Create and Maintain Conversation Interactions

# Exploring the Editor

The Conversation editor has three columns with the following panels:

* **Steps**: Located on the left side of the screen, this panel is used to manage steps for the Conversation.
* **Text**: Located in the middle of the screen, this panel is used to switch characters and [add text](https://community.articulate.com/tutorials/products/adding-and-formatting-text.aspx) to each step.
* **Audio**: Located in the upper right corner of the editor, this panel is used to add and edit [audio](https://community.articulate.com/tutorials/products/adding-audio.aspx).
* **Media**: Located in the lower right corner, this panel is used to add [pictures](https://community.articulate.com/tutorials/products/adding-pictures-in-articulate-engage.aspx), [characters](https://community.articulate.com/tutorials/products/adding-characters-in-articulate-engage.aspx), [videos](https://community.articulate.com/tutorials/products/adding-videos-in-articulate-engage.aspx), and [Flash files](https://community.articulate.com/tutorials/products/adding-flash-files-in-articulate-engage.aspx).



# Adding Steps

To add a step to the Conversation, do any of the following:

* Press **Ctrl+M**.
* Go to the **Conversation** tab on the ribbon, and click **Add Step**. 
* Click the **Create a new step** button in the lower left corner of the **Steps** panel. 
* Click the **Duplicate** button at the bottom of the **Steps** panel to copy the currently selected step(s). 

New steps get added just below the step that's currently selected in the **Steps** panel—unless the summary is selected, in which case new steps get added above it.

**Tip**: A Conversation interaction can have an unlimited number of steps.

# Changing Characters

To change the character that's speaking, select a step in the **Steps** panel. Then click the **Change character** button at the top of the text panel, and choose one of the following options.



* **Characters in use**: Characters that have already been added to the interaction will appear at the top of the list. If you want to reuse one of them, simply click its avatar.
* **Picture from file**: Select this option if you want to choose an image from your computer. Browse to the image, and click **Open**.
* **Choose illustrated character**: Select this option to use one of the illustrated characters that comes bundled with Articulate Engage. When the **Characters** window opens, choose a character, expression, pose, and perspective. As you make selections, the character preview pane on the right side of the window will update to reflect your choices. When you're finished, click **Insert**. 
* **Choose photographic character**: Select this option to use a photographic character. (Engage comes with one photographic character, but you can purchase additional characters in the [Articulate Store](http://www.articulate.com/store/store-characters.php).) When the **Characters** window opens, choose a character and pose. As you make selections, the character preview pane on the right side of the window will update to reflect your choices. When you're finished, click **Insert**. 

**Note**: Characters will always display on the left side of the conversation.

# Rearranging Steps

To change the order of steps, select one or more steps in the **Steps** panel, and do any of the following:

* Drag them to a new location in the list. An orange line will move with your mouse to indicate where the steps will be when your mouse is released. 
* Go to the **Conversation** tab on the ribbon, click **Move Step**, and select either **Up** or **Down**. 
* Use the **Up** and **Down** arrows at the bottom of the **Steps** panel. 

**Note**: The introduction and summary can't be moved.

# Deleting Steps

To delete a step, select it in the **Steps** panel, and do any of the following:

* Press the **Delete** key on your keyboard.
* Go to the **Conversation** tab on the ribbon, and click **Delete Step**. 
* Click the **Delete** button at the bottom of the **Steps** panel. 

**Tip**: You can't delete the introduction or summary, but you can [hide them](https://community.articulate.com/tutorials/products/adding-and-removing-introductions-and-summaries.aspx).