

HOT POTATOES

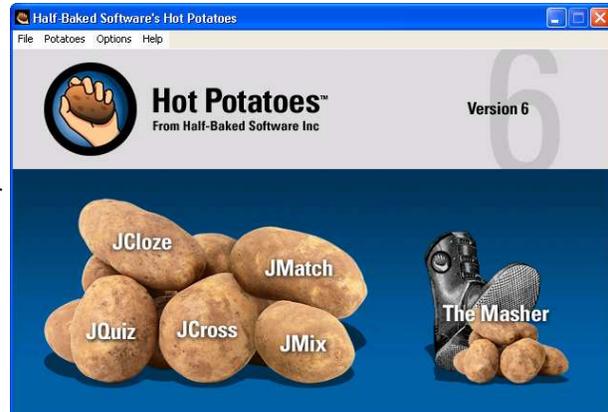
Version 6

INTRODUCTION

The **Hot Potatoes suite** includes six applications, enabling you to create interactive multiple-choice, short-answer, jumbled-sentence, crossword, matching/ordering and gap-fill exercises for the World Wide Web.

Hot Potatoes is not freeware, but it is **free of charge** for those working for **publicly-funded non-profit-making educational institutions**, who make their pages available on the web. Other users must pay for a license.

Be sure to **register** Hot Potatoes in order to be able to use all the features of the program. When you register, you will receive a **registration key** via email which you type in when you open the program.



After you create a Hot Potatoes exercise, you then **convert** (*export*) the exercise with the click of a button into a **web page** (html format). The exercise is then viewed and run by a web browser (Internet Explorer or Netscape). Exercises can then be posted on the internet or they may be stored on a CD or floppy disk.

Hot Potatoes exercises can be linked together so that you can go from one exercises to another. Or a “table of contents” page can be created which can be the starting point for a series of exercises

Hot Potatoes allows you to insert **graphics** (*including animated gifs*) sound (*mp3s and wavs*), and **video** into your exercise.

Hot Potatoes is **easy to use** - the learning curve is not steep. You do not need to know html (programming language for the internet) or other advanced operations. You basically plug in your items into the form. Add any pictures, sound or video you may want to use, and click on a button to convert (*export*) the exercise into web page format.

WORKING WITH GRAPHICS

We will be creating an exercise that uses **graphics**. The graphics should be prepared in advance for use in the exercise - namely, they need to be **resized** to a size that works well when being viewed on the web page - they should not be **too big** (*that is, have to many pixels*). **100 x 100** is a good size for most graphics. This is an **approximate size** — they may be **a little** smaller or larger and they **do not** need to be square.

The graphics can be resized right in Hot Potatoes—but it’s not the best way to do it. If the graphics are big - say, 1200 x 900 or 2048 x 1536), and you resize them in Hot Potatoes, the exercises will be bloated and will load much slower. **Why?** Hot Potatoes does not change (resave) the size of the picture in kilobytes - it only reduces the size of the picture when it is visible on the screen.

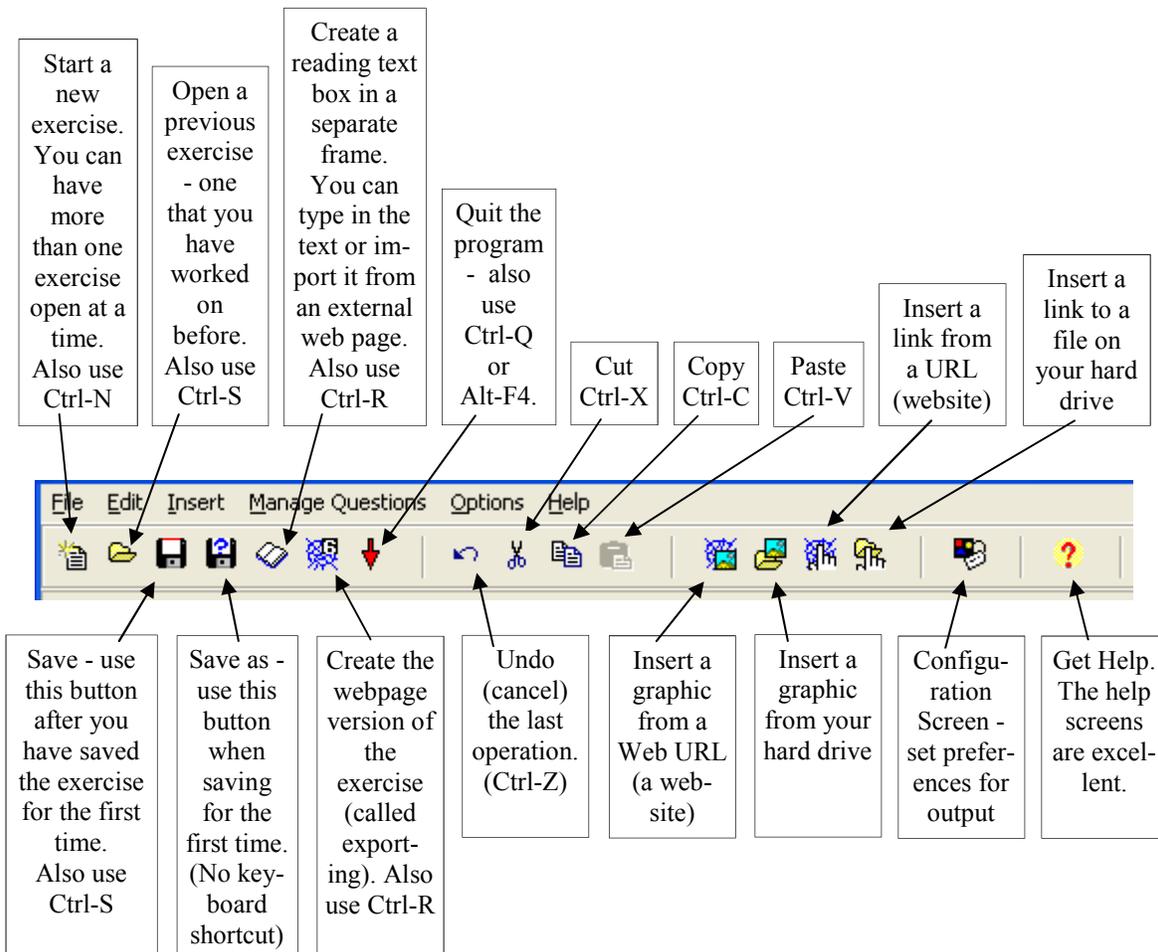
The better way to **resize** the picture (*resave using less pixels*) is with a third part program (*a different program than Hot Potatoes*). Here are some alternatives.

- **PIXResizer** - a freeware program that resizes most common picture formats. You can convert single graphics or convert an entire folder of pictures at the same time (batch conversion). This is a great program! Download it from <http://bluefive.pair.com/pixresizer.htm>.

- If you are using **Windows XP**, you can download the free Microsoft PowerToy, **Image Resizer**. This is a very easy and convenient way to resize a picture. Simply **right-click** on the picture and select **Resize Picture**. Select the **Advanced Button** to choose a custom size. Download it from <http://www.microsoft.com/windowsxp/pro/downloads/powertoys.asp>
This is an XP PowerToy - I don't know if it works in Windows 2000 (or lower) - haven't tried it - but it is definitely cool!
- **PhotoShop** is another way to resize pictures (as well as edit them). Adobe Photoshop - an excellent program - is not freeware (*it's expensive-ware*).

The Tool Bar

Here is a **chart** that shows what the buttons on the toolbar are used for (*with the keyboard shortcuts*).
Note: In Hot Potatoes, if you place the cursor over a button, a screen tip will appear.



The buttons in the toolbar above are the **default buttons**. You can **customize** the toolbar—that is, add more buttons or delete buttons from the toolbar - click on **Options** and then click on **Toolbar Options**.

HOT POTATOES - SAMPLE EXERCISES

JQuiz Sample Exercise

Click on the right answer

1 / 7

What's the maximum number of answers you can include in a multiple-choice quiz question?

A. four

B. five

C. unlimited

JCross Sample Exercise

Crossword Puzzle

JCloze Sample Exercise

Gap Fill - Type the correct answer

1. This exercise is created with .
2. Like all the other Hot Potatoes, JCloze allows you to control the on the Web page

JMix Sample Exercise

Drag and drop - drag the words in the correct order to make a sentence

for Windows . is and Macintosh available Hot Potatoes

JMatch Sample Exercise

Drag and Drop matching (right)

Matching - Click and match the correct answer (below)

First:

Second:

Third:

lettuce

beef

carrots

}

JQUIZ

Setting up your exercise

- **Create a folder** which will hold the actual JQuiz exercise. **Right-click** on the Desktop and point to **New**—then click on **Folder**. Give it a name with **small case letters** and **no spaces**. For this folder, use the name: **tools**
- **Create another folder inside that folder you just created** - this folder which will hold the pictures for the exercise. Use a name with small case letters and no spaces. For this folder, use the name: **images**

Put all the pictures you are going to use in the **images** folder. Remember to resize them. When you give your pictures a name, use small letters only and do not use spaces.

Open Hot Potatoes. Click on the **Start Menu**, point to **Programs (All Programs for XP)**, and point to the **Hot Potatoes 6** folder. Click on **JQuiz**. (Note - you can also click on the Hot Potatoes 6 application and then select the exercise you want to use).

NOTE: If you are not going to use pictures, just create one folder to hold the exercise.

The JQuiz Form

Here is the form that you will use to fill the information in your exercise.

The **TITLE** of the exercise goes here. (We are creating an exercise called **TOOLS**).

A picture goes here. Notice the size of the picture (45 x 118).

The question number we are working on is here.

The possible answer choices go in the column.

The feedback given when the user clicks on an answer goes in this column

Click on one box to indicate the correct answers.

There are **four options** you can choose from for determining the format of question that is asked. These are:

Multiple-choice
Multiple-choice
Short-answer
Hybrid
Multi-select

JQuiz: C:\Documents and Settings\Charles Carrera\Desktop\Hot Potatoes Workshop\Tools.jqz

File Edit Insert Manage Questions Options Help

Title: TOOLS

Q1 Multiple-choice

Answers	Feedback	Settings
A wrench	Wrong - please try again	<input type="checkbox"/> Correct
B screw driver	Wrong - please try again	<input type="checkbox"/> Correct
C hammer	CORRECT!	<input checked="" type="checkbox"/> Correct
D pliers	Wrong - please try again	<input type="checkbox"/> Correct

Config: english6.cfg

We are going to use the default choice - **Multiple choice**, Later, you can experiment with the other choices later.

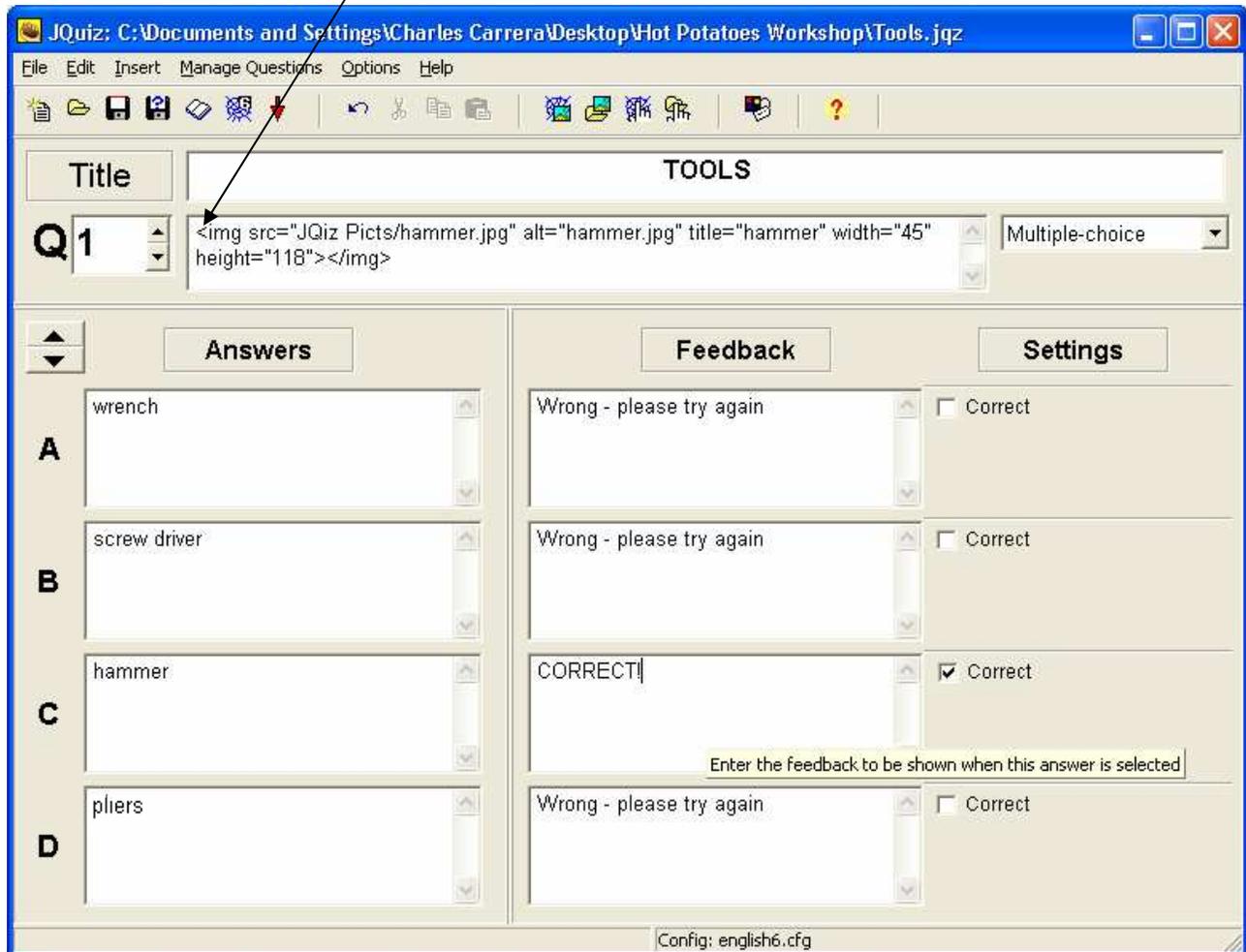
Fill in the form for question 1.

Type the items in each of the boxes below.

- In the **Title** box, Type **TOOLS**
- In the **Answers** columns, Type: **saw, screw driver, hammer, and pliers** (one in each box).
- In the **Feedback** column, type **Wrong - please try again** for A, B, and D. Type **CORRECT** for C.
- In the **Settings** column, click on the **correct** box for answer C.

TIPS: Use **TAB** to move between boxes. Use **Page Down** to go to the next question. Use space bar to check mark the “**correct**” box.

Skip inserting the graphic information in this box until you have typed all the information in the appropriate boxes.



ADD THE GRAPHIC

Click on the Insert a Picture icon in the Toolbar. →



You need to locate the **images** folder with the tools graphics in it.

- Click on **Desktop**. Click on **Open**
- Click on the **Look In** arrow.
- Click on the **tools** folder.
- Click **Open**.
- Click on the **images** folder. Click **Open**.
- Click on **hammer**. Click on **Open**.



That's it - the hammer graphic is inserted into the form.

FILL IN THE FORM FOR QUESTIONS 2 THROUGH 4

Click on the up arrow in the **Q** box to go to the **second question** form.

NOTE: When you want to go to the next page, you can also press the **Page Down** key on the keyboard.

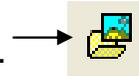


Question 2

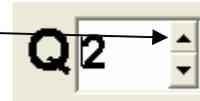
Type the items in each of the boxes below.

- In the **Answers** columns, Type: **saw, screw driver, hammer, and pliers**
- In the **Feedback** column, type **Wrong - please try again** for A, C, and D. Type **CORRECT** for B.
- In the **Settings** column, click on the **correct** box for answer B.

Add the graphic for question 2. Click on the **Insert a Picture** icon in the **Toolbar**.
Click on **screw driver** and then click **Open**.



Click on the up arrow in the **Q** box to go to the **third question** form



Question 3

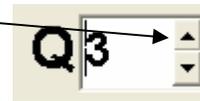
Type the items in each of the boxes below.

- In the **Answers** columns, Type: **saw, screw driver, hammer, and pliers**
- In the **Feedback** column, type **Wrong - please try again** for A, B, and C. Type **CORRECT** for D.
- In the **Settings** column, click on the **correct** box for answer D.

Add the graphic for question 3. Click on the **Insert a Picture** icon in the **Toolbar**.
Click on **pliers** and then click **Open**.



Click on the up arrow in the **Q** box to go to the **fourth question** form



Question 4

Type the items in each of the boxes below.

- In the **Answers** columns, Type: **saw, screw driver, hammer, and pliers**
- In the **Feedback** column, type **Wrong - please try again** for B, C, and D. Type **CORRECT** for A.
- In the **Settings** column, click on the **correct** box for answer A.

Add the graphic for question 4. Click on the **Insert a Picture** icon in the **Toolbar**.
Click on **saw** and then click **Open**.



SAVE THE EXERCISE

It is advisable to always save your work **immediately** when you begin and then periodically save it as you continue to work on it.

To save it for the first time,

- Click on the **Save With a New Name** icon. 
- You need to save it in the **tools** folder (which contains the **images** folder).
- Give it a name—call it **tools**—and click on **Save**.

A typical Hot Potatoes exercise may contain 10 or more questions. This practice exercise only contains 4 questions.

EXPORTING THE EXERCISE

Let's **test** this sample exercises. We need to **export** (or sometimes called compile) the JQuiz exercise and make it into a **webpage** which will be viewable by Internet Explorer or Netscape.

- Click on the **Export button** in the toolbar. →  A **Save As** dialog box will appear.
- Find the **tools** folder
- Type a **name** for the exercise. This name may be **different** than JQuiz file name you already used. This is the operation that will convert the JQuiz exercise into a **webpage document**. You must be aware of **naming conventions** for webpages - especially if you are going to post these on a web server.

When ever you save any file for the web such as a webpage, a graphic, any file, follow these guidelines:

- ⇒ Use only **small case letters**
- ⇒ Do not use any **spaces** in your file name.
- ⇒ If you want to use 2 or more words in your file name, separate them with an **underscore**.
Example: **parts_of_speech**
- ⇒ Do not use any **punctuation marks** in the name like apostrophes, commas, etc.
- ⇒ You can use the **hyphen**. Example: **parts-of-speech**
- ⇒ Try to make names **short** - no more than 10 to 15 letters.
- ⇒ You do not need to add a **3-letter extension** - Hot Potatoes will put on in for you (.htm)

Type in your file name and click on **Save**. Use the name: **tools.htm** - You don't have to type **.htm**. If you don't, Hot Potatoes will put it in for you. (*If you do, they won't duplicate it*).

(Note: Every time you export the exercise, you need to do this **Save as** routine. But you **don't** need to give it a new name—just use the same name. You will get a message asking you if you want to **replace it** - just click on **Yes**.)

In the next dialog box, click on the **View this exercise in my browser**. You will see how the exercise looks in a webpage.

That's it! You made your first Hot Potatoes exercise. How does it work?

Your exercise can be posted on the internet. Or, you can use the exercise off-line - from your hard drive or a floppy disk (as long as it fits on the floppy).

CONFIGURE THE PREFERENCES FOR OUTPUT.

This is the last step. We need to make some final settings as to how the exercise will look and work when the user begins to use it. Click on “**Go to configuration screen...**” icon. 

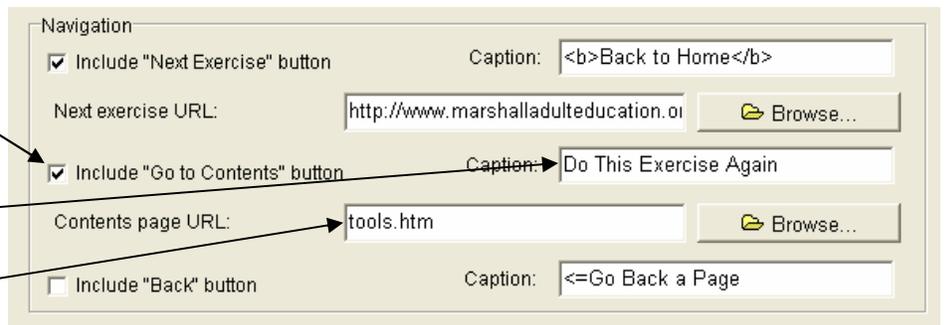
There are **8 tabs** at the top of the box.



Most of these tabs are pretty self-explanatory. Later you can change some of the settings and see how they effect the output (the way the exercise is viewed in the browser).

The one that does need some explanation is the **Navigation Section** in the **Buttons** tab. You may want to give the students a chance to repeat the exercise. Do the following.

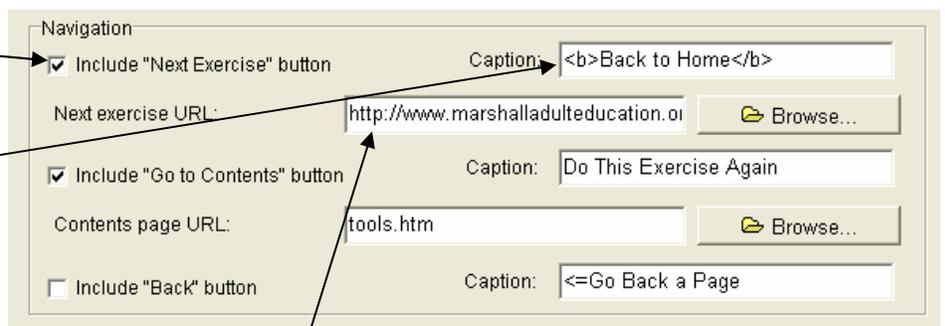
- Click on the **Buttons** tab.
- Click on the box next to “**Go to Contents**” button.
- In the Caption box, type: **Do This Exercise Again**
- Type in the box: **tools.htm**



This step will put a “link” on the page which allows the user to click on it and **repeat the exercise**.

Don't Export the file yet - we will do one more step. You want to direct the user “**Back to Home**” when they are finished with the exercise.

- Click on the box next to **Include “Next Exercise” button**.
- In the Caption box, Type: **Back to Home**
- **Type** this URL in this box (*don't click on Browse*)



<http://www.marshalladulthoodeducation.org/activities.htm>

This step will put a “link” on the page which send the user **Back to Home**. (*Home is Marshall ABE website*)

OK - **export** the JQuiz exercise and try out these 2 new features using the steps on the previous page. **Don't need to give it new name** - use the same name (**tools.htm**).

Try your exercise again.

FINAL THINGS

Here are some tips to use when you are putting together your exercises.

Graphics

An indispensable piece of software needed when working with graphics is a good screen capture program. The best freeware screen capture program one I have found is called Grabber2K. You can download Grabber2K from these sites:

<http://sharewareoutlet.com/free.htm>

<http://torry.net/authorsmore.php?id=2819&SID=5a6ee3f366fdf7faa4e8559e6d8d5440>

A great program to use to resize pictures is **PIXResizer** - a freeware program that resizes most common picture formats. You can convert single graphics or convert an entire folder of pictures at the same time (batch conversion). Download it from

<http://bluefive.pair.com/pixresizer.htm>

There are many good graphics sites on-line - including the Microsoft clipart site.

<http://office.microsoft.com/clipart/default.aspx>

A couple of great software packages - reasonably priced:

- **Hemora Photo ClipArt** (100,000 top quality photos with white backgrounds). Read about it here: **<http://www.hemera.com/>**
- Art Explosion - 200,000 to 800,000 CD sets. The cool thing is they come with a book showing the graphics. Go here: **<http://www.novadevelopment.com/Products/Clipart.aspx>**

Sound

To record sound through a microphone, a good freeware program is Audacity. This is also a great program for sound editing. Get it here **<http://audacity.sourceforge.net/>**

It is a good idea to use mp3 files in your exercise since they use a fraction of the memory (hard drive space) that wav files use. You can convert (export) files using Audacity.

Another great program to convert files from wav to mp3 is MP3Converter. This is shareware - but the freeware version allows you to convert only 5 minute segments (which is plenty big). With this program, you can do batch conversions which means you can convert many sound files at the same time.

Get it here: **<http://www.share2.com/mp3converter/>**

A very quick way to edit (trim) mp3 files is with a freeware program called mp3Trim. You can trim the beginning and end of a file and also fade in and out.

You can get mp3Trim here: **<http://www.logiccell.com/~mp3trim/>**