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| E-Learning Uncovered |
| **Managing Your Task List** |
| Practice Files: Chapter-by-Chapter guide |

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# What Is This Document?

This document is a guide to help you build the sample course that is a companion to the book, [E-Learning Uncovered: Articulate Storyline 360](https://www.amazon.com/Learning-Uncovered-Articulate-Storyline-2021/dp/B08XS3YKHR) (2021 edition). There are two ways to build this course:

* **Slide-by-slide approach**: With this approach, you build each slide in order. This is most typical of how you would build a real project. It does mean that you’ll be jumping around and using lots of different parts of Storyline for each slide. For example, when you build the very first slide, you’ll be using techniques from at least five different chapters. Your workflow will be very realistic, but if you want to follow along in the book, you’ll be flipping around a lot. If you choose this option, then you don’t need this document—just the storyboard document.
* **Chapter-by-chapter approach**: With this approach, you go through each chapter in the book and then practice just the parts covered in that chapter. This is method is better for those who want the linear progression of following along with the book. If you use this approach, you’ll jump around from slide to slide a bit: working on just the parts you’ve learned how to do at any given point, and then coming back later to finish a slide once you’ve learned more techniques. If you prefer this approach, use the storyboard document to know what the content is, but follow the task list in this document instead of the task list in the storyboards.

# What Permissions Do I Have to Use This?

Anyone can use and distribute these practice files and the course you build with these files. If you share these files (either in raw form or the finished course), we’d sure appreciate it if you mention E-Learning Uncovered somewhere. If you are an instructor using these files to teach a course, [contact us](mailto:books@elearninguncovered.com?subject=Information%20about%20wholesale%20pricing%20on%20Articulate%20Storyline%20book) if you’d like information on wholesale pricing for the book.

# Chapter 1: Getting to Know Storyline 360

## Practice 1a: Open an existing course and view the interface.

|  |  |
| --- | --- |
| **Task** | **Book location** |
| 1. Open the completed Storyline file from the downloaded practice files. | p. 6 |
| 1. Move between story view and slide view. | p. 8, 9 |
| 1. In slide view, undock the triggers panel, and then put it back. | p. 11 |
| 1. Preview a scene. | p. 12 |
| 1. Close the Storyline file. |  |

# Chapter 2: Creating New Projects

## Practice 2a: Create a new, blank project.

|  |  |
| --- | --- |
| **Task** | **Book location** |
| 1. Create a new, blank project. | p. 15 |
| 1. Save the new project. | p. 22 |

# Chapter 3: Scenes and Slides

## Practice 3a: Set up the first two scenes for your project.

|  |  |
| --- | --- |
| **Task** | **Book location** |
| 1. Add a new scene. | p. 27 |
| 1. Rename the scenes: “Overview” and “To-Do Lists.” | p. 28 |

## Practice 3b: Begin building slide 1.1.

|  |  |
| --- | --- |
| **Task** | **Book location** |
| 1. In the first scene (**Overview**), add a new slide from the content library (**Velocity** > **Welcome**) | p. 30 |
| 1. Delete the blank slide that came automatically with the scene. | p. 34 |
| 1. Update the text per the storyboard for slide 1.1. | p. 51 (ch. 4) |

## Practice 3c: Begin building slide 1.2.

|  |  |
| --- | --- |
| **Task** | **Book location** |
| 1. In scene 1, import slide 2 from the provided PowerPoint, as described in the storyboards for slide 1.2, into the current scene. | p. 33 |
| 1. Rename the slide “Introduction.” | p. 34 |
| 1. Change the slide properties so that the slide doesn’t automatically advance. | p. 48 |

## Practice 3d: Begin building slide 1.3.

|  |  |
| --- | --- |
| **Task** | **Book location** |
| 1. From the content library add the **Contact** slide in the **Velocity** theme. | p. 30 |
| 1. Add the scene name and slide title to the text placeholders per the storyboard. | p. 51 |
| 1. Add the transcript text to the **Notes** panel. | p. 47 |

# Chapter 4: Working with Text

## Practice 4a: Add text to slides 1.2 and 1.3.

|  |  |
| --- | --- |
| **Task** | **Book location** |
| 1. Add a new text box to slide 1.2 with the objectives text. | p. 51, 52 |
| 1. On slide 1.3, add the instructions text in the text box under the **Title 01** heading. | p. 51 |

# Chapter 5: Adding Graphics

## Practice 5a: Begin building slide 2.1.

|  |  |
| --- | --- |
| **Task** | **Book location** |
| 1. Apply the **Title Top** layout to slide 2.1. | p. 43 |
| 1. Add the scene name and slide title to the text placeholders per the storyboard. | p. 51 |
| 1. Add the **Blank\_List.png** image from the **Media** folder. | p. 67 |
| 1. Add a thought bubble. | p. 75 |
| 1. Add the character, **Atsumi**. | p. 71 |
| 1. Add five text boxes with the thoughts shown in the storyboards. | p. 51 |
| 1. Adjust size and position of objects per the storyboard. | p. 108 |
| 1. Add the transcript text to the **Notes** panel. | p. 47 |

# Chapter 6: Working with Media

## Practice 6a: Add media to 1.1.

|  |  |
| --- | --- |
| **Task** | **Book location** |
| 1. Add **Intro\_Video.mpg** to the slide. (Resize as needed.) | p. 90 |
| 1. Trim the end of the video so that the title doesn’t show. | p. 95 |

## Practice 6b: Add audio to 1.2

|  |  |
| --- | --- |
| **Task** | **Book location** |
| 1. Add audio per the storyboard. | p. 79 |
| 1. Select the narration audio file in the **Timeline** and manually add closed captions. | p. 88 |

## Practice 6c: Add audio to slide 1.3

|  |  |
| --- | --- |
| **Task** | **Book location** |
| 1. Add audio per the storyboard. | p. 79 |
| 1. Add closed captions. | p. 88 |

## Practice 6d: Add audio to slide 2.1

|  |  |
| --- | --- |
| **Task** | **Book location** |
| 1. Add audio per the storyboard. | p. 79 |
| 1. Add closed captions. | p. 88 |

## Practice 6e: Build slides 2.2 and 2.3

|  |  |
| --- | --- |
| **Task** | **Book location** |
| 1. Add two new **Basic Layout** slides using the **Title Top** layout in the **Velocity** theme. | p. 32 |
| 1. Add the scene name and slide title to the text placeholders per the storyboard. | p. 51 |
| 1. Add the audio files to each slide. | p. 79 |
| 1. Add the transcript text to the **Notes** panel for each slide. | p. 47 |
| 1. Add closed captions. | p. 88 |
| 1. Add and position the web object for each of the two slides, per the storyboard. | p. 99 |

# Chapter 7: Managing Objects and Layout

## Practice 7a: Change the picture on slide 1.1.

|  |  |
| --- | --- |
| **Task** | **Book location** |
| 1. Expand the **Background** group in the **Timeline**. | p. 107 |
| 1. Select the background image and replace the picture to a photo from the **Content Library**. | p. 73 |
| 1. Use the search term “notepad” to find a photo of a person creating a list on a notepad. | p. 70 |
| 1. Resize and crop the picture as needed to fill the screen. | p. 108, 74 |

## Practice 7b: Finish slide 1.1.

|  |  |
| --- | --- |
| **Task** | **Book location** |
| 1. Add an exit animation to the video so it fades out. | p. 124 |
| 1. Adjust the endpoint of the video object on the **Timeline** so that it disappears when it is done playing. | p. 120 |

## Practice 7c: Add timing and animations to slide 1.2.

|  |  |
| --- | --- |
| **Task** | **Book location** |
| 1. Add entrance and exit animations to the three large text boxes. | p. 124 |
| 1. Add an entrance animation to the list of bullets and set them to appear by paragraph. | p. 124 |
| 1. Click the expand arrow that appears next to the bulleted list in the **Timeline**, so you can see the individual bullets in the **Timeline**. | p. 124 |
| 1. Add cue points to the **Timeline** to indicate when each object should appear or disappear. | p. 79 |
| 1. Adjust the slide objects so they appear and disappear at the appropriate times. | p. 78 |

## Practice 7d: Ungroup and delete objects on slide 1.3.

|  |  |
| --- | --- |
| **Task** | **Book location** |
| 1. Ungroup the **Title 01** and instructions text box. | p. 107 |
| 1. Delete the **Title 01** text box, the extra placeholder text boxes and the second straight connector. | p. 105 |

## Practice 7e: Add timing and animations to slide 2.1.

|  |  |
| --- | --- |
| **Task** | **Book location** |
| 1. Add a spin and grow entrance effect to the 5 text boxes. | p. 124 |
| 1. Add an exit animation to fade out the thought bubble. | p. 124 |
| 1. Add a fly in entrance animation to the notepad. | p. 124 |
| 1. Adjust the timing of the text boxes so they appear one at a time. | p. 120 |
| 1. Add a cue point to the **Timeline** to indicate when the cloud disappears, paper appears, and text boxes move. | p. 121 |
| 1. Adjust the timing of the thought bubble to disappear at the cue point. | p. 120 |
| 1. Adjust the timing of the notepad to appear at the cue point. | p. 120 |

## Practice 7f: Add motions paths to slide 2.1.

|  |  |
| --- | --- |
| **Task** | **Book location** |
| 1. Click the show/hide icon for the thought bubble so you can see the notepad better. (When you are done, click the icon again.) | p. 119 |
| 1. Add a guideline down the middle of the notepad to help you line up the motion paths. | p. 112 |
| 1. Add motion paths to each of the text boxes so they line up along the center of the notepad. | p. 125 |

NOTE: The motion paths will activate as soon as the slide loads. You’ll adjust the timing for the motion paths as part of chapter 9.

# Chapter 8: States & Layers

NOTE: In these two practices, you’ll set up states and layers on objects. These states and layers won’t fully function until you add the triggers as part of the chapter 9 practices.

## Practice 8a: Begin building slide 2.4

|  |  |
| --- | --- |
| **Task** | **Book location** |
| 1. Add a new **Basic Layout** slide using the **Title Top** layout in the **Velocity** theme. | p. 32 |
| 1. Add the scene name and slide title to the text placeholders per the storyboard. | p. 51 |
| 1. Make three notepads using three yellow rectangles and three rectangles that use a green marble texture fill. | p. 75, 114 |
| 1. Add text headings to the three green rectangles. | p. 51 |
| 1. Group each of the notepads. | p. 107 |
| 1. Add a new text box on top of each notepad with the text from the storyboard. | p. 51, 52 |
| 1. In the **Timeline**, name each of the three groups and each of the three text boxes. | p. 119 |
| 1. Set the initial state of the three text boxes to be hidden. | p. 147 |
| 1. Add the audio file. | p. 79 |
| 1. Add the transcript text to the **Notes** panel. | p. 47 |
| 1. Add closed captions. | p. 88 |

## Practice 8b: Begin building slide 2.5

|  |  |
| --- | --- |
| **Task** | **Book location** |
| 1. Add a new **Basic Layout** slide using the **Title Top** layout in the **Velocity** theme. | p. 32 |
| 1. Add the scene name and slide title to the text placeholders per the storyboard. Add the instructions text to the center of the slide. | p. 51 |
| 1. Create a layer named “Outlook.” | p. 148 |
| 1. On the “Outlook” Layer, add a table with 2 columns and 4 rows. | p. 62 |
| 1. Change colors of cells and borders. | p. 64 |
| 1. Add headings and text to the table from the storyboard text. | N/A |
| 1. Add a rounded-end button in the shape of a circle with a button icon of an X. | p. 162 |
| 1. Add a trigger to this button that hides the current layer when clicked. | p. 157, 169 |
| 1. Duplicate the layer to create two other versions, named “Online” and “Paper.” | p. 148 |
| 1. Replace the text on the new layers with the text that corresponds to each layer. | N/A |
| 1. On each layer, hide the instructions text on the base layer. | p. 150 |
| 1. Add the audio file. | p. 79 |
| 1. Add the transcript text to the **Notes** panel. | p. 47 |
| 1. Add closed captions. | p. 88 |

# Chapter 9: Triggers

## Practice 9a: Finish timing on slide 2.1

|  |  |
| --- | --- |
| **Task** | **Book location** |
| 1. Ensure you still have a cue point at the place on the **Timeline** when you want the text boxes to move. | p. 121 |
| 1. Edit each of the “move” triggers to happen when the **Timeline** reaches that cue point. | p. 159, 173 |
| 1. Adjust the **Jump to slide** trigger on slide 1.3 to jump to scene 2. | p. 159, 170 |

## Practice 9b: Finish slide 2.4

|  |  |
| --- | --- |
| **Task** | **Book location** |
| 1. Add a trigger to each notepad that changes the state of its text box to normal when the user clicks that notepad. | p. 157, 168 |

## Practice 9c: Finish slide 2.5

|  |  |
| --- | --- |
| **Task** | **Book location** |
| 1. Add a button named “Outlook” to the base layer of the slide and format as you like. | p. 162 |
| 1. Go to the **States** panel and modify the **Hover** state and the **Visited** state as you like. | p. 146 |
| 1. Add a trigger to the button so that it shows the **Outlook** layer. | p. 157, 169 |
| 1. Copy and paste the button to make two more: “Online” and “Paper.” | p. 105 |
| 1. Edit the triggers to show the corresponding layers or each button. | p. 159, 169 |
| 1. Add a trigger that changes the player’s **Next** button to **Disabled** when the **Timeline** starts. | p. 157, 168 |
| 1. Add a trigger that changes the player’s **Next** button to **Normal** when the state of all three buttons is **Visited**. | p. 157, 168 |

## Practice 9d: Build slide 2.6

|  |  |
| --- | --- |
| **Task** | **Book location** |
| 1. Add a new **Basic Layout** slide using the **Title Content** layout in the **Velocity** theme. | p. 32 |
| 1. Add the scene name and slide title to the text placeholders per the storyboard. | p. 51 |
| 1. Use the content placeholder to insert the **Sample\_To\_Do\_List.png** graphic from the **Media** folder. | p. 67 |
| 1. Add a marker and add the text from the storyboard. | p. 166 |
| 1. Format the marker and label as desired. | p. 167 |
| 1. Copy and paste the marker to make a total of four. | p. 105 |
| 1. Reposition the three new markers to the appropriate place on the image and edit to use the corresponding text. | p. 108 |
| 1. Add the audio file. | p. 79 |
| 1. Add the transcript text to the **Notes** panel. | p. 47 |
| 1. Add closed captions. | p. 88 |

# Chapter 10: Advanced Triggers & Variables

## Practice 10a: Finish slide 1.3.

|  |  |
| --- | --- |
| **Task** | **Book location** |
| 1. Add a text entry field in the empty space to the right of the vertical connector. | p. 204 |
| 1. Look in the **Triggers** panel at the name of the variable used for that text entry field. Go to the **Variables** dialog box and change the name of that variable to “ExtraTime.” | p. 184 |

## Practice 10b: Set up the structure for slide 3.1.

|  |  |
| --- | --- |
| **Task** | **Book location** |
| 1. Add a new scene named “Setting Priorities.” | p. 28 |
| 1. Apply the **Title Top** layout in the **Velocity** theme. | p. 43 |
| 1. Add the scene name and slide title to the text placeholders per the storyboard. | p. 51 |
| 1. Add the **Desk\_Issues.png** image from the **Media** folder. Adjust the size and position to fit the space. | p. 67 |
| 1. Add four captions as described in the storyboards. | p. 75 |
| 1. Add a text box that says “Issues Found:” in the top-right corner of the image. | p. 51 |
| 1. Add a checkmark to the right of the text box. | p. 75 |
| 1. Change the initial state of the four captions and the checkmark to **Hidden**. | p. 147 |
| 1. Add the audio file. | p. 79 |
| 1. Add the transcript text to the **Notes** panel. | p. 47 |
| 1. Add closed captions. | p. 88 |
| 1. Adjust the **Jump to slide** trigger on slide 2.6 to jump to scene 2. | p. 159, 170 |

## Practice 10c: Add the logic for slide 3.1.

|  |  |
| --- | --- |
| **Task** | **Book location** |
| 1. Add a transparent rectangle (not hotspot) over each problem area. | p. 75, 114 |
| 1. Name each of the captions and each of the rectangles in the **Timeline**. | p. 119 |
| 1. Add a trigger to each rectangle to change the state of the corresponding caption to **Normal** when the rectangle is clicked. | p. 157, 168 |
| 1. Add a number variable called “IssuesFound” to keep track of the number of issues found. Set the initial value to zero. | p. 181 |
| 1. Add a text box with a reference to the **IssuesFound** variable you created. | p. 51, 185 |
| 1. Add a trigger to each rectangle to add one point to the variable you just created. | p. 157, 186 |
| 1. Add a trigger to each rectangle to change the rectangle to hidden when clicked (so they can’t keep adding points by clicking the same one over and over). | p. 157, 168 |
| 1. Add a trigger to set the **IssuesFound** variable to zero when the **Timeline** starts (for when students come back to the slide). | p. 157, 186 |
| 1. Add a trigger to change the state of the checkmark to **Normal** when the variable **IssuesFound** changes if **IssuesFound** is equal to **4**. | p. 157, 168, 197 |

## Practice 10d: Set up the structure for slide 3.2.

|  |  |
| --- | --- |
| **Task** | **Book location** |
| 1. Add a slide from the content library using the **List** layout in the **Velocity** theme. | p. 30 |
| 1. Add the scene name and slide title to the text placeholders per the storyboard. | p. 51 |
| 1. Add three new states to the character: “High,” “Medium,” and “Low.” | p. 143 |
| 1. Change the pose of the character in each of the new states to correspond with the level of control. | p. 146, 72 |
| 1. Change the text in the three list items (each red box and the sentence under it) to match what’s in the storyboards. | p. 51 |
| 1. Resize and position the three list items so that they are about 150 pixels from the left edge of the slide (to make room for the dial). | p. 108 |
| 1. Cut each of the list items from the main slide and paste them to the corresponding state. | p. 105, 146 |
| 1. Add a text box with the instructions to the **Normal** state. | p. 51, 146 |
| 1. Add the audio file. | p. 79 |
| 1. Add the transcript text to the **Notes** panel. | p. 47 |
| 1. Add closed captions. | p. 88 |

## Practice 10e: Add the logic for slide 3.2.

|  |  |
| --- | --- |
| **Task** | **Book location** |
| 1. Add a dial to the slide and rotate it so goes from 12:00 to 6:00. | p. 201 |
| 1. Set the dial to have 5 stops. (**Initial** = 0, **End** = 4, **Initial Value** = 0, **Step Value** = 1) | p. 202 |
| 1. Add a trigger that changes the state of the character to **High** when the dial turns and is equal to **1**. | p. 157, 168, 203 |
| 1. Add similar triggers for the other dial stops. (0 = **Normal**, 2 = **Medium**, 3 = **Low**, 4 = **Normal**) | p. 157, 168, 203 |

## Practice 10f: Set up the structure for slide 3.3

|  |  |
| --- | --- |
| **Task** | **Book location** |
| 1. Add a new **Basic Layout** slide using the **Title Top** layout in the **Velocity** theme. | p. 32 |
| 1. Add the scene name and slide title to the text placeholders per the storyboard. | p. 51 |
| 1. Add the **Outlook\_Task.png** image from the **Media** folder. Adjust size and position as appropriate. | p. 67 |
| 1. Add two matching buttons called “Tutorial” and “Try It.” | p. 162 |
| 1. Add the audio file. | p. 79 |
| 1. Add the transcript text to the **Notes** panel. | p. 47 |
| 1. Add closed captions. | p. 88 |

# Chapter 11: Quizzes and Questions

Note: When you build this course in order of the chapters in the book, the scene numbering will be different than it is in the storyboard and finished sample file. Your knowledge check scene will be scene 4, the video demo scene will be 5, and the try it scene will be 6. The scene and slide numbers used here relate to the numbers in the storyboard.

## Practice 11a: Build Slide 6.1

|  |  |
| --- | --- |
| **Task** | **Book location** |
| 1. Add a new scene called “Knowledge Check.” | p. 28 |
| 1. Add a new multiple-choice question using one of the **Velocity** layouts. | p. 207 |
| 1. Add the quiz question text, options, and feedback in **Form View**. Indicate the correct answer. | p. 212, 213, 226 |
| 1. Switch to **Slide View** and add the name of the scene to the red text on the slide (if the template you chose requires it). | p. 227 |
| 1. Delete the first slide that was automatically created when you added the scene. | p. 34 |
| 1. Adjust the **Jump to slide** trigger on slide 3.3 to jump to your knowledge check scene. | p. 159, 170 |

## Practice 11b: Build slide 6.2.

|  |  |
| --- | --- |
| **Task** | **Book location** |
| 1. Add a matching drag-and-drop question. | p. 207 |
| 1. Apply the **Question** layout in the **Velocity** theme. | p. 43 |
| 1. Add the quiz question text, options, and feedback in **Form View**. | p. 212, 226 |
| 1. Add the name of the scene to the red text in **Slide View**. | p. 51 |
| 1. Apply the **Velocity Feedback** master to the **Correct** and **Incorrect** layers. | p. 232 |

## Practice 11c: Build slide 6.3.

|  |  |
| --- | --- |
| **Task** | **Book location** |
| 1. Add a freeform drag-and-drop question. | p. 207, 221 |
| 1. Apply the **Question** layout in the **Velocity** theme. | p. 43 |
| 1. Copy and paste the three notepads from slide 2.4. | p. 105 |
| 1. Delete the triggers attached to the notepads. | p. 158 |
| 1. Add four text boxes with the text to be dragged. | p. 51 |
| 1. In form view, add the drag items in the first column and the corresponding drop targets in the second column. | p. 222 |
| 1. Add the feedback text. | p. 230 |
| 1. In slide view, add the name of the scene in the red text and the question instructions in the black text. | p. 51 |
| 1. Apply the **Velocity Feedback** master to the **Correct** and **Incorrect** layers. | p. 232 |

## Practice 11d: Add a results slide

|  |  |
| --- | --- |
| **Task** | **Book location** |
| 1. Add a graded results slide using the **Velocity** theme. | p. 329 |
| 1. On the **Success** and the **Failure** layers, adjust the **Jump to slide** triggers to go back to the first question in the quiz. | p. 159, 170 |

## Practice 11e: Hide seekbar on quiz slides

|  |  |
| --- | --- |
| **Task** | **Book location** |
| 1. Override the player settings for the four slides in this scene so the seekbar doesn’t appear. | p. 48 |

# Chapter 12: Screen Recordings

## Practice 12a: Create raw recording

|  |  |
| --- | --- |
| **Task** | **Book location** |
| 1. Open Outlook with the **Tasks** pane open. | N/A |
| 1. Begin a screen recording with audio narration. | p. 252 |
| 1. In Outlook, begin performing the steps as described in the script, while reading the narration script. | N/A |
| 1. End the recording. | p. 253 |

## Practice 12b: Insert recording as video demo

|  |  |
| --- | --- |
| **Task** | **Book location** |
| 1. Insert the recording as a video on a single slide in a new scene. | p. 255 |
| 1. Add a zoom region to focus on the new task entry fields while they are being demonstrated. | p. 130 |
| 1. Add the transcript text to the **Notes** panel. | p. 47 |
| 1. Add closed captions. | p. 88 |

## Practice 12c: Insert rcording as Try It

|  |  |
| --- | --- |
| **Task** | **Book location** |
| 1. Re-Insert the recording in step-by-step try mode in a new scene. | p. 265, 255 |
| 1. Configure the options to remove the hand cursor and show hint captions always. | p. 256 |

## Practice 12d: Clean up any issues with the practice.

|  |  |
| --- | --- |
| **Task** | **Book location** |
| 1. Adjust the text, formatting, and placement of the captions, as needed. | Various |
| 1. Adjust the size and placement of the hot spots as needed. | p. 108 |
| 1. Adjust the placement and formatting of the text entry box on any typing slide. | p. 108, 54 |
| 1. Adjust the action fine tuning to eliminate any hover effects that give away the answer. | p. 259 |
| 1. Add the audio file. | p. 79 |
| 1. Add the transcript text to the **Notes** panel. | p. 47 |
| 1. Add Closed Captions. | p. 88 |

## Practice 12e: Launch screen recordings from slide 3.3

|  |  |
| --- | --- |
| **Task** | **Book location** |
| 1. On slide 3.3, add a trigger to the **Tutorial** button that brings up the video demo (scene 4) in a lightbox. | p. 157, 172 |
| 1. Add a trigger to the **Try It** button that brings up the first slide of the **Try It** scene (scene 5) in a lightbox and includes navigational controls. | p. 157, 172 |

# Multiple Chapters

## Practice MCa: Build slide 7.1

|  |  |
| --- | --- |
| **Task** | **Book location** |
| 1. Add a new scene called “Closing.” | p. 28 |
| 1. From the content library, add the **Contact** slide in the **Velocity** theme. | p. 30 |
| 1. Delete the slide that came with the new scene. | p. 34 |
| 1. Delete the three columns of text and the separator lines. | p. 105 |
| 1. Add the scene name and slide title to the text placeholders per the storyboard. | p. 51 |
| 1. Add a new text box with the introductory statement. | p. 51 |
| 1. Type a hard return, and then add a reference to the variable storing the student’s answer from slide 1.3. | p. 185 |
| 1. To allow for long answers, change the text box’s properties to shrink on overflow, and resize the text box to fill the space available. | p. 56 |
| 1. Add the audio file. | p. 79 |
| 1. Add the transcript text to the **Notes** panel. | p. 47 |
| 1. Add Closed Captions. | p. 88 |
| 1. In slide properties, turn off the **Next** button and the ability to swipe next. | p. 48 |
| 1. Adjust the **Jump to slide** trigger on your results slide to jump to scene 7. | p. 157, 170 |

# Chapter 13: The Player

## Practice 13a: Configure the player

|  |  |
| --- | --- |
| **Task** | **Book location** |
| 1. Open the **Player Properties** dialog box. | p. 274 |
| 1. Enable the **Menu** tab and **Notes** tab in the sidebar. Enable the **Resources** tab and **Glossary** tab in the topbar. | p. 275 |
| 1. Add a custom player tab called “Exit” with an **Exit the Course** trigger.   *NOTE: The* ***Exit*** *link may not work if you are viewing the course from your computer. (It should work if the files are loaded to a server or published to Articulate 360.)* | p. 276 |
| 1. Add the title, seekbar, play/pause, and logo. | p. 277 |
| 1. On the **Menu** tab, remove the video demo scene and the try it scene. | p. 281 |
| 1. On the **Menu** tab, rename the three quiz questions to “Question 1”, “Question 2,” and “Question 3.” | P. 281 |
| 1. Change the menu navigation to **Restricted** and add automatic page numbering.   *NOTE: The sample finished course file does not have the menu restriction turned on.* | p. 282 |
| 1. On the **Resources** tab, add the **To-Do List Template** document. | p. 283 |
| 1. On the **Glossary** tab, add the glossary terms at the end of the storyboard. | p. 284 |
| 1. On the **Colors & Effects** tab, change the accent color to a light red. | p. 285 |
| 1. On the **Colors & Effects** tab, change the navigation to **Icon and text**. | p. 286 |
| 1. On the **Text Labels** tab, change the name of the **Notes** tab to “Transcript.” | p. 289 |
| 1. Save the player configuration as “RQM Player.” | p. 293 |

# Chapter 14: Publishing

## Practice 14a: Publish the course

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| --- | --- |
| **Task** | **Book location** |
| 1. Publish the course to Articulate 360 and view it. | p. 298, 303 |
| 1. Publish the course to Word and view it. | p. 298, 313 |