Open Explorer Builder: a guide

Getting started

Open Explorer Builder (OEB) is an application for building multimedia projects. It allows you to import images, audio files and FLV (Flash video) movie files, as well as to write text and link to websites and other resources.

One way of thinking about how you can use OEB is to pretend that you are **putting together an exhibition and a guided tour of it**. An 'Open Explorer' is the 'exhibition' that you will create and name.

You might be the only person creating the exhibition, or you might be one of several people.
Imagine that the exhibition is arranged into rooms ('locations') that focus on a certain theme or idea.

As in an art gallery or museum, people can view one or more rooms in their own time.

Or they can take a guided tour of selected items in each room, then go back and explore those and other items in some depth.

What you need to know about using OEB

Plan and prepare your files first

Plan before you begin. How will you best describe your Open Explorer to those who will experience it? What kinds of files (text, audio, Flash video) or web links would best suit what you are trying to achieve for your audience(s)? Where are your files located? You will need to navigate to them when you are in the Create screen, so it's a good idea to collect and organise all your resources in one location.

- Any videos you add to a location must be in Adobe Flash video (FLV) format. (There are many converter applications on the internet, as FLV is the same format that YouTube uses.)
- Images and photographs: most digital cameras today take high-resolution images. These are great in that they allow you to print out high-quality photographs and crop sections and still maintain a good quality image. The downside is that the file size is large. Open Explorer Builder is best thought of as a web application. We recommend that you make copies of the photos you wish to use, then reduce them to 760 x 570 size and a resolution of 72 dpi. (There are plenty of converter applications on the internet that also allow you to do a batch conversion.)

A base for your 'locations' and what they contain

- To begin building, you must first select a graphic. All your tour locations (focal points of interest that you want to add information to) will be placed on it. What graphic will be most relevant to your purpose?
- You will add your chosen information to each location. Information can take the form of at least one of these things: a description (or argument or translation), an image, video, web link or audio file.

Naming locations and their items
- You must give a title to each location. (**Hint**: if you see a *, you need a title.)
- Similarly, each item you place at a location must be titled if it is to appear. Look for the *.

Being fair
- Remember to add acknowledgements to anything you upload that was created by others. See the tabs 'About content' and 'Conditions of use' for more information. Be fair to yourself, too. For instance, if you upload graphics, sound files or videos that you created, acknowledging yourself is a good idea.

When to add what
- You can only add items to your locations when you are in the 'Create' screen. If you are in 'Tour' and want to add something, just go back to 'Create' and do it from there.
- You need to choose which of those items you want in your tour when you are in the 'Tour' screen.

Customising
- You can customise certain elements of your Open Explorer. Check out options in the Options menu.

Ways to publish
- You can publish your Open Explorer in two ways: to the desktop, or as a web version. (See 'Which publish option should I choose?' in **FAQs** for more details.)
- Once you've finished and published your Open Explorer, you can print it out as a catalogue of all or some of the elements.

Where to go for help
- Select the **Help** button for advice on how to use any screen.
- If you can't find what you need, try the **FAQs** button.

And remember these important things:
- Save as you go.
- Don't select **Publish** until you (or anyone else working on your Open Explorer) are sure you are finished or you want get a user's view of it. That is because a published **version** cannot be changed (that is, it is not editable).
- However, while you are in Open Explorer Builder, you can save your work at any time and come back to it. If you want to roll back to a previous version you can do that too, as long as you saved it earlier.
- If you want others to work on your Open Explorer, you can copy the entire folder structure and pass it on. But anyone using it needs to have the Open Explorer Builder application to start with.
- The Explore part of a finished Open Explorer is non-linear (the user chooses where to go and what to view).
- The Tour part is linear (the user is led through a sequence in a set order, and at a set rate that you set).

About content

Here are some questions and answers that will assist you when uploading content to Open Explorer Builder and adding acknowledgements to that content.

1. Why are acknowledgements important?

You are probably already familiar with acknowledgements. They identify the creator(s) and owner(s) of content. For example, at the beginning or end of a movie there are credits that identify the people who made the movie. Or when you look at a painting in an art gallery, there is a sign that tells you who painted it. These are both examples of acknowledgements.

It is good practice to always include acknowledgements with any images, videos and audio files that you upload to Open Explorer Builder. Doing this gives the creator(s) and owner(s) of the content the recognition that they deserve. It also means that people that you share your album with will be able to easily identify the source of the content which you have included.

2. How do I add acknowledgements to Open Explorer Builder?

When you upload images, videos and audio files (using Add Media) or when you add a website (using Add Weblink) into Open Explorer Builder, there is a specific place where you will be able to add an acknowledgement. This acknowledgement will display in your final presentation alongside the relevant content.

3. I created the content that I'm uploading to Open Explorer Builder. Should I still include an acknowledgement?

If you created the content that you are uploading to Open Explorer Builder, it's still a good idea to include an acknowledgement. It will mean that others can recognise and appreciate your work.

It's up to you how you choose to acknowledge your own work, but you could do it by adding a statement something like this: © <Your Name> 2011.

4. The content I want to upload to Open Explorer Builder is not my own. Is there anything I need to consider?

If you have found content from another source that you would like to upload to Open Explorer Builder, you will first need to check whether you are allowed to do this.

For example, if you found the content on a website you should refer to the website's copyright or terms and conditions pages to find out what you can and cannot do with the content.

If you are unsure whether you are allowed to use the content, you should always seek permission from the source before proceeding.

5. How do I acknowledge content from another source in Open Explorer Builder?

If you have established that you are permitted to upload content from another source to Open Explorer you will still need to include an acknowledgement.

Some sources clearly tell you what acknowledgement they require when people reuse their content. If this is the case, always use the form of words that they request.

For example, if you found an image on the NASA website that you are permitted to use, a requirement of your use of the image is that you acknowledge NASA as the source.

You could do this in one of the following ways: © NASA or © National Aeronautics and Space Administration.

Please note: Education Services Australia is neither responsible nor liable for content that you upload to Open Explorer Builder. Please see the Open Explorer Builder 'Conditions of use', below, for more information.

Conditions of use

By accessing Open Explorer Builder, the user (You) agree to the following conditions of use. If You do not agree to these conditions of use, You are not authorised to access and/or use Open Explorer Builder.

Open Explorer Builder provides a framework for You to create your own multimedia projects.
The material that You upload to Open Explorer Builder may be in the form of text, images, illustrations, photographs, video, web pages or sounds. Education Services Australia is neither responsible nor liable for material uploaded by You. Only You are responsible for Your material and the consequences of including it in Open Explorer Builder or otherwise using it.

Material that You upload to Open Explorer Builder may be owned by someone else. If you did not create or do not own material that You upload to Open Explorer Builder, it is important that You:
   a)   have obtained appropriate permission to upload such material; and
   b)   acknowledge such material by including the name of the owner(s) and/or creator(s).

If You are in doubt about the ownership of material, or whether You have appropriate permission to use it, You should not upload it to Open Explorer Builder.

You warrant (promise) that You will comply with all applicable laws and will not use Open Explorer Builder or any project created by You using Open Explorer Builder for a purpose prohibited by these conditions of use including for any unlawful purpose.

For example, You agree not to:

   a)   upload to Open Explorer Builder material which is unlawful, obscene, defamatory, indecent or offensive, for example material which offends or threatens someone;

b) upload, post, or otherwise make available any material to Open Explorer Builder that You are not permitted to make available or which contains viruses or other computer code, files or programs designed to interrupt, limit or destroy the functions of other computer software or hardware;

c) use Open Explorer Builder in any manner which could damage, disable, overburden or impair Open Explorer Builder or interfere with any other party's contribution to or use and enjoyment of Open Explorer Builder;

d) obtain or attempt to obtain any materials or information through any means not intentionally made available or provided for through Open Explorer Builder;

e) breach any copyright law, for example upload images owned by someone else for which you don't have permission to use;

f) breach any privacy law, for example upload images of individuals where they are able to identified without their permission or, in the case of students, without the permission of the relevant student's parent or guardian;

g) use Open Explorer Builder for any purpose other than non-commercial educational purposes; or

h) distribute the Open Explorer Builder application without first obtaining permission from Education Services Australia.

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