



Card Layout - Add Items

What do you want on a card? A text exhibit? A descriptor block? A date? Place them on card templates through tailoring.

1. Open Master Tailor.

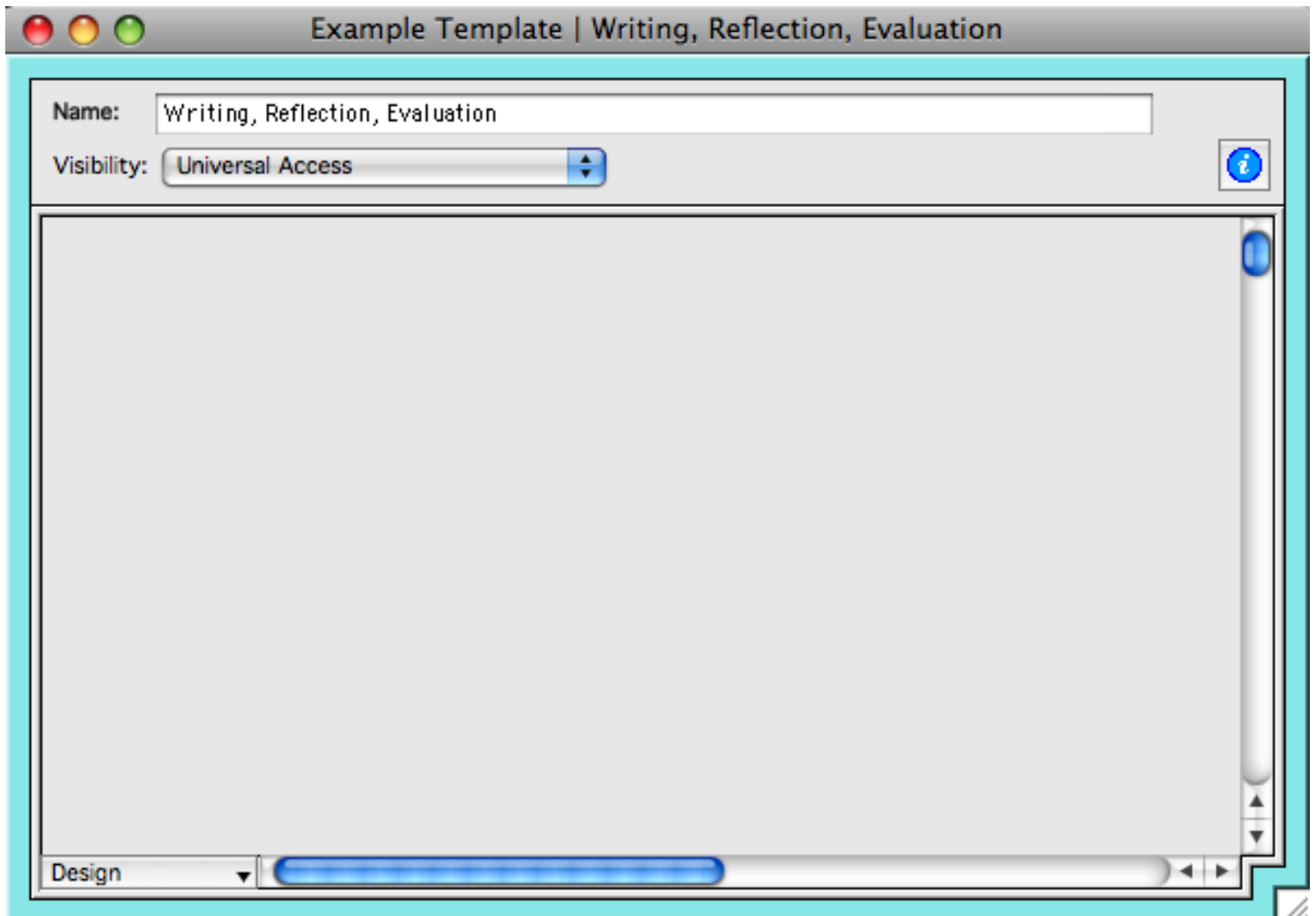


2. Open a card - either an Example (E) or a Topic (T). (But not a Contents Topic).

The screenshot shows the 'John Muir School.g3t' application window. The 'Tailoring Sets' panel is active, displaying a tree view of categories. The 'Writing, Reflection, Evalu...' item is selected, and a red instruction 'Double-click to open a card.' is overlaid on the list. The 'Card Prototypes' panel is empty. The interface includes a menu bar with 'Tailoring Sets', 'Fonts', 'Symbols', 'Reading Samples', and 'Reports'. At the bottom, there are buttons for 'New', 'Open', 'Remove', and 'Add'.



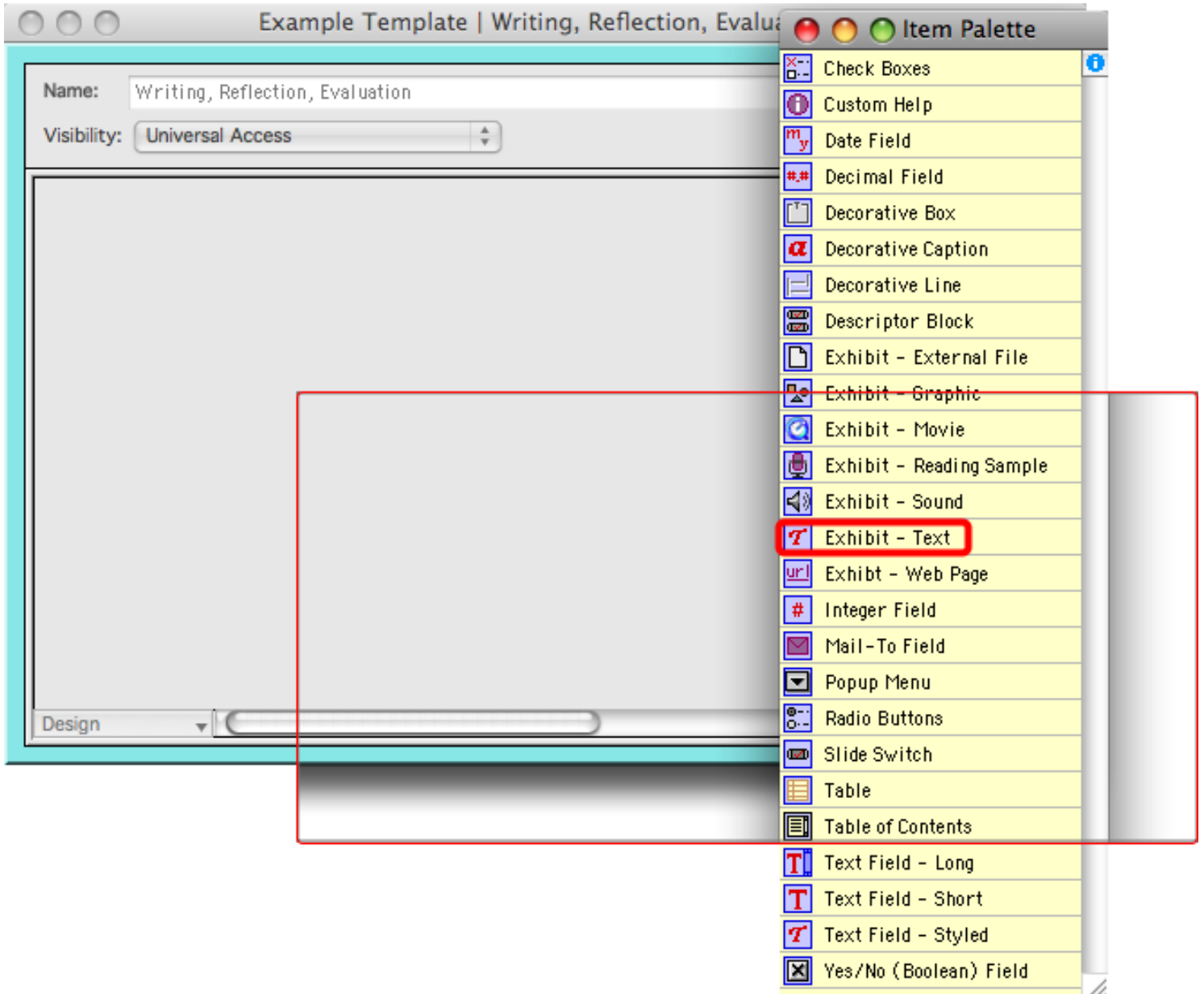
3. The card will be blank. On the Window Menu, choose Item Palette.



Hint: Often the Item Palette and Item Inspector will be hiding behind the card. Try moving the card to see them, or find them on the Window menu.



4. Drag an Exhibit - Text item to the card and let go. It will be outlined in red.





5. Double-click the item to see its Item Inspector.

The screenshot shows a software interface with a window titled "Example Template | Writing, Reflection, Evaluation". Inside the window, there is a "Name:" field containing "Writing, Reflection, Evaluation" and a "Visibility:" dropdown set to "Universal Access". A smaller "Item Inspector" window is overlaid on top, titled "Exhibit - Text Item". This inspector contains a table of properties:

Property	
Identifier	
Access Group	Universal Access
Data Font	Standard Data Font
Prompt Font	Standard Prompt Font
Prompt Text	
Prompt Position	to left of item
Prompt Size	<input checked="" type="checkbox"/> Auto Size: <input type="text"/>

Red annotations on the left side of the inspector window include:

- "Every Inspector is a little different. The item is named at the top." with an arrow pointing to the title bar.
- "The item stays red until the Inspector is filled in." with an arrow pointing to the red border of the inspector window.

Tip: Try moving the Inspector over to the side so you can see both the card template AND the Inspector. You can find the Inspector by selecting the item and choosing Item Inspector on the Window menu.



6. Fill in the Inspector properties.

Name: Writing, Reflection, Evaluation

Visibility: Universal Access

Fall Essay

The tiny blue handles tell you the item has focus. The Inspector will be blank when no item is selected.

Item Inspector

Exhibit - Text Item

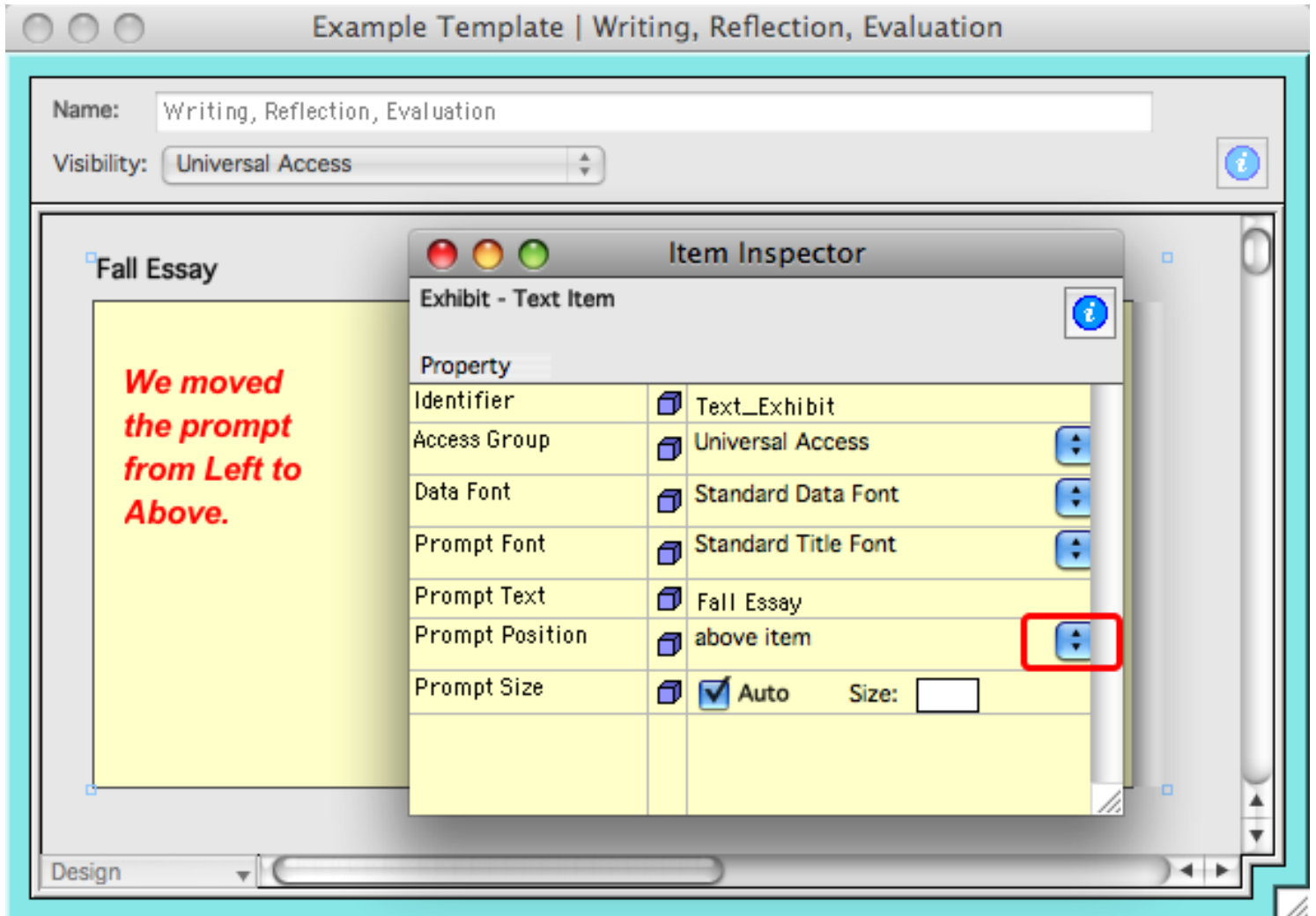
Property	Value
Identifier	Text_Exhibit 1 Required
Access Group	Universal Access
Data Font	Standard Data Font
Prompt Font	Standard Title Font
Prompt Text	Fall Essay 2
Prompt Position	to left of item
Prompt Size	<input checked="" type="checkbox"/> Auto Size: <input type="text"/>

Design

Note: The Identifier property is always required.



7. Change the prompt position on the Inspector; see what it does to the shape of the exhibit.



Try adding additional items to the template by dragging them to the card template from the Item Palette.

See additional Card Layout lessons.