

HOW TO USE ARTICULATE '13

Document Contents (Click the Section Title to Skip Ahead)

What is Articulate?.....	2
Getting Started.....	3
Saving Your Articulate Presentation	3
Basic Narration.....	4
Adding Animations.....	6
Slide Properties	7
Player Properties.....	9
Adding a Presenter Photo and Bio	10
Previewing Your Presentation	11
Publishing Your Presentation	12
Uploading an Articulate File to the CLE.....	14
eLearning Resources.....	18

BROUGHT TO YOU BY THE UCSF LEARNING TECHNOLOGIES GROUP

WHAT IS ARTICULATE?

The Articulate Studio software is a collection of tools used to rapidly create online eLearning presentations. The software works seamlessly with Microsoft Office as a PowerPoint plug-in; however, it can currently only be used with a PC, not a Users can record narration, add annotations, and insert quizzing and interactions to PowerPoint slides for a more engaging learner experience. Articulate files can be easily uploaded to the CLE.

The Articulate Studio contains four distinct tools that work together seamlessly:

Tool	What you can do with the tool?
Presenter 	• Record narration • Import audio and add video • Sync animations • Add characters • Edit slide properties and player settings • Edit branching options for non-linear presentation navigation • Preview the presentation • Publish the presentation
Quizmaker 	• Add graded, survey, or freeform quiz questions from templates • Import questions from Excel or a text file • Edit feedback slides for custom feedback • Add images, characters, video, sound, web objects • Edit the number of attempts allowed, points awarded for questions • Randomize the questions • Set quiz time limits
Engage 	• Add in presentation interactions from pre-made templates (such as Checklists, Labeled diagrams, Glossary, Guided images, Processes, Timelines, etc.) • Record audio • Add images, characters, video, audio, flash objects
Replay 	• Record screencasts and video from webcam • Record audio • Import video, sound, and images • Toggle between two videos or show picture-in-picture • Add in Lower Third • Publish to MP4 output

[Click to go to Table of Contents](#)

GETTING STARTED

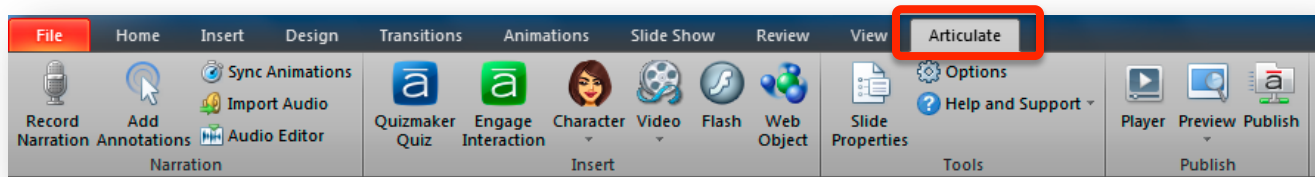


Warning!

Working directly off of a USB drive or other external device can cause data loss in your Articulate presentations. It's a good idea to always save files to your local hard drive to avoid any unexpected behavior. We recommend copying your files onto the local workstation while you work on them, then copying them back onto your external device when you are finished.

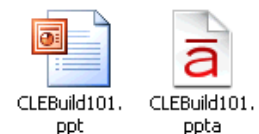
As of the end of 2013, users are no longer able to store files on the workstations located in the Tech Commons space of the Parnassus Library (CL-240/245). Files will be deleted upon logout. Please backup your files from the CL-240/245 workstations

1. Create a new folder on the Desktop of the computer.
2. Drag your PowerPoint file to this new folder (either from UCSF Box, your email, or a USB drive).
3. Open up the PowerPoint file. When you open up PowerPoint, you'll find the familiar buttons and menus, except there's an extra tab on the ribbon for "Articulate". If you are opening up a file that you created in Articulate '09, the software will recognize this and ask you, if you'd like to upgrade. Select "OK".



SAVING YOUR ARTICULATE PRESENTATION

Articulate automatically generates a project file the first time you make any edits using the Articulate functionality, such as recording narration. This project file has the same name as the PowerPoint presentation to which it belongs. The difference is the file extension, which will read ".ppta" (as opposed to ".ppt" or ".pptx" for a PowerPoint presentation).



Note: The published version of your Articulate presentation cannot be edited or modified. If you would like to make changes to your presentation, you will need the two working files:

1. The copy of the PowerPoint presentation you recorded narration into (.ppt and .pptx)
2. The Articulate working file, which contains the narration and interactive elements (.ppta)

Click to go to Table of Contents

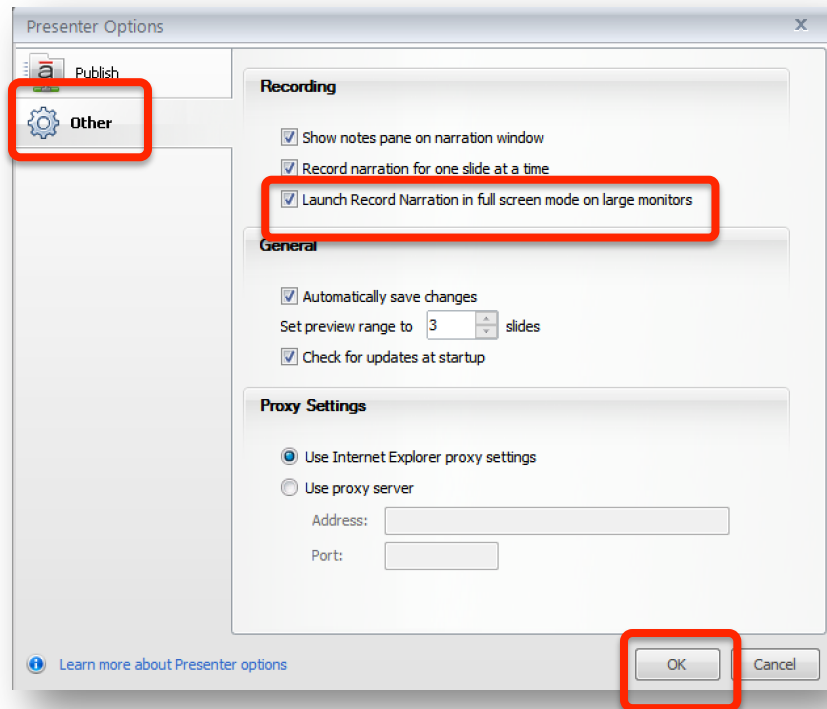
BASIC NARRATION



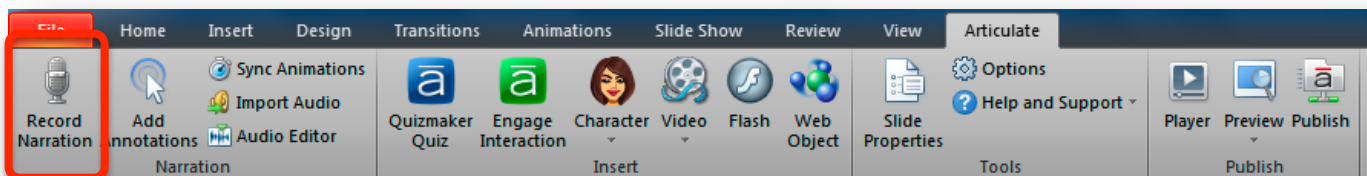
Quick Starting Tip!

The record narration screen defaults to sitting in the lower right hand side of the screen. To make your recording experience better, you may want to change a setting before you begin.

- Click the “Options” button on the Articulate button.
- When the “Presenter Options” window appears, navigate to the “Other” tab.
- Check the option for “Launch Record Narration in full screen mode on large monitors”.
- Click OK to go back to your presentation.

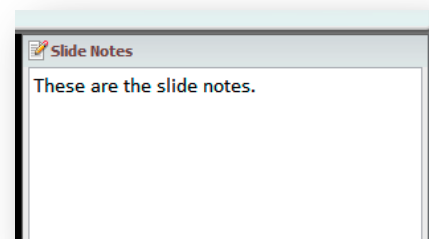


1. From the Articulate ribbon, click the “Record Narration” button.



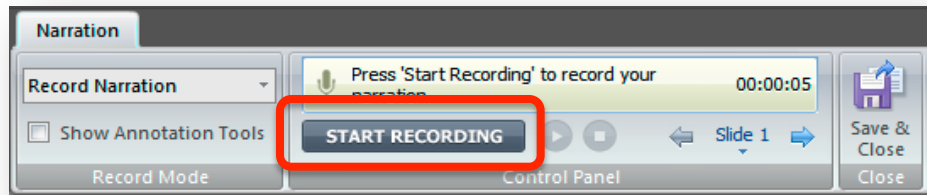
2. After a moment, the PowerPoint window will be replaced by the Articulate recording interface.

This pop up window also shows the “Slide Notes” for that slide. The text that appears in the Slide Notes is the same exact text that is shown in PowerPoint's Speaker Notes below a slide. If you have chosen to have the Slide Notes shown in your Articulate Presentation, learners will be able to view what you have written here. You may also decide to not show the Slide Notes, which is a setting you can change on the “Player Template”. You can find more on this on page 9 of this document.



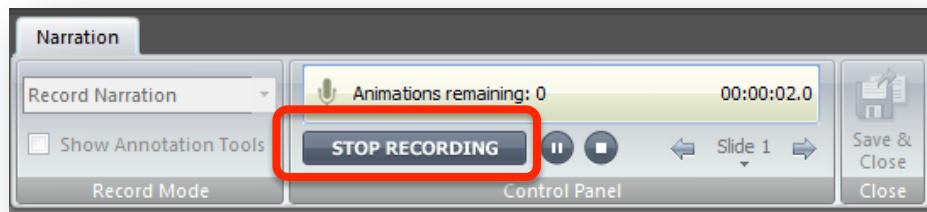
Click to go to Table of Contents

3. When you are ready to begin speaking, click “Start Recording”.

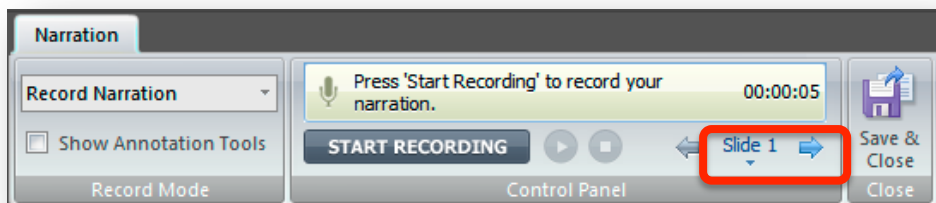


You will notice the triangle play button changes to a pause button and the text on the large gray button will have changed to “Stop Recording”. However, **if you have animations on your slide**, this gray button text will change to “Sync Animation”. Click the “Sync Animation” to trigger your next animation to play. Once all of the animations on the slide are complete, the button will change to “Stop Recording”.

You may pause your recording at anytime by clicking the pause button and then, resume by clicking the button a second time.



4. When you are done recording narration for the slide, click “Stop Recording”.
- **If you would like to hear the playback of what you have just recorded**, click the Play button.
 - **If you are satisfied and ready to record the next slide**, click the blue arrow to move to the next slide. If there is a particular slide to which you would like to navigate, click the drop down arrow under “Slide #” and scroll to the slide that you would like to skip to.



- **If you would like to re-record this slide's narration**, click “Start Recording” to overwrite your previous audio and begin again. **Note:** Once you click the Start Recording button, the previous narration is removed, and you must re-record the narration for that slide. Unfortunately, there is no undo option.

Click to go to Table of Contents



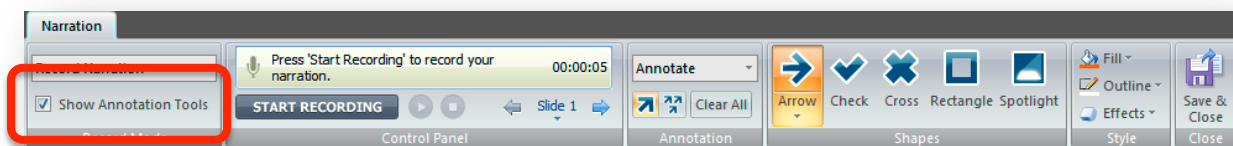
Sound Check!

UCSF faculty, staff, and learners can take advantage of a quiet recording room equipped with a high quality microphone in the CL-245 Multimedia Room of the Kalmanovitz Library on the Parnassus campus. To reserve the space, go to http://tiny.ucsf.edu/reserve_mm

- In order to prevent data loss, periodically save your progress by clicking “Save & Close” from the recording interface. The main PowerPoint window will reappear. Save your PowerPoint presentation as you normally would. To return to the Articulate recording interface once again, click “Record Narration”.
- For working in CL245, make sure the microphone is connected to the computer via the USB cord. You will know the mic is turned on, if it has a red light on the front of it. (If the red light is blinking, this means that it is on mute.)
- Begin by doing a test recording, then listening to the playback to test your recording levels. To adjust the recording levels, use the "Gain" dial on the back of the microphone. For most people, turning the dial to about 1 or 2 o'clock produces good results. If your normal speaking voice is a bit loud, you may want to adjust the dial down, and closer to 11 or 12 o'clock. We recommend placing the mic about 12-18" from your mouth, and that you speak over top of the mic, rather than down into the mic.
- Close the door to allow for complete quiet in the room.
- **To learn more about best practices in recording narration,** here are two online resources:
 - A Brief eLearning Video on Writing Voice Over Scripts: <http://bit.ly/1d3EbXq>
 - An Articulate forum on Best Practices for Writing Scripts for Narration: <http://bit.ly/1eJfPAV>

ADDING ANIMATIONS

In addition to the recording narration tools, Articulate has options to add and sync animations and add annotations. To find these, click the check box to “Show annotation tools” on the left hand side.



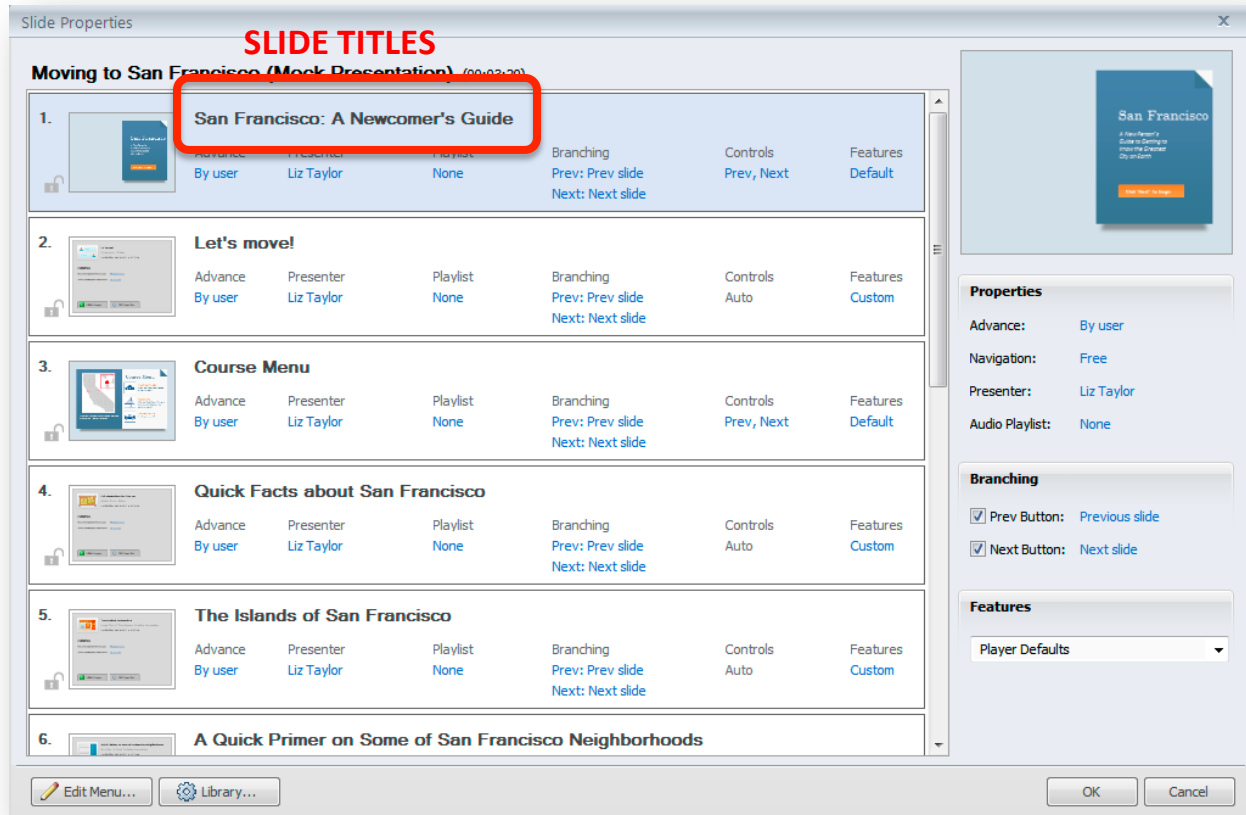
Click to go to Table of Contents

SLIDE PROPERTIES

Before you publish your slides and narration as a completed Articulate presentation, you should take a look at the Slide Properties. These settings configure the navigation options available to learners as they move between slides.

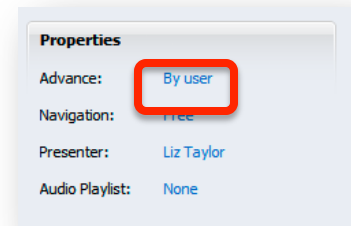
Some things that you want to take a look at in the Slide Properties are:

- **Slide Titles:** Articulate ports over the same slide titles that were used in the PowerPoint file. For example, if a slide was merely an image or the slide just did not have a title, Articulate would read that as "Slide #". Since these slide titles become very apparent in the navigation menu of the Articulate player, it is important to make sure that they are all descriptive. To change this, double-click the slide title you would like to update, enter the new title, and then, press Enter on your keyboard.

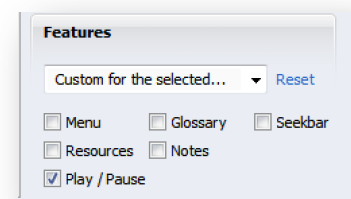


[Click to go to Table of Contents](#)

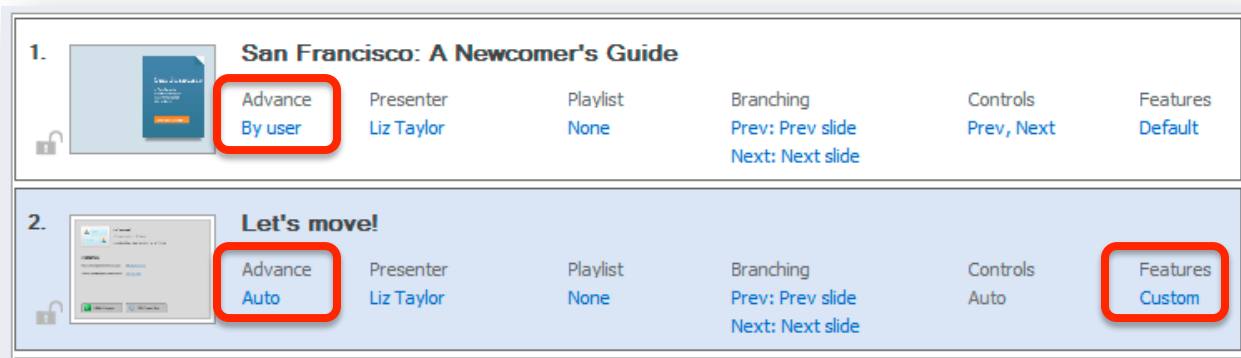
- **Advancement of Slides:** The default for navigation is for your slides to progress automatically from one slide to the next as a learner views them with no need for the learner to take any action. You may want to change this setting, so that learners must actually click the “Next” button on the player to progress through the presentation. You can change this setting for the entire presentation by clicking the blue hyperlink after “Advance” under the Properties located on the right hand side of the window. This will automatically change the setting to either “Advance automatically” or “By user” to require the learner to click a button to continue. You also have the option to edit the particular advancement option of individual slides.



- **Features:** Here you can customize the features that appear on the player for the entire presentation or individual slides. For example, you can show or hide navigation menu or presenter notes on particular slides. To customize these features, follow these two steps:



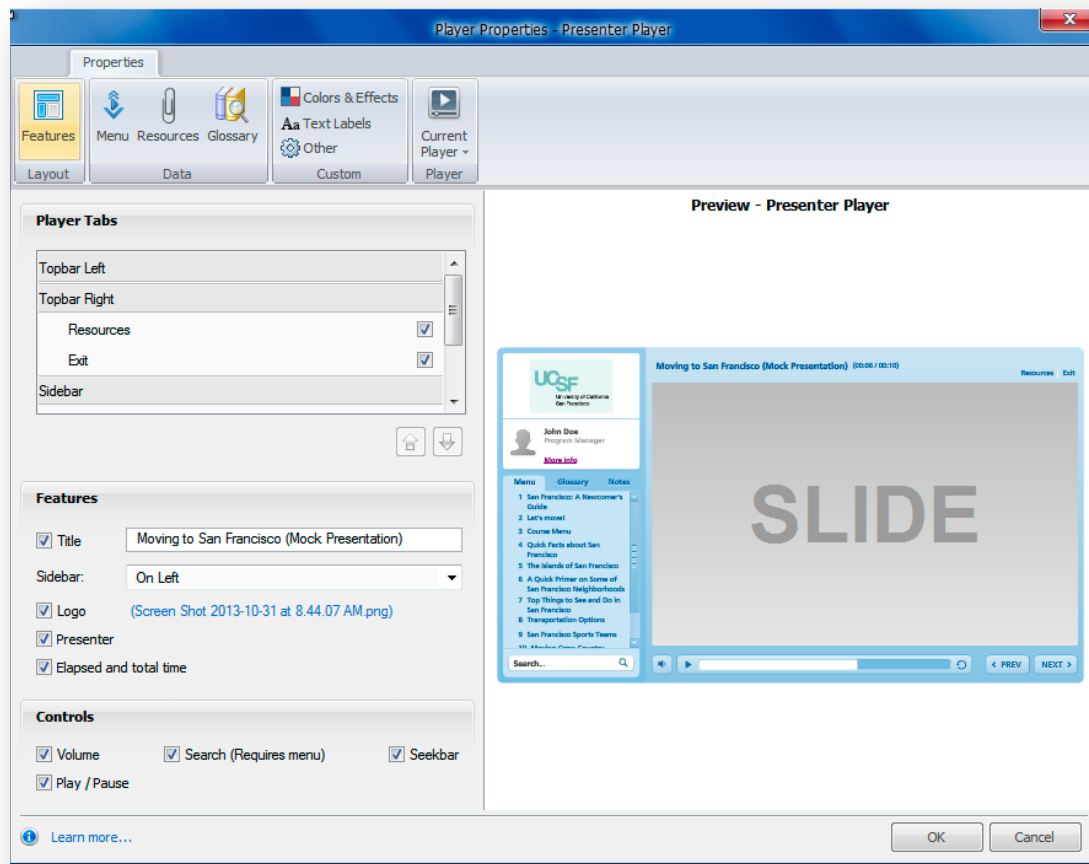
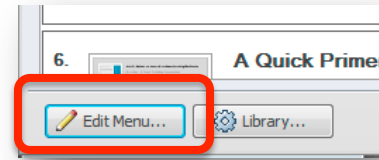
1. Set the customization of the features you would like under the Features located on the right hand side of the window.
2. For whichever slides you want these custom settings to appear, click the blue hyperlink under “Features” in the main slide window. As you click, this hyperlink will toggle between “Custom” and “Default” settings.



Click to go to Table of Contents

PLAYER PROPERTIES

Towards the bottom of the “Slide Properties” window, there is an “Edit Menu” button. Click the button to open the player properties window that allows you to adjust how the player appears to the learner. *Please note you can also find this window by clicking the “Player” button on the main presentation screen.* Some of the **most** useful items in this window are slide notes, presentation color, logo, and presenter information.



In the Features Tab, you can:

- Determine which elements to display or not display, such as “Notes” and “Exit” button
- Edit the Title of the presentation that displays
- Determine whether or not the logo, presenter information, or elapsed and total time of the presentation displays
- Determine which controls the learner has access to on the player, such as the “Search” control

In the Menu Tab, you can:

- Edit the Slides Titles that appear in the navigation menu
- Modify the Menu Options such as Navigation Restriction. The default is “Free” and other options include “Restricted” and “Locked”.

Click to go to Table of Contents

In the Resources Tab

- Any file type that you'd want to attach, this would be the place to do it

In the Glossary Tab

- Add in any glossary terms and their definitions

In the Colors and Effects Tab

- You can modify the color scheme of the player, background color of the page, player font

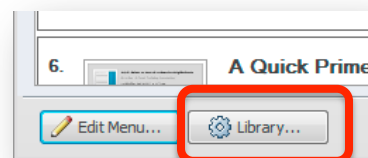
In the Text Labels Tab

- Here you could change the text labels on the any of the player buttons, but we do not recommend changing these

ADDING A PRESENTER PHOTO AND BIO

Adding the presenter photo and bio is a best practice that we encourage all course creators to take advantage of. Seeing a picture of the presenter allows the learner to better connect with the voice narrating the presentation and therefore, better connect with the material.

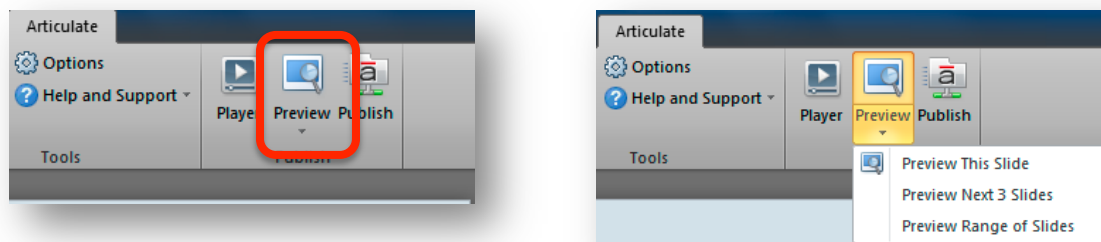
From the Slide Properties window, click the "Library" button located on the bottom left hand side of the window. Here you will find the window to add presenter information. Do so by clicking "Add". Edit the fields you wish, such as Name, Title, Email, Presenter Bio, and "Browse" for a Photo to add. Click OK when you are finished.


A screenshot of the 'Presenter' dialog box. It contains the following fields: 'Name:' with a text input field; 'Title:' and 'Email:' with separate text input fields; 'Presenter bio:' with a large text area; 'Photo:' with a text input field and a 'Browse...' button; and 'Image options' with two radio buttons: 'Maintain aspect ratio' (selected) and 'Stretch to fit'. At the bottom are 'OK' and 'Cancel' buttons.

Click to go to Table of Contents

PREVIEWING YOUR PRESENTATION

It is a good idea to review your presentation from the learner's perspective before you publish. By using the drop down arrow under the "Preview" button, you can choose how much of the presentation that you would like to preview. It might take a few moments for the presentation to load, especially if you've selected to view the full range of slides.



Some of the things you should look for are:

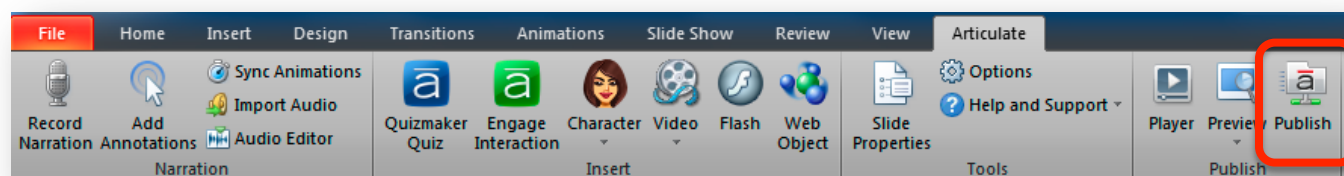
- Do the narrated slides have sound?
- Are the animations syncing properly?
- Does the logo and presenter panel appear as you'd like?
- Do the attachments appear?
- Are the player colors as you'd like them to look?
- Are the buttons (player controls) on the player as you'd like them to look?

[Click to go to Table of Contents](#)

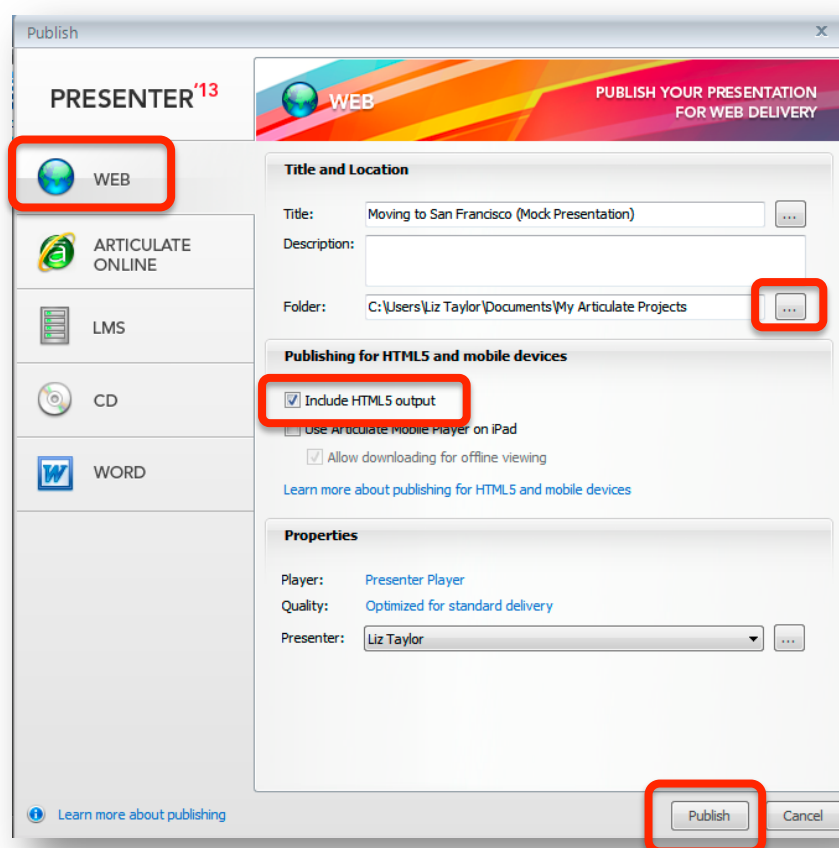
PUBLISHING YOUR PRESENTATION

To be able to view and share an Articulate presentation, it must be published to a Flash (.swf) or HTML5 (.html5) output. There are a few options for publishing a presentation. In this handout, we will be focusing on publishing for the Web, the most common means of publishing an Articulate presentation.

1. Click the Publish button from the Articulate ribbon.



2. From the Publish window, choose the Web option from the left column, if it is not already selected.



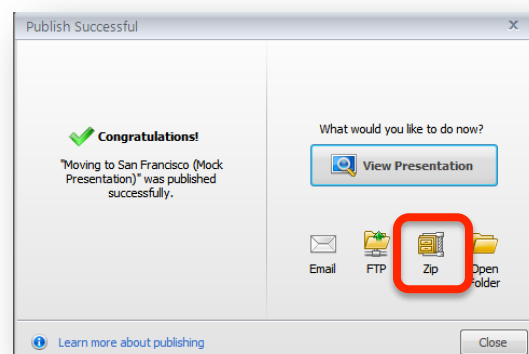
3. Choose a location for the published version of your presentation using the “...” button.
4. Click the checkbox to “Include HTML5 output”
5. Select the correct presenter from the drop-down list in the Properties group.
6. Click Publish. Depending on how many slides and how much narration your presentation contains, this may take a little while.

Click to go to Table of Contents

When the publishing process is complete, a “Publish Successful” window will appear. In this window, you will have the opportunity to:

- View your presentation
- Create a ZIP file containing your presentation, or
- Open the folder that contains your published presentation.

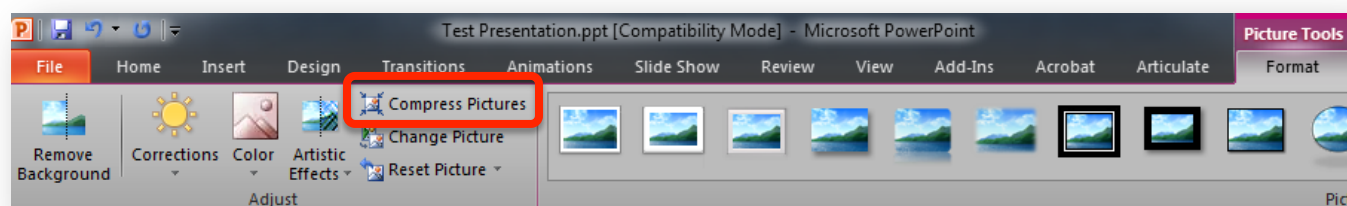
If you are preparing to upload your presentation into the CLE, click ZIP and select the location to save the ZIP file. This location should be the folder that you created at the beginning of your project.



A Note About File Size

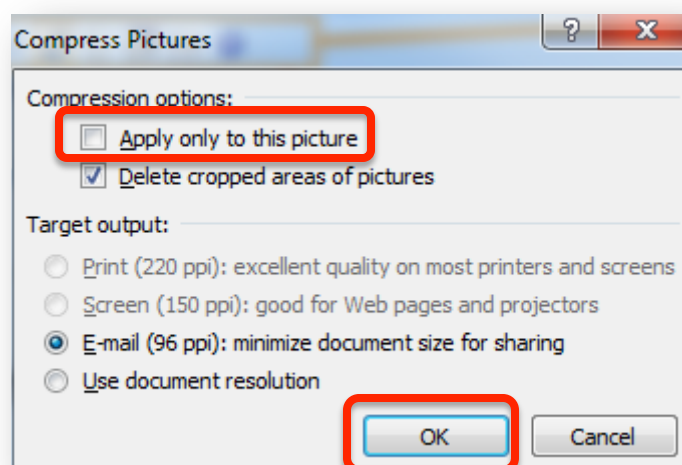
After you have published your presentation, take a look at the size of your PowerPoint file. Generally, high-resolution pictures and embedded videos increase the size of files. The file size upload limit for the CLE is 100MB. If your file is too large, it is best practice to chunk the presentation into pieces (as it makes sense with the content) and/or compress the pictures and video. You can compress pictures by following these steps:

1. Click on any picture in the presentation. The Picture Tools ribbon will appear. In the “Format” tab, click the “Compress Pictures” button.



2. A “Compress Pictures” window will appear. Uncheck the box for “Apply only to this picture” to make sure all pictures in the presentation will be compressed.
3. Choose the appropriate Target output to minimize the pictures to and click OK.

If you need to compress any video files in your presentation, contact the Learning Technologies Group and we can help you with using the MPEG Streamclip software.

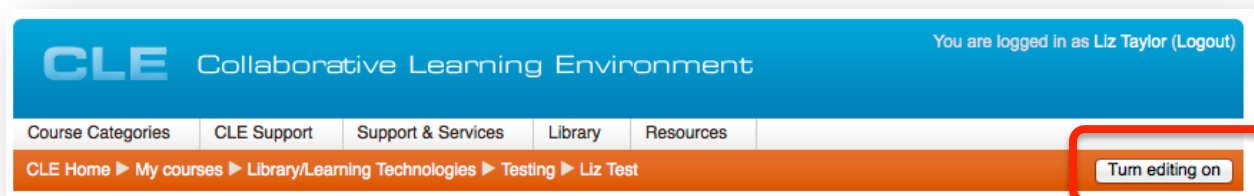


Click to go to Table of Contents

UPLOADING AN ARTICULATE FILE TO THE CLE

Once you have a finalized ZIP archive of your Articulate presentation, use these steps to upload the presentation to the CLE.

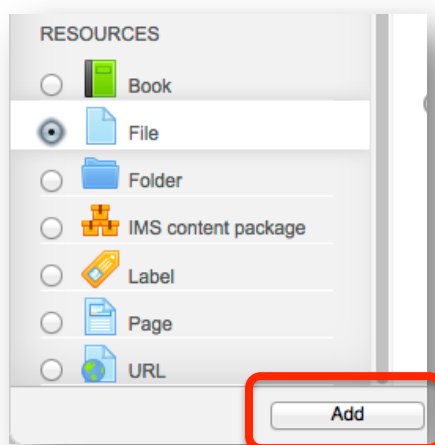
1. To begin, navigate to the CLE course to which you would like to upload the presentation. Turn editing on in your course by clicking the “Turn editing on” button at the top of the page.



2. Find the location that you would like to place your Articulate presentation on your course. Then, click the “Add an activity or resource” link.

[+ Add an activity or resource](#)

3. Select the “File” type located under the “Resources” section and click “Add”.



[Click to go to Table of Contents](#)

4. When the “Adding a new File” page opens, enter a Name for your presentation. This is the text link that learners will click to view your Articulate presentation.
5. Here you also have the option of providing a Description for your presentation. Learners will see this Description on the page before they view the presentation or you can select the option to have the Description appear on the main course page.
6. In the Content section, click the "Add" hyperlink. This will open the File Picker window. Alternatively, you may drag your Zip file into the dashed File Picker box.

Adding a new File to Topic 1 ?

General

Name*

Description

Font family
Font size
Paragraph

B I U ABC x x
A ab
List
Link
Image
Video
Audio
HTML

Path: p

Display description on course page ? ☐

Content

Select files

Maximum size for new files: Unlimited

Add...
Create folder

Files

You can drag and drop files here to add them.

Options

Display ? Automatic

Show size ? ☐

Show type ? ☐

Display resource name ☐

Display resource description ☒

Show advanced

Common module settings

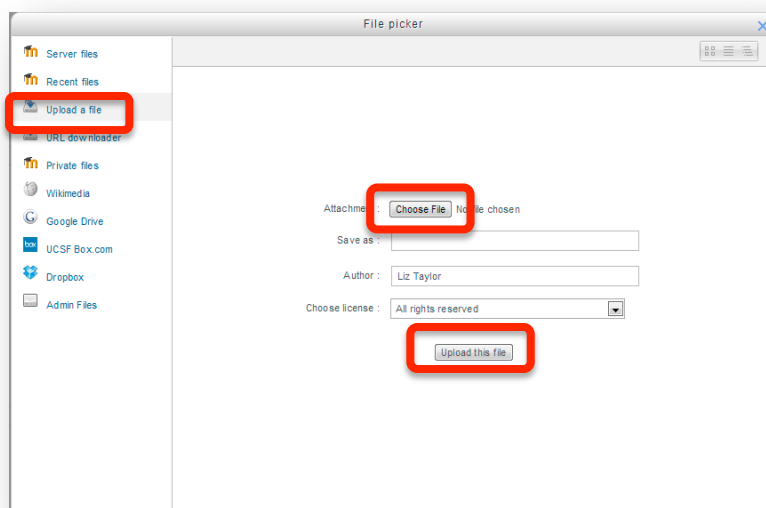
Visible Show

ID number ?

Show advanced

Click to go to Table of Contents

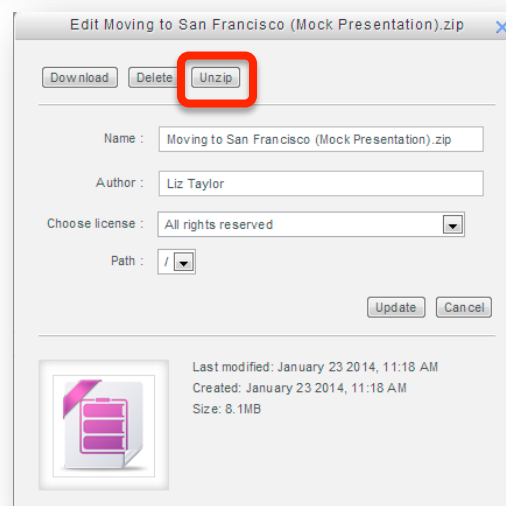
7. When the File Picker window opens, click the “Upload a File” link. Then, click the button to “Choose File” and navigate to the ZIP file you created and saved. Click Upload this file.



8. After a moment, the screen will refresh and your ZIP archive will appear within the File Picker box.

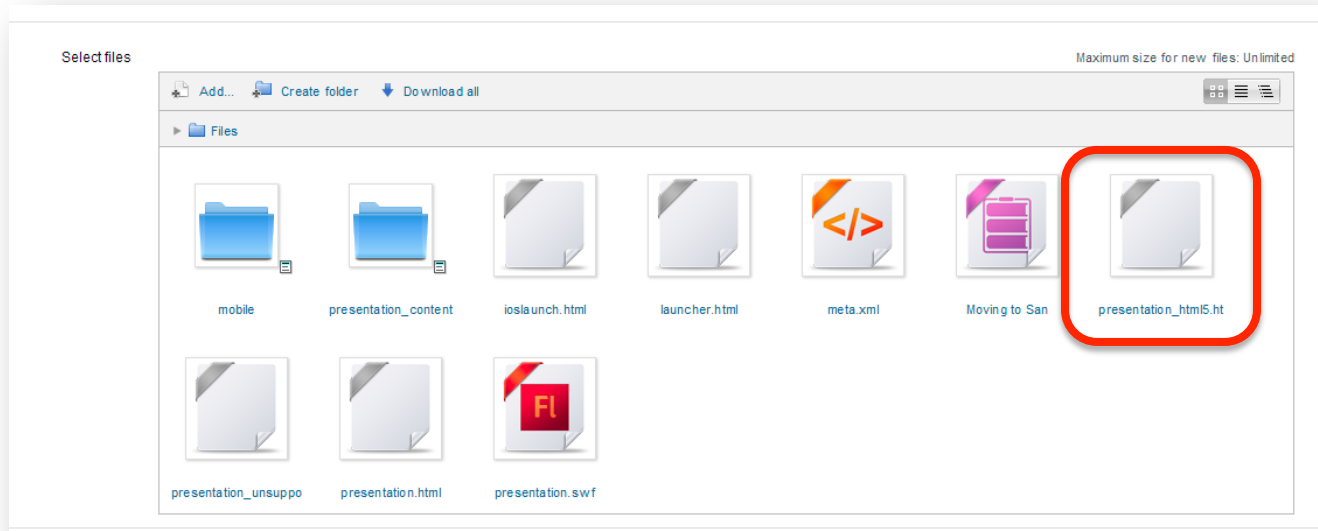


9. You need to unpack the contents, so click the icon and a new window will open. Click the Unzip button.

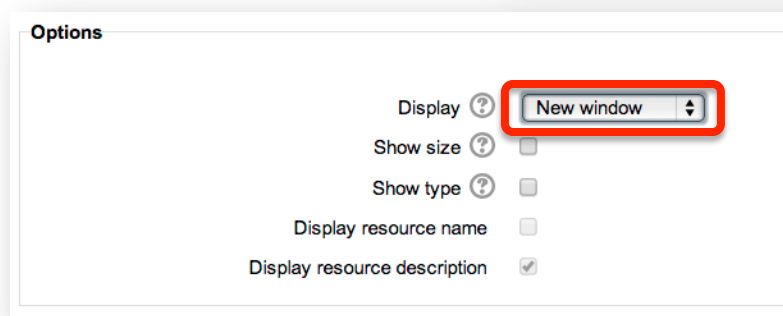
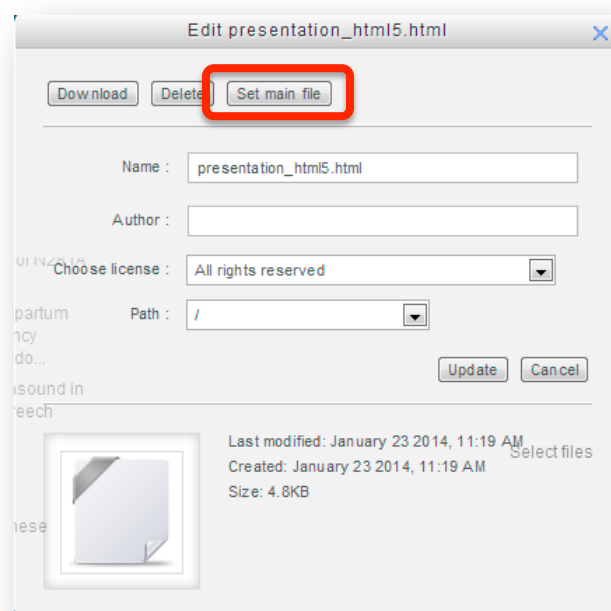


Click to go to Table of Contents

10. Once again the page will refresh and the contents of the zip archive will appear. Find the file type that ends with the “.html5” extension and click on this file.



11. In the window that appears, click the “Set main file” button. This will set that player file as the main file and allow learners to launch the presentation.
12. Scroll down to the Options section of the Adding a file page and select "New Window" from the options section. This will allow your learners to keep your CLE course open in the background while they view the Articulate presentation.
13. When you are finished, click the “Save and return to course” button at the bottom of the page. Your Articulate presentation will now be displayed on the front page of your CLE course.



Click to go to Table of Contents

ELEARNING RESOURCES

Here's a curated list of great Articulate and eLearning resources that you might enjoy. Do you have a resource to share? Email learningtech@ucsf.edu - we'd love to hear about it!

🔗 **E-Learning Heroes** | <http://community.articulate.com/>

The official Articulate software community. Tons of forum postings, tutorials, free resources, community blogs. Definitely check this site out!

🔗 **The Rapid E-Learning Blog** | <http://www.articulate.com/rapid-elearning/>

The official blog of Articulate community manager, Tom Kuhlmann. He is always sharing free resources and neat tips to use right away.

🔗 **The eLearning Guild** | <http://www.elearningguild.com/>

The most common eLearning professional association. Home of lots of research articles and curated content. You can sign up for a free Associate membership or pay for more access.

🔗 **The Learning Solutions Magazine** | <http://www.learningsolutionsmag.com/>

A publication of the eLearning Guild. Home of the Guild's professionally authored blogs and lots of great articles.

🔗 **The eLearning Coach with Connie Malamed** | <http://theelearningcoach.com/>

Lots of great articles and reviews on eLearning and graphic design, audio, and authoring tools. Connie also has published several books and hosts a podcast series, in addition to her blog.

🔗 **Cathy Moore's Blog** | <http://blog.cathy-moore.com/>

Lots of posts on eLearning and instructional design, including a nice selection of eLearning examples

🔗 **eLearning Uncovered** | <http://elearninguncovered.com/articulate/>

Companion site for the book series of the same name. Offers many free tools and resources. They also offer free webinars under the "Tools Training" tab.

🔗 **eLearning Brothers** | <http://elearningbrothers.com/>

Although this site pushes their own services and products more, it is the home of a lot free eLearning resources, as well.

Click to go to Table of Contents