

Articulate Presenter 4 Documentation



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Getting Started with Authoring

Welcome to Articulate Presenter Documentation.

Articulate™ is dedicated to providing **powerful, intuitive technologies** that enable organizations to **train and communicate rapidly, widely and effectively** with everyone involved in success.

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

That's what Articulate is all about -- putting the power of advanced technology for **knowledge transfer** in the hands of everyone with the knowledge and need to communicate. Our goal is to ensure that you can **train, motivate, inform and persuade** today the people who will move your company forward.

This documentation always reflects features available in the latest version of Articulate Presenter. Current version details can be found [here](#). This documentation was last updated December 2004.

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

System Requirements

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

Hardware:

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

Software:

Operating System:	Microsoft Windows 98, NT, 2000, XP, or 2003
Microsoft PowerPoint:	PowerPoint 2000, PowerPoint 2002 (PowerPoint XP), or PowerPoint 2003
Microsoft Word (if using Publish for Word feature):	Word 2000, Word 2002 (Word XP), or Word 2003
Macromedia Flash Player:	Macromedia Flash Player version 6.079 or higher (http://www.macromedia.com/go/getflash)

 **Tip:** For the best sound quality, use a USB microphone such as the Plantronics DSP-100.

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

- Flash 5 player if publishing to an Articulate Presenter Version 3 player
- Flash 6.079 player (<http://www.macromedia.com/go/getflash>) if publishing to an Articulate Presenter Version 4 player (recommended)
- One of the following browsers:

Windows:

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

Macintosh:

Operating System	Supported Browsers
Mac OS 9.x	Microsoft Internet Explorer 5.1, Netscape 4.8, Netscape 7.x, Mozilla 1.x, and Opera 6
Mac OS 10.1.x or Mac OS 10.2.x	Microsoft Internet Explorer 5.2, Netscape 7.x, Mozilla 1.x, AOL 7, Opera 6, and Safari 1.0 (Mac OS 10.2x only)




Note: Viewing [Web Objects](#) requires Windows and Internet Explorer 5 or greater.

Installing Articulate Presenter

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

To install Articulate Presenter:

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

 **Note:** During installation, you will be given the option to install Articulate for only the user account installing Articulate, or for all user accounts. This choice is up to you.

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

Authoring Your First Presentation

Authoring your first presentation with Articulate Presenter is **fast and easy**. Start by viewing our 4-minute [Quick-Start Tutorial](#) that outlines the **3 easy steps** to convert your PowerPoint content to compelling Flash, ready to share online.

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



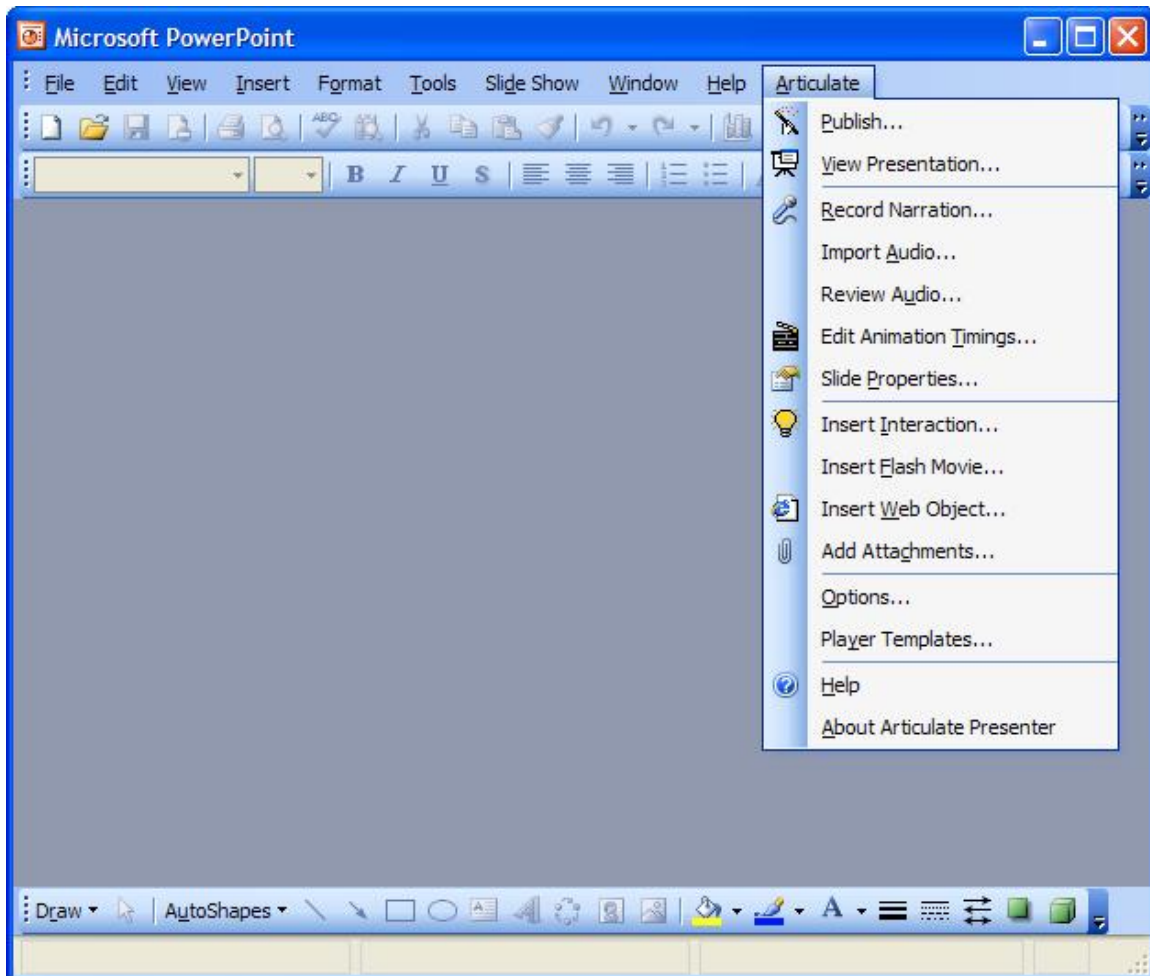
 **Note:** When you publish your first presentation, you will be prompted to select either a Western or Non-western character set. For more information, please see [Configuring the Options - The First Time You Publish](#).

Launching the Program

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

To access the Articulate Presenter Menu:

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



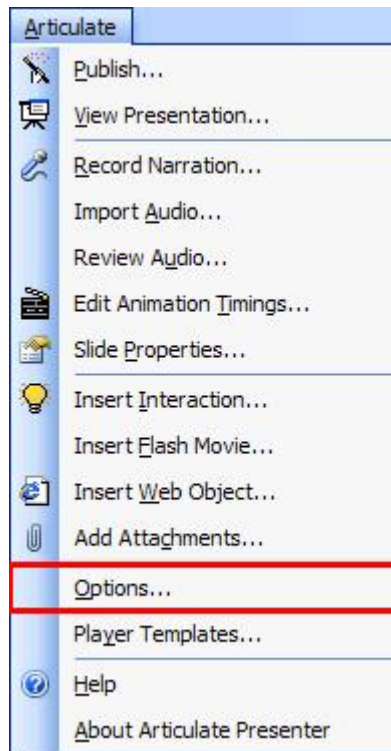
Working with Narration and Audio

Configuring the Options

Use the **Options Window** to change the settings for Articulate Presenter.

To open the Options window:

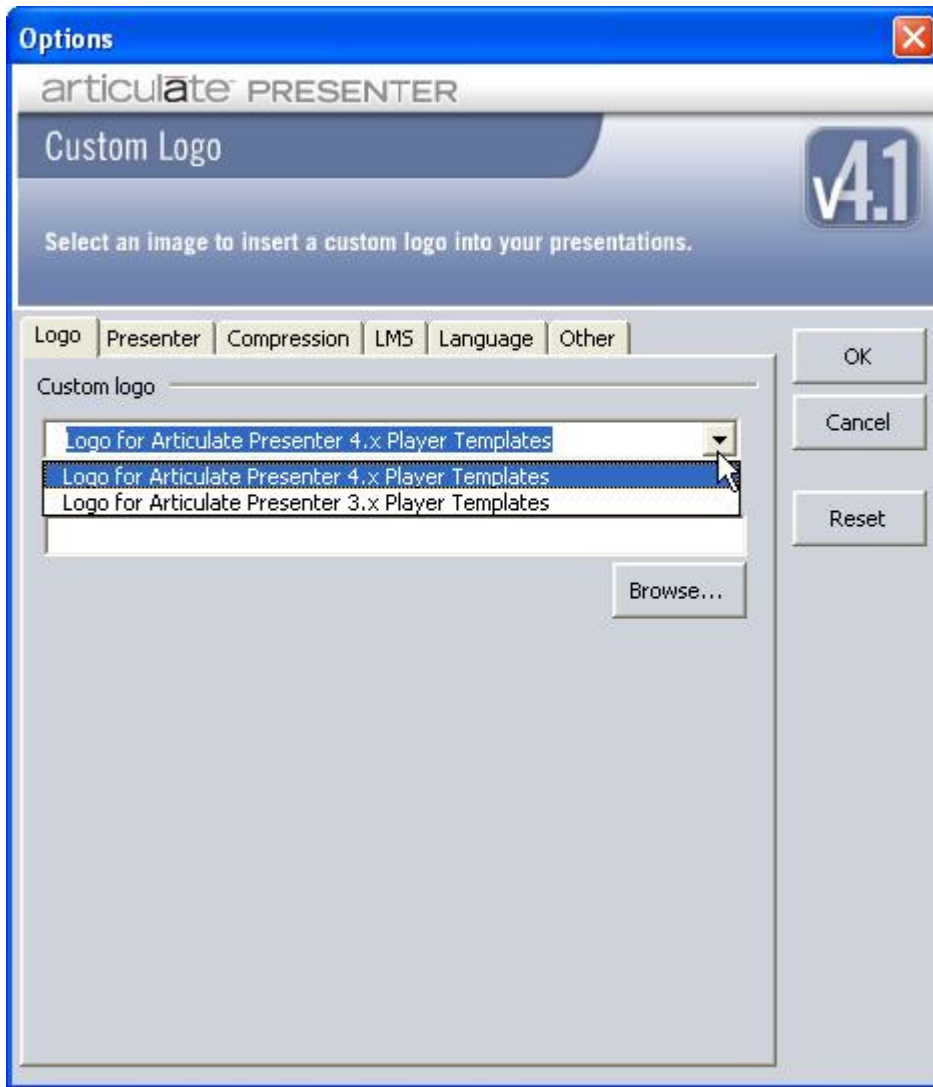
1. From within PowerPoint, click **Articulate** to open the Articulate Presenter menu.
2. Click **Options**.



3. The **Options Window** will display.

Click one of the six tabs to configure the settings. The six tabs follow:

Logo Tab



Custom Logo

The default custom logo that will appear in the Articulate Player when presentation is published. Supported logo formats are .SWF (Flash), .JPG, .GIF, .BMP, .EMF, and .WMF.

You can store a logo for use with version 3 players and a logo for use with version 4 players. For version 3 players, the logo dimensions should be 222 pixels wide x 37 pixels high. For version 4 players, it is preferable if your logo is 222 pixels wide. If not, your logo will be centered between the left and right margins as needed.

Presenter Tab

Options

articulate PRESENTER

Presenter

4.1

Enter information about the default presenter for this computer.

Logo Presenter Compression LMS Language Other

Presenter information

Name: Gabe Anderson

Title: Director of Customer Support Email: support@articulateglobal.com

Presenter bio: Presenter's bio

Photo: C:\Documents and Settings\Gabe.DELL4600\My Documents\Articulate\c

Image options

☒ Maintain aspect ratio

☐ Stretch to fit


Browse...

OK

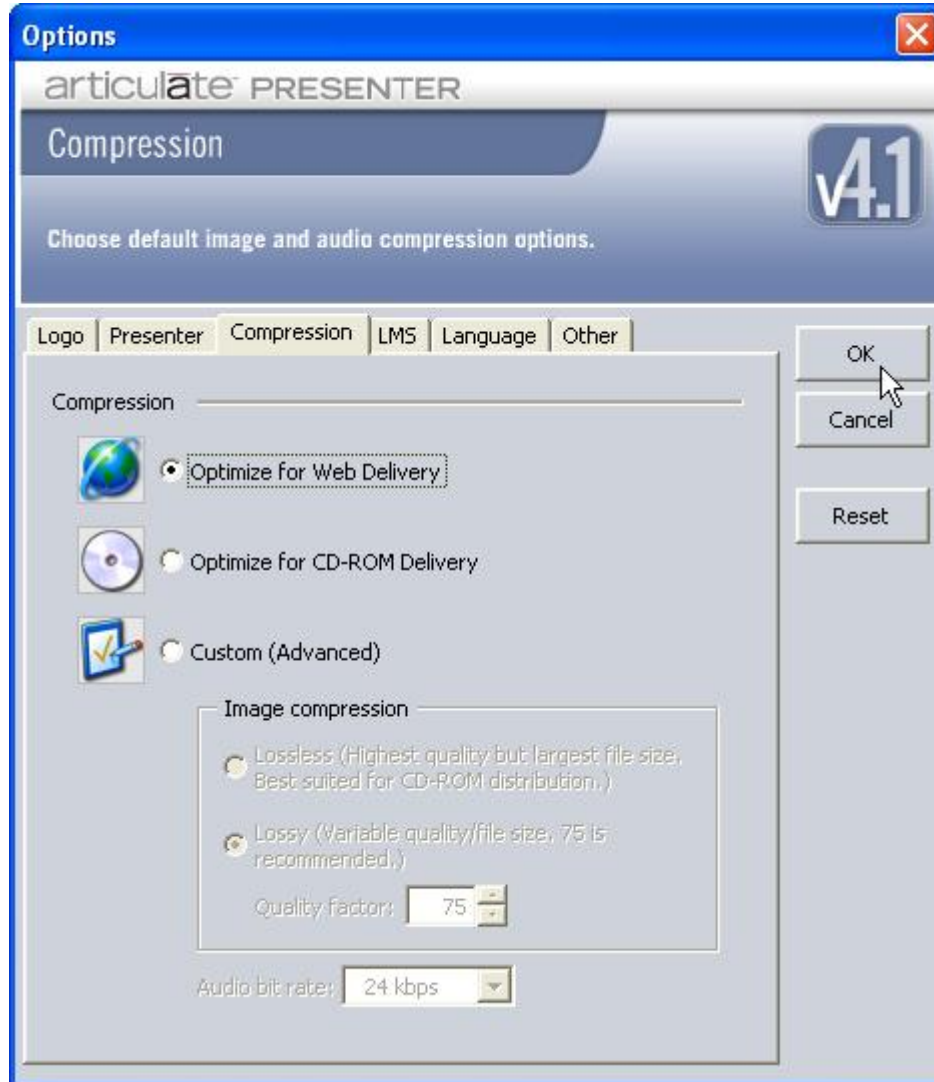
Cancel

Reset

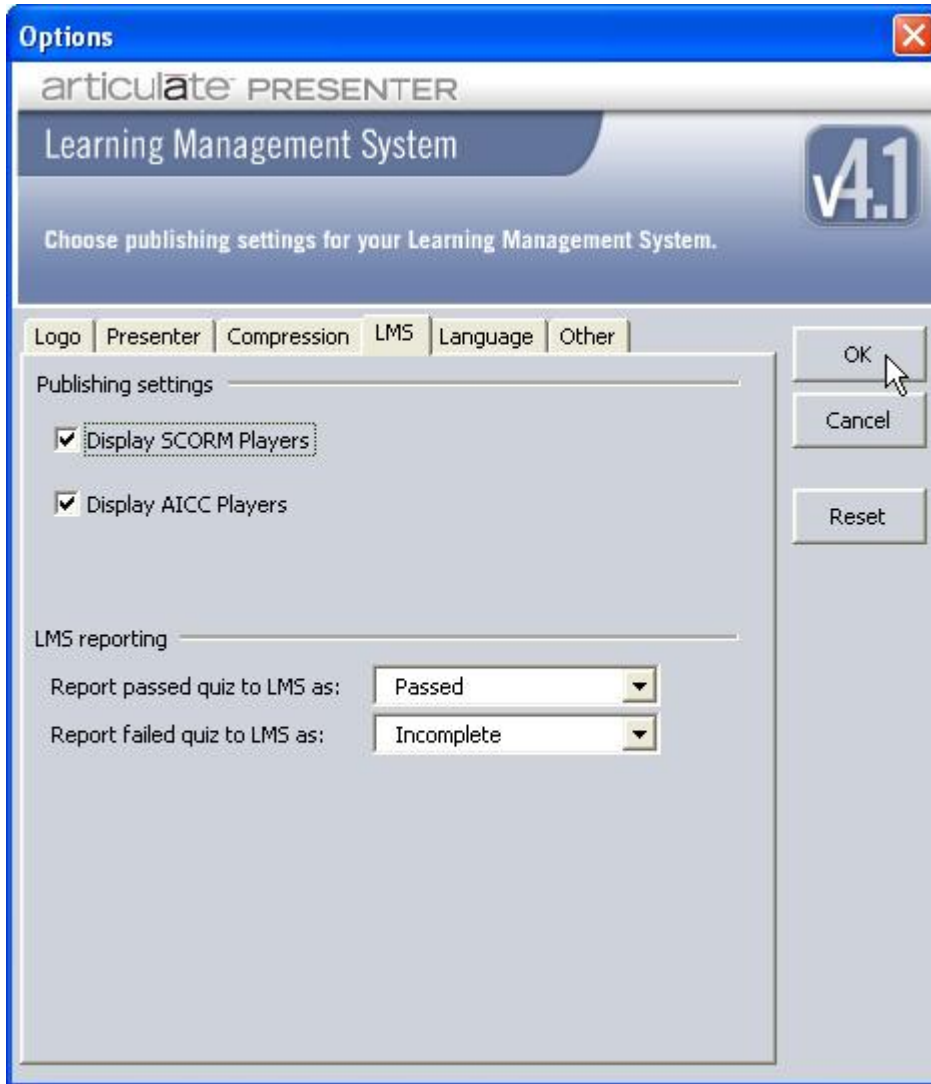
Name	The First and Last names of the default presenter.
Title	The Title of the default presenter (e.g., Vice President).
Email	The email address of the default presenter.
Presenter Bio	A short bio of the default presenter.
Photo	A photo of the default presenter. Image formats supported include .JPG,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

 **Tip:** The Presenter entries will establish the default presenter information used when you publish. You can always override the defaults when you publish a specific presentation.

Compression Tab

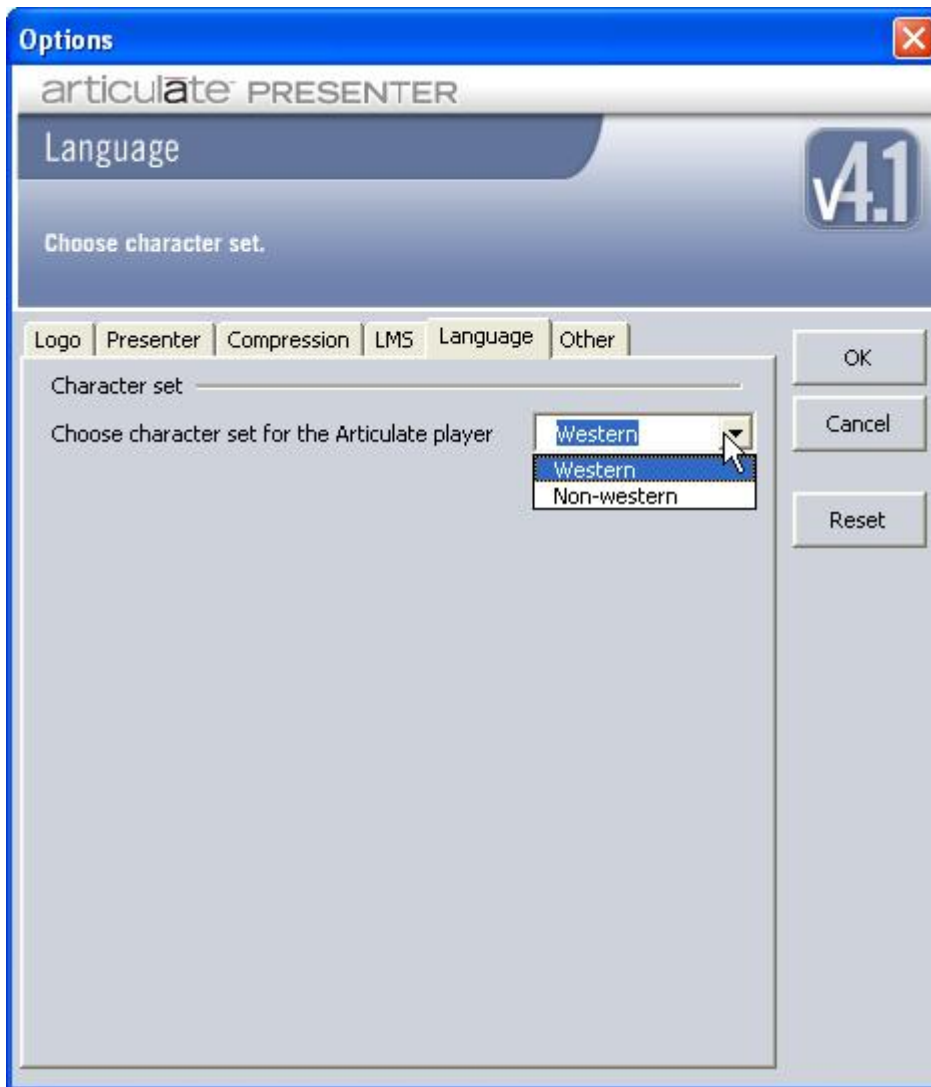


Optimize for Web Delivery	If you will primarily be publishing presentations that will be delivered on a Web server -- on either the Internet or an intranet -- then choose this as your default compression setting.
Optimize for CD-ROM Delivery	If you will primarily be publishing presentations that will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

LMS Tab

Publishing Settings	If you intend to publish to a Learning Management System (LMS), you can determine the type of players that will display when publishing your Presentation for Web . If you need to publish to either SCORM or AICC, select the players that you wish to view here.
LMS Reporting	Reports to the LMS pass/fail feedback for Choices Interactions. Set to Passed or Complete and Incomplete or Failed. Unless you have a specific reason for changing these settings, it is recommended that you leave them at the default settings (Passed/Incomplete).

Language Tab

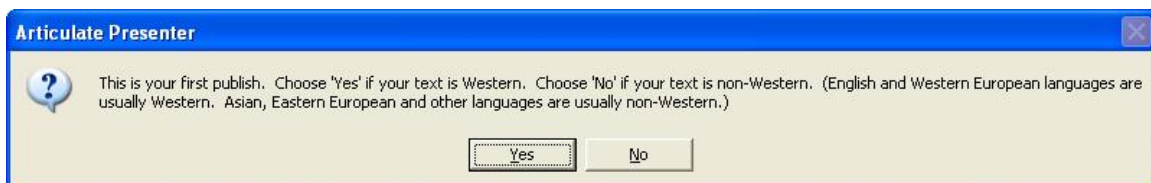


Character Set

This will be the default character set for published presentations. If you will be publishing text in English and most Western European languages, you should choose **Western**. If you will be publishing text in Asian, Eastern European, or other languages, you should choose **Non-western**.

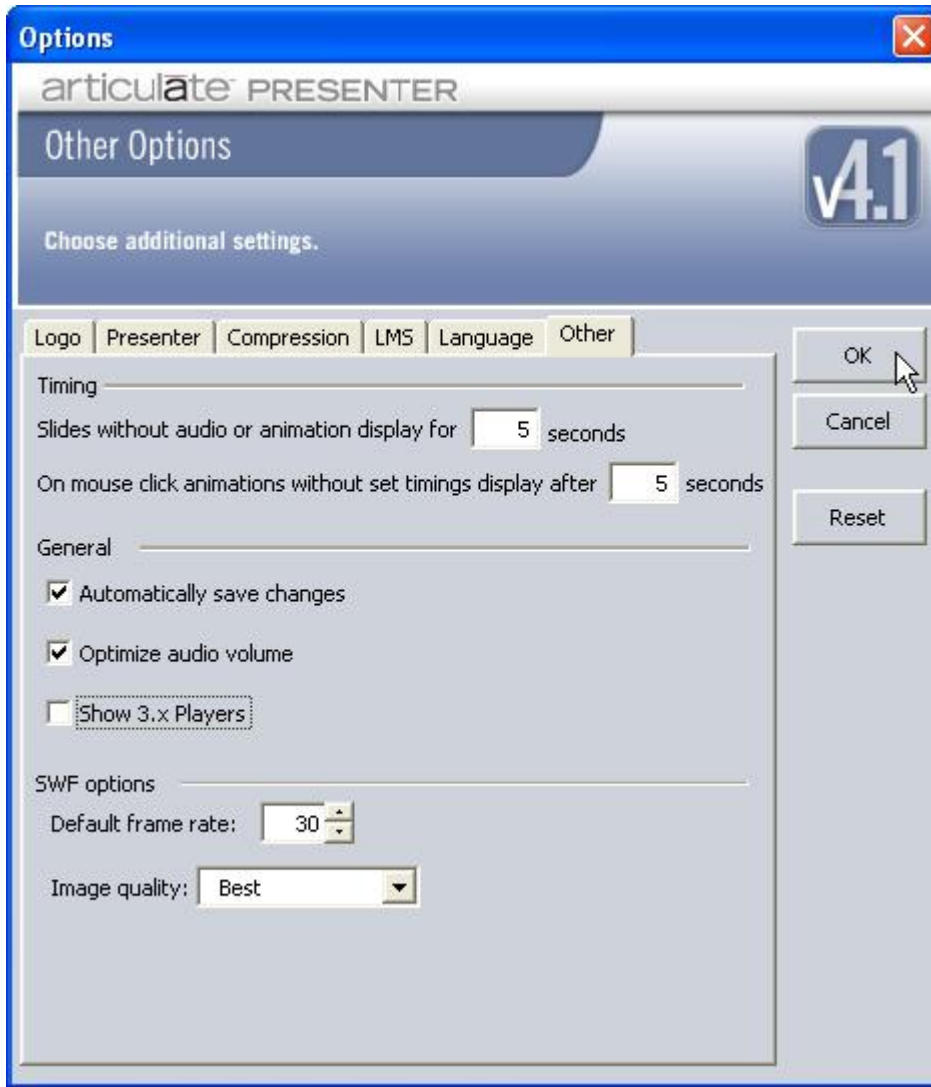
The First Time You Publish:

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



After making your selection, you can always modify the character set on the **Language** tab in **Articulate | Options**, as shown above.

Other Tab



Slides without audio or animation display for x seconds	Set the duration for which slides that are published without any audio will be displayed. This value must be greater than 0.
On mouse click animations without set timings display after x seconds	Set the timing for slides that contain 'mouse-click' animations but do not have timings set.
Automatically save changes	This option will automatically save your changes. It is recommended you leave this setting checked.
Optimize audio volume	This setting will normalize all audio files.
Show 3.x Players	Enabling this option will allow you to publish to 3.x templates (see below for details).

SWF Options Default frame rate	The default frame rate of the Articulate Player.
Image quality	The quality of the SWF images in your presentation (Best or High).

Publishing to 3.x Players



If you have selected to display 3.x players, an additional step will appear during the Publish Wizard.

You have two choices for player template format:

Articulate Presenter Version 4 templates: This is the recommended format. Using Version 4 templates provides greater customization options for the Articulate Player.

Articulate Presenter version 3 templates: This option is provided for backward compatibility with Articulate Presenter version 3 only. Unless you have a specific reason for doing so, it is recommended you publish using version 4 templates.

If you have chosen to publish using Articulate Presenter version 3 templates, please refer to the [Articulate Presenter Version 3 Documentation](#).

 **Tip:** You can click the **Reset** button to reset the settings to the defaults.

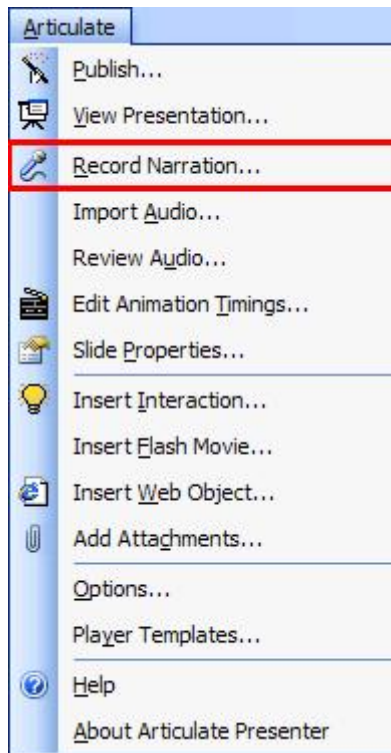
Record Narration

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

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

To open the **Record Narration Window**:

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



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


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



To begin recording your narration:

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

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

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

Additional Functions of the Record Narration Window

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

Remove recorded narration:

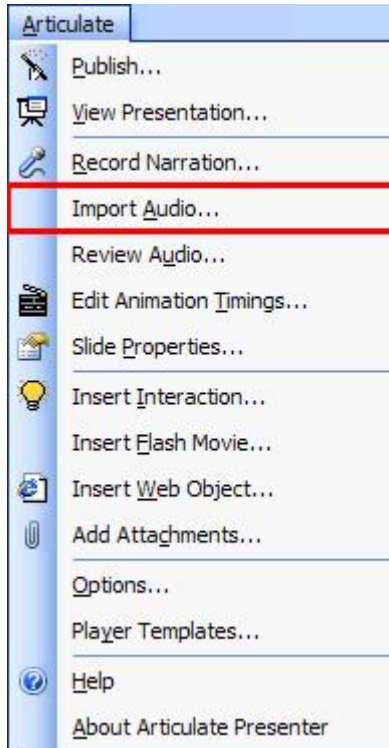
To remove recorded narration, see [Removing Narration and Imported Audio](#).

Importing Audio

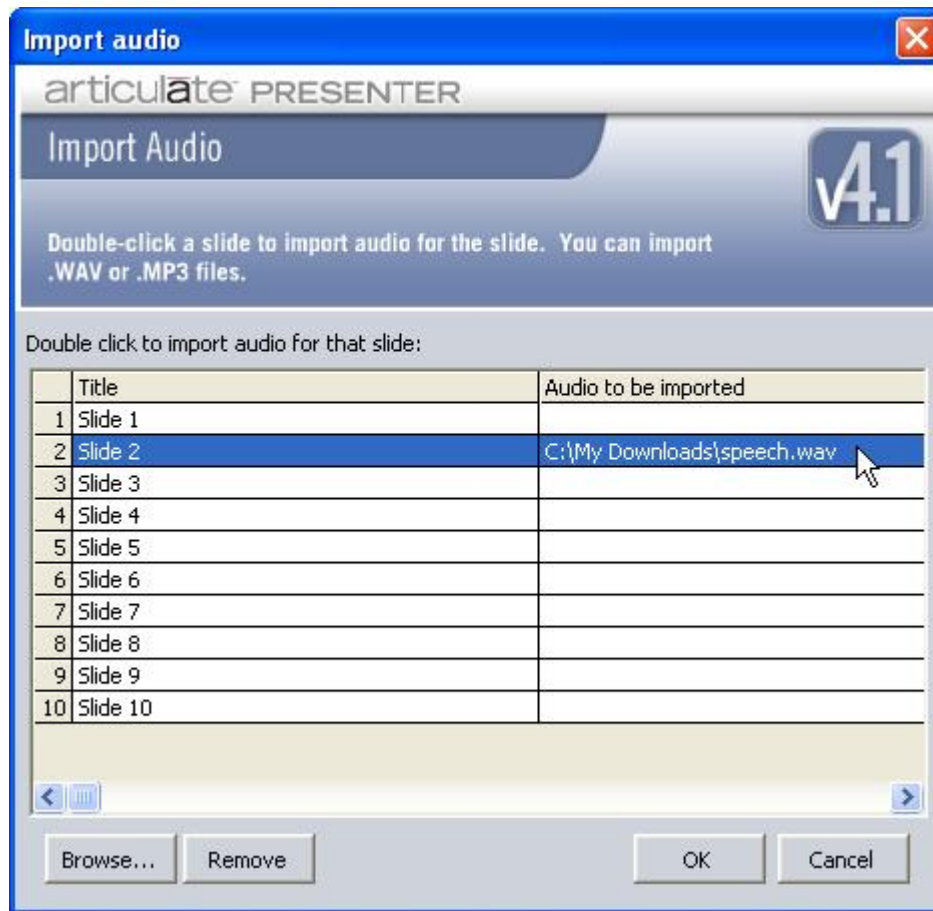
In addition to recording your narration, you can also add narration to your presentation by importing audio files. This may be necessary when you have audio that was previously recorded (such as a recorded speech).

To import audio:

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



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



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

 **Tip:** You can only import one audio file per slide.

Remove imported audio:

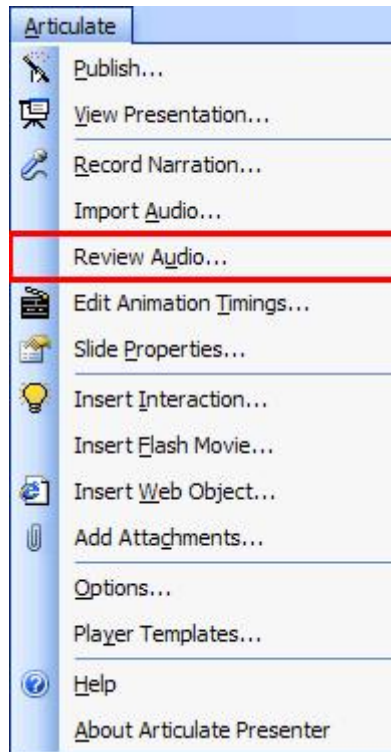
To remove imported audio see [Removing Narration and Audio](#).

Reviewing Audio and Animations

After you record your narration, you will most likely want to preview your narration synchronized with your slides and animations before publishing your presentation. The Review Audio window operates in a similar manner as the [Record Narration](#) window. The primary difference is that the Review Audio window does not have recording capabilities.

To open the Review Audio window:

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




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



4. Click the **Play** button to begin previewing your narration. You can also select **Pause**, **Stop**, or move forward and backward with the **Prev** and **Next** buttons. The **Go** button will allow you to jump directly to a specific slide.

Additional Functions of the Record Narration Window

Options	<i>Play one slide at a time</i> - controls automatic advancing of slides and playing of audio. <i>Show total duration</i> - displays total presentation recording duration beneath the slide counter.
----------------	--

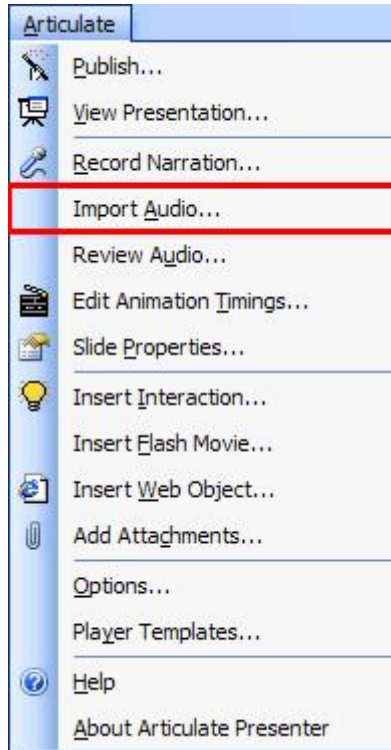
 **Note:** When you review your audio, the presentation has not yet been converted to Flash. Rather, you are simply previewing the synchronization of your narration and the slides. In addition, slides with interactions will only display the placeholder.

Removing Narration and Imported Audio

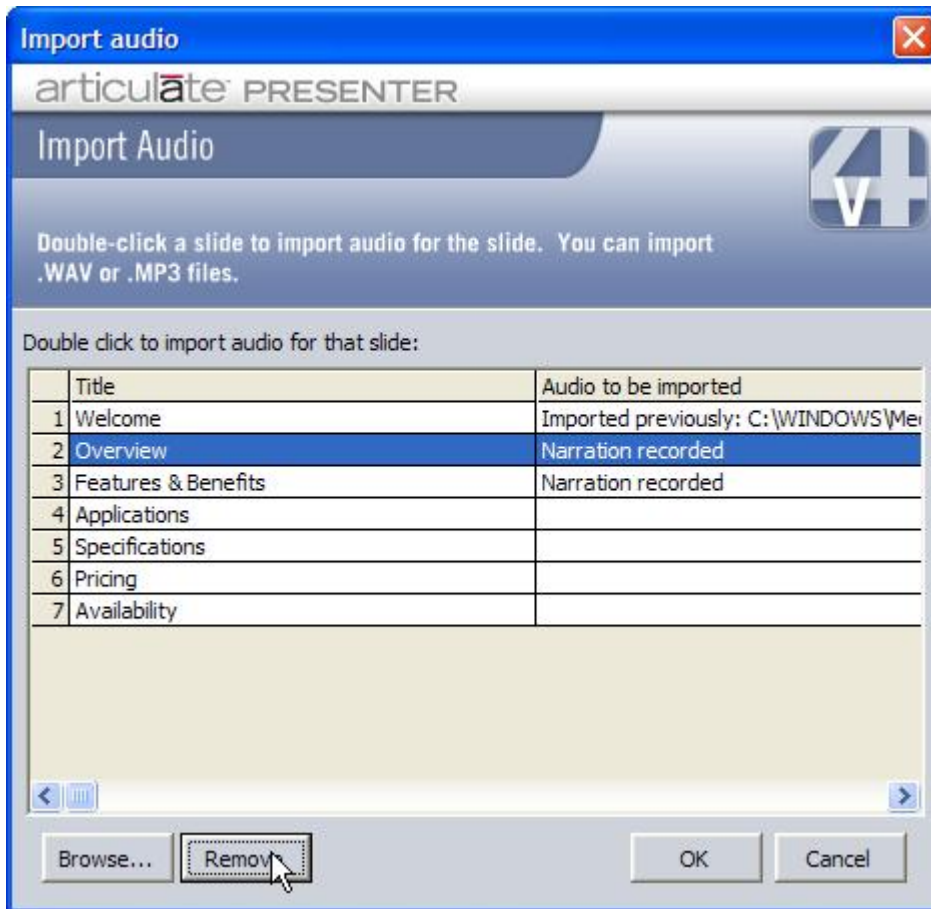
You can easily remove recorded narration or imported audio from your slides.

To remove recorded narration or imported audio:

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



You will be presented with the Import Audio window below:



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

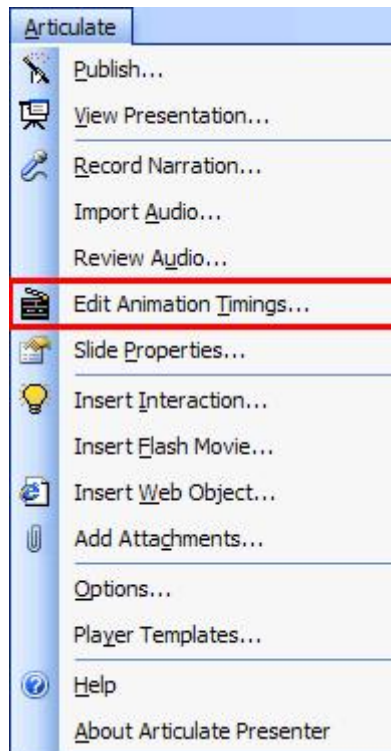
Editing Animation Timings

Editing Animation Timings

If, after previewing your show, you wish to **edit the timings of your animations**, you can accomplish this with the **Edit Animation Timings** Window. This is useful if you are satisfied with the audio, but would like to make adjustments to the time line of when the animations are displayed.

To edit animation timings:

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




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



4. Click **Start Sync** to play the audio.
5. Click **Next Animation** to set the new timing for the next animation. Repeat this step for all animations on that slide.
6. Select **OK** when you are done.

Additional Functions of the Edit Animation Timings Window

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

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

Articulate™ Presenter 4.x – PowerPoint Animation Support

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

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

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

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

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

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

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

Non-supported effects

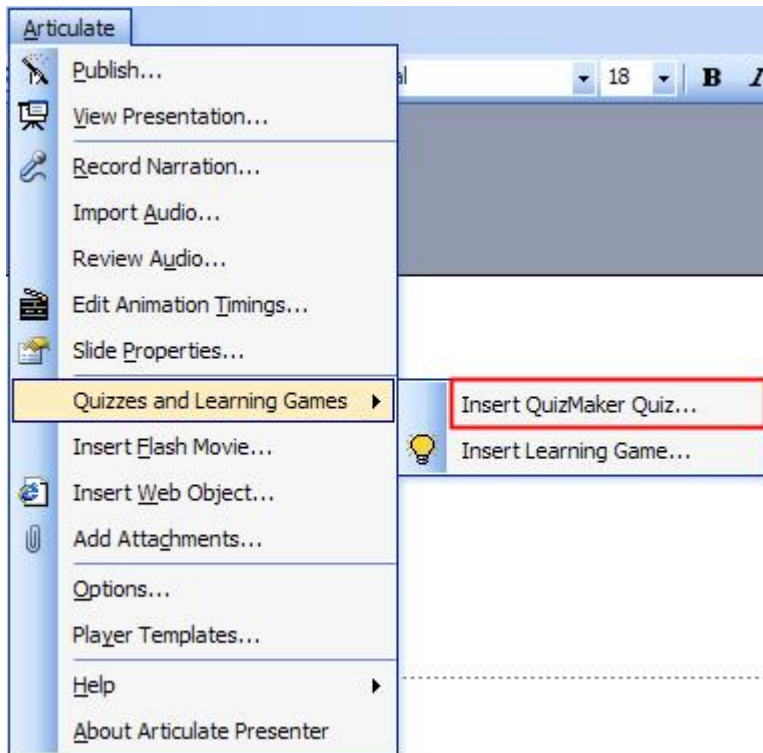
The following effects are **NOT** supported:

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

Adding Quizzes and Learning Games

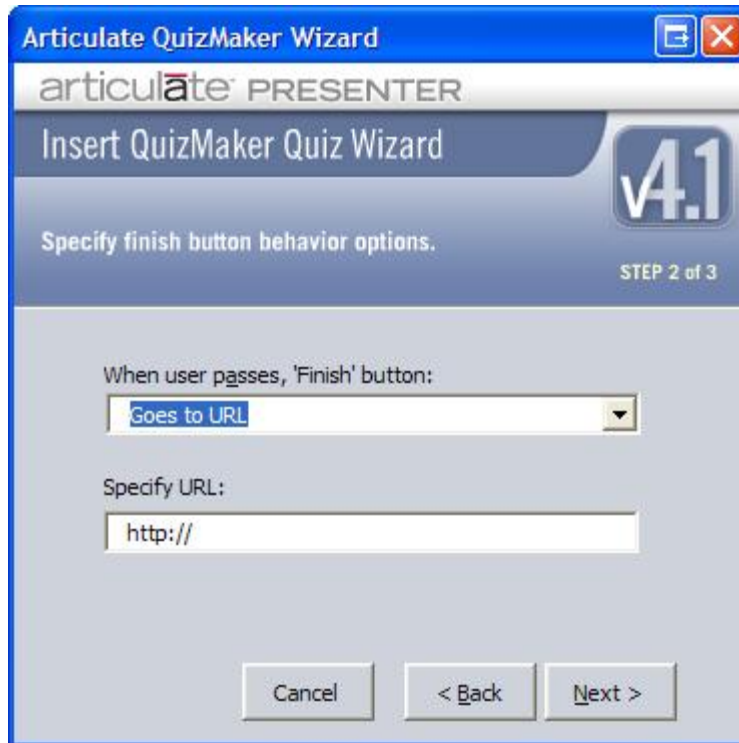
Insert QuizMaker Quiz (Must have Articulate QuizMaker)

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



To insert your .AQP file into Articulate Presenter:

1. Make sure you're using **Articulate Presenter 4.106 or later** (Articulate -> About Articulate Presenter). To upgrade, use the link in your activation email.
2. Go to **Articulate -> Quizzes and Learning Games -> Insert QuizMaker Quiz**.
3. Select the option to **Insert published QuizMaker quiz**. (Note that you also have the option to Create new Articulate QuizMaker quiz.)
4. Click **Browse** to locate the **.AQP file** you published. (Refer to the [Articulate QuizMaker Documentation](#) for details.)
5. Using the drop-down menu next to **Once the user has started the quiz**, specify whether to **Require the user to complete the quiz** or if **User can leave quiz at any time**.
6. In the final steps of the wizard, set up your branching, which determines where your user will go if she or he passes or fails (options include closing window, a specific URL, the next or previous slide (dynamic), or a specific slide number).



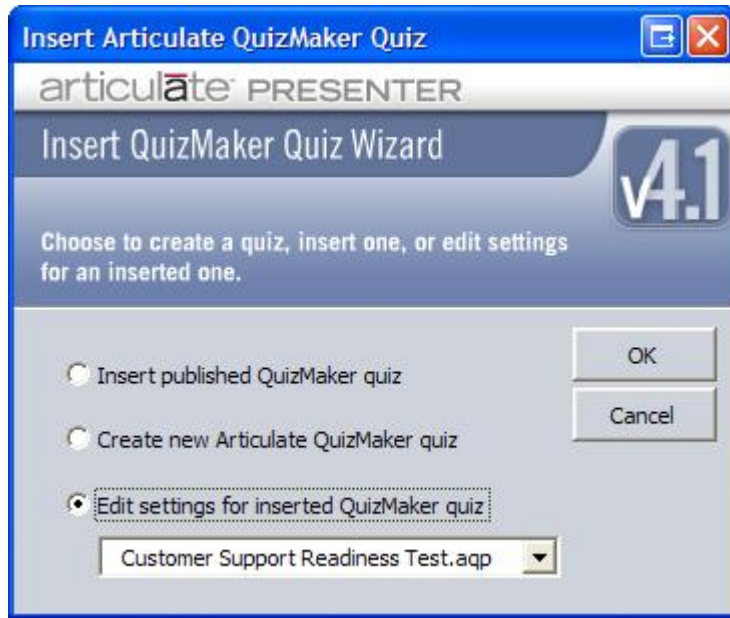
7. Click **Finish** to add the quiz.
8. Go to **Articulate** -> **Publish** to publish your e-learning course or presentation.
9. In the final step of the **Publish Wizard**, you will be able to choose one of three **Force quiz options**:
 - a. User may skip over the quiz (default)
 - b. User must attempt quiz to continue
 - c. User must pass quiz to continue



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

To edit your Articulate QuizMaker quiz in Articulate Presenter:

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



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

Insert Learning Game (Professional Edition Only)

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

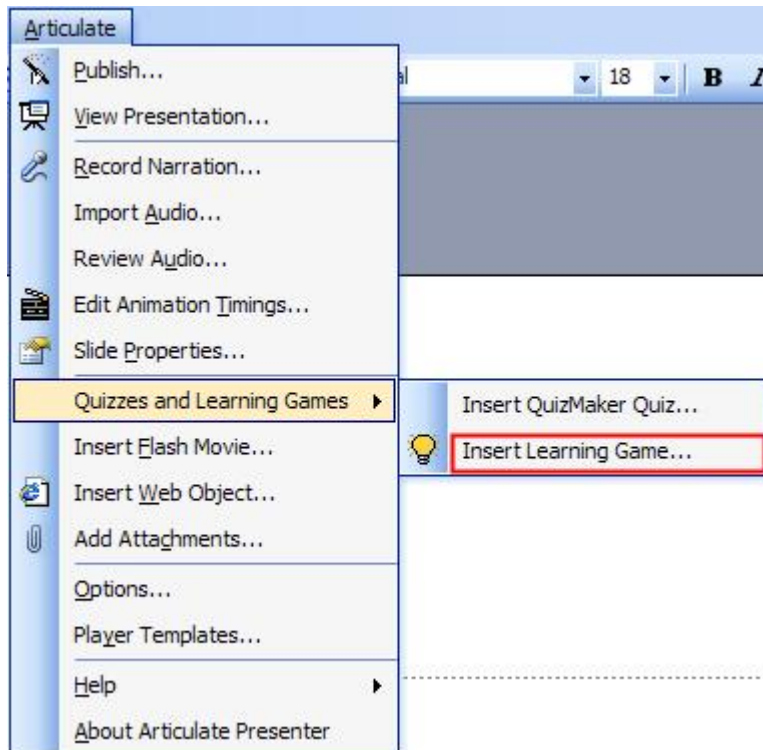
There are three types of Learning Games:

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

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

To add a Learning Game:

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



3. You will be prompted to **Add a new learning game slide** or **Edit an existing learning game slide**. Select **Add a new learning game** if you want to create a new one. Click

OK. (If you have already created an interaction, and want to edit it, choose **Edit an existing learning game slide** and then select the Learning Game name from the **drop-down list**.)

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

Step 1 of 4 - Learning Games Wizard

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

Step 2 of 4 - Learning Games Wizard

Interactions

articulate PRESENTER

Learning Games Wizard

v4.1

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

STEP 2 of 4

☐ Display custom message before the learning game.

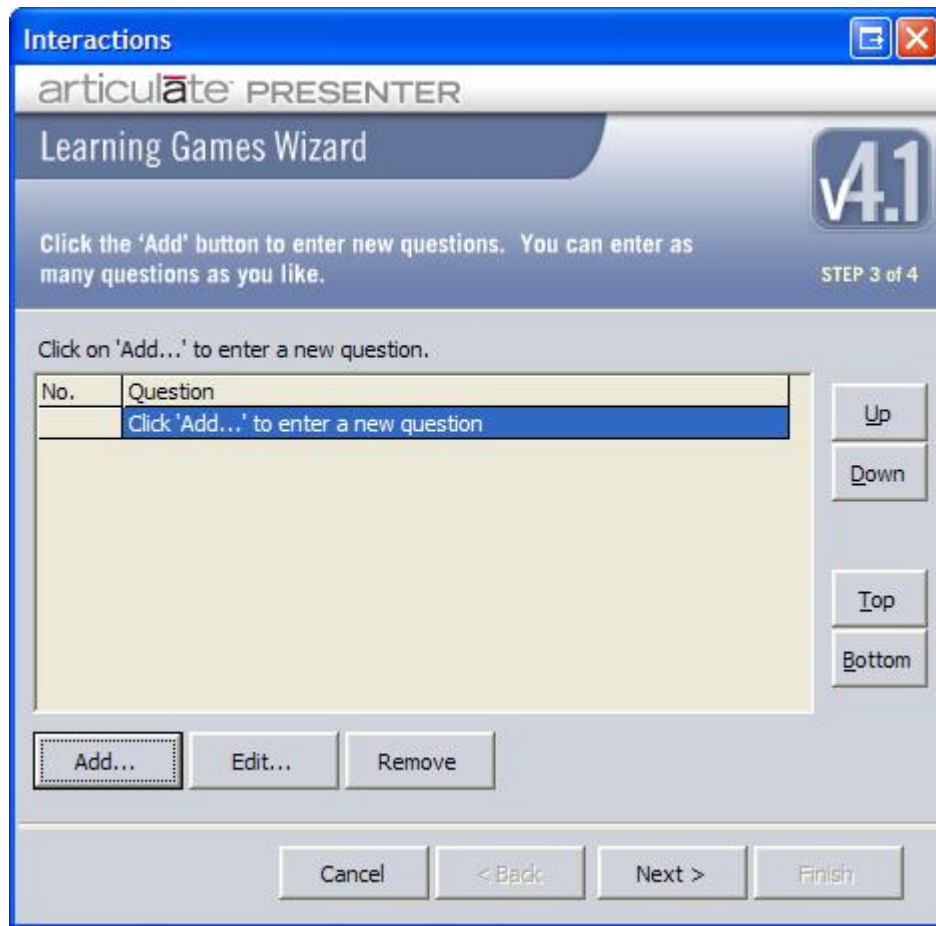
Instructions

☒ Display instructions ☐ Don't display instructions


Cancel < Back Next > Finish

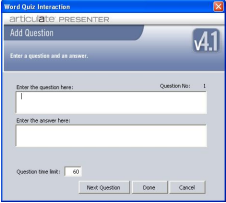
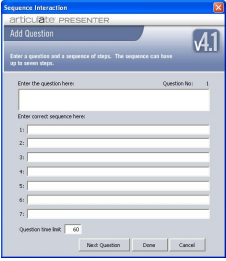
1. Choose to display the **Standard instructions** or to display **No instructions**.
2. Choose to display a **Custom message**. The custom message can be displayed in conjunction with the standard instructions, or without any instructions. If you check **Custom Message**, be sure to enter your message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

Step 3 of 4 - Learning Games Wizard



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

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

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

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

Step 4 of 4 - Learning Games Wizard

Interactions

articulate PRESENTER

Learning Games Wizard

v4.1

Please provide feedback to be displayed for this learning game.

STEP 4 of 4

Pass feedback:

Congratulations, you have passed.

Fail feedback:

You did not pass.

Cancel < Back Next > Finish

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

Learning Games Wizard - Finish



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

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

Incorporating Flash Movies

Inserting Flash Movies

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

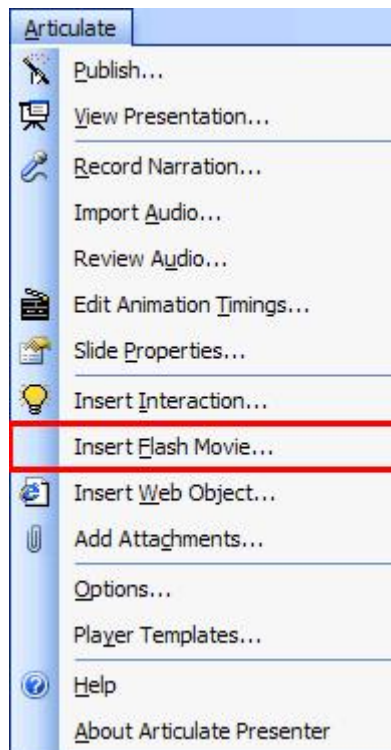
Flash Movies can be displayed in two different ways:

Display Type	Description
Display in Articulate Player	This will display your Flash movie directly within the Articulate player.
In new browser window	This will cause a new window to open independently of your slide. Your Flash movie will be displayed within this new window.

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

To add a Flash Movie:

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



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

Step 1 of 3 – Flash Movie Wizard:



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

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

Step 2 of 3 – Flash Movie Wizard:



Next, determine how you want your **Flash movie** to display in your presentation. Your options follow:


- Display in Articulate Player.
- Display in new browser window.

Select a display setting by clicking the button next to the desired display type. The default setting is **Display in Articulate Player**.

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

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

- If you have chosen **Display In Articulate Player**, refer to [Configuring Flash Movie In Articulate Player](#).
- If you have chosen **Display in new browser window**, refer to [Configuring Flash Movie In new browser window](#).

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

Configuring Flash Movie In Articulate Player

If you have chosen to **Display in Articulate Player** in **Step 2 of 3** in the **Insert Flash Movie Wizard**, complete the following steps to finish the configuration of your **Flash Movie**.

Step 3 of 3 – Flash Movie Wizard:



On this page there are three options:

1. **Show Flash movie after: 0 seconds.** This allows you to determine how soon after your slide loads during the presentation that your **Flash movie** begins to play. If you would like for there to be a delay between your slide loading and your **Flash movie** appearing, enter the number of seconds you want the delay to be. The default is 0 seconds, which means that your **Flash movie** will play immediately.
2. **Set this slide's navigation to advance by user.** This controls whether the slide will advance automatically after the slide completes, or if the user must manually advance the slide. The default is to let the user advance the slide. It is recommended to allow the user to advance the slide so the user can have a chance to view the **Flash movie**. If you prefer to have the slide advance automatically, simply uncheck this option, but keep in mind that the user may not have had a chance to view the movie.
3. **Allow player seek within inserted Flash movie.** Activating this setting will allow your users to control an inserted Flash movie using the Articulate Player controls (seek, pause, etc.).

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

Flash Movie Wizard: Finish



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

Configuring Flash movie In New Browser Window

If you have chosen to **Display in new browser window** in **Step 2 of 3** in the **Insert Flash Movie Wizard**, complete the following steps to finish the configuration of your **Flash Movie**.

Step 3 of 3 – Flash Movie Wizard:



On this page there are three options:

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

appears, or if the user must manually advance the slide. The default is to let the user advance the slide. It is recommended to allow the user to advance the slide so the user can have a chance to view the **Flash movie**. If you prefer to have the slide advance automatically, simply uncheck this option, but keep in mind that the user may not have had a chance to view the **Flash movie**.

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

Flash movie Wizard: Finish



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

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

Optimizing Flash Movies

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

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

General Guidelines for Version 4 Players

The general guidelines for the embedded movies follow:

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

Player global API method calls:

There are several global routines made available from the Player. These methods can be used in your embedded files as you see fit, provided they are Flash 6 or higher. Available methods include the following:

- [`_global.`] `artPlaySlide(slidenum)`
Use `slidenum="0"` to toggle Play/Pause on the current slide.
- [`_global.`] `artPlayNextSlide()`
- [`_global.`] `artPlayPreviousSlide()`
- [`_global.`] `artDisplayMode(displaymode)`
Use `displaymode="next"` to cycle through modesm or 1,2,3 for direct change.

(Note: The `"_global."` path keyword in these examples is always optional.)

Custom solutions and assistance are always available. Please contact support for details.

Using Web Objects

Inserting Web Objects

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

Web Objects can be displayed in two different ways:

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

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

To add a Web Object:

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




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

Step 1 of 3 - Web Object Wizard:



On this page you will see two options:

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

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

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



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

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

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

Steps 2 and 3 of the **Web Object Wizard** offer different configuration options depending on how you have chosen to display your Web Object.

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

Configuring Web Object In Articulate Player

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

Step 2 of 3 - Web Object Wizard:



On this page there are three options:

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

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

2. **Show Web Object after: 0 seconds.** This allows you to determine how soon after your slide loads during the presentation that your **Web Object** appears. If you would like there to be a delay between your slide loading and your **Web Object** appearing, enter the number of seconds you want the delay to be. The default is 0 seconds, which means that your **Web Object** will appear immediately.
3. **Set this slide's navigation to advance by user.** This controls whether the slide will advance automatically after the slide completes, or if the user must manually advance the

slide. The default is to let the user advance the slide. It is recommended to allow the user to advance the slide so the user can have a chance to interact with the **Web Object**. If you prefer to have the slide advance automatically, simply uncheck this option; by doing so, bear in mind that the user may not have had a chance to view the **Web Object's** content.

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

Step 3 of 3 - Web Object Wizard:

This option, **Adjust for 800x600 screens**, determines if your **Web Object** should keep its position in relation to, and its size proportional to, other objects on your slide when viewed from a browser using a screen resolution of 800x600.



If you click on the down arrow, as shown above, you will have three choices:

1. **Retain relative position and window size.** This will ensure that your **Web Object** maintains both its position in relation to, and size in proportion to, other objects on the slide. (Recommended.)
2. **Retain relative position only.** This will ensure that your **Web Object** remains in the same position on the slide relative to other objects, but your Web Object's size may change.
3. **Retain relative window size only.** This will ensure that your **Web Object's** size remains proportional to other objects on the slide, but your **Web Object's** position may change.

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

Web Object Wizard: Finish



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

Configuring Web Object In New Browser Window

If you are displaying your **Web Object in new browser window**, please complete **Step 2** and **Step 3** below to finalize the configuration of your **Web Object**.

Step 2 of 3 - Web Object Wizard:



On this page there are three options:

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


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

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

Step 3 of 3 - Web Object Wizard:



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

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

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

Web Object Wizard: Finish



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

Troubleshooting Web Objects

User cannot view your Web Object.

Make sure your user's computer meets the following system requirements:

- Internet Explorer 5 or higher on Windows.
- Flash 5 Player or higher.

Netscape Navigator is not currently supported for Web Objects.

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

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

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

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

Adding Attachments

Adding Attachments

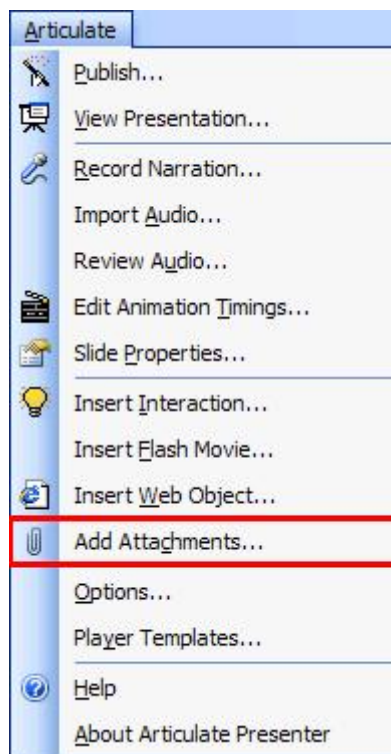
Attachments are resources you want to make available to your viewers during playback of your presentation. The **Attachments** will be accessible by your viewers when they click the **Attachment** button.

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

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

To add an Attachment:

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



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

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

Attachments:



On this page there are three options:

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

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

Slide Properties


Automatic Titles

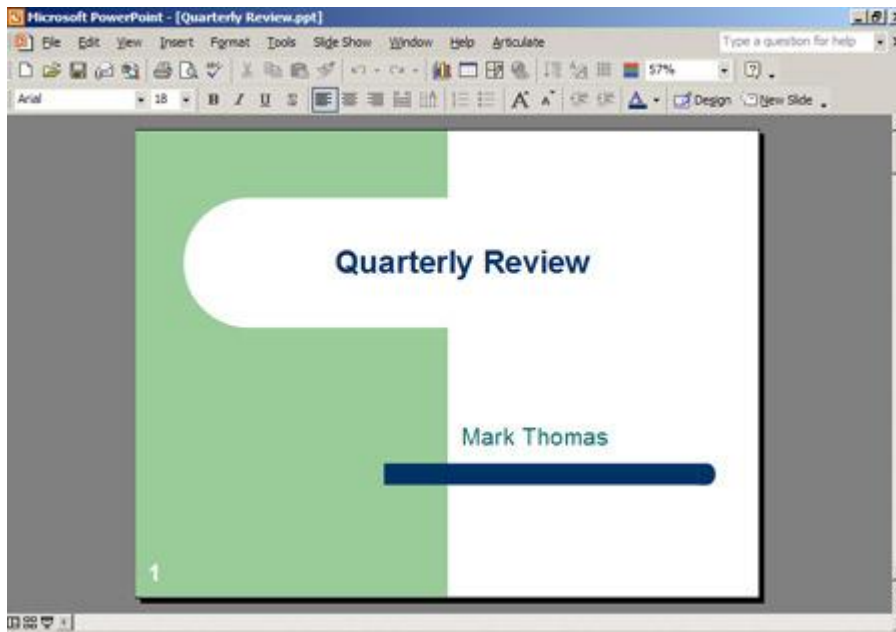
Articulate Presenter will automatically create a **Navigation Outline** in the **Articulate Player** based on the **titles** in your PowerPoint slides.

For example, in Slide 1 of this PowerPoint presentation, the title is "Quarterly Review":

When this presentation is published, you'll notice that the "Quarterly Review" title is listed as the first title in the **Navigation Outline**:




 **Tip:** Choose a PowerPoint template that utilizes a text-box placeholder for the titles. Articulate Presenter will automatically generate the Navigation Outline based on the titles in the slides when the author enters text in the slide title text box.



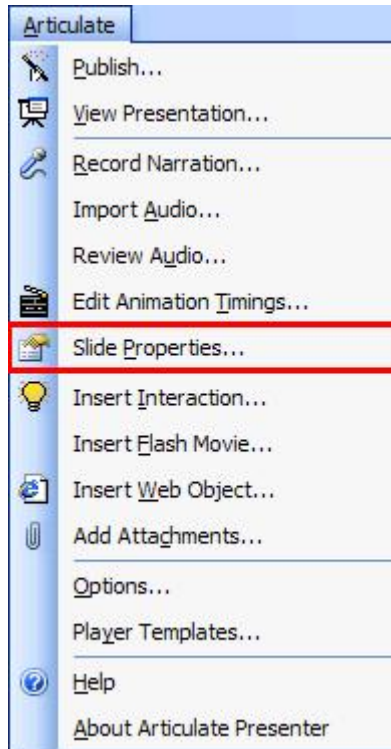
Editing Titles

Articulate Presenter will [automatically create](#) the **Navigation Outline** in the **Articulate Player** based on the titles in the PowerPoint slides. However, there may be cases when you want to edit the title that will display in the Navigation Outline without changing the actual PowerPoint slide.

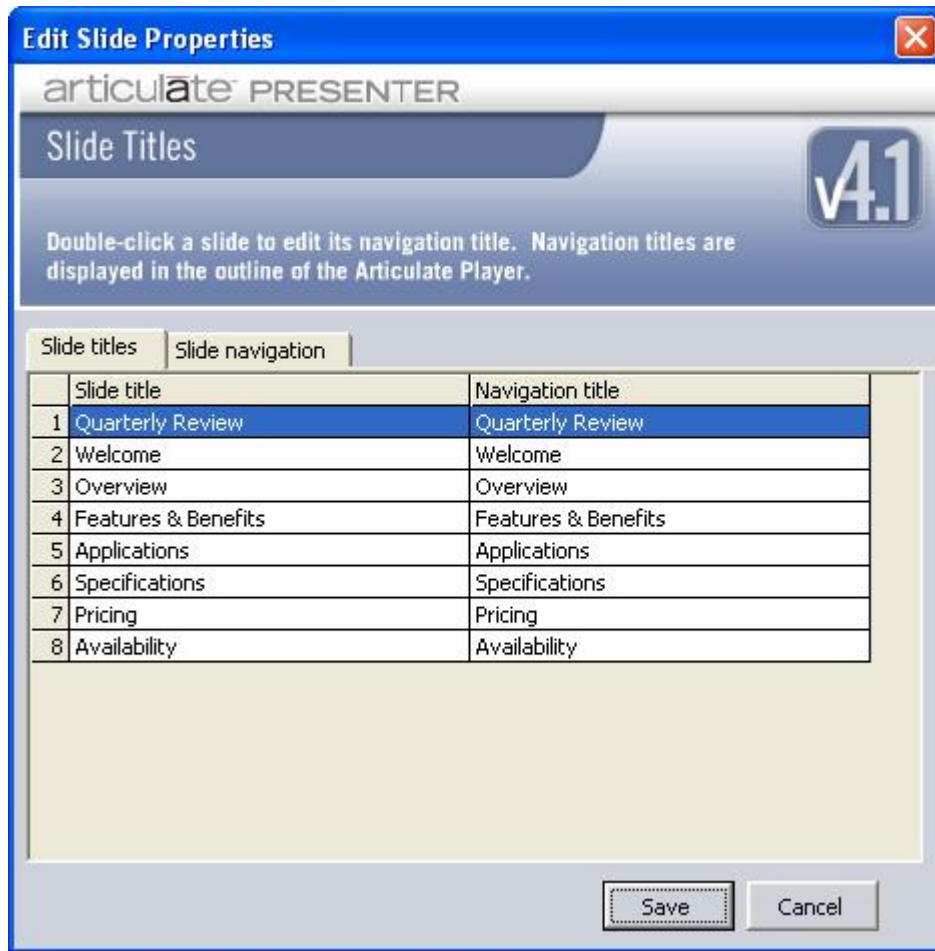
 **Note:** The most common reason you would want to edit your titles is if you have a slide without a title. This typically occurs if you insert an image in a PowerPoint slide, but do not add a title.

To Edit Titles:

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



The **Slide Properties Window** will display:



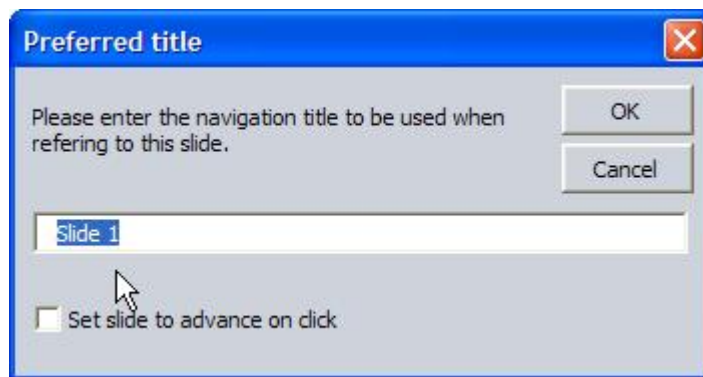
Select the **Slide Titles** tab. There are two columns in the **Slide Titles** tab:

Slide title	The title as displayed in your PowerPoint slide.
Navigation title	The title that will be displayed in the Articulate Player .

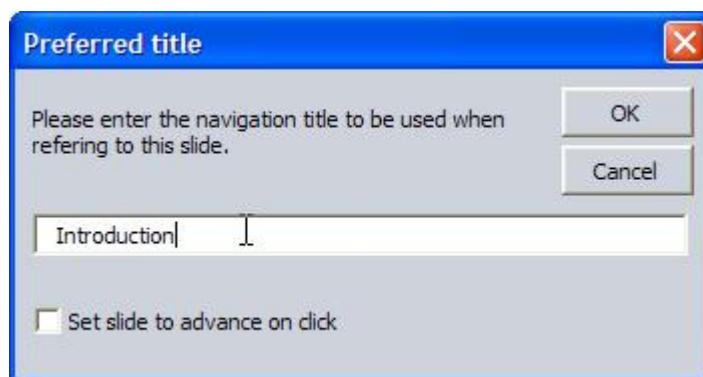
To edit a Slide title:

1. Double-click on the **row** you want to edit.

-
2. The existing slide title will be displayed:



-
-
3. Enter the name of the title as you want it to display in the Articulate Player:



-
-
-
4. Click **OK**.
5. Click **Save** on the **Slide Properties Window**.

 **Tip:** You can edit a title by right-clicking on a slide in slide sorter view.

Slide Navigation

The **Slide Navigation** tab allows you to determine how the published presentation will advance:

1. **Automatically**

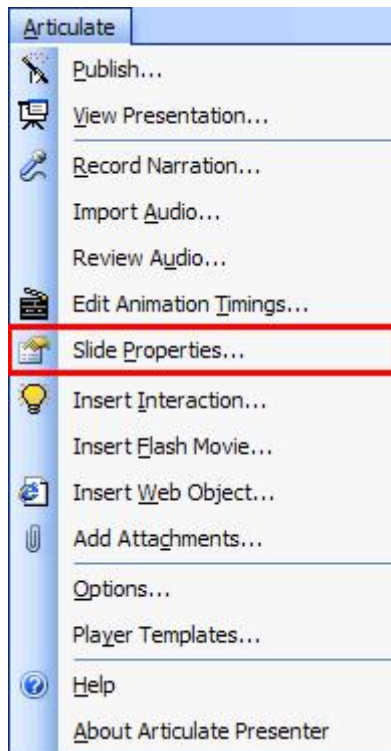
(or)

2. **Advance on mouse click** - The presentation advances only when the user clicks the **Next** button.

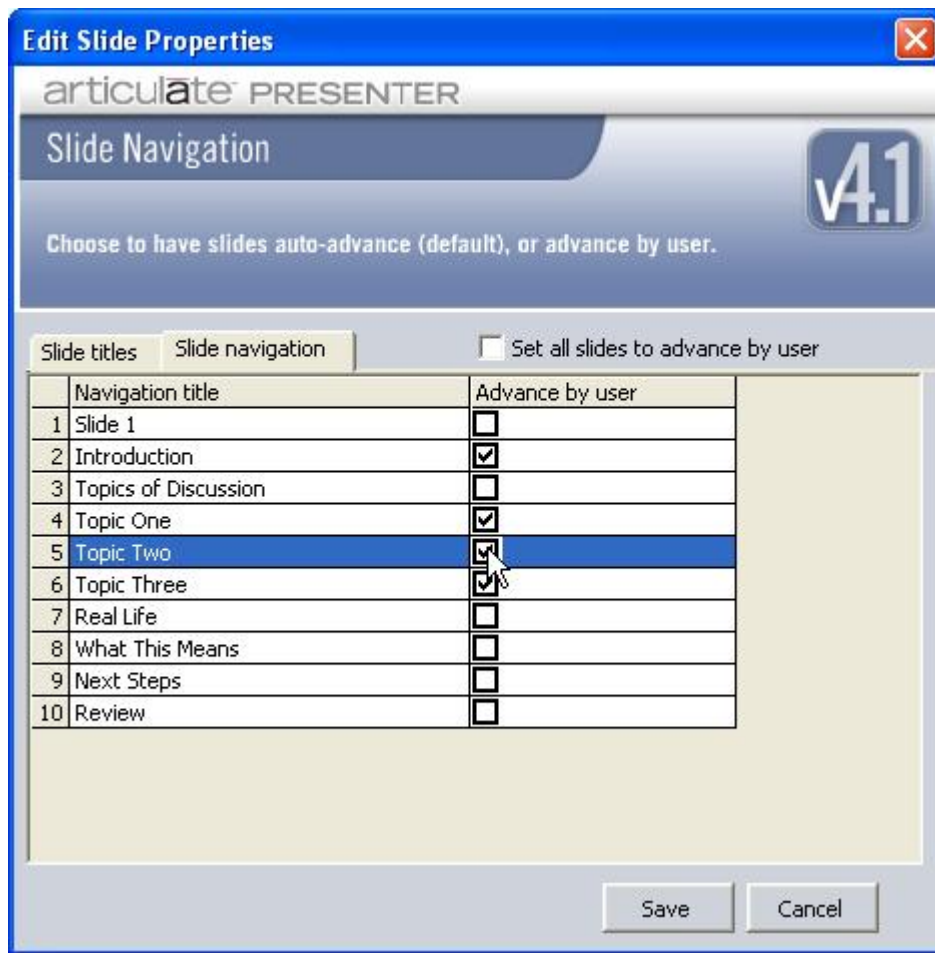
By default, the presentation is set to advance automatically. You can edit the **Slide Navigation** properties if you want the presentation to advance only when the user clicks the **Next** button.

To Edit Slide Navigation:


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



2. The **Slide Properties Window** will display:



3. Select the **Slide Navigation** tab.
4. Under **Advance by user**, select the box next to those slides you want the user to manually advance.

 **Tip:** Check 'Set all slides to advance by user' if you want every slide to advance only when the users clicks.

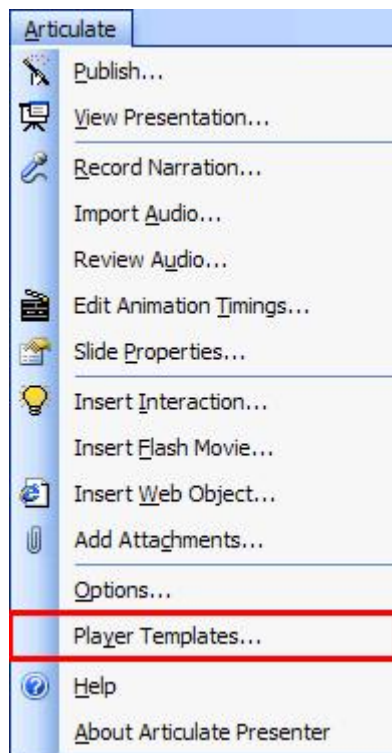
Player Templates

Player Templates

In Version 4 of Articulate Presenter, **every** element of the Articulate Player can be customized. With so many customization options, it is useful to have a way to save and quickly apply pre-configured player options. Player Templates provide this ability.

To create Player Templates:

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



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

Please see [The Player Templates Editor](#) for more information on creating customized player templates.

The Player Templates Editor

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

Master Templates:

Articulate Presenter comes with seven pre-configured Master Templates:

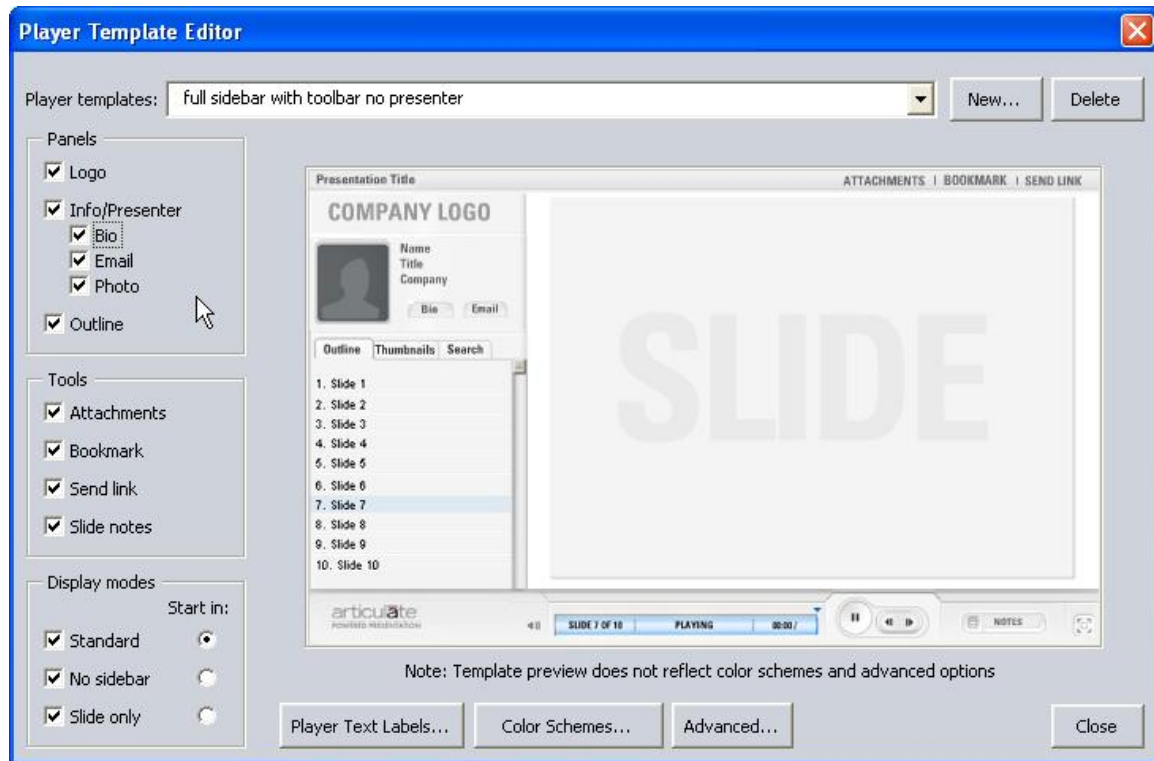
- **Full sidebar with toolbar (the default)**
- **Full sidebar no toolbar**
- **Minimal sidebar (Outline panel only) with toolbar**
- **Minimal sidebar (Outline panel only), no toolbar**
- **No sidebar with toolbar**
- **No sidebar, no toolbar**
- **Slide only**

To publish a presentation based on a Master Template, click on the down arrow next to **Player Templates** and select one of the Master Templates. When you select a Master Template, the preview will change to reflect the configuration options in the selected template.

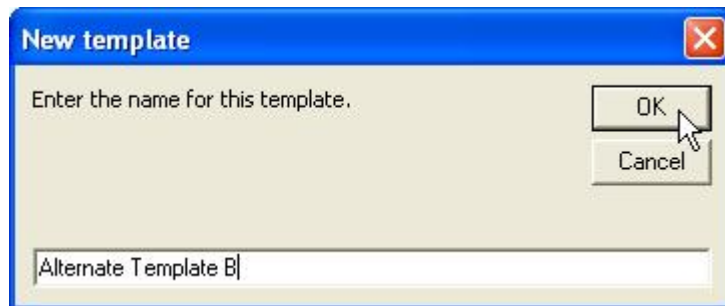
If, after you select a Master Template, you make custom configurations to the template and click the **Close** button, you will be prompted with the following message:



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

Player Template Editor:**Creating a new template:**

If you want to create a new template, simply click the **New** button. You will be prompted to enter the name for your new template as shown below.



Enter the name for your new template and click **OK**. Customize your template as desired. For more information on customization options, see [Elements of the Template Editor](#) below, and [Player Text Labels](#). When you are finished making your customizations, click the **Close** button. You will be prompted with a message asking if you want to save your changes. Click **Yes** to save your template, or click **No** to cancel changes.

Editing Templates:

To **edit an existing template**, simply click the drop-down box next to **Player Templates** and select the template you would like to edit. Modify your template as desired. For more information on customization options, see [Elements of the Template Editor](#) below, and [Player Text Labels](#). When you are finished making your modifications, click the **Close** button. You will be prompted with a message asking if you want to save your changes. Click **Yes** to save your template, or click **No** to cancel changes.

Deleting Templates:

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

Elements of the Template Editor:

The **Template Editor** controls every aspect of the Articulate Player. The elements of the Template Editor are the following:

Panels:

Logo	Display/hide the panel in the Articulate Player that can contain a company logo.
Info/Presenter	Display/hide Name, Title and Company fields. Also part of this panel are options to display/hide the following: Bio: A slide-out window containing the biography of the presenter. Email: A slide-out window containing a link to email the presenter. Photo: Area in panel to display a photo of the presenter.
Outline	Display/hide the Outline Pane. The Outline Pane consists of the Titles, Thumbnails, and Search tabs: Title: The slide titles as configured in PowerPoint or Articulate Slide Properties. Thumbnails: Thumbnails of the slides in your presentation. Useful for visually navigating through your presentation. Search: Clicking on this tab reveals a search function allowing your presentation to be searched for those slides containing a specific search term.

Tools:

Attachments	Display/hide the button for accessing attachments to your presentation
Bookmark	Display/hide the button that allows your presentation to be bookmarked.
Send Link	Display/hide the button that allows a link to your presentation to be emailed.
Slide Notes	Display/hide the Slide Notes in your presentation.

Display Modes:

Standard	With this display mode, all elements of the player are visible, unless explicitly turned off.
No sidebar	With this display mode, the sidebar is not visible. The sidebar consists of Logo, Info/Presenter, and Outline panels.
Slide only	With this display mode, the only item that is visible is the PowerPoint slide.
Start in: Select the radio button next to the Display Mode in which you want the Articulate Player to start when launched.	

Player Text Labels: Clicking on this button will open a window that will allow you to change the text label for any of the elements of the Articulate Player. For more information, see [Player Text Labels](#).



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

Color Schemes: Clicking on this button will load the Color Scheme Editor that will allow you to customize the color of your Player by choosing from a set of ten predefined color schemes. In Articulate Presenter Professional Edition, you can customize the Player even further, creating your own color schemes. For more information, see [Color Scheme Editor](#).

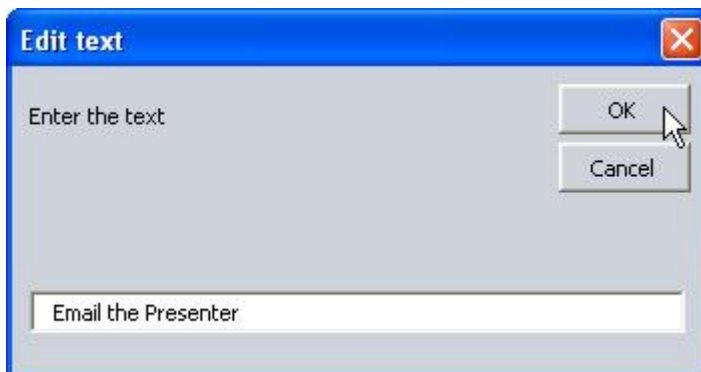
Advanced: Clicking on this button will open a window that will allow you to set advanced preferences and behavior for Articulate Player. For more information, see [Advanced Settings](#).

Player Text Labels

The Player Text Labels window allows you to change the text for any of those elements of the Articulate Player you choose to display. Clicking on the Player Text Labels button in [The Player Templates Editor](#) will bring up the Player Text Labels Window as shown below:



The column on the left, **Buttons/Messages**, contains a description of the element (a button or tab) for which you can change the text. The column on the right, **Custom Text**, contains the actual text that will appear for an element. To change text that you want to appear for an element, simply double-click in the row for that element in the Custom text column. An Edit text window will appear



Next, type the text you want to appear. When you are finished customizing your text, click **OK**.

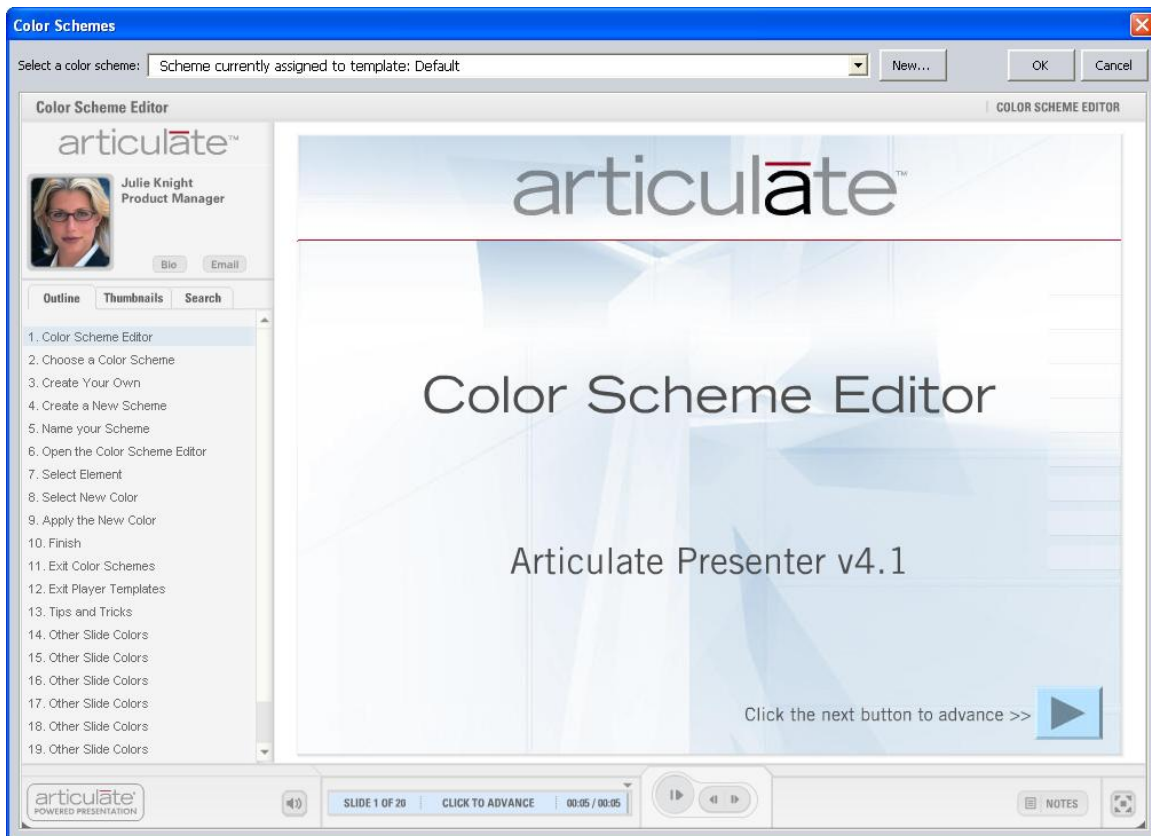
 **Tip:** Visit the [Player Text Labels](#) entry in [Word of Mouth - The Articulate Blog](#) for ideas on how to leverage this feature.

Color Scheme Editor

The Color Scheme Editor allows you to modify the color of a particular template. You can choose from ten preset color schemes, or, if you're using Articulate Presenter Professional Edition, you can create your own color scheme.

To launch the Color Scheme Editor:

1. From PowerPoint, Click **Articulate** to open the PowerPoint Extender Menu.
2. Select **Player Templates** from the Articulate Menu.
3. Click the **Color Schemes** button on the Player Template Editor.



Color Schemes:

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

- **Default (silver)**
- **Blue deep**
- **Blue light**
- **Charcoal**
- **Creamy**
- **Green pharma**
- **Green sci-fi**

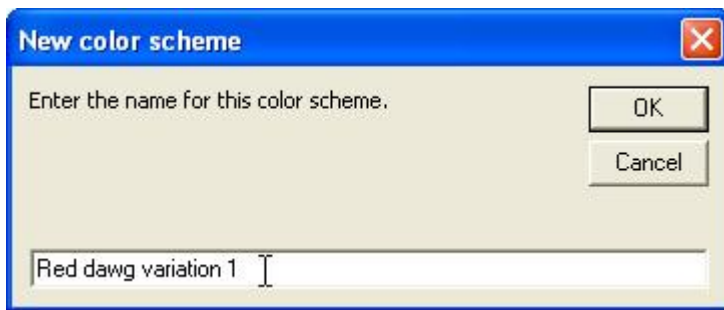
- **Gunship grey**
- **Mocha bean**
- **Red dawg**
- **Southwestern**

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

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

Creating a new color scheme (Professional Edition Only):

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

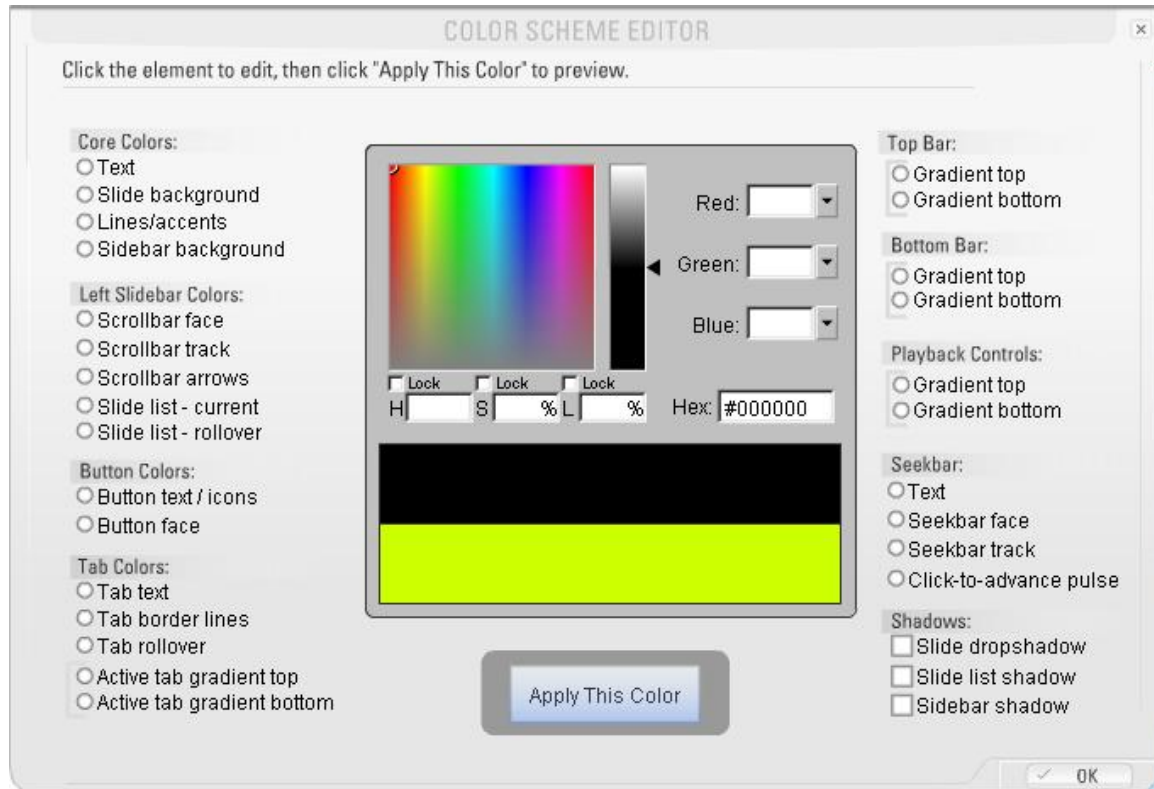


Click **OK** to save your new color scheme.

Next, click the **COLOR SCHEME EDITOR** button in the upper right-hand corner to launch the custom color editor:




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



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

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

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

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

Additional Features of the Color Scheme Editor

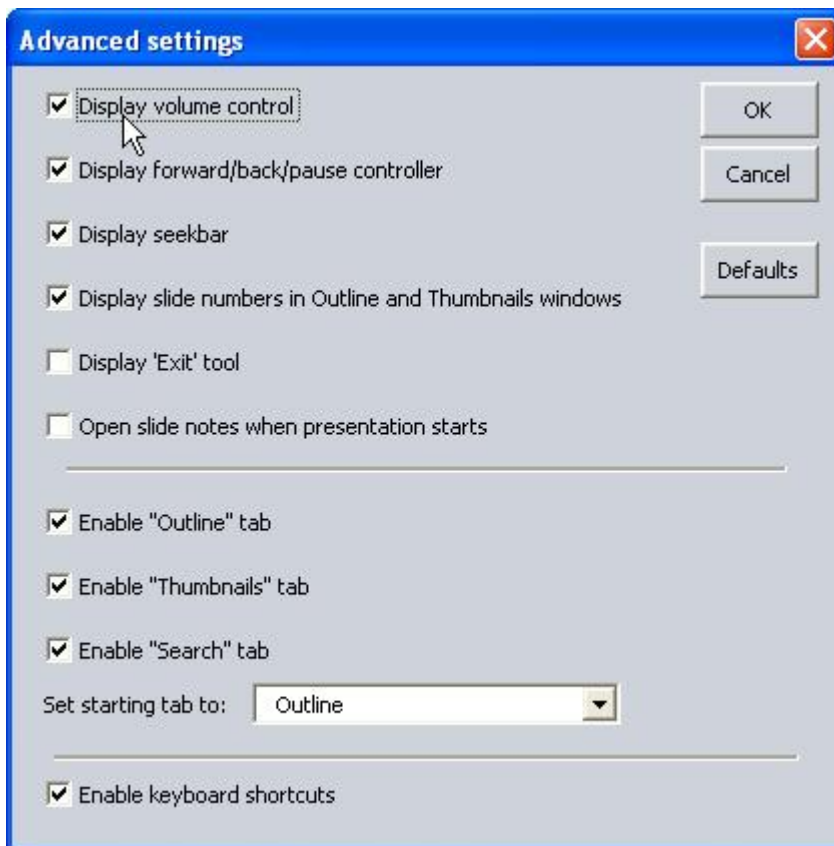
Slide dropshadow	Add a shadow to the main slide content area.
Slide list shadow	Add a shadow to the list of presentation slides.
Slidebar shadow	Add a shadow to the slider next to the list of presentation slides.

Advanced Settings

The Player Template **Advanced settings** allow you to toggle various Player elements on or off, as well as control certain behaviors.

To open the Advanced Settings:

1. From PowerPoint, Click **Articulate** to open the PowerPoint Extender Menu.
2. Select **Player Templates** from the Articulate Menu.
3. Click the **Advanced** button on the Player Template Editor.



Elements of Advanced Settings:

Display volume control	Controls whether the volume slider should appear in the Articulate Player.
Display forward/back/pause controller	Controls whether navigational controls should appear in the Articulate Player.
Display seekbar	Controls whether the slide seekbar should appear in the Articulate Player.
Display slide numbers in Outline and Thumbnails windows	Controls whether slide numbers should appear next to each slide in Outline and Thumbnails windows in the Articulate Player.
Display 'Exit' tool	Controls whether an 'Exit' link to close the presentation should appear in the upper right-hand corner of the Articulate Player.
Open slide notes when presentation starts	Controls whether slide notes should appear when launching an Articulate presentation.
Enable 'Outline' tab	Controls whether the 'Outline' tab should appear in the Articulate Player.
Enable 'Thumbnails' tab	Controls whether the 'Thumbnails' tab should appear in the Articulate Player.
Enable 'Search' tab	Controls whether the 'Search' tab should appear in the Articulate Player.
Set starting tab to:	Controls whether the starting tab in the Articulate Player should be Outline, Thumbnails, or Search.
Enable keyboard shortcuts	<p>Controls whether the following Player keyboard shortcuts should be available to viewers of your published presentation in the Articulate Player:</p> <ul style="list-style-type: none"> • Play Previous Slide: Arrow Left, Arrow Up, or Page Up • Play Next Slide: Arrow Right, Arrow Down, or Page Down • Play First Slide: Home key • Play Last Slide: End key • Play/Pause: Spacebar • Select Tabs - Outline, Thumbnails, Search: O / T / S • Toggle Slide Notes: N • Toggle Display View Modes: V • Toggle Bio Button: B • Toggle Email Button: E • Toggle Audio Mute: M

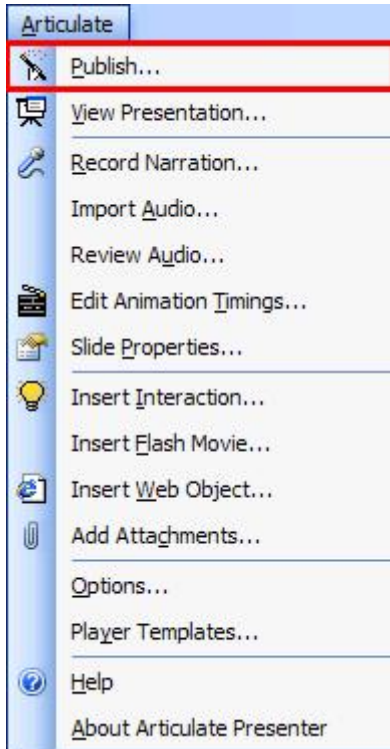
Publishing

Publishing Your Presentation

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

To Publish your presentation:

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



The **Publish Wizard** will display.

Publish Wizard – Publishing Options

The **Publish** Wizard has the following five options:

Presentation for Web. Select this option if you are going to be delivering your published presentation from a Web server on the Internet or on an intranet. Also select this option if you want to FTP your published presentation.

Presentation for CD-ROM Delivery. Select this option if you will be distributing your published presentation via CD-ROM.

Word Document. Select this option to convert your Presentation to Microsoft Word format as a Storyboard or Presenter Notes.

E-Mail. Select this option to publish and e-mail your presentation. Other choices are e-mailing your source PowerPoint files, a Word Storyboard or Presenter Notes document.

Zip File. Select this option to publish and archive your presentations. Other choices are archiving the source PowerPoint file or the source PowerPoint file and audio files.

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

- [**Presentation for Web**](#)
- [**Presentation for CD-Delivery**](#)
- [**Word Document**](#)
- [**E-Mail**](#)
- [**Zip File**](#)

Presentation for Web

If you want to deliver your presentation via a Web server on the Internet or an intranet, or if you want to publish and upload your presentation to an FTP site, then follow the **Publish for Web** instructions below.

Publish for Web – Title and Publish Location


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

To begin, under **Presentation title**, type the name for your published presentation. Next, follow the instructions below depending on your desired storage location.

Publish to a Local Folder/Network Share:

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

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

 **Tip:** Although you can publish to a shared network drive, all your content resources (PowerPoint file, custom logo, presenter photo, narration, etc.) must reside on your local drive in order for your presentation to publish properly. Visit the [Locals Only](#) entry in [Word of Mouth - The Articulate Blog](#) for more on this topic.

Publish to an FTP Site:

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

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

When you are finished entering the applicable information above, click **Next** to continue. You will then be asked to select your player template format.

Publish for Web – Presenter information

The presenter information will automatically be taken from the default presenter information entered on the **Presenter** tab in **Articulate | Options**. If you want the presenter information for your published presentation to be different from the default, you can change it here. For an explanation of these fields, see [Configuring the Options](#). When you are finished, click **Next** to continue.

Publish for Web – Player Template

You can choose which template to use, or you can customize an existing template to meet your needs.

You have two or three choices, depending on how you set your [LMS options](#):

Select: Click the down arrow to select from available player templates. You will see the seven pre-configured [Master Templates](#), along with any custom templates you may have created. Note: The last player template (master or customized) that you used will always be selected when you reach this step of the Publish Wizard.

Edit: If you click **Edit**, you will see the Player Template Editor. Please [see below](#) for additional information.

LMS: You will only see this option if you've selected to display SCORM and/or AICC players. If you see this field, you will have up to three choices:

Don't output for LMS. Your presentation will not include LMS tags or output files for your LMS.

Output for SCORM LMS. Your presentation will be published with appropriate SCORM-compliant files.

Output for AICC LMS. Your presentation will be published with appropriate AICC-compliant files.

 **Note:** For more on publishing a SCORM- or AICC-compliant presentation, please see [Displaying SCORM or AICC Players](#).

When you have made your choices, click **Next**.

Publish for Web – Player Template Editor

This interface is the same as when you configure your Player Templates via the Articulate menu (Articulate | Player Templates), so please refer to The Player Templates Editor for additional details on customizing your player template.

Publish for Web – Custom Logo

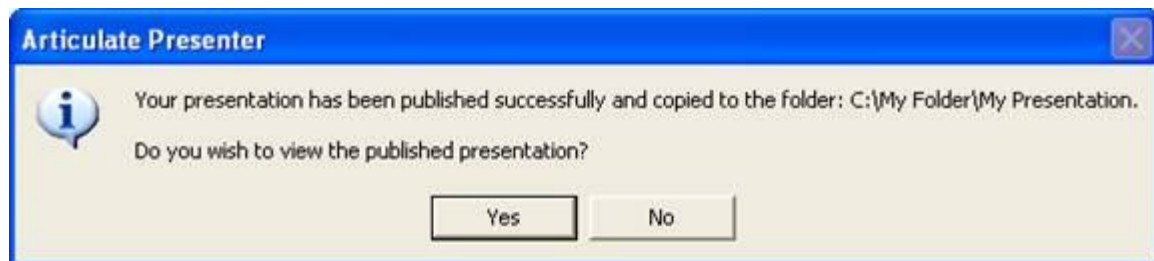
You can use your own logo in the **Articulate Player**. Supported logo formats are swf (Flash), jpg, gif, bmp, emf, and wmf. The dimensions of your logo should be 222 pixels wide x 37 pixels high. If your logo is not exactly 222x37, you have two options:

- To maintain the dimensions of your logo, select "**Maintain aspect ratio,**" under **Image Options**.
- If you would like your logo to stretch to fit the entire width of the logo area in the player, select "**Stretch to fit,**" under **Image Options**.

When you are finished customizing your **Articulate** player, click **Publish**.

Publish for Web - Finish

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



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

If you have chosen to publish to an FTP site, you will be shown the upload status/number of bytes uploaded. When uploading is complete, you will see the following message:



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

Presentation for CD-ROM Delivery

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

Publish for CD-ROM Delivery – Title and publish location



To begin, under **Presentation title**, type the name for your published presentation. Next, under Folder:

- manually type the path to the local folder or network share where you want to publish your presentation. Or,
- click the **Browse** button, navigate to a local folder or network share, select it, and click **OK**.

If you want your published presentation to launch automatically when inserted into a CD-ROM drive that has auto play enabled, check **Create autorun files**.

When you are finished entering the applicable information above, click **Next** to continue. You will then be asked to select your player template format.

Publish for CD-ROM – Presenter information

The presenter information will automatically be taken from the default presenter information entered on the **Presenter** tab in **Articulate | Options**. If you want the presenter information for your published presentation to be different from the default, you can change it here. For an explanation of these fields, see [Configuring the Options](#).

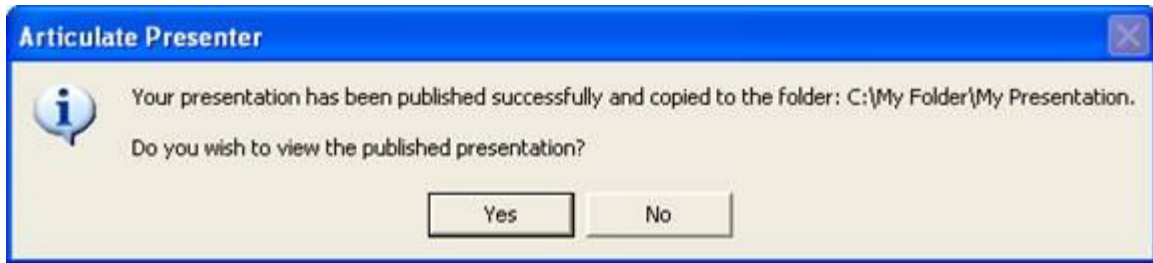
Publish for CD-ROM – Custom Logo

You can use your own logo in the **Articulate Player**. Supported logo formats are swf (flash), jpg, gif, bmp, emf, and wmf. The dimensions of your logo should be 222 pixels wide x 37 pixels high. If your logo is not exactly 222x37, you have two options. To maintain the dimensions of your logo, select "**Maintain aspect ratio**," under **Image Options**. If you would like your logo to stretch to fit the entire width of the logo area in the player, select "**Stretch to fit**," under **Image Options**.

When you are finished customizing your **Articulate Player**, click **Publish**.

Publish for CD-ROM - Finish

When publication of your presentation to CD-ROM has successfully completed you will receive the following message:

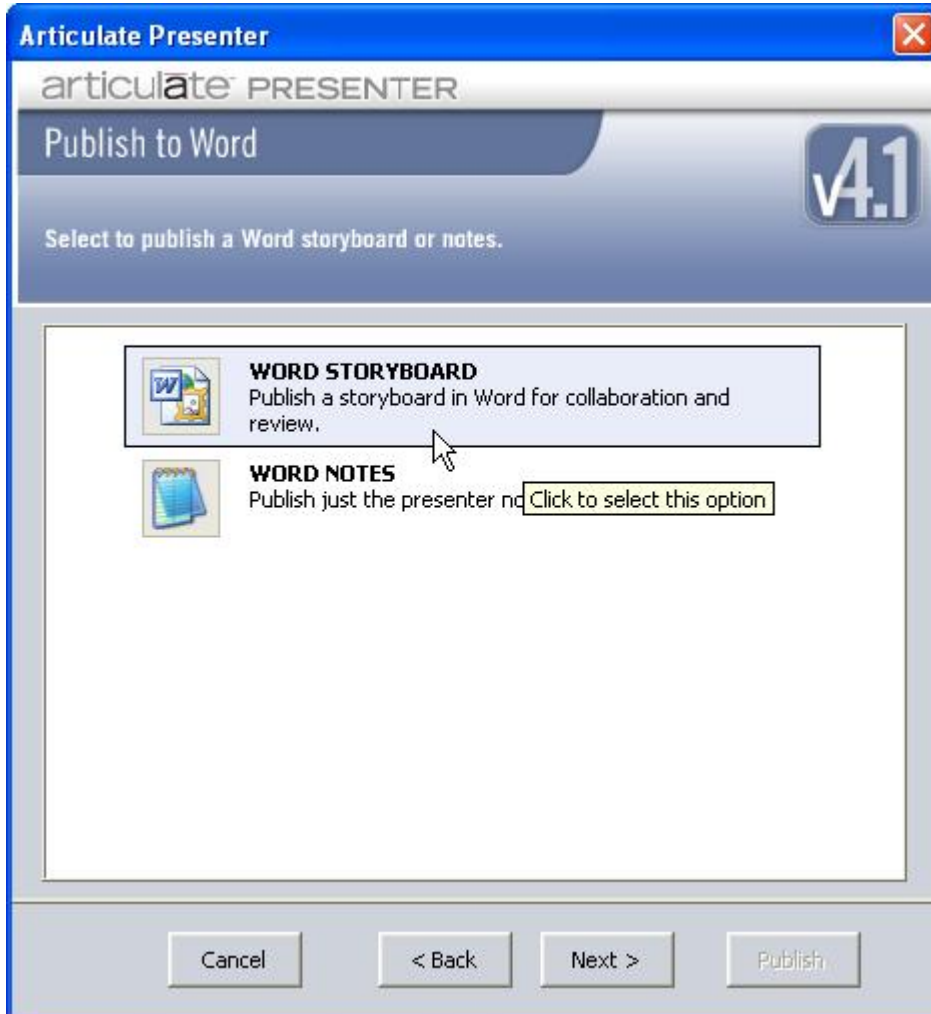


If you click **Yes**, your published presentation will automatically launch in the **Articulate Player**. In you click **No**, you can always launch your presentation later. For more information on launching a published presentation, see [Viewing Your Published Presentation](#).

Word Document

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

Publish to Word – Select export option



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

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

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

Word Notes: This exports the presenter notes only.

If you are exporting **Word Notes**, click **Publish**; the export process will begin. When finished, Microsoft Word will open a new document with your presenter notes.

If you are exporting a **Storyboard** to Microsoft Word, click **Next** to continue.

Publish to Word – Presenter information



The presenter information will automatically be taken from the default presenter information entered on the **Presenter** tab in **Articulate | Options**. If you want the presenter information for your exported Word document to be different from the default, you can change it here. For an explanation of these fields, see [Configuring the Options](#).

When you are finished entering presenter information, click **Publish**; the export process will begin, when finished, Microsoft Word will open a new document with your presentation Storyboard.

E-Mail

If you want to e-mail a Flash presentation, your PowerPoint source file, your PowerPoint source file and audio files, or a Storyboard or presenter notes as a Microsoft Word document, then follow the **E-Mail** instructions below.

 **Note:** When e-mailing, Microsoft Outlook is assumed as the default e-mail client.

E-Mail - Options




You have four **E-Mail** options:

E-Mail Flash Presentation. This option will publish and e-mail your presentation.

E-Mail Project Files. This option will e-mail your source PowerPoint (.ppt) file and any audio files.

E-Mail PowerPoint File. This option will e-mail only your source PowerPoint (.ppt) file.

E-Mail Word Document. This option will export your presentation to Microsoft Word and e-mail the output. For an explanation of Microsoft Word options, see **Publish to Word – Select export option.**

 **Note:** All options will also archive (zip) the contents of the e-mail before attaching. Your recipient should have the ability to open zip files.


If you have selected **E-Mail Project Files** or **E-Mail PowerPoint File**, click **"Publish."** Microsoft Outlook will automatically open a new e-mail with your archived presentation file(s) attached. Simply enter your recipient's e-mail address, and your message.

Otherwise, click **Next** to continue. See [E-Mail Flash Presentation](#) or [E-Mail Word Document](#) for instructions on completing these **E-Mail** options.

E-Mail Flash Presentation

If you have chosen **E-Mail Flash Presentation**, follow the instructions below to complete the publishing process.

E-Mail Flash Presentation – Title and Publish location



Enter the name of your published presentation under **Presentation title**. Next, use one of the following two methods to select a **Publish location**:

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

When you are finished providing the above information, click **Next** to continue.

E-Mail Flash Presentation – Presenter information

Articulate Presenter

articulate PRESENTER

E-mail

v4.1

Enter information about the presenter. Include a photo of the presenter if desired.

Presenter name:
Gabe Anderson

Title: Director of Customer Support

Email: support@articulateglobal.com

Presenter bio:
bio here...

Photo:
C:\Documents and Settings\Gabe.DELL4600\My Documents\Articulate\

Image options

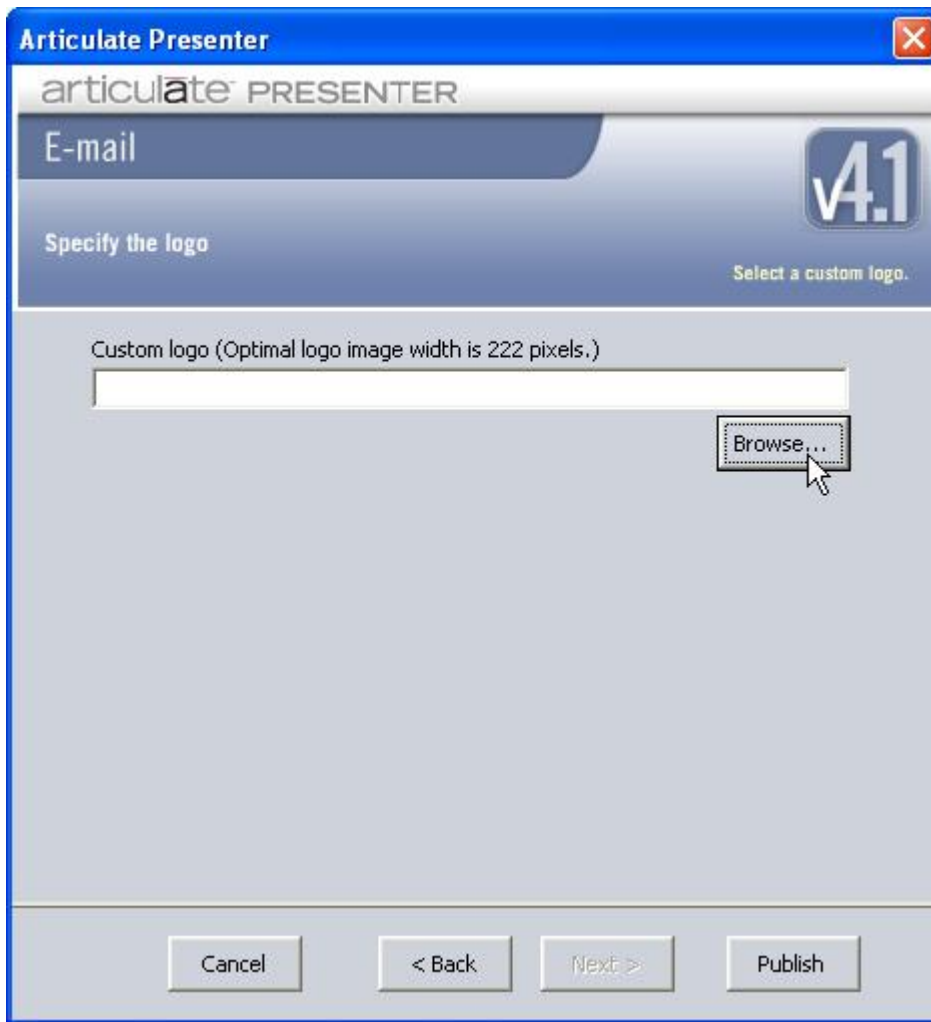
- ☒ Maintain aspect ratio
- ☐ Stretch to fit

Browse...

Cancel < Back Next > Publish

The presenter information will automatically be taken from the default presenter information entered on the **Presenter** tab in **Articulate | Options**. If you want the presenter information for your e-mailed Flash Presentation to be different from the default, you can change it here. For an explanation of these options, see [Configuring the Options](#).

Publish for Email – Custom Logo



You can use your own logo in the **Articulate Player**. Supported logo formats are swf (Flash), jpg, gif, bmp, emf, and wmf. The dimensions of your logo should be 222 pixels wide x 37 pixels high. If your logo is not exactly 222x37, you have two options:

- To maintain the dimensions of your logo, select "**Maintain aspect ratio,**" under **Image Options**.
- If you would like your logo to stretch to fit the entire width of the logo area in the player, select "**Stretch to fit,**" under **Image Options**.

When you are finished customizing your **Articulate Player**, click **Publish**.

E-Mail Flash Presentation – Finish

After publishing your presentation to Flash, Microsoft Outlook will automatically open a new e-mail with your published and archived presentation attached. Simply enter your recipient's e-mail address. Your e-mail will contain the following default message:

Hello,

Attached is a Flash presentation I created using a product called Articulate Presenter.

To view it:

- 1) Save the attached Zip file to your computer.
 - 2) Extract the Zip file. (Unzip it.)
 - 3) Double-click on the index.html file.
-

E-Mail Word Document

If you have chosen **E-Mail Word Document**, follow the instructions below to complete the publishing process.



Depending on how much information you require, you can select one of the two **Word Document E-Mail** options:

Word Storyboard: This is the most detailed format, and provides Presentation, Presenter, and slide information including slide design, text, duration and advance mode.

Word Notes: This exports the presenter notes only.

If you are publishing Presenter Notes only, click **Publish**. Your presenter notes will be exported to Microsoft Word, archived, and attached to a Microsoft Outlook e-mail. Simply enter your recipient information and a message.

If you are publishing a **Word Storyboard**, select **Word Storyboard** and click **Next** to continue.

E-Mail Word Storyboard – Presenter Information



The presenter information will automatically be taken from the default presenter information entered on the **Presenter** tab in **Articulate | Options**. If you want the presenter information for your e-mailed Word Storyboard to be different from the default, you can change it here. For an explanation of these fields, see [Configuring the Options](#).

When you are finished entering your presenter information, click **Publish**.

E-Mail Word Storyboard – Finish

After you click **Publish**, Microsoft Outlook will automatically open a new e-mail with your archived Microsoft Word Storyboard attached. Simply enter your recipient's e-mail address and a message.

Zip File

If you have chosen **Zip File**, follow the instructions below to complete the publishing process.



You have three **Zip** options:

Zip Flash Presentation. This option will publish and then **Zip** your presentation.

Zip Project Files. This option will **Zip** your source PowerPoint file (.ppt) and any audio files.

Zip PowerPoint File. This option will **Zip** only your source PowerPoint file (.ppt).

If you have selected **Zip Project Files** or **Zip PowerPoint File**, click "**Publish.**" Your presentation files will be automatically zipped and saved.

If you have selected **Zip Flash Presentation**, click **Next** to continue.

Zip Flash Presentation – Title and location

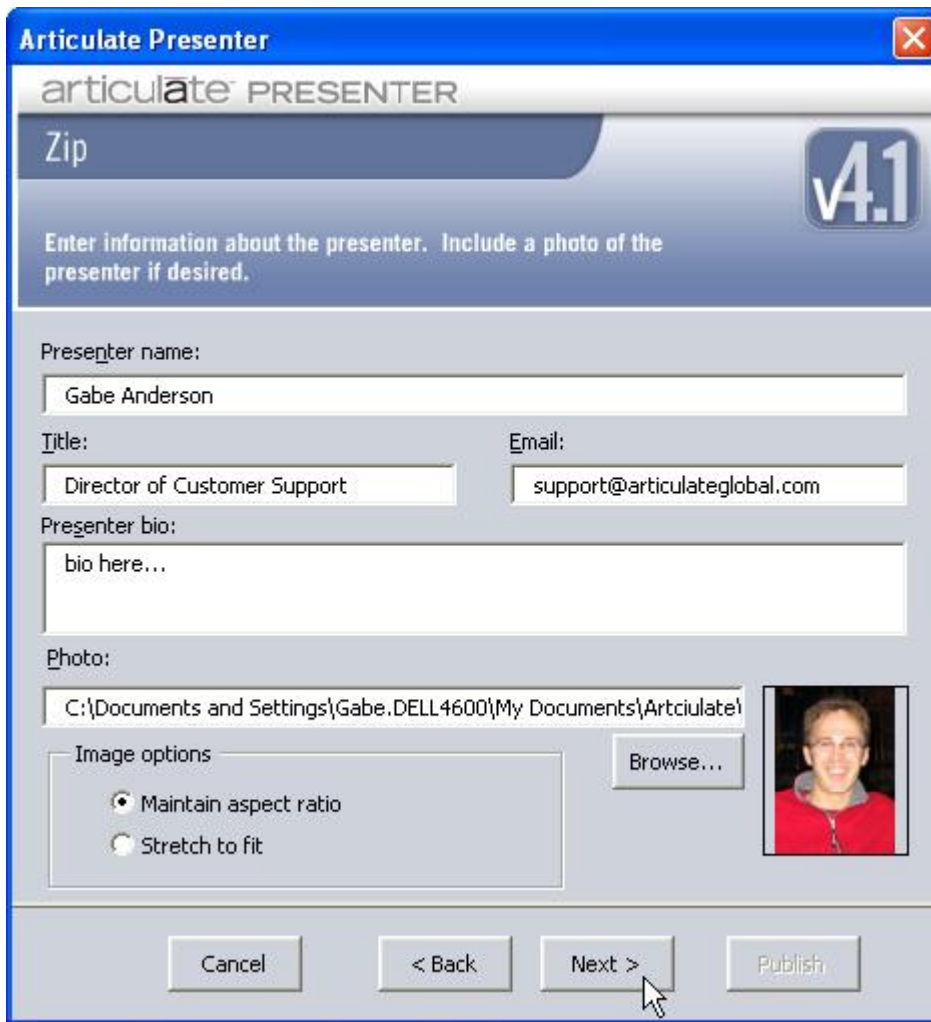


Enter the name of your zipped presentation under **Presentation title**. Next, use one of the following two methods to select a **Publish location**:

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

When you are finished providing the above information, click **Next** to continue.

Zip Flash Presentation – Presenter Information



The screenshot shows the 'Articulate Presenter' window with the 'Zip' tab selected. The window title is 'Articulate Presenter' and the version is '4.1'. The text inside says 'Enter information about the presenter. Include a photo of the presenter if desired.' The fields are as follows:

- Presenter name:** Gabe Anderson
- Title:** Director of Customer Support
- Email:** support@articulateglobal.com
- Presenter bio:** bio here...
- Photo:** C:\Documents and Settings\Gabe.DELL4600\My Documents\Articulate\ (with a 'Browse...' button and a photo of a man in a red shirt)
- Image options:**
 - ☒ Maintain aspect ratio
 - ☐ Stretch to fit

At the bottom are buttons for 'Cancel', '< Back', 'Next >', and 'Publish'. A mouse cursor is pointing at the 'Next >' button.

The presenter information will automatically be taken from the default presenter information entered on the **Presenter** tab in **Articulate | Options**. If you want the presenter information for your **Zipped Flash Presentation** to be different from the default, you can change it here. For an explanation of these fields, see [Configuring the Options](#).

Zip Flash Presentation – Custom Logo



You can use your own logo in the **Articulate Player**. Supported logo formats are swf (Flash), jpg, gif, bmp, emf, and wmf. The dimensions of your logo should be 222 pixels wide x 37 pixels high. If your logo is not exactly 222x37, you have two options:

- To maintain the dimensions of your logo, select "**Maintain aspect ratio,**" under **Image Options**.
- If you would like your logo to stretch to fit the entire width of the logo area in the player, select "**Stretch to fit,**" under **Image Options**.

When you are finished customizing your **Articulate Player**, click **Publish**.

Zip Flash Presentation – Finish

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

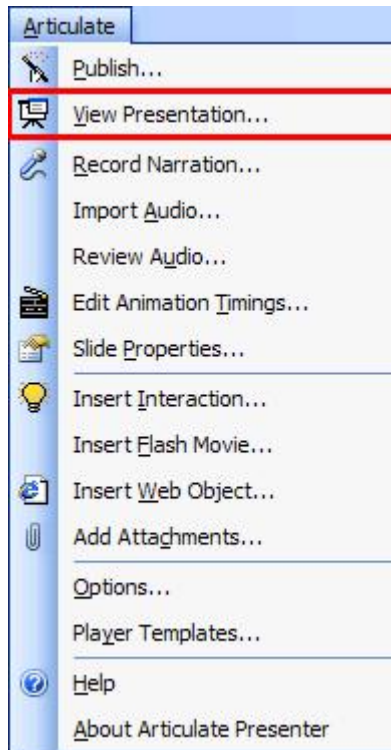


Viewing Your Published Presentation

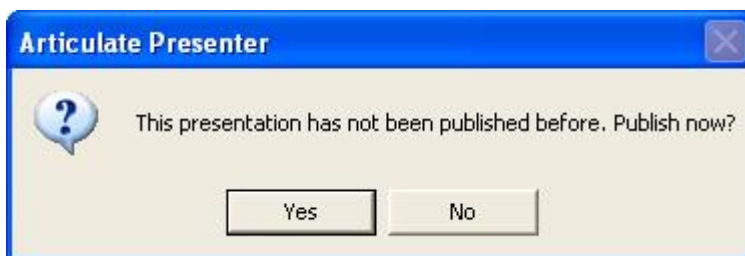
If the currently open presentation has previously been published, you can easily view it at any time.

To view your previously published presentation:

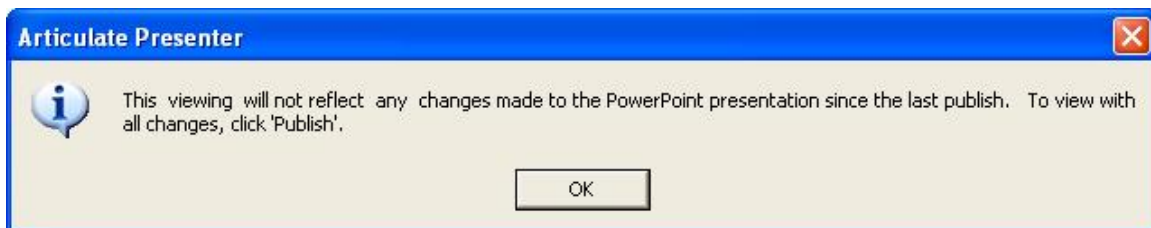
1. Select **Articulate** from the PowerPoint menu bar.
2. Select **View Presentation** from the Articulate Menu.



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



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



Publishing For Web Using Templates

Publish for Web - Select a Player Template

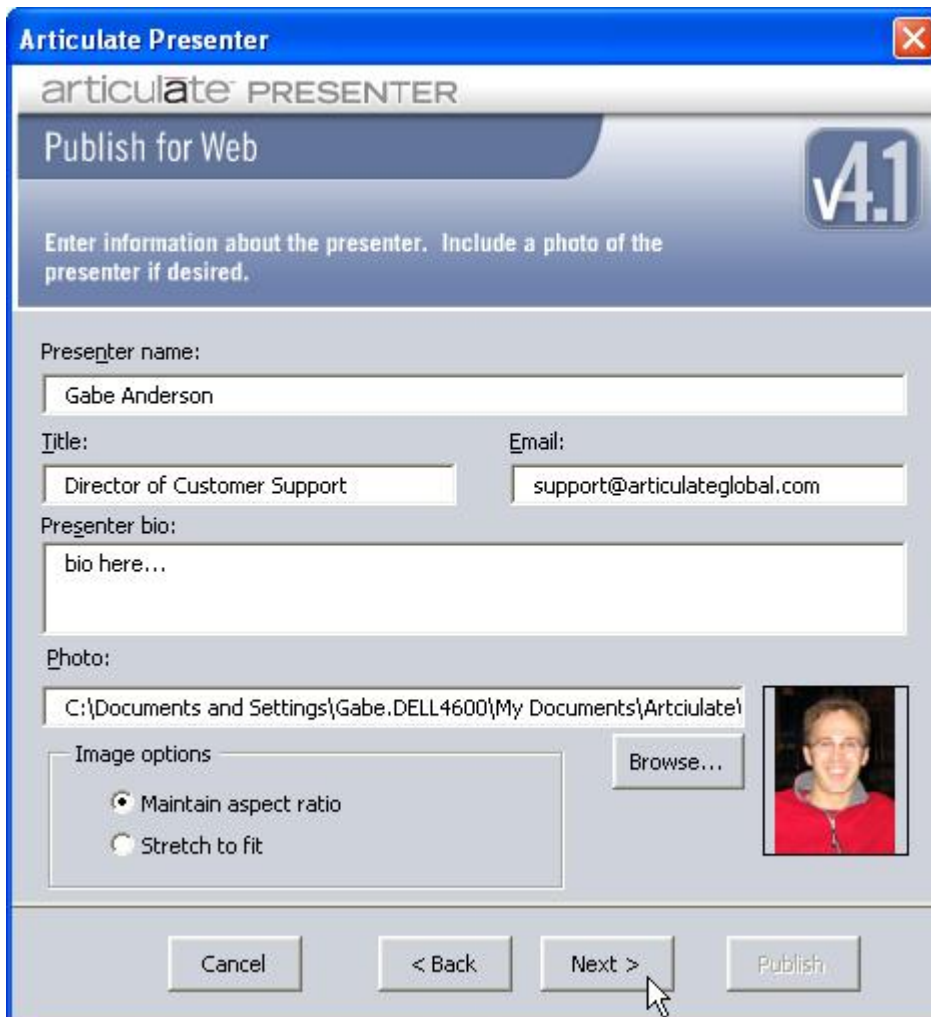


You have a choice of seven default player templates; for more information, please see [The Player Templates Editor - Master Templates](#).

After selecting one of the default player templates, you can customize the selected template by clicking the **Edit** button. Clicking the Edit button will take you to [The Player Templates Editor](#) to make your customizations. If you selected any of the following as your template, you are finished and can click **Publish**:

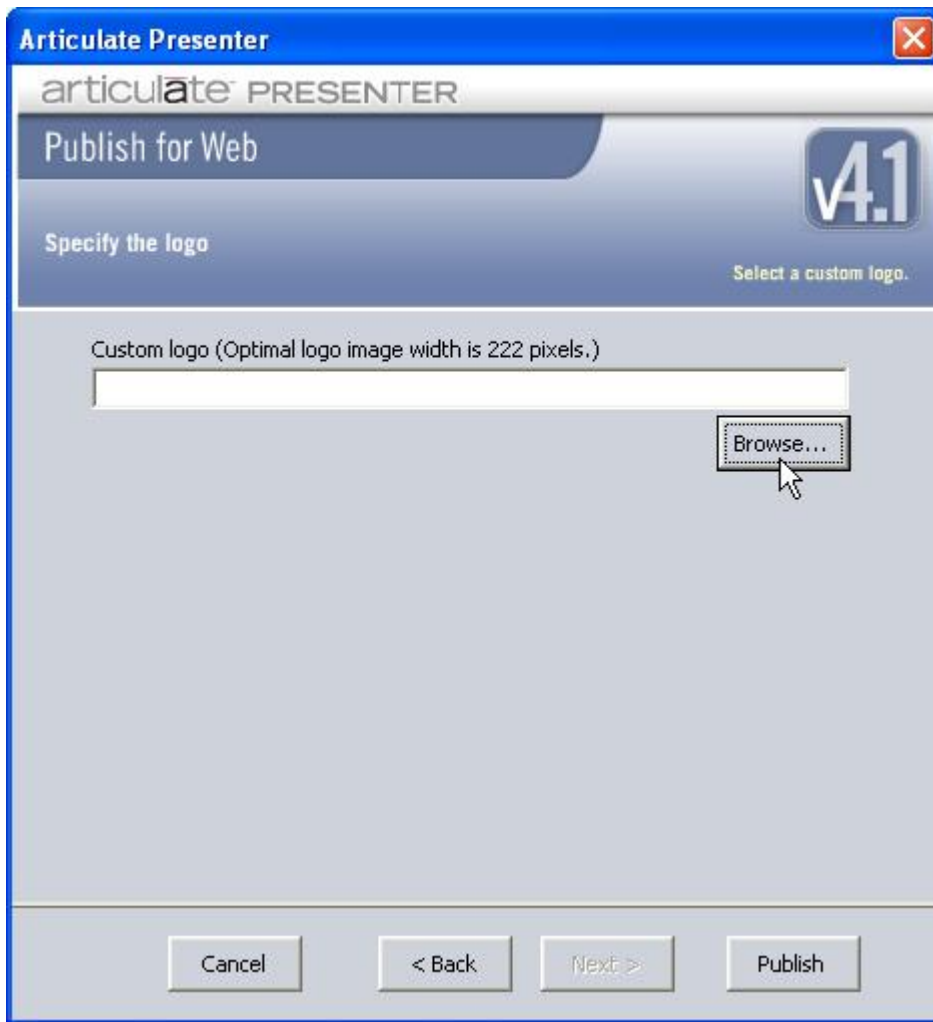
- Minimal sidebar (outline panel only) with toolbar
- Minimal sidebar (outline panel only) no toolbar
- No sidebar with toolbar
- No sidebar no toolbar
- Slide only

If you selected Full sidebar with toolbar, or Full sidebar no toolbar, click **Next** to continue.

Publish for Web – Presenter information

If you have chosen to display the Presenter Panel, this is where you enter the information for your Presenter. Note that the presenter information will automatically be taken from the default presenter information entered on the **Presenter** tab in **Articulate | Options**. If you want the presenter information for your published presentation to be different from the default, you can change it here. For an explanation of these fields, see [Configuring the Options](#). When you are finished, click **Next** to continue.

Publish for Web - Specify Your Logo



If you have chosen to display the Logo Panel in the player template, here is where you select your logo. Simply click the **Browse** button, and browse to and select your logo.

When you are finished selecting your Logo, click **Publish** to publish your presentation.

Publishing For CD Using Templates

Publish for CD - Select a Player Template



You have a choice of seven default player templates; for more information, please see [The Player Templates Editor - Master Templates](#).

After selecting one of the default player templates, you can customize the selected template by clicking the **Edit** button. Clicking the Edit button will take you to [The Player Templates Editor](#) to make your customizations. If you selected any of the following as your template, you are finished and can click **Publish**:

- Minimal sidebar (outline panel only) with toolbar
- Minimal sidebar (outline panel only) no toolbar
- No sidebar with toolbar
- No sidebar no toolbar
- Slide only

If you selected Full sidebar with toolbar, or Full sidebar no toolbar, click **Next** to continue.

Publish for CD – Presenter information

Articulate Presenter

articulate PRESENTER

Publish for CD-ROM

4.1

Enter information about the presenter. Include a photo of the presenter if desired.

Presenter name:
Gabe Anderson

Title: Director of Customer Support Email: support@articulateglobal.com

Presenter bio:
bio here...

Photo:
C:\Documents and Settings\Gabe.DELL4600\My Documents\Articulate\

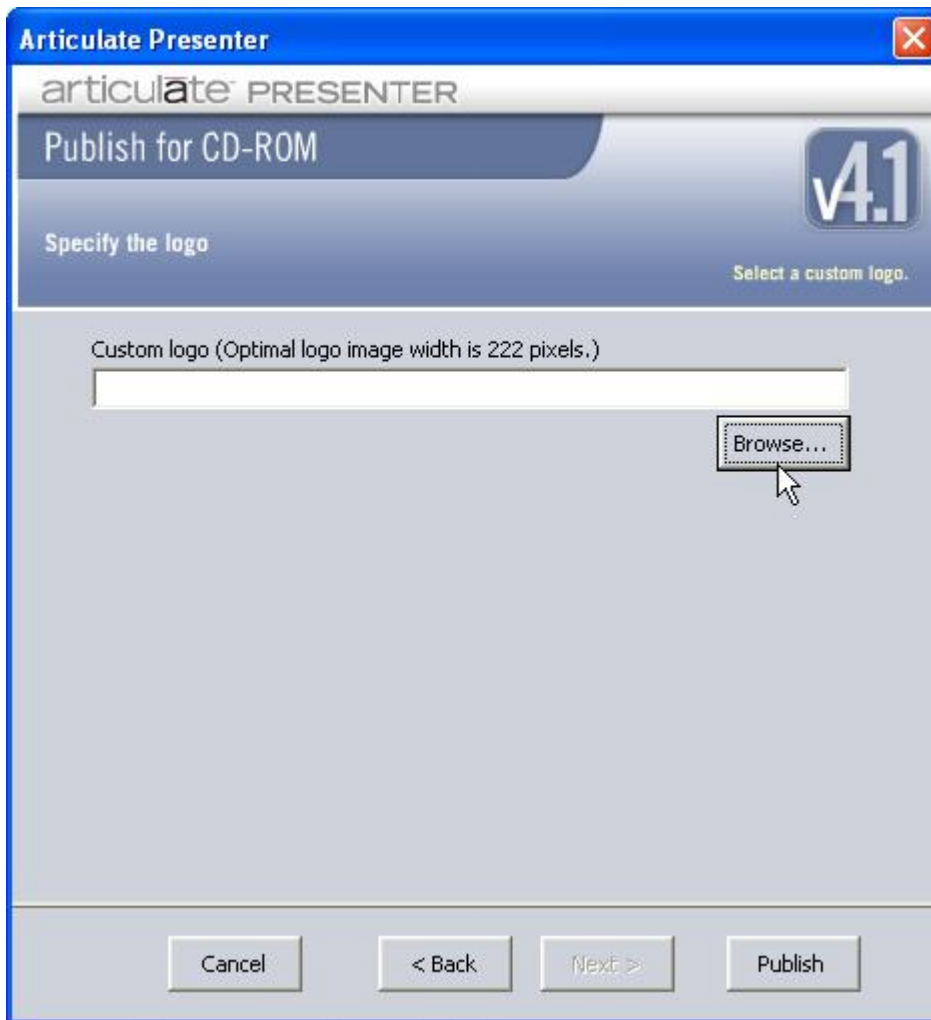
Image options:
☒ Maintain aspect ratio
☐ Stretch to fit

Browse...

Cancel < Back Next > Publish

If you have chosen to display the Presenter Panel, this is where you enter the information for your Presenter. Note that the presenter information will automatically be taken from the default presenter information entered on the **Presenter** tab in **Articulate | Options**. If you want the presenter information for your published presentation to be different from the default, you can change it here. For an explanation of these fields, see [Configuring the Options](#). When you are finished, click **Next** to continue.

Publish for CD - Specify Your Logo



If you have chosen to display the Logo Panel in the player template, here is where you select your logo. Simply click the **Browse** button, and browse to and select your logo.

When you are finished selecting your Logo, click **Publish** to publish your presentation.

Publishing For E-Mail Using Templates

Publish for E-Mail - Select a Player Template



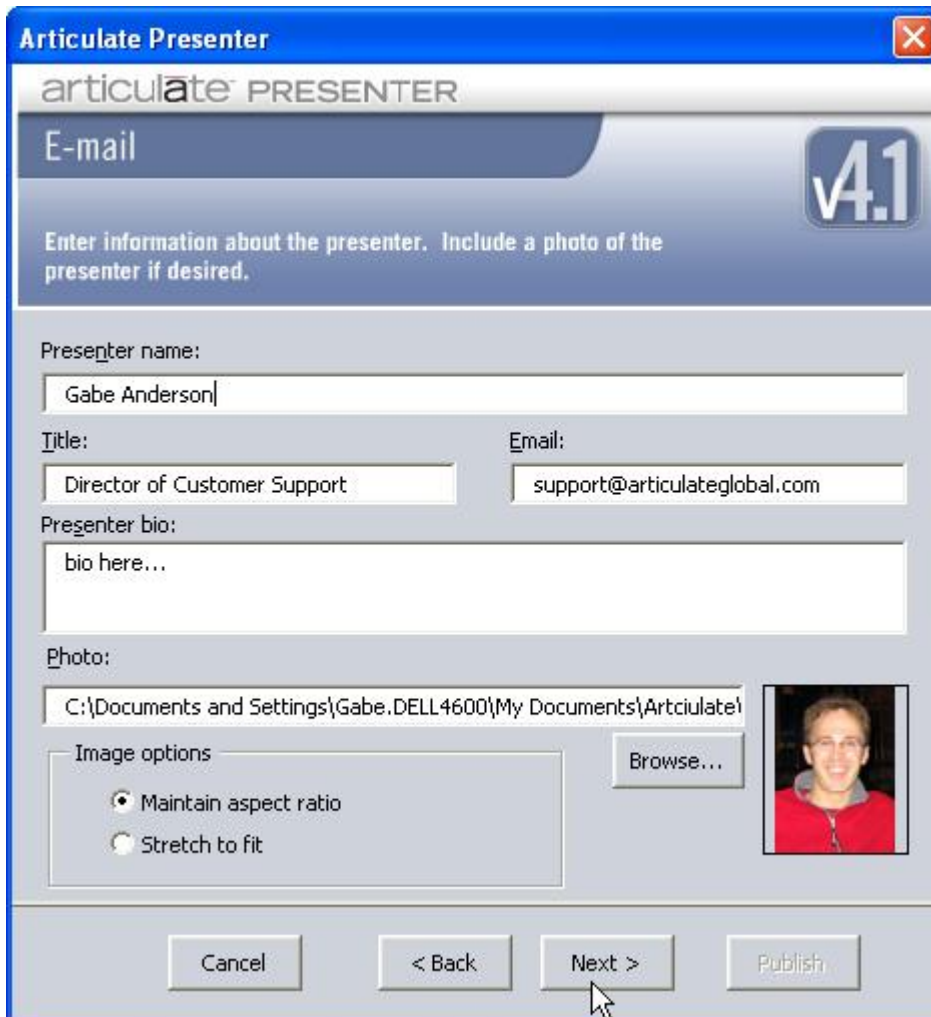
You have a choice of seven default player templates; for more information, please see [The Player Templates Editor - Master Templates](#).

After selecting one of the default player templates, you can customize the selected template by clicking the **Edit** button. Clicking the Edit button will take you to [The Player Templates Editor](#) to make your customizations. If you selected any of the following as your template, you are finished and can click **Publish**:

- Minimal sidebar (outline panel only) with toolbar
- Minimal sidebar (outline panel only) no toolbar
- No sidebar with toolbar
- No sidebar no toolbar
- Slide only

If you selected Full sidebar with toolbar, or Full sidebar no toolbar, click **Next** to continue.

Publish for E-Mail – Presenter information



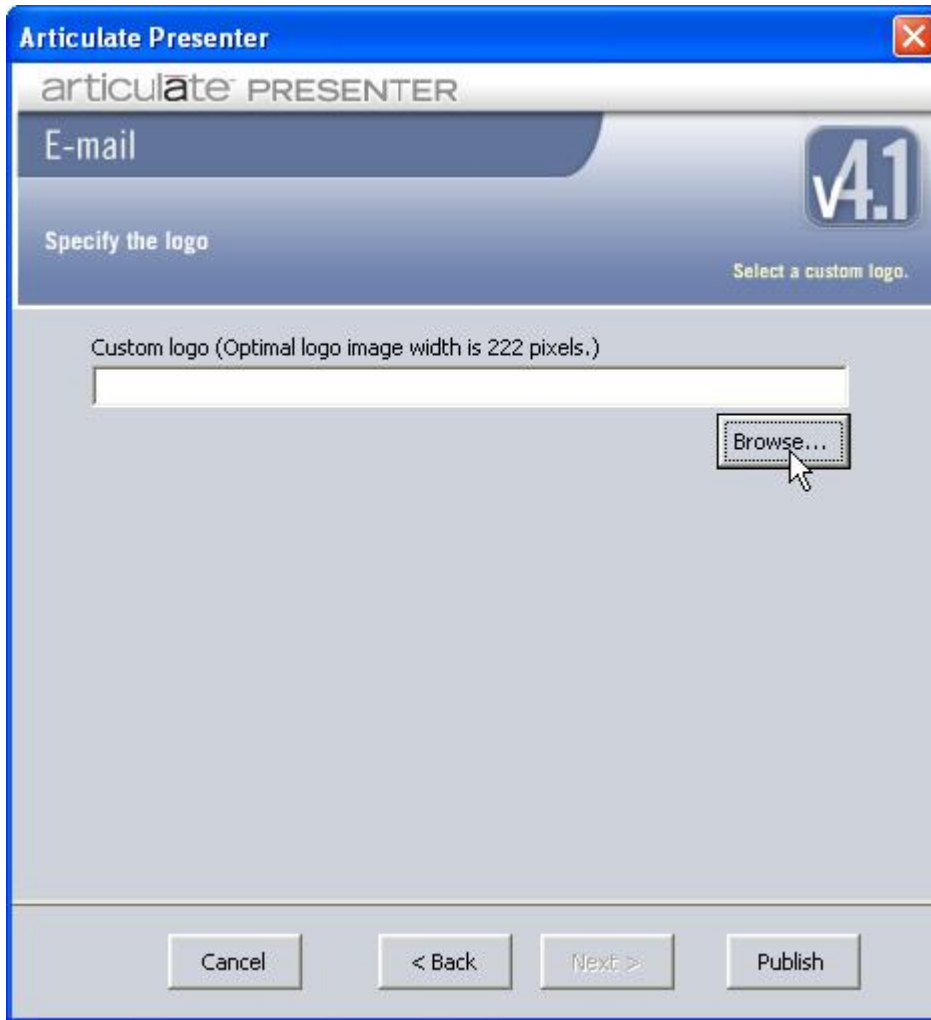
The screenshot shows the 'Articulate Presenter' window with the 'E-mail' tab selected. The window title is 'Articulate Presenter' and the version is 'v4.1'. The instructions state: 'Enter information about the presenter. Include a photo of the presenter if desired.' The form contains the following fields and options:

- Presenter name:** Gabe Anderson
- Title:** Director of Customer Support
- Email:** support@articulateglobal.com
- Presenter bio:** bio here...
- Photo:** C:\Documents and Settings\Gabe.DELL4600\My Documents\Articulate\ (with a 'Browse...' button and a photo of a man in a red shirt)
- Image options:**
 - ☒ Maintain aspect ratio
 - ☐ Stretch to fit

At the bottom, there are four buttons: 'Cancel', '< Back', 'Next >', and 'Publish'. A mouse cursor is pointing at the 'Next >' button.

If you have chosen to display the Presenter Panel, this is where you enter the information for your Presenter. Note that the presenter information will automatically be taken from the default presenter information entered on the **Presenter** tab in **Articulate | Options**. If you want the presenter information for your published presentation to be different from the default, you can change it here. For an explanation of these fields, see [Configuring the Options](#). When you are finished, click **Next** to continue.

Publish for E-Mail - Specify Your Logo



If you have chosen to display the Logo Panel in the player template, here is where you select your logo. Simply click the **Browse** button, and browse to and select your logo.

When you are finished selecting your Logo, click **Publish** to publish your presentation.

Publishing For Zip Using Templates

Publish for Zip - Select a Player Template



You have a choice of seven default player templates; for more information, please see [The Player Templates Editor - Master Templates](#).

After selecting one of the default player templates, you can customize the selected template by clicking the **Edit** button. Clicking the Edit button will take you to [The Player Templates Editor](#) to make your customizations. If you selected any of the following as your template, you are finished and can click **Publish**:

- Minimal sidebar (outline panel only) with toolbar
- Minimal sidebar (outline panel only) no toolbar
- No sidebar with toolbar
- No sidebar no toolbar
- Slide only

If you selected Full sidebar with toolbar, or Full sidebar no toolbar, click **Next** to continue.

Publish for Zip – Presenter information

Articulate Presenter

articulate PRESENTER

Zip

Enter information about the presenter. Include a photo of the presenter if desired.

Presenter name:
Gabe Anderson

Title: Director of Customer Support Email: support@articulateglobal.com

Presenter bio:
bio here...

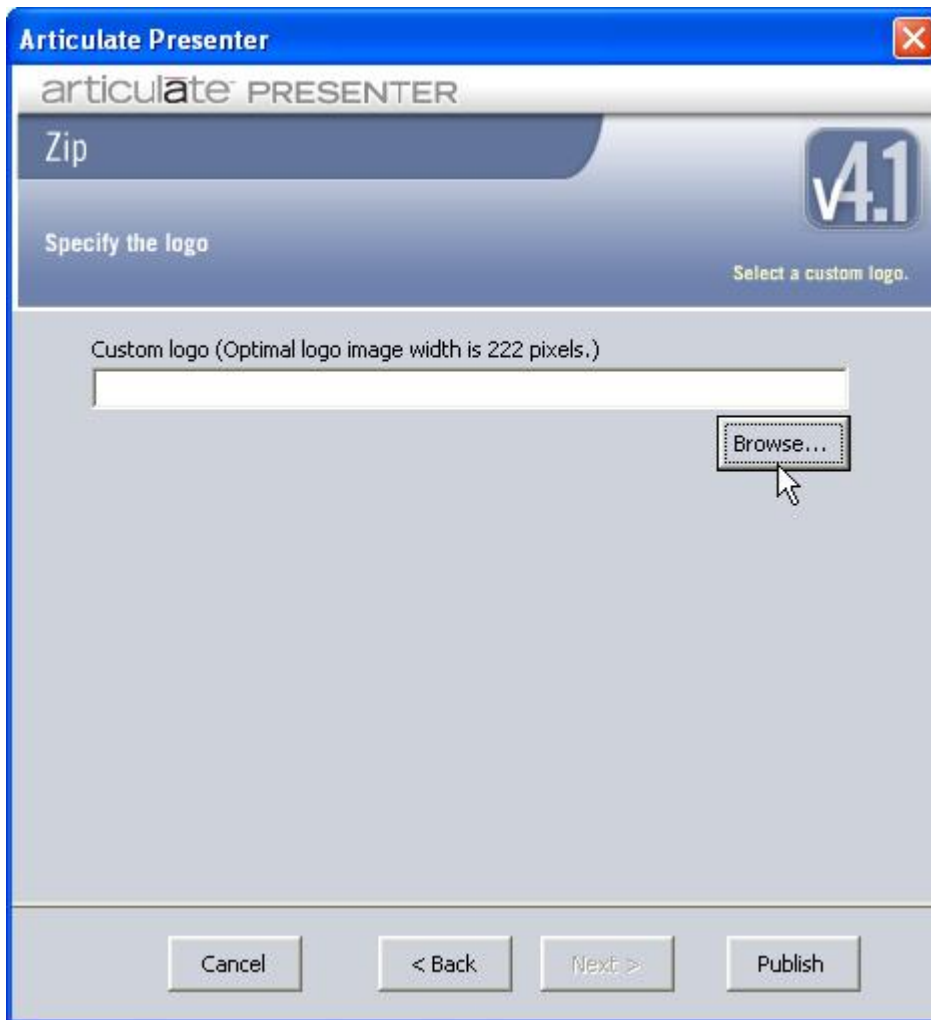
Photo:
C:\Documents and Settings\Gabe.DELL4600\My Documents\Articulate\ Browse...

Image options
☒ Maintain aspect ratio
☐ Stretch to fit

Cancel < Back Next > Publish

If you have chosen to display the Presenter Panel, this is where you enter the information for your Presenter. Note that the presenter information will automatically be taken from the default presenter information entered on the **Presenter** tab in **Articulate | Options**. If you want the presenter information for your published presentation to be different from the default, you can change it here. For an explanation of these fields, see [Configuring the Options](#). When you are finished, click **Next** to continue.

Publish for Zip - Specify Your Logo



If you have chosen to display the Logo Panel in the player template, here is where you select your logo. Simply click the **Browse** button, and browse to and select your logo.

When you are finished selecting your Logo, click **Publish** to publish your presentation.

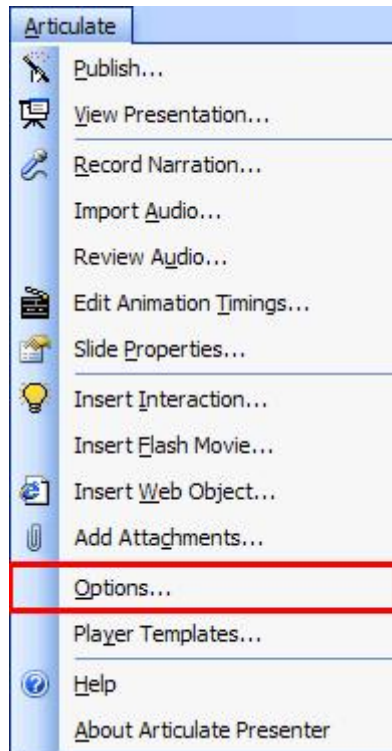
Publishing Content to Your LMS

Displaying and Selecting SCORM and/or AICC Players (Professional Edition Only)

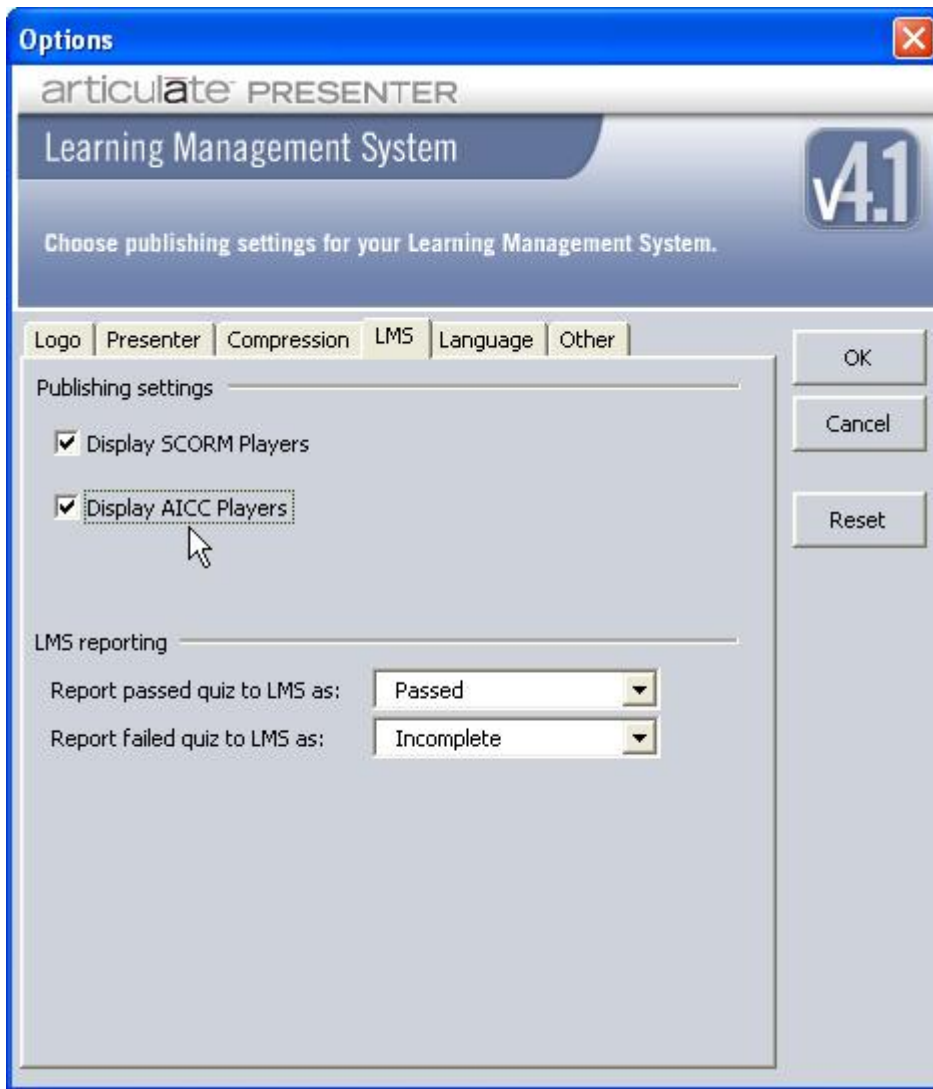
It is easy to publish SCORM 1.2 or AICC compliant presentations. In order to publish to these specifications, you must first choose to display SCORM and/or AICC players as instructed below.

To Display SCORM or AICC Compatible Players

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



The **Options** Window will display. Select the **LMS** tab.



If you want to publish to a SCORM-compliant LMS, put a check next to **Display SCORM Players**; likewise, if you want to publish to an AICC-compliant LMS, put a check next to **Display AICC Players**. You can choose to display both types of players if you wish.

Use the **LMS Reporting** settings to determine how Articulate Presenter reports pass/fail feedback for Choices Interactions to the LMS. Set to Passed or Complete and Incomplete or Failed. Unless you have a specific reason for changing these settings, it is recommended that you leave them at the default settings (Passed/Incomplete).

After specifying your options, you can publish your presentation. When publishing, you must select [Presentation for Web](#) as the publishing option.

Selecting Player Templates for Your LMS

If you have chosen to display LMS players in Articulate Options **AND** you have chosen to publish using Articulate version 4 templates, you will see the above window where you must select the template you want to use for publishing, and the type of LMS Output you need.

When publishing to Articulate Presenter version 4 players, you have a choice of seven default player templates:

- **Full sidebar with toolbar (the default).**
- **Full sidebar no toolbar.**
- **Minimal sidebar (Outline panel only) with toolbar**
- **Minimal sidebar (Outline panel only), no toolbar**
- **No sidebar with toolbar**
- **No sidebar, no toolbar**
- **Slide only**

After selecting one of the default player templates, you can customize the selected template by clicking the **Edit** button. Clicking the Edit button will take you to [The Player Templates Editor](#) to make your customizations. When you are finished making your selections and customizations, click **Next** to continue.

If you selected a SCORM player, please see [Publishing SCORM Compliant Presentations](#); if you selected an AICC player, please see [Publishing AICC Compliant Presentations](#).

Publishing SCORM Compliant Presentations (Professional Edition Only)

If you selected a SCORM player, please follow the instructions below to complete the publishing process.

SCORM Course Information:



This screen will contain information required by your LMS. The following fields will automatically be filled in and defaults to the name of your presentation:

- the LMS Course Information Title and Identifier
- the LMS Lesson SCORM Information Title and Identifier.

The Duration field will default to the total audio duration of your presentation. For more information on total audio duration, see [Additional Functions of the Record Narration Window | Options | Show Total Duration](#). Consult the manual for the LMS system you are using for a description of how the LMS Course Information Description, Version and Subject fields are used.

When you are finished completing the information on this screen, click **Next** to continue.


Tracking Progress and Course Completion

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

- **Track Using Number of Slides Viewed.** With this option selected, your user must view a set number of the total slides in the presentation before the user is considered to have completed the course. Simply pick a number from the drop-down box next to **Minimum number of slides viewed to complete**. In the screen shot above, the viewer is required to view all 10 slides before the course is considered by your LMS to be complete.
- **Track Using Quiz Results.** With this option selected, your user must successfully complete an interaction before the user is considered to have completed the course. You can only track using **Interactions** that were inserted as Choices. For more information on Interactions, see [Insert Interaction](#). If you have inserted more than one Choices Interaction in your presentation, only one can be chosen for tracking purposes by your LMS.

You must choose one method or the other; both cannot be selected. After making your selections, click **Publish** to complete the publishing process.

When publishing is complete, you will need to upload all the files within your Publish Location Folder to your LMS.

 **Tip:** Some LMSes require that you zip these files before uploading; please check the requirements of your LMS for further information.


Publishing AICC Compliant Presentations (Professional Edition Only)

If you selected an AICC player, please follow the instructions below to complete the publishing process.

AICC Course Information:

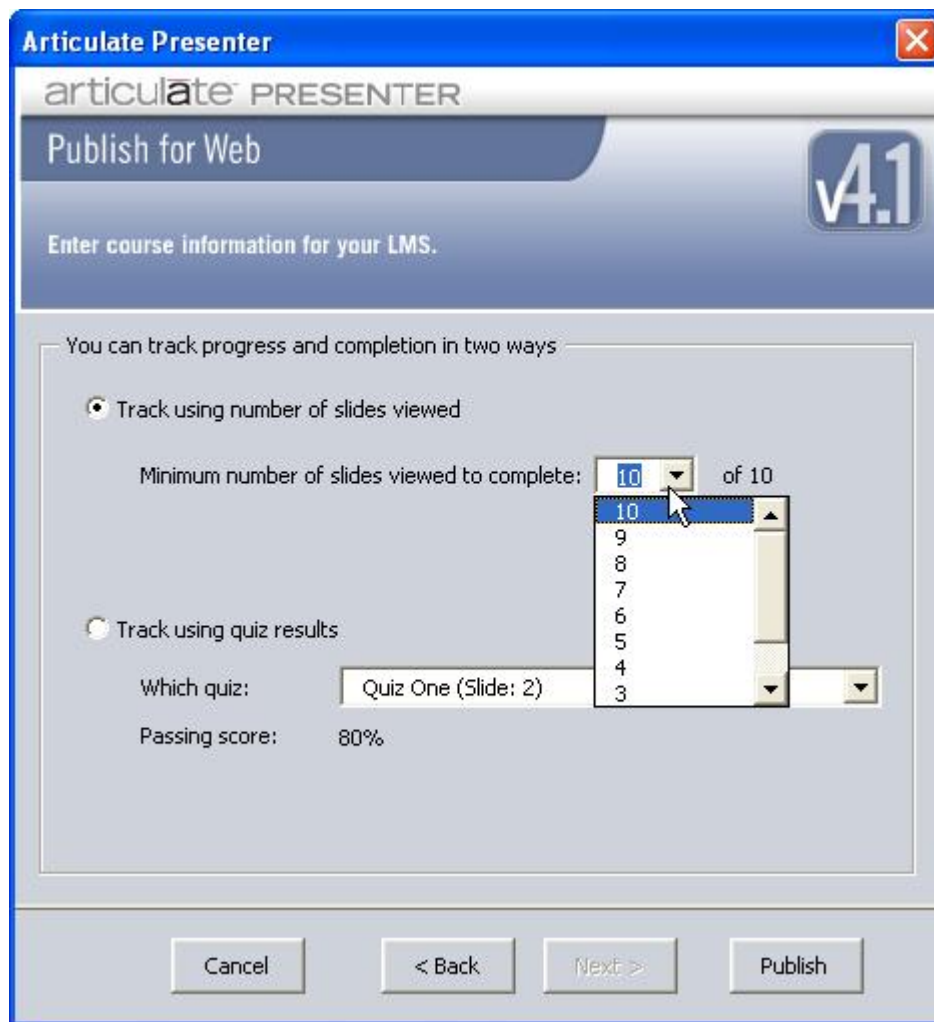


This screen will contain information required by your LMS. The LMS Course Information Title and Identifier fields will automatically be filled in and defaults to the name of your presentation. The **Filename (URL)** field must be set in advance to the URL of the server from which you will be serving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

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

When you are finished completing the information on this screen, click **Next** to continue.

Tracking Progress and Course Completion



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

- **Track Using Number of Slides Viewed.** With this option selected, your user must view a set number of the total slides in the presentation before the user is considered to have completed the course. Simply pick a number from the drop-down box next to **Minimum number of slides viewed to complete**. In the screen shot above, the viewer is required to view all 10 slides before the course is considered by your LMS to be complete.
- **Track Using Quiz Results.** With this option selected, your user must successfully complete an interaction before the user is considered to have completed the course. You can only track using **Interactions** that were inserted as Choices. For more information on Interactions, see [Insert Interaction](#). If you have inserted more than one Choices Interaction in your presentation, only one can be chosen for tracking purposes by your LMS.

You must choose one method or the other; both cannot be selected. After making your selections, click **Publish** to complete the publishing process.

When publishing is complete, you will need to remove the **AICC Course files** folder as shown below from the Publish Location folder, and upload them to your LMS.

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

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

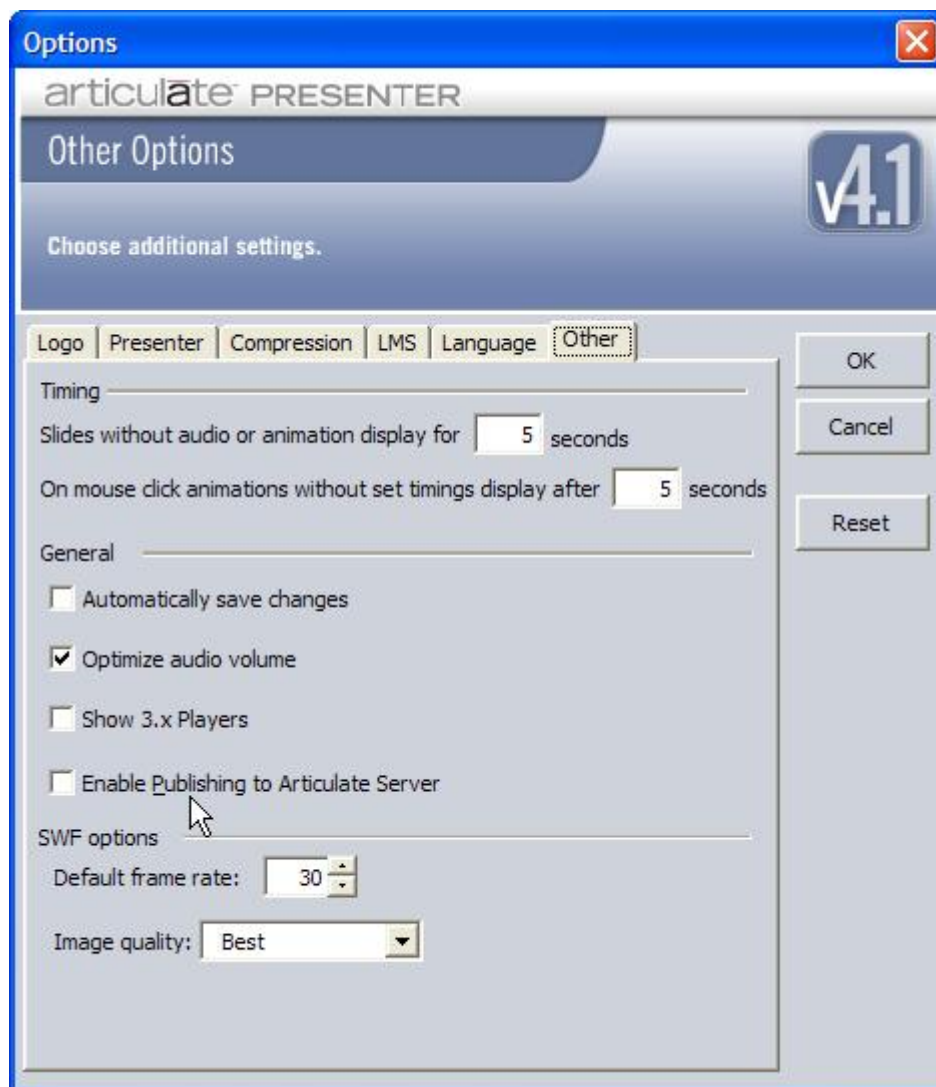
Publishing Content to Articulate Knowledge Portal

Configuring Presenter for Knowledge Portal Publishing (Articulate Knowledge Portal Customers Only)

Publishing content directly into your Repository in your Articulate Knowledge Portal account is quick and easy. But first, there are a few steps you need to take to make sure your copy of Articulate Presenter is properly configured for Knowledge Portal publishing.

To Enable Publishing to Articulate Knowledge Portal:

1. Ensure that you are using **Articulate Presenter 4.104d** or later (Articulate -> About Articulate Presenter). If you need to upgrade, please [contact Customer Support](#) (link opens new window).
2. Go to Articulate -> Options -> Other and check the box next to **Enable Publishing to Articulate Knowledge Portal**.



3. If you have not already done so, you will be prompted to download and install the **Articulate Knowledge Portal Connector for Articulate Presenter**.
 - a. Click **Yes**.

- b. A new Web browser will open and your download of **AKPCforAP.exe** should begin automatically (if it does not, just click the link on the Web page to begin the download).
- c. When your download is complete, run the installation program (make sure that PowerPoint is closed).
- d. During the installation process, you will be prompted for your Knowledge Portal URL and username.

In most cases, you are now ready to [Publish to Articulate Knowledge Portal](#). If you would like to view or modify your **Articulate Knowledge Portal Connector for Articulate Presenter Options**, you can do so at any time.

To Modify Articulate Knowledge Portal Connector for Articulate Presenter Options:

1. Verify that two new tabs appear in your Options: **Login** and **Proxy**.
2. Your **Username** and **Server** should already be filled in (from the Connector installation), so enter your **Password**.

The screenshot shows the 'Options' dialog box for Articulate Presenter 4.1. The 'Login' tab is selected, showing fields for 'Username' (admin6), 'Password' (masked with asterisks), and 'Server' (http://yourServerURL.com). The 'Proxy' tab is also visible. The dialog includes 'OK', 'Cancel', and 'Reset' buttons.

Options

articulate PRESENTER

Login information

4.1

Enter the username/password and server URL to publish to Articulate Knowledge Portal.

Presenter | Compression | LMS | Language | Other | Login | Proxy

Login information

Username:

admin6

Password

Server:

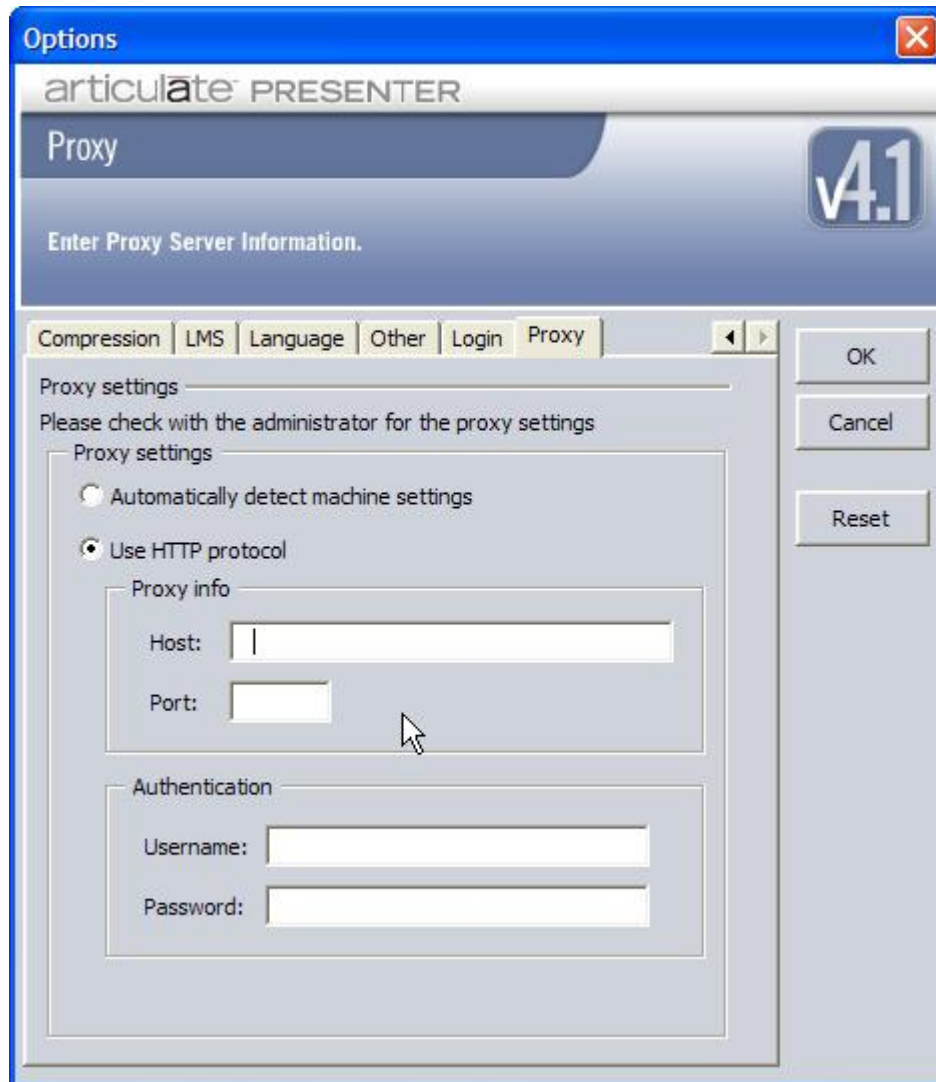
http://yourServerURL.com

OK

Cancel

Reset

6. If you connect to the Internet via a proxy server, in most cases you can leave the default setting, **Automatically detect machine settings**. If that does not work, then enter your **Host**, **Port**, **Username**, and **Password**.



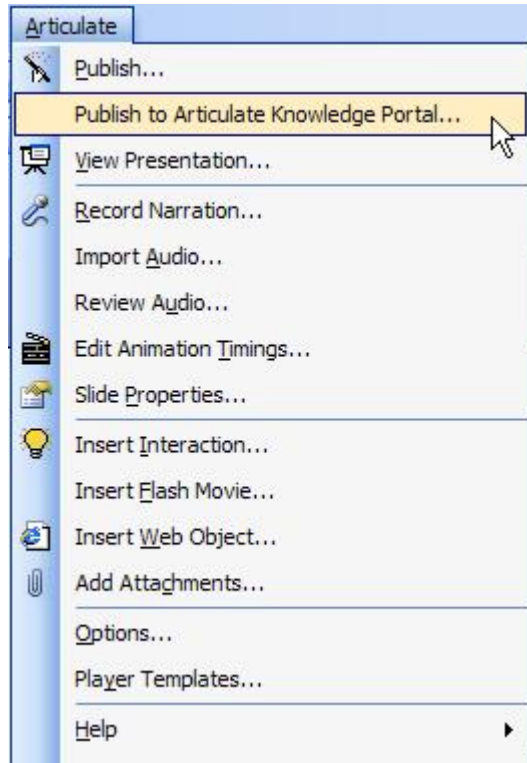
7. Click **OK** to save your settings.

Knowledge Portal Features in Presenter (Articulate Knowledge Portal Customers Only)

After you've installed the **Articulate Knowledge Portal Connector for Articulate Presenter**, you will have access to additional Knowledge Portal-specific features in Articulate Presenter.

The following functionality is added to Articulate Presenter:

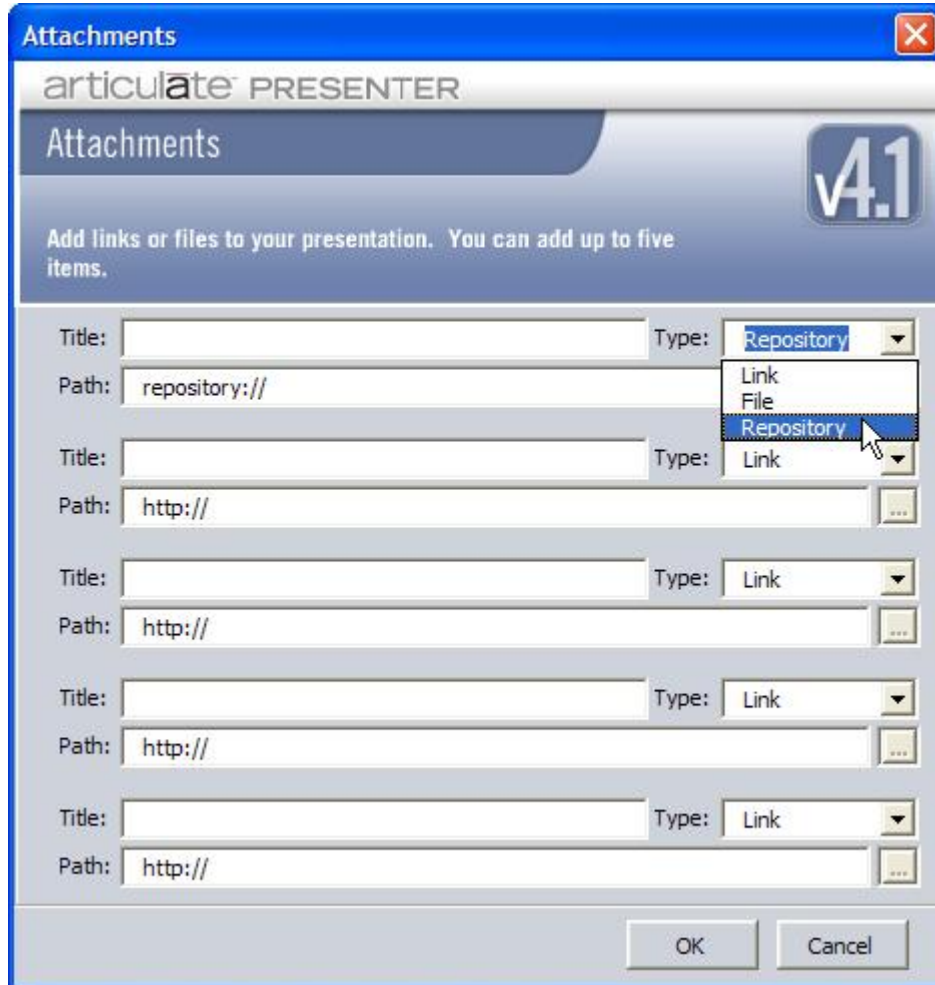
1. Ability to **Publish to Articulate Knowledge Portal** via new option in Articulate menu. (See the next chapter, [Publishing to Articulate Knowledge Portal](#), for more details.)



2. Ability to [Insert Web Objects](#) directly from your Repository. This ensures that you'll always be referencing the most up-to-date content.



3. Ability to [Add Attachments](#) directly from your Repository. This ensures that you'll always be referencing the most up-to-date content.

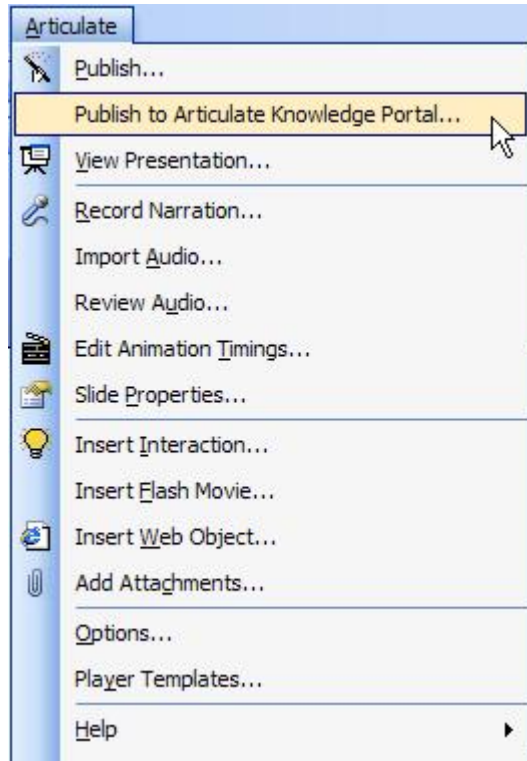


Publishing to Articulate Knowledge Portal (Articulate Knowledge Portal Customers Only)


You can publish new or update existing Articulate Presentations in your Articulate Knowledge Portal account directly from Articulate Presenter.

To Publish to Articulate Knowledge Portal:

1. Select **Publish to Articulate Knowledge Portal** from the Articulate menu.



2. Enter your **Username** and **Password** (you can optionally have the Publish Wizard **Remember Password**) and select a publishing action, **Publish new presentation** or **Update existing presentation**.

 **Tip:** Articulate strongly recommends that, after making updates to an existing presentation, you use the **Update existing presentation** feature. This will ensure that data already in your account that is associated with the existing unique object will remain intact.

The screenshot shows the 'Articulate Presenter' window with the 'Publish' tab selected. The window title bar includes standard Windows controls. The 'Publish' tab is highlighted in a dark blue bar. Below the tab, a large 'v4.1' logo is visible. The main area contains a 'Login' section with 'Username:' and 'Password:' labels, each followed by a text input field. The 'Username' field contains 'admin6' and the 'Password' field contains '*****'. Below the login fields is an 'Action' section with two radio button options: 'Publish new presentation' (which is selected) and 'Update existing presentation'. At the bottom of the window are four buttons: 'Cancel', '< Back', 'Next >', and 'Publish'.

Articulate Presenter

articulate PRESENTER

Publish

v4.1

Publish your presentation to the Articulate Knowledge Portal. Enter your login information and select a publishing action.

Login

Username:

admin6

Password

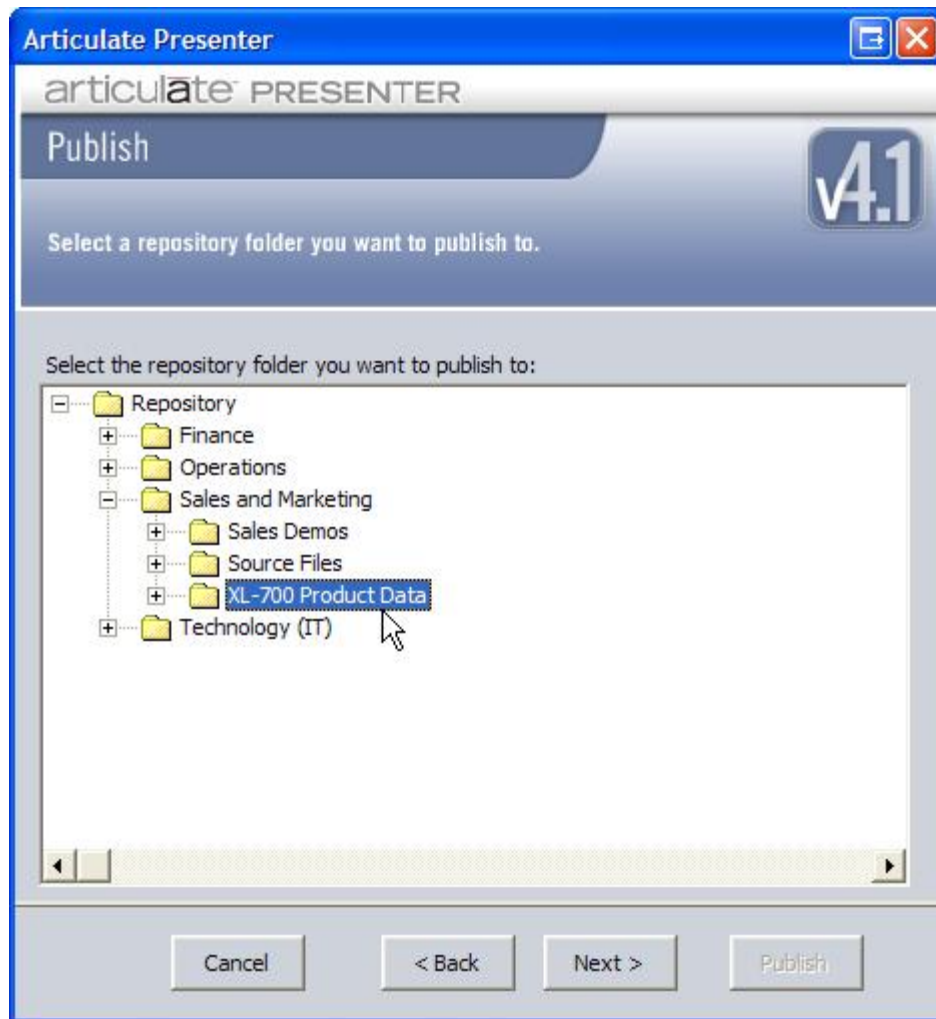
Action

☒ Publish new presentation

☐ Update existing presentation

Cancel < Back Next > Publish

3. Click **Next**. Assuming your login credentials are correct, Articulate Presenter will establish a connection with your Knowledge Portal account and you will see the top level of your Repository.
4. Navigate to and highlight the directory in your **Repository** where your new or existing presentation should be published.



5. Click **Next**.
6. Enter **Presentation title**, **Description**, and **Subject**.

Articulate Presenter

articulate PRESENTER

Publish to repository

v4.1

Enter the presentation title, description and subject.

Presentation title:

New Product Data

Description:

This presentation will introduce new product data about the XL-700.

Subject:

XL-700

Cancel < Back Next > Publish

7. Click **Next** and complete the Publish to Repository Wizard in the same manner as you would do when [Publishing for Web](#).

Your presentation will first publish, then upload to the specified directory in your Knowledge Portal account.

Additional Information

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