Klynt User Guide

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1. About

Klynt is an application dedicated to new media content producers. It has been developed in-house to help us create rich media stories to be distributed on the web. It includes:

1. An interactive media editor (text, photo, videos, audio & flash)
2. A flash video player (ready to be embedded on any web page)

To see examples of projects we have already produced using Klynt, see *Journey to the End of Coal*, *The Big Issue, The Challenge* (fr), *iROCK* (fr) and more recently *Rapporteur de crise* (fr).

2. Recommended system requirements

2.1. The hardware requirements

Verify if the computer system meets the following requirements:

3. Minimum 2x2048 or 4x1028 MB of physical RAM
4. Minimum 50 GB of available hard drive space (bear in mind that all the media imported into Klynt is going to be copied into the Klynt project folder)
5. Minimum 2.5 GHz CPU speed

! *The requirements above are recommended minimums. While it is possible to install the Klynt on a system with less disk capacity and CPU speed, it is not recommended.*

2.2. The software requirements

Adobe Air player

Before installing Klynt, you must have Adobe Air player installed on your computer. The Adobe Air player can be downloaded from the following link: http://get.adobe.com/air/.

Adobe Flash player

You also need to have the Adobe Flash Player installed on your system. You can download it from the following link: http://get.adobe.com/fr/flashplayer/

3. Installation

3.1. Install Klynt

Once the Adobe Air player is installed, run the executable file provided by Klynt. Click on **Install**. Then click on **Continue**. Klynt is now installed on your computer and accessible from your **programs folder**.

3.2. Create a project for the first time

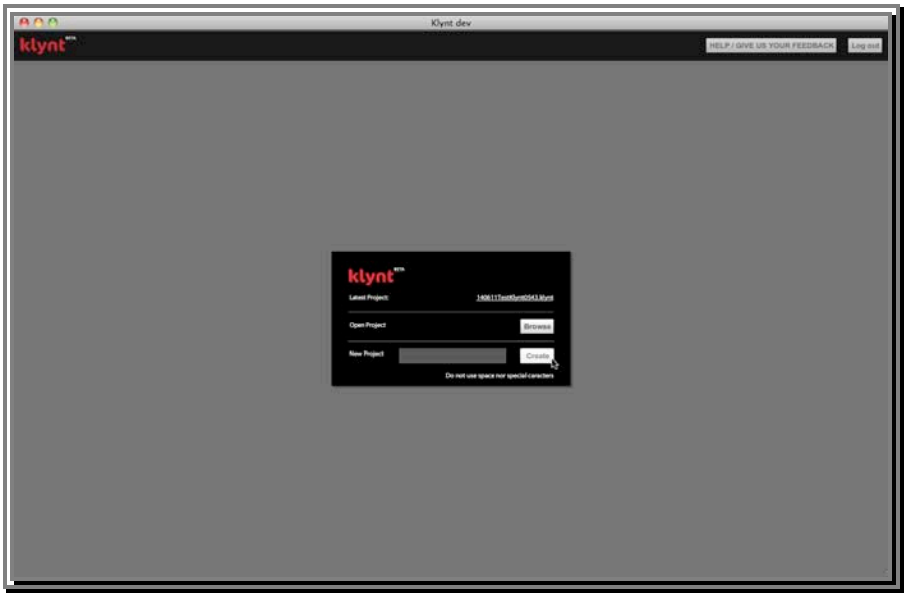
Authentication

When you first open Klynt, you are asked to enter the username and password provided by the Klynt team. This authentication is required and at the same time, it is necessary to have read and accepted the terms of use (clickable link leads to a PDF online).

! *Every time you logout and then want to login, you have to agree to the « terms of use ».*

Project creation

Now that Klynt is installed on your machine, open the software from your programs list to start using Klynt. You can create a new project from the welcome screen by typing in a project name of your choice and then clicking on **create**.



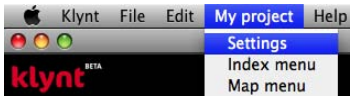
! *Be sure not to use spaces or special characters for your project's name.*

? *When you create a project, Klynt creates a folder in your document folder (document/klynt) containing all your work information.*

Configure Adobe Flash Player Access to Internet

IMPORTANT: To start using Klynt, you have to allow Adobe Flash Player to access the Internet. Follow the steps listed below:

1. Go to Klynt menu, click on **My project - Settings**

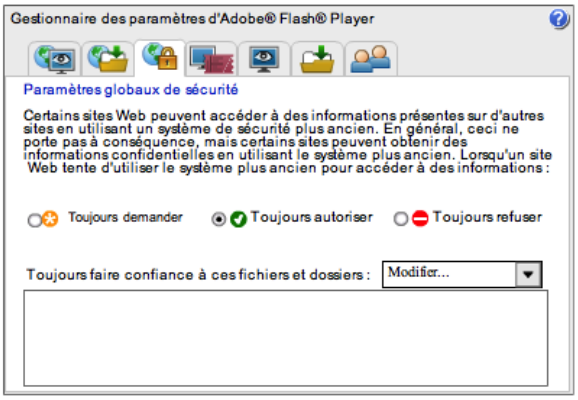


2. In the settings window, under **Configure Flash Global Security**, click on **Go to Configuration**

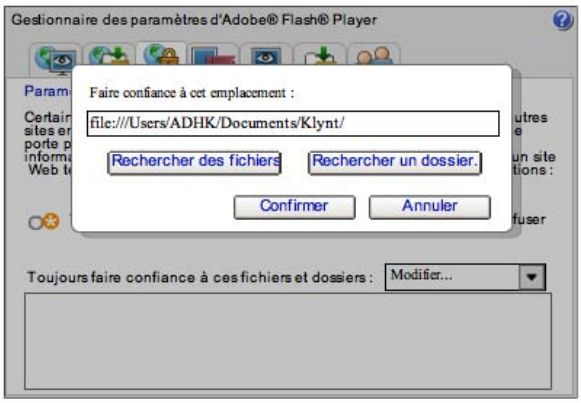
3. The link opens a new Internet window, you are now on Adobe Flash Player website.

   In the Global Security Settings Panel, click on **"always authorized".**

Global Security Settings panel

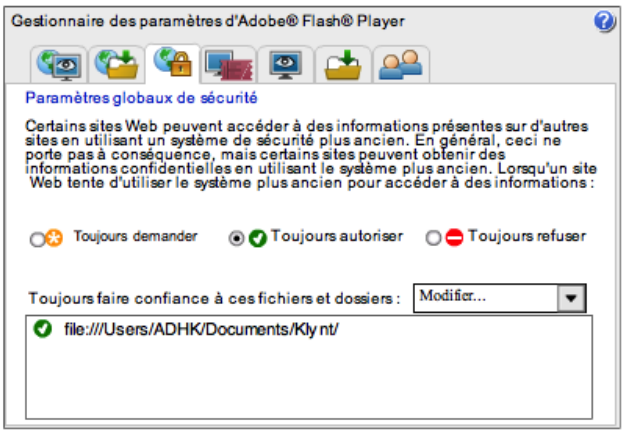


In the expanded menu below, click on **"add"** and include the path (URL) of your Klynt folder (where you save all your Klynt projects).



Example: file:///Users/ADHK/Documents/Klynt/

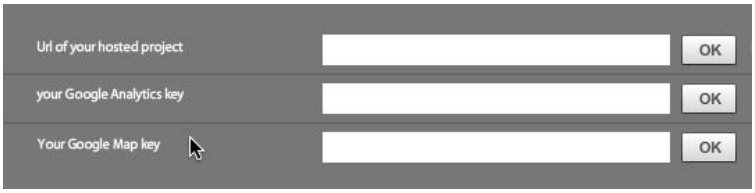
4. Click on **confirm**



The URL is now displayed in the authorized access window. You can start working on Klynt.

3.3. Connect your project

To connect your project to the various online platforms, go to the main menu **My Project**> **Settings**> **Connectivity.**



Generate an embed code

Generate an embed code to be able to integrate the player on a website or blog. Copy the url where your project is hosted in the dedicated tab and click **OK.**

! *You can find your code in the **Sharing** section*

Google Analytics key

In order to use Google Anaytics, enter your key in the dedicated tab and click **OK.**

Google Map key

In order to use Google Map (for **Map menu**), enter your key in the dedicated tab and click **OK.**

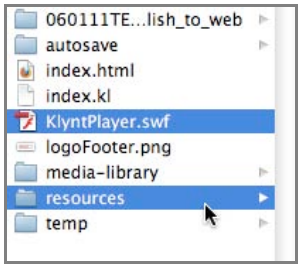
3.4. Open an existing project

From the welcome screen, you can browse your computer to find and open an existing project.

3.5. Opening an existing project after a Klynt update

To open your existing projects under a new version of Klynt, follow the steps listed below:

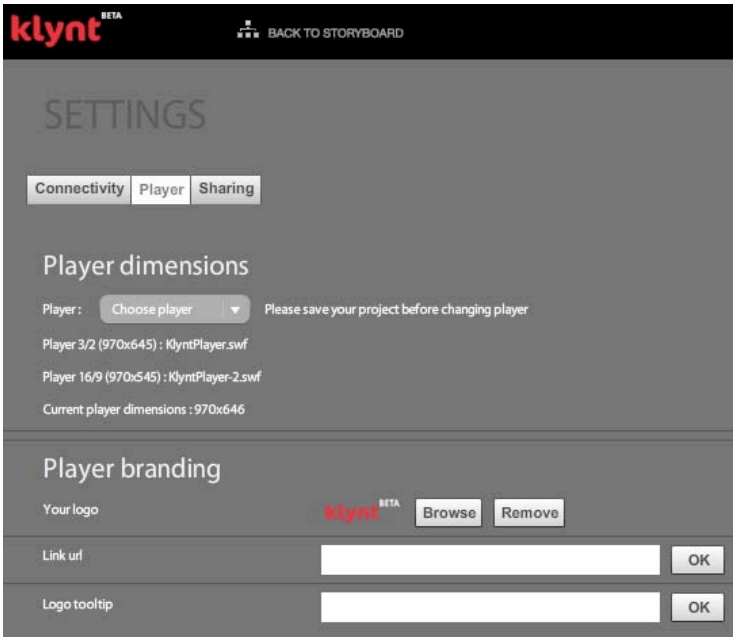
1. Create a new project with an updated version of Klynt,
2. Run a preview and close this project (No need to add a sequence),
3. Go to the new project's folder (document/klynt/yourNewProject), copy the "resources" folder and the "KlyntPlayer.swf" file,
4. Paste these two elements and overwrite the existing files in the folder of the project you are upgrading.



4. Player

4.1. Settings

In the main menu, go to **My project** > **Settings** > **Player**



Player dimensions

In this window, you can choose between two different dimensions for the player:

1. Player 3/2 (970x645), corresponding to the player named KlyntPlayer.swf
2. Player 16/9 (970x545), corresponding to the player named KlyntPlayer-2.swf

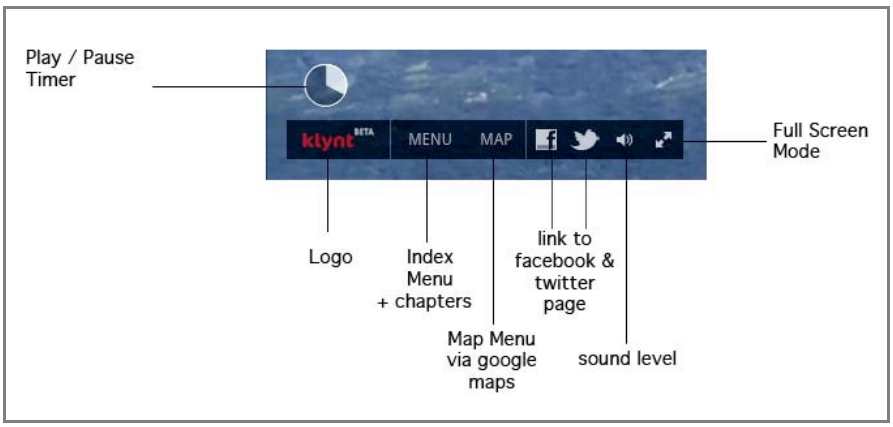
Player branding

In the section **Player branding,** you can personalize the player by adding your own logo.

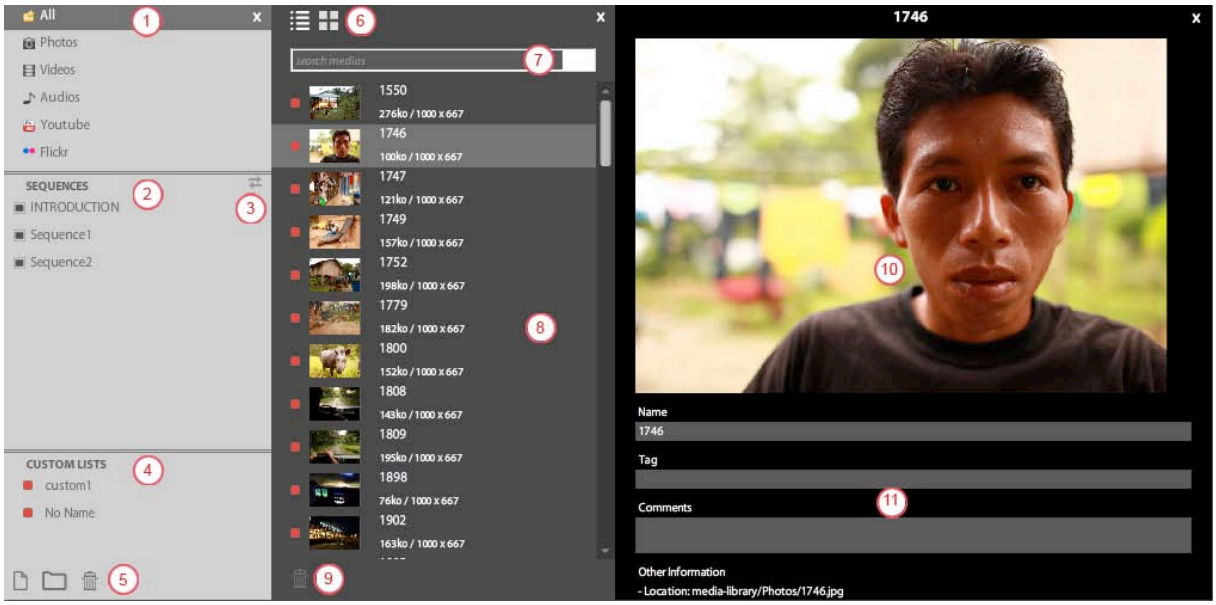
You can browse your computer to find your *.**png** (image file). You can set the hyperlink for your logo in the **Link url** section, so that your users will be sent to your web page when clicking on the logo.

In the **Logo tooltip** tab, enter the text that will show when the mouse is over your logo.

4.2. Description of the player menu



5. Media Library



1. *List of media organized by type*
2. *List of media organized by sequences*
3. *Show selected sequences associated media*
4. *List of media organized by custom lists*
5. *Add or delete a custom list or folder*
6. *List or thumbnail view of media*
7. *Search in media library*
8. *Media list*
9. *Delete media*
10. *Media preview*
11. *Media information*

5.1. Supported media formats

Video (Mov (h264), Mpeg4 (h264), Flv)

Frame rate: *the same as the source (usually 25fps for HD)*

Recommended size: *852x480px, 720x405px or 640x360px*

Data rate: *1500 or 2000 kbits/sec*

Recommended software*: Quicktime Pro*

Photo (JPEG, PNG *and* GIF)

Recommended size: *1000px width photos*

Resolution: *72dpi*

Recommended software: *Photoshop*

Audio

Format: *MP3*

Recommended software: Audacity (free) *(http://audacity.sourceforge.net/)*

5.2. Prepare my photos/videos for Klynt

Export video files from Final Cut Pro

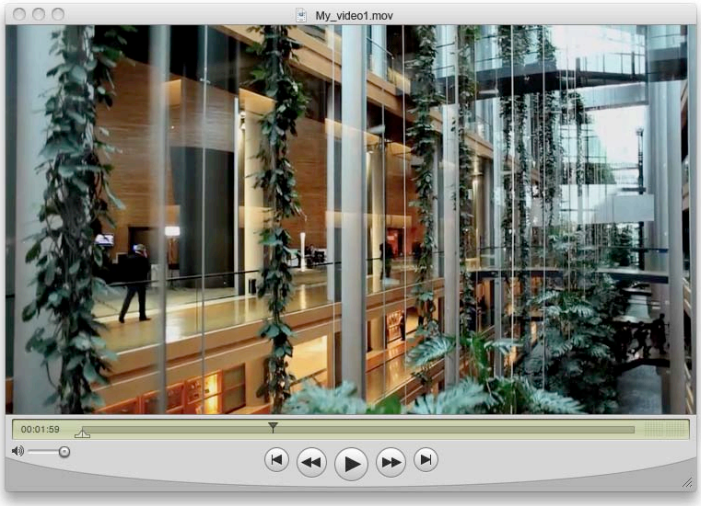
1. Select your sequence
2. In the **File** menu, **Export** and choose **Quicktime sequence**
3. Save the exported file in a folder

> ? *Tips to prepare your import in Klynt:*
>
> *1 - Keep the original file name for easy reference in case of error*
> *2 - At the end of your exports, save this file on an external hard drive to save up space on your computer*

Compressing video files with QuickTime Pro

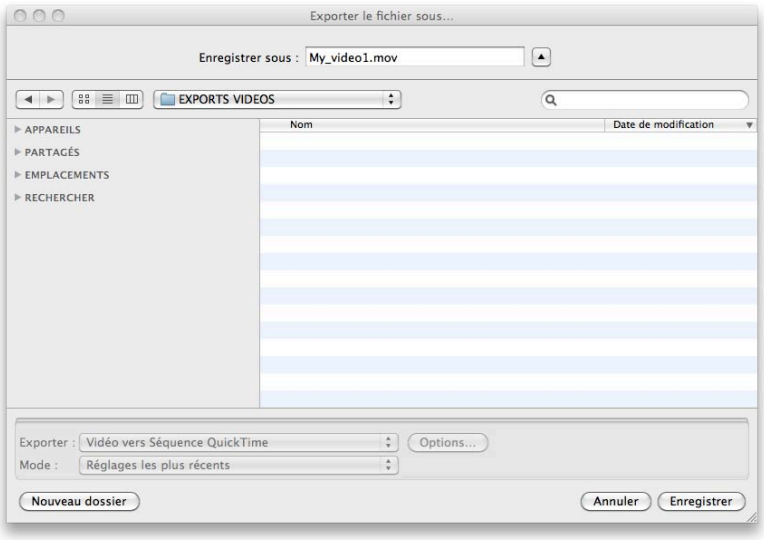
To process your videos in Klynt, compress your video files with H264/AAC codec:

1. Open your video in QuickTime Player

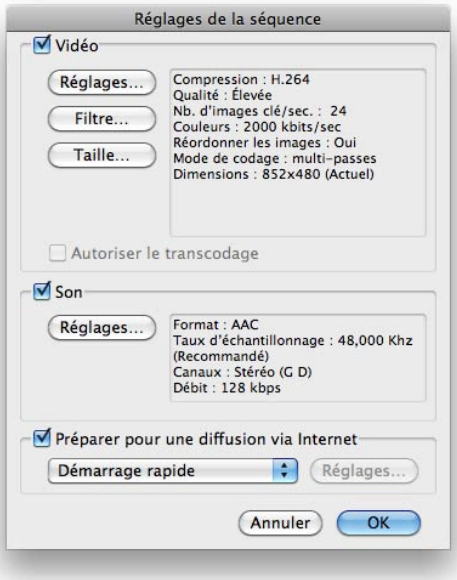


2. From the File menu, choose Export

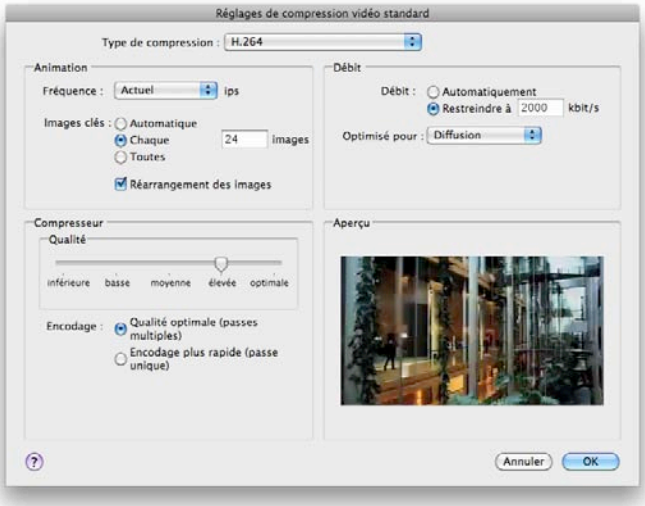
3. Choose a filename and go to options



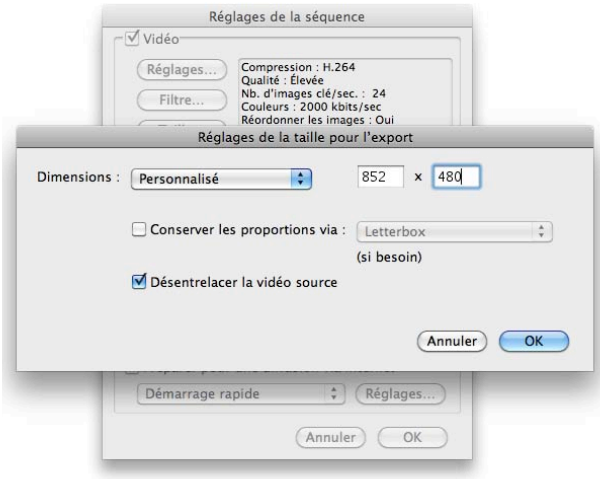
4. Adjust export settings as shown on these screenshots



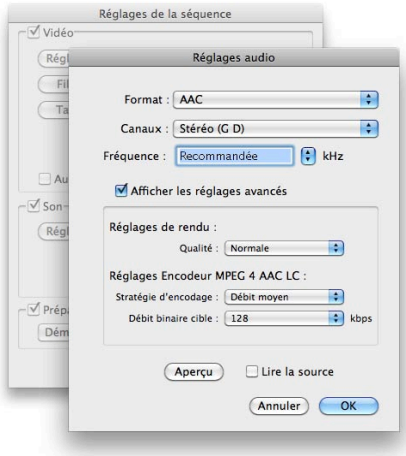
5. Video settings



6. Video settings



7. Audio settings



Reminder

Video settings:

1. Compression Type (Codec) = H264
2. Frequency = actual
3. Frame rate = the same as the source (usually 25fps for HD)
4. Data rate = 1500 or 2000 kbit/s
5. Optimized for broadcasting
6. Encoding = highest quality
7. Size customized = 852x480px, 720x405px or 640x360px
8. Check deinterlace video source

Audio Settings:

1. Compression Type (Codec) = AAC
2. 48,000 Khz
3. 64 kbps
5. Make sure the **Prepare for Internet Streaming** checkbox is selected and that **Fast Start appears** in the pop-up menu.

! *For a smooth editing, do not work on video sequences of more than 6 minutes*

Preparing images with Photoshop

You can easily **resize** several images using Photoshop scripts. For more information, go to: http://www.adobe.com/cfusion/exchange/index.cfm?event=extensionDetail&extid=1717522.

Make sure that your photos have the right orientation (portrait / landscape) before importing them in Klynt.

5.3. Import media into my media library

Import local media

To import pictures, videos and sound files in your Klynt project, drag them from their local folder into the media panel. You are now able to visualize the imported files.

Connect to online platforms

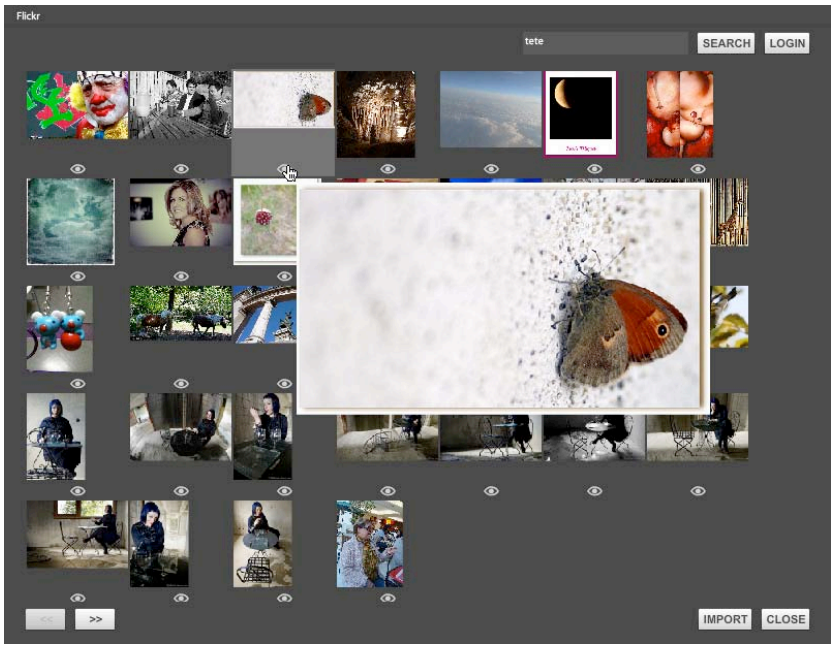
YouTube

To embed a YouTube video, go to the **YouTube** tab in the media panel, and click on the icon at the bottom . Inside the text box, copy the YouTube video url.

Flickr

To import pictures from Flickr, go to the Flickr tab in the media panel, click on the icon at the bottom of it . In the search bar, write the description (keywords, tags) of the pictures you are looking for.

To import pictures from your Flickr gallery, click on LOG IN at the top right of the flickr tab; allow Klynt to access your Flickr account (via API). Browse your gallery and select the pictures you want to import.



5.4. Organization of the media library

View media by type

Select a type of media (photos, videos, audios or YouTube video) and click on it. If you work directly on the storyboard and you want to check all the medias associated with one sequence or subsequence, make sure to activate the double arrow on the top right of the sequences tab .

? *In your media library, you can choose whether you want to see the media as a list or thumbnails.*

View media by sequence

Once added to a sequence timeline, a media automatically appears in its corresponding sequence tab.

To unlink a media from a sequence, go to the sequence menu in the media panel, right click on it and click on **dissociate from sequence**.

> ? *To manually link a media to a sequence, select the media and drop it in the **sequence** of your choice in the sequence menu.*

View media by custom list

To **create** a custom list, click on the small icon (page or folder) at the bottom of the media library panel. Arrange media in lists by drag-and-dropping them.

To **rename** a specific custom list of folder, right click on it and rename it.

To **delete** a specific custom list of folder, right click on it and delete it, or select it and click on the small trash .

5.5. Manage my media

Preview panel

Double-click on a media to display a **preview** panel.

Name, tag or comment media

In the preview panel, you can add a name, a tag or comment on a media.

> ? *To assign a specific thumbnail to a video, navigate in the video in the preview panel. Once you see a frame you like, click on the 'create thumbnail' icon.*

Search media

To search for a media, enter a keyword in the research field.

> ! *It is not possible yet to search a media by tag. (@endev)*

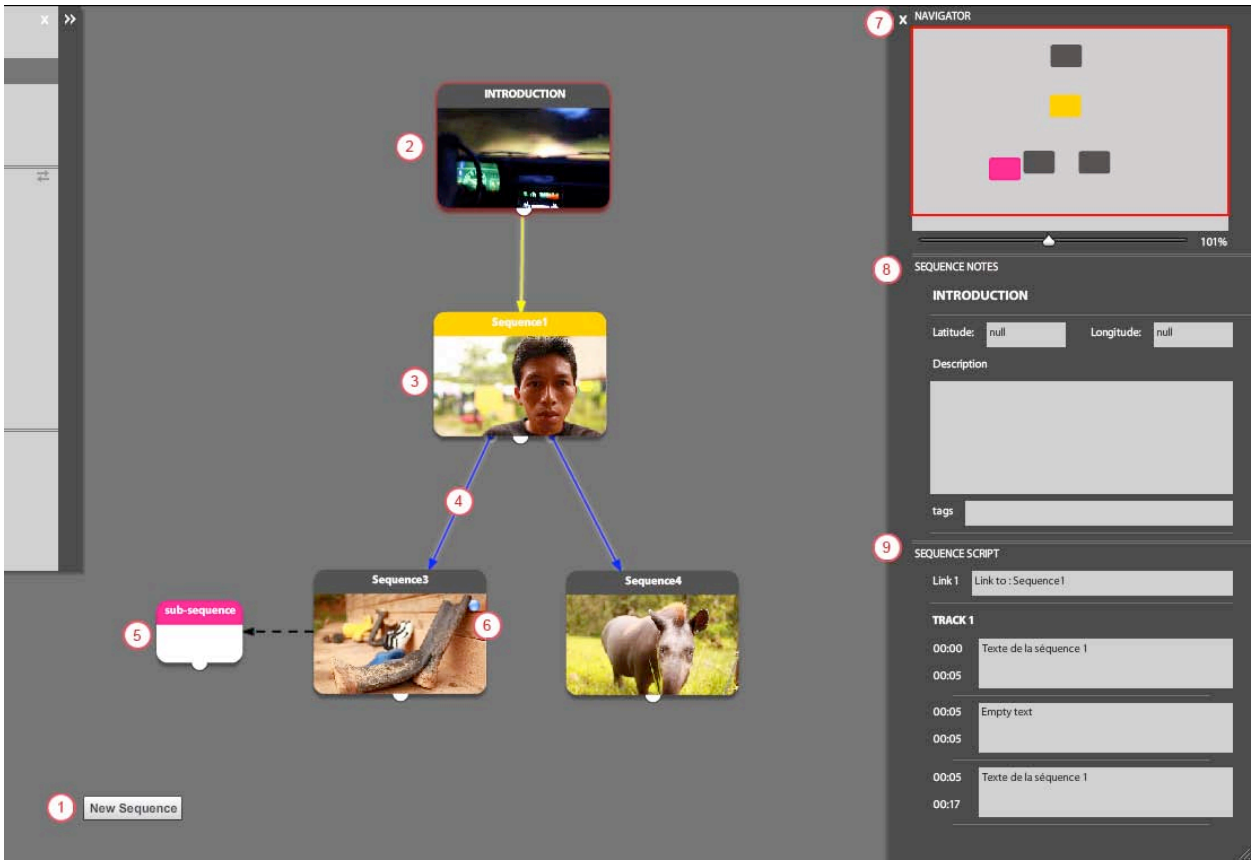
Delete media

To delete a media from the media library, select it and click on the small trash icon at the bottom of the panel.

> ? *To delete several media, select them while holding the Shift or Cmd key and repeat the operation.*

6. Storyboard

The Klynt storyboard is the first thing you see when you open the software. Here you get a clear view of your project's arborescence with all the sequence thumbnails and the links between sequences and subsequences.



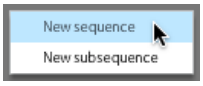
1. *Add a new sequence (Cmd+N)*
2. *Default introduction sequence*
3. *Sequence*
4. *Link between sequences*
5. *Subsequence*
6. *Main sequence*
7. *Navigator panel*
8. *Sequence notes panel*
9. *Sequence script panel*

6.1. Get started with sequences

Add new sequence

To add a new sequence to your storyboard, you can either:

1. Right click on the storyboard background>**New sequence**,



2. click on the **new sequence** button on the bottom of your screen.

> ? *When you create a new project, Klynt creates automatically an introduction sequence*

Rename sequence

To change the name of a sequence, simply double click on the title bar and type in your new title. It is recommended to rename your sequence before creating links, since links will keep using the original name of your sequence.

Add tags and description to my sequences

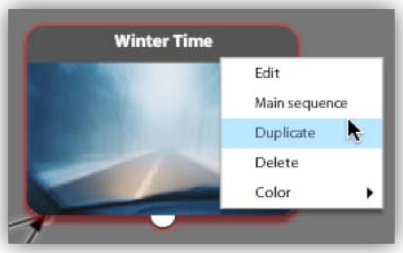
To add tags and description to your sequences, use the **Sequence notes** panel.

> ? *You can activate the description be activated in the **Menu***

6.2. Sequences attributions

Duplicate sequence

To create another identical sequence on your storyboard, right click on the sequence>**duplicate**.

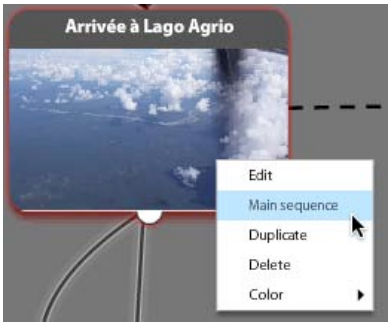


Delete sequence

To delete a sequence, right click on the sequence>**delete**.

Define a main sequence

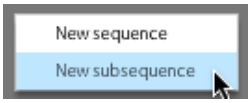
To define the sequence that will start your project, right click on the sequence and choose **Main sequence**



6.3. Get started with subsequences

To add a new subsequence to your storyboard, you can either:

1. Right click on the storyboard background>**add subsequence**,
2. Click on the **New sequence** button on the bottom of your screen.



Why using subsequences

A subsequence works exactly like a sequence but has two more specificities:

a subsequence pauses the sequences and appears over it.

1. To allow the user to close the subsequence before it ends, check the **close button** in **the sequence note** panel

2. If you want the user to watch the subsequence until the end, check the **auto close at the end** button

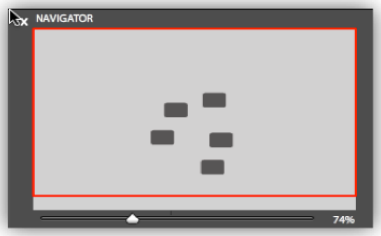
3. You can also select both options.

6.4. Arrange my workspace

Move around the storyboard

You have two options to move around the storyboard:

1. Use the red frame in the **Navigator** panel located on the top right of your window
2. On the storyboard, hold down the space bar and click and drag on your storyboard to move from one area to another.



Zoom in the storyboard

You have two options for zooming in the storyboard:

1. Use the zoom slider in the **Navigator** panel
2. Use the mouse wheel on the storyboard

Set up icon color

To change the default color of a sequence, sub sequence or page icon, right click on it>**color**.

Set up arrow color

Once a link is created, the arrow becomes black. You can change its color with a right click>**color**.

Change arrow curve

To change the curve of an arrow, select the point in the middle of the arrow and move it around to shape the curve.

Assign a thumbnail to a sequence or subsequence

By default, a thumbnail is created based on the first media uploaded in a sequence. There are two ways to change the thumbnails

1. To create a thumbnail for the first time, drag-and-drop a media from the media library to a sequence or page icon.
2. To overwrite the current thumbnail, right click on one of the media linked to your sequence, in the media library, and choose **set as default thumb.**

6.5. Use sequence links

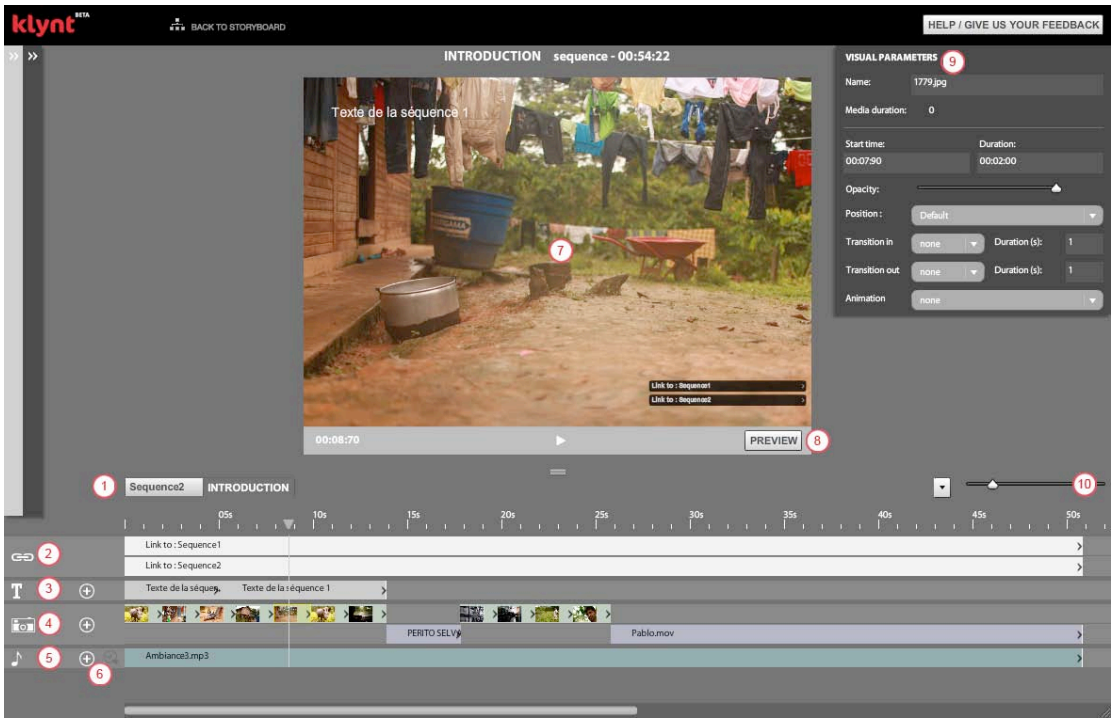
Create a new link

On the storyboard, as you click and drag the little node at the bottom of a sequence, a blue arrow appears. Drag it to another sequence and it will stick to it, thus creating a link from the first sequence to the other.

Delete a link

To delete a link, right click on the arrow and delete it.

7. Sequence edition



1. *Choose sequence to edit*
2. *Links tracks*
3. *Texts tracks*
4. *Photos tracks*
5. *Audio tracks*
6. *Add a track*
7. *Stage*
8. *Preview*
9. *Media parameters*
10. *Zoom in/out the timeline*

7.1. Get started with my media

Add media

To add a media, select it on your media library and drag-and-drop it into your timeline in the corresponding visual track:

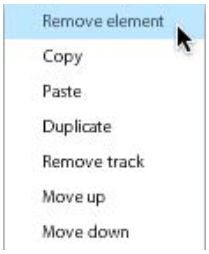
1. Link track
2. Text track
3. Photos/Vidéos track
4. Audio Track

? *You can add several media at the same time selecting all of them with Cmd/Ctrl or Shift*

! *Klynt keeps the original duration of a video whereas an image lasts 5 seconds by default. You can change it manually.*

Delete media

To delete a media, right click on it and choose **Remove element.**



? *If you try to delete a media that is already used inside a sequence, Klynt notifies you which sequences is using it.*

Positioning a media

To move your media, select them and drag them left and right to change their order in the sequence.

You can set **a start time** using the **media parameters** panel, at the top right of your window.

Duplicate media

To duplicate your media on the timeline, right click on the media and choose **Duplicate**.

Copy media

To copy a media, select it, right click and choose **Copy.**

Paste media

To paste a media, click where you want to take it on your timeline, right click and choose **Paste.**

? *Several elements (text, media or link) from the same track can be copied and paste between sequences.*

Select several media

To select several media, click on them while pressing **Shift** or **Cmd.**

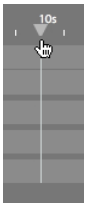
Select the duration of media

To select the duration of a media, click on its right side and stretch it according to your need. You can also set a **Duration** using the **media parameters** panel, at the top right of your window.

7.2. Organize my workspace

Move on the timeline

To move on your timeline, click (on the moment) where you want to work, or use the light grey cursor.



Select the out point of sequence

Use the dark grey cursor.

Zoom on the timeline

To zoom, use the slider on the top right of your timeline.

? *When you put your mouse over a certain object on your timeline, a tool tip appears with details about it such as its name and duration in your sequence.*

Add a track

To add a track, click on the sign at the beginning of each timeline track, this will allow you to visually separate your different elements.

Delete a track

To delete a track, right click on the track you want to delete and choose **Remove track.**

Define media order

To order by priority the list of your medias, right click and choose **Move up** or **Move down**.

! *By default, the media on the higher track will have the highest priority.*

Move from one sequence to another

When several sequences have been created on the storyboard, they appear in tabs in the editor, thus you can navigate easily from one sequence to another while editing.

? *If you have already created links between the sequences, you can access the next sequence with a right click on the link element in the timeline and then, select* ***Open target.***

7.3. Edit my photos / videos

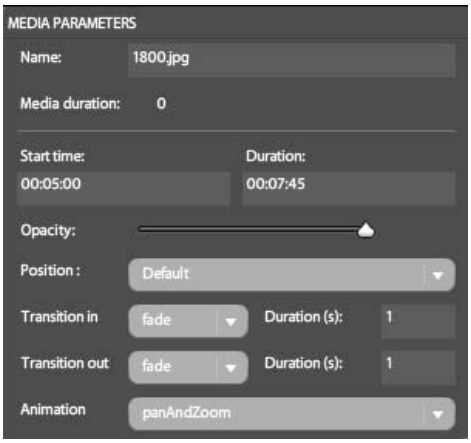
*To edit your visual medias, double click on them on the timeline, and/or use the **Media parameters** panel at the top right.*

Rename photos/videos

To rename your media, click in the **Name** field of the **Media parameters** panel and enter the new name.

Define the opacity of photos/videos

To define the opacity of your photos or videos, use the opacity slider in the **Media parameters** panel.



Define the position of photos/videos

Directly on the stage:

1. Click on the media in your timeline to visualize the element on the stage (editor),
2. Click on the image and drag it left and right to set its right location.

On the Media parameters panel:

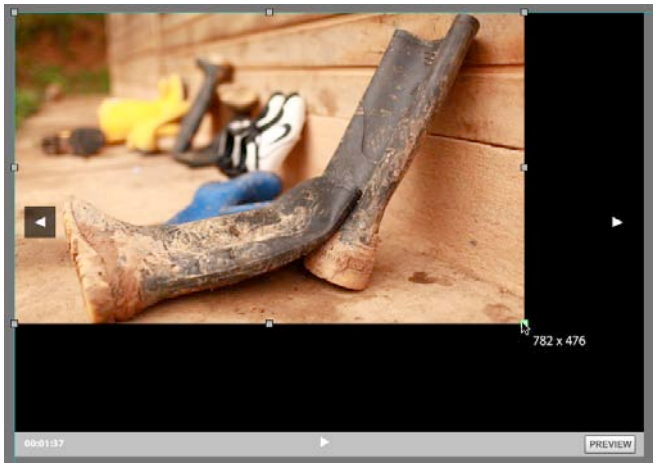
1. Select the **Custom** option on the **Position** tab.
2. Enter the x and y coordinates to position your visual media.

> ! *The size of the player is 670x643 (3/2) or 970x545 (16/9)*

Define the dimensions of photos/videos

Directly on the stage:

1. Click on the media in your timeline to visualize the element on the stage,
2. Click on the image to show the selection marks,
3. Click and drag the corners to resize your image.



On the Media parameters panel:

1. Select the **Custom** option on the **Position** tab,
2. Enter the dimensions : width and height.

Crop your photos/videos

1. Click on the media in your timeline to visualize the element on the stage,
2. Click on the image to show the selection marks,
3. Click and drag the anchor points left, right, top or bottom.

Define transitions of photos/videos

1. Select one or several elements and go to the **Transitions** tab of the **Media Parameters** panel,
2. Assign a transition in, out or both,
3. Choose the duration of your transitions.

You can use two different kinds of transitions

4. BarWipe: the next image goes from the left to the right of the screen,
5. Fade: applies a fade effect to transition from one element to another.

! *Make sure that the length of your transitions do not exceed the lenght of your media*

Adjust the sound level of your videos

To adjust the sound level of your videos, use the sound level slider in the **Media Parameters** panel.

7.4. Animate my photos with a pan & zoom effect

1. On your timeline, double click the photo you want to animate, a pop up opens.
2. Define the size and position of the photo at the beginning of the animation.
3. Define the size and position of the photo at the end of the animation and save your settings.

? *If you are not satisfied with the settings, you can apply the start settings to both images by clicking on Reset.*

7.5. Edit my audio media

Rename audio media

To rename your audio media, click in the **Name** field of the **Media parameters** panel and enter a new name.

Define a loop on audio media

To define a loop on your audio media, check the **Loop** box on the **Media parameters** panel.

Allow audio to continue after reading all other media

When you click on the 'continuous audio' icon at the bottom left of the audio track, it affects both the fact that:

1. when the visual elements of your sequence come to their end, the audio track keeps playing,
2. a subsequence will keep playing the soundtrack of its associated sequence.

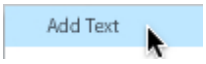
Sound Level

To adjust the sound level of your videos, use the **sound level slider** in the **Media Parameters** panel.

7.6. Add and edit my text

Create a text

To add text to your sequence, right click on the text track and click on **Add text.**



Edit text

To edit your text, double click on the text element in the text track:

1. Enter you text in the pop up.
2. Select your text and choose the size, font, alignment and other attributes.
3. Click **Save** to save your settings

You can also type your text directly in the **Text parameters** panel (top right of the window)

? *If you click on the text element on the stage, you can type your text directly in it.*

? *Klynt offer you the possibility to put an hyperlink on your text.*

Define text type

1. Click on your text element in the timeline, **Text parameters** panel appears at the top right,
2. In the **Text type** tab, choose a type,
3. You can customize all these type following next steps.

Define text position

To position your text: drag and drop it to set its right location on the stage or enter exact coordinates in the **Text parameters** panel. You can also:

1. Click on your text element on the stage to show the selection marks
2. Move the selection marks to set the suitable space and location.

To enter coordinates in the **Text Parameters** panel:

1. Click on your text element in the Timeline
2. Select the **Custom** option on the **Position** tab
3. Adjust the coordinates in the *x* and *y* fields

Define font size

To change the size of your text in the **Text parameters** panel:

1. Click on your text element in the Timeline.
2. Select the **Custom** option on the **Position** tab.
3. Set your value in the **width** and **height** fields.

Set text transitions

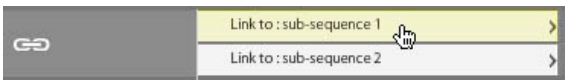
To set a transition to a text element:

1. Select a **Transition type** in the **Text parameters** panel.
2. Assign transition in, out or both.
3. Choose the duration of these transitions.

7.7. Edit my links

Add link

When you connect sequences on your storyboard, links are automatically created in the sequence editor, in the link track.



! *See Storyboard>How do I organize my workspace (6.4)?*

Link positioning

Select the link and drag it left and right to set the right position on the timeline.

In the **Link parameters** panel, select **custom** and set a position by entering values in the coordinates x and y.

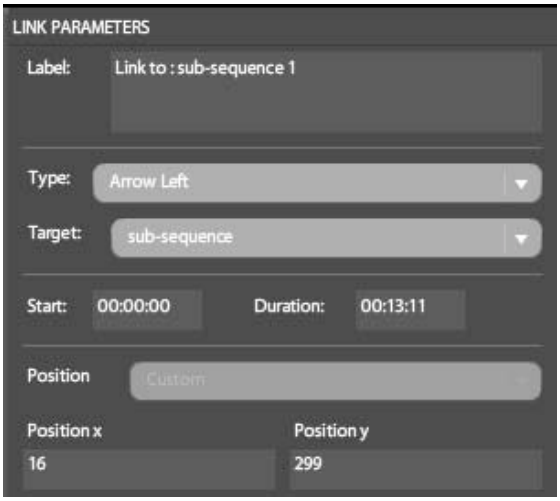
Link duration

To set the duration of a link, click on its right side and stretch it according to your need.

You can also set a **Start time** or a **Duration** using the **Link parameters** panel (at the top right of your window)

Choose link types

Klynt offers several types of buttons for your links. Click on your link element in the timeline, the **Link parameters** panel appears on the top right. In the **Type** tab, choose the the button you like more.



There are three ways to personalize your link :

1. **Shape:** this option allows you to create a transparent clickable area on your sequence. You can this area over the element of your choice so that it becomes clickable
2. **Automatic**: this option creates a direct link to the next sequence, the user does not have to click, the next sequence starts automatically.
3. **Custom**: you can choose the color and size of the font of the link.

Change the target of link

You can change the original target of your link, and link it to another sequence. Click on the link in the **Link parameters** and change the **Target.**

Rename your link

In the **Link parameters panel,** type the name of your link in the **Label** field.

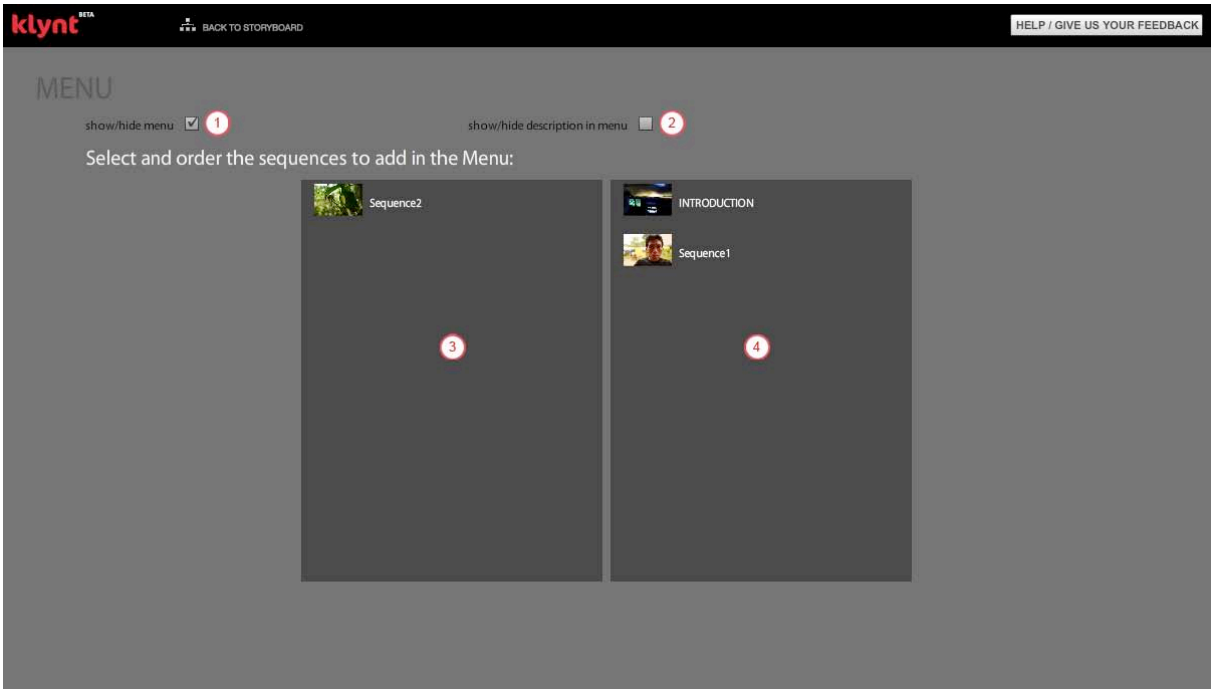
You can also do this through the **Sequence script** panel on the **Storyboard.**

7.8. Use the preview function

To see how your project will look like, click on the **Preview** button at the bottom of the player or click on Files > Publish > Selected Sequence or Project.

8. Menu

8.1. Create an index menu



1. *Show/hide menu*
2. *Show/hide description in menu*
3. *Sequences not included from the menu*
4. *Sequences included in the menu*

Show or hide menu

Go to **My project > Index menu**, check the box **Show/hide menu**. You are now able to access the box containing all your sequences thumbnails.

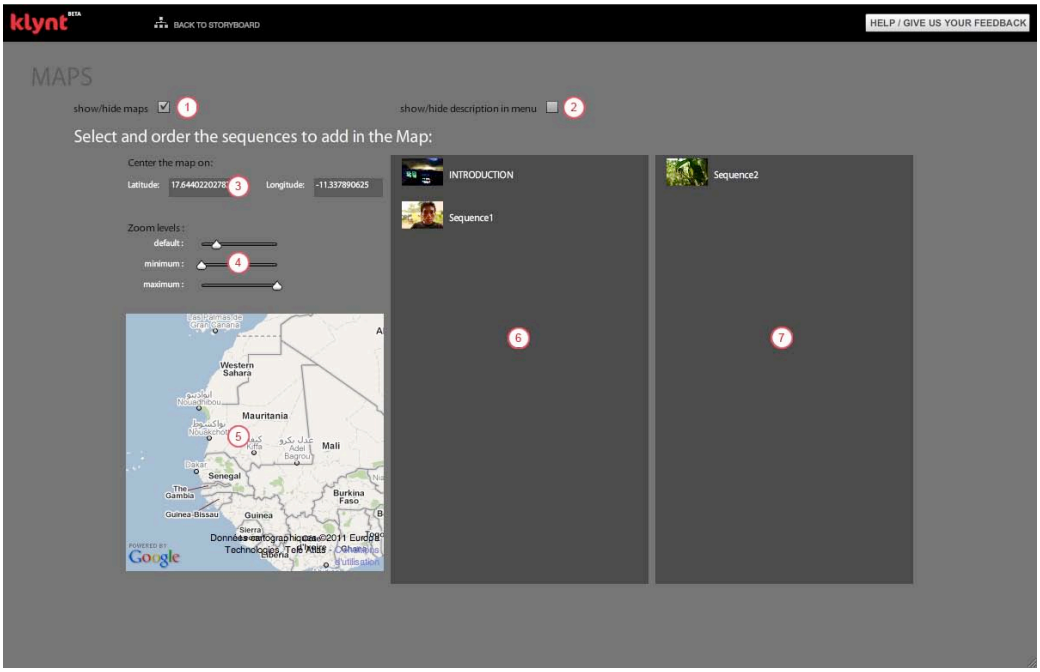
Select and order the sequences within your menu

Drag and drop the sequences that you want to show in your menu from the left to the right box. Launch a preview and click on the small icon at the left bottom, you can visualize the menu illustrated with the thumbnails you have chosen previously. If a sequence does not have a thumbnail set, a black image will show.

Show or hide description in menu

To show the description of the sequence on top of the sequence thumbnail, check the **show/hide description**.

8.2. Create a map menu



1. *Show/hide maps*
2. *Show/hide description in menu*
3. *Center of the map*
4. *Zoom levels*
5. *View of the map*
6. *Sequences not included in the menu*
7. *Sequences included in the menu*

Set up a map menu

First, set a latitude and a longitude to your sequence. Then, go to **My project>map menu**, choose to show or hide the map menu, select and order sequences, and show or hide their descriptions.

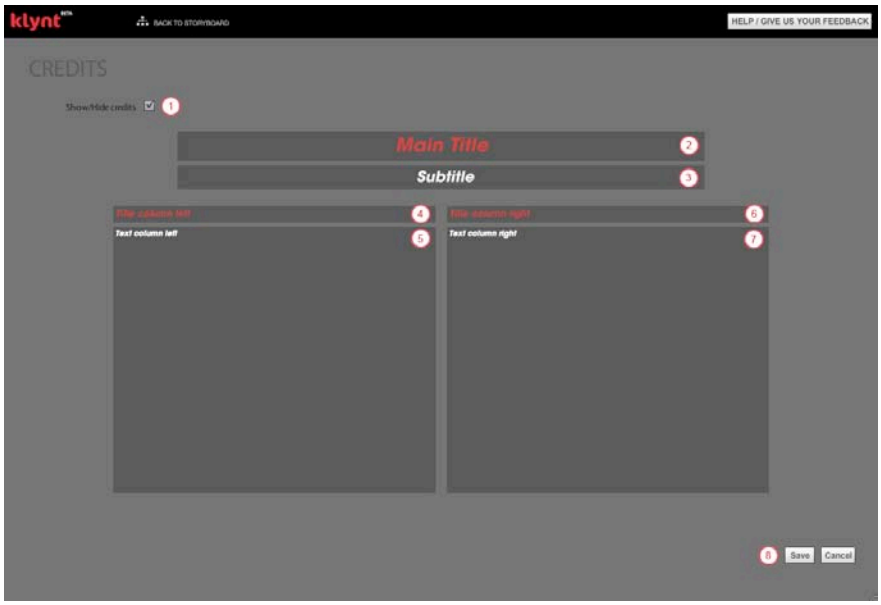
Center of the map

It refers to what the user will see when opening the map. You can set what will be the frame of the map and its center. If your sequence is not geolocalized, you can center the map on a specific point, by entering longitude and latitude values.

Zoom levels

To specify a maximum and minimum zoom level, use the slider.

8.3. Create a credits menu

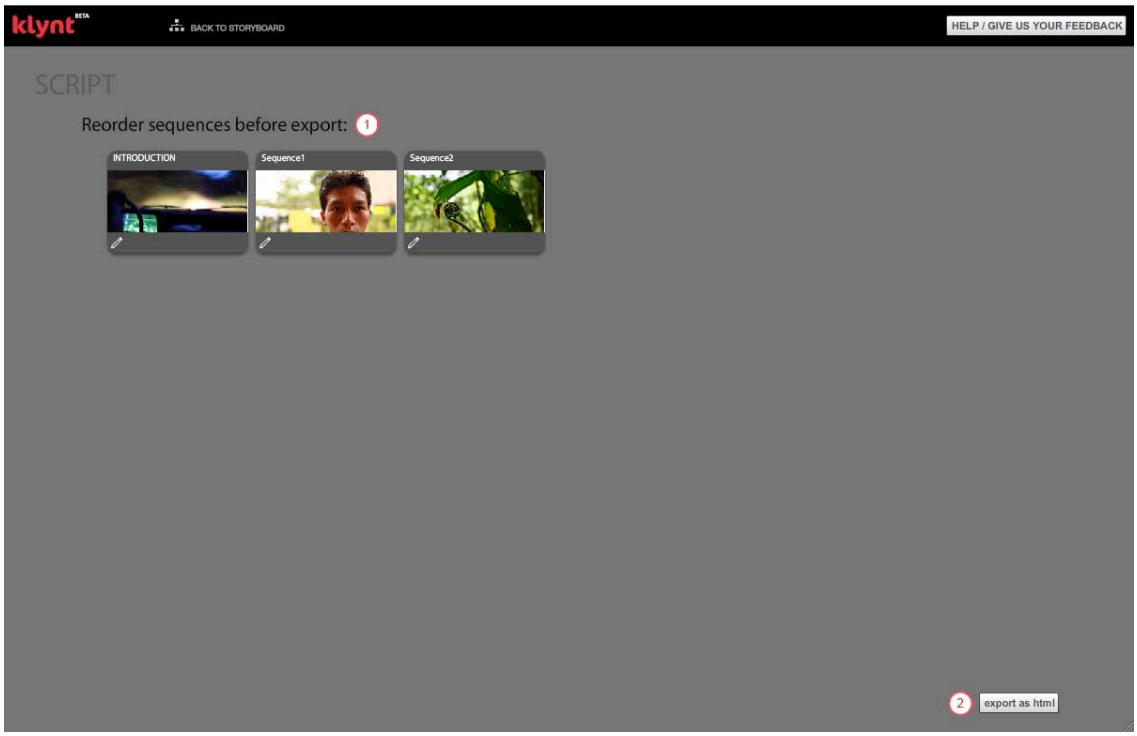


1. Show/hide credits
2. to 7. Credits fields
8. Save or cancel Credits

Go to **My projects>Credits** to add a title, a subtitle and a description to your project. Same as in the menu, once you export or preview your project, you can click on the **Credits** icon found to the right of the player timeline in order to pause your video and view the text.

> **?** *The credits are useful to mention the references of media (sound, image, text) that do not belong to you, out of respect for intellectual property.*

9. Script



1. *Reorder sequences*
2. *Export as HTML*

9.1. Create a script

To export a script, go to **File>export script**. When you do so, you get a linear view of your sequences one after the other. You can reorder them before exporting your script as an **html** file.

9.2. Export a script

You can click on the **Export as html** button to get a printable html file. The file contains:

1. Project title,
2. Export date,
3. Login name of project owner,
4. All your sequences and their information such as actions, texts used, media and duration.Export project

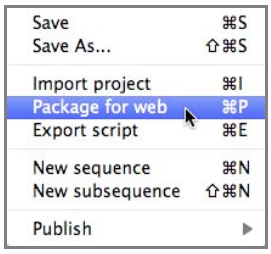
10. Export project

10.1. KLYNT file types

There are two types of Klynt files, one with an extension of **.klynt**, which is the main project and can be opened by the Klynt editor and modified, and the other with a **.kl** extension which is the export format of the **.klynt** file.

10.2. Export a project

In the main menu, go to **File> Package for web** (**Cmd/Ctrl + P**). This will generate an updated folder of your project named **Yournameproject_Publish_to_web,** in your **Document>Klynt** folder. This export contains only the media used in your project.



11. Sharing project

To share your project on the social networks, go to the main menu **My project>Settings>Sharing.**

11.1. Facebook

Choose thumbnail, title and message to share

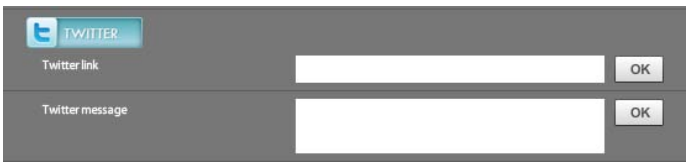
You can choose the thumbnail to illustrate your article, put a title and write a description of your project, then click **OK**.

Share the link

Copy the url of your project in the **Facebook link** tab then click **OK.**

! *Do not forget to precise the html page! Example: http://myDomain.com/myPage.html*

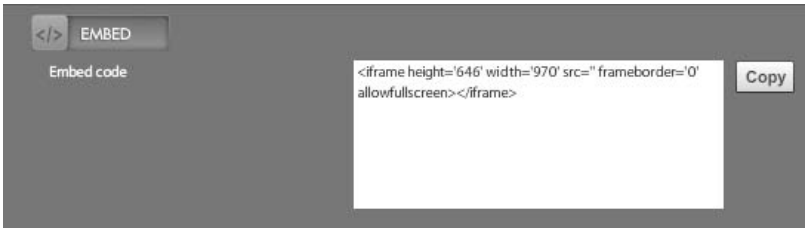
11.2. Twitter



Copy the url of your project in the **Twitter link** tab then click **OK.** Write a description so that your followers read about your project.

! *Caution, the description should not exceed 140 characters*

11.3. Embed code



If you have already integrated the url of your project in the **Connectivity** section, you can copy the embed code automatically generated by Klynt.