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# ENGAGE'09
## Documentation

# Engage '09 Documentation

# General

## System Requirements for Engage '09

To run the Engage '09 application to create interactions, 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) |
| 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

### Product Integration:

- Presenter '09 is required for integration with Quizmaker '09 or Engage '09
- Articulate Presenter 5 and earlier will not work with Quizmaker '09 or Engage '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 Engage '09

Here's how to install Engage '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 Engage '09 icon on your desktop.

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. After you have purchased the software, activate Engage '09.

## Activating Engage '09

After you've installed Engage '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 Now**.

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 **en2.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.

## Creating New & Opening Existing Interactions

An interaction can be stand-alone or integrated into your Presenter '09 presentation or elearning course.

**To create a new interaction:**

- There are three methods for creating a new interaction.

    1. Click **Create a new interaction** from the welcome screen.

    2. Select **New** from the File menu.

    3. Press **Ctrl-N** on your keyboard.

- The **New Interaction** window will open, where you can choose the type of interaction you'd like to create. Learn more about each interaction type in the following help topics:

    - Process
    - Labeled Graphic
    - Tabs
    - Circle Diagram
    - Timeline
    - Media Tour
    - FAQ
    - Pyramid
    - Guided Image
    - Glossary
    - Community Interactions

**To open an interaction:**

- There are three methods for opening an existing interaction.

    1. Click the **name** of one of your nine most recent interactions on the welcome screen.

    2. Select **Open** from the Articulate Button.

    3. Press **Ctrl-O** on your keyboard.

## Using the Toolbar

Engage '09 gives you access to the following sections of the toolbar:

- Interaction-specific functions (e.g., Add Tab, Delete Tab, Move Tab in Tabs interaction)
- Intro / Summary
- Tools
- Publish

Available functions include the following:

- **Intro / Summary (not available in Media Tour)**

    - **Add/Edit Introduction:** Click the **Add Introduction** button to add an introduction step, event, or entry to your interaction, which will appear at the beginning of your interaction. The introduction contains the same elements as your other steps, events, or entries. If you already have an introduction, click **Edit Introduction** to make edits to your existing introduction step, event, or entry.

    - **Add/Edit Summary:** Click the **Add Summary** button to add a summary step, event, or entry to your interaction, which will appear at the end of your interaction. The summary contains the same elements as your other steps, events, or entries. If you already have a summary, click **Edit Summary** to make edits to your existing summary step, event, or entry.

- **Tools**

    - **Interaction Properties:** The interaction properties dialog gives you features and option to customize your interactions. Learn more about available settings in Managing Interaction Properties.

    - **Export Media (Media Tour only):** Click the **Export Media** button to export the movie or image for the current item. After clicking the button, do the following:

        1. In the **Export File** dialog, specify the **Save in** location for your media.

        2. By default, the **File name** will be the name of the source image (edit as you'd like).

        3. The **Save as type** can only be the source format of the media (e.g., .jpg if your original media is in .jpg format).

        4. Click **Save** to save the source media to your selected location, or click **Cancel** to cancel the export.

    - **Colors:** Click the Colors drop-down box to select from available **Schemes** or **Legacy Schemes**, or create a **New Color Scheme** (keyboard shortcut: N when the color menu is expanded). If you choose to create a custom scheme, do the following:

1. The **Color Scheme Editor** will open with a preview of your interaction.

2. Use the controls at the bottom of the editor to customize your colors.

3. The **Choose an item to edit** drop-down menu includes the following customizable areas:

   - Background and Text
   - Buttons
   - Tooltips
   - Callouts
   - Options specific to interaction types:
     - Glossary
     - Timeline
     - Labeled Graphic
     - Tabs
     - FAQ

4. Select the area whose color you want to customize.

5. Use the color menu drop-down to specify a color using the default color choices, or click **More colors** to define a custom HSL or RGB color.

6. Some areas of the interaction, such as **Background**, also give you the option to specify a **Transparency** percentage by inputting a whole integer between 0 and 100 or by using the up and down arrows.

- **Spelling:** Click the **Spelling** button to run a spell check of your interaction, or click the arrow to specify **Spelling Options** or **AutoCorrect Options**. Learn more about spelling options in Engage Options.

To learn more about specific toolbar functions in each interaction type, see Creating New & Opening Existing Interactions.

## Using Keyboard Shortcuts

Engage '09 provides keyboard shortcuts for both interaction authors and for users viewing the published output.

**Keyboard shortcuts for authors:**

- **F1:** View Engage '09 help documentation
- **F7:** Run spell check
- **F10:** Publish interaction
- **F11:** Preview current step, event, or segment
- **F12:** Preview the entire interaction
- **Ctrl-N:** Create a new interaction
- **Ctrl-O:** Open an existing interaction
- **Ctrl-S:** Save interaction
- **Ctrl-Z:** Undo
- **Ctrl-Y:** Redo
- **Ctrl-Page Up/Page Down:** Navigate between the steps, events, or segments in edit mode
- **Alt-Enter:** Open the Interaction Properties dialog

**Keyboard shortcuts for users:**

- **Left/Right arrows and Page Up / Page Down:** Left, right, page up, and page down to previous and next steps, events, or segments
- **M:** Mute volume
- **+:** Volume up
- **-:** Volume down

## Running the Spell Check

The Spelling feature allows you to either scan the spelling in your entire interaction or check spelling of a specific word. To quickly spell check your interaction, simply press F7 key the keyboard.

To scan the whole interaction, press F7 or select **Spelling** from the main ribbon. To check specific words, simply right-click the word flagged with a wavy red line. Any word not found in the Engage '09 dictionary will have a wavy red underline.

When the spell checker finds a spelling error, you have options such as ignoring the word, changing the word in one instance or all instances, or adding the word to the dictionary. You can also create a **custom dictionary** with words that you use frequently.

### Spelling Options

The spelling options dialog allows a lot of customization of how the spelling is handled in Engage '09. Check or uncheck the options as needed. This dialog also allows you to add **custom dictionaries** as well as changing what language to use as the **main dictionary**.

Any changes made can be easily reverted by clicking the **Restore Defaults** button.

Learn more about Spelling Options in Managing Interaction Properties.

### AutoCorrect Options

The AutoCorrect feature corrects misspelled words as you type them. To set up a list of words that you typically misspell and want the spell check to AutoCorrect, click the **AutoCorrect Options** button.

The **AutoCorrect** dialog allows for adding, replacing and deleting AutoCorrection words.

## Emailing an Interaction

Engage '09 allows you to email your source .intr file to other Engage '09 authors. If you want to email the published interaction to someone, you should **Publish -> Web** and select the email option. Learn more in [Publishing: Web](#).

**To email a source interaction (.intr) in Engage '09:**

1. Click the **Articulate Button**.

2. Click the **Send** option.

3. An email message will open in your default email program with the source interaction file (.intr) attached to the email and the interaction name in the subject line.

4. Type the recipient email address(es) in the **To** and/or **CC** fields.

5. Click **Send** to email the interaction to the recipient(s).

6. The recipient(s) can save the .intr file locally, then double-click to open and edit in Engage '09.

## Engage Options

Engage '09 allows you to set application preferences in the Engage Options window.

**To open the Engage Options window:**

1. Click the **Articulate Button**.
2. Click **Engage Options**.

**Engage Options include the following:**

- **Delete Audio:** With this option selected, you will be prompted to confirm whenever you choose to delete audio from your interaction.

- **Delete Interaction Item:** With this option selected, you will be prompted to confirm whenever you choose to delete an interaction item from your interaction.

- **Overwrite published files:** With this option selected, you will be prompted to confirm whenever you publish if you want to overwrite existing published files.

- **Delete Multimedia:** With this option selected, you will be prompted to confirm whenever you choose to delete multimedia from your interaction.

- **Flash Player Support:** With this option selected, you will be prompted about Flash Player support when adding video to your interaction.

- **Spelling**

  - **Spelling Options:** Set options for how the spell checker reviews text. Restore defaults by clicking on the **Restore Defaults** button at the bottom of the window. Click **OK** to accept changes. Click **Cancel** to close the window without saving any changes to spelling options.

    - **Hide spelling errors:** Check box to hide spelling errors.

    - **Ignore words in UPPERCASE:** Leave box checked to ignore words such as ASAP.

    - **Ignore words with numbers:** Leave box checked to ignore words such as Win95.

    - **Ignore Internet and file addresses:** Leave box checked to ignore words such as articulate.com.

    - **Ignore capitalized words:** Check box to ignore words such as Antarctica.

    - **Ignore words with mixed case:** Check box to ignore words such as UltraMan.

    - **Ignore HTML markups:** Leave box checked to ignore words such as <Strong></Strong>.

    - **Allow accented words:** Leave box checked to ignore words such as Être.

- **Report doubled words:** Leave box checked to report doubled words such as the the.

- **Suggest split words:** Check box to suggest words such as "boy" for "theboy".

- **Phonetic suggestions:** Check box to offer phonetic suggestions. This feature is only available in English.

- **Typographical suggestions:** Leave box checked to offer suggestions for correct spellings.

- **Casesensitive:** Leave box checked to determine words by case patterns.

- **AutoCorrect:** Leave box checked to automatically perform spell checks. Click **Options** to open the AutoCorrect dictionary. Leave the 'Replace text as you type' box checked to automatically correct misspellings. Here you can add or remove the words you want automatically replaced. Enter the word you want replaced in the **Replace** field and the word you want it replaced with in the **With** field. Click **Add** to add it to the AutoCorrect dictionary. To remove a word from the AutoCorrect dictionary, either type the word in the **Replace** field or find the word by scrolling through the AutoCorrect dictionary and clicking on it; click **Delete** to remove the misspelling from the AutoCorrect dictionary. Click **OK** to save changes to the AutoCorrect dictionary or **Cancel** to close the AutoCorrect window without saving changes.

- **Dictionary:**

  - **Main Dictionary language:** Select from the drop-down menu a dictionary to use in spell checks. Available dictionaries include the following:

    - English (Canada)

    - English (U.K.)

    - English (U.S.) (default)

    - French

    - German (Post-reform)

    - German (Pre-reform)

    - Italian

    - Spanish

  - **Custom Dictionaries**: Click this button to **Modify**, **Change Default**, create a **New**, **Add** existing (.dic file), or **Remove** a custom dictionary. Click **OK** to save changes, or **Cancel** to close the Custom Dictionaries window without saving changes.

- **AutoCorrect Options:** Click to open the AutoCorrect dictionary. See above section on AutoCorrect for more information.

- **Check for updates at startup:** Leave the box checked to check for updates at startup, or uncheck to stop updates from being checked at startup.

- **Enable publishing for manual upload to Articulate Online:** Click the box to allow a manual upload option in **Publish -> Articulate Online**. In the **Account Information** section under **Account URL**, select from the drop-down menu the option to **Publish Locally**, then specify the **Local Folder** whose contents you can then upload to Articulate Online (a .en2 file). Please see Publishing: Articulate Online for more information.

# Creating Interactions

## Process

This help topic will cover all options and features available while working with Process interactions.

**To create a Process interaction:**

1. [Create a new interaction](#) using one of the three available methods.

2. Select **Process** from the left-hand list of interaction types.

3. Click **OK** to start creating your interaction or **Cancel** to cancel creation of a new interaction.

**The following toolbar options are available while working with a Process interaction:**

- **Process Steps**

  - **Add Step:** This will add a new step to this Process interaction. The new step will always be added as the last step but can be moved easily. This interaction type allows for a maximum of 20 individual steps.

  - **Delete Step:** This will delete the currently selected step.

  - **Move Step:** You can move a step left and right as needed. You can also move steps by dragging the tabs into the desired order.

- **Intro / Summary:** Learn more in [Using the Toolbar](#).

- **Tools:** Learn more in [Using the Toolbar](#).

- **Publish:** Learn more in [Publishing Interactions](#).

**The following additional features are available while working with a Process interaction:**

- **Interaction Title:** This is the interaction title for this project. This will display as the main interaction title in the published output. To change the title font, click the **Interaction Properties** button in the toolbar and select the **Colors and Effects** tab. The **Title Font** setting will determine the font type used.

- **List:** You can select any step by clicking **List** in the left corner. Clicking this option will display all steps in a pull-down menu for easy and fast selection. You can also add a step via the List menu.

- **Tabs:** Click Introduction (if available) or a Step tab to make edits to that step of the interaction. Click the **Add Step** tab to add a new step to your interaction.

- **Title:** This is the title displayed for the current step in your published output.

- **Step Text:** This is the area where you add the text that you like to display for the selected step. To format this text, use the wide variety of options available in the formatting toolbars directly above the text input field. Learn more in [Formatting Text](#).

- **Audio:** Use the Audio pane to record, import, or edit audio for each step of your interaction. Learn more in [Adding Audio](#).

- **Media:** Use the Media pane to add a video or image to each step of your interaction. Learn more in [Adding Media](#).

## Labeled Graphic

This help topic will cover all options and features available while working with Labeled Graphic interactions.

**To create a Labeled Graphic interaction:**

1. Create a new interaction using one of the three available methods.

2. Select **Labeled Graphic** from the left-hand list of interaction types.

3. Click **OK** to start creating your interaction or **Cancel** to cancel creation of a new interaction.

**The following toolbar options are available while working with a Labeled Graphic interaction:**

- **Image**
  - **Change Image:** This option will allow you to select a new image for your interaction. Supported image types include the following:
    - .JPG
    - .BMP
    - .GIF
    - .PNG.
- **Labels**
  - **Add Label:** This option will add a new Label. There is no upper limit to how many labels you can add.
  - **Delete Label:** This will delete the currently selected label.
  - **Edit Labels:** Clicking this option will bring up the **Edit Labels** dialog. The edit labels dialog allows you to specify titles for each label as well as label text and add audio, images, or video to each label. See below section for more details on working in the Edit Labels dialog.
  - **Marker Color:** A color is selected by default as you create new labels, but this option allows you to specify another color from a pull-down list. If you click the control to the right of the label color selection, you can apply the color selection to all labels.
  - **Marker Style:** A style is selected by default as you create new labels, but this option allows you to specify another style from a pull-down list. If you click the control to the right of the label style selection, you can apply the style selection to all labels.
  - **Label Position:** A position is selected by default (Auto) as you create new labels, but this option allows you to specify another position from a pull-down list. If you click the control to the right of the label position selection, you can apply the position selection to all labels.
- **Intro / Summary:** Learn more in Using the Toolbar.

- **Tools:** Learn more in <u>Using the Toolbar</u>.
- **Publish:** Learn more in <u>Publishing Interactions</u>.

**The following additional features are available while working with a Labeled Graphic interaction:**

- **Interaction Title:** This is the interaction title for this project. This will display as the main interaction title in the published output. To change the title font, click the **Interaction Properties** button in the toolbar and select the **Colors and Effects** tab. The **Title Font** setting will determine the font type used.
- **Edit Labels:** After clicking the **Edit Labels** button, you'll have access to the following options:
  - **List:** You can select any label by clicking **List** in the left corner. Clicking this option will display all labels in a pull-down menu for easy and fast selection. You can also add a label via the List menu.
  - **Tabs:** Click Introduction (if available) or a label tab to make edits to that label of the interaction. Click the **Add Label** tab to add a new label to your interaction.
  - **Title:** This is the title displayed for the current label in your published output.
  - **Label Text:** This is the area where you add the text that you like to display for the selected label. To format this text, use the wide variety of options available in the formatting toolbars directly above the text input field. Learn more in <u>Formatting Text</u>.
  - **Audio:** Use the Audio pane to record, import, or edit audio for each label of your interaction. Optionally, click the **Audio Only** checkbox to use only audio with your interaction; enabling this option disables the text and media panes. Learn more in <u>Adding Audio</u>.
  - **Media:** Use the Media pane to add a video or image to each label of your interaction. Learn more in <u>Adding Media</u>.
  - **Label Controls:** Label controls such as add, delete, and style are available in the **Edit Labels** dialog. See above section for a description of each.
  - **Move Tab Left:** Click this link to move the selected tab to the left. This allows you to the define the order your users will progress through your interaction. You can also click and drag the tabs representing each label to a new position.
  - **Move Tab Right:** Click this link to move the selected tab to the right. This allows you to the define the order your users will progress through your interaction. You can also click and drag the tabs representing each label to a new position.
  - **Check Spelling:** Click this link to run a spell check on your interaction. Learn more in <u>Running the Spell Check</u>.
  - **Preview Label:** Click this link to preview the current label. Learn more in <u>Previewing Interactions</u>.

## Tabs

This help topic will cover all options and features available while working with Tabs interactions.

**To create a Tabs interaction:**

1. Create a new interaction using one of the three available methods.

2. Select **Tabs** from the left-hand list of interaction types.

3. Click **OK** to start creating your interaction or **Cancel** to cancel creation of a new interaction.

**The following toolbar options are available while working with a Tabs interaction:**

- **Tabs**

  - **Add Tab:** This will add a new tab to this Tabs interaction. The new tab will always be added as the last tab but can be moved easily. This interaction type allows for a maximum of 20 individual tabs.

  - **Delete Tab:** This will delete the currently selected tab.

  - **Move Tab:** You can move a tab left and right as needed. You can also move tabs by dragging the tabs into the desired order.

- **Intro / Summary:** Learn more in Using the Toolbar.

- **Tools:** Learn more in Using the Toolbar.

- **Publish:** Learn more in Publishing Interactions.

**The following additional features are available while working with a Tabs interaction:**

- **Interaction Title:** This is the interaction title for this project. This will display as the main interaction title in the published output. To change the title font, click the **Interaction Properties** button in the toolbar and select the **Colors and Effects** tab. The **Title Font** setting will determine the font type used.

- **List:** You can select any tab by clicking **List** in the left corner. Clicking this option will display all tabs in a pull-down menu for easy and fast selection. You can also add a tab via the List menu.

- **Tabs:** Click Introduction (if available) or a Tab tab to make edits to that tab of the interaction. Click the **Add Tab** tab to add a new tab to your interaction.

- **Title:** This is the title displayed for the current tab in your published output.

- **Tab Text:** This is the area where you add the text that you like to display for the selected tab. To format this text, use the wide variety of options available in the formatting toolbars directly above the text input field. Learn more in Formatting Text.

- **Audio:** Use the Audio pane to record, import, or edit audio for each tab of your interaction. Learn more in Adding Audio.

- **Media:** Use the Media pane to add a video or image to each tab of your interaction. Learn more in Adding Media.

## Circle Diagram

This help topic will cover all options and features available while working with Circle Diagram interactions.

**To create a Circle Diagram interaction:**

1. Create a new interaction using one of the three available methods.

2. Select **Circle Diagram** from the left-hand list of interaction types.

3. Click **OK** to start creating your interaction or **Cancel** to cancel creation of a new interaction.

**The following toolbar options are available while working with a Circle Diagram interaction:**

- **Layers**

    - **Add Layer:** This will add a layer. The layer will always be added as the outermost layer but can be moved easily. This interaction type allows for a maximum of 10 layers outside the Core Layer.

    - **Delete Layer (not available for Core Layer):** This will delete the currently selected layer.

    - **Move Layer (not available for Core Layer):** Move the current layer **In** or **Out**.

    - **Layer Color:** A color is selected by default as you create new layers. To change the default selection, select a color of your choice from the **Layer Color** pull-down menu.

    - **Rotation (not available for Core Layer):** This feature allows you to rotate (offset) a layer. This feature is helpful if you don't want the segment lines between layers to line up. You can select a number from the pull-down menu. The offset is in degrees from the start of the first segment in the current layer.

- **Segment (not available for Core Layer)**

    - **Add Segment:** This will add a new segment to this Circle Diagram interaction. The new segment will always be added as the segment on the right of your layer but can be moved easily. This interaction type allows for a maximum of 20 individual segments.

    - **Delete Segment:** This will delete the currently selected segment.

    - **Move Segment:** You can move a segment left and right as needed. You can also move segments by dragging the segments into the desired order.

- **Intro / Summary:** Learn more in Using the Toolbar.

- **Tools:** Learn more in Using the Toolbar.

- **Publish:** Learn more in Publishing Interactions.

**The following additional features are available while working with a Circle Diagram interaction:**

- **Interaction Title:** This is the interaction title for this project. This will display as the main interaction title in the published output. To change the title font, click the **Interaction Properties** button in the toolbar and select the **Colors and Effects** segment. The **Title Font** setting will determine the font type used.

- **List:** You can select any segment in the current layer by clicking **List** in the left corner. Clicking this option will display all segments in a pull-down menu for easy and fast selection. You can also add a segment via the List menu.

- **Tabs:** Click a segment to make edits to that segment of the interaction. Click the **Add Segment** tab to add a new segment to your interaction.

- **Title:** This is the title displayed for the current segment in your published output.

- **Core Layer / Circle Segment Text:** This is the area where you add the text that you like to display for the core layer or selected segment. To format this text, use the wide variety of options available in the formatting toolbars directly above the text input field. Learn more in Formatting Text.

- **Audio:** Use the Audio pane to record, import, or edit audio for each segment of your interaction. Learn more in Adding Audio.

- **Media:** Use the Media pane to add a video or image to each segment of your interaction. Learn more in Adding Media.

## Timeline

This help topic will cover all options and features available while working with Timeline interactions.

**To create a Timeline interaction:**

1. [Create a new interaction](#) using one of the three available methods.

2. Select **Timeline** from the left-hand list of interaction types.

3. Click **OK** to start creating your interaction or **Cancel** to cancel creation of a new interaction.

**The following toolbar options are available while working with a Timeline interaction:**

- **Timeline Periods**
  - **Add Period:** This will add a new period. The new period will always be added to the end but can be moved easily. This interaction type will allow you to add a maximum of 12 periods. Each period can have as many events as you like.
  - **Delete Period:** This will delete the currently selected period.
  - **Move Period:** You can move a period left and right as needed.
  - **Period Color:** A color is selected by default as you create new periods. To change the default selection, select a color of your choice from the **Period Color** pull-down menu.

- **Events**
  - **Add Event:** This will add a new event to this Timeline interaction. For each event you can specify a title, text, narration, images and/or video. You can add unlimited events to each period.
  - **Delete Event:** This will delete the currently selected event.
  - **Move Event:** You can move an event left and right as needed. You can also move events by clicking and dragging the events into the desired position within the period.

- **Intro / Summary:** Learn more in [Using the Toolbar](#).
- **Tools:** Learn more in [Using the Toolbar](#).
- **Publish:** Learn more in [Publishing Interactions](#).

**The following additional features are available while working with a Timeline interaction:**

- **Interaction Title:** This is the interaction title for this project. This will display as the main interaction title in the published output. To change the title font, click the **Interaction Properties** button in the toolbar and select **Colors and Effects**. The **Title Font** setting will determine the font type used.

- **Period Name:** This is the title displayed for the current period in your published output. Each period can have a separate name.

- **List:** You can select any event in the current period by clicking **List** in the left corner. Clicking this option will display all events in a pull-down menu for easy and fast selection. You can also add an event via the List menu.

- **Tabs:** Click a tab to make edits to that event of the interaction. Click the **Add Event** tab to add a new event to your interaction.

- **Title:** This is the title displayed for the current event in your published output.

- **Event Text:** This is the area where you add the text that you would like to display for the selected event. To format this text, use the wide variety of options available in the formatting toolbars directly above the text input field. Learn more in [Formatting Text](#).

- **Audio:** Use the Audio pane to record, import, or edit audio for each event of your interaction. Learn more in [Adding Audio](#).

- **Media:** Use the Media pane to add a video or image to each event of your interaction. Learn more in [Adding Media](#).

## Media Tour

This help topic will cover all options and features available while working with Media Tour interactions.

**To create a Media Tour interaction:**

1. [Create a new interaction](#) using one of the three available methods.

2. Select **Media Tour** from the left-hand list of interaction types.

3. Click **OK** to start creating your interaction or **Cancel** to cancel creation of a new interaction.

**The following toolbar options are available while working with a Media Tour interaction:**

- **Items**
  - **Add Item:** This will add a new item to this Media Tour interaction. The new item will always be added as the last item but can be moved easily. The media types supported are the following:
    - **Images:**
      - .JPG
      - BMP
      - .GIF
      - .PNG
    - **Flash movies:**
      - .FLV
      - .SWF
  - **Delete Item:** This will delete the currently selected item.
  - **Move Item:** You can move an item left and right as needed.
- **Tools:** Learn more in [Using the Toolbar](#).
- **Publish:** Learn more in [Publishing Interactions](#).

**The following additional features are available while working with a Media Tour interaction:**

- **Interaction Title:** This is the interaction title for this project. This will display as the main interaction title in the published output. To change the title font, click the **Interaction Properties** button in the toolbar and select **Colors and Effects**. The **Title Font** setting will determine the font type used.

- **List:** You can select item by clicking **List** in the left corner. Clicking this option will display all items in a pull-down menu for easy and fast selection. You can also add an item via the List menu.

- **Tabs:** Click an item to **Change Media** or add a **Caption** or **Audio**. Click the **Add Item** tab to add a new item to your interaction.

- **Caption:** This is the caption displayed for the current item in your published output. To format this text, use the wide variety of options available in the formatting toolbars directly above the text input field. Learn more in Formatting Text.

- **Audio:** Use the Audio pane to record, import, or edit audio for each item of your interaction. Learn more in Adding Audio.

## FAQ

This help topic will cover all options and features available while working with FAQ interactions.

**To create an FAQ interaction:**

1. Create a new interaction using one of the three available methods.

2. Select **FAQ** from the left-hand list of interaction types.

3. Click **OK** to start creating your interaction or **Cancel** to cancel creation of a new interaction.

**The following toolbar options are available while working with an FAQ interaction:**

- **Questions**
  - **Add Question:** This will add a new question to this FAQ interaction. The new question will always be added as the last tab but can be moved easily.
  - **Delete Question:** This will delete the currently selected question.
  - **Move Question:** You can move a question left and right as needed. You can also move questions by dragging the tabs into the desired order.
- **Intro / Summary:** Learn more in Using the Toolbar.
- **Tools:** Learn more in Using the Toolbar.
- **Publish:** Learn more in Publishing Interactions.

The following additional features are available while working with an FAQ interaction:

- **Interaction Title:** This is the interaction title for this project. This will display as the main interaction title in the published output. To change the title font, click the **Interaction Properties** button in the toolbar and select the **Colors and Effects** tab. The **Title Font** setting will determine the font type used.

- **List:** You can select any question by clicking **List** in the left corner. Clicking this option will display all questions in a pull-down menu for easy and fast selection. You can also add a question via the List menu.

- **Tabs:** Click Introduction (if available) or a tab to make edits to that part of the interaction. Click the **Add Question** tab to add a new question to your interaction.

- **Question Text:** This is the question text displayed for the current question in your published output.

- **Answer Text:** This is the area where you add the text that you like to display for the selected question. To format this text, use the wide variety of options available in the formatting toolbars directly above the text input field. Learn more in Formatting Text .

- **Audio:** Use the Audio pane to record, import, or edit audio for each question of your interaction. Learn more in Adding Audio.

- **Media:** Use the Media pane to add a video or image to each question of your interaction. Learn more in <u>Adding Media</u>.

# Pyramid

This help topic will cover all options and features available while working with Pyramid interactions.

**To create a Pyramid interaction:**

1.  [Create a new interaction](#) using one of the three available methods.

2.  Select **Pyramid** from the left-hand list of interaction types.

3.  Click **OK** to start creating your interaction or **Cancel** to cancel creation of a new interaction.

**The following toolbar options are available while working with a Pyramid interaction:**

*   **Layers**

    *   **Add Layer:** This will add a layer. The layer will always be added as the bottom layer but can be moved easily. This interaction type allows a maximum of 10 layers outside the top layer.

    *   **Delete Layer (not available for Top Layer):** This will delete the currently selected layer.

    *   **Move Layer (not available for Top Layer):** This will move the current layer **Up** or **Down**.

    *   **Layer Color:** A color is selected by default as you create new layers. To change the default selection, select a color of your choice from the **Layer Color** pull-down menu.

*   **Segment (not available for Top Layer)**

    *   **Add Segment:** This will add a new segment to this Pyramid interaction. The new segment will always be added as the segment on the right of your layer but can be moved easily. This interaction type allows for a maximum of 20 individual segments.

    *   **Delete Segment:** This will delete the currently selected segment.

    *   **Move Segment:** You can move a segment left, right, up, or down as needed. You can also move segments by dragging the segment tabs into the desired order.

*   **Intro / Summary:** Learn more in [Using the Toolbar](#).

*   **Tools:** Learn more in [Using the Toolbar](#).

*   **Publish:** Learn more in [Publishing Interactions](#).

**The following additional features are available while working with a Pyramid interaction:**

*   **Interaction Title:** This is the interaction title for this project. This will display as the main interaction title in the published output. To change the title font, click the **Interaction Properties** button in the toolbar and select the **Colors and Effects** segment. The **Title Font** setting will determine the font type used.

- **List:** You can select any segment in the current layer by clicking **List** in the left corner. Clicking this option will display all segments in a pull-down menu for easy and fast selection. You can also add a segment via the List menu.

- **Tabs:** Click a segment to make edits to that segment of the interaction. Click the **Add Segment** tab to add a new segment to your interaction.

- **Title:** This is the title displayed for the current segment in your published output.

- **Top Layer / Pyramid Segment Text:** This is the area where you add the text that you like to display for the core layer or selected segment. To format this text, use the wide variety of options available in the formatting toolbars directly above the text input field. Learn more in Formatting Text.

- **Audio:** Use the Audio pane to record, import, or edit audio for each segment of your interaction. Learn more in Adding Audio.

- **Media:** Use the Media pane to add a video or image to each segment of your interaction. Learn more in Adding Media.

## Guided Image

This help topic will cover all options and features available while working with Guided Image interactions.

**To create a Guided Image interaction:**

1. Create a new interaction using one of the three available methods.

2. Select **Guided Image** from the left-hand list of interaction types.

3. Click **OK** to start creating your interaction or **Cancel** to cancel creation of a new interaction.

The following toolbar options are available while working with a Guided Image interaction:

- **Image**
    - **Change Image:** This option will allow you to select a new image for your interaction. Supported image types include the following:
        - .JPG
        - .BMP
        - .GIF
        - .PNG
    - **Position:** This option allows you to specify the location of your image (top, bottom, left, or right) relative to the text you add to your interaction. For example, if you select top, your published interaction will place the image above your text and supporting media.
- **Labels**
    - **Add Label:** This option will add a new Label. There is no upper limit to how many labels you can add.
    - **Delete Label:** This will delete the label currently selected.
    - **Edit Labels:** Clicking this option will bring up the **Edit Labels** dialog. The edit labels dialog allows you to specify titles for each label as well as label text and add audio, images or video to each label. See below section for more details on working in the **Edit Labels** dialog.
    - **Arrow Color:** Use this option to specify a color from a pull-down list for new or existing labels.
- **Intro / Summary:** Learn more in Using the Toolbar.
- **Tools:** Learn more in Using the Toolbar.
- **Publish:** Learn more in Publishing Interactions.

**The following additional features are available while working with a Guided Image interaction:**

- **Interaction Title:** This is the interaction title for this project. This will display as the main interaction title in the published output. To change the title font, click the **Interaction Properties** button in the toolbar and select the **Colors and Effects** tab. The **Title Font** setting will determine the font type used.

- **Edit Labels:** After clicking the **Edit Labels** button, you'll have access to the following options:

  - **List:** You can select any label by clicking **List** in the left corner. Clicking this option will display all labels in a pull-down menu for easy and fast selection. You can also add a label via the List menu.

  - **Tabs:** Click Introduction (if available) or a label tab to make edits to that label of the interaction. Click the **Add Label** tab to add a new label to your interaction.

  - **Title:** This is the title displayed for the current label in your published output.

  - **Label Text:** This is the area where you add the text that you like to display for the selected label. To format this text, use the wide variety of options available in the formatting toolbars directly above the text input field. Learn more in Formatting Text.

  - **Audio:** Use the Audio pane to record, import, or edit audio for each label of your interaction. Learn more in Adding Audio.

  - **Media:** Use the Media pane to add a video or image to each label of your interaction. Learn more in Adding Media.

  - **Label Controls:** Label controls such as add and delete are available in the **Edit Labels** dialog. See above section for a description of each.

  - **Move Tab Left:** Click this link to move the selected tab to the left. This allows you to the define the order your users will progress through your interaction. You can also click and drag the tabs representing each label to a new position.

  - **Move Tab Right:** Click this link to move the selected tab to the right. This allows you to the define the order your users will progress through your interaction. You can also click and drag the tabs representing each label to a new position.

  - **Check Spelling:** Click this link to run a spell check on your interaction. Learn more in Running the Spell Check.

  - **Preview Label:** Click this link to preview the current label. Learn more in Previewing Interactions.

# Glossary

This help topic will cover all options and features available while working with Glossary interactions.

**To create a Glossary interaction:**

1. [Create a new interaction](#) using one of the three available methods.

2. Select **Glossary** from the left-hand list of interaction types.

3. Click **OK** to start creating your interaction or **Cancel** to cancel creation of a new interaction.

The following toolbar options are available while working with an Glossary interaction:

- **Glossary Entries**
    - **Add Entry:** This will add a new entry to this Glossary interaction. The new entry will be automatically alphabetized based on the **Term** field, which you can edit.
    - **Delete Entry:** This will delete the currently selected entry.
- **Intro / Summary:** Learn more in [Using the Toolbar](#).
- **Tools:** Learn more in [Using the Toolbar](#).
- **Publish:** Learn more in [Publishing Interactions](#).

**The following additional features are available while working with an Glossary interaction:**

- **Interaction Title:** This is the interaction title for this project. This will display as the main interaction title in the published output. To change the title font, click the **Interaction Properties** button in the toolbar and select the **Colors and Effects** tab. The **Title Font** setting will determine the font type used.
- **Glossary Entries:** This displays a list of all entries in your interaction. Click the title of an entry to edit or delete it.
- **Term:** This is the term for the entry, typically a word or a phrase. Glossary entries will be automatically alphabetized based on this field.
- **Definition:** This is the area where you define the term for the current entry. To format this text, use the wide variety of options available in the formatting toolbars directly above the text input field. Learn more in [Formatting Text](#).
- **Audio:** Use the Audio pane to record, import, or edit audio for each question of your interaction. Learn more in [Adding Audio](#).
- **Media:** Use the Media pane to add a video or image to each question of your interaction. Learn more in [Adding Media](#).

## Community Interactions

Community Interactions are interactions created by Flash developers, who can choose to share interactions with the community.

To use Community Interactions (as a Flash developer or content author):

1. Update your copy of Engage '09 to Engage '09 Update 3.

2. Update to the latest version of the Engage '09 SDK (1.2). Release notes here.

3. Create your own interactions and, if you want, share them with the community.

This help topic will cover all options and features available while working with Community Interactions.

**To create a Community Interactions:**

1. Create a new interaction using one of the three available methods.

2. Select **Community Interaction** from the left-hand list of interaction types.

3. Select from the drop-down menu on the right the community interaction you'd like to use (all installed community interactions should be visible).

4. Click **OK** to start creating your interaction or **Cancel** to cancel creation of a new interaction.

The options available in your community interaction depend on the interaction.

**The following toolbar options are available while working with Flashcards, the community interaction included with Engage '09 Update 3:**

- **Steps**
  - **Add Step:** This will add a new step to the Flashcards interaction. The new step will always be added as the last step but can be moved easily.
  - **Delete Step:** This will delete the currently selected step.
  - **Move Step:** You can move a step left and right as needed. You can also move steps by dragging the tabs into the desired order.
- **Intro / Summary:** Learn more in Using the Toolbar.
- **Tools:** Learn more in Using the Toolbar.
- **Publish:** Learn more in Publishing Interactions.

**The following additional features are available while working with a Flashcards interaction:**

- **Interaction Title:** This is the interaction title for this project. This will display as the main interaction title in the published output. To change the title font, click the **Interaction Properties** button in the toolbar and select the **Colors and Effects** tab. The **Title Font** setting will determine the font type used.

- **List:** You can select any step by clicking **List** in the left corner. Clicking this option will display all steps in a pull-down menu for easy and fast selection. You can also add a step via the List menu.

- **Tabs:** Click Introduction (if available) or a Step tab to make edits to that step of the interaction. Click the **Add Step** tab to add a new step to your interaction.

- **Title:** This is the title displayed for the current step in your published output.

- **Step Text:** This is the area where you add the text that you like to display for the selected step. To format this text, use the wide variety of options available in the formatting toolbars directly above the text input field. Learn more in Formatting Text.

- **Audio:** Use the Audio pane to record, import, or edit audio for each step of your interaction. Learn more in Adding Audio.

- **Media:** Use the Media pane to add a video or image to each step of your interaction. Learn more in Adding Media.

# Adding Content

## Formatting Text

All Engage '09 interaction types allow you to edit text using the rich-text editor.

To format interaction text using the rich-text editor, use the wide variety of options available in the formatting toolbars directly above the text input field:

- **Font:** Use the **font** drop-down menu (or type a font name) to use a font of your choice or to change the selected text to your chosen font.

- **Size:** Use the **size** drop-down menu (or type a size) to use a size of your choice or to change the selected text to your chosen size.

- **Color:** Click the **color** button to select a color of your choice or to change the selected text to your chosen color. You can also **Define Custom Colors** by specifying HSL or RGB colors.

- **Hyperlink & Branching**: Click the **hyperlink** button to insert a hyperlink to a webpage or to another part of your interaction. Learn more in Hyperlinking & Branching in Engage.

- **Symbol**: Click the **symbol** button to choose from a list of common symbols to insert into your text, or select **More Symbols** to open the Symbol dialog and choose virtually any symbol. Learn more in Inserting Symbols in Engage.

- **Bold**: Click **Bold** to make the selected text bold. Keyboard shortcut: Ctrl+B.

- **Italics:** Click **Italics** to make the selected text italics. Keyboard shortcut: Ctrl+B.

- **Underline:** Click **Underline** to make the selected text underlined. Keyboard shortcut: Ctrl+U.

- **Align:** Click one of the **alignment** buttons to align your selected text left, center, or right.

- **Numbering:** Click the **numbering** button to begin a numbered list or to convert the selected text to a numbered list.

- **Bullets:** Click the **bullets** button to begin a bulleted list or to convert the selected text to a bulleted list.

## Hyperlinking & Branching

Engage '09 allows you to add hyperlinks to webpages, pictures, e-mail addresses, or programs. It also allows you to link text in your interaction to another step, event, segment, etc. in your interaction.

**To add a hyperlink or branching to another part of your interaction:**

1. Highlight the text to link.

2. Click the **Hyperlink** button.

3. The **Hyperlink** window will open.

4. Specify the following:

   - If you haven't already done so, enter or edit the text to be hyperlinked in the **Text to display** field.

   - Click the radio button to specify if the link should **Link to a URL** or to another **Step**, **Event**, **Segment**, etc. in your interaction.

     - If **URL** is selected, input the URL where you would like the link to go.

       - Click the **green arrow** button (->) to test the link in your browser.

     - If **Step**, **Event**, **Segment**, etc. is selected, use the drop-down menu to select the place in your interaction where you would like the link to go. This is useful for creating branching scenarios in your interaction.

   - Click **OK** to create the hyperlink or branching link, or **Cancel** to exit without creating a link.

**To edit or remove a hyperlink:**

1. Click or highlight the hyperlinked text.

2. Click the **Hyperlink** button.

3. The **Hyperlink** window will open.

4. Edit settings by following the above instructions.

5. Remove an existing hyperlink by clicking the **Remove Link** button.

**Hyperlink keyboard shortcut:** Ctrl+K.

## Inserting Symbols

Engage '09 allows you to insert symbols into your interaction text while editing an interaction.

**To insert a common symbol into your interaction text:**

1. Click the **symbol** button to choose from a list of common symbols. Common symbols include the following:

   - Non-Breaking Space
   - © Copyright
   - ® Registered Trademark
   - ™ Trademark
   - £ Pound
   - ¥ Yen
   - " Left Quote
   - " Right Quote
   - — Em Dash

2. Click the desired symbol from the list to insert it into your text.

If you wish to insert a symbol not included in the list of common symbols, you can access the Symbol dialog by following the below instructions.

**To insert a symbol from the Symbol dialog into your interaction text:**

1. Click the **symbol** button.

2. Select **More Symbols** to open the **Symbol** dialog and choose virtually any symbol.

3. The following options are available in the **Symbol** dialog:

   - An available font
   - A character set:
     - Unicode (hex)
     - ASCII (decimal)
     - ASCII (hex)
   - Unicode subset (if selected):
     - Basic Latin
     - Latin-1 Supplement
     - Latin Extended-A
     - Latin Extended-B
     - Spacing Modifier Letters
     - General Punctuation

- Kharoshthi
- Letter-like Symbols
- Mathematical Operators
- Character code input field

4. After clicking your selected symbol, click the **Insert** button to insert it into your interaction text, or **Cancel** to cancel without inserting a symbol.

## Adding Audio

Engage '09 allows you to record, import, or edit audio using the built-in audio feature.

To record audio, click the **Record** button. To import an audio file, click the **Import Audio** button.

### Recording Audio

To record audio in Engage '09:

1. Click the **Record** button in the **Audio** panel to begin recording.

2. The audio status bar changes from a status of **No Audio** (or **Ready** if you have existing audio) to **Recording** and the time will begin counting.

3. Click the **Stop** button to stop recording.

4. Click the **Play** button to review the audio you just recorded.

5. Click the **Delete** button to delete recorded (or imported) audio or just click the **Record** button to overwrite existing audio with the new recording.

Other options in the **Record Audio** pane include **Edit audio**, **Narration script**, and **Import audio file**. To learn more, see below for each of these features.

### Importing Audio

To import audio in Engage '09:

1. Click the **Import audio file** icon.

2. The **Open** window will appear, and you can either browse to the audio file (.MP3 or .WAV format) and select it, or you can **type the name** in the file name field.

3. Click **Open** to import the audio file.

### Editing Audio

Engage '09 includes a built-in audio editor. To edit audio in Engage '09:

1. Click the **Edit audio** icon.

2. 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 interaction.

   - **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 into the current position in waveform. Navigate to the desired audio file (.MP3 or .WAV), select it, and click **Open** to import the file, or **Cancel** to exit without importing the file.

  - **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) (or to **Both .WAV and .MP3**), then specify the folder to which you would like to export the audio tracks. You can **Create New Folder** or specify an existing folder. Click **OK** to export all audio tracks, or **Cancel** to cancel the export process.

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

  - **Crop**: Click and drag your mouse to select a specific section of your waveform, then click the **Crop** button to delete all of the audio except that which you have selected. You will not be prompted to confirm the Crop action.

- **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.

- **View**

  - **Show All:** Click the Show All button to show the entire waveform for all recorded or imported audio in the interaction.

  - **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.

3. 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.

## Narration Script

Engage '09 gives you the option to use a narration script when working with audio. To use the narration script in Engage '09:

1. Click the **Narration Script** icon.

2. Type, edit, or paste you script into the window.

3. Begin recording your audio (see above section on Recording Audio).

4. Click **Close** when you are done (your script is automatically saved).

## Adding Media

In Engage '09 you can **add images or video** to any step, event, or segment, as well as to your interaction introduction and summary.

**Supported media types**:

- **Images:**
    - .JPG
    - .BMP
    - .GIF
    - .PNG
- **Flash movies:**
    - .FLV
    - .SWF

**To add an image or a video (except for Media Tour):**

1. Go to the step, event, or segment to which you would like to add the image or video.
2. Click the **Add Media** button on the right side of the application (in Labeled Graphic and Guided Image interactions, first select the **Edit Labels** button).
3. Locate the media file you would like to use and click **Open**.
4. Set your desired multimedia settings in the **Multimedia Properties** dialog:
    - **Images:**
        - **Position:** Select Top, Bottom, Right, or Left (Top or Bottom placement only in Labeled Graphic, Circle Diagram, Pyramid , and Guided Image interactions).
        - **Size:** Select **Auto-size** or **Custom size**. For Custom size, specify size in pixels:
            - **Width:** The width at which to display your image.
            - **Height:** The height at which to display your image.
            - **Keep Aspect Ratio:** Leave checked to maintain aspect ratio or uncheck to specify independent width and height values.
        - **Zoom Image:** If the image is larger than the allotted space, leave checked and specify **In current window** or **In new window**, or uncheck not to allow zooming on your image.
        - **Browse:** Click this button to locate a new image or video to replace the current one.
        - **Remove:** Click this button to remove the current image.

- **Videos:**

    - **Play:** Press the play button to play a preview of your inserted video.

    - **Stop:** Press the stop button to stop playback of your inserted video.

    - **Position:** Select Top, Bottom, Right, or Left (Top or Bottom placement only in Labeled Graphic, Circle Diagram, Pyramid , and Guided Image interactions).

    - **Size:** Select **Auto-size** or **Custom size**. For Custom size, specify size in pixels:

        - **Width:** The width at which to display your video.

        - **Height:** The height at which to display your video.

        - **Keep Aspect Ratio:** Leave checked to maintain aspect ratio or uncheck to specify independent width and height values.

    - **Include Playbar:** Check this option to include a playbar with your video.

        - **Auto Start:** If you include a playbar, specify whether your video should start automatically.

    - **Display:** Choose the display option for your video. Options include the following:

        - **Full size (default):** Your video will play when the user clicks the play button on the video thumbnail.

        - **In new window:** Your video will launch in a new window when the user reaches the place where it is inserted in your interaction.

        - **Embedded:** Your video will play in the context of the interaction where it is inserted.

    - **Thumbnail (not available for Embedded videos):** Select the type of thumbnail to include for your video. Options include the following:

        - **Flash icon (default):** Display a Flash icon placeholder for your video.

        - **1st frame of Flash movie:** Display the first frame of your video as the placeholder.

        - **Custom image:** Select an image from your computer to display as the placeholder for your video (locate image by clicking the ellipsis button (…).

    - **Browse:** Click this button to locate a new image or video to replace the current one.

    - **Remove:** Click this button to remove the current video.

5. Click **OK** after setting your preferences.

**To edit an image or video:**

1. Click the **Edit Properties** link to open the **Multimedia Properties** dialog.

2. Set preferences as outlined in Step 4 of above section.

**To delete an image or video:**

1. Click the **red X** beneath the image or video thumbnail.

2. Click **Yes** to confirm deletion or **No** to cancel.

3. Optionally, check the box to **Don't ask me again** if you don't want to be prompted to confirm future deletions (you can restore this option by checking the box in **Engage Options** -> **Show Warnings** -> **Delete Multimedia**).

## Interaction Properties

### Managing Interaction Properties

The interaction properties dialog gives you features and options to customize your interactions. To open this dialog, click the **Interaction Properties** button in the toolbar.

**Explore the following help topics to learn more about each section of Interaction Properties:**

- Playback
- Options
- Colors and Effects
- Quality

## Playback

Use the Playback section of Interaction Properties in Engage '09 to specify playback preferences for your interaction.

**To manage Playback properties:**

1. Click **Interaction Properties** on the Engage '09 toolbar.

2. Select the **Playback** tab from the left-hand list of options (default when opening Interaction Properties the first time).

3. Specify preferences from the below options:

   - **Interactive Mode (not available for Media Tour or Guided Image):** This mode allows the person viewing the published output to control the order and the pace by clicking the different steps, segments, or events. The **Show previous/next buttons** option will determine if the user sees the Previous/Next buttons in the output. If this options is unchecked, the user can still navigate the interaction by clicking the steps or segments directly instead of clicking the buttons. If checked, the **Show start tip** option shows a popup hint window and points at the Next button after the default display time has expired. The popup will only show up on the first step of the interaction. You can edit the text to change the default instructions ("Click next to continue").

   - **Linear Mode:** This mode allows the person viewing the published output to control the pace but is forced to progress through the interaction in a specific order. If checked, the **Show start tip** option shows a popup hint window and points at the Next button after the default display time has expired. The popup will only show up on the first step of the interaction. You can edit the text to change the default instructions ("Click next to continue").

   - **Presentation Mode:** This mode will advance the interaction automatically step by step and will not allow the user to control the pace or order. The time interval is set in seconds and is a global setting for all steps. To change the default display time, simply change the number in the control directly below the Presentation radio button. **Note:** Audio and video time will override the default display time. In presentation mode the step will not advance automatically until the audio or video has finished.

   - **Segment Order (Circle Diagram and Pyramid Diagram only):** These options will determine the default display order of the Pyramid or Circle segments. By default, the display order for a Circle diagram is from the center outwards in a clockwise fashion, and for a Pyramid interaction is from top to bottom and left to right. This default display order can easily be changed and will affect the order the segments will be displayed in Presentation mode as well as the order the segment displays if the viewer clicks the Next/Previous buttons.

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

## Options

Use the Options section of Interaction Properties in Engage '09 to specify interaction-specific preferences for your interaction.

**To manage Options:**

1. Click **Interaction Properties** on the Engage '09 toolbar.

2. Select the second tab from the left-hand list of options (the name of the tab will match that of your interaction type and has settings unique to the current interaction; for example, in a Process interaction, the Options tab will be called **Process** and will have settings specific to the Process interaction).

3. Specify preferences from the below options:

   - **Player Features:**

     - **Introduction:** This checkbox allows you to include an Introduction or not in the published output. By default this option is on. To exclude the Introduction step fom the output, uncheck this checkbox.

     - **Summary:** Checking this option will allow you to include a summary in your interaction. After this checkbox is selected, edit your summary using the **Edit Summary** option in the toolbar.

     - **Volume control:** If this option is checked, the volume control shows up in the published output and will affect any audio (or video containing audio, as well as sound effects) in your interaction. This option is on by default. If the interaction doesn't contain any audio, uncheck this option to exclude the control from the published output.

     - **Allow resume:** Checking this option will prompt your users when relaunching an interaction whether or not they want to resume from the point where they left off viewing your interaction the last time they viewed it.

   - **Interaction-Specific Options:** Interaction-specific options include the following:

     - **Process Interaction:**

       - **Step Numbering:** This option will determine how the steps are numbered in the output. Numbering options include the following:

         - 1, 2, 3…
         - A, B, C…
         - a, b, c…
         - I, II, III…
         - i, ii, iii…
         - 1st, 2nd, 3rd…

- **Labeled Graphic Interaction**:

  - **Marker Animation:** This option makes the labels stand out in the published output and makes it easier for the viewer to spot. This option is on by default and adds an animation to each label. Choose from the following options:

    - Swirl (Default)

    - Pulse

    - None

- **Tabs Interaction**:

  - **Tab Width:** This option will determine how wide the Tabs are relative to the text area. The tab can be adjusted from 10% up to 70% of the interaction width.

- **Circle Diagram Interaction**:

  - **Circle Placement:** This option allows you to determine how the text for each segment is displayed relative to the circle. By default the text is displayed on the left and the circle on the right. The options available are Left or Right.

- **Media Tour Interaction**:

  - **Caption:**

    - **Allow caption to be a maximum height of X pixels:** This option allows you to specify the maximum height of the text caption area in your published output (between 40 and 100 pixels). The text caption will automatically size to show the text as necessary up to the height limit specified here. If more text than that is entered, a scrollbar will be automatically added. The caption area will automatically be hidden in the output for media items that have no text.

    - **Caption background color:** This option allows you to specify the color of the text caption. The options are Dark background (with light text) and Light background (with dark text).

- **FAQ Interaction**:

  - **Search:** If the **Enable search** checkbox is checked, the user will be able to search the FAQ questions. If this option is unchecked, the search feature will be hidden from the user. The **Search text** and the **Result text** fields allow you to customize the labels used for this feature.

- **Pyramid Diagram**:
  - **Pyramid Placement:** This option allows you to determine how the text for each segment is displayed relative to the pyramid. By default the text is displayed on the left and the pyramid on the right. The options available are Left or Right.
- **Guided Image:**
  - **Appearance:**
    - **Allow the image to use X% of the interaction size:** This option allows you to specify how much of the available display space the image will take up in the published output. Depending on the interaction and what is most important to convey (the image or the text), you might want to change this setting to fit your content the best. The allowable range is 30% to 85% of the interaction size.
    - **Place Image on:** This option allows you to specify how the image is displayed with the text. The options are right, left, top, or bottom. For example, if you select an image that is tall and narrow, you probably want to place the image on the left or right to optimize the text area.
- **Glossary Interaction**:
  - **Term list Width:** Set a percentage in the **Allow terms to use X% of the interaction width field** to determine how wide the Glossary terms are relative to the text area. The width can be adjusted from 20% up to 60% of the interaction width.
  - **Filter:** If the **Enable filter** checkbox is checked, the user will be able to filter the Glossary terms quickly by clicking on letters at the top of the interaction. For example, if the user clicks on "A," the glossary lists only terms that start with the letter "A." If this option is unchecked, this feature will be hidden from the user. Use the below fields to customize the labels used for this feature:
    - **Unfiltered list header:** The header to display when the list of terms is not filtered.
    - **Filtered list header:** The header to display when the list of terms is filtered.
    - **Clear button text:** The text to display on the button that will reset the filter and display all terms.

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

## Colors and Effects

Use the Colors and Effects section of Interaction Properties in Engage '09 to specify colors and other effect preferences for your interaction.

**To manage Colors and Effects:**

1. Click **Interaction Properties** on the Engage '09 toolbar.

2. Select the **Colors and Effects** tab from the left-hand list of options.

3. Specify preferences from the below options:

   - **Color Scheme:** Engage is loaded with a number of different color schemes. The color schemes will apply to background color, button color, etc. in the published output. To select a different color scheme, simply select any color from the drop-down list and preview it to see the result. Learn more about previewing in <u>Previewing Interactions</u>.

   - **Animation Style:** This option allows you to select what animation effect you would like in the published output. Options include the following:
     - Full (default)
     - Fade
     - Appear

   - **Media Borders:** This options allows you to specify the **Media border style** to use on images or video you insert in your interaction. Options include the following:
     - Rounded Corners (Default)
     - Drop Shadow
     - None

   - **Sound Effects:** By default, Engage '09 uses sound effects in the published output. For example, sound effects play when the user clicks or hovers over steps in a Process interaction. If you would like to publish without these sound effects, uncheck this option and republish your interaction.

   - **Player Fonts:** By default, Engage '09 uses the Articulate font for the interaction **Title font** and **Content font**. If you would like to use a different font, select the font type from the drop-down list of available fonts. Changes will take effect after you republish your interaction. **Note:** Changing the **Content font** here will not impact existing text in your interaction. **Title font** selection will apply to all titles and buttons in the published output. If you use a font type and then share your project file with another author who doesn't have that font installed, Engage '09 will revert back to the default font type.

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

## Quality

Use the Quality section of Interaction Properties in Engage '09 to specify publish quality preferences for your interaction.

**To manage Quality properties:**

1. Click **Interaction Properties** on the Engage '09 toolbar.

2. Select the **Quality** tab from the left-hand list of options.

3. Specify preferences from the below options:

   - **Optimize for Web Delivery:** If you will primarily be publishing interactions 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 interactions 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 **JPEG factor** for **Compression** using the sliding percentage scale. A quality factor of 75 is the default image setting when using Optimize for Web Delivery. You can also specify an **Audio bitrate** using the drop-down menu. The range is between 16 kbps and 160 kbps; the default is 24 kbps (Web).

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

# Publishing

## Previewing Interactions

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

**To preview an interaction:**

1. From within the interaction, choose the **Preview** button on the toolbar.

2. Choose from the following preview options:

    - **From Beginning:** Preview your interaction from the beginning.

    - **From Current:** Preview your interaction from the current location in the interaction (step, label, tab, etc.).

**From the Preview window, you can select the following options:**

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

- **Edit:** To make changes to the currently previewed selection.

## Publishing Interactions

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

**To publish your interaction:**

1. Click the **Publish** button on the toolbar (or from the **Articulate** menu).
2. Select the preferred publish option (the default is Articulate Presenter).

**Explore the following help topics to learn more about each publish option:**

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

## Publish to Articulate Presenter

Engage '09 provides simple, 1-click publishing for generating your Flash-based interaction. If you're creating an interaction to incorporate into an existing or new Presenter '09 elearning course or presentation, use the **Publish for Articulate Presenter** option.

**To Publish for Articulate Presenter:**

1. Click the **Publish** button on the toolbar (or from the **Articulate** menu).

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

3. Select a presentation to publish into by choosing from the active presentations listed, or select the ellipsis button (…) to browse to a different presentation.

4. Choose to insert the interaction as a **Slide in the Presentation** or as a **Tab in the Player**.

   - **Properties**

     - **Items** displays the number of items in your interaction (e.g., the number of tabs, including introduction, if you have one).

     - If you wish to modify the **Quality**, click the corresponding link to set your desired compression. Learn more in Managing Interaction Properties.

     - If you wish to modify **Color Scheme**, click the corresponding link to set your desired Colors and Effects. Learn more in Managing Interaction Properties.

     - If you wish to modify **Playback Mode**, click the corresponding link to set your setting. Learn more in Managing Interaction Properties.

5. Click **Publish**.

6. When the Publish process is complete, you will receive a **Publish Success** message and you will now have a placeholder slide in your presentation. The **Interactions** dialog box will open, allowing you to establish the properties of your interaction within the presentation:

   - **Allow user to leave interaction:** Options include the following:

     - At any time
     - After viewing all the steps

   - **Show 'Next Slide' button:** Options include the following:

     - Don't show
     - Show always
     - Show upon completion

   - **Button Label:** Use this field to edit the default "Next Slide" text.

## Publish to Web

Engage '09 provides simple, 1-click publishing for generating your Flash-based quiz or survey. If you're creating an interaction to view on your computer or share on a Web site, use the **Publish for Web** option.

**To Publish for Web:**

1. Click the **Publish** button on the toolbar (or from the **Articulate** menu).

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

3. Specify a **Publish location** for your quiz. 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.

   - **Items** displays the number of items in your interaction (e.g., the number of tabs, including introduction, if you have one).

   - If you wish to modify the **Quality**, click the corresponding link to set your desired compression. Learn more in Managing Interaction Properties.

   - If you wish to modify **Color Scheme**, click the corresponding link to set your desired Colors and Effects. Learn more in Managing Interaction Properties.

   - If you wish to modify **Playback Mode**, click the corresponding link to set your setting. Learn more in Managing Interaction Properties.

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 Interaction:** 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. Click the **Publish** button on the toolbar (or from the **Articulate** menu).

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

3. **Title and Description**

   - In the **Title** field, edit or type the name for your published interaction.

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

4. **Properties**

   - **Items** displays the number of items in your interaction (e.g., the number of tabs, including introduction, if you have one).

   - If you wish to modify the **Quality**, click the corresponding link to set your desired compression. Learn more in Managing Interaction Properties.

   - If you wish to modify **Color Scheme**, click the corresponding link to set your desired Colors and Effects. Learn more in Managing Interaction Properties.

   - If you wish to modify **Playback Mode**, click the corresponding link to set your setting. Learn more in Managing Interaction Properties.

5. **Reporting**

   - Click the **Reporting and Tracking** button to determine how your interaction's status will be tracked and deemed complete by Articulate Online. Select from the drop-down menu the option you would like Articulate Online to use in reporting the status of this interaction. Options include the following:

     - **Report status as:**
       - Passed/Incomplete
       - Passed/Failed
       - Completed/Incomplete
       - Completed/Failed

- **Minimum number of items viewed to be complete:** Select the number of items that your users must view before Articulate Online marks the interaction complete.

6. **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.

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

8. After you begin publishing to Articulate Online, Engage '09 will automatically upload your interaction to your account.

9. 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

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

**To Publish for LMS:**

1. Click the **Publish** button on the toolbar (or from the **Articulate** menu).

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

3. Specify a **Publish location** for your interaction. 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.

    - **Items** displays the number of items in your interaction (e.g., the number of tabs, including introduction, if you have one).

    - If you wish to modify the **Quality**, click the corresponding link to set your desired compression. Learn more in Managing Interaction Properties.

    - If you wish to modify **Color Scheme**, click the corresponding link to set your desired Colors and Effects. Learn more in Managing Interaction Properties.

    - If you wish to modify **Playback Mode**, click the corresponding link to set your setting. Learn more in Managing Interaction Properties.

    - **LMS:** Select from the drop-down menu the 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.

        - Provide **LMS Course Information** that will be passed to your LMS:

            1. **Title:** The title of your interaction.

            2. **Description:** A description of your interaction.

            3. **Identifier:** A brief identifier for your interaction.

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

            5. *SCORM only* **Version:** The version of your interaction, if applicable.

            6. *SCORM only* **Duration:** How long it will take the average user to complete the interaction.

            7. *SCORM only* **Keywords:** Keywords for your interaction.

8. *AICC only* **Filename (URL):** The location where the interaction 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):

  1. **Title:** The title of your interaction.

  2. **Identifier:** A brief identifier for your interaction.

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

  1. Passed/Incomplete

  2. Passed/Failed

  3. Completed/Incomplete

  4. Completed/Failed

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

5. Click **Publish** to publish your interaction.

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

- **View Interaction:** 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/interactionzes/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

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

**To Publish for CD:**

1. Click the **Publish** button on the toolbar (or from the **Articulate** menu).

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

3. Specify a **Publish location** for your interaction. 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.

   - **Items** displays the number of items in your interaction (e.g., the number of tabs, including introduction, if you have one).

   - If you wish to modify the **Quality**, click the corresponding link to set your desired compression. Learn more in Managing Interaction Properties.

   - If you wish to modify **Color Scheme**, click the corresponding link to set your desired Colors and Effects. Learn more in Managing Interaction Properties.

   - If you wish to modify **Playback Mode**, click the corresponding link to set your setting. Learn more in Managing Interaction Properties.

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 Interaction:** 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/interactionzes/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 interaction and want to collect input while your interaction is still in development, or if you want to generate a question-only version of your interaction to provide to your users, use the **Publish for Word** option.

**To Publish for Word:**

1. Click the **Publish** button on the toolbar (or from the **Articulate** menu).

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

3. Specify a **Publish location** for your interaction. 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.

   - **Items** displays the number of items in your interaction (e.g., the number of tabs, including introduction, if you have one).

   - If you wish to modify the **Quality**, click the corresponding link to set your desired compression. Learn more in [Managing Interaction Properties](#).

   - If you wish to modify **Color Scheme**, click the corresponding link to set your desired Colors and Effects. Learn more in [Managing Interaction Properties](#).

   - If you wish to modify **Playback Mode**, click the corresponding link to set your setting. Learn more in [Managing Interaction Properties](#).

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