Object Properties

Introduction

You've already learned how to add text boxes and graphics such as photos, shapes, and illustrated characters. In this chapter, you'll learn about properties that apply to these objects, as well as object types that you'll learn about in later chapters (such as buttons).

In This Chapter

- Managing Objects
- Selecting Colors
- Formatting Objects
- The Timeline
- Timing Objects
- Alt Text
- Animations
- Motion Paths

Notes

Select Objects

You can select objects either in the slide area or in the timeline.

On the Slide

- Select a single object by clicking on it.
- Select multiple objects by holding the **Ctrl** or **Shift** key down while clicking on them, or by dragging your mouse around the objects.
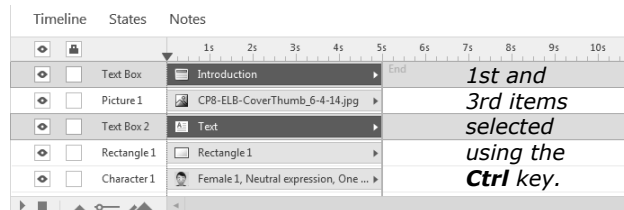
In the Timeline

- Select a single object by clicking it in the timeline.
- Select multiple objects by holding the **Ctrl** key down while clicking on them individually.
- Select consecutive items on the timeline by clicking the first object, holding down the **Shift** key, and then clicking the last object.

TIME SAVER

Click anywhere in the slide area and press **Ctrl** + **A** to select all objects on a slide.

1st and 3rd items selected using the Ctrl key.

1st and 3rd items selected using the Shift key

Cut, Copy, Paste, and Duplicate Objects

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

- Right-click the object on the slide or the timeline**,** and select **Cut**, **Copy**, or **Paste**.
- Select the object(s), and use the tools on the **Home** tab.
- Select the object(s), and press the keyboard shortcut.

  Cut = **Ctrl** + **X**

  Copy = **Ctrl** + **C**

  Paste = **Ctrl** + **V**

- Duplicate an object (copy and paste in the same action) by pressing the **Ctrl** key while you drag it. You can also duplicate objects by pressing **Ctrl + D** or clicking the **Copy** drop-down arrow and selecting **Duplicate**.
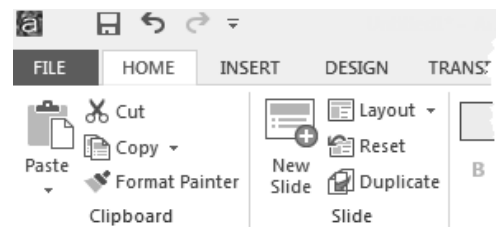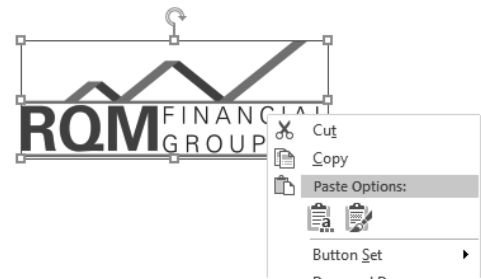
Delete Objects

To delete an object, select it, and press the **Delete** key on your keyboard.

Selecting Colors

Whether you are picking a fill color, border color, text color, or any other type of color, the basic color selection options are the same.

Theme and Standard Colors

The top of the color drop-down menus shows the first ten colors (with different shade options) of the selected color theme. Click on any color swatch to select that color.

DESIGN TIP

If you apply one of the theme colors to an object and then change the theme, the objects update to the new theme colors.

Theme Colors, p. 32

More Fill Colors

More Fill Colors takes you to the **Colors** dialog box where you have several methods for selecting a color.

Basic Colors

Select any of the swatches in the **Basic Colors** palette.

Color Mixer (A)

Click in the color mixer area on the color you want.

- Left versus right changes the hue (blue-green versus yellow-green).
- Up versus down changes the saturation (a vibrant green versus a muted green).
- The slider to the right controls the luminosity. Up versus down makes it lighter or darker (a light muted green versus a dark muted green).

Hue/Saturation/Luminosity

If you know the numerical values for hue, saturation, and luminosity, you can enter them in their respective fields.

Red/Green/Blue (RGB)

If you know the red, green, and blue values for the color, you can enter them in their respective fields. Most organizations' marketing departments can provide their company's official color palette in RGB values.

Html

If you know the hexadecimal (6-digit) value for the color you want, you can enter it in this field.

Eyedropper (B)

If you want to match a color already on the slide, click the **Eyedropper** button, and then click on the color on your slide that you want to match.
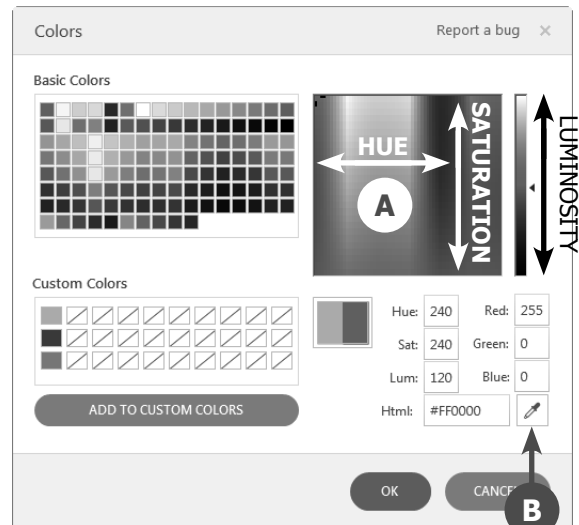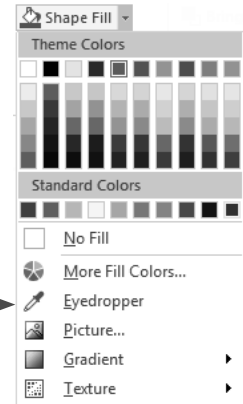
TIME SAVERS

- For colors you use often (but that aren't part of the theme colors), create the color, and then click the **Add to Custom Colors** button. The color is added to the **Custom Colors** palette and saved on your computer so they can be used for future projects.

- You can make a color fully or partially transparent by right-clicking the object and selecting **Format Shape**. There is a transparency option on the **Fill** tab.

Fill Options: Gradients

Some color menus, such as fonts, only allow for a solid fill. Other palettes, such as most fill colors, give you a variety of fill options including gradient, picture, texture, or pattern.

To apply a dark or light gradient of the current color:

1. Click the color menu for the object you are working with.
2. Select the main color for the gradient, using one of the options on the previous page.
3. Click the color menu again.
4. Select **Gradient**.
5. Select the light or dark gradient you want.

To apply a preset gradient:

1. Click the color menu.
2. Select **Gradient**.
3. Select **More Gradients**. **(A)**
4. Click the **Preset colors** drop-down menu. **(B)**
5. Select the gradient pattern you want.
6. Select the gradient type you want.
7. Select the gradient direction you want.
8. Click the **Close** button.
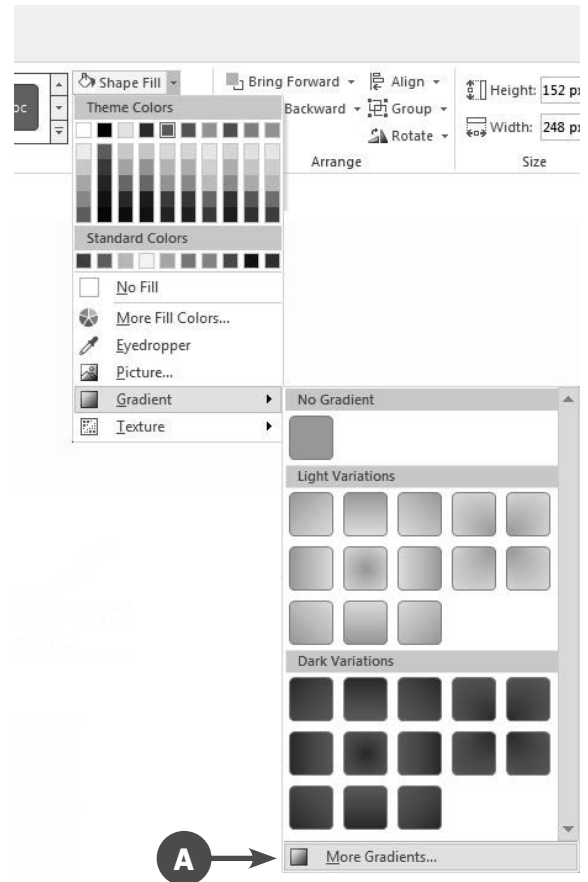
POWER TIPS

- You can also create your own custom gradient in the **Format Shapes** dialog box. Use the gradient stops **(C)** to create your own gradient pattern.

- If there is certain formatting (fill, outline, effects, etc.) you expect to use the most, you can set it as the default for that object type (shape, text box, button, etc.) Format the object, right-click it, and select **Set as Default**. Then, when you add a new object of that type, it uses your default formatting.
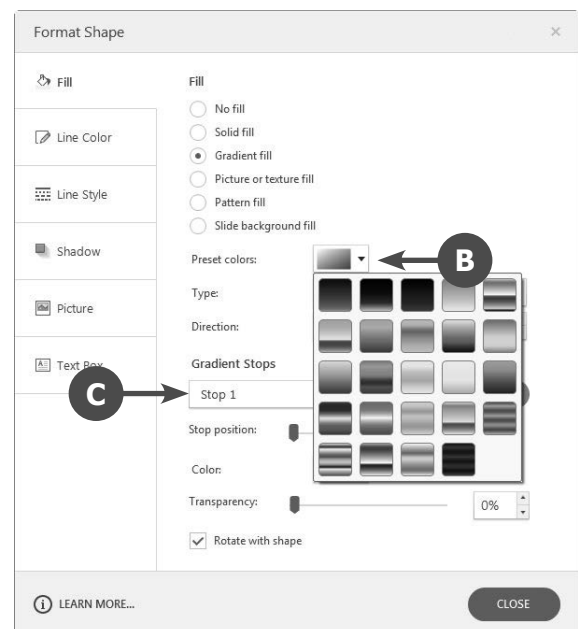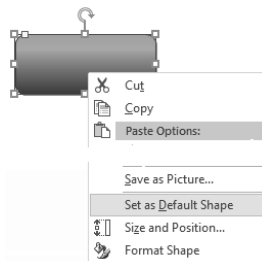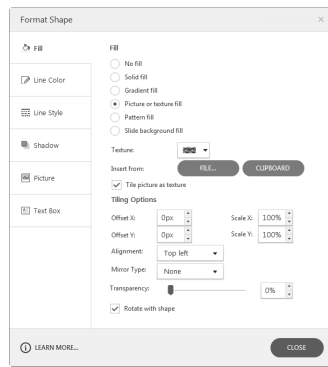
Fill Options: Picture

To fill an object with a picture:

1. Click the color menu for the object you want.
2. Select **Picture**.
3. Find and select the picture you want.
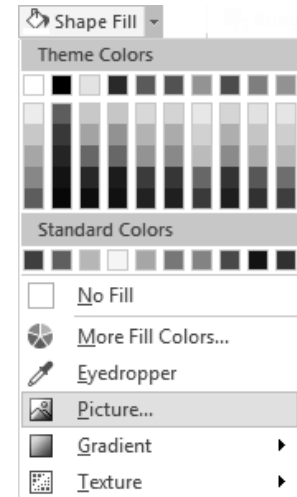4. Click the **Open** button.

POWER TIP

Right-click a picture-filled object, and select **Format Shape** for advanced options such as tiling a picture to create a pattern.
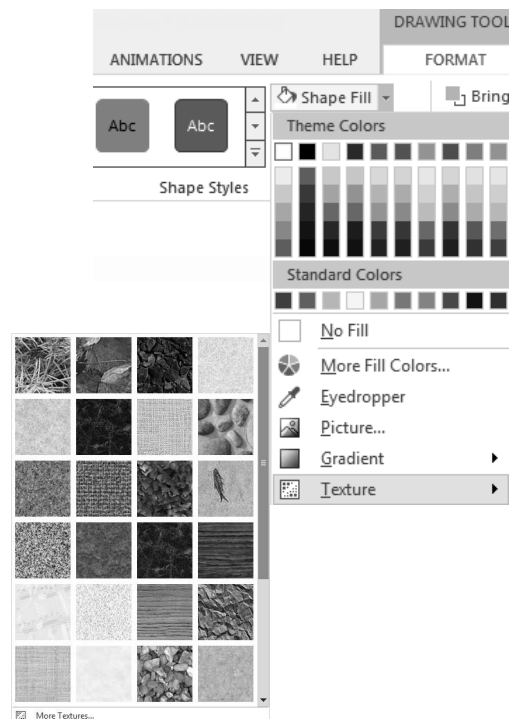
Original image

Pattern created from tiling the image

Fill Options: Texture

To fill an object with a texture:

1. Click the color menu for the object you want.
2. Select **Texture**.
3. Select the texture option you want.

Outline Formatting

Outline formats are used for many object types, such as text boxes, pictures, shapes, buttons, lines, and arrows.

Colors

Theme, **Standard**, and **More** color options work as described on page 64.

Weight

Use the **Weight** sub-menu to select line thickness, or select **More Lines** to enter your own weight and other options such as end shape and arrow type.
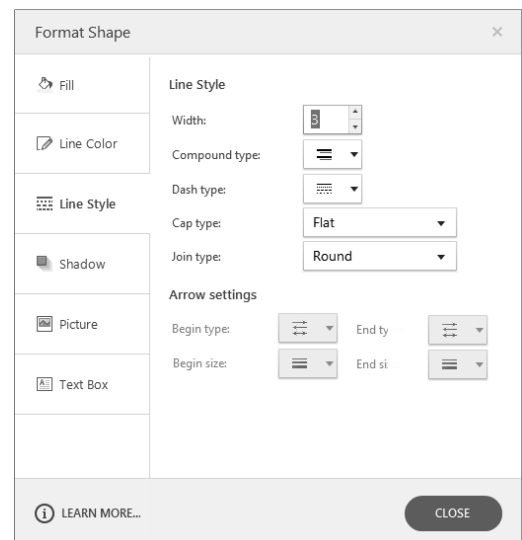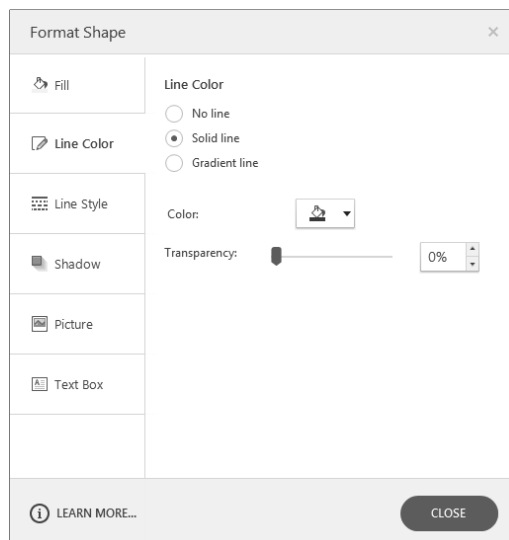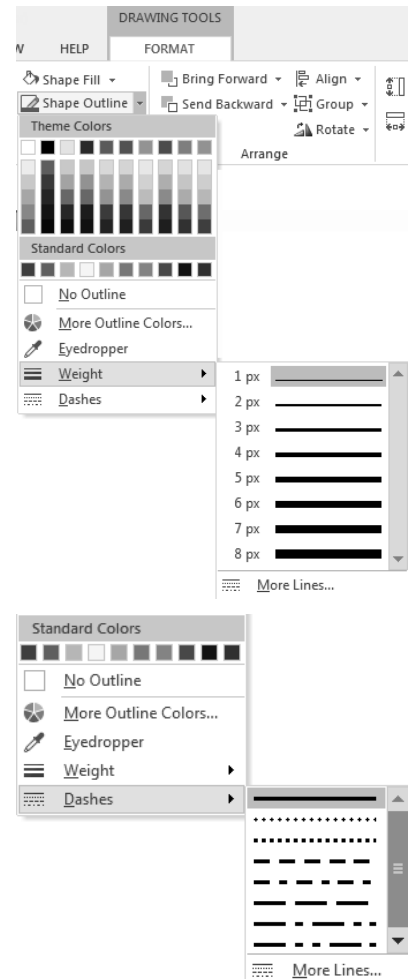
Dashes

If you want a dashed line, select an option from the **Dashes** sub-menu, or select **More Lines** for additional options.

POWER TIP

You can also right-click a line to get to the **Format Shapes** dialog box that has the advanced line options. In addition to the **Line Style** tab, use the **Line Color** tab to apply gradients or transparency to your lines.

Shape Effects

Shape effects, which are also used for pictures, let you apply creative effects.

Shadow

Use the sub-menu to pick from a gallery of shadow options, or select **Shadow Options** at the bottom of the menu to create your own shadow.
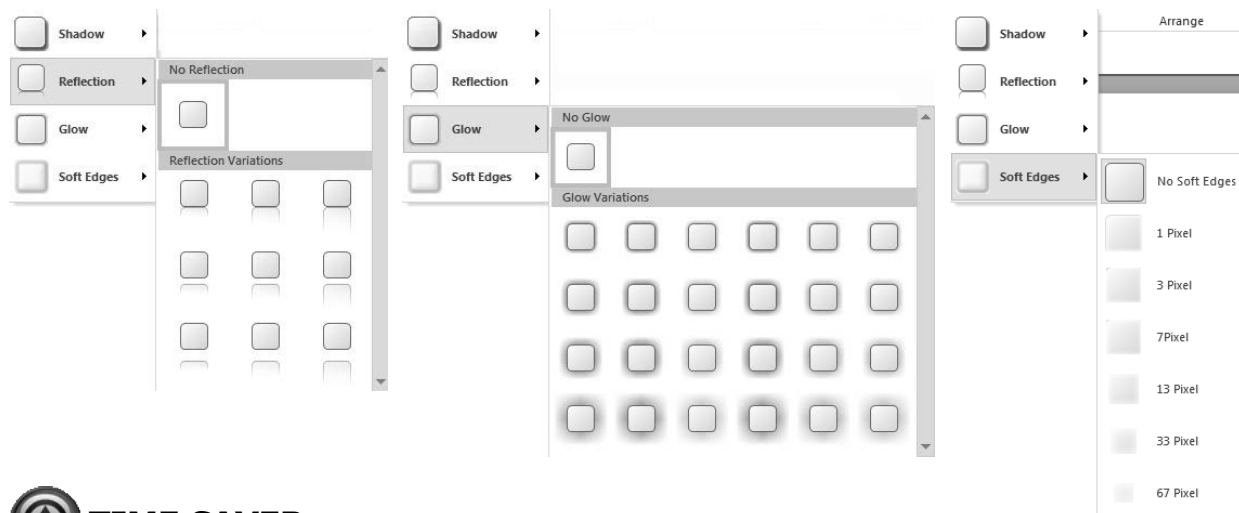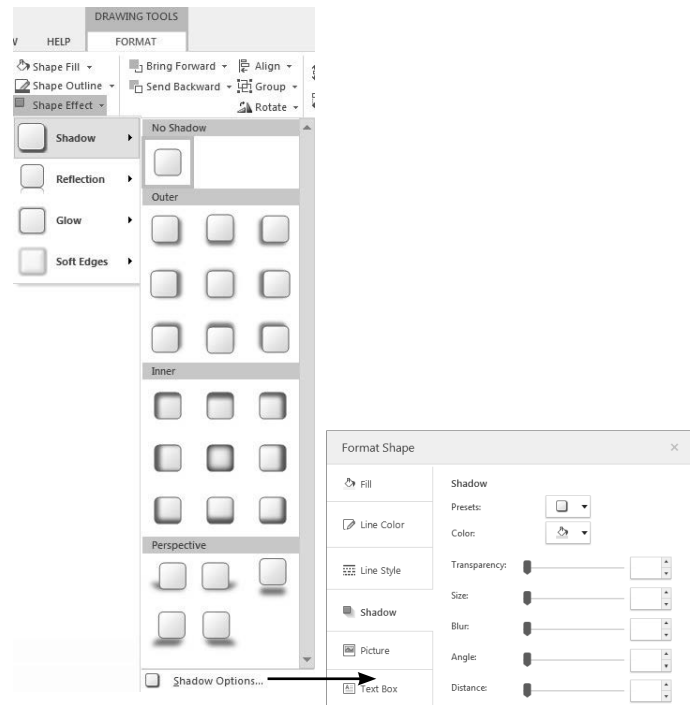
Reflection

Create a reflection using the sub-menu, selecting the size of the reflection and the distance from the object.

Glow

Use the gallery to select the size and color of the glow. The color options are based on your color theme.

Soft Edges

Use these effects to create a "fuzzy" edge for your graphic.

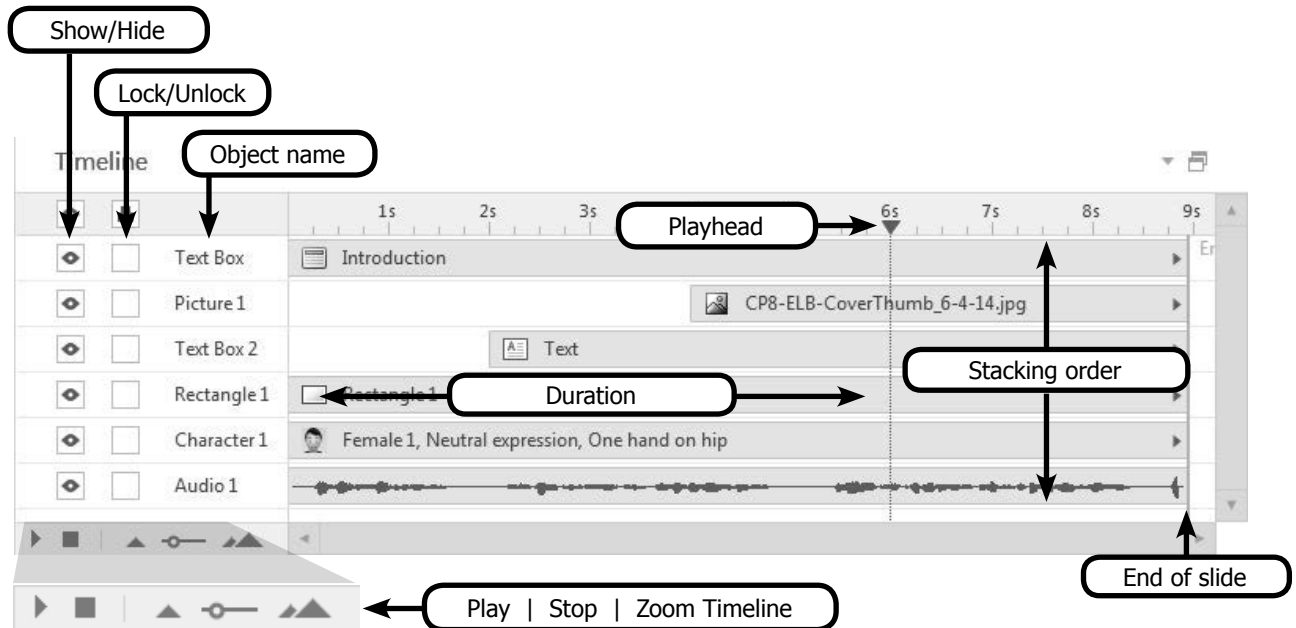![TIME SAVER icon] **TIME SAVER**

You can copy and paste formatting from one object to another.

Select the object with the formatting you want to copy. Click the **Format Painter** button on the **Home** tab. Click the object you want to paste the formatting to.
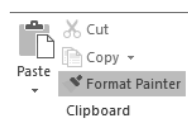
You can also copy formatting by pressing **Shift** + **Ctrl** + **C** and paste it by pressing **Shift** + **Ctrl** + **V**.

The Timeline

Show/Hide

Lock/Unlock

Object name

Timeline

				1s	2s	3s	Playhead	6s	7s	8s	9s

Text Box — Introduction

Picture 1 — CP8-ELB-CoverThumb_6-4-14.jpg

Text Box 2 — Text

Rectangle 1 — Rectangle 1   Duration

Character 1 — Female 1, Neutral expression, One hand on hip

Audio 1

Stacking order

End of slide

Play | Stop | Zoom Timeline

The **Timeline** panel at the bottom of the slide view interface has a number of useful features. You can:

- **Select**: Select objects (covered on page 63).

- **Play**: Play the slide by clicking the **Play** button at the bottom.

- **Show/Hide**: Show or hide objects by clicking the **Show/Hide** icon for that object. Hiding unneeded objects while you work can be helpful so you can focus on what you do need.

- **Lock/Unlock**: Lock objects in place by clicking the **Lock/Unlock** icon for that object. Locking an object can help keep you from accidentally moving, deleting or changing an object. When an object is locked, you can't even select it.

- **Rename**: Change the name of an object by double-clicking the name and typing a new name.

- **Stacking Order**: Adjust the front-to-back stacking order of objects by dragging an object higher (bring forward) or lower (send backwards) on the timeline.

    Stacking Order, p. 84

- **Time**: Adjust the timing (start time, end time, and duration) for objects to appear on the slide (covered on the next page.)

BRIGHT IDEAS

- If you have lots of overlapping objects, it can be much easier to select them in the timeline than on the slide itself.

- Click the icons at the top of the show/hide or lock/unlock column to change that setting for all slide objects at once.

- Giving your objects logical names helps you find what you want more easily, especially if you have to later select one from a drop-down list.

- If you are making an accessible course, the object name for graphics becomes the default alt text for that object.

    Alt text, p. 72

CAUTION

Objects that are hidden on the timeline will *not* appear on your slide when you preview or publish.

Timing Objects

A slide 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, you may want to have a montage of images where each image appears as the previous one fades, or you may want to have text boxes appear in time with 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.

Adjust Timing of Slide Elements

To adjust timing on the timeline tab, do any of the following:

- Drag the left edge of an item **(A)** 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.

- Right-click the object in the timeline and select one of the timing options.

    Align to Playhead: Click this button to start the object wherever you currently have the playhead **(B)** on the **Timeline**.

    Show Until End: "Lock" the end of the object to the end of the slide. If you change the length of the slide, the length of the object is adjusted accordingly.

    Show Always: "Lock" the start of the object to the start of the slide and the end of the object to the end of the slide.

    Timing: Select this option to bring up a dialog box that lets you set up the timing numerically.

- Click and drag the **End** line **(C)** to shorten or lengthen the overall slide.
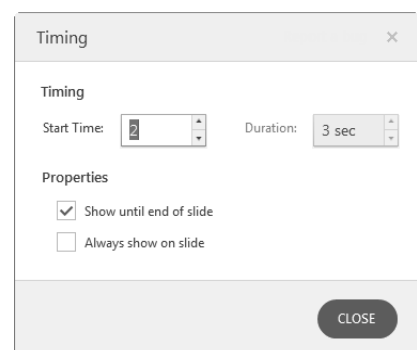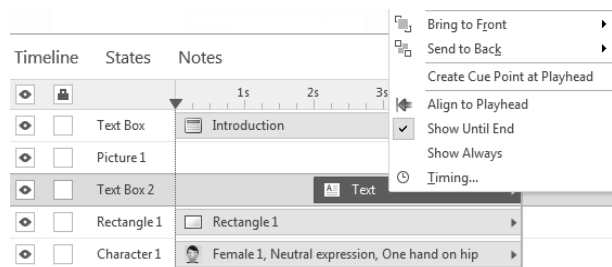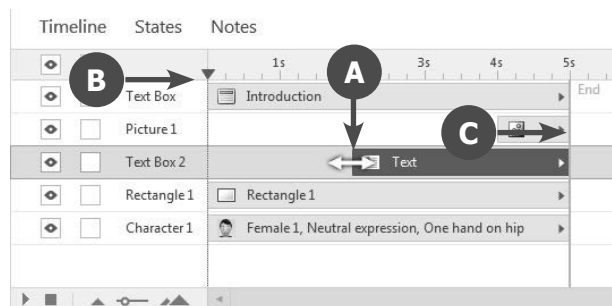
Adjust Timing With Cue Points

Cue points are markers that you place on the timeline for many different reasons. The primary reason is to help you line up objects more easily. For example, if you have audio narration, you can listen to the narration and add cue points where you want objects to appear or disappear. Then you can come back and line up the objects to the cue points.

To add a cue point:

1. Click in the timeline's ruler to put the playhead where you want the cue point to appear.
2. Right-click anywhere in the ruler on the **Timeline**.
3. Select **Create Cue Point at Playhead**.

To move a cue point:

1. Click and drag the cue point to the new location.

To delete a cue point:

1. Right-click the cue point.
2. Select **Delete Cue Point** or **Delete All Cue Points**.

To align an object to a cue point:

1. Right-click the object in the **Timeline**.
2. Select **Align to Cue Point**.
3. Select the cue point you want to align it to.

When you align an object to a cue point, it aligns the start of the object to the cue point.
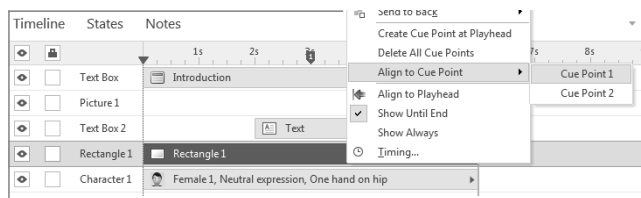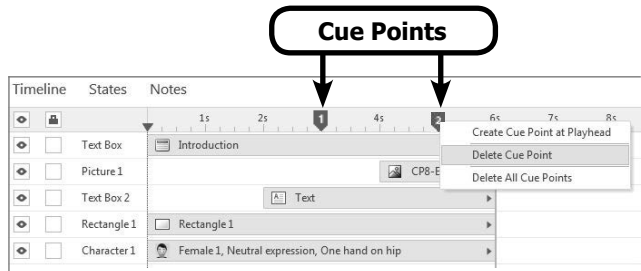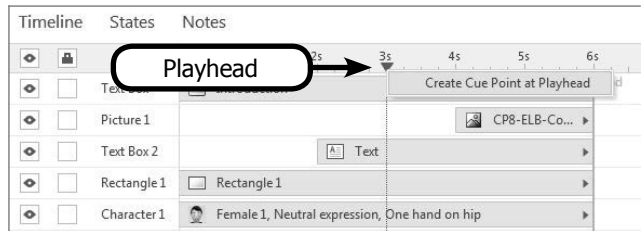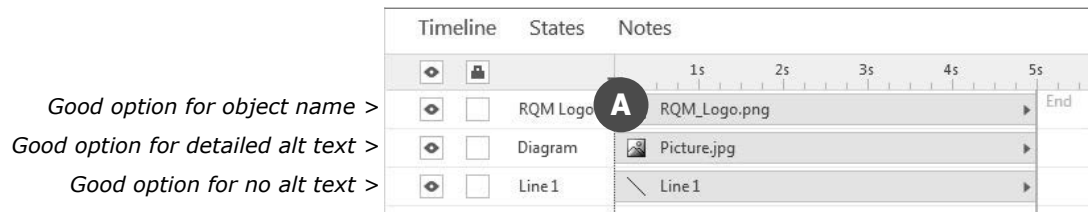
Alt Text

Alt text, or alternative text, is primarily for people needing assistive technology, such as a screen reader, to take your course. For students who cannot see the screen, the screen reader reads the alt text, which should describe the visual elements. For an accessible course, you'll want to add descriptive alt text to any visual content. (Text boxes do not need alt text, as the text itself is read by the screen reader.)

Storyline has three options for alt text:

- **Object name**: By default, the object name in the timeline is used for alt text. Changing the text here is the quickest option. It works best when the description is short.
- **Detailed alt text**: When you need more than just a few words to properly describe a visual element (such as a diagram), you can enter additional text in a dialog box.
- **No alt text**: For visual elements that contain no meaningful content (such as a line separating two parts of a screen), you can turn off the alt text completely so that the screen reader can skip it.

Good option for object name >
Good option for detailed alt text >
Good option for no alt text >

Customize Alt Text

To change the object name in the timeline:

1. Double-click the name in the **timeline**. **(A)**
2. Type the new name.

To add detailed alt text:

1. Right-click the object on the slide.
2. Select **Size and Position**. **(B)**
3. Click the **Alt Text** tab. **(C)**
4. Enter your text in the **Alternative text** field.

To turn off alt text:

1. Right-click the object on the slide.
2. Select **Size and Position**. **(B)**
3. Click the **Alt Text** tab. **(C)**
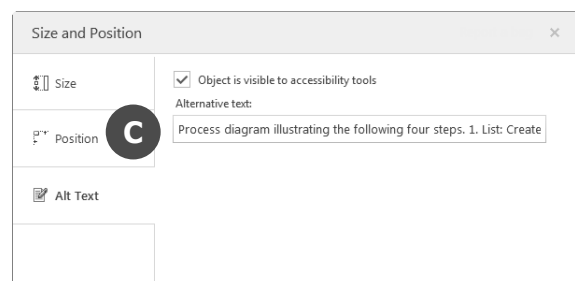4. Uncheck the **Object is visible to accessibility tools** checkbox.
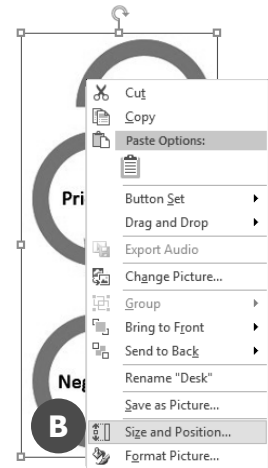
TIME SAVER

You can also get to the **Size and Position** dialog box by selecting an object and then clicking **Ctrl** + **Shift** + **Enter**.

Accessibility/Section 508, p. 251

Animations

Animations in Storyline are similar in concept to animations in PowerPoint. Entrance animations occur when an object appears as the timeline plays. Exit animations occur when an object disappears as the **Timeline** plays or when the slide is over, if the object shows for the rest of the slide. You can apply one entrance animation and one exit animation for each object.
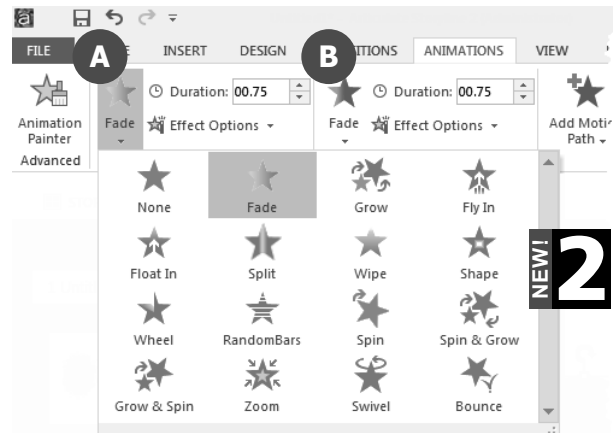
Add an Animation

To add an animation to an object:

1. Select the object.
2. Go to the **Animations** tab.
3. Click the button for an entrance **(A)** or exit **(B)** animation.
4. Select the animation you want.
5. Adjust the **Duration** of the animation.
6. Select the **Effect Options** menu.
7. Select the direction for the animation.

Options

- Some animations include additional effect options in the **Effect Options** menu.

- You can select more than one object at a time when you are applying animations.

- To remove an animation, select the object, click the appropriate animation button, and select **No Animation**.

DESIGN TIP

If you apply an animation to a text box or shape with text, you can choose to have the whole object animate at once or to have each paragraph animate individually.
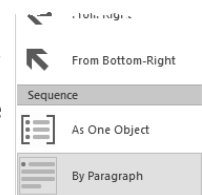
From the **Effect Options** drop-down menu, select **As one Object** or **By Paragraph**.

When you animate by paragraph, click the **Expand** icon that appears for that object in the timeline. Each paragraph is now an individual object on the timeline that can be moved independently from the others.
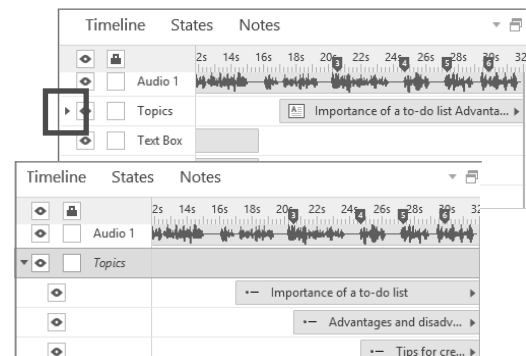
TIME SAVER

You can copy and paste animations from one object to another.

Select the object with the animation you want to copy. Click the **Animation Painter** button on the **Animations** tab. Click the object you want to paste the animation to.

The animation painter also works with motion paths.

Motion Paths, p. 74

Motion Paths

Motion paths in Storyline are similar in concept to motion paths in PowerPoint. Unlike entrance and exit animation, which occur when an object appears and disappears from the timeline, the movement of an object along a motion path is controlled with triggers. Because of this, motion paths operate independently from the timeline. You can apply multiple motion paths to a single object.

NEW! 2

Triggers, ch. 10

Add a Motion Path

To add a motion path to an object:

1. Select the object.
2. Go to the **Animations** tab.
3. Click the **Add Motion Path** button.
4. Select the motion path you want.
5. Click and drag the path indicators. (See below.)
6. Enter the duration of the motion path.
7. Click the **Path Options** menu.
8. Select the path options you want. (See next page.)

When a motion path is applied to an object, a trigger is added to the **Triggers** panel. By default, the trigger is set to execute the motion path when the timeline starts.
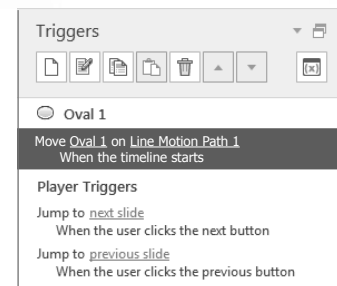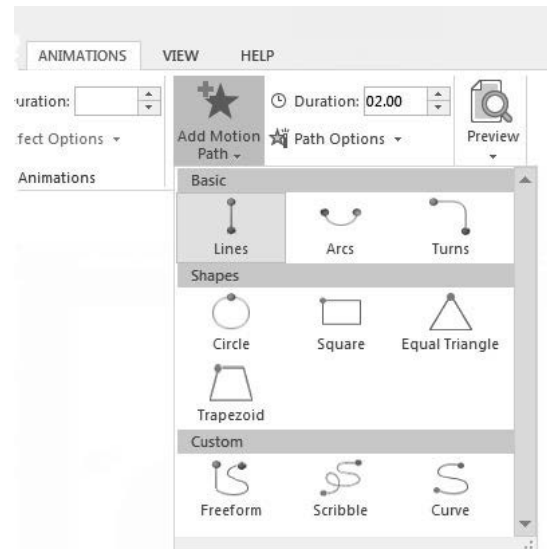
POWER TIP

Because motion paths are controlled with triggers, you can use any of the event types to trigger a motion path. For example, you might want a motion path to occur when the student clicks a button or when an entrance/exit animation completes.

Triggers, ch. 10

Working With Motion Paths

A motion path is indicated by a dotted line with two arrow heads, which shows the path the object will take when the motion path is triggered. The green arrow head indicates the starting point of the motion path, while the red arrow head indicates the ending point of the motion path.
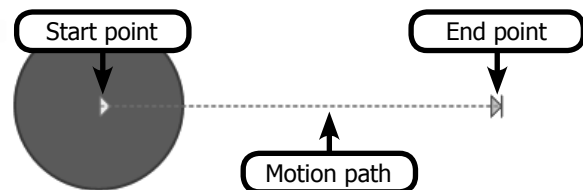
Working With Motion Paths (cont'd)

When you click on a motion path, a semi-transparent image of the object appears, showing where the object will end up once the motion path finishes.

To remove a motion path:

1. Click the motion path (dotted line) you want to remove.
2. Press the **Delete** key on your keyboard.

CAUTION

With entrance and exit animations, you can change the effect by going back to the **Animations** tab and selecting a different option. However, with motion paths, each time you go back to the **Animations** tab and select a different option, you add an additional motion path to the object. So if you want to change the type of motion path, you must first delete the one you don't want and then add the one you do want.

Object with motion path unselected

Object with motion path selected
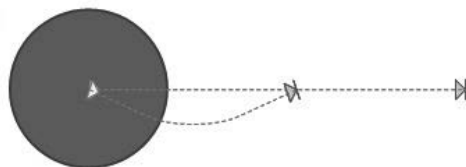
Object with multiple motion paths

Motion Path Options

Direction

To change the direction a motion path:

1. Select the motion path.
2. Click the **Path Options** button.
3. Select the direction for the motion path.

——— or ———

1. Select the motion path.
2. Click and drag the end point to the location you want.

Origin Locked/Unlocked

When you lock a motion path, the path stays in the same place even if you move the object somewhere else on the slide. When you do this, the object stays in place until the motion path is triggered. Then, it jumps to the location where the motion path starts and follows the path.
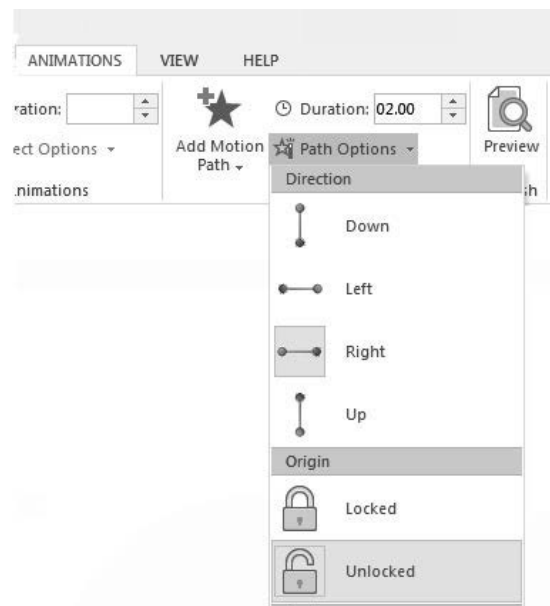
Configure Path Options (cont'd)

Easing Direction and Speed

Easing refers to the gradual speed at which an object moves at the beginning and end of a motion path.

Use these options to control whether the speed of the object eases in, out, or both; as well as the overall speed of the easing effect.

DESIGN TIP

Easing can help make the movement of an object along a motion path appear more natural and less abrupt. For example, a falling object or a cannonball accelerates from a standstill (easing into its speed).

Reverse Path Direction

Use this option to reverse the direction of the motion path. When you select this option, the object begins in its normal position on the slide. Then, when the motion path is triggered, the object jumps to the end point of the motion path and works its way back to the original position.

Relative Start Position

If you have multiple motion paths on an object that trigger at different times, the object goes back to its original position at the start of each motion path trigger. However, you might want to start the new motion path where the last one left off. If you do, then select **Relative Start Position** from the drop-down menu.
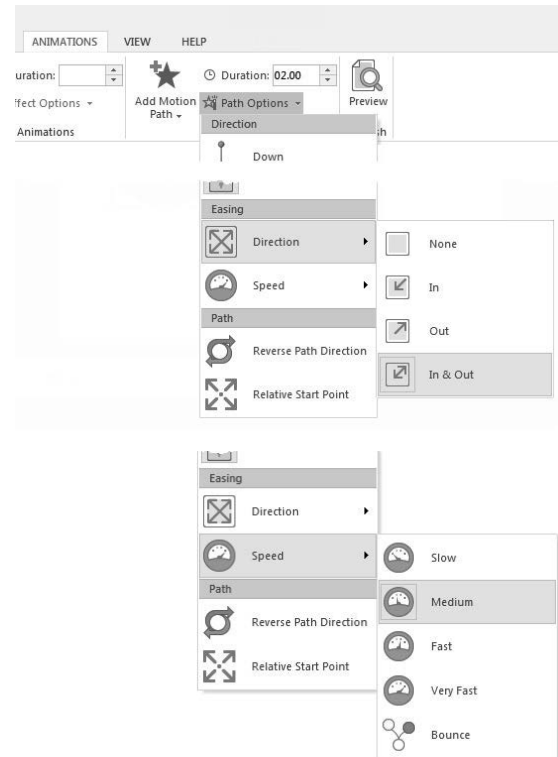
Object with reversed motion path