Trainer's Portal Documentation

Microsoft Office PowerPoint® 2003

To embed and play a Flash file in your presentation:

1. Install the Macromedia Flash Player on your computer.

2. In normal view in PowerPoint, display the slide on which you want to play the animation.

3. On the View menu, point to Toolbars, and then click Control Toolbox. (In Word 2010, click the "Developer" tab, then find the Control Toolbox in the "Controls" section.)

4. In the Control Toolbox, click More Controls (the button with the hammer and wrench icon).


5. In the list, scroll down and click Shockwave Flash Object, then drag on the slide to draw the control. You can resize the control at any point by dragging the sizing handles if you need to adjust it to the size of the animation.
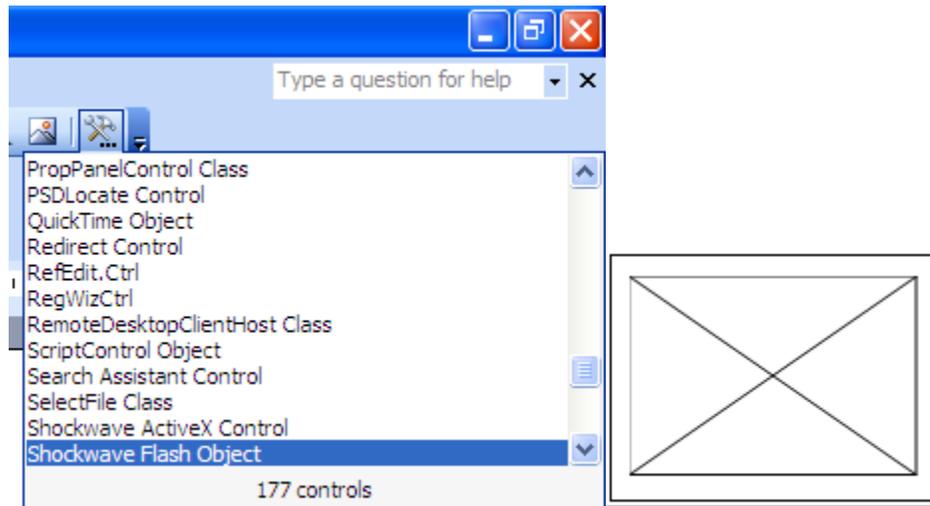
6. Right-click the Shockwave Flash Object and then click Properties.

7. On the Alphabetic tab, click the Movie property.

8. In the value column (the blank cell next to Movie), type the full drive path including the file name (for example, C\:My Documents\MyFile.swf) or Uniform Resource Locator (URL) to the Flash file that you want to play.

Trainer's Portal Documentation
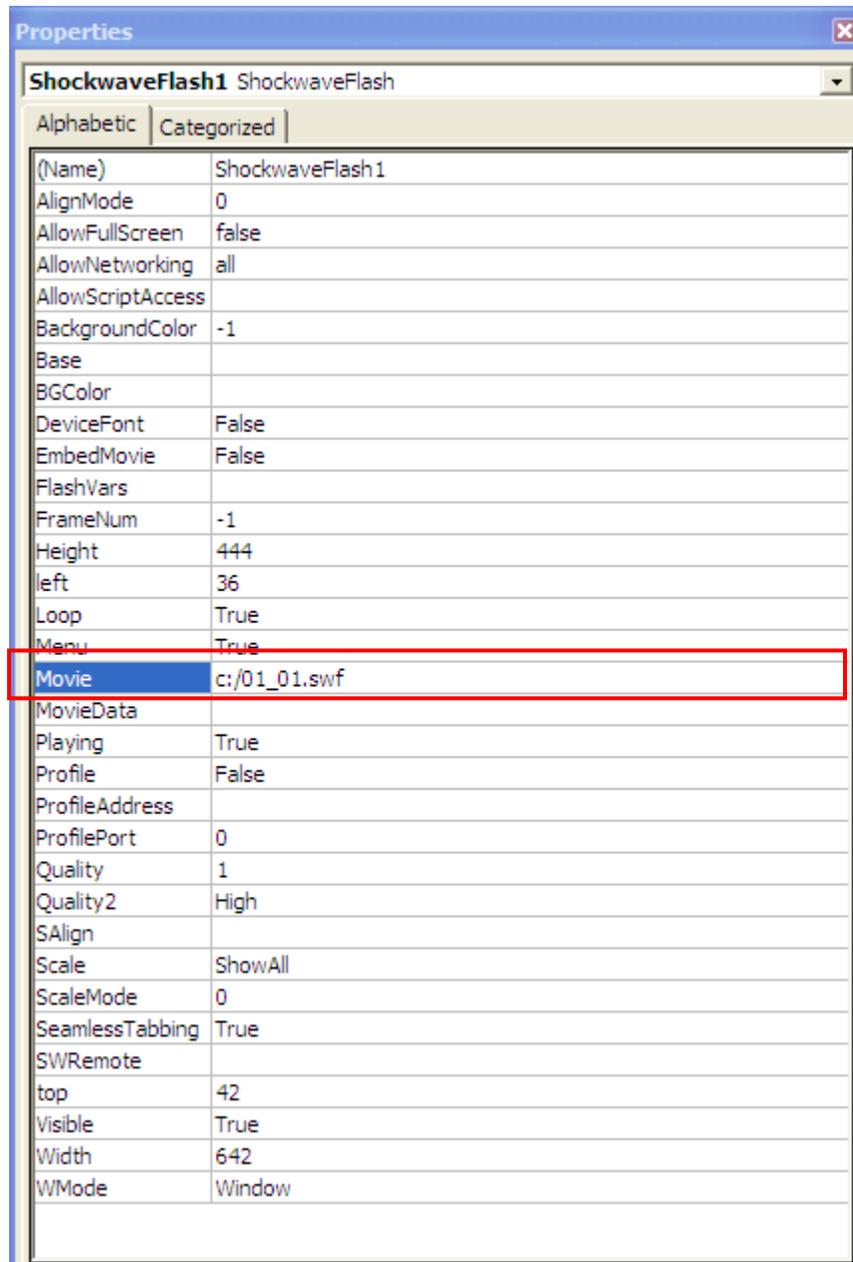
9. To set specific options for how the animation plays, do the following, and when you're done, close the Properties dialog box:

Make sure the Playing property is set to True. This plays the file automatically when the slide is displayed. If the Flash file has a Start/Rewind control built into it, the Playing setting can be set to False.

If you don't want the animation to play repeatedly, in the Loop property, select False (click the cell to get a down arrow, click the arrow, and select False).

To embed the Flash file so you can pass this presentation on to others, in the EmbedMovie property, click True. (In order for the Flash file to run, however, the Shockwave Flash Object control must be registered on any computer that runs this presentation.)

10. To run the animation: With the slide displayed in normal view, click the Slide Show button in the lower left of the PowerPoint window (or press F5, or, on the Slide Show menu, click View Show).

11. Exit the slide show and return to normal view.

## How to insert video into PowerPoint

There are Two Ways:

Number: ONE
To include the movie in a PowerPoint Presentation, open your existing PowerPoint file or create a new PowerPoint slide and follow the directions below:

1. From the Insert menu select Movies and Sounds and choose Movie from File (in PowerPoint 2010, from the Insert menu, choose Video from File.)
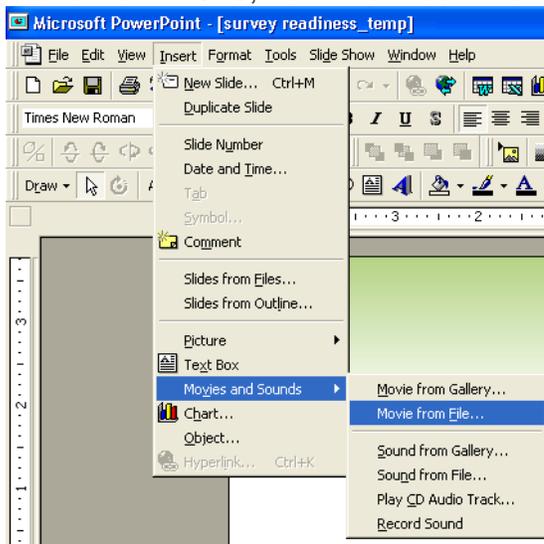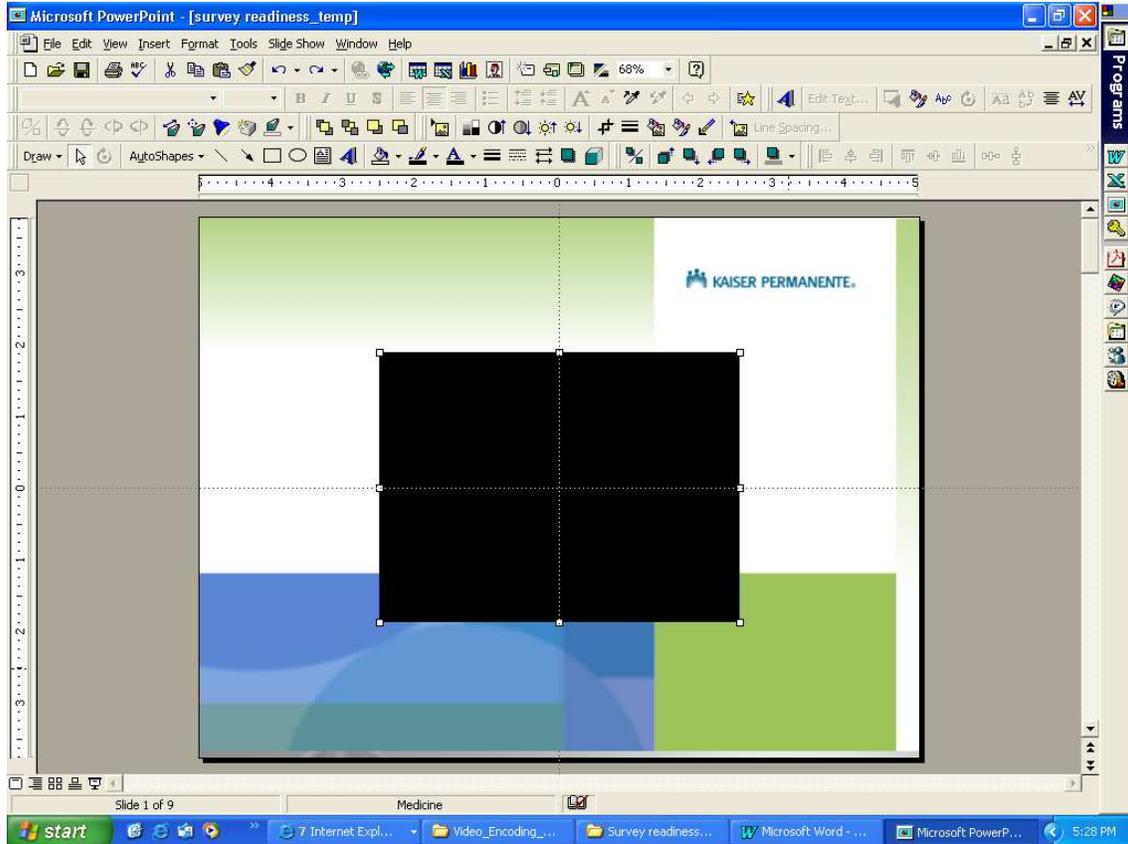

2. Select your downloaded file and click OK.
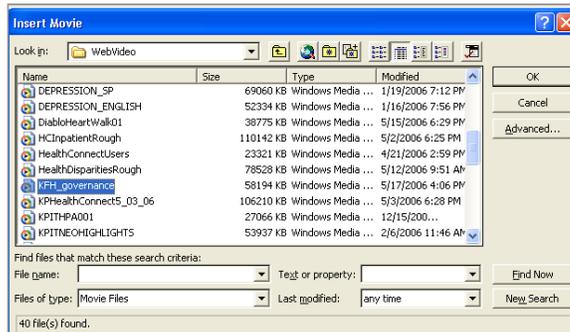
3. A black box will be inserted into your slide. This black box represents your movie file. You can resize the movie as needed by holding down the SHIFT key while grabbing the handle bar on corner of the movie to stretch it to the same dimensions. This is how you can resize it to fill the screen.

4. Run the Slide Show to view the video. The movie will not play automatically so you'll have to click on the movie (e.g. black box) once only to start.

IMPORTANT NOTE:
Movie files inserted into PowerPoint are not embedded (as picture and sound files are) and are only linked to the document. You must keep the movie files and the PowerPoint presentation in the same directory or the movies will not play back.

When playing the video that is inserted in this way in the PowerPoint, it only shows the video picture, and only has two control options: play or stop. So you can't select the playing time freely. Only video in formats of AVI, MPEG and WMV can be inserted in this way. Always put the movie in the same folder as your PowerPoint presentation. If you later move the PowerPoint presentation to another computer, copy the movie, too. Keeping your movie in the same folder as your presentation ensures the link will still work. However, you should always test the movie on a new machine just to be certain. Re-insert the movie, if necessary.

Number: TWO

The second way to embed a movie with play buttons is:

1. In normal view in PowerPoint, display the slide on which you want to play the animation.

2. On the View menu, point to Toolbars, and then click Control Toolbox. (In Word 2010, click the "Developer" tab, then find the Control Toolbox in the "Controls" section.)

3. In the Control Toolbox, click More Controls (the button with the hammer and wrench icon).
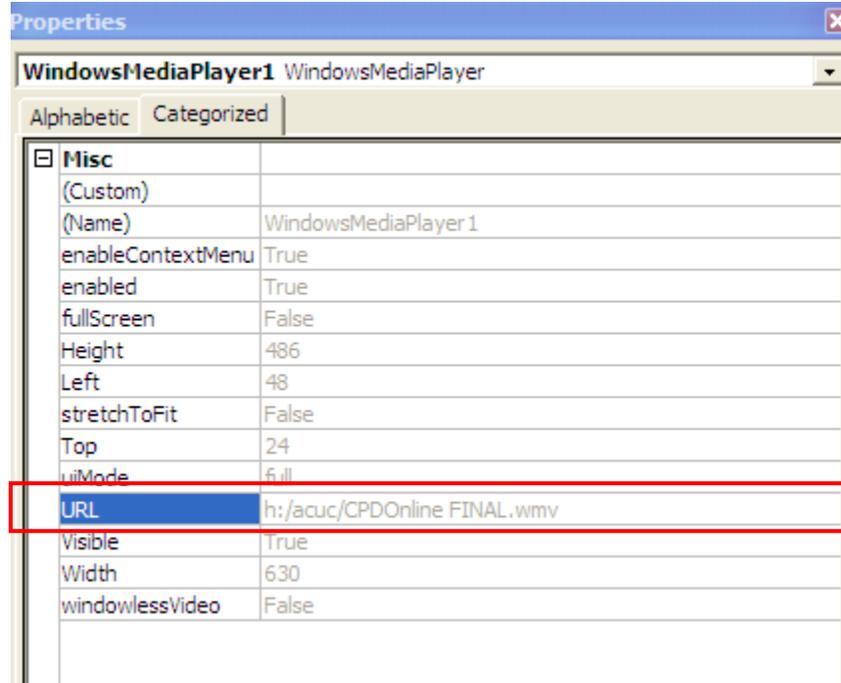

4. In the list, scroll down and click Windows Media Player, then drag on the slide to draw the control. You can resize the control at any point by dragging the sizing handles if you need to adjust it to the size of the animation.
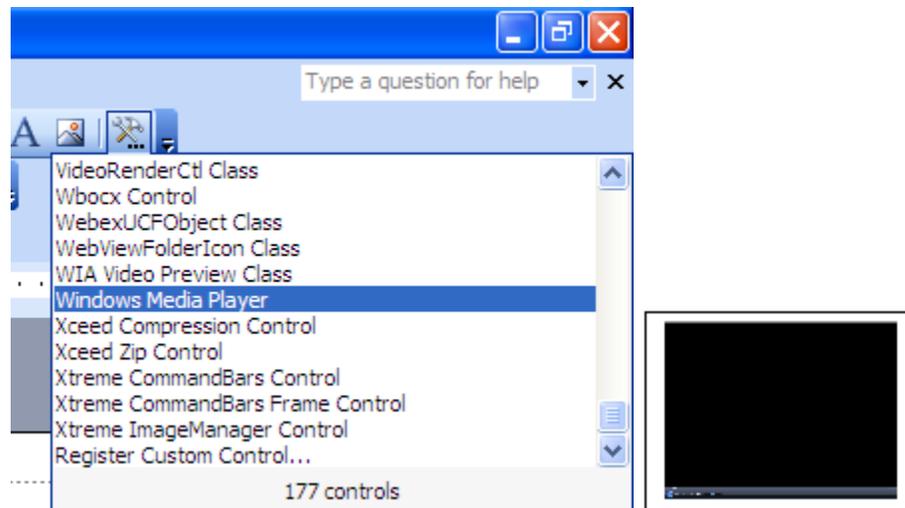
5. Right-click the Windows Media Player and then click Properties.
6. On the Alphabetic tab, click the URL property.

Trainer's Portal Documentation

7. In the value column (the blank cell next to Movie), type the full drive path including the file name (for example, h:/acuc/cpdonlineFINAL.wmv) or Uniform Resource Locator (URL) to the movie file that you want to play.

8. To set specific options for how the movie, do the following, and when you're done, close the Properties dialog box:

    Make sure the full screen property is set to False, unless you want the movie to play full screen. Playing the movie full screen takes away the pause play features.

9. To run the movie: With the slide displayed in normal view, click the Slide Show button in the lower left of the PowerPoint window (or press F5, or, on the Slide Show menu, click View Show).

10. To exit the slide show and return to normal view.

Note:

PowerPoint 2003 will not support FLV or SWF video. Only WMV video is supported.
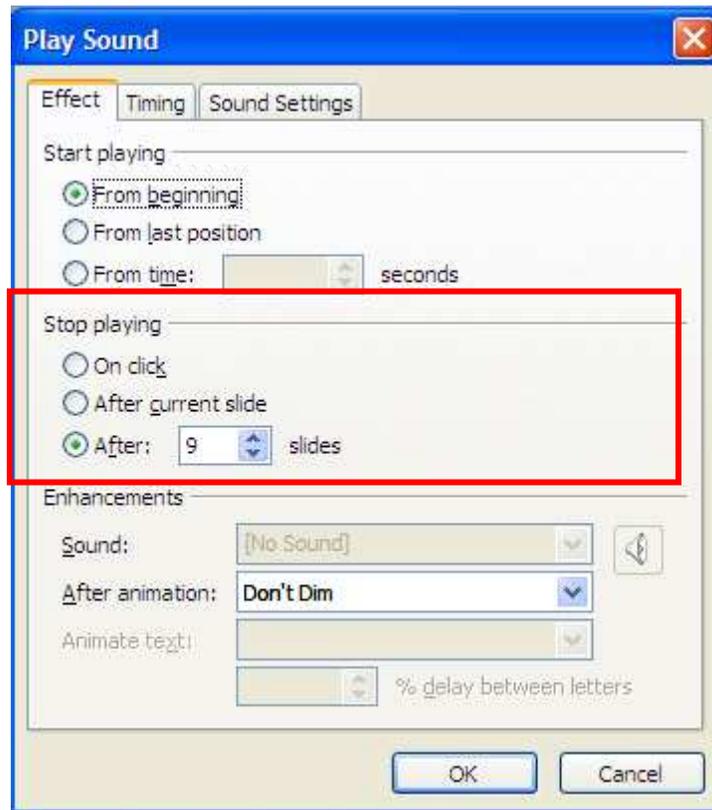
Trainer's Portal Documentation

How to insert audio into PowerPoint

How to play music across a predetermined number of slides in PowerPoint 20002/XP 2003, and 2004?

To play a background music loop or music file across a number of slides in PowerPoint 20002/XP 2003, and 2004:

1. Choose "Movies and Sounds" from the Insert main menu option.
2. Depending on your preference, select "Sound From Clip Organizer", or "Sound From File", or "Play CD Audio Track", or "Record Sound".
3. Locate the Sound file that you wish to play across any number of your slides.
4. Insert the sound.
5. If you don't want the sound icon to appear in the presentation, drag it off the slide.
6. If you are asked Do you want the sound to play automatically? Select "YES".
7. Right click the sound's icon and select "Custom Animation" from the popup menu. The Custom Animation dialog box will open and your sound file should be listed.
8. Click the arrow directly to the right of the sound icon to pull down various options.
9. Select "Effect Options", and on the Effects tab, select the radio button beside "Stop Playing after XXX slides". Select the number of slides that you would like the music to continue to play through. If you want the sound to continue through the end of the presentation, enter a very large number, for example 999.

10. Select the Timing tab. To play automatically, the timing should be set to Start After Previous with a 0 second delay.
11. Click OK to close the dialog box.
12. Your music track will now continue after you leave the slide on which you placed it and play until it reaches the slide number which you entered to Stop Playing.

How to play different music or sound tracks across different slides in the same PowerPoint 2002, 2003, or 2004 presentation?

To play different music or sound tracks across different slides in the same PowerPoint 2002, 2003, or 2004 presentation:

1. Choose "Movies and Sounds" from the Insert main menu option.
2. Depending on your preference, select "Sound From Clip Organizer", or "Sound From File", or "Play CD Audio Track", or "Record Sound".
3. Locate the Sound file that you wish to play across any number of your slides.
4. Insert the sound.
5. If you don't want the sound icon to appear in the presentation, drag it off the slide.
6. If you are asked Do you want the sound to play automatically? Select "YES".
7. Right click the sound's icon and select "Custom Animation" from the popup menu. The Custom Animation dialog box will open and your sound file should be listed.
8. Click the arrow directly to the right of the sound icon to pull down various options.
9. Select "Effect Options", and on the Effects tab, Select the radio button beside "Stop Playing after XXX slides". Select the number of slides that you would like the music to continue to play through. If you want the sound to continue through the end of the presentation, enter a very large number, for example 999.
10. Select the Timing tab. To play automatically, the timing should be set to Start After Previous with a 0 second delay.
11. Click OK to close the dialog box.
12. Go the slide where you want your next music or sound track to begin playing.
13. Repeat steps 1 - 11 for your next music or sound track.
14. Repeat steps 1 -12 for every new music or sound track you wish to add to your presentation.

Create a hyperlink to a new file

1. Select the text or object you want to represent the hyperlink.
2. Click Insert Hyperlink .
3. Under Link to, click Create New Document.
4. Type the name of the new file.
5. To change the path (path: The route that the operating system uses to locate a folder or file; for example, C:\House finances\March.doc.) of the new document, click Change.

6. Select either Edit the new document later or Edit the new document now.

NOTE: To create a ScreenTip or short comment to be displayed when you rest the pointer on a hyperlink, click ScreenTip in the Insert Hyperlink dialog box, then type the text you want. If you do not specify a tip, a default tip is used.

The Steps to Add a Movie in Articulate

Presenter '09 makes it simple to incorporate existing movies into your presentation.

You can insert up to 3 movies (any combination of .SWF, .FLV of .MP4 files) per slide — one in each of the supported display methods (slide, presenter panel, new browser window). You can preview your movie during the insert process.

Your movie will be automatically buffered by Presenter '09.

To add a movie to your course:

12. Select Articulate –> Flash Movie.
13. Navigate to the movie (.SWF, .FLV or .MP4 file) you'd like to include in your course.
14. Click your desired .SWF,.FLV or .MP4 file.
15. Click Open to proceed (note that you can also click the arrow next to the open button to Show previous versions of the selected Flash file).
16. You will see a preview of your Flash movie; use the play and stop icons to preview your movie.
17. Choose how you want the movie to display:

    Display in slide: This will display your Flash movie in the slide panel.

    Display in presenter panel: This will display your Flash movie in the presenter panel of your presentation.

    Display in new browser window: This will cause a new window to open independently of your slide. Your Flash movie will be displayed within this new window.

18. Set the behavior for your Flash movie (options vary depending on which display option you select):

    Advance to the next slide (slide & presenter panel): Choose whether the slide will advance to the next slide automatically when movie finishes, or when user clicks next.

    Synchronization (slide only): Choose whether to synchronize slide and movie to play together or if movie plays independently of slide.

    Start Flash movie X seconds into the slide (slide & new browser window): If you choose the option movie plays independently of slide, then specify how many seconds into the slide your Flash movie should begin playing.

    Browser controls (new browser window only): Choose whether the browser window containing your Flash movie should display all browser controls, no address bar, or no browser controls.

19. Click the Save button and your movie will be added to the slide. If you insert the movie in the slide you will either see a Video Placeholder (.MP4 or FLV) or the first frame of the movie (.SWF). If you insert the movie in the Presenter Panel or in a New Window you will see a Flash icon in the upper left corner (Presenter Video) or lower right corner (New Window).

20. Optionally, if you've inserted your movie in the slide, you can adjust the placement and size of the Flash movie by clicking and dragging the placeholder image to move it or resize it (hold down Shift while resizing to maintain the aspect ratio).

Adding Attachments

1. Select Articulate –> Attachments to launch the Attachments dialog.

2. Input the Title of the attachment you'd like to add.

3. Select from the drop-down menu the Type of attachment you'd like to add: Link or File. Link is the default. To choose File, click the down arrow next to Type and select File.

4. Specify the Path of your attachment. When link is chosen as the attachment type, the Path will automatically include http://. Simply type the URL (Web address) after http://. If you have chosen File as your attachment type, the http:// will be removed from the Path and the ellipsis (…) to the right of Path will no longer be grayed out. Click on the ellipsis to browse to the location of the file you want to insert as an attachment.

5. Repeat Steps 2-4 for each attachment you'd like to add. You can add up to 50 Attachments. This can be any combination of links or files.

6. Click OK when you are done adding attachments (clicking Cancel will close the Attachments dialog and you will lose any changes you've made).

7. To remove an Attachment:

8. In the Attachments dialog, click in the row of the attachment you'd like to remove.

9. Click the Delete button.

10. The selected attachment will be removed.

To import audio:

1. Select Articulate -> Import Audio to launch the Import Audio dialog.

2. Select the slide where you want to start the import, then click the Browse button to choose one or more files. If you're importing more than 1 audio file, you will be prompted to Confirm narration import order.

3. Tip: You can only import one audio file per slide. If you want background audio, see Managing Presentation Options: Playlists.

4. To remove imported or audio or recorded narration:

5. Select Articulate -> Import Audio to launch the Import Audio dialog.

6. Click the row or rows (shift-click to select more than one) corresponding to the slide whose audio you'd like to remove.

7. Click the Remove button.

8. Click Yes to confirm removing the audio, or No to cancel.

To Sync Animations:

1. Select Articulate –> Sync Animations to launch the Consolidated Recording window.

2. Use the following options to sync animations via the Control Panel:

3. Start Sync: Press this button to begin syncing your animations with your audio for the current slide.

4. Next Animation: After sync has started, press this button to begin the next animation for the current slide.

5. Stop Sync: Press this button to stop syncing animations for the current slide after all animations have played.

6. Play: Press this button to playback any audio, animations, and annotations for the selected slide.

7. Pause: Press this button to pause animation syncing or audio playback.

8. Resume: Press this button to resume syncing animation for the current slide.

9. Slide Selector: Use either the forward/backward arrows or click the slide number to show the Slide Selector drop-down menu, which shows slide thumbnails, slide titles, duration, and icons that indicate if the slide has any recorded audio, animations, or annotations

NOTE: you can keep the audio playing from slide to slide, if you edit in the audio editor.

The Steps to Publish for Your LMS From Studio '09

Whether you're working in Presenter '09, Quizmaker '09, or Engage '09, the steps are the same.

1. Go to **Publish** -> **LMS**.

2. In the **LMS** drop-down menu, specify the elearning standard supported by your LMS — SCORM 1.2, SCORM 2004, or AICC (we'll use SCORM 1.2 in this example
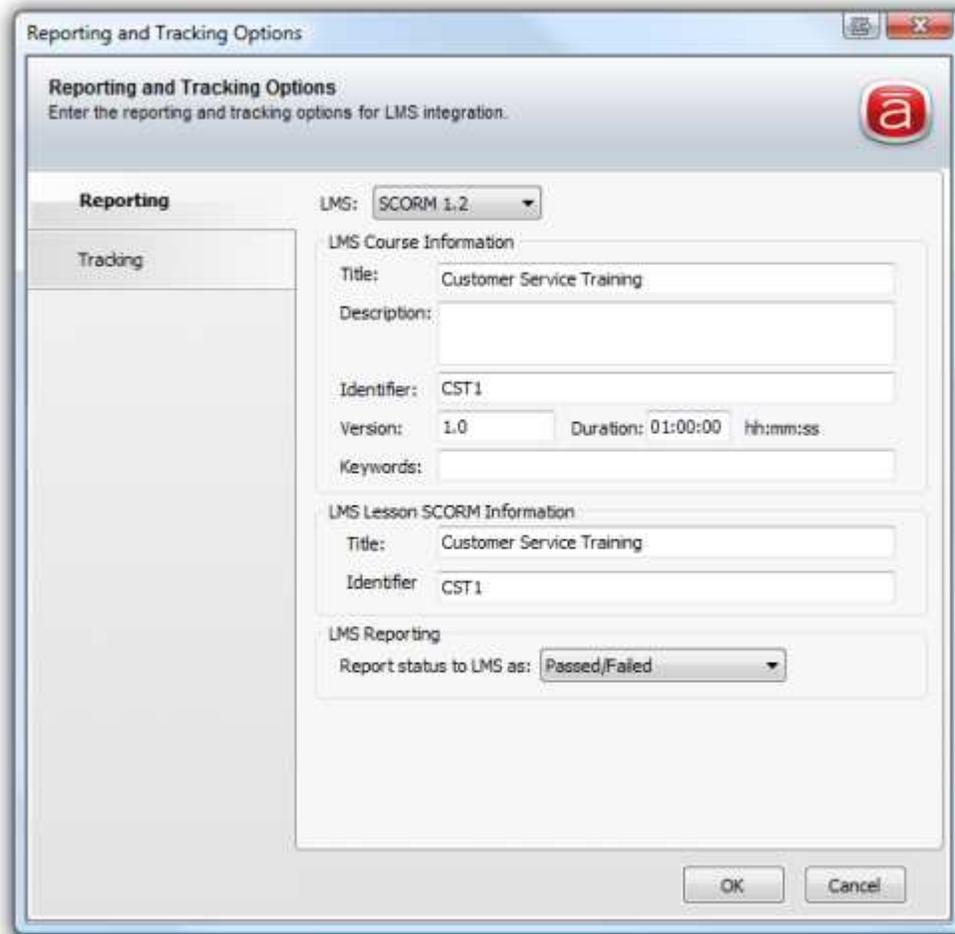
since it's the most common):

3.   Input your desired **Reporting and Tracking Options** to send to your LMS:

4. Click **Publish** and wait for your content to be converted to Flash:
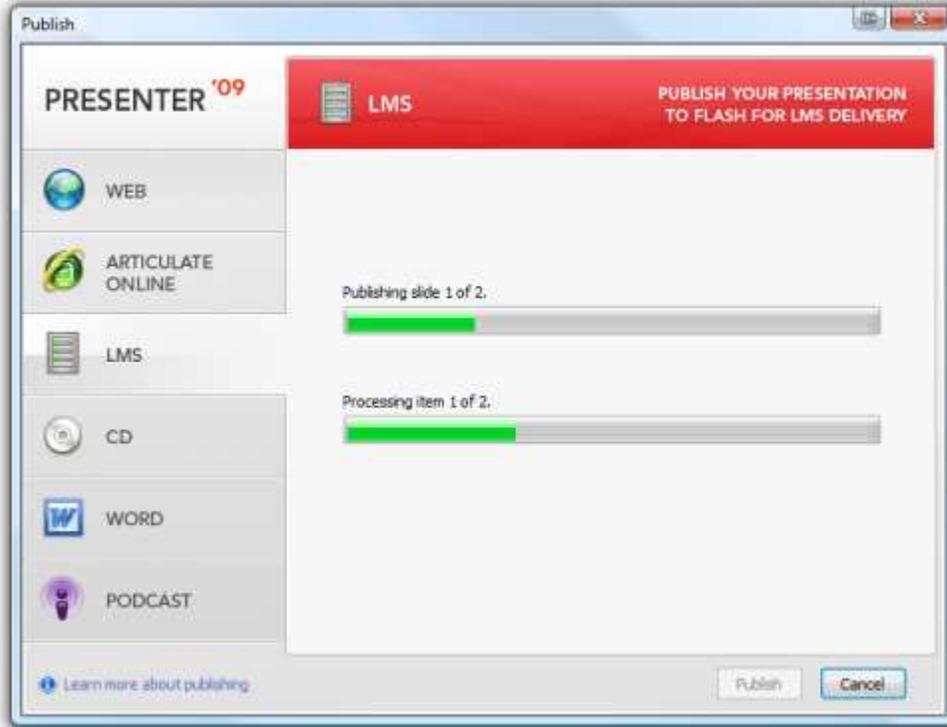
5. When you see the **Publish Success** dialog, click the option to **Zip**:
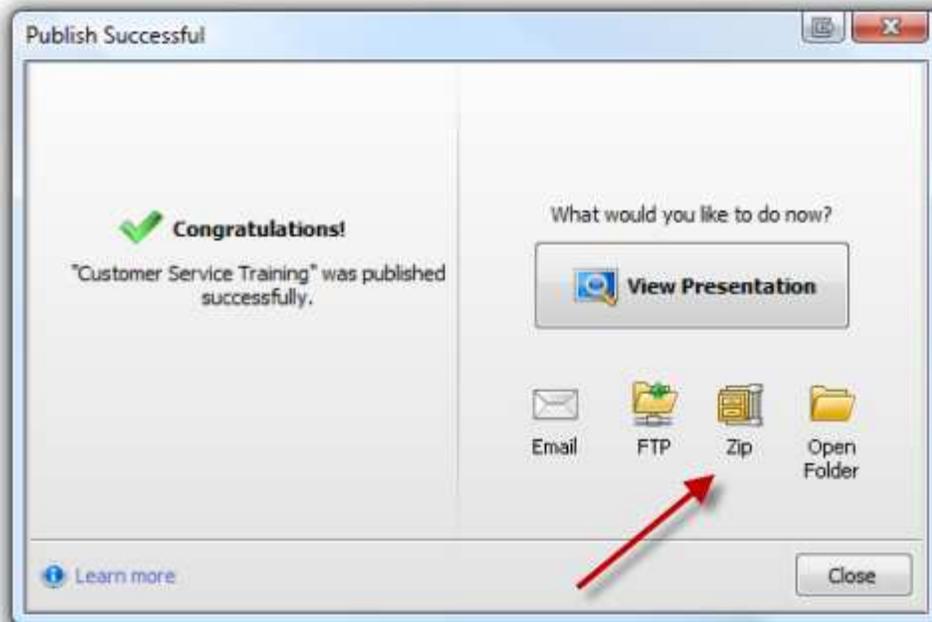
6. In the **New Zip File** dialog, specify the location and file name for your zip file and click **Save**.
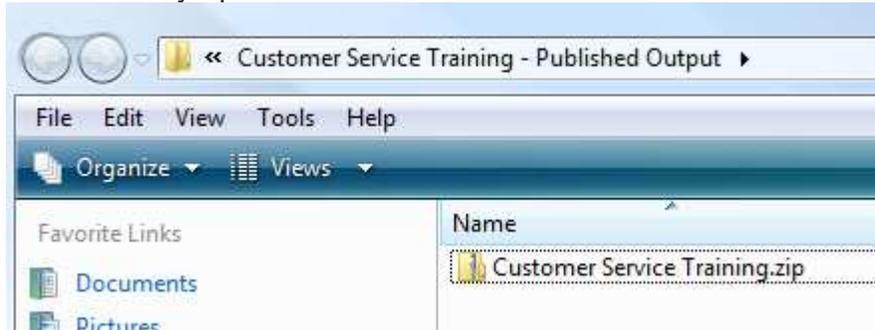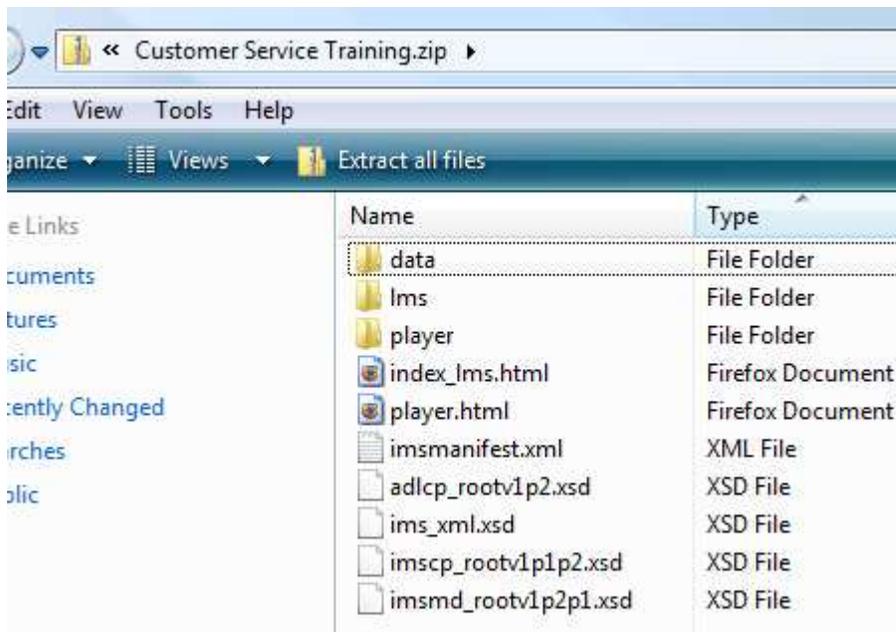
7.   After the save is complete, the folder where you saved your zip file will automatically open:

That's it!

If you're curious what's inside the SCORM zip package you just created, it's the standard published output files and folders (*player.html*, *player*, *data*, etc.). In addition, there are some files and a folder specific to LMS publishing:

Leave these files and structure intact. In fact, there's really no need to unzip the package… it can usually just lead to trouble.

Getting the .Zip to Your LMS

Next, all you need to do is the following:

1.   Login to your LMS as an admin or author.

2.   Create a new content item in your LMS (often referred to as a SCO for "Sharable Content Object" — that's the "SCO" part of "SCORM").

3. Upload the SCORM zip package you just created to this SCO in your LMS.

4. Your LMS will do the rest, automatically unzipping the content after uploading, and reading your *imsmanifest.xml* file to obtain necessary tracking and reporting details, along with other metadata related to your course, quiz, survey, or interaction (it should also automatically launch your content via *index_lms.html*).

Alternative Direction for Publishing to Your LMS

Presenter '09 provides simple, 1-click publishing for generating your Flash-based presentation or elearning course. If you're creating an elearning course to host in your SCORM- or AICC-compliant Learning Management System (LMS), use the **Publish for LMS** option.

To Publish for LMS:

21. Select Articulate –> **Publish** to launch the **Publish** dialog.

22. Select the **LMS** publish tab.

23. Specify a Publish location for your elearning course. The default location is in this directory: **My Documents\My Articulate Projects**. Click the ellipsis button (…) or type a directory path if you want to pick a different location on your computer.

24. Modify the Properties as necessary.

> If you wish to modify the **Published title**, type a new title.

> If you wish to modify the **Player template**, select from the drop-down menu the template you'd like to use, or click the ellipsis button (…) to manage player templates. See the section Customizing the Player Template: Overview for more details.

> If you wish to modify the **Logo**, select from the drop-down menu the logo you'd like to use, or click the ellipsis button (…) to manage logos. See the section Managing Presentation Options: Logos for more details.

> If you wish to modify the **Presenter**, select from the drop-down menu the presenter you'd like to use, or click the ellipsis button (…) to manage presenters. See the section Managing Presentation Options: Presenters for more details.

> Select from the **LMS** drop-down the elearning industry standard you wish to use:

> > SCORM 1.2

> > SCORM 2004 (specify 2nd Edition or 3rd Edition in Reporting and Tracking)

> > AICC

> Click the Reporting and Tracking button to specify your metadata.

In the **Reporting** tab, provide LMS Course Information that will be passed to your LMS:

> **Title:** The title of your elearning course.
>
> **Description:** A description of your elearning course.
>
> **Identifier:** A brief identifier for your elearning course.
>
> *AICC only* **Creator:** The author's name.
>
> *SCORM only* **Version:** The version of your elearning course, if applicable.
>
> SCORM only **Duration:** How long it will take the average user to complete the elearning course.
>
> *SCORM only* **Keywords:** Keywords for your elearning course.
>
> *AICC only* **Filename (URL):** The location where the elearning course will be hosted with your LMS.
>
> *SCORM only* **LMS Lesson SCORM Information** that will be passed to your LMS (can be the same as above):
>
> **Title:** The title of your elearning course.
>
> **Identifier:** A brief identifier for your elearning course.

In the **Reporting** tab, select **LMS Reporting** options that will be passed to your LMS (leave at default settings if you're not sure):

> Passed/Incomplete
>
> Passed/Failed
>
> Completed/Incomplete
>
> Completed/Failed

In the **Tracking** tab, choose how you want to track progress and completion:

> **Track using number of slides viewed:** With this option selected, your user must view a set number of the total slides in the presentation before the user is considered to have completed the course. Simply pick a number from the drop-down box to set the Minimum number of slides viewed to complete.
>
> **Track Using Quiz Results:** With this option selected, your user must successfully complete a Quizmaker quiz or choices Learning Game before the user is considered to have completed the course. For more information on quizzes, see Adding Quizmaker Quizzes or Adding a Learning Game. If you have inserted more than one quiz in your e-learning course or presentation, only one can be chosen for tracking purposes by your LMS. The **Passing score** shown here is that which you defined in your quiz or Learning Game.

Click **OK** to save your **LMS Metadata**.

25. Click **Publish** to publish your elearning course.

26. When the Publish process is complete, you will receive the following **Publish Success** dialog box to choose the next step:

View Presentation: Allows you to see the published output in your Web browser.

Email: Automatically generates a message with the zipped output attached to send content via e-mail.

FTP: To publish directly to your server via FTP.

Provide the following information for FTP Upload (example credentials shown in italics)**:**

Server: *yourserver.com*

Port: *default is 21*

Username: *your login*

Password: *secure password*

Directory: /users/jsmith/public_html/quizzes/newhire***

***Path is relative to starting point when logging in via FTP

Click **Test Connection** to confirm FTP access.

Select Save username and password as necessary.

Zip: To create and save a zipped version of the output.

Open Folder: Opens the published output folder.

Choose **Close** when you are done or to exit without selecting one of the above options.