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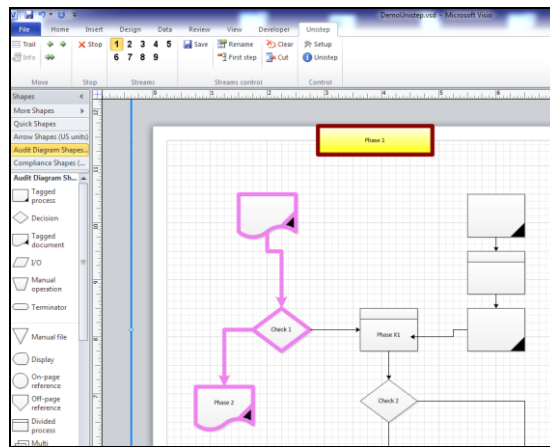
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Unistep® 2013

Add-in for Microsoft Visio

Unistep transforms Visio in a dynamic presentation tool

User guide

User manual: Unistep

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Special licensing provisions for Unistep:

- **One activation is one license**
- **The activation allows the use of ONE copy of the software on the computer where it was installed initially.**

Software reinstall

To reinstall the software on another computer you need another activation code. Please contact us if you need perform this action.

Note: this document is not a substitute for proper education of using Unistep for improving process analyses and communication. Please refer to Sysoft if you need this service.

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1. Introduction

The Unistep 2013 add-in transforms Microsoft Visio 2013 in a powerful presentation solution. It highlights, isolates and animates parts of Visio diagrams (process threads).

Unistep brings you the possibility to animate any workflow, flowchart and process diagrams. You can also save / print any diagram modified by the animation process to improve your presentation possibilities.

To animate a diagram, you use buttons added to Visio by our software. You can animate your process step by step manually or as an unattended execution.

1.1 Registering the software

Unistep must be registered with a registration key supplied by Sysoft. The registration key depends on the software's serial number. The software serial number is specific to the computer where the software is installed.

Please read the licensing conditions of this software.

1.2 Custom versions

As author of this software, we can customize it according to your requirements.

1.3 History of the project

Ion Alexandre CARTIANT developed Amarco, a method and tools to design a structured repository for information systems, with automatic cartography and publication.

Unistep is a member of Amarco family. It is based on the technology developed for this project. Initially it was supplied as a Visio stencil under the name of Amarcos. Starting with this version Amarcos is discontinued and replaced by Unistep Visio add-in.

2. How Unistep works

2.1 Stream - Shape group status

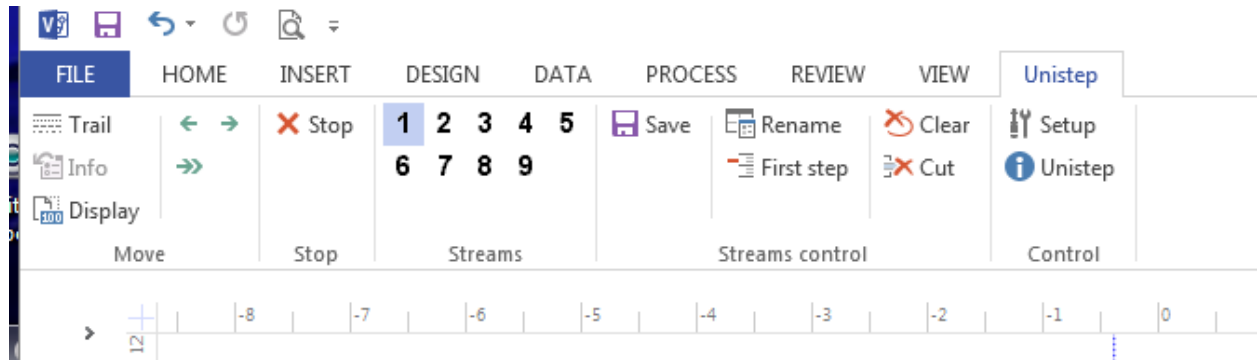
With Unistep you select a group of shapes and associate this selection with a button (1-9). This selection is called “stream” in Unistep. This group can be in the following states:

Normal	Display normal
Highlighted	The group is highlighted, so you see it better, especially if the diagram is complex.
Isolated	The group is displayed in normal status. All shapes belonging to other streams are dimmed or invisible (according to setup parameters). Note: some Visio drawing themes may render this feature not active.
Animated	Each shape of the group is highlighted successively. The order of the shapes is the order of their initial selection.

2.2 Process display and animation

Your process is divided in multiple execution threads and steps. Some of them may be simultaneous with others. With Unistep you can show the dynamics of your process.

The Unistep toolbar transforms Visio in a tool for high quality dynamic presentations!



You have 9 preset buttons that you may assign each to a group of shapes in your diagram. When you click on one preset button, the selection is highlighted. When you click again, the selection is isolated (see below). You can move from one selection to another one by pressing the associated button.

Each assigned button is associated with the name you give to your selection. You can actually see the name if you hover the mouse over the buttons.

With the keyboard arrows keys or with the toolbar buttons you animate the current selection (if you have previously selected one), or all of them.

Stream definition process:

- You select the preferred shapes in your diagram in the preferred order (keep shift key pressed, click the shapes in the preferred order)
- You press on of the nine preset buttons. In this way, you associate this part of your diagram with the button. That's all that's needed to define! In the same way you define other sub-processes

To display a stream, you click its button.

2.3 Unistep control using the keyboard

You may use the keyboard to control the animation in standard and presentation mode.

Keys	Action
→	Step on
←	Step back
↑	Fast forward
↓	Stop
Numerical keys 1-9	Same as toolbar's buttons 1-9 (highlight, isolate thread)

2.4 Save the streams definition

After defining various shapes groups, you press the “save” button on the ribbon.

3. Setup

3.1 Multiple installations

If you change the version (e.g. install normal version after evaluation), uninstall first the old version.

In any case, you must have only one version of Unistep active (check in add-in tab)

3.2 Environment

The software requires Microsoft Visio 2013. It will not work with other versions of Microsoft Visio.

3.3 Installation

The setup procedure creates an application folder where it puts Unistep.

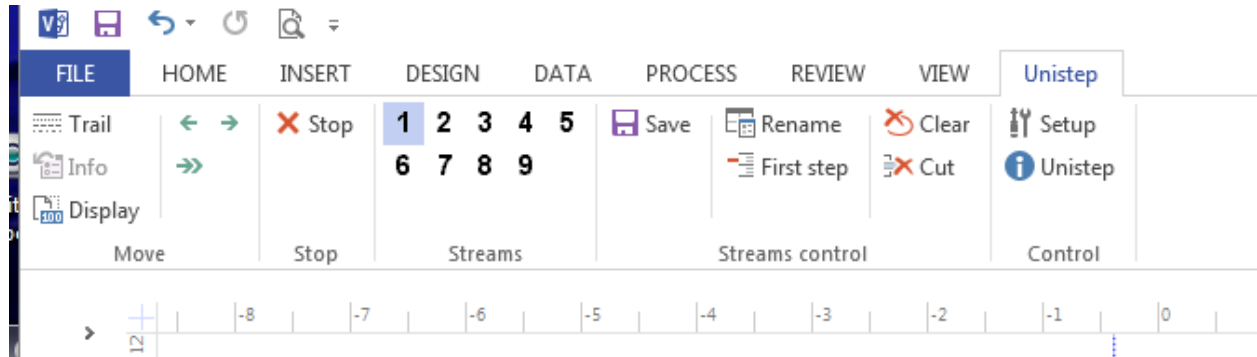
Folders used:

Save setup data	C:\Users\ <i>yourLogin</i> \AppData\Local\Sysoft\Unistep
Save animation data	A subfolder _unistep in the folder of your drawing
Registration data	C:\ProgramData\Sysoft\Unistep

Unistep will be available as an add-in in the Visio menu.

Unistep Toolbar / Ribbon are (must be) visible when Unistep add-in is active, else there is problem...

4. Unistep Toolbar / Ribbon



Description of the commands

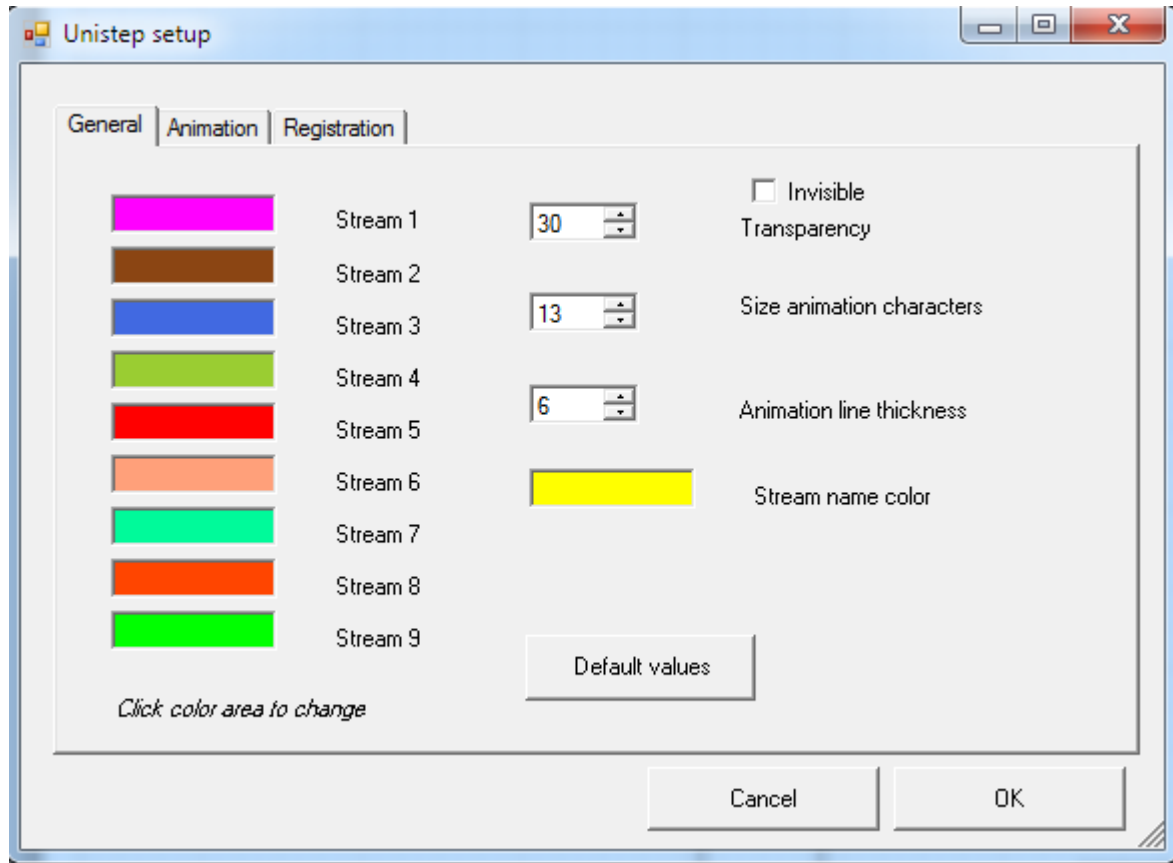
Button	Action
Unistep	The button displays the current internal version of Unistep.
Save	Saves the animation information.
Info	Adds an information shape for the current step of a stream. A single stream must be selected and activated. This shape will be displayed only for the step / stream associated. You may define several information shapes, each one for a stream and a step.
Display	Flip/flop button. Hides / shows Visio grid.
Stop	If running, stops the current animation. If stopped, it cancels the highlight or isolation mode If stopped, a double click reloads the animation as saved (<i>attention, if you have defined a new stream and not yet saved it, it will be lost</i>).
Left arrow	Back one step. If a group is currently selected, the command refers to the group, else to all streams
Right arrow	Forward one step. If a group is currently selected, the command refers to the group, else to all groups.
Run	Forward one step, continuously. To stop, press the stop button, or the “down” key. The motion stops at the end of the thread. If you press a second time the Run button during the movement, the animation will loop continuously, until you stop with the stop button. If a thread was selected before pressing the run button, only that thread will be taken into account, else all threads will be animated simultaneously.

1-9	<p>Preset button that you associate with shapes groups (streams).</p> <p>To associate a shape group with a button, you select in order the shapes then you click a numerical button (1-9). The software will ask for a name for this group. The selection will be associated with the button. When you hover the mouse over the button you will see the name of the group.</p> <p>If the button is currently associated with a group, you have the option of adding the new shapes to the existing group, or to clear the previous assignment.</p> <p>If you click on the button when there currently is no shape selected in Visio, you will highlight the group associated with the button. If you press it again, the group will be isolated (highlighted) and the other shapes dimmed. If you continue clicking, the group will switch from highlight to isolate mode.</p> <p>Note: only the shapes that belong to other streams will be dimmed. This action may be inhibited by some Visio themes.</p>
Rename	Rename the selected stream
Clear	Clear all streams, if no stream is selected. If a stream is selected, clears the stream.
First step	Define the first step number for a stream. You must select a stream before using this command.
Cut	Delete the remaining steps of the current animated thread. The current step becomes the last one.
Setup	Display the form with general parameters and registration information.
Save	Saves the current animation.

5. Control forms description

5.1 Setup form

5.1.1 General tab

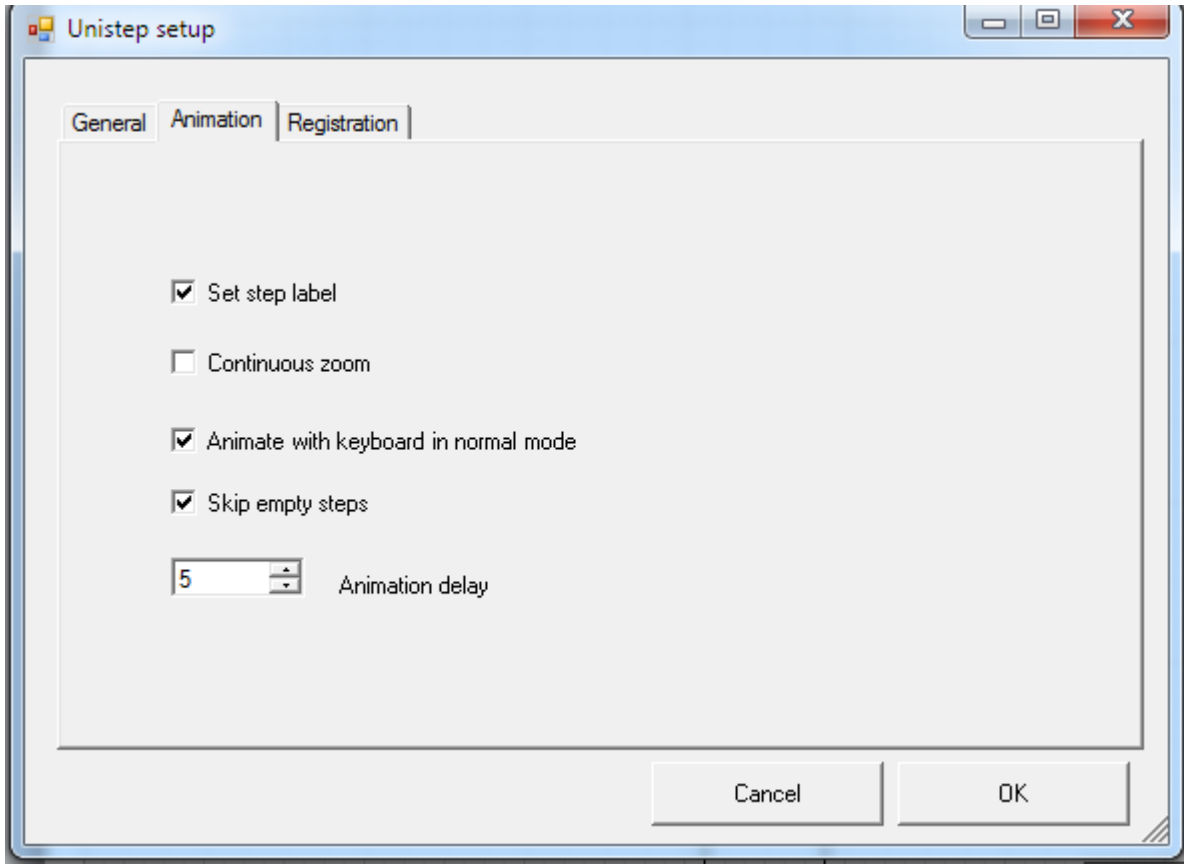


For the color variables, double click on the color box and select.

Command	Action
Stream 1 to 9	Colors for threads. Double click to change.
Transparency	Selects the transparency for non-selected shapes in isolated mode.
Completely invisible	The shapes not belonging to the currently selected group in isolation mode are invisible.
Thickness	Adjust the shapes thickness (the line) in highlighted or animated mode
Stream name color	Color of the label displayed by Unistep with the stream name. If a theme is applied to the shape, this parameter may be inoperative. You may select the shape and delete

	the theme applied.
Default values	Sets the Unistep default values for colors

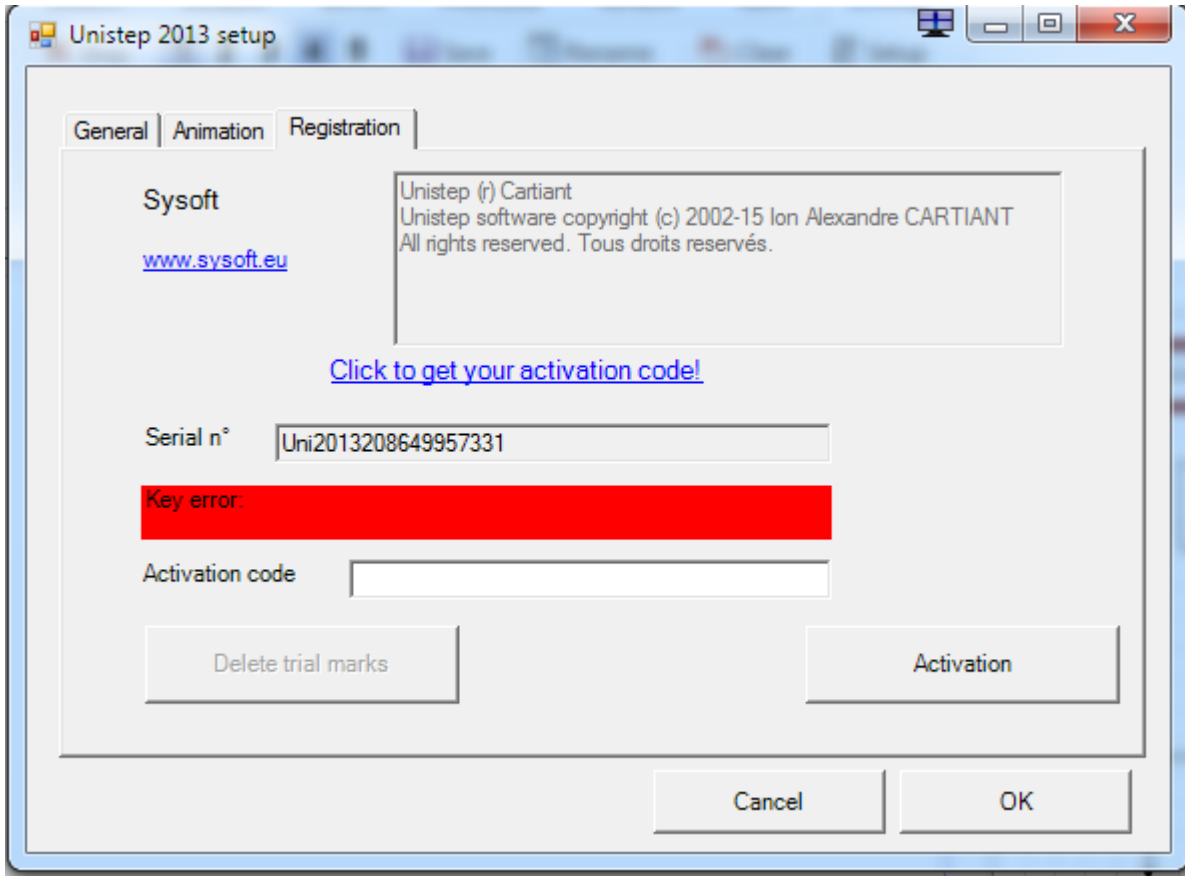
5.1.2 Animation tab



Command	Action
Step label	Set a label with the step number
Animation delay	Set the basic waiting time between steps in run mode
Ignore empty steps	In animation, jump over any empty step
Continuous zoom	Center continuously current step. You must also activate in Visio the option « center current selection »
Animate with arrow keys in normal mode	Use arrow keys to animate in normal mode. In print preview mode the arrow keys are always available for animation.

5.1.3 Registration tab

You use this tab to register the software and to delete the evaluation labels.



To get a software key, you go on the www.syssoft.eu site or click on the blue button (“click to get...”). You must enter the activation code received in the dedicated area.

If Unistep is not registered, it has some limitations, like limited save mode, reminder to register...

6. User tips

6.1 New diagram

When you start a new diagram, this has to be saved before attempting any animation.

6.2 Select and animate a group of streams

You have defined, say, 5 streams. To display only streams 1 and 3, select stream 1, press “Control” key and select stream 3. You can now animate only these streams.

6.3 Start a stream after the ending of another stream

You can animate the stream “1” to its end. Take notice of the last step number (displayed in the stream step label). Select stream 2. Press “First step” button. Enter the last step +1.

6.4 Move animated diagrams to another folder

The _unistep subfolder below your diagram folder contains the animation data. If you move the diagram, you must move also the _unistep folder to keep the animation.

6.5 Software reinstall

If you want to install Unistep Animation on another computer, you must re-register it.

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