

j2e – The Manual

Introducing j2e

DRAFT Aug 2009

Mike McSharry

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Introducing j2e

Just2Easy (j2e) has been designed to provide an easy to use web based document creation, sharing and web publishing solution. It has been designed for education, and is an ideal solution for schools and the many related organisations which now work with schools.

Flexibility, security and control have been designed in to j2e. Documents and web pages are stored on the secure server and controls are provided to ensure that sharing and security levels match your organisation's requirements.

Administrative tools enable user groups to be easily managed, and controls ensure that teaching staff can control content published to the internet. Word lists are easily created and shared, thus allowing guided writing to be prepared quickly and effectively.

In addition to providing storage for the documents made within j2e, the system also provides on line storage and version control for documents created using any package. When users access these documents, j2e simply presents them to the host package on the user's device.

A second user manual – 'j2e advanced – all the bells and whistles' is also available.

About the Authors

Mike McSharry is a Microsoft Certified Professional and has been involved with many aspects of IT since 1979 – including the earliest commercially available windows based systems and some of the earliest - and largest - networks in the world.

Systems and Education Limited was formed in 1998 to help with the support and supply of IT solutions to businesses and schools in the East Midlands Region. The company now helps local schools to optimise their use of ICT – and it is responsible for over 3,000 PCs and 100 servers. Mike is an active member of NAACE and is actively helping schools carry out Self Review Framework activities to help them achieve the ICT Mark.

Mike was involved in one of the earliest live collaboration of j2e and immediately saw its enormous potential in all areas of education. Shortly after he helped to run one of the first international collaborations of j2e, and recognised its true worldwide potential.

It became obvious that a single resource to introduce and explain j2e was required, and the first edition of this manual was created. (This is code for ‘older people like to read bits of paper in books’).

Sarah McSharry has been surrounded by IT and educational software for far too many years

How this manual was created

This document was managed and created by using the stored files feature of j2e, and was created using Microsoft Word 2003, Microsoft Word 2007 and Open Office. The document was made while the authors were living in England and Sweden.

In order to create this document, the authors also made use of a free utility called Cropper – we are eternally grateful to its author – Jeffrey Palmer

Starting j2e

J2e is a web based service, and its requirements on your PC are very simple. (For full technical specifications see the Appendices).

In your web browser type www.j2e.com and press the enter key, this will take you to the j2e home page –



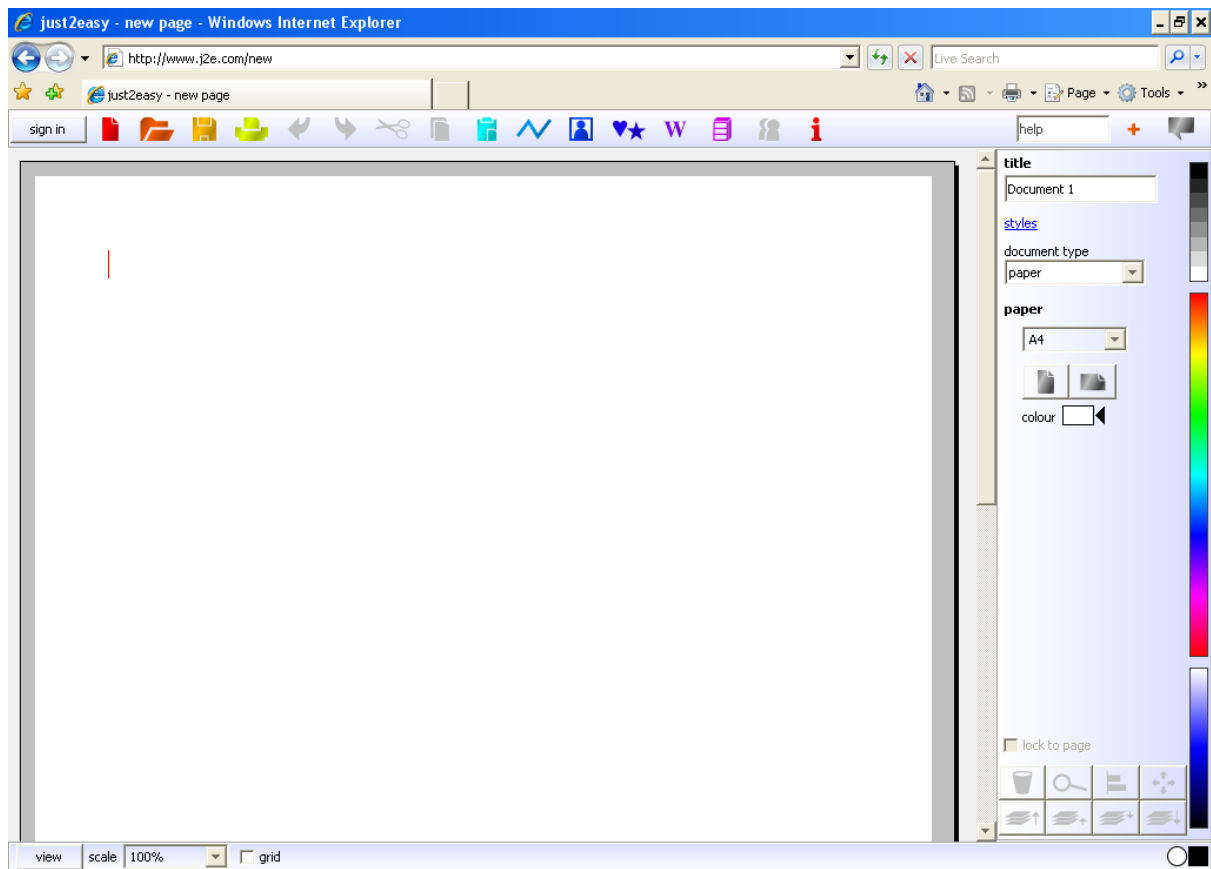
The home page includes many new user guides, blogs, tips and tricks and announcements.

To start using the j2e editor, click on **start j2e** on the left hand side of the screen.

At this point, if java is not already installed on your machine, it will be automatically loaded. In certain circumstances, your machine / log-in combination may be prohibited from installing software – if this is the case, you will need to discuss this with the person responsible for your network.

The j2e user screen

You will then see the j2e editor page ..



The editor will start the same way it was last used, so (for example) the user interface options may be for simple or advanced (see below).

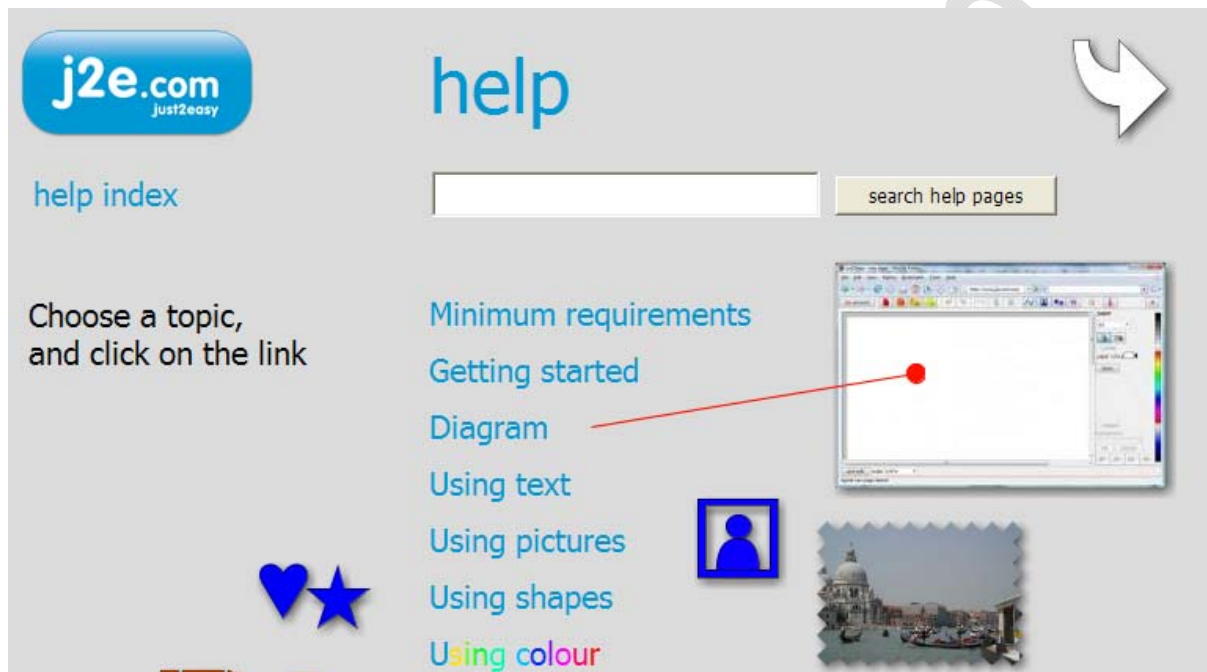
Getting Help



Help is available in j2e in a number of ways.

From the start page (www.j2e.com), you can quickly access the help pages and video help tutorials.

Video help can always be accessed by typing in <http://www.j2e.com/help/vids/> to a web browser – these videos give running tutorials of many aspects of j2e.

The introductory help pages <http://www.j2e.com/help> give quick help guides and access to the index and contents for help.



 	<p>The help index is shown graphically – providing a snap shot of the look of the specific help files.</p> <p>All the help documentation in j2e has been made using j2e</p>
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Site Map

The j2e site map is the best single point for all up to date references for j2e, and includes links to the help screens and the video help screens


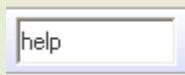
- [about us](#)
- [brochure download](#)
- [contact us](#)
- [forum](#)
- [Geoff's blog](#)
- [help pages -](#)
 - [colour](#)
 - [colouring pencils](#)
 - [csv file help](#)
 - [diagram](#)
 - [getting started](#)
 - [keyboard and mouse](#)
 - [laying out your work](#)
 - [links](#)
 - [minimum requirements](#)
 - [pictures](#)
 - [rss](#)
 - [saving and loading](#)
 - [shapes](#)
 - [sharing1](#)
 - [sharing2](#)
 - [text](#)
 - [tips](#)
 - [tips for teachers](#)
 - [video tutorials](#)
 - [web pages](#)

- [home](#)
- [j2e -](#)
 - [my files](#)
 - [Rose report](#)
 - [speech](#)
 - [start j2e](#)
 - [symbols](#)
 - [what is j2e?](#)
- [java test](#)
- [links](#)
- [Prices -](#)
 - [individual prices](#)
 - [school j2e prices](#)
 - [school j2e symbol prices](#)
- [Screenshots -](#)
 - [drawing](#)
 - [forms](#)
 - [share and collaborate](#)
 - [web pages](#)
 - [word processing / dtp](#)
- [shibboleth, single sign on](#)
- [showcase](#)
- [training](#)

- [tip of the day -](#)
 - [animation example 1](#)
 - [animation example 2](#)
 - [clever shapes](#)
 - [colour selection](#)
 - [editing](#)
 - [fonts](#)
 - [forms](#)
 - [movable objects](#)
 - [scale](#)
 - [search and save](#)
 - [passwords on files](#)
 - [picture frames](#)
 - [revisions](#)
 - [simple/advanced](#)
 - [word lists](#)
- [video tutorials](#)
 - [adding effects, colour etc](#)
 - [advanced information](#)
 - [animation](#)
 - [brief overview](#)
 - [collaboration](#)
 - [full video](#)
 - [Geoff's five minute video](#)
 - [photos](#)
 - [shaping](#)
 - [sharing](#)
 - [shibboleth, single sign on](#)
 - [text](#)

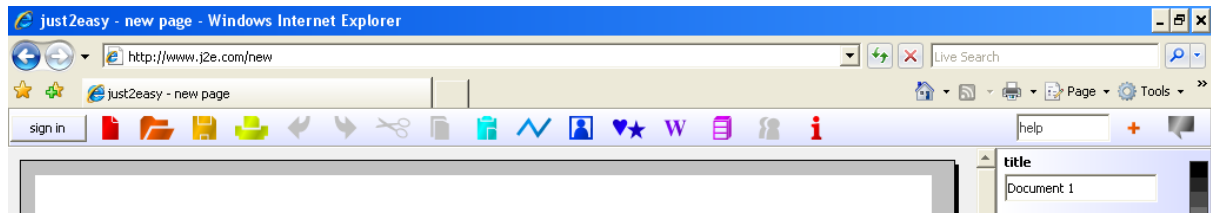
Help within the j2e editor

Help can always be accessed from within the j2e editor – by clicking on the following markers in the top menu bar

Icon	What it does	Notes
	Info and help	Release info., and direct access to the help documents, tips and user forums
	Search	Google search of the main j2e web site

J2e User Interface

The main usage of j2e is made through the menu bar along the top of the screen –



You can use the editor at any time without signing in, but you need to sign in to save work or get to your files.

To sign in, click on  this will bring up the sign in box.

sign in

school

email (or user name) *

password *

remember my details on this computer

[register](#) [shibboleth](#)


If this is the first time you've used j2e for your organisation, you'll need to click on the register option. If your organisation has linked j2e with your shibboleth single sign on the click shibboleth (see notes in the Appendices).

For most users, click the school box, then

Type the name for your school in j2e then press the enter key

Type your email address or j2e user name then press the enter key

Type your password then click your mouse on the sign in box.

The  box on the menu bar will now show your name.

Getting Started (menus and keys)

The most effective way to understand j2e is to make use of the editor menu bar and to become familiar with the quick keys. Some things you do will use just the menu bar, some jobs can only be done with the quick keys, for many tasks – the choice is yours.

To use quick keys on a PC click and hold the ctrl key as you press the quick key (PC)







On Macs, press and hold the apple key as you press the quick key.

Here is the main part of the menu bar



The icons on the menu bar fall into a few different groups, which are shown on the tables on the next few pages.

General Editing and Creation

Icon	What it does	Notes	Quick key
	New J2e page	Starts a new j2e document or web page	n
	Open an existing j2e file	Opens a j2e document from your online j2e document area	o
	Save a j2e document	Saved in your j2e file area, either j2e files or web pages	s
	Print	Use this icon to print your j2e files	p
	Undo	Remove the last change you made	z
	Redo	Repeat the last change you made	y
	Select all	Selects all items in current j2e document	a
	Find (in document)	Allows you to find occurrence of a word or phrase in the current j2e document	f
	Bold (text)	Applies bold to current selected text	b
	Italic (text)	Applies italic to current selected text	i
	Underline (text)	Underlines current selected text	u
	Cut	Copy the selected item to the clipboard, and remove the selected item	x
	Copy	Copy the selected item to the clipboard, and leave the selected item	c
	Paste	Copies item from clipboard to current location of cursor	v
	Add object	See 'objects'	
	Choose picture, sound or video	See 'pictures'	
	Choose a shape	See 'shapes'	
	Word lists	Allow users to easily select a word from a list.	




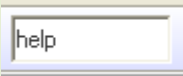

revisions

Revision Options


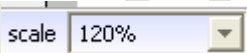
Allows you to recover previous versions of your work

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User Options





Icon	What it does	Notes
	Speak text	Only text after the cursor position is spoken – if the cursor is in the middle of a text, only the text which follows it will be spoken.
	Info and help	
	Search	Google search of the main j2e web site
	User interface level	
	Language choice	

Viewing Options

Icon	What it does	Notes	Quick key
	Zoom view of j2e editing screen	Toggles zoom in / back to normal	
	Zoom in		=
	Zoom out		-
	Zoom Back to normal size		0 zero
	Zoom display option		

The zoom display option is at the bottom left hand corner of the screen.

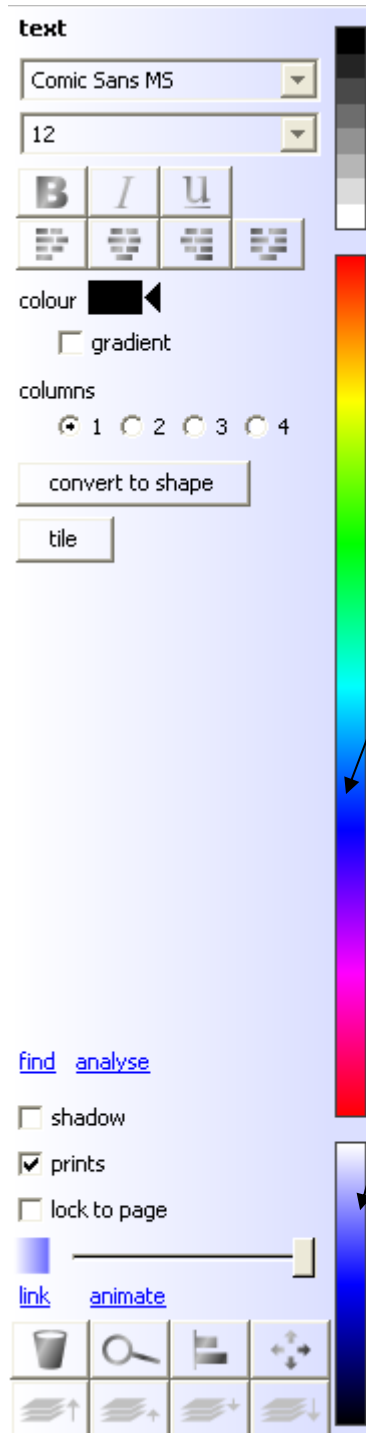
Sharing and Collaboration Options

Icon	What it does	Notes
	On line storage	Your j2e store for files made with other packages
	Share your file	See 'sharing'
	Collaboration report	Only appears when live collaboration taking place
	Revision Options	Shows times when file changes have been recorded and allows you to go back to a previous version of your work.

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Using the j2e editor

You'll be able to quickly see that j2e has 2 modes – view mode and edit mode. To modify your work in j2e you need to be in edit mode – that's when you'll see these toolkits on the right hand side of the screen.



The exact display you will see in this area depends on a few things.

Are you working with text or pictures?

You'll see the relevant tools for your task

Are you in advanced or simple mode?

You'll see more or less tools

The colour selector bar – a very powerful tool in j2e.

All you have to do is simply select a colour in this section, then the lower section shows lighter and darker shades of that colour

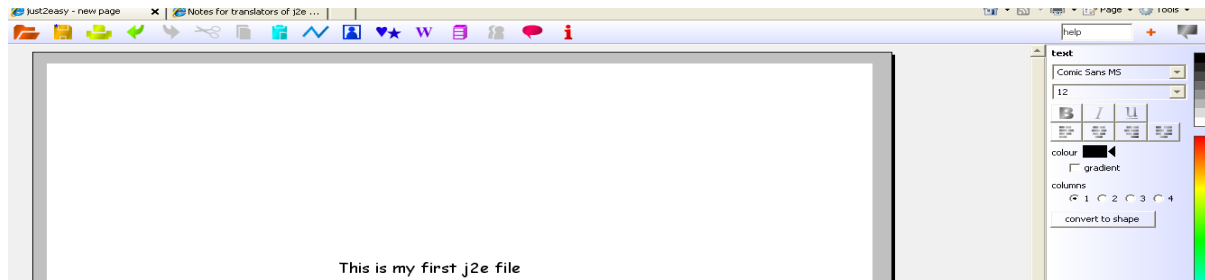
The tools shown here depend on the application you use (text, graphics etc.)

These effects are covered in detail later in this book, and provide options for the way items are shown

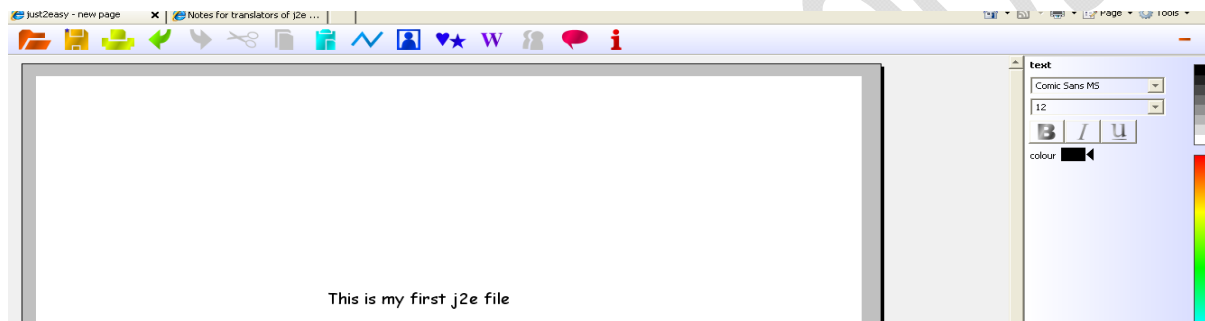
These tools provide finer controls on the way objects are used and displayed on your screen – see the appendices.

Your first j2e file

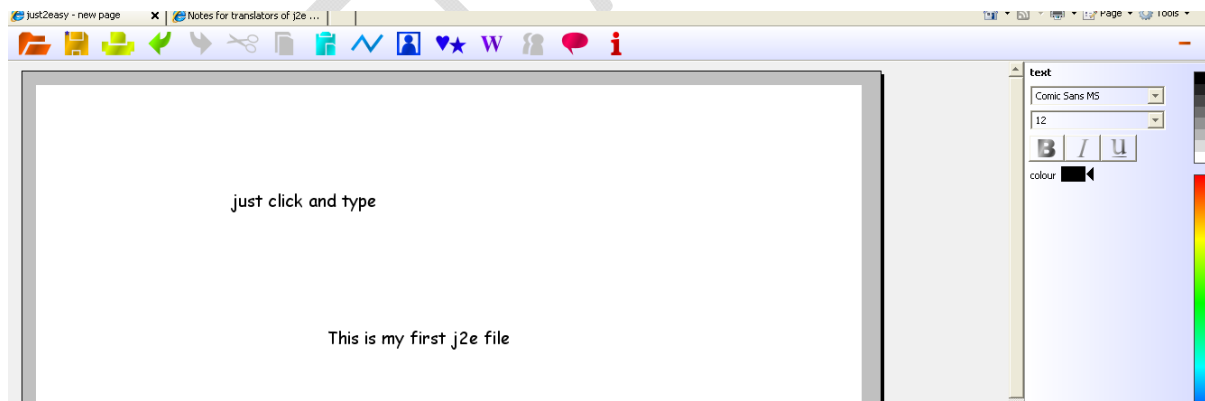
The j2e screen allows you to work in a very flexible way, simply click anywhere and start typing!



Notice that the toolbars (on right hand side) show the text tools – see how the tool options are reduced when you select the simple mode- below.



To add some more text – simply click in the screen area and type.

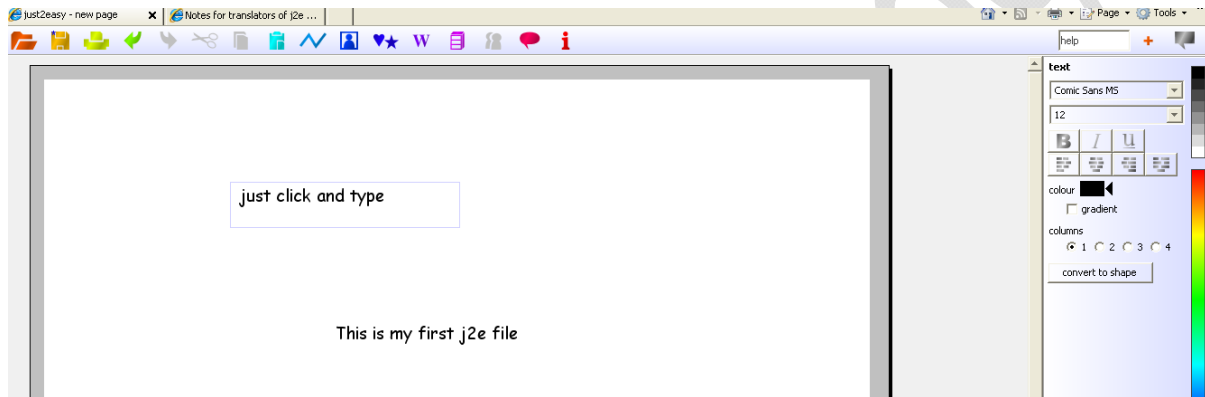


Selecting Things

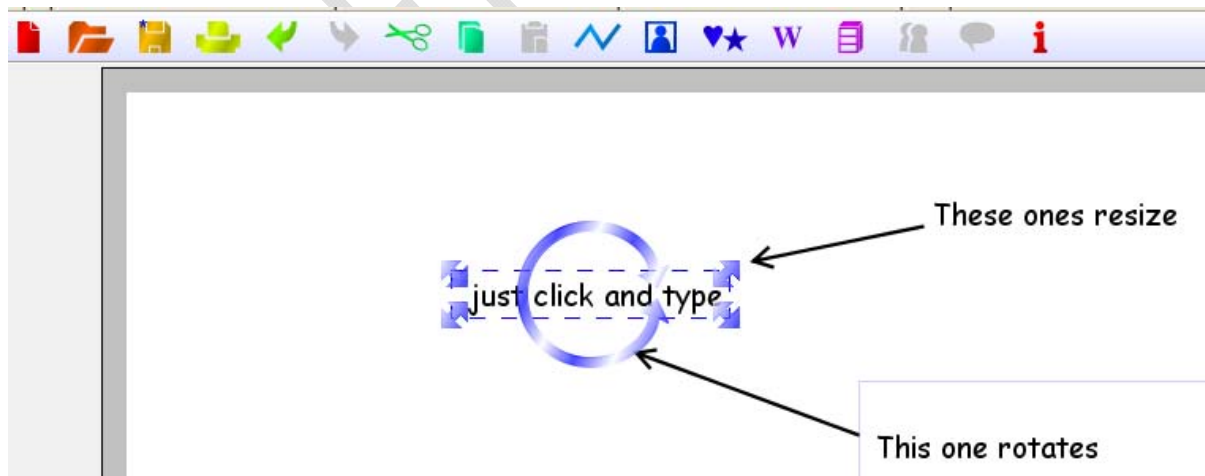
All elements placed on a j2e page are given their own 'frame' to work in – this gives you fantastic flexibility – and to take advantage of this flexibility j2e gives you simple and powerful methods for selecting items.

Because frames can easily become overlaid and because sometimes you need to work on (for example) the text rather than the block, here's how you select.

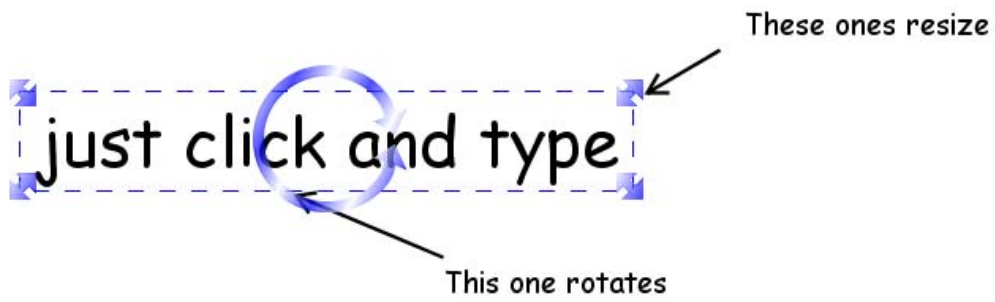
Clicking can alternate between the text frame – shown below – and the text (this will show as the familiar 'i-beam')



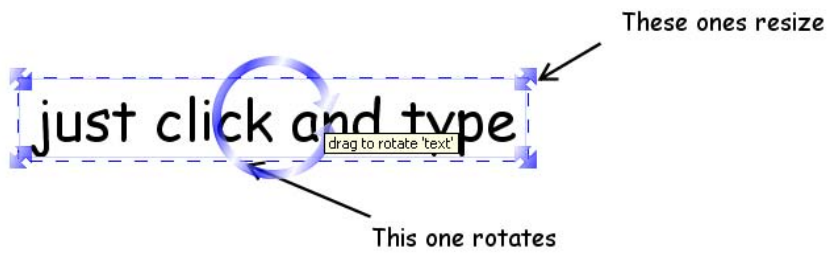
When you have selected a frame, you'll see 2 sets of controls – these are used to resize and rotate the frame.



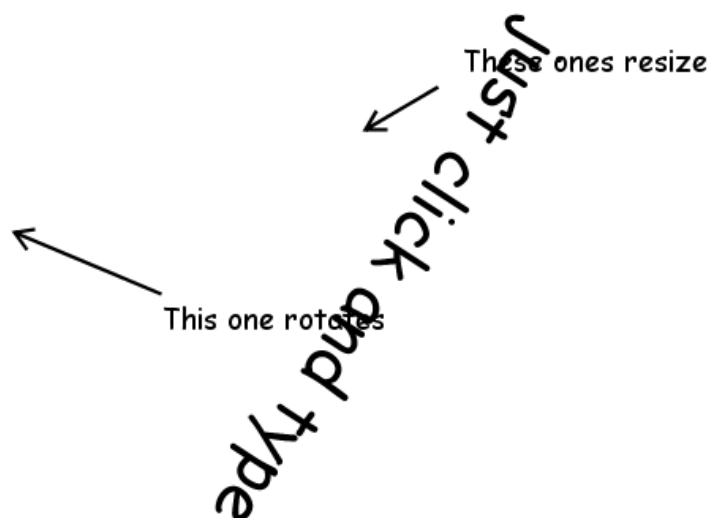
Resizing automatically increases the size of the font so that the text fills the frame. To resize simply click and drag the control handles.



To rotate, you need to move your cursor until the rotate control appears on screen (near the arrow on the loop) and the 'drag to rotate text' message appears. Then simply hold the left mouse button down and drag to rotate.



Very quickly we can achieve this -



The Power of Double Clicking

Sometimes you will have other objects, or other text, overlaying your text. If the first click does not select the object you wished, or place the cursor in the text you wished, just **double click**. Double clicking will select underlying objects, or place the cursor in underlying objects. You may have to double click several times, but you will get there!

The Grid

In the view controls is a tick box 'grid'. Selecting this will show a grid on the page to help you align and size your work. The grid can be in mm or inches. 'Snap' will make objects snap to exact positions, ideal for positioning and sizing.

Layers

Objects on a page are on different layers. The most recently added object is on the top layer, and shows above other objects. To change the layer an object is on, use the 'layer' buttons at the bottom of the tool panel.

Arrange tools

The arrange tools let you align and size objects relative to each other. The three ellipses above have been aligned and equally spaced.

Zoom and scale

Set the scale using the 'scale' drop down in the view tools. 'Page width' is useful for editing. 'Whole page' is useful for print preview.

If you select an object, you can use the 'zoom' button in the tool panel to show that object in detail. Click again on the 'zoom' button to zoom out again.

You can also zoom in by pressing down the 'alt' key and dragging out an area. Use the 'zoom' button to zoom back out.

'Lock to page' and 'unlock'

With j2e, any object can be locked to the page. Locking to the page is useful with a complex page, where you want to avoid some items being selected.

To lock an object to the page, select the object, and then tick the 'lock to page' box in the tools. Click somewhere else, and you will find that you can no longer select the object.

If something is locked to the page, but you do want to edit it, then you must override the locking. To do this, tick the 'unlock' box in the tools. Now, all locked items will appear unlocked, and you can select and edit every item on the page. When you have finished editing these 'locked' items, just untick the 'unlock' box, to remove the override.

Working with pictures

Loading a picture

Click on the 'picture' button to load pictures.

Initially this will show the folder on your hard drive that is pointed to by the Picture folder field in my account -> my settings -> my defaults. Navigate around your hard disk and select the picture you want.

If you want to select several pictures from the same folder, then simply drag pictures from the preview window onto your work.

Library pictures

Selecting the 'library' tab will show pictures that have been shared in the j2e library. Use the search field, and the sort field to try and find a suitable picture.

In addition, if you have a picture you want to use showing in a web site (check royalty / public usage!) or in one of your programs – simply copy and paste it or drag it in!

The tools bar (on the right side of the screen) will now show tools related to pictures. Examples of picture effects are shown in the Appendices at the end of this manual.

Saving your work

Saving j2e files

Click on the 'floppy disk' button to save your work. If you are not signed in, you will be asked to sign in. Your work will be saved to the j2e server, making it safe and secure, as well as still being accessible from any web browser.

Give your work a sensible name so that you can easily find it again. You can even create folders on our server, to help you organise your work.

Saving documents containing pictures

Documents are saved fairly quickly, but if they contain large pictures, it will take some time for them to upload to our server. A message will appear - saving x%. Until this message disappears, your pictures are not fully uploaded. If the connection breaks, the next time you use this computer to sign in to j2e, we try to upload any incomplete pictures. See the 'Technical Tips' in the Appendices for picture ideas.

Saving locally

If you wish to save your document to your hard disk drive, first select 'allow local file sharing' in your account settings. Then, on the save window, select 'local files', choose a folder, and save. Beware that if you do this, your file will not be backed up by j2e, and it will not be available on the web.

Loading your work

Sign in, and click on the 'open folder' button to load any of your files.

Use the search and sort fields to help you find the file you want quickly.

Revisions

j2e never throws away an old version of your work. Click on 'revisions' to see earlier versions of your work. This is useful if you make a mistake and want to revert to an earlier version, or if you want to see the history of how a document developed.

Saving web pages

Saving as paper or web page.

Pages can be saved as '**paper**' or '**web page**'. Paper is best for pages that you want to print out. To share your page on the Internet, select '**web page**'. It will then show in browsers without the need for java.

Every page is a web page

Every document created on j2e can be a web page. Every document has its own unique **www address**.

Accessing a page

To access a page, you need to type in its www address in a web browser.

For a single user, the www is made up of three parts, **www.j2e.com**, your **user name**, and your **file name**.

For a school user the www is made up of four parts, **www.j2e.com**, your **school name**, your **user name**, and your **file name**. If you look in the address line of this browser you will see that this page has a www of

www.j2e.com/help/web

The user name who created this page is **help** and this file name is **web**.

Once you load one of your own pages, you will clearly see its web site address in your browsers address line.

Making your home page

You can make one of your pages your **home page**. This is the page people will see if they just type www.j2e.com/yourUserName. To do this simply tick '**home page**' on the '**save**' dialogue as you save the page. (This is only available when the page is saved as 'web page').

Sharing your page with other people

Although every one of your documents will have a www address, other people will not be able to access it unless you share it with them or publish the page.

Search engines

Normal j2e pages are not constructed using standard html, so search engines can not scan your files. Your pages will not be listed by search engines like Google or Yahoo.

If you save your page as a '**web page**', and make it **published**, then search engines will be able to scan and list your pages. *Be careful of personal data on these pages.*

To protect your pages fully, you can password protect them on the [share](#) window.

The j2e File Store

The j2e file store allows you to store files online, meaning you can access them from any web browser. It also offers you the opportunity to share files with others, meaning multiple users can edit the same file. It was in this way that this manual was created.

You can access your store at www.j2e.com/store. Under the tab “my store” are your personal files, which nobody else can access, but which you can access from any web browser. To add a file to your store, simply find the file on your computer, and drag it into the store. Once a file is in your store, you can choose to share it by hovering the cursor over the file, and under the arrow menu which appears, select “share”. You can publish your file online with varying security levels. In this way, your file is available online for those you wish to see.

Under the tab “share with friends”, you can choose people to share your file with, either by entering their email address, user name, or a whole group name. When other users share files with you in this way, they will appear in your “shared store”. As with all j2e files, all revisions of files are saved, so if other users make unwanted changes to your files you can still access earlier revisions.

Sharing and Collaboration

Sharing your work

By default, work is saved so that it is private to you. Only you can see your work after signing in.

You can share your work with individual users, groups (eg your school or class) or with everyone. You may also submit your work for 'show case' or 'templates', and share with everyone in the j2e community. Save your work, then click on the [share](#) button to begin.

Getting started

First save your work then click on 'share' button.

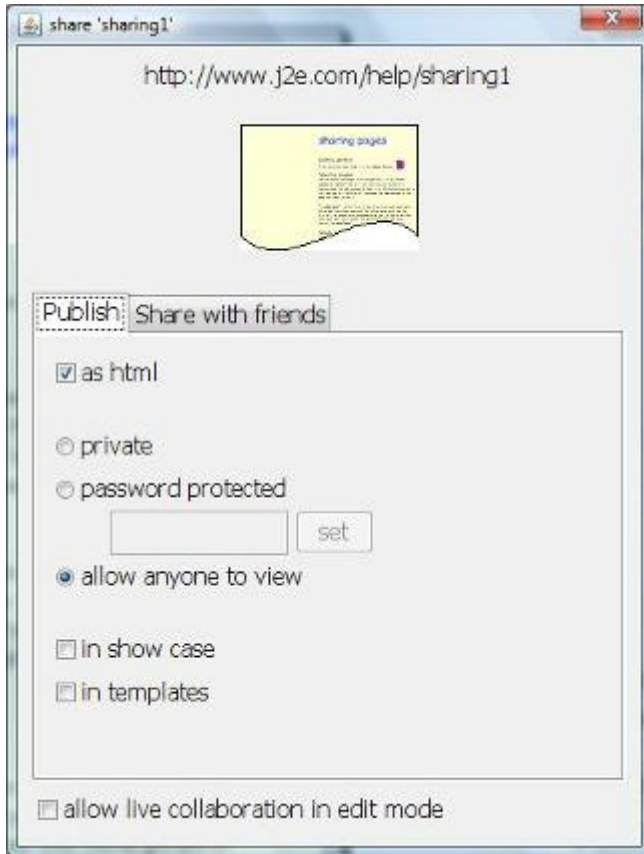
Publish

Your page is either 'private', 'password' or 'publish'.

Share your pages with everyone by clicking 'publish'. The web address of your page is shown at the top of the window. Tell people this for them to view it.

'in show case', select this if you think your work is a good example of j2e. If we agree, the file will be shared with everyone in the 'library'. If you think that your work is a useful template, select 'in templates'.





Manage Groups

This option lets you create, delete and edit groups of friends to allow for easier sharing.

First add a name for a new group, and then add email addresses or j2e user names into the group. You may share a file (or picture or shape or sound) with the group.

Share with friends

Share with friends is more special. The friends will need to have a j2e account. You can share 'private' pages with friends.

Select the 'share with friends' tab.

Type in the email, or j2e username, of your friend. Click on 'invite', you will be asked if you want to send an email to tell them about your page.

Once invited, your friend will see your page listed under 'shared files' on the 'open' window.

You may also invite groups of people eg your class, school, or groups of friends you have set using 'manage groups'.

You can see who you have shared this page with in the box below. You can let them view, edit and even save your page.

[Sharing photos, shapes and sounds.](#)

Sharing pictures

If you take some photographs that you think are useful to others, you may share those. First save the work that contains the photograph. Select the photograph and click on 'share picture' in the tool panel.

You can either 'Publish' in the 'library' or 'Share with friends'.

You should only publish photos that are of general interest, not family snaps! Also, they must be your own photos, or ones that you are certain do not infringe any copyright.

Sharing shapes

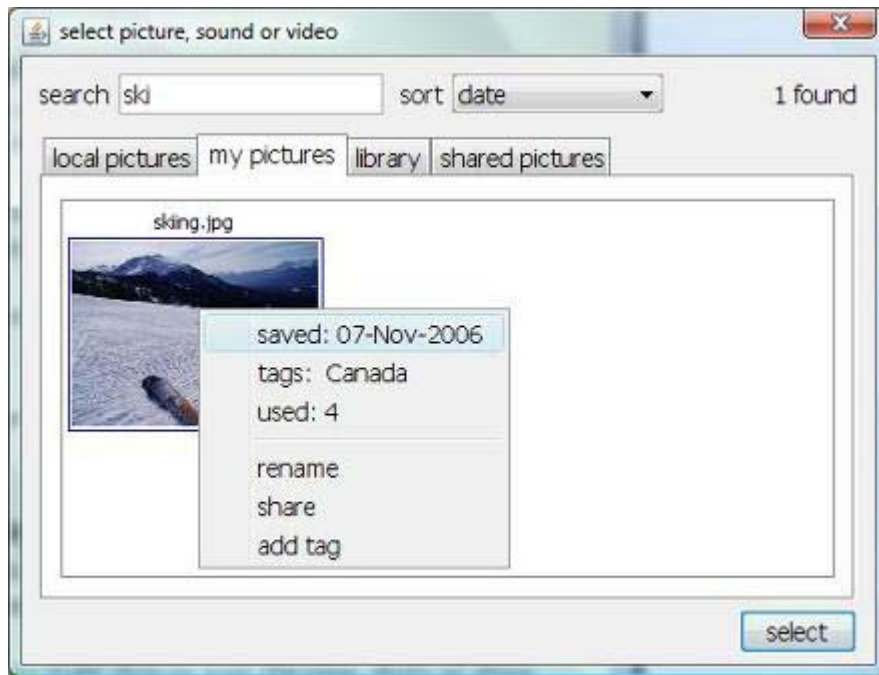
If you design a shape, and think it useful for someone else to use, you can share it.

Select the shape, and then click on the 'share shape' button in the tool panel.

First you must give the shape a sensible name, and select 'save shape'.

You can either 'Publish' in the 'library' or 'Share with friends'.





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Adding tags

When you publish pages, photos or shapes, it is a good idea to add tags to help people find them.

You add tags by right clicking over the page, photo or shape when in an 'open' or 'choose' dialogue.

When you search for a file or picture, the tags are used as well as the file name.

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Appendix

This section provides more detailed information related to the configuration of j2e for your organisation.

Advanced uses of editing, selection and collaboration facilities are also provided in the advanced manual.

Please note that the online help and j2e sitemap will be updated on a more regular basis than this publication, so this book should be read in conjunction with information from the web site.

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System Requirements

What do I need to run j2e?

j2e runs in a web browser, eg Internet Explorer, Firefox or Safari.

It also requires the Java plugin. To run j2e you must have Java version 1.5 or later installed .
j2e will run in any web browser that supports Java 1.5 or later.

How do I know if my browser supports Java 1.5?

Go to <http://www.java.com/en/download/installed.jsp> and follow the instructions.

Which operating systems?

j2e will run on any operating system that supports a browser as detailed above. (Mac-OS versions 10.39 or earlier do not support Java 1.5.)

How about hardware?

j2e will run on any hardware that will run a browser as detailed above.

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Picture Tools

Sample changes made by the picture tools



The original



invert



stamp



diamond



colourise



emboss



Some of the effects you can produce using the graphics tools!

The picture tools appear in the right hand side menu when a picture is selected

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Advanced Pictures

Fun with pictures

Fancy outlines

Select your picture and on the tool panel you will see a drop down list that says 'rectangle'. If you click on this list, you will see all sorts of fancy shapes that you can shape your picture with. We have chosen

'stamp'.

When the picture is selected, some of the shapes have small pink control circles. Use these to do things like change the number of points on a star. If you look carefully, you will see that some shapes have two control points that do different things.

Make your own mask

You can mask your picture with any shape or text. Use the 'add object' tool to create a shape. Move this over your picture and select 'is mask'. You will have to remove the shapes fill colour in order to see your masked picture.

Shapes

Loading shapes

Click on the 'shapes' button to load predefined shapes. Initially this will show 'clever shapes', click on 'library' to see shapes that have been shared in the j2e library.

Clever shapes

Clever shapes have some very special properties. When you place one of these shapes on your paper, and select it, you will see one or more pink control points. These do different things on different shapes, for example on the star to the left, we have used it to change the number of points.

Library

Selecting 'library' shows shapes that have been shared in the j2e library. Make full use of the search and sort fields to quickly find the shape you want. (If you can't find the shape you want in the library, create your own new shape, and share it for others to use.)

Editing shapes.

Shapes can be edited, moving their points, or changing their curves. To do this, first select the shape and make sure that 'editable' is ticked. This will show the control points as red circles, click on one to change the shape. When you do this, you get different tools in the panel to the right.

Creating a new shape.

If you can't find the shape you want, you can try to draw it. Click on the 'new object' button, and select 'shape'. Then click to add the points. Click 'finish' on the tool panel to complete your shape. After you have created the shape you can edit it as above.

Graduated fills

As well as applying flat colour, you can select 'gradient' for an interesting affect. Try playing with 'cyclic' as well, and use the control arrow to change the effect.

Shadows

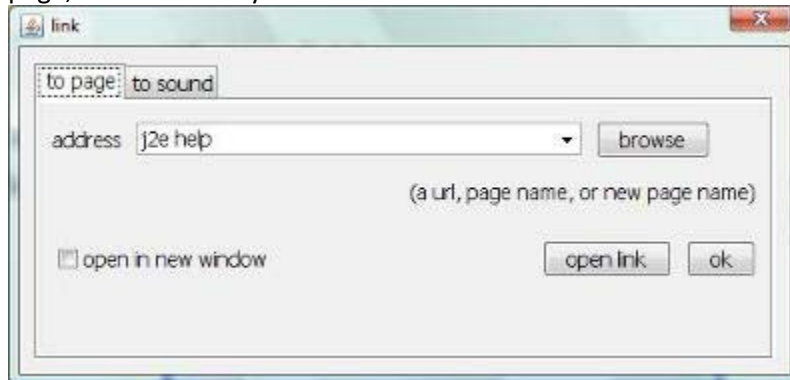
Add drop shadows or 3D shadows just by clicking on the tool panel. Look out for the 'pink circles' that control the direction of the sun.

Using links in j2e

What is a link?

You will already be familiar with links from your web browser. Web pages are full of them, you click on a link and it takes you to another page.

In j2e, clicking on a link in web view will go to that page. But if you are in edit mode, then it will simply open this dialogue, showing the address of the link. The 'open link' button will go to that page, if that is what you want.



Creating a link

You must be in edit mode. Select some text, or an object and click on the 'link' button on the tool panel.

Enter the address of the page you want to link to. This can be a full url, eg www.google.com, or just the simple name of one of your pages (in the same folder). 'browse' will show all your documents, so you may find the one you want to link to. Remember, you can link to anywhere on the web, not just j2e documents.

When you are happy with the address, click on 'ok' and save your document. You must do this, because going to the linked page removes your current document, and you would lose your changes.

Hypertext links

If you created your link from some stripe selected text, this is called a [hypertext link](#), and the text will become underlined.

Opening in a new window

Check this option, and the linked page will open in a new window, leaving the current page available. If you use a tabbed browser, for example Firefox, then the link will open in a new tab. This is a good way to work.

Sound links

You can link to sound files, and even record directly in to j2e from this tab.

Browser next and previous buttons

When you click on a link on a j2e page, your browser will be directed to open that link via the address line. This means that it is easy to return to the page you came from, by using the back button on your browser.

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Freehand Pen

You can find the [freehand pen tool](#) on the 'add object' button. Use this pen to annotate your pages, highlight parts of your page, or even draw simple drawings. It can also be used for hand writing. The pen tool is particularly good for younger children to produce brightly coloured simple picture web pages. It works well on a white board.

With the pen tool, choose the [colour](#), [line thickness](#) and [transparency](#) to be used.

Draw with the pen tool either by [click - drag - release](#), or by [click - move - click](#) which is easier for young children. [Dots](#) can be produced [by double clicking](#).

If you don't like any line you draw, just press '[undo](#)'.

To finish using the pen tool, [right](#)

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