

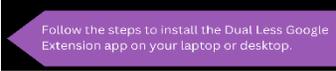
Title of Project: Dualless Split/Merge Extension Tutorial

Target Audience: Individuals working from remotely/Individuals needing a split screen without two monitors

Directions for Reviewer(s):

- The tutorial has been split into scenes to chunk the information to review easily.
- Please read over the audio script and text on screen to check for accuracy, realistic situations and dialogue, and completeness. These videos will be inside the course and their locations are listed on the storyboard.
- Track Changes is on. Please make any simple corrections within the script or the text on screen columns.
- Use the “Comments” feature to ask questions or make comments on larger issues within the script or on-screen text.
- In the left column is the audio script. This will have a conversational tone. If it doesn’t sound correct, try reading it out loud to see if it does. If not, make changes as needed. The numbers in the script are for the video maker to know where to place the images and graphics and will not be read aloud.
- In the middle column is the Text on the screen. *Grammatical and spelling errors matter here*- please correct any mistakes you find in this column. The actual text that will be on screen is highlighted in yellow, bolded, and in italics for easy recognition.
- The last column contains the images, graphics, and animations that will occur. The numbers indicate where in the audio narration the image or animation will appear.

Audio Script:	Visual /Display	Images/ Animations/Graphics
<p>Scene 1- Title Intro</p>	<p>Stock Camtasia intro graphic</p> <p>On-screen text <i>How to use the Dualless split/merge screen extension</i></p>	<p>[1] Tile will fly in.</p>
<p>Scene 2- intro Have you ever been working on your computer and needed that extra monitor to view multiple screens at one time, compare products from different websites, or view and input data from one location to another? Do you lose valuable time toggling back and forth among tabs to retrieve information?</p>	<p>Images of individuals using computers, multiple screens, someone frustrated that connect to key wording in the audio.</p> 	<p>[1] images will fade in [2] image will fade in and out aligned with the audio [3] image will fade in and out aligned with audio</p>

<p>Scene 3- Introducing the extension</p> <p>Well, I have the perfect solution that will save you time, allow you to be proficient, and stay on track. This solution is the Dual less Screen Split and Merge Google extension.</p> <p>This extension is great for those who are working remotely and do not have a second monitor and for those who are traveling and need the extra monitoring capabilities.</p> <p>Today I will be walking you through how to install and use this extension on your computer.</p>	<p>[1] image of a puzzle and icons that represent time, being proficient, and staying on track</p>  <p>[2] image of the Dualless extension with icons on each side ‘</p> <p>[3] image of someone working remotely</p> <p>[4] image of someone working on the go/restaurant/coffee shop/ hotel</p> <p>[5] image of person at a desk working on a computer</p>	<p>[1] image will fade in and small images/icons will fly in and off of the image with audio</p> <p>[2] image will fade in on the left of the screen</p> <p>[3] image with a green checkmark will fade in on the right of the screen</p> <p>[4] image will appear on screen with audio</p> <p>[5] image will appear on screen with audio</p>
<p>Scene 4 – learning objectives</p> <p>After completing this video, you will be able to. Follow the steps to install the Dual Less Google Extension app on your laptop or desktop. Pin the extension to your toolbar for easy access and use the extension to split and merge your screens on your computer.</p> <p>Let's get started.</p>	<p>[1] image of line paper with pencil</p>  <p>[2] image of shape with objective text on the shape</p> <p>Follow the steps to install the Dual Less Google Extension app on your laptop or desktop.</p>  <p>[3] image of shape with 2nd objective text on the shape. Same shape as above.</p>	<p>[1] image of line paper will fade in</p>  <p>[2] arrow shape flies in with text on the shape</p> <p>[3] arrow shape flies in with text on the shape</p>

	<p><i>Pin the extension to your toolbar for easy access and use the extension to split and merge your screens on your computer.</i></p>	
<p>Scene 5 – tutorial intro (installing the extension) The first thing you will need to do is make sure you have a Google account and are signed in. We are going to start by opening a new tab. Once you have your tab opened, click on the three dots in the far-right corner of your screen. From there, click on the arrow or you can hover over the extension section and choose Visit Chrome Web Store. Once the Chrome Web Store has opened, click in the box that is titled Search the Store. In this box type dual less.</p> <p>You will see a few options that are available. You can choose which extension app you prefer, but for today's tutorial we are going to choose the first option. Click on the first option. Next, click on the blue rectangle that says Add to Chrome. This will download the extension on your computer. You will see a confirmation popup to ensure that you would like to add the extension. Confirm by clicking Add to Chrome. It will now inform you that the extension has been added to your computer and you are ready to use the extension.</p>	<p>[1] screen recording of Google screen [2] arrow with text pointing at Google account <i>Sign into your Google Account</i> [3] highlighter on dots and titles [6] arrow with text directions <i>Type Dualless</i> [7] screen changes to the dualless extension option</p>	<p>[2] arrow flies in from left and points to Google account on screen  [3] screen zooms in on the 3 dots in right corner and highlights the dots [4] highlight reveals over “extension” and “visit chrome web store” [5] zoom out after the learner clicks on the web store.</p> <p>[6] arrow flies in with text to search bar  [7] arrow flies in from bottom to “add to chrome” button [8] red circle appears on button to “add extension”  [9] screen shifts to the tabs for the next section</p>

<p>Scene 6- pinning the extension in the toolbar</p> <p>I like to add the extensions that I frequently use so that I do not have to continue to search and find them. Let's pin this extension on your toolbar to make it easier for you to access and use when you need it. To do this, you simply click on the icon that looks like a puzzle piece in the top right section of your toolbar. This is where any extension that you have added will be found.</p> <p>Next go to the dual less icon and on the right click on the push pin icon. This pins that extension on your toolbar. Now, each time you open a tab, this extension will be there for easy access.</p>	<p>[1] Lowes' website and Google Sheet tabs [3] arrow to highlight the area [4] smaller arrow appears [5] full screen of Lowe's Website tab</p>	<p>[2] screen zooms in on extension icon in toolbar [3] arrow appears pointing to extension [4] smaller arrow flies into direct learner to click and pin the dualless icon [5] screen zooms out to full screen view</p>
<p>Scene 7- Using the extension</p> <p>Now that we have the extension installed and pinned on your toolbar, let's walk through how to use the extension.</p> <p>For today's tutorial, I am using a Google Sheet that I have been inputting building material prices from a variety of places and the Lowe's website so I can compare some of those prices.</p> <p>First, click on the tab that you would like to have displayed on the left of your split screen. I want my spreadsheet on the left so I will choose that tab.</p> <p>Now find the Dual Less extension that is located in your toolbar and click on the icon.</p> <p>Once you click on the extension you will see several options that allow you to choose the size or ratio of each screen.</p> <p>I want both of my screens equally split, so I will choose the 5.5 ratio option.</p>	<p>[1] Google Sheet tab with red circle that aligns with audio [2] Lowe's Website tab with red circle that aligns with audio [3] Google Sheet is full screen [6] list of ratio options appears on screen [7] full screen of Google Sheet [9] the Google Sheet tab and the Lowe's Website tab appear on the screen. Each tab takes ½ of the screen</p>	<p>[1] red circle circles the tab to direct the learner and aligns with audio [2] red circle circles the 2nd tab to direct the learner and aligns with audio [3] screen shifts to Google Sheet</p> <p>[4] Screen zooms in on the dualless icon with audio [5] arrow flies in with audio to direct learner where the icon is located [6] ratio options appear [7] screen zooms out to full screen [8] arrow points to the chosen ratio that aligns with audio [9] screen splits 50/50 after the ratio is clicked [10] audio continues to show how to use each tab in the split screen mode. [11] the ratio options appear to show how to change to a different ration and is aligned with audio</p>

<p>I can now input the pricing for specific materials from Lowe's easily on my spreadsheet while having the website available to view at the same time. This makes it easy to input the prices, cuts down on mistakes, and saves a ton of time from having to toggle back and forth. If you need to change the ratio, simply click on the extension icon and change to what you would like.</p>		
<p>Scene 8- Merging the screens back to one Lastly, if you would like to merge the screens back to one, click on the extension, scroll to the bottom and choose the one rectangle. This merges your screens back to one. There you have it. Now you have access and the know how to split or merge your screens at the touch of a button.</p>	<p>[1] both screens appear [2] the one rectangle ratio option is highlighted [3] screen is one complete screen</p>	<p>[1] the dualless icon is chosen to display the ratio options [2] the one rectangle is highlighted and is aligned with audio [3] learner clicks on the one rectangle to return to one complete screen</p>
<p>Scene 9- review of the extension and goodbye Background music playing with audio</p> <p>This extension is a great tool to have whether you are working from home and do not have access to a second monitor, or if you need the ability to split screens on the go. It is definitely a tool that will give you flexibility, allow you to stay on track, and save valuable time which we all need these days. I hope this video has been helpful.</p> <p>Thank you for watching.</p>	<p>[1] stage lighted background [2] Dualless App image with a happy emoji in the middle of the icon appears on left of screen [3] image of person working on computer with green checkmark appears on right top of screen with audio [4] image of person working outside with a green checkmark at right bottom appears with audio [5] full screen of dualless and emoji appears [6] image and contact information appear on screen with audio</p>	<p>[2] image flies in on left</p>  <p>[3] image appears with audio</p>  <p>[4] image appears with audio [5] screen zooms in and images fade out with audio [5] image with text appears with audio</p>

