

Top 5 Tips for Articulate Studio '13 File Management

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A few key practices in file management can mean all the difference between a pleasant experience working with Articulate Studio '13 and pulling your hair out. Potential issues include performance problems, lost narration, missing links, application crashing, and more.

1. Always work off the local hard drive of a computer

If you are moving from computer to computer, copy your files onto the local workstation while you work on them (the Desktop works great), then copy them back onto your external device (like a USB drive) when you are finished. This is especially true with the Tech Commons workstations at the Parnassus Library, because files are automatically deleted from workstations every evening *and* upon reboot.

2. The published version of your Articulate presentation cannot be edited or modified. To ever make changes to your presentation, you need to keep all working file types.

Name	Type
 My presentation.ppta	Articulate Presenter Project
 My presentation.pptx	Microsoft PowerPoint Presentation
 Sample Engage File.intr	Articulate Engage Interaction
 Sample Quizmaker File.quiz	Articulate Quizmaker Quiz

The .ppta file stores the resources for your presentation, such as narration and audio clips, synced animations, player settings, web objects, and more. Articulate automatically generates this project file the first time you make any edits using the Articulate tab, such as recording narration. This project file has the same name as the PowerPoint presentation. Articulate also auto-generates project files for Engage interactions (.intr) and Quizmaker (.quiz) files, which you need to keep for editing in the future.

3. Always keep the PowerPoint and Articulate files (.ppta, .intr, and .quiz) together and in a folder by themselves

You can save another PowerPoint file in a folder with the same name as the PowerPoint file you are working on and it doesn't cause loss of audio resources. However, if you publish to the folder that is one level above the folder where your PowerPoint file is stored, you will overwrite your .ppta file and lose your Articulate resources (including audio).

4. Do not rename the files and do not move the project files to different folders

Moving or renaming the PowerPoint file could break the link between the PowerPoint file and its corresponding .ppta file, which will make it appear that your audio is missing. If you would like to rename one of the files, make sure to rename the other to the exact same, as well.

5. Be sure to create your presentation using Microsoft PowerPoint

You will experience unexpected behavior if you create your presentation in Keynote and then, save it to PowerPoint format.