

Morae[®] Add-In for Microsoft Word

User Guide

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Morae Add-In for Microsoft Word

The Morae Add-In for Word provides access to the most important elements of a Morae Manager project, right within Word. Quickly make handouts or add project components into your reports. Choose a Morae project from the Morae Task Pane, and add any of the following:

- ▶ Study configuration options including task definitions and success score scales, study and task instructions, marker definitions and scores, and survey definitions
- ▶ Project information including task definitions and success score scale, study and task instructions, marker definitions and scores surveys, graph data tables, graphs, and image clips.

For more information, see the following:

- ▶ **Add Morae Project Components to Report**
- ▶ **Study Components Available in a Project**
- ▶ **Add Study Configuration Components to Session Handouts**
- ▶ **Study Components Available in a Configuration File**
- ▶ **Task Pane Does Not Appear**

Open the Morae Task Pane

To open the Morae Task Pane:



- ▶ In Word 2003, click the **Show Morae Wnd** button in the Word toolbar to open or close the Morae Task Window.
- ▶ In Word 2007, by default, the Morae Task Pane opens with Word. Open or close the Morae Task Pane with the check box in **Add-Ins tab > TechSmith Morae group**.

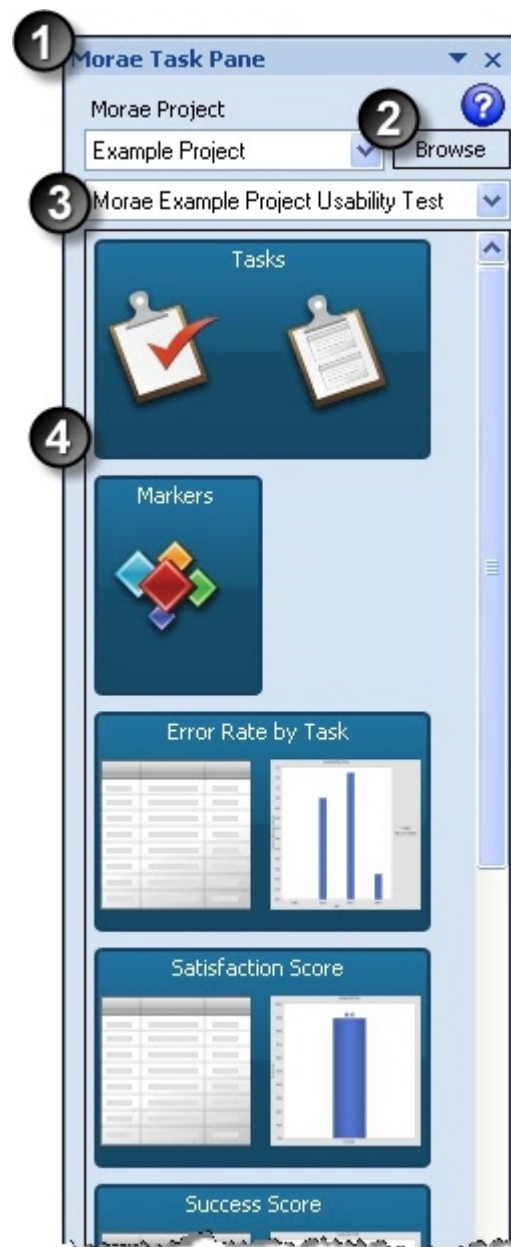
If the task pane does not appear, see **Task Pane Does Not Appear**.

Add Morae Project Components to Report

With the help of the Morae Add-In for Word, you can use a Morae project to add surveys, tasks, graphs and more to your reports.

To add items from a Morae project:

1	<p>Open Microsoft Word and the Morae Task Pane.</p> <p> The list of projects in the dropdown is made up of projects recently opened in Morae Manager.</p>
2	<p>In the Morae Task Pane, click Browse to locate the saved project file (.mpr) or select a recently used project from the dropdown list.</p>
3	<p>If you have more than one study in a project, select a study from the dropdown list.</p>
4	<p>All Study Components Available in a Project open in the Morae Task Pane. Click and drag the project components to the open Word file.</p> <p> You can also right-click to place an item at the current cursor position.</p>

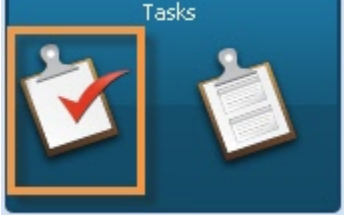
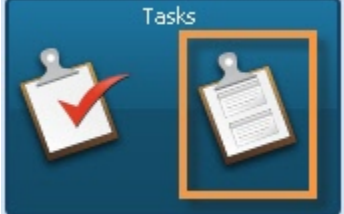


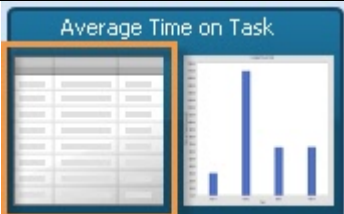


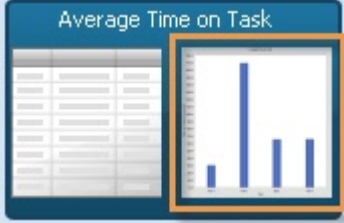

See also:

- **Study Components Available in a Project**
- **Add Study Configuration Components to Session Handouts**
- **Study Components Available in a Configuration File**
- **Task Pane Does Not Appear**

Study Components Available in a Project

Click and drag any of the following study components from a Morae 3.0 or later project file (.mpr).

<p>Task definitions and success score scale</p> <p>Include in a report to show your tasks and success score.</p>	<p>Tasks</p> 
<p>Study and task instructions</p> <p>Include in a report to show the scenario, any special instructions, and task instructions used in the sessions.</p>	<p>Tasks</p> 
<p>Table of marker definitions and scores</p> <p>Include in a report to show what kind of events, issues, etc. you were looking for in the sessions.</p>	<p>Markers</p> 
<p>Surveys</p> <p>Include in a report to show the surveys presented to the participants. Results are not included.</p>	<p>Survey</p> 
<p>Graph data table</p> <p>Include data tables in a report to show graph data for each recording and the minimum, maximum, mean and standard deviation statistics.</p>	<p>Average Time on Task</p> 

<p>Graph</p> <p>Include graph images to visually communicate important points.</p> <p>Graph is actual preview of graph image.</p>	
<p>Image Clip</p> <p>Include still images from participant recordings to provide visual context.</p> <p>Graphic is a thumbnail view of actual image clip.</p>	

See also:

- **Add Morae Project Components to Report**
- **Add Study Configuration Components to Session Handouts**
- **Study Components Available in a Configuration File**
- **Task Pane Does Not Appear**


Add Study Configuration Components to Session Handouts

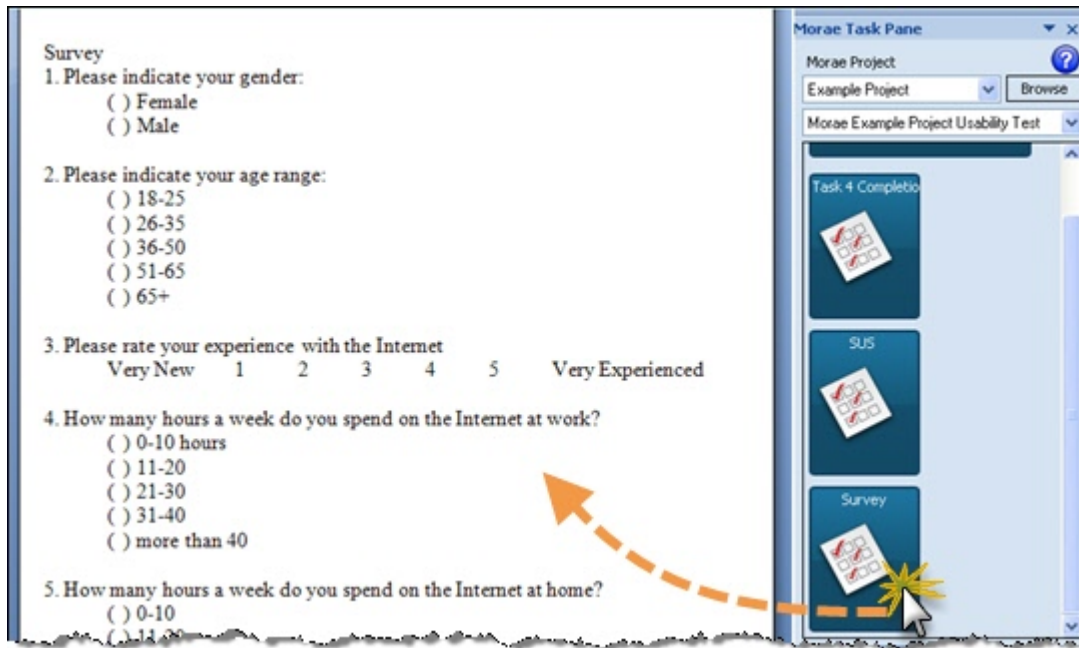
With the help of the Morae Add-In for Word, you can use a study configuration to create paper handouts for your sessions.

To create session handouts from a study configuration:

1. In Recorder, create a study configuration, making sure to enter the Study Instructions and Task Instructions in the *Study Details* dialog box.
2. Save the study configuration.
3. Open Microsoft Word and the Morae Task Pane.
 - In Word 2003, click the **Show Morae Wnd** button in the Word toolbar to open or close the Morae Task Window.
 - In Word 2007, by default, the Morae Task Pane opens with Word. Open or close the Morae Task Pane with the check box in **Add-Ins tab > TechSmith Morae group**.
4. In the Morae Task Pane, click **Browse** to locate the saved study configuration file (.mrcfg).

5. All [available study components](#) open in the Morae Task Pane. Click and drag the task Instructions and surveys to the open Word file.

 You can also right-click to place an item at the current cursor position.



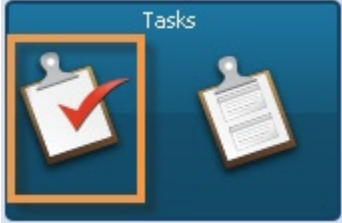
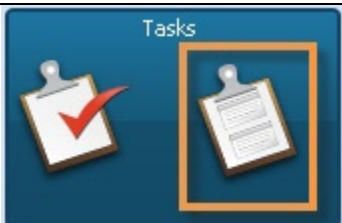


6. Add page breaks and text formatting, as needed.
7. Save and print the handouts.

See also:

- **Add Morae Project Components to Report**
- **Study Components Available in a Project**
- **Study Components Available in a Configuration File**
- **Task Pane Does Not Appear**

Study Components Available in a Configuration File

Click and drag any of the following study components from a Morae 3.0 or later configuration file (.mrcfg).

<p>Task definitions and success score scale</p> <p>Use to create protocol documents and to share tasks and success scores with the task logger prior to sessions.</p>	
<p>Study and task instructions</p> <p>Use to create handouts for participants and/or create protocol documents.</p>	
<p>Table of marker definitions and scores</p> <p>Use to share markers with observers prior to sessions to give them an idea what to watch for during the sessions.</p>	
<p>Surveys</p> <p>Use to create handouts for participants and/or create protocol documents.</p>	

See also:

- **Add Morae Project Components to Report**
- **Study Components Available in a Project**
- **Add Study Configuration Components to Session Handouts**
- **Task Pane Does Not Appear**

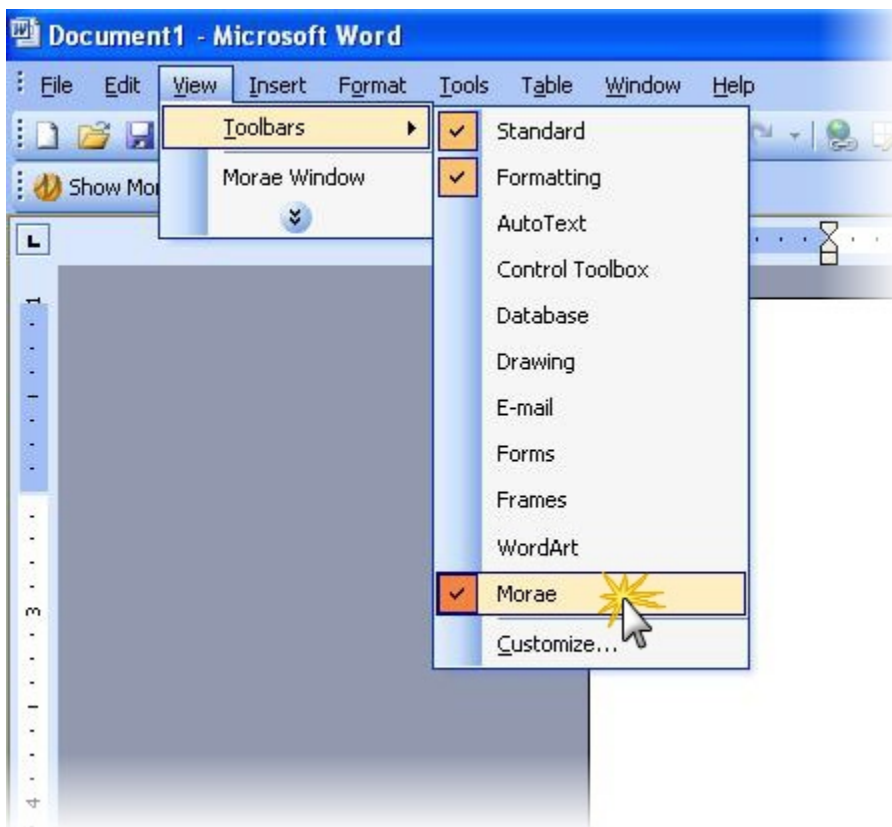
Task Pane Does Not Appear

If the task pane does not appear when you open Word:

- ▶ **Enable Morae Add-In for Word 2003**
- ▶ **Enable Morae Add-In for Word 2007**

Enable Morae Add-In for Word 2003

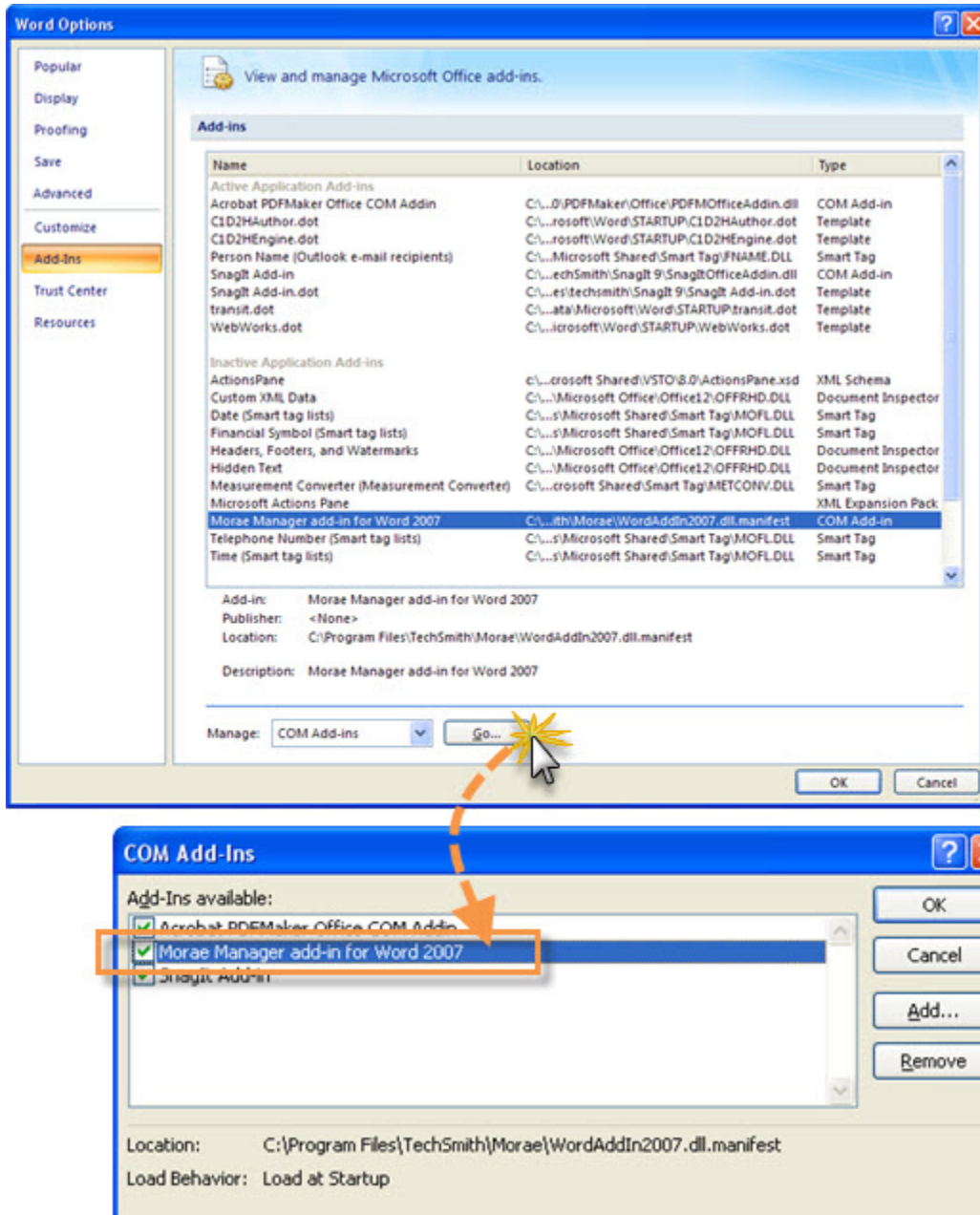
1. In the **View** menu, choose **Toolbars**.
2. Enable **Morae**.



Enable Morae Add-In for Word 2007



1. In the **Microsoft Office** menu, click the **Word Options** button.
2. In the *Add-Ins* group click the **Go** button. The *COM Add-ins* dialog box appears.
3. Select **Morae Manager add-in for Word 2007** and click **OK**.



See also:

- **Add Morae Project Components to Report**
- **Add Study Configuration Components to Session Handouts**
- **Study Components Available in a Configuration File**