
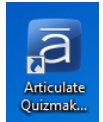
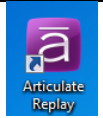



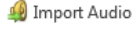
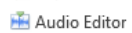














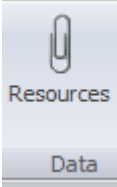

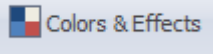

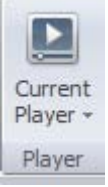


Icons by Folder View

Icon	Description/Use
Articulate File Icons	
	Engage interactions are displayed as green and can be housed in the presentation and outside the presentation and imported. Templates have been created for you to use and housed in the PowerPoint template.
	Presenter files are displayed as red and titled the same as the presentation. Only one file is created for a courses and is created when Articulate functionality is activated.
	Quizmaker interactions are displayed as blue and can be housed in the presentation and outside the presentation and imported. Templates have been created for you to use and are housed in the PowerPoint template.
	<i>Replay interactions are displayed as purple and can be housed in the presentation and outside the presentation and imported.</i>
Narration	
	Clicking on this icon opens the presentation with the narration tab displaying across the top of the screen. The slide and the notes for the slide display side-by-side and under the screen. From here you are able to create narration, change when annotations display.
	Clicking on this icon opens the presentation with the narration tab displaying across the top of the screen. The annotation control are located to the right of the Control Panel.
	Clicking on this icon opens the presentation with the narration tab displaying across the top of the screen. From there you are able to add annotations and use the start sync button to time the order of the annotations in relation to the narration.
	This icon displays the import audio screen and allows you to choose the slide and browser for and insert and audio file. You are also able to export any audio files you have created
	This displays the audio editor where you can make changes to audio files in the course. Common actions include importing an audio file,

	adding silence before and after the file and standardizing the volume of the files.
Insert	
 Quizmaker Quiz	Clicking on this icon displays the quizzes and interaction menu where you are able to create a new quiz or insert one that has been created for you as a template.
 Engage Interaction	Clicking on this icon displays the quizzes and interaction menu where you are able to create a new interaction or insert one that has been created for you as a template.
 Character ▼	Displays a menu where you are able to insert a character into the presentation. Please only the photographic characters.
 Video ▼	Displays a menu where you are able to record or insert video into the presentation. When you select the video you can choose to have it display in the sidebar, above the Glossary or in the slide.
 Flash ▼	Displays a menu where you are able to add a flash file to the presentation.
 Web Object ▼	Displays a menu where you are able to add a web object to the presentation and have it open. This can be useful to display content from webpage you want your users to bookmark or be familiar with.
Tools	
 Slide Properties	This displays the properties of the slide and allow you make changes to how the slide is advanced by the user, add a presenter or playlist and change the control settings for one or more slides. More advanced functionality allows you to create branches.
 Options	Displays the Presenter Options menu where you can the timing of the slides without audio or video. Selecting the other icon, allows you to change other options for recording and general settings.
 Help and Support ▼	One of the most useful icons in the menu allows you to get help online and access the Articulate user guide.

Publish	
 Player	<p>This icon displays the player menu from here you are able to make many changes to the way your presentation. The default display is the features where you can make changes to the skin of your presentation. Menu allows you promote or demote the slides in your menu. Resources allows you to add documents to the presentation. Glossary allows you to add terms to the glossary. You also able to change the default font and the look and feel the player and background. Through the current player you are able to add the templates to your course.</p>
 Preview ▼	<p>Displays a preview of the current, next three or range of slides so you are able to see how the changes you made to the course are displayed.</p>
 Publish	<p>Display the Publishing menu where you are able to select what you want to publish. The two most common publishing options are to the LMS for upload and to Word as a storyboard.</p>
Properties (accessible only through the Player icon)	
	<p>This is the default view and allows you to change the skin of the presentation</p>
	<p>The menu button allows you to promote or demote the order of slides to create sections within the course. If you have created sections within your PowerPoint it will be published as sections.</p>
	<p>This allows you to create, edit or delete resources from the course. The resource materials are imported into the presentation and are displayed when the user clicks on the resources tab.</p>
	<p>This allows you to create, edit or delete terms from the glossary. The term displays when you click on the glossary tab.</p>

	Displays a menu where you are able to change the default font and color scheme of the presentation.
	Allows you to make changes to how the course displays when it is viewed by the eLearning. Note: Do not make any changes to this section as they may impact the functionality of your presentation.
	This icon allows you to open other templates and import or export templates. Four standard templates have been created for you to use.