

articulate<sup>®</sup>

ARTICULATE PRESENTER 5

DOCUMENTATION



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# Welcome to Articulate Presenter 5 Documentation

Articulate® is the global leader in rapid e-learning. Thousands of corporate, government and academic customers in more than 50 countries use our powerful, intuitive technologies to train and communicate rapidly, widely and effectively.

We know how people learn. We understand how organizations work. We believe that superior learning and communications technology, widely available across your enterprise, provides competitive advantage.

That's what Articulate is all about -- putting the power of rapid e-learning in the hands of anyone who needs to share knowledge. Our goal is to ensure that you can train, motivate, inform and persuade the people who will move your organization forward.

*This documentation always reflects features available in the latest version of Articulate Presenter. Current version details can be found on the [Articulate Support site](#). This documentation was last updated January 2006.*

**Note:** If you are using Articulate Presenter Version 4.x, please refer to [this documentation](#). If you are using Articulate Presenter Version 3.x, please refer to [this documentation](#).

## System Requirements

System requirements for **authoring with Articulate Presenter** follow:

### Hardware:

<b>CPU:</b>	Pentium II or later
<b>Memory:</b>	64MB (128MB recommended)
<b>Available disk space:</b>	25MB
<b>Multimedia:</b>	Sound card (if recording Narration)
<b>Recording Device:</b>	Microphone (if recording Narration)

### Software:

<b>Operating System:</b>	Microsoft Windows 98, NT, 2000, XP, or 2003
<b>Microsoft PowerPoint:</b>	PowerPoint 2000, PowerPoint 2002 (PowerPoint XP), or PowerPoint 2003
<b>Microsoft Word (if using <a href="#">Publish for Word</a> feature):</b>	Word 2000, Word 2002 (Word XP), or Word 2003
<b>Macromedia Flash Player:</b>	Macromedia Flash Player 6.079 or later ( <a href="http://www.macromedia.com/go/getflash">http://www.macromedia.com/go/getflash</a> )



**Tip:** For the best sound quality, use a USB microphone such as the Plantronics DSP-100 (details [here](#)).

The minimum software requirements for **viewing published presentations** include the following:

- Flash Player 6,0,79 or later (<http://www.macromedia.com/go/getflash>)
- One of the following browsers:

### Windows:

Operating System	Supported Browsers
Windows 98	Microsoft Internet Explorer 5.x, Netscape 4.7, Netscape 7.x, Firefox 1.x, AOL 8, and Opera 7.11
Windows Me	Microsoft Internet Explorer 5.5, Netscape 4.7, Netscape 7.x, Firefox 1.x, AOL 8, and Opera 7.11
Windows 2000	Microsoft Internet Explorer 5.x, Netscape 4.7, Netscape 7.x, Firefox 1.x, CompuServe 7, AOL 8, and Opera 7.11
Windows XP	Microsoft Internet Explorer 6.0, Netscape 7.x, Firefox 1.x, CompuServe 7, AOL 8, and Opera 7.11

### Macintosh:

Operating System	Supported Browsers
------------------	--------------------



Mac OS 9.x	Microsoft Internet Explorer 5.1, Netscape 4.8, Netscape 7.x, Mozilla 1.x, and Opera 6
Mac OS 10.x	Microsoft Internet Explorer 5.2, Netscape 7.x, Mozilla 1.x, AOL 7, Opera 6, and Safari 1.0 (Mac OS 10.2x or later only)

**Linux:**

Operating System	Supported Browsers
Linux	Konqueror 3.3.1, Mozilla 1.7.3, Firefox 1.x

## Installing Articulate Presenter

After you have downloaded Articulate Presenter, **run the setup program** to install on your machine.

### To install Articulate Presenter:

1. Close all programs.
2. Double-click on the program **setup.exe** (exact name may vary).
3. Follow the instructions on the screen.


By default, Articulate Presenter is installed in **C:\Program Files\Articulate\Presenter**.

### Authoring Your First Presentation

Authoring your first presentation with Articulate Presenter is **fast and easy**. Start with the [Getting Started](#) page, which outlines the **easy steps** to convert your PowerPoint content to compelling Flash, ready to share online.

Please also visit and bookmark [Word of Mouth - The Articulate Blog](#) for the latest announcements, tips 'n tricks, and more!



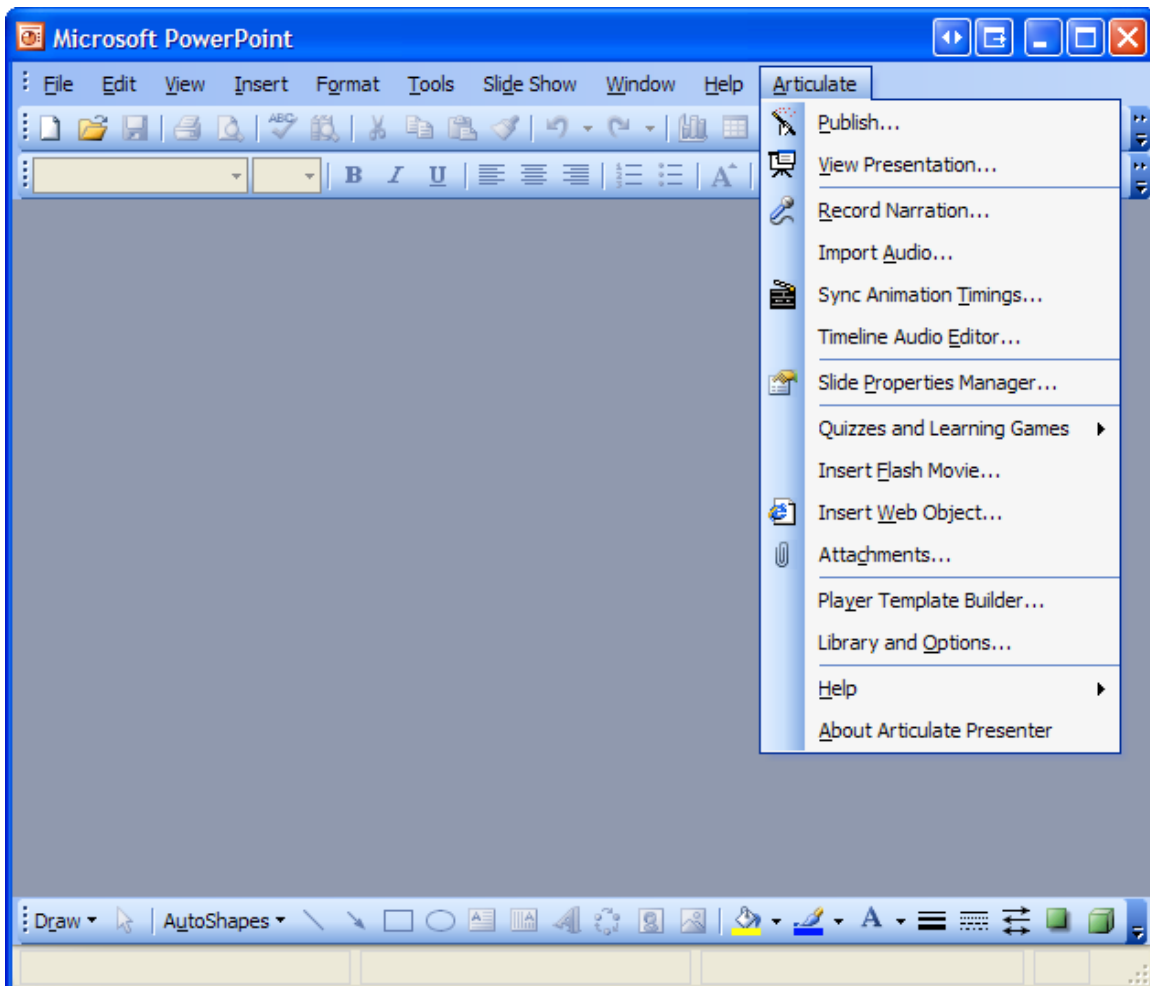
 **Note:** When you publish your first presentation, you will be prompted to select either a Western or Non-western character set. For more information, please see [Configuring the Options - The First Time You Publish](#).

## Launching the Program

After successfully completing the Articulate setup program, you can access the **Articulate Presenter menu** from within PowerPoint. All Articulate authoring functions can be accessed through the Articulate Presenter menu.

### To access the Articulate Presenter Menu:

1. Launch **PowerPoint**.
2. Click on the **Articulate** menu item, located directly to the right of the PowerPoint Help menu. You will see the Articulate Presenter menu displayed.
3. Please be sure to review [Library and Options](#) and [Authoring Your First Presentation](#).

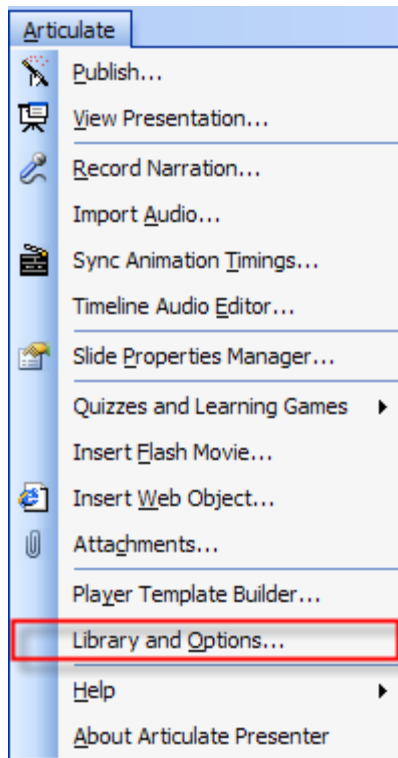


## Library and Options

Use **Library and Options** to set up **Logos**, **Presenters**, **Playlists**, **Quality**, and **Other** settings for Articulate Presenter.

### To open Library and Options:

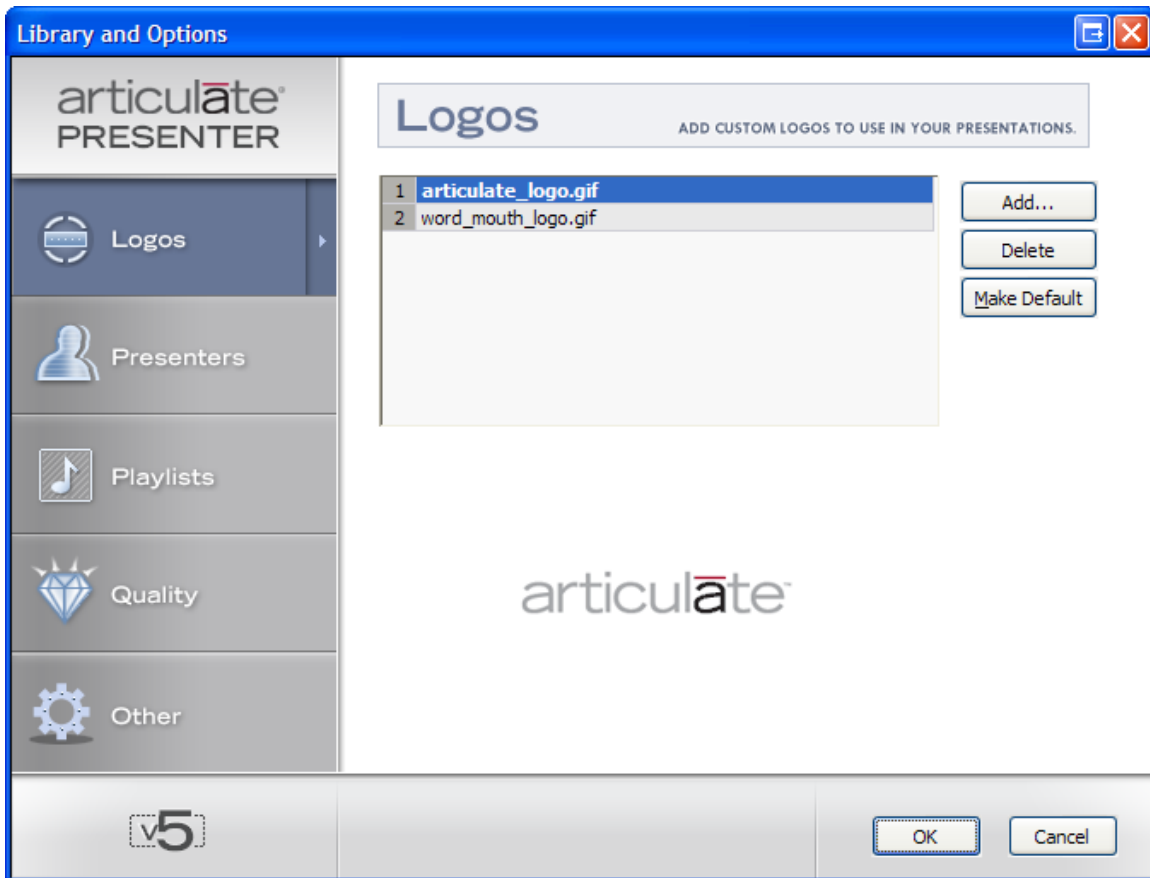
1. From within PowerPoint, click **Articulate** to open the Articulate Presenter menu.
2. Click **Library and Options**.



3. The **Library and Options window** will display.

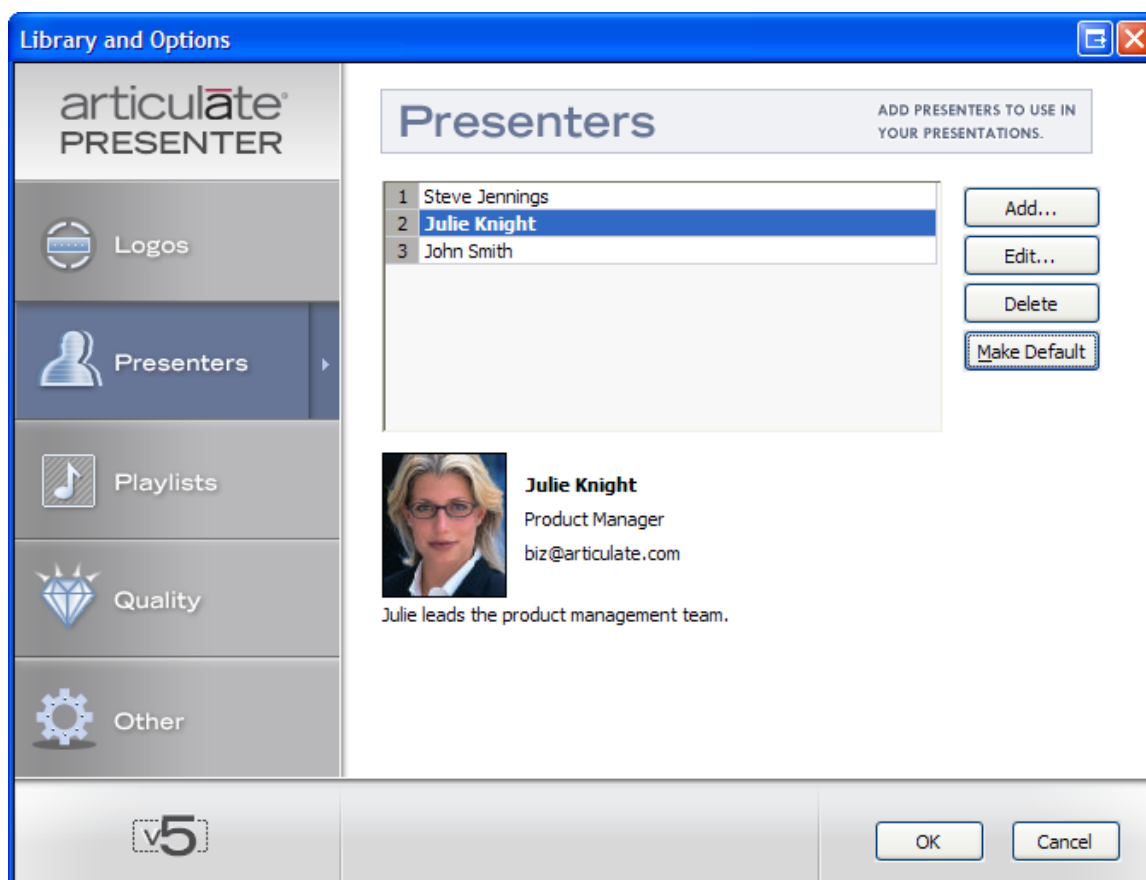
Click one of the five sections to configure the settings. The five sections follow:

## Logos



<b>Add</b>	Click the <b>Add</b> button to add a new logo to your library of logos. Supported logo formats are .SWF (Flash), .JPG, .GIF, .BMP, .EMF, and .WMF.
<b>Delete</b>	Highlight a logo's name in your list and click the <b>Delete</b> button to delete the selected logo. You will be asked to confirm your choice.
<b>Make default</b>	Highlight a logo's name in your list and click the <b>Make default</b> button to make the selected logo the default choice.

## Presenters




### Managing the Presenter Library

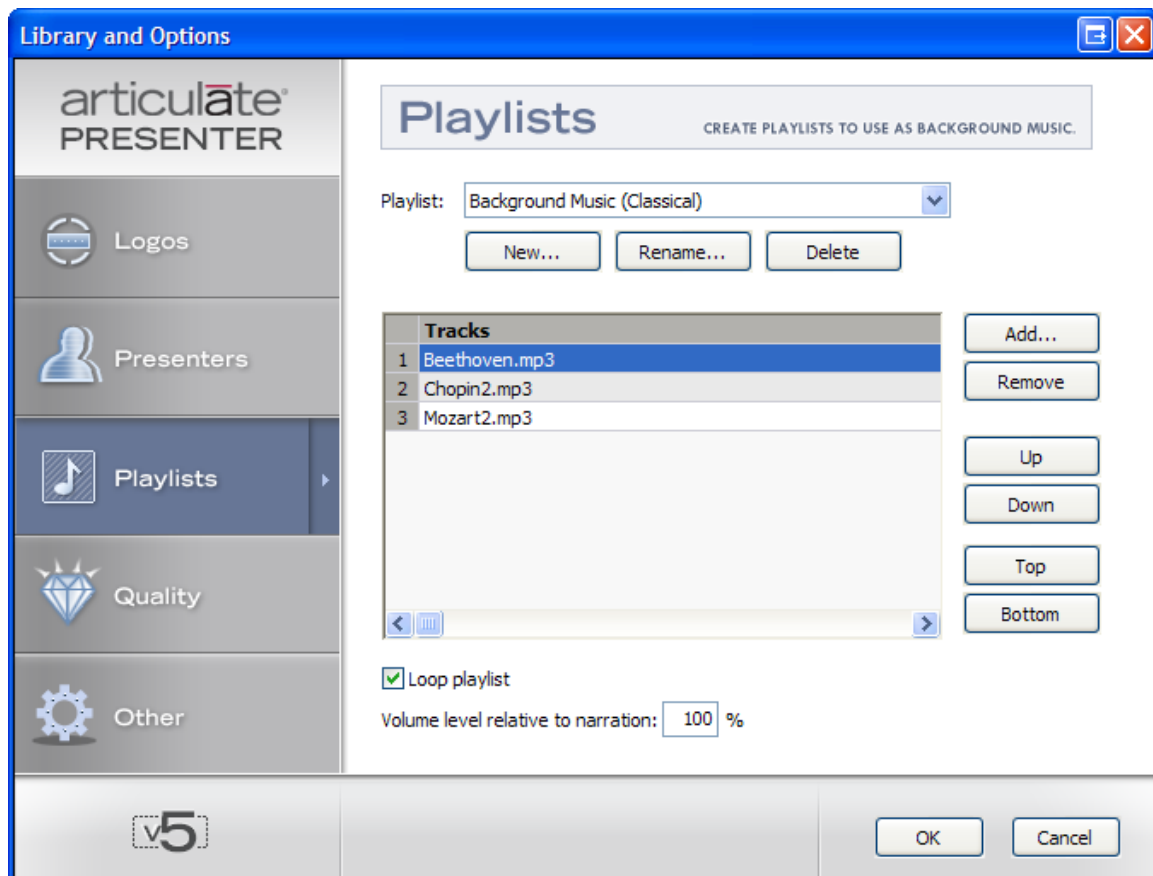
<b>Add</b>	Click the <b>Add</b> button to add a new presenter to your library of presenters. See below ("Configuring the Presenter") for specifics on inputting presenter's details.
<b>Edit</b>	Highlight an existing presenter's name and click the <b>Edit</b> button to edit the selected presenter. See below ("Configuring the Presenter") for specifics on editing presenter's details.
<b>Delete</b>	Highlight a presenter's name in your list and click the <b>Delete</b> button to delete the selected presenter. You will be asked to confirm your choice.
<b>Make default</b>	Highlight a presenter's name in your list and click the <b>Make default</b> button to make the selected presenter the default choice.

## Configuring the Presenter

<b>Name</b>	The First and Last names of the presenter.
<b>Title</b>	The Title of the presenter (e.g., Vice President).
<b>Email</b>	The email address of the presenter.
<b>Presenter Bio</b>	A short bio of the presenter.
<b>Photo</b>	A photo of the presenter. Click <b>Browse</b> to add or edit a photo. Supported image formats include .JPG, .GIF, .PNG, and .BMP. The optimal image size is 73x85 pixels.
<b>Image Options</b>	If your photo is not exactly 73x85 pixels, you have two options. To maintain the dimensions of your photo, select <b>Maintain aspect ratio</b> . If you would like your photo to stretch to fit the entire width of the photo area in the player, select <b>Stretch to fit</b> .

 **Tip:** The presenter entries will establish the presenters used when you publish. You can always add a new presenter when you publish a specific presentation. You can also assign a different presenter to each slide of your presentation using the Slide Properties Manager.

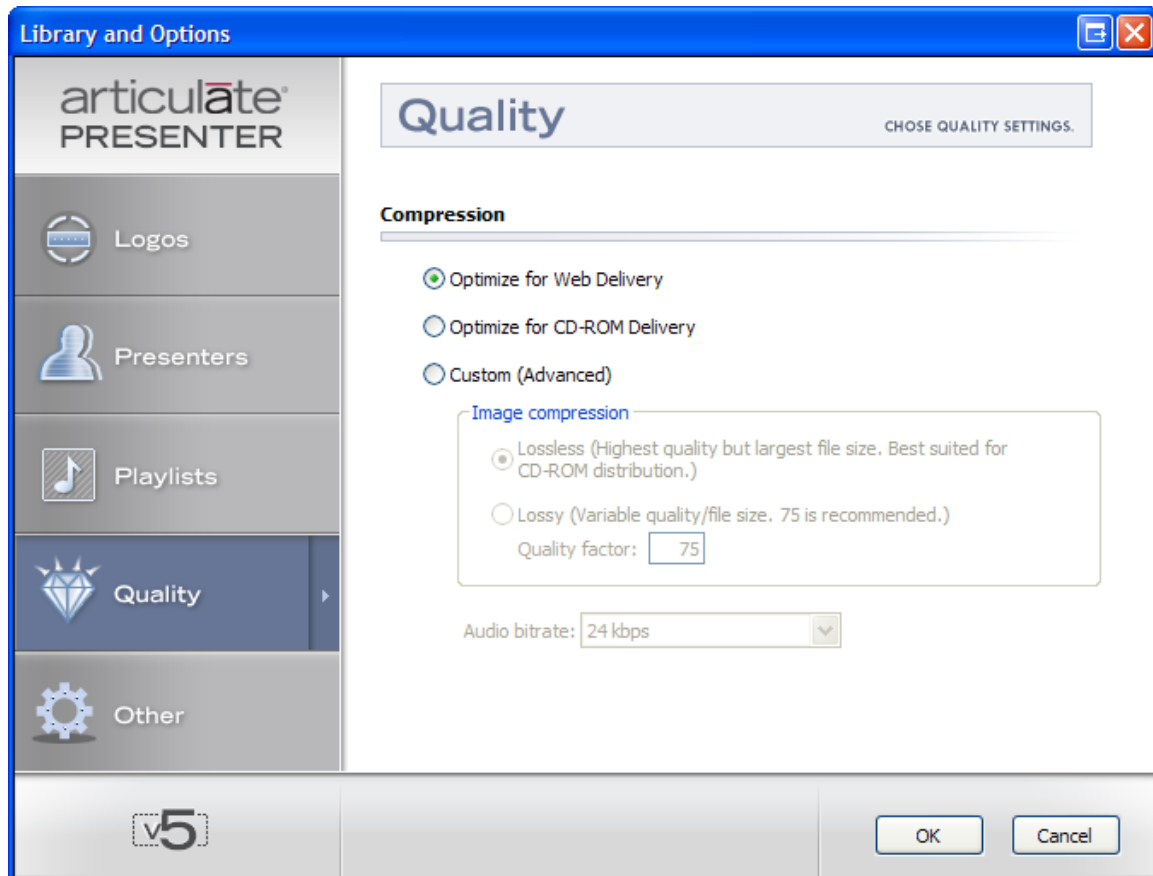
## Playlists





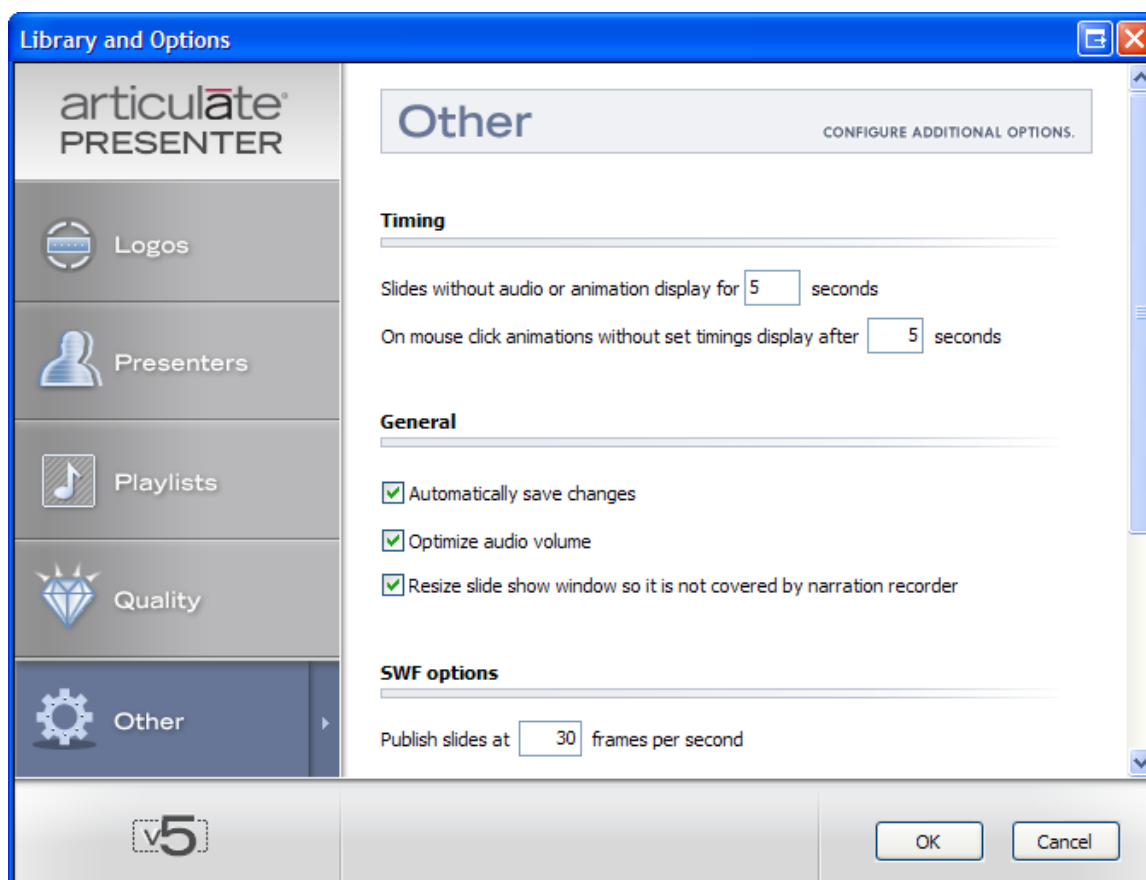
<b>New</b>	Click the <b>New</b> button to create a new playlist. You will be prompted to enter the name of the playlist. When you have entered the name of the new playlist, click OK to save it.
<b>Rename</b>	Click the <b>Rename</b> button to rename the selected playlist. You will be prompted to enter the new name of the playlist. When you have entered the new name of the playlist, click OK to save your changes
<b>Delete</b>	Click the <b>Delete</b> button to delete the selected playlist. You will be asked to confirm whether you want to delete the selected playlist. Click <b>Yes</b> to delete it or <b>No</b> to keep it.
<b>Add</b>	Once you've created and named a playlist, click the <b>Add</b> button to select a song to add to your playlist. Supported file formats include .MP3 and .WAV.
<b>Remove</b>	Highlight a song in your selected playlist and click the <b>Remove</b> button to remove the song from your playlist. You will not be prompted to confirm the removal.
<b>Up</b>	Highlight a song in your selected playlist and click the <b>Up</b> button to move the song up one position in your playlist.
<b>Down</b>	Highlight a song in your selected playlist and click the <b>Down</b> button to move the song down one position in your playlist.
<b>Top</b>	Highlight a song in your selected playlist and click the <b>Top</b> button to move the song to the top position in your playlist.
<b>Bottom</b>	Highlight a song in your selected playlist and click the <b>Bottom</b> button to move the song to the bottom position in your playlist.
<b>Loop Playlist</b>	Check the box next to <b>Loop playlist</b> if you want your playlist to loop. The playlist will loop if the total duration of the playlist is less than the total duration of the slides to which the playlist is assigned.
<b>Volume level relative to narration</b>	Enter a whole integer to represent the <b>Volume level relative to narration</b> of your selected playlist to any audio you record using <b>Record Narration</b> or import via <b>Import Audio</b> . For example, setting this option to 100% will play your playlist at the same volume as your recorded or imported audio, and setting it to 50% will play your playlist at half the volume of your recorded or imported audio.

## Quality



<b>Optimize for Web Delivery</b>	If you will primarily be publishing presentations that will be delivered on a Web server -- on either the Internet or an intranet -- then choose this as your default compression setting.
<b>Optimize for CD-ROM Delivery</b>	If you will primarily be publishing presentations that will be delivered via CD-ROM, then choose this as your default compression setting.
<b>Custom (Advanced)</b>	This option is recommended only for users with advanced knowledge of compression settings. The quality factor refers to .JPG. A quality factor of 75 is the default image setting when using Optimize for Web Delivery.

## Other

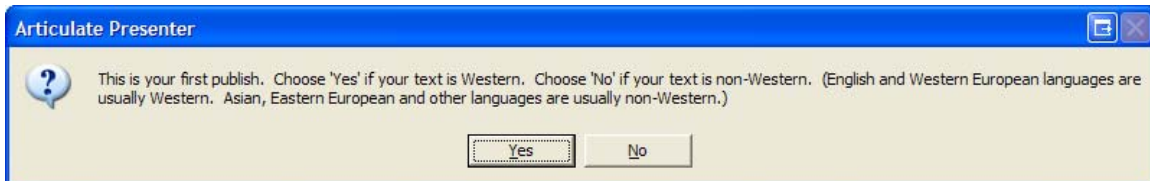


<b>Timing</b>	<p><b>Slides without audio or animation display for x seconds</b></p> <p>Set the duration for which slides that are published without any audio will be displayed. This value must be greater than 0.</p> <p><b>On mouse click animations without set timings display after x seconds</b></p> <p>Set the timing for slides that contain 'mouse-click' animations but do not have timings set.</p>
<b>General</b>	<p><b>Automatically save changes</b></p> <p>This option will automatically save your changes. It is recommended you leave this setting checked.</p> <p><b>Optimize audio volume</b></p> <p>This setting will normalize all audio files.</p> <p><b>Resize slide show window so it is not covered by narration recorder</b></p> <p>This option will resize your PowerPoint window and move it to the left side of your screen while displaying your Record Narration window on the right side of your screen. If you uncheck this box, your Record Narration window will appear hovering over your PowerPoint window, which will not be resized.</p>
<b>SWF Options</b>	<p><b>Publish slides at X frames per second</b></p>

	The default frame rate of the Articulate Player. Note that if you import third-party SWF movies, you should ensure that the FPS of the inserted movie matches the setting you have here. The default setting is 30 FPS.
<b>Character Set</b>	This will be the default character set for published presentations. If you will be publishing text in English and most Western European languages, you should choose <b>Western</b> . If you will be publishing text in Asian, Eastern European, or other languages, you should choose <b>Non-western</b> .
<b>Misc</b>	<p><b>Prompt before overwriting published folder</b></p> <p>This option determines whether you should be prompted to overwrite existing files when publishing to a folder containing a previous output.</p> <p><b>Prompt before overwriting project zips</b></p> <p>This option determines whether you should be prompted to overwrite an existing project zip file when publishing to a folder containing a previous output.</p> <p><b>Launch presentation after publish automatically</b></p> <p>This option determines whether you would like to automatically view your output immediately after publishing.</p> <p><b>Enable Publish to Articulate Knowledge Portal</b></p> <p>Knowledge Portal customers: Check this box to allow direct publishing to your account. Learn more <a href="#">here</a>.</p>

### The First Time You Publish:

Note that when you publish your first presentation, you will be asked to choose a Character set as shown below:



After making your selection, you can always modify the character set in the **Other** section of **Articulate | Library and Options**, as shown above.

## Working with Narration and Audio

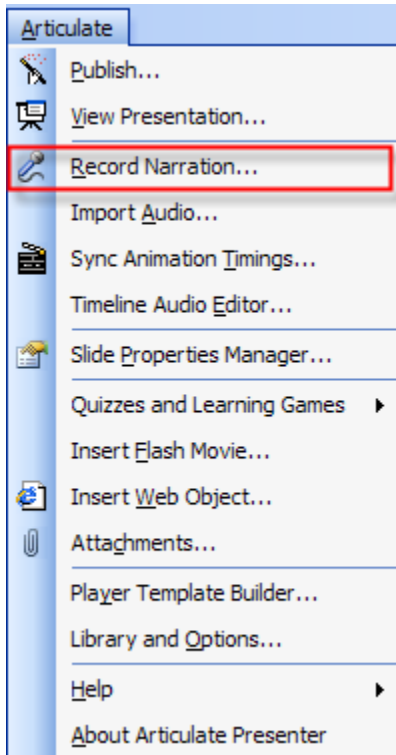
### Record Narration

Articulate Presenter makes it simple to add narration to your slides.

Add narration with the **Record Narration Window**.

To open the **Record Narration Window**:

1. From within PowerPoint, click **Articulate** to open the Articulate Presenter menu.
2. Select **Record Narration** from the Articulate Menu.



The **Record Narration Window** displays in the lower right-hand corner of the screen. During recording, you can drag the **Record Narration Window** anywhere on the screen.


Click your mouse on the various elements of the Record Narration Window to explore the functions.



### To begin recording your narration:

1. Click on the **'Record'** button to start your recording. You will see the counter begin counting.
2. You can use the **'Pause'** button during recording to take breaks. Click **'Record'** to resume recording.
3. When you are finished recording your narration for the slide, click **Stop Recording**. This is the same button you clicked to start recording.
4. Advance to the next slide by clicking on the **Next** button.
5. When you are done recording all of your narration, click the **Close** button.

 **Tip:** When slides contain animations, the **Record** button will display **Next Animation**. Simply click **Next Animation** to trigger the animation at the desired time.

 **Note:** You can set timings only for "On Mouse Click" animations in the **Record Narration Window**. By contrast, "Automatic animations" will always respect the timings set within the Custom Animation dialog of PowerPoint.

### Additional Functions of the Record Narration Window

<b>Prev / Next</b>	Cue up a specific slide for recording.
<b>Pause</b>	Pause recording or pause playback.
<b>Play/Stop</b>	<b>Control audio playback. (Only used when playing back audio, not during audio recording.)</b>
<b>Options</b>	<p><i>Record this slide only</i> - records one slide at a time. Uncheck this option to record the presentation in continuous mode.</p> <p><i>Show slide notes</i> - shows speaker notes from the slide.</p> <p><i>Show total duration</i> - displays total presentation recording duration beneath the slide counter.</p>

### Remove recorded narration:

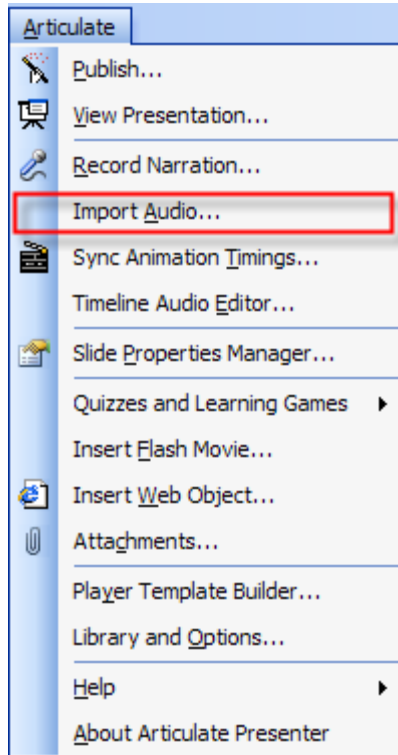
To remove recorded narration, see [Removing Narration and Imported Audio](#).

## Importing Audio

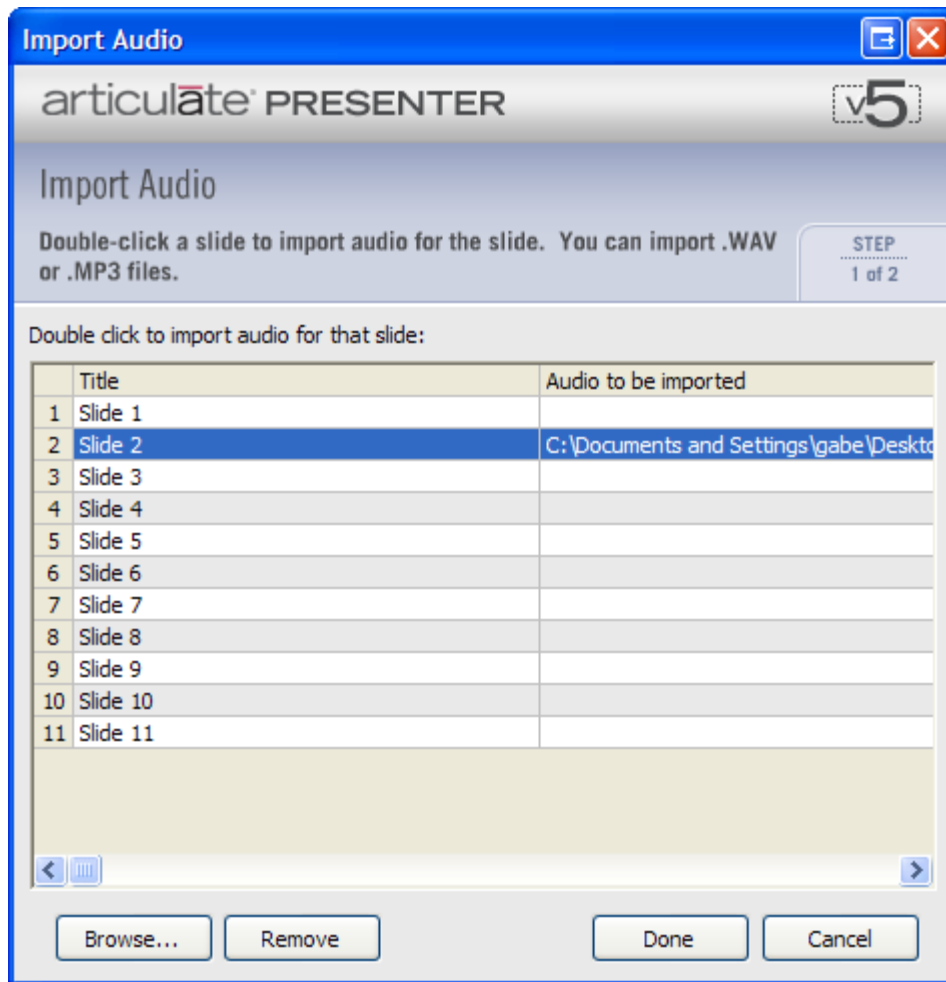
In addition to recording your narration, you can also add narration to your presentation by importing audio files. This may be necessary when you have audio that was previously recorded (such as a recorded speech).

### To import audio:


1. From within PowerPoint, click **Articulate** to open the Articulate Presenter menu.
2. Click **Import Audio**.



3. The **Import Audio** window will display:



4. Double-click the slide for which you wish to import audio, or click **Browse**.
5. Locate the audio file(s) you wish to import and click **Open**.
6. Repeat Steps 4 & 5 for all slides for which you wish to import audio and click **OK**.

 **Tip:** You can only import one audio file per slide. If you want background audio, see [Playlists](#).

#### Remove imported audio:

To remove imported audio see [Removing Narration and Audio](#).

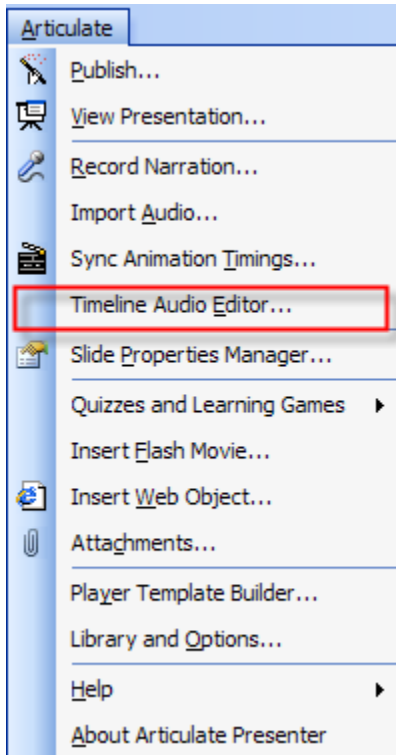


### Timeline Audio Editor

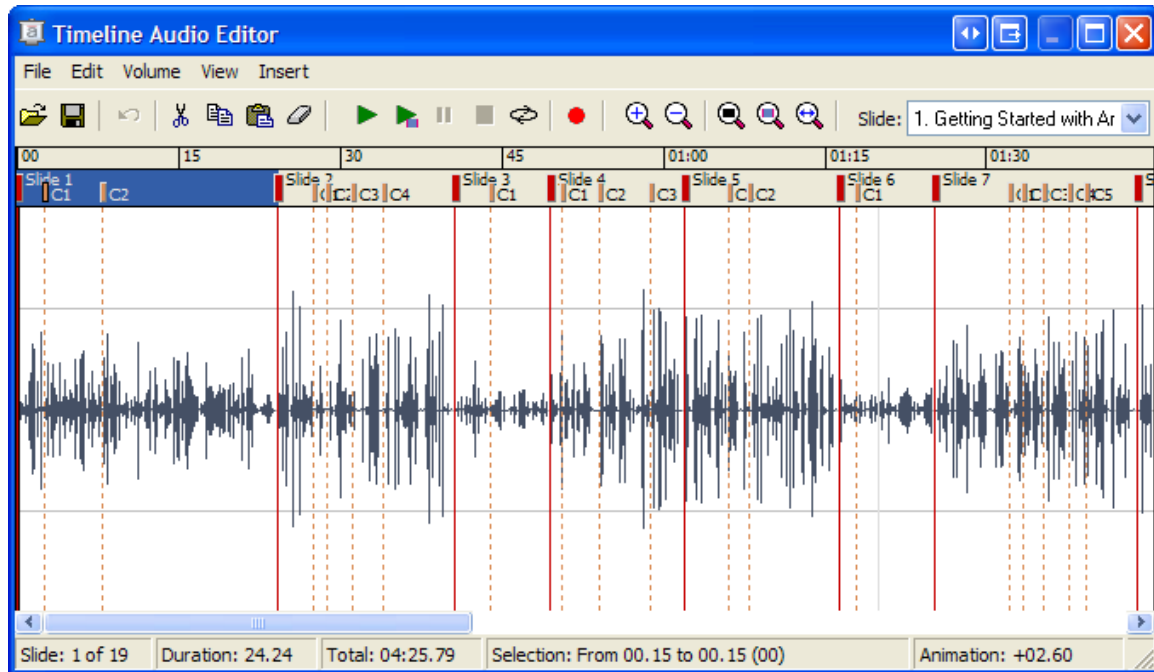
The Articulate **Timeline Audio Editor** gives you precise control over your recorded or imported narration, allowing you to edit the audio track for each slide, as well as drag-and-drop markers for synchronizing your narration with your animation. You can also import, cut, paste, and delete narration with the **Timeline Audio Editor**.

#### To open the Timeline Audio Editor:

1. From PowerPoint, click **Articulate**.
2. Select **Timeline Audio Editor** from the Articulate Menu.

































The **Timeline Audio Editor** will open, showing you the waveforms for each of your slides.





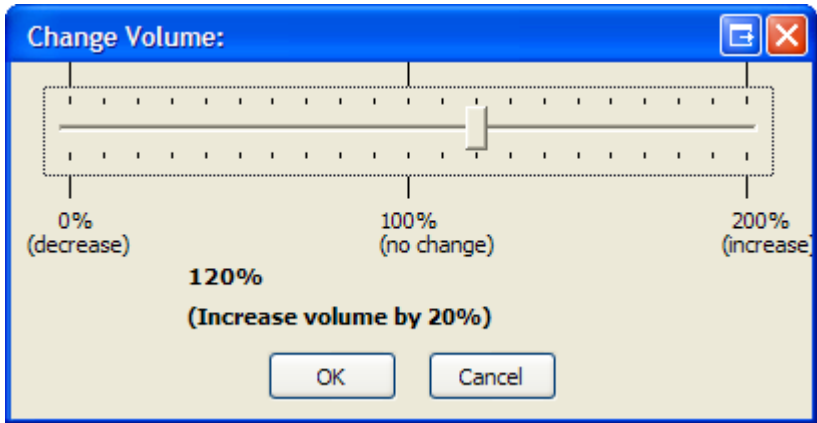
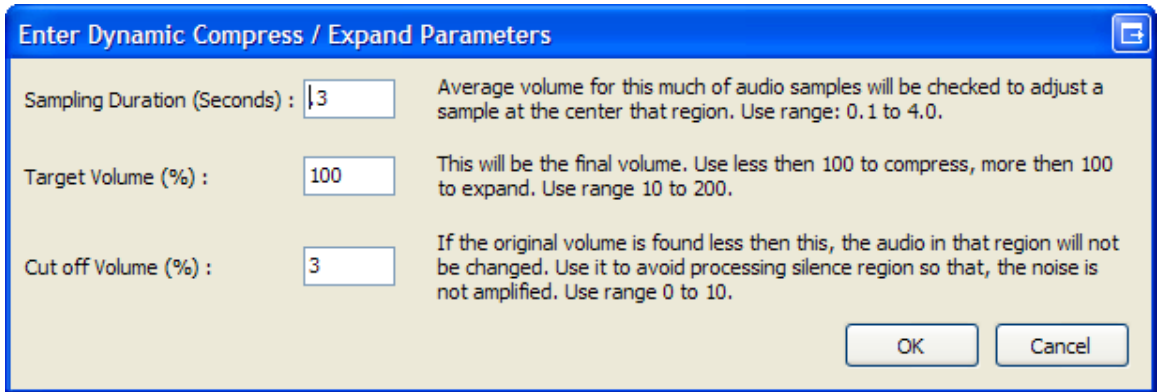







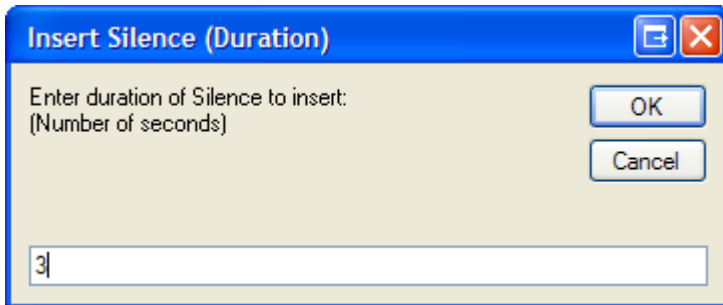
Details about the audio on each slide are shown at the bottom of the Timeline Audio Editor.

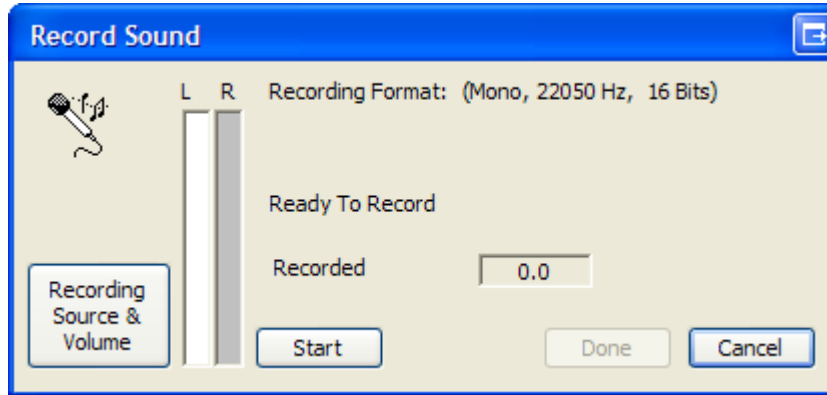
### Functions of the Timeline Audio Editor

<p><b>Menu Bar Actions</b></p>	<p>Each of the available menu bar buttons are described below:</p> <ul style="list-style-type: none"> <li> <b>Import</b> an existing .WAV or .MP3 file.</li> <li> <b>Save</b> your audio file and any changes you've made.</li> <li> <b>Undo</b> your last change.</li> <li> <b>Cut</b> your selection and copy to the clipboard.</li> <li> <b>Copy</b> your selection to the clipboard.</li> <li> <b>Paste</b> your clipboard contents.</li> <li> <b>Delete</b> your selection.</li> <li> <b>Play</b> your audio from the selected point or play current selection. (Click to select starting point or click and drag to create selection.)</li> <li> <b>Play</b> the current slide.</li> <li> <b>Pause</b> playback.</li> <li> <b>Resume</b> playback from current position (icon appears after pausing).</li> <li> <b>Stop</b> playback.</li> <li> <b>Loop</b> playback.</li> </ul>
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	<p> <b>Record</b> new audio.</p> <p> <b>Zoom in</b>.</p> <p> <b>Zoom out</b>.</p> <p> <b>Zoom in</b> on selected section.</p> <p> <b>Zoom in</b> on current slide.</p> <p> <b>Zoom out</b> to <b>view all slides</b>.</p> <p><b>Slide:</b> Use the drop-down menu to select a particular slide.</p>
<b>Clicking</b>	<p>Click your mouse in any location to set your editor cursor there. You can press the <b>Play</b> button () to play your audio from that location.</p> <p>Click and hold, then drag your mouse from left to right or from right to left to highlight any section of your audio. You can then do any of the following with your selection:</p> <ul style="list-style-type: none"> <li>Press the <b>Play</b> button () to play just this section.</li> <li>Press the <b>Copy</b> button () to copy your selection and <b>Paste</b> () it somewhere else in this slide or another slide.</li> <li>Press the <b>Cut</b> button () to cut your selection and <b>Paste</b> () it somewhere else in this slide or another slide.</li> <li>Press the Delete button () to delete your selection.</li> </ul> <p>Cut, copy, paste, and delete functions are also accessible via the <b>Edit</b> menu.</p> <p><b>Right-click</b> on the slide header area to add a click in the desired area to specify where the animation should occur.</p> <p> <b>Tip:</b> You can add on-click markers before adding on-click animations to your slides. For example, if you're editing your audio and know that you want an animation to appear at the 10-second mark, you can add a click in the <b>Timeline Audio Editor</b> first, then add your animation in the slide. The timing will be preserved.</p>
<b>File</b>	<p>Use the <b>File</b> menu for the following commands:</p> <p><b>Import:</b></p> <p>Import an existing .WAV or .MP3 file into your e-learning course or presentation. You can also click on the import icon ()</p> <p><b>Save:</b></p> <p>Save your work in the Timeline Audio Editor. You can also click on the save icon ()</p> <p><b>Exit:</b></p> <p>Exit the Timeline Audio Editor. If you've made any changes, you will be prompted whether or not to save your work.</p>
<b>Edit</b>	<p>Use the <b>Edit</b> menu for the following commands:</p> <p><b>Undo:</b></p> <p>Undo the last edit or change you made. You can also click on the undo icon ()</p> <p><b>Cut:</b></p> <p>Cut the selected audio from its current location and save to the clipboard. You can also click on the</p>


	<p>import icon ().</p> <p><b>Copy:</b></p> <p>Copy the selected audio to the clipboard. You can also click on the copy icon ().</p> <p><b>Paste:</b></p> <p>Paste the audio from the clipboard to the designated location. You can also click on the paste icon ().</p> <p><b>Delete:</b></p> <p>Delete the selected audio from its current location. You can also click on the delete icon ().</p> <p><b>Select All:</b></p> <p>Select all audio across all slides.</p>
<p><b>Volume</b></p>	<p>Use the <b>Volume</b> menu for the following commands:</p> <p><b>Maximize:</b></p> <p>Maximize the volume for the selected audio.</p> <p><b>Change:</b></p> <p>Change the selected volume. You will see this controller:</p> <div data-bbox="365 875 1177 1295">  <p>The 'Change Volume' dialog box features a horizontal slider with a dotted border. The slider has three major tick marks labeled '0% (decrease)', '100% (no change)', and '200% (increase)'. A vertical slider bar is positioned at the 120% mark. Below the slider, the text '120%' and '(Increase volume by 20%)' is displayed. At the bottom are 'OK' and 'Cancel' buttons.</p> </div> <p>Slide the meter to the desired position and click <b>OK</b> to save your volume change.</p> <p><b>Dynamic Balance:</b></p> <p>Set Dynamic Compress / Expand Parameters. You will see this window:</p> <div data-bbox="365 1438 1518 1827">  <p>The 'Enter Dynamic Compress / Expand Parameters' dialog box contains three input fields with corresponding instructions:</p> <ul style="list-style-type: none"> <li><b>Sampling Duration (Seconds):</b> Input field contains '3'. Instruction: 'Average volume for this much of audio samples will be checked to adjust a sample at the center that region. Use range: 0.1 to 4.0.'</li> <li><b>Target Volume (%):</b> Input field contains '100'. Instruction: 'This will be the final volume. Use less then 100 to compress, more then 100 to expand. Use range 10 to 200.'</li> <li><b>Cut off Volume (%):</b> Input field contains '3'. Instruction: 'If the original volume is found less then this, the audio in that region will not be changed. Use it to avoid processing silence region so that, the noise is not amplified. Use range 0 to 10.'</li> </ul> <p>'OK' and 'Cancel' buttons are at the bottom right.</p> </div> <p>Specify a <b>Sampling Duration (Seconds)</b> that will be used to adjust the volume of the selected audio. Use <b>Target Volume</b> to input your desired adjusted volume. <b>Cut off Volume</b> is to avoid</p>

	processing silence region so that the noise is not amplified if the original volume is less than this percentage.
<b>View</b>	<p>Use the <b>View</b> menu for the following commands:</p> <p><b>Zoom In:</b></p> <p>Zoom in incrementally. You can also click on the zoom in icon ().</p> <p><b>Zoom Out:</b></p> <p>Zoom out incrementally. You can also click on the zoom out icon ().</p> <p><b>Selection:</b></p> <p>Zoom in on the highlighted selection. You can also click on the selection icon ().</p> <p><b>Slide:</b></p> <p>Zoom in on the selected slide. You can also click on the view slide icon ().</p> <p><b>All:</b></p> <p>Zoom out to show all slides. You can also click on the view all icon ().</p> <p><b>Next Marker:</b></p> <p>Highlight the next on-click marker.</p> <p><b>Previous Marker:</b></p> <p>Highlight the previous on-click marker.</p>
<b>Insert</b>	<p>Use the Insert menu for the following commands:</p> <p><b>Silence:</b></p> <p>Insert silence beginning where your cursor is. You will be prompted to enter a number of seconds. Integers are supported.</p> <div data-bbox="365 1161 1084 1463" data-label="Image">  </div> <p><b>Recording:</b></p> <p>Begin recording at the specified location. You will see the following:</p>



Click **Recording Source & Volume** to adjust balance and volume. Click **Start** to begin recording and click **Done** when you are finished recording.

You can also click on the record icon (  ).

 **Note:** You can set timings only for **On Mouse Click** animations. By contrast, **Automatic animations** will always respect the timings set within the Custom Animation dialog of PowerPoint.

#### Keyboard Shortcuts:

You can use the following **keyboard shortcuts** in the Timeline Audio Editor:

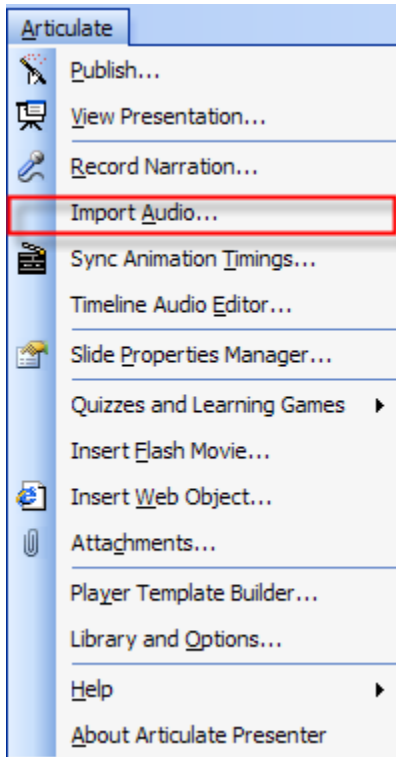
Cut:	<b>CTRL+X</b>
Copy:	<b>CTRL+C</b>
Paste:	<b>CTRL+V</b>
Delete:	<b>SHIFT+DELETE</b>
Silence:	<b>CTRL+L</b>
Select All:	<b>CTRL+A</b>
Undo:	<b>CTRL+Z</b>
Zoom In:	<b>SHIFT+1</b>
Zoom Out:	<b>SHIFT+2</b>
View Selection:	<b>SHIFT+3</b>
View Current Slide:	<b>SHIFT+4</b>
View All:	<b>SHIFT+5</b>
Play/Pause:	<b>SPACE</b>
Record:	<b>CTRL+R</b>
Save:	<b>CTRL+S</b>

### Removing Narration and Imported Audio

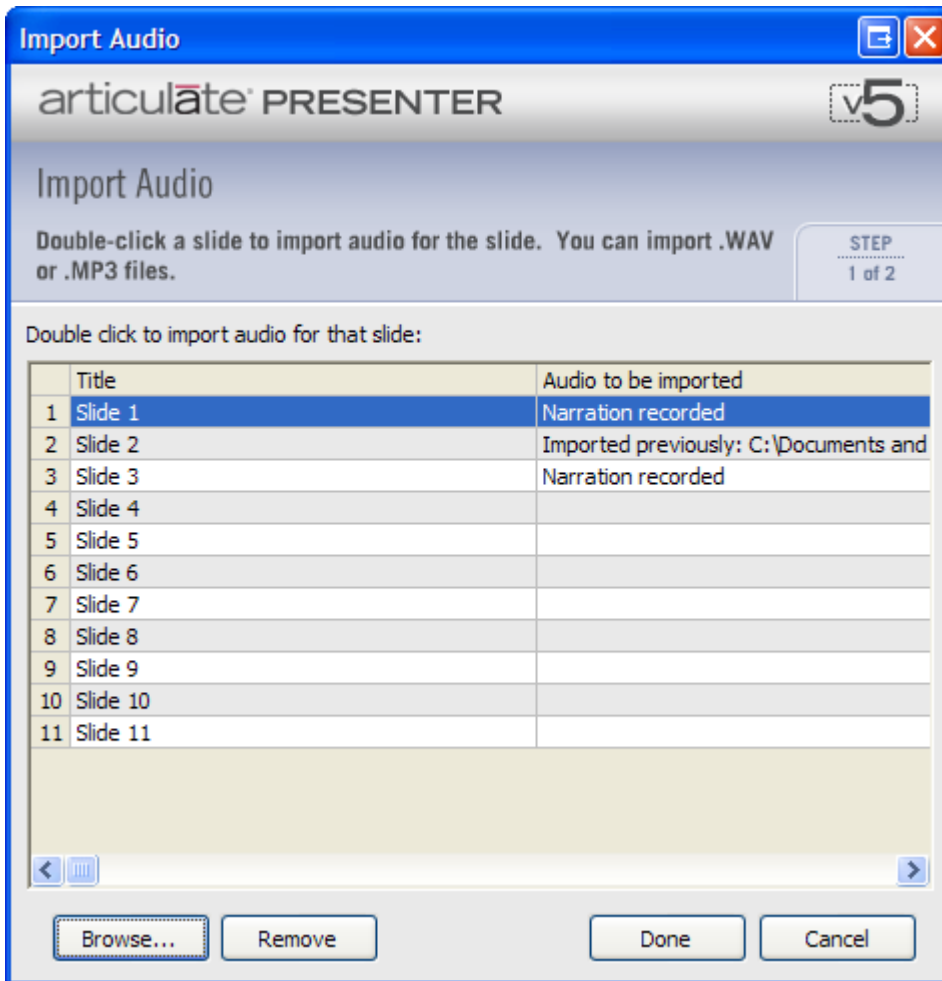
You can easily remove recorded narration or imported audio from your slides using the [Timeline Audio Editor](#). Another simple method for **removing audio for an entire slide** is the following.

To remove recorded narration or imported audio:

1. From within PowerPoint, click **Articulate** to open the Articulate Presenter menu.
2. Select **Import Audio** from the Articulate Menu.



You will be presented with the Import Audio window below:



Highlight the slide for which you want to remove the narration or imported audio and click **Remove**.

You can also edit or remove audio using the [Timeline Audio Editor](#).



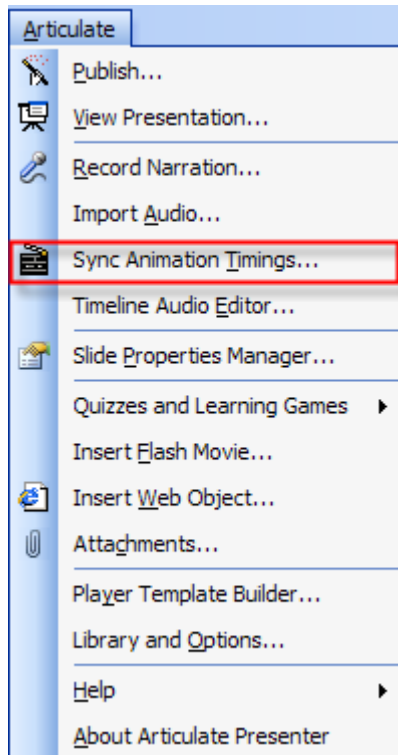
## Synchronizing Animations

### Sync Animation Timings

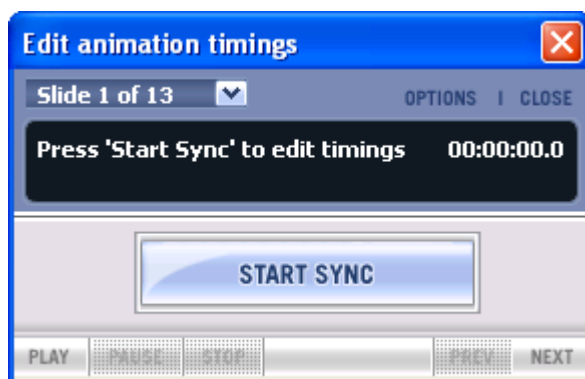
If you wish to **edit the timings of your animations**, you can accomplish this either with the [Timeline Audio Editor](#) or with the **Edit Animation Timings** Window. This is useful if you are satisfied with the audio, but would like to make adjustments to the time line of when the animations are displayed.

#### To sync animation timings:

1. From within PowerPoint, click **Articulate** to open the Articulate Presenter menu.
2. Click **Sync Animation Timings**.



3. The **Sync Animation Timings** window will display:



4. Click **Start Sync** to play the audio.
5. Click **Next Animation** to set the new timing for the next animation. Repeat this step for all animations on that slide.

6. Select **OK** when you are done.

#### Additional Functions of the Edit Animation Timings Window

<b>Play/Pause/Stop</b>	<b>Control the playback of your audio and animations, pause the editing of animation timings, and stop editing.</b>
<b>Options</b>	<i>Show slide notes</i> - shows speaker notes from the slide. <i>Show total audio duration</i> - displays total presentation recording duration.

 **Note:** The **Sync Animation Timings Window** syncs only "On Mouse Click" animations. By contrast, "Automatic animations" will always respect the timings set within the Custom Animation Window of PowerPoint.

See [Timeline Audio Editor](#) for more details on synchronizing your audio and animations.

### Articulate™ Presenter 5 – PowerPoint Animation Support

ANIMATION	SUPPORTED	SUBSTITUTION
<b>Entrance Animations:</b>		
Appear	Yes	
Blinds	Yes	Fade
Box	Yes	
Checkerboard	Yes	Fade
Circle	Yes	
Crawl in	Yes	
Diamond	Yes	Fade
Dissolve in	Yes	Fade
Flash Once	Yes	
Fly in	Yes	
Peek in	Yes	
Plus	Yes	Fade
Random Bars	Yes	Fade
Random Effects	Yes	
Split	Yes	
Strips	Yes	
Wedge	Yes	Fade
Wheel	Yes	Fade
Wipe	Yes	
Expand	Yes	
Fade	Yes	
Fade Zoom	Yes	
Faded Swirl	Yes	
Ascend	Yes	
Center Revolve	Yes	
Color Typewriter	No	
Compress	Yes	
Descend	Yes	
Ease In	Yes	
Grow & Turn	Yes	
Rise Up	Yes	
Spinner	Yes	
Stretch	Yes	

Unfold	Yes	
Zoom	Yes	
Boomerang	Yes	
Bounce	Yes	
Credits	Yes	
Curve Up	Yes	
Flip	Yes	
Float	Yes	
Fold	Yes	
Glide	Yes	
Light Speed	Yes	Edge does not skew.
Magnify	Yes	
Pinwheel	Yes	
Sling	Yes	
Spiral In	Yes	
Swish	Yes	
Swivel	Yes	
Thread	Yes	
Whip	Yes	
<b>Emphasis Animations:</b>		
Change Fill Color	No	
Change Font	No	
Change Font Color	No	
Change Font Size	No	
Change Font Style	No	
Change Line Color	No	
Grow / Shrink	Yes	
Spin	Yes	
Transparency	Yes	
Bold Flash	No	
Brush on Color	Yes	
Brush on Underline	No	
Color Blend	Yes	
Color Wave	Yes	
Complementary Color	No	
Complementary Color 2	No	
Contrasting Color	No	
Darken	Yes	
Desaturate Darken	Yes	

Flash Bulb	Yes	
Lighten	Yes	
Vertical Highlight	Yes	
Flicker	Yes	
Grow w/ Color	Yes	
Shimmer	No	
Teeter	Yes	
Blast	Yes	
Blink	Yes	
Bold Reveal	No	
Style Emphasis	No	
Wave	Yes	
<b>Exit Animations:</b>		
Blinds	Yes	Fade
Box	Yes	
Checkerboard	Yes	Fade
Circle	Yes	
Crawl Out	Yes	
Diamond	Yes	Fade
Disappear	Yes	
Dissolve Out	Yes	Fade
Flash Once	Yes	
Fly Out	Yes	
Peek Out	Yes	
Plus	Yes	
Random Bars	Yes	
Random Effects	Yes	
Split	Yes	
Strips	Yes	
Wedge	Yes	Fade
Wheel	Yes	Fade
Wipe	Yes	
Contract	Yes	
Fade	Yes	
Faded Swivel	Yes	
Faded Zoom	Yes	
Ascend	Yes	
Center Revolve	Yes	
Collapse	Yes	

Color Typewriter	No	
Descend	Yes	
Ease Out	Yes	
Grow & Turn	Yes	
Sink Down	Yes	
Spinner	Yes	
Stretchy	Yes	
Unfold	Yes	
Zoom	Yes	
Boomerang	Yes	
Bounce	Yes	
Credits	Yes	
Curve Down	Yes	
Flip	Yes	
Float	Yes	
Fold	Yes	
Glide	Yes	
Light Speed	Yes	
Magnify	Yes	
Pinwheel	Yes	
Sling	Yes	
Spiral out	Yes	
Swish	Yes	
Swivel	Yes	
Thread	Yes	
Whip	Yes	
<b>Motion Paths*:</b>		
4 Point Star	Yes	
5 Point Star	Yes	
6 Point Star	Yes	
8 Point Star	Yes	
Circle	Yes	
Crescent Moon	Yes	
Diamond	Yes	
Equal Triangle	Yes	
Football	Yes	
Heart	Yes	
Hexagon	Yes	
octagon	Yes	

Parallelogram	Yes	
Pentagon	Yes	
Right Triangle	Yes	
Square	Yes	
Teardrop	Yes	
Trapezoid	Yes	
Arc down	Yes	
Arc Left	Yes	
Arc Right	Yes	
Arc Up	Yes	
Bounce Left	Yes	
Bounce Right	Yes	
Curvy Left, Curvy Right	Yes	
Decaying Wave	Yes	
Diagonal Down Right	Yes	
Diagonal Up Right	Yes	
Down	Yes	
Funnel	Yes	
Heartbeat	Yes	
Left	Yes	
Right	Yes	
S Curve 1	Yes	
S Curve 2	Yes	
Sine Wave	Yes	
Spiral Left	Yes	
Spring	Yes	
Stairs Down	Yes	
Turn Down	Yes	
Turn Down Right	Yes	
Turn Up	Yes	
Turn Up right	Yes	
Up Wave	Yes	
Zigzag	Yes	
Bean	Yes	
Buzz Saw	Yes	
Curved Square	Yes	
Curved X	Yes	
Curvy Star	Yes	
Figure 8 Four	Yes	

Horizontal Figure 8	Yes	
Inverted Square	Yes	
Inverted Triangle	Yes	
Loop de Loop	Yes	
Neutron	Yes	
Peanut	Yes	
Plus	Yes	
Pointy Star	Yes	
Swoosh	Yes	
Vertical Figure 8	Yes	
Draw Custom Path	Yes	

\*Motion paths support includes reverse direction and auto-reverse.

#### Non-supported effects

The following effects are **NOT** supported:

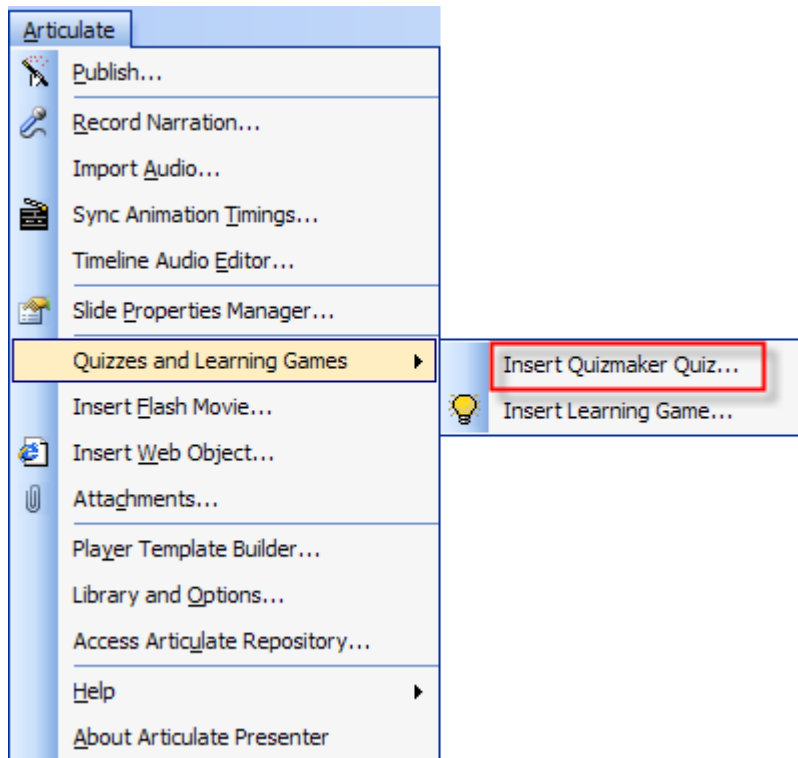
- Transition effects between slides
- Chart Effects
- Text “by letter” or “by word,” and In Reverse Order.
- Repeats
- PowerPoint sound effects
- Animated GIFs



## Adding Quizzes and Learning Games

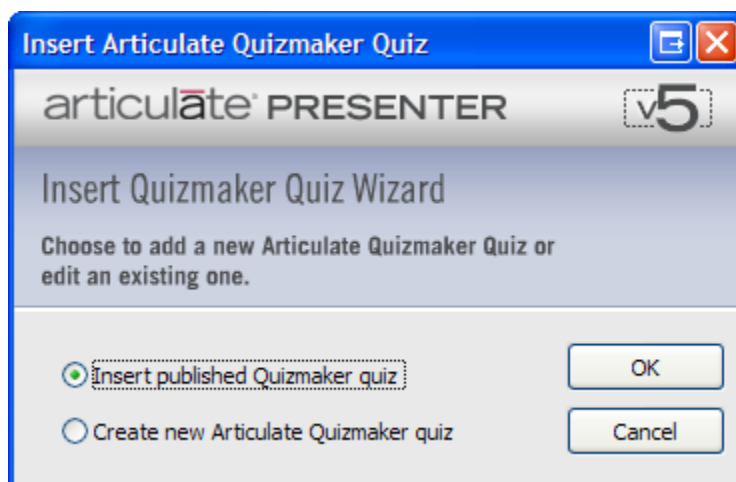
### Insert Quizmaker Quiz (Must have Articulate Quizmaker)

You can incorporate your quizzes created with Articulate Quizmaker directly into Articulate Presenter.

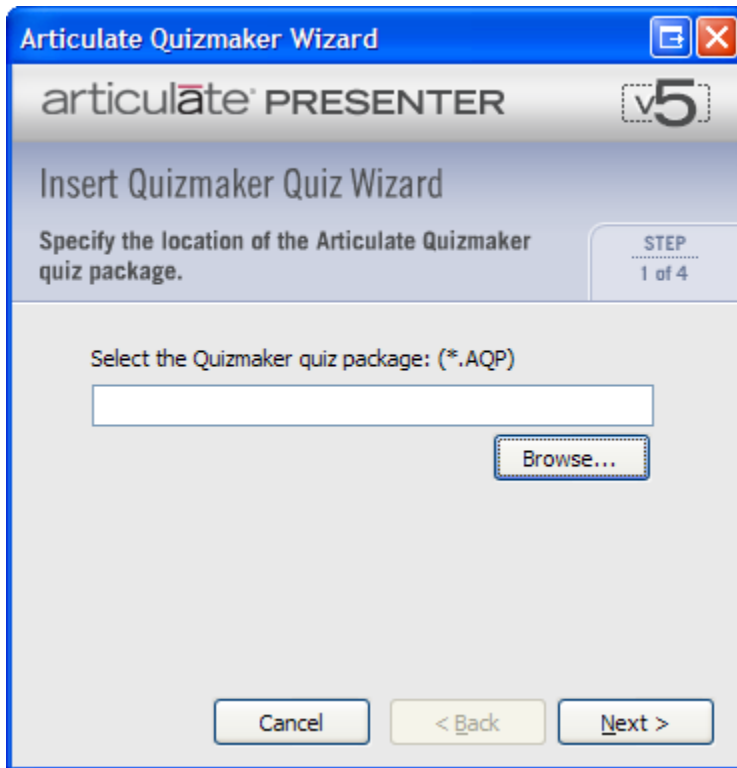


To insert your .AQP file into Articulate Presenter:

1. Go to **Articulate -> Quizzes and Learning Games -> Insert Quizmaker Quiz**.
2. Select the option to **Insert published Quizmaker quiz**. (Note that you also have the option to Create new Articulate Quizmaker quiz.)



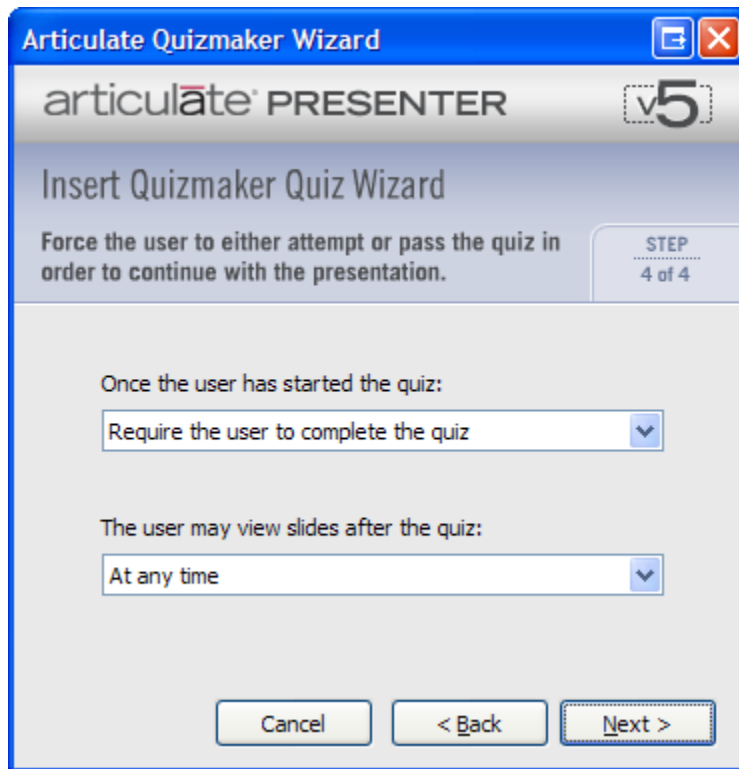
3. Click **Browse** to locate the **.AQP file** you published. (Refer to the [Articulate Quizmaker Documentation](#) for details.)



4. Using the drop-down menu next to **Once the user has started the quiz**, specify whether to **Require the user to complete the quiz** or if **User can leave quiz at any time**.
5. In the final steps of the wizard, set up your branching, which determines where your user will go if she or he passes or fails (options include closing window, a specific URL, the next or previous slide (dynamic), or a specific slide number).



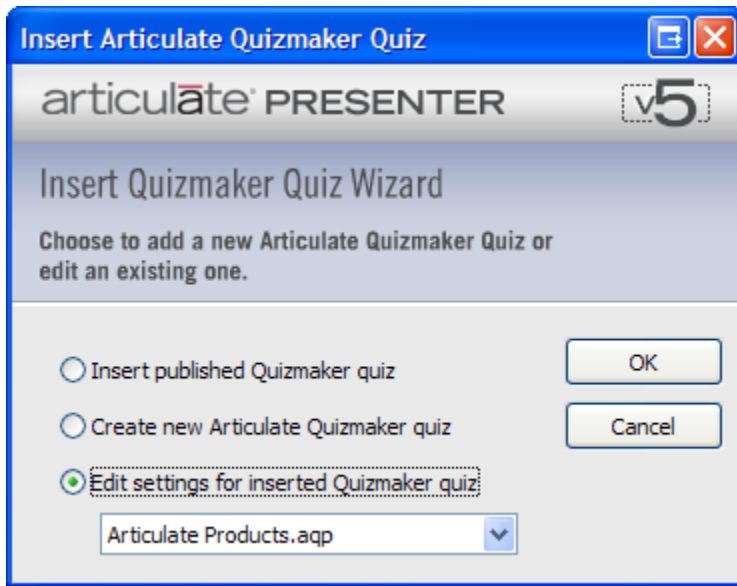
6. Click **Finish** to add the quiz.
7. Go to **Articulate -> Publish** to publish your e-learning course or presentation.
8. When you **Publish**, you will be able to choose one of two **Force quiz options**:
  - a. Require the user to complete the quiz (default)
  - b. User can leave quiz at any time
9. Specify when **The user may view slides after the quiz**:
  - a. At any time (default)
  - b. After attempting the quiz
  - c. After passing the quiz



After you've inserted an Articulate Quizmaker quiz in your Articulate Presenter e-learning course or presentation, you can edit the behavior of the quiz, including branching options, in a similar manner.

**To edit your Articulate Quizmaker quiz in Articulate Presenter:**

1. Go to **Articulate -> Quizzes and Learning Games -> Insert Quizmaker Quiz**.
2. Select the option to **Edit settings for inserted Quizmaker quiz**. (Note that this option only appears if you've previously inserted an Articulate Quizmaker quiz.)



3. Optionally, click **Browse** to update the .AQP file you're including in your e-learning course or presentation.
4. Using the drop-down menu next to **Once the user has started the quiz**, specify whether to **Require the user to complete the quiz** or if **User can leave quiz at any time**.
5. In the final steps of the wizard, set up your branching, which determines where your user will go if she or he passes or fails (options include closing window, a specific URL, the next or previous slide (dynamic), or a specific slide number).
6. Click **Finish** to update the quiz and/or settings with any changes you've made.

### Insert Learning Game (Professional Edition Only)

You can quickly and easily add **Learning Games** to your e-learning course or presentation. Learning Games are often utilized for knowledge checks. Learning Games can also be useful just to enhance the presentation by making it more engaging and interactive.

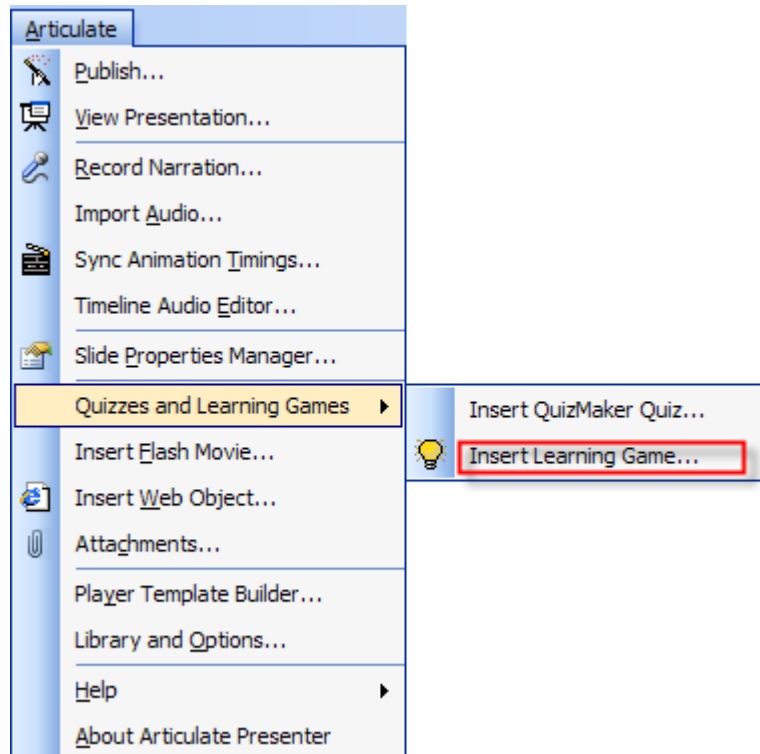
There are three types of Learning Games:

Learning Game	Description
<b>Choices</b>	Multiple choice and True/False questions. The user's objective is to select the correct answer before time runs out. If you will be <a href="#">Tracking Using Quiz Results</a> in an LMS, you must choose Choices as your Learning Game.
<b>Word Quiz</b>	Similar to a "hangman" format. The user's objective is to reveal the hidden answer before running out of time. The user selects a letter by clicking on it.
<b>Sequence</b>	The user's objective is to arrange items in the correct sequence before running out of time.

A Learning Game can have an unlimited number of questions. Once you have created Learning Game, a 'Learning Game Placeholder' slide will be inserted into your presentation containing all the questions of your Learning Game. You will be able to view your Learning Game after you have published your e-learning course or presentation.

#### To add a Learning Game:

1. Select **Articulate** from the PowerPoint menu bar.
2. Highlight **Quizzes and Learning Games**, then Click **Insert Learning Game**.



3. You will be prompted to **Add a new learning game slide** or **Edit an existing learning game slide**. Select **Add a new learning game** if you want to create a new one. Click **OK**. (If you have already created an interaction, and want to edit it, choose **Edit an**

existing learning game slide and then select the Learning Game name from the **drop-down list**.)

4. The **Learning Game Wizard** will display. There are four steps in the Learning Game Wizard:

#### Step 1 of 4 - Learning Games Wizard

**Interactions**

articulate PRESENTER v5

### Learning Games Wizard

Choose a learning game type and enter information about the learning game.

**STEP 1 of 4**

Learning game type:

Choices

Choices

Word Quiz

Sequence

Multichoice Tests Rule!

Question:

What is the name of our island state? What is the name of the new product line?

A California

B Alaska

C Hawaii

D Guam

E Bermuda

Learning game title:

Choices

☐ Require completion ☐ Play audio effects

Passing score: 80 % Default question time limit : 30 seconds

Cancel < Back Next > Finish

1. **Select** a Learning Game type from the **drop-down list**.
2. **Enter** a **Title** for the Learning Game. It will be helpful later if you provide a unique title for each Learning Game.
3. Check or uncheck **Require completion**. If checked, users will be required to complete the Learning Game before they can continue in the e-learning course or presentation.
4. Check or uncheck **Play audio effects**. If checked, users will hear sound effects while taking this Learning Game.
5. Enter a **Passing score**. 80% is the default.
6. Enter a **Default question time limit** for each question. The time limit represents how long users will have to answer the question. You can override this value for any specific question. The maximum time allowed per question is 10 minutes (600 seconds). Any value entered greater than 600 will show 10 minutes.
7. Click **Next**.

## Step 2 of 4 - Learning Games Wizard

Interactions

articulate PRESENTER v5

### Learning Games Wizard

Choose whether to display instructions. You may also display a custom message before the learning game.

STEP 2 of 4

☒ Display custom message before the learning game.

Welcome to the quiz...

Instructions

☒ Display instructions ☐ Don't display instructions

Cancel < Back Next > Finish

1. Choose to display the **Standard instructions** or to display **No instructions**.
  2. Choose to display a **Custom message**. The custom message can be displayed in conjunction with the standard instructions, or without any instructions. If you check **Custom Message**, be sure to enter your message in the text box.
  3. Click **Next**.
-

### Step 3 of 4 - Learning Games Wizard

Interactions

articulate PRESENTER v5

Learning Games Wizard

Click the 'Add' button to enter new questions. You can enter as many questions as you like.

STEP 3 of 4

Click on 'Add...' to enter a new question.

No.	Question
1	Click 'Add...' to enter a new question

Up

Down

Top

Bottom



Add... Edit... Remove

Cancel < Back Next > Finish

1. Click **Add** to add a new question.
2. Fill in the questions and answers for the interaction type you selected:

<p><b>Choices</b></p>	<ol style="list-style-type: none"> <li>1. Select <b>Multiple Choice</b> or <b>True/False</b> question type.</li> <li>2. Enter the <b>Question</b>.</li> <li>3. Enter up to 5 <b>Answers</b> for Multiple Choice.</li> <li>4. Select the <b>Correct answer</b>.</li> <li>5. Enter the <b>Question time limit</b> value.</li> <li>6. Click <b>Next</b> to add another question or click <b>OK</b> to finish adding questions.</li> </ol>
<p><b>Word Quiz</b></p>	<ol style="list-style-type: none"> <li>1. Enter the <b>Question</b>.</li> <li>2. Enter the <b>Answer</b>.</li> <li>3. Enter the <b>Question time limit</b> value.</li> <li>4. Click <b>Next</b> to add another question or click <b>OK</b> to finish adding questions.</li> </ol>



	
<p><b>Sequence</b></p> 	<ol style="list-style-type: none"> <li>1. Enter a <b>question</b>.</li> <li>2. Enter the <b>Sequence</b> in correct order. You can enter up to 7 steps.</li> <li>3. Enter the <b>Question time limit</b> value.</li> <li>4. Click <b>Next</b> to add another question or click <b>OK</b> to finish adding questions.</li> </ol>

When you are done adding questions, you can edit a question by selecting the question from the list and then clicking the **Modify** button. You can delete a question by selecting the question and then clicking the **Remove** button. You can also move a question by selecting the question and then clicking the **Up/Down/Top/Bottom** buttons.

Step 4 of 4 - Learning Games Wizard

Interactions

articulate PRESENTER v5

Learning Games Wizard

Please provide feedback to be displayed for this learning game.

STEP 4 of 4

Pass Feedback

Congratulations, you have passed.

Fail Feedback

You did not pass.

Cancel < Back Next > Finish

1. If you'd like to modify the feedback text that displays upon completion of your Learning Game, enter it here.
2. Click **Next**.

## Learning Games Wizard - Finish



1. Click **Finish** to insert the Learning Game into your e-learning course or presentation. A Learning Game placeholder slide will be inserted into your e-learning course or presentation. (This will be converted to the Learning Game when your e-learning course or presentation is published.)
2. Make sure the Learning Game placeholder slide is located in your e-learning course or presentation where you want it to be displayed. Switch to Slide Sorter View to easily move it within your e-learning course or presentation.

 **Tip:** You can copy and paste your Learning Game slide into any other e-learning course or presentation. Be sure to copy the slide from Slide Sorter View so that the entire slide is copied, and not just objects on the slide.



## Incorporating Flash Movies

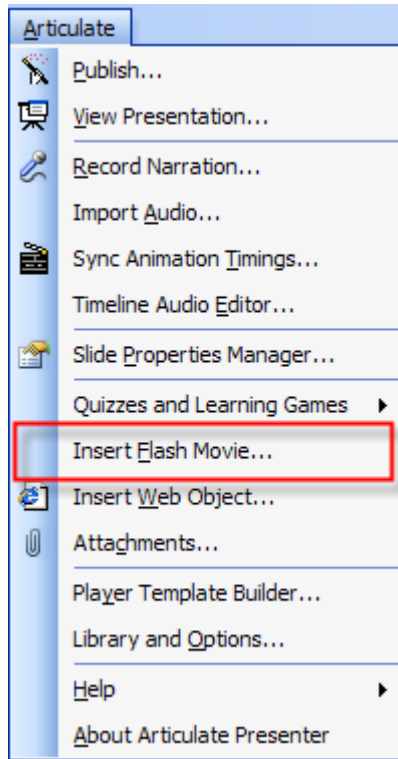
### Inserting Flash Movies

Articulate Presenter makes it simple to incorporate previously created **Flash movies** into your presentation.

You can insert only one **Flash movie** per slide. You will be able to view your **Flash movie** after you have published your presentation.

#### To add a Flash Movie:

1. From within PowerPoint, click **Articulate** to open the Articulate Presenter menu.
2. Click **Insert Flash Movie**.



3. You will be presented with the **Flash Movie Wizard**, which will walk you through the three steps for inserting a **Flash Movie**.

**Step 1 of 3 – Flash Movie Wizard:**



**Flash Movies** can be displayed in three different ways:

Display Type	Description
<b>Display in slide</b>	This will display your <b>Flash movie (.SWF format)</b> in the slide panel.
<b>Display in presenter panel</b>	This will display your <b>Flash movie (.SWF or .FLV format)</b> in the presenter panel of your presentation.
<b>Display in new browser window</b>	This will cause a new window to open independently of your slide. Your <b>Flash movie (.SWF format)</b> will be displayed within this new window.

## Step 2 of 3 – Flash Movie Wizard:




On this page you will enter the location (path) to your **Flash movie**. This can be accomplished in two ways:

- If you know where your movie is located, you can type the path manually. Make sure to type the full path name to your .swf file. Example: 'C:\Folder Name\My Flash Movie.swf'.
- Click the **Browse** button. You will be presented with a standard Open dialog box. Simply browse to the location of your movie and select it.

When you are finished setting these options, click **Next** to continue.

**Step 3 of 3** of the **Flash Movie Wizard** offers different configuration options depending on how you have chosen to display your Flash movie.

- If you have chosen to **Display in slide**, refer to [Configuring Flash Movie in Slide](#).
- If you have chosen to **Display in presenter panel**, refer to [Configuring Flash Movie in Presenter Panel](#).
- If you have chosen to **Display in new browser window**, refer to [Configuring Flash Movie in new browser window](#).

 **Tip:** If you update your **Flash movie** after you have published your presentation and you want to incorporate your changes into your presentation, simply save the updated .swf file in the same location with the same name. Then publish your presentation again. Your changes will be incorporated. You can also edit or delete your **Flash movie** by right-clicking the inserted placeholder and choosing the appropriate action from the Articulate menu.

### Configuring Flash Movie in Slide

If you have chosen to **Display in Slide** in **Step 1 of 3** in the **Insert Flash Movie Wizard**, complete the following steps to finish the configuration of your **Flash Movie**.

#### Step 3 of 3 – Flash Movie Wizard:

The first setting you see on this page is **Synchronization**. The **Synchronization** option you select here determines other behavior for the Flash movie and slide.

**Synchronization:** Select the item that best matches the characteristic of your Flash movie:

1. **Play Flash movie and slide in sync:** Select this item for Flash movies that have defined beginning and end points such as videos, screen recordings and many simulations. This item will automatically set the slide length to match the length of the Flash movie. You will also be able to play/pause and seek within the Flash movie using the Articulate Player controls.



- a. Choose whether the slide will **automatically advance** to the next slide when the movie finishes, or if the **user must click the next button**.
  - b. You can also set a **buffer duration** (in seconds) before the movie begins playing. Usually the default setting is appropriate.
2. **Play Flash movie after slide has begun:** Select this item for highly interactive Flash movies that don't have a clearly defined end point such as interactive "click and explore" movies.





- Choose when (in **seconds into the slide**) the Flash movie will **first display on screen**. By default, the movie will display immediately.
- Choose whether **Articulate Player controls can control** inserted Flash movie.
- Choose whether the slide will **automatically advance to the next slide** when the slide finishes, or if the **user must click the next button**.

When you are finished setting the options on this page, click Next to continue.

---

Flash movie Wizard: Finish



If you are satisfied with your settings, click **Finish** to insert the **Flash movie** into your presentation. You will see a placeholder that contains the first frame of your **Flash movie**. You will be able to view your **Flash movie** when your presentation is published.

### Configuring Flash Movie in Presenter Panel

If you have chosen to **Display in presenter panel** in **Step 1 of 3** in the **Insert Flash Movie Wizard**, complete the following steps to finish the configuration of your **Flash Movie**.

#### Step 3 of 3 – Flash Movie Wizard:



On this page there is one option:

**Move to next slide automatically when movie finishes:** This controls whether the slide in which you inserted your **Flash movie** will advance automatically after the **Flash movie** appears, or if the user must manually advance the slide. The default (option is checked) is to allow the slide to advance automatically. If you prefer that your users advance the slide manually after the movie has completed, uncheck this option.

When you are finished setting the options on this page, click **Next** to continue.

---

### Flash movie Wizard: Finish



If you're inserting a Flash movie (.SWF), the first frame of the movie will be displayed as a placeholder in the upper left-hand corner of the slide.

If you're inserting a Flash video (.FLV), a small icon will be inserted on the upper left-hand corner of the slide. You can position this icon anywhere on the slide. The icon is for your reference only to indicate that a **Flash video** has been inserted in the presenter panel. The icon will not appear when the presentation is published. You will be able to view your **Flash video** when your presentation is published.

If you are satisfied with your settings, click **Finish** to insert the **Flash movie** into your presentation.

### Configuring Flash Movie in New Browser Window

If you have chosen to **Display in new browser window** in **Step 1 of 3** in the **Insert Flash Movie Wizard**, complete the following steps to finish the configuration of your **Flash Movie**.

#### Step 3 of 3 – Flash Movie Wizard:



On this page there are three options:

1. **Size.** This will determine the dimensions of the browser window in which your **Flash movie** will appear. The initial dimensions will default to the size of your **Flash movie**, but if you desire a custom size, you can enter those dimensions here. Regardless of which size you choose, a new browser window will open independently of your slide. You have five choices for the size of your **Flash movie**:
  - **Full Screen.** The browser window containing your **Flash movie** will occupy the entire screen.
  - **640x480.** The browser window containing your **Flash movie** will be 640 pixels wide by 480 pixels tall.
  - **800x600.** The browser window containing your **Flash movie** will be 800 pixels wide by 600 pixels tall.
  - **1024x768.** The browser window containing your **Flash movie** will be 1024 pixels wide by 768 pixels tall.
  - **Custom.** This will allow you to set the browser window containing your **Flash movie** to specific dimensions. If you desire dimensions larger than 1600 pixels wide by 1200 pixels wide, it is recommended that you choose **Full Screen**.
2. **Show Flash movie after: 0 seconds.** This allows you to determine how soon after your slide loads that the browser window containing your **Flash movie** appears. If you would like there to be a delay, enter the number of seconds you want the delay to be. The default is 0 seconds, which means that the browser window containing your **Flash movie** will appear immediately.

3. **Set this slide's navigation to advance by user.** This controls whether the slide in which you inserted your **Flash movie** will advance automatically after the **Flash movie** appears, or if the user must manually advance the slide. The default is to let the user advance the slide. It is recommended to allow the user to advance the slide so the user can have a chance to view the **Flash movie**. If you prefer to have the slide advance automatically, simply uncheck this option, but keep in mind that the user may not have had a chance to view the **Flash movie**.

When you are finished setting the options on this page, click **Next** to continue.

 **Tip:** For best results, instruct your users to disable any pop-up blockers before viewing your content.

---

#### Flash movie Wizard: Finish



A small icon will be inserted on the bottom right-hand corner of the slide. You can position this icon anywhere on the slide. The icon is for your reference only to indicate that a **Flash movie** has been inserted. The icon will not appear when the presentation is published. You will be able to view your **Flash movie** when your presentation is published.

If you are satisfied with your settings, click **Finish** to insert the **Flash movie** into your presentation.

## Optimizing Flash Movies

The Articulate Player consists of a single Flash file that is made up of user interface elements and several core engine modules, which control and extend the player's functionality.

Each slide in a presentation is loaded as an individual external Flash asset, and these can be augmented with any SWF format file the user chooses. Embedded SWF files are supported in the player in this fashion. There are certain guidelines to be considered when embedding your own SWF files. These guidelines are covered below.

## General Guidelines for Articulate Presenter 5

The general guidelines for the embedded movies follow:

- Author your Flash movie at the same frame rate that you use to publish your presentation (for example, 30 frames/sec). The Articulate Presenter Player will synchronize to the frame rate of the slides, so you'll want to match it.
- Set your maximum canvas size to 720x540.
- Avoid use of `_level0` or absolute movie clip references. References to `_root` are permissible, but strongly discouraged. Use relative paths (`_parent`) in your movie clip references instead.

### Articulate Presenter Player SDK:

Join the Platinum Membership Plan and receive the **Articulate Presenter Player Software Developer's Kit (SDK)**, which provides Flash developers with runtime API hooks, as well as the ability to author custom player tabs and tools. [Learn more about the Platinum Membership Plan.](#)





## Using Web Objects

### Inserting Web Objects

A **Web Object**, simply put, is any content that can be contained in a Web page. **Web Objects** can be used for inserting existing Web pages into your presentation, thereby allowing you to leverage previously created content. For example, you can integrate your company's intranet, or incorporate a Web page that contains video, animation, assessments, or any other content relevant to your presentation. You can also insert an entire pre-existing Web site into your presentation, as well as movie files.

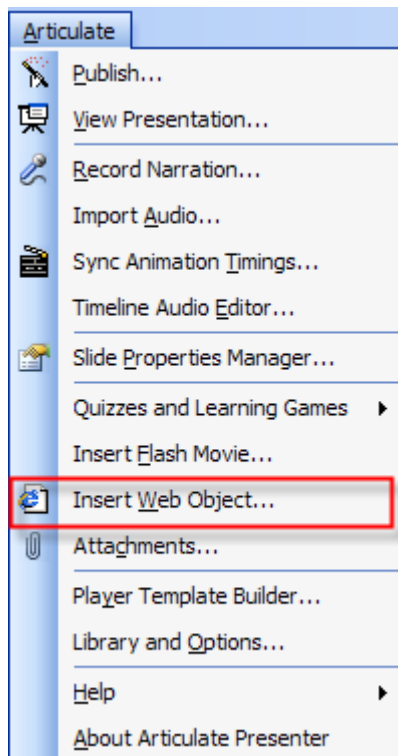
**Web Objects** can be displayed in two different ways:

Display Type	Description
<b>In Articulate Player</b>	This will insert your <b>Web Object</b> directly within your slide. You can think of this method as inserting a mini browser within your slide from which your viewer will see the Web content.
<b>In New Browser Window</b>	This method will cause a new browser window to open independently of your slide.

Regardless of which display type you choose, your viewers will be able to interact with your **Web Object** just as they would from a Web browser. You can insert only one **Web Object** per slide. You will be able to view your **Web Object** after you have published your presentation.

#### To add a Web Object:

1. From within PowerPoint, click **Articulate** to open the Articulate Presenter menu.
2. Click **Insert Web Object**.




3. You will be presented with the **Web Object Wizard**, which will walk you through the three steps for inserting a **Web Object**. Click **Next** to continue.

Step 1 of 2 - Web Object Wizard:



On this page you will see two options:

1. **Web address.** This is where you enter the address (URL) of your **Web Object**; you can enter the **Web address** in one of two ways depending on the type of **Web Object** you are inserting:
  - To create a **Web Object** based on a link to an existing URL, type the URL manually. You can also use Windows' shortcut keys to copy (CTRL-C) and paste (CTRL-V) the URL.
  - If the **Web Object** you want to insert is a pre-existing Web site stored locally on your computer, and you want to insert the entire site into your presentation instead of linking to the site, you can browse to locate the folder containing the site and select the folder. The folder must contain an index.htm or an index.html file.

 **Tip:** To insert a QuickTime or Windows Media Player file, create a folder to contain your movie and within this folder create an index.htm or index.html file to launch your movie. Insert your movie as if you are inserting a pre-existing Web site, as described above. [Click here](#) for more details.

2. **Display.** This is where you determine how you want your Web Object to display in your presentation. To choose a display setting, click the down arrow under Display, as shown below, and select either "In Articulate player," or "In new browser window."



If you choose to display your **Web Object** in the **Articulate Player**, a **Web Object** placeholder will be inserted on your slide. Your **Web Object**, when published, will appear inside this placeholder. You may position this placeholder anywhere on the slide that you want your **Web Object** to appear.

If you choose your **Web Object** to display **In new browser window**, no **Web Object** placeholder will be inserted, but an Internet Explorer icon will be inserted on the bottom right-hand corner of the slide. You can position this icon anywhere on the slide. The icon is for your reference only to indicate that a Web Object has been inserted. It will not appear when the presentation is published.

When you are finished setting these options, click **Next** to continue.

**Step 2** of the **Web Object Wizard** offers different configuration options depending on how you have chosen to display your Web Object.

- If you are displaying **In Articulate Player**, please see [Configuring Web Object In Articulate Player](#).
- If you are displaying **In new browser window**, please see [Configuring Web Object In new browser window](#).

## Configuring Web Object In Articulate Player

If you are displaying your **Web Object in Articulate Player**, complete the following steps to finish the configuration of your **Web Object**.

### Step 2 of 2 - Web Object Wizard:



On this page there are three options:

1. **Size.** This will determine the initial dimensions of your **Web Object**. After inserting your **Web Object** you can always resize the **Web Object** placeholder to your desired dimensions before publishing. You have four choices for the size of your **Web Object**:
  - **Full Slide.** If choosing **Full Slide**, your browser window will display with no navigation bars or menus.
  - **640x480.** This will configure the **Web Object** to be 640 pixels wide by 480 pixels tall.
  - **320x240.** This will configure the **Web Object** to be 320 pixels wide by 240 pixels tall.
  - **Custom.** This will allow you to set your own dimensions. **Note:** You cannot display a **Web Object** in the Articulate Player with a width greater than 720 pixels or a height greater than 540 pixels. If this is desired, it is recommended that you choose to display your **Web Object** in its own window.

 **Tip:** In addition to resizing your **Web Object** after it is inserted, you can reposition it anywhere on the slide.

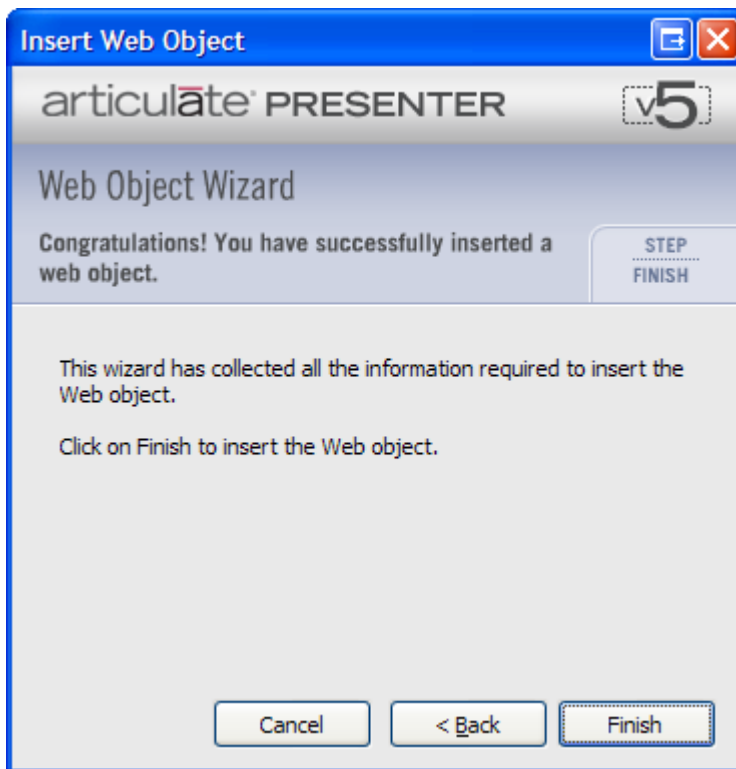
2. **Show Web Object after: 0 seconds.** This allows you to determine how soon after your slide loads during the presentation that your **Web Object** appears. If you would like there to be a delay between your slide loading and your **Web Object** appearing, enter the number of seconds you want the delay to be. The default is 0 seconds, which means that your **Web Object** will appear immediately.

3. **Set this slide's navigation to advance by user.** This controls whether the slide will advance automatically after the slide completes, or if the user must manually advance the slide. The default is to let the user advance the slide. It is recommended to allow the user to advance the slide so the user can have a chance to interact with the **Web Object**. If you prefer to have the slide advance automatically, simply uncheck this option; by doing so, bear in mind that the user may not have had a chance to view the **Web Object's** content.

When you are finished setting the options on this page, click **Next** to continue.

---

#### Web Object Wizard: Finish



If you are satisfied with your settings, click **Finish** to insert the **Web Object** into your presentation. You will be able to view your **Web Object** when your presentation is published.

## Configuring Web Object In New Browser Window

If you are displaying your **Web Object in new browser window**, please complete the following steps to finalize the configuration of your **Web Object**.

### Step 2 of 3 - Web Object Wizard:



On this page there are three options:

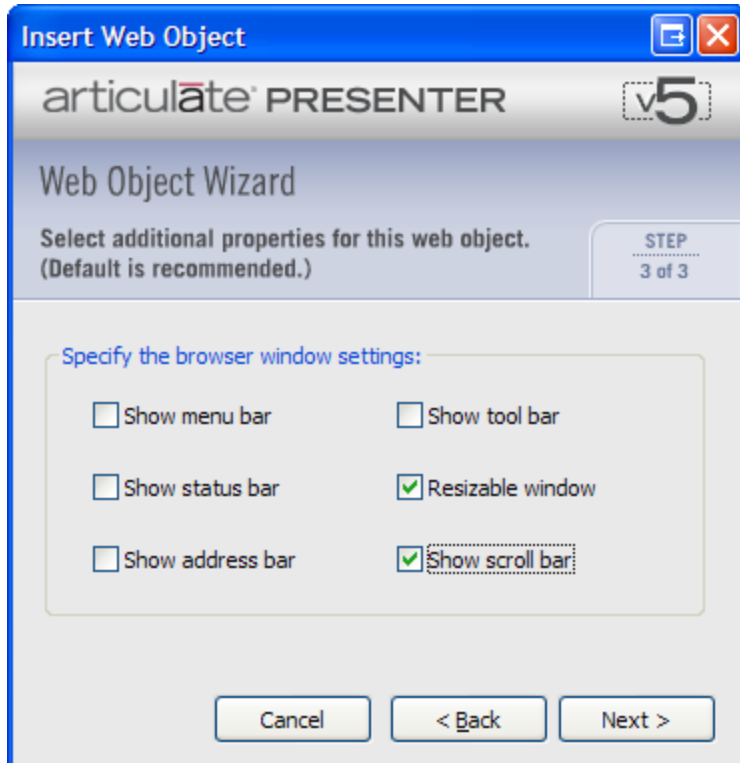
1. **Size.** This will determine the dimensions of the browser window in which your **Web Object** will appear. Regardless of which size you choose, a new browser window will open independently of your slide. You have five choices for the size of your **Web Object**:
  - **Full Screen.** The browser window containing your **Web Object** will occupy the entire screen.
  - **640x480.** The browser window containing your **Web Object** will be 640 pixels wide by 480 pixels tall.
  - **800x600.** The browser window containing your **Web Object** will be 800 pixels wide by 600 pixels tall.
  - **1024x768.** The browser window containing your **Web Object** will be 1024 pixels wide by 768 pixels tall.
  - **Custom.** This will allow you to set the browser window containing your Web Object to specific dimensions.
2. **Show Web object after: 0 seconds.** This allows you to determine how soon after your slide loads that the browser window containing your **Web Object** appears. If you would like there to be a delay, enter the number of seconds you want the delay to be. The default is 0 seconds, which means that the browser window containing your **Web Object** will appear immediately.
3. **Set this slide's navigation to advance by user.** This controls whether the slide in which you inserted your **Web Object** will advance automatically after the **Web Object** appears, or if the user must manually advance the slide. The default is to let the user advance the slide. It is recommended to allow the user to advance the slide so the user

can have a chance to navigate around the **Web Object**. If you prefer to have the slide advance automatically, simply uncheck this option; by doing so, bear in mind that the user may not have had a chance to view the **Web Object's** content.


When you are finished setting the options on this page, click **Next** to continue.

 **Tip:** For best results, instruct your users to disable any pop-up blockers before viewing your content.

### Step 3 of 3 - Web Object Wizard:

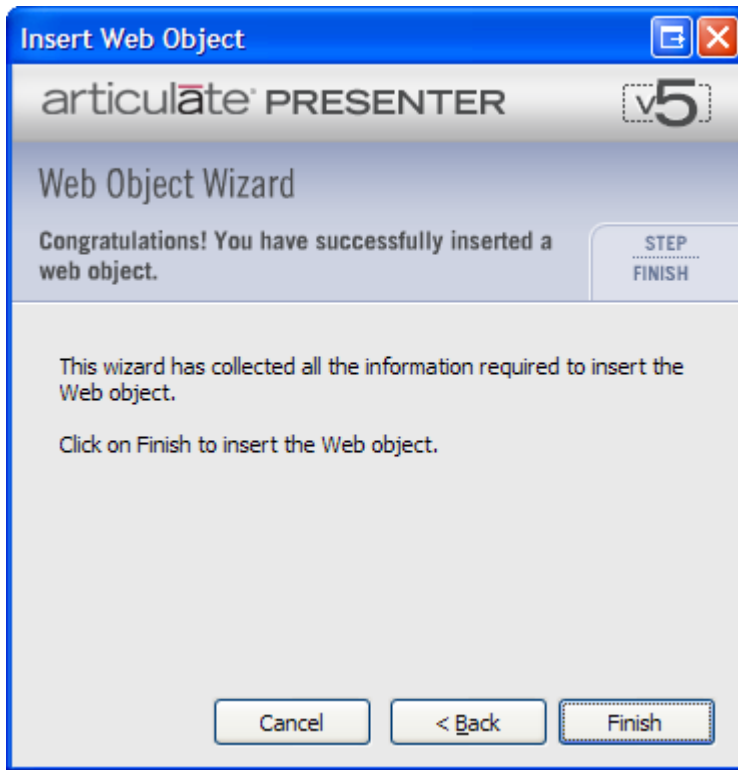


These settings are useful in limiting what actions a user can perform from within the **Web Object**. The default is to allow the user to resize the window and to scroll around; these settings are useful so that the user can view the entire content of the **Web Object**, while restricting the user's ability to surf to Web pages that may not be relevant to the presentation. The browser window settings from which you can choose are identical to those found in Internet Explorer.

 **Tip:** If the content of your **Web Object** does not fully fit into the size window you have chosen, make sure **Show scroll bar** is checked so the user can navigate around the Web Object; otherwise the user may not be able to see all the content.

When finished making your selections, click the **Next** button to continue.

Web Object Wizard: Finish



If you are satisfied with your settings, click **Finish** to insert the Web Object into your presentation. You will be able to view your Web Object when your presentation is published.



## Troubleshooting Web Objects

### Web Object is not opening in a new window when viewing presentation.

Popup blocking software can cause problems when viewing presentations that contain Web objects configured to appear in a new browser window. If using popup blocking software, it is recommended that the domain from which the presentation is being launched be added as a safe domain so no functionality is lost.

### I am trying to insert a Web Object but I am receiving an error message: “Unable to get reference to the active slide.”

Make sure that you have the slide selected in the Slide Pane and not in the Outline Pane before inserting the Web object.



## Attachments

### Attachments

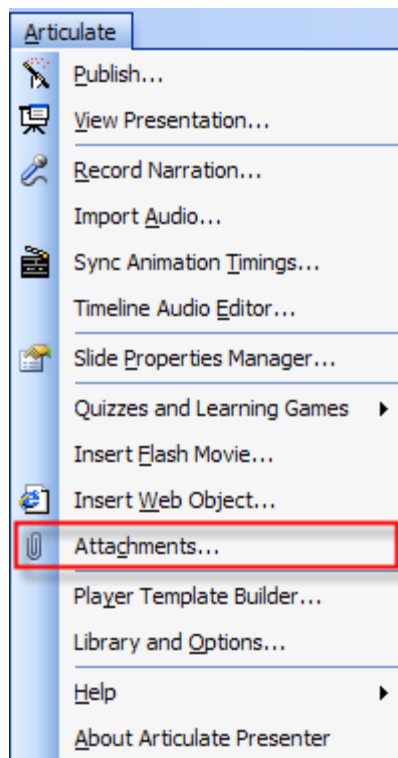
**Attachments** are resources you want to make available to your viewers during playback of your presentation. The **Attachments** will be accessible by your viewers when they click the **Attachment** button.

You can add two types of **Attachments**:


Attachment Type	Description
<b>Link</b>	A link to a URL (Web page) that you want to make available to your viewers during playback. An example would be your company Web site or that of a partner.
<b>File</b>	Any file, like a Word document or PDF, that you want to make available for download during playback.

#### To add an Attachment:

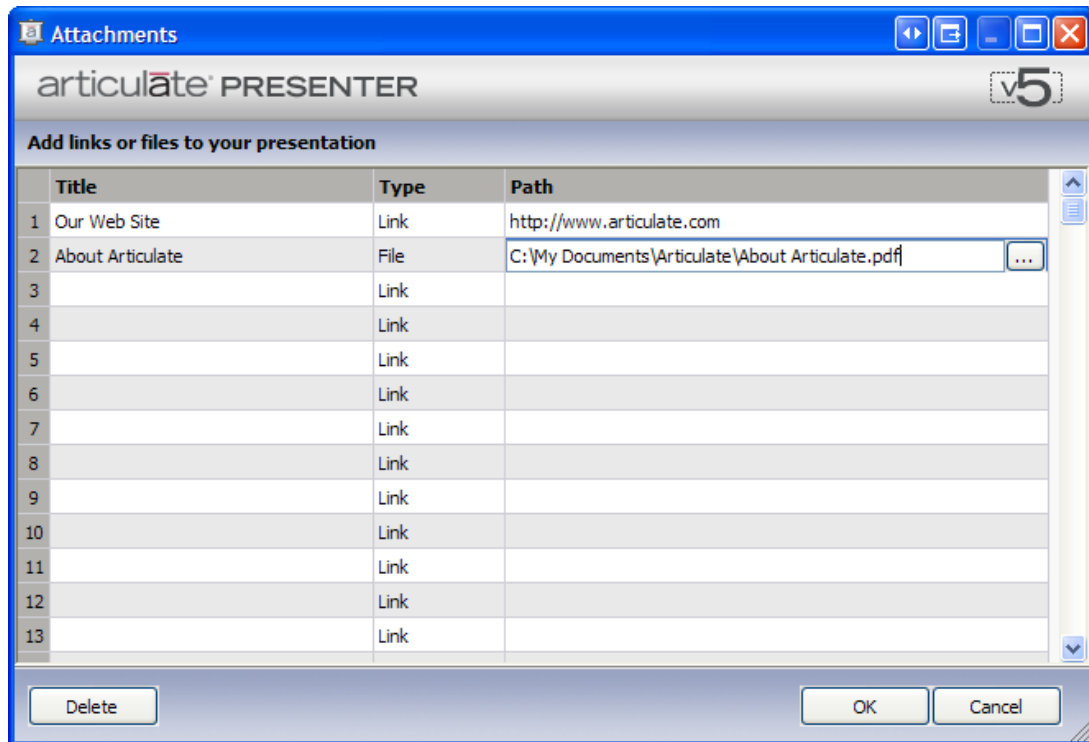
1. From within PowerPoint, click **Articulate** to open the Articulate Presenter menu.
2. Click **Attachments**.



3. You will be presented with the **Attachments** dialogue box where you will provide information about the type of Attachment you are inserting and its location.

 **Tip:** You can add up to 50 **Attachments**. This can be any combination of links or files.

## Attachments:



On this page there are three options:

1. **Title.** This is the title of your Attachment as it will be seen in the Attachment tab within the published presentation.
2. **Type.** Here you choose the type of attachment you are inserting, **Link** or **File**. **Link** is the default. To choose **File**, click the down arrow next to **Type** and select **File**.
3. **Path.** When link is chosen as the attachment type, the Path will automatically include http://. Simply type the URL (Web address) after http://. If you have chosen **File** as your attachment type, the http:// will be removed from the Path and the ellipsis to the right of Path will no longer be grayed out. Click on the ellipsis to browse to the location of the file you want to insert as an attachment.

When you are finished making your selections, click **OK**.

## Slide Properties

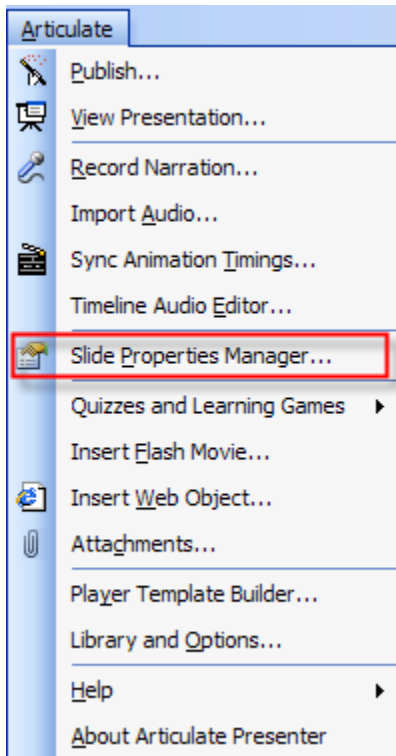
### Slide Properties Manager

You can manage the following elements with the **Slide Properties Manager**:

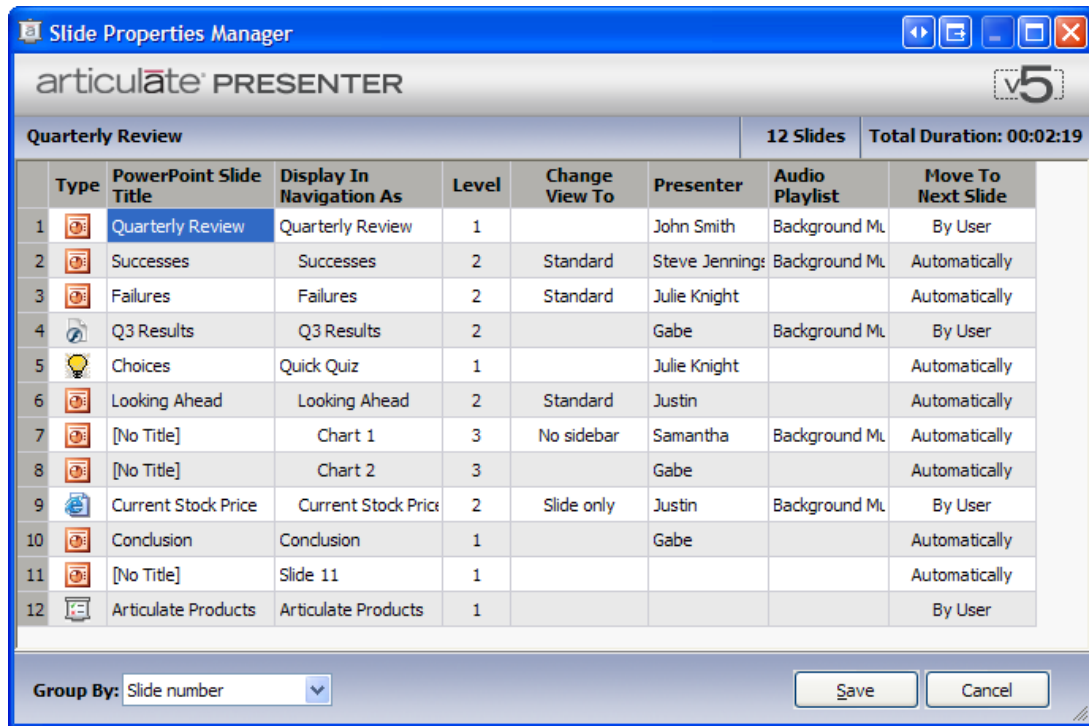
- PowerPoint Slide Title
- Display in Navigation as
- Level
- Change View To
- Presenter
- Audio Playlist
- Move to Next Slide

### To open Slide Properties Manager:

Click **Slide Properties Manager** from the Articulate menu in PowerPoint.



The **Slide Properties Manager** will display:



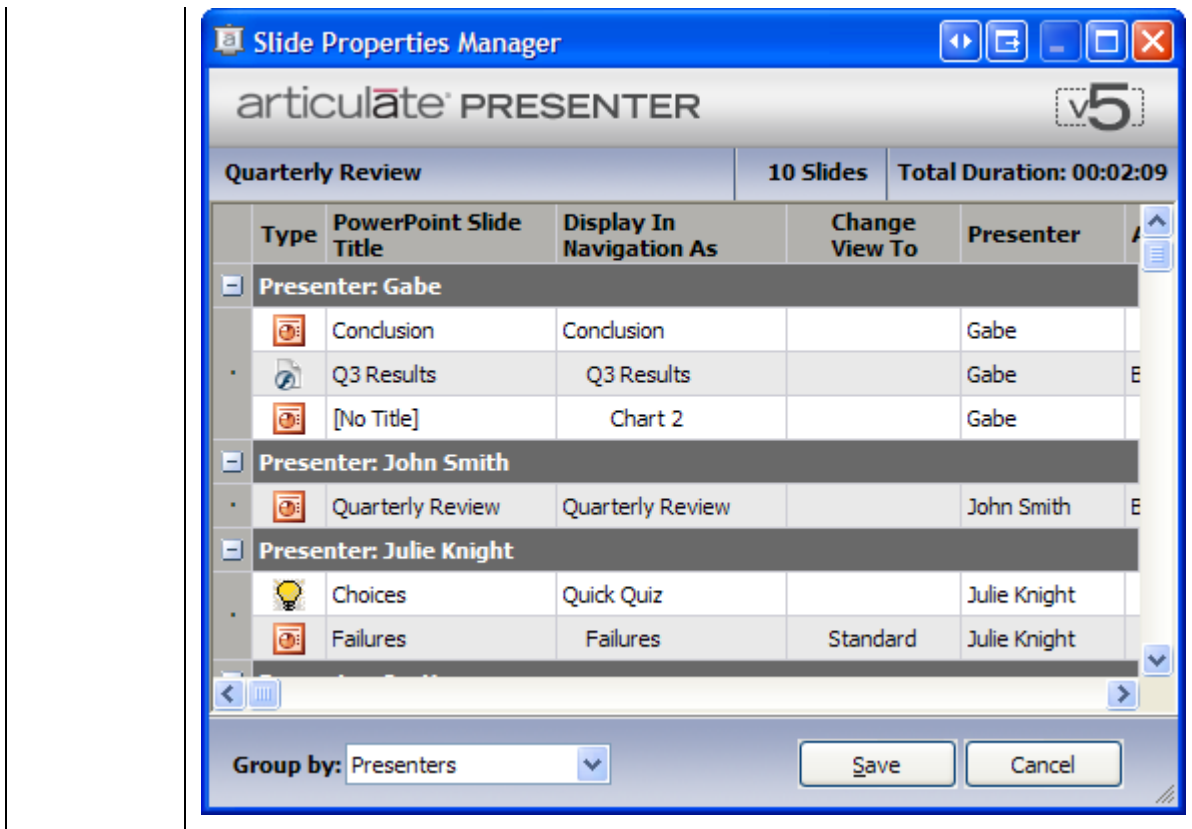
The presentation or e-learning course **Title** appears in the upper left-hand corner of the Slide Properties Manager; this title is generated from your file name. The total **number of slides** and the **Total Duration** of your presentation or e-learning course are displayed in the upper right-hand corner of the Slide Properties Manager; these details are automatically calculated by Articulate Presenter.

The number in the first column of the Slide Properties Manager corresponds to the slide number in PowerPoint.

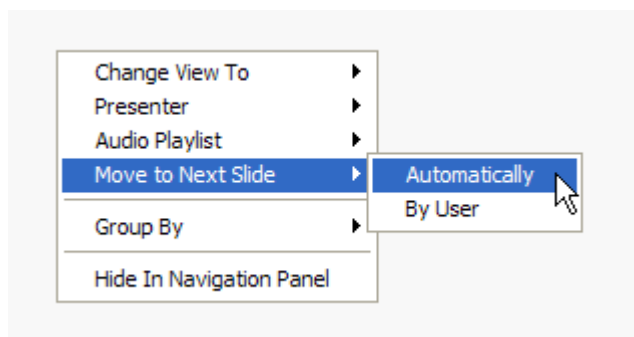
Details on other elements of the Slide Properties Manager are outlined below:

<b>Type</b>	<p>The icon in the <b>Type</b> column represents the type of content on the slide:</p> <ul style="list-style-type: none"> <li> PowerPoint slide</li> <li> Inserted Flash Movie slide</li> <li> Web Object slide</li> <li> Articulate Quizmaker slide</li> <li> Learning Game slide</li> </ul>
<b>PowerPoint Slide Title</b>	This is the title of your PowerPoint slide, which is automatically taken from the title used in your slide. To edit this, you must do so in your slide. You cannot edit this field in the Slide Properties Manager.
<b>Display in Navigation as</b>	This is the title of the slide you would like to appear in the Articulate Player navigation. To edit this title, click on the field and type your desired slide title. This field can be different from PowerPoint Slide Title.

<b>Level</b>	The hierarchical or nested level of the slide relative to others, where 1 is the base or default level. To edit the level, click in the field corresponding to a slide and select the desired level for the slide. Available levels will increase by 1 each time you add a new level. For example, when you first assign levels to a presentation or e-learning course, you will only have the option to assign a level of 1 or 2 (your first slide must be level 1). Once you've assigned a level of 2 to any slide, then you can assign subsequent slides to level 3, and so on. You can add as many slide levels as you'd like.
<b>Change View To</b>	Use this field to automatically change the view of your presentation or e-learning course on a per-slide basis. Available options include the following: <ul style="list-style-type: none"> <li>• <b>[Blank]:</b> By default, the view will not change from the previous slide. If it's the first slide, it will display the view you've specified in the Player Template Builder for your selected template.</li> <li>• <b>Standard:</b> The selected slide will switch to the standard view.</li> <li>• <b>No sidebar:</b> The selected slide will switch to a view with no sidebar.</li> <li>• <b>Slide only:</b> The selected slide will switch to the slide only view.</li> </ul>
<b>Presenter</b>	This is the presenter you would like associated with the selected slide. To choose from available presenters, click on the field and select from the drop-down menu your desired presenter's name. Presenters can be managed in <a href="#">Library and Options</a> .
<b>Audio Playlist</b>	This is the playlist you would like associated with the selected slide. To choose from available playlists, click on the field and select from the drop-down menu your desired presenter's name. Presenters can be managed in <a href="#">Library and Options</a> .
<b>Move to Next Slide</b>	Use this setting to determine whether this slide should advance automatically to the next slide, or whether the user will need to click to advance. To edit your preference, click on the field and select from the drop-down your preferred method.
<b>Group by</b>	Use the Group by drop-down to select how to sort the Slide Properties Manager. Available options include the following: <ul style="list-style-type: none"> <li>• <b>Slide number (default):</b> Lists slides in slide order</li> <li>• <b>Advance mode:</b> Groups slides according to Move to Next Slide setting</li> <li>• <b>Playlists:</b> Groups slides according to playlist used</li> <li>• <b>Presenters:</b> Groups slides according to presenter used</li> <li>• <b>Type:</b> Groups slides according to type of slide</li> <li>• <b>View mode:</b> Groups slides according to Change View To setting</li> </ul>



You can select multiple slides by **shift-clicking** on one or more rows. Then you can **right-click to adjust the property assignments for the selected slides**. For example, you can change the **Move to Next Slide** setting for a selected group of slides to **Automatically** by using this method.





## Player Templates

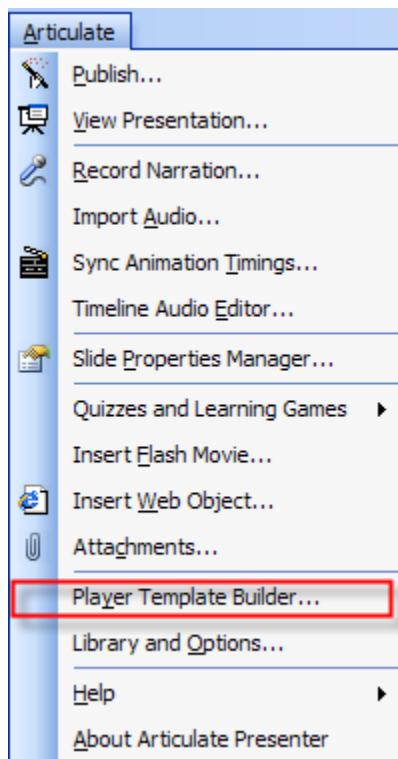
### Player Template Builder

In Articulate Presenter 5, nearly every element of the Articulate Player can be customized. With so many customization options, it is useful to have a way to save and quickly apply pre-configured player options. Player Templates provide this ability.

The **Player Template Builder** is a simple tool for creating and editing Templates that customize the Articulate Player. Templates are pre-configured player options, which provide a quick and convenient way to apply a set of customizations to the Articulate Player. Templates are very useful in corporate settings that require standardization of the Articulate Player.

#### To manage Player Templates:

1. From within PowerPoint, click **Articulate** to open the Articulate Presenter menu.
2. Click **Player Template Builder**.



3. The **Player Templates Builder** will appear.

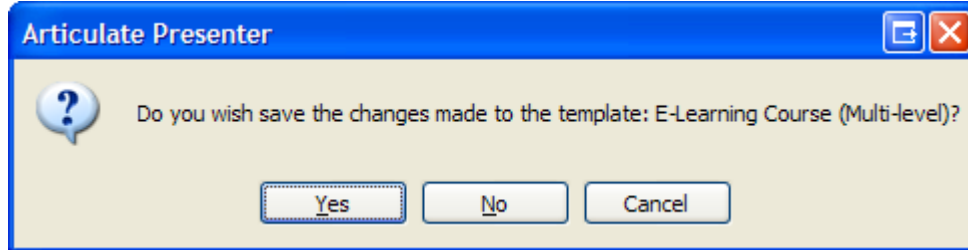
#### Master Templates:

Articulate Presenter comes with four pre-configured Master Templates:

- **Corporate Communications**
- **E-Learning Course (Single-level)**
- **E-Learning Course (Multi-level)**
- **Tradeshow Loop**

To publish a presentation based on a Master Template, select from the drop-down menu your desired template. When you select a Master Template, you can click the **Preview** button to view what this template will look like when published. You can click the Preview button at any time while customizing a template.

If, after you select a Master Template, you make custom configurations to the template and click the **Close** button, you will be prompted with the following message:



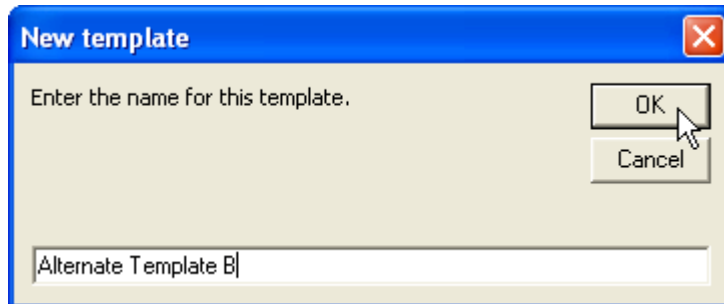
If you want to save your configuration changes, click **Yes** and, when prompted, enter a name for the new template and click **OK**. This is to avoid overwriting a default Master Template.

The **File** drop-down menu allows you to manage your templates with the following commands:

- **New:** Create a new template
- **New from existing:** Create a new template using an existing template as the base.
- **Save:** Save changes to the current template.
- **Save As:** Enter a new name for the current template or save a copy of it with a new name.
- **Delete:** Delete the current template. You will be prompted to confirm.

#### Creating a new template:

If you want to create a new template, select **New** from the **File** drop-down menu. You will be prompted to enter the name for your new template as shown below.



Enter the name for your new template and click **OK**. Customize your template as desired. For more information on customization options, see the next several sections of this chapter. When you are finished making your customizations, click the **Close** button. You will be prompted with a message asking if you want to save your changes. Click **Yes** to save your template, or click **No** to cancel changes.

The above process is the same if you choose to create **New from existing**.

#### Editing Templates:

To **edit an existing template**, simply click the drop-down box and select the template you would like to edit. Modify your template as desired. For more information on customization options, see

the next several sections of this chapter. When you are finished making your modifications, click the **Close** button. You will be prompted with a message asking if you want to save your changes. Click **Yes** to save your template, or click **No** to cancel changes.

#### Deleting Templates:

To **delete an existing template**, simply click the drop-down box and select the template you would like to delete. After you have selected your template, select **Delete** from the **File** drop-down list. You will be prompted with a message asking if you wish to delete your template. Click **Yes** to delete your template, or click **No** to cancel deleting.

## Layout

When you first open the **Player Template Builder**, you will see the Layout section. Details of this section are below. When you close the Player Template, the last-viewed section will be shown the next time you open it.

### Elements of the Layout Section:

The elements of the **Layout** section of the Player Template Builder are below. Use the **checkbox** next to each element to determine if this element should be available in your player template.

#### View Modes:

<b>Standard view</b>	With this display mode, all elements of the player are visible, unless explicitly turned off.
<b>No sidebar view</b>	With this display mode, the sidebar is not visible. The sidebar consists of Logo, Info/Presenter, and Navigation Panel.
<b>Slide only view</b>	With this display mode, the only item that is visible is the PowerPoint slide.
<b>Set as starting View:</b> Highlight the mode in which you would like the Articulate Player to start when launched and click this button. Each template must have at least one view.	

#### Panels:

<b>Display logo panel</b>	Display/hide the panel in the Articulate Player that can contain a company logo.
<b>Display presenter panel</b>	Display/hide Name, Title, and Company fields.
<b>Display navigation panel</b>	<p>Display/hide the navigation panel. The navigation panel consists of the Titles, Thumbnails, Search, and Notes tabs:</p> <p><b>Title:</b> The slide titles as configured in PowerPoint or <a href="#">Slide Properties Manager</a>.</p> <p><b>Thumbnails:</b> Thumbnails of the slides in your presentation. Useful for visually navigating through your presentation.</p> <p><b>Search:</b> Clicking on this tab reveals a search function, which allows your presentation to be searched for those slides containing a specific search term.</p> <p><b>Notes:</b> A tab containing any presenter notes for your presentation.</p>

#### Navigation Tabs:

<b>Outline tab</b>	Display/hide the outline of slide titles. By default, this is the starting tab.
<b>Thumbnails tab</b>	Display/hide the thumbnails tab.
<b>Notes tab</b>	Display/hide the presenter notes tab.
<b>Search tab</b>	Display/hide the search tab.
<b>Set order of tabs:</b> Highlight a tab name and use the up/down arrows to move the tab corresponding to the location in which you would like it to appear. For example, the tab in the top position will appear as the first tab on the left in the Articulate Player, and the tab in the bottom position will appear as the last tab on the right.	

**Set As Starting Tab:** Highlight a tab name and click this button to make it the active tab when your presentation or e-learning course is viewed in the Articulate Player.

**Toolbar Menu:**

<b>Enable attachments tool</b>	Display/hide the button for accessing attachments to your presentation.
<b>Enable bookmark tool</b>	Display/hide the button that allows your presentation to be bookmarked.
<b>Enable send link tool</b>	Display/hide the button that allows a link to your presentation to be emailed.
<b>Enable exit tool</b>	Display/hide the exit link in the Articulate Player.

**Player Controls:**

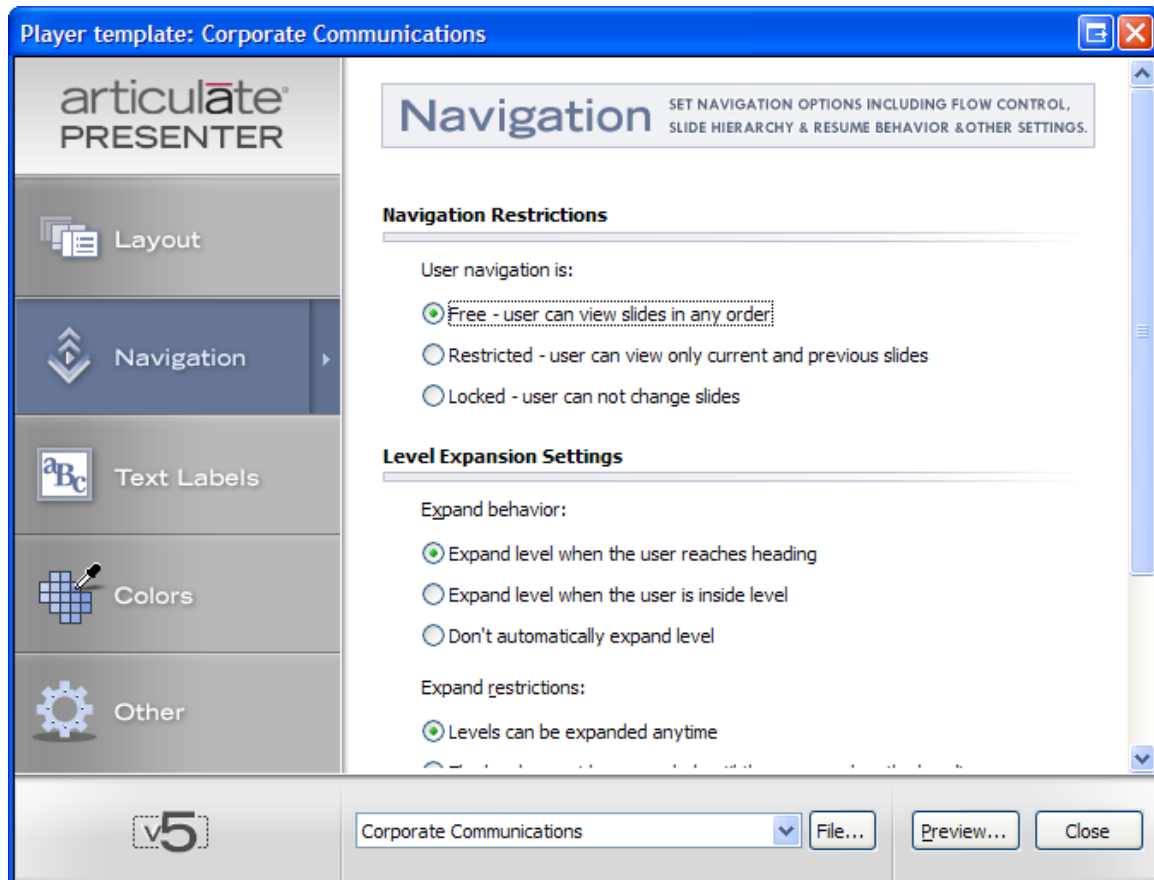
<b>Display volume control</b>	Display/hide the volume control in the Articulate Player.
<b>Display forward/back/pause controller</b>	Display/hide the navigation controls in the Articulate Player.
<b>Display seekbar</b>	Display/hide the seekbar in the Articulate Player.
<b>Allow user to seek within seekbar</b>	Control whether or not users can navigate within a slide using the seekbar.

**Slide Titles:**

<b>For long slide titles</b>	<p>Click the radio button that describes how you would like long slide titles to display in the Articulate Player navigation:</p> <p><b>Display tooltip after X seconds:</b> If the slide title goes beyond available space in the navigation, hovering your mouse over the title for this number of seconds will display the full title.</p> <p><b>Wrap title up to a maximum of X characters:</b> Specify the maximum number of characters that should be shown in the slide title. If you have opted to display slide numbers (see below), those characters will count toward the maximum.</p>
<b>Display slide numbers in navigation tabs</b>	Display/hide slide numbers in the Outline and Thumbnails tabs.

## Navigation

Use the **Navigation** section of the **Player Template Builder** to configure options for user navigation within the Articulate Player. Details of this section are below. When you close the Player Template, the last-viewed section will be shown the next time you open it.



### Elements of the Navigation Section:

The elements of the **Navigation** section of the Player Template Builder are below. Use the **radio button** or **checkbox** next to each element to determine navigation attributes.

#### Navigation Restrictions

<p><b>User navigation is</b></p>	<p>Select the radio button that describes desired user navigation.</p> <p><b>Free - user can view slides in any order:</b></p> <p>The user is free to view the slides in any order.</p> <p><b>Restricted - user can view only current and previous slides:</b></p> <p>The user can only view slides that have been previously viewed.</p> <p><b>Locked - user cannot change slides:</b></p> <p>The user cannot change slides - all slides are viewed in order.</p>
----------------------------------	--

### Level Expansion Settings

<b>Expand behavior</b>	<p>Select the radio button that describes desired level expansion settings. These settings are only relevant if your presentation or e-learning course contains more than 1 level, as defined in the <a href="#">Slide Properties Manager</a>.</p> <p><b>Expand level when the user reaches heading:</b></p> <p>Automatically expands sub-levels when the user reaches the parent slide.</p> <p><b>Expand level when the user is inside level:</b></p> <p>Automatically expands sub-levels when the user reaches the first sub-level beneath the parent slide.</p> <p><b>Don't automatically expand level:</b></p> <p>Sub-level slides are displayed in the slide area, but the titles are not automatically shown in the navigation; the user has to manually expand the level to view the sub-level slides.</p>
<b>Expand restrictions</b>	<p>Select the radio button that describes desired expansion restrictions. These settings are only relevant if your presentation or e-learning course contains more than 1 level, as defined in the <a href="#">Slide Properties Manager</a>.</p> <p><b>Levels can be expanded anytime:</b></p> <p>User can manually expand levels anytime during playback.</p> <p><b>The level cannot be expanded until the user reaches the heading:</b></p> <p>User can manually expand levels only when viewing the parent level.</p> <p><b>The level cannot be expanded until the user is inside the level:</b></p> <p>User can manually expand levels only when viewing sub-levels of a parent level.</p>

### Miscellaneous

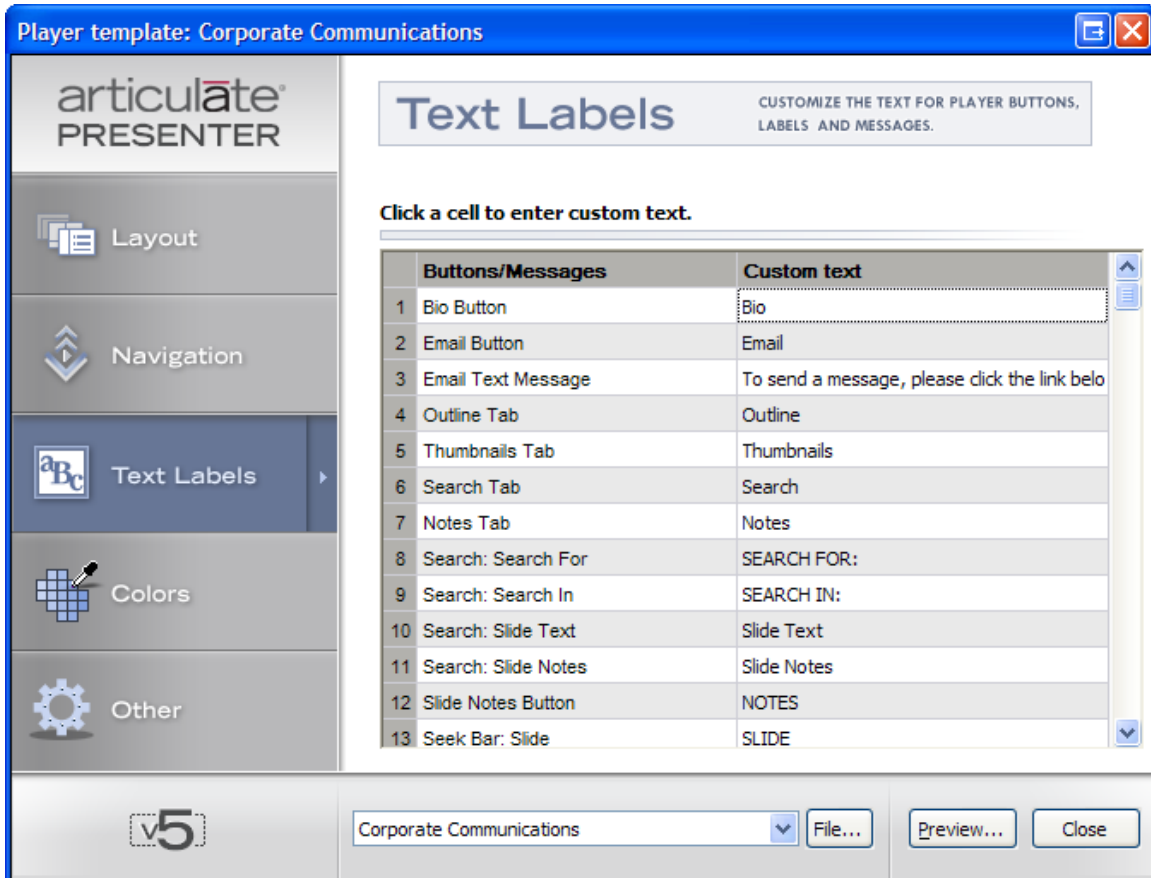
<b>Prompt to resume on presentation restart</b>	Whether or not the user should be prompted to resume the presentation or e-learning course from where he or she left off last time.
<b>Automatically scroll navigation to keep up with presentation</b>	Whether or not the slide navigation should automatically scroll to display slide titles corresponding to the current slide being viewed.
<b>Enable keyboard shortcuts</b>	<p>Controls whether the following Player keyboard shortcuts should be available to viewers of your published presentation in the Articulate Player:</p> <ul style="list-style-type: none"> <li>• Play Previous Slide: Arrow Left, Arrow Up, or Page Up</li> <li>• Play Next Slide: Arrow Right, Arrow Down, or Page Down</li> <li>• Play First Slide: Home key</li> <li>• Play Last Slide: End key</li> <li>• Play/Pause: Spacebar</li> <li>• Select Tabs - Outline, Thumbnails, Search: O / T / S</li> <li>• Toggle Slide Notes: N</li> </ul>

- |  |   |
|--|---|
|  | <ul style="list-style-type: none"><li>• Toggle Display View Modes: V</li><li>• Toggle Bio Button: B</li><li>• Toggle Email Button: E</li><li>• Toggle Audio Mute: M</li></ul> |
|--|---|



## Text Labels

Use the **Text Labels** section of the **Player Template Builder** to change the text for any elements of the Articulate Player you choose to display. Details of this section are below. When you close the Player Template, the last-viewed section will be shown the next time you open it.

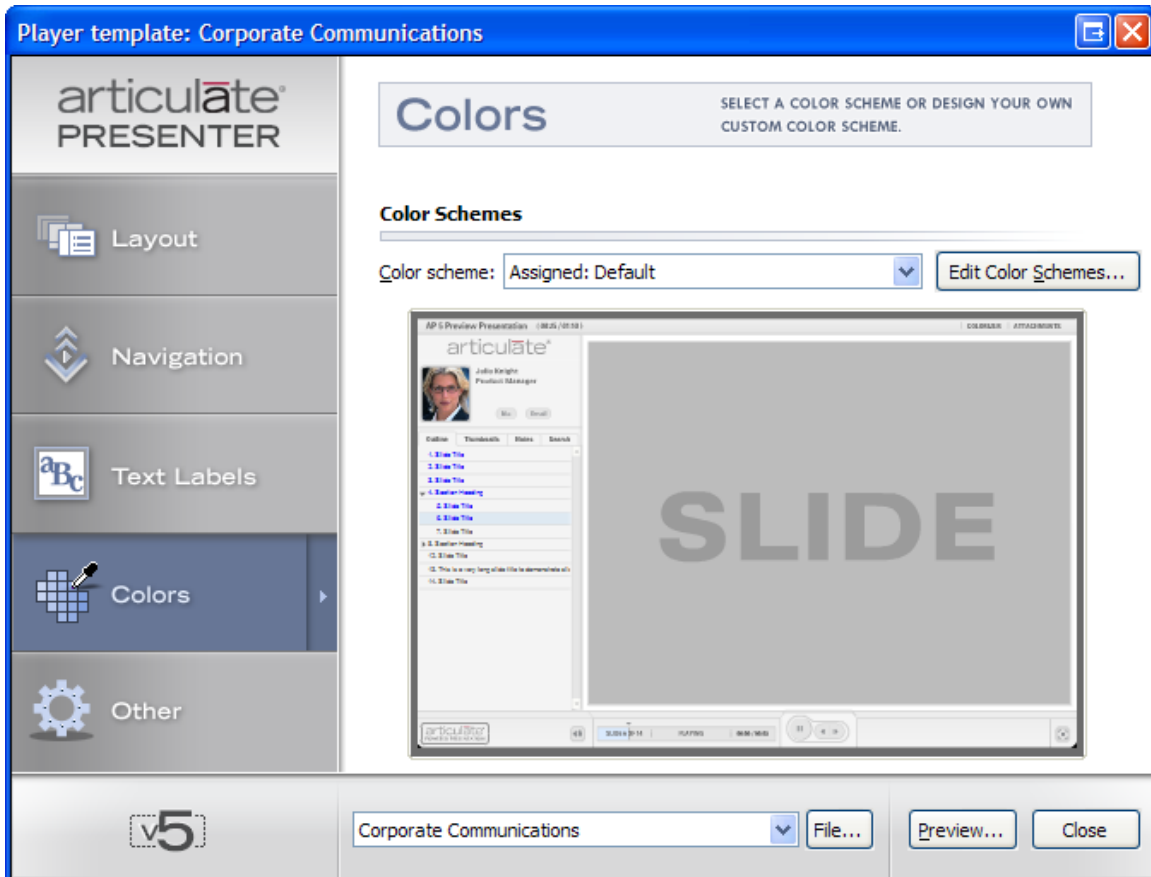


The column on the left, **Buttons/Messages**, contains a description of the element (a button or tab) for which you can change the text. The column on the right, **Custom Text**, contains the actual text that will appear for an element. To change text that you want to appear for an element, simply click in the row for that element in the Custom text column. Next, type the text you want to appear. When you are finished customizing your text, click **OK**.

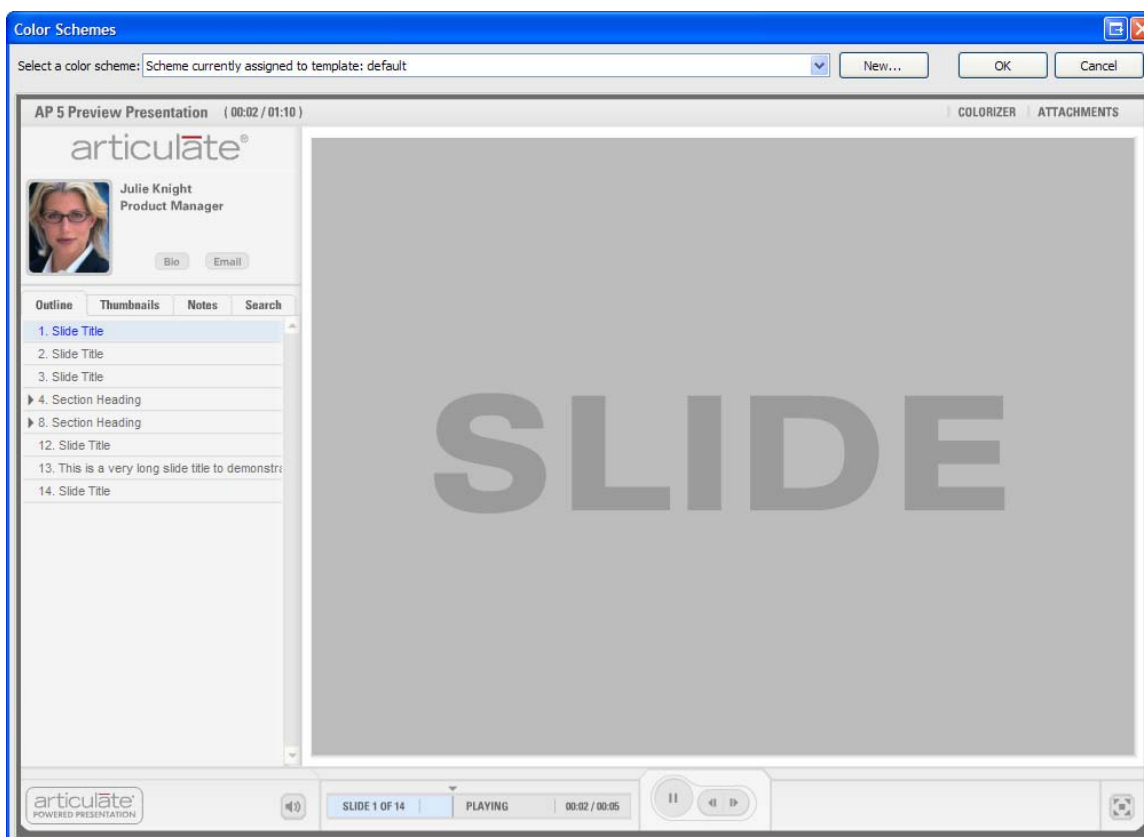
 **Tip:** Visit the [Player Text Labels](#) entry in [Word of Mouth - The Articulate Blog](#) for ideas on how to leverage this feature.

## Colors

Use the **Colors** section of the **Player Template Builder** to modify the color of a particular template. Details of this section are below. When you close the Player Template, the last-viewed section will be shown the next time you open it.



**Edit Color Schemes:** Clicking on this button will load the Colorizer that will allow you to customize the color of your Player by choosing from a set of ten predefined color schemes. In Articulate Presenter Professional Edition, you can customize the Player even further, creating your own color schemes.



### Color Schemes:

Articulate Presenter comes with a default color scheme and ten additional pre-configured color schemes:

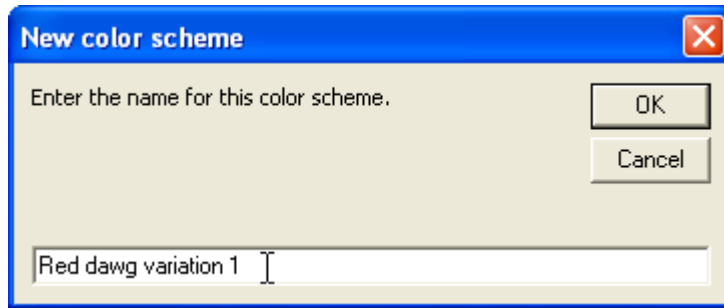
- **Default (silver)**
- **Blue deep**
- **Blue light**
- **Charcoal**
- **Creamy**
- **Green pharma**
- **Green sci-fi**
- **Gunship grey**
- **Mocha bean**
- **Red dawg**
- **Southwestern**

You can choose the color scheme to apply to the template you are editing by selecting it from the **Select a color scheme** drop-down menu. When you are happy with your selection, click **OK**. The Color Scheme Editor will close and you will be taken back to the Player Template Builder. If you selected a different color scheme, you will be asked if you wish to save the template when you close the Player Template Builder.

**Tip:** You'll notice that the Color Scheme Editor is built on top of an Articulate-powered presentation. Navigate through the guide for details on how to use the Color Scheme Editor.

### Creating a new color scheme (Professional Edition Only):

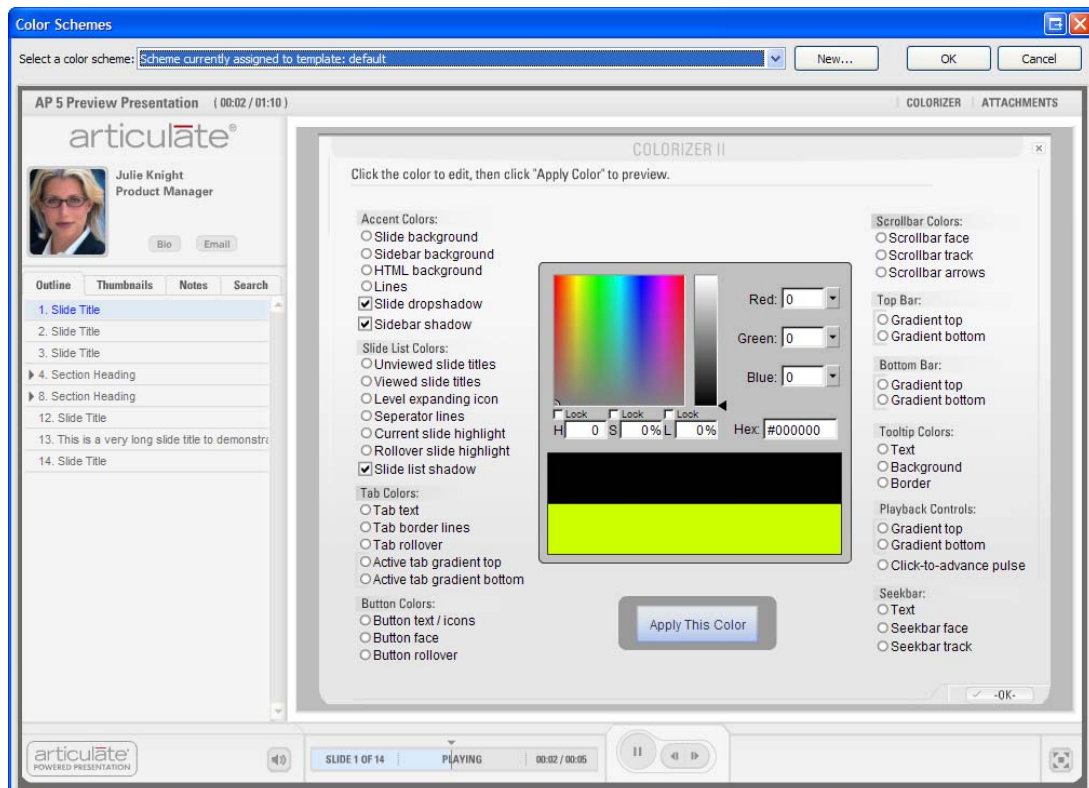
If you want to create a new color scheme, first select the pre-defined color scheme on which you wish to base your new design. Then click the **New** button and enter the name for your new color scheme:



Click **OK** to save your new color scheme.

Next, click on the **Colorizer** link in the upper right-hand corner (if the Colorizer has not already loaded).


You should now see the custom **COLOR SCHEME EDITOR**:



To edit a particular aspect of the Player, first click the **bullet** corresponding to the area of the Player you wish to modify. You will see the color palette reflect the current color. Next, modify the color using one of four methods to select your color of choice:

1. Use the visual palette.
2. Specify the RGB numbers.
3. Specify the HSL settings.
4. Input the Hexadecimal (HTML) color code.

When you're satisfied with your color selection, click **Apply This Color**. Repeat the above for each Player area whose color you wish to modify. When you are satisfied with your new color scheme, click **OK** to save the settings.

 **Tip:** For best results, have a professional designer create your custom color scheme. If that's not an option, use an online tool like the [Sessions.edu Color Calculator](http://Sessions.edu/Color-Calculator) to discover color harmonies.

#### Additional Features of the Color Scheme Editor

<b>Slide dropshadow</b>	Add a shadow to the main slide content area.
<b>Slide list shadow</b>	Add a shadow to the list of presentation slides.
<b>Slidebar shadow</b>	Add a shadow to the slider next to the list of presentation slides.

## Other

Use the **Other** section of the **Player Template Builder** to configure additional player template options. Details of this section are below. When you close the Player Template, the last-viewed section will be shown the next time you open it.

### Elements of Other section:

The elements of the **Other** section of the Player Template Builder are below. Use the **checkbox** or **drop-down menu** next to each element to select your choices for a given template.

#### Other

<b>Display elapsed and total presentation time</b>	Controls whether the elapsed and total time of your presentation or e-learning course should display.
<b>Loop presentation</b>	Controls whether the presentation or e-learning course should automatically start over from the beginning after the last slide is completed. This feature is useful for trade shows.
<b>Show slide notes button at bottom</b>	Controls whether the presenter slide notes should appear at the bottom of the Articulate Player.
<b>Open slide notes when presentation starts</b>	Controls whether slide notes should appear when launching an Articulate presentation.

### Browser Window Settings

<b>Browser size</b>	<p>Select from the drop-down menu the desired browser option.</p> <p><b>Display at user's current browser size:</b> Do not change the user's browser size.</p> <p><b>Resize browser to optimal size:</b> Resize the user's browser to 800 pixels wide x 550 pixels tall.</p> <p><b>Resize browser to fill screen:</b> Maximize the user's browser to fill the screen.</p>
<b>Presentation size</b>	<p>Select from the drop-down menu the desired presentation size.</p> <p><b>Scale presentation to fill browser window:</b> Enlarge the presentation to fill the user's browser.</p> <p><b>Lock presentation at optimal size:</b> Lock the presentation at 800 pixels wide x 550 pixels tall.</p>
<b>Launch presentation in new window (creates launch page)</b>	<p>If checked, presentation will launch in a new window via a launch page.</p> <p><b>Display window with no browser controls:</b> Whether or not to display browser controls (stop, refresh, forward, backward, etc.).</p> <p><b>Allow user to resize browser:</b> Whether or not the user should be able to resize the browser containing the Articulate Player.</p>





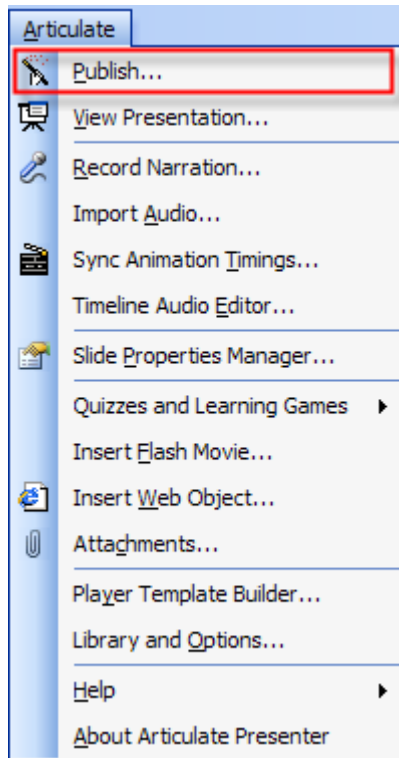
## Publishing

### Publishing Your Presentation

After you have added your Narration and made any desired edits, you are ready to **Publish** your presentation.

#### To Publish your presentation:

Click **Publish** from the **Articulate** menu in PowerPoint.



The **Publish Window** will display.

---

### Publish Window – Publishing Options

The **Publish** Window has the following six Publish options:

**Web:** Select this option if you want to view your published presentation locally or are going to upload it to Web server on the Internet or intranet. Also select this option if you want to FTP your published presentation directly to your server.

**LMS:** Select this option if you plan to upload your presentation or e-learning course to a SCORM- or AICC-compliant Learning Management System.

**CD:** Select this option if you will be distributing your published presentation via CD-ROM.

**Articulate Online:** *Coming soon.*

**Word:** Select this option to convert your presentation to Microsoft Word format as a Storyboard or Presenter Notes.

**Project Files:** Select this option to publish and archive your source files (PowerPoint file, associated audio, images. etc.).

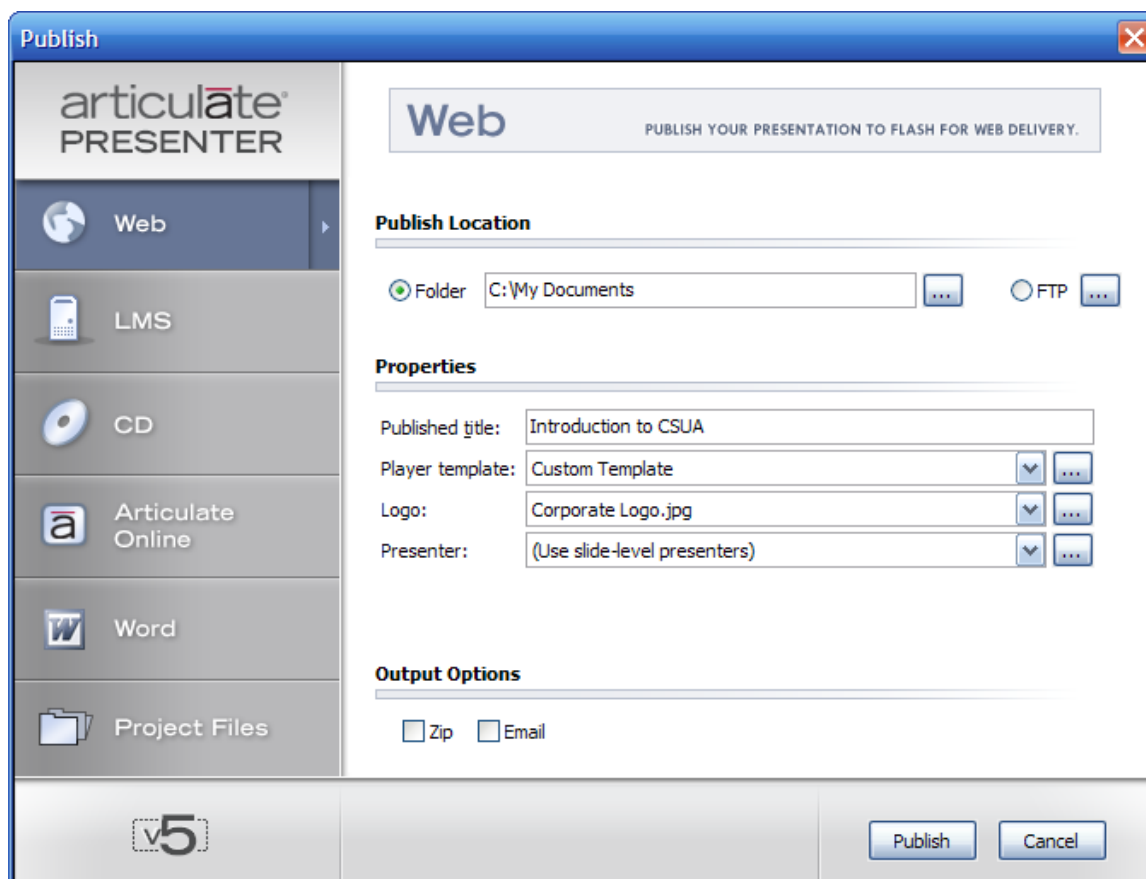
For more information about publishing options, please see the following help topics:

- [Publish for Web](#)
- [Publish for LMS](#)
- [Publish for CD](#)
- [Publish to Articulate Online](#)
- [Publish to Word](#)
- [Publish Project Files](#)

## Publish for Web

If you want to view your published presentation locally or are going to upload it to Web server on the Internet or intranet, or if you want to FTP your published presentation directly to your server, then follow the **Publish for Web** instructions below.

### Publish for Web



### Publish Location

When you **Publish for Web**, you have two choices as to where you want to store your published presentation, a local folder/network share, or an FTP site.

#### Publish to a Local Folder/Network Share:

To publish to a local folder/network share, select **Folder** (the default) and:

- manually type the path to the folder/network share, or
- click the "..." button, navigate to the folder/network share, select it, and click **OK**

#### Publish to an FTP Site:

To publish to an **FTP site**, select **FTP site** and provide the following information:

<b>Host</b>	The DNS/IP address of the FTP site.
<b>Username</b>	If the FTP site does not allow anonymous access, enter your Username.
<b>Port</b>	FTP servers generally use port 21. If more than one FTP site is being hosted on the same server, the port number may be different. For more information, check with your network administrator.

<b>Password</b>	If the FTP site does not allow anonymous access, enter your Password here.
<b>Dir</b>	If you want to publish to a specific folder/directory within the FTP site, enter the folder/directory name here.

## Properties

In the **Published title** field, type the name for your published presentation.

Choose a **Player template** by selecting from the drop-down menu one of the available default templates or one of your custom templates. Click the "..." button to launch the Player Template Editor.

Choose a **Logo** by selecting from the drop-down menu one of your logos. Click the "..." button to launch the Logo Manager.

Choose a **Presenter** by selecting from the drop-down menu one of the available presenters. Click the "..." button to launch the Presenter Manager.

## Output Options

Check the box next to **Zip** to create a zip package of your published presentation.

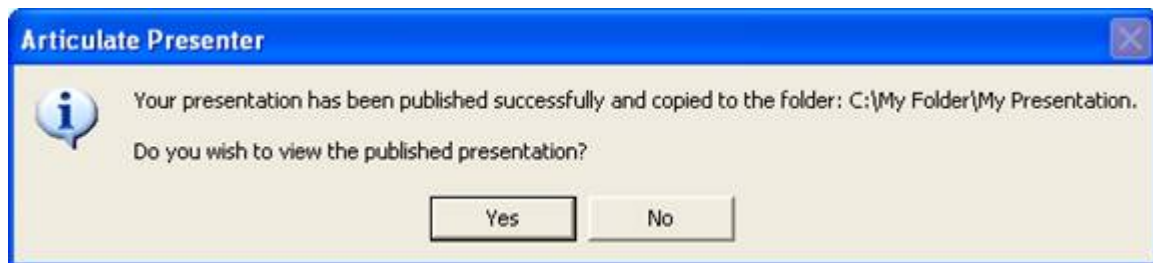
Check the box next to **Email** to publish your presentation, zip it, and attach the zip file to a new email.

When you are finished with your choices, click **Publish** to publish your presentation. Next time you publish, your last-used selections will be saved.

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## Publish for Web - Finish

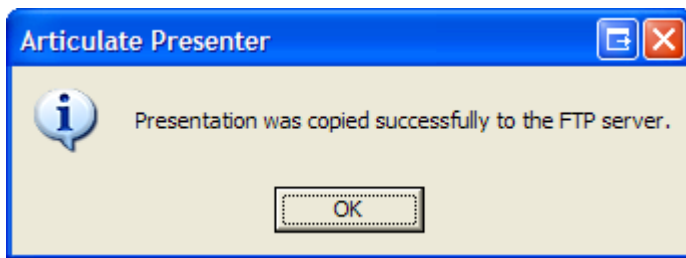
If you have chosen to publish to a local folder/network share, you will receive the following message:



If you click **Yes**, your published presentation will automatically launch in the **Articulate Player**. If you click **No**, you can always launch your presentation later. For more information on launching a published presentation, see [Viewing Your Published Presentation](#).

If you have chosen to publish to an FTP site, you will be shown the upload status/number of bytes uploaded.

When uploading is complete, you will see the following message:

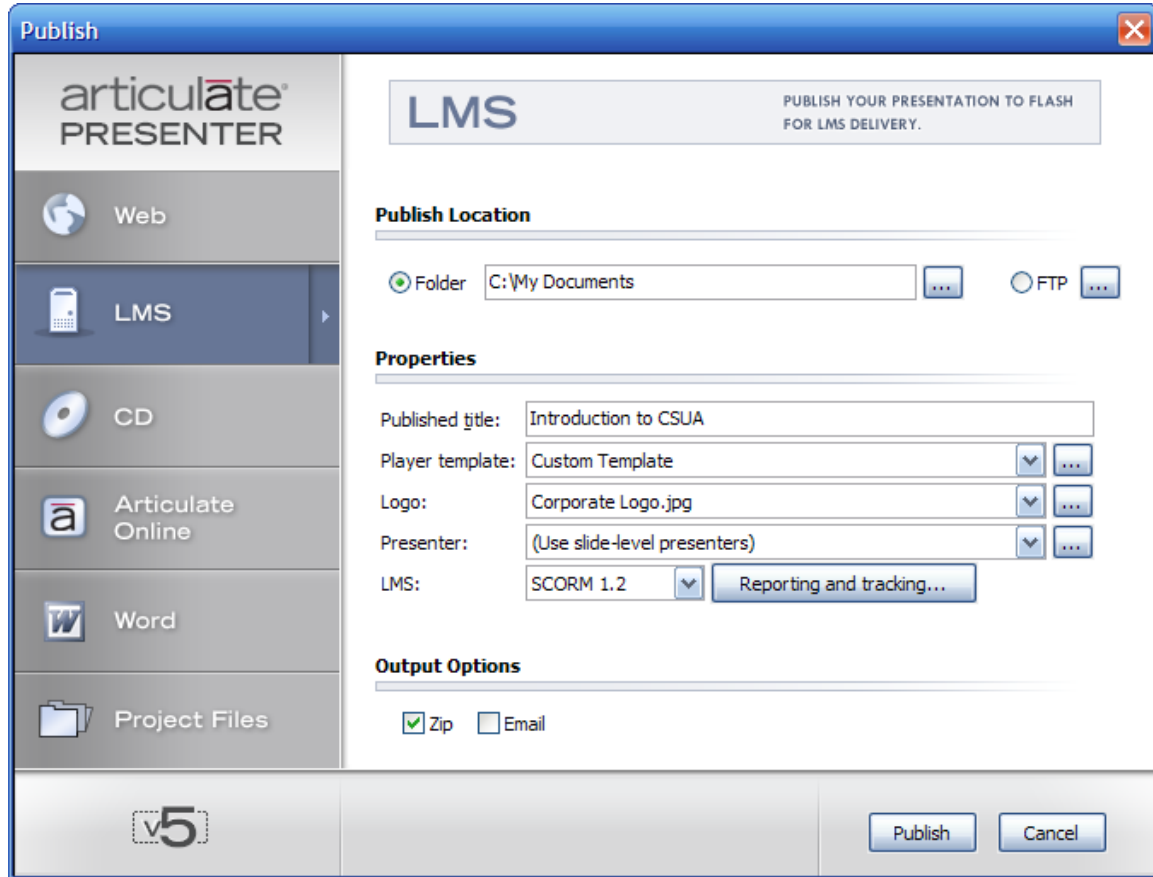


Your presentation will be uploaded to the FTP site. If you do not get the above message, verify that you have entered the correct [authentication](#) information and [FTP server](#) address.

## Publish for LMS (Professional Edition Only)

If you plan to upload your presentation or e-learning course to a SCORM- or AICC-compliant Learning Management System, then follow the **Publish for LMS** instructions below.

### Publish for LMS



#### Publish Location

When you **Publish for LMS**, you have two choices as to where you want to store your published presentation, a local folder/network share, or an FTP site.

##### Publish to a Local Folder/Network Share:

To publish to a local folder/network share, select **Folder** (the default) and:

- manually type the path to the folder/network share, or
- click the "...", navigate to the folder/network share, select it, and click **OK**

##### Publish to an FTP Site:

To publish to an **FTP site**, select **FTP site** and provide the following information:

<b>Host</b>	The DNS/IP address of the FTP site.
<b>Username</b>	If the FTP site does not allow anonymous access, enter your Username.
<b>Port</b>	FTP servers generally use port 21. If more than one FTP site is being hosted on the same server, the port number may be different. For more information, check with your network administrator.

<b>Password</b>	If the FTP site does not allow anonymous access, enter your Password here.
<b>Dir</b>	If you want to publish to a specific folder/directory within the FTP site, enter the folder/directory name here.

### Properties

In the **Published title** field, type the name for your published presentation.

Choose a **Player template** by selecting from the drop-down menu one of the available default templates or one of your custom templates. Click the "..." button to launch the Player Template Editor.

Choose a **Logo** by selecting from the drop-down menu one of your logos. Click the "..." button to launch the Logo Manager.

Choose a **Presenter** by selecting from the drop-down menu one of the available presenters. Click the "..." button to launch the Presenter Manager.

Choose the communication standard supported by the **LMS** where you will upload your published presentation or e-learning course. Available options are SCORM 1.2, SCORM 2004, or AICC (check with your LMS provider if you are unsure which standard to use). Additionally, [Articulate Knowledge Portal](#) customers can use the AKP option to publish directly to the Portal (see below section, [AKP Options](#), for more details). Click the **Reporting and tracking...** button to specify metadata that will be stored in your LMS.

**LMS Metadata**

articulate PRESENTER v5

E-learning Options

Reporting | Tracking

LMS: SCORM 2004

**LMS Course Information**

Title: Introduction to Acme Corp.

Description: This course will introduce you to Acme Corp.'s market, its custc

Identifier: introacmecorp1

Version: 1.0 Duration: 01:00:00 hh:mm:ss

Keywords: intro, Acme, market

**LMS Lesson SCORM Information**

Title: introacmecorp1

Identifier: introacmecorp1

**LMS Reporting**

Report status to LMS as: Passed/Incomplete

OK Cancel

Input the metadata that will be sent to your LMS for this course. If you are unsure of any settings, check with your LMS provider.



The screenshot shows the 'E-learning Options' dialog box for Articulate Presenter 5. The 'Tracking' tab is selected. It contains two radio button options for tracking progress. The first option, 'Track using number of slides viewed', is selected. Below it, a text field shows 'Minimum number of slides viewed to complete: 13 of 13'. The second option, 'Track using quiz results', is unselected. Below it, there are three fields: 'Which quiz:' with a dropdown arrow, 'Passing score:' with the value '100%', and 'Force quiz options:' with a dropdown arrow showing 'User may skip over the quiz'. At the bottom right are 'OK' and 'Cancel' buttons.


You have a choice in determining how your course will be deemed completed by your LMS. Your choices are the following:

- **Track Using Number of Slides Viewed.** With this option selected, your user must view a set number of the total slides in the presentation before the user is considered to have completed the course. Simply pick a number from the drop-down box next to **Minimum number of slides viewed to complete**. In the screen shot above, the viewer is required to view all 13 slides before the course is considered by your LMS to be complete.
- **Track Using Quiz Results.** With this option selected, your user must successfully complete a QuizMaker quiz or **choices** Learning Game before the user is considered to have completed the course. For more information on quizzes, see the section on **Adding Quizzes and Learning Games**. If you have inserted more than one quiz in your e-learning course or presentation, only one can be chosen for tracking purposes by your LMS.

When you are satisfied with your LMS metadata settings, click **OK** to save your settings and return to the publish screen.

## AICC Options

This screen will contain information required by your LMS. The LMS Course Information Title and Identifier fields will automatically be filled in and defaults to the name of your presentation. The **Filename (URL)** field must be set in advance to the URL of the server from which you will be serving your presentation. Consult the manual for the LMS you are using for a description of how the LMS Course Information Description and Creator fields are used.

 **Tip:** The location of the server is stored in the course.au file; if the location of the server changes after the presentation is published, this file can be edited via Notepad or another text editing tool to reflect the new location. You can find the course.au file in the AICC Course Files folder within the Publish Location folder.




















## Output Options

Check the box next to **Zip** to create a zip package of your published presentation. This box is checked by default since most LMSes require that you upload a zipped SCORM or AICC package.

Check the box next to **Email** to publish your presentation, zip it, and attach the zip file to a new email.

When you are finished with your choices, click **Publish** to publish your presentation or e-learning course. Next time you publish, your last-used selections will be saved.

If you are **publishing for AICC**, you will need to upload to your LMS the **AICC Course files** folder as shown below in the output directory, then remove it from the directory on your local computer.

Name ▲	Size	Date Modified	Date Created
 AICC Course files		12/5/2003 11:56 AM	12/5/2003 11:56 AM
 data		12/5/2003 11:56 AM	12/5/2003 11:56 AM
 images		12/5/2003 11:56 AM	12/5/2003 11:56 AM
 narration		12/5/2003 11:56 AM	12/5/2003 11:56 AM
 _version.txt	1 KB	12/2/2003 10:41 PM	12/5/2003 11:56 AM
 aicc.js	23 KB	12/3/2003 2:22 AM	12/5/2003 11:56 AM
 blank.html	1 KB	9/1/2003 10:33 PM	12/5/2003 11:56 AM
 flashcommand.js	11 KB	11/29/2003 12:47 AM	12/5/2003 11:56 AM
 imsmanifest.xml	4 KB	12/1/2003 12:23 AM	12/5/2003 11:56 AM
 index.html	1 KB	12/2/2003 10:48 PM	12/5/2003 11:56 AM
 libcookie.js	3 KB	11/29/2003 1:08 AM	12/5/2003 11:56 AM
 logo.swf	2 KB	6/26/2003 8:14 AM	12/5/2003 11:56 AM
 multiplechoice.swf	120 KB	12/2/2003 11:21 PM	12/5/2003 11:56 AM
 player.html	13 KB	12/5/2003 11:56 AM	12/5/2003 11:56 AM
 player.swf	116 KB	12/3/2003 2:04 AM	12/5/2003 11:56 AM
 playerinfo.xml	1 KB	12/3/2003 8:35 PM	12/5/2003 11:56 AM
 sequence.swf	129 KB	11/29/2003 1:49 AM	12/5/2003 11:56 AM
 thumbnail.gif	10 KB	10/21/2003 10:35 AM	12/5/2003 11:56 AM
 wordquiz.swf	160 KB	11/29/2003 1:51 AM	12/5/2003 11:56 AM

After removing the **AICC Course files** folder, the remaining files in your Publish Location folder will need to be uploaded to your Web server.

### Publish for LMS – Finish

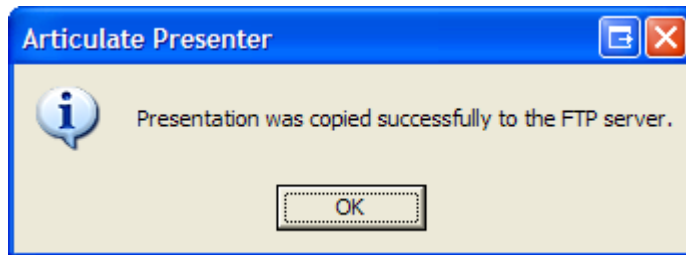
If you have chosen to publish to a local folder/network share, you will receive the following message:



If you click **Yes**, your published presentation will automatically launch in the **Articulate Player**. If you click **No**, you can always launch your presentation later. For more information on launching a published presentation, see [Viewing Your Published Presentation](#).

If you have chosen to publish to an FTP site, you will be shown the upload status/number of bytes uploaded.

When uploading is complete, you will see the following message:



Your presentation will be uploaded to the FTP site. If you do not get the above message, verify that you have entered the correct [authentication](#) information and [FTP server](#) address.

### Publish to Articulate Knowledge Portal (Knowledge Portal Customers Only)

If you've selected the option to publish to your **Articulate Knowledge Portal** account, after publishing, you'll be prompted to input the following account details (note that you must first enable the setting in [Library and Options](#)):

- **Server URL:** The full URL of your Knowledge Portal account (e.g., [http://<account\\_name>.articulateglobal.com](http://<account_name>.articulateglobal.com)).
- **Username:** The username of a user with account permission to upload to your Repository, usually an administrator account.
- **Password:** The password for the specified username.

**Upload Content**

Enter your account information and click 'ok' to begin uploading.

Server URL:

Username:

Password:

[Manage Accounts](#)

After inputting your account details, click **OK**. You'll then be prompted to select a location in your Repository where the uploaded presentation or e-learning course should go. After selecting a location, click **OK** and the upload will begin.

**Upload Content**

Enter your account information and click 'ok' to begin uploading.

Server URL:

Username:

Password:

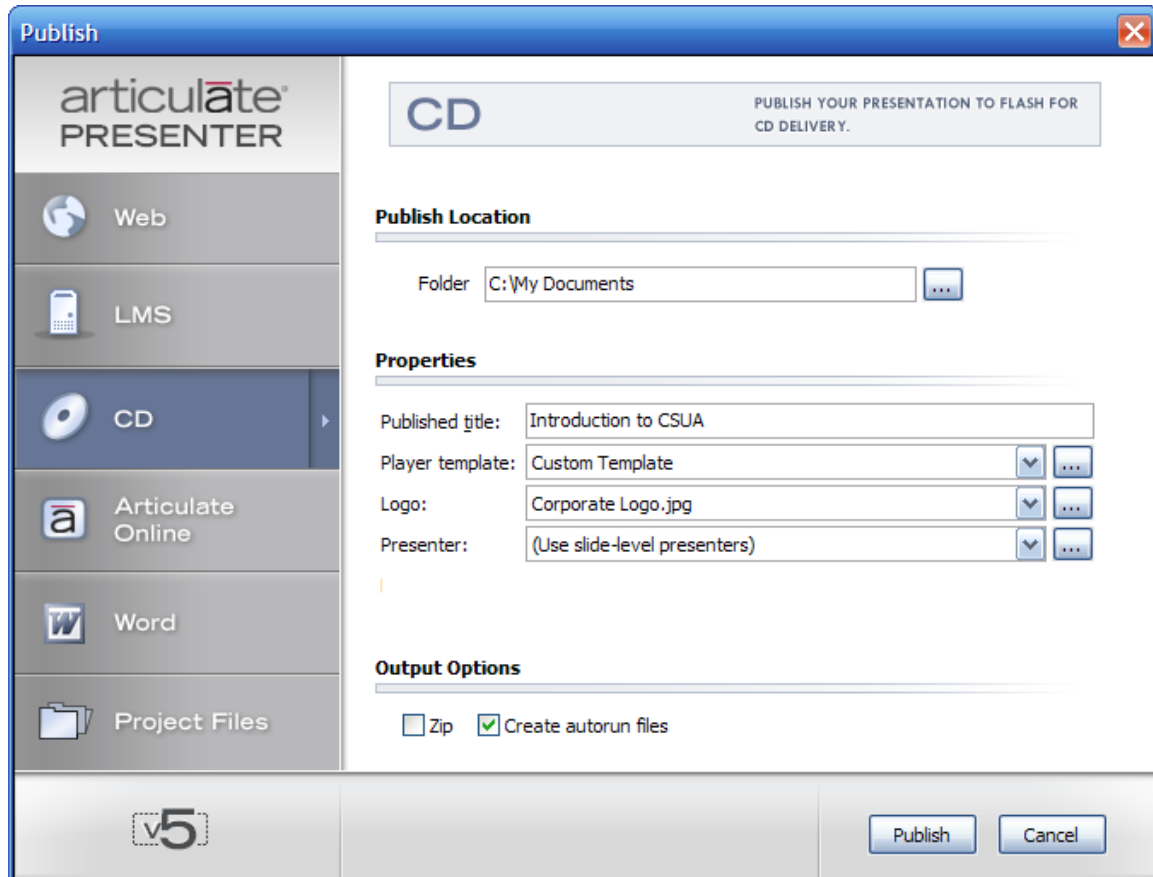
[Manage Accounts](#)

You can click the **Manage Accounts** link to **Add**, **Edit**, or **Delete** your Knowledge Portal account details.

## Publish for CD

If you want to deliver your presentation via CD-ROM distribution, then follow the **Presentation for CD-ROM Delivery** instructions below.

### Publish for CD



### Publish Location

#### Publish to a Local Folder/Network Share:

To publish to a local folder/network share, next to **Folder**:

- manually type the path to the folder/network share, or
- click the "...", navigate to the folder/network share, select it, and click **OK**

### Properties

In the **Published title** field, type the name for your published presentation.

Choose a **Player template** by selecting from the drop-down menu one of the available default templates or one of your custom templates. Click the "..." button to launch the Player Template Editor.

Choose a **Logo** by selecting from the drop-down menu one of your logos. Click the "..." button to launch the Logo Manager.

Choose a **Presenter** by selecting from the drop-down menu one of the available presenters. Click the "..." button to launch the Presenter Manager.

## Output Options

Check the box next to **Zip** to create a zip package of your published presentation.

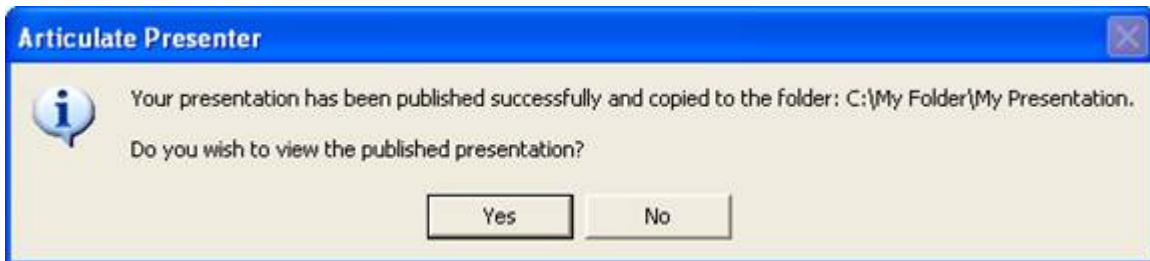
Check the box next to **Create autorun files** to allow your presentation to play automatically when inserted into a computer. This option is checked by default. More on this [here](#).

When you are finished with your choices, click **Publish** to publish your presentation. Next time you publish, your last-used selections will be saved.

---

### Publish for CD - Finish

When your publishing is complete, you will receive the following message:



If you click **Yes**, your published presentation will automatically launch in the **Articulate Player**. If you click **No**, you can always launch your presentation later. For more information on launching a published presentation, see [Viewing Your Published Presentation](#).

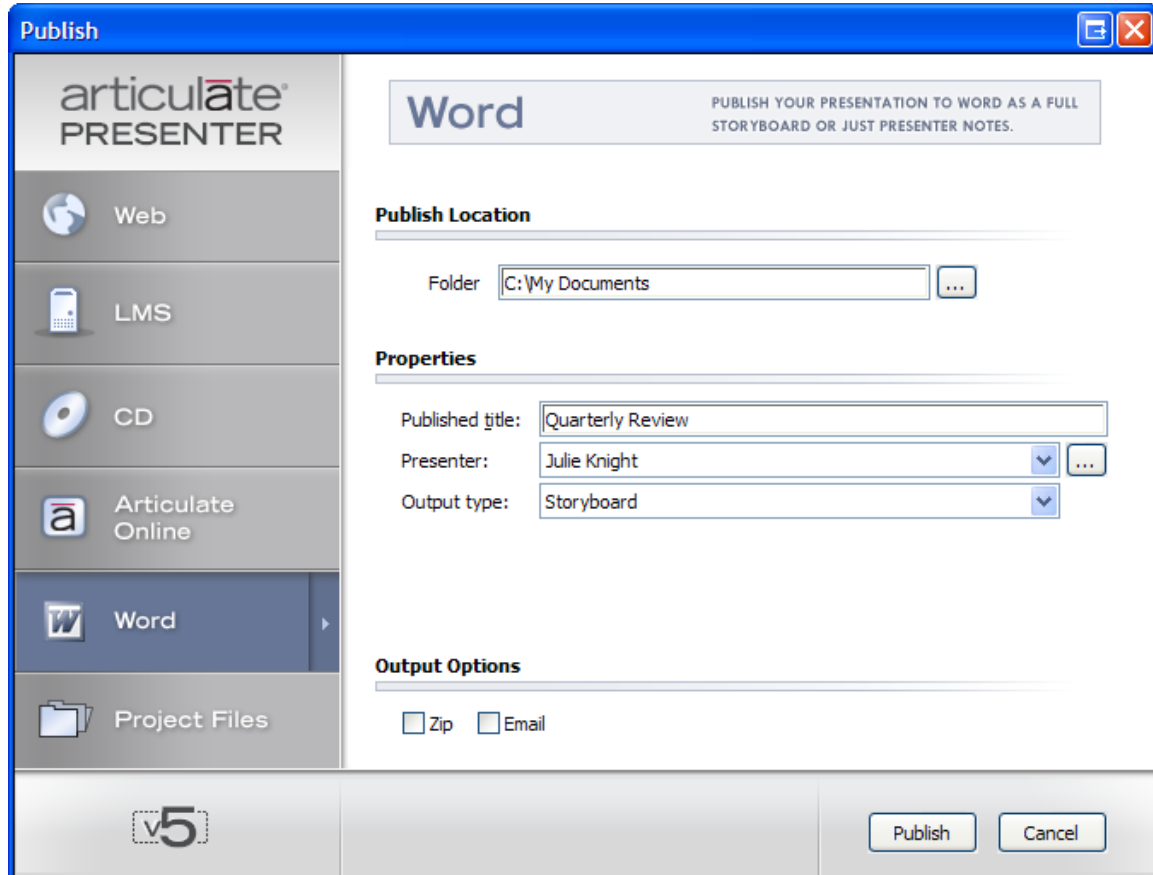
**Publish to Articulate Online**

*Coming soon...*

## Publish to Word

If you want to export a Storyboard or presenter notes to Microsoft Word, then follow the **Publish to Word** instructions below.

### Publish to Word



### Publish Location

To publish to a local folder/network share, next to **Folder**:

- manually type the path to the folder/network share, or
- click the "...", navigate to the folder/network share, select it, and click **OK**

### Properties

In the **Published title** field, type the name for your published presentation.

Choose a **Presenter** by selecting from the drop-down menu one of the available presenters. Click the "...", button to launch the Presenter Manager.

Select from the drop-down list your desired **Output type**, **Storyboard** or **Presenter Notes**.

Depending on how much information you require, you can export presentation information to Microsoft Word in one of the following formats:



**Word Storyboard:** This is the most detailed format, and provides the following information:

- Presentation data
- Presenter data
- Slide data
- Slide thumbnails
- Slide notes
- Interactions questions and answers
- Web Object information
- Inserted Flash movie information

**Presenter Notes:** This exports the presenter notes only.

---

### Output Options

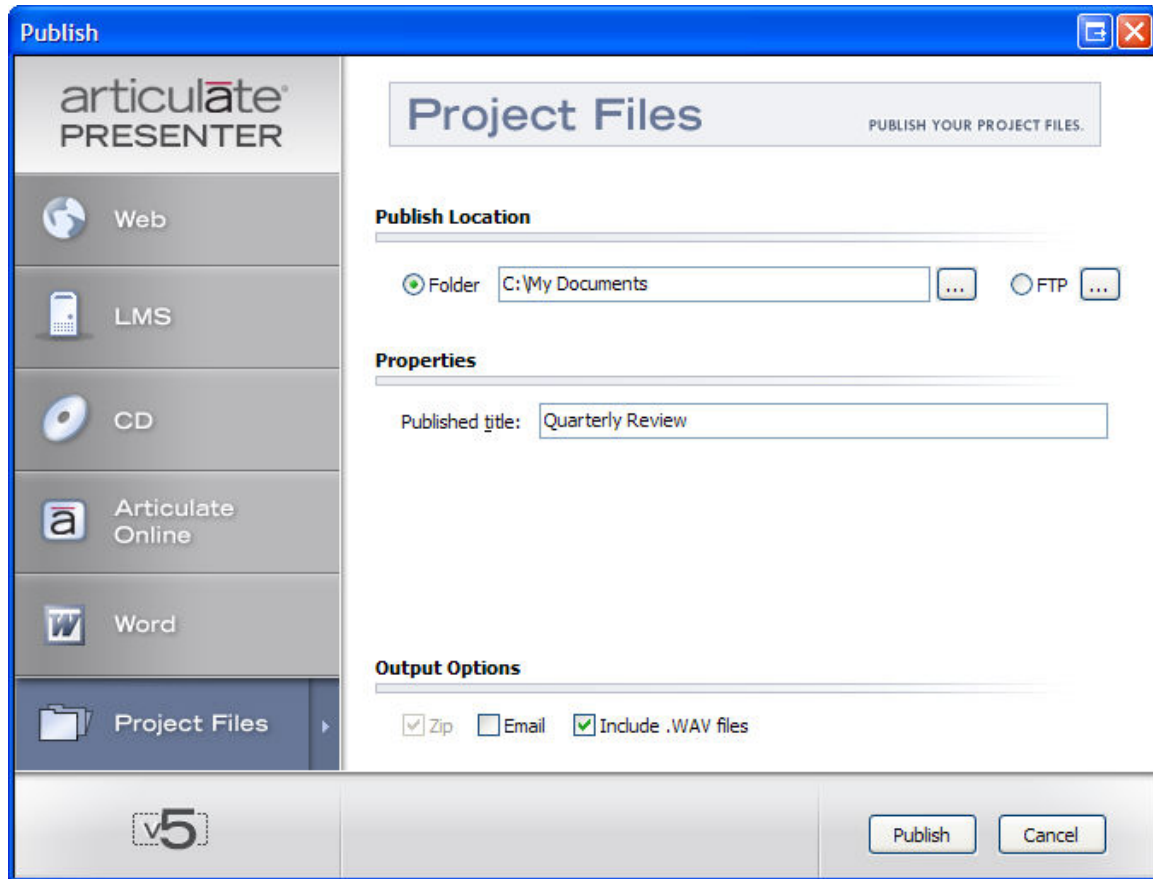
Check the box next to **Zip** to create a zip package of your published presentation.

Check the box next to **Email** to publish your presentation, zip it, and attach the zip file to a new email.

When you are finished with your choices, click **Publish**; the export process will begin. When finished, Microsoft Word will open a new document with your presentation Storyboard or Notes. Next time you publish, your last-used selections will be saved.

## Publish Project Files

If you wish to publish and archive your source files (PowerPoint file, associated audio, images. etc.), follow the instructions below to **Publish Project Files**.



### Publish Location

When you **Publish for Web**, you have two choices as to where you want to store your published presentation, a local folder/network share, or an FTP site.

#### Publish to a Local Folder/Network Share:

To publish to a local folder/network share, select **Folder** (the default) and:

- manually type the path to the folder/network share, or
- click the "..." button, navigate to the folder/network share, select it, and click **OK**

#### Publish to an FTP Site:

To publish to an **FTP site**, select **FTP site** and provide the following information:

<b>Host</b>	The DNS/IP address of the FTP site.
<b>Username</b>	If the FTP site does not allow anonymous access, enter your Username.
<b>Port</b>	FTP servers generally use port 21. If more than one FTP site is being hosted on the same server, the port number may be different. For more information, check with your network administrator.
<b>Password</b>	If the FTP site does not allow anonymous access, enter your Password here.
<b>Dir</b>	If you want to publish to a specific folder/directory within the FTP site, enter the folder/directory name here.

### Properties

In the **Published title** field, type the name for your published presentation.

### Output Options

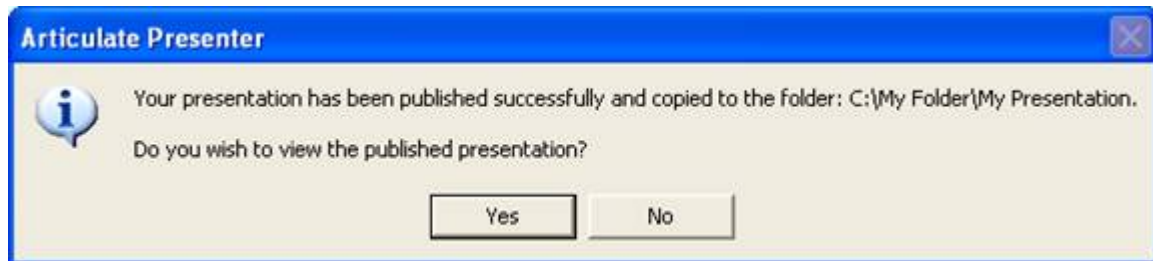
You can only create a **Zip** package of your published presentation. This option is checked by default and you cannot uncheck it. To email your zip package, check the box next to **Email**. If you'd like to include your source (uncompressed) audio files in your project files, check the box next to **Include .WAV files**.

When you are finished with your choices, click **Publish** to publish your project files. Next time you publish, your last-used selections will be saved.

---

### Publish Project Files- Finish

When your publishing is complete, you will receive the following message:

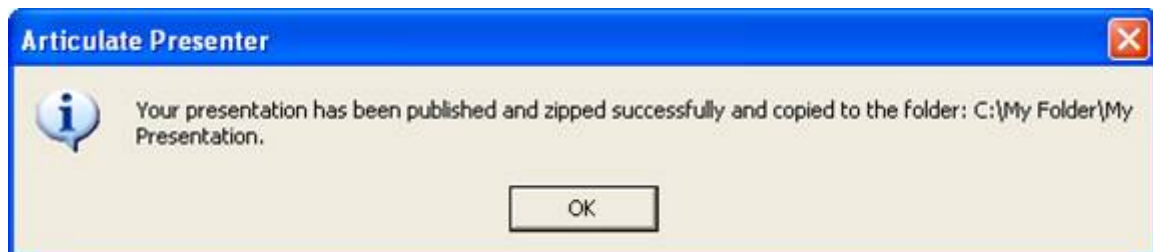


If you click **Yes**, your published presentation will automatically launch in the **Articulate Player**. If you click **No**, you can always launch your presentation later. For more information on launching a published presentation, see [Viewing Your Published Presentation](#).

---

### Publish Project Files – Finish

When your presentation is published and zipped, you will receive the message below confirming the location of your **Zip** file:

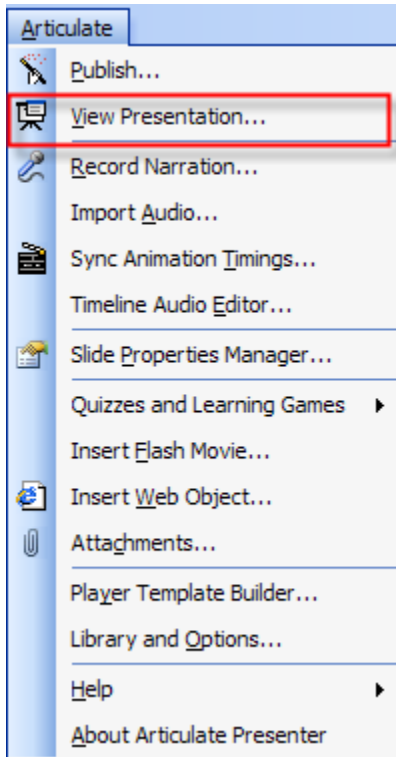


## Viewing Your Published Presentation

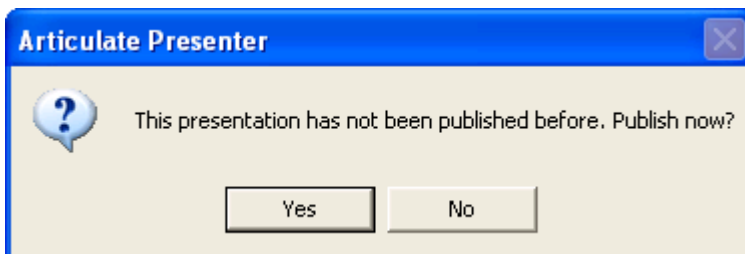
If your open presentation has been previously published, you can easily view it at any time.

To view your previously published presentation:

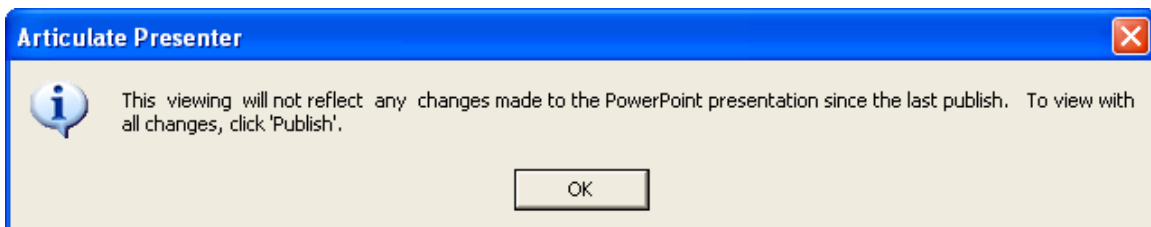
1. Select **Articulate** from the PowerPoint menu bar.
2. Select **View Presentation** from the Articulate Menu.



If you have not yet published your presentation, the following message will appear:



If your presentation has been previously published, you will receive the following message:



You can also view your presentation at any time by navigating to the output location and double-clicking **player.html** or **launcher.html**.



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**Contact**

<b>Address:</b>	Articulate 244 5th Ave. Suite 2960 New York, NY 10001
<b>World Wide Web:</b>	<a href="http://www.articulate.com">www.articulate.com</a>
<b>Articulate Support Online</b>	<a href="http://support.articulate.com">support.articulate.com</a>
<b>Email:</b>	<a href="mailto:support@articulate.com">support@articulate.com</a>
<b>Support Hours:</b>	9:00am to 5:00pm (GMT -5) Monday - Friday



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