

# Presenter Content Objects

## CHAPTER 3

### Introduction

In addition to adding content to your slides using PowerPoint objects, such as shapes, images, and text boxes, you can add special content objects from the **Articulate** ribbon.

- **Audio:** Adding audio via the **Articulate** ribbon versus the PowerPoint **Insert** tab gives you more control over your course audio. You can learn about audio in the next chapter.
- **Annotations:** You can mark up and highlight your slides with checkmarks, boxes, and other callouts.
- **Characters:** Presenter comes with a built-in library of illustrated and photographic characters to add to your course.
- **Video:** As with audio, you can add video using the PowerPoint **Insert** tab but will have more options if you use the Articulate ribbon instead. You'll also have access to simple video editing tools.
- **Flash:** Presenter makes it easy to add Flash content to your courses.
- **Web Objects:** This feature lets you embed a live Web page into your course.



Wondering where **Attachments** went? They are now called **Resources** and are part of the player interface, which is in chapter 5.

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### In This Chapter

- Annotations
- Characters
- Video
- Flash
- Web Objects

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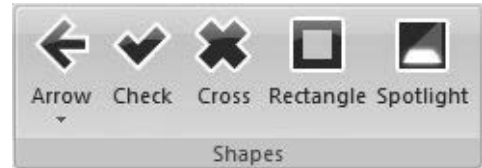
## Adding Annotations

In a classroom, an instructor might draw an arrow next to something on a whiteboard, point to something on the screen, or circle a key word on a PowerPoint slide. Presenter's annotations feature lets you draw attention to your course content in much the same way.

Your options include:

- Arrow
- Check
- Cross
- Rectangle
- Spotlight

Plus, each option has a number of variations, such as style size, color, and animation effects.



### DESIGN TIP

Why use annotations instead of PowerPoint animated graphics? You could really use both to accomplish the same goal.

Using the annotations feature can be much quicker, because creating and timing the annotations takes just a few clicks, whereas with PowerPoint graphics, you have to create them, add animations, and then time the animations. Plus, the annotation elements have a very "slick" look that adds professionalism and visual interest to your course.

Using PowerPoint graphics is sometimes better because you have more control over the timing. With annotations, you have to work very quickly to get everything where you want it at just the right time, and if you make a mistake, you have to start the slide over. With animated graphics, you can make edits and adjustments to individual items without having to start over.

Negative positioning	Positive positioning
We close at 8 p.m. on Sundays.	We are open until 8pm on Sundays.
It's not our policy.	What I am able to do is...
We don't take returns without tags on them.	We are able to offer online credit for returns without tags on them.
You need to go to our website.	This may be something you can resolve more quickly on our website. Would you like me to walk you through that?

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You need to go to our website.	This may be something you can resolve more quickly on our website. Would you like me to walk you through that?

## Add Annotations



### To add annotations:

1. Select the slide you want to start the annotation from.
2. Click the **Add Annotations** button on the **Articulate** tab.
3. Select the annotation shape you want. **(A)**
4. Configure any of the shape settings. **(B)**
5. Click the **START ANNOTATION** button. **(C)**
6. Place the annotations on the slide at the appropriate time.
  - Click where you want arrows, checks, and crosses.
  - Click and drag to draw rectangles and spotlights.
7. Select a new annotation tool and settings, if needed.
8. Place the annotation on the slide.
9. Continue steps 7 and 8 until the slide is finished.
10. Click the **STOP ANNOTATION** button (where the **START ANNOTATION** button was previously) or wait until the slide has finished playing.
11. Click the **Next** arrow to go to the next slide, or select a new slide from the drop-down menu. **(D)**
12. Repeat steps 3 through 11 as needed.
13. Click **Save & Close**.



### CAUTION

- After you click the **STOP ANIMATION** button, it turns back into the **START ANIMATION** button. If you click that button again for a slide you have already done, it erases what you have and starts over.
- You cannot get out of this view without saving, so if you don't want to keep your annotations, record a blank annotation session before closing.
- You cannot adjust annotations in the **Audio Editor**. If you need to change the annotations, re-record them from this screen.



### TIME SAVERS

- You can practice your annotations as much as you want before clicking the **START ANIMATIONS** button.
- If you need time to switch tools or settings, click the **Pause** button so you can take as much time as you need. Click the **RESUME** button when you are ready to continue.
- You can switch back and forth between **Record Narration**, **Sync Animations**, and **Add Annotations** with the drop-down menu on the left of the **Narration** ribbon.

## Annotation Modes

There are two annotation modes that determine what happens when you add a second annotation.

### Show One

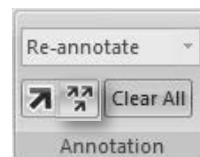
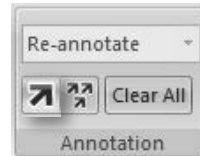
With **Show One** mode, each annotation disappears when the next one is added. For example, if you are emphasizing three key points, you may want only one mark to appear at a time.

### Show All

With **Show All** mode, each annotation stays on the screen even as you add more. For example, when emphasizing the same three key points, you may instead want to keep each mark up so all three eventually show together.

You can switch back and forth between modes during a single annotation session by clicking the button for the mode you want.

Click the **Clear All** button when you want to make all the annotations currently on the slide to disappear.



## DESIGN TIPS

- If you want to line up several annotations perfectly (like the three cross marks above), draw a line on the PowerPoint slide to serve as a guide. After you've added the annotations, you can delete the line from the slide.
- Even in **Show All** mode, you can only have one spotlight on the slide at a time.
- You can create a quick course tutorial with annotations. Use the **Arrow** shape to point to various course elements in the player interface (such as the **Notes** or **Attachments** tab) as you explain them. You won't see the player template while in an annotation session, so put markers on your slide to use as reference, and then delete them when you are done.
- You can have annotations and animations on the same slide. Just be sure not to overdo it!



## BRIGHT IDEA

- When you bring up a slide in **Annotation** mode, you can't see any annotations that might be there. But if you look just above the **Show One** and **Show All** buttons, it says **Annotate** if there aren't any, and **Re-annotate** if there already are some. Paying attention to this can keep you from erasing existing annotations.
- If you change the audio files, the annotations may not match. Wait until everything is finalized before annotating to prevent re-work.
- You can add annotations when you record audio. While in **Record Narration** mode, check the box for **Show Annotation Tools**.

## Annotation Settings

### Arrow Style

The **Arrow** shape has a drop-down menu that lets you choose from 4 different designs and 8 different directions.

### Color Menus

#### Fill Color

The **Arrow**, **Check**, and **Cross** shapes let you select a fill color. In addition to selecting from the palette of options, you can select **More Fill Colors** to mix your own color.

If you'd like to see the slide elements slightly through the shape, select the **Semitransparent Fill** option.

#### Spotlight

The **Spotlight** shape has a reverse fill, meaning the area on the outside of the shape is filled. You can select that color from the **Spotlight** menu, which is only available when that shape is active. It functions just like the **Fill** menu, except that there is no **Semitransparent Fill** option since the **Spotlight** shape always uses a semitransparent fill.



### DESIGN TIP

For a light slide, use a dark spotlight color.  
For a slide with dark or strong colors, use a light spotlight color.

### Outline

All shape types let you select an outline color, using the same color options as the **Fill** menu.

### Animation Effects

Each of the shapes has various options for animation effects.

**Fade**, **Bounce**, **Draw**, and **Stretch** can either be done once, three times, or continuously in a loop until the next animation or until the shape is cleared.

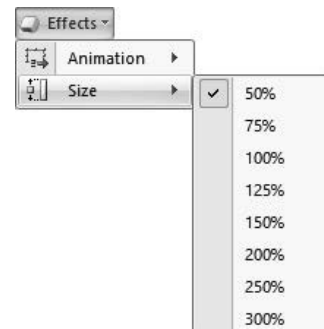
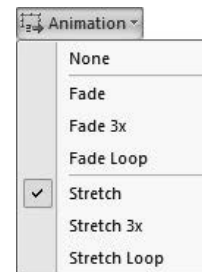
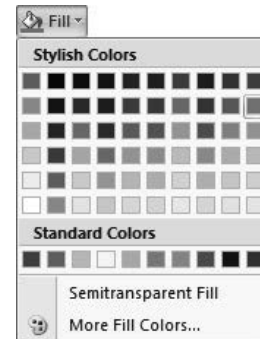
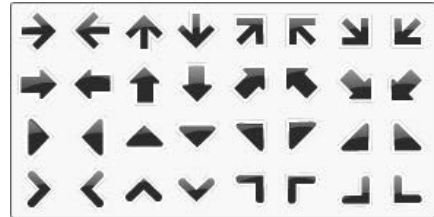
For the **Rectangle** shape, the animation options are on an **Animation** button, rather than as a sub-menu on the **Effects** button.

### Size

The **Arrow**, **Check**, and **Cross** shapes let you select a shape size. (**Rectangle** and **Spotlight** shapes are drawn by you, so you determine the size.)

### Corners

The **Rectangle** and **Spotlight** shapes can have either straight or rounded corners. **Rectangle** corners are controlled from the **Corners** drop-down button. Spotlight corners are controlled from the **Corners** sub-menu on the **Effects** button.



# Characters

Presenter '13 comes with a built-in library of illustrated and photographic characters to add to your courses. Each character comes with a variety of views, poses, expressions, and perspectives to create a custom graphic. Presenter comes with 40 illustrated characters and one photographic character. Additional photographic characters are available for purchase on the Articulate Website.



*Illustrated character*

*Photographic character*

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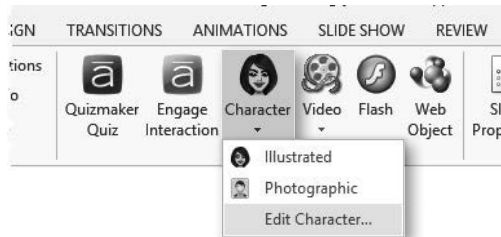
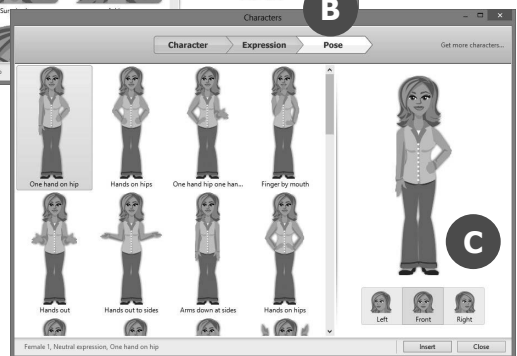
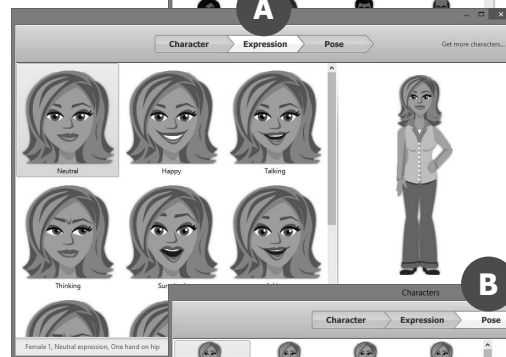
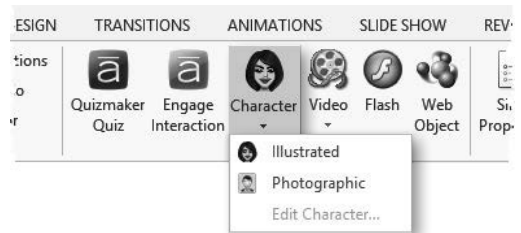
## Insert and Edit Characters

### To insert a character:

1. Go to the **Articulate** tab.
2. Click the **Character** button.
3. Select **Illustrated** or **Photographic**.
4. Select the character you want.
5. Click the **Expression** tab. **(A)**
6. Select the expression you want.
7. Click the **Pose** tab. **(B)**
8. Select the pose you want.
9. Click **Left**, **Front**, or **Right** to select the perspective you want. **(C)**
10. Click the **Insert** button. **(D)**

### To change a character:

1. Select the character on the slide.
2. Go to the **Articulate** tab.
3. Click the **Character** button.
4. Select **Edit Character**. **(E)**
5. Make your changes in the dialog box.
6. Click **OK**.



**E**

**D**

## Video

Presenter '13 accepts a wide variety of video formats. In addition to adding an existing video file, you can also embed a video from popular sites such as YouTube and Vimeo or record a video from your webcam or other attached video. Once the video is on the slide, you have some simple editing tools available right from the ribbon.

In addition to putting a video on your slides, you can also put a video in the presenter panel in the player interface.

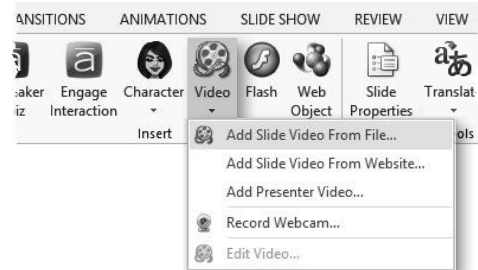
Macromedia Flash (\*.swf)  
Flash Video (\*.flv)  
AVI Files (\*.avi)  
Windows Media Files (\*.wmv; \*.asf)  
QuickTime Files (\*.mov; \*.qt)  
MPEG Files (\*.mpg; \*.mpeg; \*.m1v; \*.m2v; \*.m4v; \*.mp4)  
Digital Video Files (\*.dv)  
3G Video Files (\*.3gp; \*.3g2)

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### Insert a Video From a File

**To insert a video from a file:**

1. Go to the **Insert** tab.
2. Click the **Video** button.
3. Select **Video From File**.
4. Find and select the file you want.
5. Click the **Open** button.
6. Configure the options.
7. Click the **OK** button.



### Video Insertion Options

#### Show Video

**In slide:** Leave the default of **In slide** if you want the video to appear on the slide.

**In new browser window:** Select this option if you want the video to play in a new browser window.

#### Play Video

**Automatically:** As the default option, the video will play when the student arrives on the slide without the student needing to do anything extra.

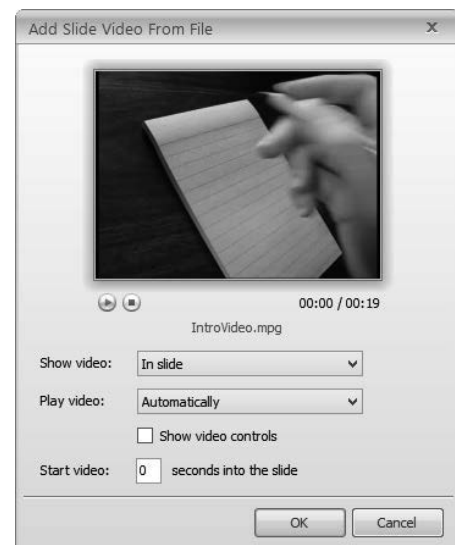
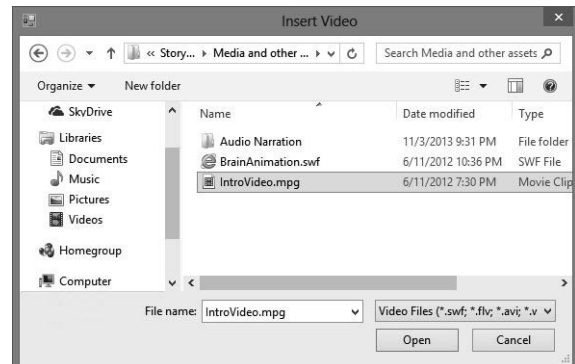
**When clicked:** If you select this option, the video will not play until the student clicks the video.

#### Show Video Controls

Check this box if you want to include a control toolbar at the bottom of the video. This toolbar lets the student play, pause, go back, or jump forward.

#### Start Video

If you don't want to start the video as soon as the slide begins, enter the number of seconds you want for the delay.



### CAUTION

If you have other elements on the slide that have timings, be careful about letting the student control the video. If you let the students decide when to start the video or let them pause the video using the control toolbar, the rest of the slide elements will continue to play. (Another option is to just let them use the standard player seekbar to pause the video, as that will pause all slide elements.)

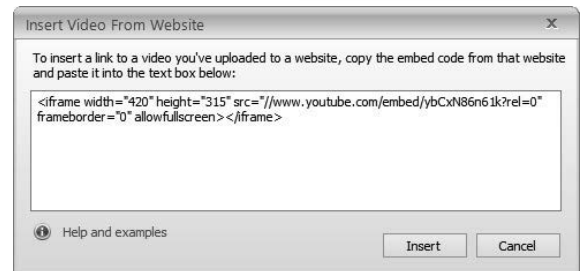
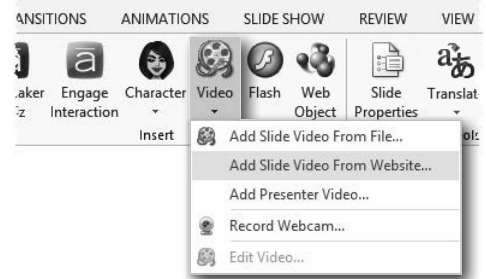
## Add Video From a Website

You can add video to your slides from popular video sharing Websites such as YouTube, Vimeo, or any other Website that provides an embed code.

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### To import a video from a Website:

1. Go to the Web page with the video you want to import.
2. Find and copy the embed code. (See below.)
3. In Presenter, go to the **Articulate** tab.
4. Click the **Video** button.
5. Select **Add Slide Video From Website**.
6. Paste the embed code in the space provided.
7. Click the **Insert** button.
8. Enter the properties as described on the previous page.
9. Click the **OK**.



### Finding Embed Codes

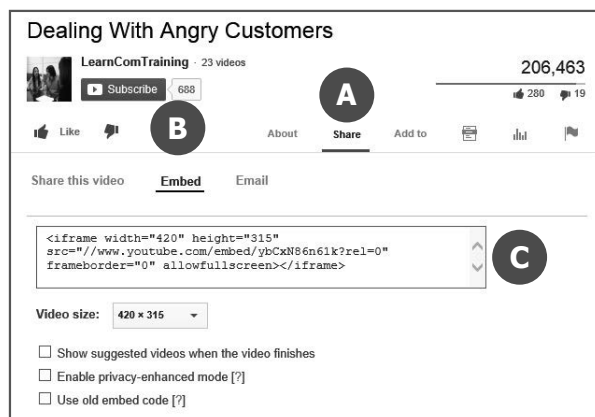
How do you find the embed code? Here are the methods for two popular video-sharing sites (at the time of publication).

#### YouTube

1. Click the **Share** link below the video. **(A)**
2. Click the **Embed** link that appears. **(B)**
3. Copy the code that appears below the video. **(C)**

#### Vimeo

1. Hover your mouse over the video.
2. Click the **Share** icon. **(D)**
3. Copy the embed code in the pop-up window. **(E)**

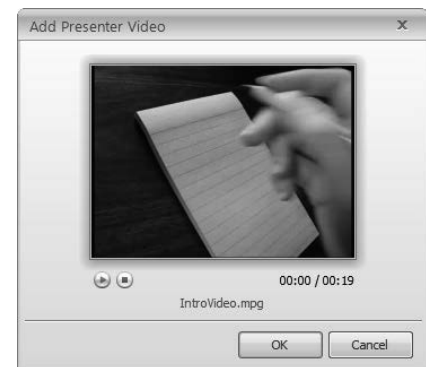
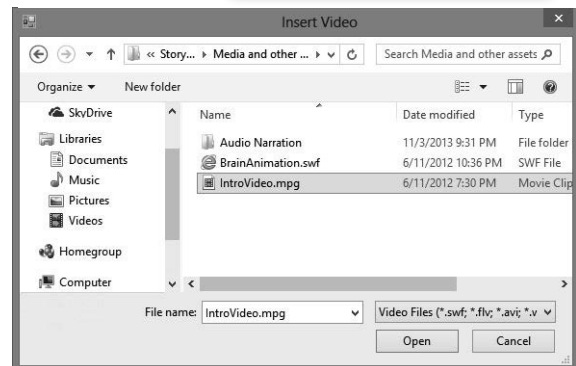
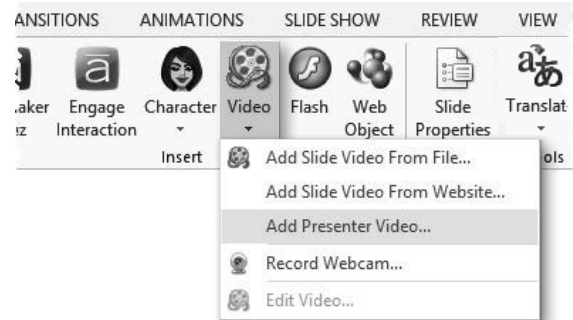


## Add a Video to the Presenter Panel

Rather than putting a video on the slide or in a pop-up browser window, you can put a video in the **Presenter** panel in the player interface for a given slide. For example, you can put a video of a subject-matter expert presenting a concept in the **Presenter** panel while relevant images or diagrams appear on the slide.

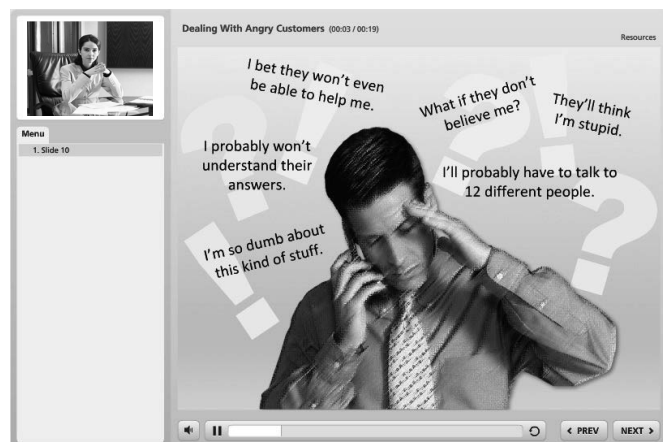
### To add a video to the Presenter panel:

1. Go to the **Articulate** tab.
2. Click the **Video** button.
3. Select **Add Presenter Video**.
4. Find and select the video you want.
5. Click the **OK** button.
6. Click the **OK** button in the preview window.



## CAUTION

- Don't worry if you don't see the video as soon as you add it. It will not show up in the PowerPoint slide. You can see it when you preview the slide in Presenter.
- Be careful about having audio on a slide where you use a presenter video. The video auto-plays, and you most likely wouldn't want it to play over your audio.



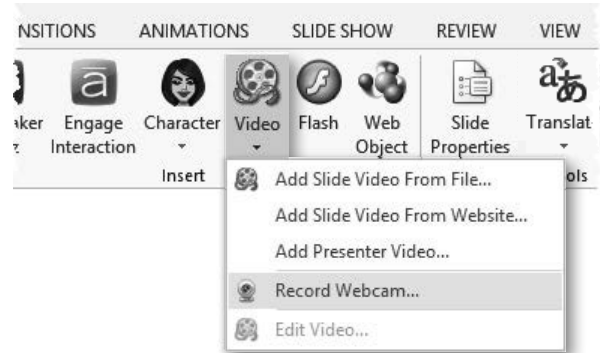
## Record Video in Presenter

If you have a webcam or video camera attached to your computer, you can record video from within Presenter.

### To record video in Presenter:

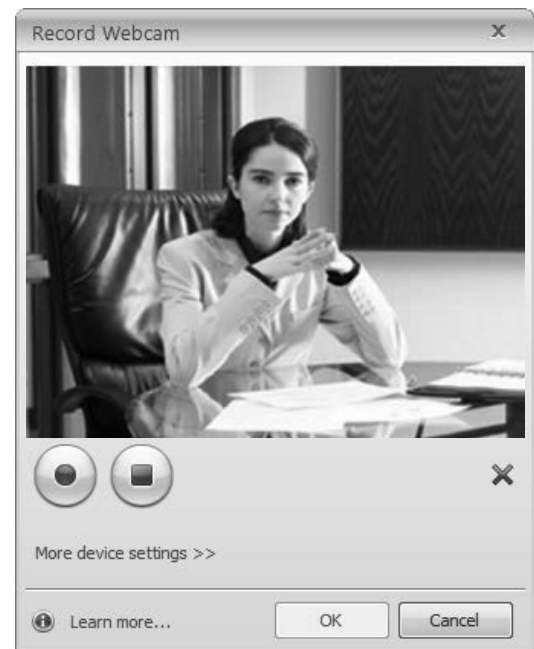
1. Go to the **Articulate** tab.
2. Click the **Video** button.
3. Select **Record Webcam**.
4. Click the **Record** button.
5. Do whatever you plan to record.
6. Click the **Stop** button.
7. Click the **OK** button.

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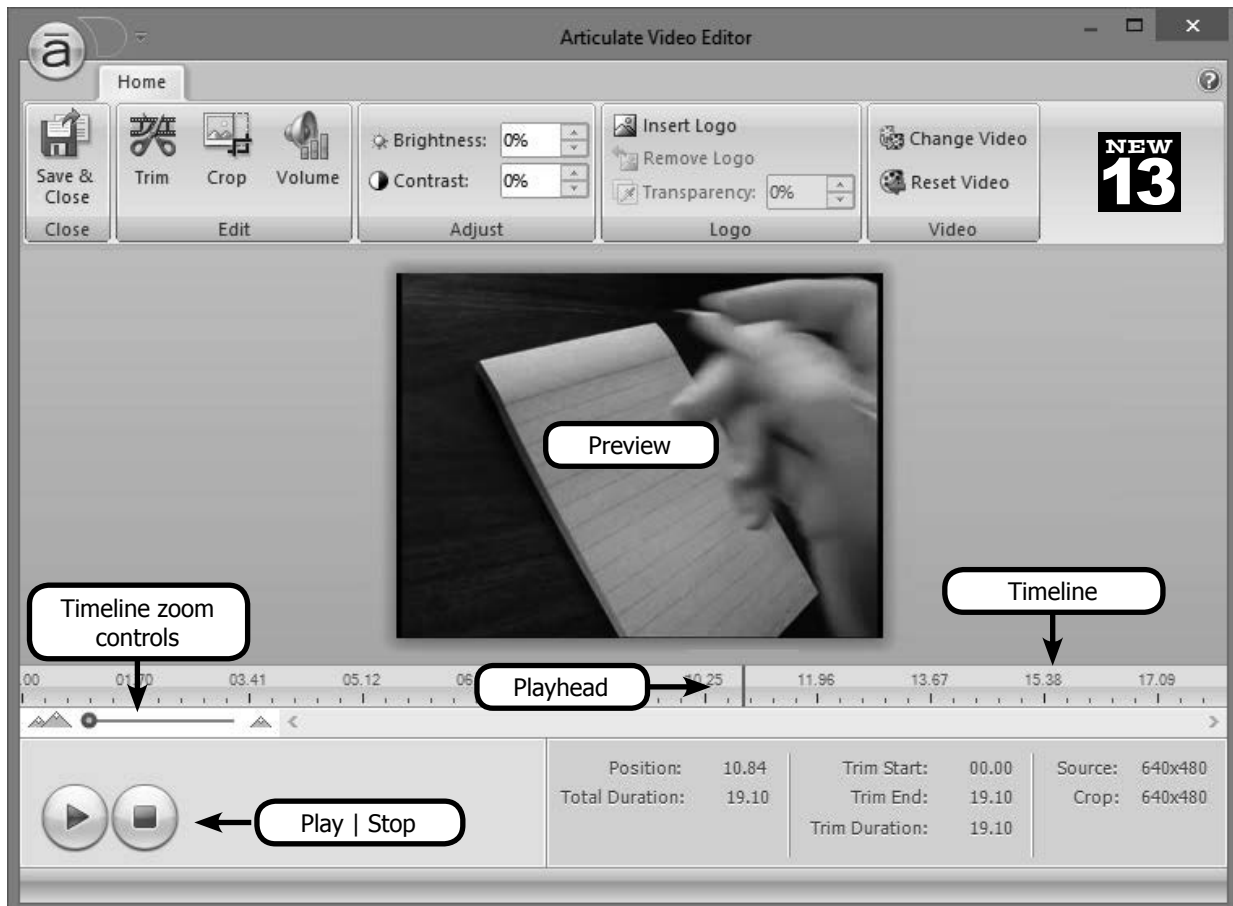


Click the **More device settings** link for the following options:

- **Video Device:** Presenter automatically searches for a webcam on your computer. If one is not found, a **No Signal** message is displayed. If this happens, use this drop-down menu to select your webcam. You can also use this menu if you want to use a different webcam than the one that was automatically selected.
- **Advanced:** This link gives you access to any webcam management software that you might have on your system. It allows you to adjust the color, brightness, contrast, special effects, etc., independent of the settings.
- **Video Size:** This menu gives you options for the pixel size of the video to be captured, based on the settings available for your camera.
- **Audio Device:** From this drop-down menu, you can select which audio device is used to record audio in conjunction with the video. In most cases, there will be an audio option for your webcam.



## Editing Video



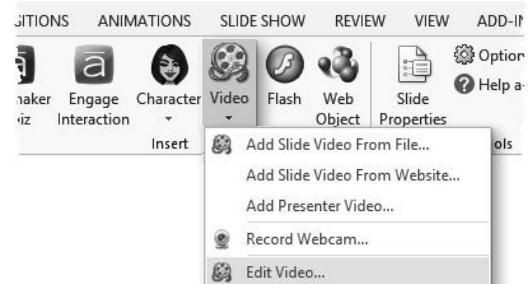
### Working in the Video Editor

- Click in the timeline to move the playhead.
- Click the **Play** button to play from the playhead.
- To fast-forward through the video, drag the red playhead indicator along the timeline.
- To zoom in or out of the video timeline, click and drag the zoom slider. This slider does not change the size of the video. Instead, it provides more or less detail on the timeline. Zoom in for very precise placement of trim points, logos, etc.

## Edit Video

### To edit video:

1. Select the video on the slide.
2. Go to the **Articulate** tab.
3. Click the **Video** button.
4. Select **Edit Video**.
5. Make the changes you want. (See next page.)
6. Click the **Save & Close** button.



## Video Editing Options

### From the Video Editor:

#### To trim off the beginning or end of the video:

1. Click the **Trim** button.
2. Click and drag the dark gray bar on the left side of the timeline to where you want to begin the published video. **(A)**
3. Slide the gray bar on the right side of the timeline to where you want to end the published video. **(B)**

#### To crop a video:

1. Click the **Crop** button.
2. Click and drag the corner handles to outline the area you want to include in your video. **(C)**
3. Click and drag the middle of the crop box to move it around.



### BRIGHT IDEAS

- Your full video stays on the timeline, so you can make changes to the trim or crop at any time.
- If you decide you don't want the trim or crop later, click the **Trim** or **Crop** button again to remove them. The settings are saved if you ever decide to activate them again.

#### To change the volume of the video:

1. Click the **Volume** button.
2. Click and drag the slider left (lower volume) or right (higher volume).
3. Click the **OK** button.

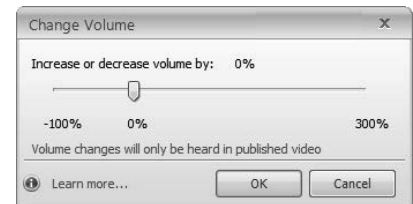
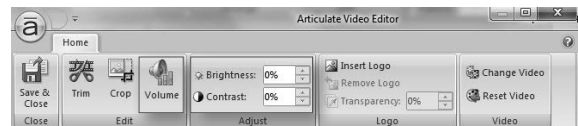
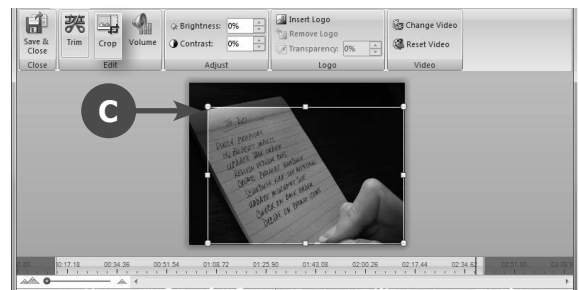
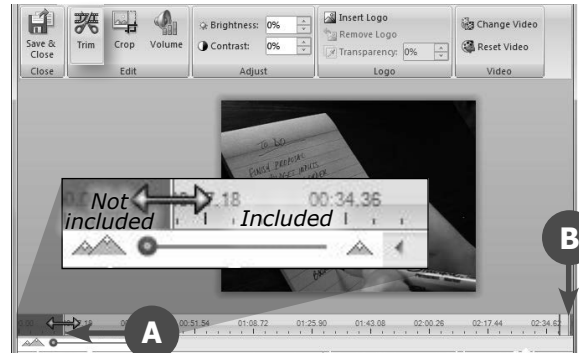
Note that the volume changes will only be heard when your project is published.

#### To change the brightness of the video:

1. In the **Brightness** field, enter a positive number (brighter) or negative number (darker) from -100 to 100.

#### To change the contrast of the video:

1. In the **Contrast** field, enter a positive number (more contrast) or negative number (less contrast) from -100 to 100.



### BRIGHT IDEA

#### What happened to Video Encoder?

Presenter '09 only accepted **.flv** and certain **.mp4** videos. Because of this, Studio '09 came with a separate utility called Video Encoder that let you convert other video formats to various video formats to **.flv** format. Since Presenter '13 accepts so many additional video types, Video Encoder is no longer necessary.

## Video Editing Options (cont'd)

### To add a logo to the video:

1. Click the **Insert Logo** button.
2. Find and select the image you want.
3. Click the **Open** button.
4. Click and drag the corner handles to resize the image.
5. Click and drag the image to reposition it.

### Options

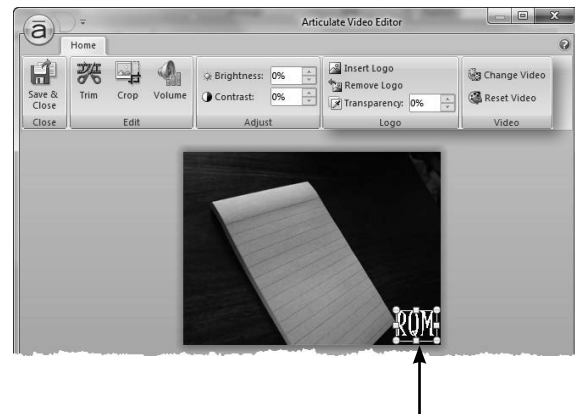
- You can remove the logo by clicking the **Remove Logo** button.
- You can create a watermarked logo by adjusting the transparency in the **Transparency** field.

### To replace the current video with a new file:

1. Click the **Change Video** button.
2. Find and select the video file you want.
3. Click the **Open** button.

### To reset the video to its original settings:

1. Click the **Reset Video** button.



## BRIGHT IDEAS

- Even if you are publishing your course for iPhone or iPad, you can still use **.flv** Flash video in your course. When you publish, your video is converted to **.mp4** format automatically.
- When you publish, the video is compressed. You can adjust the quality settings to find the right balance between quality and file size.

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Quality settings, p. 95

- Once you have inserted a video or Flash file, you can't go back and change the insertion settings. You would need to re-insert the file.

## Flash Files

Flash files include an animation or interaction created in Adobe Flash or any number of other software packages that publish to Flash, such as Raptivity or Captivate. These files have an extension of **.swf**.

Once inserted, Flash files play much like video files: you can have them play in the slide or in a separate browser window.



### CAUTION

If you insert a **.swf** Flash file, it will NOT be converted to another file format when you publish. Therefore, it will not play on an iPhone or iPad.

## Insert a Flash File

### To insert a Flash file:

1. Go to the **Articulate** tab.
2. Click the **Flash** button.
3. Find and select the file you want.
4. Click the **Open** button.
5. Configure the properties. (See below.)
6. Click the **OK** button.

## Flash Insertion Options

### Show Flash

**In slide:** Leave the default of **In slide** if you want the Flash file to appear on the slide.

**In new browser window:** Select this option if you want the Flash file to play in a new browser window.

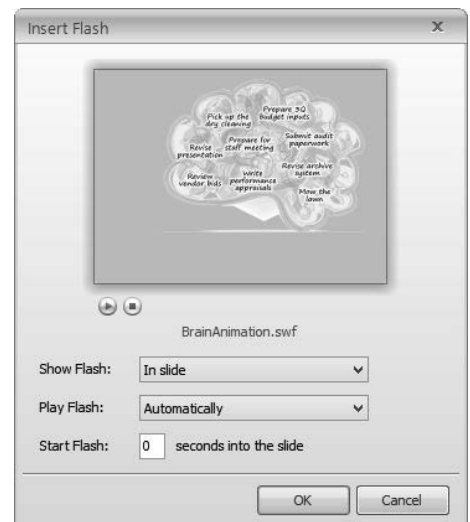
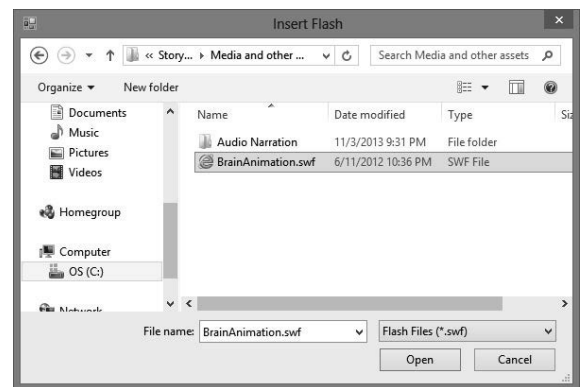
### Play Flash

**Automatically:** The default option, the Flash file will play when the student arrives on the slide without the student needing to do anything extra.

**When clicked:** If you select this option, the Flash file will not play until the student clicks it.

### Start Flash

If you don't want to start the Flash file as soon as the slide begins, enter the number of seconds you want for the delay.



## POWER TIPS

Some Flash animation files need to call other, external files. For example, you might have software that creates a crossword puzzle as a **.swf** file that calls a text file for the words. In cases like this, use the **Web Object** feature so that the additional files are included.



Web objects, p. 36

You can also add a Flash file in the logo panel in the player interface.



Player logo, p. 58

## Web Objects

You can use Web objects to insert anything that exists on a Web page into your course. While a hyperlink takes the student to a Website outside the course, a Web object can embed the page into the course itself.

The student can interact with all buttons, links, etc. on the Website but does not have access to the **Address** bar. Using a Web object instead of a hyperlink helps keep the student focused on your course, prevents them from having to manage multiple windows, and avoids issues with pop-up blockers.

You can also use Web objects to insert HTML files into your course. For example, you might create an interaction with another authoring tool. You can use a Web object to insert the files for that interaction into your course.

### Insert a Web Object

To insert a Web object:

1. Go to the **Articulate** tab.
2. Click the **Web Object** button.
3. Type the Web address in the **Address** field.
4. Select the options you want. (See below.)
5. Click the **OK** button.
6. Position the Web object placeholder to the size and location you want.

### Options

#### Display

- **Display in slide:** This option, selected by default, embeds the Web page into the slide.
- **Display in a new browser window:** Select this option if you would rather have the Web page open in its own window. This option works more like a traditional hyperlink instead of an embedded page.
- **Start Web Object:** If you don't want the Web page to appear when the slide loads, enter the number of seconds you want for the delay.

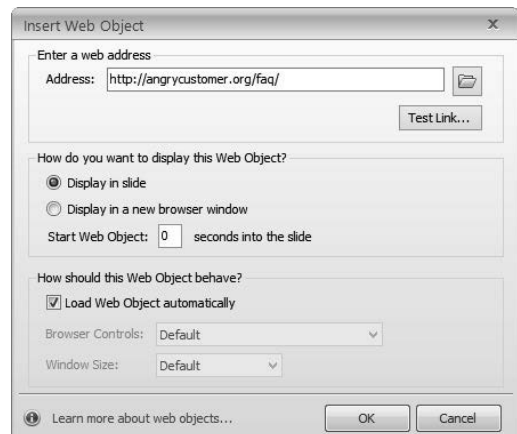
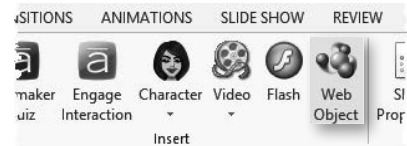
#### Behavior

- **Load Web Object Automatically:** If you leave this selected, the Web object is active as soon the slide appears. Uncheck it to show a thumbnail that the student must click to activate the page.
- **Browser Controls:** If you choose to display the Web object in a new browser window, you can indicate whether or not you want that new window to include standard browser controls.
- **Window Size:** Also available if the Web object will display in a new window, you can either set the page to appear at the student's default browser size, full screen, or a custom size that you enter.



### CAUTION

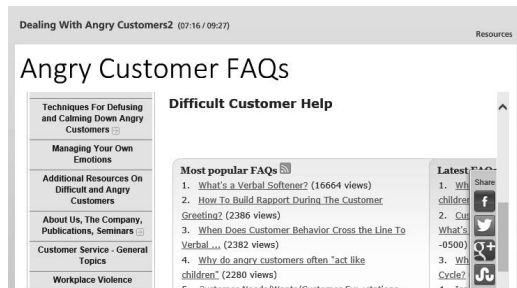
If you are linking to an Internet or intranet site, the student must have a connection to be able to view the Web object content.



### Angry Customer FAQs



Web object placeholder on slide



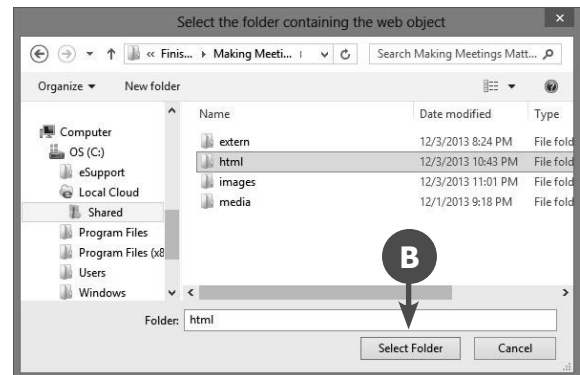
Active Web object in published course

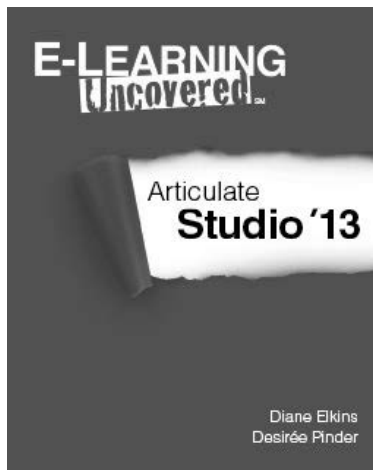
## Insert a Web Object (cont'd)

Rather than embedding an Internet or intranet page, you can also embed HTML files as a Web object. Before performing this procedure, have all of the necessary files in one folder, and make sure the file that launches everything is called **index.html** or **index.htm**.

### To insert files as a Web object:

1. Go to the **Articulate** tab.
2. Click the **Web Object** button.
3. Click the **Browse** button. **(A)**
4. Find and select the folder with the Web files.
5. Click the **Select Folder** button. **(B)**
6. Click the **Test Link** button to make sure your files work. **(C)**
7. Select the options you want. (See previous page.)
8. Click the **OK** button.
9. Position the Web object placeholder to the size and location you want.





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