Managing Objects

Introduction

Every object has properties—every caption, every graphic, every highlight box. This chapter focuses on the properties that are common to most object types, whether sizing and rotating, changing colors, or applying styles.

In addition to these common properties, many object types have additional properties unique to that type of object. For example, captions let you choose fonts and character formatting. You can learn more about these unique properties in the chapter for that object type, such as:

- Captions and other content objects, ch. 4
- Audio and video, ch. 5
- Interactive objects, ch. 7
- Questions & quizzes, ch. 10

In this chapter, you'll also learn about ways to work more efficiently with objects, such as with layering, alignment, and grouping tools.

In This Chapter

- Object Properties Panel
- Colors and Formatting
- Managing Objects
- Styles
- States
- Effects
- Timing

Notes

Object Properties

You can find an object's properties by selecting the object in the work area or in the timeline. The **Properties** panel appears on the right side of the interface by default. If you do not see the **Properties** panel, go to the **Window** menu, and select it.

Visible in Output

By default, all objects are visible in the finished output. Click the eyeball icon **(A)** if you want the object to be initially invisible. Then you can add an action that causes the object to appear, such as when the student clicks a button.

Show/Hide Actions, p. 138

Name

Here you can enter a name for each object. **(B)** This makes it easier to identify an object in the timeline or when selecting the object from a drop-down menu. It also serves as the alt text for an object if the **Auto Label** box is checked (see below).

Accessibility

To help make your course accessible to visually-impaired students using screen readers, you can add a text description to objects, known as alt text. Alt text is read by a screen reader to students who cannot see your content. Click the menu button **(C)** and select **Accessibility** to get the **Item Accessibility** dialog box.

When the **Auto Label** box is checked in the pop-up window **(D)**, the name of the object is read to the screen reader. Uncheck this box if you want to use your own text.

Accessibility, p. 283

Object State

The options in this section let you create multiple variations of the same object.

Object States, p. 115

Style

Styles let you group formatting elements and apply them all at once.
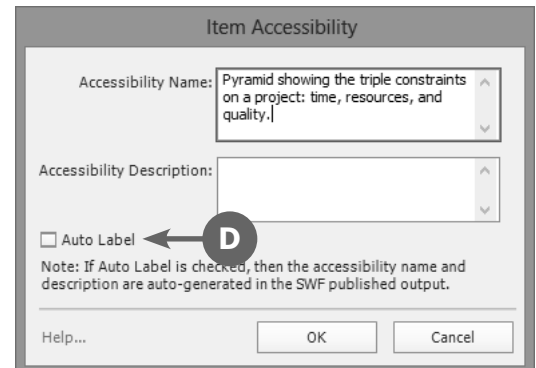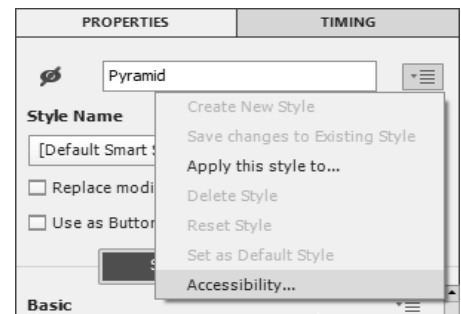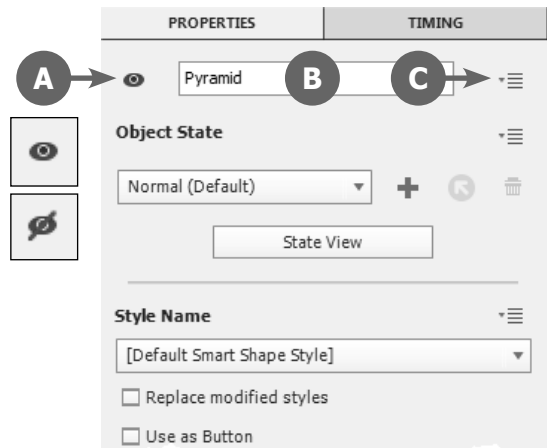
Object Styles, p. 111

Use as Button

You can turn a shape into an interactive object with actions by checking this box.

Action and Options Panes, p. 147

CAUTION

Accessibility text will only appear in your published movie if you enable accessibility for the project.

Fill Pane and Stroke Pane

The **Fill** and **Stroke** panes are available on shapes, highlight boxes, rollover objects, and hot spot areas.

Gradient: The first menu lets you choose between a gradient fill, a solid fill, or an image fill. The name above the menu changes based on what is chosen.

**Fill:** Click the swatch to select the color to fill the object.

Opacity: Enter a percentage for the transparency for the fill color. 0% = transparent / 100% = opaque

Style: Some objects let you select the style of the outline, including **Solid**, **Dash**, **Dot**, **DashDot** and **DashDotDot**.
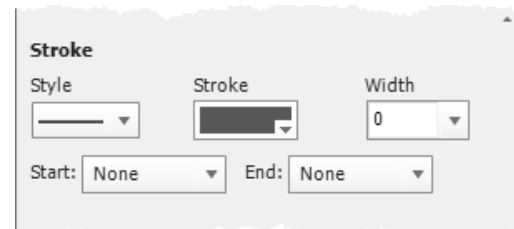
Stroke: Click the swatch to select the color you want to outline the shape.

Width: Enter the point size for the width of the outline.

Start and End: With lines, you can choose what the ends look like. Options include **None**, **Square**, **Round**, **Diamond**, and **Arrow**.
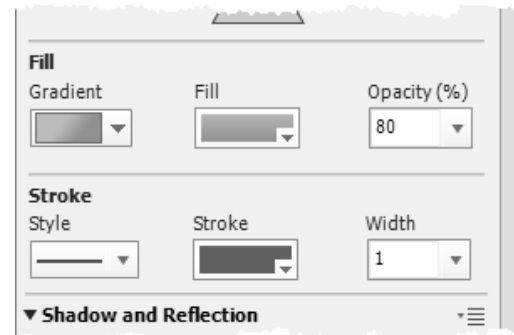
Rectangle options

Line options

Solid Fill Colors

Whether you are selecting a fill color, text color, or any other color, the **Fill** palette gives you many ways to select color.

Theme Colors (A): This opens a palette of colors you chose for the project. See the next page for more.

Standard Palette (B): Click this icon to return to the palette shown here.

Color Picker (C): If you click the **Color Picker** button, a new window appears with additional color choices.

- Use the slider and the color area to mix a color.
- Enter RGB (red, green, blue) values.
- Enter the six-digit (hexadecimal) value. **(D)**

Pick Color/Eyedropper (E): To match a color somewhere on the screen, click the **Pick Color** icon, and click on the color you want to match.

Recent Colors (F): Click any of the recently used colors to select that color.
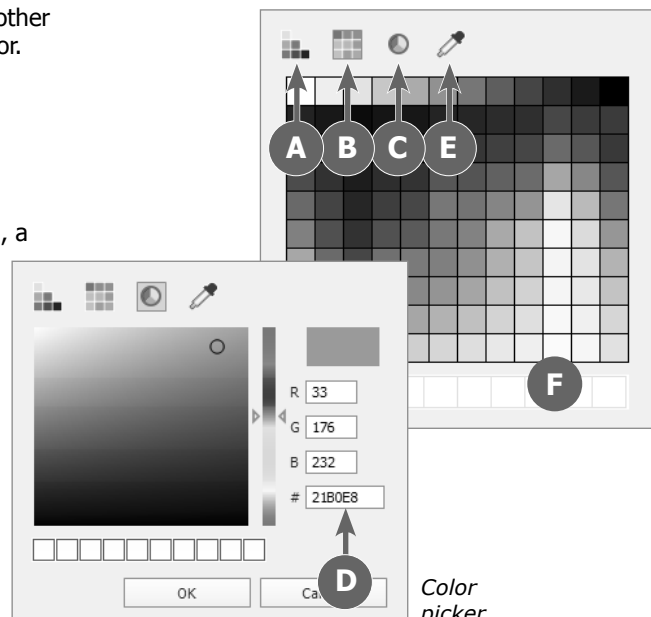
Color picker

Theme Colors

Just as in Microsoft PowerPoint, you can set up theme colors, which give you a customized palette unique to your project. Setting up themes saves you development time and helps give your projects a more consistent, professional look.

To apply a pre-made color theme to a project:
1. Click the **Themes** drop-down button.
2. Click the **Theme Colors** button.
3. In the dialog box, click the **Select Theme Color** drop-down menu.
4. Select the color scheme you want.

To create a custom color theme:
1. Click the **Themes** drop-down button.
2. Click the **Theme Colors** button.
3. Click the **Customize** button. **(A)**
4. Click the name of the theme to enter a new name. **(B)**
5. Use the swatches to set up the colors you want.
6. Click the **Save** button.
7. Click the **Close** button.

To access the theme palette when selecting colors:
1. Click the color swatch for the object you want to modify.
2. Click the **Shades** icon on the color menu. **(C)**
3. Click the square with the color you want.

BRIGHT IDEAS

- Save time by starting with a pre-made theme that is close to the color palette you want. You may be able to keep some of the existing colors.
- Click the icon in the top-right corner of the **Theme Colors** dialog box to delete a custom theme.
- If you want to save even more colors for future use, go to the **Window** menu, and select **Swatches**. You can create your own, more extensive palette, save and share palettes, and even import palettes from other sources such as Photoshop.
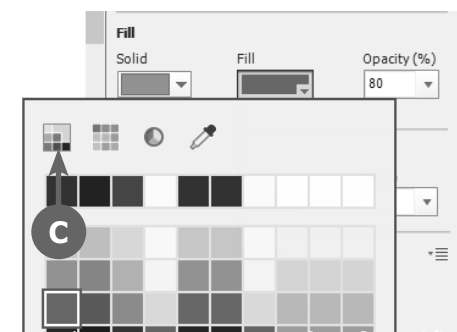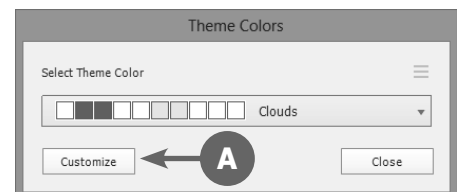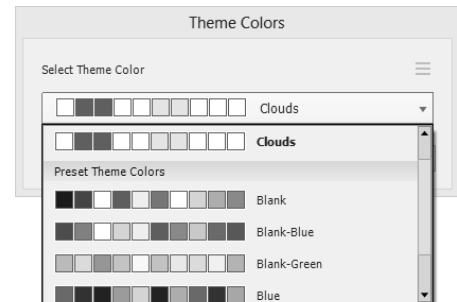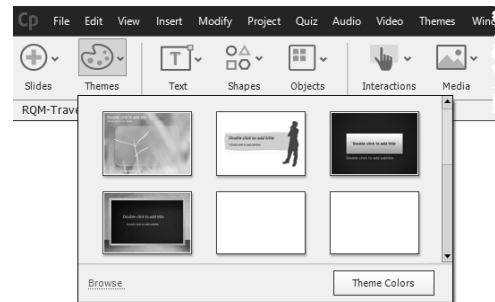
Color Gradients

With some fill color palettes (such as for slide backgrounds and shapes), you have the option of using a gradient. When you select **Gradient** from the first menu in the Fill pane, the **Fill** menu shows your gradient options.

Pre-Made Gradients: Click an icon in the top row of swatches to use one of the pre-made gradients. **(A)**

Direction: Click any of the swatches to change the direction of the gradient (horizontal, vertical, diagonal, etc.). **(B)**

Custom Gradients: If you have saved any custom gradients, click the swatch to apply that gradient. **(C)**

**Gradient Bar:** Use the gradient bar to customize an existing gradient or create your own. **(D)**

- Click an existing color stop **(I)** to change the color for that stop.
- Click and drag a color stop to change where that color starts/stops.
- Drag a color stop away from the gradient bar to delete it.
- Click below the gradient bar to add a new color stop.

Linear Gradient and Radial Gradient: Click either of these icons to indicate the type of gradient you want. **(E)**

Reverse Colors: Click this icon if you want the colors on the left to move to the right and vice-versa. **(F)**

Add to Custom Gradients: If you create a gradient you want to use again, click this icon to add it to the **Custom Gradients** area. Custom gradients will be available for your other projects. **(G)**

Remove Custom Gradients: If you want to remove one or more of your custom gradients, click this icon. This puts a small red **X** on each of your custom gradients. Click the red **X** on a gradient to delete it from your custom palette. **(H)**
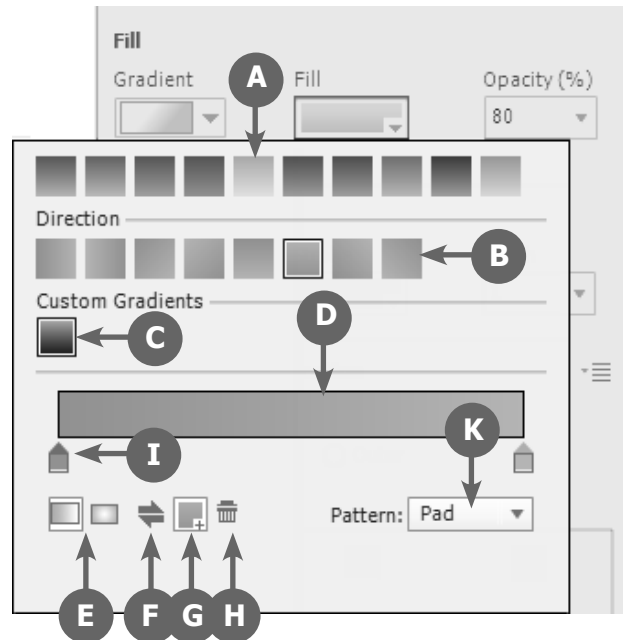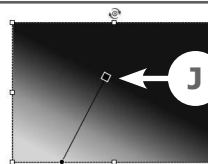

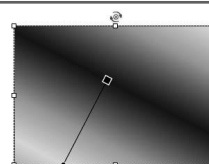*Linear Gradient*   *Radial Gradient*

POWER TIP

You can edit the direction of a gradient. Right-click a gradient-filled shape, and select **Edit Gradient**. This gives you a controller **(J)** you can click and drag to change the direction and the start/end points.
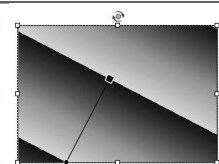
If the gradient is shorter than the shape, use the **Pattern** drop-down menu **(K)** to determine how to fill the remaining space.

Pad continues the end colors   *Reflect* continues the gradient in reverse   *Repeat* starts the gradient over at the beginning

Fill Texture

With some fill color palettes (such as for slide backgrounds and smart shapes), you have the option of using a texture fill. To access these options, you must first select **Image** from the first drop-down menu. Then the **Fill** menu populates with the texture options.

Pre-Made Textures: Click an icon in the top row of swatches to use one of the pre-made textures.

Custom Image: You can fill your shape with the image of your choice. Click the **Browse** icon (folder) to find and select the image you want to use. Click the **Edit** (pencil) or **Delete** (trash can) icons to change or delete the chosen image.

Tile: If the image used for the texture is smaller than the shape being filled, the image will be repeated within the shape, creating a tiled effect. Uncheck this box if you don't want the tiling. This option is used in conjunction with the next two options below.

Tile Type: If you are using the **Tile** option, you can use this drop-down menu to indicate the part of the object where the first tile should be placed.
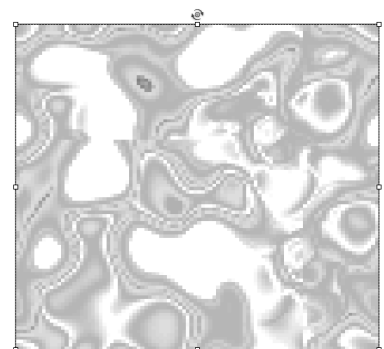
Stretch: If you are not using the **Tile** option and the texture image is smaller than your shape, you can either have the image stretch to fill your shape or have the image stay at its normal size. Check or uncheck this box based on the option you want.
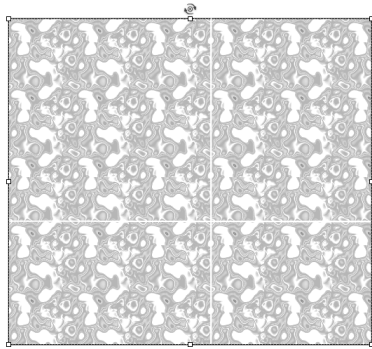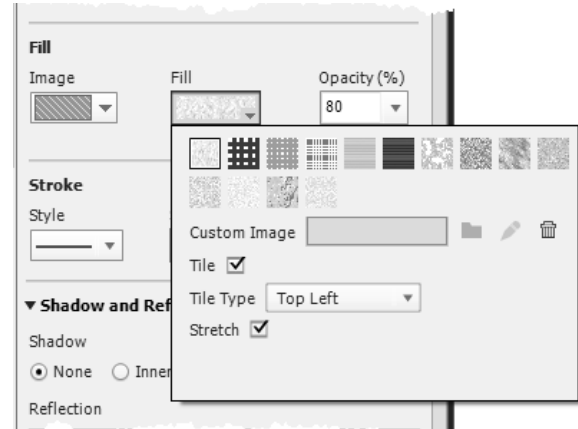
Tile = yes
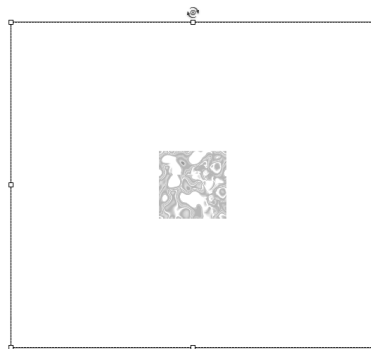
Tile = no; Stretch = no

Tile = no; Stretch = yes

Shadow & Reflection Pane

Shadow

You can add drop shadows to objects such as shapes, captions, and images.

Shadow: Select **Inner** or **Outer** to turn on the shadow, based on the type of shadow you want. Then select the icon for the angle of lighting you want, which determines on which side of the object the shadow falls.

What would you do? | What would you do?

Outer shadow   *Inner shadow*

Color: Click the swatch to select the color for the shadow.

Angle: If you do not want to use a pre-set direction, you can indicate your own angle for the shadow.

Blur: Enter a number to indicate how sharp or how blurry the edges of the shadow are. A higher number makes the shadow appear bigger.

What would you do? | What would you do?

Blur of 3 pixels   *Blur of 15 pixels*

Opacity: Select the (opacity) of the shadow. A lower number gives you a lighter shadow, and a higher number gives you a darker shadow.

Distance: Enter a number to determine how far away from the object you want the shadow. A larger number means it is farther away, making the object look more like it is coming off the surface of the screen.

What would you do? | What would you do?

Distance of 4 pixels   *Distance of 15 pixels*

Reflection

To add a reflection to an object, go to the **Reflection** pane, and select the reflection option with the size and distance you want.

What would you do?

TIME SAVER

Many of the object properties have an **Apply to All** icon in the top-right corner of the pane. Click the icon, and then select the option you want. You can either apply the new settings to all of that type of item (all captions, all highlight boxes, etc.) or just the items that have the same style (all captions using the "success" style).
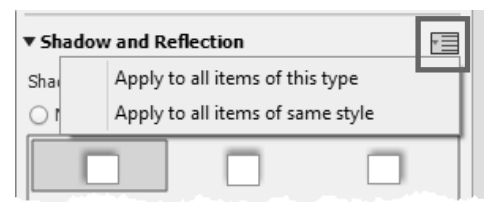
Transform Pane

The **Transform** pane on the **Options** tab lets you move, resize, and rotate objects numerically. You can do these same things in the work area with your mouse.

Lock Size and Position: Check this box to lock an object in place. When you do, you cannot move or resize it. You can still change other properties, such as color or text.

X: Enter, in pixels, how far from the right edge you want the object to be.

Y: Enter, in pixels, how far from the top edge you want the object to be.

W: Enter, in pixels, how wide you want the object to be.

**H:** Enter, in pixels, how high you want the object to be.

Constrain proportions: If you check this box, when you change the value in width or height, Captivate will automatically adjust the other dimension so that the object keeps its current proportion.

Angle: Enter, in degrees, any rotation for the object.

Rotate buttons: Rotate an object in 90 degree increments by clicking either the **Rotate Left** or **Rotate Right** button. **(A)** Use the other two buttons to flip an object vertically or horizontally. **(B)**

Using Your Mouse Instead:

- **Position:** Drag the object where you want it.
- **Size:** Click and drag a side or corner handle on the object to resize it. Press and hold the **Shift** key while doing so to constrain the proportions.
- **Rotation:** Click and drag the rotation handle on top of the object. Press and hold the **Shift** key while dragging to rotate the object in 15-degree increments.
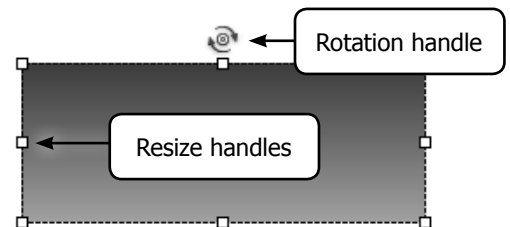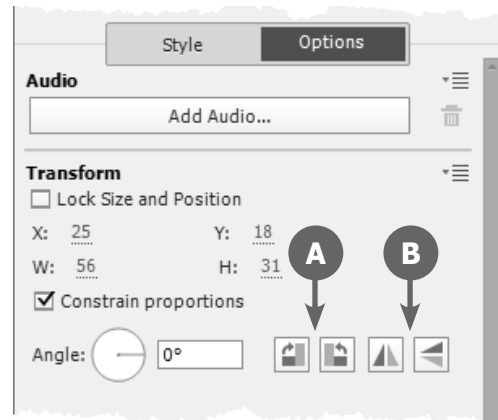
TIME SAVER

To make two or more objects the same size, use the resize tools on the **Align** toolbar.

Aligning Objects, p. 109

Transition Pane

The settings in the **Transition** pane on the **Timing** panel determine whether an object fades in and fades out or just appears and disappears. First, select the transition you want from the drop-down menu, and then use the **In** and **Out** fields to make any fade longer or shorter.
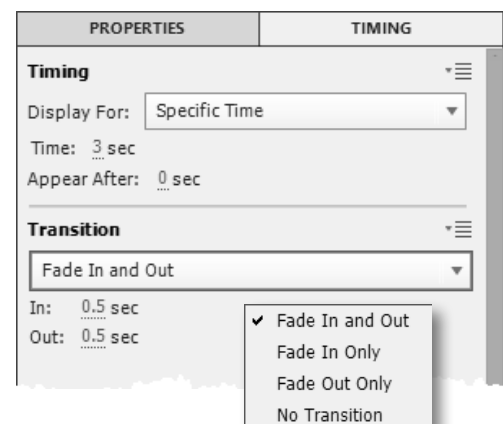
DESIGN TIP

For a more dramatic entrance or exit (such as flying in and out), use effects instead of transitions.

Effects, p. 119

Managing Objects

In this section, you will learn how to:

- Cut, copy, and paste objects.
- Delete objects.
- Group/ungroup objects.
- Show/hide objects.
- Lock/unlock objects.
- Align objects.
- Adjust layering of objects.

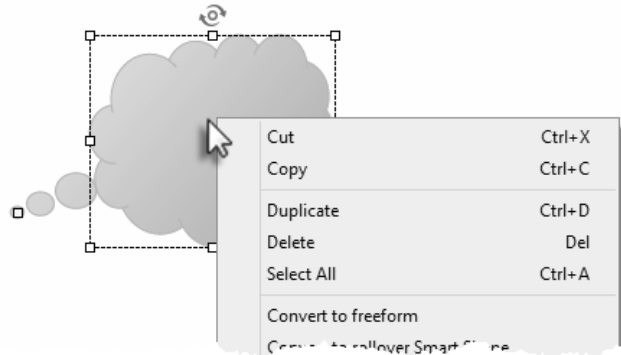## Cut/Copy/Paste/Duplicate Objects

You can cut, copy, and paste objects using the following methods:

- Right-click the object in the work area or the timeline and select **Cut**, **Copy**, or **Paste**.
- Select the object(s), and press the keyboard shortcut shown to the right of the menu item.

Cut	Ctrl+X
Copy	Ctrl+C
Duplicate	Ctrl+D
Delete	Del
Select All	Ctrl+A
Convert to freeform	
Convert to rollover Smart Shape	

⏱ TIME SAVER

Use the **Duplicate** function to copy and paste all in one step.

Delete Objects

There are two options for deleting an object.

- Select the object(s), and press the **Delete** key on your keyboard.
- Right-click the object in the work area or the timeline, and select **Delete**.

Group/Ungroup Objects

Grouping objects can make them easier to manage. When you group objects, you can:

- Move, resize, and time them all at once.
- Apply certain properties to all objects in the group.
- Expand and collapse the group in the timeline, making it more organized.
- Use the whole group as the target of an action, such as a **Show** or **Hide** action.
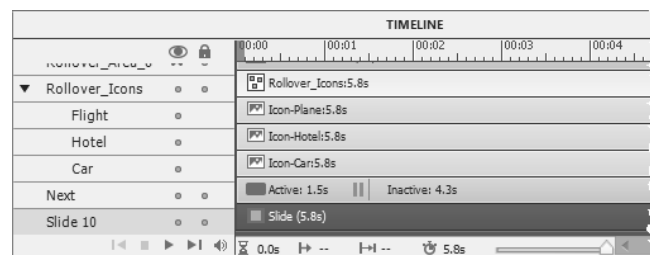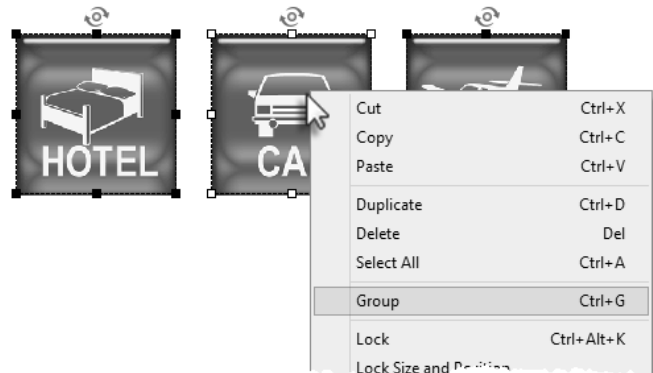
To group objects:

1. Select them in the timeline or the work area.
2. Right-click any of the selected objects.
3. Select **Group**.

To ungroup objects:

1. Right-click any item in the group.
2. Select **Ungroup**.

To remove a single object from a group:

1. Click the group.
2. Click the individual object you want to remove.
3. Right-click that same object.
4. Select **Remove From Group**.

BRIGHT IDEAS

- You can still work with the individual objects in a group. Click the object once to select the whole group, and then click the object again to select just that object. From there, you can move it, resize it, change its properties, etc.
- Click the triangle next to the name of the group in the timeline to expand or collapse the group.
- When the group is selected, any active property in the **Properties** panel can be changed, affecting all the objects in the group.

Show/Hide Objects in Edit Mode

While you are working on a slide, you can hide certain objects in the work area. This is useful when you have overlapping objects (such as a correct and incorrect caption on a quiz), and you want to more easily work with the one on the bottom.

- To hide an object in the work area, click the dot under the "eyeball" icon for that object in the timeline.

- To bring an object back, click the red X that appears in the dot's place.

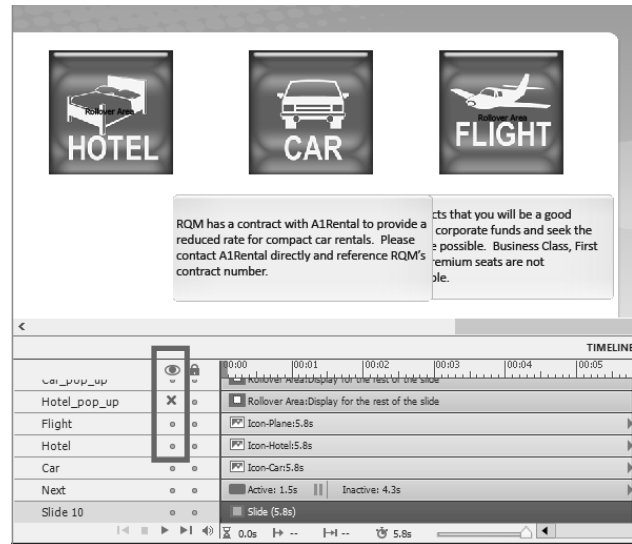- Click the eyeball icon itself to show or hide all objects on the slide.

! CAUTION

Hiding an object in the timeline does not change how it appears in the published project. If you want to hide an object in a published project, either click the "eyeball" icon in the **Properties** panel or use a **Hide** action on it.

Visibility, p. 99
Hide Actions, p. 138

Rollover caption on the left is hidden, making it easier to work with another caption it was covering.

Lock Objects in Edit Mode

If you lock an object, you cannot do ANYTHING to that object. You cannot move, edit, or delete it. You can't even see its properties. You can also just lock size and position, in which you can't move or resize the object, but you can change other properties, such as color or text.

The **Lock** column in the timeline has three settings. Click in that column for an object until you see the icon for the setting you want. The icon can also be seen next to the object on the slide.

- Unlocked
- Size and position locked
- Fully locked

DESIGN TIP

Locking objects can be useful if you want someone else to work on certain elements of your project but not others, or you simply want to keep from accidentally changing an object yourself.
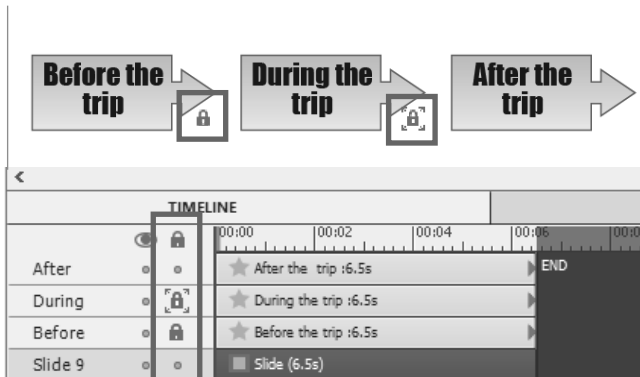
BRIGHT IDEA

Remember that you can also lock the entire slide. Not only does it lock all the objects on the slide, but it keeps you from deleting the slide or changing the slide properties.

Lock Slides, p. 50

Aligning Objects

You have several options for aligning objects on the slide to help make your project look more professional.

Transform Pane

On the **Options** tab of the **Properties** panel, you can view and change the numerical coordinates for the location of objects. If more than one object is selected, you can adjust the location for all of them at one time.

Alignment Toolbar

Select the objects you want, and then use the buttons on the **Align** toolbar to align them. If the **Align** toolbar isn't showing, go to the **Window** menu, and select it.

These same alignment options are available on the object's right-click menu.

Show Grid/Snap to Grid/Snap to Object

These three features can be found on the **View** menu.

Show Grid: You can show a grid on the work area to help you visually align objects. To change the size of the grid, go to the **Edit** menu, and select **Preferences**.

Snap to Grid: In addition, you can turn on the snap feature, which snaps the object into place along one of the gridlines as soon as you get close to it. This prevents your objects from being a pixel or two off.

Snap to Object: If you want to draw a line that goes right up to the edge of another drawn object (rectangle, etc.), turn on **Snap to Object**. When you draw a line up to a shape, a small circle appears when you are right at the edge of the object. If you stop the line there, it will be perfectly lined up without a gap or overlap.

Smart Guides

When you use your mouse to position objects, a blue dotted line appears when the center of that object is aligned with the center of the nearest object. (You can turn this feature off from the **View** menu if you don't want it.)
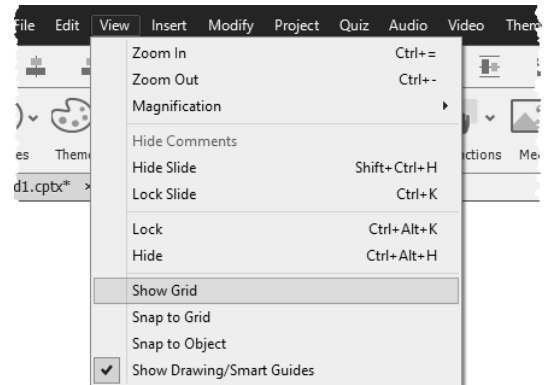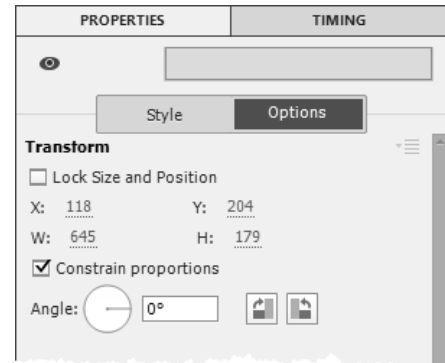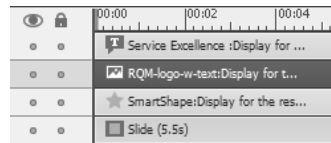

Example of a grid

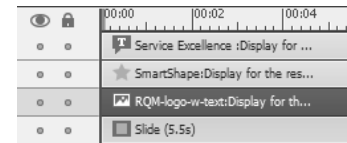*Smart guide showing center alignment of objects*

Layering

When you have overlapping objects on a slide, you want to make sure they are layered in the right order. For example, you may want the mouse movement to go in front of a caption instead of behind it, or have a logo appear on top of a colored box.

Drag-and-Drop Method

In the timeline, the layers at the top appear in front of other layers on the slide. The layers on the bottom appear behind other objects on the slide. To change the layering order, drag and drop the layers up and down in the timeline. Note that changing the top-to-bottom order in the timeline does not affect *when* the objects appear, but rather on *which layer* they appear.

Right-Click Method

You can access layering tools from an object's right-click menu, under the **Arrange** sub-menu.

- **Bring Forward:** Bring the selected object one layer forward (up one layer on the timeline).

- **Send Backward:** Send the selected object back one layer (down one layer on the timeline).

- **Bring to Front:** Bring the selected object to the very front layer (very top of the timeline).

- **Send to Back:** Send the selected object to the very back layer (very bottom of the timeline).

Logo is in front because it is higher in the timeline.

Logo is in back because it is lower in the timeline.
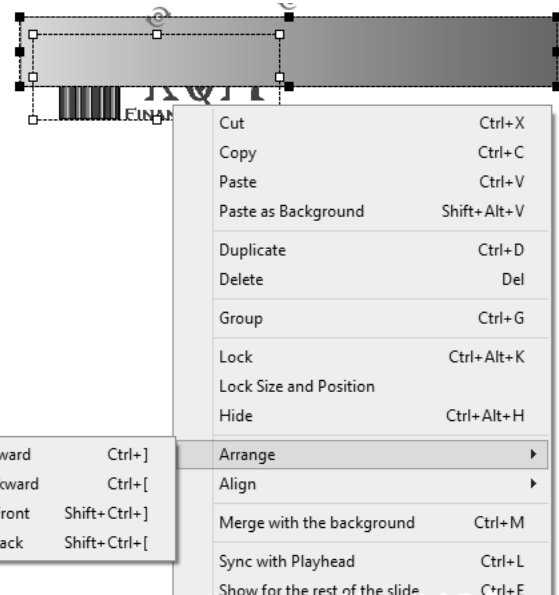
Styles

Styles are groups of format settings that can be applied all at once to an object. For example, for a caption, you can create a style that includes the type, font style, size, color, etc. Styles can help you save time and create a consistent look.

You create and modify styles from the **Object Style Manager** (found on the **Edit** menu). Once the style has been created, you then apply it to the object. For most object types, you can apply the style from the **Properties** pane for that object. With some object types, you can also apply a style from the settings for that object. For example, you can select the style of caption during a capture session from the **Recording Settings** dialog box.

BRIGHT IDEA

Runtime dialog refers to system messages in the published project.

| Adobe Captivate |
| --- |
| Adobe Captivate Message Box |
| OK |

Styles can be created for:

Standard Objects	Quizzing Objects
• Captions (text, rollover, success, failure, and hint)	• Captions (correct, incorrect, retry, timeout, incomplete, partial correct, advance feedback, title, question text, answer/FIB text, header (matching/ Likert), matching entries, Likert question, scoring result, and scoring result label)
• Buttons	
• Text entry boxes	
• Text entry box buttons	
• Highlight boxes	
• Rollover areas	
• Rollover slidelets	
• Slidelets	• Buttons (skip, back, continue, submit, clear, review, retake, and submit all)
• Zoom area (zoom source and zoom destination)	
• Smart shapes	• Answer area
• Runtime dialog	• Progress indicator
	• Review area
	• Hot spot
	• Short answer

Modify an Existing Style

All object types come with at least one style—the default style. You can modify that default style and any custom styles from the **Object Style Manager**.

1. Click the **Edit** menu.
2. Select **Object Style Manager**. (See next page.)
3. Select the type of object you want to modify. **(A)**
4. Select the specific style you want to modify. **(B)**
5. Make the formatting changes you want. **(C)**
6. Click the **OK** button.

The options on the right vary based on the object type you selected and contain many of the same options you'll find on that object's **Properties** panel.
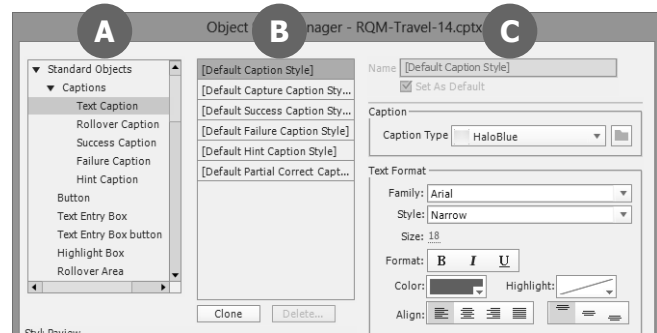

BRIGHT IDEA

If you make any changes to styles while you are in a project, the style changes affect only that project. But if you modify styles with no project open, the style changes will be available in all future projects.

Create a New Style

To create a new style:

1. Click the **Edit** menu.

2. Select **Object Style Manager**.

3. In the pane on the left, select the type of object you want to modify.

4. In the pane in the middle, select a style that is most similar to the style you want to create.

5. Click the **Clone** button.

6. In the **Name** field, type the name for the new style.

7. In the panes on the right, make the formatting changes you want.

8. Click the **OK** button.
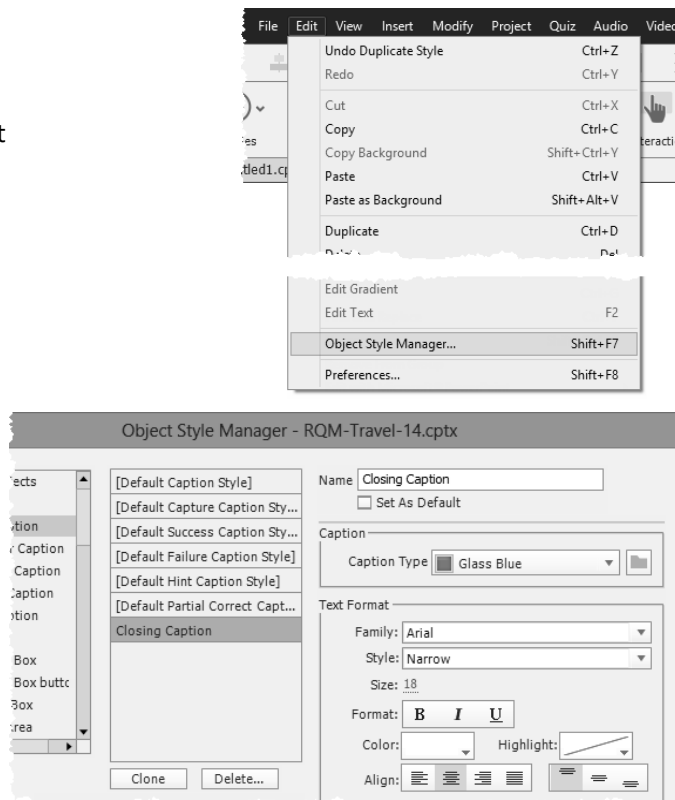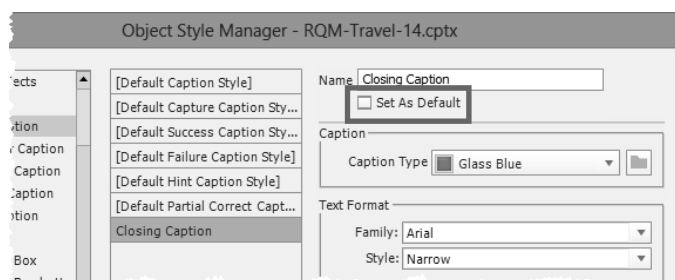
Set the Default Style

The default style is the style used when an object is first created. For example, when you create a new highlight box or button, it appears on your slide in the default style.

To change the default style, you can go to the **Object Style Manager**, select the default style, and modify it. Or, you can create a new style, and then designate it as the default.

To designate the default style:

1. Click the **Edit** menu.

2. Select **Object Style Manager**. (See above.)

3. In the pane on the left, select the type of object you want to work with.

4. In the pane in the middle, select the style you want to use for the default.

5. Check the **Set As Default** box.

6. Click the **OK** button.

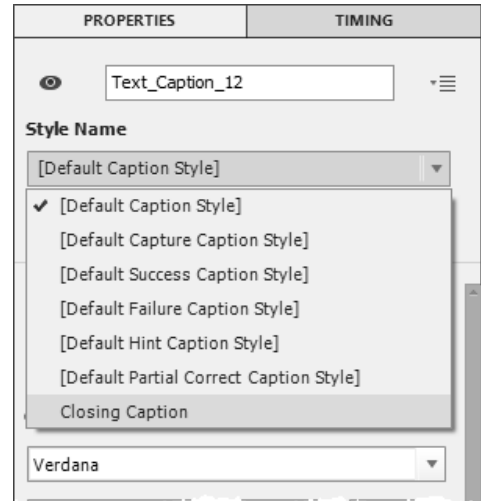Now when you create a new object of that type, it will automatically use that new style.

BRIGHT IDEA

You can also change the default styles from **Preferences** (on the **Edit** menu).

Apply Styles to an Object

To apply a style to an object:

1. Select an object on the slide.

2. Click the **Properties** tab.

3. In the **Style Name** drop-down menu, select the style you want.

Additional Style Options

If you make any changes to properties that are governed by a style (caption type, fill color, font, etc.), you are given additional style options from a drop-down menu at the top of the **Properties** pane.

Create New Style: Rather than going to the **Object Style Manager**, you can create a new style right here. Format your object on the slide, and then select this option to create a new style based on that object. For example, if you have a highlight box with a red border, you can give one a blue border and save that as a new style.

Save changes to Existing Style: Instead of making a new style from your revised object, you can override the existing style with the new changes. For example, if your font isn't big enough, you can change the size and resave the style.

Apply this style to: If you change the style of an object, you can apply it to all other objects in the project with any given style. For example, you can apply a new green caption style to all of the objects that currently use the blue caption style.

Delete Style: Select this option to delete the style from the project.

Reset Style: If you have made changes to the object, click this button if you want to revert back to the original style.

Set as Default Style: Select this option if you want all future objects of this type to use the current style.

Replace modified styles: (This is found on the main **Properties** panel, not the drop-down menu.) If you change the style-related properties of an object, it is considered modified. Modified objects have a plus sign next to the name of the style. If you make changes to a style, it does not apply to any objects that are overridden, unless you check this box.
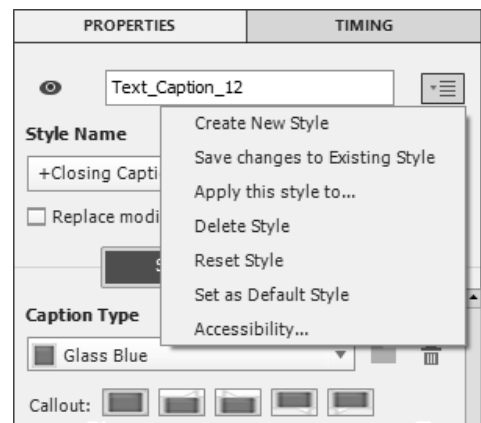
Import and Export Styles

If you are working on a team, you can share styles with teammates so you maintain a consistent look, and you don't all have to set up the styles individually. You can also import and export project-specific styles from one project to another.

To export styles:

1. Click the **Edit** menu.
2. Select **Object Style Manager**.
3. Click the arrow to the left of the **Export** button.
4. Select the option for the styles you want to export.
5. Click the **Export** button.
6. Navigate to where you want to save the style.
7. Click the **Save** button.
8. Click the **OK** button.

To import styles:

1. Click the **Edit** menu.
2. Select **Object Style Manager**.
3. Click the **Import** button.
4. Find and select the style (**.cps**) you want to import.
5. Click **Open**.
6. Click **OK**.
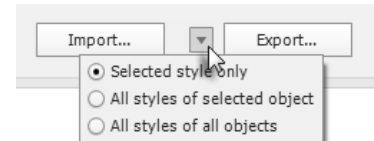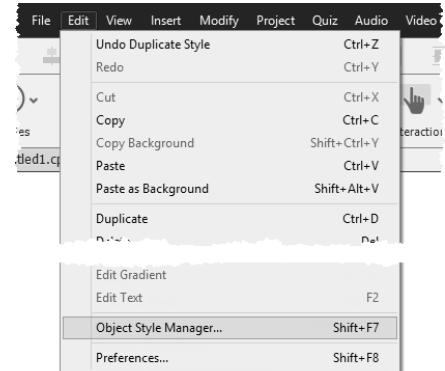
BRIGHT IDEA

If you manage styles with a project open, the changes affect that project only. If you manage styles with no projects open, then it affects all future projects.

Delete Styles

To delete a style:

1. Click the **Edit** menu.
2. Select **Object Style Manager**.
3. Select the type of object you want to delete. **(A)**
4. Select the specific style you want to delete. **(B)**
5. Click the **Delete** button.

If there are no objects in the project using that style, then you are done. If, however, there are any objects in the project that use the deleted style, you need to choose what style you want to give them instead.

6. In the dialog box that appears, select the style you want from the drop-down menu.
7. Click **OK**.
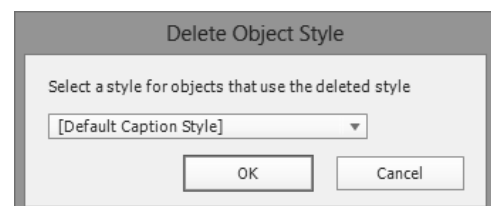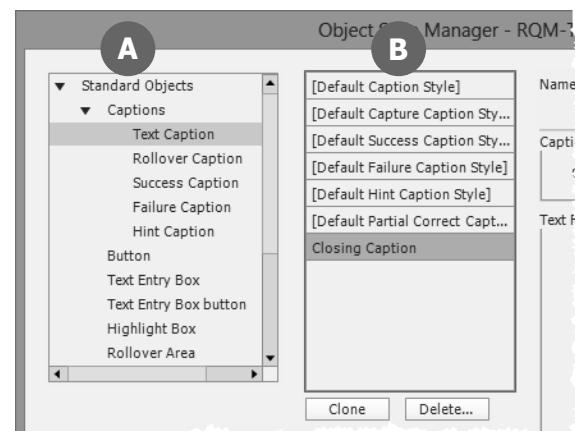
Object States

Just about any object can have multiple states. States are variations of an object that can be used for different purposes. For example:

NEW! 9

- A button can have one look if it has been visited and another look if it has not.

- A character can have one expression if the student gets a question right and another expression if the student gets it wrong.

- A text box can say one thing when the slide loads and then say something else when a student clicks a button.

Each state can have different formatting, different sizes, different placement, and even additional objects. You can create as many states as you want. In chapter 7, you'll learn how to add actions that change the state of an object.

You create and modify states for an object from the **Object State** section of the **Properties** panel.

CAUTION

Not all objects support multiple states, and some objects only support certain types of states!

- All smart shapes, text captions, objects, and media can have multiple states.

- Question slide buttons and drag-and-drop buttons do not support states.

- Feedback captions, rollover objects, and text entry buttons have built-in states, but they do not support adding custom states.
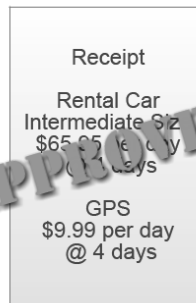
Receipt

Rental Car
Intermediate Size
$65.95 per day
@ 4 days

GPS
$9.99 per day
@ 4 days

Image with "Normal" State

Receipt

Rental Car
Intermediate Size
$65.95 per day
@ 4 days

GPS
$9.99 per day
@ 4 days

APPROVED

Image in new "Approved" state with text added

Receipt

Rental Car
Intermediate Size
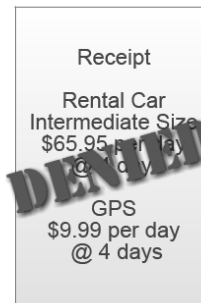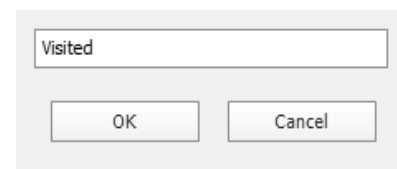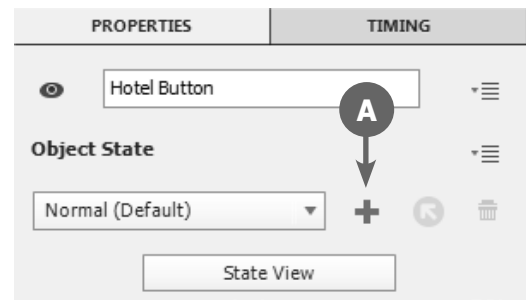$65.95 per day
@ 4 days

GPS
$9.99 per day
@ 4 days

DENIED

Image in new "Denied" state with text added

Add a New State

To add a new state:

1. Select the object you want to add states to.

2. Click the plus button **(A)** in the **Object State** section of the **Properties** panel.

3. Enter the name of the new state.

4. Click **OK**.

PROPERTIES	TIMING

Hotel Button   **A**

Object State

Normal (Default)   **+**

State View

Visited

OK   Cancel

Edit States

Once you create one or more states for an object, you'll want to edit those states to customize the way they look.

To edit a state:

1. Select the object you want to edit the state(s) of.

2. Click the **State View** button **(A)** in the **Properties** panel.

3. Locate and select the state you want to edit **(B)**.

4. Make your changes to the object.

5. Click the **Exit State** button **(C)**.

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- Quickly add additional states to an object while in **State View** by clicking the **New State** button.

- To switch to a different object while still in **State View**, select the objects from the **States of** drop-down menu.
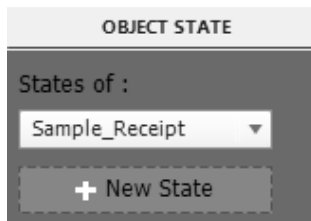
CAUTION

Remember to click the **Exit State** button when you are finished. Many of the software features are not available while you are in the **State View** mode.
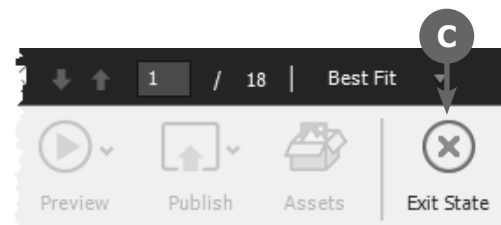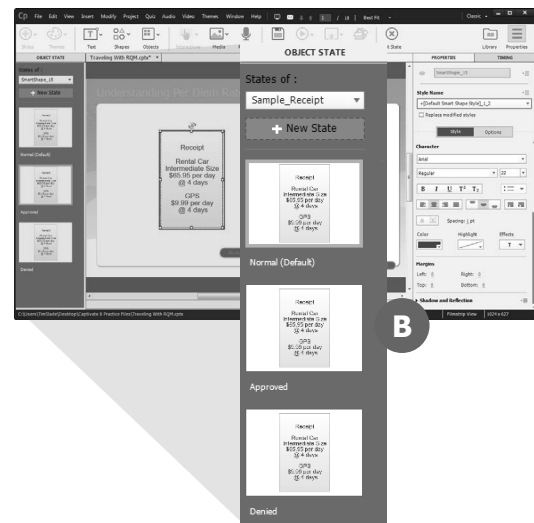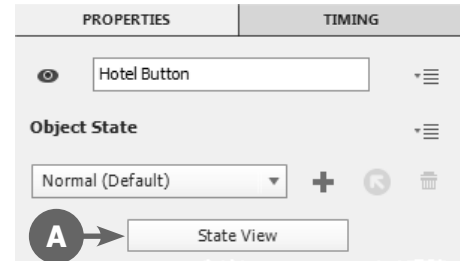
Managing States

Once you create one or more states for an object, you may want to rename, delete, or duplicate the states.

The following procedures are all performed once you are in the **Object State** mode.

To rename a state:

1. Right-click on the state you want to rename.
2. Select **Rename State**.
3. Enter the new name.
4. Click **OK**.

To delete a state:

1. Right-click on the state you want to delete.
2. Select **Delete State**.
3. Click **OK**.

After making changes to a state, you can reset the state back to how it looked before you made any changes to it.

To reset a state:

1. Right-click on the state you want to reset.
2. Select **Reset State**.

After creating your own states, you can set one of them as the default state. The default state is the initial state that the student sees when the slide initially loads.

To set state as default:

1. Right-click on the state you want to set as the default.
2. Select **Set as Default**.

To duplicate a state:

1. Right-click on the state you want to duplicate.
2. Select **Duplicate State**.
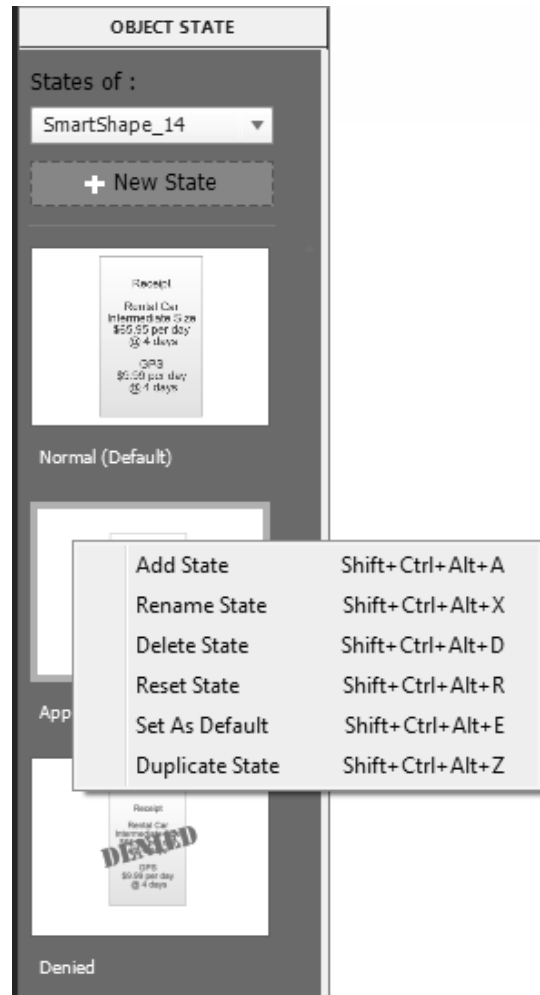
Built-In State Types

Interactive objects, such as buttons, smart shapes used as buttons, and objects used in drag-and-drop interactions have built-in states that can be customized.

Interactive objects include the following built-in states:

Button or smart shape used as button:

- Normal: The default state of an object.
- Rollover: The state when a student hovers the mouse cursor over the button.
- Down: The state when a student clicks the button.

Drop Sources:

- DragOver: The state of an object when a student drags it over a drop target.
- DropAccept: The state of an object when a student drags it to a correct drop target.
- DropReject: The state of an object when a student drags it to an incorrect drop target.
- DragStart: The state of an object when a student starts dragging it.

Drop Targets:

- DragOver: The state of a drop target when a student drags an object over it.
- DropAccept: The state of a drop target when a student drops a correct object on it.
- DropReject: The state of a drop target when a student drops an incorrect object on it.
- DropCorrect: The state of a drop target when a student drops a correct object on it and submits the answer.
- DropIncorrect: The state of a drop target when a student drops an incorrect object on it and submits the answer.

Drag-and-Drop Interaction Wizard, p. 202
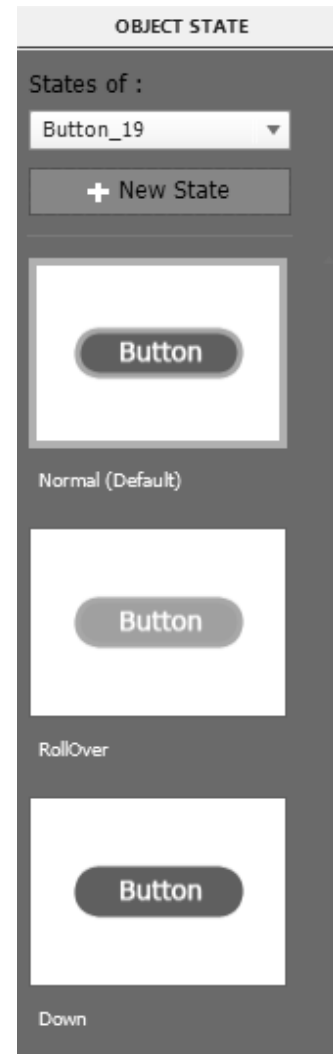
Object Effects

Object effects let you create visual interest as objects appear, disappear, or move across the slide, similar to animations in PowerPoint. Effects in Captivate can either be triggered based on the timeline (ease in at 3.5 seconds) or based on an action (the page loading or the student clicking a button).

Effects are managed in the **Effects** section of the **Timing** tab in the **Properties** panel.
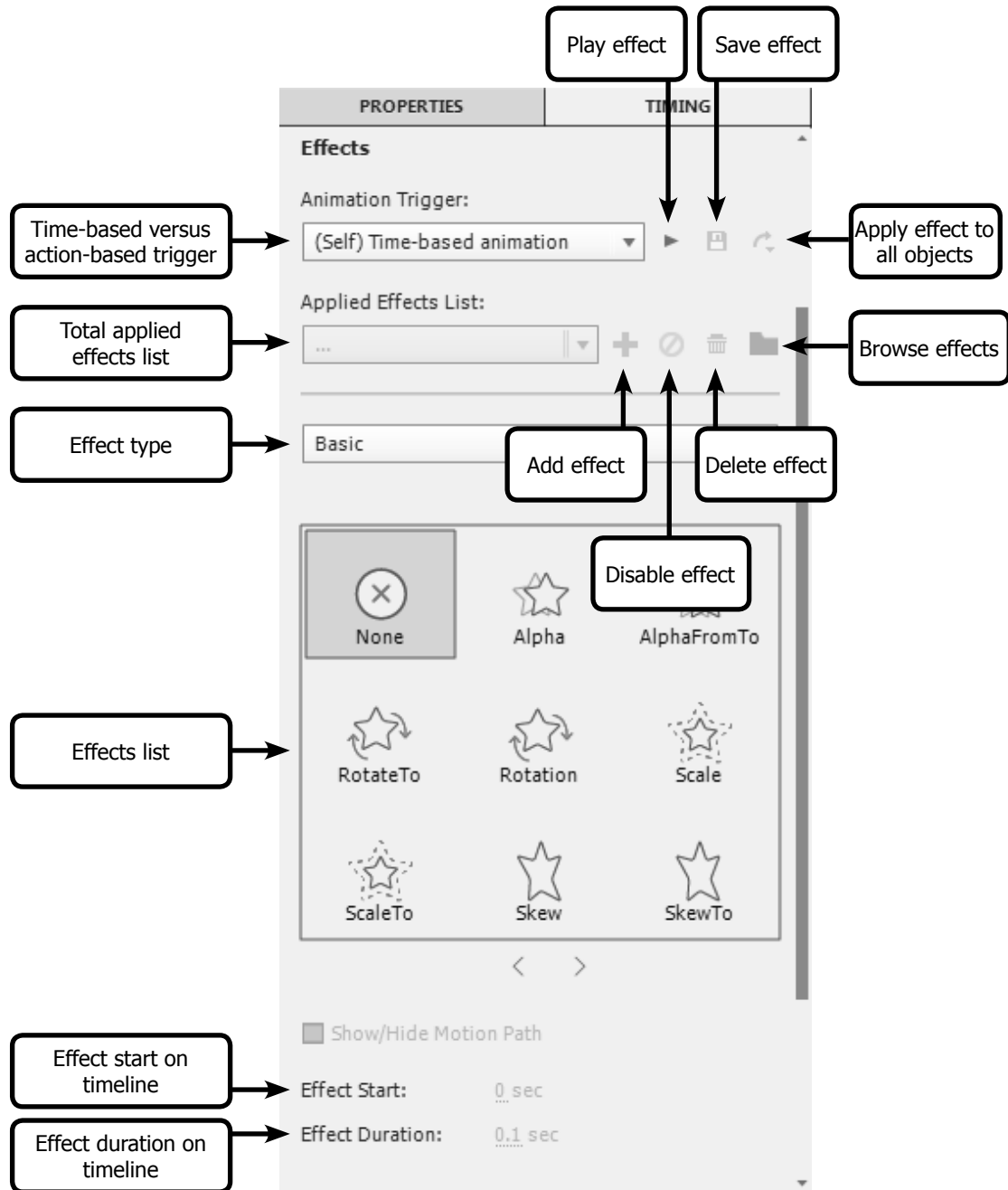
Add a Time-Based Effect

Time-based effects start and end based on the timeline. When a time-based effect is added to an object, an event for that effect is added to the timeline. In the example to the right, the rectangle is visible on the slide for four seconds, and the zoom-in effect is two seconds.

To add a time-based effect:

1. Select the object you want to add the effect to.

2. In the **Effects** panel, click the **Effect Type** drop-down to choose an effect type. **(A)**

3. Select the effect you want from the gallery. **(B)**

4. Adjust the **Effect Start** and **Effect Duration** fields **(C)** to change when the effect happens and how long it will last on the object.

——— or ———

4. Move and resize the effect item on the timeline to change the starting time, end time, and duration. **(D)**

5. Repeat steps 2-4 to create additional effects for that object.

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- Some effects have options in the **Properties** section of the **Effects** panel. For example, the blur filter lets you indicate how much of a blur effect you want.

- In Captivate 9, you can add entrance and/or exit transitions at the bottom of the **Effects** panel. **(E)**
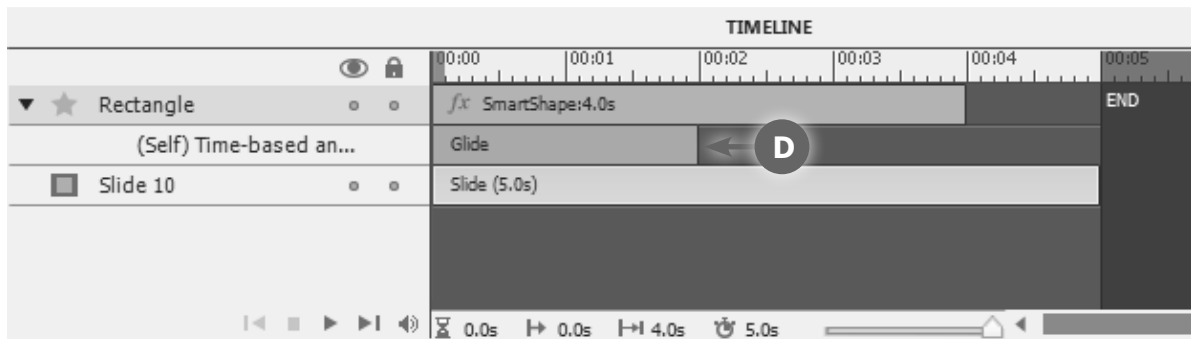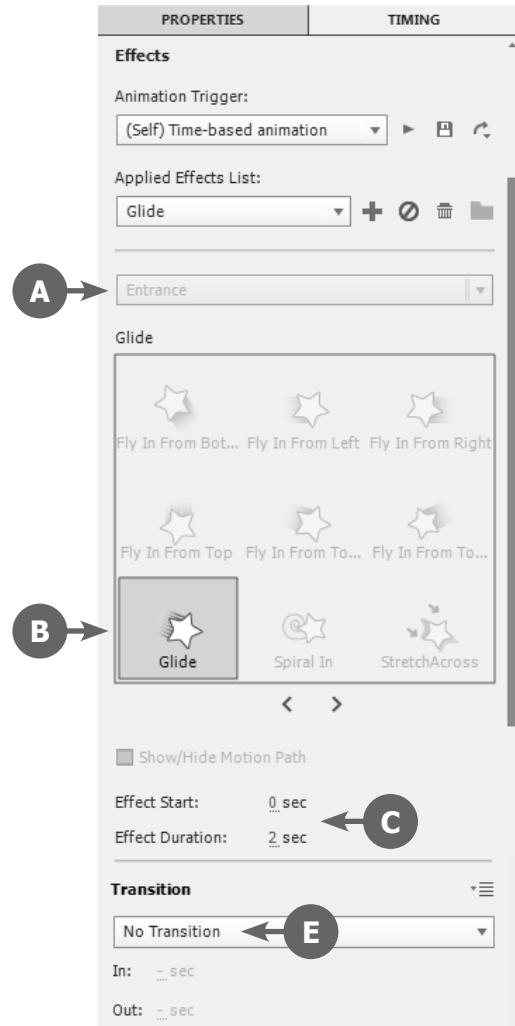
Add an Action-Based Effect

Setting up an action-based effect starts with the trigger, meaning the item that will trigger the event. For example, if you want the animation to start when the student clicks a button, then you would start by adding a trigger to the button.

To add an action-based effect:

1. Select the object that will trigger the effect.

2. On the **Properties** tab, click the **On Success** drop-down menu.

3. Select **Apply Effect**.

4. Click the **Object Name** drop-down menu that appears.

5. From the menu, select the object you want to apply the effect to.

6. On the slide, select the object that will have the effect (or click the *fx* button next to the **Object Name** field in the **Properties** panel).

7. In the **Effects** panel, click the **Animation Trigger** drop-down menu.

8. Select the name of the action that will initiate the trigger.

9. Add your effect. (See steps 2-4 on previous page.)

Actions, ch. 7
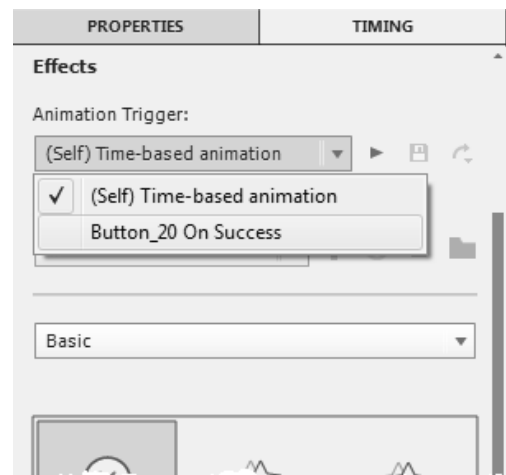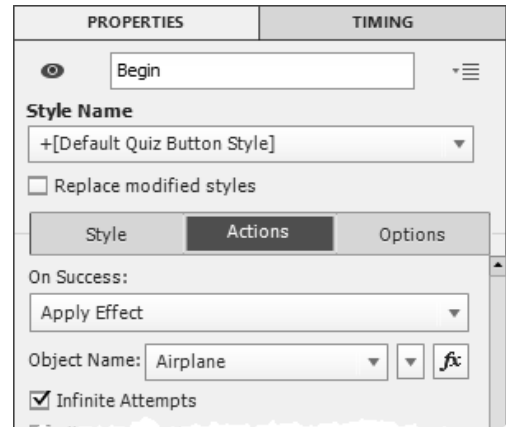
POWER TIP

In addition to the effects that come with Captivate, you can also create your own effects in Flash and bring them into Captivate. Search Adobe Help for **Creating custom effects in Adobe Flash** for specific guidelines.

Managing Effects

Preview Effects

To preview effects, select an object and click the **Play Effect** button in the **Effects** panel. **(A)**

You can also select an object and hover over an effect in the **Effects** panel, or preview a slide to see all object effects.

Disable an Effect

To temporarily disable an effect, select the effect in the **Applied Effects List**, and click the **Disable** button. **(B)**

Remove an Effect

To remove an effect, select the effect in the **Applied Effects List**, and click the **Delete** button. **(C)**

Save and Reuse Effects

You can reuse effects for a given object so that you don't have to set them up over and over again. Effects are saved as XML files. All time-based effects for that object are included in the file.

To save an object's effects:

1. Select the object with the effects.
2. In the **Effects** panel, click the **Save** button. **(D)**
3. Designate a name and location for the file.
4. Click the **Save** button.

To reuse a saved effect:

1. Select the object you want to give the effects to.
2. Click the **Add Effect** button.
3. Select **Browse**.
4. Find and select the saved effects file.
5. Click the **Open** button.
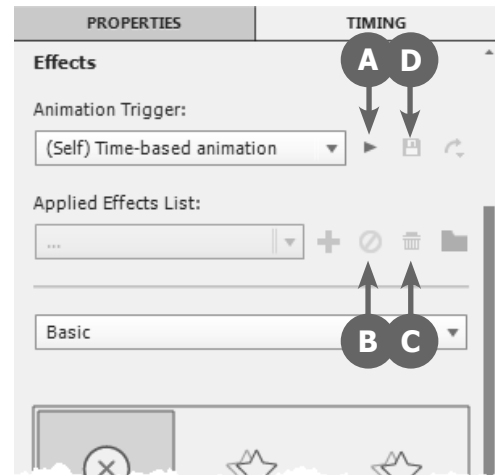
POWER TIP

Reused effects are also available for use with advanced actions.

Advanced Actions, ch. 9

TIME SAVER

If you use the same type of effect with different objects, even with different timing, use the **Apply to all** button. You can choose either of the following:

- **Apply to All Items of this Type**: This applies the effect to all objects of the same type (e.g., shape).
- **Apply to All Items of Same Style**: This applies to all objects with the same applied style.
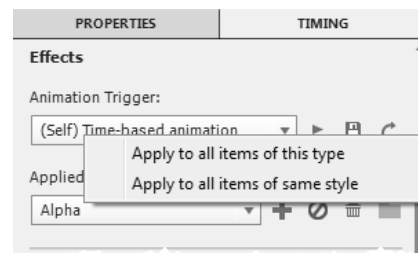
Timing Slide Objects

A Captivate project plays like a movie along the timeline. Once your objects are on the slide, you may want to time them to appear in the appropriate sequence and to stay on-screen for the appropriate length of time. For example, a caption needs to stay up long enough to be read, and a highlight box or image might need to appear at a certain point in the audio.

On the timeline for each slide, you can quickly adjust the start, duration, and finish of each slide object, as well as the length of the slide as a whole. If your timeline isn't showing, go to the **Window** menu, and select **Timeline**.

CAUTION

When a slide is finished playing, the project automatically goes on to the next slide. If you want the student to choose when to advance to the next slide, you'll need to add a button or other object that pauses the slide until the student clicks it.
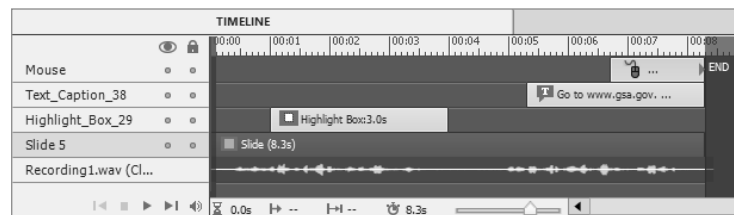
Buttons, p. 144

## Adjust Timing of Slide Elements

To adjust timing in the Timeline panel:

- Drag the left edge of an item to adjust the start time.

- Drag the right edge of an item to adjust the end time.

- Drag the entire object to move it to a different place on the timeline.

To adjust timing in the Properties panel:

1. Select the object in the timeline or the work area.

2. Click the **Timing** tab.

3. On the **Timing** panel, enter the duration for the object in the **Time** field.

4. Enter the start time for the object in the **Appear After** field.
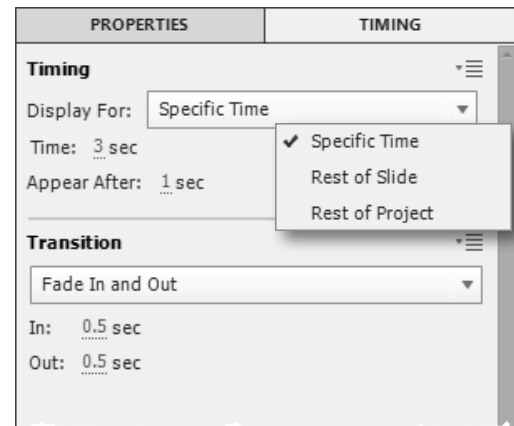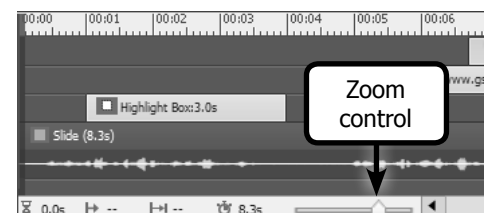
Timing Options

The **Display For** drop-down menu has additional timing options.

- **Specific Time:** This is the default. This displays the object for the amount of time set in the timeline or in the **Timing** pane of the **Properties** panel.

- **Rest of Slide:** This extends the object to the end of the slide and "locks" it in place. If the slide is extended or shortened, the object is moved so that it stays at the end of the slide.

- **Rest of Project:** This extends the object to the end of the project. The object will only appear on this slide's timeline, but will show up on every other slide for the rest of the project.

BRIGHT IDEA

Use the zoom control to zoom the timeline in or out for more or less detail.

Notes