

Hop! Study – User’s Guide

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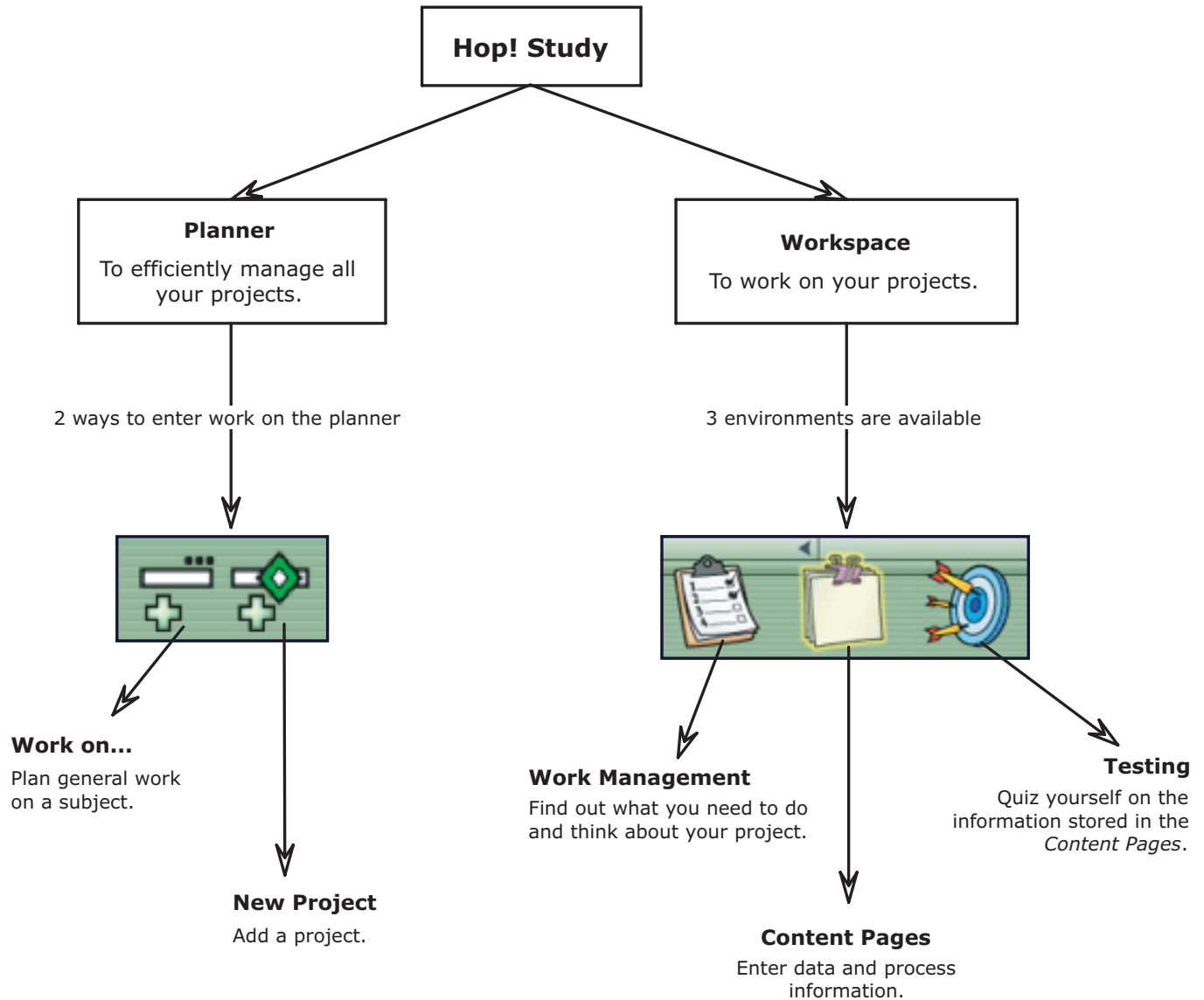
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Software Overview

Hop! Study software helps students do their schoolwork and play an active role in achieving success. This *User's Guide* will lead you to discover tools created to help you manage your time, structure your work, and organize your knowledge. Let's start with a general look at how the software is structured.



Create a New Document

Two choices are offered when creating a new document: create a blank document (a knowledge base) or create a document from a template (a project). Hop! Study offers eleven types of projects. Each project contains a list of tasks to complete and templates to help you organize your data.

Note that you must open your planner first if you want to integrate the project into your schedule.

You can change the suggested dates.

Each type of project is linked to forms and templates created specifically for that kind of work.

If the project you want to work on is not listed, choose the template *Other Project* or click on *Create a blank project*.

NOTE: *Other Project* contains a list of various tasks, whereas a blank project is empty.

Content Pages – Index and Navigation

In the *Content Pages* environment, you can create and save all the material you use throughout your project. The index is organized into two levels to help you manage your knowledge and process data. The first level lists only other indexes, whereas the second level indexes are used to classify *Content Pages*.

The screenshot shows the Content Pages interface with the following annotations:

- Create a new index.** Points to the 'New Index' icon (a folder with a plus sign) in the top toolbar.
- Move a selected page to another index.** Points to the 'Move' icon (two overlapping pages) in the top toolbar.
- To delete or duplicate a page, first select it using the "Arrow" tool.** Points to the 'Arrow' tool icon (a yellow square with a black arrow) in the top toolbar.
- Use the "A" tool to modify the name of an index.** Points to the 'A' tool icon (a black letter 'A') in the top toolbar.
- To quickly create blank pages: diagram, card, linear organizer and Question & Answer.** Points to the template icons on the right side of the workspace.
- Open the Index Panel.** Points to the 'Index Panel' button (a folder icon) in the bottom toolbar.
- Double-click a page to open it.** Points to the 'Double-click' icon (a hand clicking a document) in the bottom toolbar.
- Go back to the previous index.** Points to the 'Previous Index' icon (a left-pointing arrow) in the bottom toolbar.
- To open the dialog box "Add a page" and choose a template.** Points to the 'Add Page' icon (a document with a plus sign) in the bottom toolbar.

The main workspace displays a table titled 'Cats' with the following data:

	Cats		
	Abyssinian	Friday, April 13, 2007	☐
	CATS	Friday, April 13, 2007	☐
	Domesticated varieties	Friday, April 13, 2007	☐
	Gifts	Friday, April 13, 2007	☐
	Important dates	Friday, April 13, 2007	☐
	Shorthair	Friday, April 13, 2007	☐
	Sphynx	Friday, April 13, 2007	☐
	Turkish Angora	Friday, April 13, 2007	☐

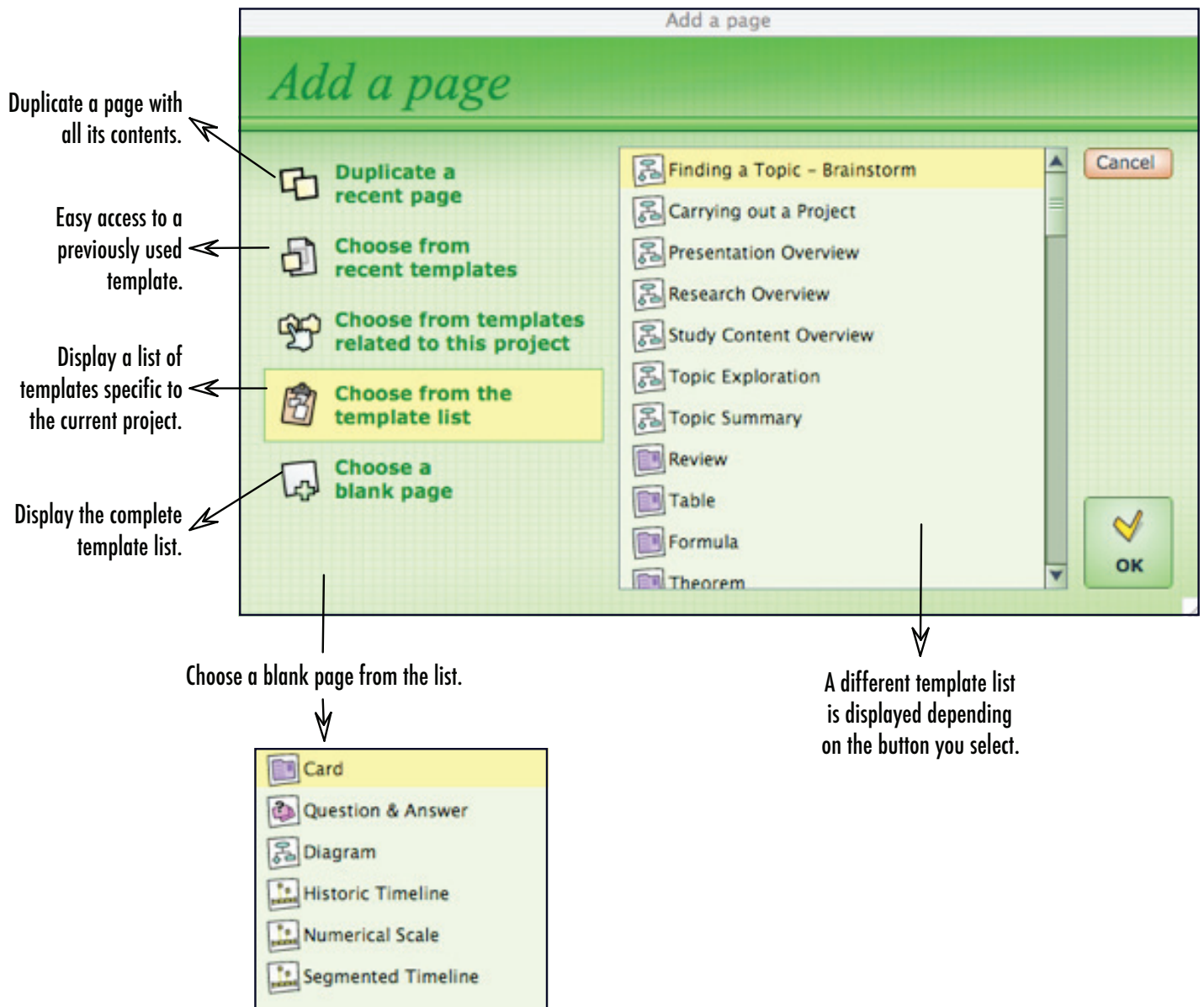
The left sidebar shows the 'All Indexes (2)' panel with the following structure:

- All Indexes (2)
 - Cats (8)
 - Abyssinian
 - CATS
 - Domesticated varieties
 - Gifts
 - Important dates
 - Shorthair
 - Sphynx
 - Turkish Angora
 - Dogs (0)

Content Pages – Add a Page

Hop! Study offers four types of pages to organize your information: cards, diagrams, linear organizers, and Question-and-Answer cards. In addition to these four blank pages, Hop! Study contains numerous page templates from which to choose. This allows you to display data in many different ways, as well as collect large amounts of information within the same document.

NOTE: To add a new page, you must be in the *Content Pages* environment.



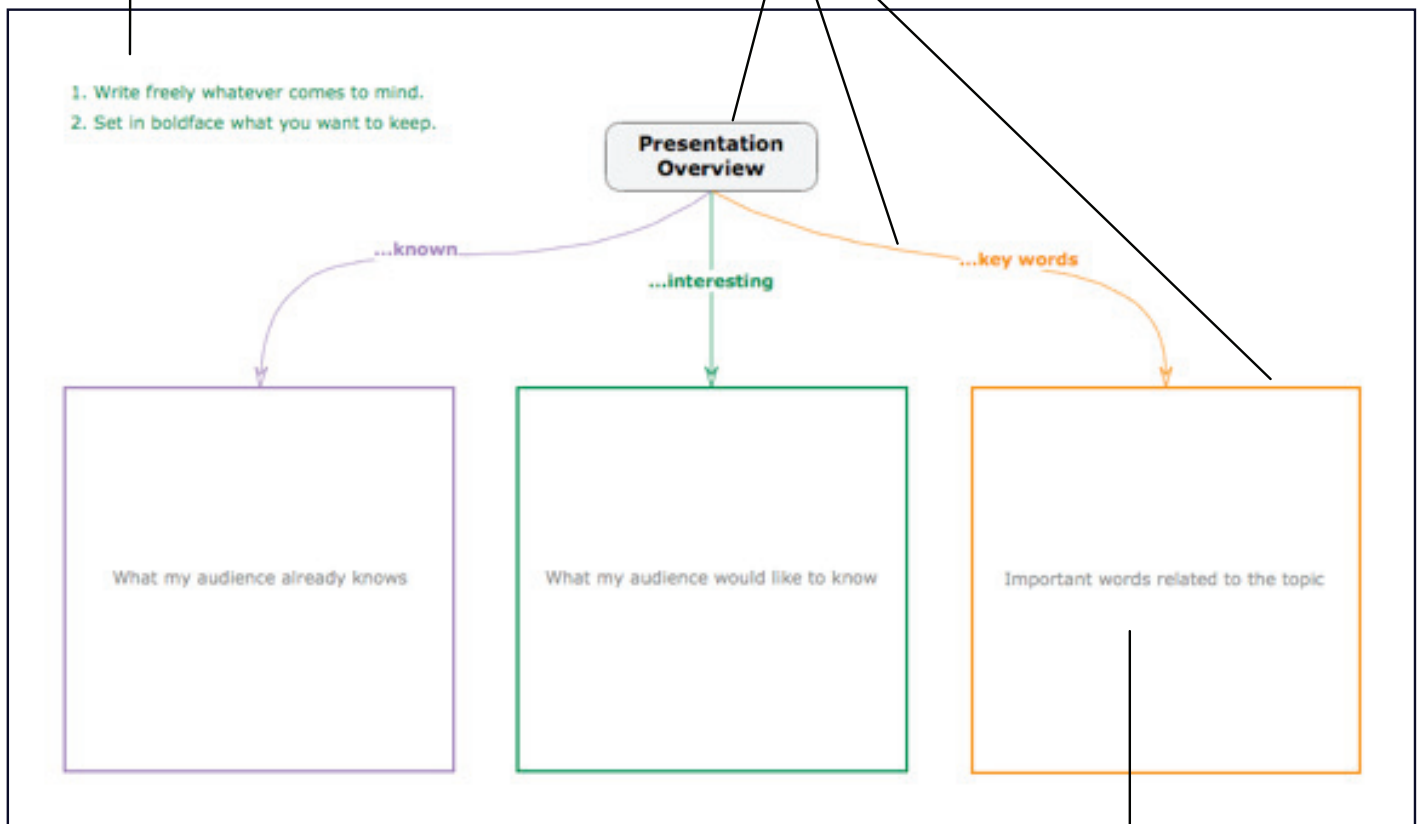
Content Pages – Using Templates

There are approximately 70 templates to help you study better and learn more efficient work methods. Among them you will find cards, diagrams, and linear organizers containing various objects ready for you to enter content. Pages created from these templates can be fully customized: all objects can be modified, moved, deleted, and renamed.

Some pages contain instructions.
This text cannot be modified, but
it can be deleted if necessary.

All other elements on the page (boxes,
connectors, fields, titles, field names, etc.)
can be modified, including their size,
position, color, and text.

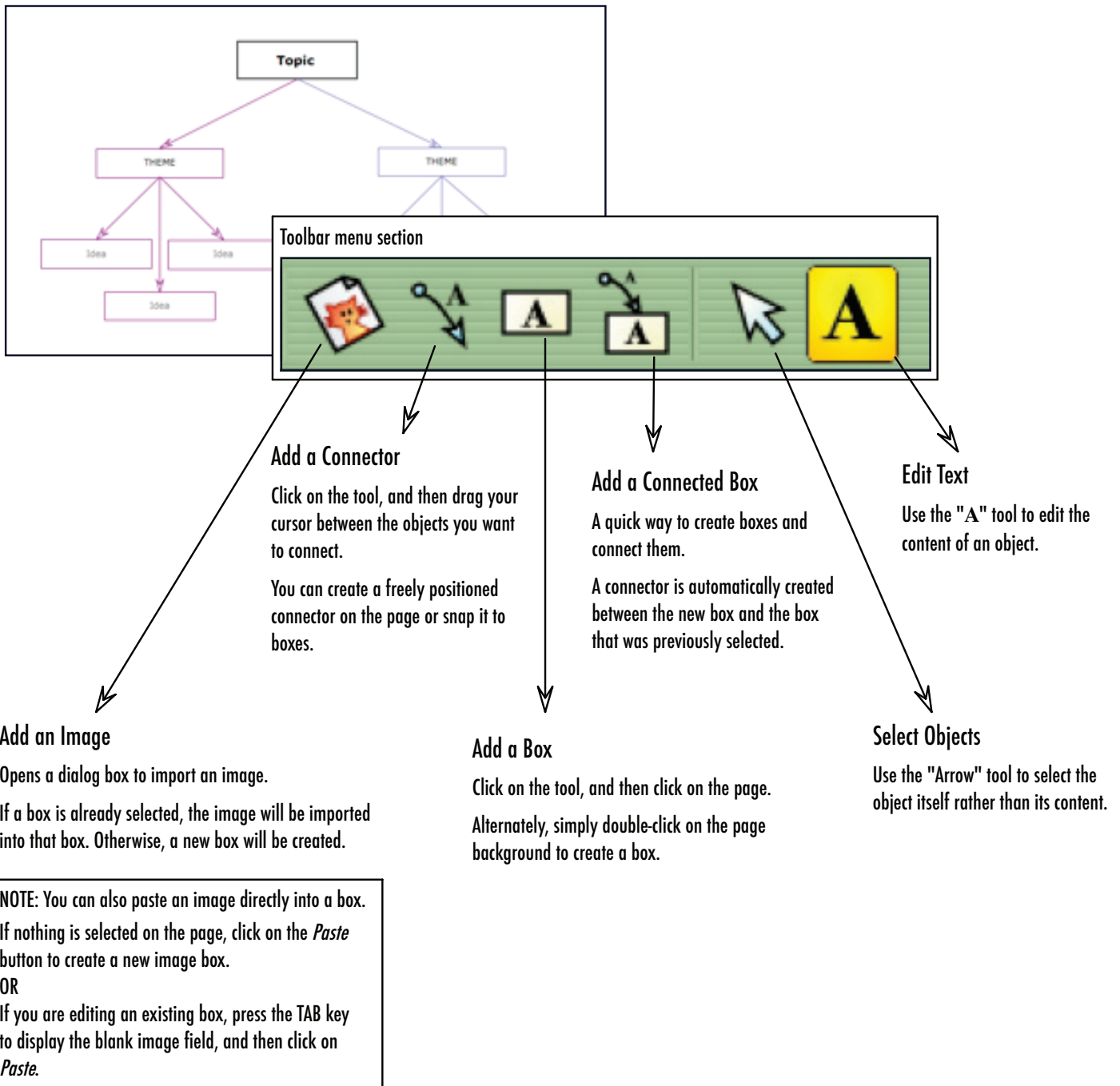
You can also add
or delete objects.



The shaded text indicates what kind of content you
should enter in this object. The instructions
disappear once you click on them to enter text.

Making Diagrams

Diagrams, outlines, and concept cards are graphic ways to organize information. They are excellent tools to grasp what you are learning and to connect ideas. Below you will find descriptions of tools that are commonly used to make diagrams. You can also consult the next page for information on how to change their formatting.



Changing the Appearance of a Diagram

Since a diagram is a visual way to represent information, it often helps to add meaning to its boxes and connectors by changing their appearance. The Style Gallery offers many useful formatting options for you to explore.

Note that all the diagrams available in the template list have been created using the Style Gallery.

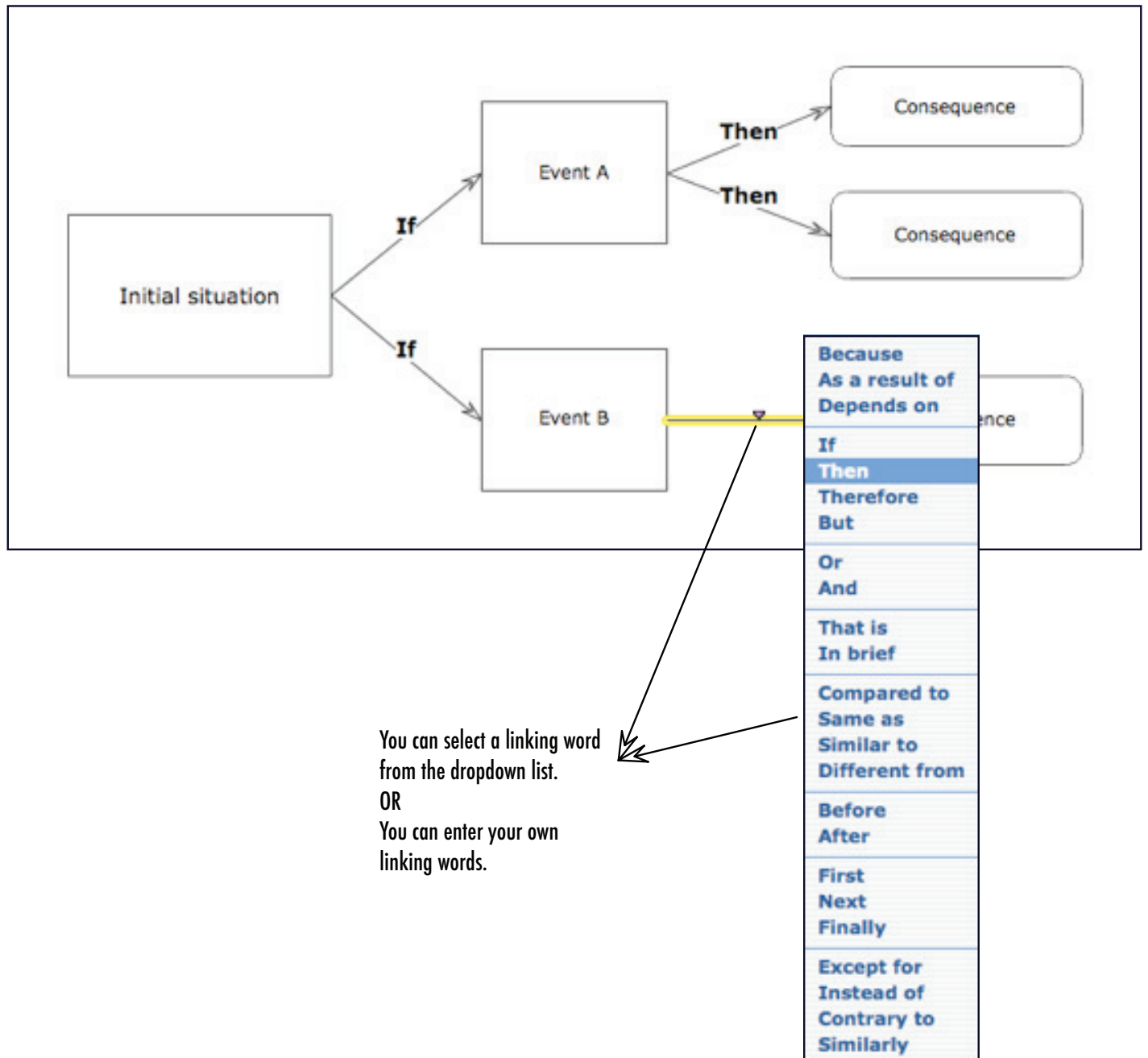
Diagram Style Panel

The Diagram Style Panel is a green rectangular interface with various controls for formatting diagrams. It includes sections for text, boxes, and connectors. Arrows point from descriptive labels to specific controls within the panel.

- Font color**: Points to a red color swatch.
- Font size**: Points to a dropdown menu showing '14'.
- Line spacing**: Points to a dropdown menu showing '0'.
- Left margin**: Points to a dropdown menu showing '0'.
- Right margin**: Points to a dropdown menu showing '0'.
- Line color**: Points to a blue color swatch.
- Fill color**: Points to a green color swatch.
- Image size (unit and value)**: Points to a dropdown menu showing '% 75'.
- Box shape**: Points to a selection of box shapes (rectangle, rounded rectangle, diamond, oval, speech bubble, line).
- Image and text position**: Points to a selection of alignment options (left, center, right, top, bottom, etc.).
- Set box text as the page title**: Points to a button labeled 'Page Title'.
- Dropdown lists with various options for changing the appearance of connector lines and endpoints**: Points to a selection of connector styles (straight, curved, arrow, etc.).
- Exclude the text in this object from quizzes in the *Testing* environment**: Points to a checkbox icon.
- Text alignment**: Points to a selection of alignment options (left, center, right, justified).
- First line indentation**: Points to a dropdown menu showing '0'.
- Spacing before paragraphs**: Points to a dropdown menu showing '6'.
- Spacing after paragraphs**: Points to a dropdown menu showing '0'.
- Line style (first option = no line)**: Points to a selection of line styles (solid, dashed, dotted, etc.).
- Transparent interior (no fill)**: Points to a checkbox icon.
- Increase box size making all its dimensions equal**: Points to a button with a square icon.
- Snap connectors to an image (style selected here), rather than to the box contour**: Points to a button with a target icon.
- By default, connector anchor points are set automatically and follow the objects as these are moved (*Fluid connector*).**: Points to the 'Fluid' option in the connector dropdown.
- Alternately, you can snap connectors to fixed anchor points by choosing *Fixed anchors*.**: Points to the 'Fixed' option in the connector dropdown.

Using Linking Words

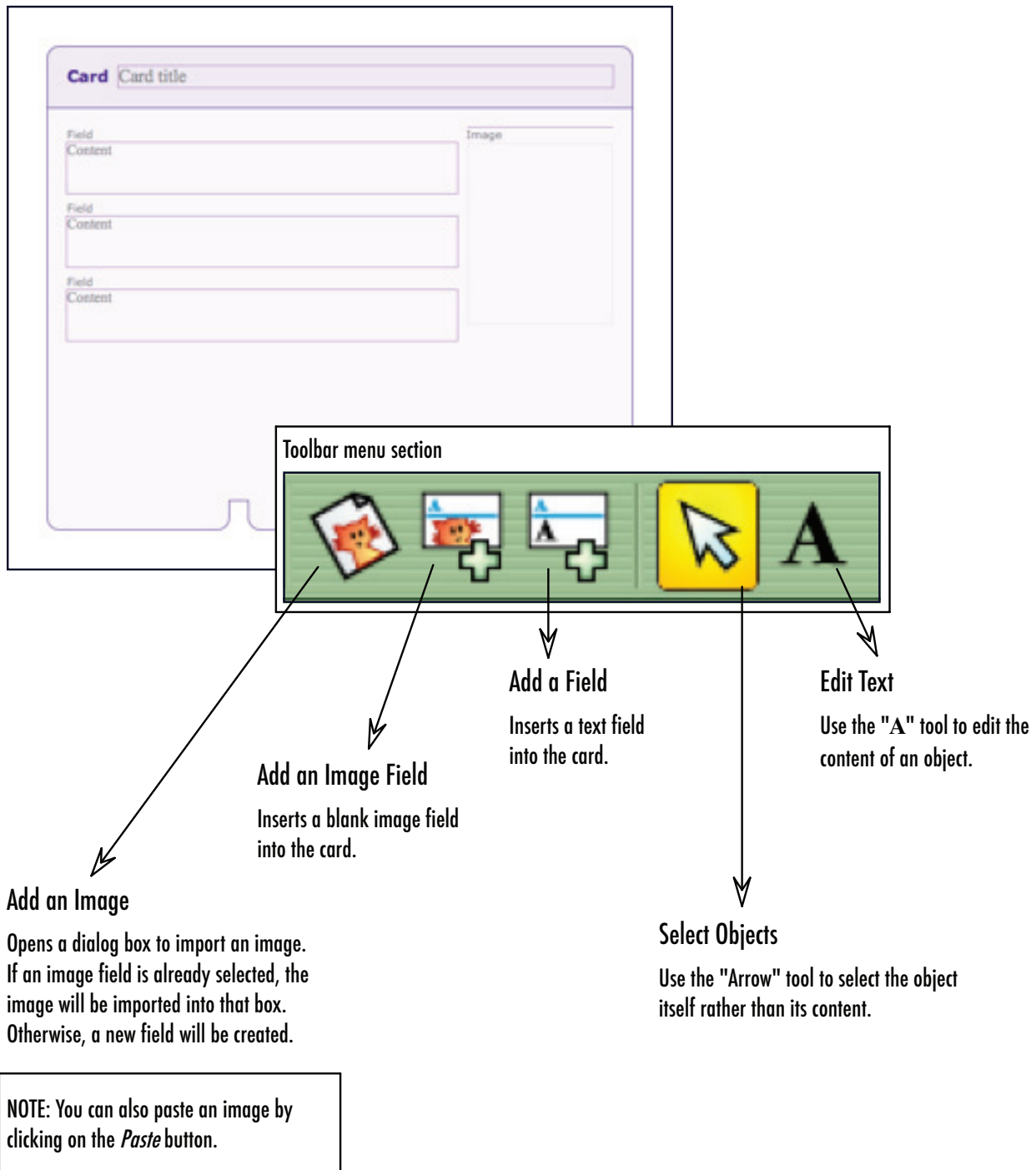
Diagrams are used to establish relationships between concepts and ideas. Hop! Study offers an inventory of linking words to help you organize your thoughts more clearly by specifying the type of connector that joins two information boxes.



Making Cards

Cards allow you to classify and save important information. They can be used to take reading notes, keep track of references, review notions learned in class, and more. Below you will find descriptions of tools that are commonly used to make cards.

You can also consult the next page for information on how to change their formatting.



Changing the Appearance of a Card

Cards should be easy to make quickly and in large quantities, so they need very little formatting in most cases.

However, the Style Gallery contains some formatting options you can use to enhance the functionality of your cards by adapting them to your needs and context.

Card Style Panel

The Card Style Panel includes the following settings:

- Font color: [Color selection]
- Font size: 16
- Line spacing: 0
- Left margin: 3
- Right margin: 0
- Text alignment: [Left, Center, Right]
- First line indentation: 0
- Spacing before paragraphs: 3
- Spacing after paragraphs: 3
- Frame, title, and content arrangement: [Icons for different layouts]
- Field position (under or beside the title): [Icons for field placement]
- Change field order: [Left and Right arrows]
- Field height: 0
- Card size: 580
- Exclude the text in this object from quizzes in the *Testing* environment: [Icon]

The sample card is titled "Vocabulary" and contains the following fields:

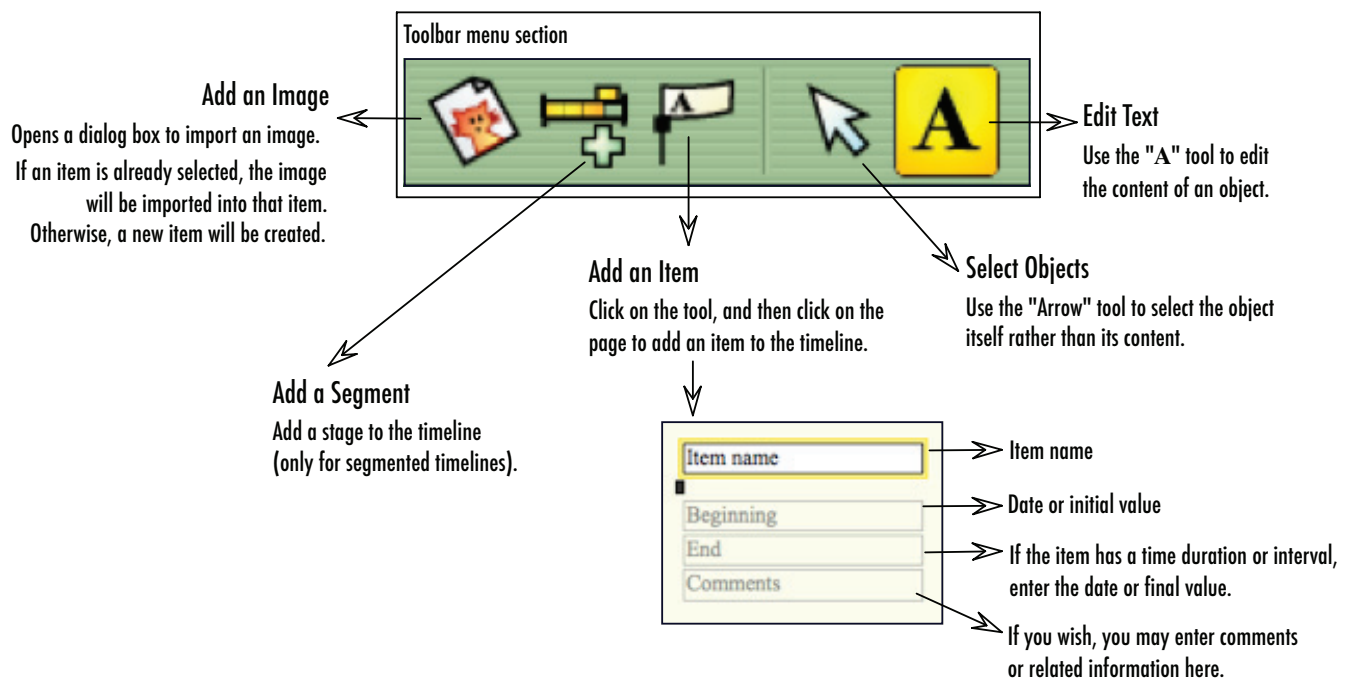
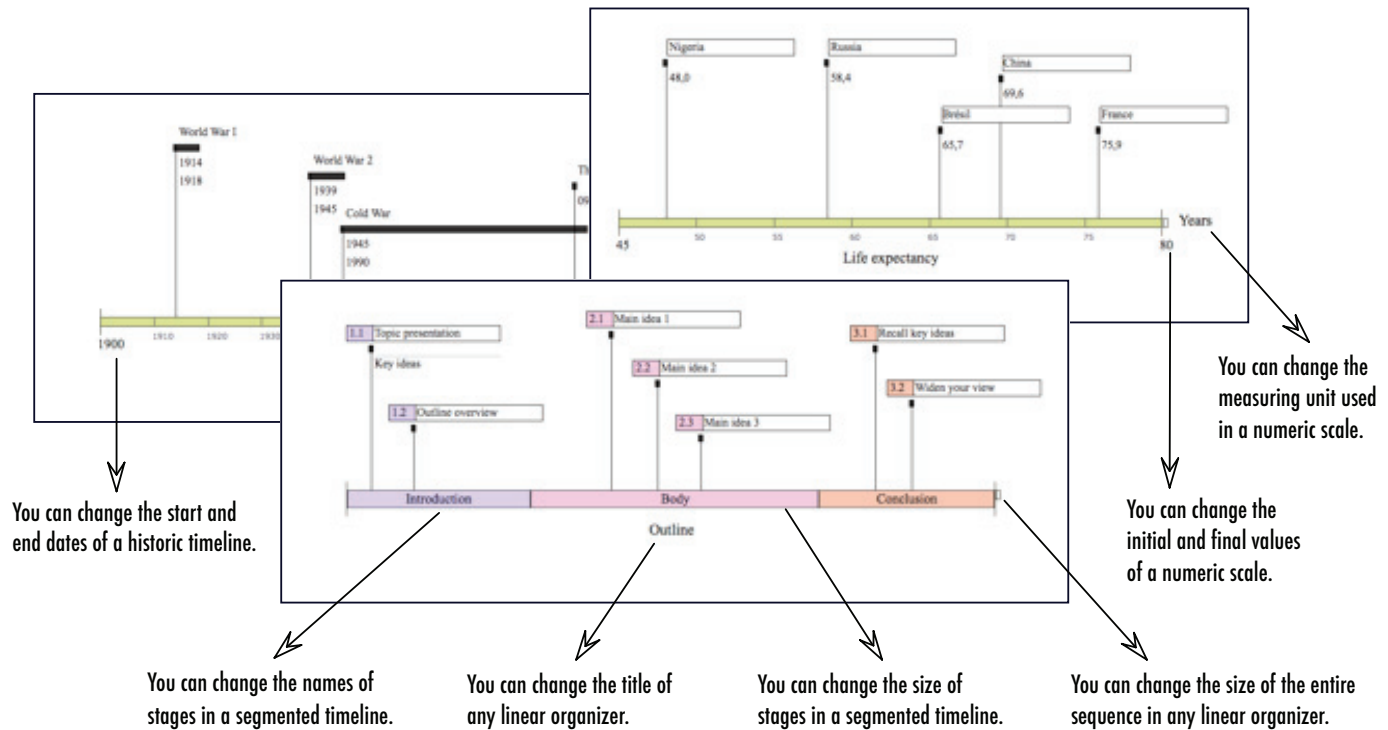
- Translation
- Example sentence
- Comment
- Image

The card is composed of three main parts:

- Frame
- Title
- Content

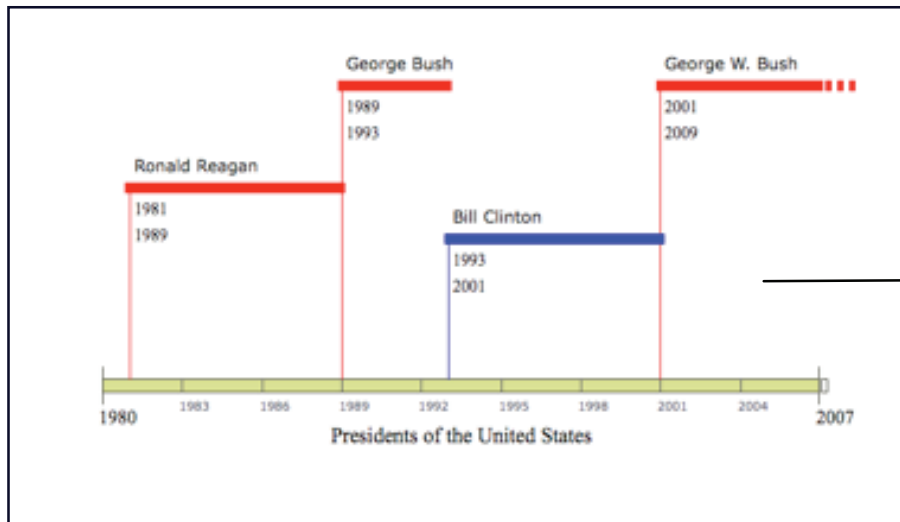
Making Linear Organizers

Hop! Study offers four types of linear organizers: a historic timeline for arranging chronological events, a segmented timeline for arranging sequential stages, and a numerical scale for comparing number values. Below you will find descriptions of tools that are commonly used to make linear organizers.



Changing the Appearance of a Linear Organizer

You can format items in a linear organizer to complement the meaning of the information they contain. The Style Gallery contains various formatting options, which are listed below. To change the parameters of the sequence itself (name, size, scale, interval, etc.), consult the previous page.



Using the color of US presidents' political parties is a great example of a formatting option that adds meaning to visual information.

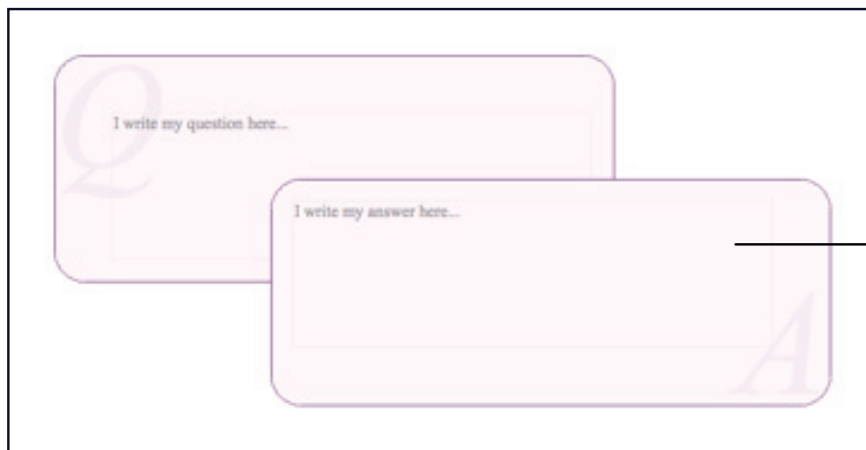
Linear organizer Style Panel

Font color		Verdana		Exclude the text in this object from quizzes in the <i>Testing</i> environment
Font size		14		Text alignment
Line spacing		0		First line indentation
Left margin		0		Spacing before paragraphs
Right margin		0		Spacing after paragraphs
Line color				Line style (first option = no line)
Fill color				Transparent interior (no fill)
		Surf	10000	Image size (unit and value)

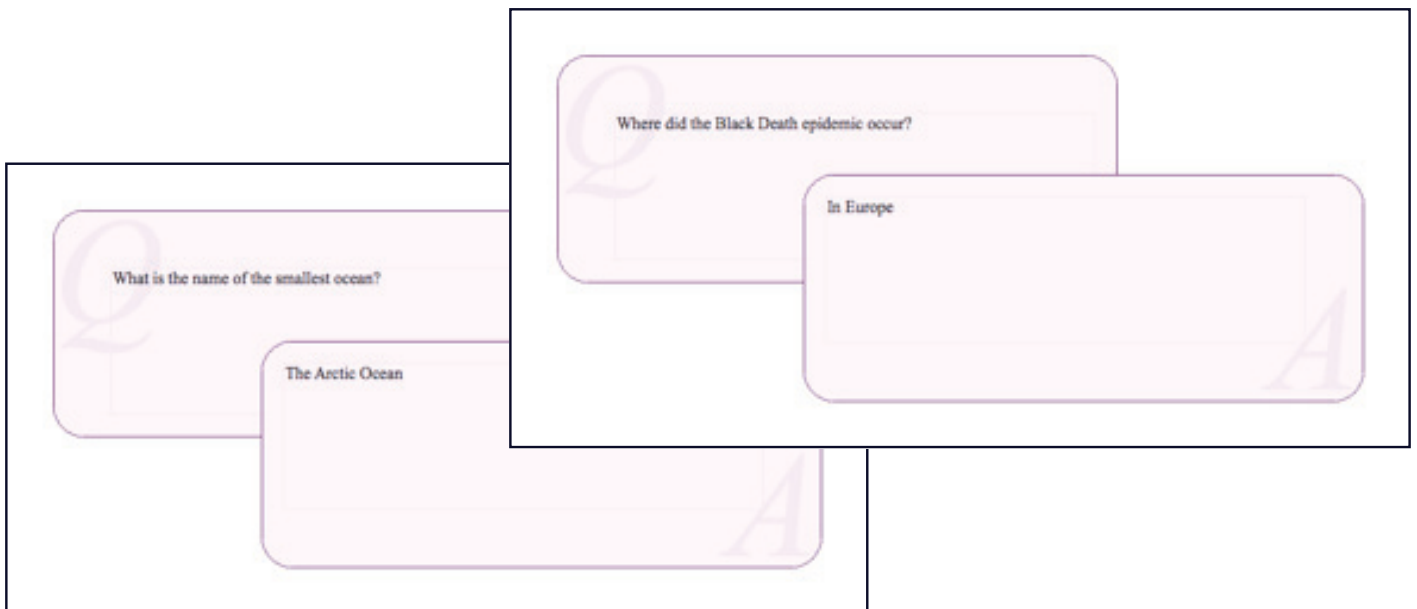
NOTE: You can also apply line attributes (size, color, fill) to the stages of a segmented timeline.

Question-and-Answer Cards

Although these cards can have many applications, they are a valuable tool to study for exams. Formulating questions about your class notes encourages you to stay actively engaged in reading as you select and rephrase key elements of your study subjects. This way, you study both when you prepare the cards and when you use them. In addition, you can keep the cards you make for later use, such as reviewing for final exams. Question-and-Answer cards are usually linked to the Testing environment, which is presented in the next page.



Here is a blank Question-and-Answer card ready for you to enter data.



NOTE: Most likely, you will be creating a large number of Question-and-Answer cards. Remember that you can use an index to classify them by chapter, by topic, by week, and so on. This makes them much easier to find and use in the future.

Testing Environment

The *Testing* environment allows you to quiz yourself on the information you store in the *Content Pages*. Quizzes are not necessarily limited to Question-and-Answer cards. Any Hop! Study page can be used: one of the fields will be hidden and you will have to provide an answer.

They can also be restricted to a particular index to reduce the number of possible questions. Finally, don't forget that you can exclude specific information from the quizzes by checking the appropriate button on the Style Panel.

First screen: Parameters

The screen displays two chapters with checkboxes and folder icons:

- ☒ **Chapter 1**
Total pages.....: 8
Total questions...: 10
- ☒ **Chapter 2**
Total pages.....: 3
Total questions...: 6

Total available questions: 16

How many questions?

Buttons: Finished, OK

You can check the indexes you want to be quizzed on.

The number of possible questions is calculated based on the index you select.

Enter the number of questions you want to be asked.

Click OK when you are ready to start.

Second screen: Questions

Formula Circumference of a circle

Calculation

When is this formula applied?
The circumference of a circle means the length of the circle

Steps involved in its application
The radius is a line segment that begins from the centre and touches any point on the circle

Example

Where can I find additional information?
Notes -> September, 26

My answer

Buttons: Finished, OK

Hidden data will be outlined in red.

Enter your response, or answer the question in your head.

Click OK when you have the answer.

Third screen: Feedback

What is the name of the smallest ocean?

The Arctic Ocean

CORRECT ALMOST MISSED

The Arctic Ocean

Buttons: Finished, OK

Compare your answer to the solution.

Click on the adjective that best describes your response.

Fourth screen: Results

CORRECT 8 / 10

ALMOST 1 / 10

MISSED 1 / 10

85 %

My answer

Buttons: Finished, OK

Click OK to start a new test.

Work Management – Tasks Tab

The *Work Management* environment contains three tabs with checklists and forms to fill out. This first tab contains a list of tasks broken down into project phases. These action plans are different for each type of project. They allow you to divide your work into smaller, more manageable tasks, making it easier to plan your project over time.

The deadline is displayed automatically.

Type of project ← **Presentation**

Add project details. ← *Presentation title*

Due Date
Tuesday, October 23, 2007

Tasks | Project | Assessment

1 Prepare

- ☐ I fill out the *Project* tab to define my assignment.
- ☐ I use the [Presentation Overview](#) diagram to guide my research.

2 Research

- ☐ I use the strategies of my choice to gather information. ...
- I take [Notes](#) and keep track of my [References](#) while I read.
- I read and visually organize the information I find.
[Exploration](#), [Summary](#), [Causes](#), [Effects](#), [Procedure](#), [Sequence](#), [Cycle](#), [Timeline](#)
- I use the [Interview](#) card to interview an expert.
- ☐ I read the information I collected and check off what I want to keep. ...

3 Process

- ☐ I use a [Diagram](#) or a [Timeline](#) to outline my presentation.
- ☐ I prepare supporting material (posters, charts, illustrations, etc.).
- ☐ I create [Memo](#) cards.
- ***I avoid writing out my entire presentation and trying to learn it all by heart.***

4 Practice

- ☐ I practice my presentation out loud and make any necessary changes. ...
- ☐ I practice my presentation in front of my family or friends and ask for [Comments](#).

5 Present

- ☐ I do my presentation in front of the class. ...

6 Assess

- ☐ I review and evaluate my achievement using the *Assessment* tab. ...

Check off completed tasks. ←

Click on the blue links to create *Content Pages*.
↓


Tasks cannot be modified unless you are working on a blank project. ←

Work Management – *Project* and *Assessment* Tabs

The tabs *Project* and *Assessment* correspond to the first and last task of every project. The *Project* tab allows you to identify the requirements and details of your project before you get started, whereas the *Assessment* tab helps you reflect on your results and what steps have taken you there. You can customize these tabs by adding or deleting fields.

The screenshot shows the Hop! Study interface with the **Project** tab selected. The interface includes a sidebar with sections like **MY PRESENTATION** and **MY PREPARATION**, and a main content area with fields for project details. Annotations highlight that field names are locked and that information balloons provide tips.

Annotations:

- Enter information about the project.
- The names of existing fields cannot be modified unless you are working on a blank project.
- Information balloons with related tips

Information Balloon Content:

Determining your intention

It's important to determine what you want your audience to experience. What is your intention? Is it to inform, to convince, to provoke a reaction, tears or laughter, to frighten, to enchant, to stir up emotions?

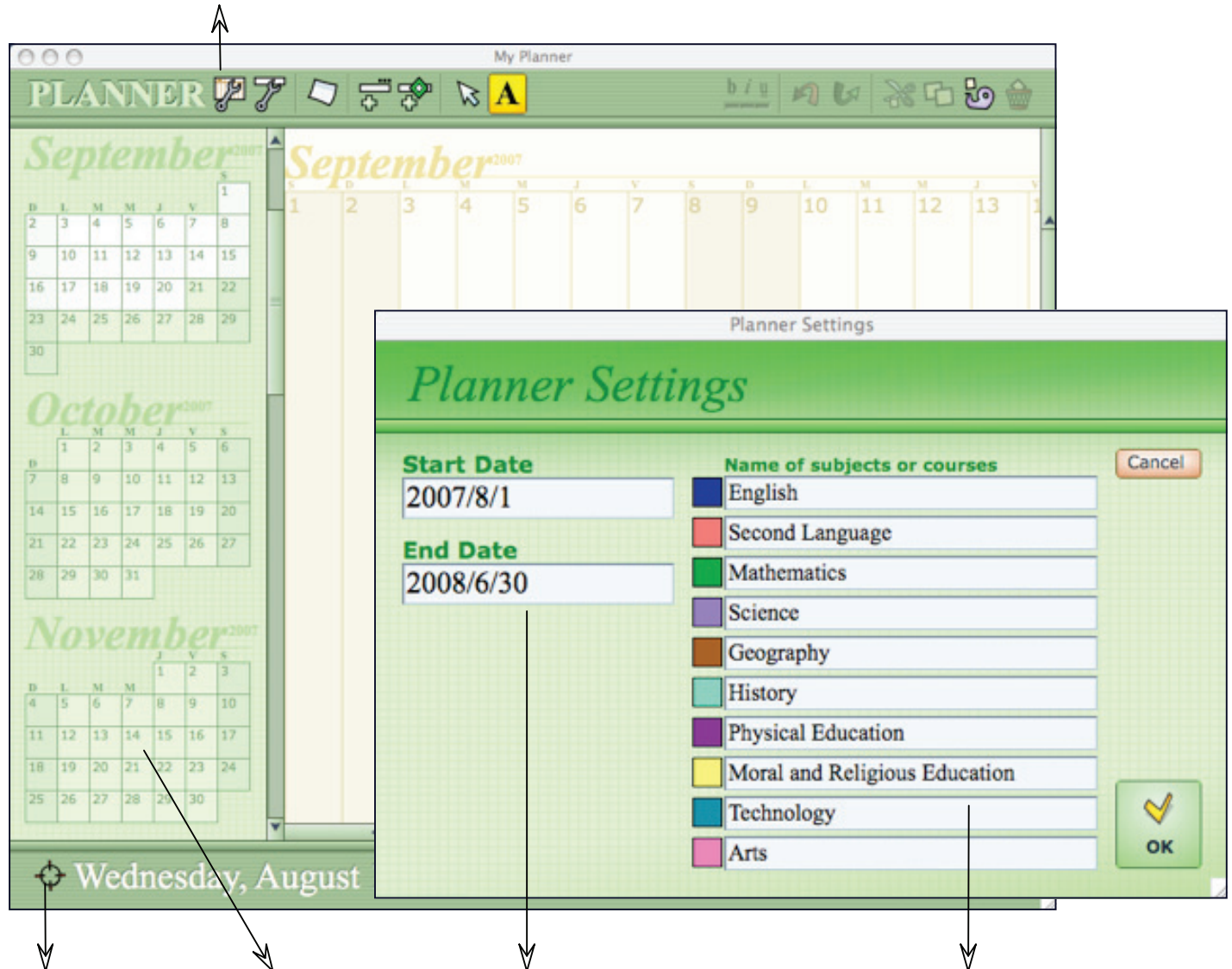
This is called determining your intention. Once you've made your decision, you can choose and organize your words, sentences, and images to help you reach your objective.

NOTE: In the *Knowledge Base* files, the tabs are slightly different. The *Log* tab appears instead of the *Project* tab, and you can use it to record notions learned in class. In the *Assessments* tab, you record all the grades you get on each subject.

Create a New Planner

You can create a new planner at the beginning of your school year (or at the beginning of your term). This planner will help you manage your time and plan all your projects. It will also serve as a portfolio of your entire school year, since you can always consult your finished projects and open all related documents.

Change planner settings
(calendar range and subjects).



Go to today's date
on the planner.

Navigate the planner
by clicking on dates.

Change the time range
included in the planner.

Change the subjects
listed on your schedule.

Using the Planner

There are two ways to record tasks on your planner: specific projects (presentation, research, composition, etc.) and general work on a subject (read a chapter, do exercises, review your notes, etc.). All general work on the same subject is linked to a knowledge base that will grow as the year progresses. On the other hand, each project is recorded independently and has its own data file.

The screenshot shows the 'My Planner' application window. On the left is a monthly calendar for August, September, and October 2007. The main area displays a timeline for August 2007 with several tasks. Annotations with arrows point to specific features:

- Change the dates for your assignment.** Points to the calendar on the left.
- Add general work on a subject.** Points to a green icon in the toolbar.
- Add a project.** Points to a blue icon in the toolbar.
- Three dots indicate general work on a subject.** Points to a task titled 'History Read Chapter 4' which has a green icon and three dots.
- Open the Knowledge Base for this subject.** Points to a task titled 'Narrative Summary The Catcher in the Rye' which has a blue icon and a yellow diamond.
- You can add comments on each assignment.** Points to a text box below the 'Narrative Summary' task containing the comment 'I have to keep my first draft!'.
- Enter the title of each assignment.** Points to a task titled 'Oral Presentation Monkeys' which has a blue icon and a yellow diamond.
- A diamond marks the deadline for your project.** Points to a yellow diamond on the timeline.
- Green: done**
Yellow: to do
Orange: to do first
- Open a project file.** Points to a green icon in the toolbar.
- Projects are divided into phases that can be checked off as they are completed.** Points to a task titled 'Oral Presentation Monkeys' which has a progress bar with four segments.
- A color-coded box links a project to a specific subject.** Points to a blue icon in the toolbar.

The bottom status bar shows the date: Wednesday, August 15, 2007.

Adding Hyperlinks

You can add hyperlinks to your pages and your planner by selecting the command *Add or Change a Hyperlink* on the *Special* menu.

Add a hyperlink

Click on a text field, then select the command *Add...*

Change a hyperlink

Put the blinking text cursor on the hyperlink you want to change, then select the command *Add...*

Activate a hyperlink

Make sure the field is **not** in editing mode, then simply click on the hyperlink.

Add a checkbox to your text.

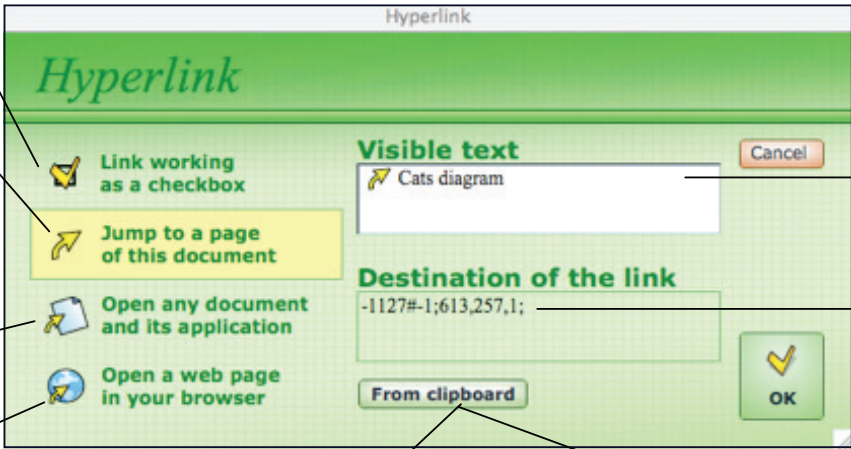
Add a hyperlink that connects to another page in the same document.

NOTE: You must have already gone to the destination page and copied a word or an image.

Add a hyperlink that connects to another file.

Add a hyperlink that connects to a webpage.

NOTE: You must have already copied the address.



Use this button to paste the code of the destination page or webpage you have copied on your clipboard.

For hyperlinks that connect to another document, this button is replaced by *Choose file...*

Text that will appear in blue as the active hyperlink.

Code of the destination page.

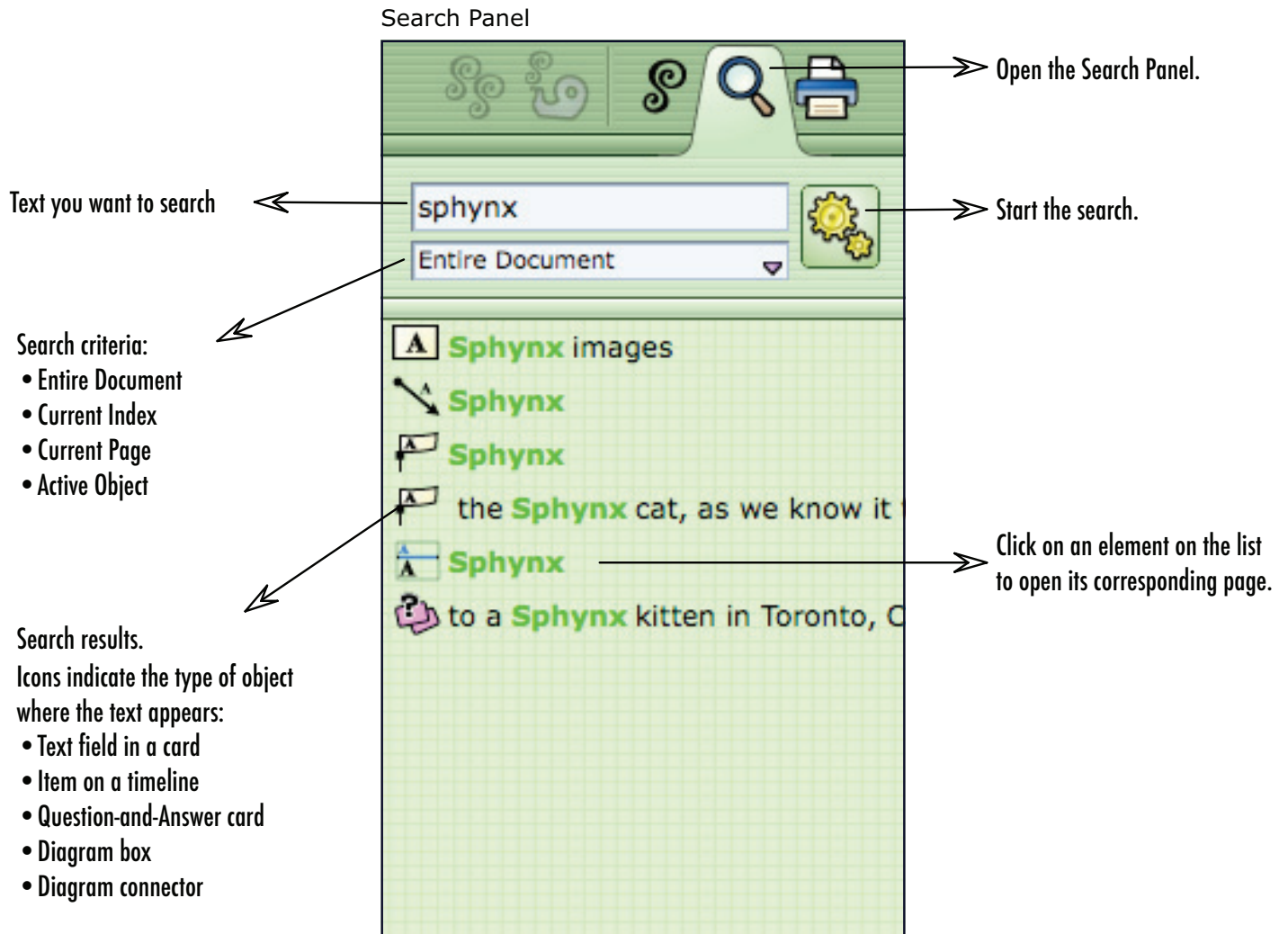


Text Search

Select the command *Find* on the *Edit* menu.

or

Click on the button *Find* on the toolbar menu.



Toolbar

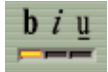
General tools



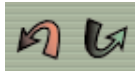
Add a sticky note.



Toggle between Select Object mode (arrow) or Edit Content mode (A).



Apply settings to the selected text (bold, italic, underline).



Undo or redo previous operations.



Cut, Copy, Paste and Delete. All four commands can be applied to the content if you are in the Edit mode (A) or to objects if you are in the Select mode (arrow).

Workspace tools



Open Index Panel.



Create a new index.



Move pages to another index.



Copy format from an object or text and apply it to another.



Open Style Panel and change the appearance of objects on the page.



Open Search Panel.



Open the Print dialogue box.



Open the Import an Image dialog box.



Add an empty image box to a card.



Add a text field to a card.



Add a connector to a diagram.



Add a box to a diagram.



Add a connected box to a diagram.



On linear representations, add an item to the timeline or numerical scale.

Planner tools



Change calendar range or the subjects that appear on your schedule.



Change the dates for your assignment.



Add work on a subject.



Add a new project.

Navigation Bar



Go to the Work Management environment.



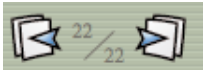
Go to the Content Pages environment.



Go to the Testing environment.



On the Content Pages environment, go to the previous menu.



On the Content Pages environment, go to the previous or next page.



On the Content Pages environment, add a new page.



Center the display on an object. Once you select the button, click on an object on the page.



Move within the page. Once you select the button, move your cursor on the page while holding down your mouse button.



Center the page display.



Increase or decrease the size of your display.



Open Tips balloons

Menus

Most of the commands are standard (Save, Open, Cut, etc.).

Below you will find descriptions of those commands that are specific to this application.

Edit menu

Duplicate	This command is used only to duplicate objects or pages. Therefore, you must be on select mode (arrow) to be able to use it.
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Special menu

Add or Change a Hyperlink	Inserts a hyperlink on a page or on the planner. See page 20 for more details.
Copy All as Text	Copies all the text on the page so you can paste it onto another document or application.
Copy All as Image	Copies an image of the page so you can paste it onto another document or application.
Copy Style / Paste Style	These two commands can be used for objects (in select mode) or for the content of an object (in edit mode).
Adapt Colors for a Projector	Changes the colors to optimize the display when you use Hop! Study on a multimedia projector.

Help Menu

Automatically Check for Updates	When this option is selected, the application checks for updated versions of your software every time it starts.
Update Software Now...	This command checks for updated versions of your software and opens a website where you can download updates.