

ARNEGA MANUAL

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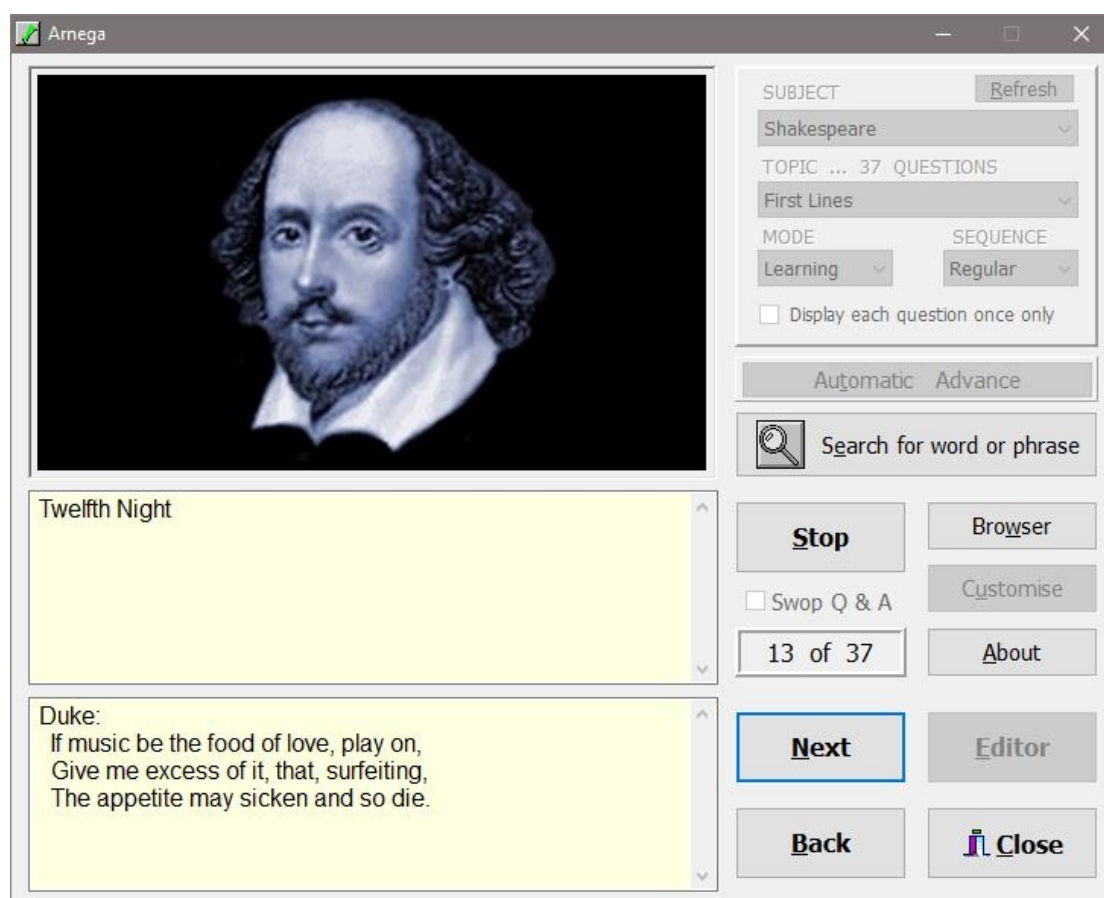
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INTRODUCTION

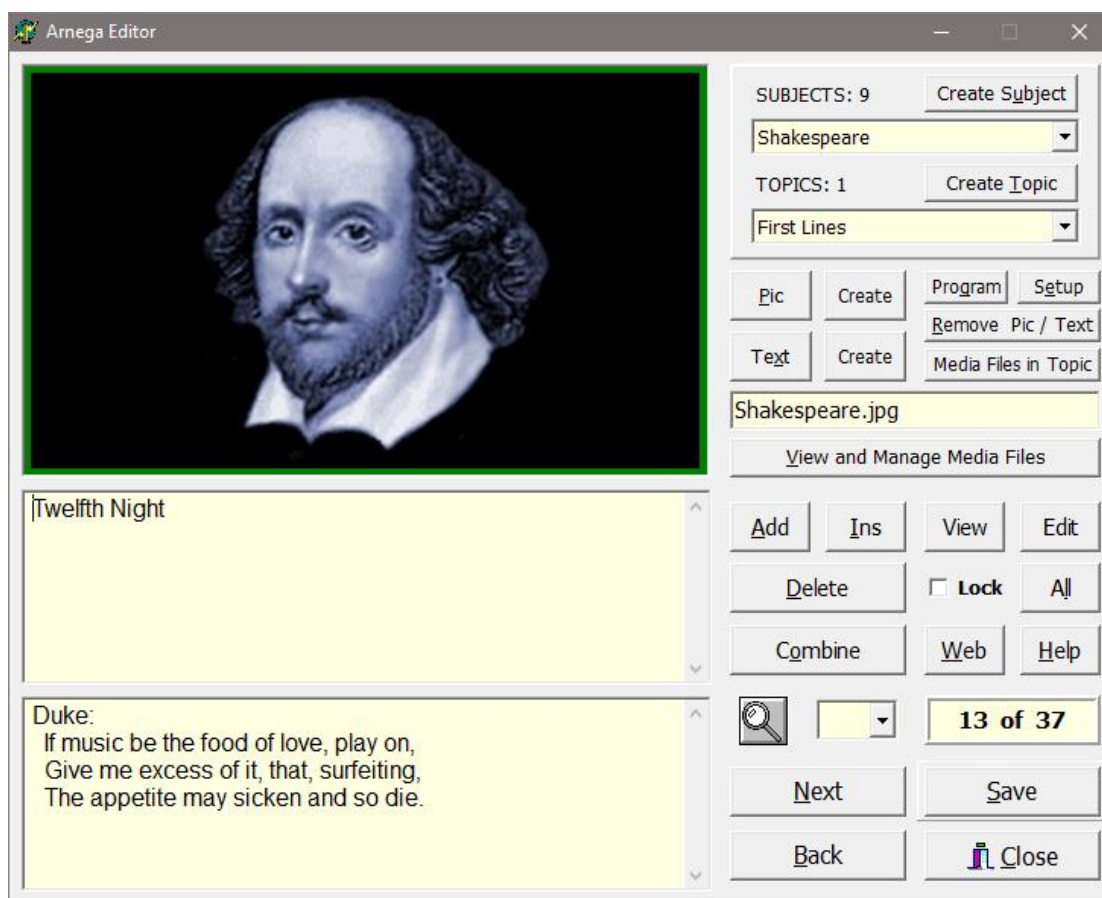
Arnega is a customisable computer-based educational program (actually two programs – *Arnega.exe* and *Edit.exe*) designed to enable you to **create** text-based Question-and-Answer files (using *Edit.exe*), optionally supported by graphics and other text files (collectively known as Media Files), and then to **employ** these Topics (using *Arnega.exe*) for learning and self-testing. You can also download already-made Topics from the *World of Classics* website.

Arnega is constantly being improved and updated. Please visit the website www.worldofclassics.co.za/arnega.html for the latest program and Topic updates.

ARNEGA MAIN SCREEN (ARNEGA.EXE)



ARNEGA EDITOR (EDIT.EXE)



FEATURES

Arnega provides a rich learning and self-testing environment for all who have access to a personal computer. Ease of use and practical effectiveness have been the main considerations. The program includes the following compelling features:

- Up to 1000 questions per topic
- Intuitive and customisable user interface
- Three modes: Learning, Practice, and Test
- Two sequences: Regular and Random
- Built-in timer for automatic question advance
- Search facilities
- Support for graphics and text editing programs
- Media file management tools
- Import your own pictures
- Combine Topics into a single Topic
- Progress indicator in Practice and Test modes
- Swop Question and Answer (good for vocabulary testing)

INSTALLATION

1. Create a new folder on your local hard drive. Give this folder a suitable name (e.g. 'Arnega').
2. Unzip the contents of **Arnega.zip** to the new folder. Be sure to 'Use folder names' when unzipping.
3. Create a shortcut to the executable program file **Arnega.exe**. *(Note: It is not necessary to create a shortcut to Edit.exe, as the main Arnega program already contains a button to access the Editor).*

FILES AND FOLDERS

Three files are critical for Arnega to run, and they must all be located in the same folder (e.g. 'Arnega', as suggested above):

- **Arnega.exe** – Main program
- **Edit.exe** – Program to create and edit Subjects and Topics
- **Default.jpg** – Default picture file

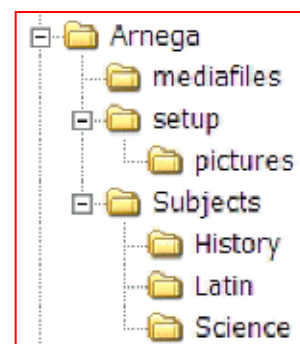
The default picture file **default.jpg** MUST be present in the same folder as **Arnega.exe**. Note that this does not have to be the picture file as supplied: it can be any .jpg file. The point is that it must exist in the correct location.

Other files included in **Arnega.zip** are the following:

- **Arnega Manual.pdf** – this file
- **SPlonic_Windows.ttf** – the Greek font which you must install if you wish to use Greek characters in the question/answer sets.
- **SPlonic_Keyboard_Map.pdf** – the SPlonic keyboard mapping, for use with the standard QWERTY keyboard.

If you unzipped **Arnega.zip** / copied the contents of the **Arnega folder** correctly, the following sub-folders will be found below the main 'Arnega' folder on your local hard drive (see diagram alongside):

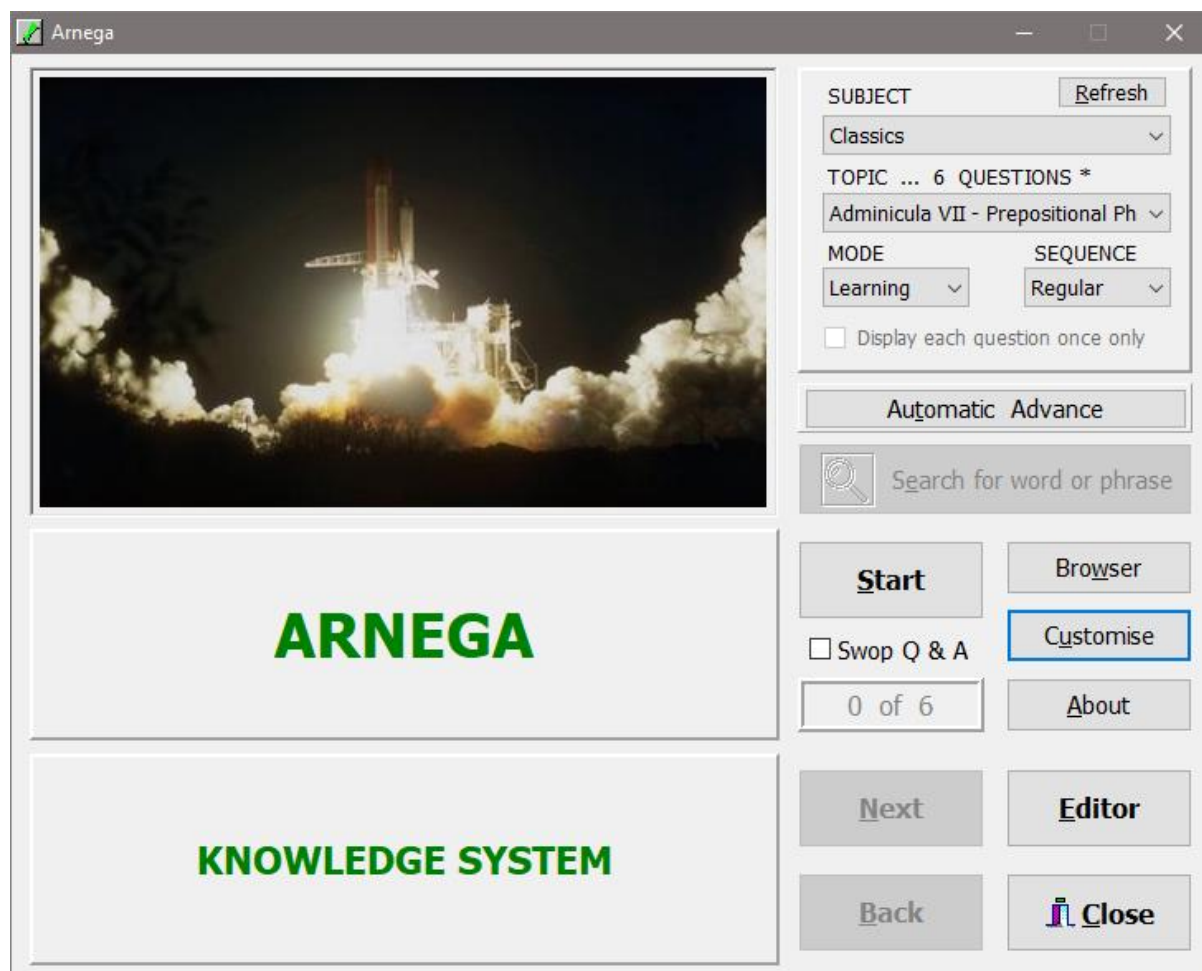
- **MediaFiles** - Contains picture files (*.jpg and *.bmp) and text files (*.txt) for use with ALL Subjects and Topics.
- **Setup** - Contains various files and folders needed to register and customise Arnega.
- **Subjects** - Contains all the separate Subject sub-folders, and within them the Topics (text files containing the actual questions and answers).



Other sub-folders and files will automatically be created when Arnega is run for the first time, and the number of Subjects, Topics and MediaFiles will grow as the program gets

used. Please DO NOT change the location or contents of these files and folders manually: most of the required manipulation can be done from within the program.

ARNEGA [ARNEGA.EXE]



This is the 'front end' of the program, where you put your knowledge to the test, using a combination of **Modes** (i.e. Learning, Practice or Test) and **Sequences** (i.e. Regular or Random).

Questions are displayed in the **ARNEGA** panel situated below the graphic, and the corresponding **answers** in the **KNOWLEDGE SYSTEM** panel below that.

The Question / Answer file sets are created by clicking the **Editor** button. These files are stored as plain text files (**Topics**) within appropriately named folders (**Subjects**). The drop-down boxes for selecting Subjects and Topics are at the top right side of the screenshot. The basic Arnega download comes with a few Subjects and Topics already included, as an illustration of what is possible. Further Topics, together with their associated **Media Files** (optional picture / text files intended to support or illustrate the current question), may be downloaded from the website.

The 'look-and-feel' of the Arnega interface can be customised, using the Customise button. Depending upon the particular Mode in which Arnega is placed, it is possible to search for words or phrases within questions, and to set an Automatic Advance interval for timed learning.

Press **F1** at any time for help on various keyboard shortcuts etc.

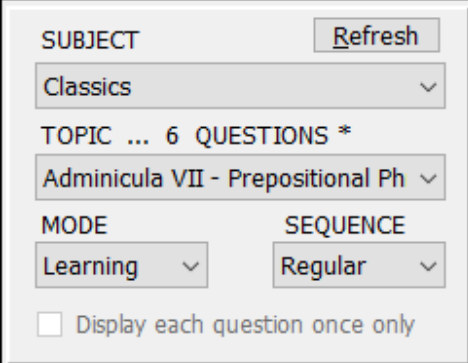
A fuller discussion of all the elements of the Arnega Main Screen is contained under the following headings:

- Arnega Option Panel
- Arnega Control Buttons
- Arnega Navigation Tools

ARNEGA OPTION PANEL

Four drop-down boxes, one check-box, and one button are available:

- Subject
- Topic
- Mode
- Sequence
- Eliminator ('Display each question once only')
- Refresh

The screenshot shows a window titled 'ARNEGA OPTION PANEL'. It contains several controls: a 'SUBJECT' drop-down menu with 'Classics' selected, a 'Refresh' button, a 'TOPIC ... 6 QUESTIONS *' drop-down menu with 'Adminicula VII - Prepositional Ph' selected, a 'MODE' drop-down menu with 'Learning' selected, a 'SEQUENCE' drop-down menu with 'Regular' selected, and a checkbox labeled 'Display each question once only' which is currently unchecked.

Subject

Select a Subject from the drop-down box. Each Subject corresponds to a sub-folder beneath the 'Subjects' folder in the Arnega hierarchy of folders (see above, under [Files and Folders](#)). Once a particular Subject has been selected, the Topic drop-down box is filled, in alphabetical order, with all the Topics available under that Subject.

Topic

Select a Topic from the drop-down box. Each Topic corresponds to a single text file within the selected Subject folder. The Topics are the Question-and-Answer files created in the accompanying Editor. There is no limit to the number of Topics that can be created within each Subject.

When the Topic is selected, the number of questions it contains will be displayed just above the drop-down box (8 in the above example). An asterisk behind the number of questions indicates that one or more of the questions has been 'locked' by the creator of the questions (in Arnega Editor), to ensure that the font types, sizes and alignment of certain questions will be displayed exactly as intended. See on [Lock Checkbox](#) below for more information. Note too that 'locking' overrides any default [customisation](#) that has been set.

Mode

Select one of three Modes, each one corresponding to a different manner in which the questions and answers are displayed:

Learning: When you start the session, both question and answer are displayed simultaneously. This gives you the opportunity to learn the material, before being tested on it.

Practice and Test: When you start the session, initially only the question is displayed. The answer is temporarily hidden below the lower Arnega Panel, which now displays the caption 'SHOW ANSWER'. When this panel is clicked, the answer will be displayed. You must now decide for yourself whether your answer (arrived at mentally, before the panel was clicked) was correct or not. If correct, click the green check button (✓), otherwise the red cross (✗). The Performance Gauge and Statistics sections will then be updated, and the next question will automatically be displayed (with its answer hidden, as before). The process is then repeated as many times as is desired.

The essential **difference** between Practice Mode and Test Mode is that, in Practice Mode (with the [Eliminator checkbox](#) – 'Display each question once only' - unchecked), you may cycle indefinitely through the various questions in the Topic, being presented with potentially the same question/s over and over again, in random sequence. In Test mode, however, each question is presented once only, without the possibility of the same question being asked twice.

A further difference is that, in Practice Mode, only the **Random** sequence is allowed, whereas in Test Mode both Regular and Random sequences are allowed.

Sequence

Select one of two sequences, Regular or Random. In Regular sequence (available only for Learning and Test Modes), the questions are displayed in the same numerical order as they were created in the Editor; in Random sequence (available for all three Modes) the questions are displayed in an unpredictable, random fashion.

Eliminator (Display each question once only)

This check box is available only in Learning Mode, Random Sequence ('Display each question once only'), and in Practice Mode ('Eliminator'). The implications of placing a check mark in this box in Learning Mode is slightly different from doing so in Practice Mode:

Learning Mode: All the questions will be displayed, but each question once only. (You will not be presented with the same question twice).

Practice Mode: A question will only be displayed for a second (or further) time, if you your answer to that question was INCORRECT, i.e. you clicked the red cross (✗). An incorrectly answered question will randomly be presented over and over again, until you answer it correctly and click the green check button (✓).

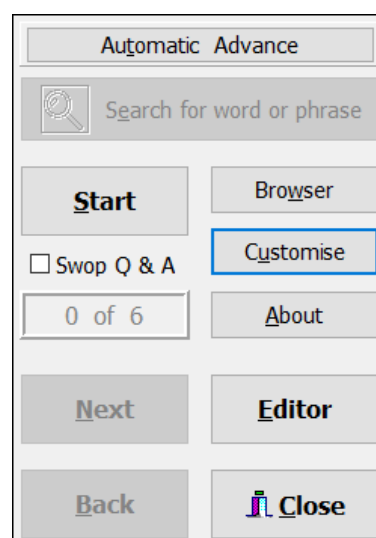
Refresh

Click the **Refresh** button to return to the state in which the Arnega Main Screen was displayed when you opened the program. More specifically, the program re-scans the Subjects folder for any changes to the Arnega folder hierarchy, and updates the Subject drop-down box accordingly. This is useful if you have performed a manual change to the Subjects folder structure (e.g. added or removed one or more folders using Windows Explorer), and you wish Arnega to reflect the changes without having to restart the program.

ARNEGA CONTROL BUTTONS

The following controls are discussed under separate sub-headings:

- Start
- Editor
- Browser
- Customise
- Register / About
- Automatic Advance
- Search for word or phrase
- Swop Q & A



Start

Once you have selected a suitable Subject, Topic, Mode and Sequence from the Option Panel, you are ready to begin the session. When you click the Start button, you will notice various things happen:

- The first question (and answer, if Learning Mode was selected) will be displayed.
- The entire Option Panel, and various other Control and Navigation Buttons, will variously become enabled (available for use), or 'greyed-out' (unavailable for use).
- The caption of the Start button will change to 'Stop', signalling that this button is also used to end the current session, and return the enabled / disabled buttons to their previous state.

Editor

If the Editor program (*Edit.exe*) has been correctly placed in the same folder as the main Arnega program (*Arnega.exe*), the Editor will open and enable you to perform various editing functions (see under [Arnega Editor](#) below). If *Edit.exe* is not available, you will receive an error message. Note that the Arnega Main Screen is not closed when you open the Editor, merely 'hidden' behind it.

Browser

Click this button to open the web file *index.htm* in your default web browser. This file is your springboard to supplementing the text-based questions and answers in Arnega. Use may any HTML editor to replace the default content with your own, extending it with additional HTML files, sub-folders, hyperlinks, etc. The file *index.htm* is automatically created when you run Arnega for the first time, and may be found in the Arnega sub-folder 'Browser'.

Customise

The default picture, colour scheme and font sizes of the various components of the Arnega Main Screen may be customised to suit your preferences. Note that these customisations affect only the 'look and feel' of the interface, and have no influence on the actual content of the Topics (which are created and customised in the [Arnega Editor](#)).

It is important to note that certain of the customisations (question and answer text font sizes / types / alignments, and the default picture), will be **overridden**, on a question-by-question basis, if you check the [Lock Checkbox](#) in the Arnega Editor, for one or more of the questions. The reasoning behind this is that you may have wanted a particular question, or set of questions, always to be displayed with a certain font size / type / alignment, or with a certain picture, irrespective of other customisations in force.

When you click the Customise button, the following CUSTOMISE screen will be displayed:

The CUSTOMISE screen displays various settings for the Arnega interface. The settings are organized into several sections:

- Left Panel:** Contains preview boxes for the 'ARNEGA' logo and the 'Knowledge System' text.
- Top Section:** Includes dropdown menus for 'PICTURE DEFAULT' (default.jpg), 'PICTURE ASPECT' (Stretched), 'PICTURE BORDER' (Green), 'TEXTBOX COLOUR' (Green (light)), 'TEXTBOX FONT' (Black), 'TEXTBOX FONT SIZE' (10), 'ARNEGA FONT' (Green), and 'ARNEGA PANELS' (Button Face).
- Middle Section:** Displays a preview of the 'ALICE IN WONDERLAND' topic, including a picture of a rocket launch and the text: 'Lewis Carroll', 'Alice was beginning to get very tired of sitting by her sister on the bank, and of having nothing to do: once or twice she had peeped into the book her sister was'.
- Right Panel:** Contains dropdown menus for 'FORM BACKGROUND' (Button Face), 'OPTION PANEL' (Button Face), 'OPTIONS FONT' (Black), 'QUESTION SIZE' (12), 'QUESTION FONT' (Black), 'QUESTION BOX' (Cream), 'ANSWER SIZE' (12), 'ANSWER FONT' (Black), 'ANSWER BOX' (Cream), and 'STATISTICS FONT' (Navy).
- Bottom Right:** Includes buttons for 'Default', 'Original', 'Close', and 'Apply and Close'. There is also a 'SUBJECT' dropdown menu set to 'English' and a progress bar showing 'Correct: 0' and 'Incorrect: 0'.

Customisations are made by selecting different **values or properties** from the drop-down boxes in the light blue panels. It is best to experiment with various options, to discover which component is effected by which drop-down box, as changes are previewed in real time.

Once you are satisfied with your scheme, and you wish to apply the changes to your current Arnega session (without necessarily wishing to save these changes for future sessions), click the **Apply and Close** button. If you wish to cancel the operation, and do NOT want any changes to be applied, click the **Close** button.

If you would like your customised scheme to become the **default** scheme for all future Arnega sessions (i.e. a 'permanent' scheme), place a check mark in the **Make Default** box before you click the Apply and Close button.

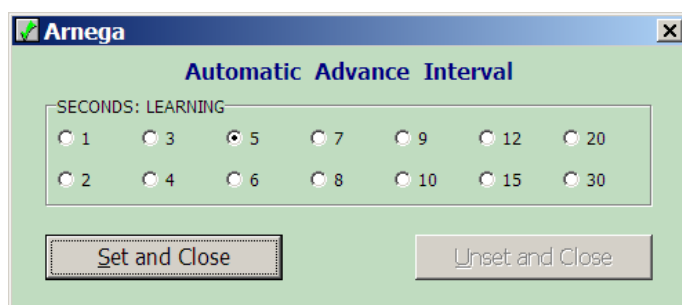
If, having previously created and applied a default scheme, you wish to return to this scheme (perhaps you were experimenting with colours etc. that you did not like), click the **Default** button. This button returns the customisation settings that were previously saved to disk via the Make Default box.

Click the **Original** button if you wish to revert to the original scheme, as it was when you ran Arnega for the first time (i.e. the 'factory default' settings). You may then make this your own default scheme, by checking the Make Default box and clicking Apply and Close, as before.

Further Customise Notes:

1. The **default picture** is the one that will be displayed, if no other picture has been selected (in the Arnega Editor) to accompany a given question. All pictures that may be used as default pictures are stored in the `\setup\pictures` sub-folder. Only one additional picture, *paradise.jpg*, comes with the original Arnega setup. However, you may add more default pictures, either by right-clicking on the small picture on the Customise screen, or by right-clicking or pressing the <INS> key on the Picture Default drop-down box (top left on the Customise screen). A standard Windows dialog box will open, enabling you to browse for the picture that you wish to add. This picture will then be added to the `\setup\pictures` sub-folder.
2. You may **delete a default picture** from the `\setup\pictures` sub-folder by pressing the key on the Picture Default drop-down box. A confirmation dialog box will be displayed. When you delete a picture, the original default picture, *default.jpg*, will be displayed in its place. (Note that you may not delete the mandatory file *default.jpg*: see further on [Files and Folders](#) above).
3. It is possible to customise a **central text alignment for media files that are text-based** (Alice in Wonderland in the above screenshot), by clicking on the light green text box. Note that this is the only customisation setting that does NOT have a corresponding drop-down box.

Automatic Advance



This feature is designed to enable you to limit the time interval between the display of questions. It also reduces the amount of user input required, by eliminating the need for certain mouse-clicks (e.g. 'Next' and 'Back' buttons). It is available for all three

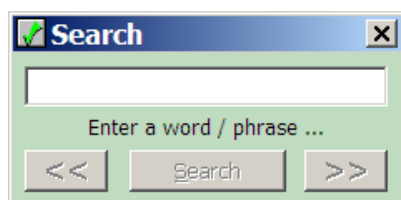
modes. In Practice Mode, for space considerations, the button is smaller and has the caption 'Auto'.

Select a time interval in seconds, by clicking the appropriate **radio button**, then Set and Close. The screen will close, and you will see a bright lime green border around the Automatic Advance button, indicating that automatic advance is now in force. The caption of the button will also change, to display the interval selected.

When you now begin a session, by clicking the Start button, the questions will be displayed according to the chosen interval. In order to turn off automatic advance, click the Automatic Advance button once more (now displaying the number of seconds), then Unset and Close. Note that Automatic Advance will be turned off automatically, if you select any of the [Option Panel](#) drop-down boxes.

Note that in **Learning Mode**, Automatic Advance will cause the questions and answers to be displayed continuously, without any mouse or keyboard input being required. In **Practice and Test Modes**, however, each ANSWER will be displayed after the given interval, but the program will then WAIT for you to click on the green check (✓) or the red cross (✗), before continuing with the next question.

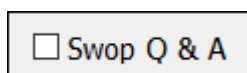
Search



Click the Search button in order to identify those questions, within the selected topic only, which contain a given word or phrase. Type the required word / phrase in the space provided, then click Search. Arnega will indicate the number of matches found (if any), and the first Question /

Answer set containing this word or phrase will be displayed. If more than one match is found, the << and >> buttons will enable you to scroll through the matches, one at a time. Press <ESC> to end the search session. Note that Search is only available in Learning Mode, and only once the Start button has been clicked.

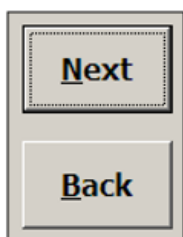
Swop Q and A



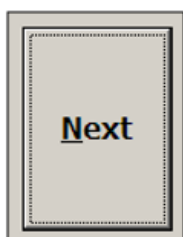
Check this box in order to swop the questions and answers around. It is available only *before* you click the Start button, then stays in effect until the Stop button is clicked (or until the end of the Practice / Test). The check box resets itself

at this point. Not all types of question / answer sets will benefit from this feature, but it does offer distinct advantages for things like vocabulary, definitions, single word answers, etc.

ARNEGA NAVIGATION TOOLS



Learning Mode
Regular Sequence



Learning Mode
Random Sequence



Practice and Test
Modes

The **standard navigation tools** available depend upon the Mode and the Sequence which are in effect:

Learning Mode: In Regular Sequence you move forward and backward between questions by clicking the **Next** and **Back** buttons, respectively. In Random Sequence you move to the next random question by clicking the large **Next** button (there is no need for a Back button in this case).

Practice and Test Modes: Once you click on 'Show Answer', or when the Automatic Advance time limit has been reached, you will be presented with a **green check** (✓) and a **red cross** (✗). These two buttons perform the double functions of updating the Progress Indicator and your score, and automatically advancing you to the next question: as soon as you click (✓) or (✗), the Progress Indicator and your score are updated, and you are presented with the next question.

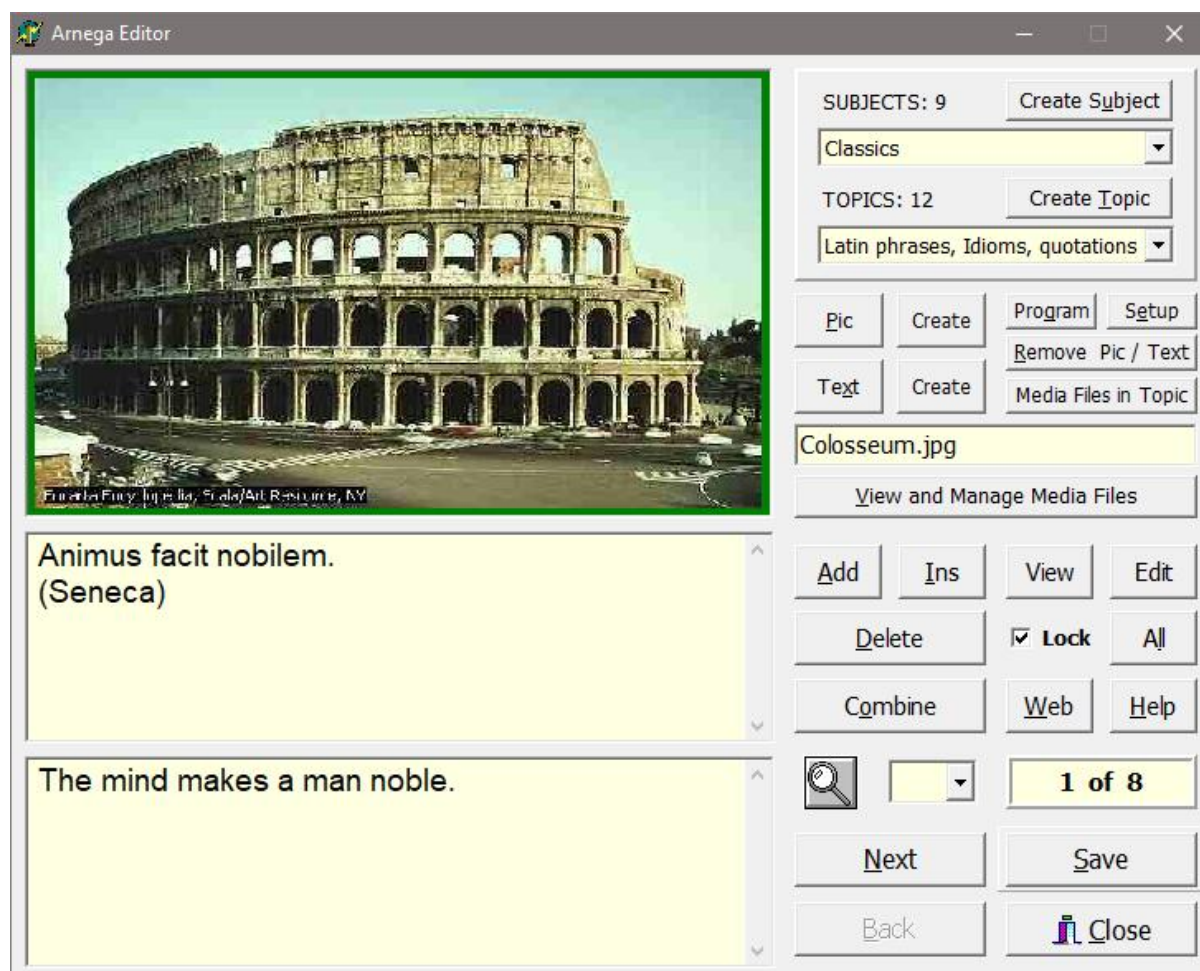
There are also a few **non-standard navigation tools** which you may use. Again, these depend upon the Mode and the Sequence which are in effect:

Learning Mode: In Regular Sequence you may move forward and backward between questions by clicking **directly** on the question and the answer, respectively. In Random Sequence you may move to the next random question by clicking directly on either the question or the answer.

Practice and Test Modes: You may move to the next question by clicking directly on the **current question**. You will in this case NOT be presented with the customary (✓) and (✗), as **Arnega will assume that your answer was CORRECT**. This is in fact a convenient way of progressing through a Practice or a Test session, if you are 100% confident of some of the answers, as it relieves you of the tedium of having first to click on 'Show Answer', then the green check button.

Four very useful navigational **keyboard shortcuts** are available in Learning Mode (Regular Sequence): see under [Shortcut Help](#) above.

ARNEGA EDITOR [EDIT.EXE]

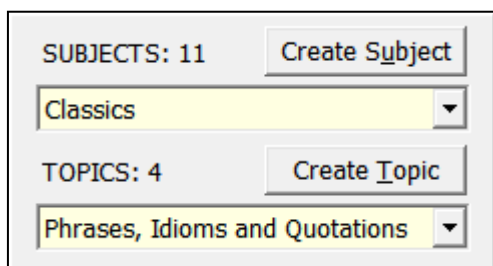


This is where the **Subjects** and **Topics** are created and edited. It is accessed by clicking the **Editor** button on the Arnega Main Screen.

The layout of **Arnega Editor** is similar to that of the Arnega Main Screen, to make it easier to create and edit Topics. There is also a variety of tools for viewing and managing **Media Files**.

Features include facilities to **create**, **rename** and **delete** Subjects and Topics, without having to use Windows Explorer; to **search** for questions containing specific words or phrases; to **preview** an entire test in scrollable form (without having to click through the questions one at a time); to **lock** a specific font size and text alignment for specified questions, as well as the Media File picture or text file associated with them, thereby ensuring that the Question / Answer sets will be displayed as originally intended; to **combine** a choice of questions from existing Subjects / Topics into 'new' Topics - ideal for consolidating material from various chapters or sources, in preparation for an examination; and to access a **help** screen detailing common keyboard shortcuts for the Arnega Editor.

EDITOR OPTION PANEL



The Editor Option Panel is used both to **select** existing Subjects / Topics for further editing, and to **create** new ones. Use the drop-down boxes to make selections, and the 'Create' buttons to create new. The numbers in square brackets show how many Subjects and Topics are currently available.

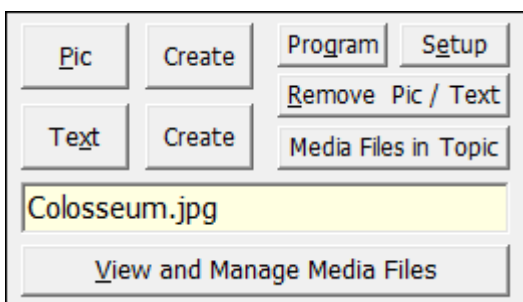
Keep in mind that Subjects represent **folders**, while Topics represent **text files** within those folders. Therefore it is necessary first to select (or to create) a Subject, before selecting (or creating) a Topic that will reside in that folder.

Experiment with the selection and creation of a few Subjects and Topics, to get the feel of how it works. When one of the 'Create' buttons is clicked, the button caption will change to 'Save', and the relevant drop-down box will become editable, thereby enabling you to type in a new name. Click on the relevant 'Save' button to store the change. *(Note: if you click on one of the 'Create' buttons, but then change your mind and wish to undo the action, simply press the <Esc> key on the keyboard).*

You can **delete** a Subject from within Arnega (i.e. without having to use Windows Explorer), but only if that subject is empty and does not contain any other files or folders. First select the Subject to be deleted (ensuring that it is highlighted with a navy blue colour), then press the key on the keyboard: you will be prompted to confirm the action.

In the same way you can **rename** a Topic (but not a Subject), by first selecting it, and then pressing **F2** on the keyboard. Again, if you change your mind, simply press the <Esc> key.

MEDIA FILE BUTTONS



A Media File is either a **picture** file (.jpg or .bmp format) or a **text** file (.txt extension) associated with a Question / Answer set, and displayed together with that Question / Answer. The Media File buttons provide the tools needed to view and manage these files, and to associate specific Media Files with specific questions.

Note that it is NOT necessary, from the program's point of view, to associate any Media Files at all: the default picture file (*default.jpg*, see above under [Files and Folders](#)) will automatically be displayed with any question that does not have any other Media File associated with it.

The **name of the Media File** associated with the current question is displayed in the horizontal box which spans the width of the Media File Buttons panel ('Colosseum.jpg' in the above screenshot).

The functions and uses of the various Media File Buttons are discussed below:

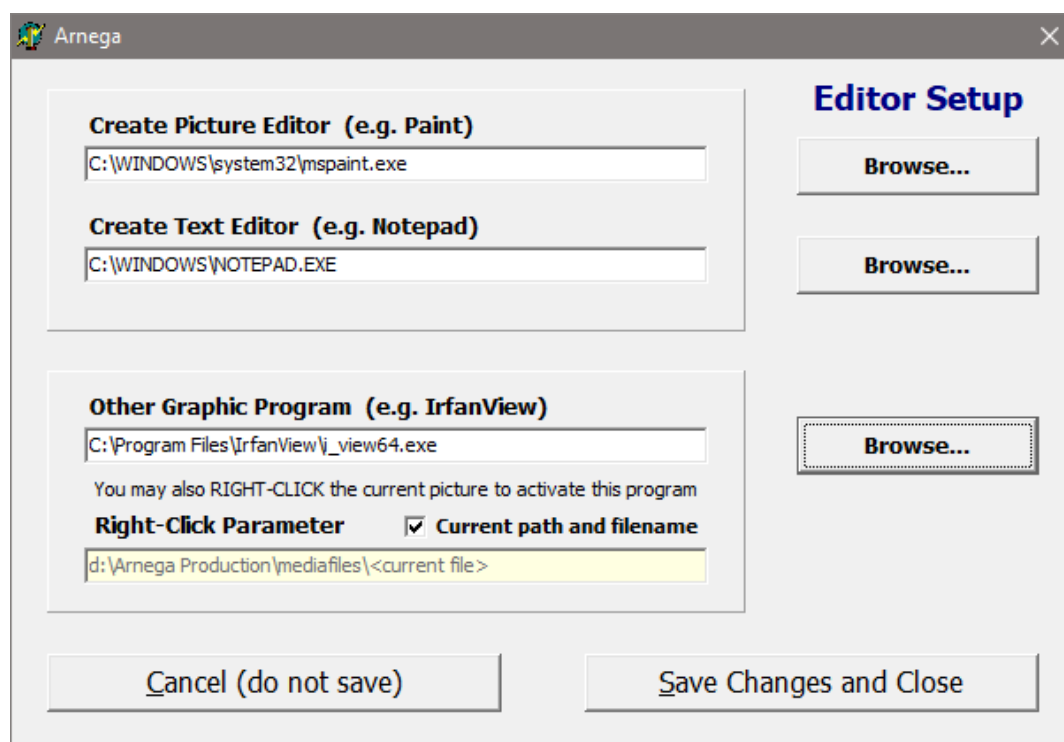
Pic & Text Buttons

Clicking the **Pic** and **Text** buttons will open standard Windows dialog boxes, enabling you to navigate to any suitable Media File (.jpg or .bmp for the Pic button, and .txt for the Text button) on your local computer, or in your network environment, and to associate that file with the **current question**. Note that you may also, as a shortcut, click directly on the 'Default Picture' panel in order to select and insert a picture; it is the equivalent of clicking the Pic button.

What happens 'behind the scenes' is that the selected Media File is then also copied to the MediaFiles folder, under the Arnega folder structure (see above under [Files and Folders](#)), for further possible use with other Subjects, Topics and questions.

Setup Button

Clicking the Setup button will display the following **Editor Setup** dialog:



The locations of **three executable program files** (of your own choice) may be set up here. It will be seen that these three programs correspond with the two 'Create' buttons and the 'Program' button, in the Media File Button group.

In the above example, *Paint* has here been selected as the program commonly used to create a new picture, and *Notepad* as the one commonly used to create a new text file. Either type the location of the program file directly into the relevant text box (if you know its name and path), or (better) click one of the 'Browse' buttons on the right, in order to facilitate the process.

The third text box in the above screenshot, for 'Other Graphic Program', is used to define the location of an **optional third program**, which may also be used to **edit the currently displayed picture** in some way (i.e. not to create a new picture from scratch). By *right-clicking* on the currently displayed picture you will thus activate the program in editing mode, provided that the **right-click parameter / current path and filename** has also been defined (otherwise the program will be activated in its default state, similar to the 'Create' button discussed above).

It is also possible to **edit the currently displayed text file**, by *right-clicking* on the display of this text file. If a text editing program (such as Notepad, or MS-Word) has been defined in the Editor Setup, it will be used to open the text file. If a text editor has not yet been defined, then the computer system's default text editor (usually Notepad) will be used instead.

Further Setup Notes:

1. Arnega as downloaded or supplied on CD-ROM comes with **no default setup options** (i.e. file locations for the above dialog box). If you click on one of the 'Create' buttons, or on the 'Program' button in the Arnega Editor, the above *Editor Setup* dialog box will be displayed, prompting you to enter the appropriate program file location.
2. **Irfanview®** is suggested as the 'optional third program', on account of its many features, compact size and ease of use. You can download it from www.irfanview.net.
3. You can enter different **right-click parameter** values in the Editor Setup, depending on the 'Other Graphics Program' being used. The *Current path and filename* checkbox is used simply to append the path and name of the current picture file, to the 'Other Graphics Program', in order to activate that program in editing mode, with the picture file already loaded.
4. The settings entered for the Editor Setup are stored in the **utilities.ini** file, located in the *\setup* sub-folder (see above, under [File and Folders](#)).

Create & Program Buttons

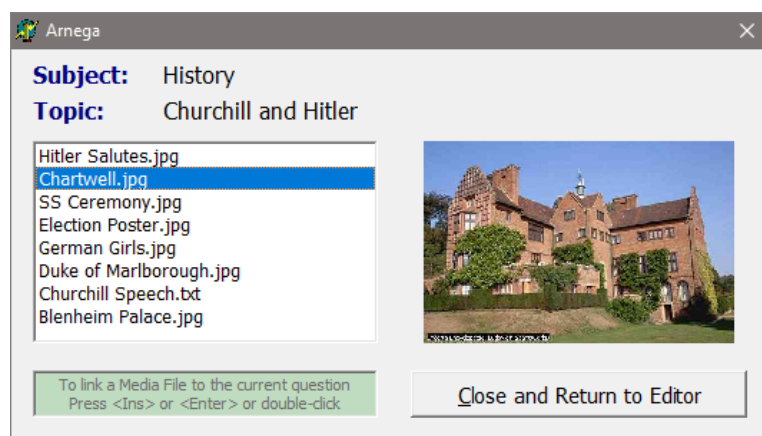
These buttons are used to create new picture and text Media Files, using third-party programs (e.g. 'Paint' and 'Notepad') set up by the user, and to activate an optional 'Other Graphics Program', for editing an existing picture.

See above under [Setup Button](#) for instructions on how to associate the Create and Program buttons with programs of your choice.

Note that the **optimum pixel size** for a picture file, to be displayed in such a way as to fit exactly within its borders, i.e. without having to click and 'stretch' the picture in order to maximise its allotted space, is 440 pixels wide x 260 pixels high. [Irfanview®](http://www.irfanview.net) (and most graphics editing software) can be used to resize pictures for use with Arnega, as required.

Media Files in Topic Button

It is sometimes useful to know, not which Media Files are available for all Subjects and Topics (a function catered for by the [View and Manage Media Files Button](#): see below), but which Media Files are linked to the current Topic only. Click the 'Media Files in Topic' button to display the following dialog:



Only those Media Files associated with the **current Topic** are listed here. The file highlighted on the left is displayed on the right. The Media File may also be stretched / resized / re-aligned (**left-click** the picture or text file), or edited with the relevant graphics or text editor (**right-click** the picture or text file): see under [Setup Button](#) for further details.

If, for whatever reason, the listed Media File is **not physically available** in the \MediaFiles sub-folder, the right panel will display the message 'File not found'. If there are NO Media Files associated with the Topic (in which case the <default.jpg> picture will be displayed for all its questions), the message will be displayed 'No Media Files associated with this Topic'.

There are **three ways to link** a selected Media File to the current question. Follow the instructions in the light green panel at the bottom left of the above screenshot: press <Ins> or <Enter>, or double-click the highlighted file.

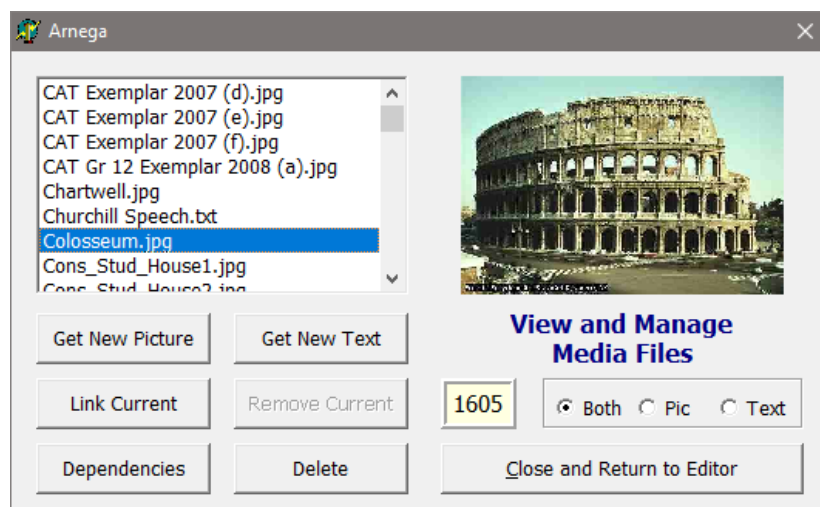
Remove Pic / Text Button

As its name implies, this button is used to **dissociate**, or remove, the current picture or text file from the accompanying Question / Answer set. It does *not* delete the Media File itself (the 'View and Manage Media Files' Button – see below – must be used for that).

Once a Media File has been removed from a question, the <default.jpg> picture file will be displayed with that Question / Answer set.

View and Manage Media Files Button

Click this button to display the following **View and Manage Media Files** dialog:



By default, **all pictures and text files** available in the `\MediaFiles` sub-folder are listed and will be displayed. However, if you wish to list and view only the pictures, or only the text files, click on the respective radio button, 'Pic' or 'Text': the number of files found will also be displayed. You can press the <Esc> key to close this dialog, as well as other dialogs dependent on it.

The other controls are largely self-explanatory:

Get New Picture

Opens a dialog that allows you to add a picture file (*.jpg* or *.bmp* format) to the current store of Media Files. Once selected, the file is copied to the `\MediaFiles` sub-folder.

Note that this button does not automatically associate the selected file with the current question: the 'Link Current' button is used to perform the picture / question association.

Get New Text

Similar to the 'Get New Picture' button: used to add text files (*.txt* extension) to the current store of Media Files.

Link Current

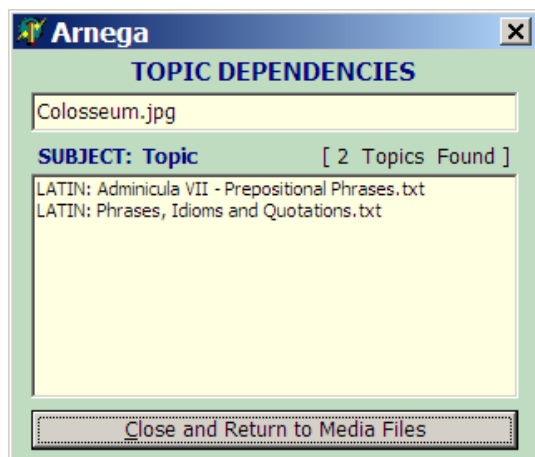
Click this button to associate the currently displayed Media File (whether picture or text) with the current question. Alternately, as shortcuts: double-click the file name in the list box on the left, or select the required Media File and press <INS> or <Enter>.

Remove Current

Reverses the action of 'Link Current'. Note that this action does NOT delete the Media File itself (the 'Delete' button must be used for that): it merely disassociates the Media File from the current question.

Note too that this button only becomes available once 'Link Current' has been clicked: if you wish ordinarily to dissociate a Media File from the current question, use the 'Remove Pic / Text' button on the Arnega Editor main screen.

Dependencies



This function allows one to see which Subjects and Topics (if any) are dependent upon the presence of a specific Media File. It is useful to know whether one may safely delete a certain Media File, without jeopardising the integrity of any other Topic.

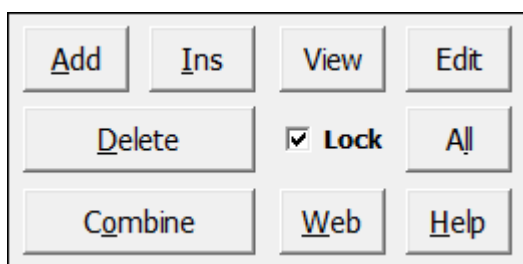
Click first on the Media File concerned, in the list box on the left, then click 'Dependencies'. As a short-cut, right-click the name of the Media File in the list box.

Delete

Click this button to delete, permanently, a specific Media File from the \MediaFiles sub-folder. A dialog similar to the 'Topic Dependencies' dialog will be displayed, again showing the current dependencies, and requesting confirmation of the deletion.

EDITOR CONTROL BUTTONS

This group of buttons forms the 'heart' of Arnega Editor. It is where the questions and answers are entered, edited, formatted and combined in various ways.



Add & Insert Buttons

Click on one of these buttons to add or insert a question to a new or existing Topic. The difference between 'Add' and 'Insert' is that *adding* a question will place the new question at the very end of the Topic, i.e. as the very last question; whereas *inserting* a question will place it at the current position in the Topic, thereby 'pushing' all the following questions up by one position.

When a Topic is being created from scratch, 'Add' would be the normal method to enter questions; 'Insert' would only be used if you had forgotten to enter a question at a certain position in the Topic (where for some reason the *order* of the questions were important).

Tip: Once the first in a series of new questions has been added or inserted, press the <INS> key in order to add or insert the next and subsequent questions.

If, having clicked on 'Add' or 'Insert', you realize that did not wish to add or insert a question (i.e. you wish to **reverse** the action), simply press <Esc> on the keyboard. This will work, even if you have already entered some text in either the Question box or the Answer box (but not in both); if some text has already been entered in both boxes, the question will have to be deleted by using the 'Delete' button.

Depending on the length and the nature of the Topic, it may be desirable to change the **font size, type or text alignment** of either the question or the answer, either independently or together. See below under [Help Button](#) for a list of the **keyboard shortcuts** needed to achieve this. It is important that the relevant Question / Answer box should first have 'focus' (by clicking in it), before the required key or combination of keys is pressed.

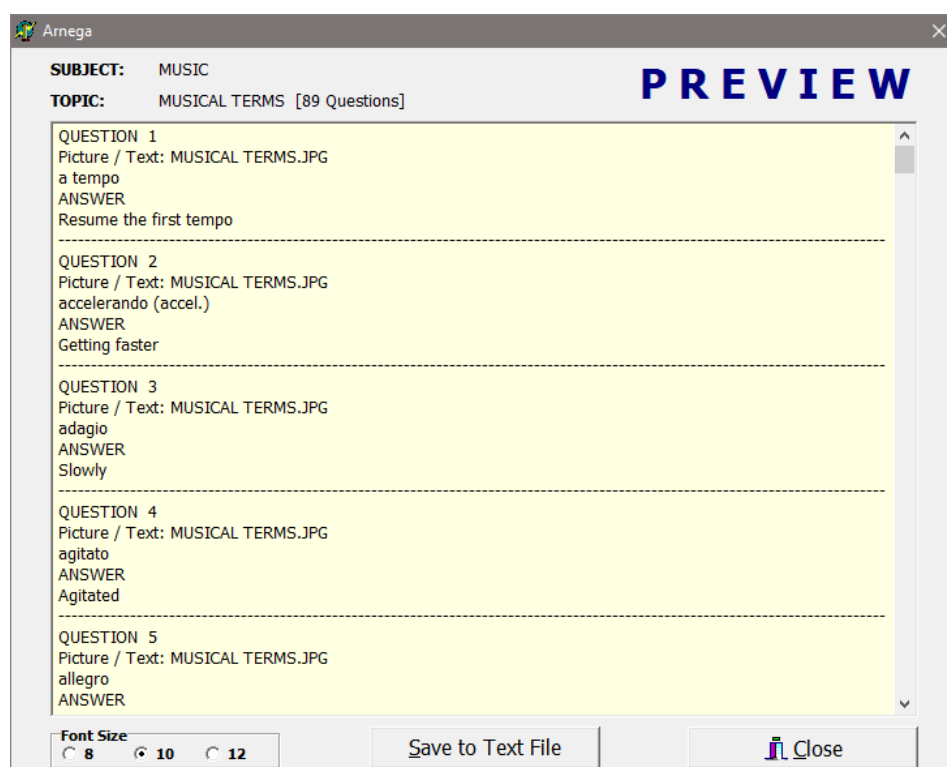
Delete Button

Click this button to delete the current question from the current Topic. If the current question is not the last question in the Topic, all the questions after the deleted one will be 'pulled down' one position, so as to fill the gap.

Note that only the question (and its corresponding answer) will be deleted; any Media Files associated with that question will be unaffected.

View Button

Click this button to obtain a **preview** of the topic as it currently stands. A windows similar to the following will be displayed:



The three radio buttons at bottom left may be used to change the preview font size. The Topic may be saved as a text file (extension .TXT) in a location of your choice, by clicking the 'Save to Text File' button.

Note that an **asterisk** behind the Topic name, and after one or more of the questions (e.g. Question 11 in the above example) is used to indicate that the **scheme** for that question has been **locked**: see below on [Lock Checkbox](#) for an explanation.

Edit Button

For advanced editing of a saved Topic (e.g. to perform a Search and Replace operation, which cannot be done from within Arnega Editor), click this button. The current Topic will be loaded into whatever editor has been set up via the Setup button; and if no editor has been set up, the computer system's default editor (usually Notepad) will be used.

Note: To preserve integrity, the current Topic being edited is removed from the Arnega Editor as soon as the Edit button is clicked: it will need to be reloaded into the Arnega Editor, if further question changes etc. are required later.

Lock Checkbox

It may be desirable to ensure that the questions and / or answers will always be displayed, in the Arnega Main screen, with exactly the **same font type, size and alignment** as originally entered in the Arnega Editor (e.g. large font for short, single-word type questions and answers), irrespective of any customisations of these items performed via the 'Customise' button in the Arnega Main screen.

See below under [Help Button](#) for a list of the **keyboard shortcuts** required to change the font type, size and alignment of the questions and answers.

This is where the **Lock Checkbox** comes in. If the lock is set to 'on' (i.e. it is checked) for a particular Question / Answer set, then any Arnega Editor based customisations will **remain in force** when the Topic is run in the Arnega Main screen, and will **override** any customisations performed via the 'Customise' button in the Arnega Main screen.

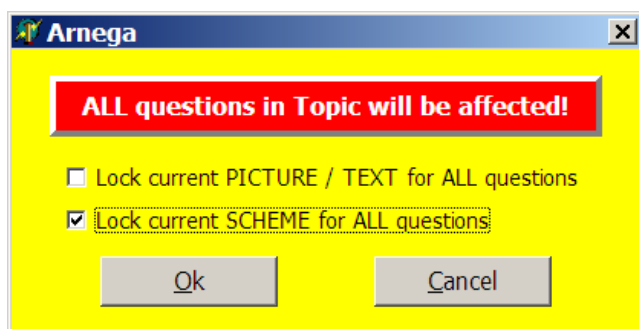
Further Lock Checkbox Notes:

1. The Media File picture aspect ('Normal' or 'Stretched') and text file alignment options ('Left Align' or 'Centre Align') are included in the Lock Checkbox behaviour.
2. A different Lock can be set for separate questions, or (more normally) the same lock for several questions, or even for the entire Topic. See below under the [All Button](#) for a quick way to duplicate the lock in force for the current question, to all questions in the Topic.
3. The lock applies to both Question, Answer and Media File picture aspect and text file alignment options for a given Question / Answer set: it cannot be set to 'on' for some of these items and 'off' for others.

4. If the Lock is unchecked (i.e. it was 'on', and is then turned 'off'), all the Lock variables (font size, type, etc.) for the current Question / Answer set will revert to their original default settings.

All Button

The function of the All Button is closely allied to that of the [Lock Checkbox](#). Once the font type, size and alignment, or the Media File (picture or text), has been set for the **current question**, and you wish to **duplicate these settings to ALL other questions in the Topic**, click this button to obtain the following dialog box:

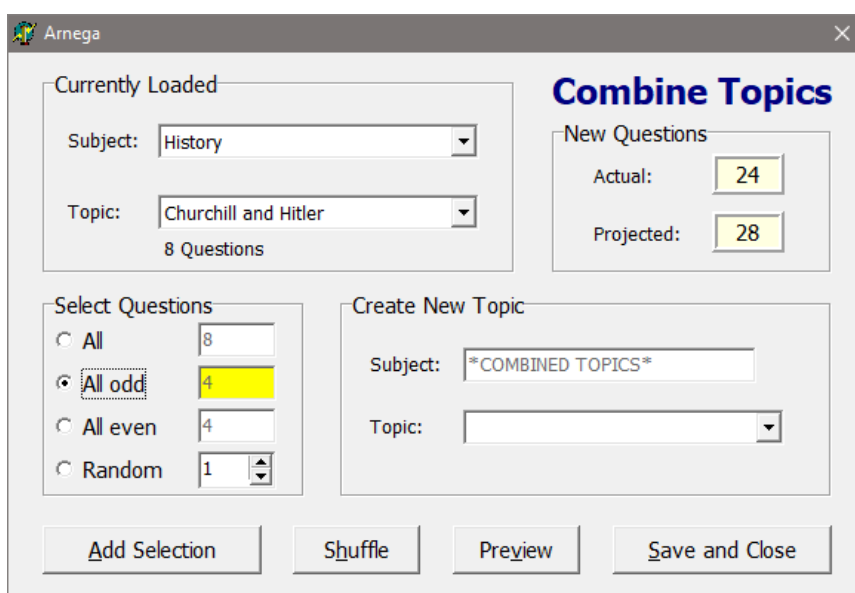


The two check boxes may be used either together, or independently of each other. Exercise care when using these options, since, as the red warning box shows, ALL questions in the Topic are affected.

*Tip: This facility can be used both to **add** customisations for an entire Topic, and to **remove** them. It is a quick way to uniformly customise an entire Topic, but use it responsibly!*

Combine Button

Use this option to **combine** a selection of questions from two or more Topics into a **single new Topic**. This could be useful if you wished to design a test which covered material from different Subjects and Topics (e.g. for examination preparation).



First select, from the **‘Currently Loaded’** section (see screenshot above), the existing Subject and Topic from which you would like to draw the questions. Then, in the **‘Select Questions’** section, click one of the four radio buttons, in order to make the required selection.

The **‘Random’** option allows you to select any random number of questions from the currently loaded Topic: either type the number of questions required in the box provided, or use the up- and down-arrows to make your selection.

The above two steps (Subject / Topic selection, and Select Questions) may be **repeated** for any number of different Subject / Topic sets, until the desired total number of questions for the new Topic is obtained. Statistics are displayed in the **‘New Questions’** section.

The **order** of all questions added to date may be shuffled (i.e. randomised) by clicking the **‘Shuffle’** button, and a **preview** of questions obtained by clicking the **‘Preview’** button.

Finally, it is necessary to type in a unique name for the new Topic, in the **‘Create New Topic’** section, before clicking the **‘Save and Close’** button. Note that all new Topics created in this way will be saved in the COMBINED TOPICS subject folder. Windows Explorer would need to be used, if you wished to copy, or move, the Topic to another subject. See under [Files and Folders](#) for a review of the Arnega folder structure.

Web Button

Click this button to open your Internet browser with the following welcome message:

“This file (INDEX.HTM) is your springboard to supplementing the text-based questions and answers in Arnega. Use any HTML editor to replace the default content with your own, extending it with additional HTML files, sub-folders, hyperlinks, etc. You are limited only by your own creativity and imagination! INDEX.HTM will be found in your Arnega folder, under the sub-folder 'Browser'”.

Welcome to the Arnega Browser!

This file (INDEX.HTM) is your springboard to supplementing the text-based questions and answers in Arnega. Use any HTML editor to replace the default content with your own, extending it with additional HTML files, sub-folders, hyperlinks, etc. You are limited only by your own creativity and imagination!

INDEX.HTM will be found in your Arnega folder, under the sub-folder 'Browser'.

Consult also the website: www.worldofclassics.co.za

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The Web Button in fact performs a function identical to that of the [Browser Button](#) in the Arnega Main Screen, and the same comments apply.

Help Button

Click this button to display the **Arnega Editor Help** screen:

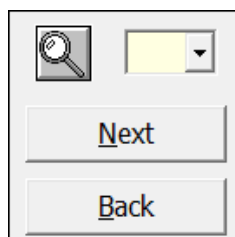


Use of the keys which deal with changing the **font size, type and justification** of questions and answers (F3, F4, F5 Ctrl+Up-Arrow, Ctrl+Down-Arrow, Ctrl+Page-Up, and Ctrl+Page-down), as well as the **‘Proportional / Stretched’** option for the picture (Left-Click Picture), constitute a **‘Scheme Lock’** for the question concerned, and the Lock Checkbox is checked automatically whenever any of these keys are used.

See under the [Editor Option Panel](#) for further information on renaming a Topic (F2) and deleting a Topic (DEL); and under [Add & Insert Buttons](#) for the tip on adding / inserting a series of new questions, using the INS key.

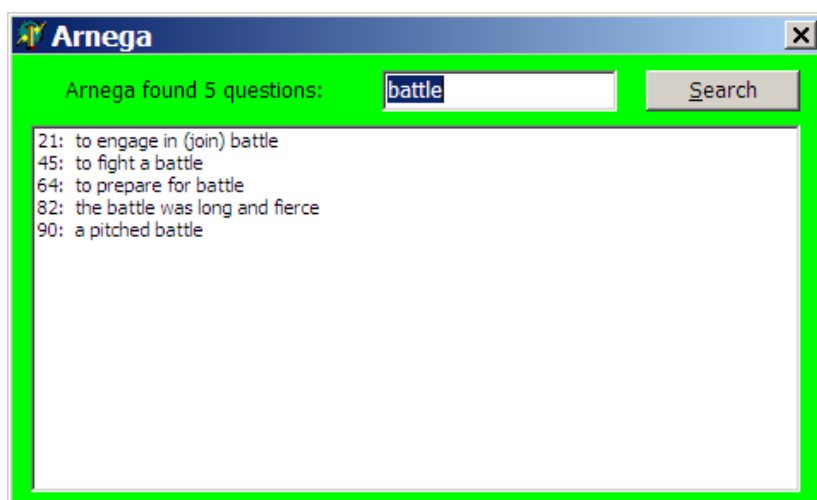
The other keyboard shortcuts are self-explanatory, and deal mostly with navigation issues (e.g. moving quickly to the first or last question in a Topic), and with changing the default colour scheme of a few components in Arnega Editor. It is best to experiment with the various options, to get an idea of how they work.

EDITOR NAVIGATION TOOLS



The ‘Next’ and ‘Back’ buttons allow you to move to the next or previous question, respectively. The drop-down box allows you to move to a specific question number, more quickly than by clicking ‘Next’ or ‘Back’ repeatedly.

Click the **Magnifier Button** to bring up the following search dialog:



Enter the word or phrase in the box provided ('battle' in the above example), then click the 'Search' button alongside. The first line of the **question only**, for each Question / Answer set containing at least one instance of the word or phrase entered, will be displayed in the list box, together with the question number. **Double-click** any question in the box: the search dialog will close, and the editor will bring up the required Question / Answer set, ready for further editing. (Note that you may also press <Esc> to close the dialog).

It is important to remember that, if a search match is found in either the question or the answer, **the first line of the question only is displayed**, even if the matching word / phrase occurs only in the answer, and not in the question.

Do not forget that the **Ctrl + Home** and **Ctrl + End** key combinations may also be used, to move to the first and last questions in a Topic, respectively.

DISCLAIMER

Please note that Arnega is provided 'as is', without any express warranties or guarantees of any kind. The author will not be held responsible for any outcome resulting from its use or abuse, including the nature and factual correctness or otherwise of any material loaded or used in conjunction with it.

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