

# Toot!® Basics

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<a href="#">↑</a>	click to go to the beginning of the document

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## Welcome

Toot!® is versatile tool and, like a word processor, you can make many things with it. It was designed for *portfolios* and for *rich résumés* and CVs. A rich résumé has *lagniappe*, something extra — an artifact that *shows* what you can do, along with the chronicle of your job history. It is important to us that your work with Toot! be productive and fun. In addition to this booklet, check the online help; if we haven't addressed your question, please write to [support@aurbach.com](mailto:support@aurbach.com).

## First: Create a New Portfolio

Do This	Comments
1. <b>Run Toot!</b>	There will be a shortcut or alias icon on your desktop. Double-click it to run Toot!
2. <b>Choose New on the File menu.</b>	The Create a New Portfolio wizard appears. On the first panel, <i>be sure to fill in Last Name, then click the right arrow</i> . Create as many portfolios or résumés as you want.
3. <b>Choose a template.</b>	<i>Templates</i> provide a structure of <a href="#">sections</a> and <a href="#">pages</a> to help you get started quickly. <ul style="list-style-type: none"> <li>• <i>New from Local Template</i> offers some generic templates in the window.</li> <li>• <i>New from Web Template</i> offers templates for many professions and one for homeschoolers.</li> </ul>
4. <b>Choose a border color and click OK to build the portfolio.</b>	Template borders vary in color; your choice here affects only <i>new</i> pages you create in the portfolio. If you don't like the template border color, you can change its <a href="#">color</a> .
5. <b>Click Save on the Save dialog.</b>	Toot! saves the portfolio as a <code>.toot</code> file in your My Documents or Documents folder. It also opens the portfolio. You are ready to start using Toot!



## Two Important Things to Know

<b>Browse vs. Design Mode</b>	The lower left corner of every page has a <i>mode</i> menu. Most work — adding content, viewing the portfolio, etc., is done in <i>browse</i> mode. To change page <a href="#">layout</a> , add, remove, align, or resize items place labels (prompts) on fields, and set up table columns, use <i>design</i> mode.
<b>Templates</b>	If you download a template from <a href="http://www.aurbach.com">www.aurbach.com</a> , it lands on your desktop. <i>Place it in your My Documents or Documents folder</i> . When you create a New portfolio (File Menu/New), it will be one of the Local templates. <a href="#">[More]</a>

## Quick Three-Step Tutorial

Step	Comments
1. <b>Build It</b>	<ul style="list-style-type: none"> <li>Review the structure of sections and pages (use the header menus); modify them for your needs.</li> <li>Modify page <a href="#">layout</a> for your needs.</li> </ul>
2. <b>Fill It</b>	<ul style="list-style-type: none"> <li>Add content to the empty items the pages.</li> <li>Reflect on each artifact.</li> </ul> <p>If unsure about how to be reflective, look under <i>Reflection, Tips for</i> in the Toot! program help. The process of reflection enables learning in a learning/teaching portfolio; a reflection is also the place to guide a reviewer toward a proper appreciation of your work if this is a résumé that you will be sending out.</p>
3. <b>Show It</b>	<ul style="list-style-type: none"> <li>Review your portfolio or résumé regularly; cull out-dated work; add new artifacts.</li> <li>Package your portfolio or résumé for email, burning to CD/DVD to send out for review.</li> <li>Convert it to HTML for posting on the web.</li> </ul>



## Sections

*Sections* organize the portfolio or résumé like dividers in a binder.

For Sections	Within the Portfolio	On the Portfolio Maintenance Panel (See the Options Menu)
<b>Add a new one</b>	On the Section menu in the header, choose the last item, Add a New Section. Enter a section name and a name for its first page.	Select a Section on the tree. The new section will be added just below it. Click Add Section. Enter a section name and a name for its first page.
<b>Duplicate it</b>		Select a section on the tree and click Duplicate. Rename the duplicate section and all of its pages.
<b>Move / Reorder it</b>		Drag the section to its new place on the tree. It will carry all its pages with it.
<b>Remove it</b>		Select the section on the tree and click Delete.
<b>Rename it</b>	Click the small <a href="#">pencil icon</a> at the left of the Section menu in the page header.	Select the section on the tree and click Rename.

## Pages

A *page* is the basic unit of a Toot! portfolio. Every portfolio has at least one section with one page.

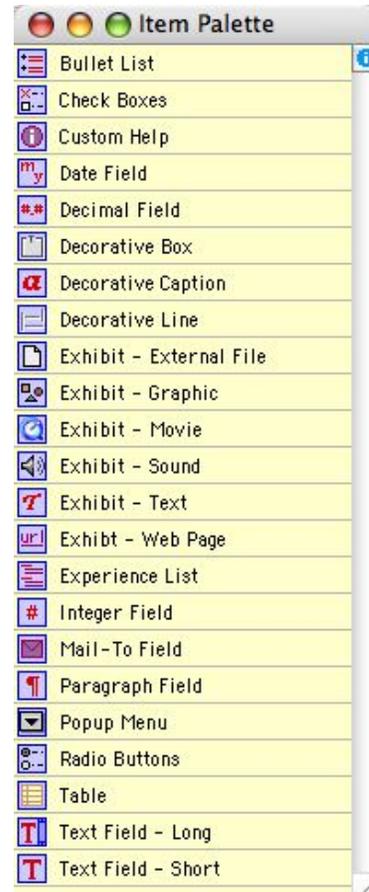
For a Page	Within the Portfolio	On the Portfolio Maintenance Panel (See the Options Menu)
<b>Add a new one</b>	On the Page menu in the header, choose the last item, Add a New Page and enter a name.	<ul style="list-style-type: none"> <li>• Select the page on the tree just above where you want the new page to be.</li> <li>• Click Add Page.</li> <li>• Enter a name and click OK.</li> </ul>
<b>Duplicate a page</b>		Select a page on the tree and click Duplicate. Rename the duplicate page.
<b>Move a page</b>		Select a page on the tree and drag it to its new place.
<b>Place items on a Page</b>	Switch to design <a href="#">mode</a> and drag items from the <a href="#">to the page</a> . <b>See <a href="#">Layout</a></b> .	
<b>Remove a page</b>	Click the trash can in the page header. This is <i>not</i> undoable.	Select the page on the tree and click Delete. This is undoable.
<b>Rename it</b>	Click the small <a href="#">pencil icon</a> at the lefty of the Page menu in the page header.	Select the page on the tree and click rename.



## Item Palette

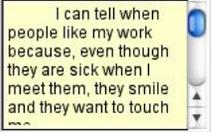
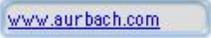
The *item palette* contains the Toot! fields or items.

- **Visibility** The palette is visible only in design mode (use the popup menu, lower left corner of every page).
- **To place an item on a page**, drag it from the palette to the page and let go. Each item holds a particular kind of data, or holds it in a particular format.
- **Exhibits:** *Six exhibit* items hold artifacts of different media:
  - Graphics
  - Movies
  - Sounds
  - Texts
  - Web pages and
  - External exhibits - *any* computer file
- **Inspector:** Each item has an [inspector](#) for setting its properties and characteristics.



## Exhibits

This Exhibit	Will	Comments
<p><b>External</b> ↑</p> 	<p>Open files or documents created in <i>any</i> program on your computer.  <b>Important:</b> If sending your portfolio or résumé out for review, be sure the recipients have the <i>same program</i> or the artifact will not open for them. Programs with readers like .pdf files or .wmv files are good choices because readers are free.</p>	<p>Use external file exhibits for work created in <i>any</i> software, spreadsheets, slides, desktop publishing, authoring stacks, word processing, programming languages, CAD-CAM, draw, paint, illustration, etc. The exhibit appears as a button with the document's program icon. A copy of the original file is stored in the portfolio bag; the original remains on your disk. Clicking the external exhibit button, launches the original program and displays your work. Especially good for PDFs, Windows Media Player and other non-QuickTime compatible media.  <b>Browse:</b> Add, view content; use the Actions menu. To clear it, use Edit menu. <b>Design:</b> Add/remove external exhibit buttons and for field alignment, prompt labels, etc.</p>
<p><b>Graphic</b> ↑</p> 	<p>Display images.</p>	<p>Double-click to see full size. Images originate in digital cameras, scanners or software; displays images supported by QuickTime: typically bmp, gif, jpg, Photoshop, pict, png, QuickTime, sgi, Targa, and tiff. <b>Browse:</b> To add or view content, use the Actions menu. To clear it, use Edit menu. <b>Design:</b> Add/remove exhibit frames, adjust frame size, align on the page.</p>
<p><b>Movie</b> ↑</p> 	<p>Play video clips (Must be QuickTime compatible; if not, use the External File Exhibit.)</p>	<p>Supports all movie formats that QuickTime can open. Create and/or edit your movies externally before making them an exhibit. For non-QuickTime compatible movies, use an external file exhibit. <b>Browse:</b> To add or view content, use the Actions menu. To clear it, use Edit menu. Graphics may be cropped (see online Help). <b>Design:</b> Add/remove exhibit frames, adjust frame size, align on page.</p>

This Exhibit	Will	Comments
<p><b>Sound</b> ↑</p> 	Record or import sounds and play them back	Can record sound directly from the computer's microphone; also imports sound files in a variety of QuickTime supported formats. Be sure the sound controls for input and output are set correctly on your computer. If a sound file not QuickTime compatible, use an external file exhibit. <b>Browse:</b> To add or view content, use the Actions menu. To clear it, use Edit menu. <b>Design:</b> Add/remove exhibit frames, align on the page.
<p><b>Text</b> ↑</p> 	Display styled text	Type directly into the text box; or, cut and paste text from the original document; or drag and drop a plain text (.txt) or rich text format (.rtf) file. See also Text Items (below). <b>Browse:</b> To add/view content, use the Actions menu. To clear it, select text and use the Backspace or Delete key. <b>Design:</b> Add/remove exhibit frames, adjust frame size, align on the page.
<p><b>Web Page</b> ↑</p> 	Launch your browser and display a web page	Requires a browser (Internet Explorer, Netscape, Safari, Opera, Firefox...) on your computer. <b>Browse:</b> To add a URL (web page ID) use the <a href="#">Actions</a> menu. To view it, click the URL. To clear it, use the Edit menu. <b>Design:</b> Add/remove exhibit, adjust frame size, align on page.

## Text Items

This Item	Will	Comments
<p><b>Bullet List</b> ↑</p>	Format text as an indented bullet list.	<b>Suggested Uses:</b> Any brief list... projects, references skills and strengths. <b>Browse:</b> Add/ remove bullet points on the <a href="#">Actions</a> menu. Empty bullets are pink. <b>Design:</b> Choose bullets, check-marks, asterisks, hands, arrows, or pointers. See also: <a href="#">checkboxes</a> , <a href="#">popup menu</a> , <a href="#">radio buttons</a> .

This Item	Will	Comments
<b>Experience List</b> ↑	Provide a résumé-like format for an employment history	Each entry of the experience list has two parts: a top of several brief lines in bold font (recommended for dates, company name, job title, and the like); and a bottom, a paragraph (any length) to describe the situation further. Use the Text or Format menus to style text. <b>Browse:</b> Enter work history information; get new entries on the Actions menu; empty entries (before you type in them) are two shades of pink, indicating the two parts. <b>Design:</b> If you want words such as <i>Experience</i> , as a title, enter them on the inspector prompt line. In design mode, an experience list looks like a grey rectangle.
<b>Paragraph</b> ↑	Provide a large, unscrolled place to enter styled text directly on the page	Holds approximately 10,000 words per page. <b>Browse:</b> Appears pink when empty. Type directly on the field. <b>Design:</b> Change the width (height depends on the amount of text.) <b>See also:</b> Bullet List, Experience List, Text Exhibit <b>Tip:</b> If you have a large amount of text and need scrolling, use a Text Exhibit, or an External File Exhibit.
<b>Text - Long</b> ↑	Provide a scrolled box for entering plain text	It will hold 5000-6000 words. <b>Browse:</b> Enter text, scroll to read it. This field does not open in a larger window. <b>Design:</b> Size the field, give it a title on the inspector prompt line. <b>See also:</b> Bullet list, exhibit - text, paragraph, text short.
<b>Text - Short</b> ↑	Provides a box for entering brief text	It will hold up to 256 characters. <b>Browse:</b> Enter text up. <b>Design:</b> Size the field, give it a title on the inspector prompt line; set multi-line or required. <b>See also:</b> Bullet list, exhibit-text, paragraph, text long

## Number Items

This Item	Will	Comments
<b>Date Field</b> ↑	Provide a place to enter or emphasize a date	Accepts only dates and will turn red if non-dates are entered. Can show time including seconds. <b>Browse:</b> Enter a date. <b>Design:</b> Use the prompt on the <a href="#">inspector</a> to tell what the date signifies.
<b>Decimal Field</b> ↑	Provide a place to enter a decimal	Accepts only numbers and will turn red if alpha characters are entered. <b>Browse:</b> Enter a number as a decimal. <b>Design:</b> Use the prompt on the <a href="#">inspector</a> to tell what the it signifies; set the number of decimal places on the inspector.
<b>Integer</b> ↑	Provide a place for a whole number.	Accepts only whole numbers. <b>Browse:</b> Enter the numbers in browse <a href="#">mode</a> . <b>Design:</b> Label it using the prompt on the inspector.

## Items for Options and Choices

This Item	Will	Comments
<b>Check Boxes</b> ↑	Provide a list of items with boxes for checking; check as many as needed.	<b>Suggested Uses:</b> Use it to emphasize things you have mastered or accomplished: languages, skills, strengths; or, for your own purposes, it might be a to-do list, with items checked as you finish them. <b>Browse:</b> Check all the boxes to show your mastery of everything on the list. <b>Design:</b> on the <a href="#">item inspector</a> , list the things to be checked. Use the prompt to identify the group of items; e.g., Fluent Languages as the prompt; and French, Arabic, etc. as the buttons. <b>See also:</b> <a href="#">bullet list</a>
<b>Popup Menu</b> ↑	Provide a list of choices in a menu format; select one; see only that one	<b>Browse:</b> Choose an item on the menu. <b>Design:</b> Enter the menu choices on the inspector. <b>See also:</b> <a href="#">bullet list</a>
<b>Radio Buttons</b> ↑	Provide a list of choices; select one; see all.	<b>Browse:</b> Choose an item by clicking its button. <b>Design:</b> Enter the button choices on the inspector. <b>See also:</b> <a href="#">bullet list</a>

## Special Items

This Item	Will	Comments
<b>Custom Help</b> 	Provide additional instructions, information, notes, reminders. . . <b>Note:</b> Custom help buttons are magenta and go on the page. Program help buttons are blue in page headers.	<b>Suggested Uses:</b> If sending your Toot! file out for review, you might put a Read Me caption on custom help so you can give instructions or comments, perhaps in another language. <b>Browse:</b> Click the button to see the text. <b>Design:</b> Enter the text on the <a href="#">inspector's</a> Edit Custom Help editor.
<b>Decorative Box, Line</b> ↑	Help with formatting	<b>Suggested Uses:</b> Group or separate things on the page. <b>Browse:</b> View only. <b>Design:</b> Drag the box to stretch it around other items to group them. Use the prompt on the box <a href="#">inspector</a> to label the group. To make a line <i>vertical</i> , drag one end taller than it is wide.
<b>Decorative Caption</b> ↑	Create a headline or a few words of text sitting on the page	<b>Suggested Uses:</b> For headlines, big bold words on the page, your name, or purpose of the page. All the <i>Firstname Lastname</i> headlines on templates are decorative captions. Change it to your name by changing the prompt line in Design <a href="#">mode</a> . <b>Browse:</b> Read only. <b>Design:</b> Set the font. Enter the text on the prompt line on the <a href="#">inspector</a> . <b>See also:</b> <a href="#">Paragraph</a> and <a href="#">Bullet List</a> for similar effect.
<b>Mail-To</b> ↑	Provide a place for an eMail ID and launch your mail program when clicked	Use it to provide your eMail ID for portfolio, CV and résumé reviewers <b>Browse:</b> Use the Actions menu to enter an email address; click the email ID to launch the mail program. To clear, select the mail-to field and choose clear on the Edit menu. <b>Design:</b> Stretch the field to hold long IDs.

This Item	Will	Comments
Table <span style="color: blue;">↑</span>	Provide a tabular format for information	Data can be text, integers, decimals, checkboxes, dates or links to other pages. Numeric columns can show a total, average, count, or minimum and maximum. <b>Browse:</b> Enter data, rearrange rows; resize columns by dragging vertical bar in header. <b>Design:</b> Define columns on the <a href="#">inspector</a> . Set column type, size etc. on the inspector.

## Item Inspector

The *item inspector* defines field properties including fonts, the items on pop up menus, check boxes and radio buttons, field labels (prompts), and visibility. The inspector is used in conjunction with the [item palette](#). After you drag a field from the palette to a page, set its properties on the inspector. The inspector for each field varies.

To see the item inspector:

1. Switch from browse to design mode (popup menu, lower left of the page).
2. Double-click any item on the page. If you don't see it, look on the Window menu.

**Visibility** affects what others may see through Tooter, the Toot! Reader, should you send your portfolio out for review. You can always see everything.

What kind of field is this? Exhibit - Graphic Item

To see Width, Height, Top and Left distances set Preferences to All Attributes

Helpful

The properties vary from item to item.

**Prompt position** sometimes changes the shape of the item. Experiment.

to left of item  
 above item  
 to right of item

First, define Fonts in Portfolio Maintenance. (See the Options Menu). Those font names show up here as Prompt and Data fonts.

Property

Visibility	<input checked="" type="checkbox"/>	Public Access
Width	<input checked="" type="checkbox"/>	183
Height	<input checked="" type="checkbox"/>	132
Top	<input checked="" type="checkbox"/>	68
Left	<input checked="" type="checkbox"/>	64
Prompt Font	<input checked="" type="checkbox"/>	Arial 12 bold centered
Prompt Text	<input checked="" type="checkbox"/>	Project B
Prompt Position	<input checked="" type="checkbox"/>	above item
Prompt Size	<input checked="" type="checkbox"/>	Auto Size

Public Access  
 Private Access

Arial 12 bold  
 Arial 12 bold centered  
 Arial 12 Bold Centered  
 Arial 12 bold Left Just  
 Arial 24 Bold Left  
 Arial 24 centered  
 Arial 24 left  
 Big-Bold (Eras Bold)  
 Right-Justified Prompt Font  
 Standard Data Font  
 Standard Prompt Font  
 Standard Title Font  
 Times Roman 12 Plain Left

↑

## Icons and Buttons

Click This	To Do This
	Open Toot! online help.
	Move to another page in the portfolio. See <a href="#">Links</a>
	Create a new page in this section.
	Print this page.
	Rename this section or page.
	Delete this page.
	Sound Note: double-click to listen.
	Text Note: double-click to read.



## Color

Toot is purposefully a quiet program because the excitement and flash should come from you and your artifacts. Color is used in three places: alerts, borders and fonts.

<b>Alert Color</b>	The default alert color is red; change it in Preferences. Empty Bullets and paragraphs display the alert color which disappears when you type on them. Checkboxes, popup menus and radio sets are red when they have no items to check, pop or set. Correct them by adding buttons on their <a href="#">inspectors</a> in design <a href="#">mode</a> .
<b>Border Color</b>	<ul style="list-style-type: none"> <li>Choose a border color when creating a new portfolio but note that it applies to new pages only (not existing pages in a <a href="#">template</a>.) Or, choose a color for new pages, via Options Menu, Portfolio Maintenance.</li> <li>Change the border of the current page in design <a href="#">mode</a>, Tailoring Menu.</li> </ul>
<b>Font Color</b>	<p><b>Rich-edit fields:</b> For bullet lists, experience lists, paragraphs and text exhibits, set font color in Browse on the Format or Edit menus.</p> <p><b>Other fields:</b> For everything else, including prompt titles on rich-edit fields, font color comes from the data and prompt fonts chosen on each field's item inspector and those choice come from your named fonts. See <a href="#">Fonts</a>.</p>

## Fonts

Toot! uses *fonts* for prompts and data that have been *named* on the fonts panel.

To Do This	Follow these Steps	Comments
1) Set up a Font	In Browse <a href="#">mode</a> : 1. Open Options menu, Portfolio Maintenance. 2. Click Edit Font List. 3. Click Add. 4. Give the font a descriptive name and set its characteristics. When Done, the name will appear on the <a href="#">Item Inspector</a> font menus.	Toot! ships with some basic Arial and Times fonts already set up (because of their universal availability).
2) Choose a Font on the Item Inspector	1. Switch to Design mode. 2. Double-click a field on the page to see its <a href="#">item inspector</a> . 3. Set the Font menus.	This applies to most fields and field prompts (or <i>labels</i> ). <b>Note:</b> The text in rich text fields – <a href="#">bullet lists</a> , <a href="#">experience lists</a> , <a href="#">paragraphs</a> and <a href="#">text exhibits</a> – get font characteristics from the Format or Text menu.



## Packaging: eMail vs DVD vs HTML

Toot! can help when you are ready to send your résumé, CV or portfolio out for review to apply for a job, submit for professional certification, fulfill homeschool requirements, or simply share with friends and colleagues. You can send the entire portfolio or export relevant pages.

To	Do This	Comments
Prepare ↑	1. Review the <i>Checklist for Packaging the Portfolio/Résumé</i> in the Toot! online help. 2. To send <b>selected pages</b> for review, <i>Export</i> them. [This is on the Options menu.]	<ul style="list-style-type: none"> <li>• The <b>Checklist</b> has basic reminders that everyone should double-check prior to sending out a résumé, CV or portfolio.</li> <li>• <b>Export:</b> You don't need to show everything in your Toot! portfolio. You can select particular sections or pages and export them to create a sub-set of pages for review. eMail, burn or convert the exported portfolio.</li> </ul>

To	Do This	Comments
eMail It ↑	<ol style="list-style-type: none"> <li>1. In Browse <b>mode</b>, choose Options Menu, Package for eMail.</li> <li>2. Follow the on-screen instructions.</li> </ol>	<ul style="list-style-type: none"> <li>• Toot! compresses the portfolio so it can be attached to an eMail.</li> <li>• eMail is quick.</li> <li>• Be sure to give the <b>Tooter</b> link in your cover letter so reviewers can open your attachment: <a href="http://www.aurbach.com/Toot/Tooter.html">http://www.aurbach.com/Toot/Tooter.html</a>.</li> <li>• <i>Keep it small</i> – one or two artifacts because most eMail systems limit the size of the files they will handle. Stay under 2MB. (Show them more of your work at the interview.)</li> </ul>
Burn to CD-ROM / DVD ↑	<ol style="list-style-type: none"> <li>1. In Browse <b>mode</b>, choose Options Menu, Package for CD-ROM.</li> <li>2. Follow the on-screen instructions.</li> </ol>	<ul style="list-style-type: none"> <li>• Toot! creates a burn folder with your portfolio and bag. It does not do the burning; you need additional hardware and software to burn a CD or DVD.</li> <li>• Get Tooter and add it to the burn folder (<a href="http://www.aurbach.com/Toot/Tooter.html">http://www.aurbach.com/Toot/Tooter.html</a>)</li> </ul>
Convert to HTML for Web Posting ↑	<ol style="list-style-type: none"> <li>1. In Browse <b>mode</b>, choose Options Menu, Package for the Web.</li> <li>2. Follow the on-screen instructions.</li> </ol>	<ul style="list-style-type: none"> <li>• Toot! will convert your portfolio to html so you can post it on a website. Each page of the portfolio-resume will be one web page. Tommy's portfolio is an example of this. (<a href="http://www.aurbach.com/Toot/pf-1.html">http://www.aurbach.com/Toot/pf-1.html</a>)</li> <li>• <b>Tooter</b> is not needed to view it.</li> </ul>

## Layout

To:	Do This:
<b>Add Fields to a Page</b> ↑	<ol style="list-style-type: none"> <li>1. Switch to design <b>mode</b> (popup menu, bottom left).</li> <li>2. From the <b>item palette</b>, drag a field to the page. <i>No palette? Choose it on the Window menu.</i></li> <li>3. Double-click the item to see its <b>item inspector</b> and fill in the inspector properties for the item which differ from item to item. <i>No inspector? Select the item and choose item inspector on the Window menu.</i></li> </ol>
<b>Add Content to Fields</b>	<ul style="list-style-type: none"> <li>• <i>Exhibits:</i> In browse <b>mode</b>, drag the appropriate media to an exhibit; or, select the exhibit and choose the top item on the Actions menu.</li> <li>• <i>Bullet lists, experience lists:</i> Use the Actions menu to add items to the list; type in the new items which are pink to indicate they are empty.</li> <li>• <i>Other fields:</i> Place the cursor and type In the online tutorial, this is Filling the portfolio.</li> </ul>
<b>Align Fields</b>	<ul style="list-style-type: none"> <li>• In design <b>mode</b>, Select two or more fields.</li> <li>• Choose Align-Distribute on the Tailoring menu.</li> </ul>
<b>Copy/Duplicate a Field</b> ↑	<ul style="list-style-type: none"> <li>• In design <b>mode</b>, select a field to copy.</li> <li>• On the Tailoring menu, choose Duplicate. It will create an exact copy of the first field, meaning it will have the same prompt and if there was any content in the field, it will have the same content.</li> <li>• Open the <b>item inspector</b> for the copy and change its prompt text to distinguish between the two.</li> <li>• Drag the duplicate to its place on the page; replace the content, if any was there.</li> </ul>
<b>Delete a Field</b>	<p>This removes a field and its content from the page:</p> <ul style="list-style-type: none"> <li>• In design <b>mode</b>,select the field.</li> <li>• Click Backspace or Delete.</li> </ul>
<b>Move a Field</b>	<ul style="list-style-type: none"> <li>• In design <b>mode</b>, select the field. (Blue "handles" appear, indicating it is the active item.)</li> <li>• Drag the field to its new position. Use the keyboard arrow keys to move it one pixel.</li> </ul>
<b>Resize a Field</b> ↑	<ul style="list-style-type: none"> <li>• In design <b>mode</b>, select the field.</li> <li>• Drag a blue handle to stretch/shrink the field. Or, Double-click to see the field's <b>item inspector</b> and change the number of pixels in the Height and Width properties. If they are missing on the inspector, open general preferences and choose Show All Attributes.</li> </ul>

## Tooter

Tooter™ is the Toot! viewer, free at [www.aurbach.com](http://www.aurbach.com). If you send your portfolio or résumé out for review, the recipient needs a way to open it. Using Tooter is analogous to using Acrobat Reader to open a PDF file; it lets people view but not change your portfolio or résumé.

**eMail:** If you email your Toot! portfolio or résumé, be sure to tell the recipient how to get Tooter at <http://www.aurbach.com/Toot/Tooter.html>.

**CD/DVD:** If you burn your portfolio or résumé to a CD or DVD, place a copy of Tooter in the burn folder.



## Tips for Résumés and CVs

- ◆ Keep résumés and CVs brief. Include only one, maybe two artifacts, never more than three. One is fine.
- ◆ Choose the artifact carefully; it should be something that shows mastery of your profession and/or your ability to communicate in writing or speaking. If you are just starting out in your career, include a single artifact that shows your ability to communicate.
- ◆ Always include a reflection with the artifact. The reflection is where you explain the importance of the artifact; put it in context, tell why you are including it, what it shows about your abilities; what you learned from doing it. The Toot! online help and our essay, About Portfolios contain suggestions about reflection.



## Selected Toot! Terms

**Actions Menu** The *actions menu* is relevant for certain items in browse [mode](#) and it activates only when one of them is selected. The exhibit items, bullet lists, experience lists, paragraphs and tables all use the actions menu.

**Bag** The exhibits for your Toot! portfolio are stored in a folder with the portfolio name and a .bag extension; we call it a bag (it's just a folder). When you add an exhibit, Toot! places a copy in the bag. The original remains on your drive. When you open an exhibit, it is linked to the one in the bag and that's one you see. Keep your bag. It needs to go with your portfolio - résumé when you package it for distribution.

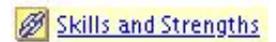
**Exhibit** Toot! stores artifacts as one of six media or *exhibits*: graphic, sound, movie, text, web, or external exhibit. An external exhibit is any document created with any software.

**Expired demo** The Toot! demo is good for 30 days. During that time, most features are available and you can build a portfolio or résumé with your artifacts; however, you will not be able to export pages or package it for dissemination. After 30 days, you can page through your portfolio, but all features will be turned off. To purchase, open the Options menu.

**Export** You might want several versions of your portfolio for different purposes, perhaps for applying for jobs in different fields. Or to keep your personal portfolio with everything in it and export certain pages, to make a subset portfolio for submitting to licensing agencies, fulfilling job requirements, etc. If you need more than one version of your portfolio, *export* it:

1. On the Options menu, choose Export.
2. Click on the tree-view to choose which sections and pages go into the export version. If you select pages without a section, the program will pick up the section name for them.
  - On Windows, click and re-click to check and uncheck.
  - On Mac, click to check an item, Command-click to uncheck.
3. Click Export.
4. Name the new file or the program will call it *MyExportPortfolio.toot*. You can change that name, but do keep the `.toot` suffix. The file will have this name (to distinguish it from the original), but when you open the portfolio it will retain your name in the header.
5. Choose where to place it and click Save.
6. Look for the exported portfolio in the My Documents or Documents (or other place that you saved to).

**Link** A link is a cross-reference between two pages within the portfolio, similar to a hyperlink on the internet. Links may be embedded in tables, experience lists and bullet lists or they can be standalone. A standalone link starts like a [posted note](#):



1. If Windows, Control-click on the page; if Macintosh, Option-click on the page.
2. Choose Card Link.
3. Select a page on the tree-view. Close the tree-view window and the link will identify the linked page.

**Package** Your Toot! portfolio - résumé can be packaged three ways for sending to someone else, eMail, CD-DVD, or HTML for web posting. Those who receive it — prospective employers, mentors, friends, professional or educational reviewers can use Tooter, the free Toot viewer, to open it. See also [Packaging](#).

**Portfolio vs Résumé/CV** The difference is chiefly in purpose. If you are looking for a job in most careers, it's probably a CV or a resume. For an artist, performer or educator, it's likely to be a portfolio. The difference between Toot! and a 'résumé builder' is the inclusion of artifacts as part of the package.

**Posted Note** Create a "sticky" note on a page as a reminder to yourself, as a comment to a viewer or to a link to another page within the portfolio. See [link](#).



1. Place your cursor on a page, though not on a field, nor in the header.
2. For Windows control-click, for Macintosh option-click.
3. Choose Text Note or Sound Note.
4. Type in the text panel, record into the microphone.,
5. Close that panel and a tiny icon, like one of these for text or sound will be on the page where you clicked at step 2.

**Preferences** The location of Preferences menu item varies by operating system:

Windows:	Edit menu
Macintosh OS 9:	Edit menu
Macintosh OS X:	Toot! menu

**Purchase** To purchase Toot! choose Purchase on the Options menu. Thank you.

**Select** To *select* an item, click it once to place focus on it, in effect telling Toot! to perform the next action on the selected item. For example, select an exhibit, then open the Actions menu to do something with it. (Clicking twice usually causes something else to happen.)

**Template** A *template* has two or three sections, each with several page layouts with instructions on each page. Over 65 templates may be downloaded from [http://www.aurbach.com/download\\_tplAlpha.html](http://www.aurbach.com/download_tplAlpha.html). Most templates are geared to professions; however, there are others, notably Homeschool, Reflection, and generic resumé/portfolio templates. You may create your own templates (Options menu, Make a Template) for use by your students or by practitioners of a professional association. If you prefer, Aurbach & Associates can create a template for you. Send a query to [sales@aurbach.com](mailto:sales@aurbach.com).

**Tree-View** Tree-view is a dynamic outline of the sections and pages in the portfolio. It appears in Portfolio Maintenance (on the Options menu), and when you create a [link](#). The view changes on the fly as you add, delete and rename sections and pages.

Click the + and – buttons to open and close sections and see their pages.

