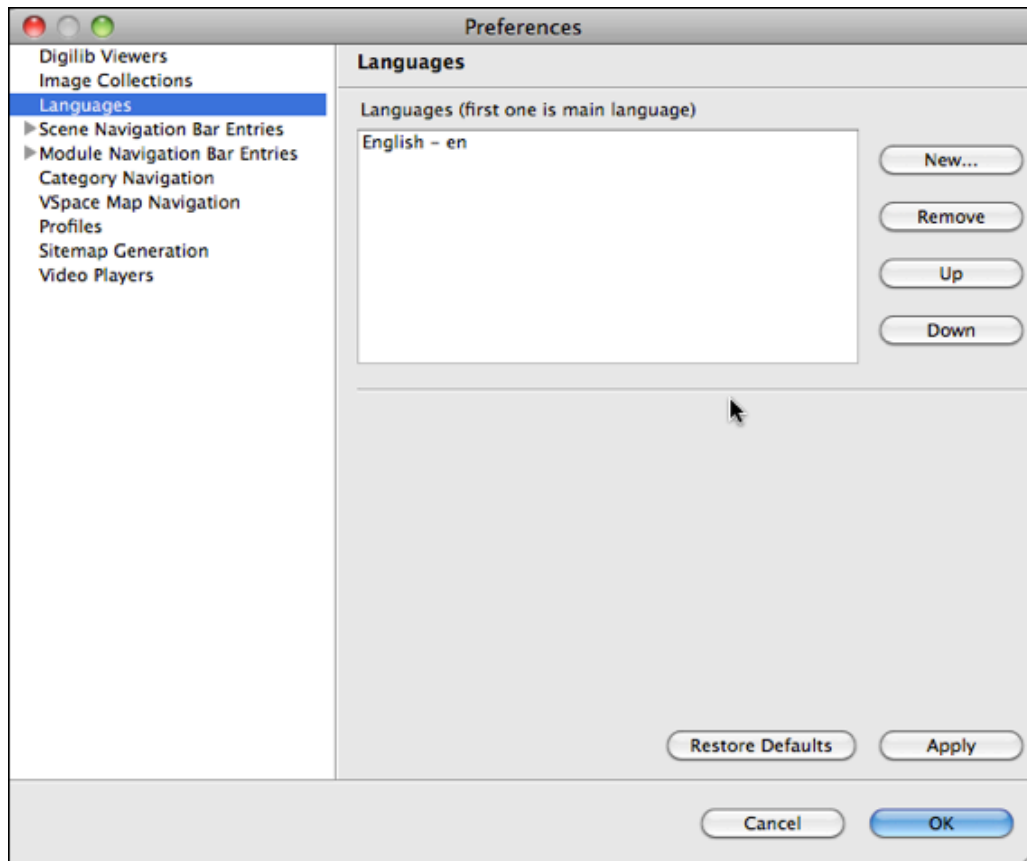
### Open the image management?

1. Go to **Project >> Open Image Management**.
2. The image management will probably be on the right side of your **Virtual Spaces** window.

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## Add/Delete/Change order of Languages?

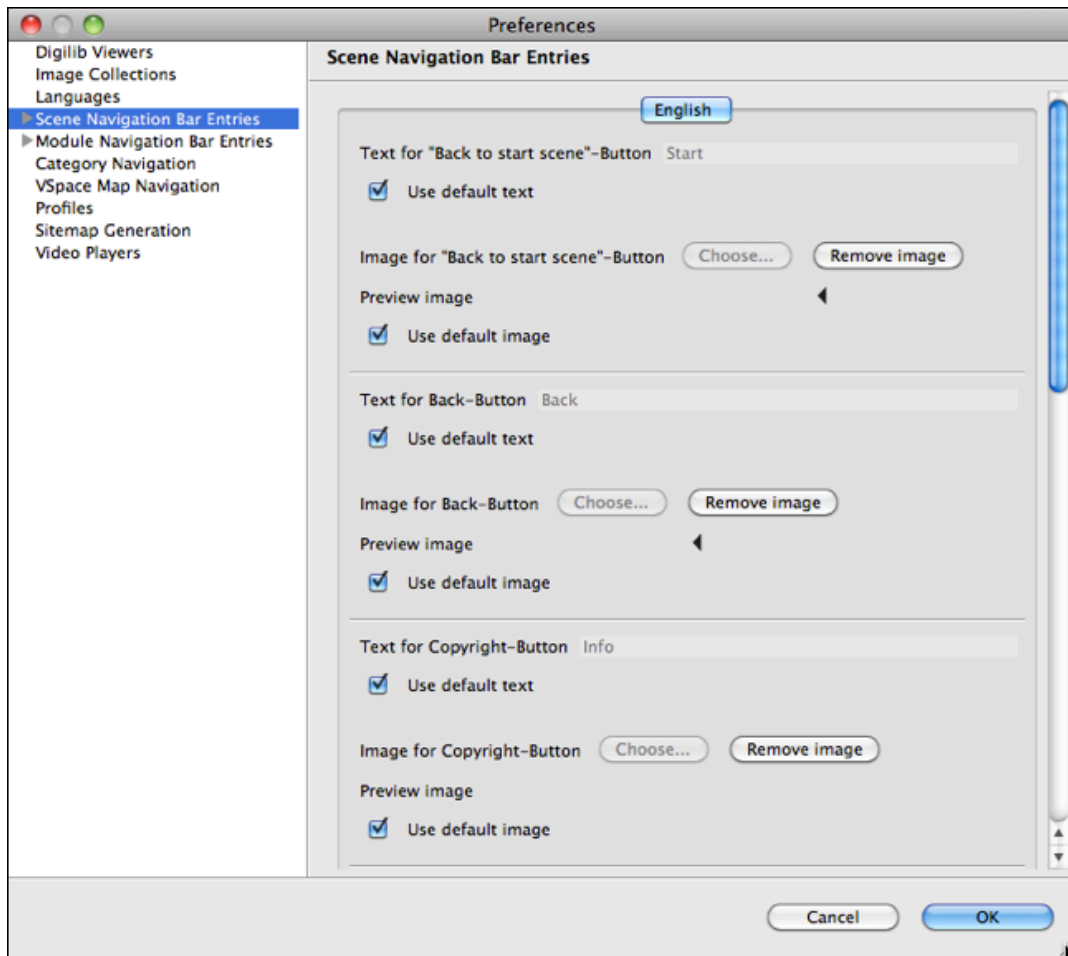
1. Select Project >> Common Properties...
2. Select Languages
3. Use New..., Remove, Up and Down buttons



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## Change icons of navigation bar in generated website?

1. Select Project >> Common Properties...
2. Select Scene Navigation Bar Entries (for scene navigation) or Module Navigation Bar Entries (for module navigation)
3. Uncheck Use default text/image and specify icon/text.



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### Select used profile?

1. Select Project >> Common Properties...
2. Select Profiles
3. Select the profile you want to use from the pull-down menu.

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### Add a new video player?

1. Select Project >> Common Properties...
2. Select Video Players
3. Click New... button to enter necessary information.

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### **Add text to the info page in the generated website?**

1. Make sure the main editor is open.
2. Click on the diagram background.
3. Go to the Properties View.
4. Look for "Copyright" and click on ("open") the little triangle in front of it.
5. Specify "Text" and "Title".