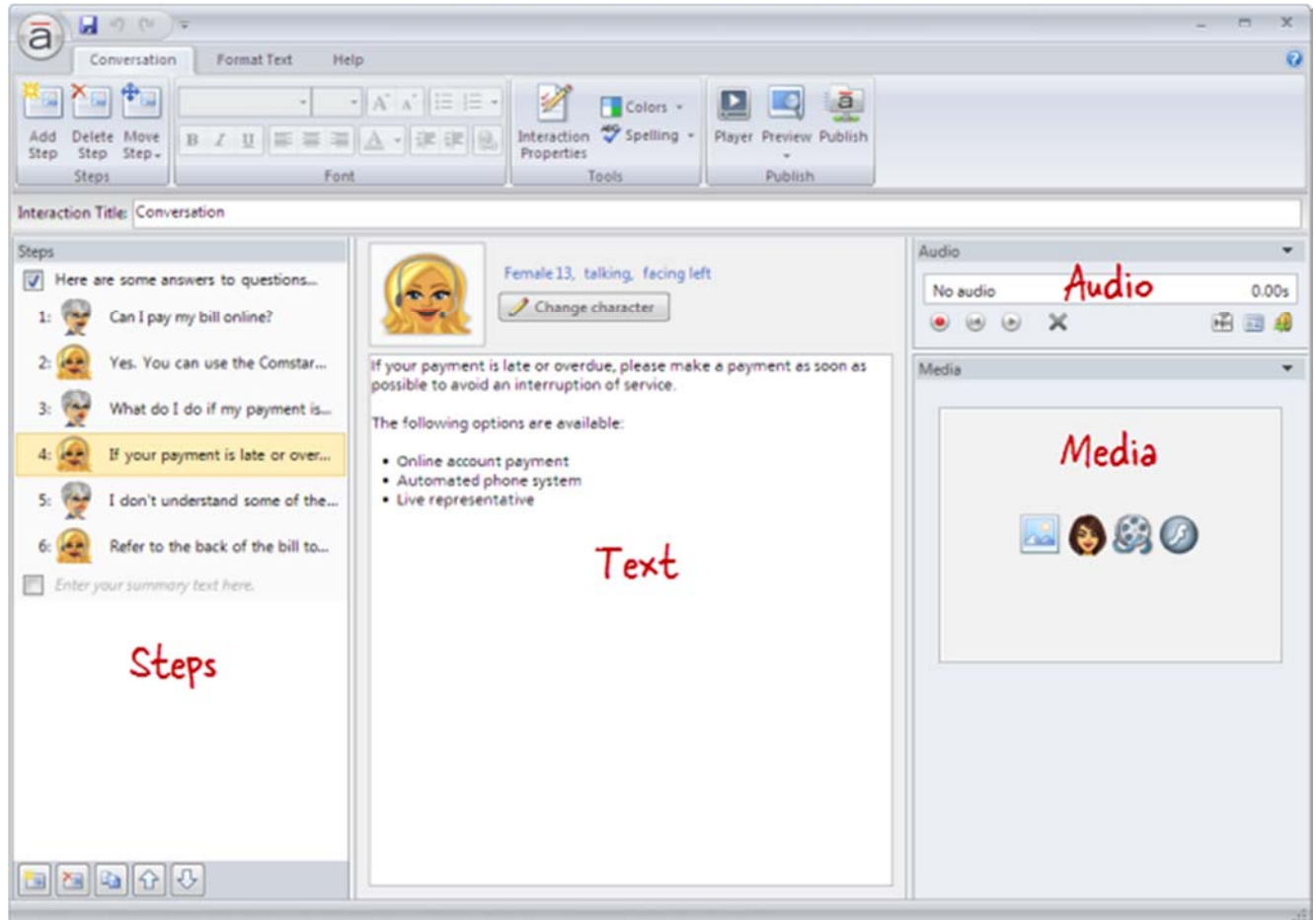


# Create and Maintain Conversation Interactions

## Exploring the Editor

The Conversation editor has three columns with the following panels:

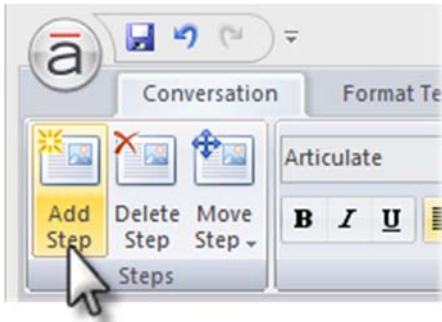
- **Steps:** Located on the left side of the screen, this panel is used to manage steps for the Conversation.
- **Text:** Located in the middle of the screen, this panel is used to switch characters and [add text](#) to each step.
- **Audio:** Located in the upper right corner of the editor, this panel is used to add and edit [audio](#).
- **Media:** Located in the lower right corner, this panel is used to add [pictures](#), [characters](#), [videos](#), and [Flash files](#).



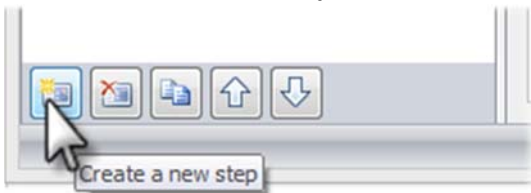
## Adding Steps

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



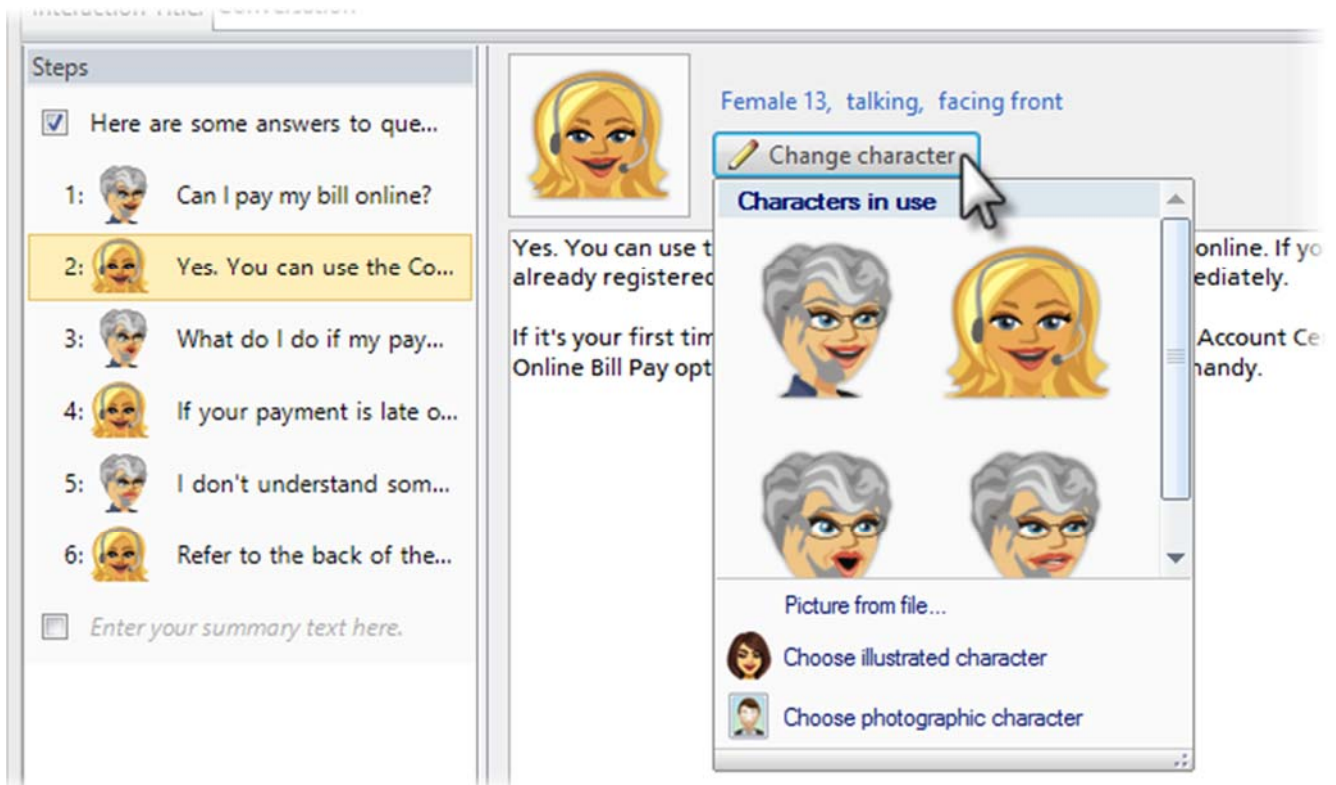
step(s).

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](#).) 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**.

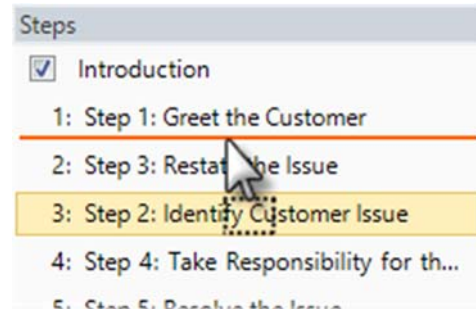


**Note:** Characters will always display on the left side of the conversation.

## Rearranging Steps

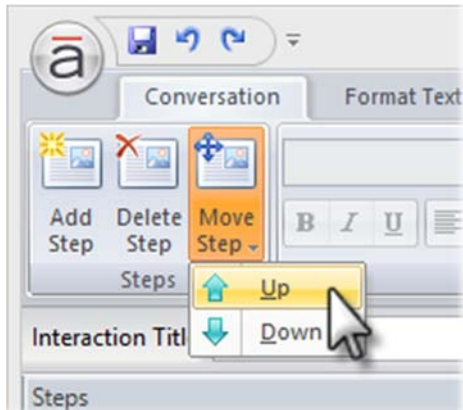
To change the order of steps, select one or more steps in the **Steps** panel, and do any of the following:

- 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.

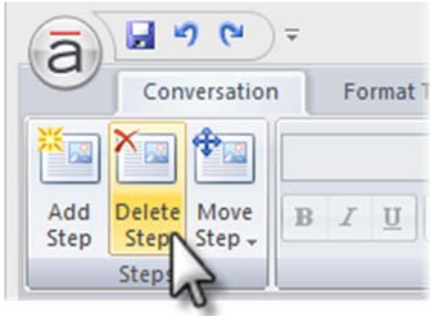


**Note:** The introduction and summary can't be moved.

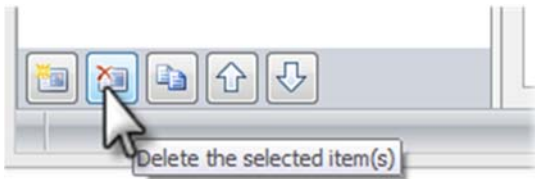
## Deleting Steps

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](#).