Change Optional File Download Slide

**Prerequisites:**

Prior to performing this task you must have the following:

* File must be uploaded to the Internet or Intranet site. Send Tara Galvez the files along with the request.
* Completed Captivate course file from the developer.

**Overview:**

The following steps guide you through the process of linking a document to the Captivate shell and testing the link to ensure it works.

**Steps:**

1. Open the completed Captivate course from the developer and Navigate to the *Optional File Download* slide.

**Note**: The Optional File Download slide should be the second slide in the course. If it has been deleted copy and paste this slide from the Captivate Project shell file.

1. Double left click on the **Yes**  button. The screen updates and the Properties screen should now display on the right.

**Note**: If the *Properties* screen does not display, select the **Properties**  button located in the upper right-hand corner of the screen.

1. Select the **Actions**  tab. The screen updates to display the details of the *Actions* the tab.
2. Confirm the *Continue Playing the Project*, *Infinite Attempts*, and *Hint* checkboxes are selected. If the are not selected check them now.
3. Select the **URL**: field and enter the URL (link) provided to you by Tara in her email response to you.
4. Now confirm the button works. Select the **Preview**  button.
5. Select the **Project**  option from the Preview menu.
6. A separate window opens displaying the course. Navigate to the *Optional File Download* slide.
7. Click the **Yes**  button to test the link.

**Note**: Enter your credentials if prompted.

1. Save the file to your desk top.

**Note**: If the link does not take you to the file, perform the following tasks to troubleshoot the file.

* Confirm the link to the folder is correct and repeat steps 2 through 10.
* Contact Tara and confirm the link that was sent links to the correct file
* Confirm you are connected to the internet or intranet.

**Conclusion:**

You have linked a document to the Captivate shell and tested the link to ensure it works by previewing the file.

**Next Steps:**

* Use Captivate Course Checklist to check the course works as expected.
* Publish Course
* Upload to the LMS