QuextPath

WINDOWS EDITION

NOVEMBER 2026

QUEXTPATH CREATOR

Instruction Manual

Every choice tells a story.

The complete guide to branching presentations, visual lessons and interactive simulations.

01 Authoring and design

02 Interaction and simulations

03 Presenting and collaboration



Quext Interactive Technologies, Inc.

CREATE. CONNECT. PRESENT.

WINDOWS CREATOR

Instruction Manual

Build branching presentations, visual lessons and interactive system simulations.

Start with the outcome
Decide what the learner should understand or do. Map a short path, test its choices, then add graphics, media and interaction. Keep a saved .rpres copy as your portable master.

In this guide

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6-9	Graph routes, Decision Layers and typed variables
10-15	Slide design, image tools, narration and media
16-19	System simulations, procedures, scanning and AI
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Edition and compatibility

This guide covers the updated Windows Creator interface and November 2026 local features, including slide checklists, image tools, simulations, Welcome and live saved Team updates. Team features require a compatible service; confirm its deployment with your administrator before a shared session. The Windows 0.3.13 distribution is a base release; local application-payload updates can add features without changing that base version.

Use a matching updated Player for simulations. An older Player can reject simulation, control or readout objects. Mac/iPad builds, PowerPoint import and interactive PowerPoint export are not part of this workflow.

A training simulation represents the rules the author configured. It is not a validated engineering model, a certified operating procedure or a connection to real equipment.

GET ORIENTED

Find your way around

Creator authoring and Player playback use the same portable project format.

Start on Welcome

Choose **New project**, **Open project**, a file under **Recent projects**, or **Continue editing**. The toolbar's **Welcome** button returns home without replacing current work. Use **Quick start** and **Instruction manual** for the PDF guides.

Three guided tutorials open separate, unsaved practice projects: **The launch decision** covers branching and recommendations; **The safety briefing** covers slide design and image tools; **The guided assessment** covers quiz layers, timing and feedback. Follow the numbered callouts, using Back / Next step / Finish tutorial or Exit tutorial. Save a practice file only if you want to keep it.

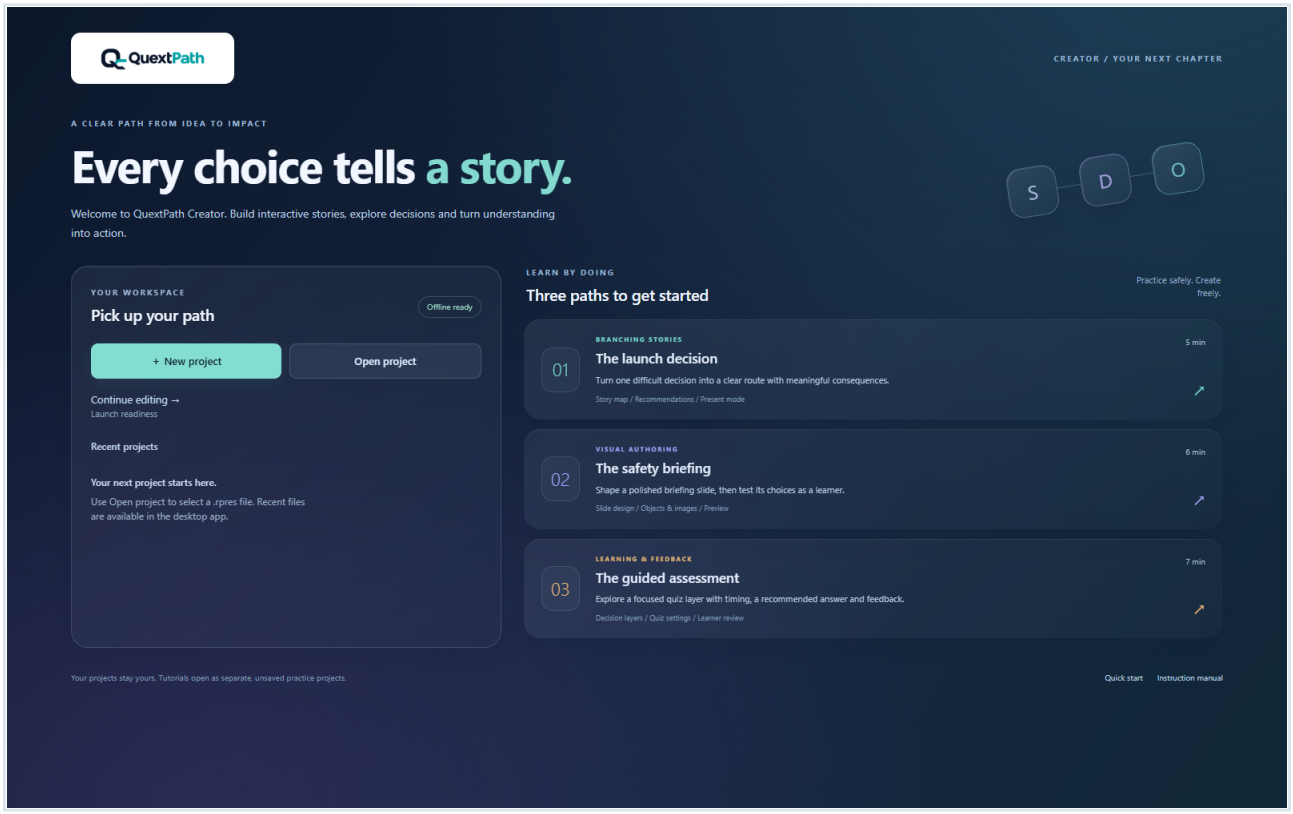
Area	Purpose
Build > Graph	Arrange nodes, edit content and connect outputs. The outline finds nodes; the inspector configures the selection.
Build > Design slide	Lay out the selected Slide, Decision or Outcome. Logic nodes are configured in Graph.
Present	Run the route, play media and make choices. Show presenter controls exposes the presenter desk.
Audience display	Put output on a monitor, TV or projector. This is separate from phone participation.
Audience QR code	Manage online voting. The host uses QuextID; attendees use an access link.
Team / Delivery	Team shares saved workspace changes and assignments. Delivery shares complete files. Neither is automatic backup.

Three meanings of layer
A **Decision Layer** is a nested process. **Object layers** are the visual stacking on a slide. A **Team layer assignment** grants editing access to a particular process.

ON SCREEN / 01

Recognize the working areas

Use this visual guide alongside the preceding instructions.



The real Welcome screen opens projects, recent files and the three editable tutorial examples.

01 Welcome. Use the home screen to choose a project. Returning here does not itself replace the project already open.

02 Build and Present. Build changes the project; Present runs its route. Switch deliberately before editing or rehearsing.

03 A safe practice copy. Save current work before opening a tutorial. Tutorials are separate practice projects, not changes to your saved master.

FIRST PROJECT

Create a small lesson

Suggested exercise: an introduction, one choice, and two useful outcomes.

01 Launch the existing **QuextPath Creator** shortcut. On Welcome choose **New project**, **Open project** or a tutorial. Respond to any Save/Discard/Cancel prompt before replacing an open project.

02 In **Build**, enter the **Project title**. Select a node and use **Content** to edit its Title, Group and Content. Group is an organizational label, not a Decision Layer.

03 Use **ADD A NODE** to add a Slide, Decision or Outcome. Give every node a descriptive title so the outline and destination lists are easy to use.

04 Select your Decision and open **Outputs**. Create labels such as "Complete the check first" and "Proceed now". Choose a Target for each. Add a useful explanation to the outcome each answer reaches.

05 Mark one **Recommended route** when appropriate and enter a **Recommendation explanation**. This supports presenter reveals and full learner feedback; it does not automatically create a score.

06 Set **Start node** to your introduction. Choose **Present**, test both routes and use Restart between attempts.

07 Choose **Save** or **Ctrl+S**. Store the .rpres outside the installed application folder. Reopen it once to confirm the saved copy works.

> **Saving versus recovery**
> Creator keeps a local recovery snapshot after edits, but storage may fill. Recovery is not a substitute for Save, a named file or a separate backup. Finish narration finalization before saving or starting another project.

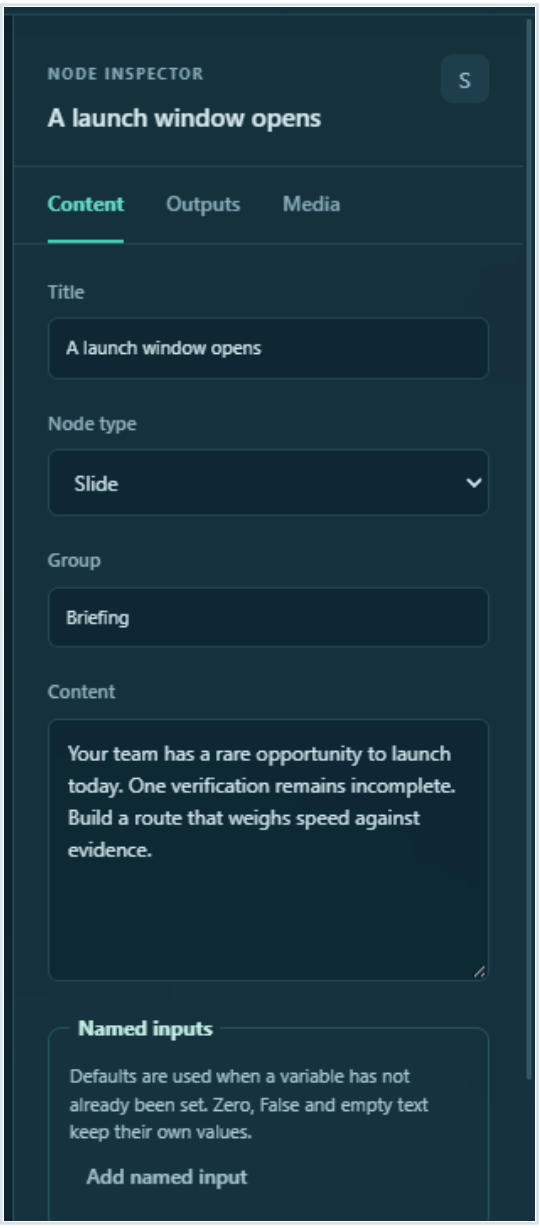
A good first milestone

Before styling, explain the lesson by following the graph aloud. Every choice should have a reason, every outcome should make the consequence clear, and the learner should know whether the activity has finished.

ON SCREEN / 02

Read a node before connecting it

Use this visual guide alongside the preceding instructions.



Select the intended node

The graph card, outline and inspector should describe the same step. Confirm its node type before entering content.

Write for the learner

Give the node a short title and clear Content. Use Group only for organization.

Check its outputs

Switch to Outputs to verify every Label and Target. A good-looking card does not prove its links are correct.

The Content inspector changes the selected node. The project title and node title are different fields.

GRAPH AUTHORING

Connect and nest routes

Graph geometry helps you read the process; output targets determine execution.

Connect, inspect and reuse

• Drag the background to pan and scroll to zoom. Select a node in the graph or outline. Use Fit when the process moves off screen.

• Connect an output port to a node, or use **Outputs > Target**. Targets stay within the current layer. **End / no target** intentionally stops a route.

• **Duplicate node** copies content, design, settings and output definitions. Outgoing destinations stay connected; incoming connections still point to the original. Connect the copy explicitly.

• **Delete node** asks for confirmation and leaves incoming connections unlinked. Deleting a layer call also removes its owned nested content. Back up before large changes.

Use a Decision Layer

01 Add a **Decision Layer** node in the parent. It receives a child process with an entry and outcomes. Choose **Open Decision Layer**.

02 Edit the **Layer title** and **Layer entry node**. Build the internal route. Each child Outcome uses **Return to parent through** to choose an existing output on the parent call.

03 Return using layer navigation. Connect the parent call's exits to the next nodes. Test entry, every child return and the surrounding routes.

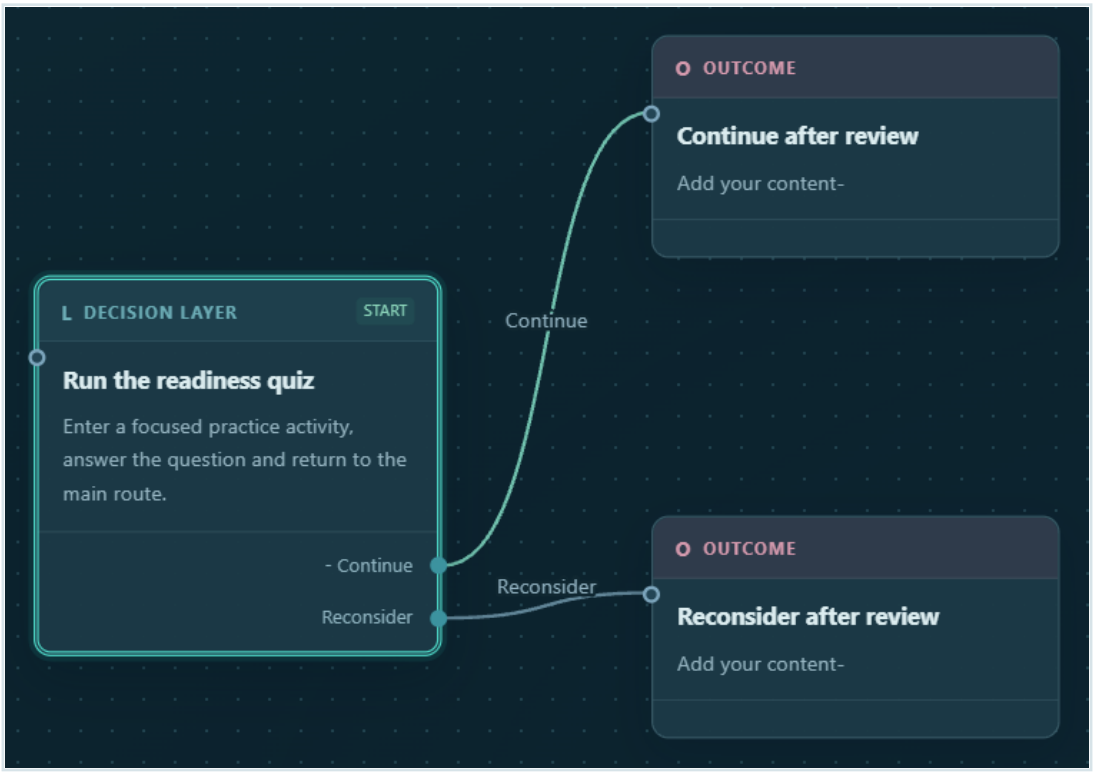
04 Duplicate layer copies the entire owned hierarchy. Internal routes and returns follow the copy; outer destinations stay connected to the existing parent process.

> **Optional timing and feedback**
> In **Activity, timing & feedback**, choose Learning module, Quiz or Test, a feedback mode, and optionally a time limit with a timeout destination. The timer continues while paused or closed. Restart creates a fresh attempt.

ON SCREEN / 03

See a nested route in context

Use this visual guide alongside the preceding instructions.



The guided assessment's parent route has one Decision Layer call and two return destinations. Its question lives inside the child layer.

01 Enter the child. Open Decision Layer to edit the nested process. Its Layer entry node identifies where the child begins.

02 Return through an exit. Each child Outcome selects Return to parent through. The parent call's corresponding output then chooses the next parent node.

03 Test the complete loop. Rehearse entry, each child outcome and each parent destination. Moving cards on the canvas does not change these targets.

DATA AND LOGIC

Use variables safely

No programming or JSON is required for ordinary node inputs, actions or conditions.

Node	Behavior
Slide / Decision / Outcome	Shows content, choices or a result. Named inputs initialize variables that are still unset.
Action	Sets Action variable to its typed value, then follows the first output.
Function	Evaluates Condition variable. First output is True; second is False.
Decision Layer	Calls a child process, then continues through the return selected by a child outcome.

Example: route on readiness

01 On the opening node, choose **Add named input**. Name it **ready** and choose type **False**. The default applies only if ready has not already been set.

02 Add an Action with **Action variable: ready** and **Action type: True**. Connect its first output to a Function.

03 Set **Condition variable** to **ready**, **Condition comparison** to **Equals** and type to **True**. Connect output 1 to the ready outcome and output 2 to a review outcome.

04 Test both states by routing one branch through the Action and another directly to the Function. Inspect **SESSION VARIABLES** in the presenter desk.

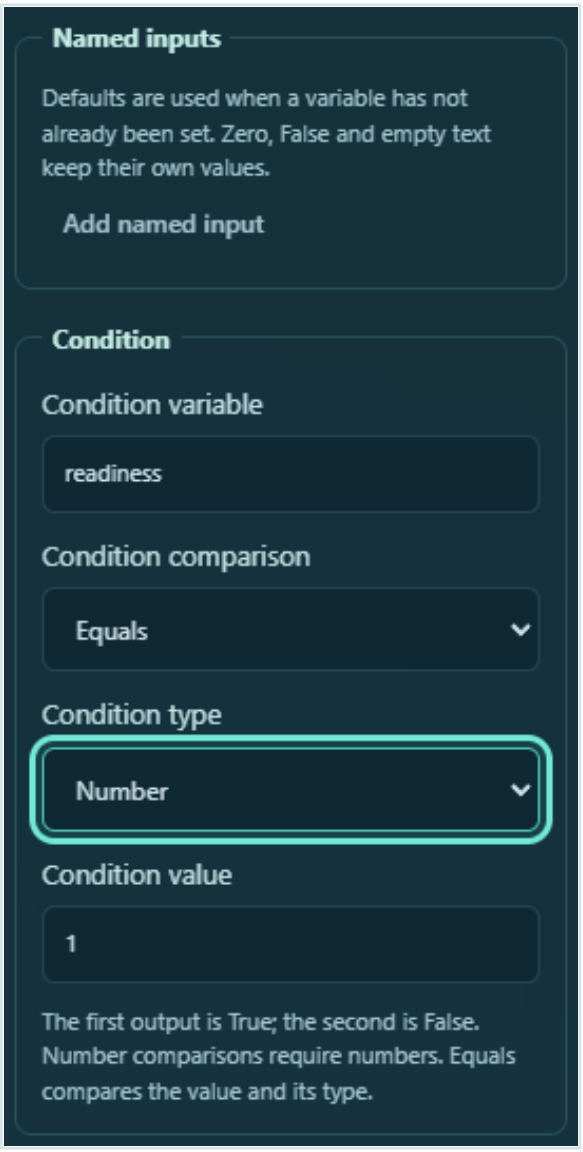
Types are Text, Number, True, False and Empty. Number comparisons require numbers: text "7" is not number 7. Equals checks value and type. Explicitly initialize variables rather than relying on an unset value.

> **Valid names and edits**
> Names allow 1-128 letters, digits, underscores or hyphens. Names must be unique within a node's inputs; reserved names are refused. Invalid edits keep the last accepted value and show a message. Arbitrary expressions and scripts are unsupported.

ON SCREEN / 04

Inspect the value and its type

Use this visual guide alongside the preceding instructions.



Initialize

Use a named input on a visible node when a variable needs a starting value. Defaults initialize only an unset variable.

Change

An Action assigns a typed value, then follows its first output. True is not the text word True.

Branch

A Function's first output is the true result and its second is false. Verify both routes with SESSION VARIABLES during playback.

This practice Function compares readiness with the Number 1. The worked text example uses a boolean; both illustrate why value and type must agree.

VISUAL AUTHORING

Design the slide canvas

Use a clear hierarchy: a short title, the content, and an obvious next action.

01 Select a **Slide**, **Decision** or **Outcome**, then choose **Design slide** or **Edit slide on canvas**. Set background color/image and slide size.

02 Add **Text**, a built-in **Shape**, **Image** or **Video**. Drag the center to move an object and handles to resize it. Properties set exact position, size, rotation, opacity and formatting.

03 Double-click text or an answer to edit. Click away or press **Ctrl+Enter** to commit. **Escape** cancels the active text edit. Select characters and use **Selected text** controls for mixed styling.

04 Use **Answer...** to add a visual choice bound to a configured output. Check **Answer binding** in properties. A decorative shape or independent text is not a branch button.

05 Use **Object layers** for selection, order, visibility and locking. Shift-click for multiple selection and alignment. Group unlocked objects; Ctrl-click selects one member. Ungroup retains the members.

06 Use **Freehand** or **Bezier** for drawing. Drag when placing a Bezier anchor to add handles. **Finish path** or Enter completes it; **Edit points** adjusts anchors/handles.

07 Preview in Present and on the audience display, then Save. Layout history is bounded to the editing session; save separate milestone files for durable versions.

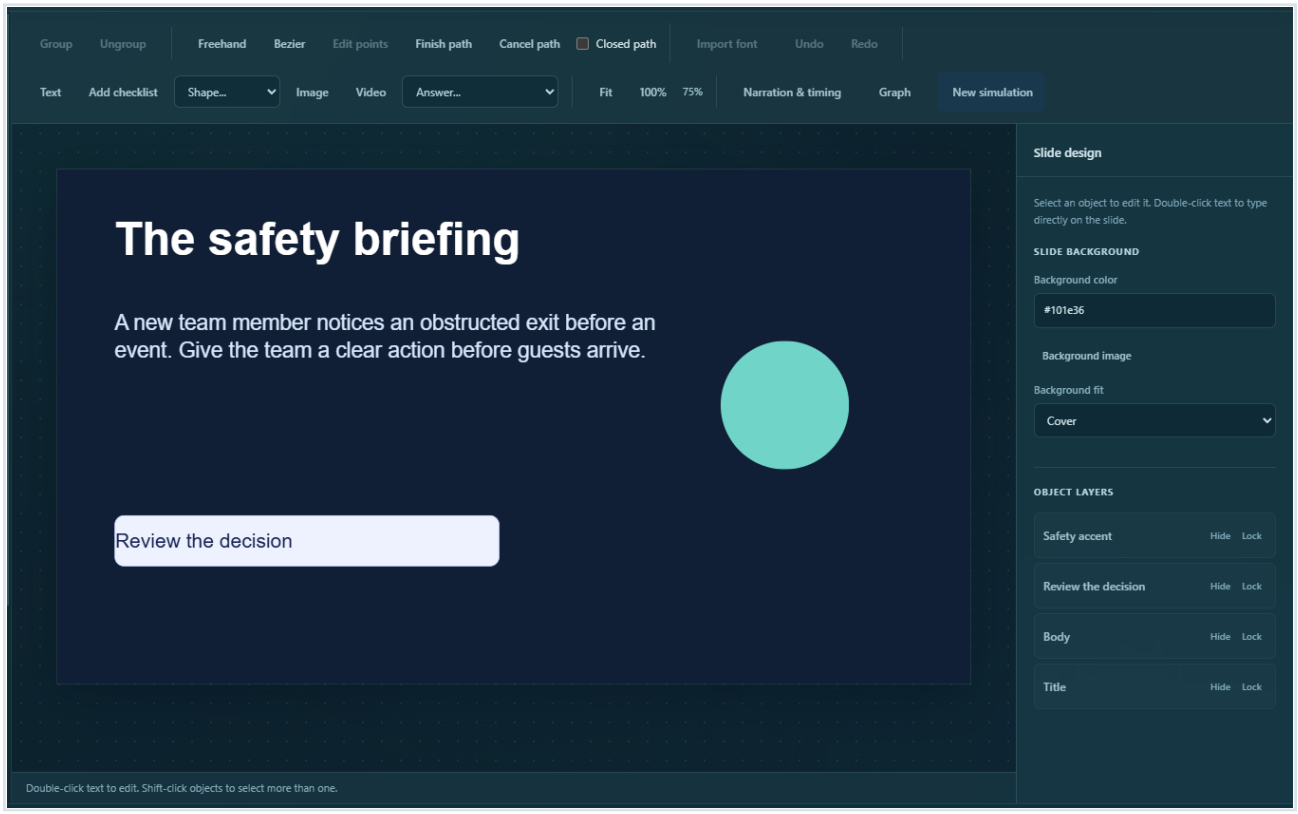
> **Keep phone text in sync**
> Title/body-bound text and answer-bound objects remain connected to node text. Phone voting presents configured question/answer text, not a streamed canvas. Verify both versions after editing.

Text does not automatically fit its box: resize it or reduce typography. Groups are flat. Nested groups, pressure input, arbitrary SVG import and compound-path editing are unsupported.

ON SCREEN / 05

Separate appearance from behavior

Use this visual guide alongside the preceding instructions.



Design slide combines the canvas, object layers and properties. The selected object determines which controls are shown.

01 Select precisely. Choose the intended object in Object layers. Use visibility and locking to avoid moving the wrong item.

02 Bind the choice. Use Answer binding for a working choice. A shape can look like a button without following an output.

03 Check the final size. Inspect Present for overflow and contrast. Width and Height resize an object's frame; they do not automatically fit its text.

IMAGE TOOLS

Import and refine images

Image editing stays local and does not alter the original file on disk.

Import and crop

In Design slide, choose **Image**. Supported imports are PNG, JPEG/JFIF, WebP, GIF, BMP and AVIF when the runtime can decode them. BMP/AVIF convert to PNG. Convert SVG, TIFF, HEIC or PDF pages to PNG/JPEG before importing.

Select the image. **Crop image** lets you drag a crop rectangle or set percentages. Choose a rectangle, ellipse or rounded mask in properties. The slide object's Width/Height resize its frame; pixel dimensions in Edit image change the image itself.

Edit image workflow

01 Choose **Edit image**. Adjust crop and output pixel width/height, with aspect-ratio lock if desired. Rotate by quarter turns or flip horizontally/vertically.

02 Use four-corner perspective distortion or trapezoid/slant presets when needed. Transparent space surrounds the warped result.

03 Adjust brightness, contrast, saturation, grayscale, sepia, invert or blur. For a plain background, choose its color and tune tolerance and soft transition.

04 Keep **edge-connected** removal enabled to protect matching enclosed colors. Turn it off only when matching colors should be removed throughout the image.

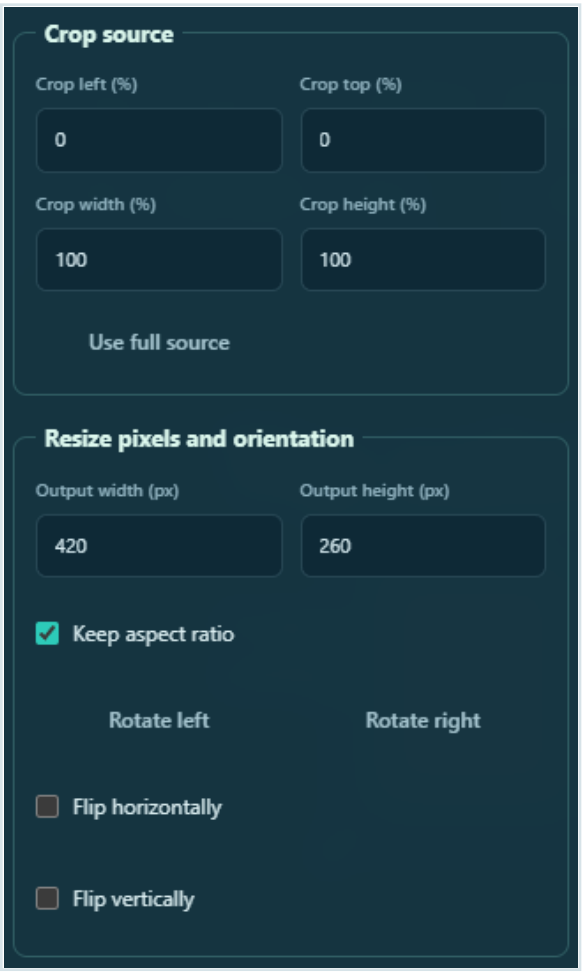
05 Use **Undo image edit**, **Redo image edit** or **Reset image edits**. **Cancel**/Escape discards the draft. **Apply image edits** embeds a new PNG and updates only the selected image reference. Save afterward.

> **Know the limits**
> Background removal is color-based, not AI subject segmentation. Hair, complex backgrounds and similar subject colors may need an external editor. Editing a GIF makes a still PNG. Editing is capped at 16 megapixels and a 16,384-pixel side; supported larger sources start at reduced resolution.

ON SCREEN / 06

Check the image before applying it

Use this visual guide alongside the preceding instructions.



Frame or pixels

Crop image and the slide object's size control framing. Edit image changes the image pixels, including output size, rotation and filters.

Protect the subject

For background removal, edge-connected selection protects matching colors enclosed inside the subject. Inspect the preview closely.

Commit and save

Use Apply image edits when satisfied, then Save the project. Cancel or Escape abandons the current image-edit draft.

The local image editor previews changes on a practice image. Apply image edits commits an embedded PNG copy.



The editor footer provides Cancel, Reset image edits and Apply image edits.

FONTS AND MEDIA

Add sound and motion

Build and test the same media timeline the learner will experience.

Narration and video

01 Choose **Narration & timing** from the canvas or the node inspector's **Media** tab. **+ Import media** accepts WAV, MP3, MP4 and MOV. Use **Video** on the canvas for a positioned visual object.

02 Choose **Record narration**, allow the intended microphone, speak, then **Stop recording**. Wait for **Finalizing seekable WAV narration** to finish before saving.

03 Set each cue's **Start time (seconds)**. Check Asset duration and **Slide duration (seconds)**. Play, pause and seek through the result.

04 Enable **Advance automatically when the timeline finishes** only when intended. Content slides follow their first output. Decisions always wait for a choice.

05 Test with the actual playback computer and speakers. If a codec fails, export compatible MP4 (H.264/AAC) or WAV/MP3 in a media editor, then import and retest.

Embed a licensed font

Select an unlocked Text or Answer and choose **Import font**. TTF/OTF single-font files can be embedded and chosen as a Custom font, including for a selected text range. Use only fonts you may embed. Restricted/malformed files are rejected. WOFF/WOFF2, font collections and variable-axis controls are unsupported.

Keep the project lean

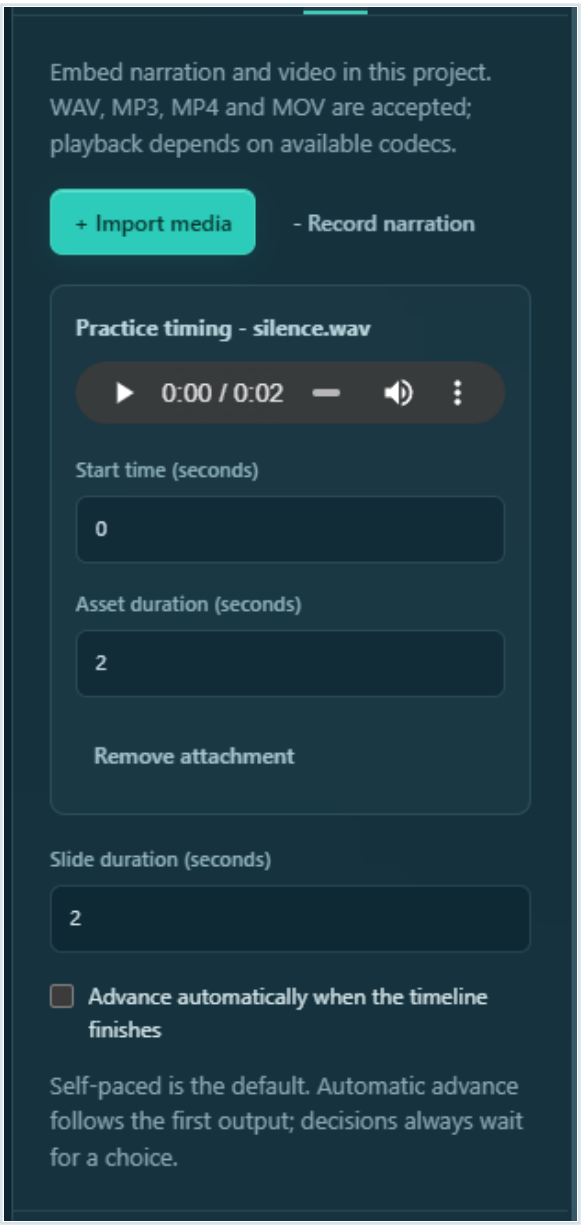
Removing an object or cue does not remove its bytes. Open **Media library**, search/filter, review unused files and explicitly confirm removal. Save to keep the reduction. References from hidden objects, backgrounds, every layer and mixed-text fonts protect used assets.

> **Plan for file size**
> Recorded PCM16 WAV can be much larger than MP3. Short clips and appropriately sized images help. Assets share a 150 MiB budget; Team has smaller limits. Keep original media separately so you can re-export it.

ON SCREEN / 07

Read the timeline and its cues

Use this visual guide alongside the preceding instructions.



Place the cue

Set Start time in seconds. Compare Asset duration with the intended Slide duration instead of assuming the imported clip ends the slide.

Choose advancement

Advance automatically applies when intended. A Decision still waits for a choice after media finishes.

Rehearse on the target

Play, pause and seek. Test the actual playback computer, speakers and supported media codec before presenting.

The media controls describe cue placement and slide timing. This practice view does not require microphone access.

SYSTEM SIMULATIONS

Build an interactive panel

Start with a diagram, then define what each control means.

01 Select a visible node in Design slide and choose **New simulation**. Enter its title, functional notes, operational notes and desired outcome.

02 Import the diagram with **Image** or the background-image control. A photograph, screenshot or scan is a visual foundation, not automatically a working simulation.

03 Add a **Button**, **Switch**, **Knob** or **Hotspot** over the relevant feature. A hotspot can be an unobtrusive click target. Add **Readout** objects for variable values.

04 Set **Behavior**: Momentary press / release, Push in / push out, or Cycle through positions. Configure each position's label, value, feedback and optional route. Cycling allows 2-12 positions; momentary/toggle uses two.

05 Bind **Control variable (optional)**, or add per-position effects to set named variables. Set each readout's Display variable, label, units and decimal places. Use consistent spelling.

06 Add an interlock if needed: specify the required variable/value and blocked-operation feedback. A route can choose only an existing output on the parent node.

07 Choose **Preview / reset** and operate every control. Return to **Design** to adjust. Choose **Apply simulation**, move/resize the resulting slide object and Save.

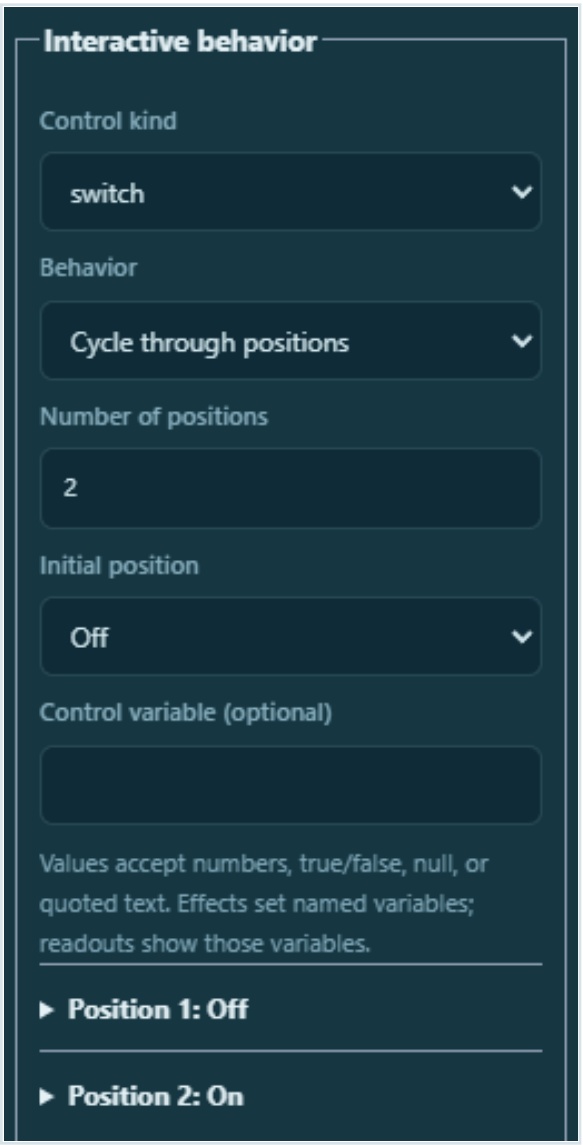
> **A useful first exercise**
> Create a switch with Control variable **power**. Give Off the value **0** and On the value **1**. Add a readout bound to **power**. Preview both states before adding interlocks, routes or procedures.

Simulation value fields accept numbers, true/false, null or quoted text. Wiring uses declarative assignments, not arbitrary code, network calls or real-equipment control. Audience output mirrors state without allowing audience operation.

ON SCREEN / 08

Connect a control to a value

Use this visual guide alongside the preceding instructions.



Identify the control

Choose Button, Switch, Knob or Hotspot for the intended operation. An imported diagram alone is not interactive.

Name one variable consistently

Bind a control's state to a variable and use the same name in a Readout. Check each position's value and feedback.

Try every state

Use Preview / reset before Apply simulation. Test interlocks and routed outputs after returning to Present.

The simulation editor places controls and readouts over a diagram. Their behavior comes from the settings the author supplies.

ADVANCED SIMULATIONS

Procedures, scans and AI

Optional additions to a manually authored simulation.

Define and compare a procedure

In **Proper procedure**, choose **Define procedure**. Enter a title, description and desired outcome. Add ordered steps, each choosing a control and required position. Reorder with Move up/Move down and add notes. Choose whether release operations should also be compared.

In Preview or playback, open **Process & procedure** to read notes, compare operations and restart. Comparison reports missing, incorrect and extra actions against the author's sequence. Test correct and incorrect sequences. It does not establish that the sequence is safe or technically correct.

Scan a paper drawing on Windows

01 Open **Scan image or suggest interactive layout**. Choose **Detect scanners**; detection does not start a scan.

02 Select a WIA-compatible scanner, color/grayscale/black-and-white mode and 75-600 dpi. Place the page, then choose **Scan image**. Position and resize the imported image.

03 If none appears, scan with its vendor application and import PNG/JPEG. WIA uses the driver's default source/page area. TWAIN-only devices, feeder batches, duplex and OCR are unsupported.

Request an optional AI suggestion

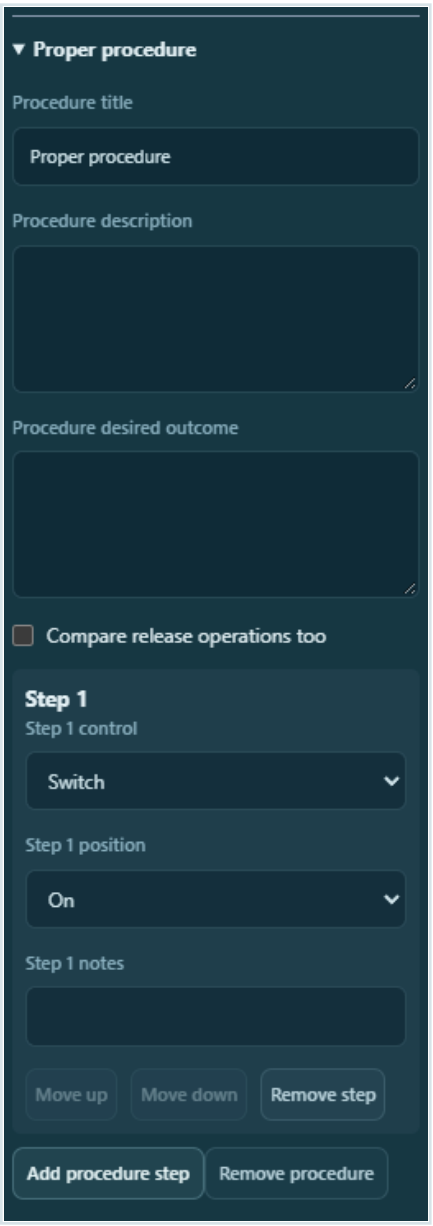
Choose **Check AI availability**. When configured, choose the image, describe the system and intended operation, then **Generate suggestion**. This sends the selected image and description to OpenAI and may incur API charges. Review before **Apply proposal**, then preview before Apply simulation.

> **When unavailable**
> Manual tools still work. An administrator must privately configure the desktop API credential; it is not a project setting or browser key form. A QuextID-backed AI service is not supplied. Share confidential material only with permission. Physical scanner acquisition and live AI generation need separate verification.

ON SCREEN / 09

Keep procedures and assistance explicit

Use this visual guide alongside the preceding instructions.



Define the expected order

List the intended control and position for every step. Include release operations only when they should be compared.

Compare a rehearsal

Use Process & procedure in preview or playback to compare missing, incorrect and extra actions with the authored sequence.

Treat scans and AI as inputs

Scanning needs a compatible Windows device. AI suggestions need configured access and may incur charges. Review suggestions before applying them.

The procedure controls let an author define the expected sequence. They do not certify a real operating procedure.

LOCAL PRESENTATION

Rehearse and run playback

Save, reopen and test the exact file you intend to use.

Present controls

• **Present** starts the runtime route. Choices follow outputs; Action and Function nodes execute their logic automatically.

• **Back** returns through route history. **Restart** creates a fresh attempt. **Resume saved** restores available local progress for that project on the same device.

• **Show presenter controls** exposes the presenter desk, route history and session variables. **Reveal recommendation** displays an authored recommendation when one exists.

• At outcomes, learner reviews follow the configured feedback mode. Parent reviews respect child restrictions and do not reveal unfinished parent questions.

• Simulation state can resume locally. Project changes can make an attempt unavailable. Resume is not a central LMS record or cross-device synchronization.

External monitor, TV or projector

01 Connect the display and set the intended Windows arrangement. Choose **Audience display** in Creator.

02 Refresh displays if needed. Select the output display and open it. Confirm presenter controls remain on the control screen.

03 In **Build**, select nodes to preview externally. In **Present**, the display follows the route and shared media clock. Simulations mirror state and values.

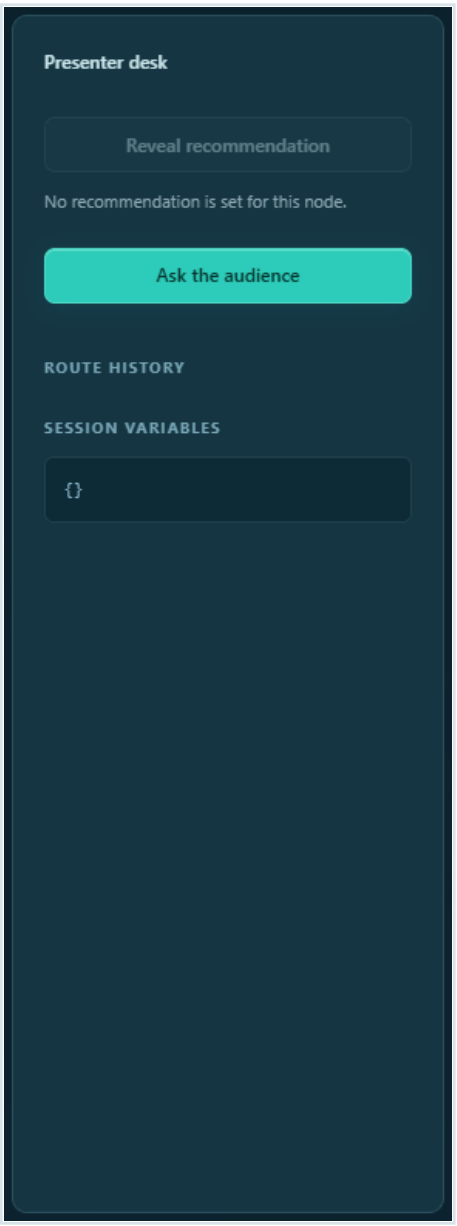
04 Rehearse on the actual display and audio output. Check readable text, framing, image scale, transitions, video and sound. Use **Close audience display** when done.

> **Timer behavior matters**
> A timed activity keeps counting while media is paused or Player is closed. Resume checks expiry and may move to the timeout destination. Restart begins a new attempt. Test timeout routes before using timed material.

ON SCREEN / 10

Read the presenter controls

Use this visual guide alongside the preceding instructions.



Restart or resume

Restart makes a fresh attempt. Resume saved continues available progress on this device.

Reveal deliberately

Reveal recommendation shows authored reasoning where available. It is not an automatic score or proof of completion.

Check the audience screen

Open Audience display for the intended monitor. Confirm presenter controls remain on the operator's screen, then test sound separately.

The presenter desk separates route navigation, recommendation reveals and session values from the learner's slide.

LIVE AUDIENCE

Invite phones and run polls

Phone voting needs internet. Local presentation and manual choices still work without it.

01 Open the project and choose **Audience QR code** or **Ask the audience**. Choose **Anonymous** or **Identified** participation.

02 Choose **Create audience QR code**. Sign in with the host's existing QuextID if prompted; creation continues after sign-in. Attendees need neither accounts nor the same Wi-Fi.

03 Use **Show QR on audience screen**, or copy the join link and share it with the intended audience. **Return to slide** dismisses the invitation.

04 At a Decision choose **Open poll**. Set duration, tie behavior and no-vote behavior. Confirm the intended question/answer layout.

05 Let participants vote, then resolve the poll and follow its route. Reuse the session link for later polls. Only one poll is active per session.

06 Choose **End session** to stop participation. Use **Delete session data** and confirmation if you intend to remove stored responses.

Choose where questions and answers appear

In **Transitions & live display**, choose question on the shared screen with answers on phones, question and answers on phones, or question and answers on the shared screen. Answer reveal timing still applies. Opening a poll restores the configured layout.

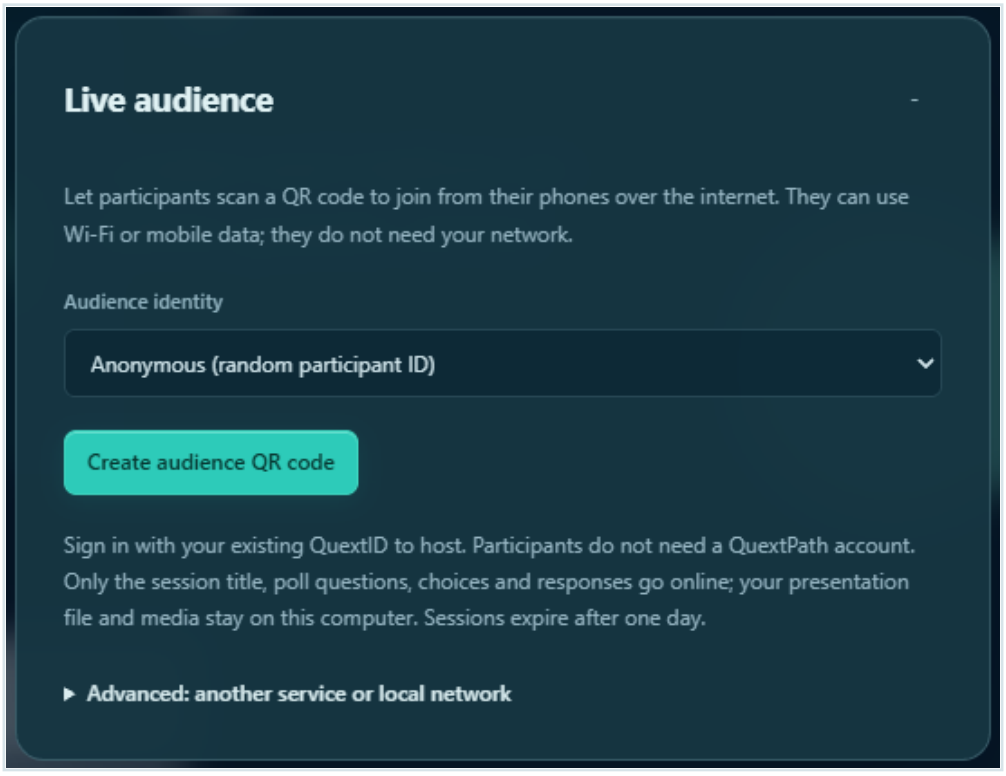
> **Privacy and identity**
> Hosting sends session title, question text, answer choices and responses to the hosted service, not full slide graphics, narration or media. Identified names are self-entered, not verified. Anyone with the attendee link can join. Anonymous IDs do not prove one person, one vote.

Hosted live sessions are retained for one day. Keep presenter credentials private. Rehearse production sign-in, a physical phone scan/vote, projector appearance and speaker output independently.

ON SCREEN / 11

Separate phone voting from projection

Use this visual guide alongside the preceding instructions.



Audience setup controls phone participation. It is separate from the external Audience display window.

01 Choose the identity model. Anonymous and Identified participation affect how responses are collected. Identified names are self-entered, not verified identities.

02 Create only when ready. The host uses QuextID. Hosting sends session data to the service; opening a poll sends its question and answer text.

03 Rehearse the whole poll. Verify the join link, question display, timing, tie/no-vote behavior and final route with the intended devices before an event.

TEAM CONNECTION

Start a shared workspace

The Team workspace and your local Creator project are separate copies.

Connect with the intended identity

01 Save the local .rpres first. Sign in with **QuextID**, then open **Team**. Verify the service. If an already-open panel still uses a local service, choose **Use signed-in service**; resolve its discard prompt if you have unsaved Team fields.

02 To start a workspace, the owner chooses **Create from current project**. This explicitly uploads a snapshot. Save any owner credential shown securely; never put it in the project or send it to contributors.

03 To join, enter the **Workspace ID** and choose **Connect / refresh**. Hosted members already assigned to their QuextID can connect without a bearer token. A legacy local workspace requires the owner/member bearer token issued for that workspace.

04 The owner adds existing members and gives each the intended access. Hosted membership uses the registered QuextID. Adding a workspace member does not create a product account or send an email invitation.

Understand the roles

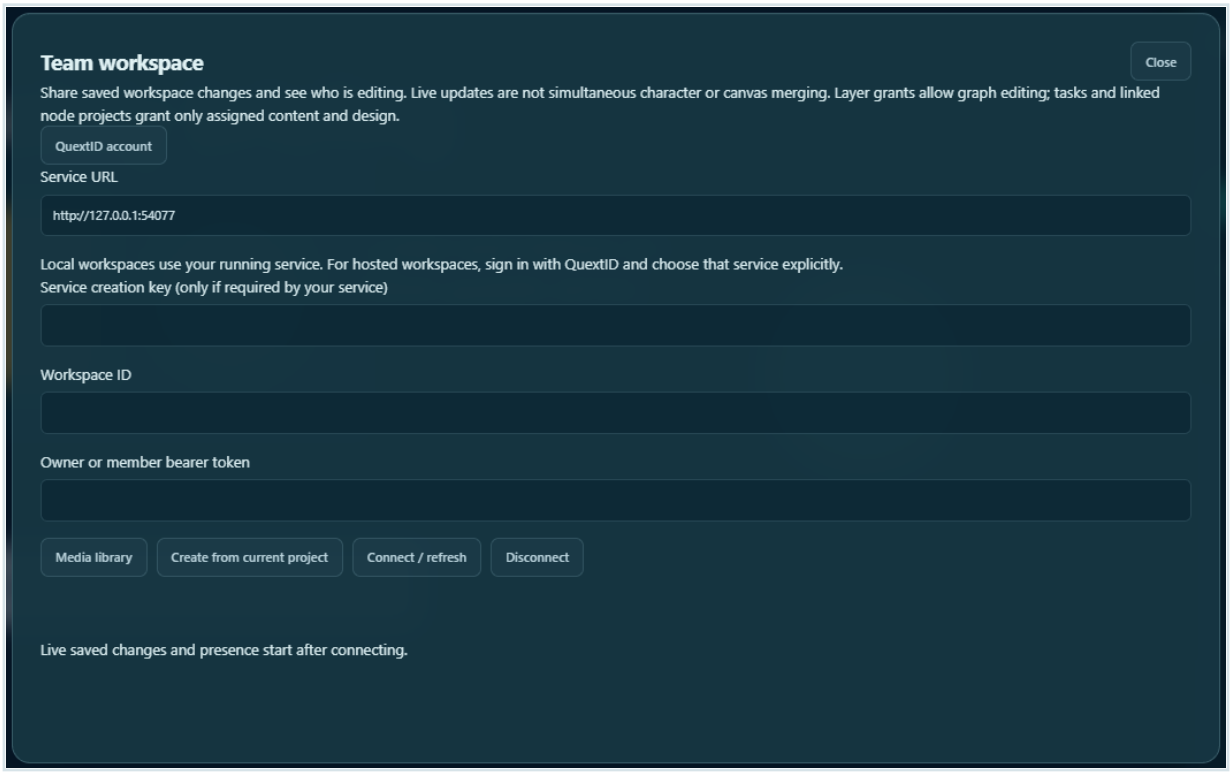
Role or grant	What it permits
Workspace owner	Manages membership and administrator status; reads/edits the project; manages assignments; publishes or deletes the workspace.
Project admin	Reads the full project to manage work groups, linked node projects and tasks. Needs a separate assignment to edit content or graphs.
Work-group member	Edits content and slide design for the exact nodes assigned through linked node projects. No routing or whole-layer graph grant.
Layer / task assignee	Legacy layer assignments remain separate. A layer grant permits its scoped graph editing; an exact-node task does not.

Share only the access people need
Give collaborators the correct service, workspace ID and their own access instructions. Keep bearer credentials private. Team grants restrict the workspace view; a full .rpres export still contains all layers, assets and recommendations.

ON SCREEN / 12

Confirm the workspace before editing

Use this visual guide alongside the preceding instructions.



A local practice Team workspace demonstrates the connection and member controls. Use the authorized service and identity for real work.

01 Check the service. Sign in with QuextID before opening Team. Use signed-in service switches an already-open local panel when needed.

02 Confirm membership. The owner adds existing members. A workspace ID is not an invitation to create an account and does not grant access on its own.

03 Keep copies distinct. Team is a shared workspace. The owner's local .rpres changes only after a pull, followed by a normal Save.

WORK-GROUP ASSIGNMENTS

Assign linked node projects

Owners and project admins organize work inside the same shared project.

01 Owner: delegate administration. On the intended member row, check **Project admin: manage work groups, linked node projects and tasks**, then choose **Save assignment**. Only the owner can add, revoke or promote members.

02 Create the group. Under **Work groups and linked node projects**, enter **New work-group name**. In **New work-group roster**, check the existing members who should participate, then choose **Create work group**.

03 Name the assignment. Enter a meaningful **New linked node project title**, such as "Preflight checks". It labels a selection inside the workspace, not a separate project file.

04 Select exact nodes. In **New linked nodes**, check a connected set. Read the displayed layer, node ID and links before assigning it. Connections through layer entry and return links count. Neighboring or nested nodes are never included just because they are connected.

05 Assign the group. Check the intended entries under **New linked node project work groups**, then choose **Create linked node project**. Members receive content and slide-design access only to the selected nodes.

06 Maintain the assignment. Edit the existing name/roster and choose **Save work group**, or edit the linked title/nodes/groups and choose **Save linked node project**. Review changes with contributors before removing access.

Remove or restructure safely

Use **Remove linked node project** or **Remove work group** and confirm the intended removal. Remove a group from linked-project assignments before deleting that group. Update affected assignments before deleting nodes or publishing a graph that would remove or disconnect an assigned selection.

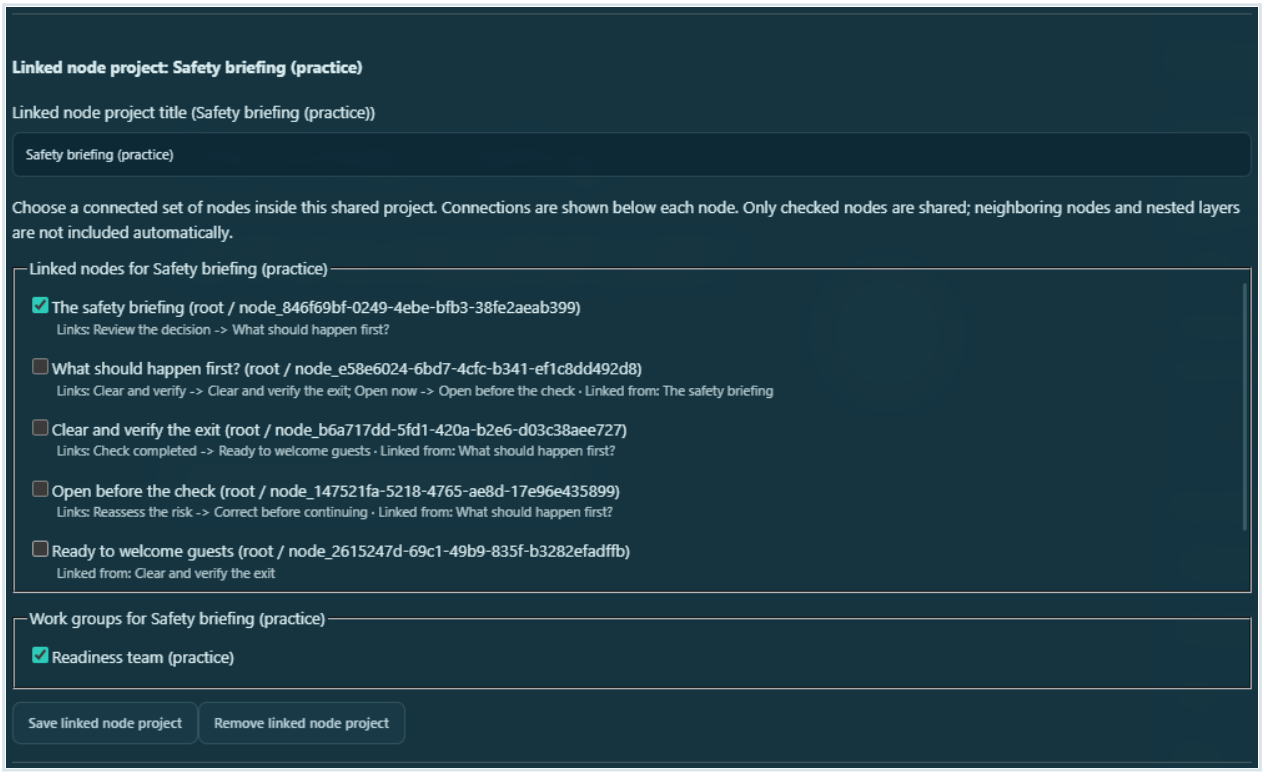
> **A small example**
> Assign the connected nodes "Inspect panel", "Choose action" and "Review result" to the "Panel authors" group. Members can revise those nodes and their slides. They cannot reroute the decision, edit unselected neighbors or open an entire layer graph from that group grant.

A workspace supports up to 200 work groups and 200 linked node projects. A linked selection contains 1-1,000 nodes; a work-group roster supports up to 500 members. These are service limits, not recommended team sizes.

ON SCREEN / 13

Make a narrow group assignment

Use this visual guide alongside the preceding instructions.



Practice work groups and linked node projects show which exact nodes an assignment includes.

01 Choose existing people. A work group roster contains workspace members. Project admin can manage assignments but does not automatically gain editing rights.

02 Select connected nodes. Choose each intended node explicitly. Connected neighbors and nested nodes are not automatically included.

03 Review the scope. Group grants cover assigned node content and slide design. They do not grant routing or an entire layer graph.

LIVE TEAM EDITING

Save together without losing drafts

Live saved changes and presence help connected collaborators stay current.

Contributor workflow

Open an assigned node and choose **Save node content** after editing. For a visible node, use **Design assigned slide**, then **Save workspace slide**. Separately assigned layers offer **Edit layer graph** and **Save layer graph**. Use **Save task status** for Open, In progress or Done; status does not save content or revoke access.

What live updates do

After an explicit save, changes reach connected peers automatically when their Team view has no protected work. Presence is advisory, not an edit lock. There is no character-by-character coauthoring, simultaneous canvas merging or automatic conflict merge. Allow a short delay; service load and connectivity affect delivery.

A focused field, unsaved Team fields, or an open slide/graph draft are not replaced by an incoming update. A banner instead offers **Review refresh / discard drafts** or **Refresh workspace view**. Close a slide or graph editor before refreshing the workspace view.

Resolve an update or conflict

01 Finish saving your work when possible. If a stale-revision save is refused, preserve the important draft text or notes before reloading; the rejected save has not overwritten the newer workspace.

02 Review the update banner. In a discard confirmation, **Keep editing** retains your current draft. Choose **Discard drafts and refresh** only when you are ready to replace unsaved Team fields.

03 Review the refreshed content, reapply the changes you still want and save explicitly. Coordinate with the other editor when both changed the same node. Disconnecting or closing Team also asks before discarding dirty Team fields.

Owner: bring the result back to the local file

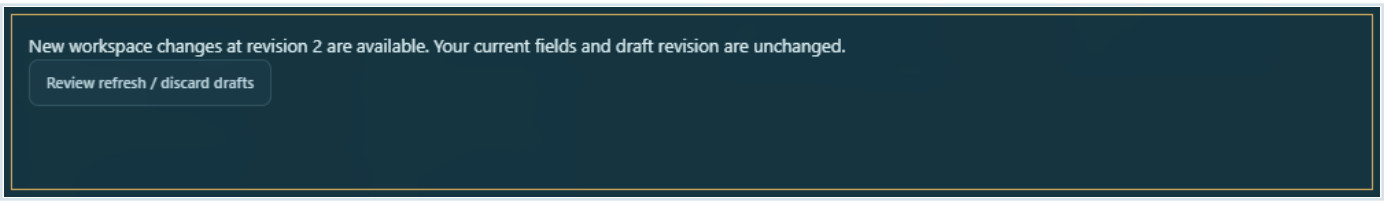
Refresh the Team view as needed and choose **Pull workspace changes into editor**. Resolve Save/Discard/Cancel for any unsaved local Creator work, then use normal **Save** to retain the pulled .rpres. To edit locally and publish back, pull the current workspace before local edits, then choose **Publish local project to workspace**. Newer shared changes require another pull; they are not silently overwritten.

> **Availability and limits**
> A lost connection can delay saved changes and presence; keep drafts until reconnection. Revoked access ends the live connection. Up to 128 live peers per workspace and 8 per identity are supported. Team allows 5 MiB per shared import, 8 MiB per design/media save and a 32 MiB stored project.

ON SCREEN / 14

Keep a draft when a newer save arrives

Use this visual guide alongside the preceding instructions.

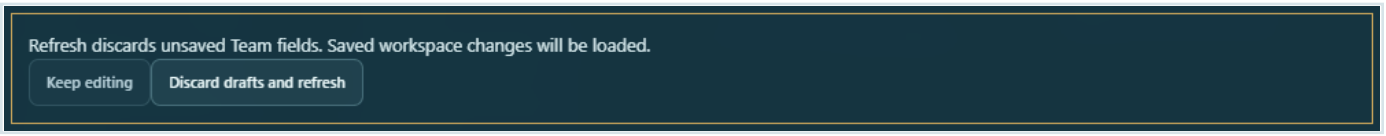


An actual incoming saved revision triggers the draft-protection banner in an isolated practice workspace. Presence is advisory, not a lock.

01 Save explicitly. Use the save control for the work you edited: node content, workspace slide or layer graph.

02 Protect unsaved work. A focused field or draft is not replaced by incoming changes. Review refresh / discard drafts lets you decide when to reload.

03 Resolve stale revisions. A refused stale save has not overwritten the newer workspace. Preserve your text, refresh and deliberately reapply the desired changes.



Keep editing protects the current draft. Choose discard only after preserving work you need.

CHECKLISTS / CREATE

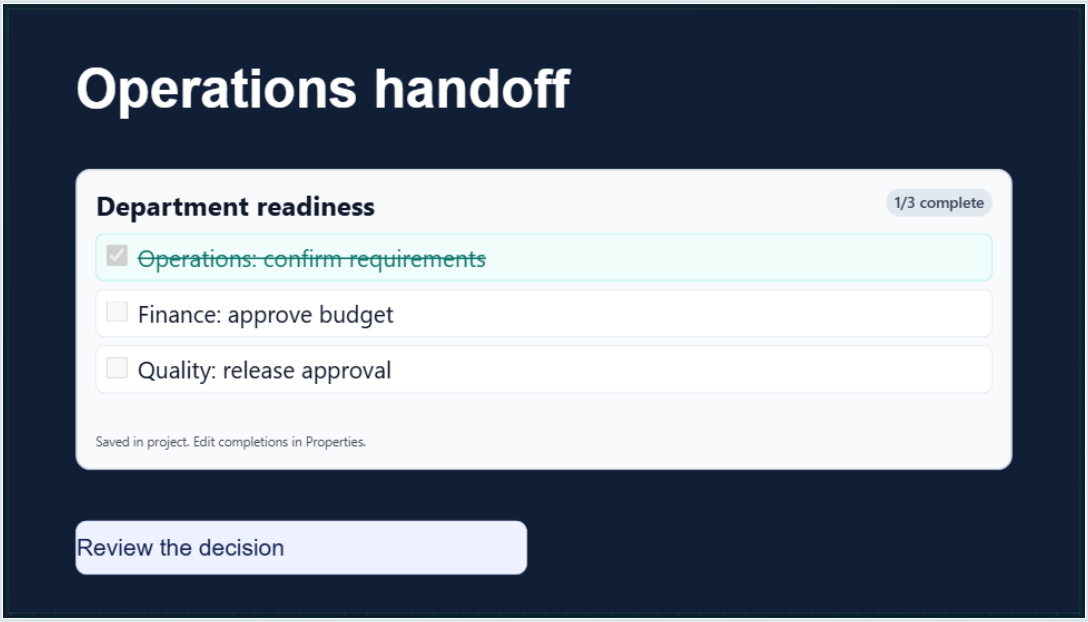
Add a checklist to a slide

Use an ordinary slide for the visual checklist, then link its items to Team work when needed.

01 In **Build > Design slide**, choose **Add checklist**. Select the new card in the canvas or Object layers.

02 In Properties, enter **Checklist title**. Enter each **Checklist item N**; choose **Add item** for another row. Use short, specific actions.

03 Arrange the card so it does not cover the title, body or choice buttons. Resize its frame and check that every item remains readable.



A clean practice layout keeps the checklist separate from the slide title and next-choice button.

04 Use **Move up**, **Move down** or **Remove item** to organize the list. Undo/Redo supports these authoring changes.

05 Use **Completed item N** only to set the checkmark saved in this presentation. It does not complete a Team task or send a notice.

06 Save the .rpres, reopen it and inspect **Present**. Ordinary Present and exported slides display the saved checklist read-only.

CHECKLISTS / MEANING

Separate saved marks from live progress

The same card can display authored values or shared Team progress, depending on where it is viewed.



Ordinary Present shows saved checkmarks and the explicit View only footer. It does not submit completion.

Where you work	What a checkmark means
Creator Properties	Completed item N is an authored value saved in the .rpres. Undo/Redo applies. It has no assigned recipient, dependency check or Team notice.
Team Task progress or saved slide preview	A linked item reflects the authoritative Team task status. Authorized saves enforce prerequisites and produce scoped in-app notices.
Ordinary Present, exported slide or portable file	The saved authored values are displayed read-only. Team task progress is not automatically written back into the portable presentation.

Keep the distinction visible

In Team, linked boxes show Team progress; unlinked boxes still show saved slide values. Do not treat an authored checkmark as evidence that an assigned person completed the work.

Checklists belong to the main slide, not nested simulations. Each card supports up to 100 items; titles allow 500 characters and item labels 1,000. Keep practical lists much shorter. Use updated Creator Present or a Player rebuilt with checklist support. Earlier packaged Players do not support this object type.

CHECKLISTS / ASSIGN

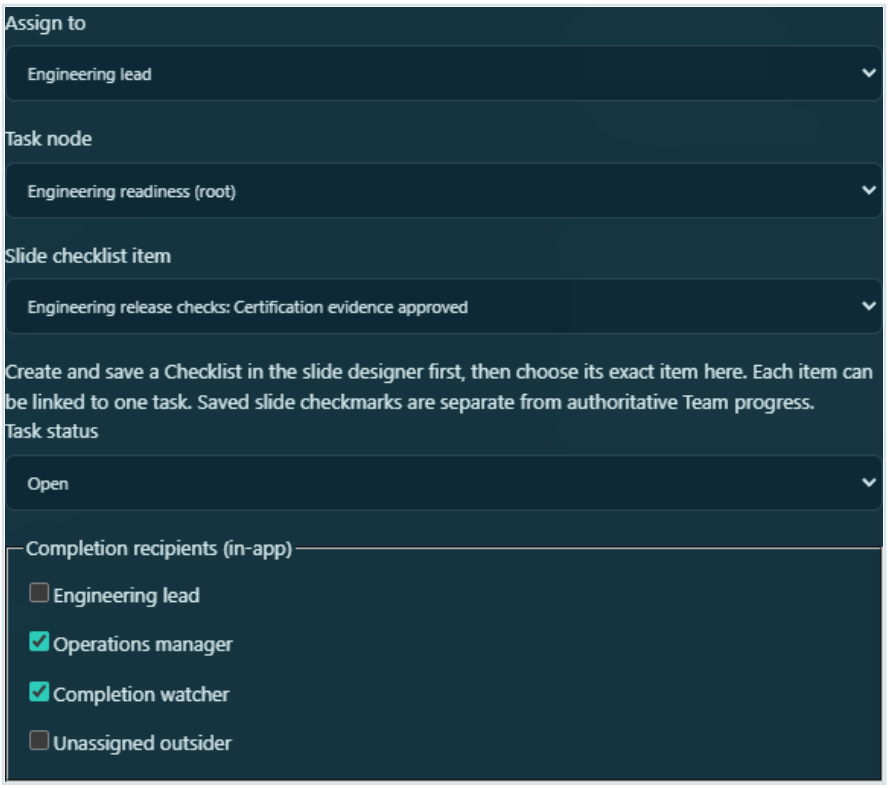
Assign an item and its recipients

Owners and project admins configure shared tasks for existing members of the same workspace.

01 Put the checklist in Team first. For a new workspace, the owner uses **Create from current project**. In an existing workspace, follow the owner publish workflow or use **Design assigned slide > Save workspace slide**.

02 Open **Tasks and checklist handoffs** and **Assign a task or slide checklist item**. Enter **Task title**, choose **Assign to** and the exact **Task node**.

03 Choose the exact **Slide checklist item**. Each item can link to one task. An ordinary task can instead use **Ordinary task (no checklist item)**.



Assignment detail: responsible member, exact checklist item and selected in-app recipients.

04 Select **Completion recipients (in-app)** from active members. The assignee receives notices automatically; selected recipients receive relevant task updates too. No email or new-account invitation is sent.

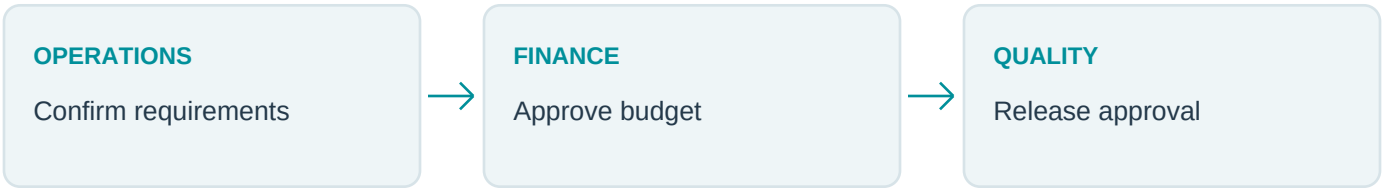
05 Choose **Prerequisite tasks** if needed, leave a new task **Open**, then choose **Assign task**. For an existing task, edit its fields and use **Save task assignment**.

A task assignment grants the assignee exact-node content and slide-design access, not a whole-layer graph grant. Anyone assigned to that node can see its contents; use separate nodes where departments need separate content boundaries. Notice-only recipients receive no slide or task-edit rights.

CHECKLISTS / DEPENDENCIES

Link departments with prerequisites

Dependencies connect saved tasks inside one shared workspace, even when different people manage each department.



Example workflow: Operations confirms requirements; Finance approves the budget after Operations; Quality releases after Finance. These are fictional practice tasks, not actual approvals.

01 Create the Operations task first. Create Finance next and select Operations under **Prerequisite tasks**. Then create Quality and select Finance as its prerequisite.

02 If a task needs several prerequisites, select every required task. All selected prerequisites must be Done before the dependent can be marked Done. Self-links, missing tasks and dependency cycles are rejected.



The dependent remains Blocked while a required task is incomplete. A completion attempt is refused rather than silently bypassing the rule.



Once prerequisites are complete, the dependent shows Ready. Readiness does not itself start or complete the task.

This gate protects Team completion status. It does not prevent reading or editing the slide, automatically change other task statuses, or lock slideshow navigation. It is not a legal approval system or a certified safety interlock.

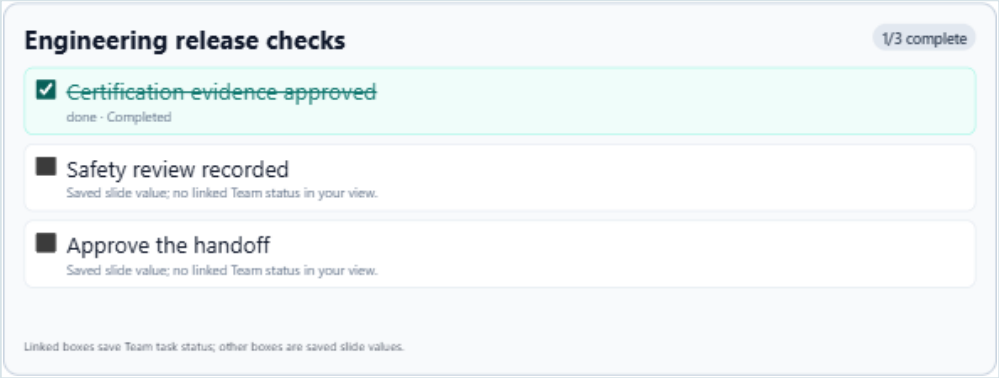
CHECKLISTS / COMPLETE

Complete work and read notices

The responsible assignee, workspace owner or project admin can update task status.

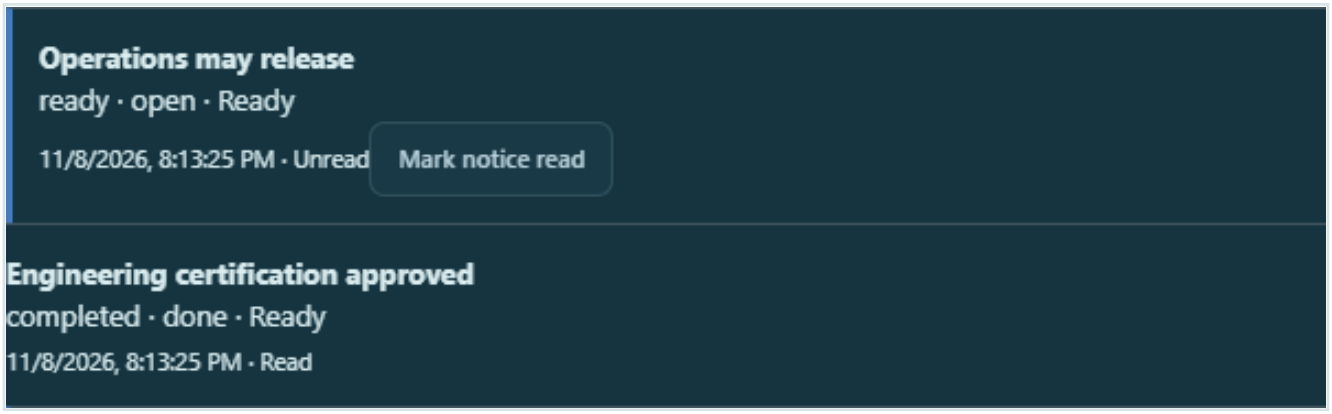
01 Open **Task progress**. Review **Prerequisite progress**. Choose **Open**, **In progress** or **Done**, then **Save task status**. Done is unavailable while prerequisites block completion.

02 Alternatively open the assigned node and expand **Preview saved workspace slide**. Toggle an authorized linked checkbox. This makes the same Team status save; it does not rewrite the portable .rpres.



A real Team preview shows a completed linked item. Other items may be read-only depending on the member and task assignment.

03 Designated members read **Project notices**. Notices include completion, status changes and readiness changes. Use **Mark notice read**; read state persists after reconnecting.



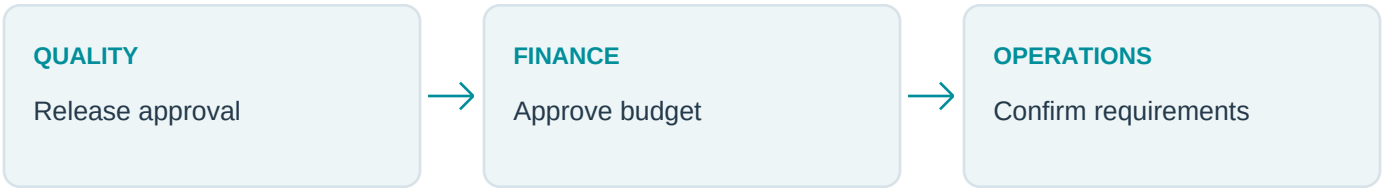
Notice detail: an unread readiness update and a read completion update for a designated recipient.

Recipients need not be online when a change happens; their notices appear on reconnect. Connected views receive saved updates, subject to network conditions and draft protection. Owners monitor all tasks; the personal notice inbox is for designated member accounts.

CHECKLISTS / MAINTAIN

Reopen work without breaking the chain

Change completed work deliberately, starting with its completed dependents.



To reopen the Operations prerequisite in the example, first reopen completed Quality, then completed Finance, then Operations. This is the reverse of the completion order.

01 Save each downstream task as **Open** before reopening its prerequisite. A Done prerequisite cannot be reopened or materially reassigned while a dependent remains Done.

02 Review the resulting status and Blocked notices. Dependent tasks become unready, but no task is automatically reopened or completed for you. Recheck the chain before the next completion.

03 Before deleting or replacing linked nodes, cards or items in shared content, remove or revise their task links. Updates that break a live linkage are refused. Copying a card or item creates separate content that needs its own assignment.

Recheck permissions when work changes

Completion does not remove the assignee's node access. That grant lasts until the assignment is removed, reassigned or revoked. Project admin authority permits task management and status updates, not automatic content editing. Notice history remains available while an active member is the assignee or a designated recipient. Reassignment does not remove it if the member remains designated. Removing content access alone does not remove notice eligibility.

Notices are a working inbox

The current limits are 100 notices per member and 2,000 per workspace, with notices visible for up to 90 days. Workspace expiry can shorten this period; check the expiry shown in Team. Notices cannot outlive their workspace. Cleanup occurs on a later successful workspace change. Keep any required formal completion record in an authorized records system; this inbox is not an archival audit log.

Save a local master and backup separately. A portable presentation does not carry Team permissions, the live task database or the notice inbox.

PORTABLE DELIVERY

Send the complete experience

The simplest handoff is a saved .rpres file plus a compatible Player.

File handoff

Save and reopen the project, then give the intended recipient the complete .rpres through your chosen sharing method. Embedded media and permitted fonts stay in the file. The freely distributable Windows Player is separate from Creator authoring. Fully extract portable app ZIPs and keep their files together.

> **Player compatibility**
> Use a compatible current Player for simulations, controls, readouts or checklists. Earlier signed installers can predate local additions. Verify the receiving Player with the exact project instead of relying only on a 0.3.13 version label.

Delivery service workflow, when configured

01 Open **Delivery**, enter the authorized private HTTPS service and check capabilities. The default local desktop service does not itself provide R2 delivery.

02 Choose **Prepare current presentation**. This creates a local snapshot, not an upload. Later source changes require a newly prepared snapshot.

03 Provide required creation access and choose **Upload / resume**. Save the owner credential privately. **Pause after current part** finishes the current bounded part before stopping.

04 Copy the download link only when ready. Share it yourself with authorized recipients; the app does not send invitations automatically.

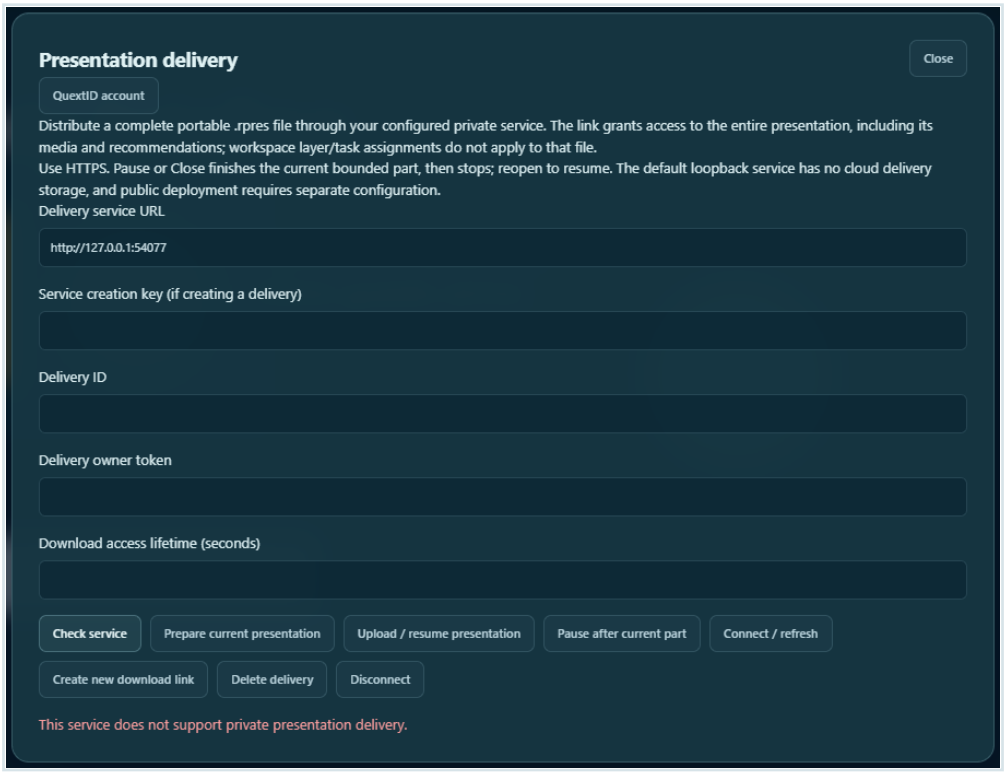
05 Rotate download access revokes a previous link. Deletion requires the exact filename and confirmation. Disconnect clears panel credentials; reconnect requires the saved owner credential.

Delivery uses checksum-verified 8 MiB parts and a service cap of no more than 256 MiB. Expiry is fixed on creation; rotation does not extend it. Expired/deleted access does not revoke downloaded copies. Delivery is not malware scanning, DRM or a learner-results service.

ON SCREEN / 15

Choose the right delivery route

Use this visual guide alongside the preceding instructions.



The Delivery panel exposes service setup and capability information. A local snapshot is not itself an upload.

01 Portable file. For a simple handoff, share the saved .rpres and a compatible Player through the authorized channel.

02 Hosted service. Use the authorized private HTTPS service. Prepare current presentation makes a snapshot; Upload / resume is the separate transfer step.

03 Retain control of the link. Keep the owner credential private. Access rotation affects future downloads, not copies people already downloaded.

FILE CARE AND LIMITS

Protect the portable master

Keep a named working copy, dated milestones and original source assets.

Recommended save discipline

• Save outside the application folder. Back up before mass deletion, restructuring, import-heavy edits or an app update.

• Wait for pending imports and narration finalization. Reopen the saved file and check the intended start and key routes.

• **Media library** cleanup changes the current project and must be saved. Removing an object does not automatically remove the asset.

• Keep original images, audio/video and licensed fonts separately. Embedded copies are not a replacement for editable originals.

• Full .rpres files include all content and recommendations. Feedback policies affect playback display, not access to the stored data.

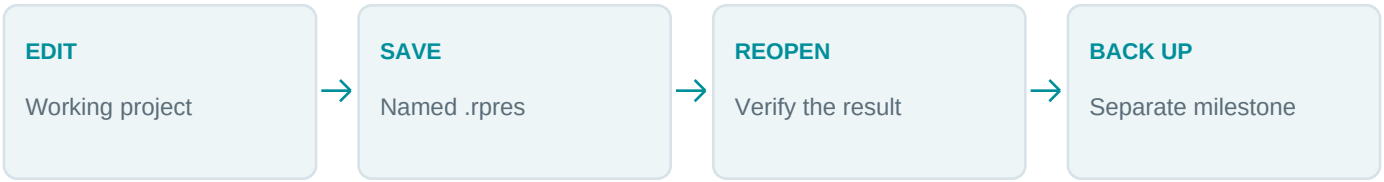
Area	Current boundary
Local assets	150 MiB embedded media/font budget; up to 1,000 assets.
Fonts	8 MiB per TTF/OTF; up to 32 fonts within the asset budget.
Image editing	16 MP output; maximum side 16,384 px. Supported sources up to 64 MP may be reduced for editing.
Team	5 MiB per shared import; 8 MiB design/media request; 32 MiB stored project.
Node configuration	64 named inputs per node; text values up to 10,000 characters.
Simulations	2-12 positions; two for momentary/toggle. Up to 200 procedure steps.
Scanning	75-600 dpi; WIA default source/page area; 16 MiB scan-output cap before other project limits.

Format 4 reads supported older formats 1-3. New feature objects can still require a newer runtime even when the format number has not changed.

ON SCREEN / 16

Follow a durable save cycle

Use this visual guide alongside the preceding instructions.



Workflow illustration: an editable project, a named saved master and a separate backup serve different purposes.

Save the current work

Wait for imports and narration finalization. Keep the .rpres outside the installed application folder.

Reopen the file

Check the intended starting node, the important choices and embedded assets. A successful Save alone does not prove the lesson runs as intended.

Keep a separate milestone

Retain original assets and dated copies. Recovery snapshots and local learner resume are not backups.

TROUBLESHOOTING

Fix the common blockers

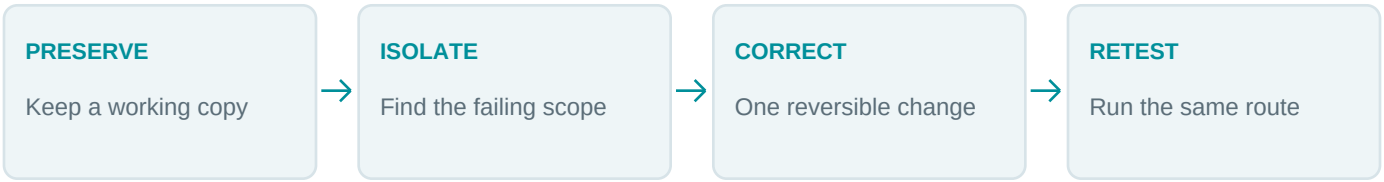
Preserve the working file before experimenting with recovery or cleanup.

What you see	What to check or do
My change is missing	Click away from the field to commit. Save the correct scope: local project, Team node, workspace slide or layer graph. Check rejected-value messages.
A choice goes nowhere	Verify Graph > Outputs > Target. End / no target stops the route. After duplication, reconnect incoming routes to the copy.
Wrong Function branch	Check variable spelling and type. Output 1 is True; output 2 is False. Text "7" differs from Number 7. Initialize variables explicitly.
Clipped slide text	Resize the box or reduce the font. Check Present and audience output, not only the canvas. Text fitting is manual.
Image import/edit fails	Use a decoded supported format. Convert PDF/SVG/TIFF/HEIC first. Reduce dimensions/size and check local or Team limits.
Media does not play	Try MP4 (H.264/AAC), WAV or MP3. Check cue start, slide duration, audio device and external-display routing.
File is too large	Review Media library and remove confirmed unused assets. Compress media/reduce image dimensions, then Save. Team limits are smaller.
Save waits on narration	Stop recording and wait for WAV finalization. Do not close/replace the project while processing. Try shorter clips or imported MP3.
Older Player rejects file	Use a matching updated runtime, especially for simulations. Keep the original .rpres intact.
Recent project unavailable	Moved or missing files are disabled. Use Open project to locate the current file. Recent projects shows the last eight successful desktop opens/saves since the Welcome update.

ON SCREEN / 17

Trace a problem to its scope

Use this visual guide alongside the preceding instructions.



Workflow illustration: preserve the project, identify the failing scope and make one reversible correction at a time.

Inspect the smallest cause

A wrong route usually starts with Outputs > Target. Clipped text starts with its frame and typography. A shared change starts with the correct save scope.

Check dependencies separately

Media codecs, physical displays, scanners, network access and service identity can fail independently of the project graph.

Retest after the change

Reopen the saved file and repeat the failing path. Keep the previous working copy until the revised one passes.

FINAL CHECKS

Finish, test, hand off

A rehearsal protects the learner experience better than a large feature list.

Service and hardware troubleshooting

• **No scanner:** check an installed WIA-compatible device, or use its vendor app and import. After a timeout, check whether hardware is still busy before retrying.

• **No AI suggestion:** use Check AI availability. Manual tools work without API access. Never put a secret key in a project or shared document.

• **No audience connection:** check host/attendee internet and current QuextID login. A loopback URL is not reachable from a phone. Continue with local choices if needed.

• **No external screen:** confirm the Windows connection, refresh displays and reopen Audience display. Test sound separately.

• **Team conflict/access:** preserve drafts, review the update banner and refresh only when ready to discard. Check service, workspace ID and assigned QuextID. A local file cannot restore revoked access.

Release checklist

01 Content: clear objective, readable text, image rights, reviewed recommendations and technically checked procedures.

02 Routes: correct start, every output tested, layer returns correct, no unintended stops, timer and timeout behavior verified.

03 Interaction: answer bindings, variable types, controls, interlocks, readouts and procedure comparison tested.

04 Playback: saved file reopened, receiving Player compatible, codecs, timing, physical display and speakers rehearsed.

05 Sharing: intended recipients only, correct account/service, no owner credential exposed, appropriate expiry and full-file exposure understood.

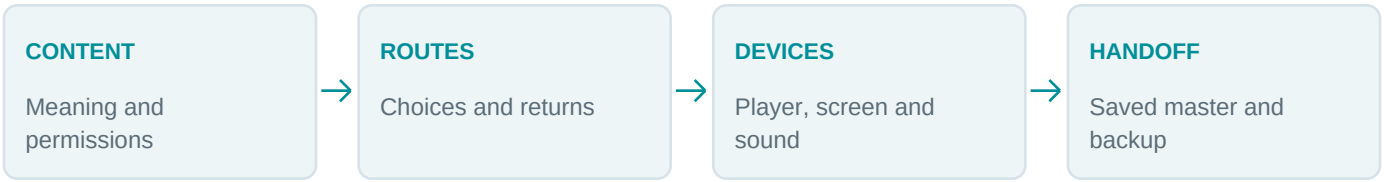
06 Recovery: named .rpres master and separate backup saved; original media retained.

Use the companion Quick Start for a first-project overview. The illustrated build workshops begin on page 44.

ON SCREEN / 18

Make the handoff a tested result

Use this visual guide alongside the preceding instructions.



Workflow illustration: review content, test the route, rehearse the devices and deliver the verified saved file.

Content and rights

Review the lesson's meaning, permitted assets and recommendations. Training scenarios do not replace technical or safety approval.

Behavior and devices

Test every output, child return, timer and interaction. Use the actual receiving Player, display and audio setup.

Handoff and recovery

Share only with the intended recipients, keep credentials private and retain the named master and backup.

ILLUSTRATED WORKSHOPS

Rebuild the sample tutorials

Follow these recipes to create your own copies of the three Welcome examples.

> **A build guide, not just a tour**
> The Welcome tutorials open finished practice projects. These workshops show how to create those same scenarios from New project. Use your own saved copy, compare it with the example and test every route.

Prepare a safe working copy

01 Save any current work. Choose **Welcome > + New project** and resolve any Save/Discard/Cancel prompt. New project starts with a ready-made six-node launch tree; it is not an empty graph.

02 Change **Project title** to the workshop name, then use **Save** and choose your own .rpres filename. Save again after each completed page. Never overwrite a project you need to keep.

03 Use **Build > Graph** to select a node. Use the inspector **Content** tab for its Title and Content, and **Outputs** for each Label, Target and recommendation. Click away after a field edit so it commits.

04 To compare with the finished example, save your file first, open its tutorial on Welcome and inspect it. The **x** button (Exit tutorial) closes the callouts and leaves the practice project open. Reopen your own file to continue building.

Workshop	Build and check
Pages 45-47 The launch decision	Rename the six default nodes, enter the story, verify two branches and reveal the recommended route.
Pages 48-51 The safety briefing	Reuse the six-node structure, then reproduce the navy introduction with bound text, a mint circle and a choice button.
Pages 52-55 The guided assessment	Create a Decision Layer, author its question/outcomes, set a five-minute quiz and verify feedback and returns.

Illustrations show the actual app in isolated practice projects. Window size may change panel positions. Use the printed control names and values rather than matching screen coordinates. Route maps and tables describe the logic; graph card positions are only visual.

WORKSHOP 1 - STRUCTURE

Build the launch story

Goal: one introduction, a two-choice decision, two consequence slides and two outcomes.

01 Choose **New project**. Set **Project title** to **The launch decision - practice**, then save as a new .rpres file.

02 Keep the six default nodes and their connections. In the outline or graph, rename the nodes using the pairs below. Use **Content > Title**, not the Project title field.

Default node	Rename to
Launch readiness	A launch window opens
Proceed with the launch?	How should the team respond?
Complete the missing check	Verify before committing
Proceed with uncertainty	Commit with uncertainty
Ready with evidence	Launch with shared evidence
Pause and reassess	Pause and learn

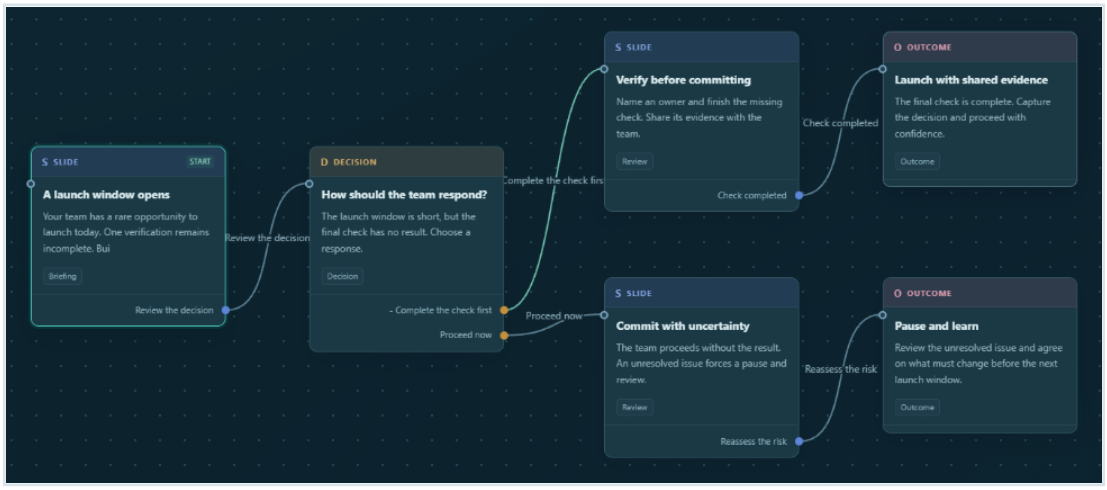


Figure 1. The finished six-node launch route in Graph. The upper and lower branches lead to different outcomes.

03 Set **Start node** to **A launch window opens**. Keep the nodes in the Main process. You do not need a Decision Layer, custom slide design or media for this sample.

If you accidentally added a node, remove only that extra node after checking its connections. A clean sample has three Slides, one Decision and two Outcomes.

WORKSHOP 1 - CONTENT

Write the launch scenario

Select each renamed node and enter the matching Content below.

04 Copy the text into the inspector **Content** field. This is node text, not an independent text box added to a slide.

Node title	Content to enter
A launch window opens Slide	Your team has a rare opportunity to launch today. One verification remains incomplete. Build a route that weighs speed against evidence.
How should the team respond? Decision	The launch window is short, but the final check has no result. Choose a response.
Verify before committing Slide	Name an owner and finish the missing check. Share its evidence with the team.
Commit with uncertainty Slide	The team proceeds without the result. An unresolved issue forces a pause and review.
Launch with shared evidence Outcome	The final check is complete. Capture the decision and proceed with confidence.
Pause and learn Outcome	Review the unresolved issue and agree on what must change before the next launch window.

05 Select **How should the team respond?**. In **Outputs**, use the **Recommendation explanation** shown below. Mark only **Complete the check first** as the recommended route.

> **Recommendation explanation**
> Complete the check first. A short, owned verification reduces uncertainty before the team commits.

Leave both Outcome nodes without outgoing outputs. Keep the default Group labels if you want the same outline organization; Group does not change the route.

WORKSHOP 1 - ROUTING

Connect and rehearse the launch

The default connections already match this sample. Verify them after renaming.

06 Select each node, open **Outputs**, and compare every Label and Target with this table. If one is missing, use **+ Add output** and choose the target explicitly. An asterisk marks the recommended choice.

Selected node	Output label	Target
A launch window opens	Review the decision	How should the team respond?
How should the team respond?	Complete the check first *	Verify before committing
How should the team respond?	Proceed now	Commit with uncertainty
Verify before committing	Check completed	Launch with shared evidence
Commit with uncertainty	Reassess the risk	Pause and learn

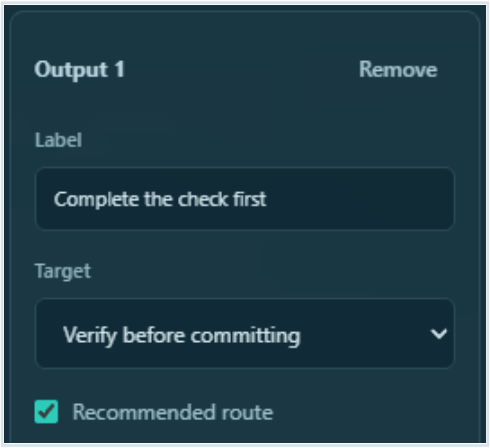


Figure 2. Output 1 shows the label, target and recommended-route checkbox. Enter the explanation below the output rows.

07 Choose **Present**. Select **Review the decision**, then **Complete the check first** and **Check completed**. You should reach **Launch with shared evidence**.

08 Use **Restart**, then **Review the decision**. Choose **Proceed now**, then **Reassess the risk**. You should reach **Pause and learn**.

09 Restart once more and select **Review the decision**. At the decision, open the presenter controls if hidden and use **Reveal recommendation**. Confirm the recommended choice and explanation. Return to Build, Save and reopen your file once.

WORKSHOP 2 - STORY

Build the safety briefing

Goal: reproduce the sample story before styling its introduction.

01 Start a separate **New project**. Set **Project title** to **The safety briefing - practice**, then save a new .rpres file. Keep the six default nodes.

02 Rename the nodes in the same order as Workshop 1: introduction, decision, upper consequence, lower consequence, upper outcome, lower outcome. Enter these titles and Content.

Node title	Content to enter
The safety briefing Slide	A new team member notices an obstructed exit before an event. Give the team a clear action before guests arrive.
What should happen first? Decision	The event starts in ten minutes and an exit is blocked.
Clear and verify the exit Slide	Ask the responsible team to remove the obstruction and confirm that the route is clear.
Open before the check Slide	The event starts while the exit remains obstructed. Pause entry and correct the issue.
Ready to welcome guests Outcome	The route is clear and verified. Share the outcome during the briefing.
Correct before continuing Outcome	The issue remains open. Ask for help and verify the route before continuing.

03 Set **Start node** to **The safety briefing**. On the Decision, set the **Recommendation explanation** to: **Clear the exit and verify the route before opening the room.**

This is a fictional learning scenario. Confirm real emergency routes and safety procedures with the responsible organization before using it for training.

WORKSHOP 2 - CHOICES

Wire the briefing choices

Keep the same branch structure, but change the two decision labels.

04 Select **What should happen first?** and open **Outputs**. Rename output 1 to **Clear and verify** and output 2 to **Open now**. Mark only **Clear and verify** as recommended.

05 Verify all the labels and targets below. The other three labels intentionally remain the default launch-tree labels in this supplied sample.

Selected node	Output label	Target
The safety briefing	Review the decision	What should happen first?
What should happen first?	Clear and verify *	Clear and verify the exit
What should happen first?	Open now	Open before the check
Clear and verify the exit	Check completed	Ready to welcome guests
Open before the check	Reassess the risk	Correct before continuing

06 Select the introduction **The safety briefing**. Choose **Design slide** or **Edit slide on canvas**. Creator supplies a 1280 by 720 slide with Title, Body and a choice bound to **Review the decision**. Keep those objects.

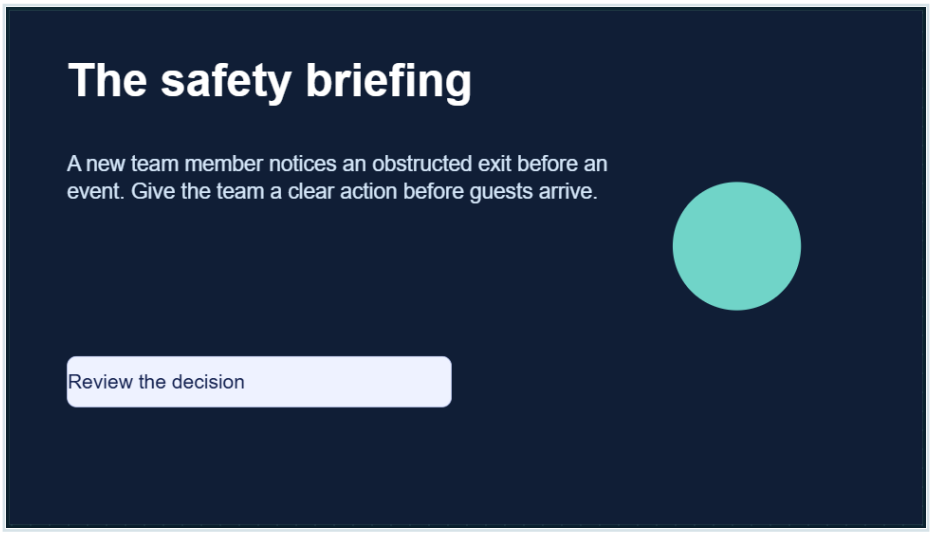


Figure 3. The sample introduction in Design slide. The title, body and answer remain bound to the node; the circle is decorative.

Do not replace the bound answer with a plain rectangle. A shape can look like a button without actually following an output.

WORKSHOP 2 - VISUAL DESIGN

Style the briefing introduction

Use object properties for exact values instead of relying on drag positions.

07 In the slide background controls, set **Background color** to **#101e36**. Keep the default 1280 by 720 slide size. Type the hex value into the Background color field.

08 In **Object layers**, select **Title**. Set **Text color** to **#ffffff** and **Font size** to **64**. Keep Arial, Bold, and the original position and size.

09 Select **Body**. Set **Text color** to **#d6e8fa** and **Width** to **760**. Keep Arial 30, with Bold off. This leaves space for the circle on the right.

10 Choose **Shape... > Ellipse**. Set **Object name** to **Safety accent**, **Fill** to **#70d4c8**, **Stroke** to **transparent**, and **Stroke width** to **0**. Set X 930, Y 240, Width 180 and Height 180. Keep **Rotation** at 0 and **Opacity (%)** at 100.

Object	X / Y	Width / Height	Text or fill
Title	80 / 58	1120 / 116	Arial 64 Bold; #ffffff
Body	80 / 196	760 / 240	Arial 30; #d6e8fa
Review the decision	80 / 484	540 / 72	Keep the bound default choice
Safety accent	930 / 240	180 / 180	Ellipse; #70d4c8; no visible stroke



Figure 4. Geometry controls for the selected circle. Width and Height make a circle; Opacity (%) stays at 100.

Retain the original Title and Body objects so they remain bound to node content. The sample uses only these four objects; no imported image or video is required.

WORKSHOP 2 - PREVIEW

Check the finished briefing

Confirm both the visual introduction and the decision behavior.

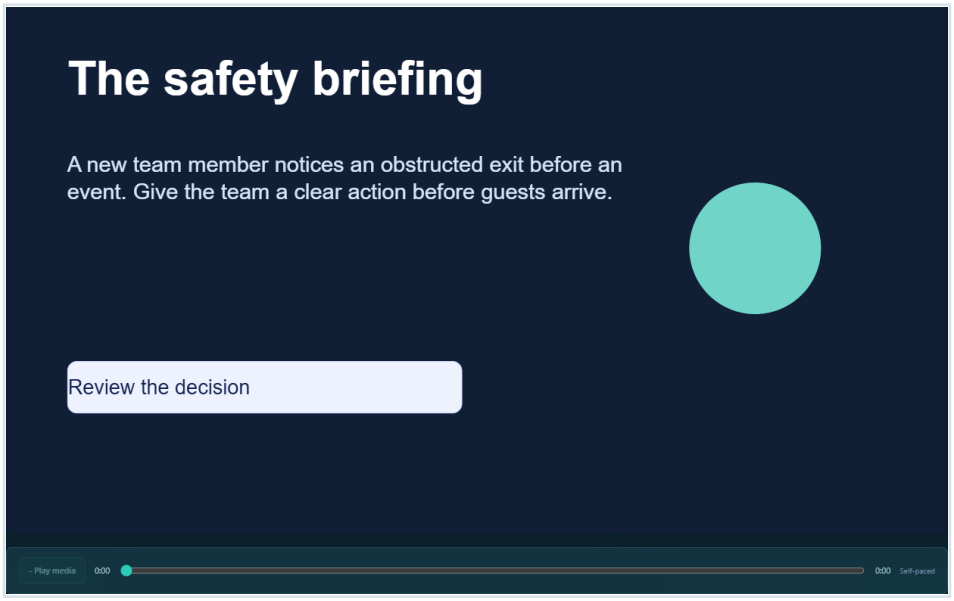


Figure 5. The finished introduction in Present mode: navy background, white title, pale body text, mint accent and a working next choice.

11 Choose **Present**. Check that all text is readable and the circle does not overlap the body or answer. Select **Review the decision** to reach **What should happen first?**.

12 Follow **Clear and verify**, then **Check completed**. Expect **Ready to welcome guests**. Restart, select **Review the decision**, then follow **Open now**, then **Reassess the risk**. Expect **Correct before continuing**.

13 Return to Build, Save and reopen the .rpres. Check the introduction again in Present. If a choice does not work, inspect its **Answer binding** and Graph output target.

Optional image exercise

After saving the exact sample, you can add your own permitted PNG/JPEG with **Image**. Select it and choose **Edit image**, adjust crop or filters, then **Apply image edits**. Move it away from the text and answer, preview and Save as a separate variation. This is an extension, not part of the supplied safety-briefing sample.

> **What to keep unchanged**
> For an exact rebuild, retain the six nodes, the output labels on page 49 and the four introductory slide objects on page 50. Visual styling does not automatically update routing, and a decorative shape is not a choice.

WORKSHOP 3 - PARENT ROUTE

Create the assessment layer

Goal: a timed quiz inside one Decision Layer, returning to two parent outcomes.

01 Choose **New project**, name it **The guided assessment - practice** and save a new .rpres file. Stay in the Main process.

02 Under **ADD A NODE**, add a **Decision Layer**. It creates a parent call, a child question and two child outcomes, plus two parent outcomes. Do not delete the layer call.

03 Rename the call **Run the readiness quiz**. Enter Content: **Enter a focused practice activity, answer the question and return to the main route.** Set **Start node** to this call before removing the original start node.

04 Delete only the six original launch-tree nodes, confirming each deletion. Retain **Run the readiness quiz**, **Continue after review** and **Reconsider after review** in the Main process. The latter two parent outcomes keep blank Content and no outgoing outputs.

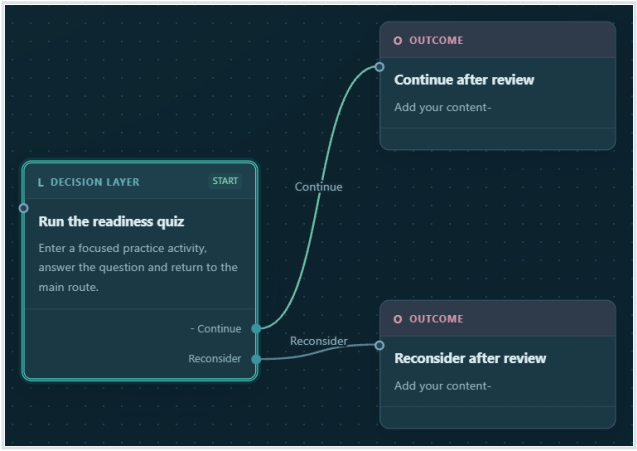


Figure 6. The completed parent route contains the layer call and two outcomes. The question and its outcomes live inside the child layer.

05 On the call, verify output **Continue** targets **Continue after review**, and **Reconsider** targets **Reconsider after review**. Keep Continue marked as recommended, as in the sample.

06 Choose **Open Decision Layer** or double-click the call. Rename the **Layer title** to **Readiness quiz**. You are now editing the child activity, not the Main process.

WORKSHOP 3 - QUESTION

Author the handover question

Edit the three automatically created child nodes inside Readiness quiz.

07 Rename **Review the detail** to **What makes a safe handover?**, **Review complete** to **Handover understood**, and **More work needed** to **Review the handover**. Enter this Content.

Child node	Content to enter
What makes a safe handover? Decision	A team hands a task to the next shift. Which approach gives the next person the best starting point?
Handover understood Outcome	The next shift has clear status and ownership. Review the recommended route, then return to the main process.
Review the handover Outcome	A missing acknowledgement leaves room for confusion. Review the recommendation before the next attempt.

08 Set **Layer entry node** to **What makes a safe handover?**. On that Decision, open **Outputs** and configure the two answers below. Mark only the first answer as recommended.

Label	Target
Share status, risks and next action	Handover understood
Assume the next shift already knows	Review the handover

09 Set the Decision's **Recommendation explanation** to the following text. This is what full learner feedback will show with the recommended answer.

> **Recommendation explanation**
> Share the current status, unresolved issues and named next action. Acknowledgement closes the handover loop.

10 On each child Outcome, use **Content > Return to parent through**: choose **Continue** for Handover understood, and **Reconsider** for Review the handover. Do not add ordinary output targets to child outcomes.

WORKSHOP 3 - ACTIVITY

Set quiz timing and feedback

These settings belong to the Readiness quiz child layer.

11 Expand **Activity, timing & feedback** in the child layer. Set **Activity type** to **Quiz** and **Learner feedback** to **Responses and recommendations**.

12 Turn on **Enable time limit**. Enter **300** in **Time limit (seconds)**, which is five minutes. Set **When time expires** to **Review the handover**. Do not enter 5 in the seconds field.

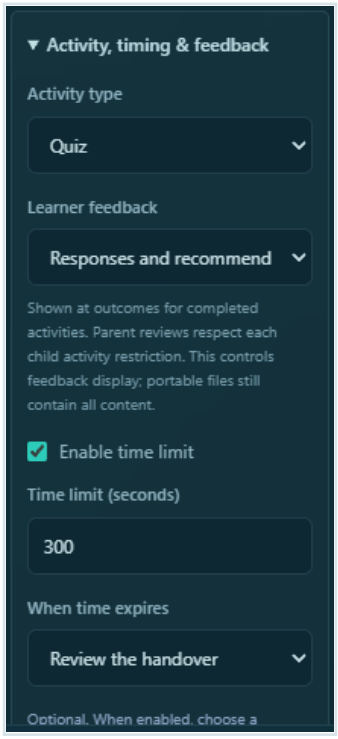


Figure 7. The actual child-layer settings: Quiz, full feedback, 300 seconds and Review the handover as the timeout destination.

> **Check the child layer**
> Confirm the entry is What makes a safe handover?, the time limit is 300 seconds, and the timeout destination is Review the handover. The other outcome is not the sample timeout target.

13 Return to the Main process. Leave its own time limit off and feedback at the default. Save. The five-minute limit belongs to the nested quiz only.

WORKSHOP 3 - PLAYBACK

Test feedback and returns

A complete test covers both answers, both returns and the timer.

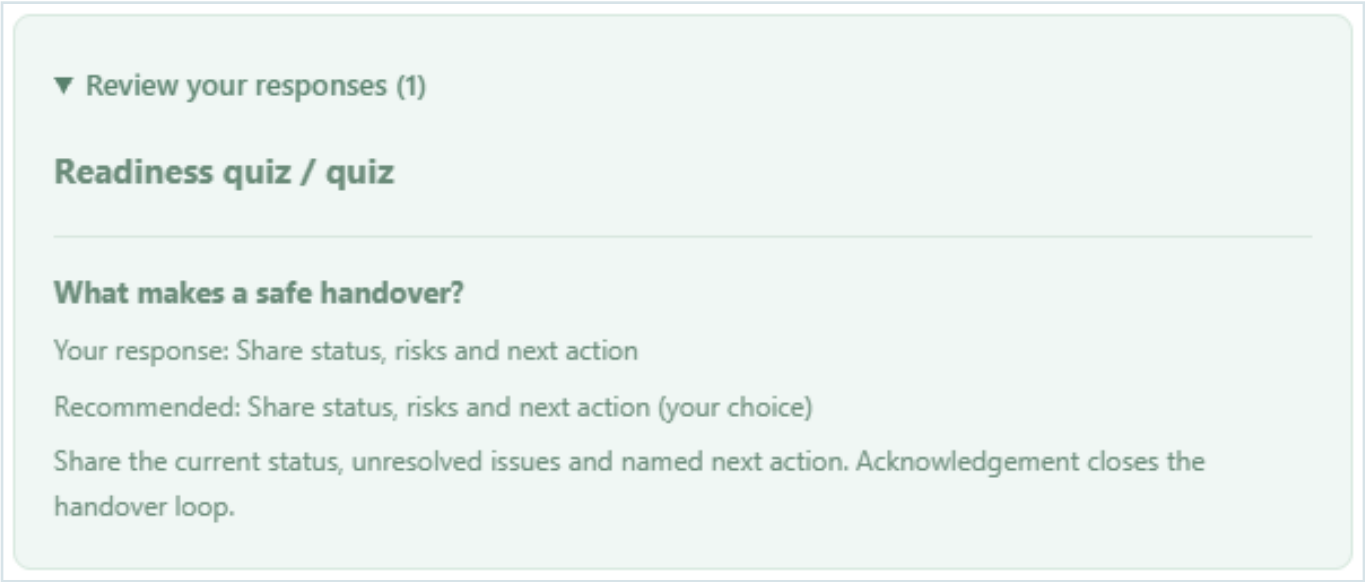


Figure 8. The expanded learner review after the recommended handover answer. It shows the response, recommendation and explanation.

14 Choose **Present**, then **Restart** for a fresh attempt if needed. Starting at the layer call automatically enters the quiz question. Confirm that the timer starts for this learner attempt.

15 Choose **Share status, risks and next action**. At **Handover understood**, expand **Review your responses** and inspect the chosen response, recommended route and explanation. Use **Continue back to parent**; expect **Continue after review**.

16 Restart. Choose **Assume the next shift already knows**. At **Review the handover**, expand **Review your responses**, inspect the feedback, then return to the parent. Expect **Reconsider after review**.

17 Restart once more and let the five-minute limit expire without answering. Expect **Review the handover**. For a quicker rehearsal, temporarily use a shorter limit in your working copy, then restore **300 seconds** and Save before sharing.

> **Timer and review checks**
> The clock continues while playback is paused or closed. Restart creates a fresh attempt. Feedback visibility is an authoring policy, not encryption or a secure-exam boundary. A full .rpres still contains the answers and recommendations.

18 Return to Build, restore 300 seconds if changed, Save and reopen the final .rpres.