ā

PRESENTER'09
Documentation

Presenter '09 Documentation

General

System Requirements for Presenter '09

To run the Presenter '09 application to create presentation content and courseware, you will need the following minimum system requirements:

Authoring Content

Hardware

CPU:	500 megahertz (MHz) processor or higher (32- or 64-bit)
Memory:	256 MB minimum
Available disk space:	100 MB minimum
Display:	800 X 600 screen resolution (1,024 x 768 or higher recommended)
Multimedia:	Sound card and microphone (if recording narration)

Software

Operating System:	Microsoft Windows 2000 SP4 or later, XP SP2 or later, 2003, or Vista (32- or 64-bit)
.NET Runtime:	.NET 2.0 or later (gets installed if not present)
Microsoft PowerPoint:	PowerPoint 2000, PowerPoint 2002 (PowerPoint XP), PowerPoint 2003, or PowerPoint 2007
Adobe Flash Player:	Adobe Flash Player 6.0.79 or later

Backwards Compatibility

- Studio '09 products will happily work with content created in previous versions
- Previous versions cannot open content created in Studio '09

Viewing Content

Flash Player 6.0.79 or later (Flash Player 7 or later recommended), and one of the following browsers:

- Windows: Internet Explorer 6, Internet Explorer 7, Firefox 1.x and later, Safari 3, Google Chrome, Opera 9.5
- Macintosh: Firefox 1.x and later, Safari 3
- Linux: Firefox 1.x

Installing Presenter '09

Here's how to install Presenter '09 on your system:

1. Download the Studio '09 installer.

2. Double-click **Studio09.exe** to run the installation program (any previous version will be automatically uninstalled).

3. When the installer completes, double-click the **Articulate Presenter '09** icon on your desktop or just launch PowerPoint.

4. During your 30-day trial (or until you're ready to purchase the software), click **Activate Later** when prompted to activate the software.

5. You should see a new **Articulate** menu option in PowerPoint.

6. After you have purchased the software, Activate Presenter '09.

Activating Presenter '09

After you've installed Presenter '09, you'll have 30 days of trial period, after which you need to activate your software using the serial number you received when you purchased it.

Here's how to do it:

Automatic Activation

1. Click the button to **Activate your serial number**.

2. Copy and paste your serial number into the field provided.

3. Click the **Activate** button to complete the activation process.

4. Optionally, click **Register Now** to register your software.

You will not be prompted to activate again.

Note: You may need to configure your firewall to allow **ap6mn.exe** to communicate with the Articulate activation servers.

If you have difficulty activating using the automatic method, refer to the below section for how to request an email-based activation.

Manual Activation

1. Click the button to **Activate Now**.

2. Copy and paste your serial number into the field provided.

3. Click the **Activate** button to attempt automatic activation.

4. After you see that the automatic activation method has failed — you will see this message: "We are unable to contact our activation server. Please try manual activation." — click **OK**.

5. On the manual activation screen, click the link to **Send an email to Articulate Support to get an activation code**.

6. A new email message should open in your email program; if one does not, email the following details to support@articulate.com:

   - **Serial Number** (copy and paste from the manual activation screen into email)
   - **Machine Code** (copy and paste from the manual activation screen into email)
   - Any **comments** about your request

7. After sending the email to Articulate Support, you should receive an **automated case confirmation email** within 1 minute (60 seconds) of submission.

8. We will process your manual activation request as quickly as possible, typically within 30 to 60 minutes (24×7).

9. When you receive the **Activation Code** from Articulate Support, paste it into the manual activation screen in the specified field.

10. Click **Activate Now** to complete the manual activation process.

You will not be prompted to activate again.

If you are still having difficulty activating after trying both of the above methods, please contact Articulate Support.

Send to Articulate Presenter Package

If you want to back up all of your Presenter '09 project files for safe keeping or send them to your collaborators working on the same project - or just send your project to another computer, Presenter '09 provides a simple and effective tool to package all the necessary files into one zip file. This **Send to Articulate Presenter Package** feature creates a package of the contents of Presenter '09, along with any embedded Engage, Quizmaker and other inserted media files (such as Flash movies) so they can be edited on another computer.

1. In PowerPoint 2007, click on the Microsoft Office button. Select Send -> Articulate Package. In PowerPoint 2000, 2002, 2003, go to File -> Send to -> Select Articulate Presenter Package.

2. The Articulate Presenter Package dialog box opens.

3. Select the location where you want the package to be created. You can also specify optional Package Notes, including the project name, the version number, the author of the project with email and other special instructions.

4. Click on Create Package.

5. A dialog box tells you if the package was successfully created, giving you the option to view the folder with the package files.

Managing Slide Properties

You can view and manage the following elements with the **Slide Properties** dialog:

- Slide thumbnail view
- Navigation Title
- Level
- Change View
- Branching
- Lock
- Presenter
- Audio Playlist
- Advance

To manage **Slide Properties** for your course:

1. Select **Articulate** –> **Slide Properties** to launch the **Slide Properties** dialog.

2. The presentation or e-learning course **Title** appears in the upper left-hand corner of the Slide Properties dialog; 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 center of the Slide Properties dialog; these details are automatically calculated by Presenter '09. The number in the first column of the Slide Properties dialog corresponds to the slide number in PowerPoint.

3. Details on other elements of the Slide Properties dialog are outlined below:

   - **Slide:** The icon in the Slide column displays a thumbnail of your slide. Click the thumbnail once to expand to a larger view of the slide; click again to close the larger view.

   - **Navigation Title:** This is the title of your slide that will display in the outline tab in the player. It defaults to the title used in your slide. To edit this title, click on the field and type your desired navigation title. This field can be different from PowerPoint slide title and will be displayed in your navigation when you preview or publish your course.

   - **Level:** 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. Note that this feature is available only in the default **Group by Slide number** view.

- **Change View:** 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:

  - **[Blank]:** 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.

  - **Standard:** The selected slide will switch to the standard view.

  - **No sidebar:** The selected slide will switch to a view with no sidebar.

  - **Slide only:** The selected slide will switch to the slide only view.

- **Branching:** Branching allows you to determine the user's path through the content. To define the branching settings, click on the field and select from the drop-down menu your desired path for users to visit when clicking the forward / back controls in the Articulate Player when viewing the selected slide.

- **Lock:** Click the cell in the lock column to lock the user on this slide. The lock icon will appear, which means that the user must view the entire slide before he or she is able to advance or go back. The user will not be able to use the sidebar navigation, seekbar, or forward / back controls in the Articulate Player until he or she has completed the slide. The only way the user can exit the slide is by waiting for it to complete or by clicking on an object on the slide that hyperlinks to another slide. This feature is useful when building branching or decision-based courses.

- **Presenter:** 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 Presentation Options: Presenters.

- **Audio Playlist:** 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 playlist's name. Playlists can be managed in Presentation Options: Playlists .

- **Advance:** 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 menu your preferred method.

- **Group by:** Use the Group By drop-down menu to select how to sort the Slide Properties view. Available options include the following:

  - **Slide number (default):** Lists slides in slide order.

  - **Change View To:** Groups slides according to Change View To setting.

  - **Presenter:** Groups slides according to presenter used.

- **Audio Playlist:** Groups slides according to playlist used.

- **Move to Next Slide:** Groups slides according to Move to Next Slide setting.

- **Hide in Navigation Panel:** In the Slide number Group By view, you can choose to hide any slide in the Presenter '09 navigation by right-clicking on any slide and selecting the option to Hide in Navigation Panel. The Display in Navigation As field will change to *(Hidden)* to indicate that the slide is hidden in navigation. Note that this will only hide the slide from navigation and not from the course or presentation itself. Users will still be able to navigate to the slide unless you've created your own link-based navigation in your slides and have disabled keyboard shortcuts.

- When your **Group By** setting is set to **Slide Number**, 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.

4. Click **OK** to save any changes you've made, or **Cancel** to close Slide Properties without saving.

Narration

Recording Narration

Presenter '09 makes it simple to add narration to your slides with the **Consolidated Recording** window, which is also used to Sync Animations and Add Annotations.

To Record Narration:

1. Select **Articulate** –> **Record Narration** to launch the **Consolidated Recording** window.

2. Use the following options to record narration via the **Control Panel**:

   - **Start Recording:** Press this button to begin recording your narration for the current slide.

   - **Next Animation:** If your slide has animations, press this button after you've started recording audio to begin the next animation for the current slide.

   - **Stop Recording:** Press this button to stop recording for the current slide.

   - **Play:** Press this button to playback any audio, animations, and annotations for the selected slide.

   - **Pause:** Press this button to pause current recording or audio playback.

   - **Resume:** Press this button to resume recording audio for the current slide.

   - **Slide Selector:** Use either the forward/backward arrows or click the slide number to show the **Slide Selector** drop-down menu, which shows slide thumbnails, slide titles, duration, and icons that indicate if the slide has any recorded audio, animations, or annotations.

3. If you would like to record narration continuously across more than one slide, you can uncheck the option to **Record narration for one slide at a time** in Managing Presentation Options: Other.

To show annotations or toggle record mode:

In the **Consolidated Recording** window, use the **Record Mode** panel to display other options:

- **Show Annotation Tools:** Checking this box displays the following annotation panels:

  - **Annotation:** Select from the drop-down menu to **Annotate** or **Don't annotate** as you record narration. If you select to annotate your slide, click either the **single arrow icon** to show only one annotation at a time, or the **multiple arrow icon** to show all annotations as you record narration. While you record narration, click the **Clear All** button to clear all annotations you've added.

  - **Shapes:** Click the button corresponding to one of five available annotation types you'd like to add during your recording. Available choices include the following:

- Arrow (click down arrow to select from 32 types of arrows)
- Check
- Cross
- Rectangle
- Spotlight

- **Style:** Use the available options to specify the style for your selected annotation shape:

  - **Fill (Arrow, Check, Cross):** Select from **Stylish Colors**, **Standard Colors**, **Semitransparent Fill**, or **More Fill Colors**, where you can specify **HSL** or **RGB** color values, or select a color from a color gradient and **Add to Custom Colors**.

  - **Outline (all annotation types):** Select from the same color options as Fill (see above). Additionally, set **Width** options (Thin, Normal, or Thick) for Rectangle and Spotlight annotations only.

  - **Effects (Arrow, Check, Cross):** Specify **Animation** (None, Fade, Fade 3x, Fade Loop, Bounce, Bounce 3x, or Bounce Loop) and **Size** (50% to 300%) settings.

  - **Effects (Spotlight):** Specify **Animation** (None or Animate) and **Corners** (Straight or Rounded) settings.

  - **Animation (Rectangle only):** Specify Animation type (None, Fade, Fade 3x, Fade Loop, Stretch, Stretch 3x, or Stretch Loop).

  - **Corners (Rectangle only):** Specify type of corners (Straight or Rounded).

  - **Spotlight (Spotlight only):** Select from **Stylish Colors**, **Standard Colors**, or **More Fill Colors**, where you can specify **HSL** or **RGB** color values, or select a color from a color gradient and **Add to Custom Colors**.

- **Record Mode drop-down menu:** Select from the following options to toggle record mode:

  - **Record Narration:** The current view, which allows you to record narration and add annotations to your slides.

  - **Sync Animations:** Select this record mode to synchronize animations in your slides to your recorded or imported audio. Learn more about Syncing Animations.

  - **Add Annotations**: Select this record mode to add annotations to your slides. Learn more about Adding Annotations.

- **Slide Notes:** The **Slide Notes** window displays any slide notes you've added to your slide in PowerPoint. You can also edit existing or create new text while recording narration for each slide.

- **Save & Close:** Click the **Save & Close** button to save your work and close the Consolidated Recording window.

Adding Annotations

Presenter '09 makes it simple to add annotations with the **Consolidated Recording** window, which is also used to Record Narration and Sync Animations.

To Add Annotations:

1. Select **Articulate** –> **Add Annotations** to launch the **Consolidated Recording** window dialog.

2. Use the following options to add annotations via the **Control Panel**:

   - **Start Annotation:** Press this button to begin annotating your current slide.

   - **Stop Annotation:** Press this button if you want to stop annotating the current slide before all audio has finished playing. Note that annotation will stop automatically once the end of your audio is reached.

   - **Play:** Press this button to playback any audio, animations, and annotations for the selected slide.

   - **Pause:** Press this button to pause annotating or audio playback.

   - **Resume:** Press this button to resume annotating for the current slide.

   - **Slide Selector:** Use either the forward/backward arrows or click the slide number to show the **Slide Selector** drop-down menu, which shows slide thumbnails, slide titles, duration, and icons that indicate if the slide has any recorded audio, animations, or annotations.

To toggle record mode:

In the **Consolidated Recording** window, use the **Record Mode** panel to display other options:

- **Show Annotation Tools:** In the Add Annotations record mode, this option is selected by default and cannot be unchecked. The following annotation panels are available:

  - **Annotation:** Select from the drop-down menu to **Annotate** or **Re-annotate** as you record narration. If you select to annotate your slide, click either the **single arrow icon** to show only one annotation at a time, or the **multiple arrow icon** to show all annotations as you record narration. While you annotate, click the **Clear All** button to clear all annotations you've added.

  - **Shapes:** Click the button corresponding to one of five available annotation types you'd like to add during your recording. Available choices include the following:

    - Arrow (click down arrow to select from 32 types of arrows)
    - Check
    - Cross

- Rectangle
- Spotlight
- **Style:** Use the available options to specify the style for your selected annotation shape:
    - **Fill (Arrow, Check, Cross):** Select from **Stylish Colors**, **Standard Colors**, **Semitransparent Fill**, or **More Fill Colors**, where you can specify **HSL** or **RGB** color values, or select a color from a color gradient and **Add to Custom Colors**.
    - **Outline (all annotation types):** Select from the same color options as Fill (see above). Additionally, set **Width** options (Thin, Normal, or Thick) for Rectangle and Spotlight annotations only.
    - **Effects (Arrow, Check, Cross):** Specify **Animation** (None, Fade, Fade 3x, Fade Loop, Bounce, Bounce 3x, or Bounce Loop) and **Size** (50% to 300%) settings.
    - **Effects (Spotlight):** Specify **Animation** (None or Animate) and **Corners** (Straight or Rounded) settings.
    - **Animation (Rectangle only):** Specify Animation type (None, Fade, Fade 3x, Fade Loop, Stretch, Stretch 3x, or Stretch Loop).
    - **Corners (Rectangle only):** Specify type of corners (Straight or Rounded).
    - **Spotlight (Spotlight only):** Select from **Stylish Colors**, **Standard Colors**, or **More Fill Colors**, where you can specify **HSL** or **RGB** color values, or select a color from a color gradient and **Add to Custom Colors**.
- **Record Mode drop-down menu:** Select from the following options to toggle record mode:
    - **Record Narration:** Select this record mode to record narration and add annotations to your slides. Learn more about Recording Narration.
    - **Sync Animations:** Select this record mode to synchronize animations in your slides to your recorded or imported audio. Learn more about Syncing Animations.
    - **Add Annotations:** The current view, which allows you to add annotations to your slides.
- **Slide Notes:** The **Slide Notes** window displays any slide notes you've added to your slide in PowerPoint. You can also edit existing or create new text while adding annotations for each slide.
- **Save & Close:** Click the **Save & Close** button to save your work and close the Consolidated Recording window.

Syncing Animations

Presenter '09 makes it simple to sync your animations with the **Consolidated Recording** window, which is also used to [Record Narration](#) and [Add Annotations](#).

To Sync Animations:

1. Select **Articulate** –> **Sync Animations** to launch the **Consolidated Recording** window.

2. Use the following options to sync animations via the **Control Panel**:

   - **Start Sync:** Press this button to begin syncing your animations with your audio for the current slide.

   - **Next Animation:** After sync has started, press this button to begin the next animation for the current slide.

   - **Stop Sync:** Press this button to stop syncing animations for the current slide after all animations have played.

   - **Play:** Press this button to playback any audio, animations, and annotations for the selected slide.

   - **Pause:** Press this button to pause animation syncing or audio playback.

   - **Resume:** Press this button to resume syncing animation for the current slide.

   - **Slide Selector:** Use either the forward/backward arrows or click the slide number to show the **Slide Selector** drop-down menu, which shows slide thumbnails, slide titles, duration, and icons that indicate if the slide has any recorded audio, animations, or annotations.

To show annotations or toggle record mode:

 In the **Consolidated Recording** window, use the **Record Mode** panel to display other options:

- **Show Annotation Tools:** Checking this box displays the following annotation panels:

  - **Annotation:** Select from the drop-down menu to **Annotate** or **Don't annotate** as you record narration. If you select to annotate your slide, click either the **single arrow icon** to show only one annotation at a time, or the **multiple arrow icon** to show all annotations as you record narration. While you sync animations, click the **Clear All** button to clear all annotations you've added.

  - **Shapes:** Click the button corresponding to one of five available annotation types you'd like to add during your recording. Available choices include the following:

    - Arrow (click down arrow to select from 32 types of arrows)

    - Check

    - Cross

- Rectangle
- Spotlight

- **Style:** Use the available options to specify the style for your selected annotation shape:

  - **Fill (Arrow, Check, Cross):** Select from **Stylish Colors**, **Standard Colors**, **Semitransparent Fill**, or **More Fill Colors**, where you can specify **HSL** or **RGB** color values, or select a color from a color gradient and **Add to Custom Colors**.

  - **Outline (all annotation types):** Select from the same color options as Fill (see above). Additionally, set **Width** options (Thin, Normal, or Thick) for Rectangle and Spotlight annotations only.

  - **Effects (Arrow, Check, Cross):** Specify **Animation** (None, Fade, Fade 3x, Fade Loop, Bounce, Bounce 3x, or Bounce Loop) and **Size** (50% to 300%) settings.

  - **Effects (Spotlight):** Specify **Animation** (None or Animate) and **Corners** (Straight or Rounded) settings.

  - **Animation (Rectangle only):** Specify Animation type (None, Fade, Fade 3x, Fade Loop, Stretch, Stretch 3x, or Stretch Loop).

  - **Corners (Rectangle only):** Specify type of corners (Straight or Rounded).

  - **Spotlight (Spotlight only):** Select from **Stylish Colors**, **Standard Colors**, or **More Fill Colors**, where you can specify **HSL** or **RGB** color values, or select a color from a color gradient and **Add to Custom Colors**.

- **Record Mode drop-down menu:** Select from the following options to toggle record mode:

  - **Record Narration:** Select this record mode to record narration and add annotations to your slides. Learn more about Recording Narration.

  - **Sync Animations:** The current view, which allows you to synchronize animations in your slides to your recorded or imported audio.

  - **Add Annotations:** Select this record mode to add annotations to your slides. Learn more about Adding Annotations.

- **Slide Notes:** The **Slide Notes** window displays any slide notes you've added to your slide in PowerPoint. You can also edit existing or create new text while syncing animations for each slide.

- **Save & Close:** Click the **Save & Close** button to save your work and close the Consolidated Recording window.

Importing Audio

In addition to recording narration, you can also add narration to your presentation by importing audio files (supported file types include .WAV & .MP3). This may be necessary when you have audio that was previously recorded (such as a recorded speech).

To import audio:

1. Select **Articulate** -> **Import Audio** to launch the **Import Audio** dialog.

2. Select the slide where you want to start the import, then click the **Browse** button to choose one or more files. If you're importing more than 1 audio file, you will be prompted to **Confirm narration import order**.

Tip: You can only import one audio file per slide. If you want background audio, see Managing Presentation Options: Playlists.

To remove imported or audio or recorded narration:

1. Select **Articulate** -> **Import Audio** to launch the **Import Audio** dialog.

2. Click the row or rows (shift-click to select more than one) corresponding to the slide whose audio you'd like to remove.

3. Click the **Remove** button.

4. Click **Yes** to confirm removing the audio, or **No** to cancel.

Using the Audio Editor

Presenter '09 has a built-in audio editor. Use the **Articulate Audio Editor** to edit audio that you've recorded or imported into your presentation or e-learning course, record or import new audio into your slides, and set next slide and animation locations relative to the waveform.

To use the Articulate Audio Editor:

1. Optionally, record narration or import audio into your presentation using the Record Narration or Import Audio features (or, use the Articulate Audio Editor to record or import audio).

2. Select **Articulate** –> **Audio Editor** to launch the **Articulate Audio Editor**:

3. The toolbar shows you available commands to edit your audio. The left-hand pane shows a thumbnail of each slide from your PowerPoint file. The main area of the audio editor displays the waveform of the audio for the selected slide, all slides, or selected area.

4. Use the audio editor to perform the following actions:

   - **Save & Close**

     - **Save & Close** will save your audio and close the Articulate Audio Editor, bringing you back to your presentation.

   - **Clipboard**

     - **Cut:** Click and drag with your mouse on a selection of the waveform, then click **Cut** in order to cut the selection from the waveform and put it on the clipboard. Keyboard shortcut: Ctrl+X.

     - **Copy**: Click and drag with your mouse on a selection of the waveform, then click **Copy** in order to copy the selection to the clipboard. Keyboard shortcut: Ctrl+C.

     - **Paste**: Click in the waveform on the desired location and click **Paste** where you want the contents of the clipboard to be pasted. Keyboard shortcut: Ctrl+V.

   - **Edit**

     - **Import:** Select this option from the toolbar or from the Articulate menu to import existing audio file(s) into the waveform. After clicking the button, choose from the following options (on the toolbar button, click the arrow beneath the word **Import** if you want to display both options; clicking the icon above the word **Import** defaults to single file import):

       - **Import a single file:** Select this option to import a single file in the following way:

         1. **Navigate** to the .WAV or .MP3 file you wish to import.

         2. **Double-click** it or highlight it and click **Open** to import the audio.

3. Specify whether to import the audio in the **Current position**, at the **Beginning of slide**, or at the **End of slide**.

4. Click OK to confirm your import or **Cancel** to cancel the import without importing audio.

- **Import multiple files:** Select this option to import more than one audio file simultaneously. When the **Import Audio** window opens, do the following:

  1. Click the **slide** where your import should begin.

  2. Click the **Browse** button.

  3. **Navigate** to and select one or more .WAV or .MP3 files you wish to import (**Ctrl-click** or **Shift-click** to select more than one audio file).

  4. Click **Open**.

  5. If you selected more than one file, **Confirm narration import order** using the **Up**, **Down**, **Top**, **Bottom**, **Reverse**, and **Remove** buttons.

  6. Click **OK** to confirm your import or **Cancel** to cancel the import without importing audio.

- **Export:** Select this option from the Articulate menu to export audio for each slide into a .WAV or .MP3 file. After clicking Export, choose to export the audio to .WAV or .MP3 file(s), then specify the folder to which you would like to export the audio tracks. You can **Make New Folder** or specify an existing folder. Click **OK** to export all audio tracks, or **Cancel** to cancel the export process.

- **Delete**: Select a slide or click and drag your mouse to select a specific section of your waveform, then click the **Delete** button to delete the slide or selection. You will not be prompted to confirm your deletion. Keyboard shortcut: Delete.

5. **Timing**

- **Set Next Slide:** Slide locations relative to your waveform are indicated on the audio timeline. If there are additional slides after your current position on the waveform, you will have the option to Set Next Slide. Click the Set Next Slide button or right-click on your waveform in the desired location to set the position where the next slide should be relative to your audio.

- **Set Next Animation:** Animations in your slides are represented in the Articulate Audio Editor by a circular indicator at the top of the waveform, which is connected to a dashed line. Drag and drop existing animation markers to change the location, or, if animations remain on the current slide after your current position on the waveform, you will have the option to Set Next Animation. Click the Set Next Animation button or right-click on your waveform in the desired location to set the position where the next animation should be relative to your audio.

6. **Volume**

- **Silence:** Click the Silence button or right-click in the desired location in your waveform and select Insert Silence to launch the **Insert Silence** dialog. Specify the Duration of silence to insert by inputting the numeric value of the desired silence in seconds, up to the 1,000th decimal (for example, 5.584s), or by using the up and down arrows to specify the value. Click **OK** to insert the specified duration of silence into the current location, or **Cancel** to exit without inserting silence. You can also click and drag to select an area of your waveform, then right-click to **Silence Selection**. Note that this will add silence to that part of the timeline but will not change the total audio duration.

- **Volume:** Specify a section of your waveform (or all of it), then click the Volume button to open the **Change Volume** dialog, where you can use the slider to **Increase or decrease volume by X%**. Click and drag the slider to specify the desired volume change (on a scale of -100% to 100%), then click **OK** to apply the volume change or **Cancel** to exit without changing the volume.

7. **View**

- **Show All:** Click the Show All button to show the entire waveform for all audio across all slides in your presentation.

- **Zoom Selection:** Click and drag your mouse on a specific selection of your waveform, then click the Zoom Selection button to zoom in on the selection. You can also jump to a specific slide by clicking on the desired slide's thumbnail and title in the left-hand navigation.

8. Click the **Save & Close** button to save your changes and exit the audio editor, or click the **red X** in the upper right-hand corner (or under the **Articulate Button**) to close and be given the option to save your changes. Click **Yes** to save and exit, **No** to discard your changes, or **Cancel** to take no action and return to the audio editor.

Supported Audio Formats

When importing audio into Presenter '09, you can choose to import either .WAV or .MP3 format.

The specific types of supported audio formats include the following:

Supported .WAV File Types:

- PCM - Microsoft Pulse-Code Modulation.

- Microsoft ADPCM - Microsoft Adaptive Delta Pulse Code Modulation

- GSM 6.10 - Microsoft Groupe Spécial Mobile

- IMA ADPCM - Microsoft Interactive Multimedia Association (4 bits per sample)

- CCITT A-Law/G.711 CCITT u-Law - Microsoft International Telecommunications Union

Supported .MP3 File Types:

- MP3 - MPEG-1 Audio Layer 3

Multimedia

Adding Quizmaker Quizzes & Engage Interactions

Presenter '09 allows you to incorporate Quizmaker quizzes and Engage interactions directly in your course or presentation.

There are two ways to embed a quiz or interaction in your course:

1. A quiz or interaction slide is a quiz or interaction that fills the entire course slide. It is part of your standard course navigation.

2. A quiz or interaction tab is a quiz or interaction that is accessible via a drop-down menu in your course. It is accessible throughout your course.

Explore the following help topics to learn more:

Quizmaker Quizzes

- Inserting as Slide
- Inserting as Tab
- Setting Properties

Engage Interactions

- Inserting as Slide
- Inserting as Tab
- Setting Properties

Adding Attachments

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

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

- **Link:** A link to a URL (Web page) that you want to make available to your users during playback. An example would be your company Web site or that of a partner.

- **File:** Any file, like a Word document or PDF, that you want to make available for download during playback.

To add an Attachment:

1. Select **Articulate** –> **Attachments** to launch the **Attachments** dialog.

2. Input the **Title** of the attachment you'd like to add.

3. Select from the drop-down menu the **Type** of attachment you'd like to add: **Link** or **File.** Link is the default. To choose File, click the down arrow next to Type and select File.

4. Specify the **Path** of your attachment. 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.

5. **Repeat** Steps 2-4 for each attachment you'd like to add. You can add up to **50 Attachments**. This can be any combination of links or files.

6. Click **OK** when you are done adding attachments (clicking **Cancel** will close the Attachments dialog and you will lose any changes you've made).

To remove an Attachment:

1. In the **Attachments** dialog, click in the row of the attachment you'd like to remove.

2. Click the **Delete** button.

3. The selected attachment will be removed.

Adding a Flash Movie

Presenter '09 makes it simple to incorporate existing Flash movies into your presentation.

You can insert up to 3 Flash movies (any combination of .SWF or .FLV files) per slide — one in each of the supported display methods (slide, presenter panel, new browser window). You can preview your Flash movie during the insert process.

Your Flash movie will be automatically buffered by Presenter '09.

To **add** a Flash movie to your course:

1. Select **Articulate** –> **Flash Movie**.

2. Navigate to the Flash movie (.SWF or .FLV file) you'd like to include in your course.

3. Click your desired .SWF or .FLV file.

4. Click **Open** to proceed (note that you can also click the arrow next to the open button to **Show previous versions** of the selected Flash file).

5. You will see a preview of your Flash movie; use the play and stop icons to preview your movie.

6. Choose **how you want the movie to display**:

   - **Display in slide:** This will display your Flash movie in the slide panel.

   - **Display in presenter panel:** This will display your Flash movie the presenter panel of your presentation.

   - **Display in new browser window:** This will cause a new window to open independently of your slide. Your Flash movie will be displayed within this new window.

7. Set the behavior for your Flash movie (options vary depending on which display option you select):

   - **Advance to the next slide (slide & presenter panel):** Choose whether the slide will advance to the next slide automatically when movie finishes, or **when user clicks next**.

   - **Synchronization (slide only):** Choose whether to **synchronize slide and movie** to play together or if **movie plays independently of slide**.

   - **Start Flash movie X seconds into the slide (slide & new browser window):** If you choose the option **movie plays independently of slide**, then specify how many seconds into the slide your Flash movie should begin playing.

   - **Browser controls (new browser window only):** Choose whether the browser window containing your Flash movie should display **all browser controls**, **no address bar**, or **no browser controls**.

8. Click the **Save** button and your Flash movie will be added to the slide. You will see the first frame of your selected Flash movie as a placeholder in the PowerPoint (slide and presenter panel), or a Flash icon in the lower right (new window).

9. Optionally, if you've inserted your Flash movie in the slide, you can **adjust the placement and size** of the Flash movie by clicking and dragging the placeholder image to move it or resize it (hold down **Shift** while resizing to maintain the aspect ratio).

Notes:

- Presenter '09 produces Flash 6,0,79 output
- Presenter '09 supports Flash movies created using ActionScript 2.0 or earlier; ActionScript 3.0 is not supported.

To **remove** a Flash movie from your course:

1. **Click** the Flash movie placeholder of the movie you'd like to remove (first frame placeholder or Flash icon).
2. Press **Delete** on your keyboard or **right-click** and select **Cut** (or **Ctrl-X**).

Adding a Learning Game

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:

- **Choices:** Multiple choice and True/False questions. The user's objective is to select the correct answer before time runs out. If you will be **Tracking Using Quiz Results** in an LMS, you must choose Choices as your Learning Game.

- **Word Quiz:** Similar to a "hangman" game 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.

- **Sequence:** 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. You will be able to view your Learning Game when you preview or publish your e-learning course or presentation.

There are 4 parts in the **Learning Game Wizard**.

To add a Learning Game - step 1 of 4:

1. Select **Articulate** –> **Learning Games** to launch the **Learning Games Wizard**.

2. Choose to **add a new learning game slide** or **edit an existing one** (if present).

3. Click **OK**.

4. Select a **Learning Game type** from the drop-down list:

    - **Choices:** The user's objective is to answer multiple choice and true/false questions before time runs out.

    - **Word Quiz:** The user's objective is to reveal the hidden answer, one letter at a time, before time runs out.

    - **Sequence:** The user's objective is to arrange a series of items in the correct sequence before the time runs out.

5. Enter a **Learning Game title**. It will be helpful later if you provide a unique title for each Learning Game.

6. 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.

7. Check or uncheck **Play audio effects**. If checked, users will hear sound effects while taking this Learning Game.

8. Enter a **Passing score**. 80% is the default.

9. 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.

10. Click **Next**.

To add a Learning Game - step 2 of 4:

1. Choose whether to **Display custom message before the learning game** (check the box and type your custom message).

2. Choose whether to **display instructions**. The standard instructions can be displayed in conjunction with a custom message.

To add a Learning Game - step 3 of 4:

1. Click **Add** to add a new question.

2. Fill in the questions and answers for the interaction type you selected:

   - **Choices:**
     - Select **Multiple Choice** or **True/False** question type.
     - Enter the **Question**.
     - Enter up to 5 **Answers** for Multiple Choice.
     - Select the **Correct** answer.
     - Enter the **Question time limit** value.
     - Click **Next Question** to add another question or click **Done** to finish adding questions.

   - **Word Quiz:**
     - Enter the **Question**.
     - Enter the **Answer**.
     - Enter the **Question time limit** value.
     - Click **Next** to add another question or click **OK** to finish adding questions.

   - **Sequence:**
     - Enter a **Question**.
     - Enter the **Sequence** in correct order. You can enter up to 7 steps.
     - Enter the **Question time limit** value.
     - Click **Next** to add another question or click **OK** to finish adding questions.

3. When you are done adding questions, you can edit a question by selecting the question from the list and then clicking the **Edit** 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.

4. Click **Next**.

To add a Learning Game - step 4 of 4:

1. Choose whether to **Display results screen** by checking or unchecking the box.

2. Optionally, input **Pass Feedback** and **Fail Feedback** to display if you've chosen to display the results screen.

3. 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 you preview or publish your e-learning course or presentation.)

4. 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** in PowerPoint to easily move it within your e-learning course or presentation.

To remove a Learning Game:

1. Click on the placeholder slide containing your Learning Game.

2. Press **Delete** on your keyboard or in **Slides**, or, in **Outline** view in PowerPoint, **right-click** and select **Cut** (or **Ctrl-X**) or **Delete Slide**. Note that **deleting a Learning Game permanently removes it**, as it is not stored anywhere besides in your PowerPoint project. You can **undo** a deleted Learning Game slide by pressing **Ctrl-Z**.

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.

Adding a Web Object

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.

Web Objects can be displayed in two different ways:

- **Display in slide:** This will insert your Web Object 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.

- **Display in a new browser window:** This method will cause a new browser window to open independently of your slide.

Regardless of which display type you choose, your users 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 when you preview or publish your presentation.

To add a Web Object to your course:

1. Select **Articulate** –> **Web Object** to launch the **Insert Web Object** dialog.

2. **Enter a Web 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 or 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** (click the folder icon to the right of the Address field) to locate the folder containing the site and select the folder. The folder must contain an *index.htm* or an *index.html* file.

3. Optionally, click the **Test Link** button to test the link in your browser.

4. Choose how you want to display your Web Object:

   - **Display in slide:** The Web Object will display as a slide within the context of your course.

   - **Display in a new browser window:** The Web Object will launch in a new window when your users arrive at the slide containing the Web Object.

5. Specify **how this Web Object should behave**:

   - **Advance to the next slide (slide display only):** Choose whether users should advance to the next slide **When user clicks next** or **Automatically** when the slide reaches the end of the slide.

- **Browser controls (new window only):** Specify whether you want the window containing your Web Object to display **All browser controls**, **No address bar**, or **No browser controls**.

- **Window size (slide display):** Choose whether your Web Object should take up the **Full Slide**, or specify **Custom** width and height dimensions (in pixels) of your Web Object. After your Web Object placeholder is created, you can also resize it on your PowerPoint slide.

- **Window size (new window):** Choose whether your Web Object should display at the **Default size**, **Full Screen**, or **Custom** (specify width and height dimensions in pixels).

- **Show after X seconds:** Specify how soon after your slide loads that your Web Object should appear. 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.

6. Click **Save** to add your Web Object to your slide.

If you choose to display your Web Object in the Articulate Player, a Web Object placeholder will be inserted on your slide. When you preview or publish your Web Object, it will appear where the placeholder is. You may position or resize 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 you previewed or publish your presentation.

To remove a Web Object from your course:

1. **Click** the Web Object placeholder.

2. Press **Delete** on your keyboard or **right-click** and select **Cut** (or **Ctrl-X**).

Quizzes

Inserting as Slide

Presenter '09 allows you to insert Quizmaker quiz or survey as a slide in your presentation or elearning course. To publish from Quizmaker '09 to Presenter '09, learn more in Quizmaker '09 Help: Publishing: Articulate Presenter.

To insert a Quizmaker quiz slide:

1. Select **Articulate** –> **Quizmaker Quiz** to launch the **Quizzes and Interactions** dialog.

2. **Create New** or **Add Existing** quiz by clicking the button of your choice:

    - **Create New:** Click this button to create a new quiz slide to be embedded in your course:
        - The **New Quiz** dialog will launch.
        - Specify a **Graded Quiz** or a **Survey**.
        - Input a **Quiz Title**.
        - Click **OK**.
        - Quizmaker '09 will launch.
        - Create your quiz.
        - Click the **Save and Return to Presenter** button when you're done.
          (Note: You must also have Quizmaker '09 to create a new quiz from within Presenter '09. You can, however, publish from Quizmaker 2 to Presenter '09.)

    - **Add Existing:** Click this button to insert an existing Quizmaker '09 quiz (**.quiz** file format):
        - The **Select Quizmaker Quiz** dialog will open.
        - **Navigate** to your .quiz file.
        - **Click** your desired .quiz file.
        - Click **Open** to add the quiz to your course (note that you can also click the arrow next to the open button to **Show previous versions** of the selected quiz).
          (Note: You must also have Quizmaker '09 to add an existing quiz from within Presenter '09. You can, however, publish from Quizmaker 2 to Presenter '09.)

3. Optionally, set **Quiz Properties** for your quiz slide.

4. **Repeat** Steps 1-3 for each quiz slide you'd like to include in your course. You can include as many quizzes as you'd like. Note, however, that if you're publishing for LMS and want to track based on quiz results, you can only select one quiz per course to use for tracking purposes in your LMS.

To remove a Quizmaker quiz slide:

1. In PowerPoint, ensure you have your view set to see **Slides** or **Outline**.
2. Click the slide or slide title containing your Quizmaker quiz.
3. Press **Delete** on your keyboard or **right-click** and select **Delete Slide**.
4. Your Quizmaker quiz slide will be removed from your course, but your source quiz will remain intact on your computer.

Inserting as Tab

Presenter '09 allows you to insert a Quizmaker quiz or survey as a tab in your presentation or elearning course. To publish from Quizmaker '09 to Presenter '09, learn more in Quizmaker '09 Help: Publishing: Articulate Presenter.

To insert a Quizmaker quiz as a tab:

1. Select **Articulate** –> **Quizmaker Quiz** to launch the **Quizzes and Interactions** dialog.

2. Select the **Player Tabs** option.

3. **Create New** or **Add Existing** quiz by clicking the button of your choice:

   - **Create New:** Click this button and select **Quizmaker Quiz** to create a new quiz tab to be added to your course:

     - The **New Quiz** dialog will launch.

     - Specify a **Graded Quiz** or a **Survey**.

     - Input a **Quiz Title**.

     - Click **OK**.

     - Quizmaker '09 will launch.

     - Create your quiz.

     - Click the **Save and Return to Presenter** button when you're done.
       (Note: You must also have Quizmaker '09 to create a new quiz from within Presenter '09. You can, however, publish from Quizmaker 2 to Presenter '09.)

   - **Add Existing:** Click this button to insert an existing Quizmaker '09 quiz (**.quiz** file format):

     - The **Select Quizmaker Quiz** dialog will open.

     - **Navigate** to your .quiz file.

     - **Click** your desired .quiz file.

     - Click **Open** to add the quiz to your course (note that you can also click the arrow next to the open button to **Show previous versions** of the selected quiz).
       (Note: You must also have Quizmaker '09 to add an existing quiz from within Presenter '09. You can, however, publish from Quizmaker 2 to Presenter '09.)

4. Optionally, set **Quiz Properties** for your quiz tab.

5. **Repeat** Steps 1-4 for each quiz tab you'd like to include in your course. Note, however, that if you're publishing for LMS and want to track based on quiz results, you can only select one quiz per course to use for tracking purposes in your LMS.

To remove a Quizmaker quiz tab from your course:

1. Click the **title** of the quiz you'd like to remove from your course.

2. Click the **Remove** button to remove the quiz from your course.

3. Click **Yes** to confirm your choice or **No** to cancel. This cannot be undone (but you can reinsert the quiz).

4. Your quiz will be removed as a tab from your course, but the quiz itself will not be deleted.

To edit the title of the Quizmaker quiz tab in your course:

1. Click the **title** of the quiz whose player tab title you'd like to edit.

2. Click the **Edit Label** button.

3. Input the new **Tab Label** you'd like to be displayed for your quiz in your course.

Setting Properties

If you inserted a Quizmaker quiz in your Presenter course, you can edit quiz properties in either of the following ways:

1. In PowerPoint, click on the slide containing your Quizmaker quiz, then click on the **Properties** area of the quiz placeholder image.

2. Select **Articulate** –> **Quizmaker Quiz** to launch the **Quizzes and Interactions** dialog and see the **Quiz Properties** section:.

You can set the following **Quiz Properties**:

- **When user passes, 'Finish' button:**
  - Closes Window
  - Goes to URL (selecting option will prompt you to Specify URL)
  - Goes to Next Slide (default)
  - Goes to Previous Slide
  - Goes to Specific Slide (select slide number & title of desired slide)

- **When user fails, 'Finish' button:**
  - Closes Window
  - Goes to URL (selecting option will prompt you to Specify URL)
  - Goes to Next Slide (default)
  - Goes to Previous Slide
  - Goes to Specific Slide (select slide number & title of desired slide)

- **Allow user to leave quiz:**
  - At any time
  - After user has completed quiz (default)

- **User may view slides after quiz** (available only for quiz slides, not quiz tabs)**:**
  - At any time (default)
  - After attempting quiz
  - After passing quiz

- **User may attempt quiz** (Quizmaker '09 quiz feature only)**:**
  - Unlimited times
  - Just once
  - 2-10 times

Interactions

Inserting as Slide

Presenter '09 allows you to insert an Engage interaction as a slide in your presentation or elearning course. To publish from Engage '09 to Presenter '09, learn more in Engage '09 Help: Publishing: Articulate Presenter.

To insert an Engage interaction slide:

1. Select **Articulate** –> **Engage Interaction** to launch the **Quizzes and Interactions** dialog.

2. **Create New** or **Add Existing** interaction by clicking the button of your choice:

   - **Create New:** Click this button to create a new interaction slide to be embedded in your course:
     - The **New Interaction** dialog will launch.
     - Select the **type of interaction** you wish to create.
     - Input an **Interaction Title**.
     - Click **OK**.
     - Engage will launch.
     - Create your interaction.
     - Click the **Save and Return to Presenter** button when you're done.

   - **Add Existing:** Click this button to insert an existing Engage interaction (**.intr** file format):
     - The **Select Engage Interaction** dialog will open.
     - **Navigate** to your .intr file.
     - **Click** your desired .intr file.
     - Click **Open** to add the interaction to your course (note that you can also click the arrow next to the open button to **Show previous versions** of the selected interaction).

3. Optionally, set **Interaction Properties** for your interaction slide.

4. **Repeat** Steps 1-3 for each interaction slide you'd like to include in your course. You can include as many interactions as you'd like.

To remove an Engage interaction slide:

1. In PowerPoint, ensure you have your view set to see **Slides** or **Outline**.

2. Click the slide or slide title containing your Engage interaction.

3. Press **Delete** on your keyboard or **right-click** and select **Delete Slide**.

4. Your Engage interaction slide will be removed from your course, but your source interaction will remain intact on your computer.

Inserting as Tab

Presenter '09 allows you to insert an Engage interaction as a tab in your presentation or elearning course. To publish from Engage '09 to Presenter '09, learn more in Engage '09 Help: Publishing: Articulate Presenter.

To insert an Engage interaction as a tab:

1. Select **Articulate** –> **Engage Interaction** to launch the **Quizzes and Interactions** dialog.

2. Select the **Player Tabs** option.

3. **Create New** or **Add Existing** interaction by clicking the button of your choice:

   - **Create New:** Click this button and select **Engage Interaction** to create a new interaction tab to be added to your course:

     - The **New Interaction** dialog will launch.

     - Select the **type of interaction** you wish to create.

     - Input an **Interaction Title**.

     - Click **OK**.

     - Engage will launch.

     - Create your interaction.

     - Click the **Save and Return to Presenter** button when you're done.

   - **Add Existing:** Click this button to insert an existing Engage interaction (**.intr** file format):

     - The **Select Engage Interaction** dialog will open.

     - **Navigate** to your .intr file.

     - **Click** your desired .intr file.

     - Click **Open** to add the interaction to your course (note that you can also click the arrow next to the open button to **Show previous versions** of the selected interaction).

4. Optionally, set **Interaction Properties** for your interaction slide.

5. **Repeat** Steps 1-4 for each interaction tab you'd like to include in your course.

To remove an Engage interaction tab from your course:

1. Click the **title** of the interaction you'd like to remove from your course.

2. Click the **Remove** button to remove the interaction from your course.

3. Click **Yes** to confirm your choice or **No** to cancel. This cannot be undone (but you can reinsert the interaction).

4. Your interaction will be removed as a tab from your course, but the interaction itself will not be deleted.

To edit the title of the Engage interaction tab in your course:

1. Click the **title** of the interaction whose player tab title you'd like to edit.

2. Click the **Edit Label** button.

3. Input the new **Tab Label** you'd like to be displayed for your interaction in your course.

Setting Properties

If you inserted an Engage interaction in your Presenter course, you can edit interaction properties in either of the following ways:

1. In PowerPoint, click on the slide containing your Engage interaction, then click on the **Properties** area of the interaction placeholder image.

2. Select **Articulate** –> **Engage Interaction** to launch the **Quizzes and Interactions** dialog and see the **Interaction Properties** section.

You can set the following **Interaction Properties** (for interaction slides only):

- **Allow user to leave interaction:**
  - Anytime
  - After viewing all the steps (default)

- **Show 'Next Slide' button:**
  - Don't show
  - Show always
  - Show upon completion (default)

- **Button Label:**
  - Next Slide (default)
  - *Or input your own text*

Player Templates

Overview

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. Select **Articulate** –> **Player Templates** to launch the **Player Templates** dialog.

2. You'll see the Player Template dialog open with 6 tabs, which you can use to build and customize your player templates (click any of the below links to learn more about that section of the Player Template dialog):

   - Layout
   - Navigation
   - Player Controls
   - Text Labels
   - Colors
   - Other

3. Presenter '09 comes with four pre-configured **Master Templates**:

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

4. 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.

5. If, after you select a Master Template, you make custom configurations to the template and click the **Close** button, you will be prompted about whether you want to **save the changes made to the template**.

6. 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.

7. 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.

To create a new template:

1. Select **New** from the **File** drop-down menu.

2. You will be prompted to enter the name for your new template as shown below:

3. Enter the name for your new template and click **OK**.

4. **Customize** your template as desired (refer to the links at the top of this page for more details on each of the customization tabs).

5. 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**.

To edit an existing template:

1. Click the **drop-down box** and select the template you would like to edit.

2. **Modify** your template as desired (refer to the links at the top of this page for more details on each of the customization tabs).

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

To delete an existing template:

1. Click the **drop-down box** and select the template you would like to delete.

2. Select **Delete** from the **File** drop-down list.

3. You will be prompted with a message asking if **you wish to delete this template**.

4. Click **Yes** to delete your template, or click **No** to cancel deleting.

Note that you cannot delete Master Templates.

To share an existing template:

Your player templates are stored in your .PPTA file, so when collaborating with other authors on a project, first make sure you've published your project at least once, then simply send the source

.PPT or .PPTX file and the associated **.PPTA file** to the other authors. When others open the project, they'll have access to the custom player template used in the project.

Layout

When you first open the Player Templates dialog, 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:**
    - **Standard view:** With this display mode, all elements of the player are visible, unless explicitly turned off.
    - **No sidebar view:** With this display mode, the sidebar is not visible. The sidebar consists of Logo, Info/Presenter, and Navigation Panel.
    - **Slide only view:** With this display mode, the only item that is visible is the PowerPoint slide.
    - **Set as starting View:** 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.
- **Sidebar:**
    - **Logo panel:** Display/hide the panel in the Articulate Player that can contain a company logo.
    - **Presenter panel:** Display/hide Name, Title, and Company fields.
    - **Navigation panel:** Display/hide the navigation panel. The navigation panel consists of the following tabs:
        - **Title:** The slide titles as configured in PowerPoint or Slide Properties.
        - **Thumbnails:** Thumbnails of the slides in your presentation. Useful for visually navigating through your presentation.
        - **Search:** Clicking on this tab reveals a search function, which allows your presentation to be searched for those slides containing a specific search term.
        - **Notes:** A tab containing any presenter notes for your presentation.
- **Toolbar Menu:**
    - **Attachments tab:** Display/hide the button for accessing attachments to your presentation.
    - **Bookmark tab:** Display/hide the button that allows your presentation to be bookmarked.

- **Send link tab:** Display/hide the button that allows a link to your presentation to be emailed.

- **Exit tab:** Display/hide the exit link in the Articulate Player.

Navigation

When you open the Player Templates dialog, the Navigation section is the second tab on the left. 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 drop-down menu or checkbox next to each element to determine the behavior or if this element should be available in your player template.

Navigation:

- **User navigation is:** Select the drop-down menu option that describes desired user navigation.

    - **Free - user can view slides in any order:** The user is free to view the slides in any order.

    - **Restricted - user can view only current and previous slides:** The user can only view slides that have been previously viewed.

    - **Locked - user cannot change slides:** The user cannot change slides - all slides are viewed in order.

- **Navigation Tabs:** Select the checkbox corresponding to 1 or more tabs you'd like to display in your sidebar; define the starting tab and whether to automatically scroll tabs.

    - **Outline tab:** Display/hide the outline of slide titles. By default, this is the starting tab.

    - **Thumbnails tab:** Display/hide the thumbnails tab.

    - **Notes tab:** Display/hide the presenter notes tab.

    - **Search tab:** Display/hide the search tab.

    - **Set order of tabs:** 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.

    - **Automatically scroll navigation to keep up with presentation:** Whether or not the slide navigation should automatically scroll to display slide titles corresponding to the current slide being viewed.

Levels:

- **Behavior:** Select the drop-down menu option 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 Slide Properties.

- **Expand level when the user is inside level:** Automatically expands sub-levels when the user reaches the first sub-level beneath the parent slide.

- **Expand level when the user reaches heading:** Automatically expands sub-levels when the user reaches the parent slide.

- **Don't automatically expand level:** 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.

- **Restrictions:** Select the drop-down menu option that describes desired level expansion restrictions. These settings are only relevant if your presentation or e-learning course contains more than 1 level, as defined in Slide Properties.

  - **Only expand once the user is inside the level:** User can manually expand levels only when viewing sub-levels of a parent level.

  - **Only expand after the user reaches heading:** User can manually expand levels only when viewing the parent level.

  - **Levels can be expanded at any time:** User can manually expand levels any time during playback.

Player Controls

When you open the Player Templates dialog, the Player Controls section is the third tab on the left. 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 Player Controls Section:

The elements of the Player Controls 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.

Player Controls:

- **Volume control:** Display/hide the volume control in the Articulate Player.

- **Forward/back/pause controller:** Display/hide the navigation controls in the Articulate Player.

- **Seekbar:** Display/hide the seekbar in the Articulate Player.

- **Elapsed and total presentation time:** Controls whether the elapsed and total time of your presentation or e-learning course should display.

- **Show slide notes button at bottom:** Controls whether the presenter slide notes should appear at the bottom of the Articulate Player.

- **Display powered-by logo:** Controls whether to display the "Powered by Articulate" logo at the bottom left of the Articulate Player.

- **Change view mode button:** Controls whether to display the view mode toggle button at the bottom right of the Articulate Player to give users the option to change between available view modes (learn more about view modes in Player Templates: Layout).

Miscellaneous:

- **Prompt to resume on presentation restart:** 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.

  - **When running in LMS, ignore Flash cookie:** If checked, the course will always resume by using the LMS' bookmarking feature (if your LMS supports it). If unchecked, your content will resume using the LMS' resume data, but will use the Flash cookie if the LMS does not support resume.

- **Enable keyboard shortcuts:** Controls whether the following Player keyboard shortcuts should be available to users of your published presentation in the Articulate Player:

  - **Arrow Left, Arrow Up, or Page Up:** Play Previous Slide

  - **Arrow Right, Arrow Down, or Page Down:** Play Next Slide

  - **Home key:** Play First Slide

- **End key:** Play Last Slide
- **Spacebar:** Play/Pause
- **O / T / N / S:** Select Tabs - Outline, Thumbnails, Notes, Search
- **N:** Toggle Slide Notes
- **V:** Toggle Display View Modes
- **B:** Toggle Bio Button
- **E:** Toggle Email Button
- **M:** Toggle Audio Mute

- **Allow user to seek within seekbar:** Control whether or not users can navigate within a slide using the seekbar.

- **Loop presentation:** 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.

- **Open slide notes when presentation starts:** Controls whether slide notes should appear when launching an Articulate presentation.

Text Labels

When you open the Player Templates dialog, the Text Labels section is the fourth tab on the left. Use Text Labels to change the text for any elements of the Articulate Player you choose to display, or to select from one of the

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 Text Labels Section:

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:

1. Click in the row of the element you want to change in the **Custom text** column.
2. **Type the text** you want to appear in place of the default text.
3. When you are finished customizing your text (and other Player Template options), click **Close**.
4. When prompted, click **Yes** to save your changes or **No** to discard them.

Download a spreadsheet containing the full list of text that can be customized:

Presenter '09 Player Text Labels

Language:

Choose to **Use existing labels**, or pick from one of the 11 pre-installed languages to use in your player template text labels:

- Brazilian Portuguese
- Dutch
- English
- French
- German
- Italian
- Japanese
- Korean
- Simplified Chinese
- Traditional Chinese
- Universal Spanish

Note: Your player templates are stored in your .PPTA file, so when collaborating with other authors on a project, simlpy send the source **.PPT or .PPTX file** and the associated **.PPTA file** to the other authors. When others open the project, they'll have access to all your custom player templates.

Colors

When you open the [Player Templates](#) dialog, the Colors section is the fifth tab on the left. 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.

Elements of the Colors Section:

Edit Color Schemes: Clicking this button will load the **Colorizer**, which will allow you to customize the color of your Player by choosing from a set of ten predefined color schemes. You can also customize the Player even further, creating your own color schemes.

Color Schemes:
 Presenter '09 comes with a default color scheme and twenty additional pre-configured color schemes:

- Default (silver)
- Black '09
- Blue Dark '09
- Blue Light '09
- Blue Medium '09
- Green Forest '09
- Green Olive '09
- Orange '09
- Silver '09
- Slate '09
- White '09
- 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.

To create a new color scheme:

1. Select the pre-defined color scheme on which you wish to base your new design.

2. Click the **New** button and enter the name for your new color scheme:

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

4. Click 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 to discover color harmonies. Also refer to this post for pointers on creating your own color scheme: Why Looks Matter in E-Learning Courses (And What You Can Do About It).

Additional Features of the Color Scheme Editor:

- **Slide dropshadow:** Add a shadow to the main slide content area.

- **Slidebar shadow:** Add a shadow to the slider next to the list of presentation slides.

- **Slide list shadow:** Add a shadow to the list of presentation slides.

Other

When you open the Player Templates dialog, the Other section is the sixth and final tab on the left. Use the Other section of the Player Template Builder to modify Browser Window Settings and Slide Titles.

The elements of the Other section of the Player Template Builder are below. Use the drop-down menu or checkbox next to each element to determine the behavior or if this element should be available in your player template. When you close the Player Template, the last-viewed section will be shown the next time you open it.

Elements of the Other Section:

Browser Window Settings:

- **Browser size:** Select from the drop-down menu the desired browser option:

    - **Display at user's current browser size (default):** Do not change the user's browser size.

    - **Resize browser to optimal size:** Resize the user's browser to 980 pixels wide x 640 pixels tall.

    - **Resize browser to fill screen:** Maximize the user's browser to fill the screen.

- **Presentation size:** Select from the drop-down menu the desired presentation size:

    - **Scale presentation to fill browser window (default):** Enlarge the presentation to fill the user's browser.

    - **Lock presentation at optimal size:** Lock the presentation at 980 pixels wide x 640 pixels tall.

- **Launch presentation in new window (creates launch page):** If checked, presentation will launch in a new window via a launch page.

- **Display window with no browser controls:** Whether or not to display browser controls (stop, refresh, forward, backward, etc.) in new window.

- **Allow user to resize browser:** Whether or not the user should be able to resize the new browser window containing the Articulate Player.

Slide Titles:

- **For long slide titles:** Click the radio button that describes how you would like long slide titles to display in the Articulate Player navigation:

    - **Display tooltip after X seconds:** 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.

- **Wrap title up to a maximum of X characters:** Specify the maximum number of characters that should be shown in the slide title. If you have opted to display slide numbers, those characters will count toward the maximum.
- **Display slide numbers in navigation tabs:** Display/hide slide numbers in the Outline, Thumbnails, and Notes tabs.

Presentation Options

Managing Presentation Options

Use **Presentation Options** to set up **Logos**, **Presenters**, **Playlists**, **Quality**, **Publish**, and **Other** settings for Presenter '09.

To manage Presentation Options:

1. Select **Articulate** –> **Presentation Options** to launch the **Presentation Options** dialog.
2. Click one of the six sections to configure the settings:

Explore the following help topics to learn more:

- Logos
- Presenters
- Playlists
- Quality
- Publish
- Other

Logos

Use the Logos section of [Presentation Options](#) to add or delete logos, as well as to make a particular logo the default for your presentations.

To manage Logos:

1. Select **Articulate** –> **Presentation Options** to launch the **Presentation Options** dialog.

2. Click the **Logos** option from the left-hand menu:

3. Use the **Add**, **Delete**, or **Make Default** buttons:

   - **Add:** Click the Add button to add a new logo to your library of logos. Supported logo formats are .SWF (Flash), .JPG, .GIF, .BMP, .EMF, and .WMF. For best results, use a custom logo with a maximum width of 244 pixels.

   - **Delete:** Highlight a logo's name in your list and click the Delete button to delete the selected logo. You will be asked to confirm your choice.

   - **Make Default:** Highlight a logo's name in your list and click the Make default button to make the selected logo the default choice.

Presenters

Use the Presenters section of Presentation Options to add, edit, or delete presenters, as well as to make a particular presenter the default for your presentations.

To manage Presenters:

1. Select **Articulate** –> **Presentation Options** to launch the **Presentation Options** dialog.

2. Click the **Presenters** option from the left-hand menu:

3. Use the **Add**, **Edit**, **Delete**, or **Make Default buttons**:

   - **Add:** Click the Add button to add a new presenter to your library of presenters. See below for specifics on inputting presenter's details.

   - **Edit:** Highlight an existing presenter's name and click the Edit button to edit the selected presenter. See below for specifics on editing presenter's details.

   - **Delete:** Highlight a presenter's name in your list and click the Delete button to delete the selected presenter. You will be asked to confirm your choice.

   - **Make Default:** Highlight a presenter's name in your list and click the Make default button to make the selected presenter the default choice.

To configure the presenter details:

1. Click **Add** or **Edit** to open the presenter detail dialog:

2. Input the desired details for each field (note that leaving a field blank will cause that field not to display when you preview or publish your presentation):

   - **Name:** The First and Last names of the presenter.

   - **Title:** The Title of the presenter (e.g., Vice President).

   - **Email:** The email address of the presenter.

   - **Presenter Bio:** A short bio of the presenter.

   - **Photo:** A photo of the presenter. Click **Browse** to add or edit a photo. Supported image formats include .JPG, .GIF, .BMP, and ..EMF. The optimal image size is 73×85 pixels.

   - **Image Options:** If your photo is not exactly 73×85 pixels, you have two options:

     - **Maintain aspect ratio**: Select this option to maintain the dimensions of your photo.

     - **Stretch to fit:** Select this option if you would like your photo to stretch to fit the entire width of the photo area in the player.

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 via Slide Properties.

Playlists

Use the Playlists section of Presentation Options to manage playlists, which can be used as background music for your presentations.

After you've created a playlist by following the below steps, assign it to a specific slide or slides using the Slide Properties feature.

To manage Playlists:

1. Select **Articulate** –> **Presentation Options** to launch the **Presentation Options** dialog.

2. Click the **Playlists** option from the left-hand menu:

3. Use the **New**, **Rename**, or **Delete** buttons to manage playlists:

   - **New:** Click the New button to add a new playlist to your collection of playlists. Input the desired playlist name and click **OK** to save or **Cancel** to exit without saving.

   - **Rename:** Select from the drop-down menu the name of the playlist you'd like to rename. With the playlist selected, click the Rename button to give it a new name. Click **OK** to save your changes or **Cancel** to exit without saving.

   - **Delete:** Select from the drop-down menu the name of the playlist you'd like to delete. Click the Delete button and **Yes** to confirm deletion or **No** to cancel without deleting.

4. Use the **Add**, **Remove**, **Up**, **Down**, **Top**, **Bottom** buttons to manage tracks within your selected playlists (as chosen from the drop-down menu at the top):

   - **Add:** Click the Add button to add a new track to your playlist. The **Add to playlist** dialog opens, where you can navigate to a supported file type (.MP3 or .WAV). **Double-click** your selected audio file or highlight it and click the **Open** button to add it to your playlist. After the audio is imported to your playlist, it will appear in the **Tracks** section.

   - **Remove:** Click the name of a track in your playlist and click the Remove button to remove it from the playlist. Note that you will not be prompted to confirm the removal.

   - **Up, Down, Top, Bottom:** Click the name of a track in your playlist and click one of these buttons to change its position in the playlist to the desired location. Up moves a track up one slot; Down moves it down one slot; Top moves it to the top; and Bottom moves it to the bottom of the playlist.

5. **Loop playlist:** Check the box next to **Loop playlist** 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.

6. **Volume level relative to narration:** Enter a whole integer to represent the **Volume level relative to narration** of your selected playlist to any audio you record using **Record Narration** or import via **Import Audio**. 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.

7. Use the Slide Properties feature to assign your playlist(s) to one or more slides in your presentation.

Quality

Use the Quality section of <u>Presentation Options</u> to specify output quality settings for images and audio.

To manage Quality settings:

1. Select **Articulate** –> **Presentation Options** to launch the **Presentation Options** dialog.

2. Click the **Quality** option from the left-hand menu:

3. Set your desired **Compression** settings:

   - **Optimize for Web Delivery:** 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.

   - **Optimize for CD-ROM Delivery:** If you will primarily be publishing presentations that will be delivered via CD-ROM, then choose this as your default compression setting.

   - **Custom (Advanced):** This option is recommended only for users with advanced knowledge of compression settings. Set the following options:

      - **Image compression:**

         - **Lossless:** Your images will not be compressed at all.

         - **Lossy**. The **Quality factor** for Lossy refers to .JPG. A quality factor of 75 is the default image setting when using Optimize for Web Delivery.

      - **Resize factor:** This is the threshold at which Presenter '09 will resize your inserted images. If the source image is more than value of the resize factor times the size of the display size (default setting), then Presenter '09 will resize the image to the resize factor times the display size before inserting it to prevent Flash from scaling the image too much. The default setting of 2 is recommended.

      - **Audio bitrate:** Specify using the drop-down menu. The range is between 16 kbps and 160 kbps; the default is 24 kbps.

Publish

Use the Publish section of <u>Presentation Options</u> to specify publish options for your presentations.

To manage Publish options:

1. Select **Articulate** –> **Presentation Options** to launch the **Presentation Options** dialog.

2. Click the **Publish** option from the left-hand menu:

3. Specify your desired **Publish Options**:

   - **Slides without audio or animation display for x seconds:** Set the duration for which slides that are published without any audio will be displayed. This value must be greater than 0.

   - **On mouse click animations without set timings display after x seconds:** Set the timing for slides that contain mouse-click animations but do not have timings set.

   - **Choose character set for the Articulate player:** 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 **Western**. If you will be publishing text in Asian, Eastern European, or other languages, you should choose **Non-western**.

   - **Optimize audio volume:** This setting will normalize all audio files.

   - **Prompt before overwriting published folder:** This option determines whether you should be prompted to overwrite existing files when publishing to a folder containing a previous output.

   - **Enable Publish for manual uploading to Articulate Online:** Check this box to enable local publishing of content to be uploaded to your Articulate Online account. After checking this box, go to **Publish -> Articulate Online** and you'll be able to publish locally, then manually upload the output.

   - **Update Quizmaker quizzes and Engage interactions before publishing:** Check this box to automatically update any embedded quizzes and/or interactions to the latest version saved on disk.

   - **Include slide master behind quizzes and interactions:** Check this box to display your slide master behind inserted Quizmaker quizzes/surveys and Engage interactions.

Other

Use the Other section of <u>Presentation Options</u> to specify Recording, General, and Proxy Settings for your presentations. **To manage Other settings:**

1. Select **Articulate** –> **Presentation Options** to launch the **Presentation Options** dialog.

2. Click the Other option from the left-hand menu:

3. Set the desired options:

   - **Recording:**

     - **Show notes pane on narration window:** Check this box to display your slide notes while recording narration for your presentation.

     - **Record narration for one slide at a time:** Check this box to record narration for one slide; uncheck this box to record narration continuously across all slides in your presentation.

     - **Launch Record Narration in full screen mode on large monitors:** Check this box to launch Record Narration maximized to take advantage of your monitor's entire real estate.

   - **General:**

     - **Automatically save changes:** Check this box to automatically save your work.

     - **Set preview range to X slides:** Specify a whole integer value between 1 and 99 to determine the default number of slides to show when you select the option to **Preview Next X Slides**. The default value is 3.

   - **Proxy Settings:**

     - **Use Internet Explorer proxy settings:** In most cases, leaving this default option selected will allow you to publish from Presenter '09 to Articulate Online using your default Internet settings.

     - **Use proxy server:** If your organization uses a proxy server and you are publishing from Presenter '09 to Articulate Online, you may need to select this option and input your organization's proxy server settings. Check with your IT department if you're unsure, or if you do not know the **Address** and **Port** of the proxy server.

4. Click **OK** to save your changes or **Cancel** to exit without saving.

Publishing

Previewing Presentations

If you would like to review changes you've made prior to publishing the entire presentation, Presenter '09 offers a **Preview** option.

To preview the current slide, the next 3 slides, or a range of slides:

1. Select **Articulate** –> **Preview**.

2. Select one of the following preview options:

   - **Preview This Slide:** Preview the current slide only.

   - **Preview Next 3 Slides:** Preview the current slide and the next 2 slides (or other value as defined in Managing Presentation Options: Other).

   - **Preview Range of Slides:** Launch the **Preview Range** dialog and define the range of slides to preview by selecting from the drop-down menus the starting slide and ending slide to preview, or click the **Select All** link to select all slides in your project. Press the **Preview Slide X** or **Preview All** button to preview slides, or **Cancel** to exit without previewing.

From the Preview player you can interact with the Presenter '09 player using all controls that you've enabled in your active player template (via Player Templates). Additionally, you can select the following options:

- **Close Preview:** To close the Preview dialog box.

- **Edit Slide:** To make changes to the current slide being previewed.

- **Player Template:** To preview the current slide(s) using an alternate player template, presenter, or logo. In the Player Template dialog, use the drop-down menus to select the desired settings, then click **OK** to preview or **Cancel** to exit without making any changes.

Publishing Presentations

Presenter '09 provides simple, 1-click publishing for generating your Flash-based presentation or elearning course. Delivery options include Web, Articulate Online, LMS, CD, Word, or Podcast.

1. Select **Articulate** –> **Publish** to launch the **Publish** dialog.

2. Select the preferred publish tab (the default is Web).

3. Refer to the following help topics to learn more about each publish option:

   - [Publish to the Web](#)
   - [Publish to Articulate Online](#)
   - [Publish to Your LMS](#)
   - [Publish to CD](#)
   - [Publish to Word](#)
   - [Publish to Podcast](#)
   - [Publish to Mobile Device](#)

Note: Articulate Presenter only supports the **On-screen Show** setting in PowerPoint. You can verify this setting in PowerPoint by going to **File** -> **Page Setup** -> <**Slides sized for**. You can [learn more here](#).

Publish to Web

Presenter '09 provides simple, 1-click publishing for generating your Flash-based presentation or elearning course. If you're creating a presentation or elearning course to view on your computer or share on a Web site, use the **Publish for Web** option.

To Publish for Web:

1. Select **Articulate** –> **Publish** to launch the **Publish** dialog.

2. Select the **Web** publish tab.

3. Specify a **Publish location** for your presentation. The default location is in this directory: **My Documents\My Articulate Projects**. Click the ellipsis button (…) or type a directory path if you want to pick a different location on your computer.

4. Modify the **Properties** as necessary:

   - If you wish to modify the **Published title**, type a new title.

   - If you wish to modify the **Player template**, select from the drop-down menu the template you'd like to use, or click the ellipsis button (…) to manage player templates. See the section Customizing the Player Template: Overview for more details.

   - If you wish to modify the **Logo**, select from the drop-down menu the logo you'd like to use, or click the ellipsis button (…) to manage logos. See the section Managing Presentation Options: Logos for more details.

   - If you wish to modify the **Presenter**, select from the drop-down menu the presenter you'd like to use, or click the ellipsis button (…) to manage presenters. See the section Managing Presentation Options: Presenters for more details.

5. Click **Publish**.

6. When the Publish process is complete, you will receive the following **Publish Successful** dialog box to choose the next step:

   - **View Presentation:** Allows you to see the published output in your Web browser.

   - **Email:** Automatically generates a message with the zipped output attached to send content via e-mail.

   - **FTP:** To publish directly to your server via FTP.

     - **Provide the following information for FTP Upload** (example credentials shown in italics)**:**

       - **Server:** *yourserver.com*

       - **Port:** *default is 21*

       - **Username:** *your login*

- **Password:** *secure password*
- **Directory:** /users/jsmith/public_html/quizzes/newhire***
  ***Path is relative to starting point when logging in via FTP
- Click **Test Connection** to confirm FTP access.
- Select **Save username and password** as necessary.

- **Zip:** To create and save a zipped version of the output.
- **Open Folder:** Opens the published output folder.
- Choose **Close** when you are done or to exit without selecting one of the above options.

Publish to Articulate Online

If you have an Articulate Online trial or paid account and wish to publish content directly to your account, then follow the **Publish to Articulate Online** instructions below.

In order to **Publish to Articulate Online**, you must already have an existing account. You can learn more about Articulate Online, including how to create a free 30-day trial account or how to purchase a paid account, here.

To Publish for Articulate Online:

1. Select **Articulate** –> **Publish** to launch the **Publish** dialog.

2. Select the **Articulate Online** publish tab.

3. Modify the **Properties** as necessary:

   - In the **Published title** field, type the name for your published presentation or elearning course.

   - In the **Description** field, type a description for your published presentation or elearning that will appear along with the presentation or elearning in your Articulate Online account.

   - If you wish to modify the **Player template**, select from the drop-down menu the template you'd like to use, or click the ellipsis button (…) to manage player templates. See the section Customizing the Player Template: Overview for more details.

   - If you wish to modify the **Logo**, select from the drop-down menu the logo you'd like to use, or click the ellipsis button (…) to manage logos. See the section Managing Presentation Options: Logos for more details.

   - If you wish to modify the **Presenter**, select from the drop-down menu the presenter you'd like to use, or click the ellipsis button (…) to manage presenters. See the section Managing Presentation Options: Presenters for more details.

4. Specify **Reporting and Tracking** options:

   - Click the **Reporting and Tracking** button to determine how your presentation or elearning course's status will be tracked and deemed complete by Articulate Online.

     - Select from the drop-down under the **Reporting** section the option you would like Articulate Online to use in reporting the status of this presentation or elearning course. Options include the following:

       - Passed/Incomplete
       - Passed/Failed
       - Completed/Incomplete
       - Completed/Failed

- In the **Tracking** section, choose how you want to track progress and completion:

  - **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**.

  - **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 Adding Quizmaker Quizzes or Adding a Learning Game. If you have inserted more than one quiz in your e-learning course or presentation, only one can be chosen for tracking purposes by Articulate Online. The **Passing score** shown here is that which you defined in your quiz or Learning Game.

5. Specify your Articulate Online **Account Information:**

   - **Account URL:** The full URL of your account. The subdomain is unique to your account. The format should be *http://<accountname>.articulate-online.com*. If you have a professional-level account, you might also have a custom root-level domain. If so, input that here. For example, *http://<accountname>.elearningserver.com*.

   - **E-mail:** The administrator or publisher e-mail address/login associated with your account. Only administrators and publishers have permission to publish to Articulate Online accounts.

   - **Password:** The password you selected when you created your account, or the current password if you've changed it.

   - **Save my password:** Check this box to save your password for subsequent publishing to your Articulate Online account.

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

7. After you begin publishing to Articulate Online, Presenter '09 will **automatically upload** your interaction to your account.

8. When the upload is complete, you will have the option to **Manage Content**, which will launch your Web browser and display the content item you just published, or **Close**, which closes the **Publish Success** window.

Publish to Your LMS

Presenter '09 provides simple, 1-click publishing for generating your Flash-based presentation or elearning course. If you're creating an elearning course to host in your SCORM- or AICC-compliant Learning Management System (LMS), use the **Publish for LMS** option.

To Publish for LMS:

1. Select **Articulate** –> **Publish** to launch the **Publish** dialog.

2. Select the **LMS** publish tab.

3. Specify a **Publish location** for your elearning course. The default location is in this directory: **My Documents\My Articulate Projects**. Click the ellipsis button (…) or type a directory path if you want to pick a different location on your computer.

4. Modify the **Properties** as necessary.

   - If you wish to modify the **Published title**, type a new title.

   - If you wish to modify the **Player template**, select from the drop-down menu the template you'd like to use, or click the ellipsis button (…) to manage player templates. See the section Customizing the Player Template: Overview for more details.

   - If you wish to modify the **Logo**, select from the drop-down menu the logo you'd like to use, or click the ellipsis button (…) to manage logos. See the section Managing Presentation Options: Logos for more details.

   - If you wish to modify the **Presenter**, select from the drop-down menu the presenter you'd like to use, or click the ellipsis button (…) to manage presenters. See the section Managing Presentation Options: Presenters for more details.

   - Select from the **LMS** drop-down the elearning industry standard you wish to use:

     - SCORM 1.2

     - SCORM 2004 (specify 2nd Edition or 3rd Edition in Reporting and Tracking)

     - AICC

   - Click the **Reporting and Tracking** button to specify your metadata.

     - In the **Reporting** tab, provide **LMS Course Information** that will be passed to your LMS:

       - **Title:** The title of your elearning course.

       - **Description:** A description of your elearning course.

       - **Identifier:** A brief identifier for your elearning course.

       - *AICC only* **Creator:** The author's name.

       - *SCORM only* **Version:** The version of your elearning course, if applicable.

- *SCORM only* **Duration:** How long it will take the average user to complete the elearning course.

- *SCORM only* **Keywords:** Keywords for your elearning course.

- *AICC only* **Filename (URL):** The location where the elearning course will be hosted with your LMS.

- *SCORM only* **LMS Lesson SCORM Information** that will be passed to your LMS (can be the same as above):

- **Title:** The title of your elearning course.

- **Identifier:** A brief identifier for your elearning course.

- In the **Reporting** tab, select **LMS Reporting** options that will be passed to your LMS (leave at default settings if you're not sure):

  - Passed/Incomplete

  - Passed/Failed

  - Completed/Incomplete

  - Completed/Failed

- In the **Tracking** tab, choose how you want to track progress and completion:

  - **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 to set the **Minimum number of slides viewed to 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 [Adding Quizmaker Quizzes](#) or [Adding a Learning Game](#). 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. The **Passing score** shown here is that which you defined in your quiz or Learning Game.

  - Click **OK** to save your **LMS Metadata**.

5. Click **Publish** to publish your elearning course.

6. When the Publish process is complete, you will receive the following **Publish Success** dialog box to choose the next step:

- **View Presentation:** Allows you to see the published output in your Web browser.

- **Email:** Automatically generates a message with the zipped output attached to send content via e-mail.

- **FTP:** To publish directly to your server via FTP.
  - **Provide the following information for FTP Upload** (example credentials shown in italics)**:**
    - **Server:** *yourserver.com*
    - **Port:** *default is 21*
    - **Username:** *your login*
    - **Password:** *secure password*
    - **Directory:** /users/jsmith/public_html/quizzes/newhire***
      ***Path is relative to starting point when logging in via FTP
    - Click **Test Connection** to confirm FTP access.
    - Select **Save username and password** as necessary.
- **Zip:** To create and save a zipped version of the output.
- **Open Folder:** Opens the published output folder.
- Choose **Close** when you are done or to exit without selecting one of the above options.

Publish to CD

Presenter '09 provides simple, 1-click publishing for generating your Flash-based presentation or elearning course. If you're creating presentation or elearning course to distribute via CD or DVD, use the **Publish for CD** option.

To Publish for CD:

1. Select **Articulate** –> **Publish** to launch the **Publish** dialog.

2. Select the **CD** publish tab.

3. Specify a **Publish location** for your presentation. The default location is in this directory: **My Documents\My Articulate Projects**. Click the ellipsis button (…) or type a directory path if you want to pick a different location on your computer. Note that after publishing locally, you can burn the published output to your CD or DVD.

4. Modify the **Properties** as necessary:

   - If you wish to modify the **Published title**, type a new title.

   - If you wish to modify the **Player template**, select from the drop-down menu the template you'd like to use, or click the ellipsis button (…) to manage player templates. See the section Customizing the Player Template: Overview for more details.

   - If you wish to modify the **Logo**, select from the drop-down menu the logo you'd like to use, or click the ellipsis button (…) to manage logos. See the section Managing Presentation Options: Logos for more details.

   - If you wish to modify the **Presenter**, select from the drop-down menu the presenter you'd like to use, or click the ellipsis button (…) to manage presenters. See the section Managing Presentation Options: Presenters for more details.

5. Click **Publish**.

6. When the Publish process is complete, you will receive the following **Publish Success** dialog box to choose the next step:

   - **View Presentation:** Allows you to see the published output in your Web browser.

   - **Email:** Automatically generates a message with the zipped output attached to send content via e-mail.

   - **FTP:** To publish directly to your server via FTP.

     - **Provide the following information for FTP Upload** (example credentials shown in italics)**:**

       - **Server:** *yourserver.com*

       - **Port:** *default is 21*

- **Username:** *your login*
- **Password:** *secure password*
- **Directory:** /users/jsmith/public_html/quizzes/newhire***

  ***Path is relative to starting point when logging in via FTP

- Click **Test Connection** to confirm FTP access.
- Select **Save username and password** as necessary.

- **Zip:** To create and save a zipped version of the output.
- **Open Folder:** Opens the published output folder.
- Choose **Close** when you are done or to exit without selecting one of the above options.

Presenter '09 provides simple, 1-click publishing for generating your Flash-based presentation or elearning course. If you're creating presentation or elearning course to distribute via CD or DVD, use the **Publish for CD** option.

To Publish for CD:

1. Select **Articulate** –> **Publish** to launch the **Publish** dialog.

2. Select the **CD** publish tab.

3. Specify a **Publish location** for your presentation. The default location is in this directory: **My Documents\My Articulate Projects**. Click the ellipsis button (…) or type a directory path if you want to pick a different location on your computer. Note that after publishing locally, you can burn the published output to your CD or DVD.

4. Modify the **Properties** as necessary:

   - If you wish to modify the **Published title**, type a new title.
   - If you wish to modify the **Player template**, select from the drop-down menu the template you'd like to use, or click the ellipsis button (…) to manage player templates. See the section Customizing the Player Template: Overview for more details.
   - If you wish to modify the **Logo**, select from the drop-down menu the logo you'd like to use, or click the ellipsis button (…) to manage logos. See the section Managing Presentation Options: Logos for more details.
   - If you wish to modify the **Presenter**, select from the drop-down menu the presenter you'd like to use, or click the ellipsis button (…) to manage presenters. See the section Managing Presentation Options: Presenters for more details.

5. Click **Publish**.

6. When the Publish process is complete, you will receive the following **Publish Success** dialog box to choose the next step:

- **View Presentation:** Allows you to see the published output in your Web browser.
- **Email:** Automatically generates a message with the zipped output attached to send content via e-mail.
- **FTP:** To publish directly to your server via FTP.
  - **Provide the following information for FTP Upload** (example credentials shown in italics)**:**
    - **Server:** *yourserver.com*
    - **Port:** *default is 21*
    - **Username:** *your login*
    - **Password:** *secure password*
    - **Directory:** /users/jsmith/public_html/quizzes/newhire***
      ***Path is relative to starting point when logging in via FTP
    - Click **Test Connection** to confirm FTP access.
    - Select **Save username and password** as necessary.
- **Zip:** To create and save a zipped version of the output.
- **Open Folder:** Opens the published output folder.
- Choose **Close** when you are done or to exit without selecting one of the above options.

Publish to Word

If you're collaborating with others to create your presentation or elearning course and want to collect input while your content is still in development, use the **Publish for Word** option.

To Publish for Word:

1. Select **Articulate** –> **Publish** to launch the **Publish** dialog.

2. Select the **Word** publish tab.

3. Specify a **Publish location** for your presentation. The default location is in this directory: **My Documents\My Articulate Projects**. Click the ellipsis button (…) or type a directory path if you want to pick a different location on your computer.

4. Modify the **Properties** as necessary:

   - If you wish to modify the **Published title**, type a new title.

   - If you wish to modify the **Presenter**, select from the drop-down menu the presenter you'd like to use, or click the ellipsis button (…) to manage presenters. See the section Managing Presentation Options: Presenters for more details.

   - Select from the drop-down list what **Output type** you would like:

     - **Storyboard (default):** 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:** Creates a Word document with presenter notes only.

5. Click **Publish**.

6. When the Publish process is complete, you will receive the following **Publish Success** dialog box to choose the next step:

   - **View Document:** Allows you to see the published output.

   - **Email:** Automatically generates a message with the zipped output attached to send content via e-mail.

- **FTP:** To publish directly to your server via FTP.
    - **Provide the following information for FTP Upload** (example credentials shown in italics)**:**
        - **Server:** *yourserver.com*
        - **Port:** *default is 21*
        - **Username:** *your login*
        - **Password:** *secure password*
        - **Directory:** /users/jsmith/public_html/quizzes/newhire***
          ***Path is relative to starting point when logging in via FTP
        - Click **Test Connection** to confirm FTP access.
        - Select **Save username and password** as necessary.
- **Zip:** To create and save a zipped version of the output.
- **Open Folder:** Opens the published output folder.
- Choose **Close** when you are done or to exit without selecting one of the above options.

Publish to Podcast

If you'd like to create an audio podcast of your narration — either a light-weight podcast player for posting on the Web, or a single MP3 file for distribution on MP3 players like iPods — use the **Publish for Podcast** option.

To Publish for Podcast:

1. Select **Articulate** –> **Publish** to launch the **Publish** dialog.

2. Select the **Podcast** publish tab.

3. Specify a **Publish location** for your presentation. The default location is in this directory: **My Documents\My Articulate Projects**. Click the ellipsis button (…) or type a directory path if you want to pick a different location on your computer.

4. Modify the **Properties** as necessary:

   - If you wish to modify the **Published title**, type a new title.

   - If you wish to add an **Artist** or speaker name, input the details in this field.

   - If you wish to add an **Album** title, input the details in this field.

   - If you wish to add **Description** for your podcast, input the details in this field.

5. Under **Output Options**, select from the **Audio quality** drop-down the audio quality you'd like to use for your podcast:

   - High (128 kbps)

   - Medium (96 kbps)

   - Low (64 kbps)

   - Custom: Click the ellipsis button (…) to choose a quality setting within the range 16 kbps to 160 kbps

6. Click **Publish**.

7. When the Publish process is complete, you will receive the following **Publish Success** dialog box to choose the next step:

   - **Play Podcast:** Allows you to launch your podcast in your Web browser and listen to it via a lightweight audio player, which you can use to **Play**, **Seek** (click and drag on the seekbar), **Pause**, and adjust the **Volume** of your podcast.

   - **Email:** Automatically generates a message with the zipped output attached to send content via e-mail.

- **FTP:** To publish directly to your server via FTP.

  - **Provide the following information for FTP Upload** (example credentials shown in italics)**:**

    - **Server:** *yourserver.com*

    - **Port:** *default is 21*

    - **Username:** *your login*

    - **Password:** *secure password*

    - **Directory:** /users/jsmith/public_html/quizzes/newhire***

      ***Path is relative to starting point when logging in via FTP

    - Click **Test Connection** to confirm FTP access.

    - Select **Save username and password** as necessary.

- **Zip:** To create and save a zipped version of the output.

- **Open Folder:** Opens the published output folder.

- Choose **Close** when you are done or to exit without selecting one of the above options.

Publish to Mobile Device

You can publish your Presenter '09 presentation for viewing on a mobile device via Flash Lite 3. The installation of Presenter '09 includes a file called *mobile-player.swf*, which is required for viewing your presentation on a mobile device.

Here's how to prepare your presentation for playback on a cell phone or mobile device with Flash Lite 3:

1. Publish your presentation to Web (**Articulate** -> **Publish** -> **Web**) or open the published output folder for your already published presentation.

2. Navigate to *C:\Program Files\Articulate\Presenter\players\mobile* and copy *mobile-player.swf* from the *players* folder to the *data* folder of your published presentation.

3. Copy the *data* folder, which should now contain *mobile-player.swf*, to your mobile device.

4. Launch *mobile-player.swf* via your mobile device to view your presentation.

Here's how to test mobile playback on your computer in quasi-emulation mode:

1. Navigate to the data folder of your published presentation where you've copied the *mobile-player.swf* file.

2. Drag *mobile-player.swf* into your Web browser to view your presentation.

3. Resize your browser really small to match the screen size of your target mobile device.

4. Resizing the browser taller than it is wide will auto-rotate the player to maximize playback size; this is to allow you to view the presentation either tall or wide on your mobile device.

5. Your mobile device controls will control playback; you can use your computer's keyboard to emulate those commands:

   - **Enter:** Play / Pause
   - **Left / Right Arrows:** Previous / Next
   - **Up / Down Arrows:** Volume Up / Volume Down

Known mobile devices that support playback include the following:

- Nokia N95 8GB

If you find that your device supports playback, please let Articulate Support know.

Publish Success

After publishing your project, you will see a **Publish Successful** dialog. You will also have the choice to take action — for example, to view the published content after you've Published for the Web.

Refer to the final step of each of the following help topics to learn more about the options available on each **Publish Successful** dialog:

- [Publish to the Web](#)
- [Publish to Articulate Online](#)
- [Publish to Your LMS](#)
- [Publish to CD](#)
- [Publish to Word](#)
- [Publish to Podcast](#)

Supported PowerPoint Animations

ANIMATION	SUPPORTED	SUBSTITUTION
Entrance Animations:		
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	
Emphasis Animations:		
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	
Exit Animations:		
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	
Motion Paths*:		
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 (alternate recommendation is to convert to .SWF format then insert via **Articulate** -> **Flash Movie**)
- Animation using a trigger "Start effect on click of…"
- Animations contained in the slide master
- After animation effect options to "Hide After Animation" and "Hide on Next Mouse Click"
- Timing option to "Rewind when done playing"