2019

ACTIVE**PRESENTER 7**
USER MANUAL

Screen Recorder, Video Editor & Rapid
eLearning Authoring Software

NEW

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Introduction to ActivePresenter

ActivePresenter is the ultimate eLearning software with advanced video recording and editing features. It allows you to create various eLearning content types such as video demos, software simulations, quizzes, and games. Using responsive design and HTML5, your content is truly device-independent – it looks good and runs perfectly on any modern web browser and device. The SCORM- and xAPI-compliant outputs also integrate seamlessly with most well-known Learning Management Systems.

ActivePresenter User Interface

Start Page

The Start Page is the first thing you see when you launch ActivePresenter. It allows you to quickly start new projects as well as access useful resources such as templates and samples. During the edit phase, you can open the Start Page by clicking the **ActivePresenter** button at the top-left corner and select **Start Page** .
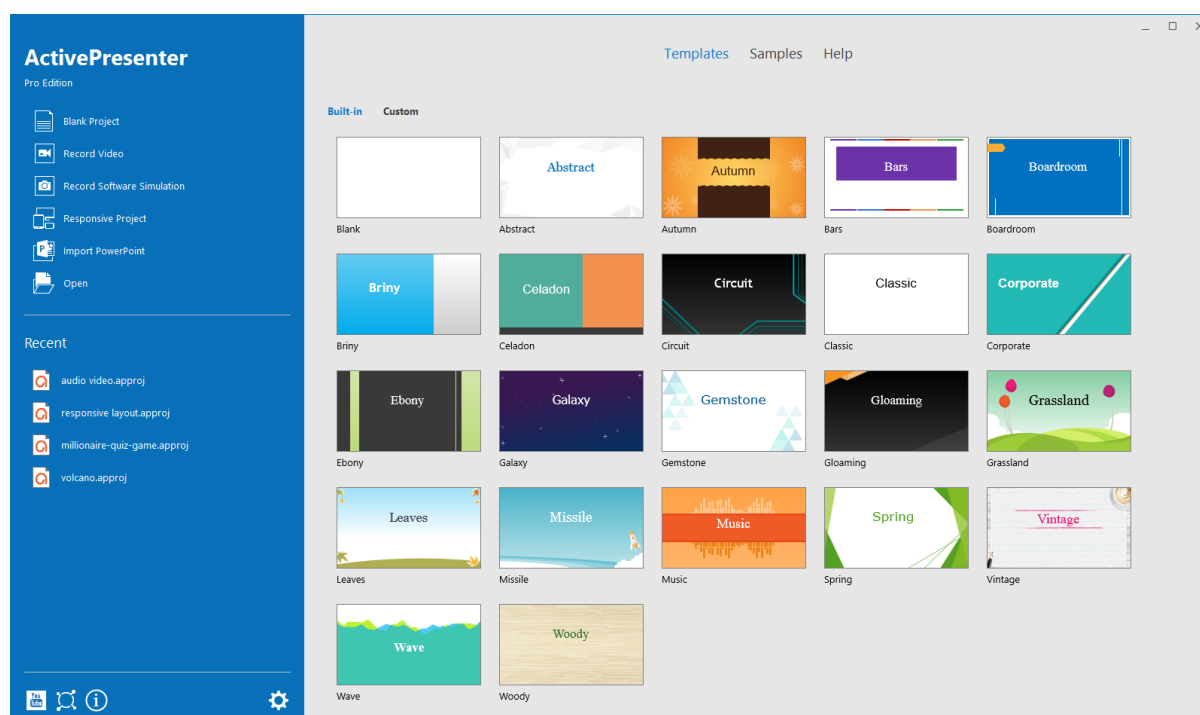
The Start Page has many components which are grouped into two main areas: left pane and central part.

On the left are two sections:

- The **Quick Start** provides buttons to create new projects and open existing ones.
  - Click **Blank Project** to create a new project using the blank theme.
  - Click **Record Video** to record screen as video.

- o Click **Record Software Simulation** to record a software simulation.
- o Click **Responsive Project** to create a new responsive project.
- o Click **Import PowerPoint** to convert a PowerPoint presentation into an ActivePresenter project.
- o Click **Open** to open an existing project, a slide template, a theme, an object template or a video file.
- • The **Recent** shows a list of recently opened projects.
  - o Click a project or right-click it > **Open** to open a project in the list.
  - o Right-click a project > **Remove** to remove a project from the list.
  - o Right-click a project > **Open Folder** to open the containing folder of a project.

In the center are three tabs:

- • The **Templates** tab shows all the built-in and custom themes/templates that you can click to **create a new project using this theme/template**.
- • The **Samples** tab contains useful ActivePresenter samples.
- • The **Help** tab provides access to user manual, product homepage, user community, activation/deactivation, update checking, and information about the current version.

Workspace

ActivePresenter workspace contains three main sections: tabbed toolbar (1), document window (2), and status bar (3).
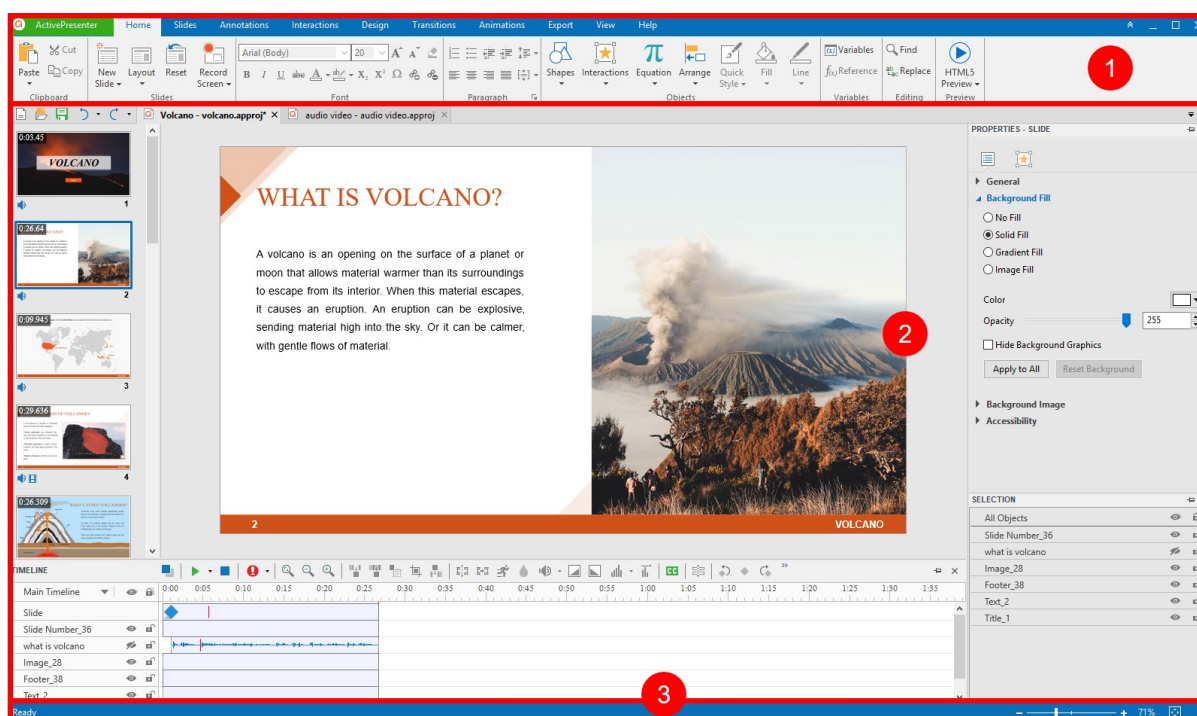
Tabbed Toolbar

Located at the top of the application window, the tabbed toolbar contains almost all the tools for creating and editing content. There are ten core tabs always present and some contextual tabs that appear only when a particular object is selected. In each tab, related commands are

grouped into groups. When you point to a command, a tooltip appears explaining the command and giving the hotkey (if any).

At the top-left of the tabbed toolbar is the **ActivePresenter** button. This button opens the **ActivePresenter main menu** that provides access to all common file operations, configuration settings, and list of recently opened projects.
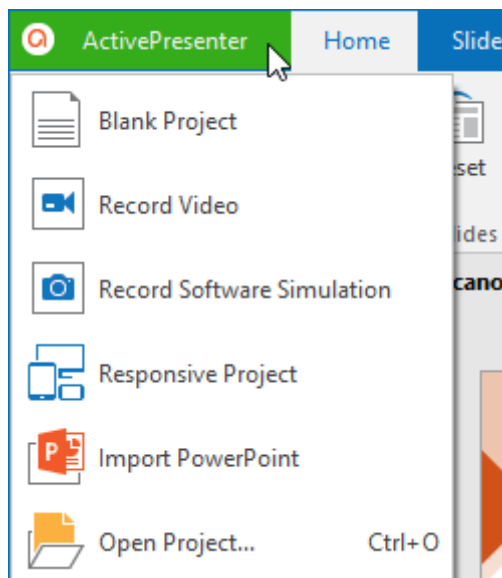
You can show or hide the tabbed toolbar by clicking the double arrow at its right corner. You can also **personalize the toolbar** the way you want.

Document Window

You can open more than one project at the same time. Then, the document window will display projects in tabs for easy navigation. The document window has components as follows:

1. The **Quick Access Toolbar** contains commands for creating new projects, opening and saving projects, and undoing and redoing recent actions.

2. The document tab enables you to navigate between open documents. You can also hover over this tab to view the project location, or right-click the tab to open the project folder.

3. The **Canvas** is the central area of the document window. It displays slide contents and allows all spatial editing.

4. The **Slides** pane displays thumbnail views of all slides in your project.

5. The **Timeline** pane shows all the objects in a slide against time axis, letting you adjust and fine-tune the timing and duration of objects and animation effects.

6. The **Properties** pane lets you edit almost all physical and behavioral properties of the selected objects.

7. The **Selection** pane displays all the objects included in a slide. It allows you to view, reorder, change the selection, lock, and toggle the visibility state of objects.

8. The **Resources** pane displays all resources in your project.

9. The **Slide Pools** pane contains slide pools that are used to randomize slides and create dynamic quizzes.

10. The **Object States** pane contains states of objects. Object states allow you to change the appearance of an object in response to user interaction.

11. The **Object Templates** pane contains object templates that are useful to save and reuse objects across slides in the same project or across projects.

You can **customize the workspace** by showing, hiding, repositioning, and resizing panes. After customizing, if you want to go back to the original window layout, just click the **View** tab > **Reset Pane Layout** . Your change will be applied the next time you open the application.

Status Bar

Located at the bottom of the application window, the status bar displays information about the current project. It may vary from what slide you are on to the current status of a project. Besides, you can use tools at the right corner of the status bar to **adjust the zoom level of the Canvas**.

Slide: 2 of 18   − | +   10%   ⊡

project information   Canvas zoom level

ActivePresenter Editions

ActivePresenter offers three editions: Free, Standard, and Pro.

1. **Free** edition is designed for those who want to create video demonstrations. This edition allows a number of screen recording and video editing features. Projects can be exported to several video formats, namely MP4, AVI, WMV, WebM, and MKV. However, the outputs cannot be used for commercial purposes.

2. **Standard** edition provides all the features available in the Free edition plus some advanced audio and video editing features and the capability to export a project to many document formats, namely HTML SlideShow, PDF Document, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, and HTML5. The outputs can be used for commercial purposes.

3. **Pro** edition is the most powerful one that allows creating impressive video demonstrations, interactive software simulations, and eLearning content. This edition is highly suitable for online learning designers, trainers, educators, technical supporters, and anyone who wants to create professional content.

You have full access to all the features of ActivePresenter Pro in the Free edition for trial purpose. Watermark is added in non-free outputs.

The following table compares the features between three editions. The features which are available in all the three editions aren't listed.

Feature	Free Edition	Standard Edition	Pro Edition
Commercial Use	✗	✓	✓
Report & Tracking in LMS (SCORM, xAPI)	✗	✗	✓
Export To HTML5	✗	✗	✓
Export To Microsoft PowerPoint	✗	✓	✓
Export To Microsoft Excel	✗	✓	✓
Export To Microsoft Word	✗	✓	✓
Export To PDF Document	✗	✓	✓
Export To Video	✓	✓	✓
Export To Images	✓	✓	✓
Audio Fade In/Fade Out	✗	✓	✓
Audio Noise Reduction	✗	✓	✓
Audio Normalization	✗	✓	✓
Video Blur Effect	✗	✓	✓
Video Green Screen Effect	✗	✓	✓

System Requirements

Here are system requirements for running ActivePresenter 7.5 on Windows and macOS.

Operating System	**Windows** 7 SP1 with Platform Update, Windows 8, and Windows 10. Only Windows 64-bit (x64) is supported.
	macOS 10.11 or later.
	The following features are only available on Windows: Microsoft Word Export, Microsoft Excel Export, Microsoft PowerPoint Import/Export.
Hardware	CPU: 1.0 GHz or faster processor with SSE2 (which is available from Intel Pentium 4) (1.5 GHz recent multi-cores or higher recommended).
	At least 2 GB of RAM.
	2 GB of available hard-disk space for installation and storing project files.

	Sound card and microphone for audio recording.
Software	For HTML SlideShow or HTML5 playback, the following web browsers are supported:
	Windows: Mozilla Firefox 38 or later, Google Chrome 43 or later, Internet Explorer 11, and Microsoft Edge.
	macOS: Google Chrome 43 or later and Safari 9 or later.
	iOS 10 (or later): Safari (latest).
	Android 5.0 (or later): Chrome (latest).
	For Microsoft Word Export: Microsoft Word 2013 or later.
	For Microsoft Excel Export: Microsoft Excel 2013 or later.
	For Microsoft PowerPoint Import/Export: Microsoft PowerPoint 2013 or later.
	For recording system audio on OS X or macOS: Background Music is required.

Installing ActivePresenter

Installing	**Windows**: After downloading the installer, double-click it and follow the instructions. To install ActivePresenter silently from the command line, you can use the /VERYSILENT flag. For example, call ActivePresenter_v7.5.0_setup.exe /VERYSILENT from scripts.
	macOS: After downloading the installer, double-click it and follow the instructions.
Activating	The Free edition doesn't need activation. To activate Standard and Pro editions, on the Start Page or in the open project window, click the **Help** tab > **Activate Product**.
Updating	To update an existing version, just download the latest version of the executable and double-click to run. There is no need to uninstall the older version first.
	You can also click the **Help** tab > **Check Updates** to have ActivePresenter check if there are new updates and do the update automatically.
Upgrading	To upgrade your license, please contact the **support group**.
Uninstalling	**Windows**: The standard way to uninstall ActivePresenter from your computer is to use the Control Panel > Programs and Features > ActivePresenter, and follow the instructions.
	Alternatively, open the folder in which you've installed the application, double-click the *unins000.exe* file, and follow the instructions.

	macOS: In the Finder sidebar, click Applications, drag the app from the Applications folder to the Trash (located at the end of the Dock), then choose Finder > Empty Trash.

Activating and Deactivating ActivePresenter

Activating ActivePresenter

While the Free edition needs no activation, you must activate the Standard and Pro editions using product keys. There are two ways to activate ActivePresenter: direct (automatic) and web (manual) activation.

You can purchase a product key **here**.

Direct Activation

Direct activation requires an active internet connection. Do the following:

1. Click **Activate Product** at the top-right corner of the application window. Alternatively, click the **Help** tab > **Activate Product** 🔑.

2. In the dialog that appears, enter a product key in the **Product Key** text box.

3. The default activation method is direct. Click **Activate** to activate the application.
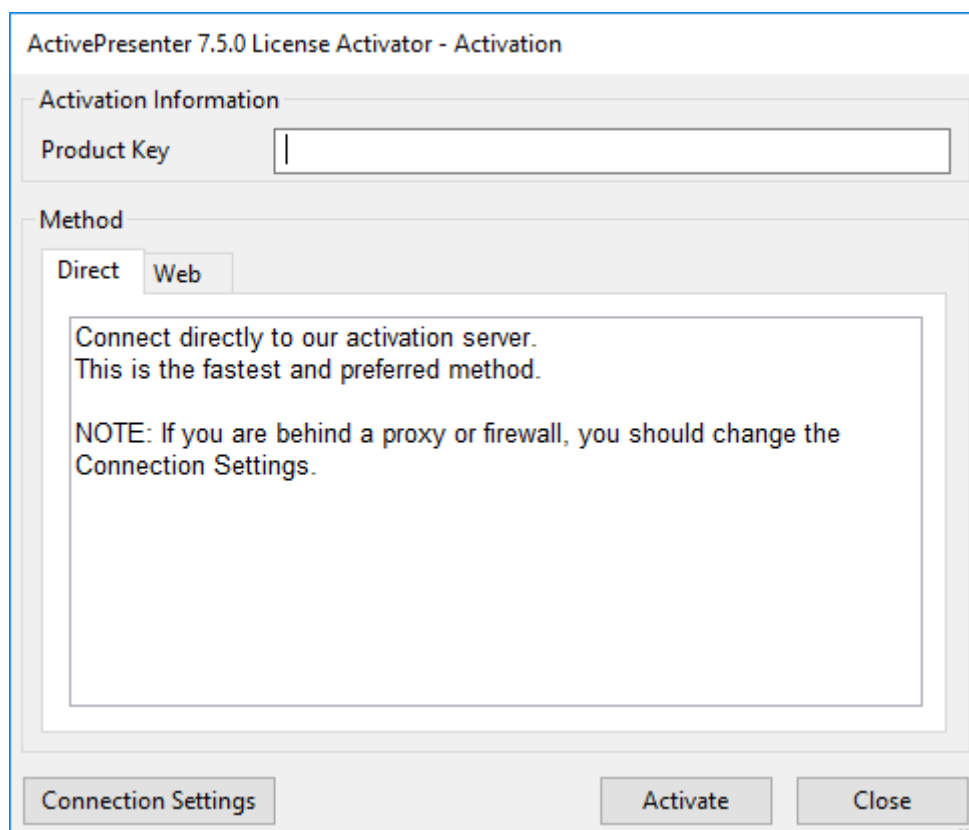
Note: Click **Connection Settings** to configure the network connection if your computer is behind a proxy.

Web Activation

To manually activate ActivePresenter, perform the two steps above, then do the following:

1. In the **Method** section, open the **Web** tab.

2. Click **Get Confirmation Code** to open a web page that gives you the code.

3. Click **Enter Confirmation Code** to paste the code into the text box that appears.

4. Click **Activate**. Note that this button is dimmed until you enter the confirmation code.
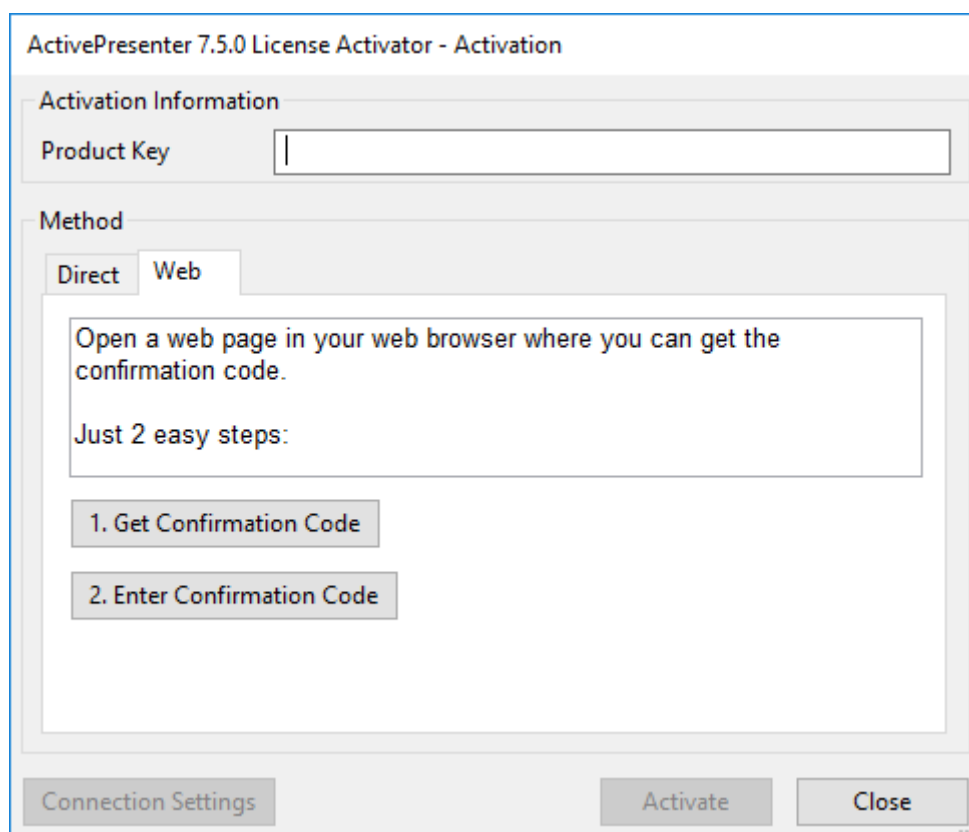
Deactivating ActivePresenter

There is a chance you want to launch ActivePresenter on another computer. In that case, you need to deactivate the application on the current computer before using the same product key on a new computer.

To deactivate the application, on the Start Page or in the open project window, click the **Help** tab > **Deactivate Product** . In the dialog that appears, select **Direct** or **Web** in the **Method** section > **Deactivate**. This deactivates the application instantly.

The Multi-tier System of Support

ActivePresenter has a multi-tier system of support, as described below:

Tooltips	A tooltip system explains the purpose of all the toolbar buttons. Hover the mouse over any button to show a short description.

User manual	A user manual (PDF file) contains extensive reference to all topics. Press **F1** to open it.
Demos	The best way to learn a product is to watch someone actually using it. The website provides many excellent **demos**.
Tutorials	A large number of **written** and **video tutorials** are available to help.
FAQ	The **user community** answers all your queries. But it is always better to first check whether your query is already listed in the **FAQ** section. If you have any feature in mind, you can also post a **new feature request**.
Email support	If you need any help or further information about ActivePresenter, you can send an **email** to the support team.
Phone support	For urgent support needs, contact +8424-3755-8373.

Creating Projects

Creating Blank Projects

A blank project is a project that contains blank slides where you can add contents such as images, video/audio clips, and slides from ActivePresenter projects or PowerPoint presentations. You can also add new recorded slides to a project by recording screen as **video** or as **software simulations**.

To create a blank project, on the Start Page > **Blank Project**. Alternatively, in the open project window, click the **ActivePresenter** button > **Blank Project**. ActivePresenter will launch a new project with the default **theme**.

By default, the new project will have one blank slide with the layout corresponding to the theme. You can add more slides by clicking the **Home** tab > **New Slide** , or in the **Slide** tab > **New Slide** . The new slide will be inserted after the slide that you are selecting.

If you want to create a new slide with a different layout, click the arrow on the **New Slide** button and select a slide layout from the drop-down list.

Changing Slide Size

The new project that you've created has the default slide size (1280x720), and you can change it if needed. Note that you cannot change the slide size for a **responsive project**.

Note: If you want to change the default slide size when creating a new blank project, click the **ActivePresenter** button > **Project** > **Project Properties** > **Project Size**.

To change the slide size, click the **Design** tab > **Slide Size** . The following dialog will appear:
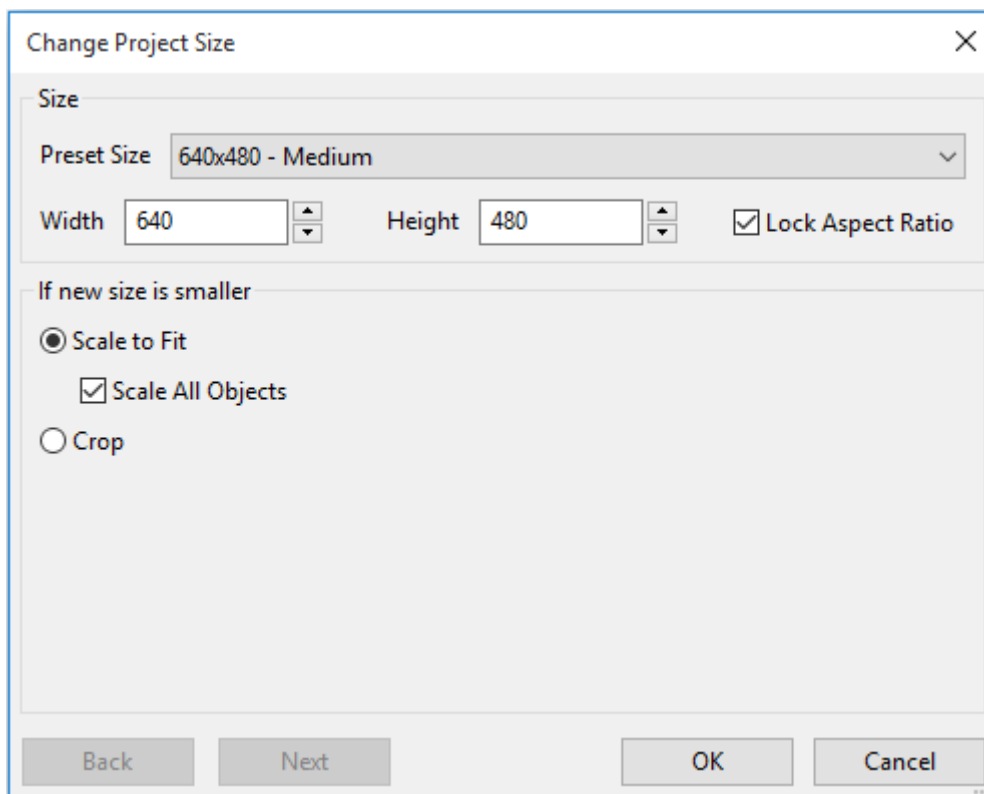
1. **Preset Size**: You can choose to quickly apply one of the preset sizes from the **Preset Size** drop-down list. The list contains different sizes ranging from small to large. You can also specify the new size by entering values in the **Width** and **Height** spin boxes, or clicking the up/down arrow button to increase/decrease the size respectively.

2. **Lock Aspect Ratio**: By selecting this check box, ActivePresenter will automatically change the height according to the width, and vice versa so that the aspect ratio can be maintained.

The new slide size that you select can be either smaller or larger than the previous size, so you have further options to adjust the contents of the slides. Two cases are described in details in the next parts.

3. **If the new size is smaller than the current slide size**, do one of the following:

- o   Select **Scale to Fit** to scale the contents to fit the new slide size. If you select **Scale All Objects**, all the objects in slides will be scaled to fit the new slide size, including placeholders in slides and **slide masters**. Otherwise, objects will keep their original sizes which are sometimes too large in comparison with the new slide size. However, you can adjust their sizes after that.

- o   Select **Crop** > **Next** to crop the contents. The following dialog will appear:
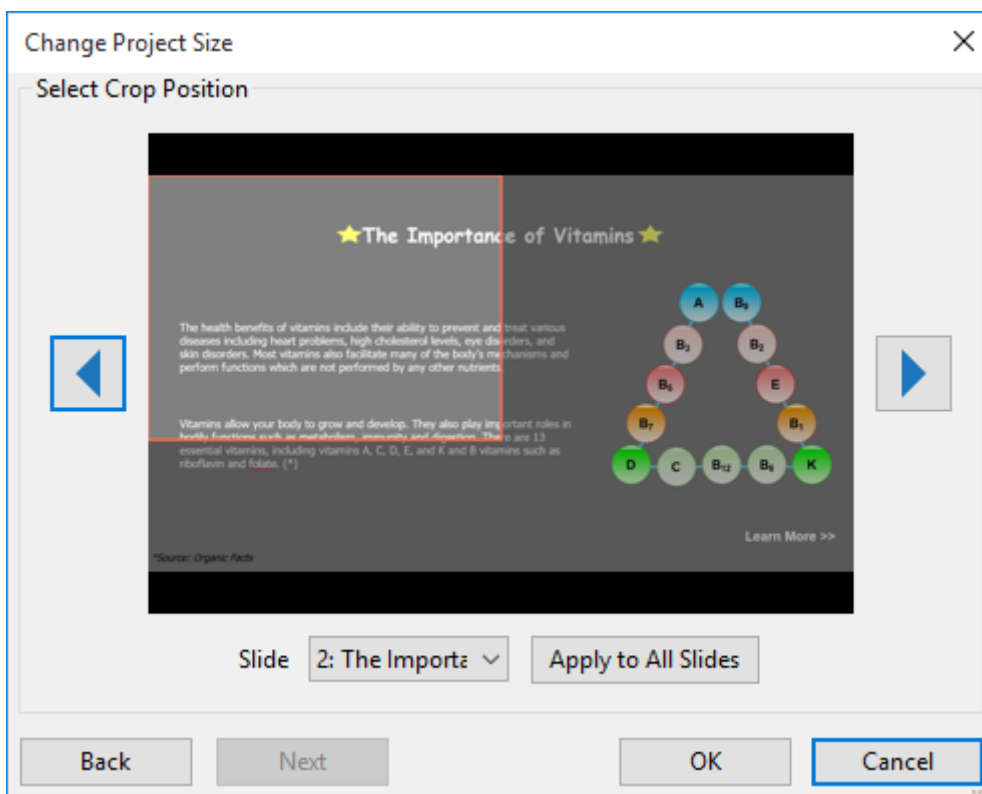
To crop a slide, drag the orange frame to the desired position. You can crop each slide individually or all of them at once:

Crop each slide individually: Select the slide from the **Slide** list box or click the ◀ and ▶ buttons, then drag the orange frame to the desired position.

Crop all slides at once: Select any slide of the project, drag the orange frame to the desired position, then click **Apply to All Slides**. All slides will be cropped at the same position.

Note: When you choose to crop the slide in any position, objects and placeholders of the slide or **slide master** will not be cut. They keep their original sizes and you can manually drag their handles to fit the new slide size.

4. **If the new size is larger than the current slide size**, do one of the following:
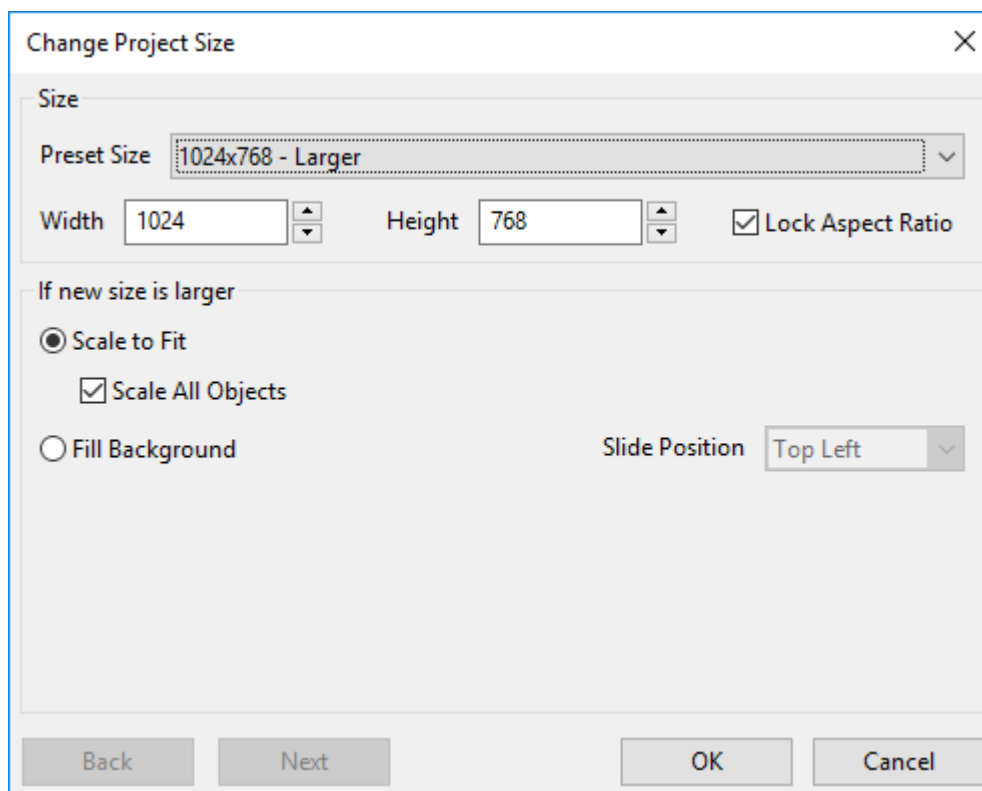
- o Select **Scale to Fit** to scale the contents in order to fit the new slide size. This is similar to the Scale to Fit command mentioned above when the new slide size is smaller than the previous slide size.

     If you select **Scale All Objects**, all the objects in slides will be scaled to fit the new slide size, including placeholders in slides and **slide master**. Otherwise, objects will keep their original sizes which are sometimes too small in comparison with the new slide size. However, you can adjust their sizes after that.

- o Select **Fill Background**, then select the slide position where the contents will fill in from the **Slide Position** drop-down list, then click **OK**.

Creating Responsive Projects

Responsive design in ActivePresenter allows you to create a single project which displays perfectly in any devices which have different screen sizes. ActivePresenter defines five default responsive layouts which correspond to most popular device screen sizes:

- **Desktop** with the viewport of 1280x620

- **Tablet Landscape** with the viewport of 1024x674

- **Tablet Portrait** with the viewport of 768x930

- **Mobile Landscape** with the viewport of 667x345

- **Mobile Portrait** with the viewport of 375x522

Note that the above layout sizes are not the device viewport sizes. They are chosen to make sure that the content displays best on popular devices. You can **add a responsive layout** to support a particular device if you want. Besides, in the responsive mode, ActivePresenter also supports a flexible coordinate system with percentage, pixel, and auto units so the content still looks good with other screen sizes which are not in the list of responsive layouts of the project.

To create a responsive project, launch ActivePresenter and click **Responsive Project** on the **Start Page**.

Alternatively, in the open project window, click the **ActivePresenter** button > **Responsive Project**. ActivePresenter will create a project with five different layouts which are Desktop, Tablet Landscape, Table Portrait, Mobile Landscape, and Mobile Portrait.
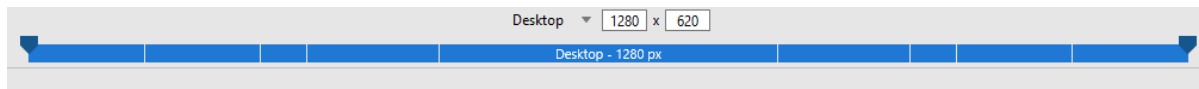
Viewport of Responsive Layout

Screen size

The screen size is the physical measurement diagonally of the screen in inches.

Resolution

The resolution is the number of pixels on screen often displayed as a width by height (i.e. 1024×768).

Viewport

Because devices with the same screen size can have very different resolutions, we use viewports when creating mobile friendly content. Viewports are scaled down versions of resolutions that allows sites to be viewed more consistently across different devices. You can find the viewport sizes of popular devices at **https://material.io/devices** (in the column with dp unit).

How is the size of a responsive layout calculated in ActivePresenter?

Viewport of the responsive layout is the actual visible area of the content when displaying in browser excluding the HTML5 player toolbar if any.

For example, the Mobile Portrait is based on the viewport of iPhone 6, 7, or 8 (375x667). After excluding the Safari browser title and navigation bars and the HTML5 player toolbar (width: 100%, height: 30), the layout size is 375x522. But with Mobile Landscape, Safari browser automatically hides the title and navigation bars so the layout size is 667x345.

Managing Responsive Layouts

Adding Layouts

To add a new layout, click the drop-down button on the **Responsive** bar (on the top of document window) and select **Add New**.

You can select one of the layouts provided or have a custom size by clicking **Custom...** and adjusting the size for the new layout.
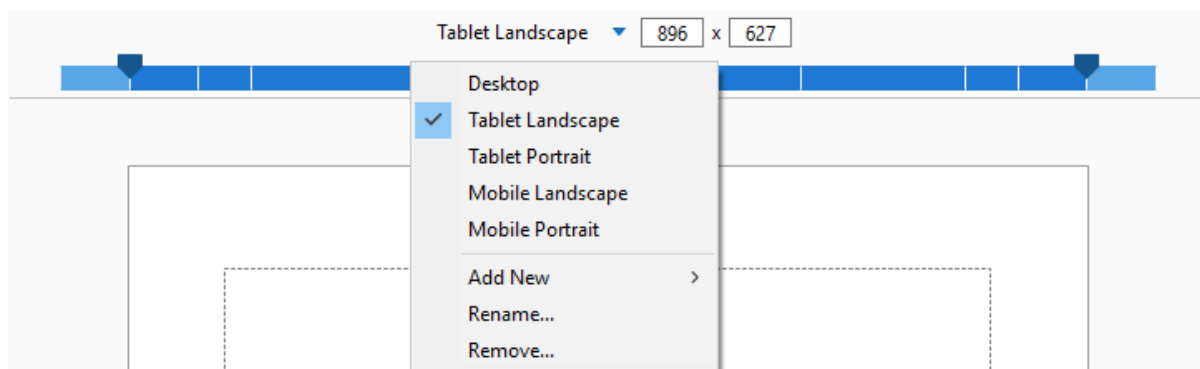
Removing Layouts

To remove a layout, select it and click the drop-down button on the **Responsive** bar > **Remove...** > **OK**.

Changing Layout Name

To rename a layout, select it and click the drop-down button on the **Responsive** bar > **Rename...** > type the new name in the **Name** text box > **OK**.

Changing the Current Layout

To switch between layouts, click the drop-down button on the **Responsive** bar > select a layout from the drop-down list. Alternatively, you can click directly one of those layouts on the **Responsive** bar.

Changing Layout Height

The Canvas shows the **Layout Height** control which indicates the current height of the responsive layout.

To change the layout height, do the following:

1. Click the **Properties** pane > **Slide Properties** > **Layout Height** > **Layout Height**. This displays the Layout Height control on the Canvas.

2. Drag the **Layout Height** control up or down to decrease or increase the height respectively.
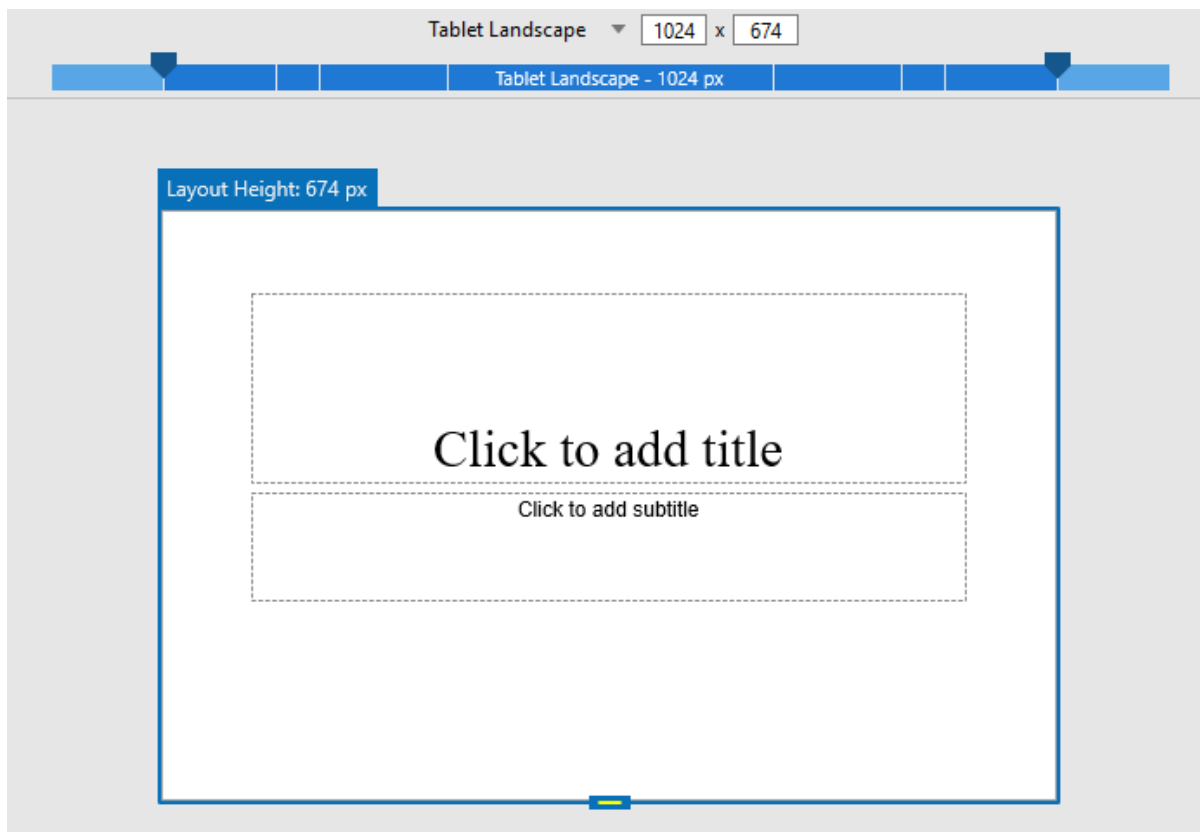
Alternatively, you can enter a value in the **Layout Height** spin box to get the same result.
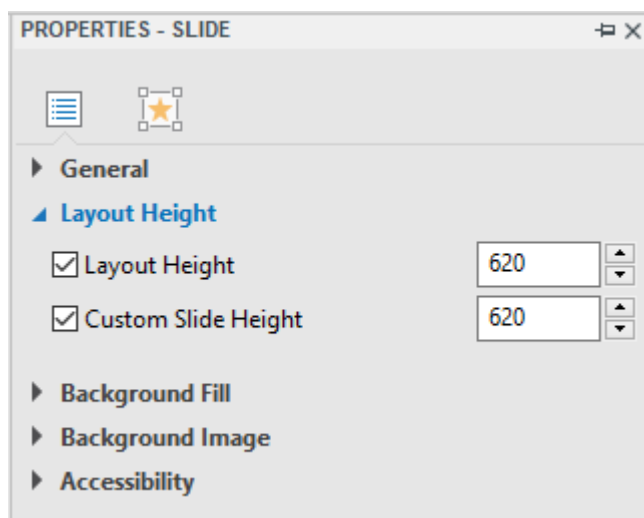
Changing Layout Width

You can resize the layout width by moving the handles on **Responsive** bar to the left or right. However, the new width must be in the width range of the currently selected layout. This means if you are selecting the Table Portrait device layout, you can drag the handles within the width range of this layout only.

Changing Slide Height

In common cases, you place the content inside the area which is limited layout width and layout height. However, for device with small viewport, you may want to have more space to place content. In that case, you can increase the slide height.

To change the slide height, do the following:

1. Click the **Properties** pane > **Slide Properties** > **Layout Height** > **Custom Slide Height**. This enables the Custom Slide Height function.

2. Enter a value in the **Custom Slide Height** spin box. Or drag the Layout Height control up or down to decrease or increase the height respectively.

If the slide height is bigger than the layout height, end users can view the contents beyond the layout by scrolling the bar on their devices.

The slide width is always the same as the layout width.

Changing Object Position Mode

Position Mode is the exact specification of the object position in a slide of a project. To change this value of an object, select that object > **Properties** pane > **Size & Properties** tab > **Transform** > select one from four modes (Top-Left, Top-Right, Bottom-Right, or Bottom-Left).

Changing Object Position and Size

These values define the object position in a slide. To change those values, in the **Properties** pane > **Size & Properties** tab > **Transform** > adjust values of Top, Left, Right, Bottom, Width, and Height (in percentages or pixels) by entering values in those spin boxes. You can also click up/down arrow buttons next to the spin boxes to increase/decrease values.

The values (Top, Left, Right, and Bottom) displayed in this section depend on the Position Mode type you select. For example, if you select the Bottom-Right mode, this section will show Bottom and Right value instead of showing Top and Left value when you select the Top-Left mode.

If you want to keep the height-to-width ratio when changing the object width, select Auto from the Unit combo box next to the **Height** spin box. This option automatically changes the height according to the width.

To rotate the object, along with dragging the rotation handle of the object, you can enter a value in the **Rotation** spin box.

Changing Object Position Value Unit

You can change the unit of object position value between percentages (%) and pixels (px). To do that, in the **Properties** pane > **Size & Properties** tab > **Transform** > **Unit** combo box next to the **Size** spin boxes > select %, px, or Auto (for Height unit).

- Choose the % unit if you want the object position to be a percentage of left/top/width/height.

- Choose the px unit if you want the object position to be a number of pixels of left/top/width/height.

- Choose Auto for the height unit to retain the aspect ratio.

Either the unit you choose, the size and position of the object should remain unchanged.

Aligning Horizontal/Vertical Center

You can align objects in the center of the slide in all layouts of responsive projects. To do that, in the **Properties** pane > **Size & Properties** tab > **Transform** > **Align Horizontal Center** or **Align Vertical Center**.

If you select both check boxes, objects will be aligned both horizontal and vertical center of the slide and you cannot move the object either in the horizontal or vertical direction.

- **Align Horizontal Center**: The object will be aligned horizontal center and you can move the object only in the vertical direction of the slide. You cannot move it horizontally.

- **Align Vertical Center**: The object will be aligned vertically center and you can move the object only in the horizontal direction of the slide. You cannot move it vertically.

Scaling Text

With the Text Scale feature, ActivePresenter allows you to reduce the text size on smaller devices. You can scale the text to a specified percentage of its original size. For that to happen, select the text > **Properties** pane > **Size & Properties** tab > **Transform** > **Text Scale**.

Showing/Hiding Objects in Individual Responsive Layout

ActivePresenter allows showing or hiding the object in each layout individually. To do that, in the layout that you want to hide the object, select that object > **Properties** pane > **Size & Properties** tab > **Transform** > **Hidden in Current Layout**.

Creating Projects from PowerPoint Presentation

This is a content-generation method where slides from a PowerPoint presentation are used instead of recording a target application or creating a blank project.

To create a new project from PowerPoint slides, on the Start Page > **Import PowerPoint** > select the PowerPoint file from your computer. Alternatively, in the open project window, click the **ActivePresenter** button > **Import PowerPoint** > select the PowerPoint file from your computer.

Note: ActivePresenter cannot handle the *.odp files created by OpenOffice and LibreOffice. You have to convert these files to pptx files first, then import them into ActivePresenter.

After that, ActivePresenter will display the following window:
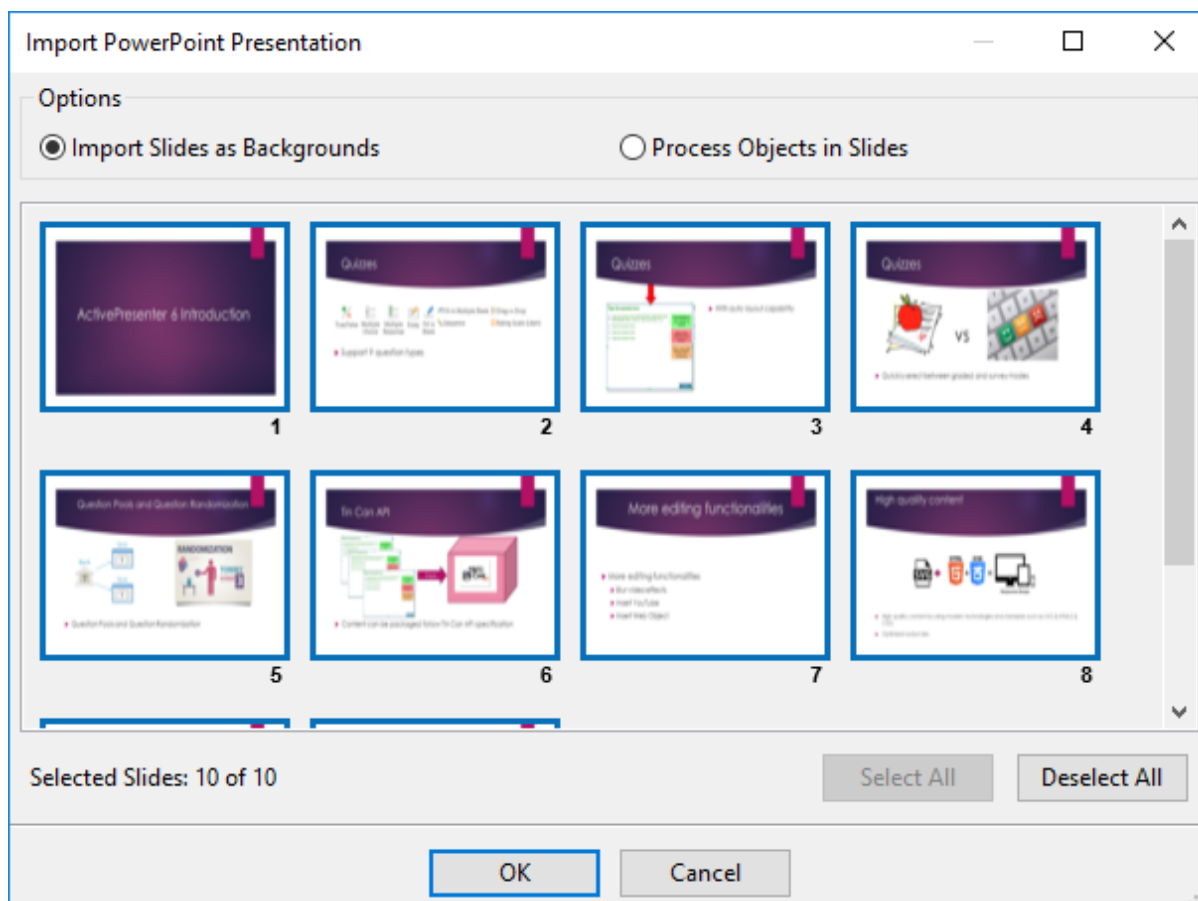
You now have the following two options:

- **Import Slides as Backgrounds**: Each slide turns into a background image for a corresponding slide in ActivePresenter project. All the separate objects in the pptx/ppt slides will be flattened into one image, and you cannot manipulate/animate them.

- **Process Objects in Slides**: All the objects in each PowerPoint slide are imported into the corresponding ActivePresenter slide. You can manipulate those objects and annotate the slides in ActivePresenter.

Note: By default, all PowerPoint slides are selected. You can click the slides that you don't want to import to clear the selection. Click **Deselect All** to select no slides. If you want to select multiple slides, hold down **SHIFT** or **CTRL** while clicking the slides. After that, click **OK** to import them into ActivePresenter.

Creating Projects from Themes or Templates

Creating projects from themes or templates can save you a lot of time in designing contents because you can reuse the project preferences (e.g. slide layouts, object properties) across multiple projects. It also ensures the workflow consistency especially when multiple authors are working on similar projects.

An ActivePresenter theme or template contains the following:

- **Slide master** which includes predefined slide layouts. Each layout may have additional decoration content.

- Predefined colors and fonts.

- Object settings if any (otherwise, default program settings will be used).

- For template, there are some pre-created slides with content.

To create a template-based project, on the **Start Page** > Templates tab > select a them or template.

In the **Template** tab, you can right-click any theme to open the context menu:

- **Preview**: Preview the theme.

- **Blank Project**: Create a blank project with the theme you are currently selecting.

- **Record Video**: Record a video demonstration.

- **Record Software Simulation**: Record a software simulation.

- **Responsive Project**: Create a responsive project with the theme that you are currently selecting.

- **Set as Default Theme**: Set the theme as the default them.

Creating Projects from Video Files

ActivePresenter allows you to create projects from video files, in which your desired video will be opened in a completely new ActivePresenter project. That new project will have the same size as the video size.

To create a project from a video, do the following:

1. On the Start Page, click **Open**. Or, in the open project window, click the **ActivePresenter** button > **Open Project…**.

2. In the **Files of type** combo box, select **All Support Types** or **Video Files**.

3. Browse the video files in your computer and select one.

4. Click **Open**.

After that, you can still resize and reposition the video as a normal object.

Converting Projects

Converting from Responsive to Non-Responsive Projects

ActivePresenter allows you to convert from responsive to non-responsive projects. To get it done, click the **ActivePresenter** button > **Project** > **Convert to Non-Responsive Project...** > select one of the layouts. The project will be converted to a non-responsive project having the layout that you have chosen, without affecting object positions.

Converting from Non-Responsive to Responsive Projects

This feature allows you to convert from a non-responsive project to a responsive project having up to five default responsive layouts. To get it done, click the **ActivePresenter** button > **Project** > **Convert to Responsive Project…** The following dialog will appear:
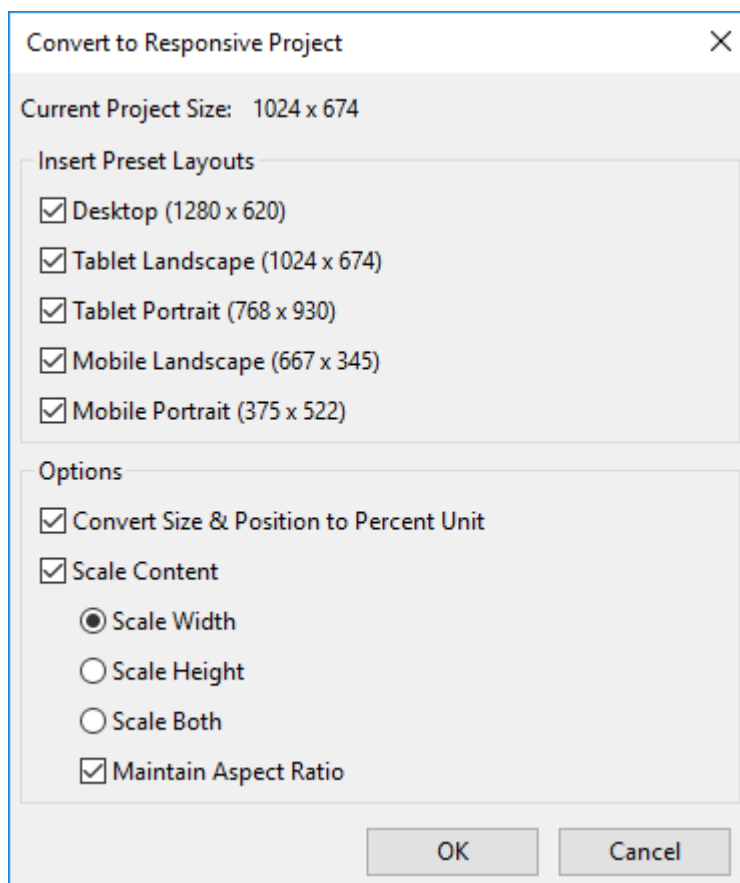
- **Current Project Size**: Show the slide size of the currently working project.

- **Insert Preset Layouts**: Choose which device layouts to insert into the new responsive project.

- **Convert Size & Position to Percent Unit**: Convert unit from pixels to percentages.

- **Scale Content**: Choose to scale the content in width, height or both dimensions.

- **Maintain Aspect Ratio**: ActivePresenter will maintain the height-to-width ratio of the slide size and scale the contents.

Saving Projects

Saving Projects

After creating and editing a project, you can save it easily by clicking **Save** 🖫 in the Quick Access Toolbar, or by using the **CTRL+S** hotkey. You can also click the **ActivePresenter** button > **Save** to get the same result.

Alternatively, you can right-click the name of the project that you want to save on the document tab, then click **Save**.

Note that when you save a project created with an older version, ActivePresenter will automatically save it in the new format, and those files cannot be opened with the older versions anymore. In such case, ActivePresenter will warn you with a dialog.

Saving Projects as Different Types

ActivePresenter allows you to save existing projects to four types: Project, slide template, object template, and theme so that you can reuse them as the basis for other projects.

To do that, in the open project window, click the **ActivePresenter** button > **Save As…** > select a type from the **Save as type** drop-down list. You can also right-click the name of the project that you want to save on the document tab, and click **Save As…** > select a type from the **Save as type** drop-down list.
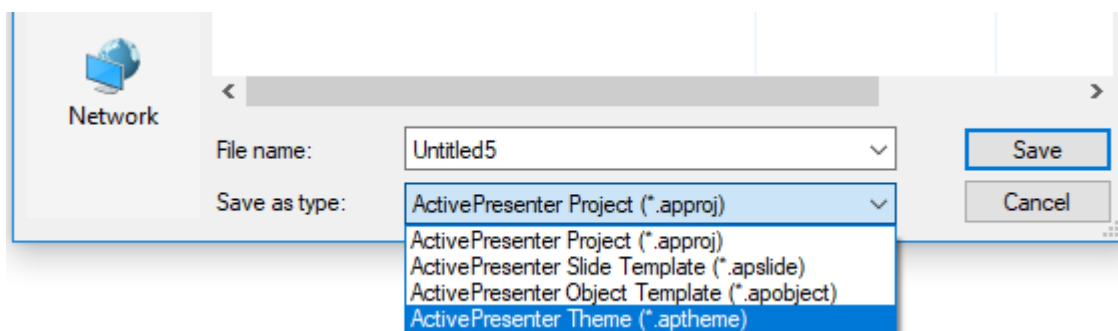
- **ActivePresenter Projects (*.approj)**: Save existing projects as normal projects with all editing you've made. To know how to open an ActivePresenter project, see **Opening Existing Projects**.

- **ActivePresenter Slide Template (*.apslide)**: Save existing projects as slide templates. If you save templates in the *C:\Users\\Documents\ActivePresenter Templates* folder (for Windows) or */Users//Documents/ActivePresenter Templates* folder (for macOS), they will be shown as custom themes on the Start Page.

- **ActivePresenter Object Template (*.apobject)**: Save existing projects as object templates. If you save templates in the *C:\Users\\Documents\ActivePresenter Templates* folder (for Windows) or */Users//Documents/ActivePresenter Templates* folder (for macOS), they will be shown in the **Object Templates** pane.

- **ActivePresenter Theme (*.aptheme)**: Save existing projects as themes. If you save themes in the *C:\Users\\Documents\ActivePresenter Templates* folder (for Windows) or */Users//Documents/ActivePresenter Templates* folder (for macOS)*, they will be shown as custom themes in the **Design** tab and Start Page.

To open any type of project, do one of the following:

- On the Start Page > **Open** > select one project type from the **Files of type** drop-down list > select a project.

- In the open project window > **ActivePresenter** button > **Open Projects…** > select one project type from the **Files of type** drop-down list > select one project.

- In the open project window > click the 📂 button in the Quick Access Toolbar > select one project type from the **Files of type** drop-down list > select one project.

- Use the **CTRL+O** hotkey. ActivePresenter will open the folder containing ActivePresenter projects for you to select. Now you can select one project type from the **Files of type** drop-down list.

Shrinking Projects

A project containing unused resources can be increased in size. Its size can also be increased after some editing operations. You can choose to reduce the size by shrinking your project.

To get it done, click the **ActivePresenter** button > **Project** > **Shrink...**. ActivePresenter will display the following dialog:

Shrink Project

Information

ⓘ   Project File Size   25.6 MB

         Number of Unused Resources   14

Delete Resources

☐ Delete All Unused Resources   [Delete Manually]

                              [Shrink]   [Close]
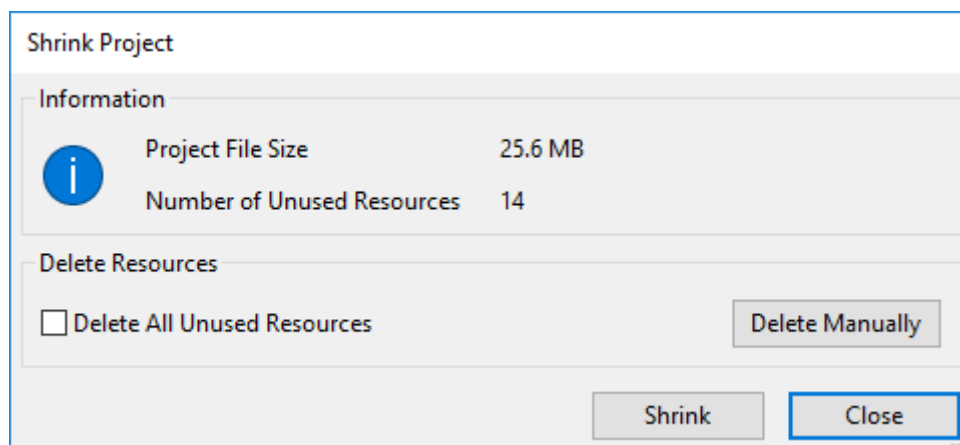
To remove all unused resources, click the **Delete All Unused Resources** > **Shrink**.

You can also manually choose which resources to remove by clicking the **Delete Manually** button. The **Project Resources** dialog will appear having two tabs. While the **Images** tab contains all images of the project, the **Audio & Video** tab contains all audio and video files of the project.

Click the items that you want to remove, then click the **Delete** icon ▬ at the top of the dialog.

You can click the **Select unused items** button to let ActivePresenter select all unused resources for you, then click the **Delete** icon ▬.

Opening Existing Projects

When you have existing ActivePresenter projects, you can open them again easily.

Do one of the following:

- In the open project window, click the **ActivePresenter** button > **Recent Projects** > select a project, or click the button in the Quick Access Toolbar > select a project.

- Use the **CTRL+O** hotkey. ActivePresenter opens the folder containing ActivePresenter projects for you to select.

- On the Start Page, select one project from the Recent list to open it.

Recording Projects

Recording Videos

You can use ActivePresenter to record the computer screen to create a video demo to show how your products or services look like. A recorded project captures truthfully all live actions on screen along with mouse and keyboard actions while you are interacting with the target application.

To record a new project, do one of the following:

- On the Start Page, click **Record Video**.

- In the open project window, click the **ActivePresenter** button > **Record Video**.

After that the following dialog will appear:
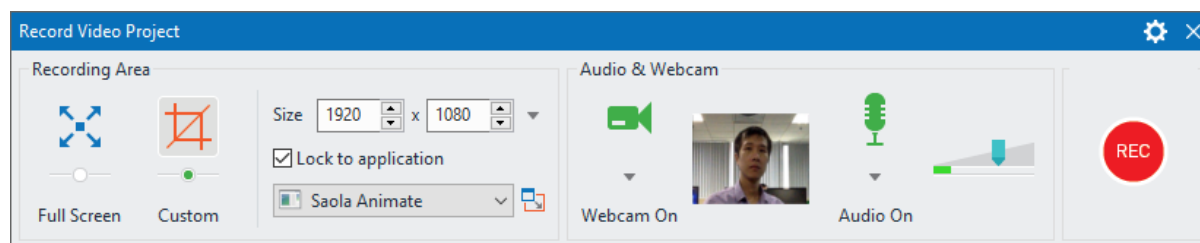
Recording Area Section

This section allows you to specify the region on the computer screen to capture.
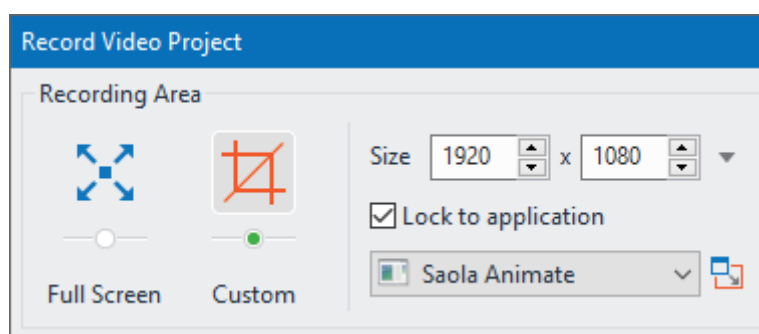
- **Full Screen**: Allow you to capture the entire computer screen. When you select this mode, the entire screen will be treated as the recording window and the blue rectangle is invisible. Besides, ActivePresenter will temporarily change the screen resolution before capturing and automatically revert to the previous setting when you finish capturing.

- **Custom**: Allow you to customize the captured screen in any size and direction by dragging the floating blue rectangle. ActivePresenter will capture anything that happens inside this blue rectangle while ignoring the rest of the screen. The fancy cross hair in the middle is just a visual reminder that this is a target-seeker window.
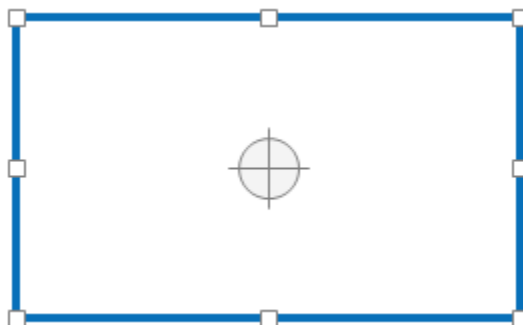
Alternatively, you can specify the captured frame size by entering the width and height value in the **Size** spin boxes. Besides, ActivePresenter provides some popular preset video sizes. You can quickly apply them by using the **Preset Sizes** button next to the spin boxes (the down arrow next to the **Size** spin boxes).

Click **Lock to application** to select a running application window to snap into the captured area. The **Change Lock Mode** button next to the list-of-application combo box provides two options to define the snap behavior. The Fit To Boundary option will resize the window of the selected application to fit the recording area. On the other hand, the Fit To Application option will resize the recording area to fit the window of the selected application.

Audio and Webcam Section

This section provides options for recording audio and webcam during the recording screen. You can record system audio, audio from microphone and webcam simultaneously, which is common in the practice.

Audio Section
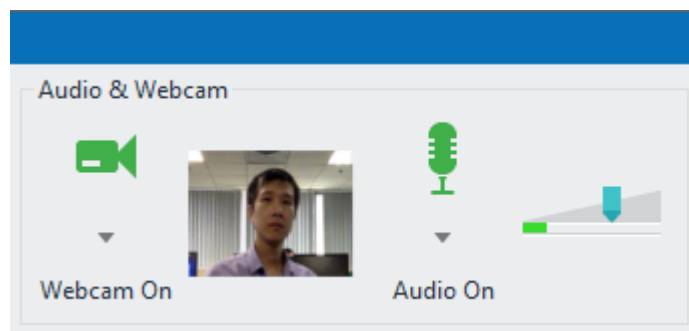
Click the ![mic] button to enable audio recording. The following options become available:
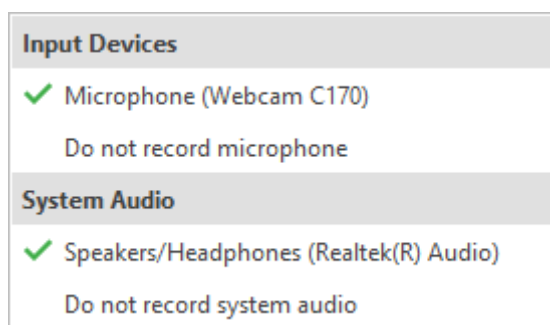
- **Input Devices**: Select the input device such as microphone. If you don't want to record any input device, select **Do not record microphone**.

- **System Audio**: Select the system audio (also speaker sound). If you don't want to record any system audio, select **Do not record system audio**.

- The **Volume** slider displays the input audio signal level for the audio input device. Before actual recording, you can speak something into the microphone to test the sound.

The system audio volume can be changed by using the adjust volume tool in your computer.

Webcam Section

Recording screen and webcam video simultaneously comes in handy for instructional purposes such as presentations or game streaming.

To record webcam video, do the following:

1. In the **Record Video Project** dialog, click the ▦ button to enable webcam recording. A live preview of the camera appears next to the button.

2. Click the arrow on the ▦ button to select the webcam.
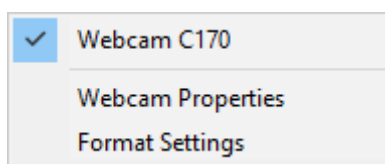
3. Adjust the following two webcam options if you wish:

   o   Click **Webcam Properties** to adjust video signal and camera control.

   o   Click **Format Settings** to fine-tune video format and compression.

4. Click **Record** to start a capture session.

After capturing, you will get a slide that displays a screencast and the webcam video at the bottom-right corner of it. You can reposition, resize, and edit the webcam video the same way as what you do with a normal video.
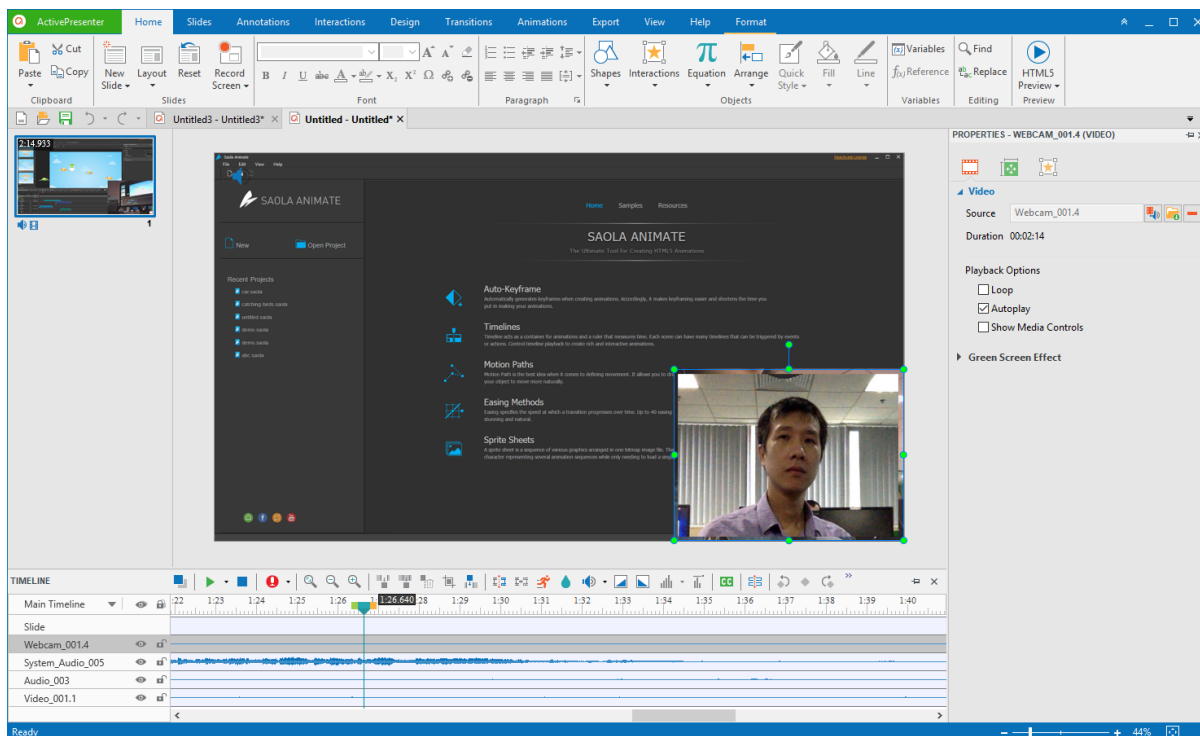
Record Button and Settings

The **Record** button is a big red button which you can click to start recording. After clicking this button, there will be an **ActivePresenter** icon appearing in the system tray.
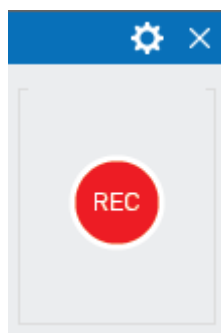
The gear icon at the top-right corner of the dialog allows you to adjust the following options:
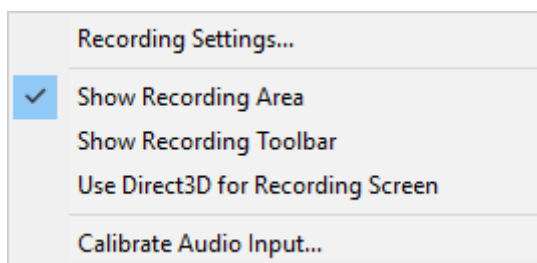
- **Recording Settings…**: Launch the **Recording Settings for Video** dialog where you can change the settings for audio and video, cursor, and hotkeys.

- **Show Recording Area**: Show the blue rectangle which indicates the recorded screen area.

- **Show Recording Toolbar**: Display a toolbar with all necessary controls for the recording. You can click the gear icon at the top-right corner of the toolbar to toggle its sections.
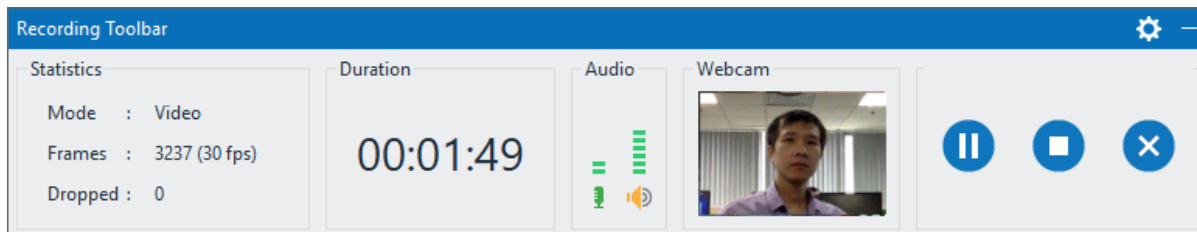
The **Statistics** section shows the following project statistics:

- o **Mode**: Show the current recording project mode (Video).

- o **Frames**: Show the current frame number of the recording project.

- o **Dropped**: Show the number of missed frames of the recorded video.

- **Use Direct3D for Recording Screen**: AP may record screen with a very high frame rate without overloading.

- **Calibrate Audio Input…**: Open the **Calibrate Audio Input** dialog which allows you to change the audio input volume automatically or manually.

When you finish the recording, click the **Stop Recording** button, ActivePresenter will end the recording and enter the edit mode with an intuitive interface. You can also use the hotkey **CTRL+END** to stop the recording.

Recording Software Simulations

Creating Software Simulation is a great way to show others how you practice an application or software engagingly and lively. Using this feature, you will have a project containing a series of slides describing how to achieve a specified purpose with the application you are capturing.

To capture a new project, do one of the following:

- On the Start Page, click **Record Software Simulation**.

- In the open project window, click the **ActivePresenter** button > **Record Software Simulation**.

The following dialog will appear:
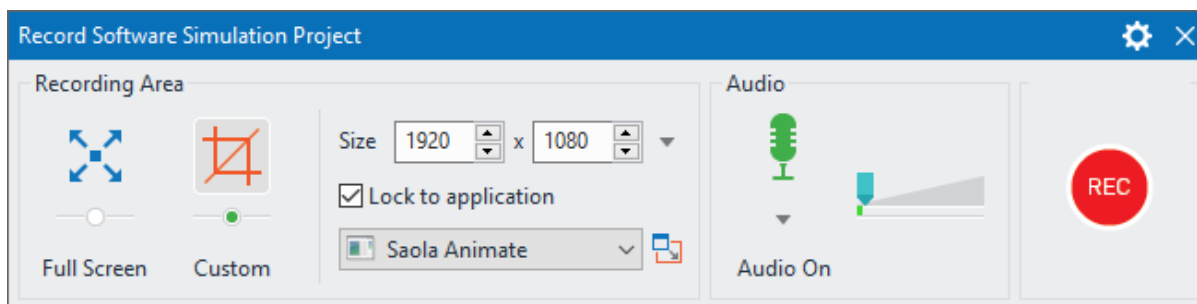
Recording Area Section

This section allows you to specify the region on the computer screen to capture. It has the same properties and functions as the **Recording Area** section when you record a video project.

Audio Section

This section provides the option for **audio recording**. You can record system audio and audio from microphone simultaneously. For creating software simulations, recording webcam isn't available.

Record Button and Settings

This **section** is the same as that of the **Record Video Project** dialog, except the following two differences:

- When you click the gear icon > **Recording Settings…**, you open the **Recording Settings for Software Simulation** dialog where you can change the settings for audio and video, cursor and hotkeys.

- The mode of the recording can be either Video or Slide. Whenever you scroll the mouse or carry a drag-n-drop action, ActivePresenter will automatically switch to the Full Motion Recording mode (Video). Otherwise, it will switch back to previous capture mode (Slide). The recording mode is shown in the **Recording** toolbar.

How to Stop Recording

When you're done with recording a project, stop the recording and start to edit it. Press **CTRL+END** on your keyboard to end the recording.

Alternatively, you can stop the recording using the **Recording** toolbar. On the system tray of your computer, click the **ActivePresenter** icon 🔴 to show the toolbar. If the **Recording** toolbar is currently shown on screen, skip this step.

- Click the **Pause** button 🔵 to pause the recording for a while. Click on it again to continue recording. You can also press **SPACE BAR** to pause and resume the recording.

- Click the **Stop** button 🔵 to end the recording and step into the editing process.

- Click the **Discard** button ⓧ to discard the recording. In this case, ActivePresenter will offer you three further options:

  ○ **Discard**: Abort the current recording without saving the recorded project.

  ○ **Re-capture**: Abort the current recording without saving the recorded project and start a new recording project with previous settings.

  ○ **Continue**: Resume the current recording.

Working with Themes

Using Themes

A theme is a set of design elements, including colors, fonts, background styles, and layouts. Using themes is a quick way to give your slides a consistent and attractive look and feel.

A design theme consists of:

- A set of **theme colors** that contains four text and background colors and eight accent colors for objects.

- A set of **theme fonts** that contains fonts for the heading and body text.

- A set of twelve **preset background styles** that defines the color of the slide background.

- A **slide master** that defines the formatting and placement of text and objects in a slide. Each slide master has a master layout and a set of custom layouts. If you use more than one theme in your project, that project will have more than one slide master (and sets of layouts).

Available themes are displayed on the Start Page. From here, you can click a theme to **create a new project** using it. In the open project window, you can view thumbnails of available themes in the **Design** tab. In this tab, just click the arrow at the bottom-right corner of the theme gallery to expand the list.

The theme applied to the current slide will be displayed with a gray outline in the **This Project** section. Below this section are two sections for any **Custom** themes you've created and the **Built-in** themes of ActivePresenter. You can hover the mouse over each thumbnail to see a live preview before applying a theme.
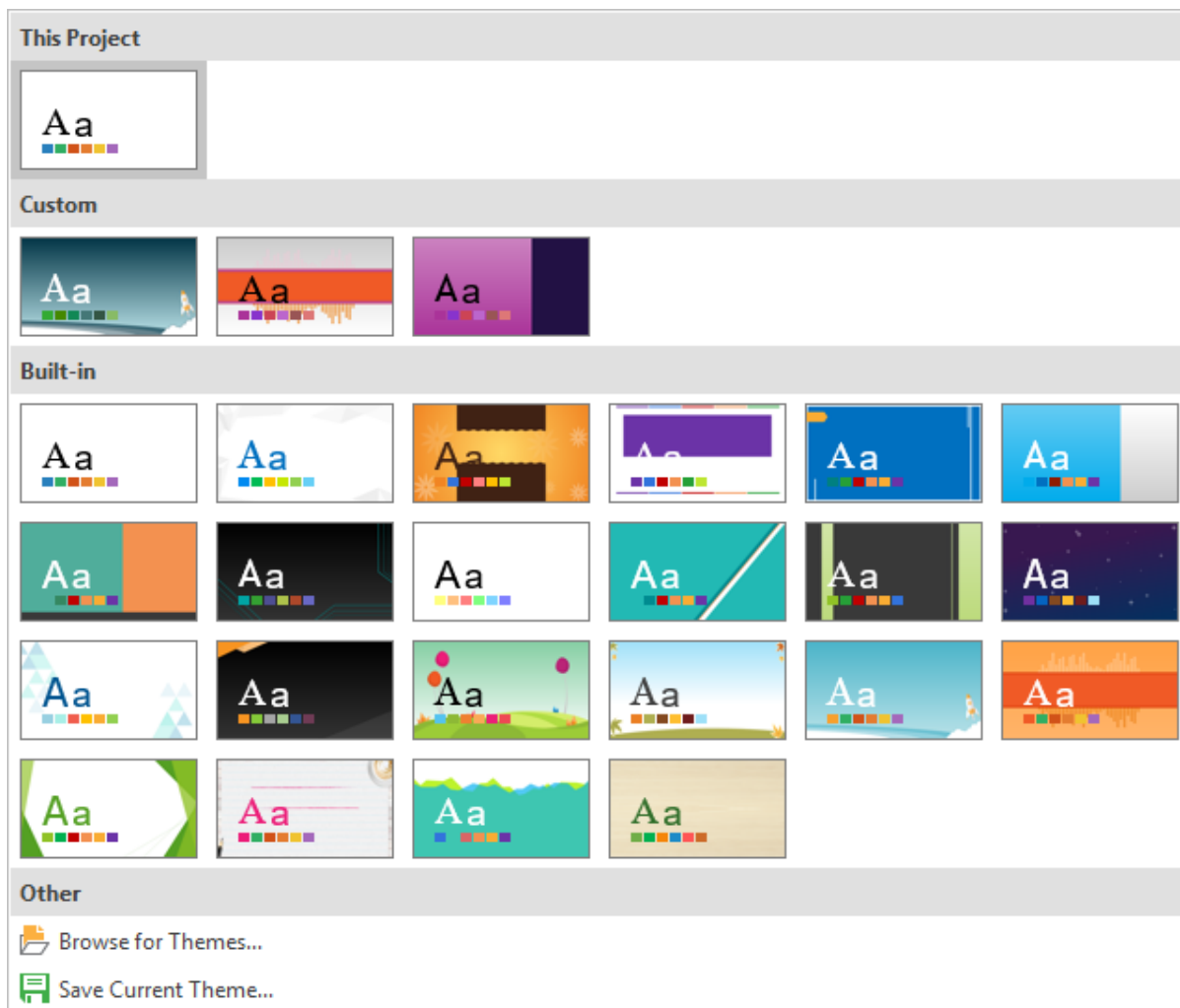
Applying Themes

ActivePresenter lets you apply different themes to different slides in your project. To apply a theme to the current slide, in the **Design** tab, click a theme thumbnail. The selected theme is also applied to any other slides using the same theme with the current slide.

You can also right-click a thumbnail and choose the following options:
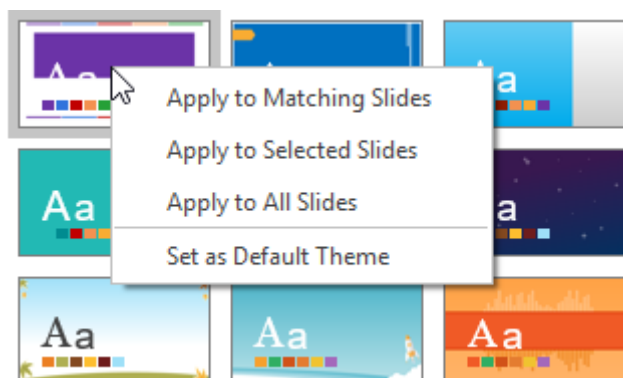
- **Apply to Matching Slides**: This applies the theme to all slides that use the same slide master as the current slide. Slides using other slide masters remain unchanged. This option has the same effect as you left-click a theme thumbnail.

- **Apply to Selected Slides**: This applies the theme to the selected slides only.

- **Apply to All Slides**: This applies the theme to all slides in your project.

- **Delete...**: This removes the selected custom theme. (This option isn't available for built-in themes.)

- **Set as Default Theme**: This sets the theme as the default for new projects.

Note: If your desired theme (*.aptheme) doesn't appear in the theme gallery, do one of the following:

- Copy the theme file to the ActivePresenter Templates folder *(C:\Users\\Documents\ActivePresenter Templates (for Windows)* or */Users//Documents/ActivePresenter Templates (for macOS))*. Then, restart the app to see the theme appear in the theme gallery.

- Click the **Design** tab > theme gallery > **Browse for Themes…** to look for this theme and select it.

Customizing Built-In Themes and Saving as Custom Themes

You can make the following changes to a built-in theme:

- Changing the **theme colors**.

- Changing the **theme fonts**.

- Changing the **preset background styles**.

- Changing items in the **slide master**.

Changes you make to a theme will be saved within the current project. If you want to reuse the custom theme for other projects, do the following:

1. Click the **Design** tab.

2. Expand the theme gallery by clicking the arrow at its bottom-right corner.

3. Click **Save Current Theme…**.
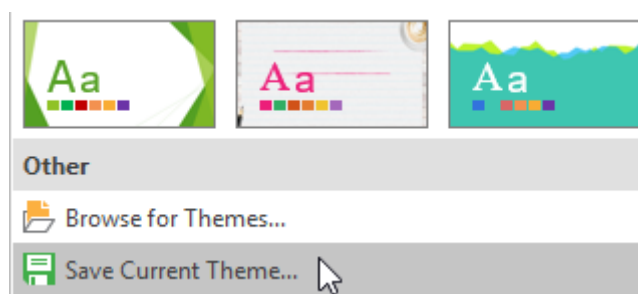
This will save the current theme as a custom one. When you open another project, in the **Design** tab, custom themes are available in the **Custom** section of the theme gallery. If you don't want a custom theme anymore, right-click it > **Delete**.

Working with Theme Colors

ActivePresenter includes sets of built-in theme colors that determine the default color choices for text, background, fill styles, and outlines. You can use built-in theme colors or set up your own sets to fit your needs.

To see available theme colors, in the **Design** tab, click the **Colors** button. This opens the theme color gallery that contains both **Custom** and **Built-in** theme colors. Each set of theme

colors contains four colors for text and background and eight accent colors for objects. The theme colors in use are shown with a gray outline. You can hover the mouse over a set of theme colors to see a live preview before applying it.

Applying Theme Colors

To apply a set of theme colors, do the following:

1. Click the **Design** tab > **Colors** 🎨 to open the theme color gallery.

2. Click a theme color set to apply it to the current slide and any other slides sharing the same **slide master** with the current one.

You can also right-click a theme color set and choose the following options:
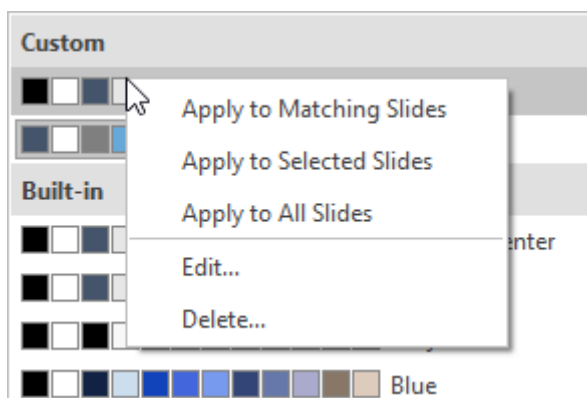
- **Apply to Matching Slides**: This applies the theme colors to all slides that use the same slide master as the current slide. This option has the same effect as you left-click a set of theme colors.

- **Apply to Selected Slides**: This applies the theme colors to the selected slides only. If the change doesn't satisfy you, click **Reset Slide Theme Colors** to restore the original colors.

- **Apply to All Slides**: This applies the theme colors to all slides in your project.

- **Edit…**: This lets you modify the selected custom theme colors. This option isn't available for built-in theme colors.

- **Delete...**: This removes the selected custom theme colors. This option isn't available for built-in theme colors.

Creating Custom Theme Colors

To create a set of custom theme colors, do the following:

1. Click the **Design** tab > **Colors** to open the theme color gallery.

2. Click **Create New Theme Colors…**.

3. In the dialog that appears, assign a color to each item. If you don't see the color you want in the color picker, click **More Colors...**. You can also click **Eyedropper…** to sample a color from within the application window.
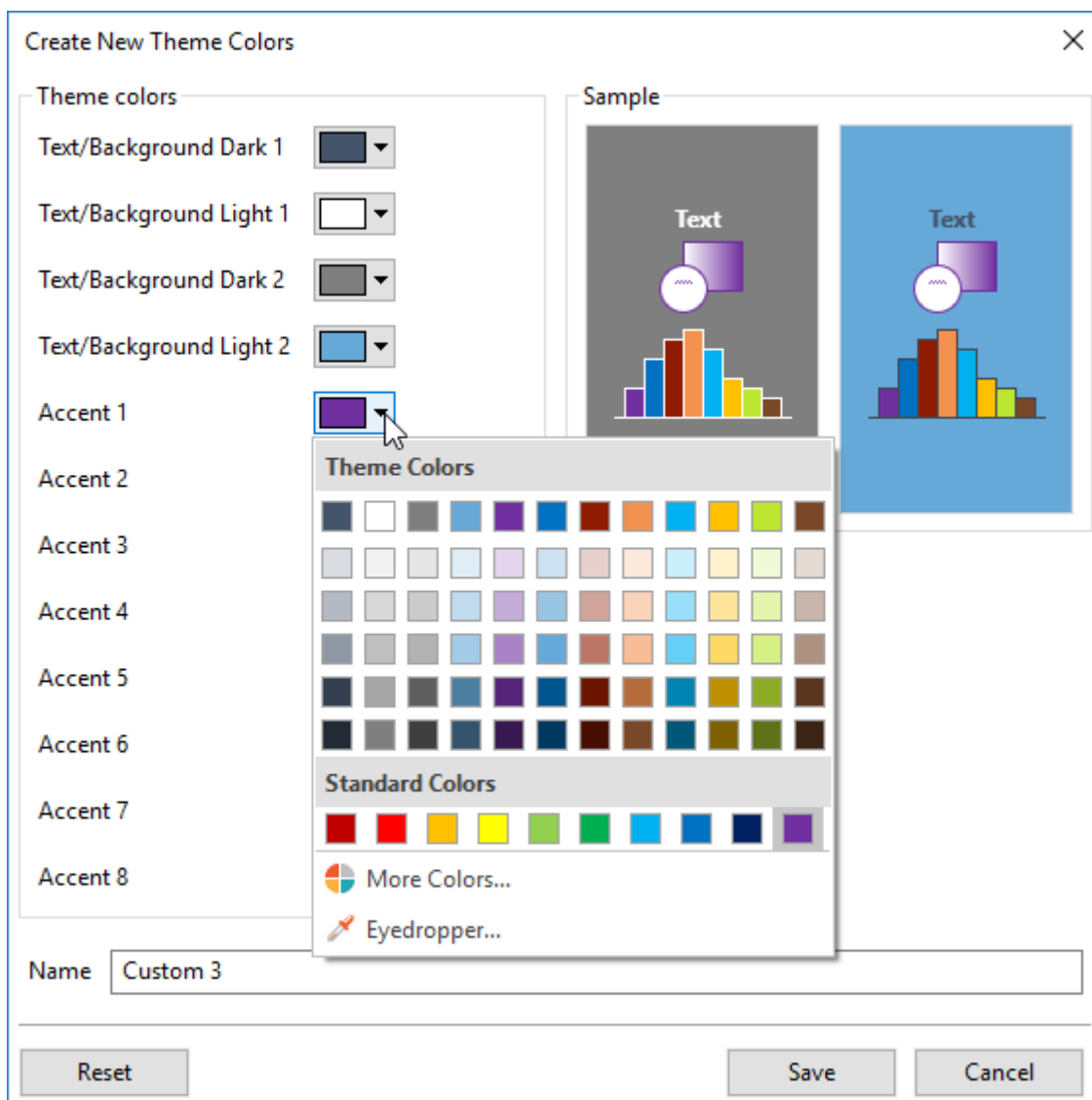
4. If you want to discard all changes and start over, click **Reset**.

5. In the **Name** text box, enter a name for your new theme colors.

6. Click **Save** to save changes. The custom theme colors are now available in all projects.

After that, in the theme color gallery, you can right-click a set of custom theme colors > **Edit…** to modify it. If you don't want a set of custom theme colors anymore, right-click it > **Delete…**.

Working with Theme Fonts

You can apply a consistent set of theme fonts to an entire project. Theme fonts allow you to quickly change the fonts used for all the objects in a slide, including slide titles, shapes, text captions, text boxes, buttons as well as text in questions and answer choices. You can use built-in theme fonts or create your own theme fonts as you wish.

To see available theme fonts, in the **Design** tab, click the **Fonts** button $\mathbf{A}$. This opens the theme font gallery that contains both **Custom** and **Built-in** theme fonts. Each set of theme fonts contains a heading font for slide titles and a body font for body text. The theme fonts in use are shown with a gray outline. You can hover the mouse over a set of theme fonts to see a live preview before applying it.
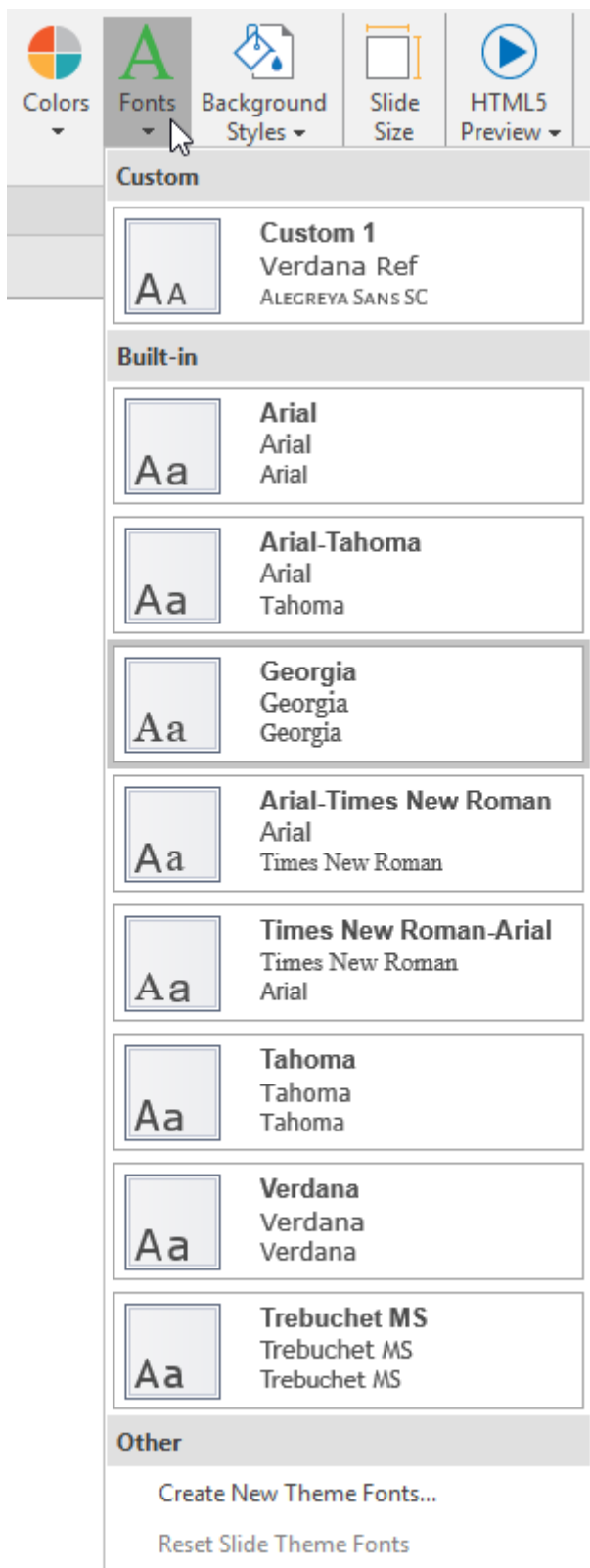
## Applying Theme Fonts

To apply a set of theme fonts, do the following:

    1. Click the **Design** tab > **Fonts** A to open the theme font gallery.

2. Click a theme font set to apply it to the current slide and any other slides sharing the same **slide master** with the current one.

You can also right-click a theme font set and choose the following options:
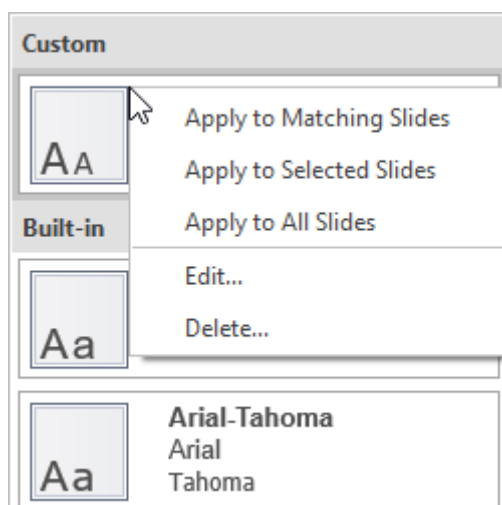
- **Apply to Matching Slides**: This applies the theme fonts to all slides that use the same slide master as the current slide. This option has the same effect as you left-click a set of theme fonts.

- **Apply to Selected Slides**: This applies the theme fonts to the selected slides only. If the change doesn't satisfy you, click **Reset Slide Theme Fonts** to restore the original fonts.

- **Apply to All Slides**: This applies the theme fonts to all slides in your project.

- **Edit…**: This lets you modify the selected custom theme fonts. This option isn't available for built-in theme fonts.

- **Delete...**: This removes the selected custom theme fonts. This option isn't available for built-in theme fonts.

Creating Custom Theme Fonts

To create a set of custom theme fonts, do the following:

1. Click the **Design** tab > **Fonts** A to open the theme font gallery.

2. Click **Create New Theme Fonts…**.

3. In the dialog that appears, specify the heading and body fonts. You can preview the fonts in the **Sample** box.
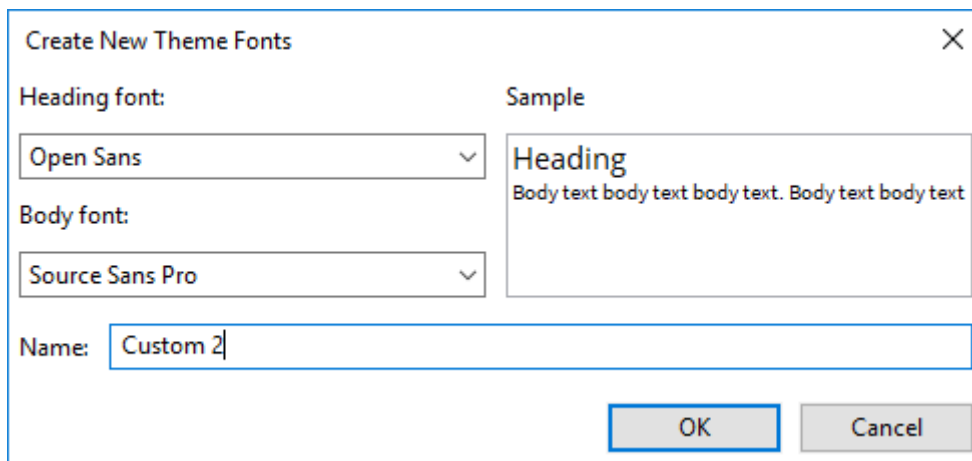
4. In the **Name** text box, enter a name for your new theme fonts.

5. Click **Save** to save changes. The custom theme fonts are now available in all projects.

After that, in the theme font gallery, you can right-click a set of custom theme fonts > **Edit…** to modify it. If you don't want a set of custom theme fonts anymore, right-click it > **Delete…**.

Working with Preset Background Styles

Each theme comes with a set of twelve preset background styles that can be used to quickly change the background fill in a slide. You can also customize the preset background styles as you wish.

To see the preset background styles, click the **Design** tab > **Background Styles** . This opens the preset background gallery that contains twelve styles. The colors of these styles depend on the theme colors of the project. The background style in use is shown with a gray outline. You can hover the mouse over a style to see a live preview before applying it.
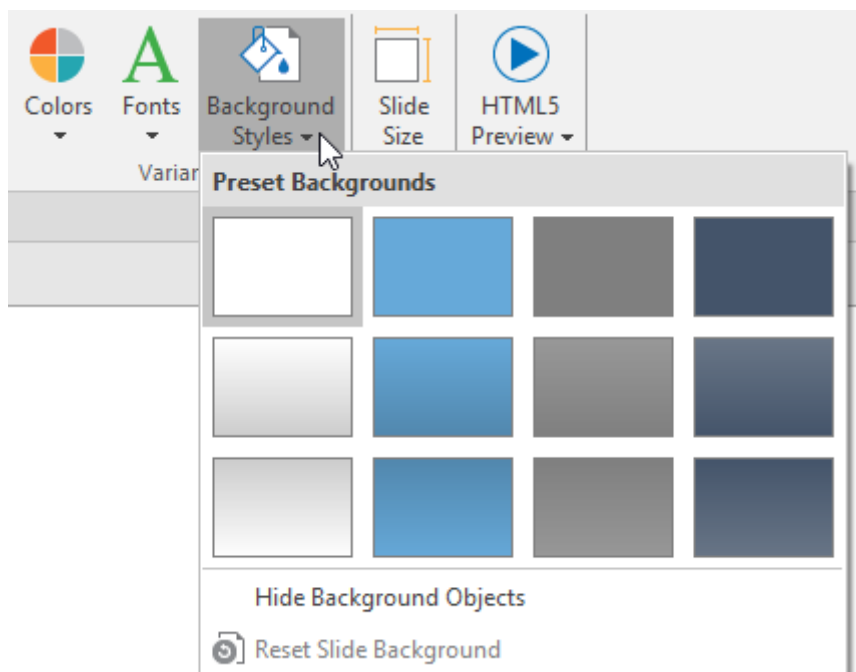
Applying Preset Background Styles

To apply a preset background style, do the following:

1. Click the **Design** tab > **Background Styles** ⬙ to open the preset background gallery.

2. Click a style to apply it to the current slide and any other slides sharing the same **slide master** with the current one.

You can also right-click a style and choose the following options:
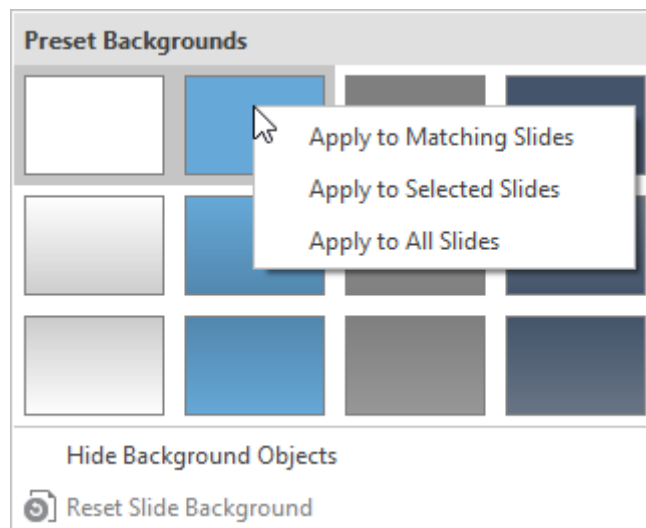
*   **Apply to Matching Slides**: This applies the style to all slides that use the same slide master as the current slide. This option has the same effect as you left-click a style.

*   **Apply to Selected Slides**: This applies the style to the selected slides only. If the change doesn't satisfy you, click **Reset Slide Background** to restore the original background style.

*   **Apply to All Slides**: This applies the style to all slides in your project.

Note: In a slide, you can hide the background graphics originating from the slide master. Just select **Hide Background Graphics**.

Customizing Preset Background Styles

You can customize the preset background styles in the **slide master view**. Do the following:

1. Select the slide that you want to modify its preset background style.

2. Click the **View** tab > **Slide Master** to open the slide master view. In the left pane, the layout used by the current slide is selected.

3. Click the **Properties** pane > **Slide Properties** > **Background Fill**. Use options in this section to modify the background style.
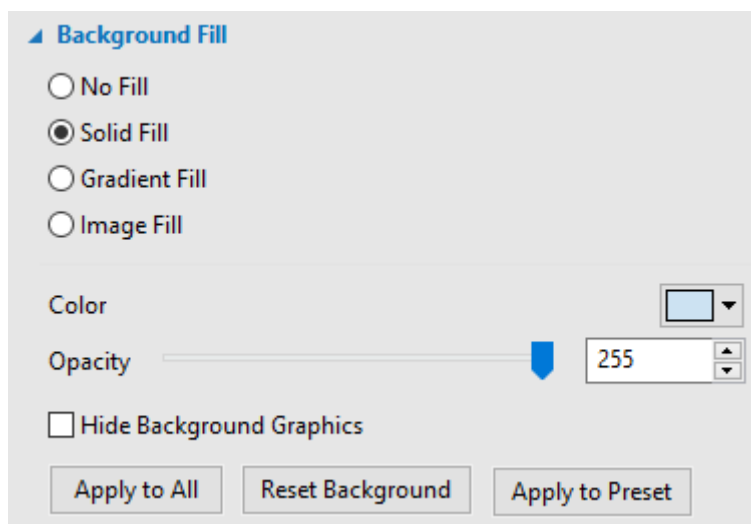
4. To hide the background graphics originating from the slide master, select **Hide Background Graphics**.

5. If you want to discard all changes and start over, click **Reset Background**.

6. Click **Apply to Preset** and select a preset background you wish to change. The new style will be applied immediately.

Using Slide Masters

Slide masters allow you to easily design the default **themes**, colors, fonts, background styles, text, and objects for slides. Besides formatting, slide masters let you determine the placement of objects in slides. Thus, you can use slide masters to apply the same look and feel to multiple slides in your project.

Opening and Closing Slide Master View

To view and customize slide masters, you need to switch to the slide master view. Click the **View** tab > **Slide Master** to open the slide master view where any slide master previously set up for the project appears in the left pane. If you create a blank project or haven't designed any slide master yet, you will see a default slide master.

A slide master consists of a master layout and a set of custom layouts. In the left pane, the master layout is the first thumbnail which appears slightly larger than all other thumbnails of custom layouts below it.

Custom layouts inherit all the properties from the master layout. However, you can make changes to each custom layout as you wish. All changed properties will be no longer inherited from the master layout. You can create a new slide master or add more custom layouts to a slide master if you want.

In the tabbed toolbar, the **Slide Master** tab appears with a set of commands for customizing slide masters. When you're done, click the **Close Master View** button to switch to the normal view and edit slides. Changes you make to slide masters and their layouts will be automatically applied to slides based on them.
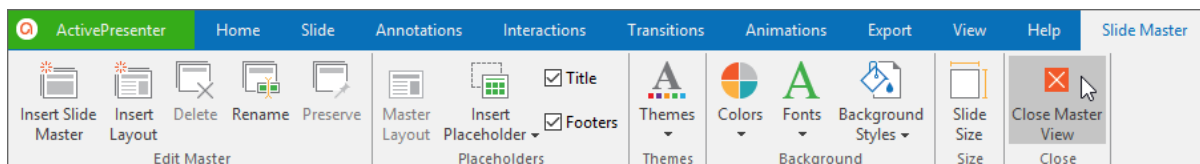
Adding Slide Masters and Layouts

To add a new slide master, click the **Slide Master** tab > **Insert Slide Master** . Alternatively, right-click in the left pane > **Insert Slide Master**. The new slide master will be inserted below the selected slide master.

To add more custom layouts to a slide master, do the following:

    1. In the left pane, select the slide master to which you want to add more layouts.

2. Click the **Slide Master** tab > **Insert Layout** 🖼. You can also right-click in the left pane > **Insert Layout**.

The new custom layout will be inserted below the selected layout. It has a default title placeholder and three footer placeholders.

Managing Slide Masters and Layouts

Duplicating Slide Master and Layouts

You can duplicate a slide master or layout to create a similar one. In the left pane, right-click the master layout or a custom one > **Duplicate Master**/**Layout** 🖼.

Copying Slide Masters and Layouts

To copy a slide master or layout, in the left pane, click the master layout or a custom one and press **CTRL+C** or right-click them > **Copy** 🖼.

When copying slide masters, click **Paste** 🖼 or **Paste (Keep Source Formatting)** 🖼 to duplicate it.

When copying custom layouts, do one of the following:

- To take the theme of the destination slide master: Press **CTRL+V** or right-click > **Paste** to paste the copied layout in the destination slide master. This layout will adapt to match the destination slide master.

- To maintain the theme of the slide master you are copying from: Right-click > **Paste (Keep Source Formatting)** to copy both the copied layout and its master layout. In other words, this creates a new slide master containing the copied layout and its master layout.

Removing Slide Masters and Layouts

If you no longer need a slide master or a custom layout, just remove it. Note that you cannot remove any slide master or layout that is currently used by any slide in your project.

To delete a slide master and all of its layouts, select the master layout and press **DELETE**. Alternatively, click the **Slide Master** tab > **Delete** 🖼 or select **Delete Master** from the context menu.

To delete a custom layout, select it and press **DELETE**. You can also click the **Slide Master** tab > **Delete** or select **Delete Layout** from the context menu.

Renaming Slide Masters and Layouts

If there are many similar slide masters or layouts within your project, you should give them descriptive names to easily select and apply them later. Just select the master layout or a custom one and click the **Slide Master** tab > **Rename** 🖼. In the dialog that appears, enter the desired name and click **OK**. Alternatively, you can right-click the master layout or a custom one > **Rename Master/Layout**.

Preserving Slide Masters

A slide master that is not in use will be deleted automatically. If you want to keep it in your project for later use, just preserve it. In the left pane, select the master layout of the slide master you want to preserve and click the **Slide Master** tab > **Preserve** . Alternatively, right-click the master layout > **Preserve Master**. Then, a pushpin icon appears at the top-left corner of the master layout.
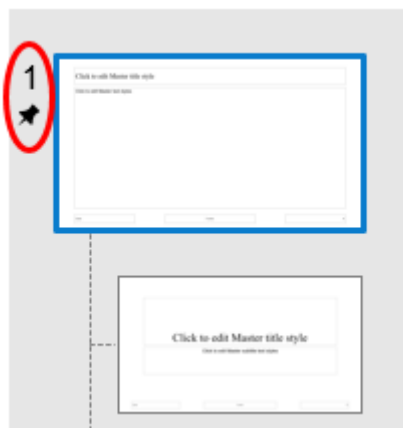
If you don't want to preserve a slide master anymore, click the **Preserve** button again. In that case, if the slide master isn't used by any slide, a confirmation dialog will appear asking whether you want to delete it.

Keep in mind that a newly added slide master is automatically preserved.

Designing Slide Masters and Layouts

A layout consists of one or more placeholders. Placeholders are containers that hold different types of content such as text, images, videos, and questions. They provide a quick and easy way to insert different types of content into slides. In addition, using placeholders is a good way to consistently define the formatting and positioning of slide contents across slides in your project.

To design a layout, you can add or remove placeholders as well as apply themes, theme colors, theme fonts, and preset background styles. Use commands in both the **Slide Master** tab and the **Home**, **Annotations**, **Interactions**, **Transitions**, and **Animations** tabs to design slide master and layouts.

Inserting Placeholders

You can modify custom layouts by adding any of eight placeholder types.

- **Content** : Hold any one type of the following content: images, videos, questions (nine types in total), and report controls.
- **Text** , **Image** , **Video** , **Report** , **Button** : Hold text, images, videos, report controls, and buttons, respectively.
- **Media** : Hold either images or videos.
- **Question** : Hold any one type of questions.

Do the following to add placeholders to a custom layout (not the master layout):

1. In the left pane, select the custom layout to which you want to add a placeholder.

2. Click the **Slide Master** tab > **Insert Placeholder** ⊞ > select a placeholder. The placeholder is added to the layout immediately.

3. Reposition and resize the placeholder as you want.

4. If you add a text placeholder, you can modify the text style.

Removing Placeholders

To remove placeholders from the master layout and its corresponding custom layouts, do the following:

1. Click the master layout.

2. Select a placeholder and press **DELETE**. Alternatively, click the **Slide Master** tab > **Master Layout** > clear any check box.

To remove a placeholder from a custom layout, select it and press **DELETE**. In case of title and footer, you can clear the **Title** and **Footers** check boxes in the **Slide Master** tab.

Applying Themes to Slide Masters

Using themes allows you to apply a consistent design to a slide master and its layouts. Just select a slide master and click the **Slide Master** tab > **Themes** 🔺 > click a thumbnail. The selected theme will be applied to all slides in your project.

You can also right-click a thumbnail and choose **Apply to Selected Slide Master** or **Apply as New Slide Master**.
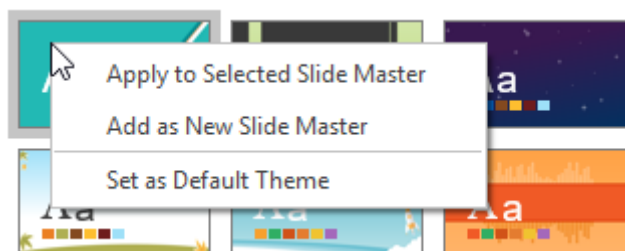
These two options work as follows:

- If the selected slide master is in use or not preserved, this theme will be applied to it.

- If the selected slide master is preserved, a new slide master based on this theme will be added.

- If there are multiple selected slide masters, this theme will be applied to any slide master that is in used or preserved. Other selected slide masters will be removed completely.

If your desired theme (*.aptheme) doesn't appear in the theme gallery, click **Browse for Themes…** to look for this theme and select it. You can also customize a built-in theme and save it as a custom theme. To learn more about themes, see **Using Themes**.

Applying Theme Colors to Slide Masters

Using theme colors allows you to apply a consistent color scheme to a slide master and its layouts. You can preview a theme color set by clicking the **Slide Master** tab > **Colors** 🎨 and hovering over it.
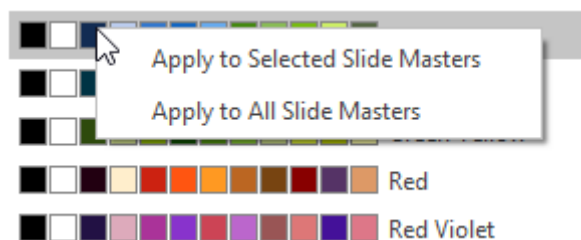
- To apply a theme color set to one or more selected slide masters, just click the set or right-click it > **Apply to Selected Slide Masters**.

- To apply a theme color set to all slide masters, right-click it > **Apply to All Slide Masters**.

- To apply a theme color set to one or more selected layouts, right-click it > **Apply to Selected Layouts**. If the change doesn't satisfy you, click **Reset Slide Theme Colors** to restore the original colors.

- To create a set of custom theme colors, click **Create New Theme Colors…**.

- To learn more about theme colors, see **Working with Theme Colors**.

Applying Theme Fonts to Slide Masters

Using theme fonts allows you to apply consistent fonts to a slide master and its layouts. You can preview a theme font set by clicking the **Slide Master** tab > **Fonts** A and hovering over it.
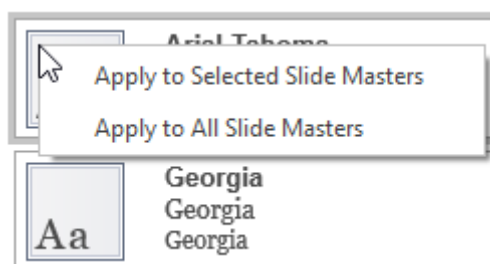
- To apply a theme font set to one or more selected slide masters, just click the set or right-click it > **Apply to Selected Slide Masters**.

- To apply a theme font set to all slide masters, right-click it > **Apply to All Slide Masters**.

- To apply a theme font set to one or more selected layouts, right-click it > **Apply to Selected Layouts**. If the change doesn't satisfy you, click **Reset Slide Theme Fonts** to restore the original fonts.

- To create a set of custom theme fonts, click **Create New Theme Fonts...**.

- To learn more about theme fonts, see **Working with Theme Fonts**.

Applying Preset Background Styles to Slide Masters

Using preset background styles allows you to apply a consistent background to a slide master and its layouts. You can preview a preset background style by clicking the **Slide Master** tab > **Background Styles** and hovering over it.
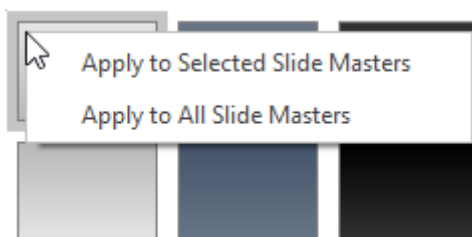
- To apply a preset background style to one or more selected slide masters, just click the style or right-click it > **Apply to Selected Slide Masters**.

- To apply a preset background style to all slide masters, right-click it > **Apply to All Slide Masters**.

- To apply a preset background style to one or more selected layouts, right-click it > **Apply to Selected Layouts**. If the change doesn't satisfy you, click **Reset Slide Background** to restore the original background style.

- To hide the background graphics originating from the slide master, select **Hide Background Graphics**. This option is only available for custom layouts.

- To customize a preset background style, use options in the **Properties** pane > **Background Fill**.

- To learn more about preset background styles, see **Working with Preset Background Styles**.

Changing Slide Size

The size of layouts in the slide master view is the same as that of slides in the normal view. If you want to change the slide size as well as the layout size, do one of the following:

- In the slide master view, click the **Slide Master** tab > **Slide Size** ▢.

- In the normal view, click the **Design** tab > **Slide Size**.

- To change the default slide size when creating new projects, click the **ActivePresenter** button > **Preferences** > **General** > **Default Project Size**.

Note: Slide size isn't applicable to **responsive projects**.

Applying Slide Layouts to Slides

There is more than one way to apply layouts to slides in your project. You can insert a new slide using the layout you've designed or change the layout of an existing slide.

Applying Layouts to New Slides

To apply layouts to new slides, in the normal view, do the following:

1. In the **Home** tab or **Slide** tab, click the arrow on the **New Slide** button 📋.
2. Choose a layout.

A new slide using the selected layout will be inserted below the current one.

Changing Layouts of Existing Slides

To change the layout of an existing slide, in the normal view, do the following:

1. Select one or more slides whose layouts you want to change.

2. Click the **Home** tab or **Slide** tab > **Layout** 🔳. Select a layout from the gallery.

The selected layout will be applied to all the selected slides. Alternatively, in the **Slides** pane, you can right-click slides > **Layout** and choose a layout.

Using Feedback Masters

Feedback Master Overview

Feedback Master allows you to create feedback layers which are shown as popups on the slide. With this feature, you can easily show and edit complex feedback. The layers provide users with feedback on their result. They also contain buttons allowing users to decide what to do next. You can edit the text of the layers, add more objects like buttons or images to the layers to give users more information or details.

The feedback message now is isolated from slides or slide masters so users can freely edit and customize it.

1. Generally, feedback master is almost like **slide master**, except for some differences:

- The feedback layers are used directly in the Show/Hide Feedback Layer action. You can select which layer to show or hide from the list when adding events and actions to objects.

- The placeholders in the feedback layer are treated as normal objects. You can customize them the way you want. Besides, you can change the background style for the feedback layer. The style will be inherited from feedback master layout.

2. A feedback layer is almost the same as a slide. So, users can add object, animations or transition to it.

3. In the previous version of ActivePresenter, the default action of the On Correct, On Incorrect, On Complete, On Incomplete, and On Timeout event is show a corresponding feedback message. For example, when users answer a question correctly, a Correct message appears. However, in this version, those events have the default action which is show the feedback layer. For example, the default action of the On Correct event is show the Correct Feedback layer.
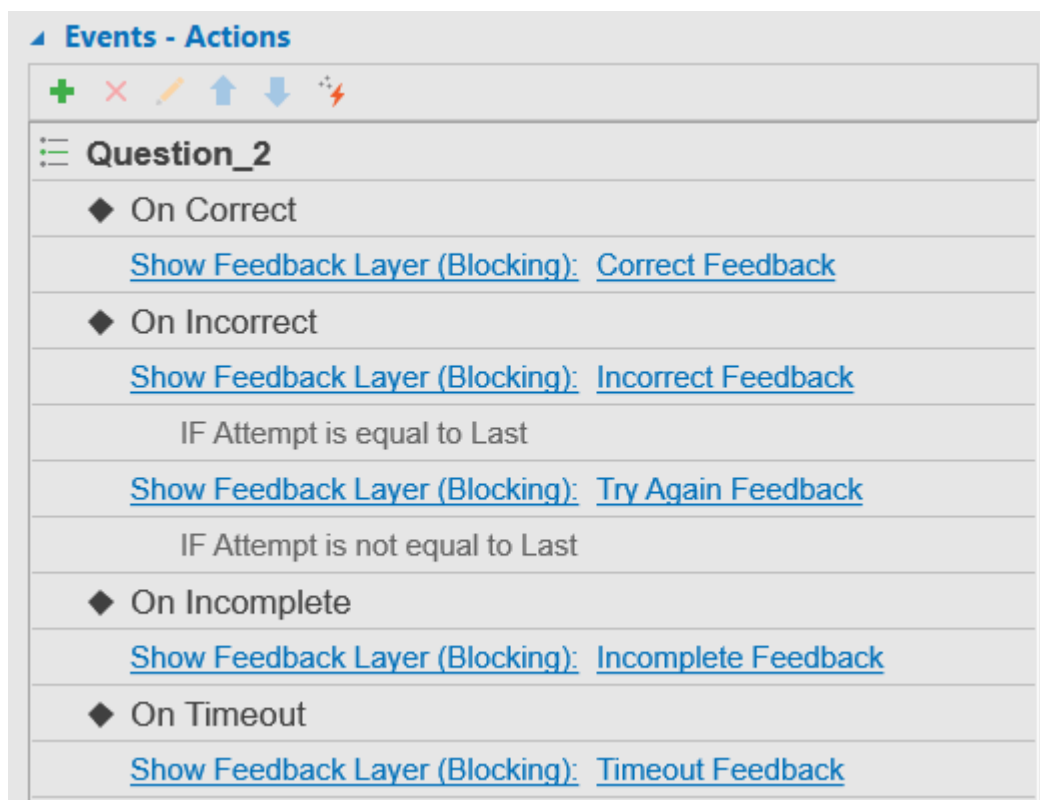
Default feedback messages for other interaction objects like Mouse Click, Key Stroke, Text Box, Drop Area remain unchanged.

4. A Show Feedback Layer action has two options:

- **Hide After**: The feedback layer automatically hides after a period of time that you set in the spin box.

- **Blocking**: Checking this option will block the main timeline when the feedback layer is showing.

Opening and Closing Feedback Master View

To open the feedback master view and edit the default feedback master, click the **View** tab > **Feedback Master** ▣. Then, the feedback master will appear in the left pane. If there is no custom feedback master yet, you will see the default feedback master.

By default, a feedback master includes at least one master feedback layout and 7 built-in feedback layers. These feedback layers are used in question events. However, you are free to customize them to meet your needs. You can also add more feedback layers.
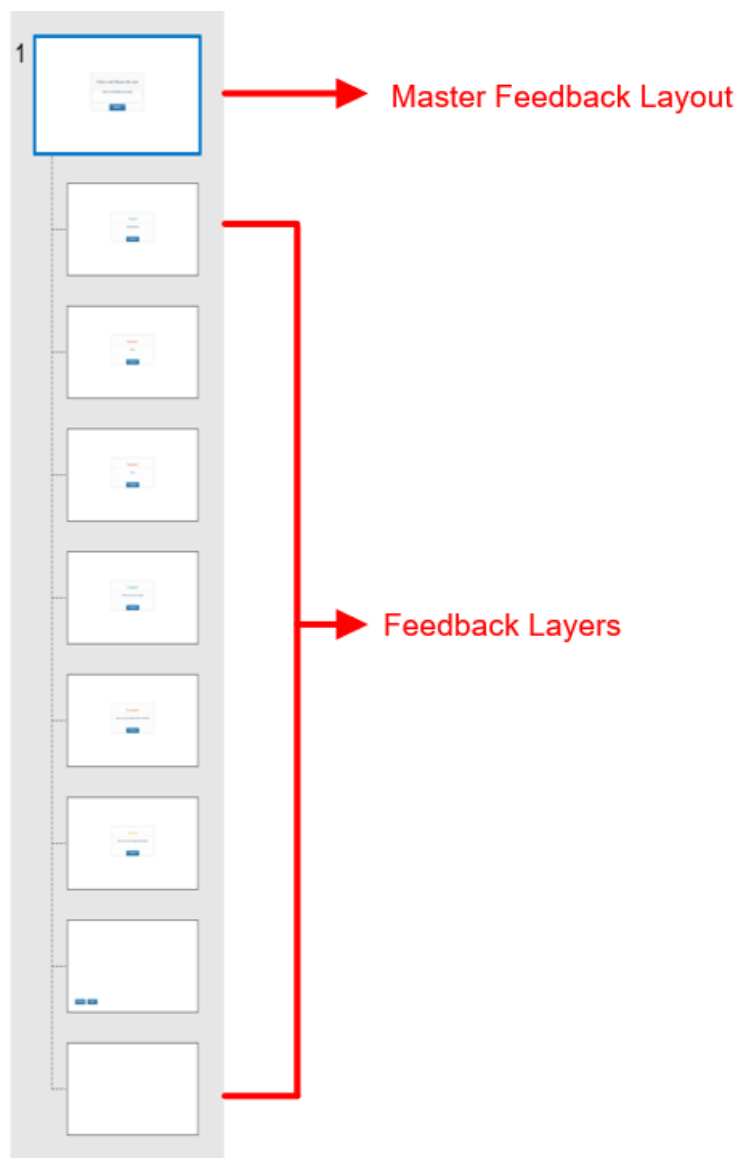
- **Correct Feedback**: Used in the On Correct event to let users know that their answer is correct.

- **Incorrect Feedback**: Used in the On Incorrect event if the current attempt is the last attempt, letting users know that their answer is not correct.

- **Try Again Feedback**: Used in On Incorrect event if the current attempt is not the last attempt. The message lets users know that their answer is not correct and they can try it again.

- **Complete Feedback**: Used in the On Complete event to let users know that they have completed the answer.

- **Incomplete Feedback**: Used in the On Incomplete event. The message lets users know that they have to complete answering the task before moving to the next one.

- **Timeout Feedback**: Used in Timeout event. The message appears to let users know that the time to do the task is run out.

- **Review Feedback**: This feedback layer is used in the review mode. It is triggered in the On Load event of the slide. You have to use the **apReviewMode** variable to check if the presentation is in the review mode or not. There are two buttons (Previous and Next) in this layer. They let users navigate the presentation when reviewing a course.

- **Blank Feedback**: A preserve feedback layer.

ActivePresenter provides you with the **Feedback Master** tab with tools allowing you to make the adjustment for the feedback messages.
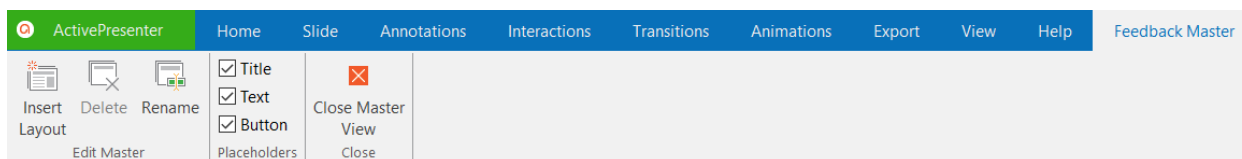
With this tab, you can:

- Insert new layouts. The newly inserted layouts will have the same style with the master feedback layout.
- Delete or rename selected layouts.
- Define which placeholders will be included on the selected layout (title, text, and button).

To close the feedback master view, click **Close Master View** ✖ in the **Feedback Master** tab. All the changes you made will be applied to the feedback messages.

Adding New Layers

ActivePresenter allows adding as many new feedback layers as you want.

To insert an additional layer into a feedback master, do one of the following:

- In the **Feedback Master** tab, click **Insert Layer** 🔳.
- Right-click any thumbnail in a left pane and select **Insert Layer** 🔳.

Note that each slide master can have only one feedback master and you cannot add more feedback masters to it. You can only add more feedback layers.

Managing Feedback Masters and Layers

Duplicating Feedback Layers

ActivePresenter allows you to duplicate the feedback layers, making it easier for you to create similar layers when needed. You cannot duplicate the feedback master.

To do that, right-click any layer on the left pane > **Duplicate Layer** 🔳.

Copying Feedback Layers

To copy a layer, select the layer > **CTRL+C** or right-click it > **Copy**. You cannot copy the feedback master layout. Then:

- Press **CTRL+V** or right-click > **Paste**. ActivePresenter will duplicate the copied layer.
- Right-click > **Paste (Keep Source Formatting)**. Then, the copied layer is duplicated.

Removing Layers

If there are any layers that you don't want to use, just remove them. Note that you cannot delete the feedback layout.

To delete layers, select them > **Feedback Master** tab > **Delete** or press the **DELETE** key.

Renaming Layouts and Layers

Do any of the following to rename the layouts and layers:

- Select the layouts or layers > **Feedback Master** tab > **Rename** .
- Right-click the layouts or layers > **Rename Master**/**Rename Layout**.

Inserting and Removing Placeholders

Each layout and layer can have up to three placeholders, namely title, text, and button. To show or hide them on the feedback, simply select/clear the check boxes of corresponding properties.

Styling Feedback Messages

You are free to change the background color and the button style of the feedback messages. Besides, the text font and size are editable. Every change in the layout will be applied to all the corresponding layers.

- To change the background style, in the feedback master view, select the layout on the Canvas > **Style & Effects** tab > change the fill, line, and shadow the way you want. Note that you cannot change the style for the whole message with the layer. You can only do that in the layout.

- To design the button of the message, select the button > **Format** tab > change the shape, styles, etc., for the button.

- To change the text font, size, and color, select the text, then use the buttons and commands in the **Home** tab or the toolbar that appears.

Working with Slides

Inserting Slides

Inserting slides is a very basic step when working in ActivePresenter. There are several different ways to insert slides, from inserting a new slide to copying slides from other projects.

Inserting Slides

Inserting Blank Slides

To insert a new slide, in the **Home** tab or the **Slide** tab, click the arrow on the **New Slide** button and select a slide from the slide gallery.
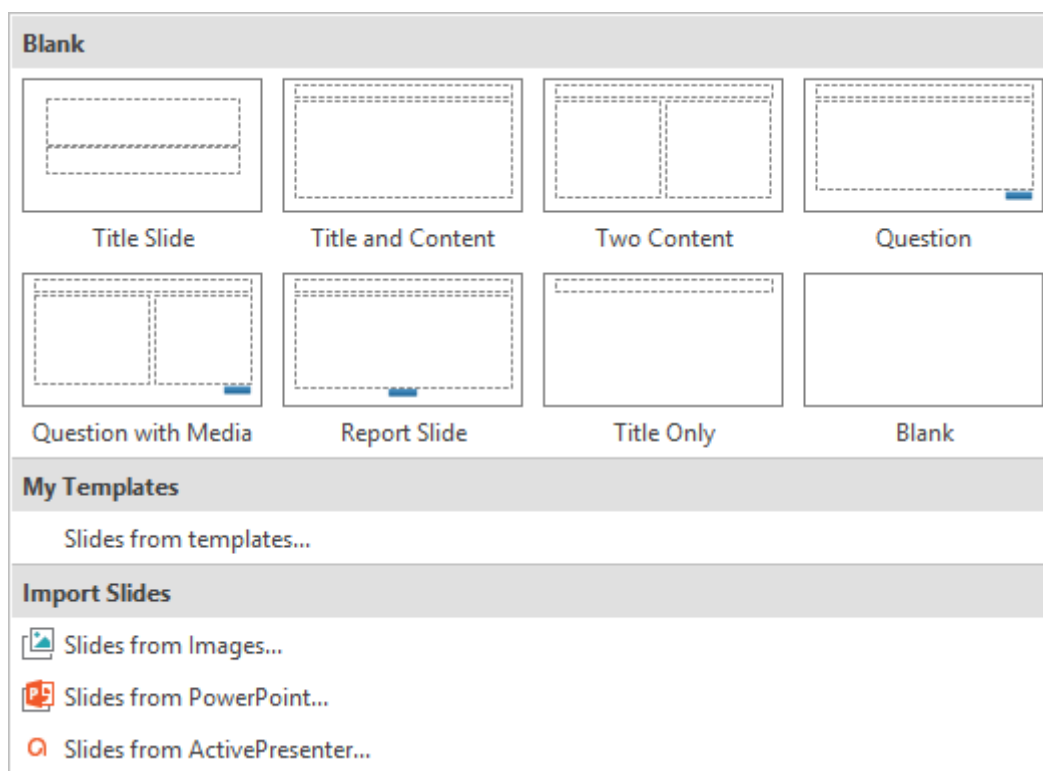
You can also simply click the **New Slide** button or right-click the **Slides** pane > **New Slide** to insert a new slide that uses the same layout as the current slide. The new slide will be inserted below the current one.

Slides always come with layouts. You can do the following:

- **Change layouts**: Click the **Home** tab or the **Slide** tab > **Layout** > select a layout. Alternatively, in the **Slides** pane, right-click a slide > **Layout** > choose another layout.

- **Restore original layouts**: Click the **Home** tab or **Slide** tab > **Reset**. You can also right-click a slide > **Reset**.

- **Modify and create new layouts**: Click the **View** tab > **Slide Master** ▣ to open the master view.

Recording Slides

ActivePresenter allows you to record a screencast or a software simulation and insert them as new slides in your project. These two methods are similar as recording projects, but instead of creating new projects, they just create new slides in the current project.

To record new slides, click the **Home** tab > **Record Screen** ▣ > **Record Video** ▣ or **Record Software Simulation** ▣. You can also find the two buttons in the **Slide** tab.

Inserting Images as Slides

You may have a collection of pictures and want to import them into ActivePresenter as slides. Supported image input formats include BMP, PNG, JPG, JPEG, JPE, GIF, ICO, CUR, ANI, and XPM.

To insert images as slides, in the **Home** tab, click the arrow on the **New Slide** button ▤ > **Slides from Images…** ▣. Alternatively, click the **Slide** tab > **Import Images** ▣.
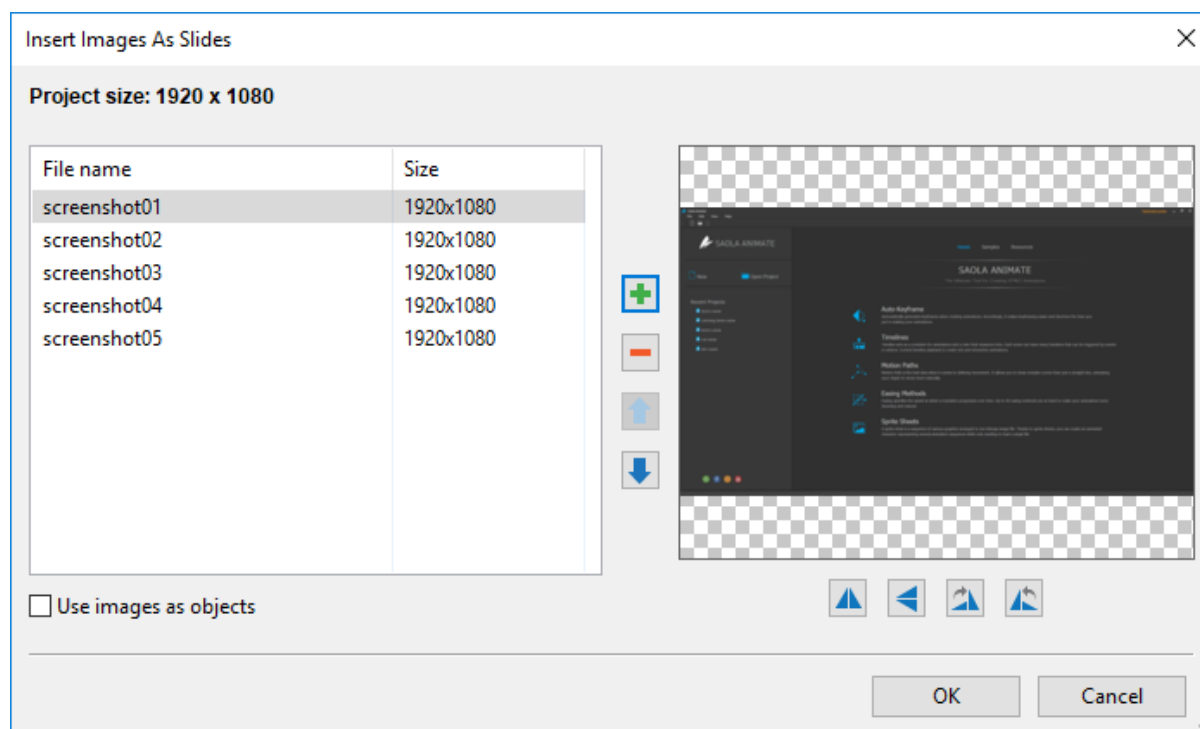
In the dialog that appears, do the following:

- **Add images**: Click ➕ to import images from your computer.

- **Remove images**: Click ➖ if you no longer want an image.

- **Reorder images**: Click ⬆ or ⬇. The image order will be the slide order in the **Slides** pane.

- **Flip images**: Click ◮ or ◁ to flip images horizontally or vertically.

- **Rotate images**: Click ◲ or ◱ to rotate images 90^0 right or left.

- Select **Use images as objects** if you want each image is inserted into each slide as slide object. Otherwise, images will be treated as the background of each slide.

Note: Images will be clipped if their size is larger than the slide size. In this case, you can change the slide size so that the images are displayed properly.

Inserting Slides from PowerPoint Presentations

You can convert PowerPoint slides to new slides in the current project. This method is similar to creating a new project by converting PowerPoint presentation. However, instead of creating new projects, it just creates new slides in the current project.

To insert slides from PowerPoint presentations, in the **Home** tab, click the arrow on the **New Slide** button ▦ > **Slides from PowerPoint…** . Alternatively, click the **Slide** tab > **Import PowerPoint** .

Inserting Slides from ActivePresenter Projects

You can reuse slides from another ActivePresenter project. Do the following

1. In the **Home** tab, click the arrow on the **New Slide** button ▦ > **Slides from ActivePresenter…** . Or, click the **Slide** tab > **Import ActivePresenter** .
2. Select an ActivePresenter project.
3. In the dialog that appears, select the slides you want to reuse.
4. Click **OK** to import slides.
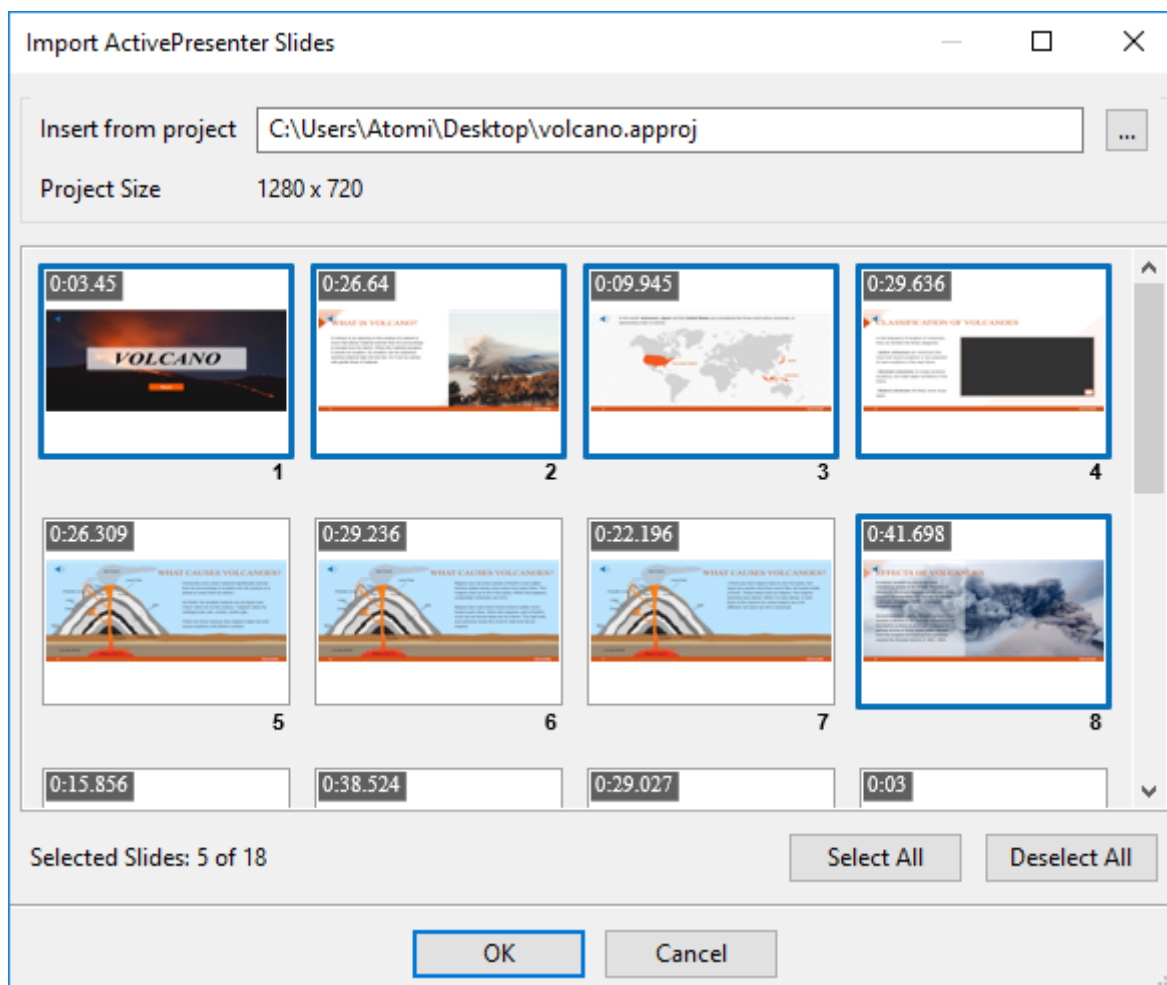
You can also copy slides across projects. However, bear in mind that different projects may have different slide sizes. Thus, importing or copying slides may make the slide content clipped or distorted. Therefore, always check the **slide size** of both the source and destination projects beforehand.

Inserting Slides from Templates

Besides themes, you can use slide templates (also templates) to quickly create new projects with ready-made slide layouts and contents. Everything you've added to a slide is reusable when you use slide templates.

To insert slides from a slide template, do the following:

1. In the **Home** tab or the **Slide** tab, click the arrow on the **New Slide** button 🖼 > **Slides from templates...**.

2. In the window that appears, select the desired template.

3. Select the slides you want to use.

4. Click **Insert Slide** to insert the selected slides into the current project.
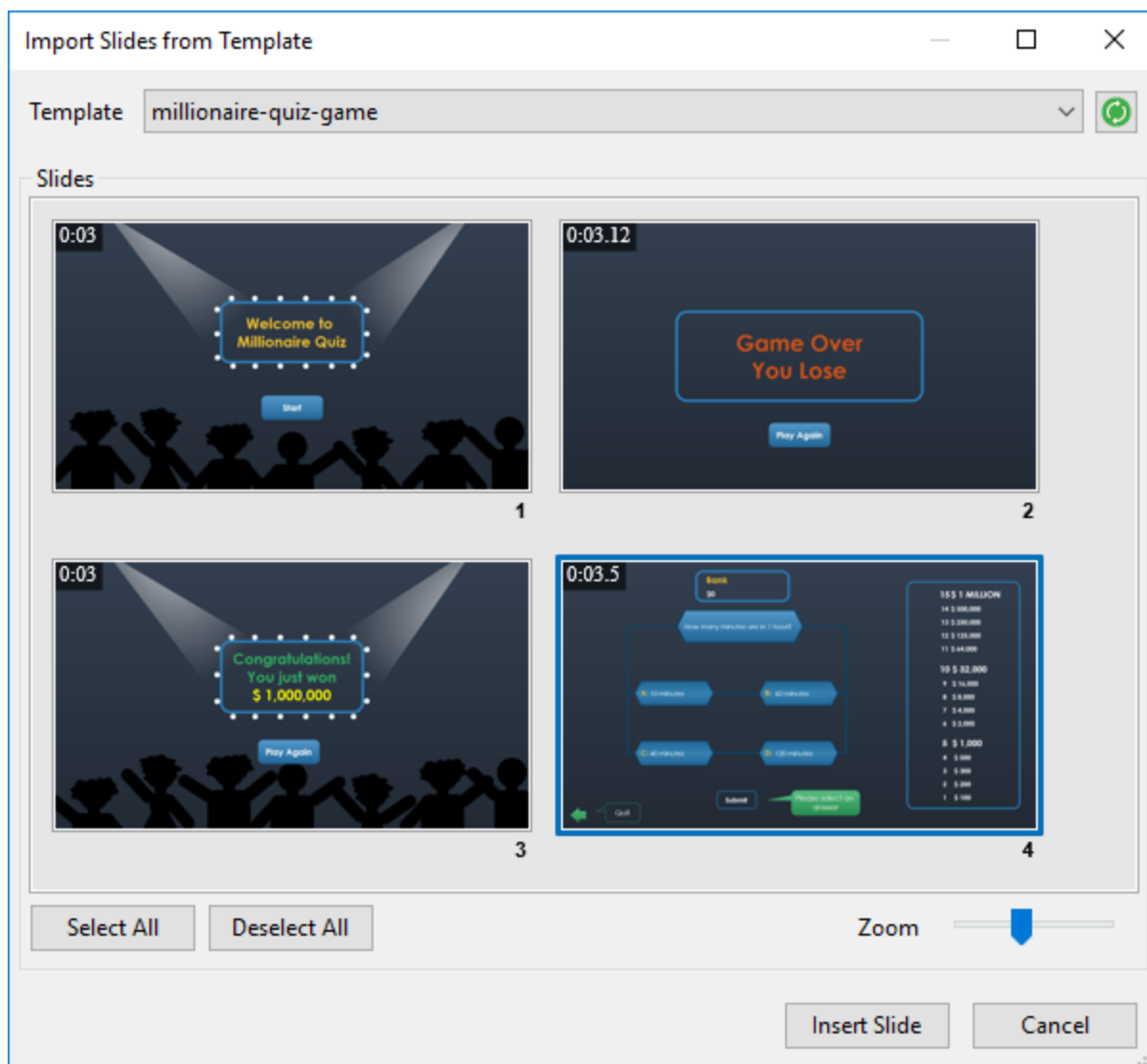
Note: Slide templates appear in the window only when they are stored in the ActivePresenter Templates folder *(C:\Users\\Documents\ActivePresenter Templates (for Windows) or /Users//Documents/ActivePresenter Templates (for macOS))*.

Copying Slides

You can copy slides in the same project or across different projects. To copy slides, do the following:

1. Select one or more slides.

2. Press **CTRL+C** or right-click > **Copy**. Alternatively, click the **Home** tab > **Copy**.

3. You can paste the copied slides into the same project or another project. The copied slides will be inserted below the current slide:

   - To take the theme of the current slide: Press **CTRL+V** or right-click > **Paste** or click the **Home** tab > **Paste (Use Destination Theme)** . This will adapt the copied slides to match the destination **theme**.

   - To maintain the theme of the slides you are copying from: Right-click > **Paste (Keep Source Formatting)** or click the **Home** tab > **Paste (Keep Source Formatting)**. This will make the copied slides keep their original theme format.

Removing Slides

If you no longer want a slide, select it and press **DELETE**. Alternatively, right-click it > **Delete**. You can hold down **CTRL** while clicking slides to select more than one slide and remove them at the same time.

Changing Slide Properties

Naming Slides

It's always a good idea to give slides recognizable names, so it makes easier for you to find them later.

To name a slide, click the **Properties** pane > **Slide Properties** > **General**. Give the slide name and description using the corresponding text boxes. You can further edit the slide name and description by clicking the **Edit** buttons ⬚ next to the text boxes.
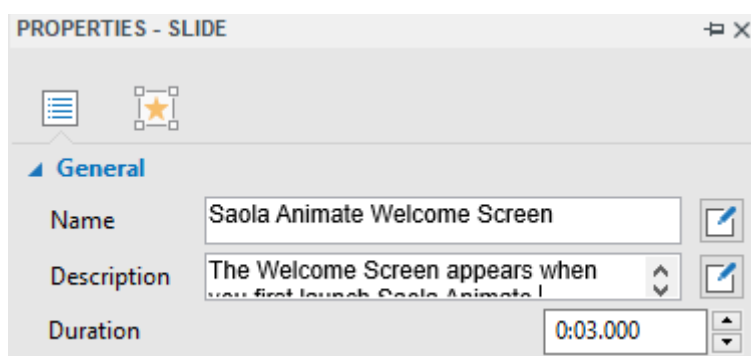
In the **Slides** pane, if the view mode is slides in titles (right-click **Slides** pane > **Slides In Titles**), you can double-click each entry or right-click an entry > **Edit Name** to name a slide.
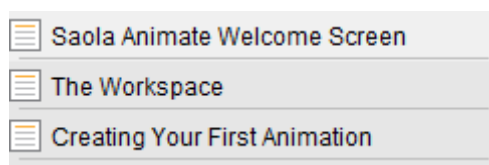
Another way to name slides is using a batch operation that generates slide name from the first shape in each slide. This is useful when you want to name slides in a **software simulation**. Do the following:

1. Click the **Slide** tab > **Batch Operations** ⬦ > **Generate Slide Name From First Shape**.

2. In the dialog that appears, the **Current Name** column shows the current name of slides while the **New Name** column shows the text inside the first shape in each slide. To rename a slide, double-click a name in the **New Name** column or click a row > **Edit Name**.
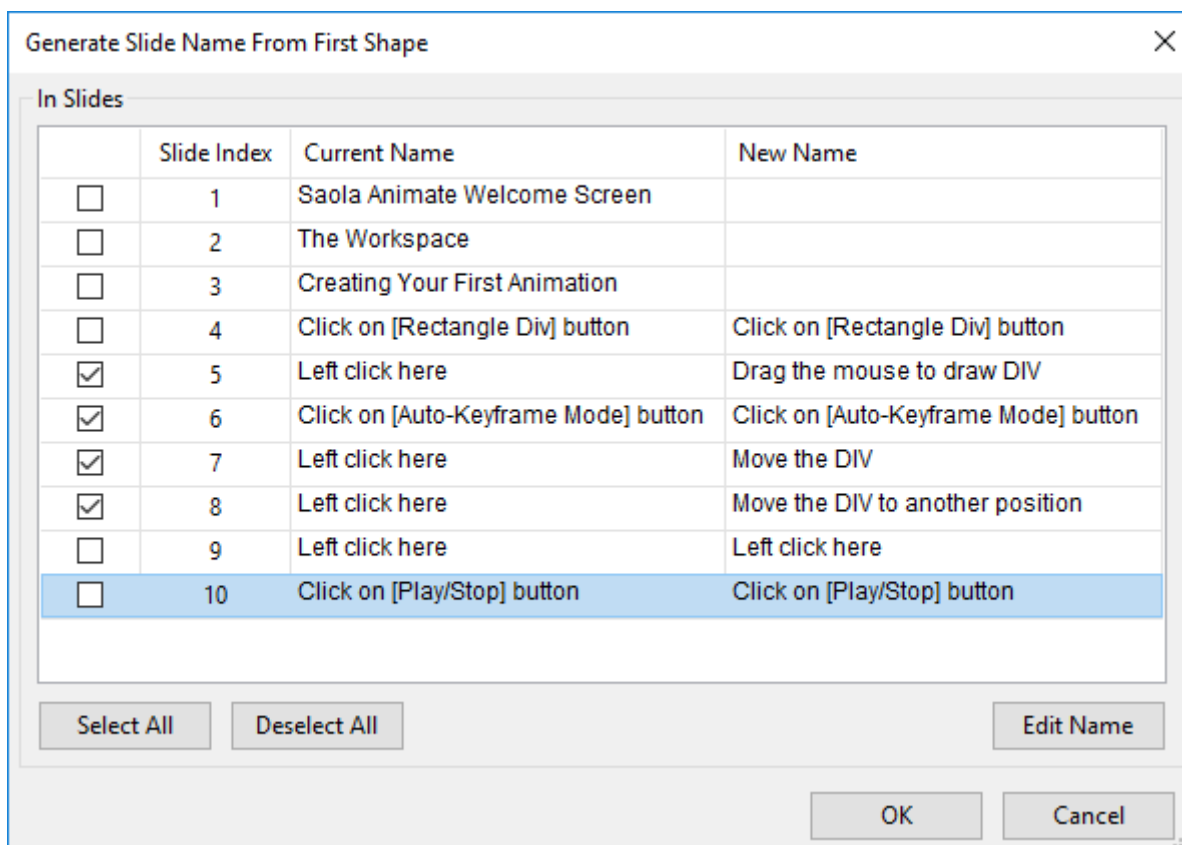
3. Select the slides you want to name by selecting their corresponding check boxes.
4. Click **OK** to apply changes.

Ordering Slides

It's easy to reorder slides. In the **Slides** pane, just drag a slide to the order you want. Keep in mind that you cannot drag slides when the **view mode** is slides in titles.

Advancing Slides

By default, the presentation jumps to the next slide immediately when the current slide ends thanks to the **Auto Advance** option. You can find this option in the **Properties** pane > **Slide Properties** > **General**.

You can disable this option and use **actions**, such as Continue Presentation, Go Forward, and Go to Slide, to advance slides.

Changing Slide Background Fill Styles

You can fill the slide background with a solid color, a gradient, or an image. Get this done using the **Background Fill** section in the **Properties** pane.
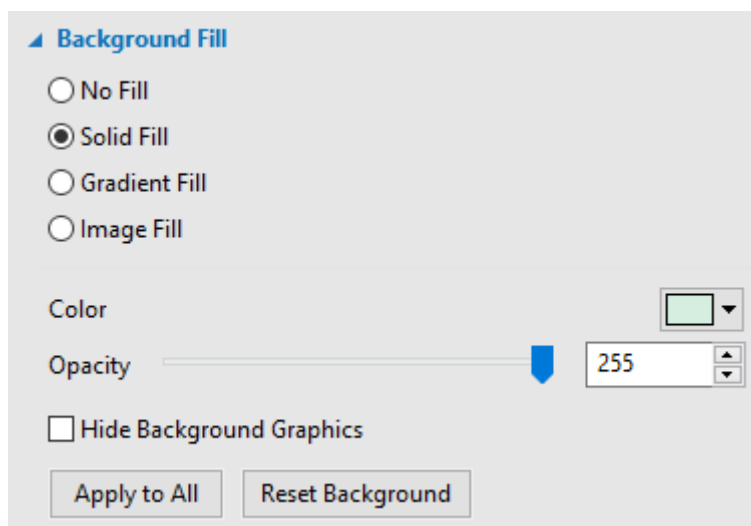
Besides, you can:

- **Hide Background Graphics**: Hide the background graphics originating from the **slide master**.

- **Apply to All**: Apply the background fill style of the current slide to all slides in your project.

- **Reset Background**: Restore the default background fill style of the current slide.

Adding Background Images to Slides

Apart from background fill styles, you can add background images to slides. Do the following:

1. Select one or more slides.

2. Click the **Properties** pane > **Slide Properties** > **Background Image**.
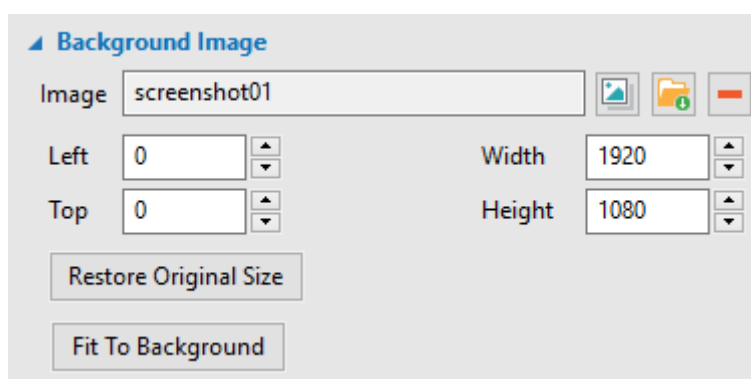
3. Choose an image from your project 🖼 or your computer 📁.

4. Specify the position and size using the **Left**, **Top**, **Width**, and **Height** spin boxes.

5. If you want to revert the image to its original size, click **Restore Original Size**.

6. If you want to stretch the image so that it fits into the background, click **Fit To Background**.

7. If you no longer want a background image, click **Remove** ▬.

To further edit the background image, on the Canvas, right-click a slide > **Edit Background Image** or click the **Slide** tab > **Edit Background Image**. This opens the **Image** editor and the **Drawing** tab which help you edit the image as you wish.
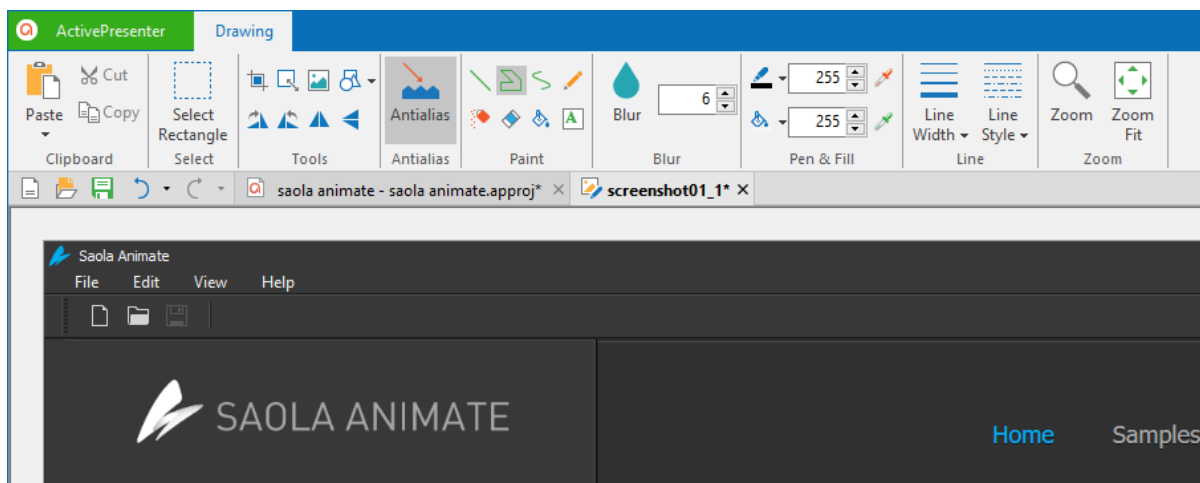
While editing the background image, once you click **Save** in the Quick Access Toolbar, all your changes to the image will be applied and reflected in the slide. When you're done, close the **Image** editor and go back to editing the slide.

Adding Transition Effects

Slide transition effects indicate the end of one slide and the beginning of another during a presentation. You can control the style and speed of transition effects and apply different effects to different slides in your project.

Adding Transition Effects

To apply a slide transition effect, do the following:

1. In the **Slides** pane, select one or more slides.

2. Click the **Transitions** tab > select an effect from the gallery.
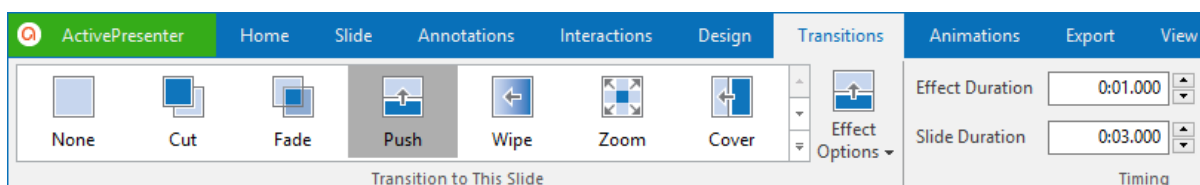
3. Specify effect option (if any) and duration of the effect.

4. In the **Timeline** pane, the transition effect is represented by a blue diamond. Click the **Play** button ▶ or press **SPACE BAR** to preview.
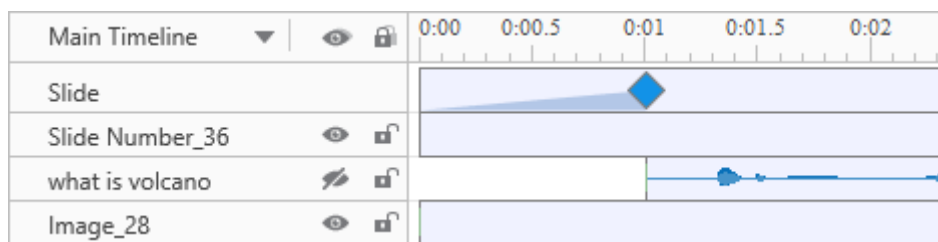
Slide transition effects can also be applied to **slide masters**.

Removing Transition Effects

To remove slide transition effects, select a slide, then do one of the following:

- In the timeline, drag the blue diamond downward until it turns gray, then release the mouse button.

- Click the **Transitions** tab > None from the gallery.

Managing Slides

Splitting and Merging Slides

When a slide is rather long with many contents, you may want to split it into two or more slides.

To split a slide, do the following:

1. In the timeline, choose a timestamp where you want to split the slide.

2. Click **Split Slide** .

Then, your slide will be split into two slides at the Playhead position. The new slide contains all the objects and other properties on the right side of the Playhead and is inserted right below the current one.

If the Playhead lies in the middle of an object time bar, the time bar will be split and the latter part will be transferred to the new slide.

If you want to merge slides into one, hold down **CTRL** or **SHIFT** to select multiple slides and right-click them > **Merge Slides**.

Changing Slide View Modes

The **Slides** pane displays slide thumbnails in the following three modes:
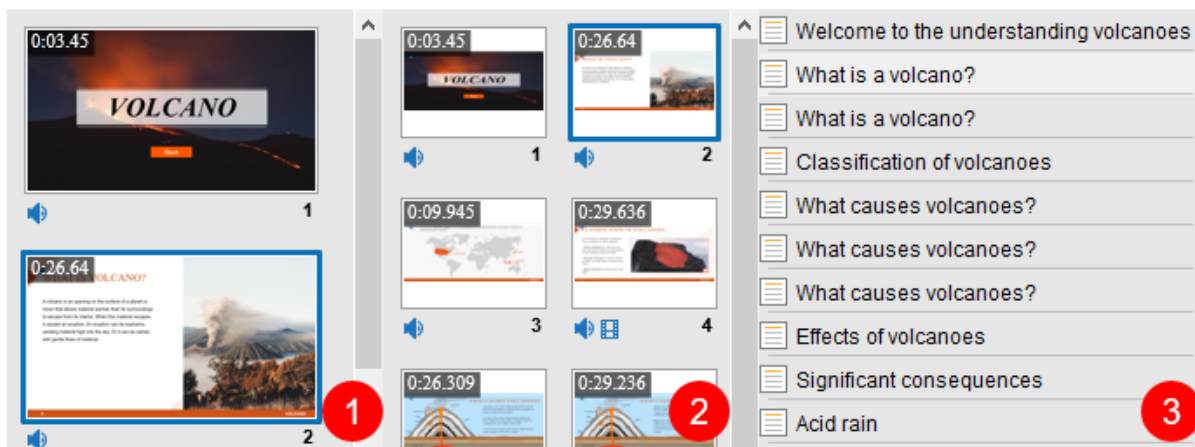
- **Slides in Column** (1): Slide thumbnails expand their size to fit into the pane. This is the default view mode.

- **Slides in Grid** (2): Slide thumbnails are arranged into multiple columns and rows.

- **Slides in Titles** (3): Only slide titles are displayed.

To change the view mode, right-click the **Slides** pane > choose the mode you want. You can also click the **View** tab and choose the view mode.

Saving Slides as Images

ActivePresenter allows you to export your project to images. That way, each slide will be exported to an image. If you want to save just one slide to an image, the app gives you another feature. On the Canvas, right-click a slide > **Save Slide As Image…** or you can click the **Slide** tab > **Save Slide As Image** . Supported formats include PNG, JPG, and BMP.

This feature is useful when you have a particular slide that you want to use in different projects. It also lets you save a particular scene in a video to image so that you can use it in written tutorial, for example.

Inserting and Managing Objects

Inserting Objects

There are two types of objects in ActivePresenter:

Annotation objects: **shapes**, **text caption**, **highlight**, **spotlight**, **equation**, **gesture effects**, **footer**, **image**, **YouTube video**, **web object**, **cursor path**, **zoom-n-pan**, **closed caption**, **audio**, and **video**.

Interaction objects: **mouse click**, **key stroke**, **text box**, **drop area**, **button**, **check box**, **radio button**, **animated timer**, and **questions**.

Inserting and Removing Objects

To insert an object, click the **Annotations** tab or **Interactions** tab and choose the object you want. The object will be inserted into the current slide. After that, you can rename the object by clicking the **Properties** pane > **Interactivity** > **General** or going to the **Selection** pane.

If you no longer want an object, select it on the Canvas, in the **Timeline** pane or the **Selection** pane, then press **DELETE**. Alternatively, right-click the object > **Delete**. The same steps are applied to remove more than one object in a single slide.

Inserting and Removing Objects in Multiple Slides

ActivePresenter makes it easy to insert objects into multiple slides as well as remove multiple objects from multiple slides.

Inserting Objects into Multiple Slides

If you want to do a batch operation to insert an object into multiple slides, do the following:

1. Click the **Slide** tab > **Batch Operations** ✪ > **Insert Objects…**.
2. In the dialog that appears, select the object type that you want to insert.
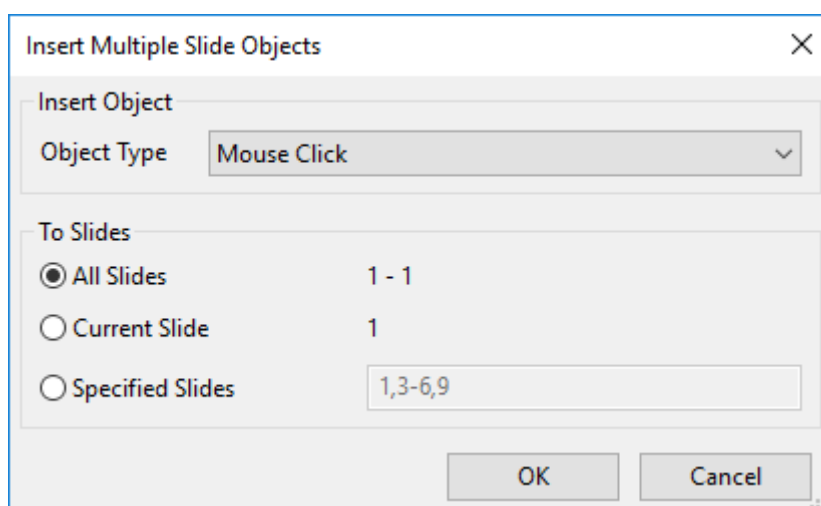
3. Specify the slides into which you want to insert the object. If you choose **Specified Slides**, separate the ordering numbers of slides by commas. Otherwise, use hyphens to indicate ranges. For example, the range 3-6 indicates the 3rd, 4th, 5th, and 6th slides.

4. Click **OK** to apply.

Once the batch processing finishes, the selected object will appear in all specified slides with the same properties. Then, you can edit each of these objects individually or style all of them in the same way. See **Changing Style and Effects** for details.

Note: You might want to make a single object appear in all slides in the presentation. This is useful when the object is a corporate logo or background music. To do that, right-click the object > **Show over Multiple Slides**. Then, you can choose to place the object in the top layer or bottom layer of the stack order of slide objects. After that, in the **Timeline** pane, and click the **All Slides** button 🔳 to view all slides in the current project as well as the objects that span across multiple slides.

Removing Multiple Objects from Multiple Slides

If you want to do a batch operation to remove objects from multiple slides, do the following:

1. Click the **Slide** tab > **Batch Operations** ⬮ > **Delete Objects…**.

2. In the dialog that appears, select the object types that you want to remove.
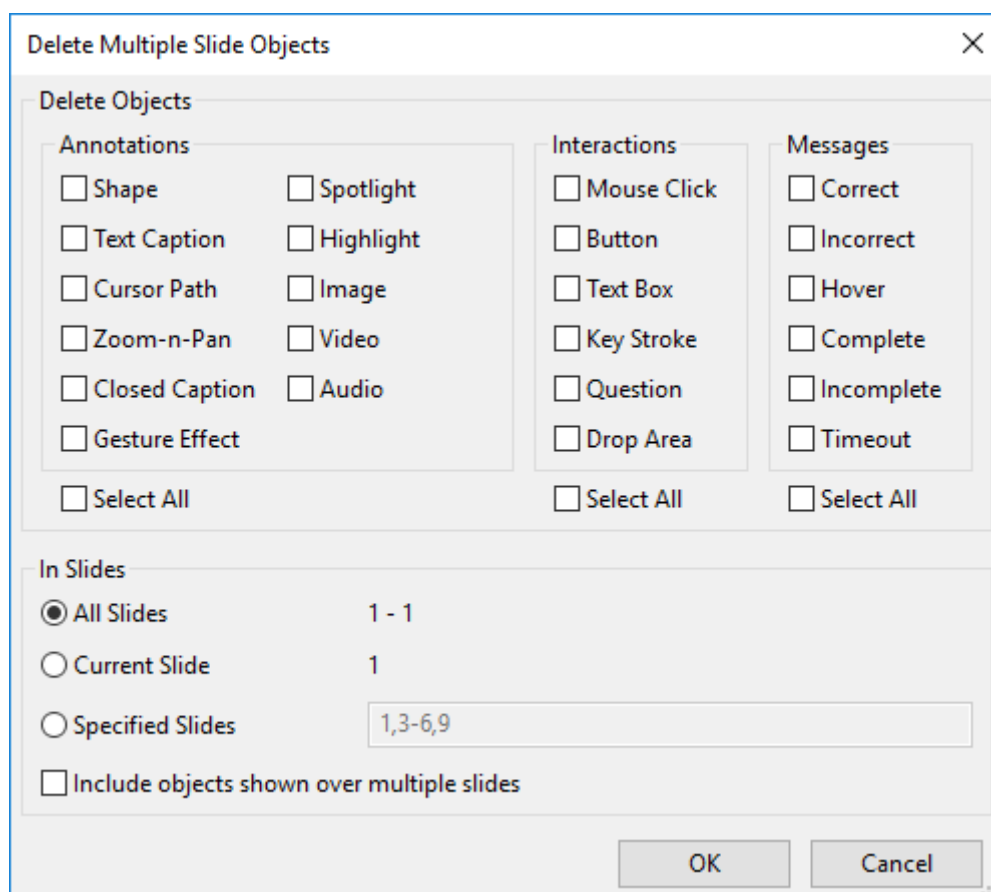
3. Specify the slides where you want the mass destruction to happen. If you choose **Specified Slides**, separate the ordering numbers of slides by commas. Otherwise, use hyphens to indicate ranges. For example, the range 3-6 indicates the 3rd, 4th, 5th, and 6th slides.

4. Select **Include objects shown over multiple slides** if you want to remove any objects shown over multiple slides.

5. Click **OK** to apply. All selected objects will be removed from the specified slides.

Copying Objects

To copy objects, do the following:

1. Select one or more objects in a slide.

2. Press **CTRL+C** or right-click > **Copy**. Alternatively, click the **Home** tab > **Copy**.

3. You can paste the copied objects into the same slide or another slide. In case of the latter, do either of the following:

    o   To take the theme of the destination slide: Press **CTRL+V** or right-click > **Paste** or click the **Home** tab > **Paste (Use Destination Theme)** 📊. This will adapt the copied objects to match the destination theme.

    o   To maintain the theme of the slide you are copying from: Right-click > **Paste (Keep Source Formatting)** 📝 or click the **Home** tab > **Paste (Keep Source Formatting)**. This will make the copied objects keep their original theme format.

Changing Object Properties

Repositioning, Resizing and Rotating Objects

After inserting an object into a slide, you often want to change its position, size, and rotation. Do that on the Canvas or in the **Properties** pane. Do one of the following:

-   On the Canvas, drag the object to a new position. You can also use the **ARROW** keys to move objects.

-   On the Canvas, select the object that you want to resize. Then, drag the resizing handles (green dots) to change the object's size. You can also use **SHIFT+ ARROW** keys to resize objects.

-   On the Canvas, select the object that you want to rotate. Then, drag the rotation handles to rotate it.

-   Select the object > **Properties** pane > **Size & Properties** > **Transform**. Specify the position, size, and rotation value as you wish.

Note:

-   To reposition, resize, or rotate objects in responsive projects, see Changing Object Position and Size.

- For images and videos, by default, the aspect ratio is locked to keep them proportional while being resized. To change the ratio, clear the **Lock Aspect Ratio** check box in the **Properties** pane > **Size & Properties** > **Transform**. In addition, if you want to revert these objects to their original size, just right-click them > **Restore Original Size**. This option also appears in the **Transform** section.
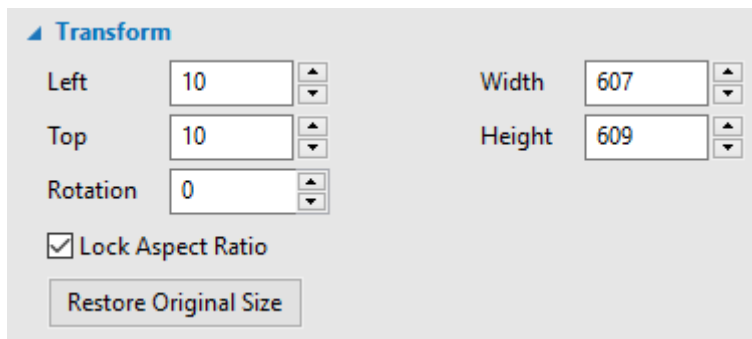
Changing Style and Effects

You can change the style and effects of more than one object in the **Format** tab, **Home** tab, and the **Properties** pane > **Style & Effects**.

Quick styles are a useful way to quickly change an object's **fill**, **line**, **shadow**, and text style. To apply a quick style, do the following:

1. Select one or more objects of the same type.

2. Click the **Format** tab or **Home** tab > **Quick Style** > choose the style you want. The color choices will depend on the theme you are using for your project.

If your project has many objects of the same type and you want them to have the same animation effects or formatting style, do the following:

1. Animate an object or format it the way you want.

2. Apply the animation and style of the object to all other existing objects of the same type. To do that, right-click the object > **Apply to All Objects** > **Animation** and/or **Style**.

Note:

- The **Apply to All Objects** option affects existing objects only. It has nothing to do with objects that haven't been inserted yet. If you want the newly added objects to use the same style as those existing ones, you must use the **default object**.

- If you want to restore the default object which comes with ActivePresenter, click the **ActivePresenter** button > **Project** > **Reset Default Objects** ↻ > choose the object type.

Object Operation Modes

When creating HTML5 content, you have to choose **operation modes** for objects to determine if objects appear in a certain mode in the output. For example, by default, the operation modes for mouse clicks are Demonstration and Tutorial. This means these objects only appear in these two modes. They don't appear in the Practice and Test modes.

You can determine operation modes for objects in the current slide, not multiple slides in your project at the same time. Do the following:

1. Select one or more object.

2. Click the **Properties** pane > **Size & Properties** > **Show in Mode** > choose the modes you want.
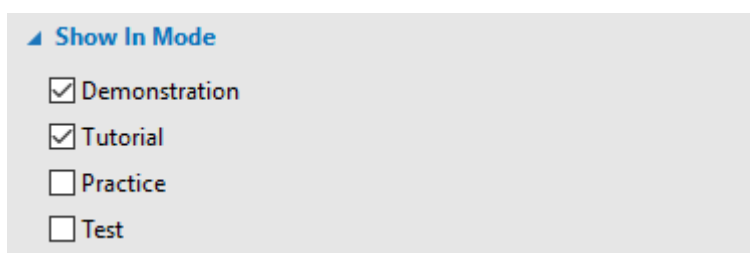
Animating Objects

Animation is a great tool to engage your audience. ActivePresenter allows you to animate objects with four types of animation effects: entrance, exit, emphasis, and motion path. In the **Animations** tab, entrance effects are colored green, exit effects are colored red, emphasis effects are colored yellow, and motion paths are pre-made paths or custom paths that you draw by yourself.
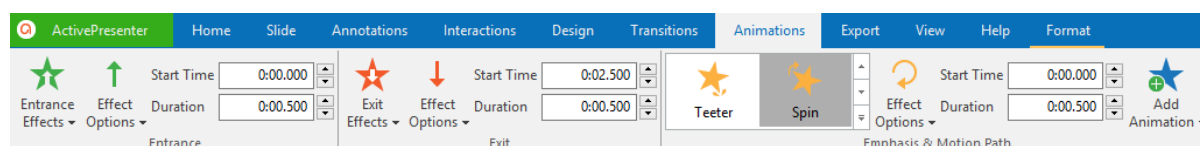
Entrance effects control how an object appears. These effects start at the start point of an object (the left edge of the object time bar). For example, an object moves slowly into a slide using the Float In effect.

Exit effects control how an object disappears. These effects end at the end point of an object (the right edge of the object time bar). For example, using the Zoom Out effect, an object gradually scales down and disappears.

Emphasis effects add highlights or movement to draw attention to an object already in a slide. For example, you can make an object shake using the Teeter effect.

Motion paths move objects already in a slide along a predetermined path, like a line, circle, or a star. You can also draw your own paths.

While you can apply only one entrance or exit effect to an object, multiple emphasis effects and motion paths can be added to a single object. You can set all the animations to play in turn or simultaneously. For example, apply the Fly In entrance together with the Spin emphasis to make a shape fly in while rotating. However, keep in mind that always use animations for a purpose. Don't overuse animations as it can distract your audience.

Timeline contains animations. As ActivePresenter supports **multiple timelines**, a single object can hold different animations in different timelines. So, make sure you add the right animation effect in the right timeline.

To apply animations to objects, do the following (skip unnecessary steps, if any):

1. Select one or more objects that you want to animate.

2. Click the **Animations** tab.

3. To add an entrance or exit effect, click the **Entrance Effects** or **Exit Effects** button > choose an effect.
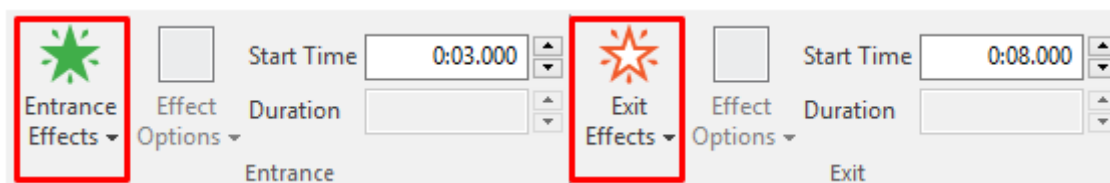
4. To add an emphasis effect or a motion path, click the arrow at the bottom-right corner of the emphasis & motion path gallery to expand the gallery, then choose an effect. Emphasis effects and motion paths will be added at the Playhead position, so remember to specify the Playhead position beforehand.
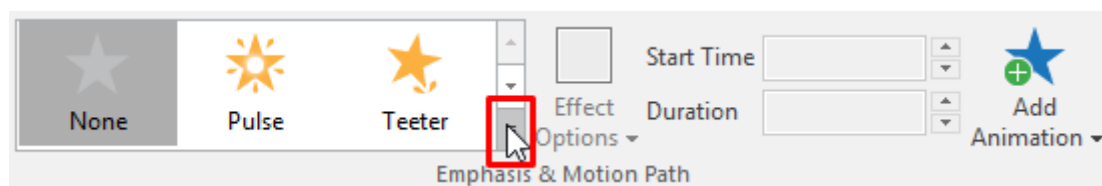
5. Specify the effect option to tweak the effect. Some effects have effect options which determine their direction or a shape that the object moves long. For example, the Spin effect can rotate an object clockwise or counterclockwise.

6. Specify the start time and duration of the effect.

7. Preview the effect by pressing **SPACE BAR** or clicking the **Play** button ▶ in the **Timeline** pane.

In the timeline, entrance effects are colored green, exit effects are colored red, both emphasis effects and motion paths are colored yellow. To expand animation effects as in the below figure, in the timeline, right-click an object time bar > **Expand Animations**.
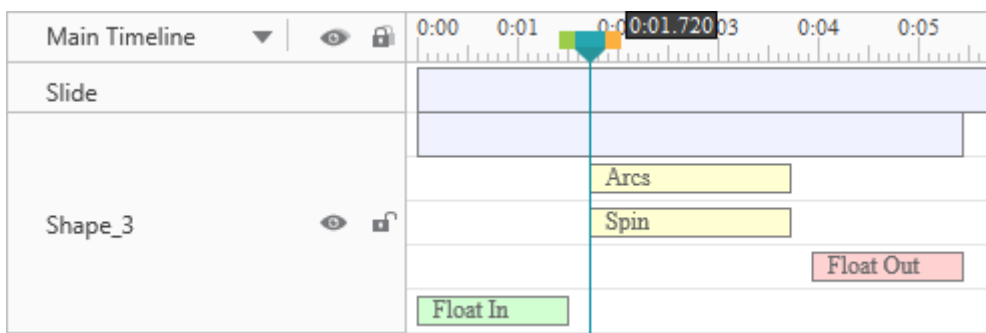
When you add a motion path, you will see the path on the Canvas. It appears as a dotted line with a green arrow indicating the path's start and a red arrow indicating its end.

Adding Multiple Emphasis Effects and Motion Paths

You can apply more than one emphasis effect or motion path to an object. Do the following:

1. Select one or more objects that you want to animate.

2. Specify the timestamp where you want the effect to start.

3. Click the **Animations** tab > **Add Animation** > choose an effect.
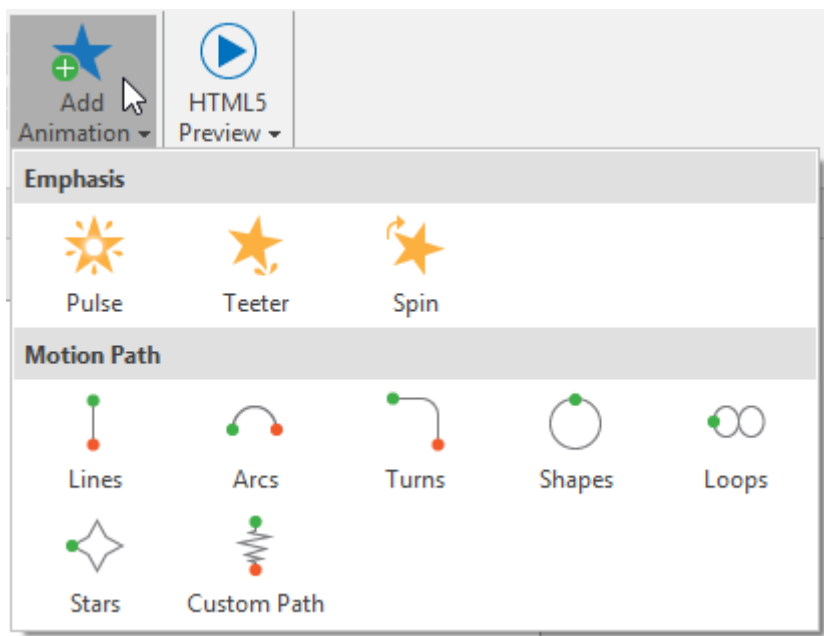
4. Specify the effect option (if any), start time, and duration of the effect.

5. Preview the effect by pressing **SPACE BAR** or clicking the **Play** button ▶ in the **Timeline** pane.

Note:

- If you try to add more effects by using the emphasis & motion path gallery, you won't add an additional effect. Instead, you'll replace the existing effect with the one you're adding.

- Multiple effects can have the same start time or play simultaneously, making it hard to select and manipulate them in the timeline. In that case, right-click the object time bar > **Expand Animations** to expand the animation time bars.

Editing Animation Effects

After applying an animation effect, you may want to change its timing, direction, etc. You may also want to replace it with another one. Do the following to modify an effect:

- **Change timing**: Drag the effect time bar in the timeline or select the object > **Animations** tab > **Start Time**.

- **Change duration**: Lengthen or shorten the effect time bar in the timeline or select the object > **Animations** tab > **Duration**.

- **Change options**: Select the object > **Animations** tab > **Effect Options**.

- **Replace effects**: Select the object > **Animations** tab. For entrance and exit effects, click the **Entrance Effects** or **Exit Effects** button and choose an effect to replace the existing one. For emphasis effects and motion paths, choose an effect from the emphasis & motion path gallery.

In the timeline, you can also double-click the effect time bar or right-click it > **Animation Settings**. Both ways open the dialog which allows you to modify the effect.
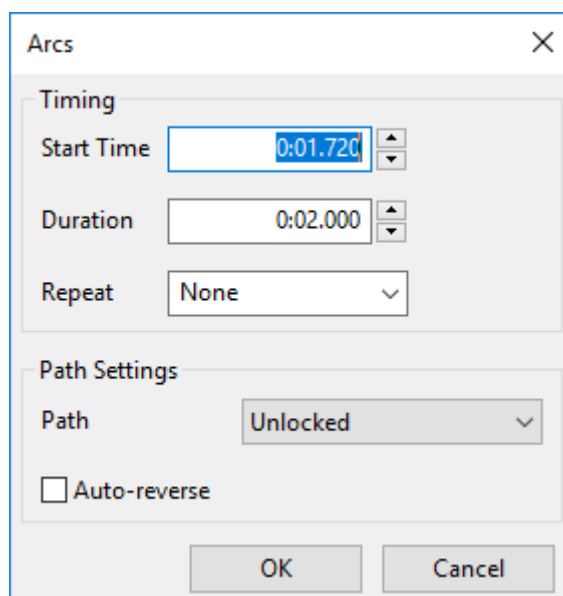
Note:

- For emphasis effects and motion paths, you can make an effect repeat automatically when it ends using the **Repeat** option. An effect can be repeated for a specific number of time or until the end of the slide. If you want a motion path to repeat end-to-start, select the **Auto-reverse** check box.

- For details about motion paths, see **Adding and Editing Motion Paths**.

- You can apply an animation effect to all the objects of the same type in your project. To do that, apply the effect to one object, then on the Canvas, right-click the object > **Apply to All Objects** > **Animation**.

Removing Animation Effects

To remove an animation effect, do one of the following:

- In the timeline, drag the effect time bar downward until it turns gray, then release the mouse button to delete the effect.

- In the timeline, right-click the effect time bar > **Remove Animation**.

- Select the object > **Animations** tab > None from the effect galleries.

- For motion paths, you can also select the path on the Canvas > **DELETE**.

Adding and Editing Motion Paths

Adding Motion Paths

To add a motion path to an object, select the object and do the following:

1. Select one or more objects that you want to animate.

2. Specify the timestamp where you want the effect to start.

3. In the **Animations** tab, click the arrow at the bottom-right corner of the emphasis & motion path gallery to expand the gallery, then choose a motion path.

   - If you choose a predefined path, the path will appear on the Canvas immediately.

   - If you choose the **Custom Path** option, you will draw your own path. Drawing a custom path is the same as drawing a **freeform shape**.

4. Specify the path option, start time, and duration of the effect.

5. On the Canvas, select the path and resize it or move it to the position you want.

6. Preview the effect by pressing **SPACE BAR** or clicking the **Play** button ▶ in the **Timeline** pane.

Locking Motion Paths

By default, a motion path follows an object when you move the object. That's thanks to the unlocked state where the path and the object move together. You can choose to lock the path so that it remains the same position when you move the object.

To lock or unlock a path, select it > **Effect Options** > **Lock Origin**.

Opening and Closing Paths

For closed paths like Shapes, Loops, and Stars, right-click the path > **Open Path** to separate the start and end point.

For open paths like Lines, Arcs, and Turns, right-click the path > **Close Path** to make the object return to its start point. A linear path is added from the previous end point to the start point.

Changing Path Shape

To change the shape of a path, double-click the path or right-click it > **Edit Points** to enter the edit mode. In this mode, you can modify the path shape by moving, adding, or removing the anchor points (black squares) that appear. For more details, see **Editing Freeform**.
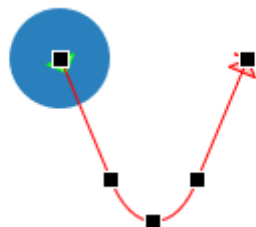
Reversing Path Direction

To exchange the start point and end point of a path, right-click the path > **Reverse Path Direction**.
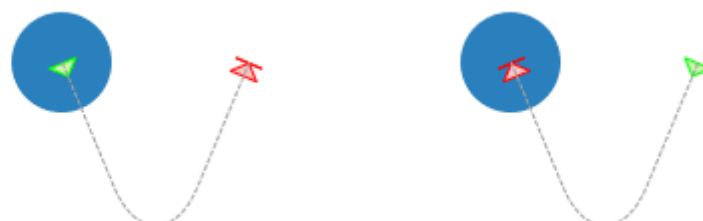
Arranging Objects

Ordering Objects

A slide may have numerous objects, such as shapes, text captions, images, videos. When being inserted into a slide, new objects are placed in front of others and may cover them partly or fully. This stack order of objects is called **z-order**.

ActivePresenter gives you the ability to arrange objects in z-order. You can move an object to the front or the back of the slide even when they do not overlap each other. Do the following:

1. Select one or more objects.

2. Click the **Format** tab > **Order** or the **Home** tab > **Arrange** > **Order**. Alternatively, on the Canvas or in the timeline, right-click objects (time bars) > **Display Order**.

3. Choose the desired display order option.

4. You can go to the **Selection** pane and drag an object up or down to change its position in the stack order. Moving an object higher means that you bring it to the front of the stack.

Icon	Name	Hotkey	Function
	Bring to Front	**CTRL+HOME**	Place the object at the very top of the stack.
	Bring Forward	**CTRL+PAGE UP**	Send the object higher by one level in the stack.
	Send to Back	**CTRL+END**	Place the object at the very bottom of the stack.
	Send Backward	**CTRL+PAGE DOWN**	Send the object lower by one level in the stack.

Grouping Objects

ActivePresenter lets you group multiple objects into a group so that you can edit and manage them easily.

Note that you cannot group closed captions, audio tracks, spotlights, videos, web objects, YouTube objects, zoom-n-pans, gesture effects, and questions.

Grouping Objects

ActivePresenter lets you group objects of several types: shapes, images, text captions, etc. Note that object grouping is unavailable to some objects including closed captions, audio tracks, spotlights, videos, web objects, YouTube objects, zoom-n-pans, gesture effects, and questions.

Do the following:

1. Hold down **CTRL** while selecting all the objects that you want to include in a group.

2. Right-click objects > **Group** > **Group** . Alternatively, click the **Format** tab > **Group** > **Group** or the **Home** tab > **Arrange** > **Group**.

The selected objects are grouped. A single box with resizing handles appears around the entire group.
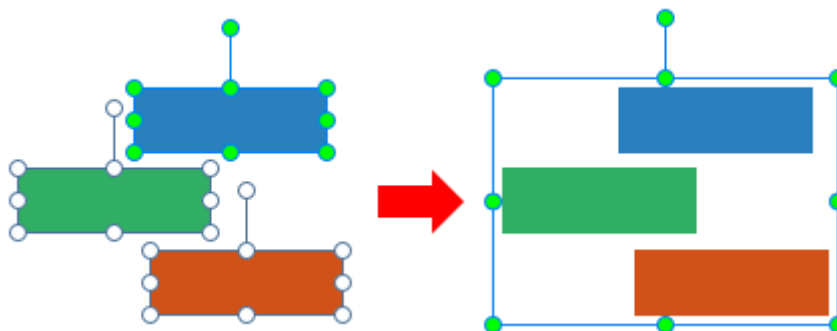
At the same time, in the **Timeline** pane, all the child objects' time bars are merged into the only time bar of the group. The **Selection** pane lists all the child objects under and at the next indent level compared to their group. Click the **+/-** button to expand or collapse these child objects.

3. Rename the group to make it easier to find and work with. Click the **Properties** pane > **Interactivity** > **General** or go to the **Selection** pane.

Note:

- Another way to select multiple objects is dragging the mouse across them. In other words, use a rubber-band selector. Click on a slide and drag the mouse, a rubber-band selector appears. All the objects that stay in or intersect with the selector will be selected.

- If you've already selected several objects and want to select more, hold down **CTRL** and click them. If you include some objects you don't want, hold down **CTRL** and click redundant objects to clear the selection.

- After you make a group, you can still work with child objects in that group. Select the group, then click an object to select it.

- A group and its child objects are *mutually exclusive* when it comes to converting objects into drag sources/drop targets. That is, you can only convert either a group or its child objects into drag sources/drop targets.

- Some features are not available to child objects, namely **Attached audio**, **Show to the end of slide**, **Show In Mode**, and **Pause presentation to wait for user input**.

Adding Objects to a Group

ActivePresenter lets you add objects to an existing group. Do the following:

1. Select a group and one or more objects that you want to add to the group.

2. Right-click > **Group** > **Add to Group**. Alternatively, click the **Format** tab > **Group** > **Add to Group** or the **Home** tab > **Arrange** > **Add to Group**.

In the **Timeline** pane, the time bars of the extra objects are merged into the time bar of the group. In the **Selection** pane, extra objects are listed as child objects of the group.

Note: You can nest groups within groups. Simply put, groups can contain groups as members. To nest a group in another group, use the same techniques for grouping objects. Just select all the objects/groups you want, right-click > **Group** > **Group**. A new group is created containing all the selected objects/groups as members.

Ungroup Objects

Sometimes, you no longer need a group. You want to break it apart so that you can more easily select and format each individual objects. To ungroup a group, first select the group. Then, right-click it > **Group** > **Ungroup** . Alternatively, click the **Format** tab > **Group** > **Ungroup** or the **Home** tab > **Arrange** > **Ungroup**.

Changing Group Layout

ActivePresenter supports grid layout for groups. This feature places child objects of a group in a grid pattern, which is useful when you want to draw tables to display fields in a grid layout or when you want to align child objects in a group.

To change the group layout to grid, select the group > **Properties** pane > **Size & Properties** > **Group Layout** > **Mode** > **Grid**. The grid layout ignores the original size of all the objects in a group and assigns a fixed size to all of them.
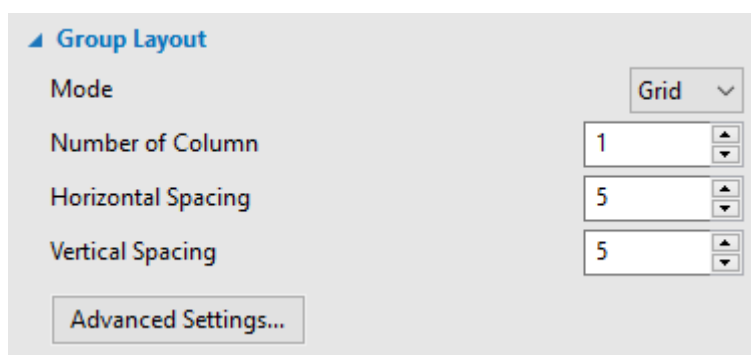
The grid size is defined by the number of columns, horizontal spacing between columns, and vertical spacing between rows. Change the values for these parameters if needed. The number of rows will be automatically counted based on the number of child objects and columns.
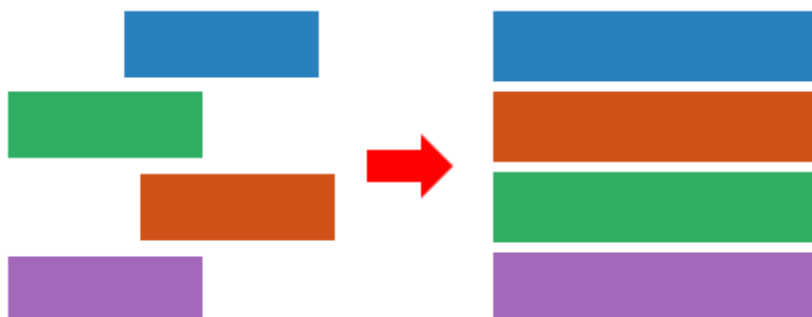
For further modification, click **Advanced Settings…**. A dialog appears, allowing you to define the width ratio between columns or the height ratio between rows. If the value is 0, the minimum size of objects will be used.

For example, the group below has two columns (width ratio 1:2) and two rows (height ratio 1:3). As you can see, the width of the blue rectangle is one-half of the orange one. Meanwhile, the height of the blue rectangle is one-third of the green one.
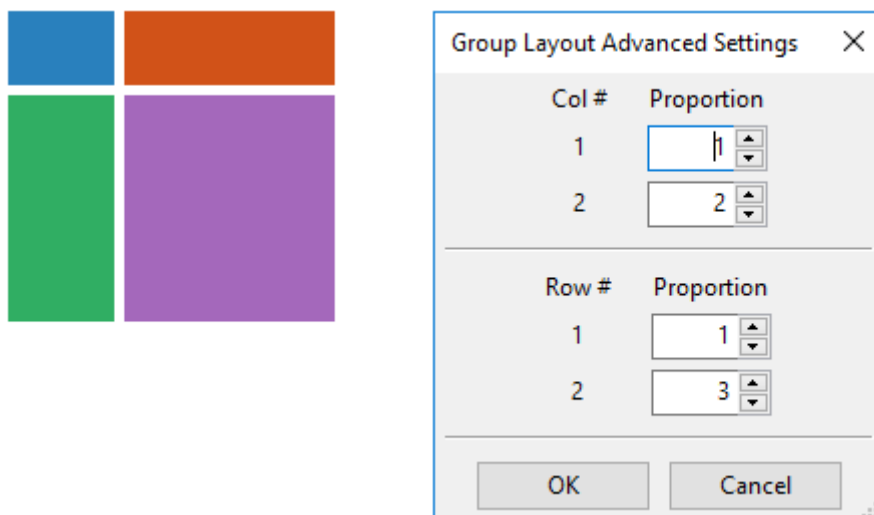
Aligning Objects

ActivePresenter can automatically and perfectly align objects for you.

Aligning Objects Using Canvas Snapping

You can use canvas snapping to snap objects to the center/edge of the Canvas or of other objects.

Snap lines appear as orange lines when you drag or reshape objects. They are vertical or horizontal lines through the edge/center of an object or the Canvas. Use snap lines to align an object relative to another object. Or, you can align an object relative to the center/edge of a slide.
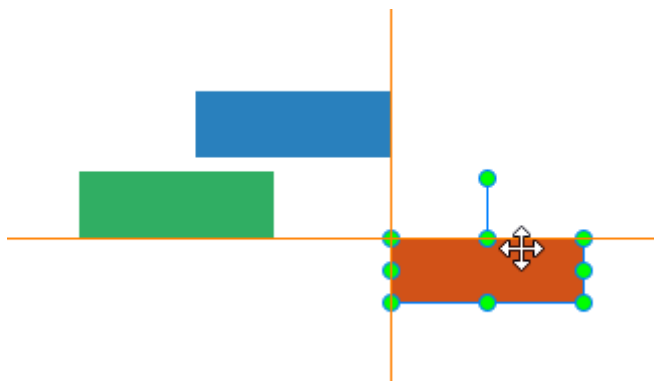
Canvas snapping is turned on by default. To turn it off, click the **View** tab > **Canvas Snapping**. Temporarily disable canvas snapping by holding down **CTRL** when resizing or moving objects.

Aligning Objects with Anchor Objects

Sometimes, you have an object's position set perfectly and you want to align other objects with that specific object. To do that, use the Alignment options and an anchor object.

An anchor object (also a reference object) is the one with which all other objects align. It is the last object you select with green resizing handles rather than white handles like others. To

define a different anchor object, click any of the currently selected objects without holding **CTRL**.
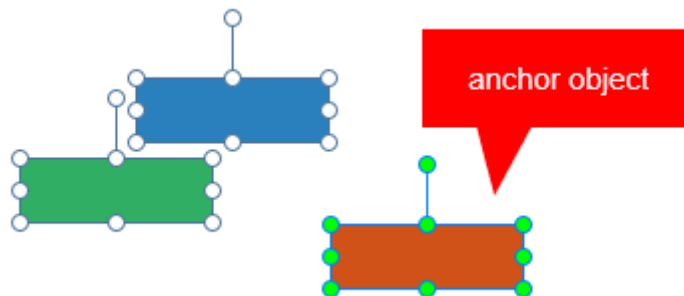
You have many options for aligning objects both vertically and horizontally. Do the following:

1. Hold down **CTRL** while selecting all the objects that you want to align.
2. Click the **Home** tab > **Arrange** or the **Format** tab > **Align**.

Icon	Command	Function
	Align Left	Align the left side of all the selected objects with the left of the anchor object.
	Align Center	Align the center of all the selected objects with the vertical center of the anchor object.
	Align Right	Align the right side of all the selected objects with the right of the anchor object.
	Align Top	Align the top of all the selected objects with the top of the anchor object.
	Align Middle	Align the center of all the selected objects with the horizontal center of the anchor object.
	Align Bottom	Align the bottom of all the selected objects with the bottom of the anchor object.

Aligning Objects to the Canvas

You can align one or more objects to the center of the Canvas. Do the same steps to align objects as mentioned above, but choose either of the following:

Icon	Command	Function
	Center Horizontally	Move all the selected objects to the horizontal center of the Canvas.
	Center Vertically	Move all the selected objects to the vertical center of the Canvas.

Distributing Objects

If you arrange objects in a row or column, you may want them to be an equal distance from one another for a neater appearance. Do that by distributing the objects horizontally or vertically. Perform the same steps to align objects as mentioned above, but choose either of the following:

Icon	Command	Function
	Distribute Horizontally	Make the horizontal spacing equal between the selected objects.
	Distribute Vertically	Make the vertical spacing equal between the selected objects.

Note: These commands work only when you select more than two objects.

Resizing Objects to Anchor Objects

If you have multiple objects that you want to size equally, use the following alignment options:

Icon	Command	Function
	Make Same Width	Match the width of all the selected objects with that of the anchor object.
	Make Same Height	Match the height of all the selected objects with that of the anchor object.
	Make Same Size	Match the height and width of all the selected objects with those of the anchor object, respectively.

Using Object States

Object states allow you to change the appearance of an object in response to user interaction. A state is a collection of visual elements that define the look of an object. You can add states to many types of objects such as shapes, text captions, images, or buttons. Using actions, you can shake an image on hover and make it appear disabled after being clicked.

Besides adding new custom states, you can apply several built-in states to objects. ActivePresenter also adds built-in states to some types of objects by default, such as buttons, check boxes, and radio buttons, so that you can use these multi-state objects right away.

There are four types of states, including:

- **Normal state**: Each object always has a neutral state that cannot be deleted and renamed. By default, it's the initial state (default state) of an object.

- **Default state**: This is the initial state of an object, in other words, this is how an object looks when it first appears. By default, the normal state is the default state of an object, but you can change the default state to any other state.

- **Custom state**: You can create many custom states for an object.

- **Built-in state**: ActivePresenter provides several built-in states that you can apply to objects. The normal state is actually a built-in state.

Built-In States

The built-in states of objects are as follows:

- **Normal**: This is the neutral state of an object. By default, it's how an object looks when it first appears.

- **Hover**: This is how an object looks when being hovered. This state is available for buttons, check boxes, and radio buttons and is added by default. You don't need to use an action to trigger it.

- **Pressed**: This is how an object looks when being clicked. This state is available for buttons, check boxes, and radio buttons and is added by default. You don't need to use an action to trigger it.

- **Disabled**: This is the state you use when you want to disable an object. A disabled object is visible but cannot respond to any user action. Unless this state is added to an object by default, you need to use an action to trigger it.

- **Normal/hover/pressed/disabled checked**: These are the states of the selected check box or radio button. They are added to check boxes and radio buttons by default, so you don't need to trigger them using actions.

There are several built-in drag-n-drop states that you can apply to drag sources and drop areas. As you add these states to a drag source or drop area, they will be automatically displayed when the corresponding events occur, in other words, when you interact with the drag source or drop area.

- **Drag start**: This is how a drag source looks when it's dragged from its location.

- **Drag end**: This is how a drag source looks when you release the mouse button while dragging it.

- **Drag enter**: This is how a drop area looks when a drag source enters it.

- **Drag leave**: This is how a drop area looks when a drag source leaves it.

- **Drop correct**: This is how a drag source or drop area looks when a drag source is dropped onto the correct drop area.

- **Drop incorrect**: This is how a drag source or drop area looks when a drag source is dropped onto the incorrect drop area.

- **Accept**: This is how a drop area looks when any accepted drag source is dropped onto it.

- **Reject**: This is how a drop area looks when any rejected drag source is dropped onto it.

Opening Object States Pane

You use the **Object States** pane to manage states. To open this pane, click the **View** tab > **Object States**.

Alternatively, you can select an object that you want to manage its states and click the **Properties** pane > **Interactivity** > **General** > **State View**, or right-click the object > **Object States**.
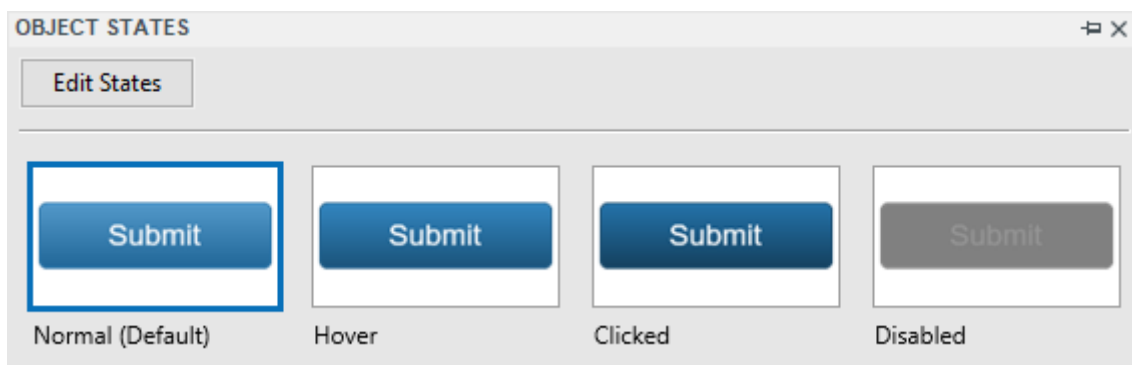
Adding States

An object may have no, one, or several states by default. However, you can add more states to it using the following steps:

1. Select an object.

2. In the **Object States** pane, click the **Edit States** button. This enters the state edit mode where all other objects except the selected one are grayed out and unclickable.
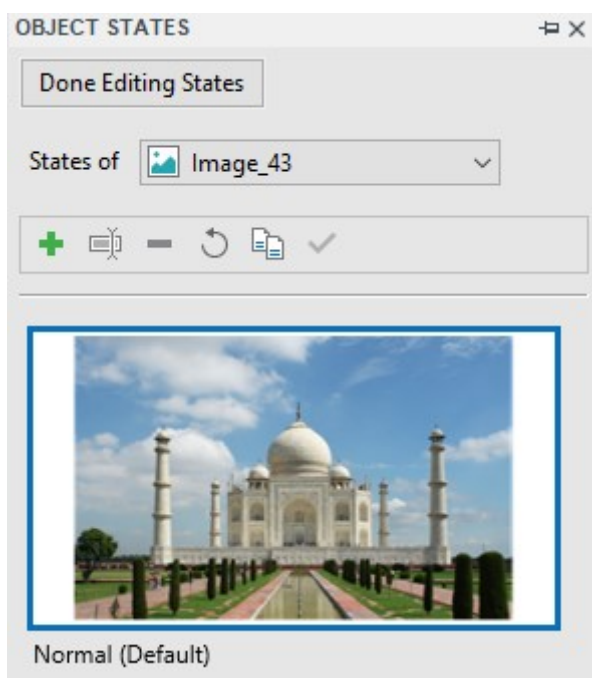
3. Click **Add State** ✚ or right-click the pane > **Add State** to add a built-in state or a custom state. A custom state will inherit all visual properties from the normal state.

4. Assign a name to the new custom state and click **OK**.

5. If you want to change the appearance of the newly added state, follow the steps in the next part.

6. If you want to add states to another object in a slide, switch to that object using the **States of** combo box.

7. When you're done adding and editing states, click the **Done Editing States** button to exit the state edit mode.

Editing States

You can change the appearance of any state, including its size, position, shape type, text, color, border, etc. Just enter the state edit mode, select a state, and make an edit. All your changes will be saved when you click the **Done Editing States** button.
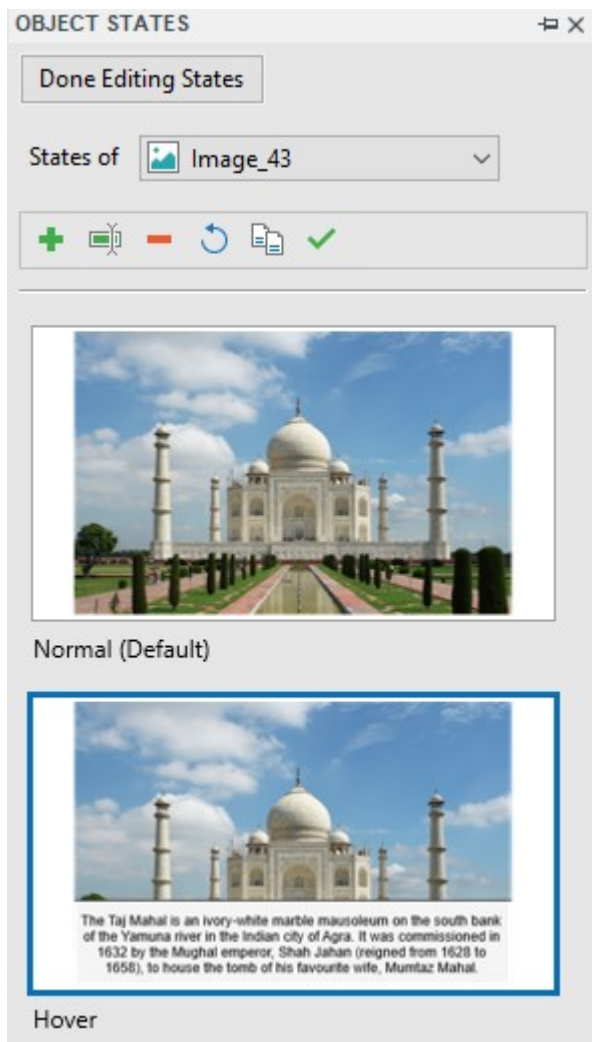
As mentioned earlier, if you want to edit states of multiple objects in a slide, use the **States of** combo box to switch between objects. Take note of the following:

Property	State editing mode	Normal mode
Size, position, and rotation	When the active state is the normal state, your changes will be applied to all other states which inherit from the normal state.	Your changes will be applied to all other states with the same transformation matrix.
Other visual properties	Otherwise, changed property will no longer inherit from the normal state.	If the default state is the normal state or inherits from the normal state, your changes will be applied to all other states which inherit from the normal state. Otherwise, your changes will be applied to the default state only.

Managing States

To manage states, first enter the state edit mode by clicking the **Edit States** button. Then, use the buttons in the toolbar of the **Object States** pane or right-click a state and select an option in the context menu. Be aware that you cannot rename, remove, or reset the normal state.

- **Rename State** : Rename the active state.

- **Remove State** : Remove the active state.

- **Reset State** : Restore the original appearance of the active state. Use this option when you aren't satisfied after editing a state.

- **Duplicate State** : Create a copy of the active state.

- **Set State as Default** : Make the active state the default state, in other words, the initial state of an object.

Triggering States Using Actions

Use actions to display a state based on the user's interaction with the content. While the event depends, you will use the Change Object State action to invoke a state. For more details, see **Adding Events - Actions**.

Using Object Templates

Object template is a good way to reuse objects across slides in the same project or across different projects. By adding objects to an object template, you save not only the objects themselves but also the animations and event actions attached to them.

ActivePresenter uses the ActivePresenter Templates folder and the **Object Templates** pane to help you manage object templates. Your object templates (*.apobject) are stored in the ActivePresenter Templates folder *(C:\Users\\Documents\ActivePresenter Templates (for Windows) or /Users//Documents/ActivePresenter Templates (for macOS))*. Any object templates stored in that folder will appear in the **Object Templates** pane. This pane is where you add and manage template items in an object template.

Opening Object Templates Pane

The **Object Templates** pane contains object templates. Each object template includes one or more object template items. These items can be annotation or interaction objects. By default, ActivePresenter gives you a Default object template. You can add objects to this template or create other object templates to use.

The **Object Templates** pane automatically opens when you add objects to template. When you want to open this pane, click the **View** tab > **Object Templates**.
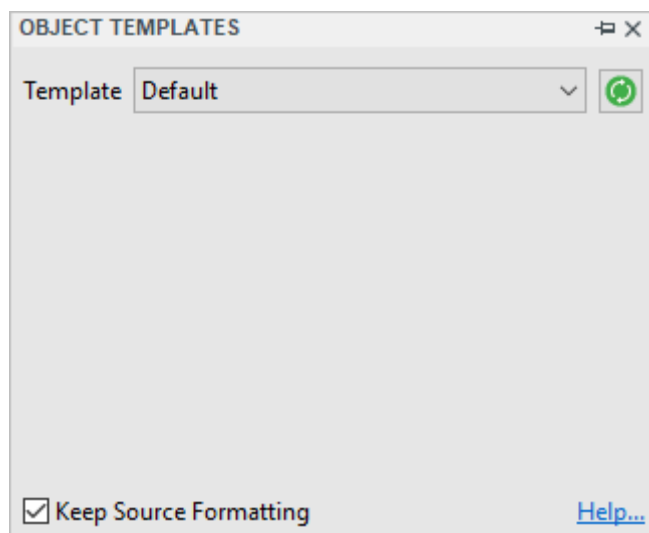
Adding Objects to Object Templates

You can add any object to object templates, except cursor path, zoom-n-pan, and closed caption.

To add an object to the object template, do the following:

1. Right-click the object > **Add to Template**. Then, the object will appear as a template item in the current object template.
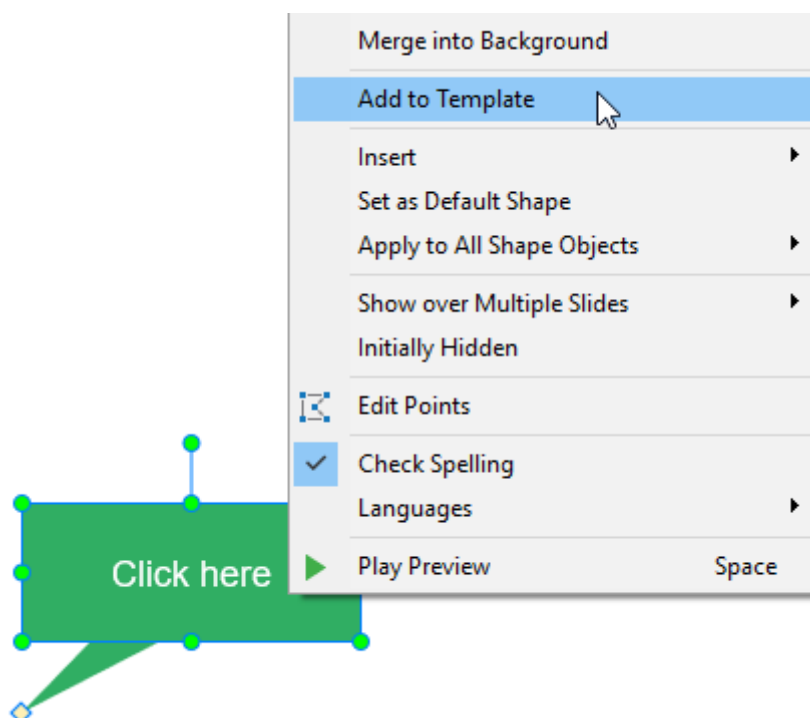
2. Right-click the object template item > **Rename** 🖊 to rename it.

3. If you don't want a template item anymore, click it and press **DELETE** or right-click it > **Delete** ▬.

Note:

- When you add multiple objects to the object template at once, all the selected object will be treated as a single template item. That said, this doesn't group the selected objects or make them a single object. When you insert that template item into a slide, the objects are still separate objects.

- An object template item can hold the event actions attached to it. However, if the action involves other objects and you don't add those objects to the same template, the action will be removed. Otherwise, if you add all the objects to the same template, the actions will remain. For example, if you have the object A with the action Show object B when clicked. If you add these objects to the object template simultaneously, the action will remain. Otherwise, if you just add the object A to the object template, the action will be removed.

Using Object Template Items

To insert an object template item into a slide, in the **Object Templates** pane, do one of the following:

- Double-click a template item.

- Drag and drop a template item onto the Canvas.

- Right-click a template item > **Insert**.

By default, object template items added to slides will maintain their original theme thanks to the **Keep Source Formatting** check box at the bottom of the pane. If you want the template items to adapt to the theme of the destination slide, clear this check box.

Saving and Sharing Object Templates

You can save a project as an object template and reuse it for other projects.

To save a project as an object template, click the **ActivePresenter** button > **Save** or **Save As…**. Next, select ActivePresenter Object Template (*.apobject) from the **Save as type** drop-down list.
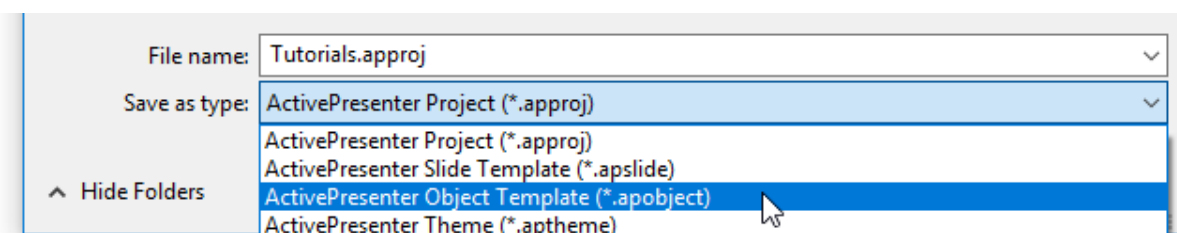
Then, do either of the following:

- Save file in *C:\Users\\Documents\ActivePresenter Templates (for Windows) or /Users//Documents/ActivePresenter Templates (for macOS)*. That way, the object template will appear in the **Object Templates** pane.
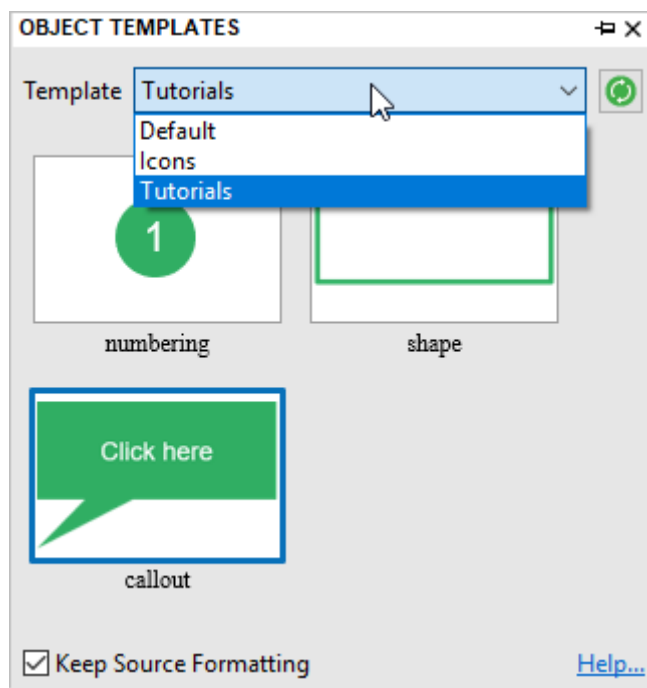
- Save the project in other folders on your computer. The object template will not appear in the **Object Templates** pane.

After that, you can rename or delete the object template file in the same way as you normally do. You can also share the template file with others.

If you have any *.apobject file and want to import it into ActivePresenter as an object template, just copy the file and paste it into the ActivePresenter Templates folder. Then, in the **Object Templates** pane, click **Reload** to refresh the Templates folder, making the new object template appear in the pane.

Setting Default Objects

You can format a certain object and set it as the default. After that, the same properties will be applied to all new objects of the same type in the same project. Do this by right-clicking the object > **Set as Default**.

You can also export and reuse the object settings across projects. Do the following:

1. Save the current project as a slide template (*.apslide) or theme (*.aptheme).

2. Navigate to the location where you want to save the file > **Save**.

If you save files in C:\Users\\Documents\ActivePresenter Templates (for Windows) or /Users//Documents/ActivePresenter Templates (for macOS), the template or theme will appear on the Start Page. Then, use this template or theme to **start a new project**.

Annotation Objects

Annotation objects include shapes, images, audio, videos, and other objects commonly used to add information to a project.

Annotation objects are listed as follows:

Object	Icon	Usage
Shapes		Insert a shape on/around the point of interest.
Text Caption		Insert text to explain content.
Highlight		Overlay a part of the screen with a colored semi-transparent area to highlight it.
Spotlight		Overlay the display area with a dark screen, allowing only a certain area to be fully visible.
Equation		Insert common math equations or build up your own equations using a library of math symbols and structures.
Icons		Insert an icon into a slide.
Gesture Effects		Insert a widget that shows how users interact with the application on the touch screen.
Footer		Insert date, slide number, and text into the bottom of the slide.
Image		Insert an image into a slide.
Audio		Insert an audio into a slide.
Video		Insert a video or a webcam recording into a slide.
YouTube Video		Embed a YouTube video within a slide.
Web Object		Embed a webpage within a slide.
Cursor Path		Handle mouse movements and clicks to simulate user actions.
Zoom-n-Pan		During rendering, zoom in the virtual camera on a part of the screen to show it in more details.

Closed Caption	CC	Insert a closed caption into a slide. Users can control whether to show or hide closed captions on screen.

Shapes

Inserting Shapes

ActivePresenter offers five groups of ready-made shapes, namely basic shapes, callouts, lines and arrows, block arrows, and stars. To insert a shape, click the **Annotations** tab or the **Home** tab > **Shapes** > select a shape. The shape will be automatically inserted into a slide.
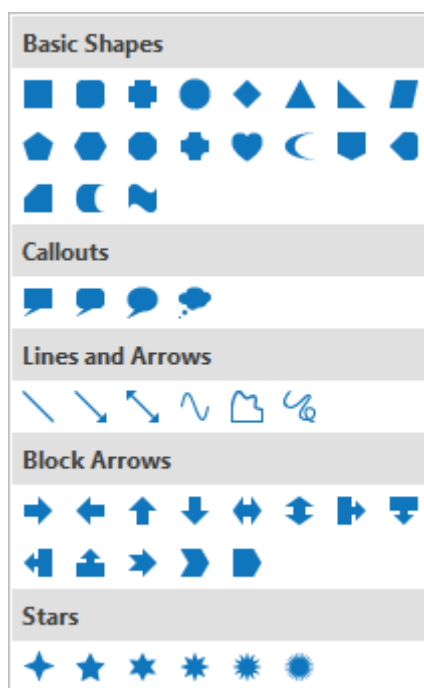
The initial fill color, line color, text color, and font of a shape are determined by the **theme** you are using for your project. However, you can change these properties by using commands provided in the **Format** tab, **Home** tab, or the **Style & Effects** tab in the **Properties** pane. For more details, see **Changing Object Properties**.
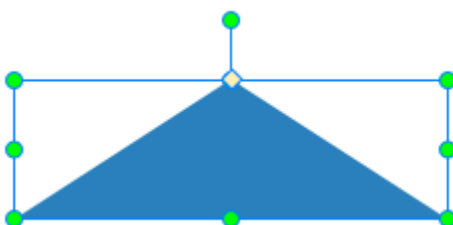
Adjustments to shapes include:

- **Reposition**: Drag a shape to a new location or click the **Properties** pane > **Size & Properties** > **Transform**.

- **Resize**: Drag the resizing handles and the yellow diamond ◆ (if any) or click the **Properties** pane > **Size & Properties** > **Transform**. If a shape contains a pointer, you can make it point anywhere in a slide by dragging the yellow diamond at the end of the pointer. Note that if you scale down a shape too much, some text within it may be clipped or hidden, so be careful when resizing the frame.

- **Add text**: Click inside a shape or click the default text of a text caption. You can also right-click a shape > **Edit Text** or press **F2** on your keyboard. Use commands in the **Home** tab to format text.

- **Edit shape**: Right-click a preset shape (shape, text caption, highlight, spotlight) > **Edit Points**. Then, you can edit it in the same way you edit a **freeform drawing**.

- **Switch to another shape type**: Click the **Format** tab > **Change Shape** > select a new shape type.

If you customize a shape and want to use the same formatting on future shapes of the same project, you can right-click it > **Set as Default Shape**. That way, the current formatting will be set as default and used each time you insert a new shape in the project.

Drawing Freeform

ActivePresenter provides four types of drawing tools, namely Line, Curve, Freeform Shape, and Freeform Scribble, allowing you to draw your own lines and shapes.

Lines

To draw a straight line, click the **Annotations** tab or **Home** tab > **Shapes** > **Lines & Arrows** > **Line** ╲. As soon as you select the drawing tool, the cursor changes into a cross hair ✛. Click anywhere on the Canvas to set the start point. Move the mouse without releasing the mouse button to draw a line.

While moving the mouse, hold down **SHIFT** to make a truly horizontal, vertical, or diagonal straight line. You can draw a 0, 30, 45, 60, 90, 120, 135, 150, and 180-degree line. To set the end point, just release the mouse button.
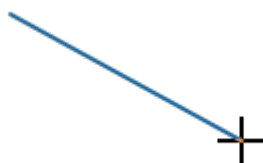
Curves

To draw a curve, click the **Annotations** tab or **Home** tab > **Shapes** > **Lines & Arrows** > **Curve** ⌒. As soon as you select the drawing tool, the cursor changes into a cross hair ✛. Click anywhere on the Canvas to set the start point. Move the mouse to a different position to form a line.

To curve the line, just click the mouse button. As you move the mouse, the curve changes correspondingly. Each click adds a new turn to the curve.
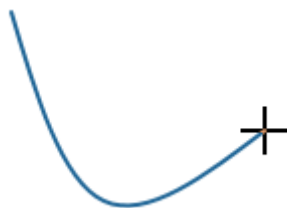
A curve can be open or closed. If you want an open curve, double-click to set the end point. Otherwise, move the mouse near the start point and left-click to get a closed curve.

Freeform Shapes

Freeform Shape drawing tool has a dual capability as you can draw both straight and freeform lines. To draw a freeform shape, click the **Annotations** tab or **Home** tab > **Shapes** > **Lines & Arrows** > **Freeform Shape** . As soon as you select the drawing tool, the cursor changes into a cross hair ╋. Click anywhere on the Canvas to set the start point.

To draw a straight segment, release the mouse button and place the cursor elsewhere, then click. If you keep holding down the mouse button, you'll draw a freeform segment. You can alternate between straight and freeform segments within the same shape.
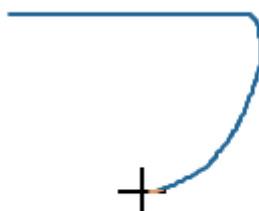
A freeform shape can be open or closed. You can double-click at any time to set the end point, making an open freeform shape. Otherwise, move the mouse near the start point and release the mouse button or left-click to get a closed shape.
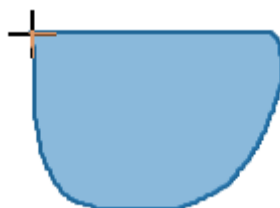
Freeform Scribbles

The Freeform Scribble tool is almost similar to the Freeform Shape tool as you can mimic drawing with a pencil on a paper. However, there is one essential difference between these tools. Once you start drawing a scribble, you have to keep holding down the mouse button until you finish as the point where you release the mouse button will be the end point of your drawing.

Click the **Annotations** tab or **Home** tab > **Shapes** > **Lines & Arrows** > **Freeform Scribble** . As soon as you select the drawing tool, the cursor changes into a cross hair ╋. Click anywhere on the Canvas to set the start point. Move the mouse without releasing the mouse button to draw the shape.

The point you release the mouse button will be the end point of your drawing. If you want an open scribble, release the mouse button at any time. Otherwise, move the mouse near the start point and release it to get a closed scribble.

Editing Freeform

To edit a freeform drawing, right-click it > **Edit Points** to enter the edit mode. In the edit mode, the shape is outlined by a red dashed line containing multiple black squares. These black squares are **anchor points** which indicate the start and end of each line segment. When you select an anchor point, two blue handles appear with **control points** (white squares) at their ends.

You can click and drag an anchor point to sharpen or smooth a corner or curve. Alternatively, drag a control point to change the degree of the curve or line. A red dashed line appears indicating changes.
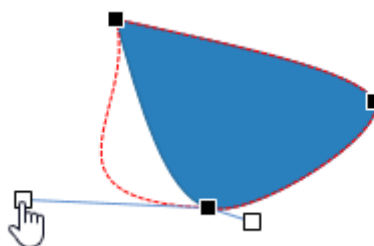
Once you finish editing, click any elsewhere outside to exit the edit mode. Alternatively, right-click a shape no matter its outline, anchor points, or control points, and select **Exit Edit Points**.

Adding and Removing Anchor Points

Right-click a freeform shape > **Edit Points** to enter the edit mode:

- To add an anchor point, click and drag the outline of the shape.
- To delete an anchor point, hold down **CTRL** and click it, or right-click it > **Delete Point**. The selected anchor point will disappear, making the shape change accordingly.
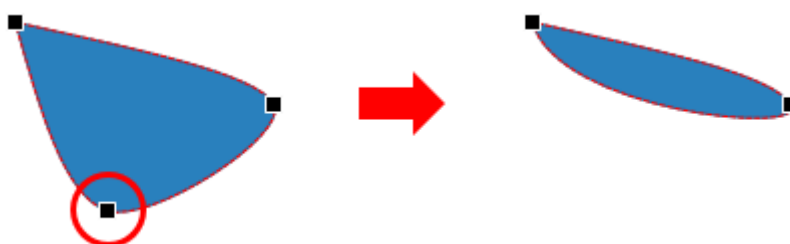
Opening and Closing Paths

In the edit mode of an open shape, right-click an anchor point > **Close Path** to close the shape. A linear path is added from the previous end point to the start point.

Otherwise, select **Open Path** to open a closed shape right at the selected point.

Changing Point Types

In the edit mode, right-click an anchor point and select an option to change the type of the point.

- **Smooth Point**: The two handles point in exactly the opposite direction (180 degrees) from each other. They're also positioned the same distance away from the anchor point.

- **Straight Point**: The two handles point in exactly the opposite direction (180 degrees) from each other.

- **Corner Point**: The two handles go off in different directions. This is the default mode.

Making Straight Segments

If you want to straighten a curved segment between two anchor points, in the edit mode, right-click along the segment > **Straight Segment**.

Text Caption

Text caption is a rectangle shape that can contain multi-line formatted text. You can use text captions to direct the audience's attention toward certain areas in a slide, give them extra information, or explain important concepts.

To insert a text caption, click the **Home** tab or **Annotations** tab > **Text Caption** . To add text to the text caption, click the default text to open the inline text editor, then enter text.
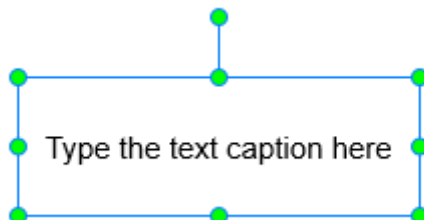
In fact, text caption is a variant of shapes, where only the text is given prominence, and the fill and line properties are muted. Therefore, the discussion for **shapes** also applies here.

Highlight

Highlight is a transparent, colored rectangle shape that can be placed over a certain area in a slide to draw the audience's attention to that area.

To insert a highlight, click the **Annotations** tab > **Highlight** . You can change the formatting, color, transparency, and size of highlight objects to fit the target area.
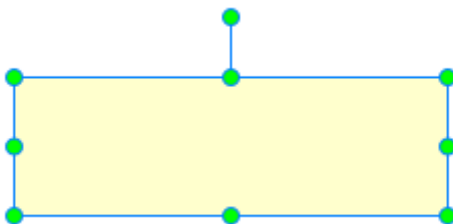
Think of highlight as a variant of shapes, where the text and border line are removed and the background is made semi-transparent (50% transparent). Therefore, the discussion for **shapes** also applies here.

Spotlight

Spotlight retains the original brightness within the shape and darkens the rest of the screen, creating an effect like you are watching a dark screen with a searchlight. Thus, it is able to instantly draw the audience's attention to even a tiny part of the screen.

To insert a spotlight, click the **Annotations** tab > **Spotlight** .
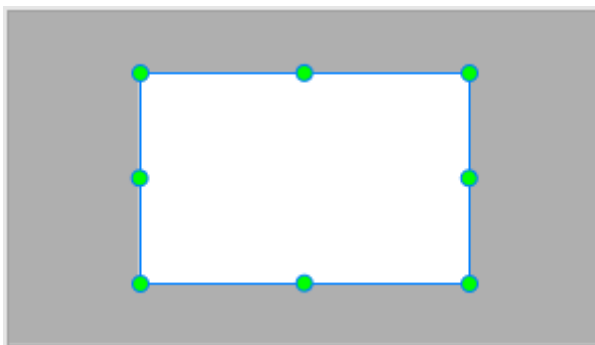
Spotlight is actually a more aggressive version of highlight, where the rest of the screen isn't darkened. It is also a shape object with special properties. For that reason, the discussion for **shapes** also applies here, but there are two exceptions:

- In the **Properties** pane, the **Style & Effects** tab shows the properties of the area that lies OUTSIDE the shape (not inside it).
- Spotlight object doesn't have the rotation property.

Equation

Equation allows you to place math equations and formulas in a slide. Besides built-in equations, you can write your own equation using math symbols and structures. Of course, you can modify the built-in equations if they don't satisfy you. Moreover, it's possible to copy equations from Microsoft Office and paste into ActivePresenter.

Inserting Built-In Equations

To insert a built-in equation, in the **Annotations** tab, click the arrow on the **Equation** button, then select the equation you want from the list. You can also find this button in the **Home** tab.
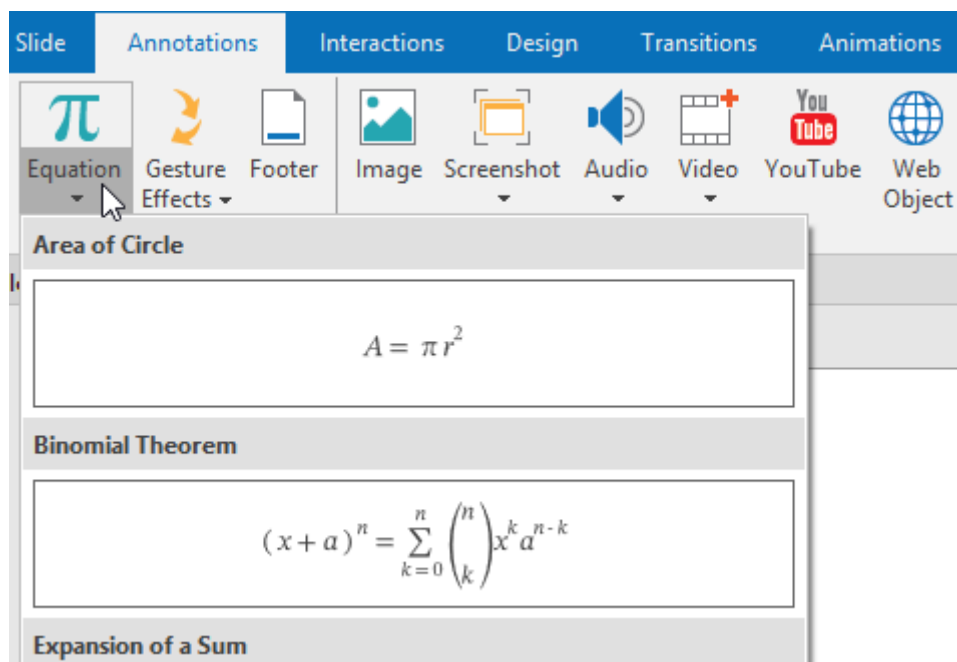
As you insert an equation in a slide, in the tabbed toolbar, the **Formula** tab opens. This tab contains symbols and structures that you can add to your equation.

Writing and Editing Equations

You can write an equation from scratch or edit the built-in equations. In the **Annotations** tab, click the **Equation** button π. This inserts a placeholder for your new equation in a slide and opens the **Formula** tab.
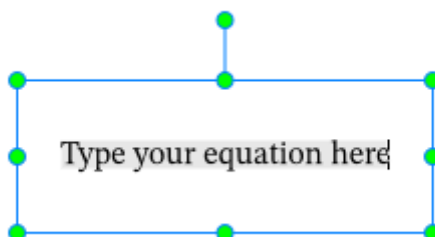
Do one of the following:

- Click the **Equation** button at the left corner to insert built-in equations.
- Insert math-related symbols using the **Symbols** group. To see more symbols, click the arrow at the bottom-right corner of the gallery. To see other sets of symbols, click the arrow at the top-right corner of the gallery.
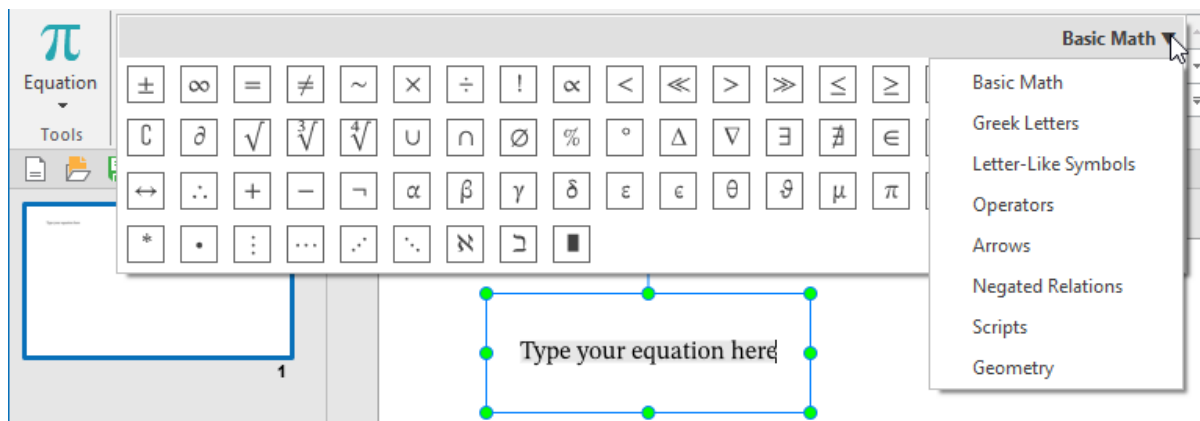
- Insert structures using the **Structures** group. Just select a structure to insert it, then replace the small dotted-line boxes with your own values.
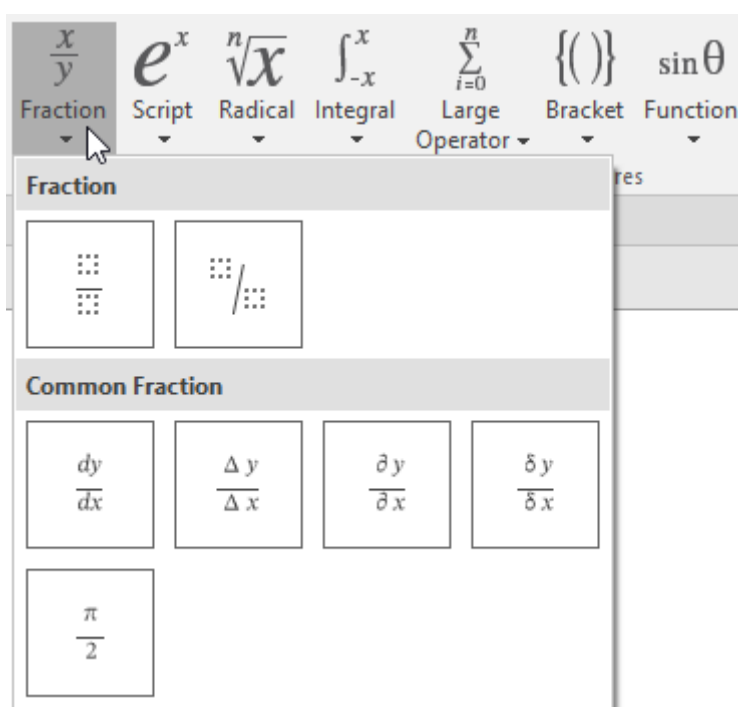
- To edit an equation in a slide, just click in the equation to open the **Formula** tab and make changes as you want.

Icons

Using icons is a good way to add visuals to your presentation. Icons are illustrative vector files which can be resized without pixelation. Once you've inserted an icon into a slide, you can move, resize, rotate, or style it the way you want.

To insert an icon, click the **Annotations** tab > **Icons** ✈ > select an icon.
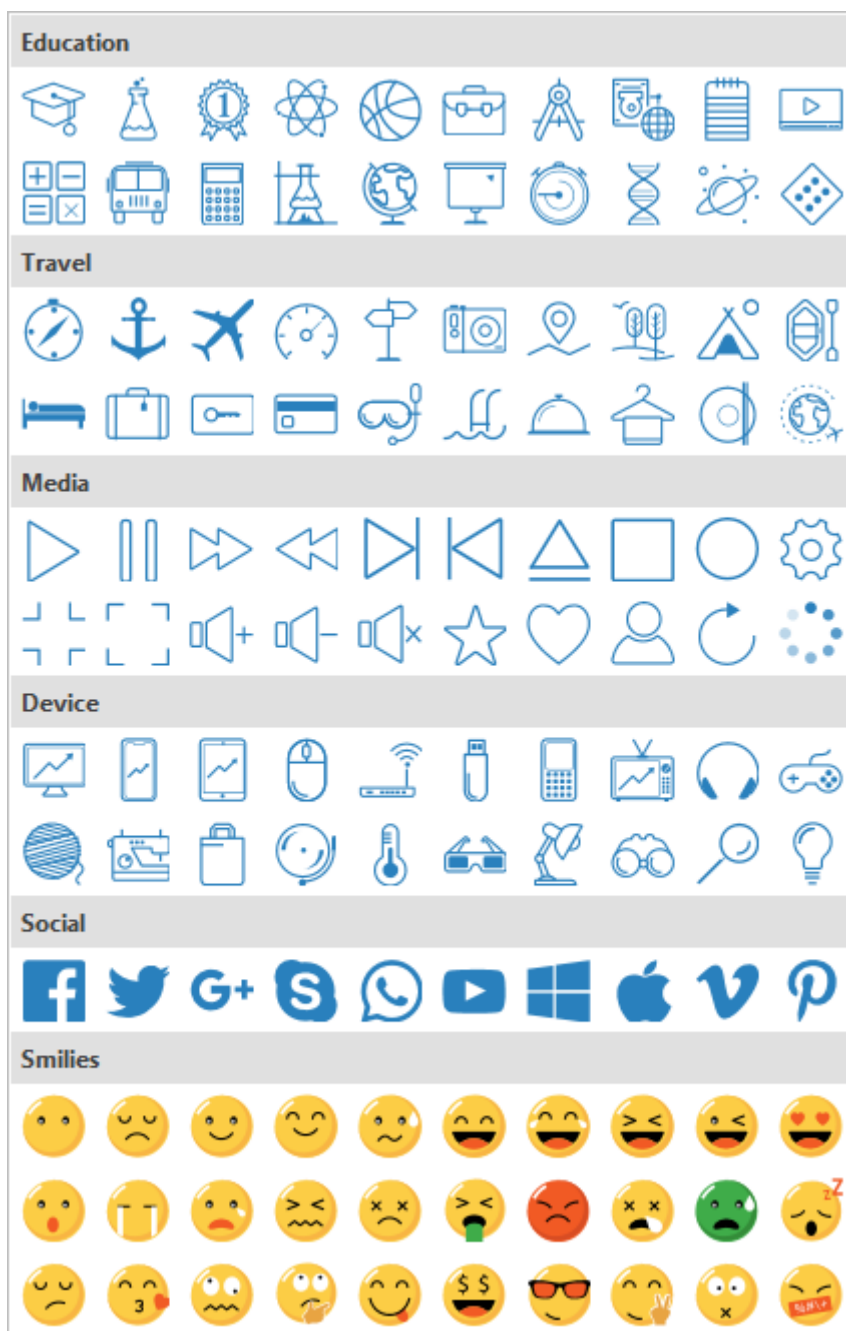
Some icons are actually groups of freeform shapes, so you can edit them in the same way to how you edit **groups**. In fact, icons are a variant of shapes, so the discussion for **shapes** also applies here.

Gesture Effects

Gesture effects are mostly used in the demonstration mode to show how users interact with the software on the touch screen. Basically, a gesture effect looks like an animated GIF image.

To insert a gesture effect, click the **Annotations** tab > **Gesture Effects** 🖐 > select an effect from the list of 14 types.
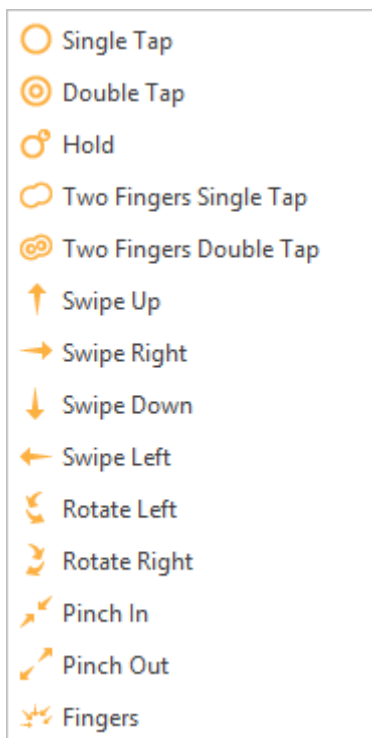
To change a gesture effect, click the **Properties** pane > **Size & Properties** > **Gesture Effects** and select a new gesture effect from the **Type** drop-down list. Note that gesture effect object doesn't have the rotation property.

Footer

Footer allows you to add a date and time, slide numbers, and text to the bottom of a slide. To insert a footer, click the **Annotations** tab > **Footer** . A dialog appears as follows:
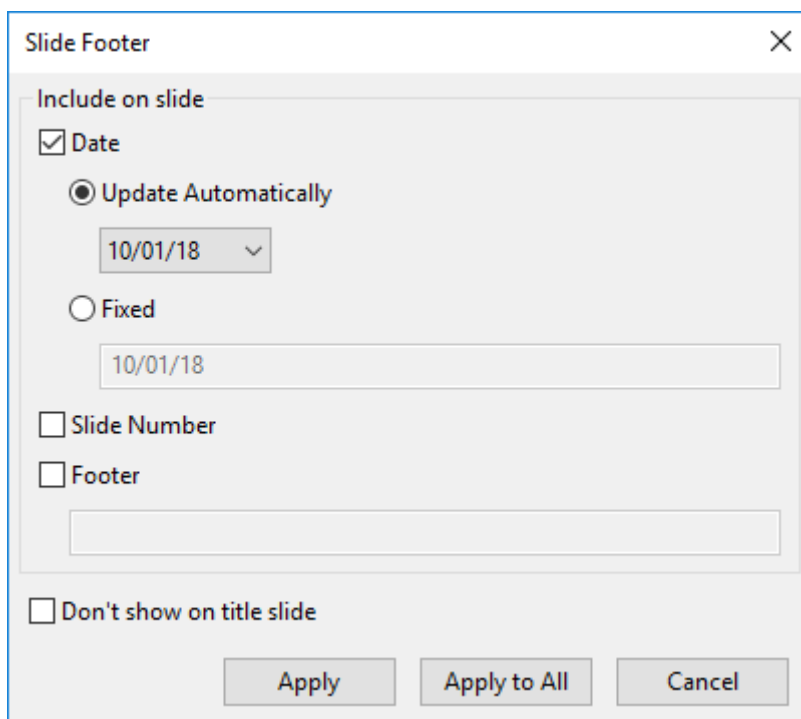
- **Date**: Add a date and time.

  - o **Update Automatically**: Add a date and time that is updated each time you open or print the project.

  - o **Fixed**: Add a fixed date and time.

- **Slide Number**: Add slide numbers.

- **Footer**: Add text to the center bottom of the slide.

- **Don't show on title slide**: Make the footer not appear in the title slide.

- Click **Apply** to add footer to the current slide. Click **Apply to All** to add footer to all slides.

Image

Images are a good visual to enhance content. Depending on the context of the project, images may be screenshots of applications, drawings (electrical, civil, mechanical, etc.), or photos of persons, products, places, buildings, etc.

Inserting Images

ActivePresenter currently supports five image types: PNG, JPG, JPEG, BMP, and GIF.

To insert images, do the following:

- Click the **Annotations** tab > **Image** > select images. You can also drag images directly from your computer onto the Canvas.

- Click the **Annotations** tab > **Screenshot** to take a screenshot of anything on screen.

Editing Images

After inserting an image, you can resize it to the size you want. If you want to revert the original size, right-click the image > **Restore Original Size**.

Besides, you can:

- **Make images transparent**: Right-click > **Image Properties** to open the **Image** section in the **Properties** pane. Drag the opacity slider to change the transparency level for the image.

- **Replace images**: Right-click > **Image Properties** to open the **Image** section in the **Properties** pane. Click **From Project…** or **From File…** to choose another image from the current project or your computer, respectively, to replace the selected image. Bear in mind that if the new image has different size or ratio compared to the selected image, it will be stretched to fit into the selected image object.

- **Further edit images**: Right-click > **Edit Image...**. This opens the **Image** editor and the **Drawing** tab which help you edit the image as you wish. While editing the image, once you click **Save** in the Quick Access Toolbar, all your changes to the image will be applied and reflected in the slide. When you're done, close the **Image** editor and go back to editing the slide.

Exporting Images

You can export both images you've created within your project, such as screenshot, and imported images to files. There are three supported file formats: PNG, JPG, and BMP.

To export images, do the following:

1. Select an image either on the Canvas or in the timeline.

2. Right-click it > **Export To File…**.

3. Specify the file name, file format, and file location, then click **Save** to export.

Taking Screenshots

A typical application has a top-level window, which may have child windows that appear to accomplish different tasks. The windows form a hierarchical tree. A window at any level (top/child) has objects (menus, panes, toolbars, controls, etc.). ActivePresenter allows you to take a screenshot of any of these windows/objects, which is then inserted into the current slide of your project.

To take screenshots, click the **Annotations** tab > **Screenshot** ⬚ > select a screenshot mode.
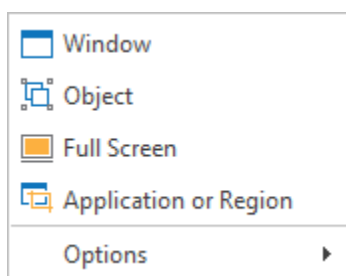
Window

Select the **Window** mode ▭ to capture a screenshot of the target window or any object in it. You can capture a window at any level of the application.

1. Use the mouse to select a window or its object (toolbars, panes, menus, etc.). You can click on screen and the target application normally as this doesn't trigger a screenshot.

   As you move the mouse over different parts of the screen, a red dashed outline ⬚ appears around the areas that can be captured.

2. When you find the correct area to be captured, press **PRINT SCREEN** or **CTRL+Click**. A screenshot is captured and placed on the current slide.

Note: ActivePresenter cannot detect some objects in certain target applications. This is because those applications don't provide **MSAA interface** for those controls. ActivePresenter typically captures the whole toolbar because it is usually the lowest child level window.

Object

Select the **Object** mode ⬚ to capture a screenshot of any object in any window.

1. As you move the mouse over different parts of the screen, a red dashed outline ⬚ appears around the areas that can be captured.

2. When you find the correct area to be captured, press **PRINT SCREEN** or **CTRL+Click**. A screenshot is captured and placed on the current slide.

Note: ActivePresenter cannot detect some objects in certain target applications. This is because those applications don't provide **MSAA interface** for those controls. Typically, ActivePresenter can capture the individual tools in any toolbar, depending on the accessibility support level of the target application.

Full Screen

Select the **Full Screen** mode to capture a screenshot of the entire screen of your PC. ActivePresenter will minimize its own window, and capture whatever visible on your computer screen.

A screenshot will be placed on the current slide. Be careful that the screenshot is very likely to be larger than your slide. If you resize it to fit the slide size, the details in the image will get blurred, and users may not be able to read specific details.

Application or Region

Select the **Application or Region** mode to capture a screenshot of the top-level window of the target application, or a rectangle region of the screen. Immediately, a blue rectangle and a dialog appear. You can drag and position the rectangle around the target part of the screen. You can also resize it as you want.
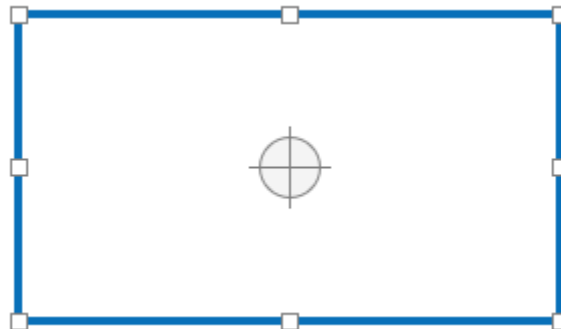
The **Take Screenshot** command window works as follows:
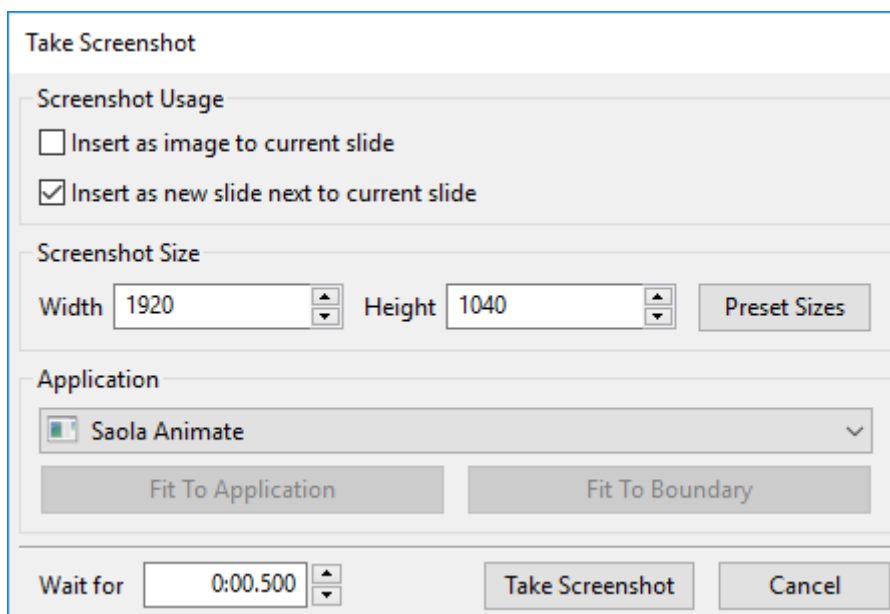
1. **Screenshot Usage**: Insert the screenshot as an image into the current slide, and/or as a **background image** of a new slide that will be inserted below the current slide.

2. **Screenshot Size**: Specify the size of the screenshot. The **Preset Sizes** button allows you to select from several predefined sizes.

3. **Application**: Provide a list of all current applications running on the PC that have a visible window.

   o **Fit To Application**: Resize the blue rectangle to fit into the application window.

   o **Fit To Boundary**: Resize the application window to fit into the blue rectangle.

4. **Wait for**: Specify a delay (in seconds). Use this delay to quickly interact with the target application and capture its response.

5. To take a screenshot, click the **Take Screenshot** button.

Screenshot Options

To change screenshot settings, click the **Annotations** tab > **Screenshot** > **Options**.
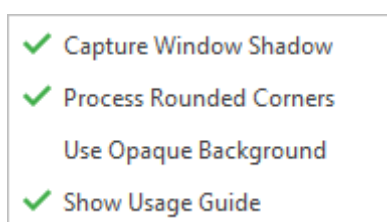
- **Capture Window Shadow**: When an application window is in non-maximized state, the Windows OS casts a drop-shadow around its border. Select this option to capture this shadow while taking a screenshot of the target window.

  Note that this drop-shadow is treated as a part of the image but not the **shadow** property of the screenshot. In other words, you can add one more shadow to this captured image with a different set of parameters (color, distance, angle, etc.)

- **Process Rounded Corners**: When an application window is in non-maximized state, the Windows OS offers an option to display rounded corners. Select this option to

capture those rounded corners. If you turn off this option, the captured image will have sharp corners.

- **Use Opaque Background**: Windows 7 and later have an option to use Aero theme, where the border of windows appears semi-transparent. While the windows look great, they mess up the screenshot because any text/images in the background will also show up through the border. Select this option to replace this transparency in the screenshot with opaque border.

- **Show Usage Guide**: Show a yellow text box that describes how to capture a screenshot when capturing windows or objects. If you are apt to forget the shortcuts, leave this display on.

Note that the first three options work only when you capture a window at any level but not when you capture a region or an object.

YouTube Video

YouTube videos can be used as an effective tool to make your presentation more informative. Do the following steps to embed a YouTube video in a slide:
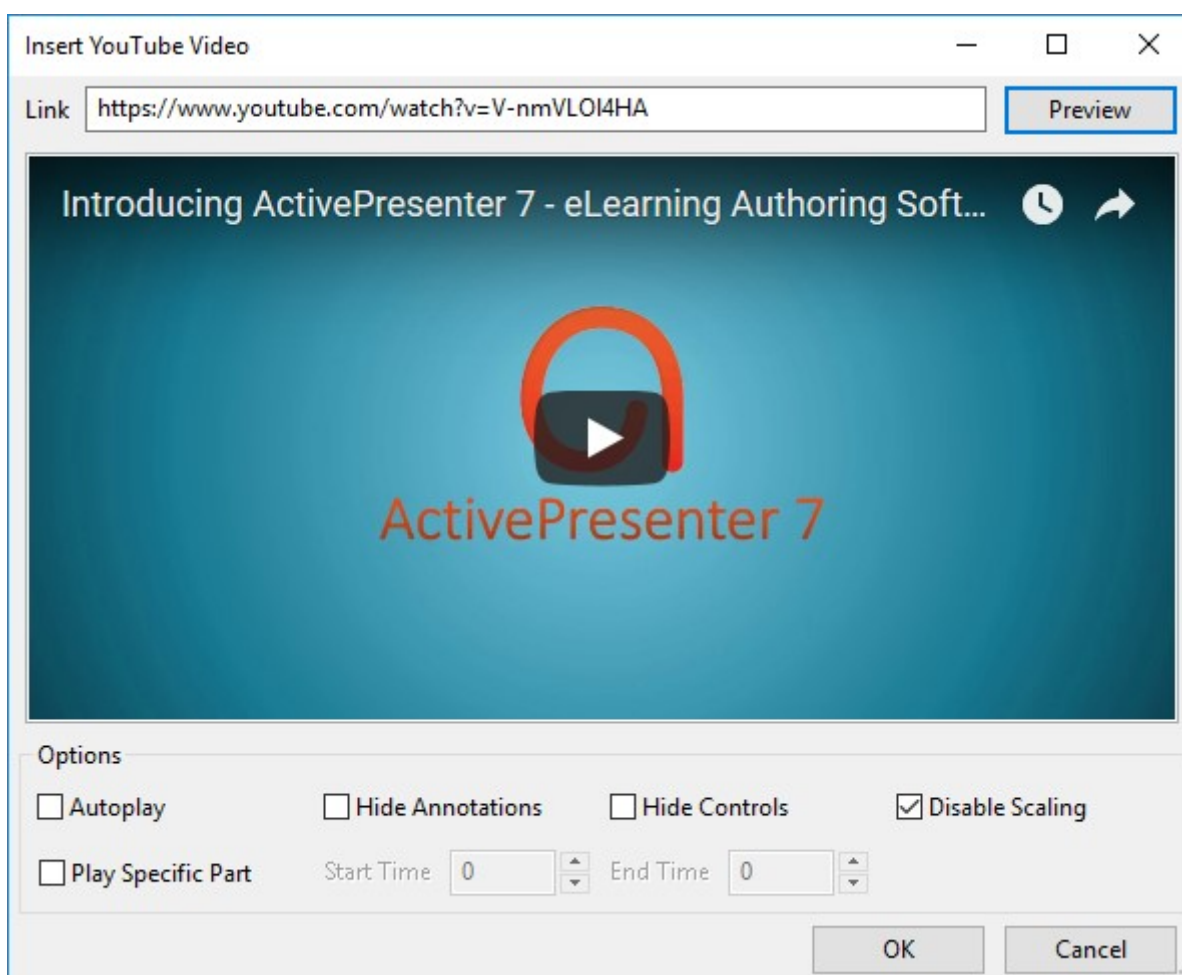
1. Click the **Annotations** tab > **YouTube** . A dialog appears, letting you add the video.
2. Type the URL of the YouTube video into the **Link** text box.

3. Click **Preview** or press **ENTER** to load and preview the video within the dialog.

4. Specify playback options for the video (see below for more details).

5. Click **OK** to finish.

Below are available playback options:

- **Autoplay**: Make the video start playing as soon as the slide's timeline reaches the start of the video object.

- **Hide Annotations**: Hide annotations in the video such as notes, labels, or titles.

- **Hide Controls**: Hide the player controls for the video. Remember that without controls, you can still play or pause the video by clicking it.

- **Disable Scaling**: Keep embedded content the same when scaling a slide (for example, in the AutoFit mode of the presentation, when zooming and panning). This option is turned on by default.

- **Play Specific Part**: Embed just a part of the video. Select this option and enter the start time and end time (in seconds) in the spin boxes.

  For example, if a video is of 2 minutes, and you want it to start playing at the 20th second and stop at the 60th second, enter 20 and 60 in the two spin boxes, respectively.

After embedding a YouTube video within an object in a slide, you can resize the YouTube object to the desired size. In case you aren't satisfied with the change and want to bring back the original size, right-click the object > **Restore Original Size**.

You can also update the video thumbnail to the latest thumbnail on YouTube and to the current object size in ActivePresenter. Just right-click the object > **Update Thumbnail**.

To change a YouTube video, click the **Properties** pane > **Size & Properties** > **YouTube** > **Edit**.

Note:

- YouTube video only works in HTML5 output. In other outputs, it is exported as image.

- Due to technical limitation, there is no warranty that the playback of a YouTube video will always synchronize with the playback of the project.

- On mobile devices, only user-initiated playback is acceptable. So, users need to click a YouTube video to play it even when they enable the Autoplay option. For this reason, you should not select the Hide Controls option when creating content for mobile devices.

Web Object

Web objects allow you to embed a website directly in a slide. They can help enhance your project with web-based resources such as websites, games, social media, and reference material. In ActivePresenter, both full/absolute and relative URLs are supported for web objects.

To insert a web object, do the following:
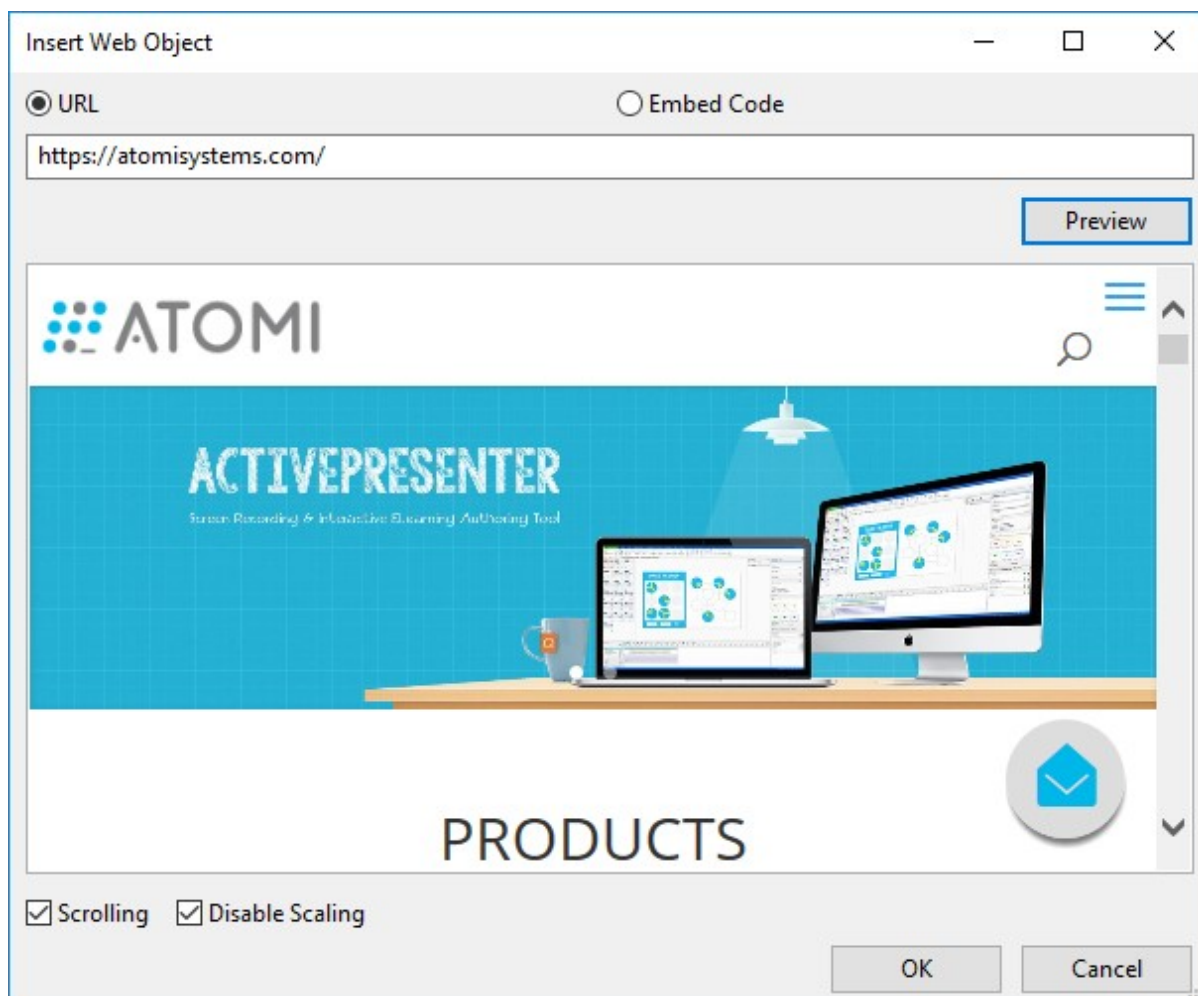
1. Click the **Annotations** tab > **Web Object** 🌐. A dialog appears, letting you embed a webpage using either a web address or a piece of code. The latter is useful when you want to control the size of the window or its relative position on screen.

2. Type the URL of the webpage into the text box or switch to **Embed Code** and type the code.

3. Click **Preview** or press **ENTER** to load and preview the web object within the dialog.

4. Specify scrolling and scaling behaviors for the object.

   o **Scrolling**: Allow scrolling down the content.

   o **Disable Scaling**: Keep the embedded content the same when scaling a slide (for example, in the AutoFit mode of presentation, when zooming and panning).

5. Click **OK** to finish.

After embedding a webpage within an object in a slide, you can resize the web object to the desired size. In case you aren't satisfied with the change and want to bring back the original size, right-click the object > **Restore Original Size**.

You can also update the thumbnail to the latest thumbnail and to the current object size in ActivePresenter. Just right-click the object > **Update Thumbnail**.

To change a web object, click the **Properties** pane > **Size & Properties** > **Web Object** > **Edit.**

Note: Web object only works in HTML5 output. In other outputs, it is exported as image.

Cursor Path

Cursor path enables you to simulate mouse movements and clicks, which is extremely useful for software training. A cursor path has a *start point* (1), an *end point* (2) and a *dotted line* (3) presenting the movement of the pointer between these two points.
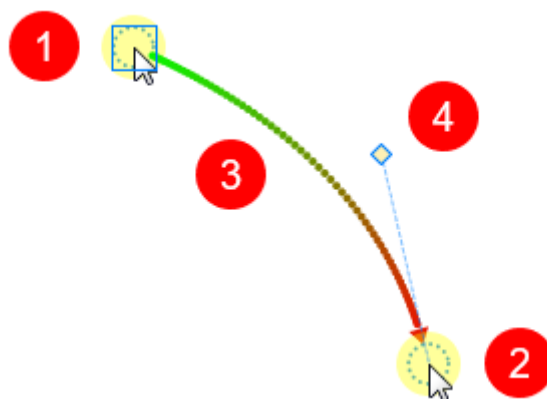
- The red arrow shows the direction of the cursor movement.

- Half of the dotted line toward the start point is green in color, and its remaining half gradually turns red toward the end point.

- The spacing between dots indicates the speed of the cursor on screen. That is, the faster the cursor moves across the screen, the farther are the dots. On the contrary, closely spaced dots mean slower speeds.

- When you click the start point, a square appears to denote that the start point is currently selected. ActivePresenter shows a *control point* (4) associated with the end point. The line between the control point and the end point is tangent to the path at the end point. Move the control point to change the shape of the path.

In practice, cursor path objects are generated in two different ways:

- During the capture phase, ActivePresenter records your mouse movements and converts them into cursor paths. You can edit these paths by adding mouse click sounds and effects in the edit phase.

- During the edit phase, you can insert your own cursor path and style the path the way you want. In general, the idea is to insert a cursor path, then add points to the path and place them over buttons or other clickable objects. Optionally, you can add click points, where ActivePresenter produces the click sound in the rendered project.

Adding Cursor Paths

You can insert only one path to a slide. Do the following:

1. Click the **Annotations** tab > **Cursor Path** . This inserts a cursor path into the current slide.

2. Add points to the path. Hover anywhere over the dotted line, the pointer changes to a pencil (1). Click to add a point (2) and drag that point (3) to the position you want (4).
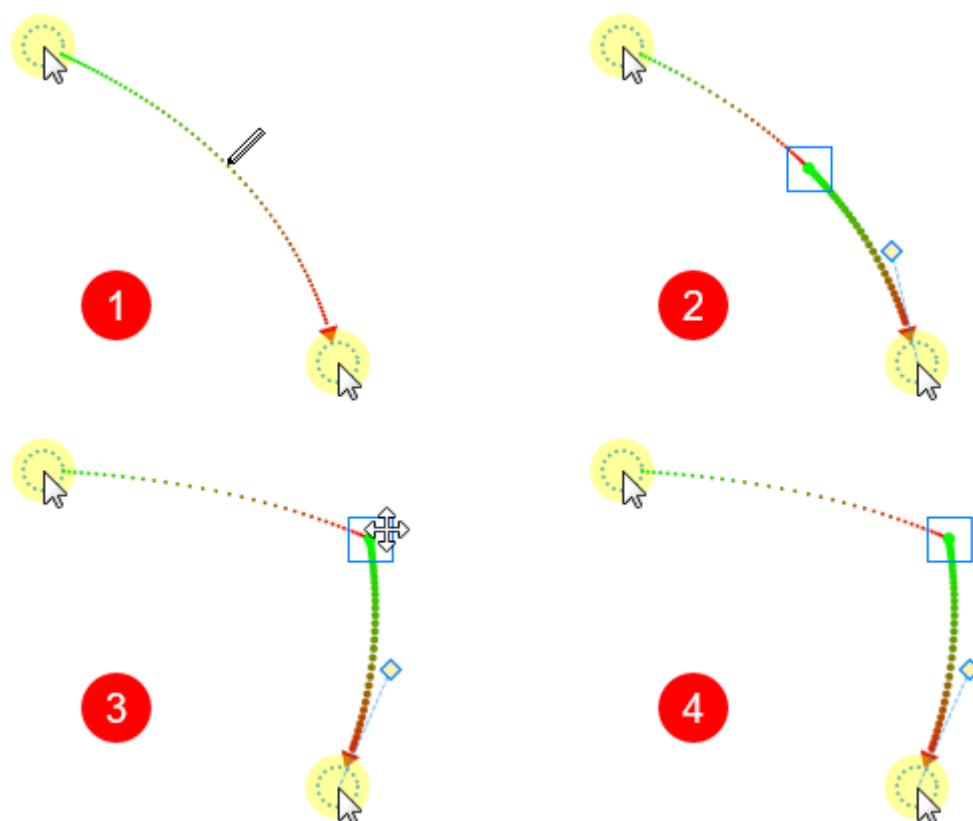
3. Any path segment can be made a curve or a straight line. Just right-click the start point > **Straight/Curved Cursor Path**. Another way to change the path is to move the control point.

Tip:

- Highlight the mouse cursor so that users follow it more easily. To do that, select one point on the path > **Properties** pane > **Size & Properties** > **Cursor Path** > **Highlight**.

- In the **Cursor Path** section, select **Show to end** to show the path until the end of the slide.

Changing Cursor Styles

To add a cursor image to a point or replace the original pointer with another shape. Do the following:

1. Click a point.

2. Click the **Properties** pane > **Cursor** > **Cursor Image**.

3. Select the cursor image you want from the gallery. You can even use your own image by clicking the **From Project** or **From File** button.
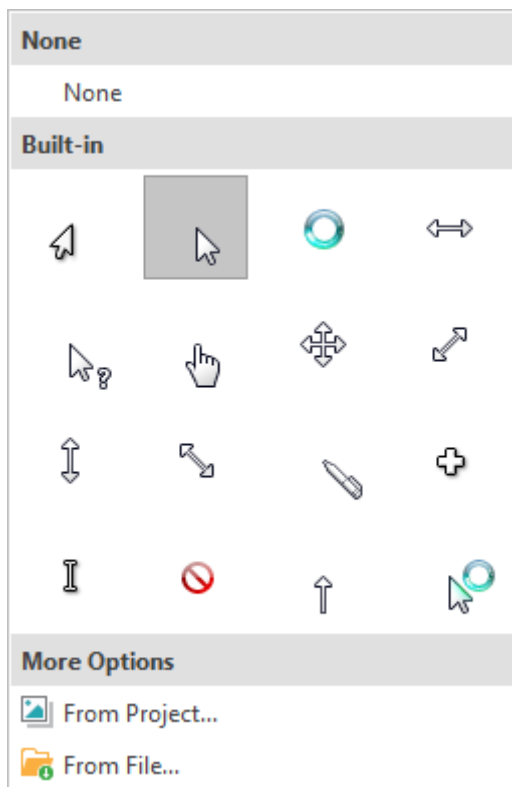
In the following example, several points are added to the original path. The cursor for each of those interim points is also changed. When rendered, this path will keep changing the cursor shape along the way.
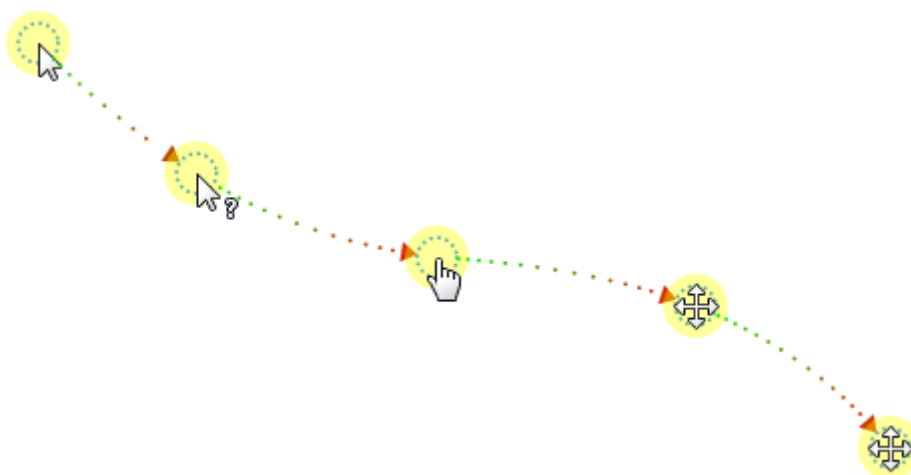
Changing Timing and Speed of Mouse Movements

Take a look at the cursor movement in time. The cursor path has four segments in total.
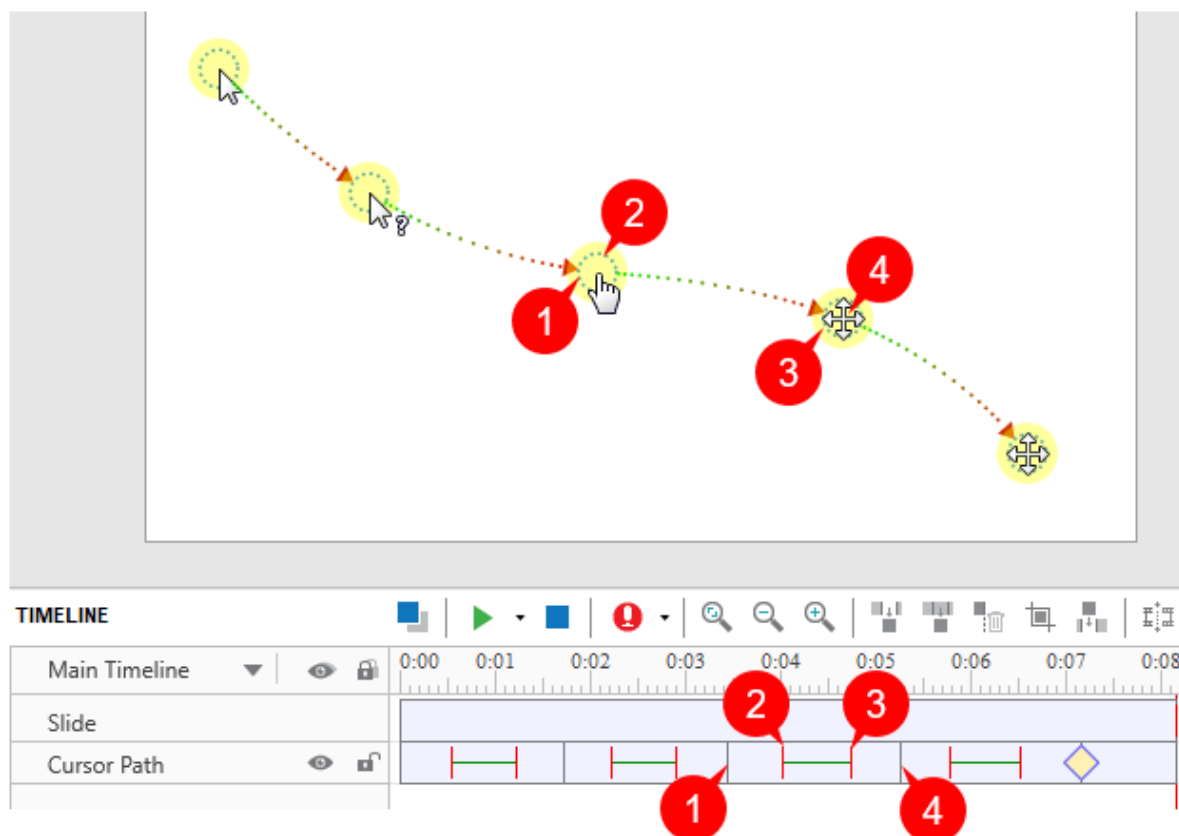
The figure shows the 3rd segment with four instants 1-4 marked on both the Canvas and the timeline. From the timeline, you can see that:

- The gray vertical line (1) starts the life of the segment.

- The instant when the cursor starts moving is marked with a red vertical line (2).

- During the 1→2 gap, the cursor is at rest (there is no movement). This is the start duration of the cursor.

- The instant when the cursor stops moving is marked with a second red vertical line (3).

- During the 3→4 gap, the cursor is at rest (there is no movement). This is the stop duration of the cursor.

- The green horizontal line indicates the moving duration of the cursor.

- The second gray vertical line (4) denotes the end of the segment.

- The yellow diamond ◇ represents a click point. This is where ActivePresenter simulates a click by creating a click sound and click effect.

You can drag the lines above to change where the movements of the cursor begin and how long they last. Alternatively, click the **Properties** pane > **Cursor** > **Timing** to adjust the timing and speed of the mouse movement.

Adding Click Points and Effects

You can convert any point along the path into a click point by doing the following:

1. Click a point.
2. Click the **Properties** pane > **Cursor** > **Click Point**.
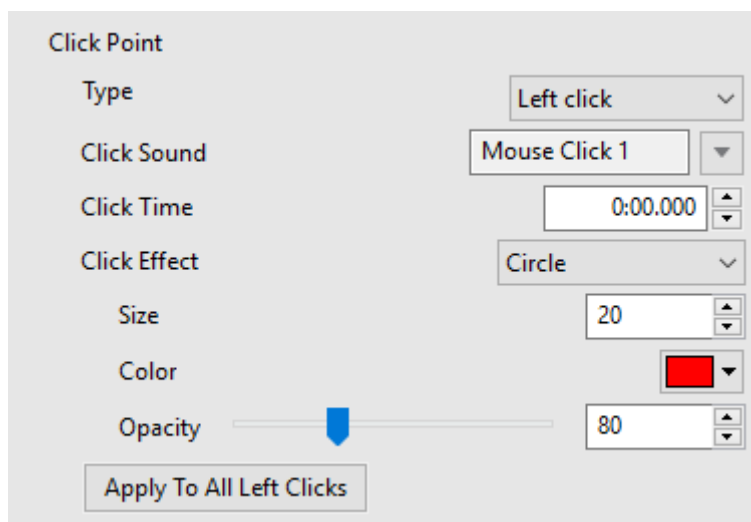
3. Select the desired type of click point from the **Type** drop-down list. Select None if you don't want to add a click point.

4. Further customize the click sound, time and effect if you wish.

5. Click **Apply To All** to apply changes to all click points of the same type.

Continuation of Cursor Paths between Slides

Normally, when you drag the start or end point of a cursor path, ActivePresenter also moves the corresponding point in the previous/next slide to ensure a smooth mouse movement. That's thanks to the **Cursor Snapping** tool in the **View** tab.

If you don't want the cursor path to move continuously between slides, click the **View** tab and turn off **Cursor Snapping** .

Let us explain this with an example. In the following figure, the end point of the cursor path (1) in a slide has the same coordinates as the start point of the cursor path (2) in the next slide. As result, when the rendered presentation transitions from the first slide to the next one, the movement of the cursor appears to be continuous (without any jerks). If you move the end point (or the start point) in any slide, ActivePresenter automatically moves the corresponding point in the other slide to match their coordinates.
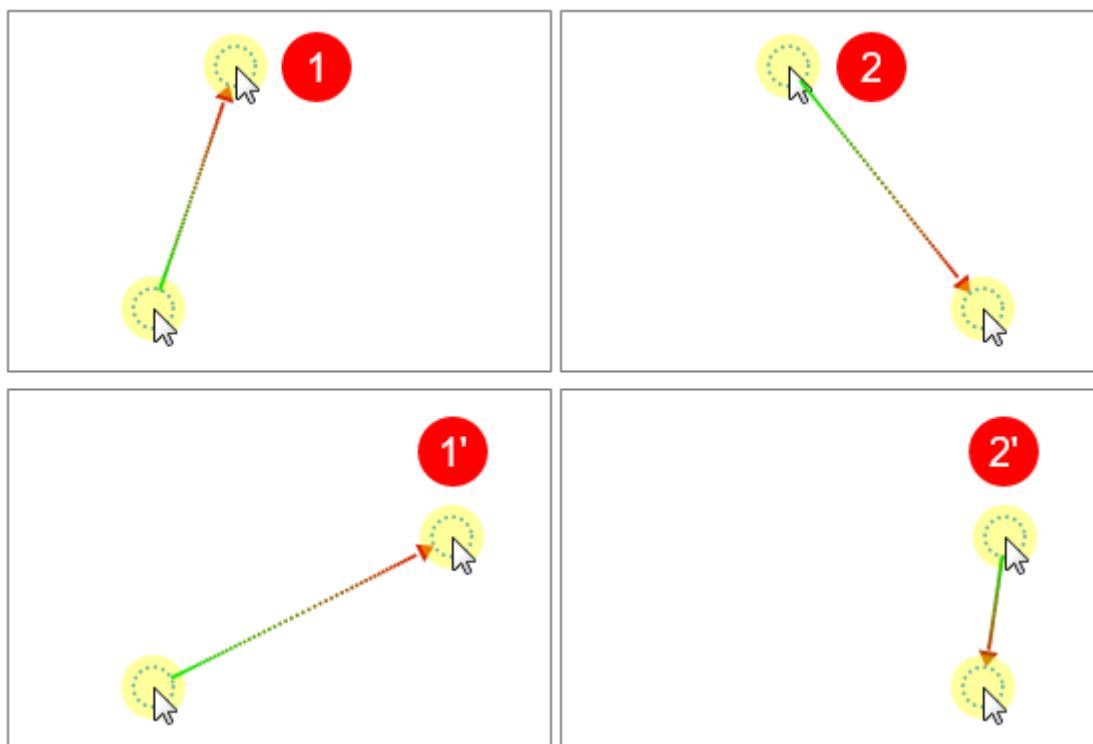
In rare cases, the cursor path can be out of sync. For example, when you delete a slide that is in the middle, or delete the cursor path in that slide. This results in an abrupt movement of the mouse cursor in the rendered presentation when the slide changes. To avoid this, you can again stitch the ends of cursor paths of adjoining slides together. Do the following:

- Right-click the start point > **Snap to Previous**.
- Right-click the end point > **Snap to Next**.

Tips to Compose Cursor Paths

Here are a few tips for composing a realistic-looking cursor path:

- Avoid showing the mouse all the time. It is OK if the mouse vanishes from the scene for a while.
- Remove aimless wandering of the mouse to prevent distraction.
- Avoid using the mouse as a presentation pointer. Instead, use shapes, zoom-n-pan effects, spotlights, or other types of annotations.
- The resting periods are important in realistic depiction of the mouse movement. In fact, they contain the click points (you cannot click while the mouse is moving).
- When you are narrating something, keep the mouse at rest.
- Before clicking any important control, first prepare users, by (a) describing which control you are going to click, and (b) what will be the consequence of that action. That way, users will be able to observe the action closely and correlate the happenings on screen. It is a poor practice to first do something and then tell users about what you did. While users struggle to make sense of what you said, they would lose track of what you will say next.

Zoom-n-Pan

Zoom-n-pan allows you to zoom in a specific area of a slide during playback. This is useful when you want your audience to focus on a specific part instead of the entire screen.

Consider this object with an example. In the following screenshot, the image of the Taj Mahal occupies the entire screen. Now imagine you were standing on the right minaret. You would like to zoom in that minaret.
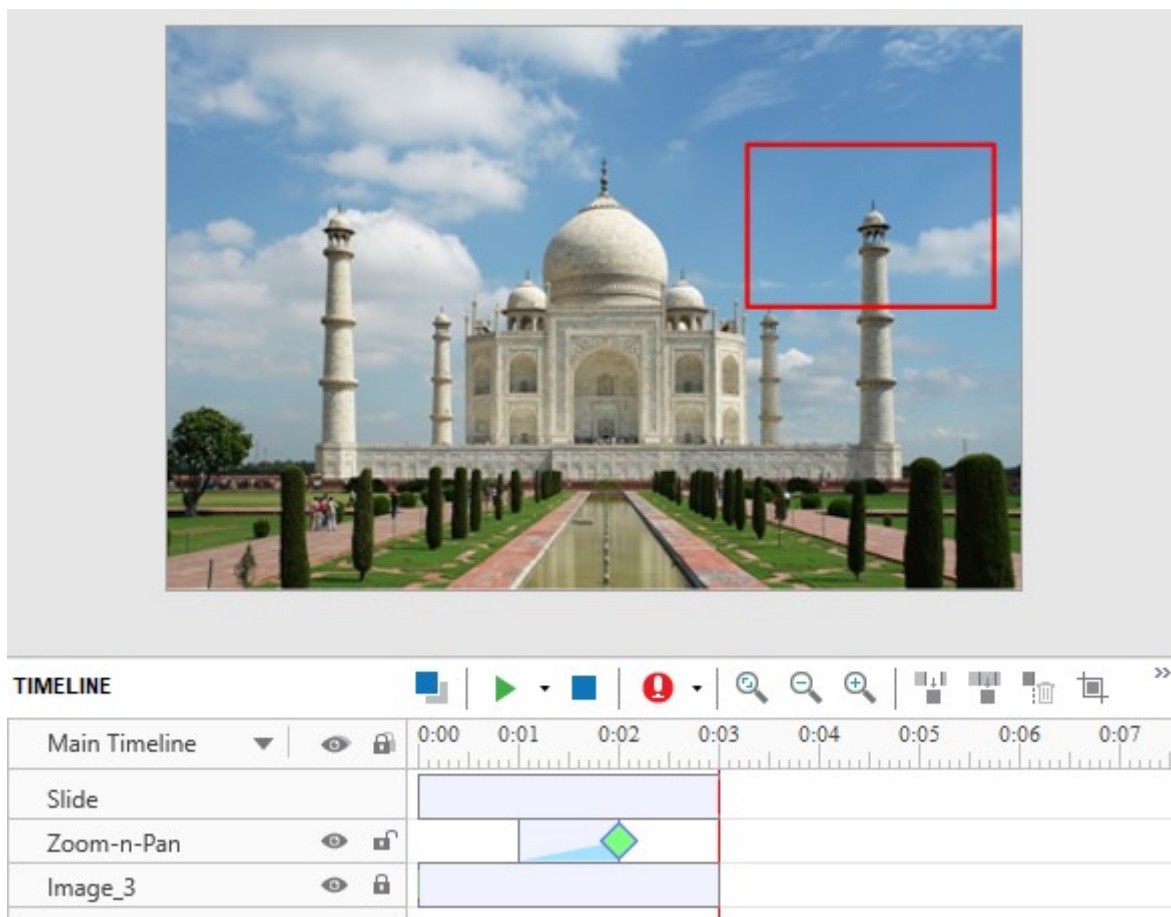
Creating Zoom-In Effects

To insert a zoom-n-pan object, do the following:

1. In the timeline, position the Playhead where you want the effect to start.

2. Click the **Annotations** tab > **Zoom-n-Pan** . The zoom area appears on the Canvas. This resizable rectangle must always have the same aspect ratio as slides.

3. Change the size and position of the zoom area directly on the Canvas or in the **Properties** pane > **Size & Properties** > **Position & Zoom Scale**.

4. Change the timing and speed of the effect in the timeline or in the **Properties** pane > **Size & Properties** > **Timing**. The effect should not be too fast, otherwise it becomes nauseating.

5. By default, zoom-n-pan objects only appear in the Demonstration and Tutorial modes. To change the operation modes for showing them, click the **Properties** pane > **Sizes & Properties** > **Show In Mode**.

When the slide is rendered, the camera shows the entire scene, then zooms in and simultaneously pans sideways to the minaret.

Creating Panning Effects Using Multiple Zoom Areas

You can create a continuous panning effect using multiple zoom areas. Just position the zoom areas at different places in a slide. In the timeline, place the zoom time bars so that the effect occurs as desired.

Zooming Back to Normal View

The zoom-n-pan object has a one-way effect. When it ends, it doesn't restore the zoom back to normal. So, in the above example, the camera will keep looking at the minaret till the slide ends. To go back to the normal view, you have to use another zoom-n-pan object to zoom out. Just resize the zoom area so that it covers the entire slide.

Closed Caption

Closed captions (CC) are a text version of the spoken part of televisions, movies, videos, or presentations. The qualifier term "*closed*" means that the user has the power to display or hide the closed caption lines.

A closed caption object is *quite* different from other object types:

- A slide may have no or multiple CC lines. Each CC line is represented by a time bar in the timeline. All CC lines in a slide are considered as one CC object. Thus, you can only toggle the lock and visibility state of all CC lines at a time by clicking the 🔓 and 👁 icons on the left side of the timeline.

- The visual properties of all CC objects can only be set globally in your project. You cannot set a different visual property for each CC object. In other words, if you change the style of the CC in one slide, it will be applied to the CC in all other slides of that project.

- CC lines are arranged in time order and there is no overlapping in time between CC lines. This means only one CC line can be displayed at a time.

- You cannot switch the order of the CC lines.

- CC lines are often converted into speech. When converted, all lines of a CC object produce a combined single **audio** object.

Adding and Importing Closed Captions

You can make a closed caption from scratch or import closed captions from a caption file with the *.srt file extension.

To add a CC line from scratch, do the following:

1. In the timeline, place the Playhead at the timestamp that you want to add a CC line. If the timestamp isn't specified, ActivePresenter will append the new CC line to the end of all existing CC lines.

2. Click the **Annotations** tab > **Closed Caption** 🆒 or click the **Insert Caption** button in the **Timeline** pane.

Immediately, a time bar (1) appears in the CC object line. On the Canvas, the CC editor (2) appears, allowing you to type the caption.
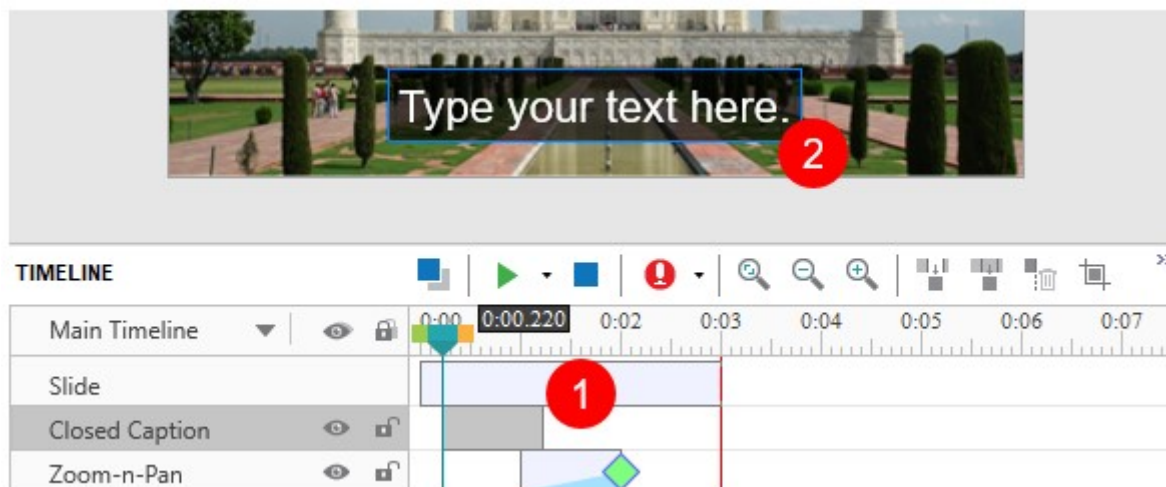
3. Type the closed caption in the editor. Then, position the Playhead to another timestamp and repeat the cycle. All CC lines in a slide are put in the same line and considered as one CC object.

4. Drag the CC line or either of its end points to change its timing and duration. You should display each CC line for adequate time so that your audience can read it comfortably.

5. To remove one or more CC lines, in the **Timeline** pane, select them and press **DELETE**. To remove all CC lines in a slide, click the Closed Caption name to select all lines and press **DELETE**.

On the other hand, if you have a caption file created in ActivePresenter or another software, you can import it to a slide. ActivePresenter supports only *.srt file format for closed caption files.

1. In the **Annotations** tab, click the arrow on the **Closed Caption** button > **From File** > select the file you want.

2. The captions will be added to the timeline from the beginning. Click the **Preview** button to view the captions with a slide.

Formatting Closed Captions

The style of all CC lines is set globally in your project. If you change the style of one CC line in a slide, the change will affect all CC lines in that slide and in other slides in the same project.

To format a CC line, do the following:

1. In the timeline, place the Playhead at the timestamp that the CC line appears. That makes the CC line visible on the Canvas.

2. Click the CC line on the Canvas to open the inline text editor.

3. Edit the text or the fill style of the CC line. Do that by using commands and options available in the **Home** tab, **Format** tab, or the **Properties** pane.

Adjusting Closed Captions in Timeline

If you have annotated a slide with **shapes** and **zoom-n-pan** effects, your closed captions and text to speech (TTS) audio must refer to the feature that is being highlighted at that particular moment. However, this doesn't happen automatically. There may be several sync problems:

- The CC may run into the subsequent scene which has no relation to what the CC is talking about.

- The converted audio may interfere with an audio embedded within the slide during the capture phase.

- The converted audio may overlap with TTS audio of other objects (shapes, for example).

- The converted audio may overlap with other stand-alone audio/video objects. You have to check the project for these problems and sort them out.

To synchronize the CC with your annotations, go back to the slide and look at the timeline. Each CC appears in the timeline as a separate time bar. Look at its relationship with other objects in the timeline, and adjust the time bars.

- Display each CC for adequate time so that your audience can read it comfortably. The longer the CC is, the more time it needs to be shown.

- If you have used TTS narration, it needs to be read fully while the corresponding feature is still highlighted.

- In case of videos, you can **freeze the frame** for a few moments till the narration and CC play out. After that, resume the playback.

When you adjust the CC time bars in the timeline, changes are reflected in the CC editor on the Canvas. Consider the following example:

The following screenshot shows the Taj Mahal project. It shows three time bars in the CC line, which means there are three captions.
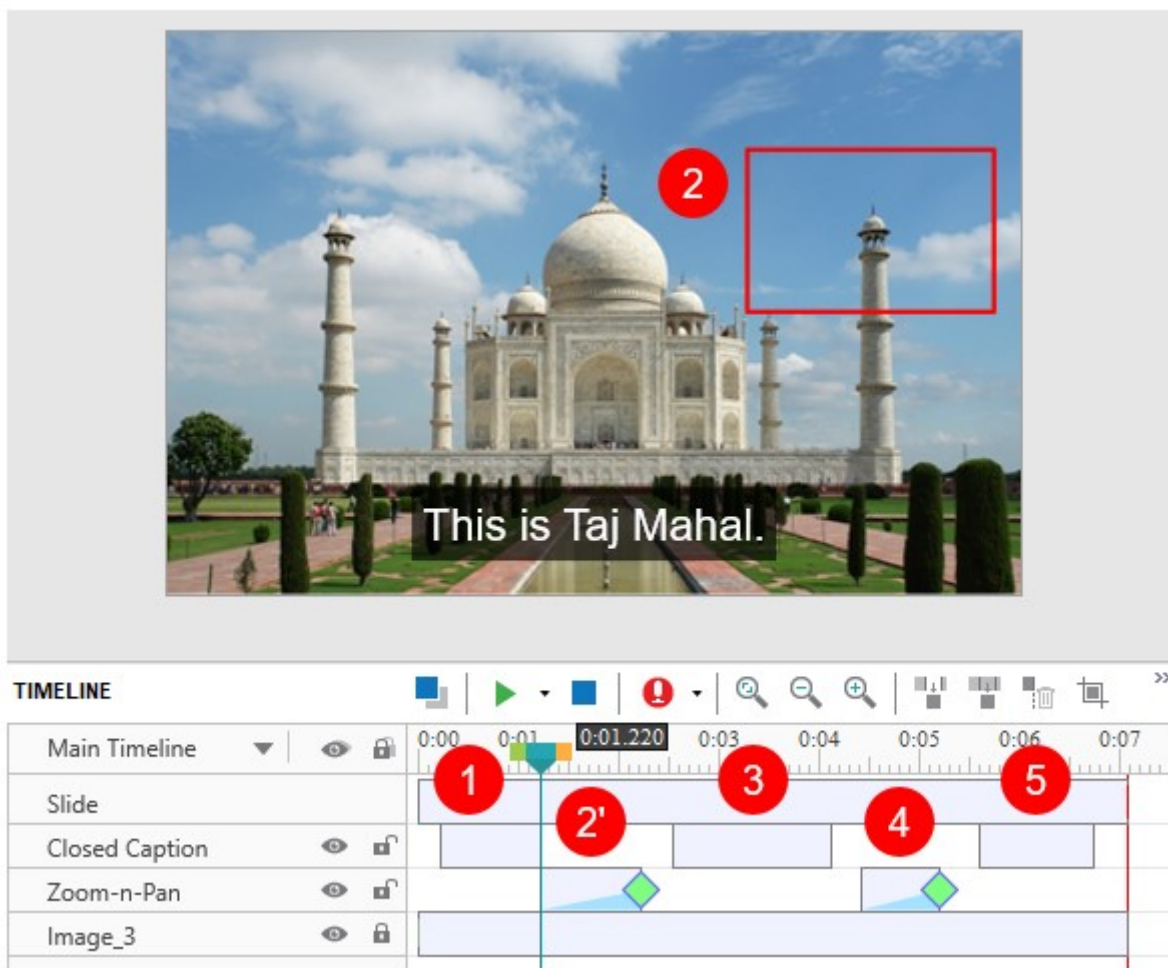
The time bars in the timeline are adjusted as follows:

- The first CC (1) introduces the Taj Mahal. It should start a couple of seconds after the slide starts. Its duration is adjusted so that the audience can read the text comfortably.

- The intent is zoom in a minaret (2) and reveal an amazing fact that the minarets are intentionally built tilted, so that from afar, they actually look perfectly vertical. So, the zoom-n-pan (2') takes the audience to the minaret.

- Once the view is zoomed in, the second CC (3) is displayed. Since this is a longer sentence, more time is given to it.

- Another zoom-n-pan (4) brings the view back to normal. This is intentionally done at a faster pace, because it only reverts to the full view that was already there. After that, a small gap is allowed so that the audience can reorient themselves.

- Finally, the third CC (5) starts. Adequate time is given so that the audience can read it comfortably.

Here are some tips for manipulating CC lines that can help you position the CC time bars correctly (for example, to synchronize with the audio):

- You can select multiple CC time bars by pressing **SHIFT+Click** (to select all adjoining time bars) and/or **CTRL+Click** (to select all non-adjoining time bars).

- You can shift multiple selected CC time bars simultaneously by dragging the mouse.

Converting Closed Captions to Speech

ActivePresenter lets you convert closed captions to speech using the Text to Speech feature (also TTS). When converted, all CC lines in a slide produce a single audio object. This audio object works just like other audio objects, meaning that you can use the built-in audio tools to edit it.

ActivePresenter also allows you to use different voices, speeds, and volumes for each CC lines. This is useful when you want to make conversations, for example. Besides, you're enabled to do a batch operation to generate audio from closed captions in some specified slides or in all slides in your project.

Converting Closed Captions in a Single Slide

You can apply different settings to each CC line in a slide, then convert all of them into audio. To do that, select a CC line and do the following:

1. Click the **Properties** pane > **Size & Properties** > **Caption**.
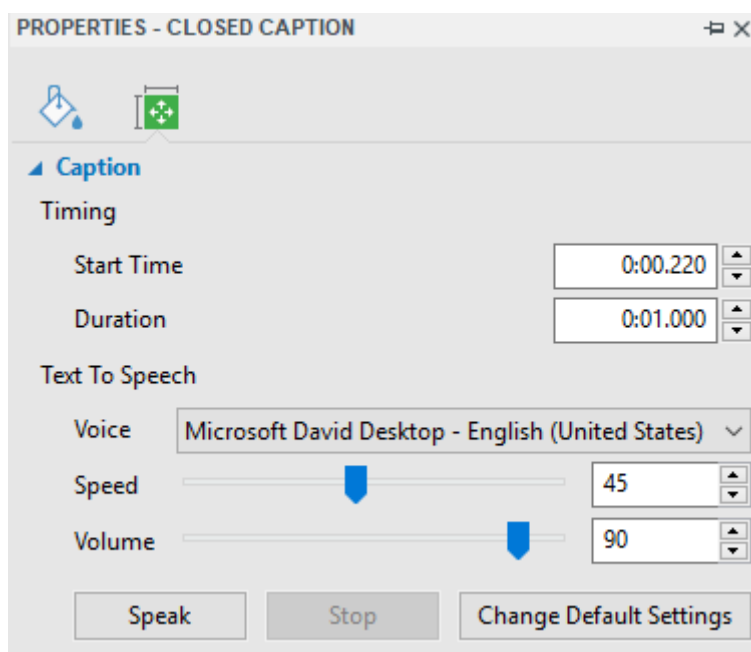
2. In the **Text To Speech** part, specify the voice, speed, and volume for the CC line. Then, click **Speak** to listen to the voice and click **Stop** to stop listening.

3. Optionally, click **Change Default Settings** to change the default TTS settings in the **Text To Speech** dialog. Thereby, newly added CC lines will apply the new default TTS settings.

   The **Text To Speech** dialog appears as follows:
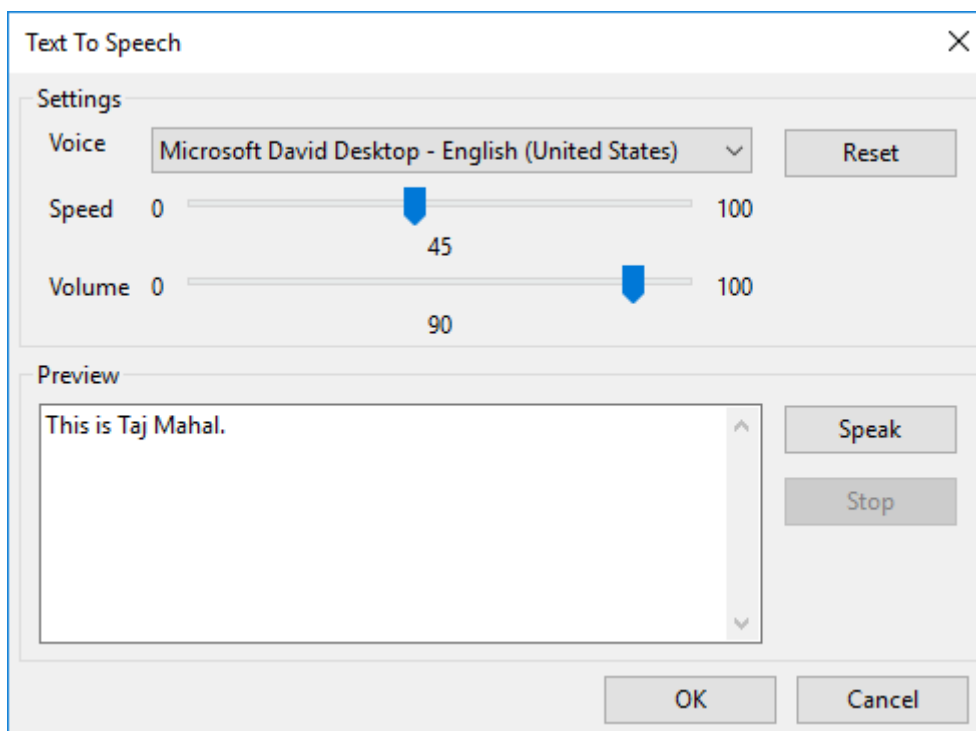
To check the settings, enter a test sentence in the **Preview** text box. Then, change the voice, speed, and volume, and click **Speak** to listen to the voice.

- o   If the results aren't OK, change the parameters and try again. Repeat the cycle till you are satisfied.

- o   If your settings aren't good enough, click **Reset** and start over.

- o   When you are satisfied, click **OK** to close the dialog.

4. After adjusting each CC line, in the timeline, right-click a CC line > **Convert Closed Caption to Audio**. This converts all CC lines in a slide into speech.

5. After the conversion, you're asked whether to extend the duration of the CC object to match the duration of the converted speech. If you select **Always do this from now on**, ActivePresenter will remember your preferences.
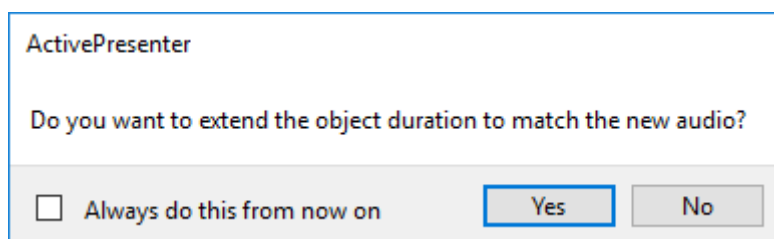
Regardless of your choice, the TTS audio will be generated and placed right below the CC object in the timeline.

Note:

- • It's possible to adjust the speed and/or volume of a CC line and apply the same settings to other CC lines. To do that, right-click a CC > **Apply Speed/Volume For All Caption Nodes**.

- • You can change the default settings for what ActivePresenter does when you convert text to speech: Should it display the dialog so that you can make further changes to

the TTS settings before converting? Do this by clicking the **ActivePresenter** button > **Preferences** > **Miscellaneous** > **Extend object duration to match the duration of generated audio**.

Converting Closed Captions in Multiple Slides

ActivePresenter also provides a batch operation to convert closed captions in some specified slides or in all slides in your project. Do the following:

1. Click the **Slide** tab > **Batch Operations** > **Convert Closed Captions To Audio**. A dialog appears as follows:
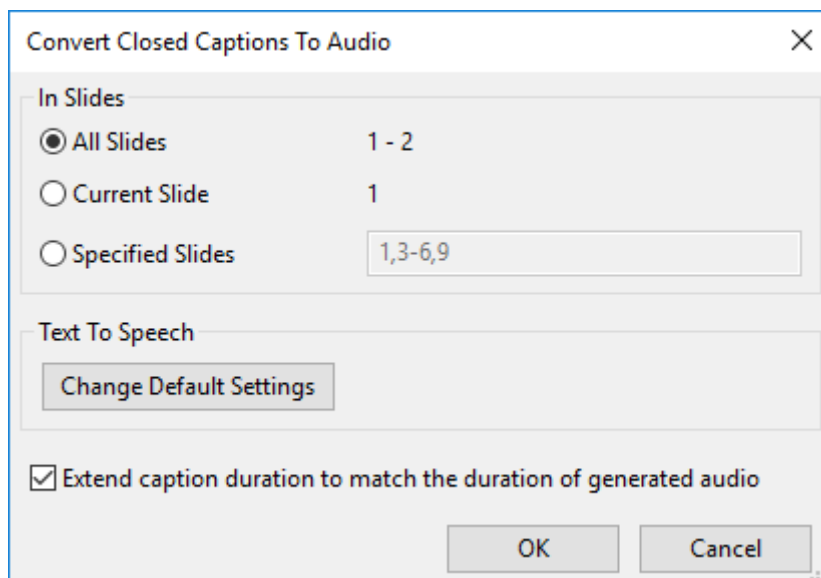
2. Specify the slides where you want to convert closed captions to audio. If you choose **Specified Slides**, separate the ordering numbers of slides by commas. Otherwise, use hyphens to indicate ranges. For example, the range 3-6 indicates the 3rd, 4th, 5th, and 6th slides.

3. Click **Change Default Settings** to change the default TTS settings in the **Text To Speech** dialog. These settings will be applied to all CC lines which are inserted afterward. Once you're satisfied, click **OK** to close the dialog and back to the main dialog.

4. In the main dialog, select **Extend caption duration to match the duration of generated audio** if needed. This may cause sync problems, so you have to check out the project carefully.

Note: Even when you have already converted many CC objects, you can still launch this batch operation safely, without any adverse effects.

Miscellaneous Tips

Here are some general tips for using closed captions:

- Always ensure correct spellings.

- Use words that match the actual voice narration. Do not try to paraphrase; otherwise the audience may find it hard to read the CC.

- Use **punctuation** to clarify the meaning. If a sentence ends normally, use the appropriate mark (.?!) at the end. However, a sentence that is left unfinished should end with an ellipsis (…).

- Translate foreign words in parenthesis ( ).

- Use *italics* (or ALLCAPS) to denote a new word or a heavily emphasized part of speech.

- Show music or other sound effects in square brackets, such as [music], [door slams], [crowd at the bar], or [laughter].

- Use square brackets to describe any mood conveyed through voice modulation, such as [whispers], [shouts], [menacingly], [croons], [sobs]. Always use the appropriate word to convey the degree of intensity of an action. For example, *chuckles*, *smiles*, *laughs*, and *guffaws* are all different. Similarly, *door closes* and *door slams* convey entirely different moods.

- When the speaker is off screen, identify him/her by name.

- When more than one person is on screen, identify the speaker by name.

- As a rule, show only one line of closed captions at a time. An exception is when multiple people speak simultaneously. In that case, it is OK to show their sentences together; but always maintain the correct sequence (a sentence that starts first should be listed at the top of the CC stack). Another exception is when one person is interrupted by another. Here, end the first (interrupted) sentence with a dash "–"; and place the second (interrupting) sentence in the second line.

Audio and Videos

Inserting Audio and Videos

You can insert audio and video tracks into a slide to engage audience. ActivePresenter currently supports audio/video formats as follows:

- **Audio**: MP3, OGG, WMA, and WAV.
- **Video**: MP4, MKV, WMV, FLV, AVI, WebM, and M4V.

Inserting Audio

An audio object is displayed on the Canvas as the 🔊 icon and its time bar is displayed in the timeline. The 🔊 icon is just a visual indicator to remind you that there is an audio object in a slide. Its placement on the Canvas doesn't matter as this icon isn't visually rendered in the final output. However, you can right-click the icon > **Audio Properties** to open the **Audio** section in the **Properties** pane where you can edit your audio.

In a recorded project, audio objects are created when you narrate the operation of the target software and record system audio. Later, during the edit phase, you can add audio objects to a slide in many different ways: inserting audio from files, inserting built-in audio, recording audio, and converting text to speech. Depending on how audio objects are created, they are displayed in three different ways:

- When an audio object is inserted into a slide, the Canvas displays the 🔊 icon (only in the edit mode; not in the output). The timeline displays the time bar of the audio object.
- When an audio track is attached to an object (for example, the audio attached to a shape), the timeline displays its waveform bar within the target object time bar. There is no 🔊 icon on the Canvas.
- When a closed caption is converted into audio, a separate audio object is created. The timeline shows a separate time bar of the audio object.

In all cases, the time bar of the audio object in the timeline shows the actual audio waveform, which facilitates editing.

Inserting Audio from Files

To insert an audio into a slide, click the **Annotations** tab > **Audio** 🔊 > **From File…** and choose an audio file. You can also drag an existing audio file from your computer onto the Canvas.

Inserting Built-In Audio

ActivePresenter provides you with some useful built-in audio for mouse clicks and questions. To insert built-in audio, click the **Annotations** tab > **Audio** 🔊 > **Built-in** and choose an audio file.

Recording Audio

There are two ways to record an audio. First, use the **Record Narration** button in the **Timeline** pane to record and create a new audio object. Do the following:

1. Click the arrow next to the **Record Narration** button > **Recording Options**.

2. In the dialog that appears, select an input device, adjust input volume, and **calibrate input volume**.

3. Place the Playhead at the timestamp you want to add audio recording.

4. Click **Record Narration** to start recording your voice.

5. Click **Pause/Resume** to pause/resume the recording.

6. Click **Stop** to stop the recording. Your narration is recorded as an audio object.

Note: It's good to **reduce noise** after recording narration.

The second way to record audio is to insert an empty audio which will be later use for recording or converting text to speech. Do the following:

1. Click the **Annotation** tab > **Audio** > **Create New** to create an empty audio object.

2. Click the **Properties** pane > **Media** > **Audio**. From here, you can record your voice using the Recording part or generate TTS voice using the Text To Speech part.

Converting Text to Speech

You can generate audio from text for audio objects and other objects with attached audio. For audio objects, click the **Properties** pane > **Media** > **Audio**. For objects with attached audio, click the **Properties** pane > **Audio** tab. For more details, see **Audio**.

Inserting Videos

You can enhance your presentation with videos from files, webcams, and screen recordings.

Inserting Videos from Files

To insert a video into a slide, click the **Annotations** tab > **Video** > **From File…** and select a video file. You can also drag an existing video file from your computer onto the Canvas.

After that, you can resize the video to the size you want. If you want to revert the original size, right-click the video > **Restore Original Size**.

Inserting Videos by Recording Screen

You can record screen and insert the recorded video as a video object into the next slide below the current slide. Just click the **Home** tab > **Record Screen** > **Record Video** or the **Slide** tab > **Record Video**.

For more details, see **Recording Videos**.

Inserting Videos by Recording Webcam

To record a video from webcam, click the **Annotations** tab > **Video** > **Webcam Recording**. A dialog appears, allowing you to record your webcam.
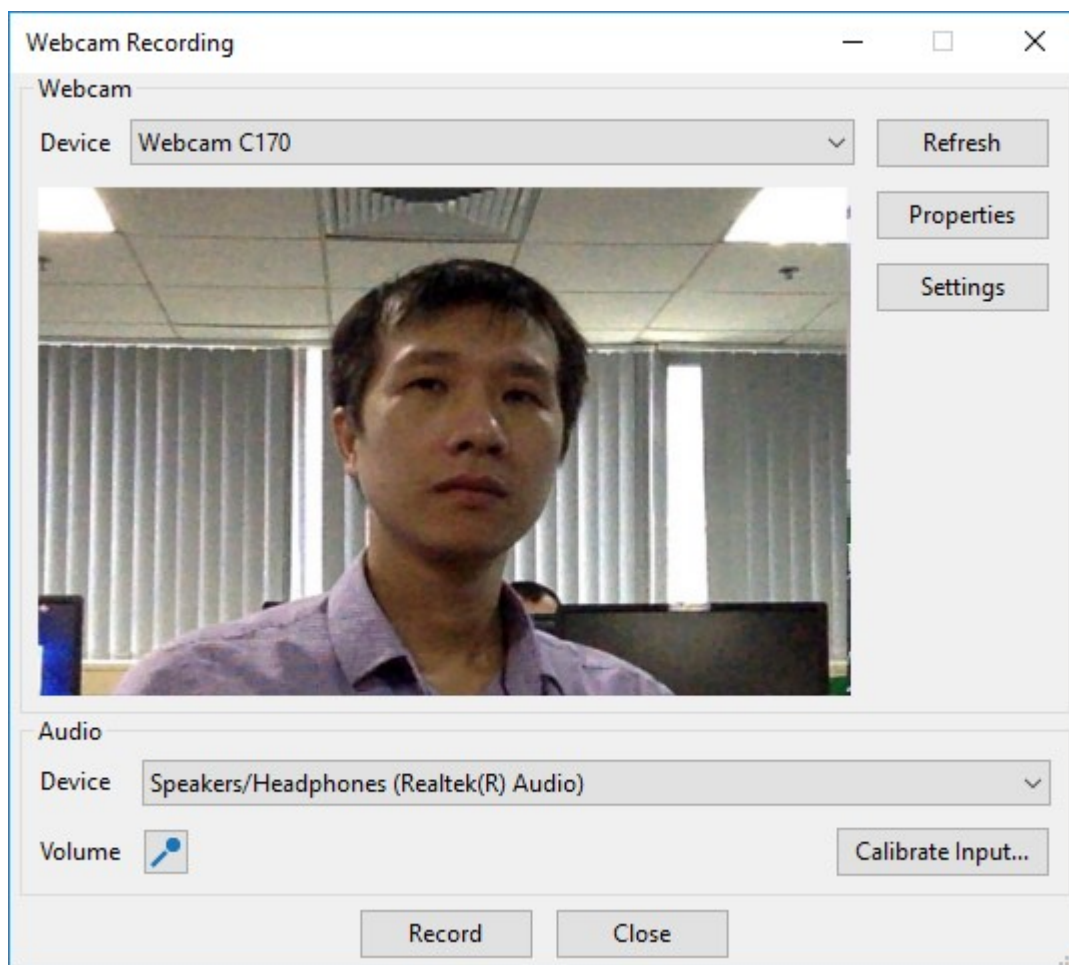
1. Select a webcam device from the **(Webcam) Device** list. You can click **Refresh** to detect new webcam devices. Besides, click **Properties** to adjust video signal and camera control and **Settings** to fine-tune video format and compression.

2. Select an audio recording device from the **(Audio) Device** list. You can click **Volume** to adjust input volume and **Calibrate Input…** to change recording sensitivity levels.

3. Click **Record** to start recording.

4. Click **Stop** to stop recording.

Converting Videos to Author Videos

For instructional purposes or presentations, you may want to **record screen and webcam** at the same time. At run time, users often see the webcam video appear at a corner of the screencast and cover a portion of it. While this may be useful to instruct users, both the presenter and the user may experience potential disadvantages. For example, the webcam video may block the user's view of some important information that the screencast conveys. As for users, chances are that they find the webcam video unnecessary or even distracting and don't want to watch it, but they have no way to turn it off.
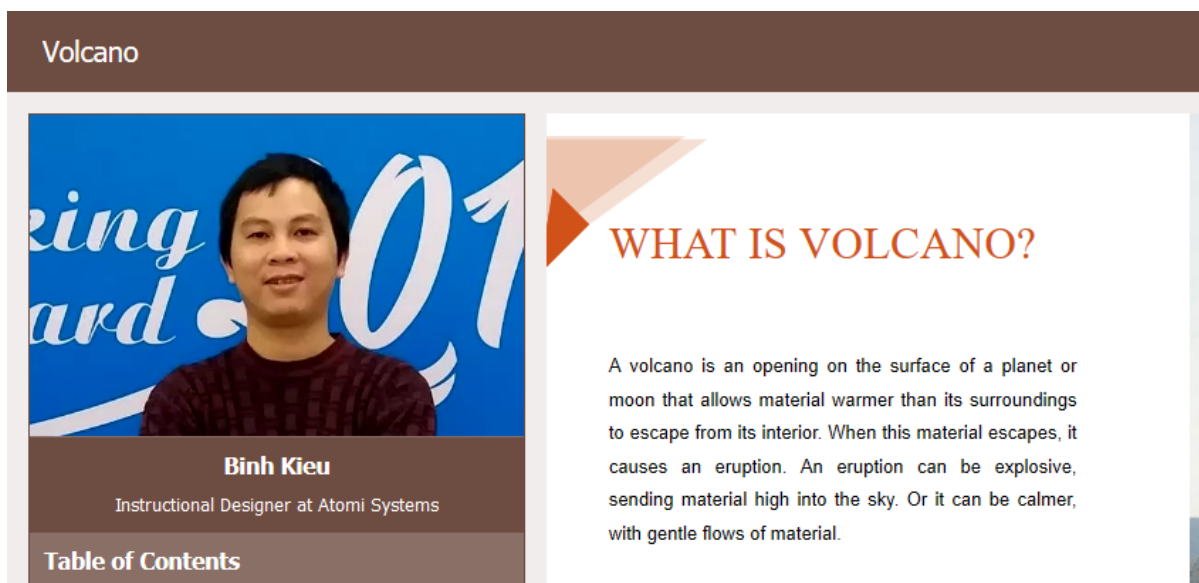
Taking that into account, ActivePresenter provides the author video feature, which turns a normal video into an author video. The author video appears in the side bar of the player instead of covering the content. Thus, users can choose to watch the author video and the content simultaneously or hide it by hiding the side bar. The **Show/Hide Side Bar** button is enabled by default and appears at the bottom-right corner of the player toolbar.
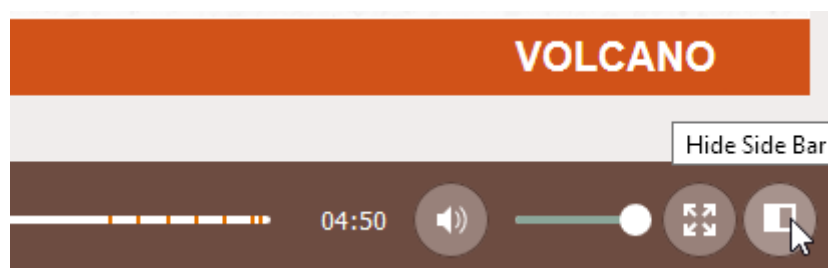
To convert a video to an author video, on the Canvas, right-click it > **Convert To Author Video**. This will play the video over multiple slides in the project and place the video in the side bar of the player.

Note:

- A single project can have more than one author videos. To adjust the timing and duration of author videos, in the **Timeline** pane, click the **All Slides** button ▣ to view objects that span across slides. Then, drag the time bars of the author videos as you wish.

- If you don't want an author video anymore, on the Canvas, right-click it > **Remove Author Video**.

- To display the author video in the side bar of the player, click the **Export** tab > **Player Settings** > **General** > **General Parameters** > **Side Bar** > Display Author Video.

Changing Playback Options

ActivePresenter lets you control how an audio/video plays using several playback options. On the Canvas, just right-click an audio/video object > **Audio/Video Properties** to open the **Audio** or **Video** section in the **Properties** pane. In these sections, you can view some information about the audio/video, replace the audio/video, and control playback.

There are three generic options:

- **Loop**: Make the audio/video replay continuously.
- **Autoplay**: Make the audio/video start playing as soon as the object starts showing.
- **Show Media Controls**: Display the media controls that allow users to control the audio/video playback in the HTML5 output.

For audio objects, there is one specific option named **Background Music**. Select this option to set an audio object as background music of the presentation. See **Background Music** for more details.

Exporting Audio and Videos

You can export both audio/video you've created within your project and imported audio/video to files. These are the supported file formats:

- **Audio**: MP3, OGG, and WAV.
- **Video**: MP4, MKV, WMV, FLV, AVI, and WebM.

To export audio/video objects, do the following:

1. Select an audio/video object.
2. Right-click it > **Export To File…**.
3. Specify the file name, file format, and file location, then click **Save** to export.

Basic Audio and Video Editing

Range-Editing

The **Timeline** pane has four range-editing commands that work only when a range is defined first.

Consider these commands with the following examples, in which each command is used in two different circumstances: (a) when none of the objects are selected, and (b) when some objects are selected.

Each set has three figures: (1) the original objects, (2) result when none of the objects are selected, and (3) result when some objects are selected.

Cutting Ranges

Click the **Cut Range** button to remove the range and place it on the clipboard. You can paste the cut content into the current slide or the new one.

The following example shows the effect of the command when no objects are selected in the slide:
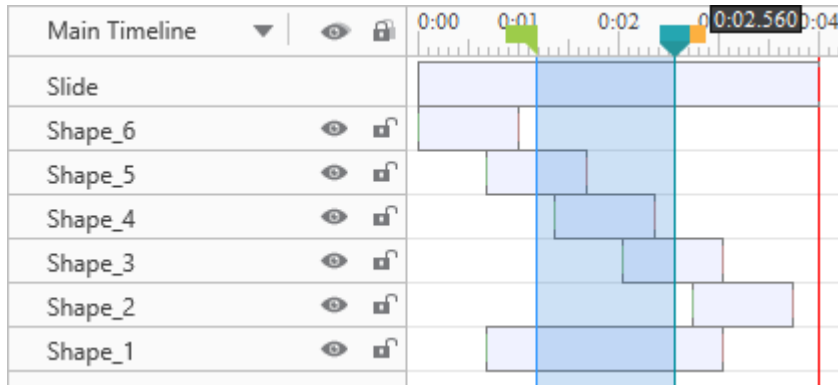
Original slide
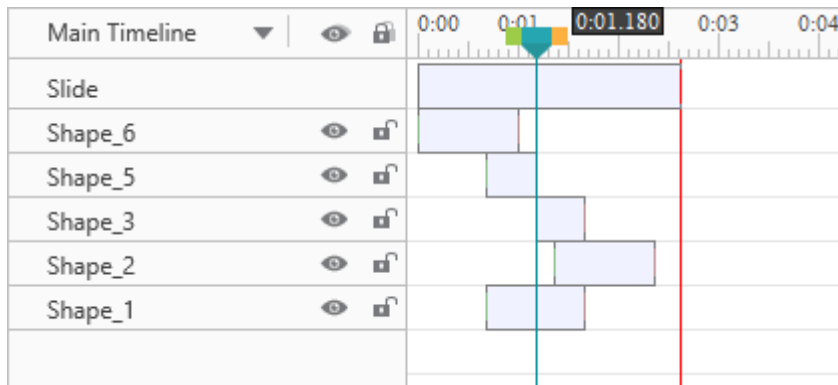
No object selected

The slide *and* all the objects are edited. The entire slice of the range (with the parts of objects enclosed in it) is cut away. Thus, the slide duration is reduced by the duration of the range.

If an object spans on both sides of the range, its remaining parts are joined. (Shape 1).

Shape 4 is deleted, because it is completely inside the range.

When some objects are selected, the command behaves differently, as shown in the following example:
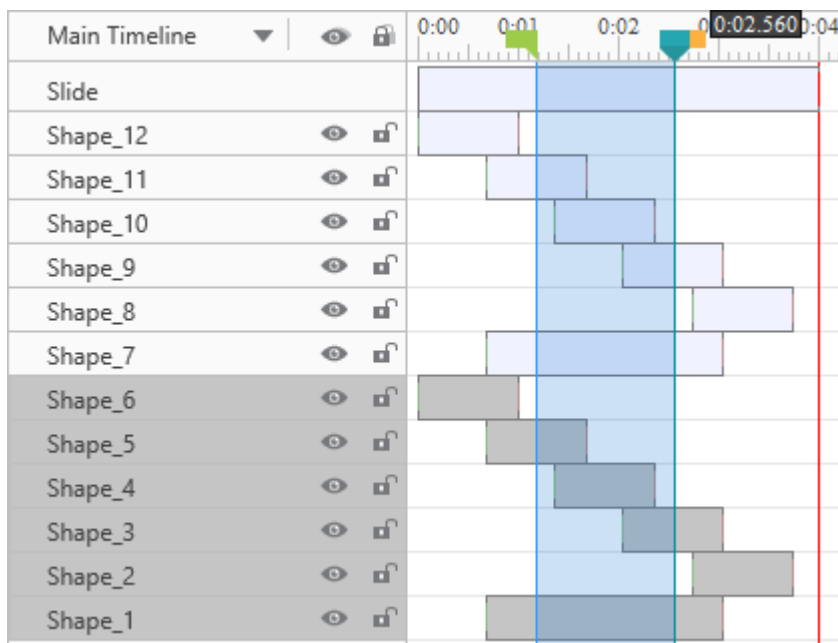
Original slide

There are two identical sets of objects (1-6; 7-12).

Only one of the two sets is selected to show the difference.
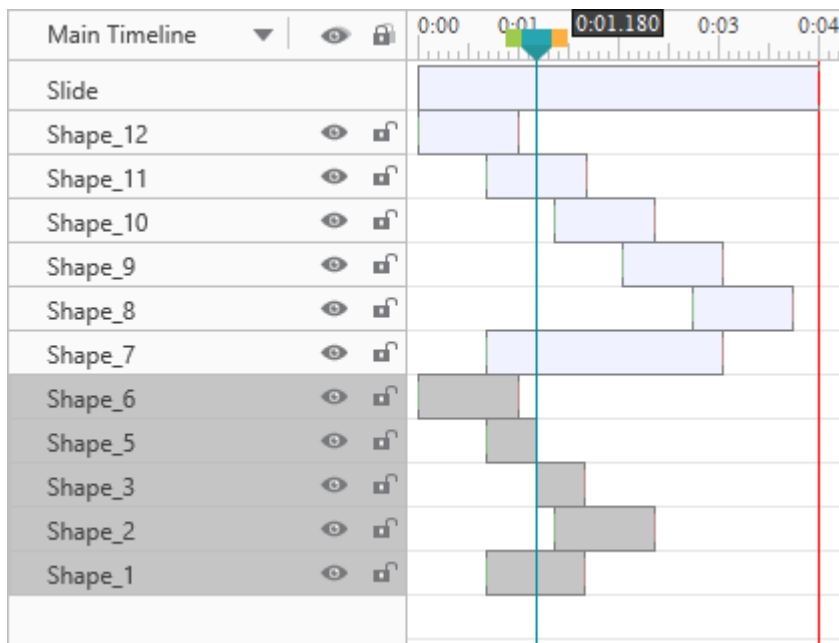
At least one object selected

Only selected objects are edited. The slide itself and unselected objects (7-12) aren't affected at all.

For the selected objects only: The range is folded up and removed. Any object parts that lie in the range are deleted (Shape 3 & 5). Shape 4 is deleted, because it is completely inside the range.

Objects/parts that follow the range are shifted to the left by the duration of the range (Shape 1, 2 & 3).

If the selected object spans on both sides of the range, its remaining parts are joined (Shape 1).

Copying Ranges

Click the **Copy Range** button 📋 to copy parts of objects that fall inside the range and put them on the clipboard.

- If there is no selected object, the command checks all the objects in the slide.
- If there is at least one selected object, the command checks only these selected objects.
- If an object doesn't have any part inside the range, it isn't copied.

The following figure illustrates these conditions:
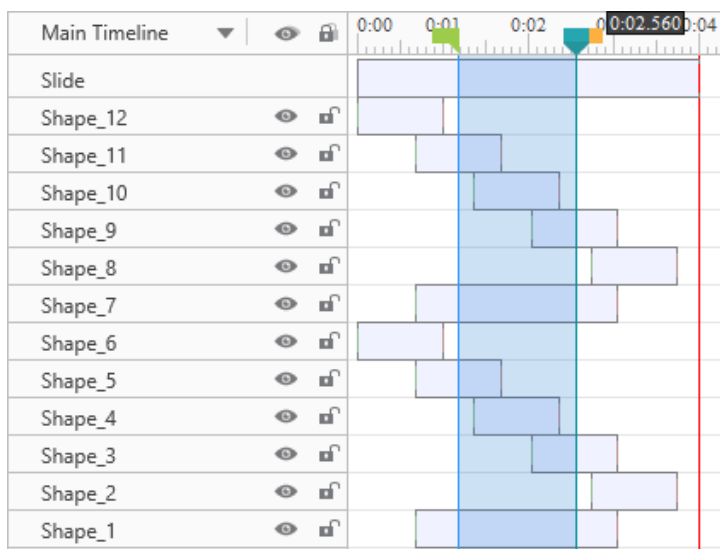
No object selected　　　　　　　　　　　　**Some objects selected**
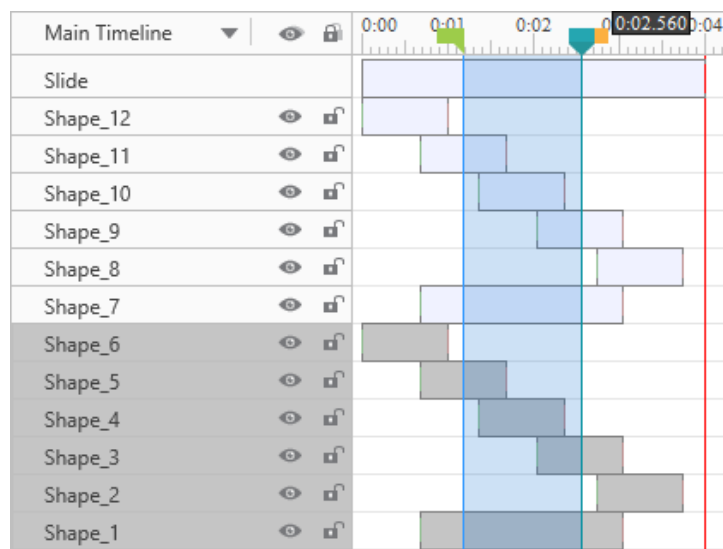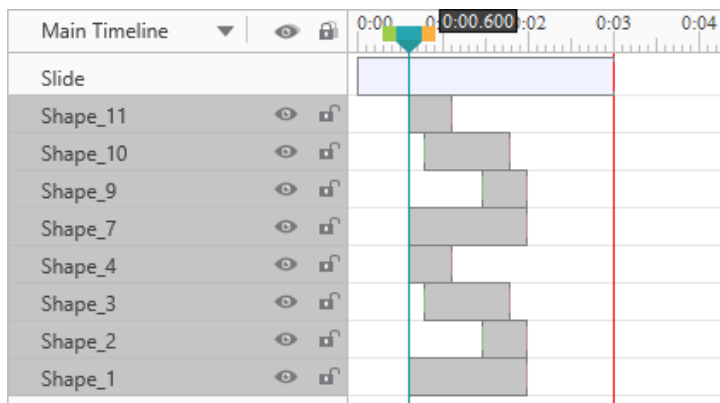
All the objects' paths falling inside the range are pasted at the Playhead position.
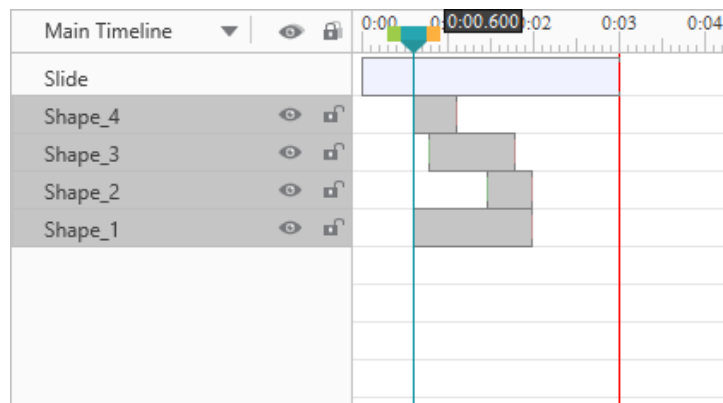
Only parts of selected objects falling inside the range are pasted at the Playhead position.

Note: The lower figures show fresh slides into which the clipboard content is pasted. Just imagine that a slice is taken out of the original slide, and placed at the Playhead position in the current or another slide.

Deleting Ranges

The **Delete Range** button 🗑 works just like the **Cut Range** button, except for one difference: While the former is used to delete the content inside the range, the latter "cuts" the content from the range and places it on the clipboard, then you can paste it where you want.

In short, deleting stands for removing while cutting stands for reallocating.

Note: You can also press **CTRL+DELETE** to delete a range.

Cropping to Ranges

The Crop to Range command 🔳 simply deletes everything outside the range.
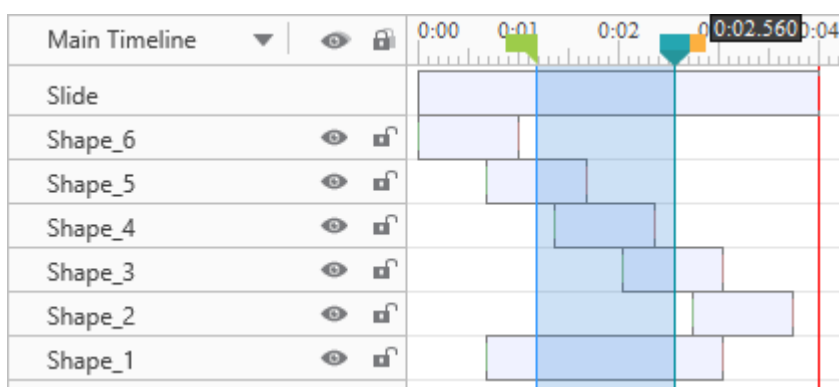
Original slide
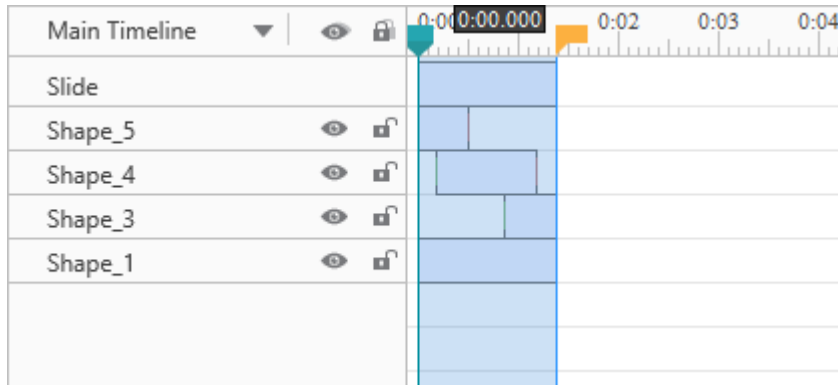
No object selected

Only the content falling inside the range is retained while the rest is deleted. Thus, the slide duration is reduced to the duration of the range.

If an object doesn't have any part inside the range, it is dropped. (Shape 2 & 6).

When there are some selected objects, the Crop to Range command behaves differently, as shown in the following example:
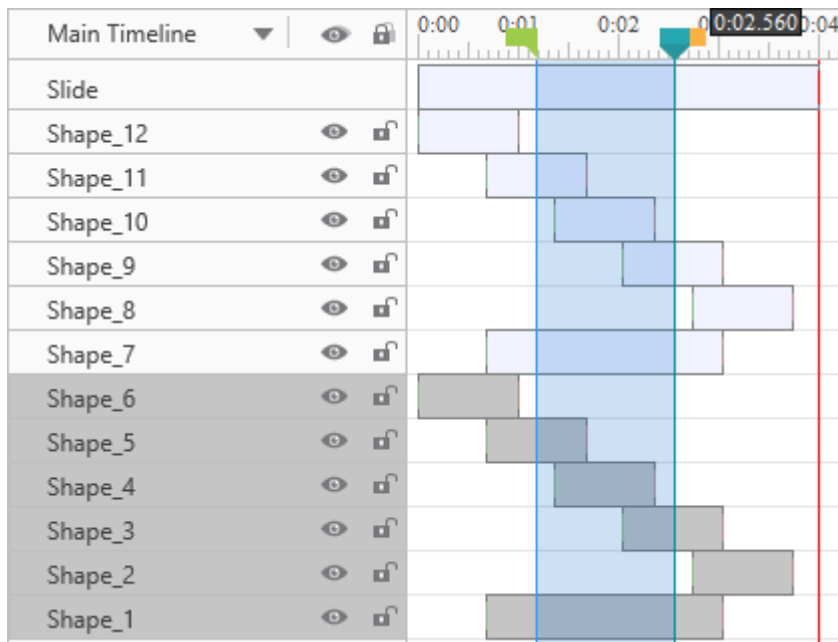
Original slide

There are two identical sets of objects (1-6; 7-12).

Only one of the two sets is selected to show the difference.
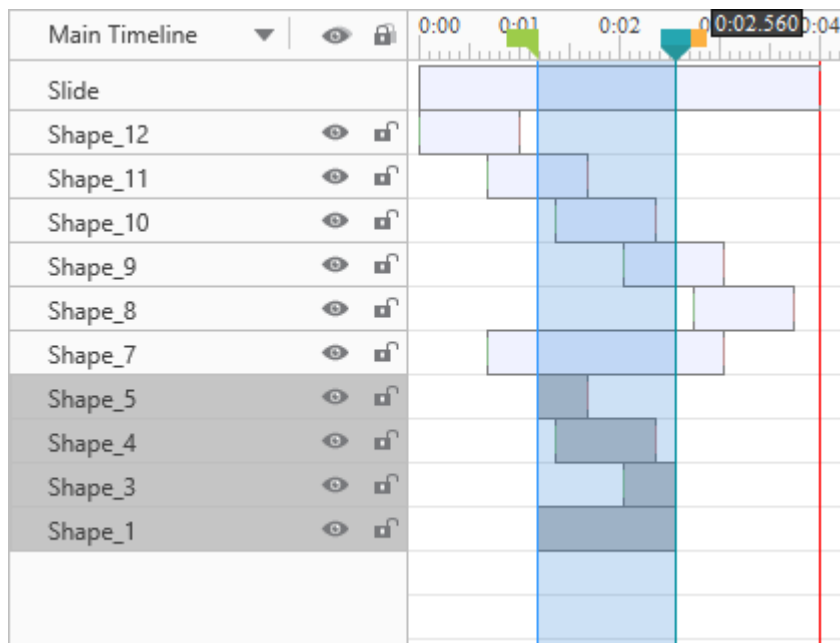
At least one object selected

Only selected objects are edited. The slide itself and unselected objects (7-12) aren't affected at all.

The parts of the selected objects that lie inside the range are retained.

If the selected object doesn't have any part inside the range, it is deleted entirely from the slide. (Shape 2 & 6).

Freezing the Frame

Sometimes, a video contains a significant scene, which lasts only for a few seconds. The scene is over before the audience has enough time to absorb the important information. If this were a live lecture, you would pause the video and explain various parts of the frozen scene to your audience. However, that is impossible in a self-running video.

This is where the freeze-frame control comes in handy. It allows you to pause a video for a certain duration. You can extend this pause as long as you want and add a commentary track or annotations to analyze the frozen video frame.

Freeze-frame also works on audio objects. Normally you would only apply this control to a significant audio track that needs to be synchronized with the visual part of the presentation. A typical example is to re-sync a stand-alone commentary track with the rest of the slide by holding it off for a few seconds.

Inserting Freeze-Frames

To insert a freeze-frame, do the following:

1. Select one or more audio/video tracks.

2. Place the Playhead where you want to pause the track.

3. In the **Timeline** pane, click the **Insert Time** button.

4. In the dialog that appears, specify the duration of the control and click **OK** to finish.
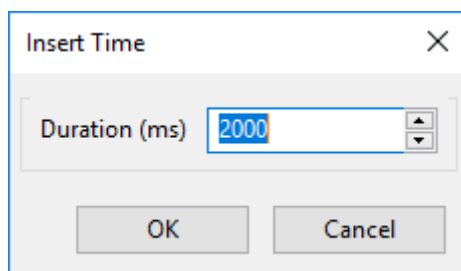
A yellow diamond and a yellow bar will get superimposed on the time bar of the audio/video object. The yellow diamond specifies the point where the track pauses. Meanwhile, the yellow bar represents the pause you've inserted into the audio/video object.
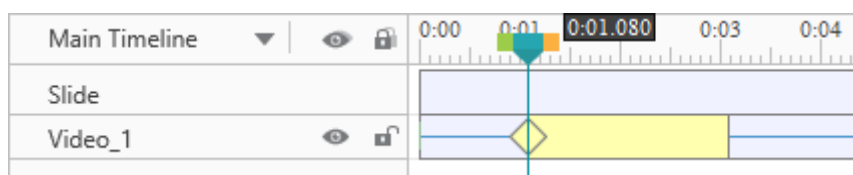
Note:

- If you have defined the freeze-frame duration in the fourth step, the yellow bar is adjusted to this duration. However, the usual practice is to drag the diamond and the right-side edge of the yellow bar to change the start time and duration of the control.

- Each freeze-frame extends the host track by its duration. In other words, if you insert an *n-second* pause in an audio/video track, its total duration will be increased by *n* seconds.

- You can insert any number of pauses in any selected track. The only condition is that two pauses cannot overlap.

- Freeze-frame also works on other types of objects. Basically, it inserts an interval of time into the selected object at the position of the Playhead. For example, if the duration of a shape is 3 seconds (3000 ms) and you insert 2 seconds (2000 ms) into its duration, then the total duration of the shape will be 5 seconds (5000 ms).

- If there is no selected object in a slide, the control will insert an interval of silence into the entire slide and all the objects that appear at the Playhead position. Other objects that don't intersect with the Playhead will not be affected at all.

Removing Freeze-Frames

To remove a freeze-frame from the host track, in the timeline, click the yellow bar and drag it downward till it turns gray, then release the mouse button. Alternatively, drag the right-side edge of the yellow bar toward the diamond till the yellow bar disappears. After that, the duration of the host track will be reduced by the duration of the yellow bar.

Splitting and Joining

Splitting Audio and Videos

Sometimes, it's necessary to split one video into several parts, for example, to save each of them as a single file and use for different purposes. In that case, just select the audio/video object and click the **Split Audio/Video Objects** button 🔲 in the **Timeline** pane to split the object at the Playhead position.
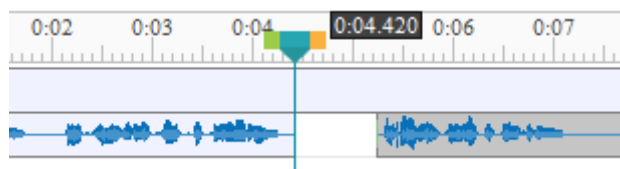
- The timeline shows the latter part as a new object, but still place it in the same object line with the other one. If you want to move the latter part to a new object line, right-click it > **Move Up/Down into a New Line**.

- The split parts are treated as new project-level resources (which appear in the **Resources** pane), and can be further used in any slide within the project.

- In case of audio objects, each split part is shown as a separate 🔊 icon on the Canvas. However, all these icons are stacked together, so you can only distinguish between them when you drag them apart.

Joining Audio and Videos

To join multiple audio or video objects, click the **Join Audio/Video Objects** button 🔲 in the **Timeline** pane. You can join an audio object with other audio objects; and a video object with other video objects, but cannot join an audio object with a video object.

When you join audio/video, all selected audio/video objects will merge together based on ascending order of their start times. It means that the object with smaller start time will play first in the combined object. A red mark appears showing where the objects join.

Some cases you may encounter:

- If audio/video objects have the same start time, ActivePresenter will sort them by their z-orders in ascending order. The object with a lower stack order will appear prior to the one with a greater stack order.

- If audio/video objects don't have identical properties such as width, height, or resolution, the combined object will use all the properties of the first object that plays. In other words, the output object will apply all the properties of the object having the smallest start time.

Changing Playback Speed

Changing the speed of a video or an audio can be useful in many different situations. For example, you are creating a tutorial showing how to export videos in ActivePresenter. The wait time for the exporting process to complete should be speeded up to shorten the duration of your tutorial.

In that case, you can change the playback speed to make that part of the video run faster. That way, you will save the duration and the file size of your video and provide better user experience. You can also use this command to slow down your video, thus making it look professional like the slow-motion scene on TV.

The command is only active when you select an entire audio/video object or just a part of it. In the **Timeline** pane, click the **Change Playback Speed** button 🏃 and the following dialog appears:
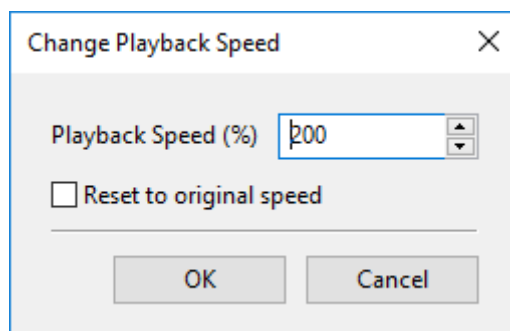
The input is a relative value in range 10-1000%. ActivePresenter will scale the current speed of the selected range using this value. In case you want to quickly reset to the original speed of the selected range, select **Reset to original speed**.

Adjusting Volume

If a slide has multiple concurrent audio tracks, you will have to ensure that only one of those tracks is dominant at a time, and the other tracks are either muted or with lowered volume. This balance keeps changing. In other parts of the slide, you may have to give dominance to other tracks. This is where the adjust volume control in the **Timeline** pane comes in handy.

You can adjust the volume of an entire audio or just a part of it. Just select the audio object/range and click the **Adjust Volume** button. This opens a dialog containing a relative volume scale with a default value of 100% (the original volume). Use this scale to adjust the volume from 0 (mute) to 500% (original volume x 5). You can also select the **Mute** check box to quickly silence the track.
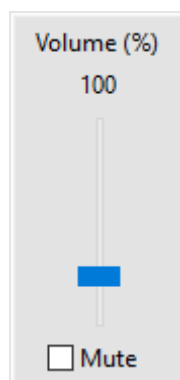
Note:

- When you adjust the volume of a range, the start and end points of the range are marked with red vertical marker lines. These markers cannot be moved within the time bar because they actually denote the range in which the volume is altered.

- When you adjust the volume, the original track isn't affected at all. You can bring back the original volume at any time. Just select an object/range and click the arrow next to the **Adjust Volume** button > **Restore Original Volume**.

- If this control is used to mute a track, it doesn't affect the original duration of the track, because unlike the freeze-frame control, this control doesn't insert an additional period of silence.

Advanced Audio Effects

Advanced audio effects let you improve your audio quality in general and audio recording quality in particular. Advanced audio effects, including audio fade in ◢, audio fade out ◣, audio noise reduction ılıl, and audio normalization ılı , are accessible from the **Timeline** pane.

Audio Fade In/Out

When you add an audio to a slide, you may often end up with a sudden start or end that can be rough on the ears. Audio fade in and audio fade out come in handy to smooth the beginning and end of an audio track. Fade in (1) begins with silence and gradually becomes louder until full volume while fade out (2) makes an audio progressively softer until it can no longer be heard.

You can apply fade in and fade out effects several times to strengthen the fade. Do the following to apply audio fade in or fade out to an audio:

1. Specify the audio range you want to apply the effect.

2. In the **Timeline** pane, click **Audio Fade In** ◢ or **Audio Fade Out** ◣. Apply the effects several times if needed.

3. To remove the effect, select the faded range and click the arrow next to the **Adjust Volume** button > **Restore Original Volume**.

Audio Noise Reduction

Your recordings often have some background noise, regardless of the microphone quality. Audio noise reduction can reduce constant background noise such as tape hiss, electric fans or hums. This effect doesn't work well with inconstant noise like talking or music and is often best done by trial and error. You may have to try the effect several times until getting the best result.

To apply audio noise reduction, do the following:

Step 1. Get a noise profile.

1. Specify the range that contains only background noise.

2. In the **Timeline** pane, click the arrow next to the **Audio Noise Reduction** button ılıl > **Get Noise Profile**.

Step 2. Reduce noise. After getting a noise profile, you can apply noise reduction to a certain range in an audio track or to the entire track. You can even apply the effect to multiple tracks simultaneously.

1. Specify the ranges or the audio tracks you want to apply the effect.

2. In the **Timeline** pane, click the **Audio Noise Reduction** button ılıl. A dialog appears offering necessary controls to reduce noise.
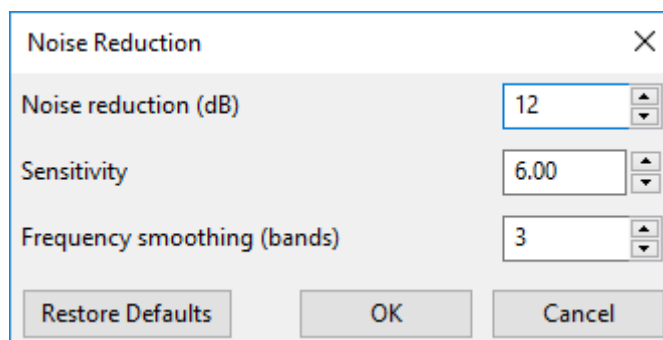
- o **Noise reduction** (dB): Control the amount of volume reduction (0 - 48 dB) applied to the identified noise. Higher values reduce higher amount of volume reduction, making the noise quieter, but can distort the audio track. Keep this control as low as possible.

- o **Sensitivity**: Control how much of the audio will be considered noise, on a scale from 0 (off) to 24 (maximum). Greater sensitivity will remove more noise but can damage the track. Keep this control as low as possible.

- o **Frequency smoothing** (bands): Spread the noise reduction into the specified number of neighboring bands. Smoothing can make the desired audio less clear, so set the value to 0 if your desired signal is strong and of wide frequency range and the noise is low.

Step 3. Click **OK** to apply the effect to the selected audio ranges/objects.

Step 4. If the effect doesn't work as you expect, click **Restore Defaults** and try the effect again with different settings.

Tip:

- The noise profile you got will be stored in the application. It will be lost if you close the application or be replaced by another noise profile when you get a noise profile again. Therefore, if there are different types of noise in different positions in the audio track, you should repeat the following process several times. Pick the profile for the first type of noise, reduce the noise for it, then pick the next type and reduce that until you get your desired result.

- When getting a noise profile, you shouldn't choose a very short range because a longer selection is better to get a more accurate picture of the noise. A selection of 2 - 4 seconds of only noise is recommended. You must select a minimum 2048 samples, or about 0.05 seconds at 44100 Hz sample rate.

- Sometimes a recording has no noise sample available because there is no part that contains only background noise. In that case, you can create a recording made in identical conditions that contain silence only, then use a noise sample from that to reduce noise from the target recording.

Audio Normalization

Audio normalization applies a certain amount of gain to an audio to bring the amplitude to a target level (the norm). This is useful when you have a group of audio objects at different volumes and want them to have a consistent volume level. This is also helpful when you cannot speak at the same volume level in a recording session.

In ActivePresenter, you can normalize every audio in your project, including narrations, recorded system audio, and imported audio, for consistent volume across slides. You can apply the effect to the entire object or just a part of it, or to multiple objects at the same time.

Do the following:

1. Select one or more audio objects/ranges.

2. In the **Timeline** pane, click the **Audio Normalization** button ⅰⅼ. This opens the following dialog. Adjust the settings and click **OK** to normalize the selected track.
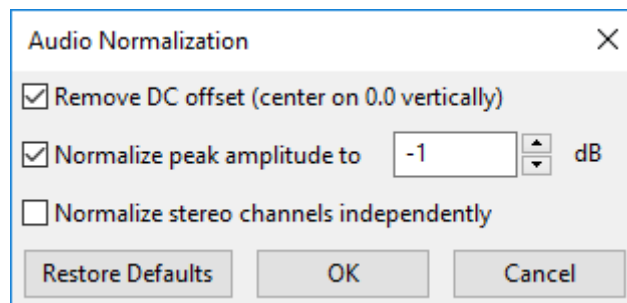
o **Remove DC offset**: DC offset is an offsetting of a signal from zero. The problem can be seen from the waveform as it appears above or below the 0.0 horizontal line. DC offset is mostly a hardware problem that can cause clicks, distortion, or loss of audio volume, which can limit the possible loudness. Thus, removing DC offset is required when normalizing audio as it centers the waveform on the 0.0 amplitude level. Note that if you are sure your audio has no offset, you should clear this option to speed up the normalization.

o **Normalize maximum amplitude to (peak normalization)**: Peak normalization brings the highest peak to the norm. A level of -1 dB (the initial default setting) is just below the maximum amplitude (0 dB) possible without clipping, but gives a little headroom for effects and distortion-free playback on all equipment. For this option, enter zero or a negative value for the maximum amplitude you would like the selected track to have. A more negative value means you normalize the selected track to lower amplitudes.

o **Normalize stereo channels independently**: Normalization can work on the left and right channels of a stereo track as a pair or independently. When you select this option, normalization adjusts the amplitude of the channels separately to the same peak level. This is useful for correcting stereo imbalances. Otherwise, when you don't select this option, normalization adjusts the level of both channels by the same amount, which is practical if your audio is already balanced.

If you want to discard all changes, click **Restore Defaults** to go back to the original settings.

Video Blur Effects

Blur effect is used to hide sensitive information such as identity or private information. You can apply blur effects to a recorded or imported video to blur both moving and static objects.

Applying Blur Effects

To apply a blur effect, select a video object and do the following:

1. In the timeline, specify where you want the effect to start.

2. Click the **Insert Blur Area** button 💧. In the dialog that appears, specify the effect duration and click **OK**. You can change the duration later, so don't worry much about the choice you make at this moment.
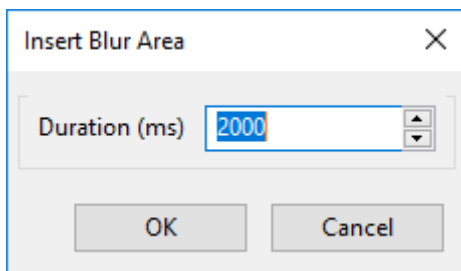
3. On the Canvas, change the size and position of the blur area so that it covers what you want to hide. You can drag the resizing handles or use the **ARROW** keys on your keyboard.
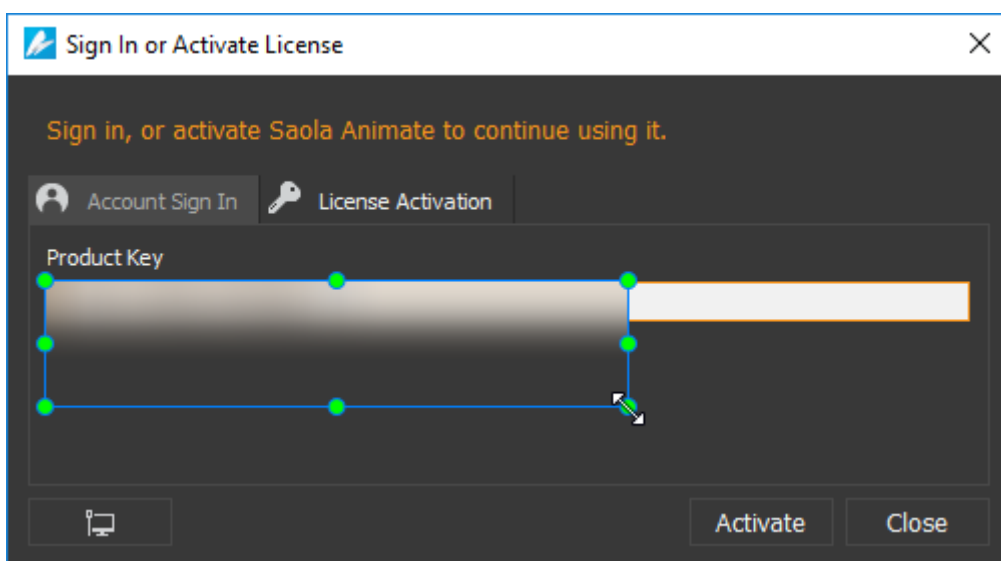
4. Click the **Properties** pane > **Media** > **Blur Effect** to make further adjustments to the blur area. Later, if you want to change these properties, select the blur area on the Canvas or the blur time bar in the timeline to open the section.

    o   **Blurriness**: Specify the amount of blur. The higher the value, the more the blur.

    o   **Blur Orientation**: Specify the orientation of the blur (horizontal and vertical, horizontal, or vertical).

    o   **Mask Type**: Specify the shape of the blur area (rectangle or ellipse).

5. Change the effect duration by lengthening or shortening the blur time bar in the timeline. You can also drag the blur time bar to another position to change the start time of the effect.
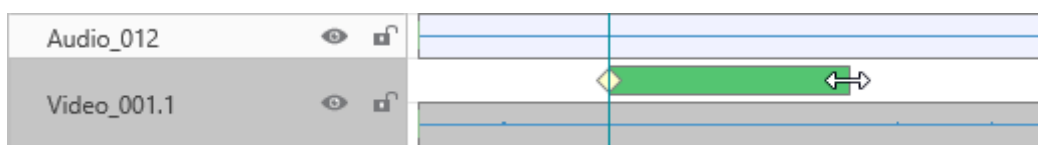
Blurring Moving Objects

These above steps are enough if the area you want to blur maintains the same size and position. If the target area is moving, you need to do further steps to cover it precisely.

Blur effect uses keyframes to mark specific areas in the video. The size and position of the blur area at any timestamp are interpolated from the values of the nearest keyframes on the

left and right of the timestamp. The more keyframes you insert, the more exactly the blur area covers the moving object.

To add more keyframes, do the following:

1. In the timeline, select the blur time bar. This enables you to change the blur area on the Canvas.

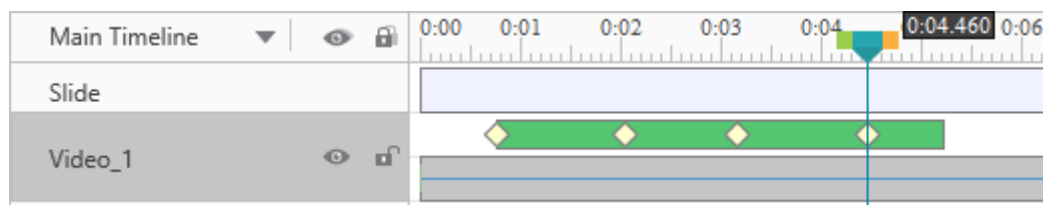2. Seek the Playhead along the timeline, then change size and/or position of the blur area on the Canvas. ActivePresenter will automatically insert a new keyframe each time you make changes. You can also add new keyframes by clicking the **Add/Remove Keyframe** button ◆ in the **Timeline** pane, then edit the blur area on the Canvas.

3. From the position of the Playhead, to navigate between keyframes, click the **Go to Next Keyframe** button ↻ or the **Go to Previous Keyframe** button ↺.

4. To remove a keyframe you don't want, drag it downward until it grays out and release the mouse button. Alternatively, place the Playhead at the keyframe > **Add/Remove Keyframe** ◆.

Removing Blur Effects

To remove the blur effect, in the timeline, drag the blur time bar downward until it grays out and release the mouse button. Note that if you select the blur area on the Canvas and try to delete it by pressing **DELETE**, you will end up deleting the video.

Video Green Screen Effects

Green screen, technically known as chroma-key, is the technique of masking a video by keying out a background of a consistent color, so you can put one video on top of another. You often see this technique in movie stunts or in weather forecast where a presenter stands in front of a moving weather map.

Basically, green screen works as your tool chooses a specific color and makes it transparent - all pixels having that color become transparent. Although it's called green screen, you don't have to use a green screen all the time. In fact, any solid color can be used theoretically, but green is the most commonly used because it provides a good contrast and luminescence and rarely occurs on human body.

To apply a green screen effect, do the following:
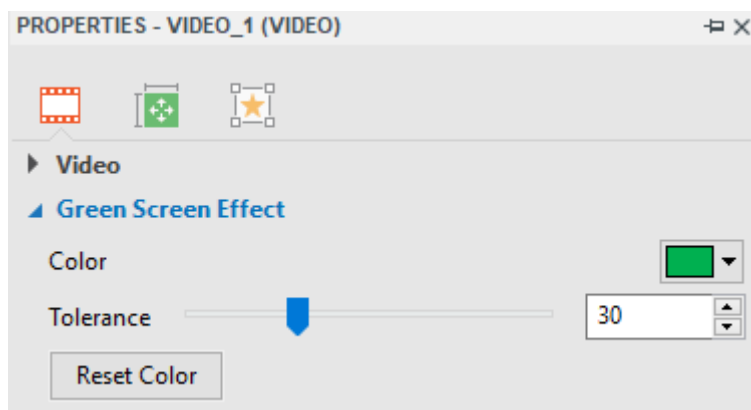
1. Select a video object.

2. Click the **Properties** pane > **Media** > **Green Screen Effect**.

3. Specify a color you want to key out.

4. Move the Tolerance slider to adjust the range of color to key out. Higher values key out a wider range of color near the key color.

5. If you don't satisfy with the result, click the **Reset Color** button to discard all changes.

Picture-In-Picture Effects

The picture-in-picture effect (also called video overlay) lets you place a video clip in a small frame on top of another so that they play at the same time. You often see this effect in instructional videos where webcam videos are placed at the corner of the tutorial ones.
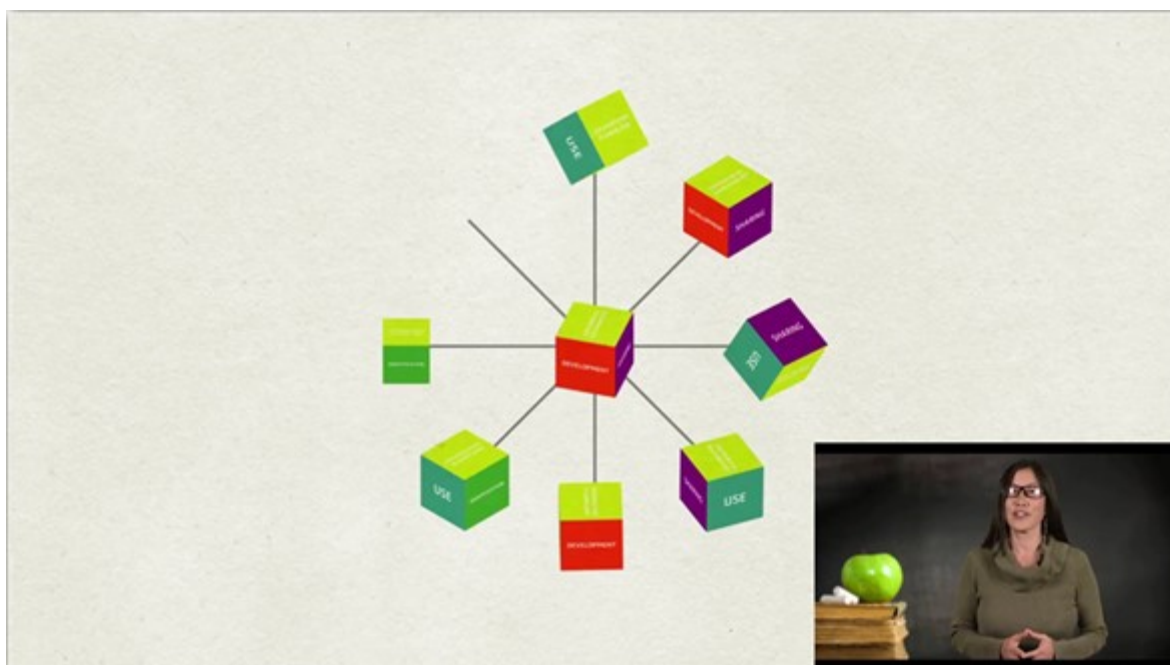
ActivePresenter allows you to use picture-in-picture effect in video editing. Do the following:

1. **Insert the picture-in-picture (PIP) video** (the smaller video clip placed on top of another) into a slide.

2. Resize and reposition the video and change its timing. You can also add **animation effects** to the video to make it more engaging.

3. Optionally, create a **zoom-n-pan** effect to zoom in the PIP video. That way, audience can focus on the PIP video instead of the entire screen.

Note:

- ActivePresenter enables you to **record screen and webcam** at the same time. What you get is a slide that displays both your screencast and webcam as two separate videos. The webcam video is smaller and placed at the bottom-right corner of the screencast, making a PIP effect.

- Alternatively, you can **record your webcam separately** and insert the webcam video into a slide.

- It's practical to combine the video overlay effect with the **green screen effect**. Use the latter to key out the background of the superimposed video to integrate two videos.

Cursor Effects in Recorded Video

When you record a screencast, you can record the mouse cursor and edit the cursor effects of the recorded video after that. To enable this feature, select the two options Record Mouse Cursor and Make Cursor Editable for Full Motion Recording in the **Cursor** tab of the **Recording Settings** dialog.

To change the cursor effects of a recorded video, select the video and click the **Properties** pane > **Media** > **Cursor Effects**. The cursor effects have the following options:

- **Render Cursor**: Display the cursor, highlight effect, click effects, and play the click sounds when playing the video. If you don't select this option, the cursor will not appear in the recorded video.

- **Cursor Highlight**: Highlight the cursor.
    - **Type**: Type of the highlight effect (none, circle, square).
    - **Size**: Size of the highlight effect. It is the radius of the circle in the circle highlight or half of the width of the square in the square highlight.
    - **Color**: Color of the highlight.
    - **Opacity**: Transparency of the highlight.

- **Left-Click/Right-Click/Left Double-Click Effects**: Play a sound and render an animation when the mouse is left clicked, right clicked, or left double-clicked.
    - **Click Sound**: The sound which is played when a mouse button is pressed.
    - **Click Effect**: The animation effect which is rendered when a mouse button is pressed (none, circle, concentric circles, square).
    - **Size**, **Color**, **Opacity**: The same as those of the cursor highlight.

Background Music

ActivePresenter makes background music possible. Background music plays across slides in the background of the slide show. You can **insert audio** from your computer or **record a track** and make it the background music of your project.

To set an audio track as background music, do the following:

1. Right-click an audio object > **Play over Multiple Slides** > **Top/Bottom Layer** to make the background music play continuously throughout all. Both the options create the same effect when you don't show the player controls for the audio. However, the layer you place the audio object affects the stack order of objects in a slide.

2. Click the **Properties** pane > **Media** > **Audio** > **Playback Options** > **Loop** to make the track replay automatically when it finishes. After that, you can drag the end point of the audio time bar to the duration you want. You can also right-click the audio time bar > **Play to the End of Slide** to make the audio duration equal the slide duration.
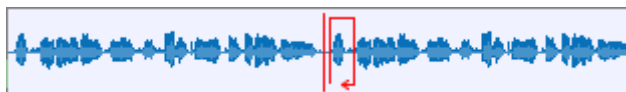
Regarding HTML5 output, consider two other playback options in the **Properties** pane > **Media** > **Audio** > **Playback Options**:

- **Background Music**: Make the track continue playing when the presentation is paused. That way, in an interactive presentation, while the presentation pauses to wait for user input, background music still plays.

- **Autoplay**: Make the audio play automatically when the slide loads.

Interaction Objects

Interaction objects are designed to respond to user input in a predefined manner. Users can interact with them using keyboards, mouses, or other input devices. Interaction objects not only change the course of the presentation based on user input, but also keep track of user activities (for example, assess user performance in a test).

Interaction objects are listed as follows:

Object	Icon	Usage
Mouse Click		Respond when users click in a predefined area. Use of modifier keys (**ALT**, **CTRL**, and **SHIFT**) is also allowed.
Key Stroke		Respond when users press an individual key on the keyboard or a hotkey (such as **CTRL+SHIFT+P**).
Text Box		Respond when users enter specific text (string).
Drop Area		Respond when users drop a drag source on it.
Button		Respond when users click it.
Check Box		Respond when users click it.
Radio Button		Respond when users click it.
Animated Timer		Count up elapsed time or count down remaining time in a running presentation.
Questions		There are nine types of questions, namely **true/false**, **multiple choice**, **multiple response**, **essay**, **fill in blank**, **fill in multiple blanks**, **sequence**, **drag-n-drop**, and **rating scale**.
		When you insert a question, the question and answer options appear on screen, and users are expected to respond within a predefined time. ActivePresenter can be programmed to take different actions depending on whether the response is correct or incorrect; or if users fail to respond within the time limit.

Mouse Click

Mouse clicks are interaction objects placed at areas in a slide where users must click to trigger the next action. These objects are often used in software simulations to teach the use of applications. For example, place a mouse click object on buttons or menus where users must click to perform a certain task in the application. When you **record software simulations**, ActivePresenter inserts mouse clicks automatically wherever and whenever you make a click.

Mouse clicks use click events to trigger actions, just like **buttons**, but they are designed to assess user knowledge of the target application. Mouse clicks validate mouse actions as correct and incorrect and can give users points for correct actions.

Inserting Mouse Clicks

To insert a mouse click, click the **Interactions** tab > **Mouse Click** . Alternatively, click the **Home** tab > **Interactions** > **Mouse Click** .

By default, a mouse click consists of three separate elements: (1) a target area, (2) a Correct message, and (3) an Incorrect message.
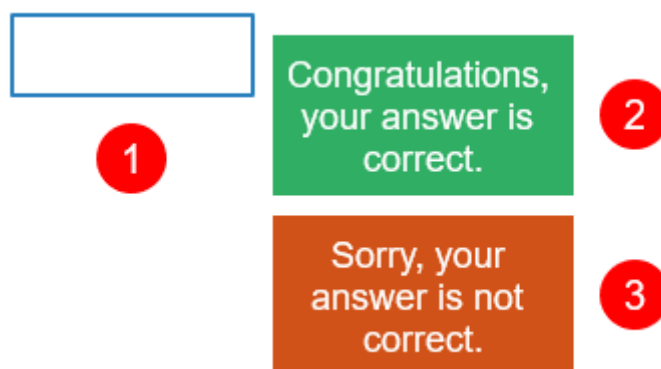
When the interactive presentation is played, the mouse click displays only the target area and waits for the user to click *anywhere* on the slide. You can prompt the user to click on a specific area by inserting a shape with some guidance. If the user action is correct, the Correct message appears. If not, the Incorrect message appears. For example, if the predefined value is **CTRL+Left click**, but the user clicks on the target area without holding down **CTRL**, he is doing incorrectly.

Note:

- You can add Timeout and Hint messages by selecting the target area > **Interactions** tab > **Message**. To remove any message you don't want, select the message and press **DELETE**.

- For score and reporting settings, see **Score & Reporting**.

- To **add event actions**, click the **Properties** pane > **Interactivity** > **Events - Actions**. By default, mouse clicks have four events, namely On Click, On Correct, On Incorrect, and On Timeout. You can add two other events, namely On Rollover and On Rollout. These events are helpful when you want to create a hover effect for the mouse click.

- You can make the target area invisible so that users cannot see the correct click area. To do that, set the outline of the target area to No Line (**Properties** pane > **Style & Effects** > **Line**). However, this is not recommended. Instead, you should use the **Show In Mode** property of objects. You can show the click area in some modes (for example,

Demonstration and Tutorial) but hide it in other modes (for example, Practice and Test).

Setting Correct Values

Mouse clicks accept left-click, right-click, and left double-click with or without modifier keys (**SHIFT**, **CTRL**, and **ALT**).

To define a correct action, do the following:

1. Select the target area element.

2. Click the **Properties** pane > **Interactivity** > **General** > **List of Correct Values** > **Add Value**.

3. Place the cursor over the **Correct Value** text box and click the mouse button with or without the modifier keys.

4. Click the **Remove** button ▬ to remove a value you don't want.

Note: It's great to let users know there is a clickable area on screen. For this reason, change the cursor for the target area to a hand cursor (**Properties** pane > **Interactivity** > **General** > **Cursor**). That way, the mouse pointer will turn to a hand cursor when it's over the correct area in the output.

Key Stroke

In software simulations, you can use key stroke objects to simulate keyboard actions that interact with the target software. Key strokes respond when users press a key or a combination of keys on their keyboards. When you **record software simulations**, ActivePresenter inserts key strokes automatically whenever you press a hotkey.

Inserting Key Strokes

To insert a key stroke, click the **Interactions** tab > **Key Stroke** 🅰. Alternatively, click the **Home** tab > **Interactions** 🌟 > **Key Stroke** 🅰.

By default, a key stroke consists of three separate elements: (1) a target area, (2) a Correct message, and (3) an Incorrect message.
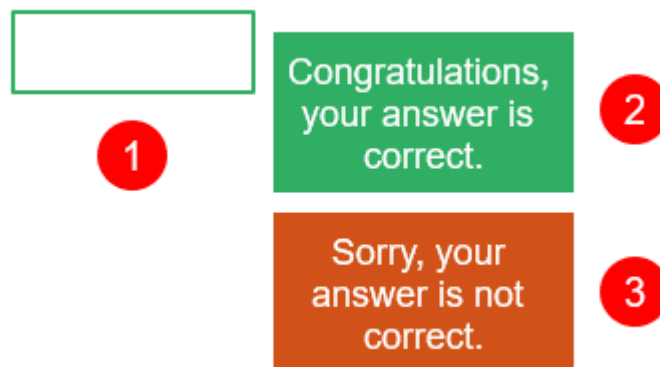
When the interactive presentation is played, initially the key stroke displays nothing. It just waits for the user to enter a hotkey (such as **CTRL+SHIFT+P**), and ignores any text string. If the entered hotkey matches the reference, the Correct message appears. If not, the Incorrect message appears. For example, if the predefined value is **CTRL+SHIFT+P**, but the user presses **CTRL+P** without holding down **SHIFT**, he is doing incorrectly.
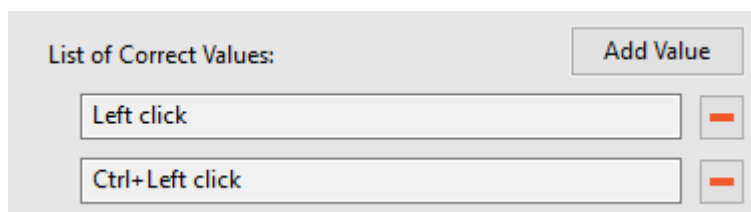
Note:

- You can add Timeout and Hint messages by selecting the target area > **Interactions** tab > **Message**. To remove any message you don't want, select the message and press **DELETE**.

- For score and reporting settings, see **Score & Reporting**.

- To **add event actions**, click the **Properties** pane > **Interactivity** > **Events - Actions**. By default, key strokes have three events, namely On Correct, On Incorrect, and On Timeout. You can add three other events, namely On Key Press (occurs when each key or combination of keys is pressed), On Rollover, and On Rollout.

Setting Correct Values

Key strokes accept all keys or combination of keys on the keyboard except the **WINDOWS** key. Be sure to fully test your key stroke in your published output to avoid any unexpected behavior. Don't use keys or key combinations that are common in browsers (CTRL+F, ALT+D, etc.).

To define a correct action, do the following:

1. Select the target area element.

2. Click the **Properties** pane > **Interactivity** > **General** > **List of Correct Values** > **Add Value** button.

3. Click inside the **Correct Value** text box and press a key with or without the modifier keys (**SHIFT**, **CTRL**, and **ALT**).

4. Click the **Remove** button ▬ to remove a value you don't want.
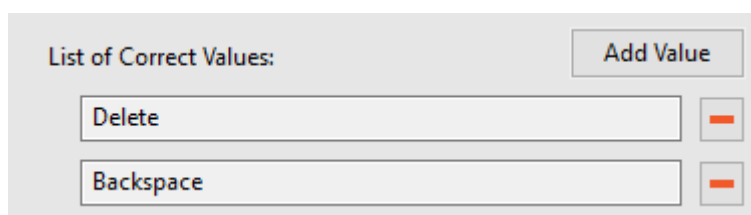
Text Box

Text boxes are interactive text fields into which users can enter text. Text boxes provide a great way to test user knowledge and collect information from users. When you **record software simulations**, ActivePresenter inserts text boxes automatically whenever you enter a text string.

Inserting Text Boxes

To insert a text box, click the **Interactions** tab > **Text Box** . Alternatively, click the **Home** tab > **Interactions** > **Text Box** .

By default, a text box consists of three separate elements: (1) a target area, (2) a Correct message, and (3) an Incorrect message.
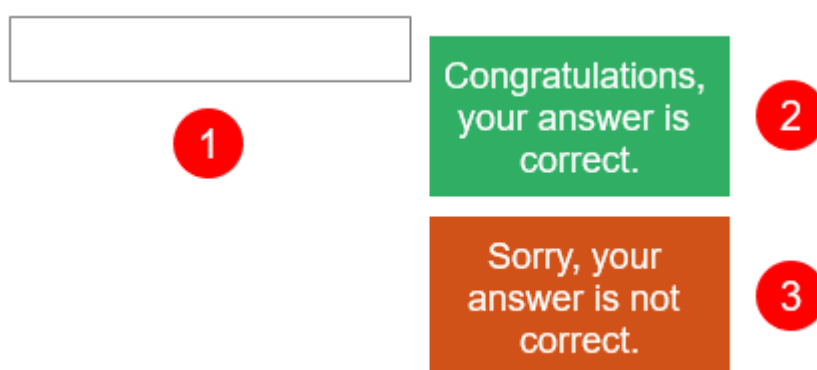
When the interactive presentation is played, the text box object displays only the target area and waits for the user to enter text strings. If the entered text matches the correct value, the Correct message appears, otherwise the Incorrect message appears.

Note:

- When users enter a text string, it appears in real time in the target area. If the entered text exceeds the area, the text is shifted so that the insertion point is always visible. You should resize the target area to appropriate size so that all text can be visible.

- By default, text boxes use the **graded mode** which validates user input as correct or incorrect. To disable validation, set the mode to survey (**Properties** pane > **Interactivity** > **Score & Reporting** > **Mode)**. This may be useful when you want to collect user name or other information.

- There are two ways to submit the entered text: Submit key (**Press Key**) and **Auto**. (The survey mode only accepts the Submit key.) The former validates the entered text when users press the Submit key. Meanwhile, the latter validates the entered text whenever users press any key. As long as the entered text is a partial match for the correct value, the presentation will wait for users to input more text. The moment the last entered character is found to be different, it will be deemed as incorrect.

- You can add Timeout and Hint messages by selecting the target area > **Interactions** tab > **Message**. To remove any message you don't want, select the message and press **DELETE**.

- To **add event actions**, click the **Properties** pane > **Interactivity** > **Events - Actions**. By default, text boxes have three events, namely On Correct, On Incorrect, and On

Timeout. You can add four other events, namely On Text Enter (occurs when an entered value is submitted), On Incomplete, On Rollover, and On Rollout.

## Setting Correct Values

To define a correct value, do the following:

1. Select the target area element.
2. Click the **Properties** pane > **Interactivity** > **General** > **List of Correct Values** > **Add Value**.
3. Type a text string in the **Correct Value** text box.
4. Click the **Remove** button ▬ to remove a value you don't want.
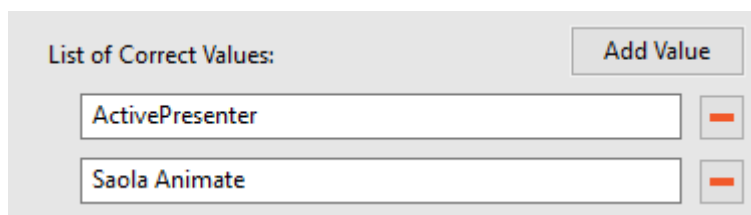
Drop Area

Drag-n-drop interaction allows you to drag an object and drop it onto another. The interaction includes a draggable object and a place or an object to drop it. ActivePresenter calls them a drag source and a drop target, respectively.

A drop area is a special drop target that assesses, scores and keeps track of user response instantly when they drop a drag source onto it. Each drop area can accept multiple drag sources, many of which can be set as correct values. However, a drop area holds only one drop source at the same time. When you drop another accepted drag source onto it, the drag source will replace the previous one while the previous one is sent back to its original place. Meanwhile, a normal drop target can hold multiple accepted drag sources at once.

Inserting Drop Areas

To insert a drop area, click the **Interactions** tab > **Drop Area** 🔘. Alternatively, click the **Home** tab > **Interactions** ⭐ > **Drop Area** 🔘.

By default, a drop area consists of four separate elements: (1) a drop area with light red marker, (2) a drag source with light green marker, (3) a Correct message, and (4) an Incorrect message. There is also an orange drag-n-drop connector that connects the drag source to the drop area. This connector indicates that dropping the drag source to the drop area is a correct action, in other words, it demonstrates a correct drag-n-drop interaction. Note that all these markers and connector don't appear in any output but the editor.
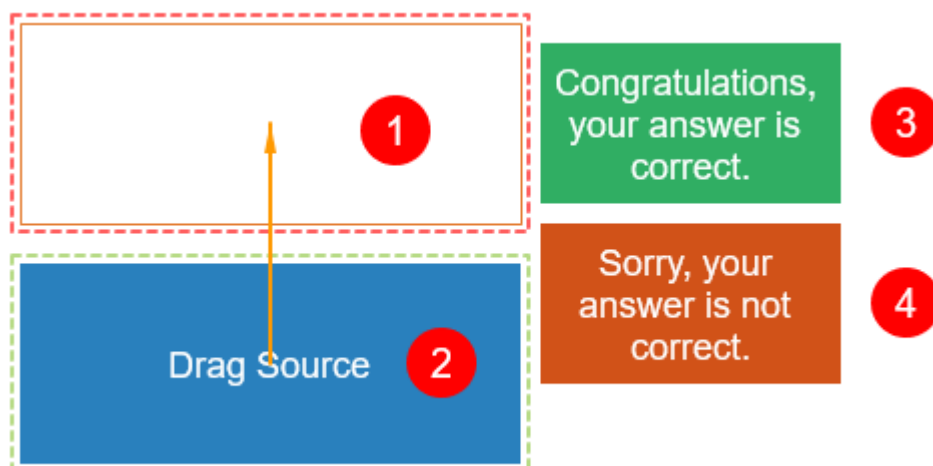
When the interactive presentation is played, the user can drag any drag source from its original place. When he drops a drag source onto a drop area, four cases may happen. (1) If the drag source is rejected, it will be sent back to its original place. (2) If it's accepted but not correct, it will lie on the drop area while the Incorrect message appears. (3) If it's accepted and correct, it will lie on the drop area while the Correct message appears. (4) If the user drops another accepted drag source onto the drop area, the current drag source will replace the previous one while the previous one is sent back to its original place. At the same time, the Correct or Incorrect message will appear depending on whether the current drag source is correct or not.

Note:

- You can add Timeout and Hint messages by selecting the target area > **Interactions** tab > **Message**. To remove any message you don't want, select the message and press **DELETE**.

- For score and reporting settings, see **Score & Reporting**.

- To **add event actions**, click the **Properties** pane > **Interactivity** > **Events - Actions**. By default, drop areas have three events, namely On Correct, On Incorrect, and On Timeout. You can add six other events, namely On Accept, On Reject, On Drag Enter, On Drag Leave, On Rollover, and On Rollout.

- You can make the drop area invisible by setting its outline to No Line (**Properties** pane > **Style & Effects** > **Line**). However, this is not recommended. Instead, you should use the **Show In Mode** property of objects. You can show the drop area in some modes (for example, Demonstration and Tutorial) but hide it in other modes (for example, Practice and Test).

- To hide drag-n-drop markers and connector, click the **View** tab > **Drag-n-Drop**.

Setting Correct Values

A drop area can accept multiple drag sources, many of which can be set as correct values. To define a correct drag source, do the following:

1. Select the drop area.

2. Click the **Properties** pane > **Interactivity** > **Drag-n-Drop** > **Accept List**.

3. In the dialog that appears, define accepted drag sources by selecting check boxes in the **Accept** column. Select **Accept All** to make the drop area accept all the drag sources in a slide.
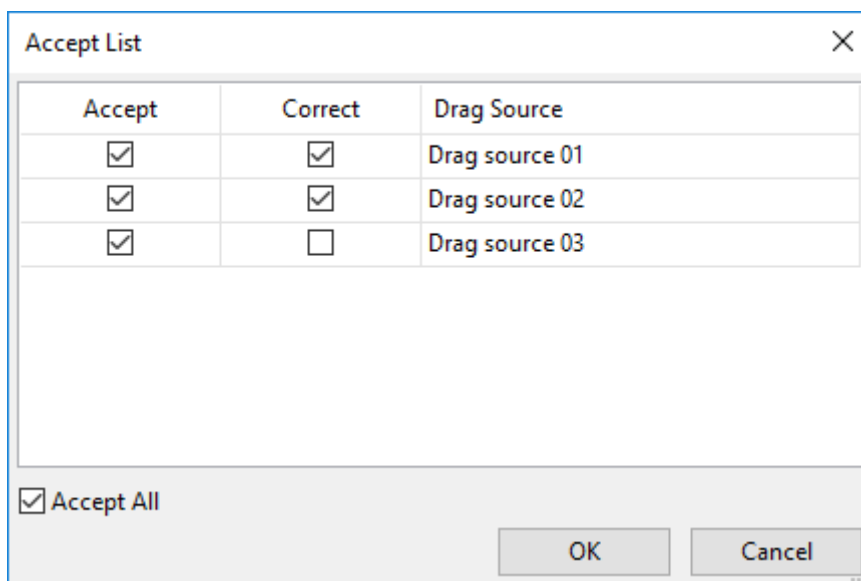
4. Define correct drag sources by selecting check boxes in the **Correct** column. Note that an accepted drag source may not be a correct one.

5. Click **OK** to save changes.

Another way to set correct drag sources is to use the drag-n-drop connector. Just click the marker in the middle of a drag source and drag the mouse to the drop area. This creates a drag-n-drop connector that connects the two items.

To remove a drag source as a correct value, you can click the connector and press **DELETE** or right-click it > **Delete**. You can also get the same result by using the **Accept List** dialog.

Setting Drop Area Properties

To set up properties for a drop area, click the **Properties** pane > **Interactivity** > **Drag-n-Drop**.
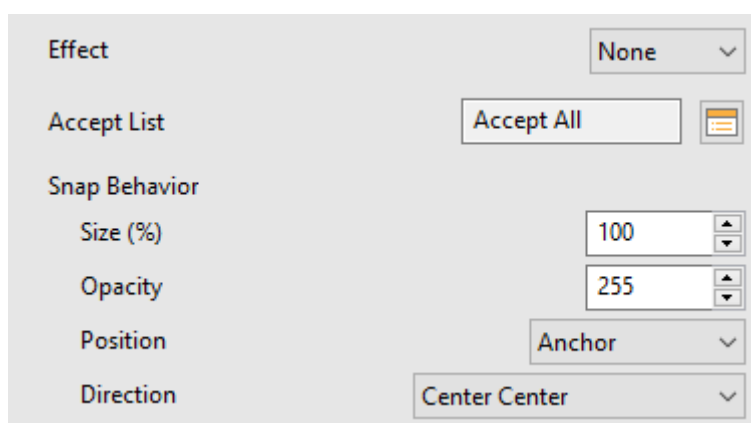
- **Effect**: Specify the effect that appears when users drag any drag source over the drop area.

- **Snap Behavior**: Specify properties of a drag source after it is dropped onto the drop area.

  o **Size (%)**: Resize the drag source.

  o **Opacity**: Change the opacity for the drag source.

  o **Position**: Define the position of the drag source.

- **Absolute**: Keep the drag source at the same position as where users drop it.

- **Anchor**: Snap the drag source to an anchor point of the drop area. Choose one from nine anchor points in the **Direction** list.

- **Tile**: Arrange the drag source so that it lies on the drop area without covering each other. Choose one from eight tiling directions in the **Direction** list.

Converting Objects to Drag Sources

You may want to convert objects in a slide, such as images and shapes, to drag sources so that you can drag and drop them onto drop areas (or drop targets). ActivePresenter allows you to convert multiple objects to drag sources at the same time.

Do the following:

1. Select an object.

2. Click the **Properties** pane > **Interactivity** > **Drag-n-Drop** > **Drag Source**.
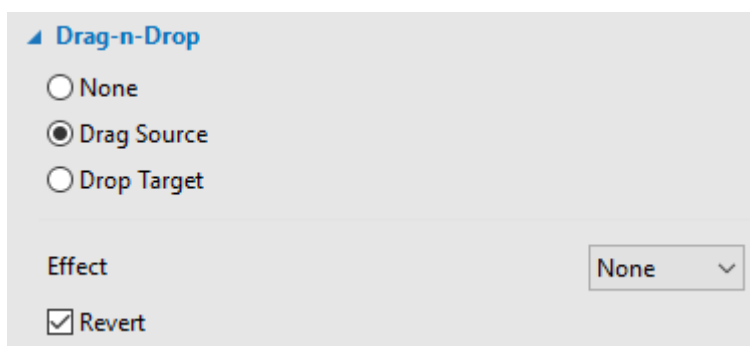
3. Specify properties for a drag source.

   ○ **Effect**: Specify the effect that appears when users drag the drag source (none, zoom, or highlight).

   ○ **Revert**: Determine whether the drag source is sent back to its original place if it's dropped outside the drop area.

Button

Interactive buttons allow you to do certain tasks when users click it. For example, clicking the Next button takes users to the next slide in the presentation.

When you insert a button into a slide, it comes with four built-in states which control the look of the button when users hover, click, or otherwise interact with it.

Inserting Buttons

To insert a button, click the **Interactions** tab > **Button** . Alternatively, click the **Home** tab > **Interactions** > **Button** .

A button appears on the Canvas with default text. Give it a descriptive name by clicking the default text and enter your text. You can modify the text attributes in the same way that you normally modify text captions.

Note:

- You can modify the look of a button in the same way that you normally modify a shape. Use commands and options in the **Format** tab or in the **Properties** pane > **Style & Effects**.

- After modifying a button, you can set it as default style for all new buttons in the same project. To do that, right-click the button > **Set as Default Button**. In case you want the new default style to take effect to existing buttons in the same project, right-click a button > **Apply to All Button Objects** > **Style**.

- Buttons don't validate user input as correct or incorrect. When users click a button, actions registered with the On Click event are executed.

- Buttons have no Report ID and score settings so they don't appear in the report.

Working with Button States

Buttons include four built-in states, namely normal, hover, pressed, and disabled. These states are added to buttons by default, so you don't need to use actions to trigger them.
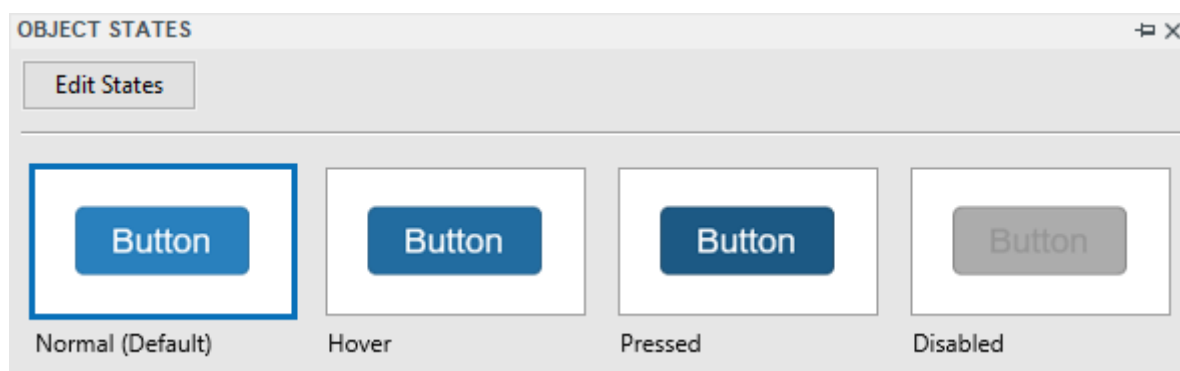
- **Normal**: This is the neutral state of a button. By default, it's how a button looks when it first appears.

- **Hover**: This is how a button looks when being hovered.

- **Pressed**: This is how a button looks when being clicked.

- **Disabled**: This is the state you use when you want to disable a button. A disabled button is visible but cannot respond to any user action.

You can modify built-in states and create additional states if needed. For more details about states, see **Using Object States**.

Making Buttons Work

To **add event actions**, click the **Properties** pane > **Interactivity** > **Events - Actions**. Add events and actions as you wish. Buttons can respond to both mouse and touch events. Normally, you want to add an On Click event to create actions when users click the button.
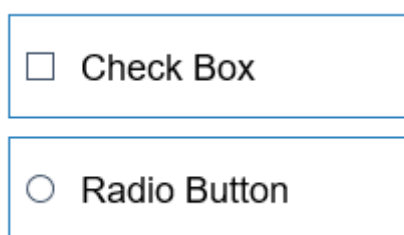
Check Box and Radio Button

ActivePresenter comes with a variety of ready-made check boxes and radio buttons to help you create interactions in your course.

Inserting Check Boxes and Radio Buttons

To insert a check box or a radio button, click the **Interactions** tab > **Check Box** ☑ or **Radio Button** ⊙.

Alternatively, click the **Home** tab > **Interactions** 📷 > **Check Box** ☑ or **Radio Button** ⊙.
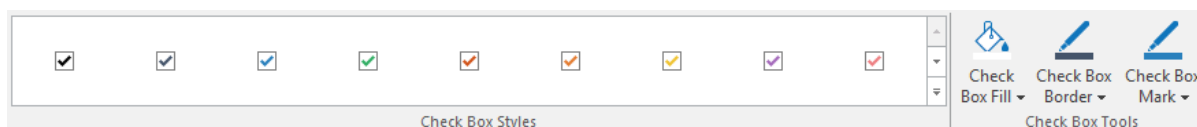
☐ Check Box

○ Radio Button

A check box/radio button appears on the Canvas with default text. Give it a descriptive name by clicking the default text and enter your text. You can modify the text attributes in the same way that you normally modify text captions.

Formatting Check Boxes and Radio Buttons

Once a check box or a radio button is in a slide, you can move, scale, or customize it as desired. Use commands and options in the **Format** tab or in the **Properties** pane > **Style & Effects**.

In the **Format** tab, do the following:

Check Box Styles

Check Box Tools

- **Change styles**: Use the drop-down gallery to select a ready-made style to customize check boxes/radio buttons.

- **Change colors**: Initially, check boxes/radio buttons use their default styles in which object colors come from your theme colors. However, you can always use custom colors to design check boxes/radio buttons.

  o **Fill**: Define the background color of check boxes/radio buttons.

  o **Border**: Define the color and style of the border of check boxes/radio buttons. Choose Weight to change the border thickness.

  o **Mark**: Define the color of the check mark/radio dot when a check box/radio button is checked.

You can set a certain check box/radio button as the default style so that the same attributes will be applied to all new check boxes/radio buttons in the same project. To do that, right-click a check box/radio button > **Set as Default Check Box/Radio Button**.

In case you want the new default style to take effect to existing check boxes/radio buttons in the same project, right-click a check box/radio button > **Apply to All Check Box/Radio Button Objects** > **Style**.

Working with Check Box/Radio Button States

Check boxes and radio buttons include eight built-in states. These states are added to them by default, so you don't need to use actions to trigger the states.

- **Normal**: This is the neutral state of a check box/radio button. By default, it's how a check box/radio button looks when it first appears.

- **Hover**: This is how a check box/radio button looks when being hovered.

- **Pressed**: This is how a check box/radio button looks when being clicked.

- **Disabled**: This is the state you use when you want to disable a check box/radio button. A disabled check box/radio button is visible but cannot respond to any user action.

- **Normal/hover/pressed/disabled checked**: These are the states of the selected check box or radio button.

You can modify built-in states and create additional states if needed. For more details about states, see **Using Object States**.

Making Check Boxes and Radio Buttons Work

To **add event actions**, click the **Properties** pane > **Interactivity** > **Events - Actions**. Add events and actions as you wish. Check boxes/radio buttons can respond to four events.

- **On Check**: Occur when a check box/radio button is marked.

- **On Timeout**: Occur when users don't respond within the specified time.

- **On Rollover**: Occur when the mouse enters the boundary of the check box/radio button.

- **On Rollout**: Occur when the mouse exits the boundary of the check box/radio button.

Animated Timer

An animated timer counts up elapsed time or counts down remaining time in a running presentation. There are two types of animated timer: **Timer** and **Progress**. While a timer simply shows how much time has passed or left with a digital display, a progress bar gives a visual progression of time.

You can trigger an action when a timer is completed or timed out. For example, when learners don't provide an answer within a given time and the timer finishes the countdown, a message appears to tell them that there is no time left.

Inserting Timers

To insert a timer, click the **Interactions** tab > **Animated Timer** > select either **Timer** or **Progress**. Alternatively, in the **Home** tab > **Interactions** > **Animated Timer**.
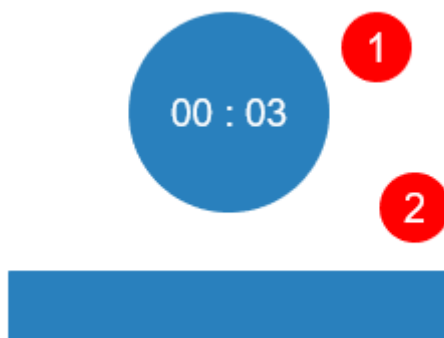
To adjust a timer, click the **Properties** pane > **Interactivity** > **Timer** and do the following:
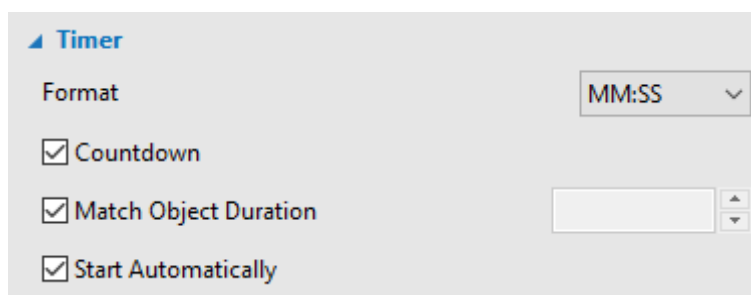
- **Format**: Specify the time format of a timer (hh:mm:ss, hh:mm, mm:ss, or ss:ms). This option is only available for a timer, not a progress.

- **Countdown**: Change a countup timer to a countdown one.

- **Match object duration**: By default, the duration of a timer equals that of a timer object in the main timeline. To set a different duration, clear the check box and specify the duration as you wish. Note that if the timer object is initially hidden and the check box is selected, the timer duration is the same as the slide duration.

- **Start automatically**: Make a timer start as soon as a timer object starts showing in the main timeline.

- You can style a timer as a normal shape using the **fill**, **line**, or **shadow** properties.

Adding Event Actions to Timers

To make timers interactive, **add event actions** in the **Properties** pane > **Events - Actions**. The **On Timer Complete** event is available to trigger an action when a timer completes the countup or countdown.

You can also handle timers using three actions:

- **Start Timer**: Make the timer start counting, do nothing if it is running. If the timer has finished, the action restarts it.

- **Pause Timer**: Pause the timer but keep the current value, do nothing if it is paused.

- **Stop Timer**: Stop the timer and reset its value.

Questions

Questions can be used to assess learner performance (graded mode) and collect learner feedback (survey mode). ActivePresenter allows you to insert nine different types of questions:

- **True/False**
- **Multiple Choice**
- **Multiple Response**
- **Essay**
- **Fill in Blank**
- **Fill in Multiple Blanks**
- **Sequence**
- **Drag-n-Drop**
- **Rating Scale**

For more details about questions, see **Common Question Properties**.

Creating Quizzes

Common Question Properties

To create a question, click the **Interactions** tab and click any of the question buttons. Then, a new question slide will appear on the Canvas. The next section will give you more details about the common component of a question slide.

Components of a Question Slide

A typical question slide in ActivePresenter is composed of three sections: question title, answer, and button.
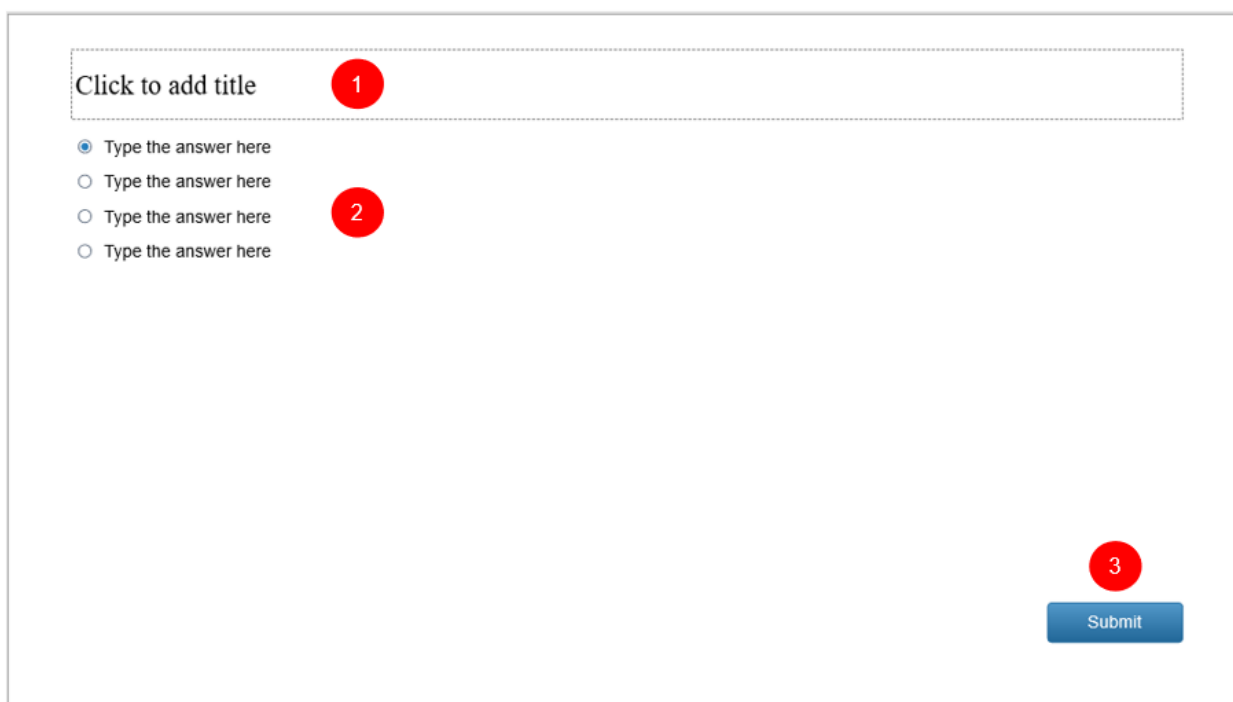
- **Title** (1): The title of a question.

- **Answer** (2): The answer of the question. The number of answers depends on the type of questions you are creating. You can add more or delete answers of question.

- **Button** (3): ActivePresenter 6 has four predefined button types which are Back, Clear, Skip, and Submit. ActivePresenter 7 only has **Submit**. However, you can insert more buttons and customize them, then set the **Events - Actions** for them regarding your purposes.

  To insert buttons, click the **Interactions** tab > **Button** ⊡, or click the **Home** tab > **Interactions** ⭐ > **Button** ⊡.

Note: Feedback messages of questions are also added by default. However, to view and edit them, you have to click the **View** tab > **Feedback Master** ▤.

A question comes with default events - actions that are ready to use. However, you can edit them to make them more advanced if you want. That can be done in the **Events - Actions** section of the **Properties** pane. More than that, you can use the **Advanced Action** feature to create and manage complex actions. To open this section, do one of the following:

- Select the question > **Interactions** tab > **Event** ⚡.

- Select the question > **Properties** pane > **Interactivity** > **Events - Actions**.

After that, the **Properties** pane will show all the necessary tools and properties allowing you to edit and customize the events and actions of the question.

Question Modes: Graded and Survey

A question can be used for assessing learner performance (graded mode) and collecting user feedback (survey mode). You can change this setting for a question by selecting the question > **Properties** pane > **Interactivity** > **Score & Reporting** > **Mode** > **Graded**/**Survey**.

The table below shows the differences between graded mode and survey mode.

Mode	Graded	Survey
User validation	Correct/Incorrect/Incomplete	Complete/Incomplete
Score settings	Yes	No
Purpose	Assessment	Information Gathering
Events	On Correct On Incorrect On Incomplete On Timeout	On Complete On Incomplete On Timeout

Creating Quizzes

Quizzes are critical elements of a test. They allow you to test or track performances of learners, collect information and opinions of users, and so much more.

There are nine types of questions in ActivePresenter: true/false, multiple choice, multiple response, essay, fill in blank, fill in multiple blanks, sequence, drag-n-drop, and rating scale (likert).
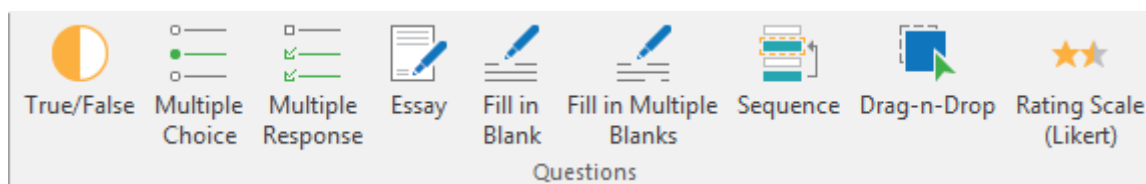
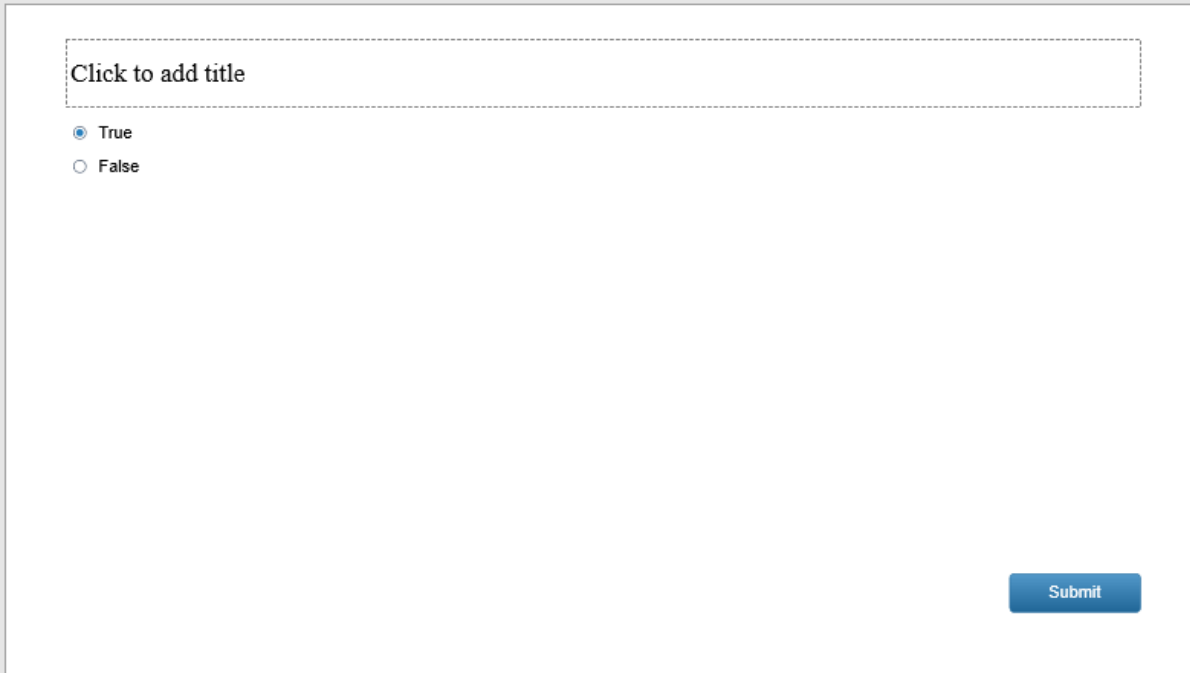To create a question, click the **Interactions** tab and select the question you want to have. Or you can click the **Home** tab > **Interactions** 🌟 > select a question. After that, ActivePresenter will create a new slide containing that question.

True/False

This type of question allows learners to select either true or false for an answer.

To insert a true/false question, click the **Interactions** tab > **True/False** 🟠. Alternatively, click the **Home** tab > **Interactions** 🔲 > **True/False** 🟠. The question will appear on the Canvas as follows:

Each question must have two answers (True and False), and you cannot remove or add more answers to it. However, you can let answers display in a different layout: Select answers > **Size & Properties** tab > **Group Layout** > set 2 as the **Number of Column**.

To set the correct answer, double-click the radio button that corresponds to the correct answer choice. You can change the answers to Yes and No if needed.

Click the **Properties** pane > **Interactivity** > **Scores & Reporting** to select the question mode and set properties for it.

Click the **Properties** pane > **Interactivity** > **Events - Actions** to have more setting for question events and actions.

After creating and customizing the question, you can set it as a default question to use in the current project: Right-click the question > **Set as Default True - False Question**.

Multiple Choice

This type of question allows learners to select only one answer for a question.

To insert a multiple choice question, click the **Interactions** tab > **Multiple Choice** 📋. Alternatively, click the **Home** tab > **Interactions** 🔲 > **Multiple Choice** 📋. The question will appear on the Canvas as follows:
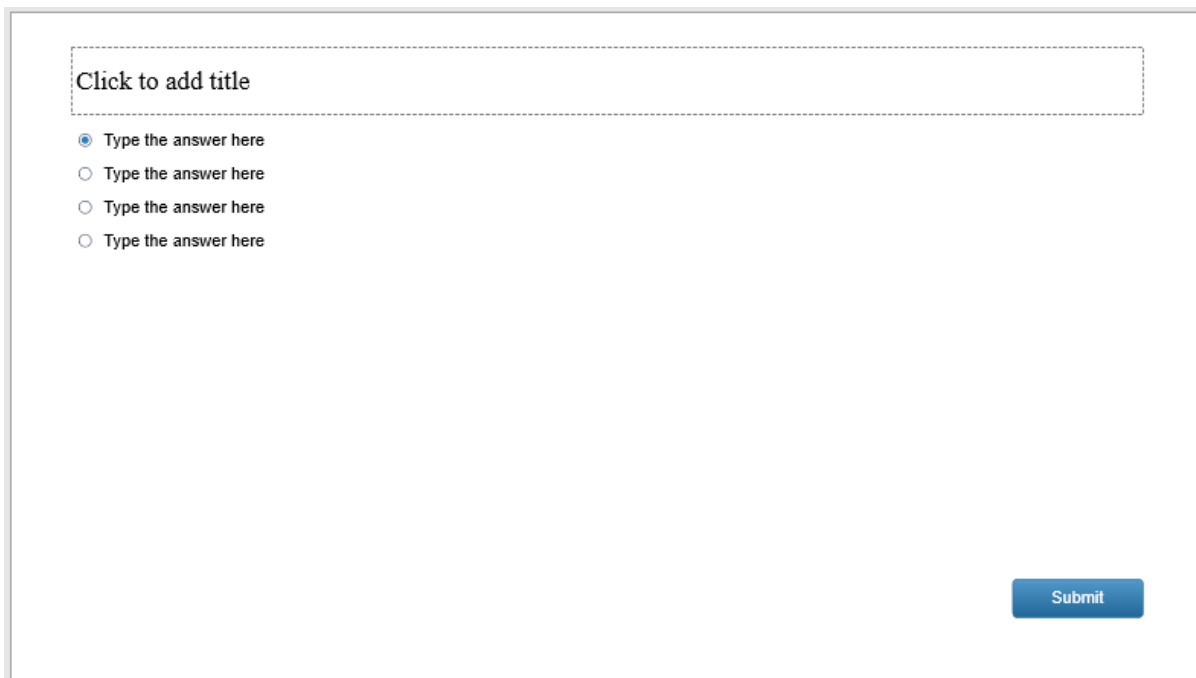
You can change the question layout: Select answers > **Size & Properties** tab > **Group Layout**.

You can add more answers to the question by selecting answers and clicking the green button:
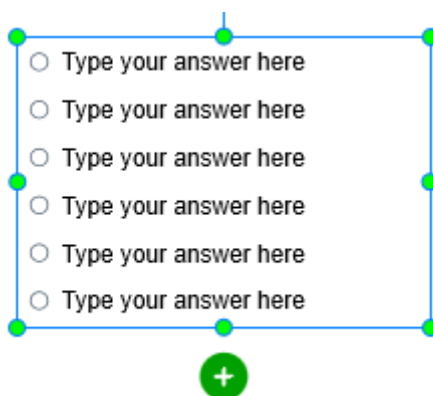
To delete an answer, select it and press the **DELETE** key on your keyboard. If you want to delete multiple answers, hold down **CTRL** while clicking them, then press **DELETE**.

To set a correct answer for the question, double-click the radio button that corresponds to the correct answer choice. Remember that you can set only one answer as a correct answer for a multiple choice question, which means you can only select one button.

Click the **Properties** pane > **Interactivity** > **Scores & Reporting** to select the question mode and set its properties.
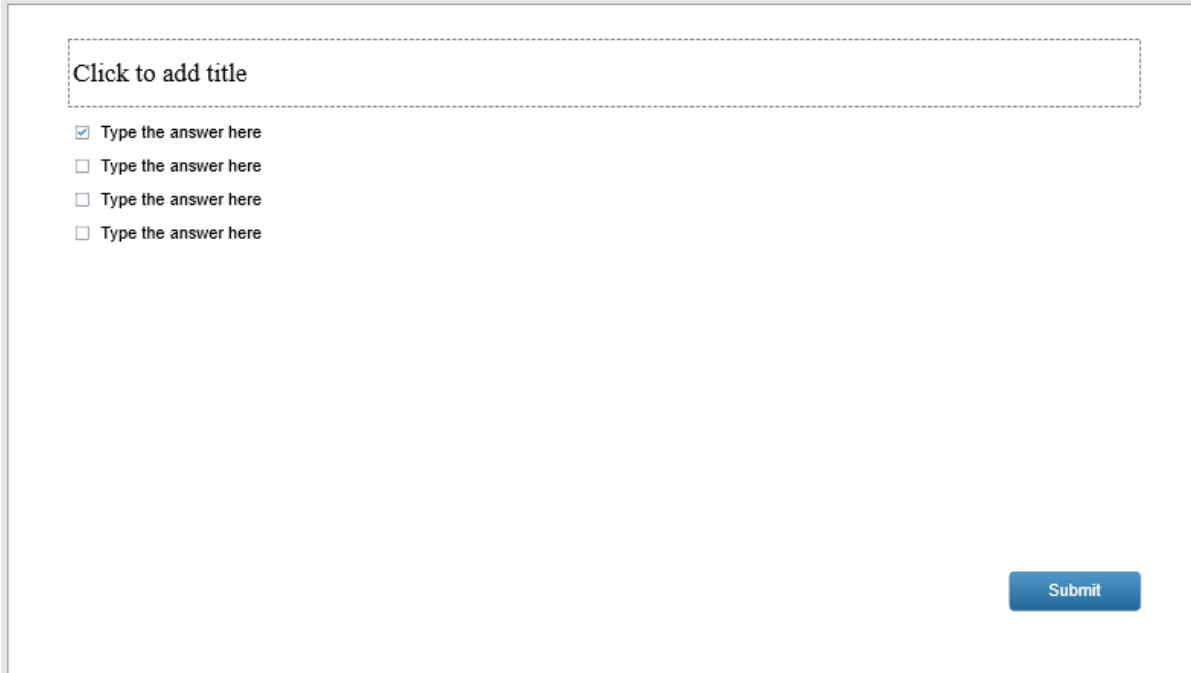
Click the **Properties** pane > **Interactivity** > **Events - Actions** to have more settings for question events and actions.

After creating and customizing the question, you can set it as a default question to use in the current project: Right-click the question > **Set as Default Multiple Choice Question**.

Multiple Response

This type of question allows learners to select multiple answers for a question.

To insert a multiple response question, click the **Interactions** tab > **Multiple Response** ☑. Alternatively, click the **Home** tab > **Interactions** ⭐ > **Multiple Response** ☑. The question will appear on the Canvas as follows:

You can change the question layout: Select answers > **Size & Properties** tab > **Group Layout**.

You can add more answers to the question by selecting answers and clicking the green button:
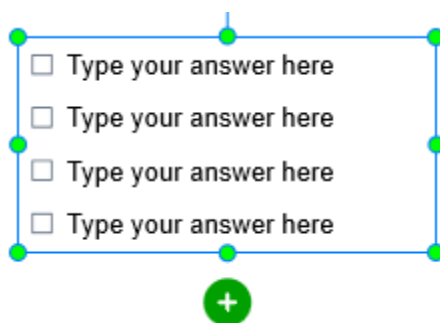
To delete an answer, select it and press the **DELETE** key on your keyboard. If you want to delete multiple answers, hold down **CTRL** while clicking them, then press **DELETE**.

To set correct answers for the question, double-click the check boxes that correspond to the correct answer choices. Unlike a multiple choice question, you can set more than one correct answer for a multiple response question.

Click the **Properties** pane > **Interactivity** > **Scores & Reporting** to select the question mode and set properties for it.

Click the **Properties** pane > **Interactivity** > **Events - Actions** to have more settings for question events and actions.

After creating and customizing the question, you can set it as a default question to use in the current project: Right-click the question > **Set as Default Multiple Response Question**.

Essay

This type of question contains a multiple-line text box that allows learners to input text.

To insert an essay question, click the **Interactions** tab > **Essay** . Alternatively, click the **Home** tab > **Interactions** > **Essay** . The question will appear on the Canvas as follows:

Click the answer text box, and open the **General** section of the **Properties** pane to set the **correct answer list** for the question.

Click the **Properties** pane > **Interactivity** > **Scores & Reporting** to select the question mode and set properties for it.

Click the **Properties** pane > **Interactivity** > **Events - Actions** to have more settings for question events and actions.

Fill in Blank

This type of question contains a single-line text box that allows learners to input text.

To insert a fill in blank question, click the **Interactions** tab > **Fill in Blank** . Alternatively, click the **Home** tab > **Interactions** > **Fill in Blank** . The question will appear on the Canvas as follows:

Click the answer text box, and open the **General** section of the **Properties** pane to set the correct answer list for the question. To know more details about it, see **General Section**.
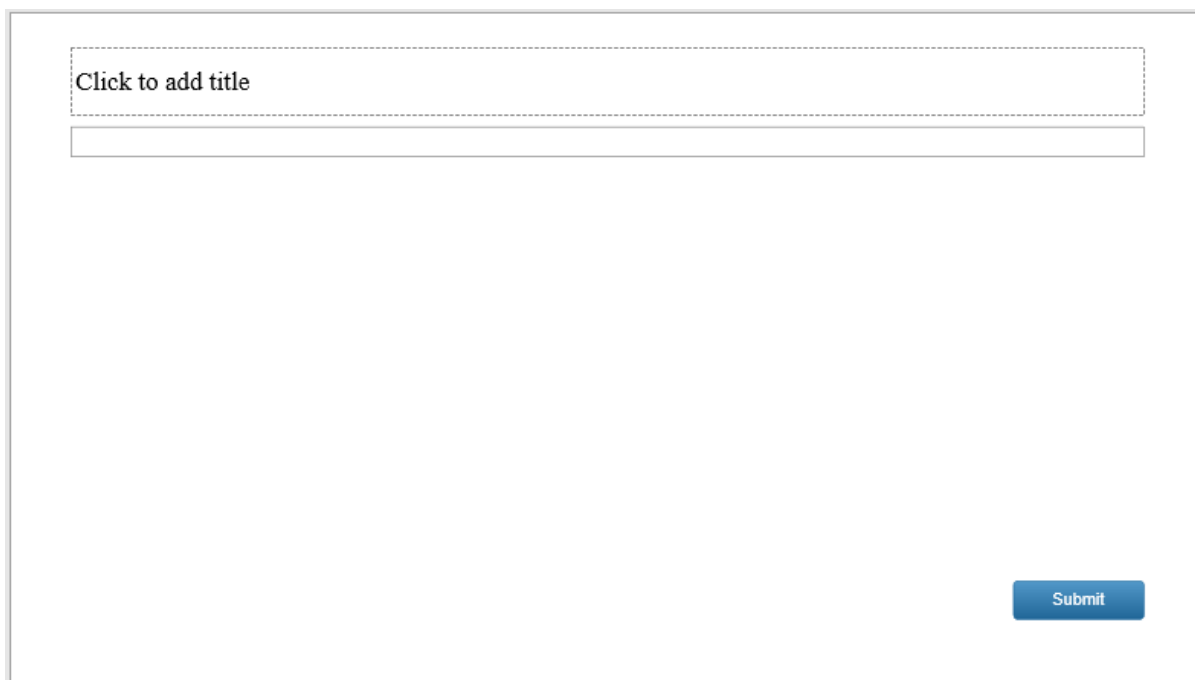
Click the **Properties** pane > **Interactivity** > **Scores & Reporting** to select the question mode and set properties for it.

Click the **Properties** pane > **Interactivity** > **Events - Actions** to have more settings for question events and actions.

After creating and customizing the question, you can set it as a default question to use in the current project: Right-click the question > **Set as Default Fill in Blank Question**.

Fill in Multiple Blanks

This type of question contains some single-line text boxes that allow users to input text. It is often used in the test that requires learners to fill missing words in a paragraph.

To insert a fill in multiple blanks question, click the **Interactions** tab > **Fill in Multiple Blanks** . Alternatively, click the **Home** tab > **Interactions** > **Fill in Multiple Blanks** . The question will appear on the Canvas as follows:

You can change the question layout: Select answers > **Size & Properties** tab > **Group Layout**.

Each question can have more than one answer. Each answer contains a label and a text box. You can add more answers to the question by selecting answers and clicking the green button:

To delete an answer, select it and press the **DELETE** key on your keyboard. If you want to delete multiple answers, hold down **CTRL** while clicking them, then press **DELETE**.

Click the answer text box, and open the **General** section of the **Properties** pane to set the **correct answer list** for it.

Unlike a fill in blank question, a fill in multiple blanks question has more than one text box, you have to set the correct answer list for each of the text boxes separately.

Click the **Properties** pane > **Interactivity** > **Scores & Reporting** to select the question mode and set properties for it.

Click the **Properties** pane > **Interactivity** > **Events - Actions** to have more settings for question events and actions.

After creating and customizing the question, you can set it as a default question to use in the current project: Right-click the question > **Set as Default Fill in Multiple Blanks Question**.

Sequence

A sequence question contains at least two answers that require learners to arrange in the right order.

To insert a sequence question, click the **Interactions** tab > **Sequence** . Alternatively, click the **Home** tab > **Interactions** > **Sequence** . The question will appear on the Canvas as follows:
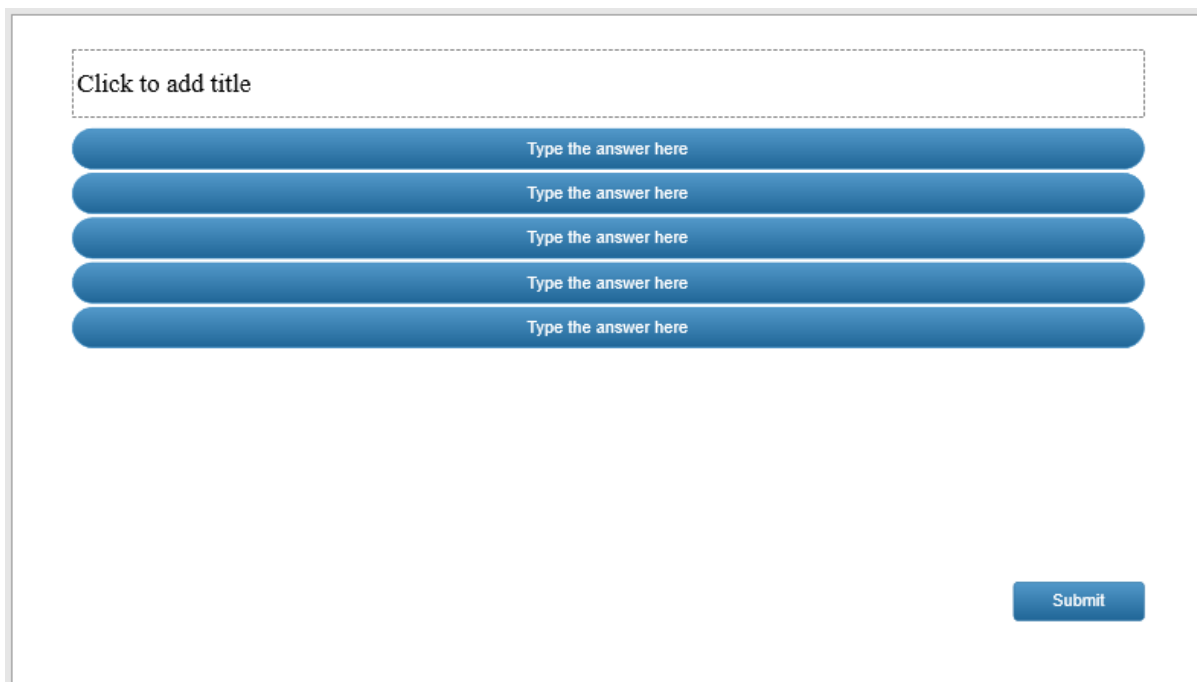
You can add more answers to the question by selecting the answer section of the question and clicking the green button:
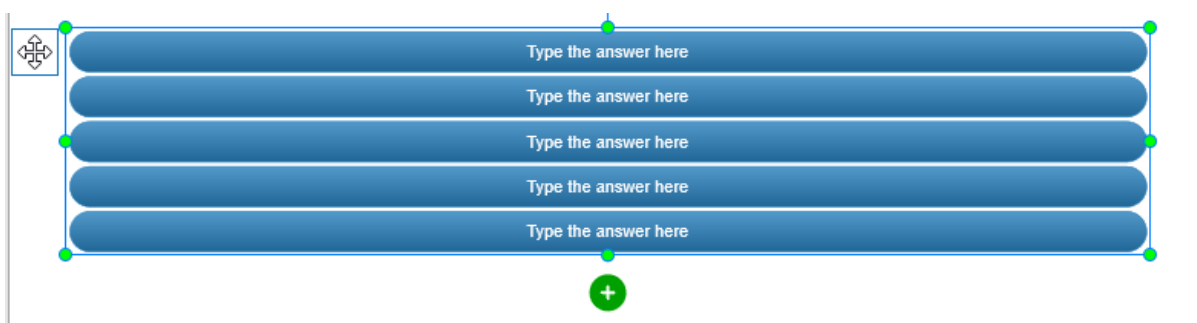
Initially, each answer is a **shapes** with text inside. Click the shape and replace the text. All the normal shape's properties apply to this type of shapes, which means you can customize them just like customizing a normal shape.

The order of answers you set is the correct answer for the question. To change that order, click and drag shapes to desired positions. However, before dragging, make sure that the None mode is selected in the **Group Layout** section. Otherwise, you cannot change the shape position.

To delete an answer, select it and press the **DELETE** key on your keyboard. If you want to delete multiple of them, hold down **CTRL** while clicking them, then press **DELETE**.

After creating and customizing the question, you can set it as a default question to use in the current project: Right-click the question > **Set as Default Sequence Question**.

Drag-n-Drop

Before creating a drag-n-drop question, you should take a look at **drop area** to understand what drag sources and drop targets are. You can also have some basic concepts about drag and drop to make the most out of a drag-n-drop question.

A drag-n-drop question is a type of question that includes multiple drag sources and drop targets that require learners to match correctly.

To insert a drag-n-drop question, click the **Interactions** tab > **Drag-n-Drop** . Alternatively, click the **Home** tab > **Interactions** > **Drag-n-Drop** . The question will appear on the Canvas as follows:
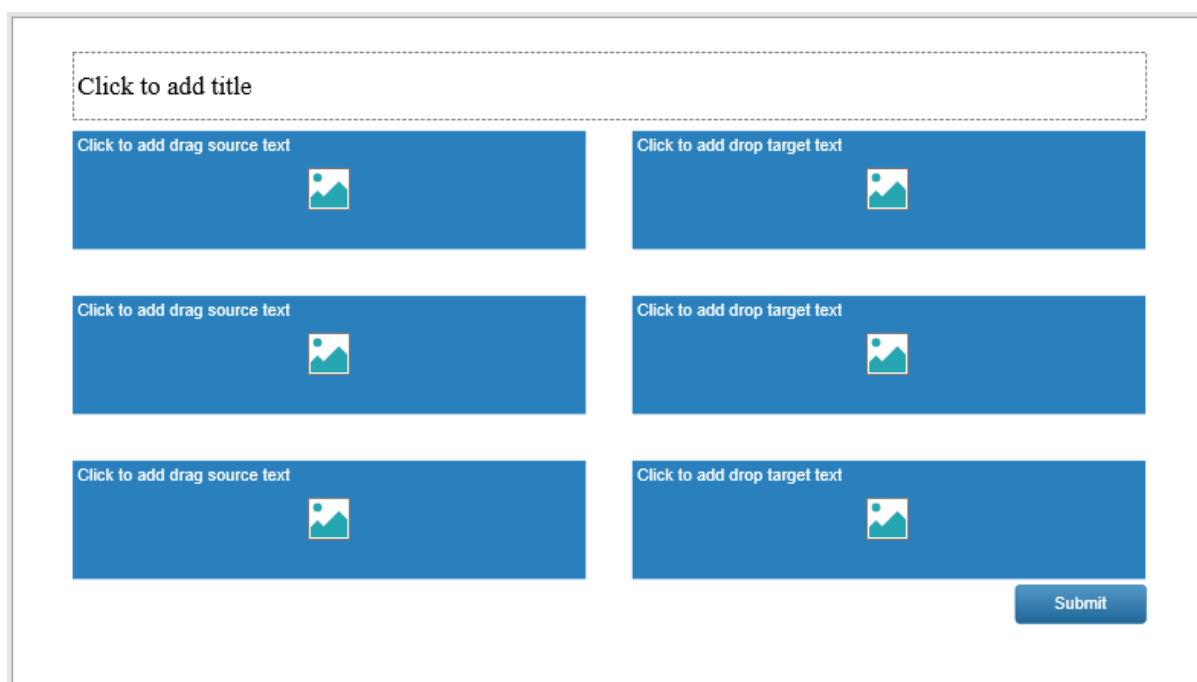
Each drag source and drop target is a shape with a clickable **Image** button inside. You can click this button to quickly add images, or you can type text in the shape. All the normal shape's properties apply to this type of shapes, which means you can customize them just like customizing any normal shape.

To insert more drag sources and drop targets, select the drag sources and drop targets, and click the green button that appears:
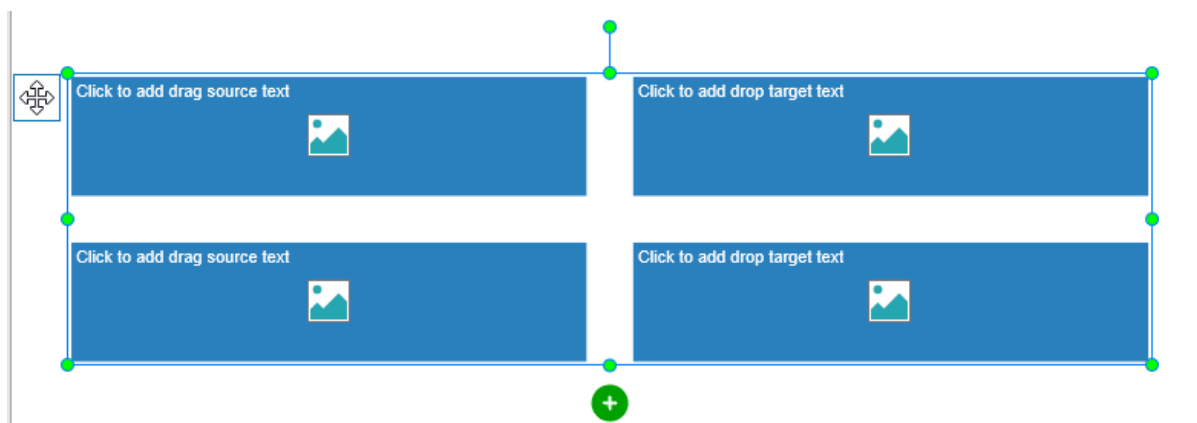
By default, a question has two columns, one for drag sources, and the other for drop targets. But you can change its layout if needed: Select drag sources and drop targets > **Size & Properties** tab > **Group Layout**.

To set correct drag source and drop target pairs for an answer, you have to match them by selecting the drag source, and dragging the marker that appears in the center of it to the desired drop target.

You can change the drag source and drop target position by clicking and dragging them to the desired position. However, before doing that, make sure the None mode is selected in the **Group Layout** section of the **Size & Properties** tab. Otherwise, you cannot change the shape position.

To delete a drag source or drop target, select it and press the **DELETE** key on your keyboard. If you want to delete multiple of them, hold down **CTRL** while clicking them, then press **DELETE**.

After creating and customizing the question, you can set it as a default question to use in the current project: Right-click the question > **Set as Default Drag-n-Drop Question**.

Note: A drop target in a drag-n-drop question should accept one drag source. In cases that you want to create a quiz containing a drop target that accepts multiple drag sources, you should use the **drop area** object.

Rating Scale (Likert)

This type of question contains one or more answers used for taking a survey from users, not for an assessment.

To insert a rating scale question, click the **Interactions** tab > **Rating Scale (Likert)** ⭐. Alternatively, click the **Home** tab > **Interactions** 🖼 > **Rating Scale (Likert)** ⭐. The question will appear on the Canvas as follows:

You can add more columns to the question or delete them, which means adding or deleting radio buttons in each answer: Select answers > **Size & Properties** tab > **Group Layout** > change the value in the **Number of Column** spin box.

Each answer has a label and multiple radio buttons. You can add more answers to the question by selecting answers and clicking the green button:

To delete an answer, select it and press the **DELETE** key on your keyboard. If you want to delete multiple answers, hold down **CTRL** while clicking them, then press **DELETE**.

Since this type of question is used to take a survey from users, it only has the survey mode. It doesn't have the graded mode.

Click the **Properties** pane > **Interactivity** > **Events - Actions** to have more settings for question events and actions.

After creating and customizing the question, you can set it as a default question to use in the current project: Right-click the question > **Set as Default Likert Question**.

Randomizing Questions

While designing quizzes, you often want to create different versions of the same quiz to avoid quiz predictability. ActivePresenter lets you do that using slide pools and random slides.

A slide pool contains a group of slides that don't appear directly in the output. You have to draw slides in a slide pool into the main slides list using random slides. In other words, random slides display slides that are randomly selected from a linked slide pool. You can choose to display and randomize all the slides in a pool or just a subset.

If you want to reuse slides in a pool, just import that pool into a different project.

Creating Slide Pools

Use the **Slide Pools** pane to create and manage slide pools. To open this pane, click the **View** tab > **Slide Pools**. By default, ActivePresenter provides the Pool 1 pool without any slide. You can add slides to this pool or create new pools as you wish.
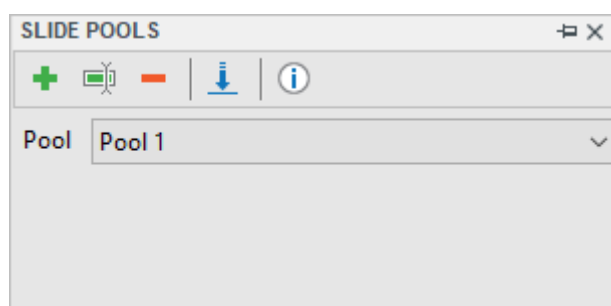
To create a new slide pool, in the **Slide Pools** pane, do the following:

1. Click **Add New Pool** ➕.

2. In the dialog that appears, enter a name for the new pool. Then, click **OK** to apply.
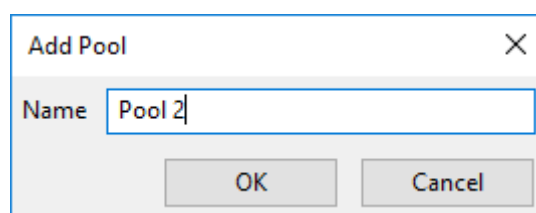
To manage slide pools, you can:

- **Rename Pool** 🔲: Rename the current pool.

- **Remove Pool** ➖: Remove the current pool and all the slides it contains.

- **View Information** ⓘ: View the number of slides in the current pool and the number of random slides linked to it.

Adding Slides to Slide Pools

There are two ways to add slides to a slide pool. First, create new slides in the **Slide Pools** pane. Second, move slides from the main slides list to the pane. In addition, you can move slides from a pool to another if you wish.

Adding New Slides in Slide Pools

To add a new slide to a pool, just right-click the **Slide Pools** pane > **New Slide**. In fact, this is similar to **creating new slides** in your project.

Moving Slides from Main Slides List to a Pool

You can move slides from the main slides list to a pool. To do that, in the **Slides** pane, right-click one or more slides > **Move Slide To** > select a pool. As the slides are moved to the pool, they no longer appear in the **Slides** pane.

Moving Slides from a Pool to Another

In the **Slide Pools** pane, select a pool. Then, right-click one or more slides > **Move Slide To** > select another pool. You can also copy slides between pools.

Removing Slides from Slide Pools to Main Slides List

In the **Slide Pools** pane, select a pool. Then, right-click one or more slides > **Move Slide To** > **Slides**. You can also copy slides from a pool and paste them in the **Slides** pane.

Importing Slide Pools

You can reuse slide pools across projects. Do the following:

1. Click the **Slide Pools** pane > **Import Pool** ⬇.

2. Select a project file (*.approj) that contains the slide pools you want to reuse. The following window appears having two panes. The **Pools** pane shows pools in the selected project. The **Slides** pane shows all the slides in each pool. To change the view mode, click the **Small** or **Large** button.
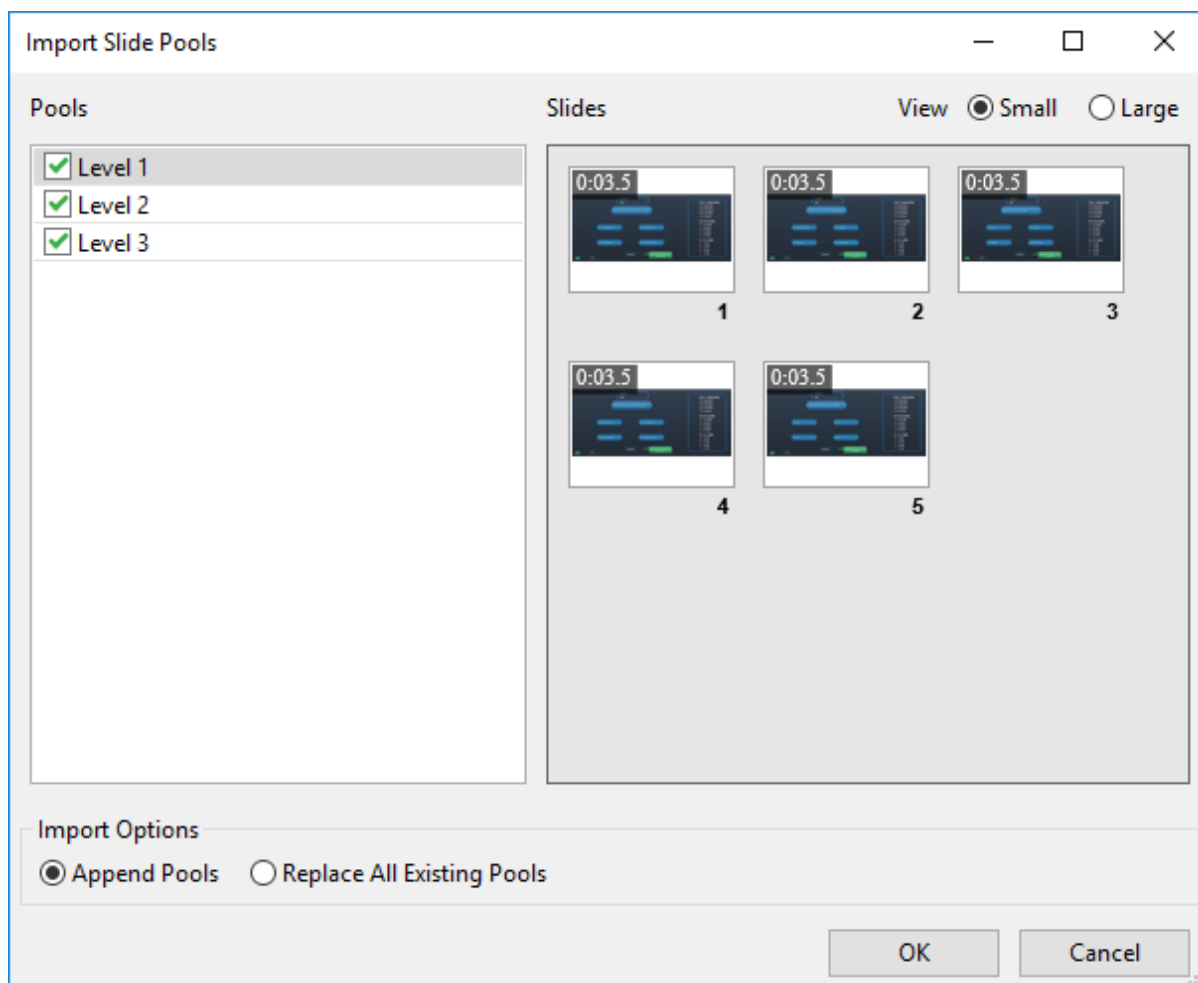
3. Select a pool to import.

4. Select an import option:

   o **Append Pools**: Import a pool as a new pool and keep all previously created pools in the current project.

   o **Replace All Existing Pools**: Import a pool as a new pool and replace all previously created pools in the current project.

5. Click **OK** to apply changes.

Using Random Slides to Draw from Slide Pools

You can draw slides from a pool into the **Slides** pane using random slides. Random slides display slides that are randomly selected from a pool to which they are linked. For example, a random slide is linked to a pool containing five slides. At run time, the random slide randomly displays one of the five slides in the pool, thus creating different versions of the same quiz.

Compared with normal slides, random slides have some differences:

- In the HTML5 output, random slides will be replaced by the slides in the pool to which they are linked.

- You neither insert anything into random slides nor insert random slides into **slide masters**.

Inserting Random Slides

To insert a random slide, click the **Slide** tab > **Random Slide** ◇. This insert a random slide below the current slide. As can be seen, the random slide has gray background and is labeled "Random Slide". It is linked to the first pool in your project, by default.


If you no longer need a random slide, just remove it. Click it and press **DELETE** or right-click it > **Delete**.

Drawing Slides from Slide Pools

Slide pool contains a group of slides that don't appear directly in the output. You have to draw slides in a slide pool into the **Slides** pane using random slides. You can choose to display and randomize all the slides in a pool or just a subset. For example, a pool has five slides. You can use five random slides to display all the five slides randomly. Otherwise, you can use, for example, three random slides to display just three slides randomly.

To draw slides from a slide pool, do the following:

1. In the **Slides** pane, select one or more random slides.

2. Click the **Properties** pane > **Linked Pool** > select the desired pool.
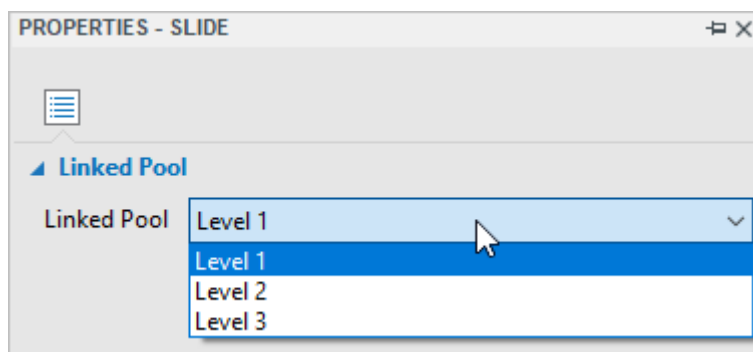
When randomizing questions, it's better to ensure each learner get a quiz that is equally difficult. To do that, set the difficulty level for each question. Then, sort questions based on their degree of difficulty into separate pools. That way, you can have individual pools for each difficulty level with a certain number of questions, such as 10 difficult questions, 10 moderate ones, and 10 easy ones.

Inserting Report Slides

At the end of a course or presentation, you can insert a report slide to summarize user performance. The report slide allows you to track and review all graded questions in a course.

To add a report slide, click the **Slide** tab > **Report Slide** 📊. This inserts a report slide that, by default, has several parameters and the **Review Course** button.

Click to add title

Presentation:	%apProjectName%
Description:	%apDescription%
Date:	%apProjectLocaleDate%
Total Time:	%apElapsedTime%
Taken Slides:	%apTakenSlides%
Taken Interactions:	%apQuizTakenInteractions%
Correct:	%apQuizCorrectInteractions%
Score:	%apQuizScore%
Percentage:	%apQuizScorePercentage%
Result:	%apQuizPassed%

%apDetailedResult%

Review Course

You can show or hide the default parameters using the **Properties** pane > **Interactivity** > **Report Display**. You can also add custom parameters using **text captions** and **variable references**.

The **Review Course** button lets you review a quiz in the review mode. For more details, see **Reviewing Courses**.

Note:

- There is another way to add a report slide. In the **Home** tab or the **Slide** tab, click the arrow on the **New Slide** button > **Report Slide**. This inserts a new slide having a report placeholder. Just click the icon in the placeholder to add a report.

- To modify the look of the report slide, open the slide master view and modify the report slide layout. For more details, see **Using Slide Masters**.

Reviewing Courses

At the end of a course or presentation, you can add a **report slide** to summarize the performance of users. Besides displaying some reporting-related information, the report slide lets users review the entire course using the **Review Course** button. By click this button, users enter the review mode where they can see correct and incorrect answers, correct values, and the overall result of each interaction and slide.
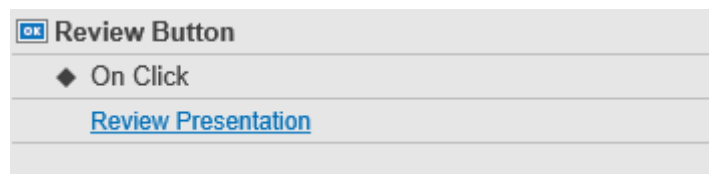

Here's how ActivePresenter creates and handles the review mode. At the beginning of a slide, ActivePresenter checks if a course is in the review mode using the read-only apReviewMode variable. If the course is in the review mode (the variable value is equal to true), ActivePresenter will show all correct/incorrect response for graded interactions on the review feedback layer.
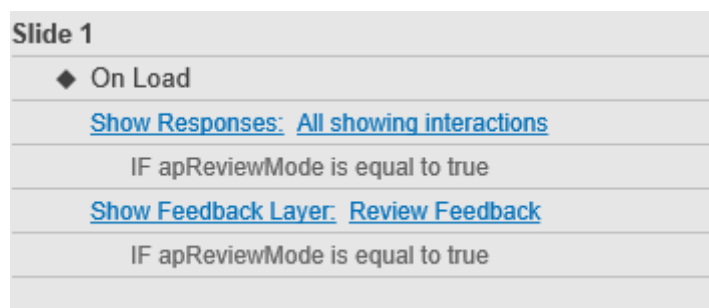

You can:

- Change the parameters of the Show Responses action. By default, all graded interactions are shown.
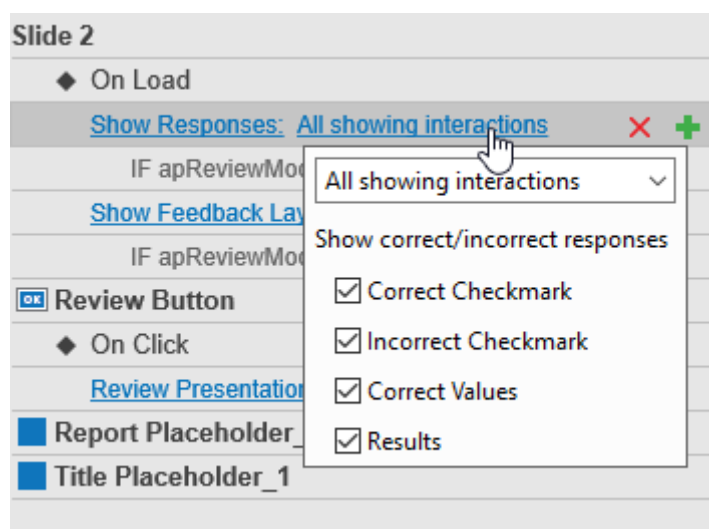
  o **Interaction Object**: Determine which object will show responses.

- o **Correct/Incorrect Check Mark**: Show correct/incorrect check marks next to correct/incorrect answers.

- o **Correct Values**: Show correct values next to interaction objects. Available for mouse clicks, key strokes, text boxes, fill in blank, fill in multiple blanks, and essay questions.

- o **Results**: Show the overall result of the graded interaction at the bottom of a slide. If the slide has more than one graded interaction, all the results will overlap, so only the result of the last graded interaction can be seen. However, you can determine which result to be displayed as you wish. In common cases, there is only one graded interaction in a slide, so its result is treated as the overall result of the slide.

- Change the feedback layer to be displayed. By default, ActivePresenter displays the review feedback layer. You can change this layer to any other feedback layer. Click the **Feedback** combo box and select the layer you want.
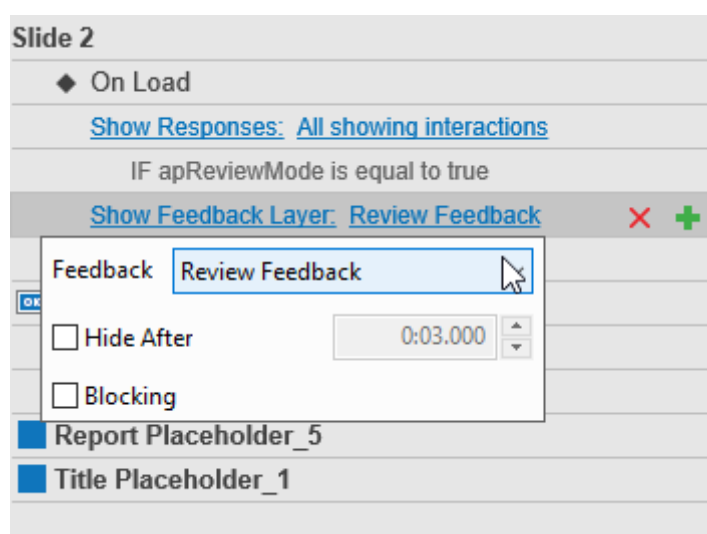
- o **Hide After**: Hide the feedback layer after a period of time.

- o **Blocking**: Block the main timeline until the feedback layer is hidden.

- Open the feedback master view to modify the displayed feedback layer. For details, see **Using Feedback Master**.

Adding Interactivity

Adding Events - Actions

Events - Actions allows you to define actions for a given event of the object and slide of the project.

To open this section, select the question/interaction object/slide > **Interactions** tab > **Event** ⚡.

Alternatively, you can select the slide containing the question or interaction object > **Properties** pane > **Interactivity** > **Events - Actions**.

The image below shows the sample Events - Actions of a slide:
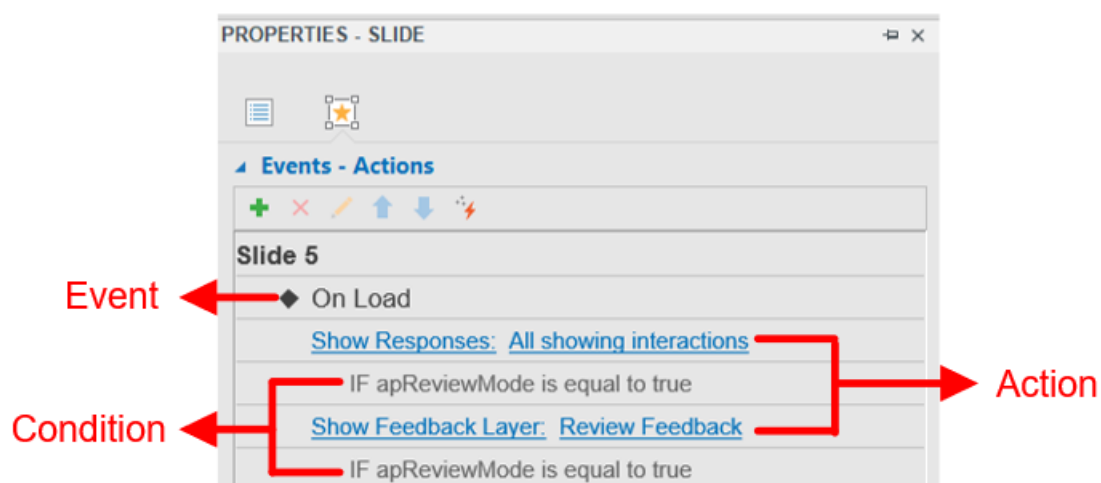
There are many types of **events** in ActivePresenter (On Correct, On Incorrect, On Accept, On Rollover, etc.). They may vary from question to question and object to object. On the other hand, there are a wide variety of **actions** that an event can have.

The next parts will explain how to add and remove them in details.

Since the structure of a given event, action, and condition does not change from object to object, the next parts will describe how to add and remove an event/action/condition for a question as a sample. You can do similarly for other types of objects.
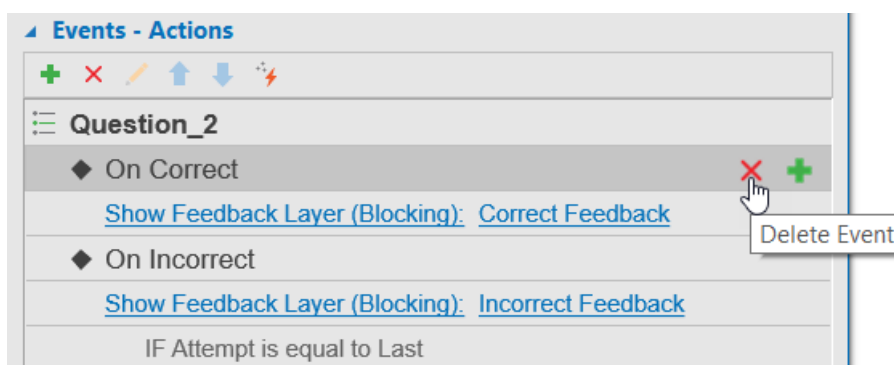
Adding and Removing Events

Each question, object, or slide can have more than one event.

To add an event to an object/slide, select it > hover the mouse over the question/object/slide title in the **Properties** pane > **Add Event** ➕ > choose an event from the pop-up list.
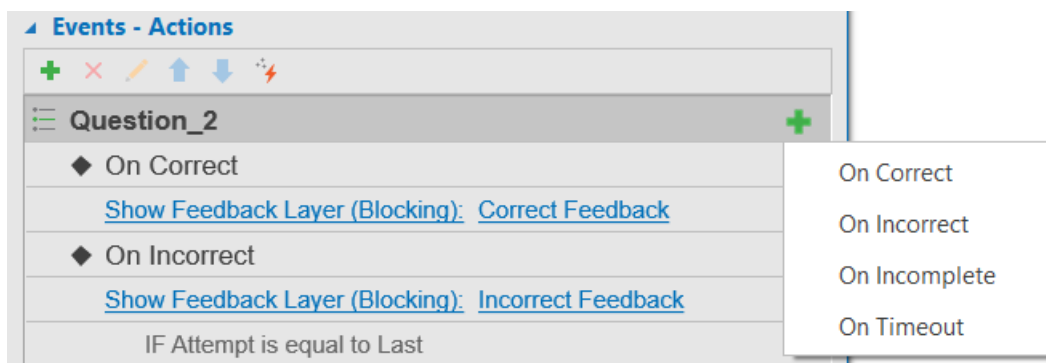
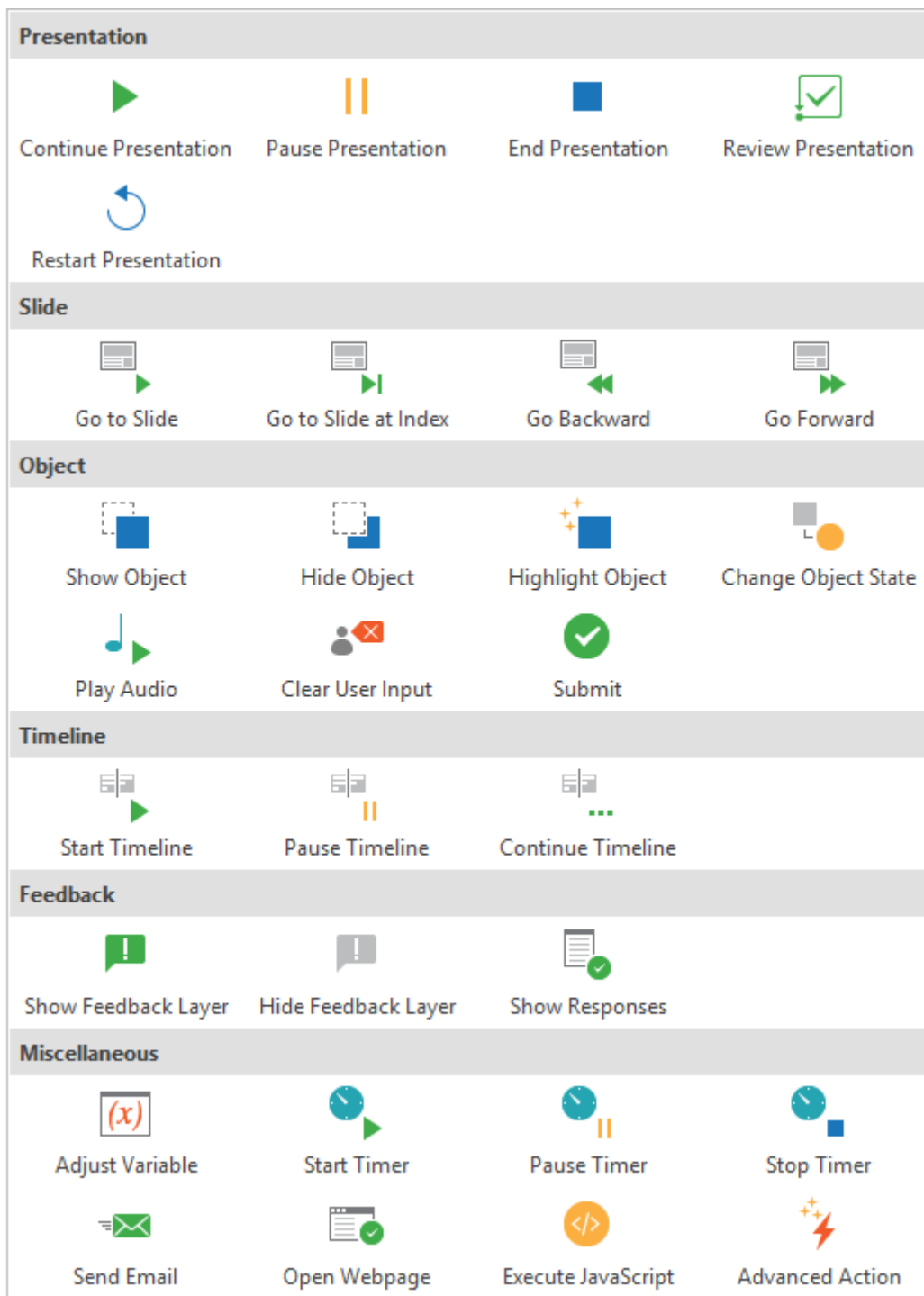Besides, to remove an event, click the event entry > **Delete Event** ✕.

Adding and Removing Actions for Events

To add actions to an event, select the event > **Add Action** ✚.

Repeat these steps to add more actions if needed. Each event can have more than one action. In that case, actions will be played in the order that you insert. To change the order of an action, select it and click the **Move Action Up** button ⬆ or **Move Action Down** button ⬇ to bring an action up or down one level respectively.
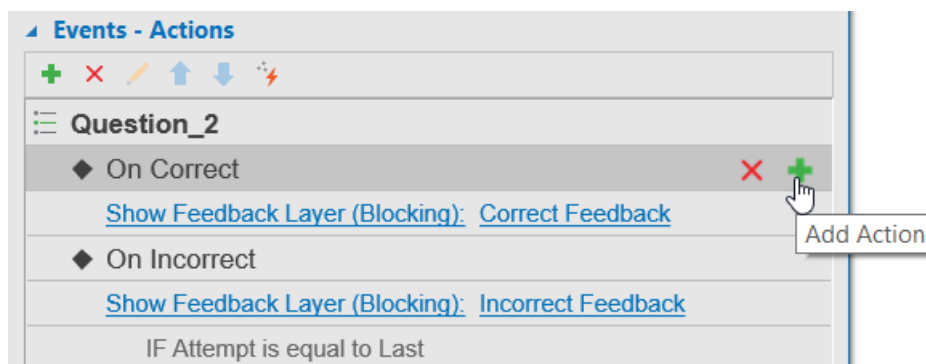

ActivePresenter will display the following action gallery:

Presentation

Continue Presentation	Pause Presentation	End Presentation	Review Presentation

Restart Presentation

Slide

Go to Slide	Go to Slide at Index	Go Backward	Go Forward

Object

Show Object	Hide Object	Highlight Object	Change Object State

Play Audio	Clear User Input	Submit

Timeline

Start Timeline	Pause Timeline	Continue Timeline

Feedback

Show Feedback Layer	Hide Feedback Layer	Show Responses

Miscellaneous

Adjust Variable	Start Timer	Pause Timer	Stop Timer

Send Email	Open Webpage	Execute JavaScript	Advanced Action

To change the action, simply click the Action entry (*e.g. Continue Presentation*) and select one action from the action gallery.

To delete an action, click/hover the mouse over the action entry, and click the **Delete Action** button ✕.
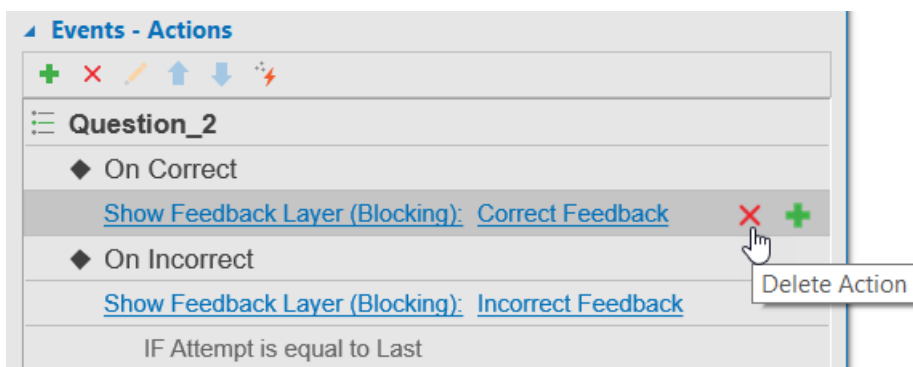
Note: With the actions that require you to select objects (Show Object, Hide Object, etc.), the object on the Canvas will gain the highlight when you hover over its name from the drop-down list in the Events - Actions section. The highlight is a red line that borders the object to let you know which object you are selecting.
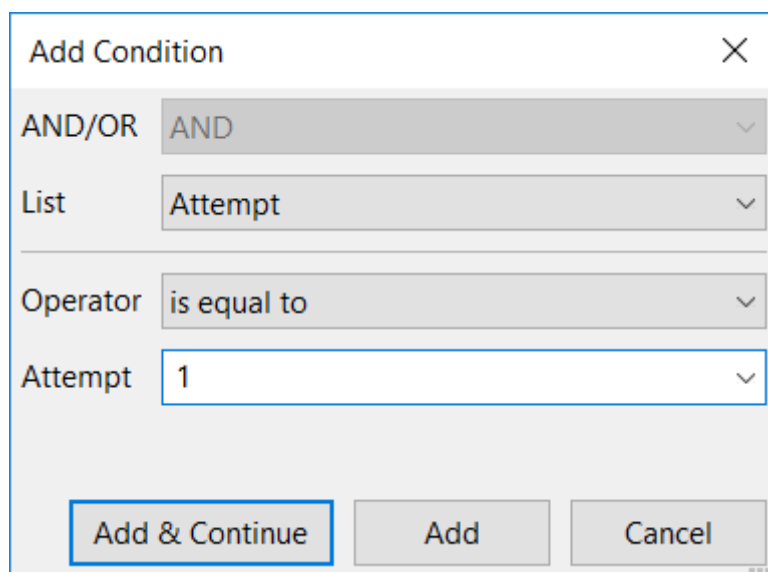
Adding and Removing Conditions for Actions

Each action can have specified conditions. This means the action can only be played if some certain contexts are met.

To add a condition to an action, select the action and click the **Add Condition** button ✚.
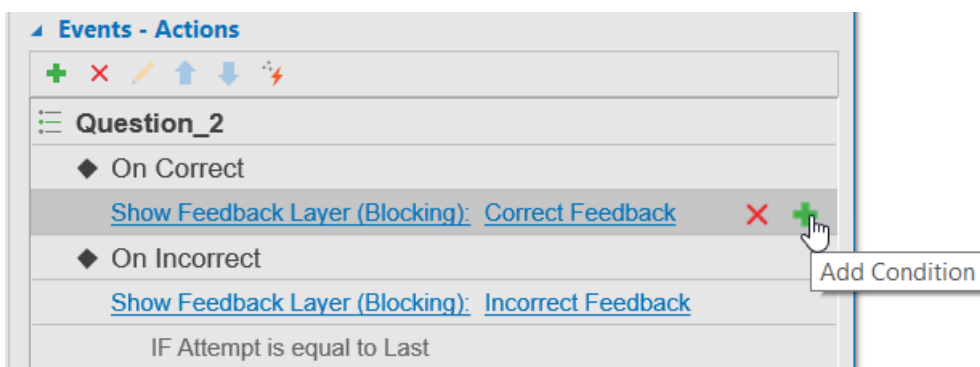

The dialog appears as follows:

After adjusting the **Add Condition** dialog, click **Add** button to complete the process. Then click **Close** to close the dialog. Click **Add & Continue** to add the condition and continue adding other ones. After that, a Condition entry will be added right below the Action entry.

Note: The content of this dialog will vary differently. It depends on which type of objects you are working with.

Parameter	Function
And/Or	Use this to combine multiple conditions in an action.
And	Execute the action if all conditions are true.
Or	Execute the action if there is at least one condition is true.
List	The type of object to be compared in a condition.
Variables	Compare a variable with a value or other variable.
Shapes	Compare the current state of a shape to a specified state of the shape.
Attempt	Compare the number of actions that users have tried.
Mouse	Compare the value of a mouse click event to a value. This is only available in the On Click event.
Key	Compare the value of key stroke event to a value. This is only available in the On Key Press event.
If	Specify the variable, shape to be compared.
Operator	The logical operator which is used to compare.
State	The state of the shape which the current state of the shape is compared with.
Type	Select to compare a variable with a variable or a value.
Value	Set the value to compare the variable with.

To edit the condition that you've added, select the condition entry and click the **Edit Condition** button . This opens the **Edit Condition** dialog which has the same structure and content to the **Add Condition** one shown above.
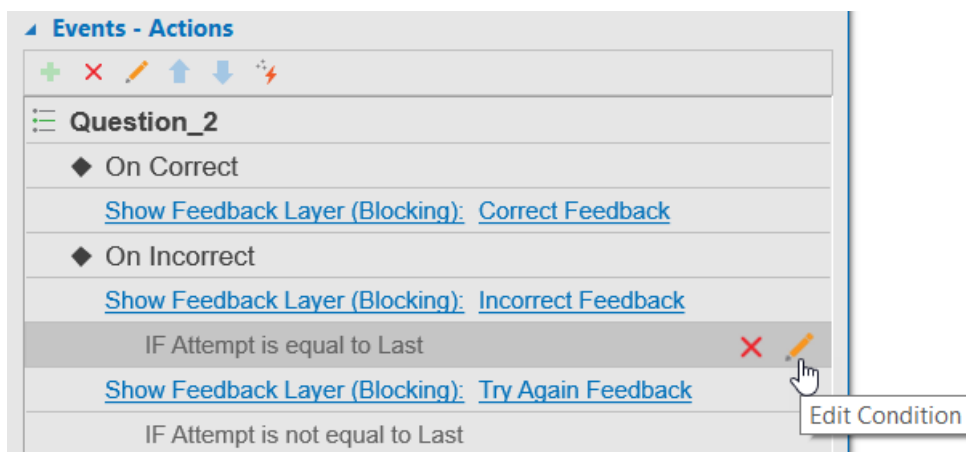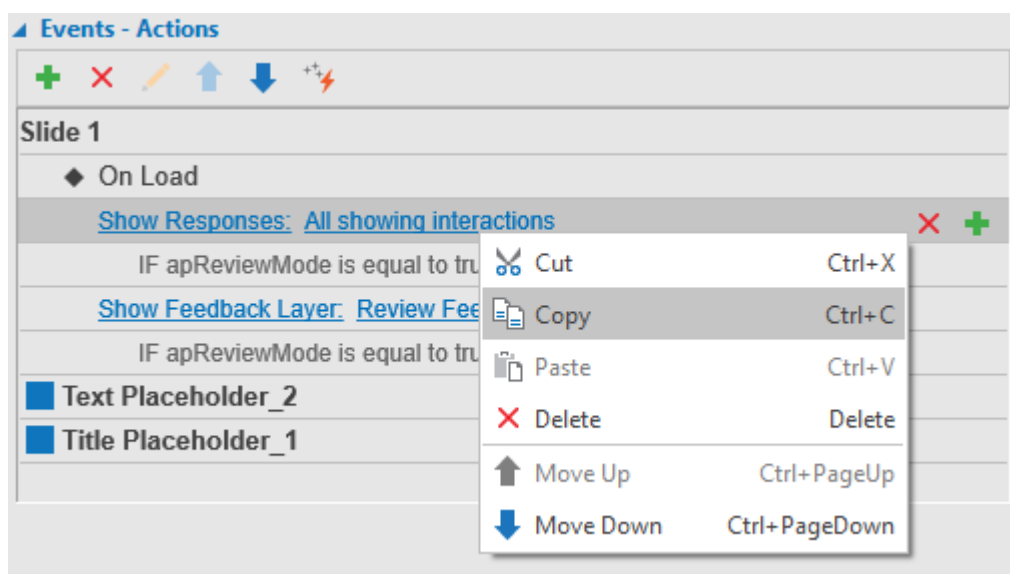
Besides, to delete a condition, select the condition entry and click the **Delete Condition** button
✕ .
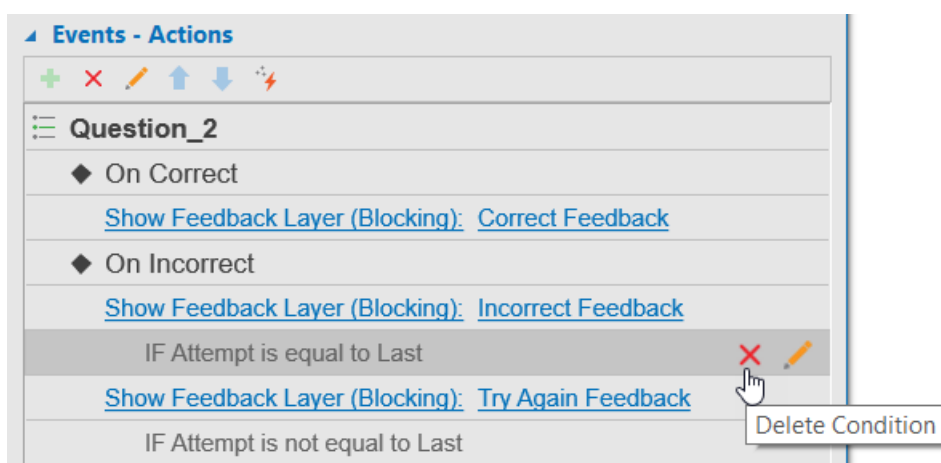
Copying Events, Actions and Conditions

ActivePresenter allows you to copy events, actions, and conditions easily. To do that, right-click the event/action/condition entry > **Copy** 🗎 . Then, right-click the destination object/event/action > **Paste** 🗎.

Events - Actions References

Event actions can be attached to both annotation and interaction objects. You can specify the events (for example, "*when the mouse rolls over this shape*"), and what actions should be taken in response to those events (for example, "*display the hint message*").

In older versions of ActivePresenter, interactions are managed in the Event Editor dialog. From version 7, this dialog no longer exists. Instead, you can set up and manage interactions in the **Properties** pane > **Interactivity** > **Events - Actions**.

Events

Events are used to trigger actions - in other words, when an event is detected, one or more actions are provided as a response.

Events available for objects and slides are explained as follows:

Event	Description
On Click	Occur when users click an object. Available for mouse clicks, buttons, drag sources, drop targets (not including drop areas), animated timers, shapes (including all message types), images, and videos.
On Key Press	Occur when users press a key or a combination of keys. Available for key strokes only. All keys except **WINDOWS** key are supported. You can define actions for each key stroke value using **conditional actions**. Note that there are different keyboards for different languages.
On Text Enter	Occur when users enter a text string. Available for text boxes only. You can define actions for each entered text value using **conditional actions**.
On Check	Occur when users mark a check box or radio button. Available for check boxes and radio buttons only.
On Drag Start	Occur when a drag source is dragged from its location. Available for drop sources only.
On Drag End	Occur when users release the mouse button (end the dragging) while dragging a drag source. Available for drop sources only.
On Drag Enter	Occur when a drag source enters a drop area or drop target. Available for drop areas and drop targets only.
On Drag Leave	Occur when a drag source leaves a drop area or drop target. Available for drop areas and drop targets only.
On Accept	Occur when any accepted drag source is dropped on a drop area or drop target. Available for drop areas and drop targets only.
On Reject	Occur when any rejected drag source is dropped on a drop area or drop target. Available for drop areas and drop targets only.

On Timer Complete	Occur when a timer is completed or timed out. Available for timers only.
On Correct	Occur when users give a correct response. Available for all graded interactions.
On Incorrect	Occur when users give an incorrect response. Available for all graded interactions.
On Complete	Occur when users answer a question or fill in a text box. Available only when the mode of the question or text box is survey.
On Incomplete	Occur when an answer is incomplete, for example: • Users leave a field blank in a text box object or in a question containing a text box (fill in blank, fill in multiple blanks, and essay). • Users leave *all* check boxes or radio buttons unchecked in case of true/false, multiple choice, and multiple response. • Users leave *all* drop targets empty (contain no drag source) in drag-n-drop question.
On Timeout	Occur when users don't respond within a specified time. Available for all graded interactions.
On Rollover	Occur when the mouse rolls over the shape of an object (enters the boundary of a shape). Available for mouse clicks, key strokes, text boxes, buttons, check boxes, radio buttons, drag sources, drop areas, drop targets, animated timers, shapes (including all message types), and images.
On Rollout	Occur when the mouse rolls out of the shape of an object (exits the boundary of a shape). Available for mouse clicks, key strokes, text boxes, buttons, check boxes, radio buttons, drag sources, drop areas, drop targets, animated timers, shapes (including all message types), and images.
On Swipe Left/Right/Up/Down	Occur when users swipe across an object to the left/right/top/bottom on the touch screen. Available for buttons, drop targets (not including drop areas), animated timers, shapes (including all message types), and images.
On Load	Occur when a slide starts showing. Available for slides only.
On Unload	Occur right before a slide completes. Available for slides only.

Actions

Actions are always paired with events, that is, they occur in response to events. For example, when you click a link in a slide, a new browser tab or window opens.

All actions are listed as follows:

Action	Description
Presentation	

Continue Presentation	Depending on the current state of the presentation:
	
	• If the presentation is playing, this action doesn't change anything.
	
	• If the presentation has been paused, this action will continue playing the presentation from the time it stops.
	
	You can pause a presentation in two ways:
	
	• Click the **Properties** pane > **Interactivity** > **General** > **Pause presentation to wait for user input** for any interaction object. When the object is played, the presentation will pause. You can choose between pausing the presentation just before hiding the object or pausing it after showing the object for a specific amount of time.
	
	☑ Pause presentation to wait for user input
	  ☑ Just before hiding object
	  After showing object 0:00.000
	
	• Execute the Pause Presentation action (see below).

Pause Presentation	Half the presentation's mainstream, thus making all the objects stop playing against the time. Users can still interact with interaction objects. The presentation is paused indefinitely until one of the following actions is executed: Continue Presentation, End Presentation, Go to Slide, Go to Slide at Index, Go Backward or Go Forward.
End Presentation	Exit the presentation.
Review Presentation	Enter the **review mode** where users can see correct and incorrect answers, correct values, and the overall result of each interaction and slide.
Restart Presentation	Reset the presentation to the original state and start from the beginning.
Slide	
Go to Slide	Go to a specific slide. The link is made to a specific slide, so if you move that slide to a new position, the link will follow it and jump to the new position. If the target slide is deleted, the link gets dissolved automatically.
Go to Slide at Index	Go to a slide at a specific index. When you add, remove, or reorder slides, the order of slides may change. Regardless of that, this action will jump to the nth slide in the order.

Go Forward	Go backward by a specified number of slides. The target is *not* a specific slide, instead the jump will land on *any* slide that is presently *n* slides away from the current slide.
Go Backward	Go forward by a specified number of slides. The target is *not* a specific slide, instead the jump will land on *any* slide that is presently *n* slides away from the current slide.
Object	
Show Object	Show an **initially hidden** shape, image, audio, or video object. Objects can be shown with animation and hidden automatically with animation after an amount of time. If you want to allow users to manually hide the object, execute the Hide Object action.
	Subsequent actions can be blocked until this action is completed. Otherwise, subsequent actions are executed right after the object is displayed.
Hide Object	Hide any object which is displayed by the Show Object action before it disappears automatically. Objects can be hidden with exit effects.
Highlight Object	Highlight an object using an emphasis effect.
Change Object State	Change the display state of a multi-state object.
Play Audio	Play an audio resource or built-in sound in your project. This action should be used to play short audio. For long audio tracks, you're recommended to insert them into slides, make them **initially hidden**, and execute the Show Object action. After that, use the Hide After option in the Show Object action to stop the audio automatically or execute the Hide Object action to let users stop the audio manually.
	In fact, the Play Audio action is similar to the Show Object non-blocking action with audio objects, except it doesn't require that an audio object is inserted into a slide.
Clear User Input	Clear whatever users entered in a specific interaction object, for example:
	• Clear text in all text fields for text boxes and questions that contain text boxes.
	• Uncheck check boxes or radio buttons for questions.
	• Send dropped drag sources to their original positions.
Submit	Send whatever users entered in a specific interaction object to the presentation to evaluate.
Timeline	
Start Timeline	Start the playback of the target timeline.

Pause Timeline	Pause the playback of the target timeline.
Continue Timeline	Resume the playback of the target timeline.
Feedback	
Show Feedback Layer	Show a feedback layer. You can choose to hide the feedback layer after an amount of time.
Hide Feedback Layer	Hide a feedback layer.
Show Responses	Show **responses** for all graded interactions. You can determine which object will show responses as well as which types of responses to be shown.
Miscellaneous	
Adjust Variable	Change the value of a **variable**. You can assign a value (or another variable value) to the target variable, toggle the value of true/false variables, and do basic math with number variables.
Start Timer	Make the **timer** start counting, do nothing if it is running. If the timer has finished, the action restarts it.
Pause Timer	Pause the **timer** but keep the current value, do nothing if it is paused.
Stop Timer	Stop the **timer** and reset its value.
Send Email	Launch the default email client program installed on user PC, and load the previously configured contents in the mail (including recipient address and subject line). Note that the email is *not* sent silently or automatically, instead users must manually press the send button. Users can also modify the email contents before sending.
Open Webpage	Open a specified URL. Choose to open it in the current, new, parent, topmost, or named window.
Execute JavaScript	Execute a specified JavaScript. Write the script in the window that appears.
Advanced Actions	Execute an **advanced action**.

Setting Up Interactions

The following chart shows the events for each object type.

Objects	Events

	On Click	On Key Press	On Text Enter	On Check	On Drag Start	On Drag End	On Drag Enter	On Drag Leave	On Accept	On Reject	On Timer Complete	On Correct	On Incorrect	On Complete	On Incomplete	On Timeout	On Rollover/Rollout	On Swipe
Shape	✓																✓	✓
Image	✓																✓	✓
Video	✓																	
Mouse Click	✓											✓	✓			✓	✓	
Key Stroke		✓										✓	✓			✓	✓	
Text Box			✓									✓	✓		✓	✓	✓	
Drag Source	✓				✓	✓											✓	
Drop Area							✓	✓	✓	✓		✓	✓			✓	✓	
Drop Target	✓						✓	✓	✓	✓						✓	✓	✓
Button	✓															✓	✓	✓
Check Box				✓												✓	✓	
Radio Button				✓												✓	✓	
Animated Timer	✓										✓						✓	✓
Question - True/False												✓	✓		✓	✓		
Question - Multiple Choice												✓	✓		✓	✓		
Question - Multiple Response												✓	✓		✓	✓		
Question - Essay														✓	✓	✓	✓	
Question - Fill in Blank			✓									✓	✓		✓	✓	✓	

Question - Fill in Multiple Blanks									✓	✓		✓	✓	
Question - Sequence									✓	✓			✓	
Question - Drag-n-Drop									✓	✓		✓	✓	
Question - Rating Scale (Likert)										✓	✓	✓		

Adding Advanced Actions

The Advanced Actions feature allows you to define complex actions and reuse them easily. An advanced action can contain normal actions and parameters, which is divided into three components: action name, parameters, and a list of actions. The action list can include both types of actions that use and don't use the parameters of the advanced action. You can reuse the advanced actions in many places by changing or adjusting its parameters.

To create and use advanced actions, click the **Properties** pane > **Interactivity** > **Events - Actions** > **Advanced Actions** ⚡. Alternatively, click the **Interactions** tab > **Advanced Actions** ⚡.

Then, the **Advanced Actions** dialog appears, allowing you to view and edit the parameters and actions.

Note: You can click the button 🔵 to see which slides the advanced actions are currently used.

Take the following steps to create the advanced actions:

Creating New Advanced Actions

In the **Action Name** section, click the ➕ button to create a new action.

To rename an advanced action, select it from the Action Name list and click **Rename Action** 🖹. Besides, to delete an action, select it and click **Delete Action** ✖. To duplicate an action, select it and click **Duplicate Action** 🖹.

Creating Parameters

The parameters you create here will be used as the references for the actions in the next part.

To create new parameters, in the **Parameters** section, click **Add** button ➕. Then, enter the parameter name in the **Name** box and select the corresponding type from the **Type** list. For example, if you are creating a parameter for an object, the type will be Slide Object.
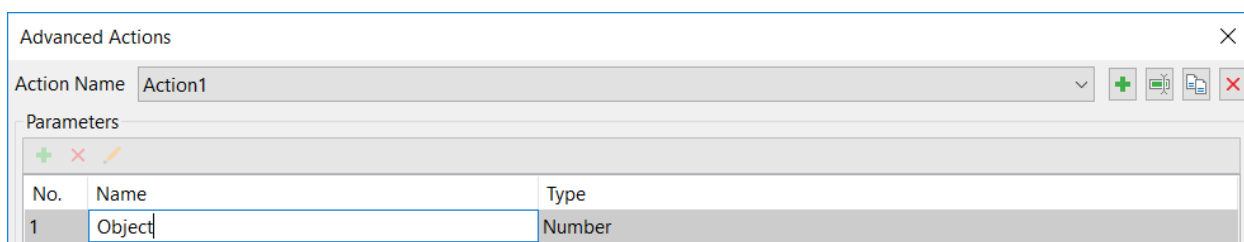
After adding a parameter, you can rename it by clicking the **Edit** button ✎. Besides, to delete a parameter, select it and click **Remove** ✕.

Adding Actions

Click **Add** ✚ to select an action from the gallery. This gallery is the same to the one you have when you add actions to events.

Then, you can hover the mouse over the newly added action entry and click *Click to edit* to edit the action.

Then, the following dialog will appear:
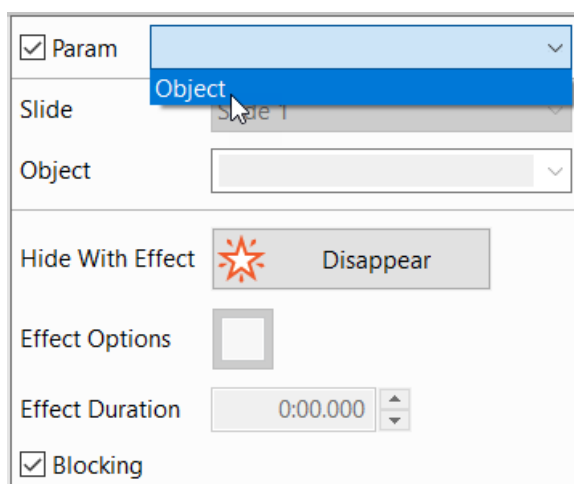
First, click the **Param** box to enable selecting parameters from the list that you created before.

In case there are more than one actions added, they will happen in the order that you add. To change that order, click ⬆ and ⬇. Besides, to delete an action, select it and click **Delete** ✕.

Adding Conditions to Actions

Too add condition to advanced actions, select it and click **Add Condition** ✚. This opens the **Add Condition** dialog. This dialog is similar to the one you have when adding conditions to a normal action. However, it has the option to use parameter. Select this option and choose a corresponding parameter.
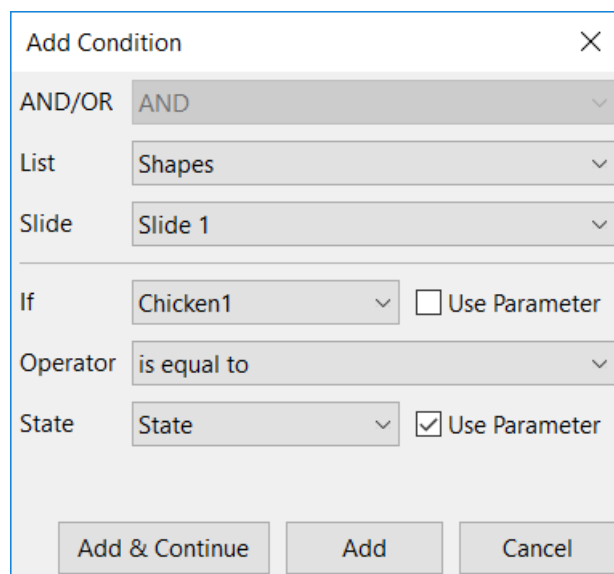
Adding Advanced Actions to Events

You can add advanced actions to events of an object the way you do with normal actions.

To do that, click the **Properties** pane > **Interactivity** > **Events - Actions** > select the event entry > **Add Action** ➕ > **Advanced Action**.

After that, on the Advanced Action entry, click *Click to edit* and select one advanced action from the list. Then, in the dialog that appears, set the value for each parameter.
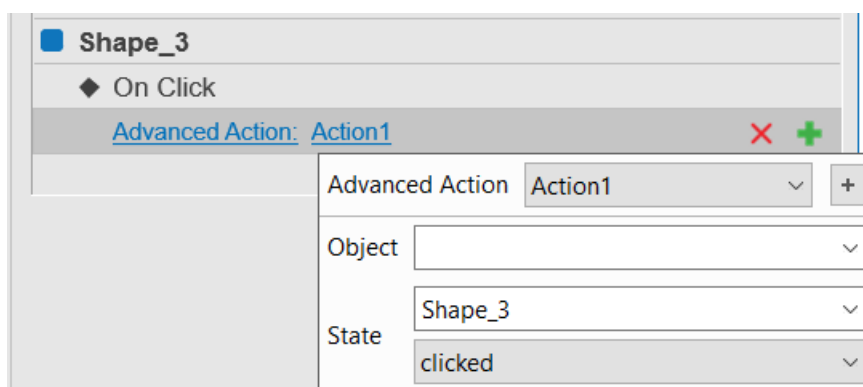
Using Variables

Variables are a great way to collect, store, and retrieve dynamic information throughout a project. They are also useful for creating conditional interactivity with **conditional actions** that only occur when certain conditions are met.

ActivePresenter provides three types of variables: true/false, text, and number. All come in two categories: system and user-defined.

- **System variables** come predefined. You cannot modify and delete them. Find system variables in the **Home** tab > **Variables** 🔳 > **System** tab.

- **User-defined variables** are project-specific variables created by users. You are free to create, modify, and delete these variables.

A variable can fall into three types:

- **True/false variables** (boolean variables) have only two possible values: true and false. This true or false nature makes these variables a great way to keep track of things that are right or wrong, on/off, clicked/not clicked, visited/not visited, and the like. True/false variables enable you to make decisions, and thus have better control over your flow. For example, you can use true/false variables for slide completion, that is, to track if learners visit a slide and interact with its contents.

- **Text variables** (string variables) hold text-based values (strings). They help store information such as names, passwords, etc. For example, you can use text variables to remember the learner name, then display it throughout the course to personalize your training.

- **Number variables** (integer variables) hold numeric values. They store numeric information such as scores, number of attempts/clicks, question counting, current slide number/index, and any other numeric values. For example, you can use number variables for some simple calculation functions such as addition and subtraction. Or, use these variables to create a visible counter that counts either up or down to track the number of clicks.

Creating Variables

To create a new variable, do the following:

1. Click the **Home** tab > **Variables** to open the **Variables** dialog.
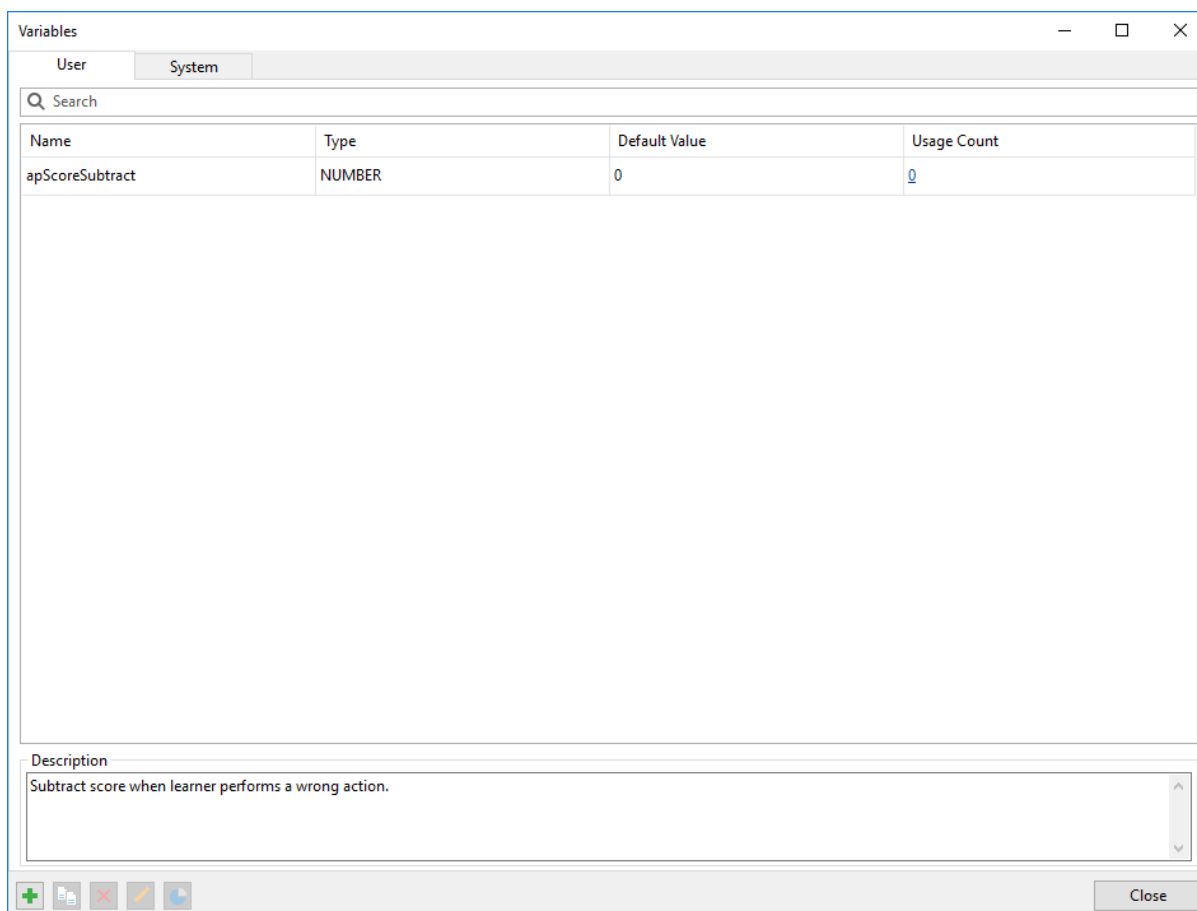
2. In the **User** tab, click **Add** ✚ in the bottom toolbar. This opens the **Variable** dialog where you specify the variable name, type, initial value, and description (if any).

- o **Name**: Specify a unique name for the variable. The name should be descriptive and intuitive enough and associated with the data stored. For example, a variable storing learner name would be called learnerName.

- o **Type**: Represent what kind of data is stored with the variable. Select from three types: true/false, text, and number.

- o **Value**: The data stored within a variable is called a value, and it can be one of multiple types as mentioned above. Normally, when you add variables, you define the variable names and types. For values, if you don't assign initial values, the default values for true/false, text, and number variables are true, empty string, and zero (0), respectively.

- o **Description**: Optionally, provide a description for the variable to state its use or purpose.

3. Click **Add & Close** to save the variable. The new variable will appear in the variable list in the **User** tab.

4. Click **Add & Continue** to save the variable and continue adding another variable.

Adding References to Variables

Variables store data. Variable references retrieve and display the data stored in variables. You can also use references to verify whether the variable is working correctly or not.

For example, you use a variable to get the learner name, then use the name throughout the course to personalize your training. On the welcome slide, just ask learners to type their names in a field (text box) and store the input in a variable. Then, add references to that variable to display the name in multiple slides in your course.

<div align="center">Your name: %learnerName%</div>

You can add a reference to any text caption, shape, or other text-based objects. Do the following:

1. Click the text area of a text-based object to open the inline text editor.

2. Click the **Home** tab > **Reference** f_x to open the **Variables** dialog which contains all the system and user variable in your project.

3. Select a variable. Both system and user variables are available to add references.

4. Click **OK** to finish. Then, a variable reference appears in your text as a placeholder that contains the variable name getting enclosed within two percent signs (%).

    When you preview or publish the project to HTML5, ActivePresenter replaces the variable names with the actual values of the variables they reference.

5. Optionally, adjust the formatting of the reference as normal.

Note: If you remember exactly a variable name, you can type the name and put it between the % signs to reference that variable.

Using Actions to Adjust Variable Values

Variable values change depending on user input. For example, in the above example of the learnerName variable, each time a learner types his name, the variable value will update with the new entry.

Alternatively, you can use the Adjust Variable action to adjust variable values. Let's say you want to count the number of times users click on the screen before they click the correct area. Do the following:

1. Add the Adjust Variable action to the On Click event.

2. Click *Click to edit* to open a dialog letting you change the variable.

3. Click the **Variable** combo box and choose a variable from the list. Or, click the **Add Variable** button to create a new variable then select it.
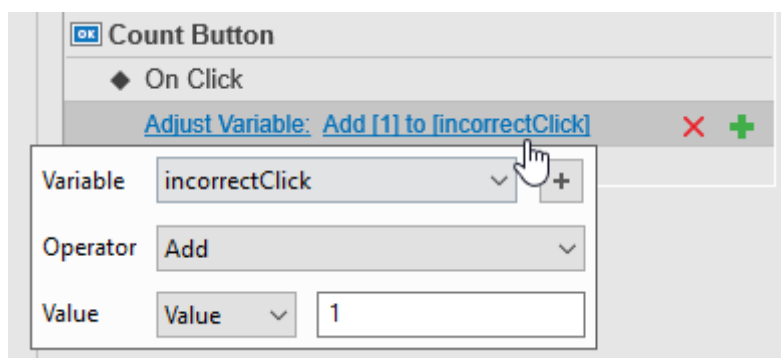
4. Choose an operator from the **Operator** combo box. For example, the Assignment operator assigns a value to the target variable. Meanwhile, the Add operator adds a value to the target variable.

    o **True/false variables**: Assignment, Toggle.

    o **Text variables**: Assignment.

    o **Number variables**: Assignment, Add, Subtract, Multiply, Divide. This means you can do math with number variables.

5. Specify the **Value** by which the operation is to be done. It can be a specific value (you yourself specify it) or a value stored by another variable.

Managing Variables

Duplicating Variables

To duplicate a user variable, in the **Variables** dialog > **User** tab, do the following:

1. Select the variable you want to duplicate.

2. Click **Duplicate** in the bottom toolbar to make an exact copy of the variable.

3. In the user variable list, double-click the new variable to change its parameter.

4. Click **Update** to save changes.

5. Click **OK** to finish.

Removing Variables

You can delete only user variables. When you delete a variable, any references to this variable and actions that involve it still remain. Thus, you need to modify or delete those references and actions manually.

To delete a user variable, select it > **Remove** ✕ in the bottom toolbar.

Editing Variables

You can edit the name, initial value, and description of a user variable at any time. The variable type cannot be changed. If you rename a variable, all references to the variable and actions that involve it will be updated automatically.

To edit a user variable, double-click it or select it > **Edit** 🖊 in the bottom toolbar. When you're done, click **Update** to save changes and click **OK** to finish.

Finding Variables

ActivePresenter makes it easy to find how many times and where a variable is used. You can double-click the hyperlinked number in the **Usage Count** column for the variable you want to find. Each time it is referenced by slide text or involved in an action will be counted. You can also select the desired variable and click **Usage** in the bottom toolbar.

List of System Variables

All system variables are shown in the **Home** tab > **Variables** > **System** tab as in the figure below. Besides the variable name, type, and default value, the list also shows the number of times each variable is used.

Below is the list of system variables in ActivePresenter. Note that system variables have four types in total, namely true/false, text, number, and command. Command variables are system-specific variables used to control the player.

Name	Type	Description
apVersion	TEXT	Returns the version of the application.
apAuthor	TEXT	Returns the name of the project author.
apHomepage	TEXT	Returns the home page of the project.

apCopyright	TEXT	Returns the copyright information of the project.
apProjectName	TEXT	Returns the project name.
apDescription	TEXT	Returns the project description.
apPlayMode	TEXT	Returns the current operation mode of the presentation.
apCurrentSlideLabel	TEXT	Returns the current slide name.
apElapsedTime	TEXT	Returns the elapsed time in the format hh:mm:ss since the presentation started playing.
apElapsedTimeMs	NUMBER	Returns the elapsed time in milliseconds since the presentation started playing.
apRemainingTime	TEXT	Returns the remaining time in the format hh:mm:ss.
apRemainingTimeMs	NUMBER	Returns the remaining time in milliseconds.
apTotalSlides	NUMBER	Returns the total number of slides in the project.
apTakenSlides	NUMBER	Returns the number of taken slides in the project.
apReviewMode	TRUE/FALSE	Returns true if presentation in review mode.
apQuizScore	NUMBER	Returns the total score.
apQuizScorePercentage	NUMBER	Returns the total score as percentage.
apQuizMaxScore	NUMBER	Returns the highest score.
apScoreSubtract	NUMBER	Used to collect the penalty score of incorrect answers. Users have to adjust the value of this variable manually.
apQuizPassed	TEXT	Returns the result of the quiz as passed or failed.
apQuizPassedBool	TRUE/FALSE	Returns the result of the quiz as true (passed) or false (failed).

apQuizTotalInteractions	NUMBER	Returns the total number of interactions in the project.
apQuizTakenInteractions	NUMBER	Returns the number of taken interactions in the project.
apQuizUnTakenInteractions	NUMBER	Returns the number of unanswered interactions in the project.
apQuizCorrectInteractions	NUMBER	Returns the number of correct interactions in the project.
apQuizIncorrectInteractions	NUMBER	Returns the number of incorrect interactions in the project.
apDetailedResult	TEXT	Returns the detailed report.
apDetailedResult2	TEXT	Returns the detailed report with correct responses.
apCurrentTime	TEXT	Returns the current time in the format hh:mm:ss.
apCurrentDay	NUMBER	Returns the day of the week. The range is from 1 (Sunday) to 7 (Saturday).
apCurrentHour	TEXT	Returns the current hour in the 24-hour format.
apCurrentMinutes	TEXT	Returns the current minutes in the format mm.
apCurrentMonth	TEXT	Returns the current month in the format mm.
apCurrentYear	TEXT	Returns the current year in the format yyyy.
apCurrentLocaleDate	TEXT	Returns the current date in the format of the locale on the viewer's computer.
apProjectLocaleDate	TEXT	Returns the current date in the format of the project language.
apDateMMDDYYYY	TEXT	Returns the current date in the format mm/dd/yyyy.
apDateMMDDYY	TEXT	Returns the current date in the format mm/dd/yy.

apDateDDMMYYYY	TEXT	Returns the current date in the format dd/mm/yyyy.
apDateDDMMYY	TEXT	Returns the current date in the format dd/mm/yy.
apDateYYYYMMDD	TEXT	Returns the current date in the format yyyy/mm/dd.
apDateYYMMDD	TEXT	Returns the current date in the format yy/mm/dd.
apCurrentSlideIndex	NUMBER	Gets or set the current slide index, starts from 1. Set the value to a number to go to the slide at that index number.
apPause	TRUE/FALSE	Set or checks if the presentation is paused. Set the value to true to pause the presentation.
apResume	TRUE/FALSE	Set or checks if the presentation is playing. Set the value to true to continue the presentation.
apProgress	NUMBER	Gets or set the current progress of the presentation in milliseconds. Set the value to a number to go to a specific time of the presentation.
apSpeed	NUMBER	Gets or set the playback speed. The range is from 50% to 200%.
apMute	TRUE/FALSE	Mutes or unmutes the audio. Set the value to true to mute the audio.
apVolume	NUMBER	Gets or set the audio volume. The range is from 0 (mute) to 100 (maximum).
apCCVisible	TRUE/FALSE	Shows or hides the closed caption. Set the value to true to show the closed caption.
apToolbarVisible	TRUE/FALSE	Shows or hides the player toolbar. Set the value to true to show the toolbar.
apTOCVisible	TRUE/FALSE	Shows or hides the table of contents. Set the value to true to show the table of contents.
apCmdNextSlide	COMMAND	Set the value to true to go to the next slide.

apCmdPreviousSlide	COMMAND	Set the value to true to go to the previous slide.
apCmdFirstSlide	COMMAND	Set the value to true to go to the first slide.
apCmdLastSlide	COMMAND	Set the value to true to go to the last slide.
apCmdHistoryBack	COMMAND	Set the value to true to go to the previously visited slide in the navigation history.
apCmdHistoryForward	COMMAND	Set the value to true to go to the next slide in the navigation history.
apCmdEnd	COMMAND	Set the value to true to end the presentation.
apCmdRestart	COMMAND	Set the value to true to restart the presentation.
apCmdShowAbout	COMMAND	Set the value to true to show the information dialog.

Custom JavaScript in HTML5 Output

ActivePresenter allows retrieving elements of presentation in the HTML5 output by exposing the JavaScript API. You can write custom script in the following areas:

- The **Event** tab of a project (**ActivePresenter** button > **Project** > **Properties** > **Event**).

- The Execute JavaScript action in the **Evens - Actions** section of the **Properties** pane.

You can access the presentation in two above areas by using the object *prez*. The *prez* object has the following methods:

Method	Description
object(name)	Gets the object in the current slide from name. If not found, search control shows over multiple slides in the bottom layer, then the top layer.
slideCount()	Returns the number of slides in the presentation.
showSlideAt(index, time)	Returns *false* if the index is out of range. - *index*: Slide index, starts from 1. - *time*: Jumps to the specified time stamp (in milliseconds) in the slide. Time can be omitted. If omitted, then *time* equals 0.
currentSlideIndex()	Returns the current slide index, starts from 1.
nextSlide()	Goes to the next slide. Ends the presentation and returns *false* if the current slide is the last one.
previousSlide()	Goes to the previous slide. Returns *false* if the current slide is the first one.
firstSlide()	Goes to the first slide. If the current slide is already the first one, replays it from the beginning.
lastSlide()	Goes to the last slide. If the current slide is already the last one, replays it from the beginning.
historyBack()	Goes backward in slide navigation history.
historyForward()	Goes forward in slide navigation history.
time()	Returns the current time stamp of the presentation in milliseconds.
time(time)	Goes to the specified time stamp (in milliseconds) of the presentation.
slideTime()	Returns the current time stamp of the current slide in milliseconds.

slideTime(time)	Goes to the specified time stamp (in milliseconds) of the current slide.
duration()	Returns the total duration (in milliseconds) of the presentation.
restart(slideIndex, time)	Restarts the presentation from slide index (start from 1), at specified slide time stamp (in milliseconds). All previous results are cleared.
end()	Ends the presentation.
startTimeline(name, callback)	Starts the interactive timeline which has the specified name, and executes the callback (if specified) when the timeline is complete. Don't use this method for the main timeline.
pauseTimeline(name, paused)	Pauses or resumes the interactive timeline which has the specified name. Don't use this method for the main timeline.
paused()	Returns *true* of the main timeline is paused, *false* otherwise.
pause(paused)	Pauses or resumes the main timeline of the presentation.
speed()	Returns the current playback speed (normal speed value is 1).
speed(speed)	Sets the playback speed. Possible values are 0.5, 1, 1.5, 2.
volume()	Returns the current volume.
volume(volume)	Adjusts the volume of the player (volume value is from 0 to 1).
muted()	Returns *true* if the presentation is muted, *false* otherwise.
mute(muted)	Mutes or unmutes the presentation.
closedCaptionVisible()	Returns *true* if the closed caption is shown, *false* otherwise.
showClosedCaption(show)	Shows the closed caption. If *show* equals *true*, then show the closed caption, otherwise hide the closed caption.
tocVisible()	Returns *true* if the table of contents is shown, *false* otherwise.

showToc(isShow)	Shows the table of contents if *isShow* equals true, otherwise hide table of contents.
toolbarVisible()	Returns *true* if the player toolbar is shown, *false* otherwise.
showToolbar(show)	Shows the player toolbar. If *show* equals *true*, then show the player toolbar, otherwise hide the player toolbar.
showAbout()	Shows the information dialog.
submit()	Submits all interactions in the current slide.
clear()	Clears all user input in the current slide.
interactionCount()	Returns the number of interactions.
takenInteractionCount()	Returns the number of taken interactions.
takenSlideCount()	Returns the number of taken slides in the project.
score()	Returns the total score.
percentageScore()	Returns the score in percentages (0 - 100).
maxScore()	Returns the highest possible score of the presentation.
result()	Returns the result of the quiz as passed or failed (*true* equals passed, and *false* equals failed).
reportData()	Returns the report object (see **Report in JSON Format**) section for its properties).
elapsedTime()	Returns the elapsed time in milliseconds since the presentation started playing.
remainingTime()	If in Tutorial, Practice, or Test mode and Total Max Time is defined, return the remaining time in milliseconds till the max time expires. Otherwise, returns duration() - time().
variable(name)	Get variable value. • *name*: The string name of the defined variable ("apVersion", "apAuthor", etc.). e.g. to get the presentation's version, you can use script variable("apVersion").
variable(name, value)	Set variable value. • *name*: The string name of the defined variable. • *value*: Value of variable, can be string or number.

version()	Returns the version of the application.
author()	Returns the name of the project author.
homePage()	Returns the home page of the project.
copyright()	Returns the copyright information of the project.
name()	Returns the project name.
description()	Returns the project description.
playMode()	Returns the current operation mode of the presentation (`'Demo'`, `'Tutorial'`, `'Practice'` or `'Test'`).

The Object object has the following methods. Note that for text box, both html and text method set/get text box value as plain text.

Method	**Description**
name()	Returns the name of the object.
visible()	Returns the object's current visibility state. Note that child object is actually visible if it is *visible()* and all its ancestors are *visible()*.
show()	Show the object.

show(effectType, duration, options)	Show the object with effect.
	• *effectType*: Use any of the following values. (You need to add `AP.EffectType.` prefix for accessing these values.)
	   o FADE_IN
	   o FLY_IN
	   o PEEK_IN
	   o FLOAT_IN
	   o WIPE_IN
	   o ZOOM_IN
	   o GROW_TURN_IN
	   o SHAPE_IN
	   o SWIVEL_IN
	   o BOUNCE_IN
	   o EXPAND_IN
	   o SPINNER_IN
	   o STRETCH_IN

	o COMPRESS_IN
	
	• *duration*: In milliseconds.
	
	• *options*: AP.EffectDirection or *{*
	
	  direction: AP.EffectDirection,
	
	  callback: Optional callback called when effect completes, callback is bound to the object ('this' is the object).
	
	}
	
	AP.EffectDirection: Use any of the following values. (You need to add AP.EffectDirection. prefix for accessing these values.)
	
	    o BOTTOM
	    o LEFT
	    o RIGHT
	    o TOP
	    o BOTTOM_LEFT
	    o BOTTOM_RIGHT
	    o TOP_LEFT
	    o TOP_RIGHT
	    o IN
	    o OUT
	    o CLOCKWISE
	    o COUNTER_CLOCKWISE

hide()	Hide the object.

hide(effectType, duration, options)	Hide the object with effect.
	
	• *effectType*: Use any of the following values. (You need to add AP.EffectType. prefix for accessing these values.)
	
	    o FADE_OUT
	    o FLY_OUT
	    o PEEK_OUT
	    o FLOAT_OUT
	    o WIPE_OUT
	    o ZOOM_OUT
	    o GROW_TURN_OUT
	    o SHAPE_OUT
	    o SWIVEL_OUT
	    o BOUNCE_OUT

	o CONTRACT_OUT
	o SPINNER_OUT
	o STRETCH_OUT
	o COLLAPSE_OUT
	• *duration*: In milliseconds
	• *options*: AP.EffectDirection or *{*
	direction: AP.EffectDirection,
	callback: Optional callback called when effect completes, callback is bound to the object ('this' is the object)
	}
	See the values of AP.EffectDirection in the description of the *show* function.
animate(effectType, duration, options)	Animate the object.
	• *effectType*: Use any of the following values. (You need to add AP.EffectType. prefix for accessing these values.)
	o PULSE
	o TEETER
	o SPIN
	• *duration*: In milliseconds.
	• *options*: AP.EffectDirection or *{*
	direction: AP.EffectDirection,
	callback: Optional callback called when effect completes, callback is bound to the object ('this' is the object).
	}
	See the values of AP.EffectDirection in the description of the *show* function.
html()	Returns html text (all variables are replaced by their actual values before returning).
html(htmlText)	Sets html text, returns this object. • *htmlText*: HTML string.
text()	Returns plain text (all variables are replaced by their actual values before returning).
text(plainText)	Sets plain text, returns this object. • *plainText*: Plain text string.

cursor(strCursor)	Sets cursor for object, *strCursor* is CSS cursor ("busy", "crosshair", "help", etc.).
left()	Returns the left of the object in pixels.
left(value)	Sets the left for the object. Value can be pixel number (e.g. 100), or string (e.g. '20%').
top()	Returns the top of the object in pixels.
top(value)	Sets the top for the object, value as left. Value can be pixel number (e.g. 100), or string (e.g. '20%').
right()	Returns the right of the object in pixels.
right(value)	Sets the right for the object, value as left. Value can be pixel number (e.g. 100), or string (e.g. '20%').
bottom()	Returns the bottom of the object in pixels.
bottom(value)	Sets the bottom for the object, value as left. Value can be pixel number (e.g. 100), or string (e.g. '20%').
width()	Returns the width of the object in pixels.
width(w)	Sets the width for the object, value as left. Value can be pixel number (e.g. 100), or string (e.g. '20%').
height()	Returns the height of the object in pixels.
height(h)	Sets the height for the object, value as left. Value can be pixel number (e.g. 100), or string (e.g. '20%').
size()	Returns the size of the object in pixels *{width, height}*.
size(w, h)	Sets the size for the object. w, h can be pixel number (e.g. 100), or string (e.g. '20%').
state()	Return the name of the current state.
state(stateName)	Change object state to the state named stateName
fillSolid(color)	Change fill color of object. • *color*: CSS color (e.g. 'red', '#FF0000', 'rgb(255, 0, 0)', 'rgba(255, 0, 0, 0.5)'.
rotate()	Returns the current rotation in degrees.
rotate(degree)	Rotates the object, value is number in degrees.
rotateBy(deltaDegree)	Rotates the object by an additional delta in degrees. E.g., if currently the object rotates by 30 degrees,

	rotateBy(40) will make the object rotate by 70 degrees. • *deltaDegree*: Number in degree.
translate()	Returns the current translate transform *{translateX, translateY}*.
translate(translateX, translateY)	Uses translate transform to move the object from its original position by an amount of *translateX*, *translateY* along X, Y axis, respectively. • *translateX*, *translate* are numbers in pixels. Note that object position returned by *left()*, *top()*, *right()*, *bottom()* doesn't change.
translateBy(deltaX, deltaY)	Uses translate transform to move the object from its current position by an amount of *deltaX*, *deltaY* along X, Y axis, respectively. • *deltaX*, *deltaY* are numbers in pixels. Note that object position returned by *left()*, *top()*, *right()*, *bottom()* doesn't change.
scale()	Returns the current scale *{scaleX, scaleY}*.
scale(scaleX, scaleY)	Scales object. If *scaleY* is left out then *scaleY* equals *scaleX*. • *scaleX, scaleY*: Scale value along x, y axis.
scaleBy(multiplierX, multiplierY)	Scales object by multiple values. If *multiplierY* is left out, then *multiplierY* equals *multiplierX*. E.g., if current scale is 2, *scaleBy(3)* means that scale is 2 x 3 = 6.
transform()	Returns the current transform *{translateX, translateY, scaleX, scaleY, rotate}*.
transform(translateX, translateY, rotate, scaleX, scaleY)	Transforms object by matrix values. • *translateX, translate* are numbers in pixels. Note that object position return by left(), top(), right(), bottom() doesn't change. • *degree:* Number in degree. • *scaleX, scaleY*: Scale value along x, y axis.
disabled()	Returns *true* if the object is disabled, *false* otherwise.
disable(disabled)	Disables or enables object. Disabled object can't receive events. Disabled buttons, radio buttons, and check boxes show disabled state.

	• *disabled*: If true, disables object. Otherwise, enables object.
submit()	Submits the interaction object.
clear()	Clears the user input.
score()	Returns the object score.
attempts()	Returns the current attempts.
maxAttempts()	Returns the maximum allowed attempts.

The Player object (AtomiAP) is a global object which has the following methods:

Method	Description
open(prezUrl, containerId, options)	Returns the new presentation object or *null* if browser isn't supported. • *prezUrl*: The URL of the presentation. • *containerId*: The ID of the presentation's container. • *options*: Can be omitted. Available options are playMode: 'Demo', 'Tutorial', 'Practice', or 'Test', etc.
close(prez)	Closes the presentation object. • *prez*: The presentation to close.
find(containerId)	Finds the presentation object from container id. • *containerId*: The ID of the presentation's container.

Example:

If you want to set text for an object which has name "object1", you can add an "Execute JavaScript" action and write below code:

```
var obj = prez.object("object1");
if (obj) {
    obj.text("the text you want to set");
}
```

Note: When you need to access the Player object inside a project, you should use the AP object (which has same scope as prez) instead of AtomiAP.

Converting between version 6 and version 7 APIs:

Object	Version 6	Version 7
Prez	*Prez*: presentation object.	*prez*: presentation object.
	ShowSlide(index)	*showSlideAt(index)*

	ShowNextSlide()	*nextSlide()*
	ShowPreviousSlide()	*previousSlide()*
	ShowPreviousVisitedSlide()	*historyBack()*
	ShowNextVisitedSlide()	*historyForward()*
	GetSlide()	*currentSlide()*
	GetObject(objectName)	*object(objectName)*
Slide	*GetObject(objectName)*	Access from *prez* object instead
Object	*SetText(htmlText)*	*html(htmlText)*
	GetText(plaintext)	• *plaintext* equal true: *text()* • *plaintext* equal false: *html()*
	Show(show)	• *show* equal true: *show()* • *show* equal false: *hide()*
	IsShown()	*visible()*
	GetPosition()	Using two functions to replace: • *top()* • *left()*
	SetPosition(x, y)	Using two functions to replace: • *top(x)* • *left(y)*

Exporting Projects

ActivePresenter allows you to export the presentation in many different formats, as described below:

Format	Description
Images	Export slides as images that can be used for purposes related to the presentation/training course. Each slide will be exported as an image.
Video	Export the presentation to a video. Use the video format when the interaction with audience isn't required.
HTML SlideShow	Export slides as images and embed them in HTML pages to be viewable in a browser.
PDF Document	Export slides as images and embed them in the PDF format.
Microsoft Word Document	Export slides to shapes, text, and images, and insert them in a *.doc/docx file. After that, this file can be edited further in Microsoft Word (or LibreOffice Writer).
Microsoft Excel	Export slides to shapes, text, and images, and insert them in an *.xls/xlsx file. After that, this file can be edited further in Microsoft PowerPoint (or LibreOffice Calc).
Microsoft PowerPoint	Convert slides into PowerPoint slides. After that, this file can be edited further in Microsoft PowerPoint (or LibreOffice Impress).
HTML5	Export the presentation to a set of files (HTML, CSS, JavaScript, etc.) using the HTML5 standard so it can run on most modern browsers (Internet Explorer 9 or later, Google Chrome, Mozilla Firefox, Safari), and on various devices and platforms (Windows, macOS, Linux, iOS, Android).

Exporting to Images

When you choose to export a project to images, each slide of the project will be exported as an image, which is great for creating brochures, handouts, and posters for the training.

To export the project to images, click the **Export** tab > **Images** . After that, ActivePresenter will display the following dialog:

Option	Description
Rendering Options	
Include Closed Caption	Export images along with **closed captions** (if any).
Include Cursor Path	Export images along with **cursor path** (if any).
Include Objects Started by Event	Export images along with objects that are triggered by **events**.
Only Export Active Window Area	The exported images only include the **active window** area and slide objects that are selected to export.
Image	
Size	Image size is relative to the **slide size**.
Format	Select either PNG or JPEG. JPEG compression is lossy while PNG is lossless. PNG retains crystal clear quality, but it doesn't compress well with pictures (very big file size) and its decoding (when viewing) is slower than JPEG's. Thus, JPEG is best suited for pictures while PNG is best suited for computer-generated images (screenshots, drawings, etc.).
Optimization Level	Applicable to the PNG format only. This option specifies a relative compression level (none, low, normal, high, ultra). The higher the compression level, the smaller the output file size, and the longer it takes to export.

Quality	Applicable to the JPEG format only. The higher the quality, the larger the output file size.
Output	
Location	Specify the location where the exported images will be saved.

Exporting to Videos

The video format is suitable when audience don't have to interact with the presentation in a self-paced manner. Exported videos can contain all animations, closed captions, and audio files, etc., that you have inserted in.

To export the project to a video, click the **Export** tab > **Video** . The following dialog will appear, allowing you to specify export options.

General Tab

Option	Description
Rendering Options	
Zoom-n-Pan	The exported video will include the **zoom-n-pan** effect that you have inserted in the project.
Include Cursor Path	The exported video will include the **cursor path** that you have inserted in the project.
Export Audio	Selected by default. Clear this check box if you want to remove audio from the output.
Export Closed Captions as Soft Subtitles (.SRT)	Select to export **closed captions** as a separate subtitle file (*.srt). This allows you to change the font, size and color of the subtitles at the play time. You can also change the *.srt file to display the subtitles in a different language.
Export Closed Caption as Hard Subtitles	Select to hard-code closed captions in the video. Any video player which can play the video can also display CC. However, the attributes of the subtitles cannot be changed at the play time.
Embedded in HTML	The project will be exported and embedded in HTML.
Video	
Video Size (%)	Video size is relative to the **slide size**. If you change the video size, it will be scaled using bicubic interpolation.
Width	The width of exported video. When you specify the video size or height, the width will be automatically calculated based on the original size of project. Note that the aspect ratio cannot be changed.
Height	The height of exported video. When you specify the video size or width, the height will be automatically calculated based on the original size of project. Note that the aspect ratio cannot be changed.
Frame Rate	Set between 1 and 30 fps (frames per second).
Quality	Select in the range [1,100]. The higher number, the better quality and the larger file size.
Audio	
Channels	Select either stereo or mono.
Sample Rate	Select from 11025, 22050, 44100, and 48000 Hz.
Bit Rate	Applicable to the MP4, AVI, and WMV formats. Select from 64, 96, 128, 192, 256, 320 Kbps.

Quality	Applicable to WebM format only. Select in the range [1,100]. The higher number, the better quality and the larger file size.
Output	
Format	Select from MP4, AVI, WMV, WebM, and MKV. The following video and audio codecs are used for each container format: • MP4: H264 High Profile, ACC. • AVI: MS MPEG4 v2, WMA v2. • WMV: WMV v2, WMA v2. • WebM: VP8, Vorbis. • MKV: Flash Screen Video, PCM 16-bit (this format uses lossless audio and video codecs so it can be used for further editing in other programs without quality loss).
Output File	Specify the file path and name of the exported video.

Advanced Tab

This tab allows you to set the thumbnail for the exported video when you choose to embed it in HTML.

Option	Description
None	The exported video doesn't have any thumbnail.
Select a slide image from project	Select one slide from the project to set as a thumbnail for the exported video.
Select an image from file	Select one image from your computer to set as a thumbnail for the exported video.

Publishing Videos to YouTube

This feature allows you to publish your video to YouTube after exporting the project to a video. To do that, click the **Export** tab > **YouTube** . In the dialog that appears, click the **YouTube** tab.

Click the **Sign In** button to sign in your Google account before moving to the next steps. Note that your YouTube account must have a channel to publish the video successfully. The exported video will be published on that channel.
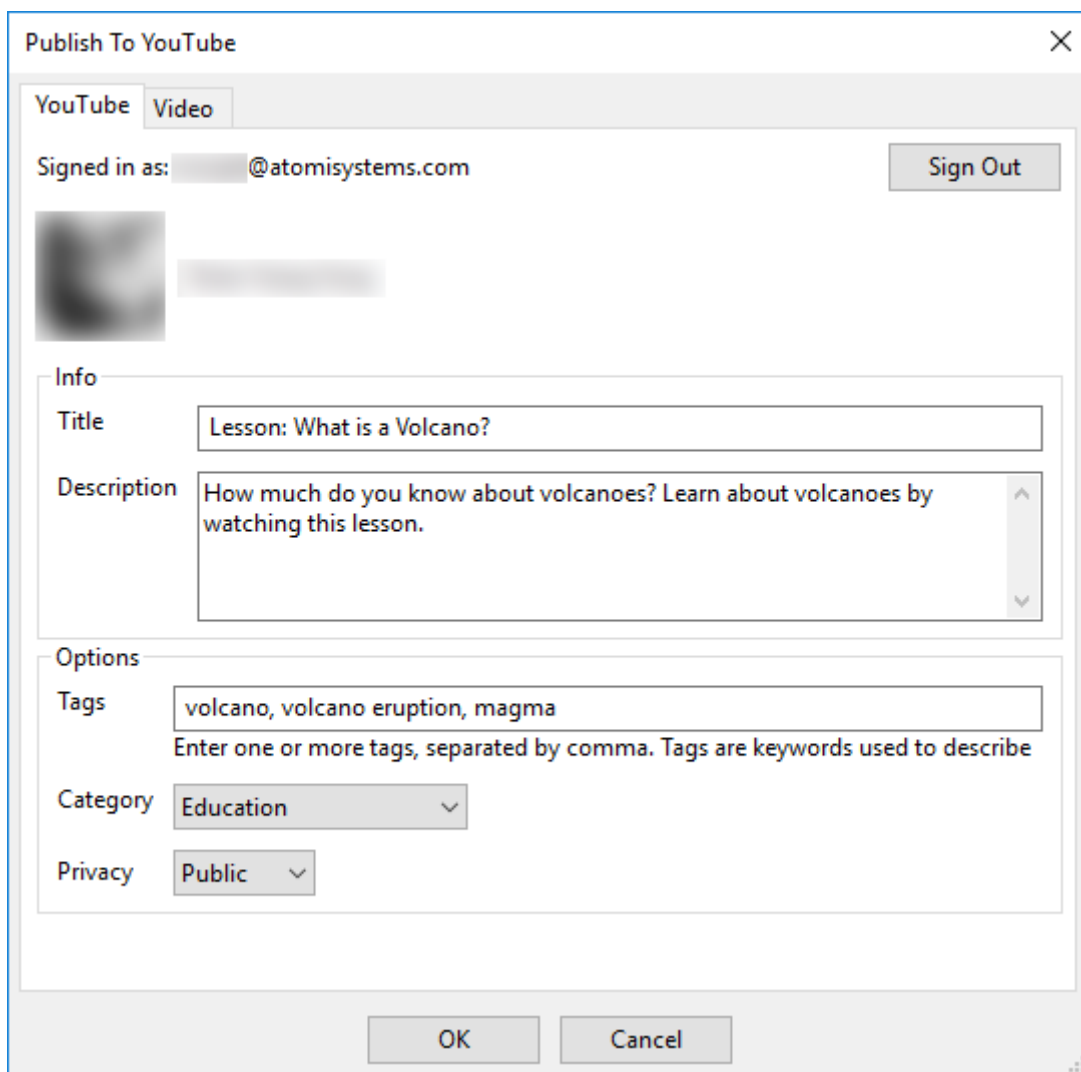
Option	Description
Sign In	
Click the **Sign In** button to sign in and publish video to YouTube.	
Infor	
Title	The video title showed on YouTube.
Description	The description of the video. It should contain enough information for users to know what contents they can expect from the video.
Options	
Tags	Enter one or more keywords to describe published videos.
Category	Select the category (education, music, sport, etc.,) for published videos.
Privacy	Select one from Public, Private, and Unlisted.

After giving the video all the needed information, click **OK** to start exporting and publishing it.

If the video already exists, ActivePresenter will display a dialog to let you decide what to do next. In that case, click **NO** to skip the exporting and start to publishing that video to your YouTube channel.

Exporting to HTML SlideShows

To export the project to HTML SlideShow, click the **Export** tab > **HTML SlideShow** 🖼. The following dialog will appear:

Option	Description
Rendering Options	
Include Closed Caption	Export images along with **closed captions** (if any).
Include Cursor Path	Export images along with **cursor path** (if any).
Include Objects Started by Event	Export images along with objects that are triggered by **events**.
Image	
Size	Image size is relative to the **slide size**.
Format	Select either PNG or JPEG. JPEG compression is lossy while PNG is lossless. PNG retains crystal clear quality, but it doesn't compress well with pictures (very big file size) and its decoding (when viewing) is slower than JPEG's.

	Thus, JPEG is best suited for pictures while PNG is best suited for computer-generated images (screenshots, drawings, etc.).
Optimization Level	Applicable to the PNG format only. This option specifies a relative compression level (none, low, normal, high, ultra). The higher the compression level, the smaller the output file size, and the longer it takes to export.
Quality	Applicable to the JPEG format only. The higher the quality, the larger the output file size.
Output	
Location	Specify the location where the exported images will be saved.

Exporting to PDF Documents

To export the project to Adobe PDF Document, click the **Export** tab > **PDF Document** . In the dialog that appears, there are three tabs which are described in details in the next parts.

General Tab

Option	Description
Rendering Options	
Include Objects Started by Event	The exported file will include objects which are started by **events**.
Create Bookmarks	Bookmarks are created from **slide names** and each bookmark is linked to a corresponding slide image. In other words, ActivePresenter creates bookmark links to each slide.
Only Export Active Window Area	The exported area only includes the **active window** area and slide objects which are selected to export.
Layout	
Slides Per Page	Specify the number of slides in one page: one (single slide per page), two (two slides per page (top, bottom)), or contiguous (the slides are written contiguously in a page until there isn't enough space, then it will be moved to the next page).
Page Orientation	Choose from landscape and portrait. The page size is fixed (A4). ActivePresenter uses fixed margins of 1" (2.54 cm) on all sides.
Description	Export slide description and specify which side of the slide to place it (top, left, right, or bottom). Select None to disable this option.
Description Width	Applicable only when the slide description is placed on the left or right side of the slide. This option specifies the width of the slide description in each exported slide (in percentages).
Image	
Format	Select either PNG or JPEG. JPEG compression is lossy while PNG is lossless. PNG retains crystal clear quality, but it doesn't compress well with pictures (very big file size) and its decoding (when viewing) is slower than JPEG's. Thus, JPEG is best suited for pictures while PNG is best suited for computer-generated images (screenshots, drawings, etc.).
Optimization Level	Applicable to the PNG format only. This option specifies a relative compression level (none, low, normal, high, ultra). The higher the compression level, the smaller the output file size, and the longer it takes to export.
Quality	Applicable to the JPEG format only. The higher the quality, the larger the output file size.
Output	
Output File	Specify the file path and name of the exported document.

Advanced Tab

Option	Description
Description: PDF document-related options.	
Title	Title of the PDF document. When you open the PDF in a viewer, the title appears in the windows bar (or in the tab in the case of a tabbed PDF reader).
Subject	Subject of the document. This is one of PDF document properties which can be seen in Document Properties in any PDF viewer.
Keywords	Keywords defined in the PDF document.
Protection: Security password for opening the PDF document.	
Opening Password	You can set a password for opening this PDF document.
Confirm Password	Enter the password again manually (no copy-paste from the previous field).

Text Style Tab

This tab controls the text in the generated PDF file. You can change the font size, line spacing, and text color for three different parts of the slide:

Option	Description
Group Title	The group title is only exported in the Compact mode. It's placed before any slide group.
Slide Name	The name of the slide which is entered in the **Properties** pane > **Slide Properties** > **General** > **Name**.
Slide Description	The description of the slide which is entered in the **Properties** pane > **Slide Properties** > **General** > **Description**.

Exporting to Microsoft Word Documents

To export the project to Word Document, click the **Export** tab > **Microsoft Word Document** .

Note: When you export the project to document formats (Microsoft Excel, Microsoft Word, and Microsoft PowerPoint), the slide name and slide description are included in the output with the default text style (font, size, color, etc.). However, if you format the text before exporting, ActivePresenter will export them with the customizations you made.

Option	Description
Rendering Options	
Include Objects Started by Event	Include objects which are started by **events**.
Create Table of Contents	Add a **table of contents** to the document with hyperlinks to slides.
Only Export Active Window Area	The exported area only includes the **active window** area and slide objects which are selected to export.
Layout	
Slides Per Page	Specify the number of slides in one page: one (single slide per page), two (two slides per page (top, bottom)), or contiguous (the slides are written contiguously in a page until there isn't enough space, then it will be moved to the next page).
Page Orientation	Choose from landscape and portrait. The page size is fixed (A4). ActivePresenter uses fixed margins of 1" (2.54 cm) on all sides.
Description	Export slide description and specify which side of the slide to place it (top, left, right, or bottom). Select None to disable this option.

Description Width	Applicable only when the slide description is placed on the left or right side of the slide. This option specifies the width of the slide description in each exported slide (in percentages).
Use Template Layout	Use the layout specified in the template. See **Creating Custom Word Template** to learn more about how to create a custom layout.
Image	
Format	Select either PNG or JPEG. JPEG compression is lossy while PNG is lossless. PNG retains crystal clear quality, but it doesn't compress well with pictures (very big file size) and its decoding (when viewing) is slower than JPEG's. Thus, JPEG is best suited for pictures while PNG is best suited for computer-generated images (screenshots, drawings, etc.).
Optimization Level	Applicable to the PNG format only. This option specifies a relative compression level (none, low, normal, high, ultra). The higher the compression level, the smaller the output file size, and the longer it takes to export.
Quality	Applicable to the JPEG format only. The higher the quality, the larger the output file size.
Output	
Template	Specify the location of the template file.
Output File	Specify the file path and name of the exported document.

Creating Custom Word Template

When exporting to MS Word Document, you can create your own Word template and let ActivePresenter use it to create the output document.

To create a custom layout template, you must have Word 2002 (Word XP) or a higher version installed on your computer. The steps are as follows:

Step 1. Place contents.

The following tags will be used to specify the location to place exported contents:

- $SlideName1
- $SlideDescription1
- $SlideImage1

For example, if you want to place slide name somewhere in the template, you type $SlideName1 in that location.

Only the usage of $SlideImage1 is different. This is used to specify the location of the slide content (slide background, shapes, captions, text, etc.). You need to insert a Word drawing canvas and set its Alternative Text to $SlideImage1.

Step 2. Style contents.

To set styles (font name, font size, color, etc.) for Slide Name, Slide Description, you cannot set text properties directly to the tags. You need to open the Styles pane and add new styles and name to them as: *SlideName* and *SlideDescription.* ActivePresenter will automatically use these styles when writing Slide Name and Slide Description text.

After exporting, you can also change these styles easily by opening exported document and changing appropriate styles.

Exporting to Microsoft Excel Worksheets

To export the project to Excel Worksheet, click the **Export** tab > **Microsoft Excel** .

Option	Description
Rendering Options	
Include Objects Started by Event	Include objects which are started by **events**.
Only Export Active Window Area	The exported area only includes the **active window** area and slide objects which are selected to export.
Layout	
Slides Per Page	Specify the number of slides in one page: one (single slide per page), two (two slides per page (top, bottom)), or contiguous (the

	slides are written contiguously in a page until there isn't enough space, then it will be moved to the next page).
Page Orientation	Choose from landscape and portrait. The page size is fixed (A4). ActivePresenter uses fixed margins of 1" (2.54 cm) on all sides.
Image	
Format	Select either PNG or JPEG. JPEG compression is lossy while PNG is lossless. PNG retains crystal clear quality, but it doesn't compress well with pictures (very big file size) and its decoding (when viewing) is slower than JPEG's. Thus, JPEG is best suited for pictures while PNG is best suited for computer-generated images (screenshots, drawings, etc.).
Optimization Level	Applicable to the PNG format only. This option specifies a relative compression level (none, low, normal, high, ultra). The higher the compression level, the smaller the output file size, and the longer it takes to export.
Quality	Applicable to the JPEG format only. The higher the quality, the larger the output file size.
Output	
Template	Specify the location of the template file.
Output File	Specify the file path and name of the exported document.

Exporting to Microsoft PowerPoint Presentations

To export the project to PowerPoint Presentation, click the **Export** tab > **Microsoft PowerPoint** .

Option	Description
Rendering Options	
Include Objects Started by Event	Include objects which are started by **events**.
Only Export Active Window Area	The exported area only includes the **active window** area and slide objects which are selected to export.
Layout	
Show Slide Name	Display the **slide name**.
Show Slide Description	Render the slide description.
Full Screen	Open the presentation in full screen initially.
Advance Slides	Select either automatic or manual to jump to the next slide after the current slide completes.
Image	
Format	Select either PNG or JPEG. JPEG compression is lossy while PNG is lossless. PNG retains crystal clear quality, but it doesn't compress well with pictures (very big file size) and its decoding (when viewing) is slower than JPEG's.

	Thus, JPEG is best suited for pictures while PNG is best suited for computer-generated images (screenshots, drawings, etc.).
Optimization Level	Applicable to the PNG format only. This option specifies a relative compression level (none, low, normal, high, ultra). The higher the compression level, the smaller the output file size, and the longer it takes to export.
Quality	Applicable to the JPEG format only. The higher the quality, the larger the output file size.
Output	
Template	Specify the location of the template file.
Output File	Specify the file path and name of the exported document.

Exporting to HTML5

To export the project to HTML5, click the **Export** tab > **HTML5** .

General Tab
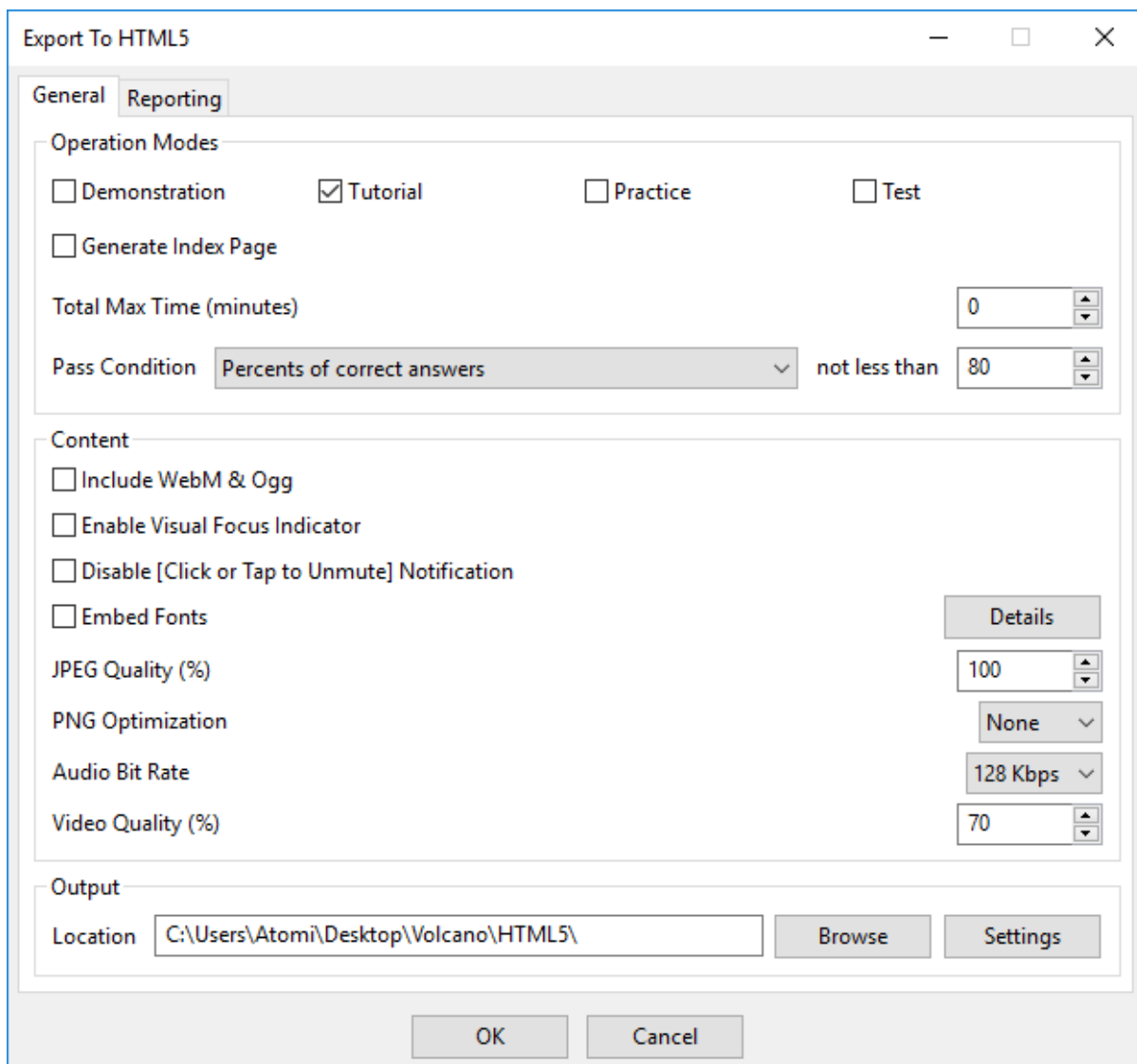
Option	Description
Operation Modes	
Modes	Select which **operation modes** (Demonstration, Tutorial, Practice, and Test) to be exported and available to users.
Generate Index Page	Generate the HTML index page which contains the entry to open all the selected modes.
Total Max Time (minutes)	Applicable to the Test mode only. Set a time limit (in minutes) on an entire project. This is the total amount of time required for users to complete the project.
Pass Condition	Determine the overall pass/fail result of users when they take a test. Choose between the following options: percent of correct

	answers, points gained, number of correct answers, and number of slides viewed.
	Due to SCORM specifications, take the following notes when the SCORM option is selected:
	• In SCORM 1.2, the raw score submitted to LMS is a normalized value in range [0, 100].
	• In SCORM 2004, the raw score submitted to LMS is a normalized value in range [0, 100] if the first condition (percent of correct answers) is chosen. Otherwise, it is an absolute value.

| **Content** ||
| These following options are applicable to slide background images, audio, and text. Regarding multi-state objects, the object state will be retained when users move between slides. For example, if users finish one slide with a button in the Pressed state and move to the next slide, when they go back to this slide, the button is still in the Pressed state. ||

Include WebM & Ogg	Allow viewing HTML5 content on browsers which don't support MP4 and MP3 but support WebM and Ogg.
Enable Visual Focus Indicator	Display an outline around the object having focus.
Disable [Click or Tap to Unmute] Notification	Some browsers don't allow content containing audio that plays automatically without the user interaction. In that case, the HTML5 player will mute audio to enable autoplay. The player will display a message to notify users to click to unmute audio. Select this check box to hide the message.
Embed Fonts	Embed fonts which are used in content into output using CSS3 Web Fonts Specification. This makes the content look consistently across platforms and devices.Click the **Details** button to select the fonts to embed.
JPEG Quality (%)	Applicable to JPEG format only. This option specifies the quality of the images that are exported to JPEG format. The higher the quality, the larger the output file size.
PNG Optimization	Applicable to PNG format only. This option specifies the relative compression levels (none, low, normal, high, ultra). The higher the compression level, the smaller the output file size, and the longer it takes to export.
Audio Bit Rate	Specify the audio bit rate in the output. The higher value, the higher audio quality and the larger output file size.
Video Quality (%)	Specify quality for videos in the output. The higher value, the higher video quality and the larger output file size.

| **Output** ||
| Location | Specify the location where the output will be saved. |

Click the **Setting** button to open the following dialog and specify further output options:

- **Project ID**: An identifier for each project. This will be used to identify different projects if multiple projects are embedded within the same page.

- **Player**: Location for storing HTML5 player script and CSS files.

- **Project Resources**: Location for storing project images, audio, and video

- **Index Resources**: Location for storing index page images.

- **File Name Prefix**: File names of project related files such as resources and project CSS and JavaScript files will begin with this prefix. This option may be used in the scenario that the system needs putting files of multiple projects into one folder.

- **Restore Defaults**: Discard all changes and go back to the default settings.

Operation Modes

ActivePresenter allows you to run interactive presentations in four operation modes: Demonstration, Tutorial, Practice, and Test. These modes are useful when you create HTML5 content such as **interactive software simulations** and **quizzes**.

- **Demonstration**: In this mode, the task will be shown as a demonstration for users. It won't be interactive but only viewable.

- **Tutorial**: This mode lets users do the task. However, users are moved to the next action only after they have performed the previous action correctly.

- **Practice**: This mode gives users a chance to try the task themselves. They can practice what they've learned without formally joining the test. There's also no time and attempt limit.

- **Test**: This mode brings users to the real test. They have to complete the task in a limited time and number of attempts.

When creating HTML5 content, you have to **choose operation modes for objects**. If not, you can't see them when in the output.

The table below shows the difference between four operation modes:

Function	Demonstra-tion Mode	Tutorial Mode	Practice Mode	Test Mode
The simulation automatically runs based on the time you have set for objects and slides.	✓	✓	✓	✓
The presentation jumps to the next slide when the current slide comes to the end.	✓	✓	✓	✓
If the toolbar is available, users can control the presentation such as navigate to a certain slide, pause/resume the simulation.	✓	✓	✓	✓
The simulation supports interactive capability through mouse and keyboard.	✗	✓	✓	✓
ActivePresenter assesses user response and executes associated actions which you have defined before.	✗	✓	✓	✓
It has options to create the report of user result and send it to a specified HTTP address.	✗	✗	✓	✓
The simulation displays interactive hidden objects when users fail to execute associated actions in predefined time.	N/A	✓	✓	✗
Authors can limit the maximum time which users are allowed to complete the test.	✗	✗	✗	✓

LMS Reporting
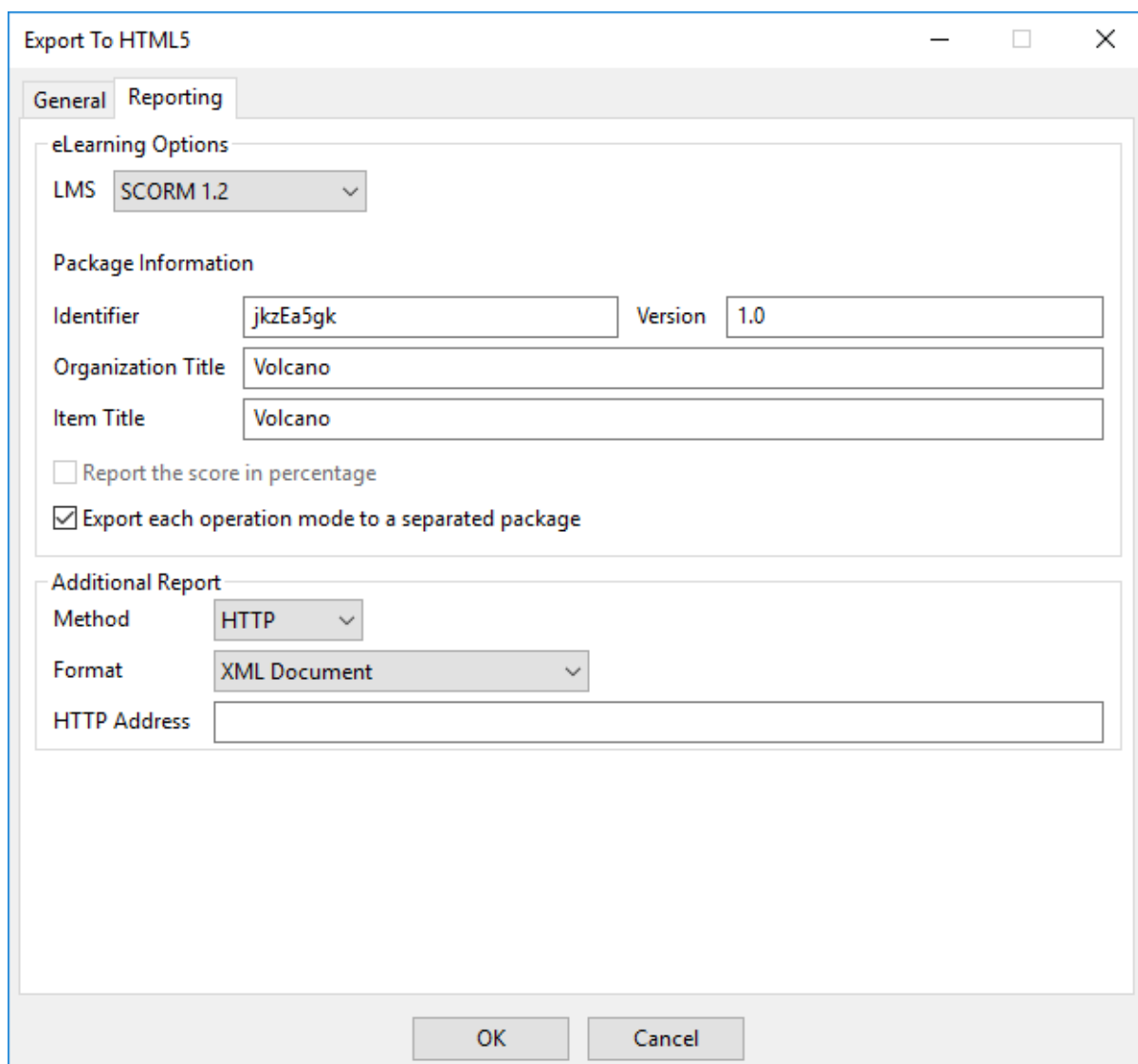
The **eLearning Options** section allows you to package the content to one of the following standards for uploading to LMS: SCORM 1.2, SCORM 2004, and Experience API (xAPI).

ActivePresenter stores the value of a variable in suspend data on the LMS. The LMS will resume from the point where users left, allowing you to restore variables when users relaunched the course on the LMS.

Option	Description
SCORM 1.2 and **SCORM 2004**	
Identifier	Specify a name used by the LMS to identify different manifests (this value is generated automatically by ActivePresenter but you can change it if needed).
Version	Specify a version that can be used to differentiate manifests with the same identifier.

Organization Title	Specify a title for the organization which this item belongs to. Although ActivePresenter automatically generates this value from project name, you can change it if needed.
Item Title	The title of your project that is displayed to users viewing the project using an LMS. Although ActivePresenter automatically generates this value from project name, you can still change it if needed.
Report the score in percentage	Normalize the score in the range 1-100 instead of an absolute value. This option is only available in SCORM 2004. Score in SCORM 1.2 and xAPI are always normalized.
Export each operation mode to a separated package	Export each operation mode to a separated package instead of exporting all operation modes to one package with multiple organizations.
Experience API (xAPI)	
Identifier	Specify a name used by the LMS to identify different manifests. This value is generated automatically by ActivePresenter but you can change it if needed.
Title	The title of your project that is displayed to users viewing the project using an LMS. ActivePresenter automatically generates this value from project name but you can change it if needed.
Description	The description of your project that is displayed to users viewing the project using an LMS. ActivePresenter automatically generates this value from project description but you can change it if needed.
Export each operation mode to a separated package	This option is always selected by default when exporting to Experience API.

Additional Reporting

Besides LMS reporting, you can use additional methods to track user activities. These methods are useful when you use some alternatives to deliver and track your course, such as Google Spreadsheet. The report is in either XML or JSON (JavaScript Object Notation) format. In fact, you can use both LMS reporting and these additional methods at the same time if you need.

To enable additional reporting, in the **Export To HTML5** dialog, switch to the **Reporting** tab > **Additional Report** > **Method**.

Option	Description
Method	Choose between the following options: • No Report: Do not send the report. • HTTP: Send report through the HTTP request.
Format	Choose between XML and JSON (JavaScript Object Notation).

HTTP Address	This is the HTTP address of a server side script that will process the report data (the data is in either XML or JSON format).

Content of Report

The report can be formatted in various ways but the content generally consists of the following:

Property	Description
Name	Presentation name (also the project name).
Description	Presentation description (also the project description).
Date	The local time (based on the user computer date and time setting) when the report is created.
UserID	Identity of the user who takes the practice or test. When the user logs in to take the test, the server side script should store a cookie which its name is "*userid*". If no "*userid*" cookie found, the user will be prompt to input his/her identity before sending the report.
TotalTime	Duration in seconds in which users take the practice or test.
SlideCount	Number of slides in the presentation.
TakenSlide	Number of slides which the user has taken.
TotalInteraction	Number of interactions in the presentation.
TakenInteraction	Number of interactions which the user has taken.
Correct	Number of interactions which users perform correctly without any help.
Score	Score (marks) users gain through the practice or test, only correct action gains points.
MaxScore	Maximum score which users can gain in the practice or test (by taking correctly all slides).
Percent	Score over MaxScore in percentages (Score/MaxScore*100).
Result	The practice or test assessment based on the pass condition. • For human readable: Passed or failed • For computer: True or false Users pass the practice or test if their results are greater than or equal the minimum required result. The result can be points which users gain, points gained over maximum points in percentages, or number of correct answers.

Details	Detail result for each slide and interaction which is called the interaction data record.

The **Details** section of the report data contains an array of the interaction data record. Each interaction data record contains the following information:

Property	Description
SlideIndex	The index of the slide which contains the interaction (start from 1).
ReportID	The ReportID of the interaction.
Attempts	The number of actions that users have tried.
Score	Score gained when users interact with interactions.
MaxScore	The maximum score that users can get when interacting with interactions.
Result	A string represented in the output language of the presentation. It can be one of the following values: • Correct • Incorrect • Incomplete • (Empty)
Type	Type of the interaction represented in the output language of the presentation. There are the following interaction types: • Mouse Click • Key Stroke • Text Box • Drop Area • True/False • Multiple Choice • Multiple Response • Essay • Fill in Blank • Fill in Multiple Blanks • Sequence • Drag-n-Drop • Rating Scale (Likert)
LearnerResponse	Users' responses. Some examples for each interaction type: • Mouse Click:

	o *Left click*
	o *Click outside*
	o *Right click*
	o *Left double-click*
	• Key Stroke:
	o *A*
	o *Ctrl+A*
	o *Ctrl+Shift+Alt+A*
	• Text Box:
	o *This is a sample text*
	• Drop Area:
	o *Drop_area_report_id[.]Draggable_report_id*
	• True – False:
	o *Answer1_report_id*
	• Multiple Choice:
	o *Answer1_report_id*
	• Multiple Response:
	o *Answer1_report_id[,]Answer2_report_id*
	• Essay:
	o *This is a sample text*
	• Fill in Blank:
	o *This is a sample text*
	• Fill in Multiple Blanks:
	o *Answer1_report_id[.]text_value1[,]Answer2_report_id[.]text_value2[,]Answer3_report_id[.]text_value3*
	• Sequence:
	o *Answer1_report_id[,]Answer2_report_id[,]Answer3_report_id[,]Answer4_report_id*
	• Drag-n-Drop:
	o *Droppable1_report_id[.]Draggable1_report_id[,]Droppable2_report_id[.]Draggable2_report_id[,]*
	• Rating Scale (Likert):
	o *Answer1_report_id[.]0[,]Answer2_report_id[.]5*
CorrectResponses	An array of correct responses. The format of a correct response is similar to the format of a learner response.

Report in XML Format

The report is formatted in XML (Extensible Markup Language) format. Here is an example:

```xml
<?xml version="1.0" encoding="UTF-8"?>
<Content>
        <Report>
                <Name>Quiz Sample</Name>
                <Description></Description>
                <Date>Tue, 10 May 2016 04:15:58 GMT</Date>
                <UserID>apteam</UserID>
                <TotalTime>96</TotalTime>
                <SlideCount>2</SlideCount>
                <TakenSlide>2</TakenSlide>
                <TotalInteraction>2</TotalInteraction>
                <TakenInteraction>2</TakenInteraction>
                <Correct>2</Correct>
                <Score>2</Score>
                <MaxScore>2</MaxScore>
                <Percent>100</Percent>
                <Result>Passed</Result>
                <Details>
                        <Interaction>
                                <SlideIndex>1</SlideIndex>
                                <ReportID>MouseClick1</ReportID>
                                <Attempts>2</Attempts>
                                <Score>1</Score>
                                <MaxScore>1</MaxScore>
                                <Result>Correct</Result>
                                <Type>Mouse Click</Type>
                                <Answers>Left click</Answers>
                                <LearnerResponse>Left click</LearnerResponse>
                                <CorrectResponses>
                                        <CorrectResponse>Left click</CorrectResponse>
                                </CorrectResponses>
                        </Interaction>
                        <Interaction>
                                <SlideIndex>2</SlideIndex>
                                <ReportID>KeyStroke1</ReportID>
                                <Attempts>1</Attempts>
                                <Points>1</Points>
                                <MaxPoints>1</MaxPoints>
                                <Result>Correct</Result>
```

```
                              <Type>Key Stroke</Type>
                              <Answers>Space</Answers>
                              <LearnerResponse>Space</LearnerResponse>
                              <CorrectResponses>
                                      <CorrectResponse>Space</CorrectResponse>
                              </CorrectResponses>
                      </Interaction>
              </Details>
      </Report>
</Content>
```

Report in JSON Format

The report is formatted in JSON (JavaScript Object Notation) format. Here is an example:

```
{
        "Name": "Quiz Sample",
        "Description": "",
        "Date": "Tue, 10 May 2016 04:32:36 GMT",
        "UserID": "apteam",
        "TotalTime": 79,
        "SlideCount": 2,
        "TakenSlide": 2,
        "TotalInteraction": 2,
        "TakenInteraction": 2,
        "Correct": 2,
        "Score": 2,
        "MaxScore": 2,
        "Percent": 100,
        "Result": true,
        "Details": [
                {
                        "SlideIndex": 1,
                        "ReportID": "Question_5",
                        "Attempts": 1,
                        "Score": 1,
                        "MaxScore": 1,
                        "Result": "Correct",
                        "Type": "Fill Multiple Blank",
                        "Answers": "1.quick, 2.jumps, 3.dog",
```

```
                    "LearnerResponse": "1[.]quick[,]2[.]jumps[,]3[.]dog",
                    "CorrectResponses": [
                            "1[.]quick[,]2[.]jumps[,]3[.]dog"
                    ]
            },
            {
                    "SlideIndex": 2,
                    "ReportID": "Question_6",
                    "Attempts": 1,
                    "Points": 1,
                    "MaxPoints": 1,
                    "Result": "Correct",
                    "Type": "Sequence",
                    "Answers": "1, 2, 3, 4, 5, 6, 7",
                    "LearnerResponse": "1[,]2[,]3[,]4[,]5[,]6[,]7",
                    "CorrectResponses": [
                            "1[,]2[,]3[,]4[,]5[,]6[,]7"
                    ]
            }
        ]
}
```

Transmission of Report

When the report is sent via HTTP protocol, the POST method will be used. The key is "report" and the value is the report content with the format specified when exporting to HTML5 presentation.

The server-side script at the HTTP address must handle and process the report. For example, suppose that the HTTP address is

"*http://atomisystems.com/reportreceiver.php*".

The following is a trivial sample code in *reportreceiver.php* file to receive and process report:

```php
<?php
if (isset($_POST["report"]))
{
        //read report data
        $report = $_POST["report"];
        //process report, e.g. append to a text file here
        $report_file = fopen("report.txt", "a");
        if($report_file)
```

```
    {
            fwrite($report_file, $report);

            //separate this report from others

            fwrite($report_file,"\n\n---------\n\n");

            fclose($report_file);

    }

}
?>
```

In case that you want to send the report data to a Google Sheets document or an email, you can see **this tutorial** to know how to do it.

Player Settings

The player is the interface that appears around the slide content. It has several components such as a top bar, a resource menu, a side bar, and a toolbar which holds many navigation buttons.
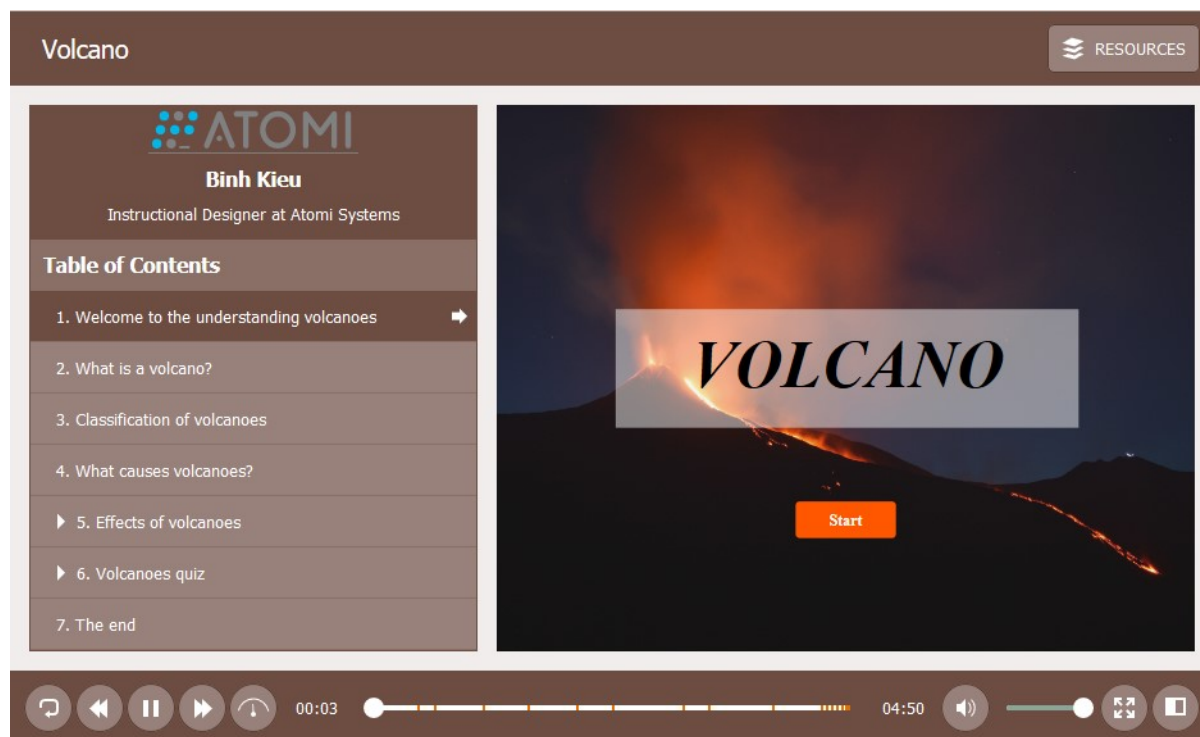
You can make the player look the way you want by toggling its components, modifying each one, changing colors and fonts, etc. To customize the player, click the **Export** tab > **Player Settings** to open the following window. All changes you make will be reflected in the preview pane on the right side of the window.
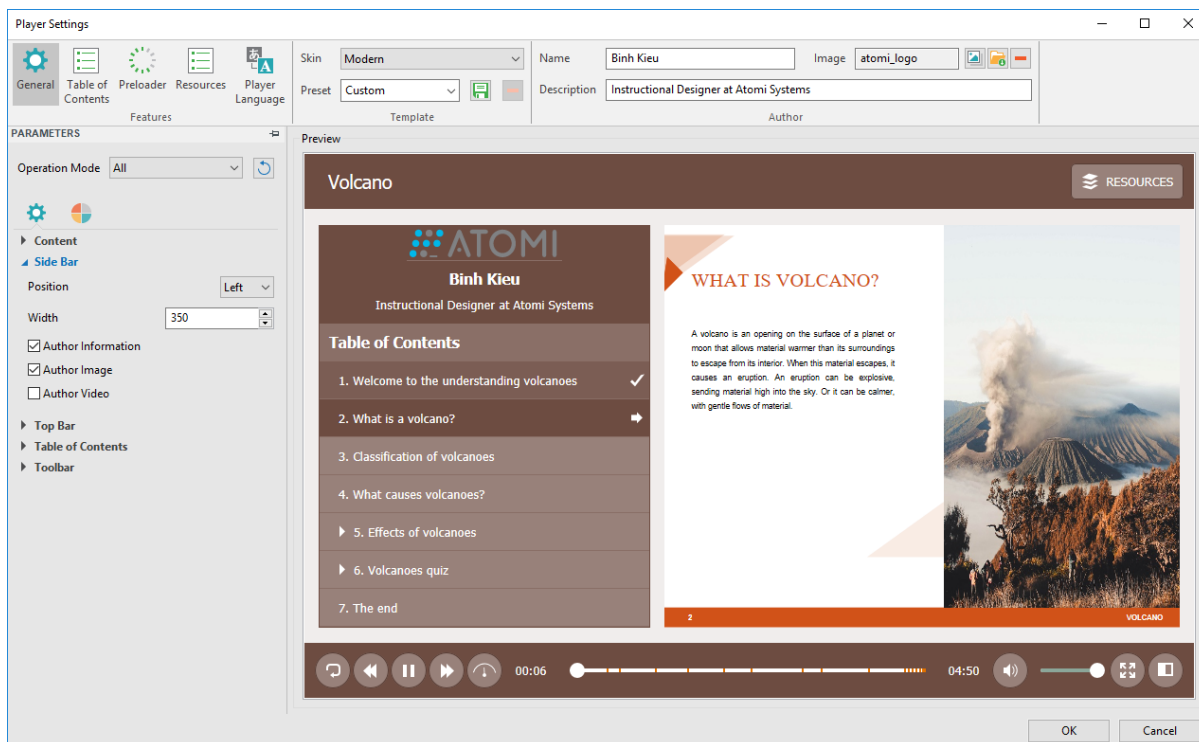
General Settings

General ⚙ is the first tab in the **Player Settings** window. This tab allows you to choose and customize the skin, add information of the author, and change many general and color parameters for the player.

a. Customizing the Skin

ActivePresenter provides you with several skins to define the layout of the player. Each skin comes with a variety of presets for you to choose and make changes if you want. In addition, you can create your own custom preset and reuse it across projects. Do the following:
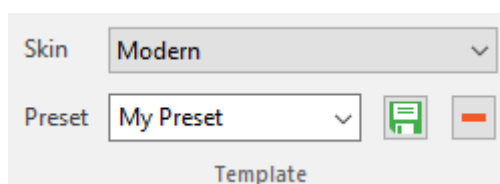
- **Choose skins**: Click the **Skin** combo box and choose the desired skin from list.

- **Choose presets**: Click the **Preset** combo box and choose the desired preset from list.

- **Modify presets**: Select a preset, then go to the **Parameters** pane > **Color Parameters** tab 🎨 to modify any color parameter you want.

- **Create new presets**: After modifying a built-in preset, click the **Save** button 💾 next to the **Preset** combo box to save your custom preset for later use.

- **Remove custom presets**: Select a custom preset from the **Preset** drop-down list > **Remove** ➖. You cannot remove built-in presets.

b. Adding Author Information
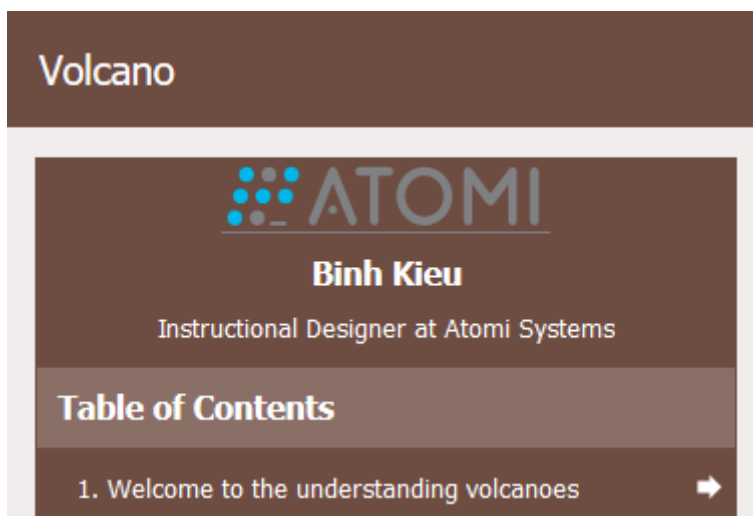
You can display information of the author in the side bar of the player (**General** tab > **Parameters** pane > **General Parameters** ⚙ > **Side Bar**). All the information, including author name, description, and image, will be displayed at the top of the side bar, above the table of contents (if any).

Do the following:
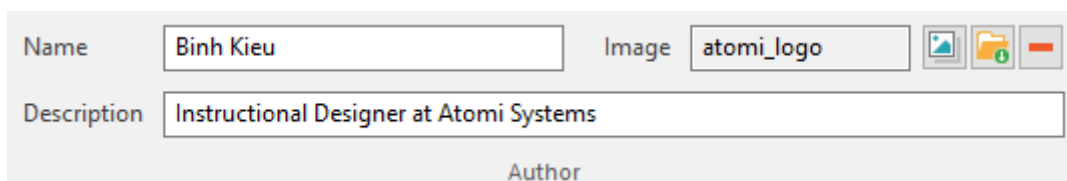
- **Add author names**: Enter the name of the author in the **Name** text box.

- **Add author descriptions**: Enter the description of the author in the **Description** text box.

- **Add author images**: Choose an image from your project 🖼 or your computer 📂 to be the author image. If you no longer need an author image, remove it by clicking ➖.

c. Changing General Parameters

You can customize the parameters for each **operation mode** separately or for all the modes at once. Choose the operation mode you want by clicking the **Operation Mode** combo box.

Later, if you want to go back to the original settings, click the **Restore Defaults** button ↻.
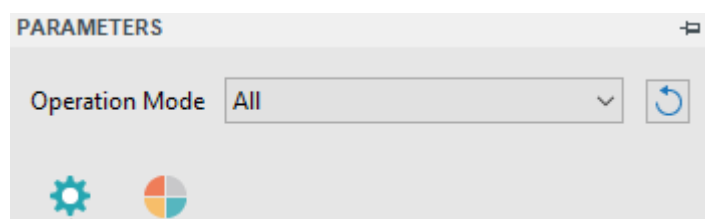
1. Content section allows you to customize common properties of the player.

Option	Description
Border Width	Specify the border (in pixels) for the content and the side bar.
Display Mode	Decide how the content will be displayed in the output. • Actual Size: Display the content in the actual size. Users can use scroll bars to view the portions of the content that extend beyond the player. • AutoFit: Automatically scale the content without changing the proportion to fit it into the player.
Player Size	Decide how the player will fit the size of the content and the window. • Fit to Content: The player will wrap to fit the content size. • Fit to Window: The player will fit the container or browser window. If the content is smaller than the window, more space will be added to the gap between the player and the content.
Navigation	Specify the navigation behavior for the presentation using the toolbar and the TOC. • None: Disable the content navigation so that users cannot navigate through the slides. • Backward Only: Allow users to navigate through the viewed slides. • Free: Allow users to navigate freely through the slides.
Font	Specify the font for the player elements, such as presentation title, author information, and table of contents.
Font Size	Specify the player font size.

2. Side Bar displays the information of the author and the **table of contents**.
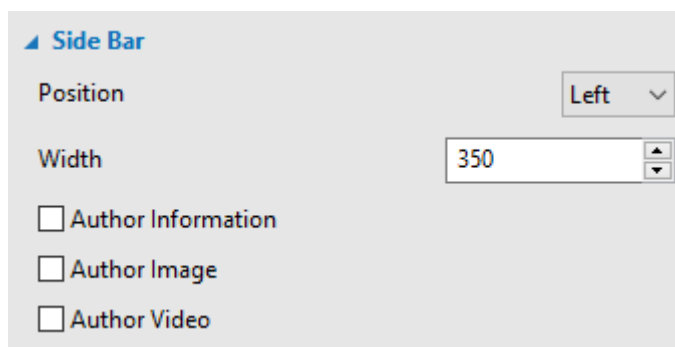
Option	Description
Position	Specify the position of the side bar on either the left or right side of the content. Select None if you don't want to display the side bar.
Width	The width of the side bar in pixels.
Author Information	Display the name and description of the author in the side bar.
Author Image	Display the image of the author in the side bar.
Author Video	Display **the video of the author** in the side bar.
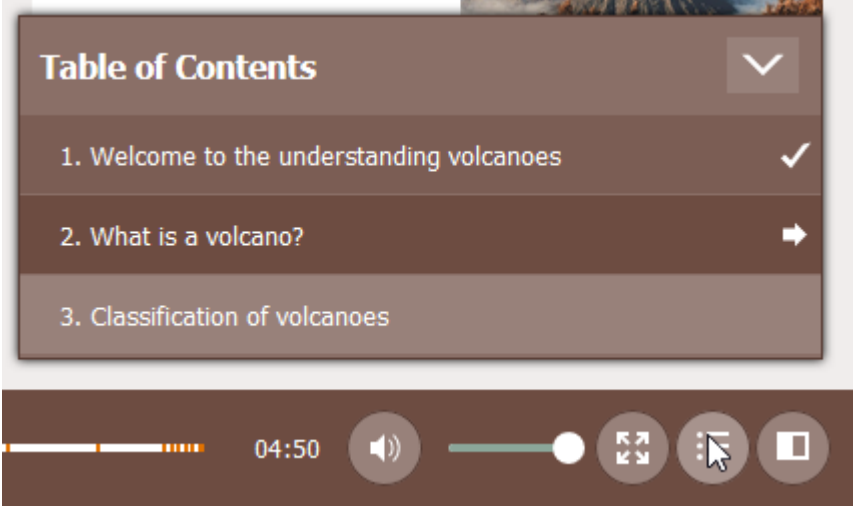
3. Top Bar at the top of the player displays the presentation title.

Option	Description
Show Top Bar	Show the top bar of the player. The top bar can display the presentation title and the Resources menu button.

4. Table of Contents (TOC) shows the content structure of the presentation and allows users to navigate through the presentation.

Option	Description
Style	Select the display style for the table of contents. • None: Hide the table of contents. • Overlay: Allow users to use the TOC button in the toolbar to open the TOC in an overlay. • Side Bar: Display the table of contents in the side bar. Use can use the TOC button in the toolbar to show/hide the TOC.
Show Duration	Show slide duration in the TOC.
Show Thumbnails	Show slide thumbnails in the TOC.
Show State Icons	Show state icons in TOC entries to indicate the state of slides. The current slide is marked with an arrow while the viewed slide is marked with a check mark.
Initially Expand Entries	Expand all levels of the TOC from the beginning. Users can use the arrow icon next to an entry to expand/collapse its subentries.
Auto Scroll to Current Entry	Automatically scroll the TOC to the entry associated with the current slide. This ensures the entry of the current slide is always visible to users without having to manually scroll the TOC.

5. Toolbar gives users many tools to control the player.

Option	Description
Show Toolbar	Show the toolbar at the bottom of the player.

Restart Button	Show the Restart Presentation button which allows users to reset the presentation to the original state and start from the beginning.
Exit Button	Show the Exit button which allows users to exit the presentation.
First Slide Button	Show the First Slide button which allows users to jump to the first slide in the presentation.
Previous Slide Button	Show the Previous Slide button which allows users to go to the previous slide.
Play Button	Show the Play/Pause button which allows users to play/pause the presentation.
Speed Button	Show the Playback Speed button which allows users to change the playback speed of the presentation.
Next Slide Button	Show the Next Slide button which allows users to go to the next slide in the presentation.
Last Slide Button	Show the Last Slide button which allows users to jump to the last slide in the presentation.
Progress Bar	Show the progress bar which allows users to navigate through the presentation when navigation is enabled.
Volume Bar	Show the volume bar which allows users to change the sound volume.
Volume Button	Show the Mute/Unmute Audio button which allows users to toggle the sound.
CC Button	Show the Show/Hide Closed Caption button which allows users to toggle the CC.
Display Mode Button	Show the Display Mode button which allows user to change the **display mode** (actual size, autofit, full screen).
Information Button	Show the Information button which allows users to view the information of the presentation, such as title, author name, copyright, and home page.
TOC Button	Show the Show/Hide Table of Contents button which allows users to toggle the TOC when the TOC is enabled.
Side Bar Button	Show the Show/Hide Side Bar button which allows users to toggle the side bar when the side bar is enabled.
Resources Button	Show the Resources menu button in the top bar which allows users to access **external content** attached to the presentation.
Slide Markers	Show slide markers indicating the duration of slides in the progress bar.

Playback Position	Show the current playback position in the presentation in the toolbar.
Total Duration	Show the total duration of the presentation in the toolbar.

d. Changing Color Parameters

To change the colors of the player, you can customize the color parameters for each **operation mode** separately or for all the modes at once. Choose the operation mode you want by clicking the **Operation Mode** combo box. Later, if you want to go back to the original settings, click the **Restore Defaults** button ↻.

You can also customize the color parameters and save the settings as a **custom preset**.
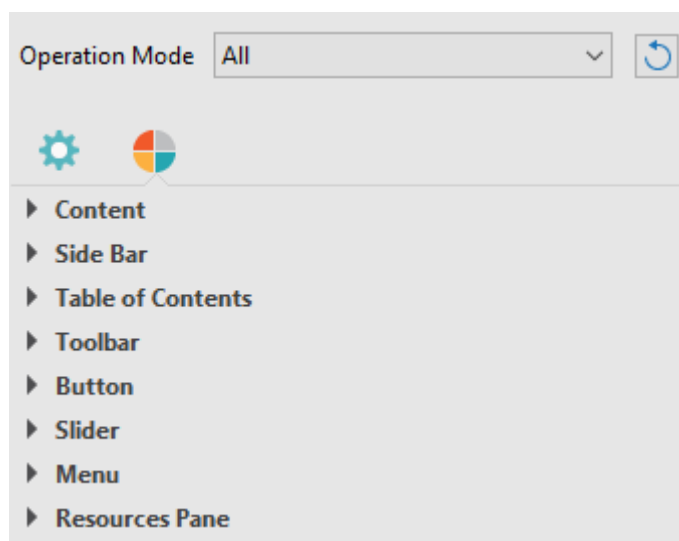
Option	Description
Content	Specify the colors for the background of the border and the page.
Side Bar	Specify the colors for the background and the text in the side bar.
Table of Contents	Specify the colors for the background and the text in the TOC. You can specify different colors for the background of
Toolbar	Specify the colors for the background and the text in the toolbar.
Button	Specify the colors for the buttons in the toolbar and the top bar.
Slider	Specify the colors for the progress bar and the volume bar in the toolbar.
Menu	Specify the colors for the background and the text in the menus that appears when users interact with buttons and controls in the toolbar.
Resources Pane	Specify the colors for the background and the text in the Resources pane.

Table of Contents

An informative table of contents (TOC) is essential for your presentation as it can give a visual overview of the whole presentation and help users easily navigate while viewing. At run time, the TOC entry associated with the current slide will be highlighted. You can also choose to mark it with an arrow to indicate that the corresponding slide is playing. Meanwhile, a check mark can be shown in an entry to indicate that the corresponding slide has been viewed completely. During editing, you can enable **navigation** so that users can click a TOC entry to jump to the corresponding slide.
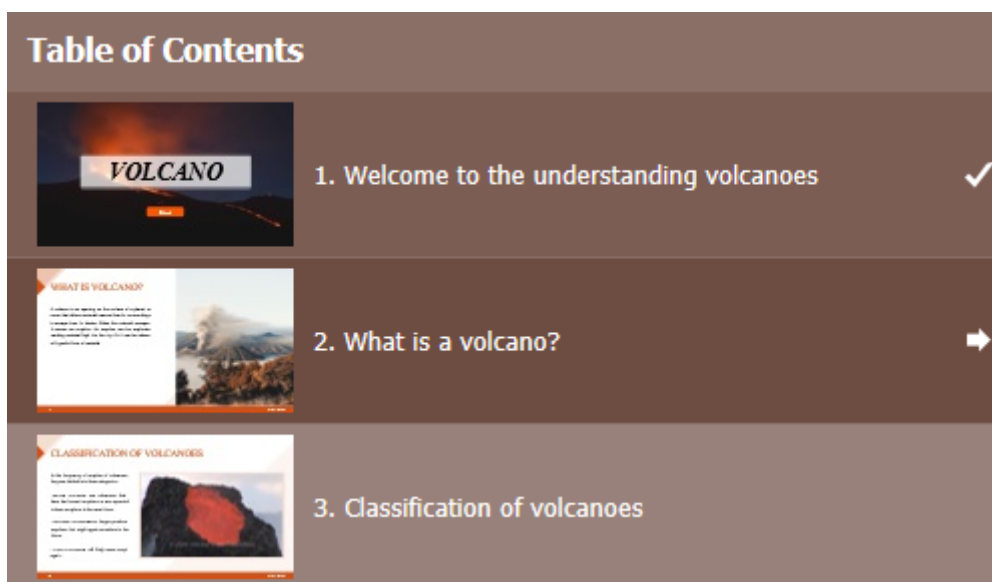
By default, ActivePresenter generates the TOC and shows it in the side bar of the player. When viewing the output, users can show or hide the side bar to toggle the TOC. The **Show/Hide Side Bar** button is enabled by default and appears at the bottom-right corner of the player toolbar.
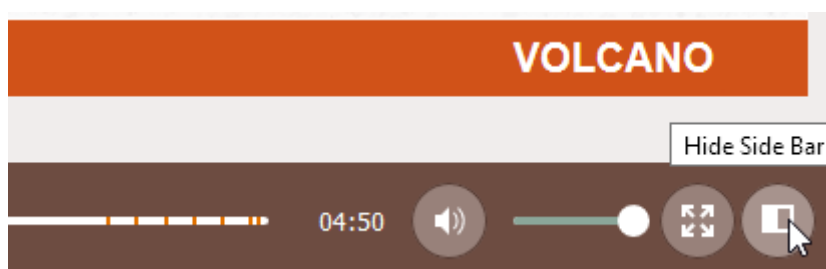
Besides showing the TOC in the side bar, you can enable the **Show/Hide Table of Contents** button in the player toolbar and use it to **open the TOC in an overlay**.

To organize the TOC, you can change the hierarchy of entries, create new entries, delete or hide entries you don't want. Note that the reorganization in the TOC doesn't affect the order of the slides. Do one or more of the following to reorganize the TOC:

- **Add entries**: Click the ✚ button to add a new entry right above the selected entry.

- **Remove entries**: Click the ✖ button to remove a custom entry.

- **Hide entries**: Clear the status box to hide an entry. Click the 👁 button to show or hide all entries. Note that hiding a TOC entry doesn't remove a slide from the project.

- **Move entries one sublevel up/down**: Click the ➡ button to make an entry one sublevel down or the ⬅ button to make an entry one sublevel up.

- **Move entries up/down**: Click the ⬆ button to move an entry before previous or the ⬇ button to move an entry after the next entry. You can also move an entry by dragging it to a new location.

- **Adjust TOC heading style**: Click the ⚙ button and select a style.

- **Reset TOC to default**: Click the ↻ button to go back to the default TOC. In case you reorganize slides after creating the TOC, your changes will not be automatically updated. Just click this button to reflect any changes.

Preloader

By default, ActivePresenter documents preload necessary resources before showing the first slide. To show the loading progress, a loading indicator that contains a spinner and a percentage sign appears in the center of the screen. The loading indicator also appears afterward if buffering takes longer than usual.

To customize preloader, click the **Export** tab > **Player Settings** > **Preloader**. The loading indicator has six editable properties. To adjust their values, you can drag the handle on the slider, scroll the mouse wheel, or enter a new value. All changes you make are immediately reflected in the preview pane. After customizing, if you want to discard all changes, click **Restore Defaults** to go back to the default settings.
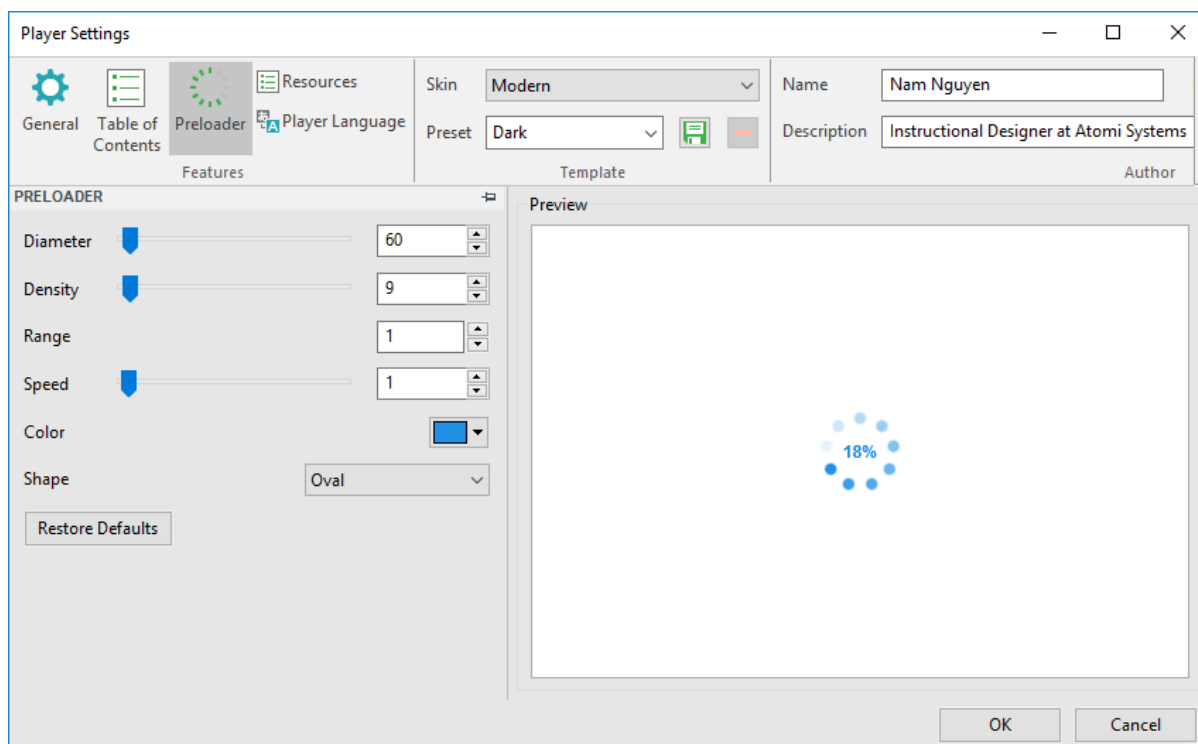
- **Diameter**: Set the diameter of the loading indicator.

- **Density**: Set the number of shapes drawn on the loading indicator.

- **Range**: Set the amount of the modified shapes in percentages. Specifically, it sets what range of the shapes should be scaled and/or faded. The shapes that are out of this range will be scaled and/or faded with a minimum amount only. If the range is 0.1, every shape out of the range will be scaled and/or faded to 10% of the original values. The visually acceptable range value should be between 0.4 and 1.5. The default value is 1.0.

- **Speed**: Set the speed of the loading indicator animation. This value tells the loading indicator how many shapes to skip by each tick.

- **Color**: Set the color of the loading indicator in RGB.

- **Shape**: Set the type of the loading indicator shapes, namely oval, spiral, square, rectangle, and rounded rectangle.

Resources

- To give learners access to reference materials and other helpful information, you can add external contents to the presentation using this tab. This feature enables users to access the printable transcript or downloadable copy of the course content.
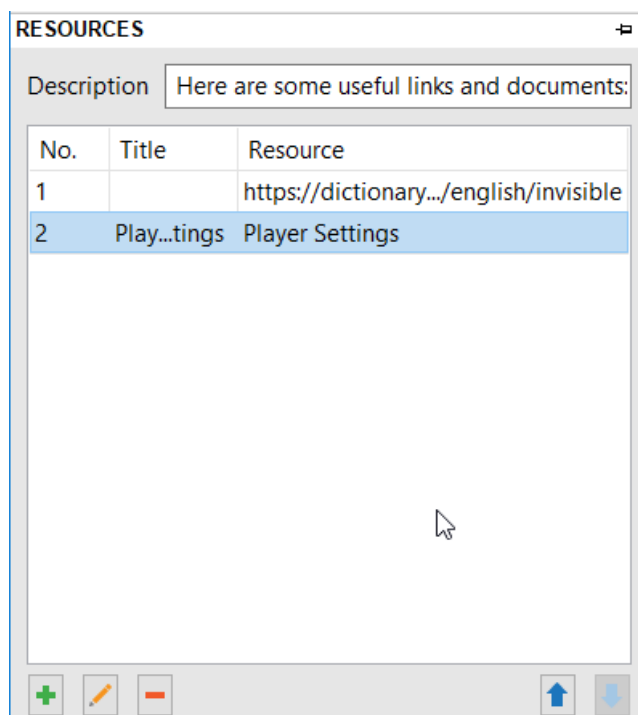
- Click the ✚ button to add the resource from URL, from the project, or from the computer. Click the ✏ button to replace the content that you added, and click the ▬ button to delete the selected content from the resource. Click the ⬆ and ⬇ button to change the order of the content.

Player Language

ActivePresenter provides the ready translated text for the output (name of elements in the toolbar and messages) for all supported language through the Player Language editor. If you want to modify the translation or add the support for your language, open the **Export** tab > **Player Settings** > **Player Language**.

The editor provides the following properties:

- **Project Language**: Display the language of the open project. You can change the project language in the **Project Properties** dialog.

- **Name**: Display the text in the current user interface language of ActivePresenter so you can know their original meanings.

- **Value**: Display the text in the language which is set in the **Project Language** section (if it is supported). You can modify the text in this column by double-clicking each row and typing in it.

- **Reset**: Restore the original translation of the text.

HTML5 Preview

To preview the HTML5 output before actually exporting, click the **HTML5 Preview** button ⊙ in the **Home** and **Export** tab. Click the arrow on the button to select one from **four operation modes** (Demonstration, Tutorial, Practice, Test).

Miscellaneous

Editing Project Properties

Properties of a project fall in three categories:

- Properties that you cannot edit from this **Project Properties** window: Slide size, total number of slides, total run time for the presentation, project file size, and the date on which the project was created and last modified.

- Properties that you can edit from this **Project Properties** window: Author's name and any remarks that you want to attach to the project's file (client name, conference detail, the type of outputs for this project, etc.).

- The JavaScript code: It is executed when loading the project. You can use this property in the case that you want to extend the capability of HTML5 output.

To view the project properties, click the **ActivePresenter** button > **Projects** > **Properties**. The following window will appear:
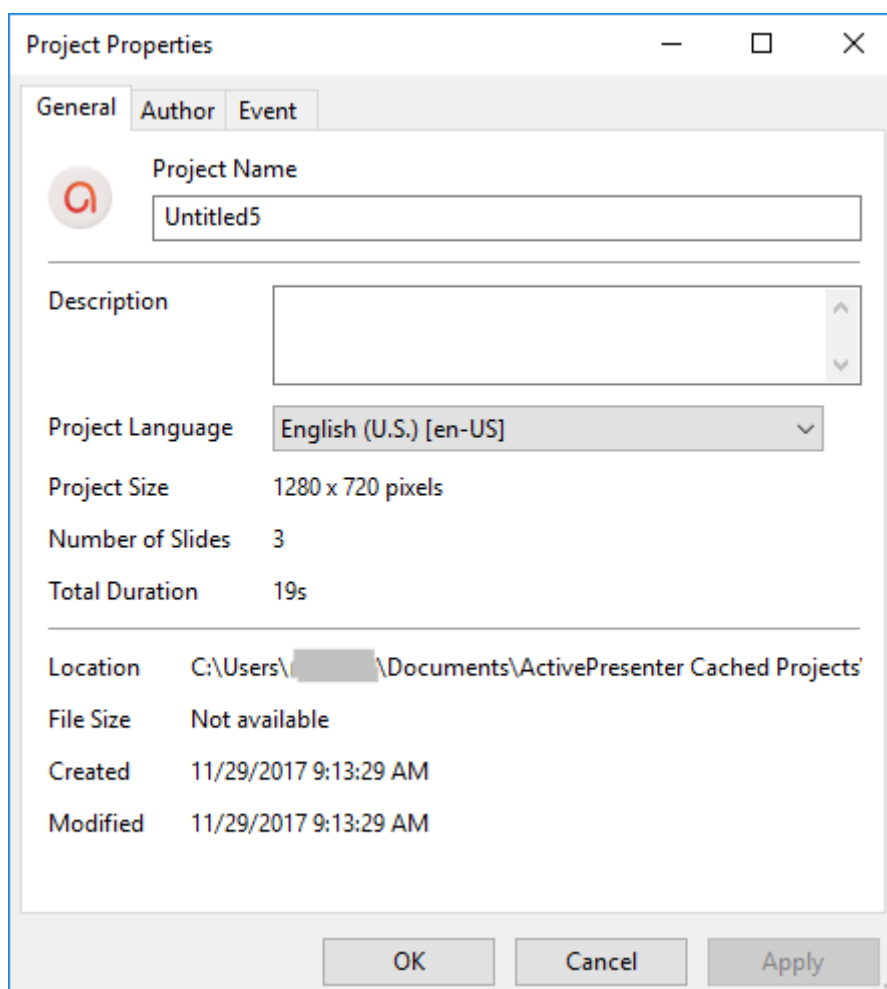
General Tab

This tab gives you generic information and settings of the currently editing project. They are global settings that affect all slides in your project. However, if a slide already has a background image, it won't be affected.

- **Project Name**: Change the name for the project.

- **Description**: Give a description for the project.

- **Project Language**: Specify the language of editing project. ActivePresenter will use the corresponding translation of selected language to display in the output (name of elements of toolbar and messages in HTML5) if the language is supported in ActivePresenter. For other languages, you can still modify the text in output by using **Player Language Editor**.

- **Project Size**: The size of the project slides.

- **Number of Slides**: The total number of slides in your project.

- **Total Duration**: The total duration of all slides in your project.

Author Tab

This tab allows you to enter all details including the author's information and security. You can enter a password for opening the project file in the **Security** section. Once you set the password, you can only open the file if you enter the password. This is useful if you have to leave the project file on a public computer.

Event Tab

On the **Event** tab of this window, you can enter the **JavaScript code** which is executed when loading the project

Making Project Accessible

ActivePresenter allows you to make your project accessible to people with disabilities. This means you can edit your project so that users with disabilities can perceive, understand, navigate, and interact with the project outputs. The **HTML5 output** can be viewed in various ways that don't depend on a single sense or ability. For example, users can navigate with a keyboard, not with a mouse only. Also, audio content should be accompanied with closed captions for hearing impaired users, text description should be provided for visual contents so that screen readers can read out loud for visually impaired users.

Tips for Creating Accessible Projects

To create accessible projects, you should always use more than one mean (e.g. text, visuals, and sounds) to convey information.

- For users with visual impairment, add text descriptions or audio equivalents for visual objects. For example, provide accessibility text description for **video** so that you can send the information to users through the screen reader. For objects that contain text such as **shapes**, **text captions**, you should enable the **Auto Label** property, the screen reader will read the text when this object is displayed. If you choose to attach audio to the object, don't forget to remove all accessibility text, otherwise voice from the screen reader will interfere with the attached sound.

- For users with hearing impairment, add text equivalents for audio objects. For example, when delivering a narrative audio, it is important to provide captions at the same time. You can use **closed captions** or any other type of objects that can display text, and remember to synchronize the text with the audio by using the **Timeline** pane.

- For users with either visual or hearing impairment, ensure that users can interact with the output using keyboard. For example, enable **Focusable** property for **mouse click** objects so that users can use the **TAB** key to navigate between objects, and the **ENTER** or **SPACE BAR** key to activate it. You can also provide a **key stroke** object that acts as a hotkey for each mouse click object.

- Enable **Accessibility** features when exporting to output formats that support accessibility.

Customizing Accessibility Text for Slides

In ActivePresenter, you can add accessibility text describing each slide for screen readers to read aloud when the slide is displayed. Screen readers and accessibility text are useful for people with visual impairment.
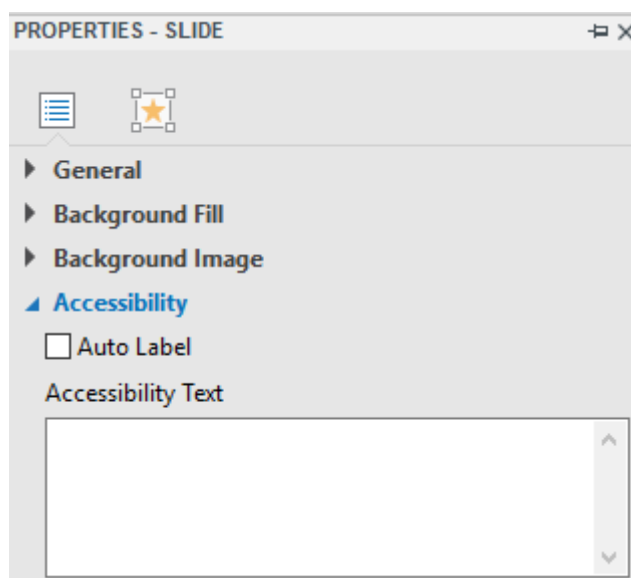
By default, ActivePresenter uses slide name and description as slide accessibility text. To provide different text for screen readers, do the following:

1. Select the slide that you want to change accessibility text.

2. In the **Properties** pane, expand the **Accessibility** drop-down list.

3. Clear the **Auto Label** check box, the **Accessibility Text** box are now enabled. Type text that describes the slide.

4. When the slide appears, screen readers will read aloud the accessibility text in the text box. If you don't want screen readers to read anything, leave this text box blank.

Customizing Accessibility Text for Objects

ActivePresenter supports accessibility text for each object in a slide. By default, accessibility text is generated automatically from the text that the object displays, or the object name if it doesn't contain any text. Therefore, the default accessibility text is usually useless for objects that don't contain text, such as video and image.

In that case, you should customize the accessibility text to provide sufficient information about the object by following steps below:

1. Select the object that you want to change accessibility text.

2. Click the **Properties** pane > **Size & Properties** tab > **Accessibility**.

3. Clear the **Auto Label** check box, the **Accessibility Text** box are now enabled. Type the description of the object in the text box.

4. When the object appears, screen readers will read aloud this accessibility text. If you don't want screen readers to read anything, leave this text box blank.

Localizing Projects

Localization is the process of adapting a project for use in a specific country, region with a particular language, culture, and desired local look and feel. If you are creating a demonstration or simulation of a certain application that supports multiple languages, you may need to localize your project for each language. With ActivePresenter, you can do it easily thanks to the slide background replacement and the text translation features.

Localizing Process

Before doing localization, make sure that you have finished editing the original project (usually in English).

To localize your project, do the following:

1. Export text in your project to XLIFF format.

2. Translate text in the exported XLIFF file using any tool that supports XLIFF 1.2 (e.g. Swordfish Translation Editor).

3. Replace the original slide backgrounds with the new ones that are captured in the new language.

4. Import the translated XLIFF file into the project of which slide backgrounds have been replaced in step 3.

5. Test the localized version of your project, make sure that all screenshot images are replaced, and all text are properly translated and displayed.

The next sections will describe each step in details.

Exporting to XLIFF

XLIFF (XML Localization Interchange File Format) is an XML-based format created to standardize the way localizable data are passed between tools during a localization process.

To export text in your project to XLIFF format, do the following:

1. Click the **ActivePresenter** button > **Projects** > **Localize** > **Export To XLIFF**.

2. In the dialog that appears, select types of text which you want to export for the translation.
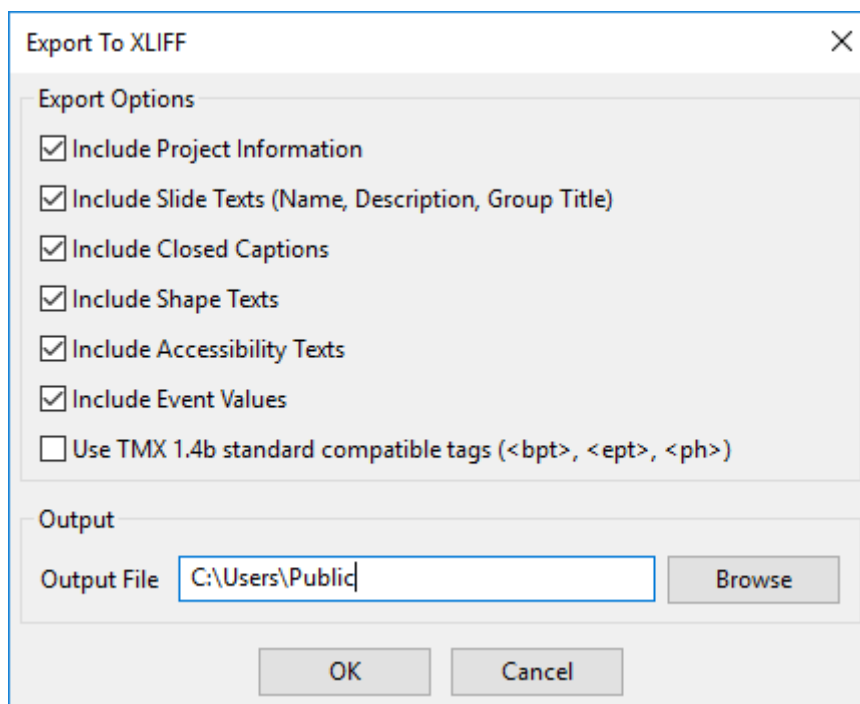
3. Select the **Use TMX 1.4b standard compatible tags (<bpt>, <ept>, <ph>)** text box if your translation tool doesn't support <g> and <x/> tag.

4. Enter the output location and file name in the **Output File** text box.

5. Click **OK** to start exporting to XLIFF.

Replacing Slide Backgrounds

You should not localize directly in your original project, but in a copied version of the project. This section will describe the steps of copying projects and replacing slides.

Step 1. Create a copy of the original project for the new language.

1. Copy the project file in File Explorer, or use **ActivePresenter** button > **Save As…**. If you copy it in File Explorer, make sure it isn't opening in ActivePresenter. The project copied from an open project may be corrupted.

2. Give the copied project a meaningful name. It is recommended that the project name has language code suffice, for example, *Skype_es.approj*. You can also create a folder for the new language and place the copied project there.

Step 2. Capture a new project for the new language.

1. Change language preferences and settings for the captured application to display the new language, if needed.

2. Use the same project size (width x height) as the size of the original project.

3. Name the new captured project a meaningful name. For example, you can name it *Skype_es_captured.approj.*

Step 3. Open the **Slide Background Replacer** window to replace slide backgrounds in the project copied in step 1 by new ones captured in step 2, or by slides of the new captured project.

1. Open the project copied in step 1 (*Skype_es.approj*).

2. Click the **ActivePresenter** button > **Project** > **Localize**, and do one of the following:

o   Select **Replace Backgrounds of All Slides** to replace all slides backgrounds with slides of the new captured project. Selecting this option will launch the blue rectangle and the **Replace Slide Backgrounds** dialog so that you can capture the new project.

o   Select **Replace Backgrounds of Selected Slides** to replace some selected slide backgrounds with slides of the new captured project. Selecting this option will launch the blue rectangle and the **Replace Slide Backgrounds** dialog so that you can capture the new project.

o   Select **Replace Backgrounds of All Slides From Project** and browse the new project captured in step 2 (*Skype_es_captured.approj*) to replace all slide backgrounds of the current project.

o   Select **Replace Backgrounds of Selected Slides From Project** and browse the new project captured in step 2 (*Skype_es_captured.approj*) to replace some selected slide backgrounds of the current project.

Step 4. In the **Slide Background Replacer** window, arrange new slides on the right in the same order as current slides on the left.
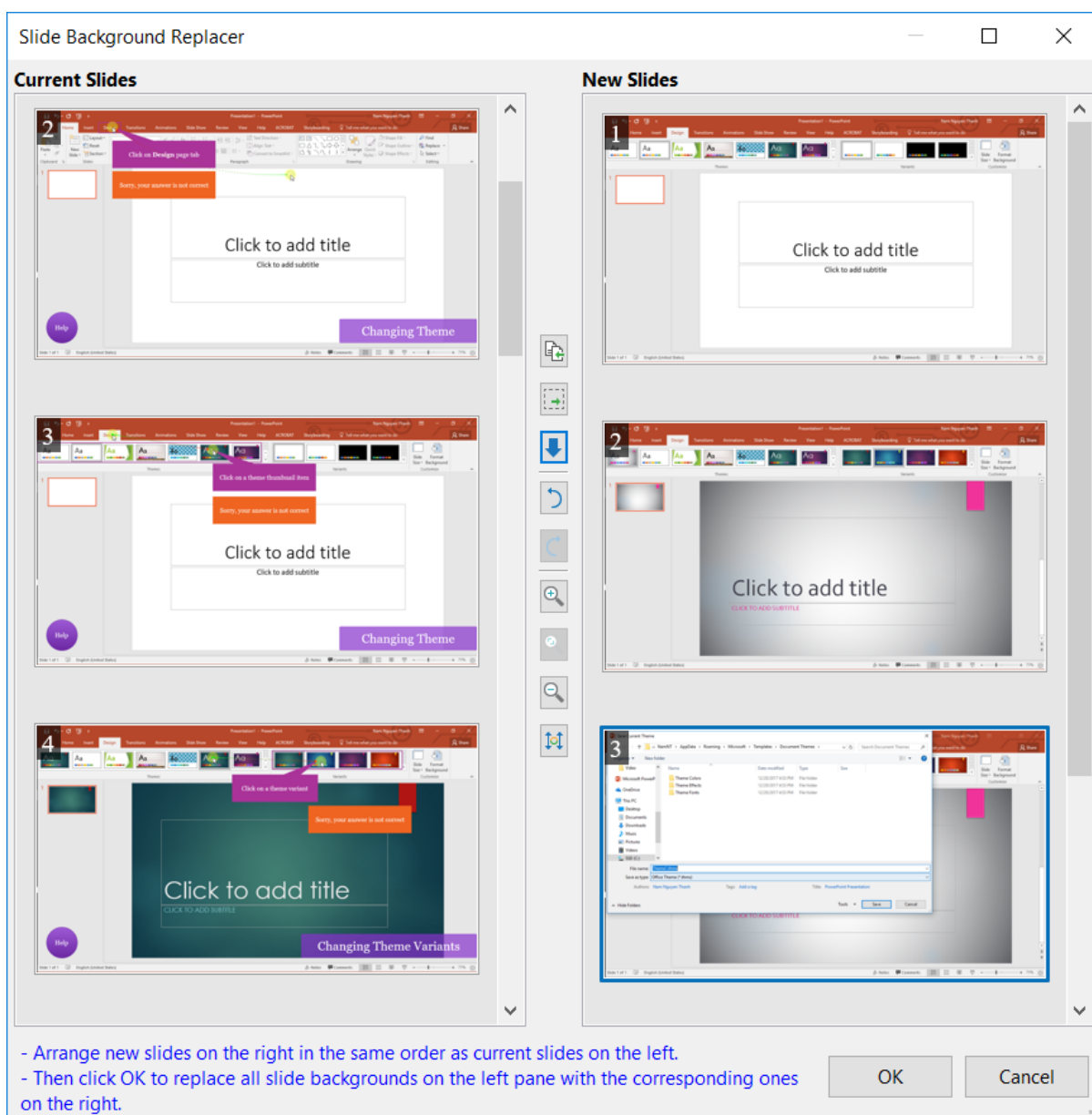
- To move a slide, drag and drop it to the new position. You can only drag slides in the same side (left or right) to change their position.

- To copy/cut/paste/delete a slide, select it and press the **DELETE** key. You can also right-click it > **Delete**.

- If you aren't sure that a new slide of the new project (on the right) is redundant or not, move it to the bottom instead of deleting it. To do that, select the slide and click the down arrow button .

- If a certain slide is required in the new language but not available in the original language, select it and click the **Copy To Left** button . This moves the selected slide from the right to the left.

- If you don't want to change a certain slide in the left (e.g. the introduction slide), select it and click the **New Placeholder** button . This insert a placeholder slide into the right.

Step 5. Click the **OK** button in the **Slide Background Replacer** window to replace slide backgrounds.

Importing from XLIFF

After translating text and replacing slide backgrounds, you need to import the XLIFF file back to the project of which slide backgrounds are replaced. ActivePresenter will replace the current text in your project with the corresponding text in the translated XLIFF file.

- Open the project that has been replaced slide backgrounds.

- Click the **ActivePresenter** button > **Projects** > **Localize** > **Import From XLIFF** > browse the translated XLIFF file.

- Verify imported text on each slide, adjust the object position and size if necessary.

Active Window

When creating a video demo or simulation to demonstrate how to work with an application or software (e.g. Microsoft), you will want to capture only a specified window sometimes (e.g. a confirmation dialog). ActivePresenter can automatically detect the area that you want to capture and save the information to captured slides through the active window feature.

To view the active window, do one of the following:

- Click the **Slide** tab > **View Active Window** .

- Right-click the slide on the Canvas > **View Active Window**.

The following figure shows an active window area (in the red dashed border) in a captured slide:
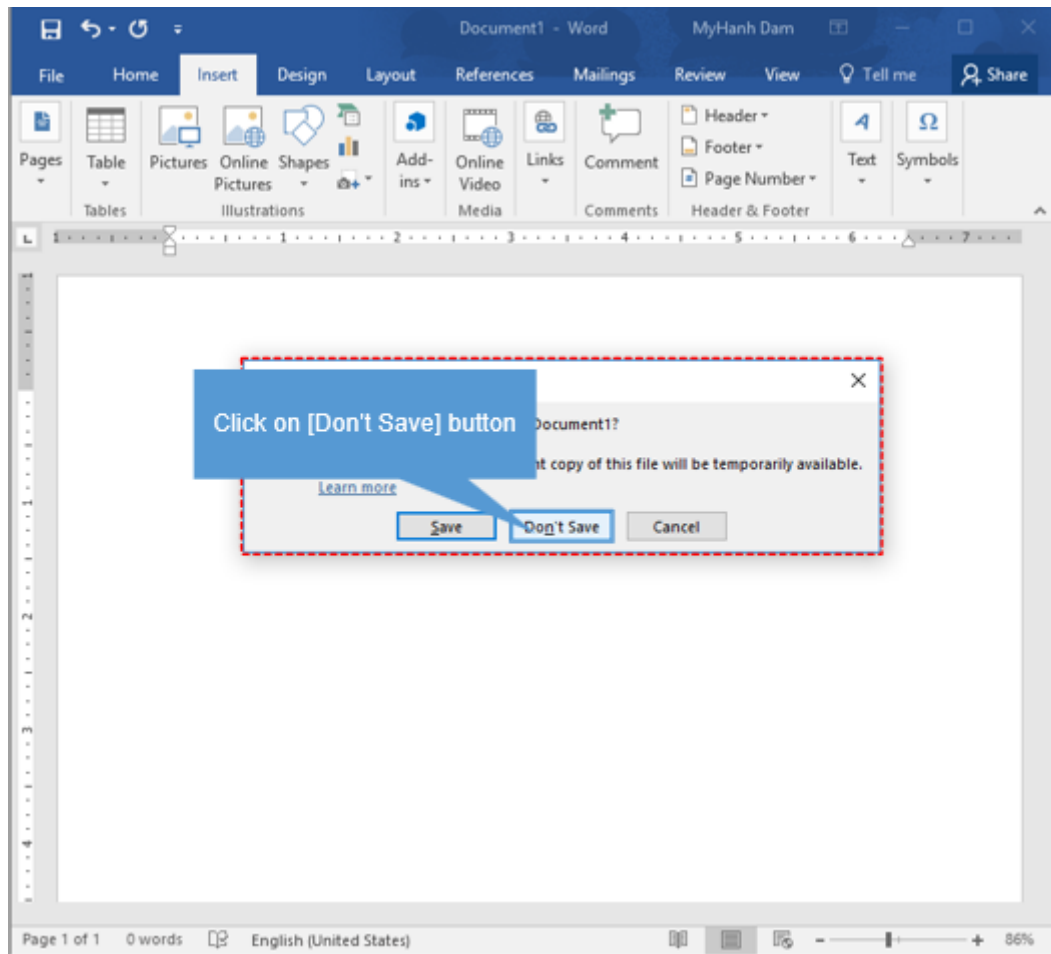
In some certain circumstances, the active window area detected while capturing doesn't fit the dialog/window. You can modify this area by opening the **Slide** tab > **Edit Active Window**
, or right-clicking the slide on the Canvas and select **Edit Active Window**.

This enables the Edit Active Window Area tool. Then, you can resize the active window by dragging the red dashed border.

ActivePresenter Windows

Canvas

The Canvas in the center of the workspace displays all slide contents. It can also be called the working window.

When your project has many slides, the Canvas shows contents of the selected slide. All project creating and editing are visually done here. This means that you can view all changes of objects you've made from other panes (**Properties** pane, **Timeline** pane, etc.).

- With a blank project, the Canvas displays the blank slide.

- With a recorded project, the Canvas displays the recorded videos/slides along with all annotations added.

- With a created project, the Canvas shows the slide with all of its contents (quizzes, shapes, images, videos, etc.).

Changing Canvas Color

By default, the Canvas has a light gray color. You can change its color by clicking the **ActivePresenter** button > **Preferences** > **Canvas Background Color**, click the color picker and select a color.

When you change the Canvas color, the slide's color isn't affected. If you want to change the color for slides, click the **Design** tab > **Background Styles** .

See **Slide Properties** to know more in details about slide's properties.

Zooming Canvas

During the project editing, chances are you need to zoom in and zoom out the Canvas to make the editing more easily. Regardless of how much you are zooming in/out the Canvas, when you preview the slide, the content automatically fits the Canvas. This allows you to view the content of the entire slide. When the preview is completed, ActivePresenter goes back to the previous zoom scale.

With this feature, you don't have to click the **Zoom Fit** button each time you preview the content, which saves you much time in project editing.

To zoom in/out the Canvas, do one of the following:

- Drag the Zoom slider at the bottom-right corner of the application window.

  Drag it to the right or left to zoom in or zoom out the Canvas respectively.

- Click the **View** tab > **Zoom** > select a preset zoom level from the **Zoom** dialog that appears, or enter a value in the **Percent** spin box.

- Place the mouse inside the Canvas area > hold down **CTRL** while scrolling the mouse wheel up or down to zoom in or zoom out the Canvas respectively.

To automatically fit the Canvas zoom level, do one of the following:

- Click the **Zoom Fit** button next to the Zoom slider.

- Click the **View** tab > **Zoom Fit** .

This automatically adjusts the zoom level to fit the space of the Canvas.

Canvas Snapping

Canvas snapping lets you align different objects and elements more easily and precisely. To turn the snap mode on, click the **View** tab and click **Canvas Snapping** .

When the snap mode is on, as soon as a moving "snappable" element comes in the vicinity of another "snappable" element, it will make a tiny jump to match the edge of each other. Vertical or horizontal orange lines or both will appear to visualize the alignment.

Timeline Pane

Timeline Overview

A timeline defines how multiple objects in slide show or hide against time. By default, each slide has a main timeline which is run automatically when entering slide. You can add more timelines into a slide. These added timelines called interactive timelines since they can only be run by an action. If you are working with a video project, you just need to work with main timeline while working with interactive presentation, you may need to use interactive timelines.

The **Timeline** pane is used to manage timelines and edit each timeline. You can do the following tasks in the **Timeline** pane:

- Edit audio/video objects (split, join, change volume/speed, insert time, etc.).

- Edit the object timing and animations.

- Play slides and record your commentary in real time.

- Preview slides.

- Add, remove, or rename timelines.
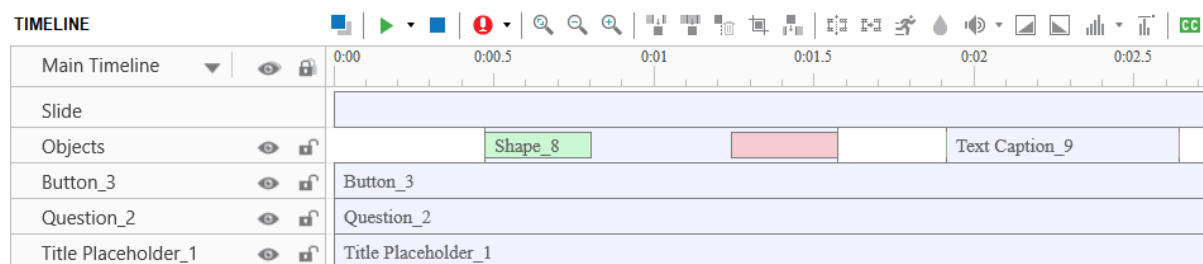
Managing Timelines

In ActivePresenter 7, you can create and manage multiple timelines simultaneously with the Multiple Timelines feature. You can add more or remove timelines when needed.

- **Select a timeline**: Click the Timeline list box and select one of the existing timelines from the drop-down list.

- **Add a timeline**: Click the Timeline list box and select **Add Timeline**. The new timeline will be created with an auto generated name (Timeline N). The newly created timeline will be automatically chosen for editing. You can add more than one timeline.

- **Remove a timeline**: Click the Timeline list box, and select the timeline that you want to remove, then click **Remove Timeline**. You cannot remove the main timeline.

- **Rename a timeline**: Click the Timeline list box, and select the timeline that you want to rename, then click **Rename Timeline**. Enter a new name in the dialog and click **OK**. You cannot rename the main timeline.

Using Multiple Timelines

To use multiple timelines, do the following:

1. Add timelines.

2. Rename added timelines to a more meaningful name.

3. Add animations to objects. To **add animations** to objects in added timelines, select the object from the Canvas or **Selection** pane. Then, click the **Animations** tab and select entrance and exit effect from the effect gallery.

4. Use **events - actions** to start/pause/continue the added timelines.

Object Time Bars

The time bar of an object represents its existence along the time axis.
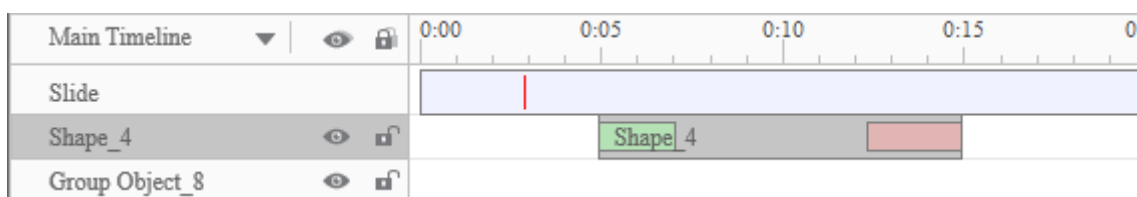
As you can see from the time bar of Shape 4 in the screenshot above, Shape 4 will appear on the Canvas at the 5th second after the slide starts to play. The shape will disappear at the 15th second, which means its duration is 10 seconds. The length of the object time bar represents its duration.

The shape has animation effects which can be realized by the green and red bar placed inside the object time bar. The green-bar's length indicates the duration of the **entrance effect** while the red-bar's length indicates the duration of the **exit effect**.

Though there are many kinds of objects in ActivePresenter, not all of them have time bar:

- Sub-objects of composite objects don't have time bars. They use the timing values from the top-level parent.

- Background images don't have time bars because they remain unchanged. You cannot vary their properties over time.

- The object time bar is only available in main timeline since it takes a role for audio/video editing functions.

Initially Hidden Objects

We can set the initial state of an object as hidden, so it can only be shown by an action or an interactive timeline. The initially hidden object is represented in the timeline as follows:
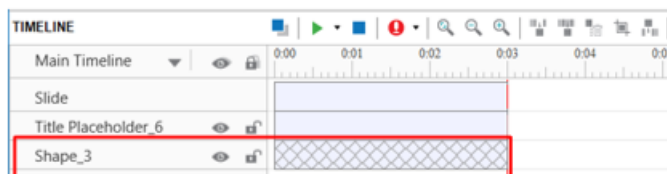
You cannot change the time bar of initially hidden object. To change the initially hidden state, just right-click object and select **Initially Hidden**. You can also change this option in the **Properties** pane > **Timing** section.

By default, some types of messages such as Correct Message, Incorrect Message are initially hidden objects.

Changing Object Timing and Duration

The timing and duration of an object is easy to adjust by using its time bar. The left-side edge of the time bar is the start point, and the right-side edge of the time bar is the end point of the object.

- **Changing the start time of objects**: Hover the mouse over the start point of the object time bar until the mouse turns to a double-headed arrow, drag it horizontally to change its start time.

- **Changing the end time of objects**: Hover the mouse over the end point of the object time bar until the mouse turns to a double-headed arrow, drag it horizontally to change its end time.

- **Moving objects in the timeline**: Hover the mouse over the object time bar until the mouse turns into a four-way arrow, drag the bar horizontally, and drop it wherever you want.

You can move multiple objects as well as change their start/end points simultaneously by selecting multiple of them, then moving them together. To select multiple objects, hold down **CTRL** or **SHIFT** while clicking object time bars or clicking object names in the timeline.

To select contiguous objects, click the first object, then hold down **CTRL** while clicking the last object, all the objects between these two objects will be selected.

Putting Multiple Objects in a Line

Each line in the timeline can contain multiple objects which are displayed sequentially. Thanks to that, you can easily organize and track their timing and duration.

Objects in a line have the successive z-order. This means the object on the left has a smaller z-order in comparison with the one on the right. You cannot swap the z-order between two objects in a line without changing their start time.
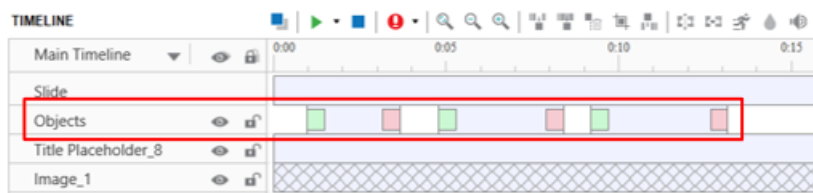
To move an object along its current line, select the object, then drag it sideways and drop it to the desired position.

If the object is between two other objects, you can only move it within the available space between them. If the object is at the end of the line, the slide duration will be extended when you drag the object to the right and reach the end point of the slide duration.

To move an object to a new line, do one of the following:

- Select the object and drag it upward or downward to the new line. You can only drop the object in the line which has enough available space between two objects for it. If the object is placed at the end of the line, and the duration of the object is greater than the available duration, the Slide duration will be automatically extended to contain it.

  You can move multiple objects together sideways, but you cannot move them up/down simultaneously to the new line.

- When there are at least two objects in a line: Right-click the object > **Move Up/Down into a New Line**. In this case, ActivePresenter will create a new line containing the object.

Inserting Objects Using Playhead

Note that the following description doesn't apply for cursor path, closed caption, and zoom-n-pan.

When you insert an object with the present of the Playhead in the timeline, the object will be placed at the Playhead position. The start time of the object is the current time of the Playhead.

If there are any existing objects in a line and the duration of the newly inserted object is smaller than the line duration, the new object will be placed before them in the same line.

If there are any existing objects, and the duration of the newly inserted object is larger than the line duration, the new object will be placed in the other line and above them in the timeline, as long as the new line doesn't contain any object that is overlapped in time with it.

When you insert an object without the Playhead presented in the timeline, the start time of the object is set to 0, and its duration is stretched to the end point of the slide. The new object will also be placed above existing objects in the slide.

Timeline Snapping

With the snap mode in ActivePresenter, you can align different objects more easily and precisely in the timeline. When the snap mode is on, as soon as a moving "snappable" element comes in the vicinity of another "snappable" element, it will make a tiny jump to match the timestamp of the other element.

The snap mode applies to the following elements:

- **In ruler area**: Playhead, start marker and end marker of the range.

- **In the time bars of objects**: Starting and ending edge, all markers inside the object time bar.

- **Others**: Start and end point of the slide.

To turn the snap mode on, click the **View** tab > **Timeline Sapping** .

Below are some notes when using the snap mode:

- The "other element" may be anywhere in the timeline: Right from the ruler to the lowest object's time bar. The vertical separation between the elements doesn't matter at all.

- You may not be dragging the "snappable" element itself. For example, when we drag a time bar of an object, all "snappable" elements in the bar are moving simultaneously. Any of these elements can snap to another snappable element.

- You can temporarily disable the snap mode by pressing **CTRL** when dragging the element.

When a snapping takes place, ActivePresenter shows an orange vertical line at that point of time in order to draw your attention. This helps you to synchronize the dragged elements precisely with other elements in the timeline. Now it is up to you whether to drop the dragged element there or keep dragging.

Timeline Toolbar and Productivity Tips

Icon	Command	Hotkey	Function
	Add Timeline		Add a timeline. Additional timelines are triggered using **actions**.
	Remove Timeline		Remove the current timeline. You cannot remove the main timeline.
	Rename Timeline		Rename the current timeline. You cannot rename the main timeline.
	Single Slide/All Slides		View the current slide or all slides in your project. The All Slides mode shows all slides in the timeline, which is useful to see the objects that span across multiple slides.
	Preview	**SPACE BAR**	Switch the control to play, pause, or resume the preview, starting from the Playhead position. You can also right-click the Canvas > **Play Preview**. At the end of the preview, the Playhead returns to the start marker of the range.
			In addition, click the arrow next to the button and choose the following options:
			• **Preview all**: Preview all slides in your project, from the first to the last.
			• **Preview from current slide**: Preview the current slide and its succeeding slides.

	Stop		Stop the preview if the timeline is playing. Otherwise, clicking this button clears the selected range.
	Record Narration	**CTRL+SHIFT+R**	Record audio while playing the slide simultaneously. To stop recording, click the **Stop** button ■.
	Zoom Fit Timeline		Fit the entire slide duration into the available pane width.
	Zoom Out Timeline	**CTRL+MOUSE DOWN**	Reduce the time scale of the timeline.
	Zoom In Timeline	**CTRL+MOUSE UP**	Expand the time scale to see more details.
	Cut Range	**CTRL+SHIFT+X**	Cut the selected range and place it on the clipboard.
	Copy Range	**CTRL+SHIFT+C**	Copy the selected range and put it on the clipboard.
	Delete Range	**CTRL+DELETE**	Delete the selected range.
	Crop to Range	**SHIFT+DELETE**	Delete everything outside the selected range.
	Insert Time		Insert a period of silence into the selected audio or freeze the frame of the selected video at the Playhead position.
	Split Audio/Video Objects		Split the selected audio/video at the Playhead position.
	Join Audio/Video Objects		Join the selected audio/video objects.
	Change Playback Speed		Speed up or slow down the selected range of the audio/video.
	Insert Blur Area		Insert a blur area into the selected video.
	Adjust Volume		Adjust the relative volume of the selected range of the audio/video.
	Audio Fade In		Add a fade in effect to the selected audio.
	Audio Fade Out		Add a fade out effect to the selected audio.

ıllı	**Audio Noise Reduction**	Reduce background noise from the selected audio.
ı̇lı	**Audio Normalization**	Normalize audio throughout a project for consistent volume across all slides.
cc	**Insert Caption**	Insert a closed caption (CC) into a slide.
	Split Slide	Split the slide at the Playhead position.
↺	Go to Previous Keyframe	In editing **blur effects**, go to the previous keyframe.
◆	Add/Remove Keyframe	In editing **blur effects**, add or remove a keyframe.
↻	Go to Next Keyframe	In editing **blur effects**, go to the next keyframe.

Below are hotkeys you can use to speed up your work in the timeline. Only some of them are customizable using the **Preferences** dialog > **Hotkeys** tab.

Hotkey	**Function**
HOME	Move the Playhead to the beginning of the timeline.
END	Move the Playhead to the end of the timeline.
LEFT ARROW	If there are no selected objects, move the Playhead to the left. Otherwise, move the selected objects to the left.
CTRL+LEFT ARROW	Same as above, but 10 times faster (the **CTRL** key is x10 accelerator).
RIGHT ARROW	If there are no selected objects, move the Playhead to the right. Otherwise, move the selected objects to the right.
CTRL+RIGHT ARROW	Same as above, but 10 times faster (the **CTRL** key is x10 accelerator).
[	Move the Playhead to the start marker of the selected range.
]	Move the Playhead to the end marker of the selected range.
SHIFT+[	Set the start marker of the selected range at the Playhead position.
SHIFT+]	Set the end marker of the selected range at the Playhead position.

SHIFT+LEFT ARROW	If there are no selected objects, move the start point of the range to the left. Otherwise, reduce the duration of the selected range.
CTRL+SHIFT+LEFT ARROW	Same as above, but 10 times faster (the **CTRL** key is x10 accelerator).
SHIFT+RIGHT ARROW	If there are no selected objects, move the end point of the range to the right. Otherwise, increase the duration of the selected range.
CTRL+SHIFT+RIGHT ARROW	Same as above, but 10 times faster (the **CTRL** key is x10 accelerator).
SHIFT+MOUSE UP/DOWN	Scroll horizontally the timeline.
CTRL+SHIFT+X	Cut the selected range and place it on the clipboard. (customizable)
CTRL+SHIFT+C	Copy the selected range and put it on the clipboard. (customizable)
CTRL+DELETE	Delete the selected range. (customizable)
SHIFT+DELETE	Delete everything outside the selected range. (customizable)
CTRL+SHIFT+R	Record audio while playing the slide simultaneously. (customizable)

Properties Pane

The **Properties** pane is where you can view and change all common properties of selected objects or slides.
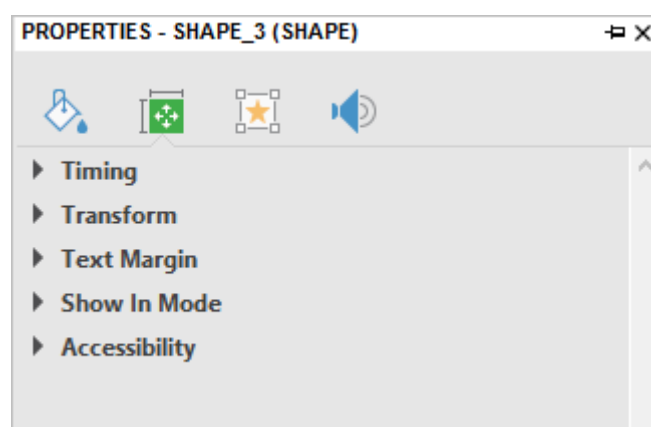
There are many tabs in the **Properties** pane: **Style & Effects**, **Size & Properties**, **Interactivity**, **Audio**, **Media**, and **Slide Properties** tab**.**

There are many sections in each tab. Each section displays several properties which are related to each other. You can freely expand or collapse any section by clicking the section title. You can select multiple objects or slides to change their properties simultaneously.

Style & Effects Tab

The **Style & Effects** tab contains object's properties in terms of fill, line, and shadow so that you can customize them. Not all of object types have this tab. For example, an audio object doesn't have this tab.

Fill Section

In this section, you can customize the background of the object and create your own object style.
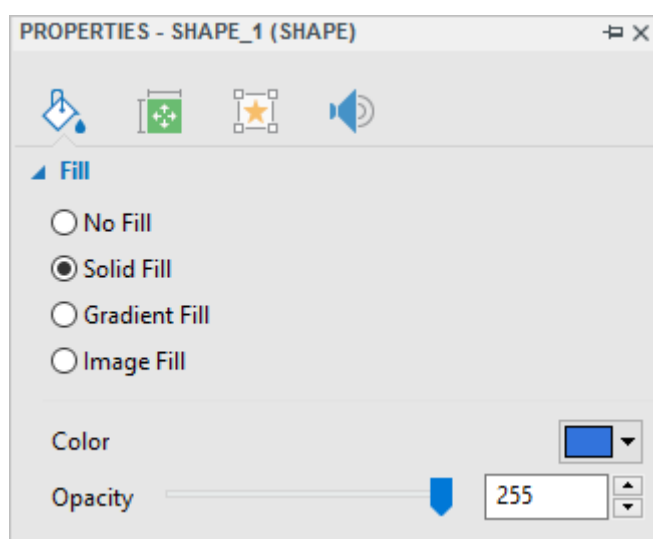
a. No Fill

The object's background becomes transparent (no solid color or gradient of colors).

b. Solid Fill

Fill the shape with a single color. To fill a shape with a single color, click the color picker > select a color > change the color Opacity by dragging the slider or entering a number in the **Opacity** spin box.

c. Gradient Fill

Fill the shape with a gradient of colors.
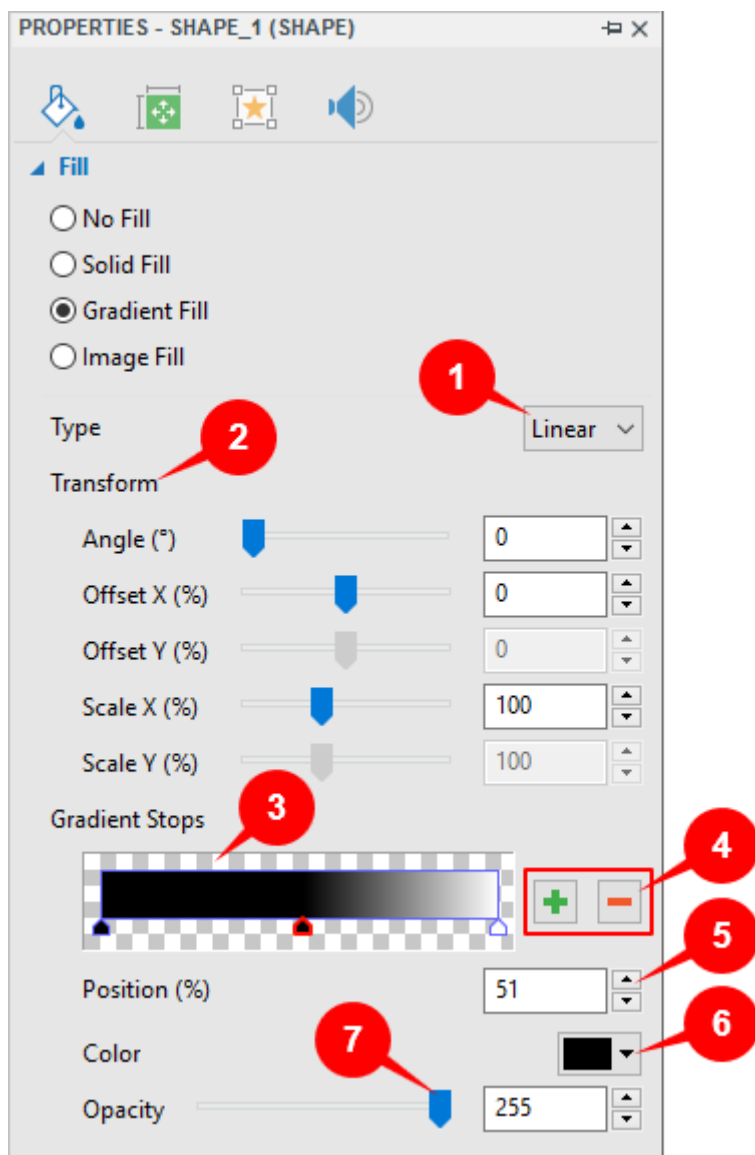
The **Gradient Strip** (3) is at the heart of the controls. It shows a live sample of the gradient, and lets you make changes to it in a visual manner.

Choose between **Linear** and **Radial** gradients using the **Gradient Type** drop-down list (1).

- **Linear**: Shades vary in a straight direction.

- **Radial**: Shades are in concentric circles.

Define the **Transform** (2) of the gradient using the spin boxes or dragging the sliders, as shown below:

- **Angle**: Gradient Rotation. This option is available only if you select Linear gradient type.

- **Offset X (%)**: X-offset from the top corner (range from -100 to 100, default value is 0). When you drag the bar of the Offset X slider to the right or increase the value in the spin box, the gradient stops will move to the right of the gradient correspondingly, and vice versa.

  The closer a gradient stop offset value is to -100, the closer the color is to the start of the gradient. On the other hand, the closer a gradient stop offset value is to 100, the closer color is to the end of the gradient.

- **Offset Y (%)**: Y-offset from the top corner (range from -100 to 100, default value is 0). Note that this slider is only activated when you select the Radial Gradient type. When you drag the bar of the Offset Y slider to the right or increase the value in the spin box, the gradient stops of the radial gradient will move downward, and vice versa.

  The closer a gradient stop offset value is to -100, the closer the color is to the start of the gradient. On the other hand, the closer a gradient stop offset value is to 100, the closer color is to the end of the gradient.

- **Scale X (%)**: Gradient horizontal scale (range from 10 to 250, default value is 100). When you drag the bar of the Scale X slider to the right or increase the value in the spin box, the horizontal radius of the radial gradient (Radial Gradient type), or the width of the linear gradient colors (Linear Gradient type) will be increased correspondingly, and vice versa.

- **Scale Y (%)**: Gradient vertical scale (range from 10 to 250, default value is 100). Note that this slider is only activated when you select the Radial Gradient type. When you drag the bar of the Scale Y slider to the right or increase the value in the spin box, the vertical radius of the radial gradient will be increased correspondingly, and vice versa.

The triangular "stops" at the bottom of the Strip show how many colors are used to compose the gradient. You can click any stop to make it active and drag it along the Strip. An active stop has a red border. Then, use control boxes (5), (6), (7) to edit the properties of the active stop.

To add more stops, click anywhere in the Strip (3), the new stop will be added at the point that you click. Alternatively, click the **Add** button ✚ (4) to get the same result. After that, select a new color for the stop by clicking the color picker (6), then change its opacity if needed (7).

To delete any stop, select it and click the **Remove** button ▬ (4).

d. Image Fill: This option allows you to fill the shape with an image.
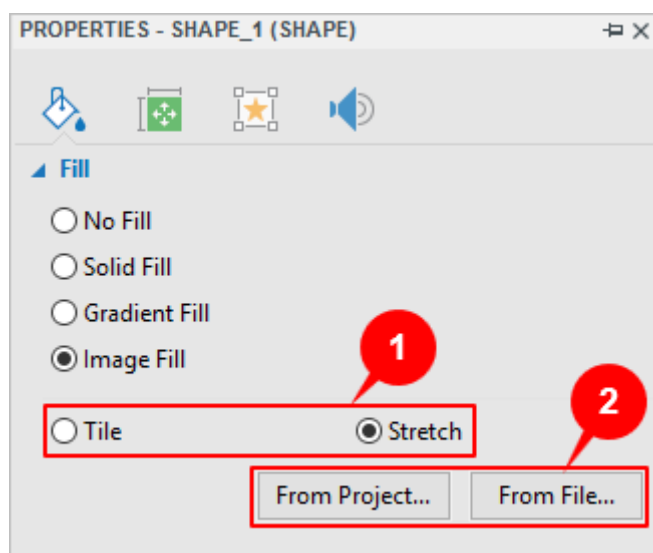
The controls are as follows:

First, select how the shape is to be filled (1).

- **Tile**: The image will be replicated in x- and y-axis to fill up the space. If the image is larger than the shape, it will be clipped.

- **Stretch**: The image will be stretched in height and/or width to fill up the available space. If the image is larger than the shape, it will be rescaled to fit the available space.

Next, select an image either from project or your file system (2).

Line Section

In this section, you can customize the look and feel of a line by changing its width, line style, cap type, and join type.

- **No Line**: There is no outline for objects at all.
- **Solid Line**: This part allows you to customize the line border of the object.
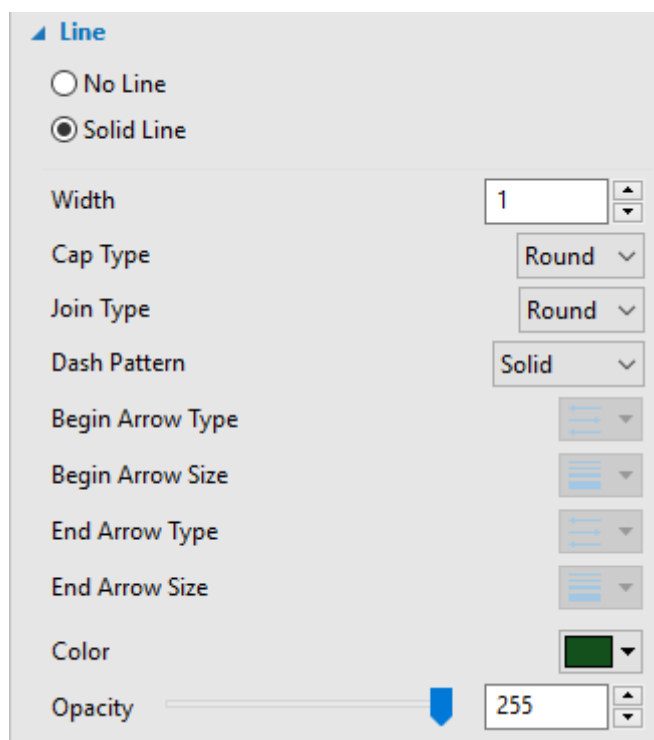
You can set the following properties for a solid line:

- **Line Width**: Change the width of the line (in pixels) by entering a value in the **Width** spin box or clicking the up/down arrow of the spin box.
- **Cap Type**: This property matters only in an open curve, where you can see the end of a line. You can let the end of an open shape have either a round or square cap type.
  - ○ **Round**: The end of the line is capped with a round shape.
  - ○ **Square**: The end of the line is capped with a square shape.
- **Join Type**: You can change the type of the join where two lines intersect with each other.
  - ○ **Round**: The corners where two lines connect are rounded.
  - ○ **Bevel**: The corners where two lines connect are cut off at a 45-degree angle.
  - ○ **Miter**: The corners where two lines connect are squared off.
- **Dash Pattern**: Solid/dot/dash/dot-dash.
- **Arrow Type** and **Size**: These properties are only available for Line and Arrow shape.
- **Color**: Change the color of the line.

- **Opacity**: Adjust the opacity of the line by moving the slider or entering a number in the **Opacity** spin box (255 = fully opaque).

Shadow Section

This section lets you customize the shadow of the object.
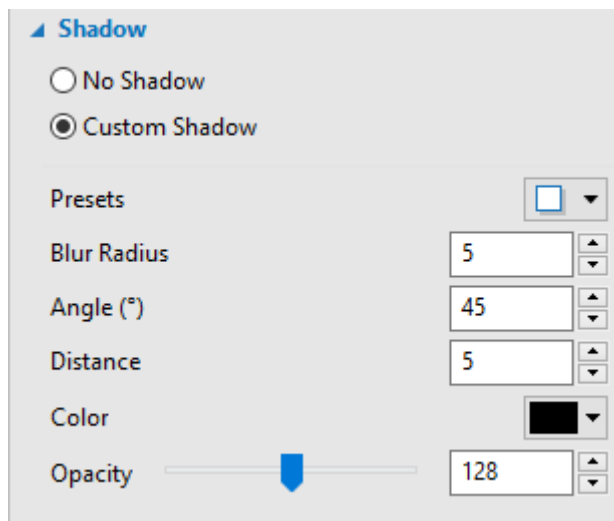
- **No Shadow**: The shape has no shadow.
- **Custom Shadow**: Customize the shadow of the object.
  - **Presets**: Choose one of the presets.
  - **Blur Radius**: Set the blur radius for the shadow. The larger the radius, the more diffused the shadow.
  - **Angle**: Angle is measured clockwise, with x-axis as reference.
  - **Distance**: Set the shadow length distance from the shape.
  - **Color**: Select a color for the shadow.
  - **Opacity**: Adjust the opacity of the shadow by moving the slider or entering a value in the spin box (255 = fully opaque).

Size & Properties Tab

Timing Section

This section defines when and how the object start/stop displaying in the presentation.

- **Start Time**: The start time of the object (vis-a-vis start time of the slide).
- **Duration**: The duration in which the object will be displayed in the presentation.
- **Initially Hidden**: Hide the selected objects until they are called by an event. See **Initially Hidden Objects** for more information.
- **Show to the End of Slide**: The object will be shown until the end of the slide. If you select this check box, then change the object duration either by entering a value in the **Duration** spin box or dragging the object time bar, the check box will be automatically cleared.

Transform Section

This section defines the size and position of the frame that is used to define the shape.

- **Left**: Left edge of the frame.

- **Top**: Top edge of the frame.

- **Width**: Width of the frame.

- **Height**: Height of the frame.

- **Rotation**: Rotate the object by specified degree in slide coordinates. The rotation center is the center point of the frame that is used to define the shape.

- **Lock Aspect Ratio**: Keep the ratio between the width and the height of frame unchanged when resizing the frame.

Text Margin Section

This section defines the minimum margin between the frame and the text inside it.

- **Left**: Minimum margin on the left side.

- **Right**: Minimum margin on the right side.

- **Top**: Minimum margin on the top side.

- **Bottom**: Minimum margin on the bottom side.

- **AutoFit Text**: When this option is selected, the frame automatically changes its size to fit the text.

Group Layout Section

Group layout allows you to define the layout of the object group.

The **Group Layout** section displays when you work with the answers of the question or a group of objects. In case of the question, the answer part is considered as a group of text box objects.

Note: You cannot change the layout for an essay or a fill in blank question.

- **Mode**: Select between None and Grid.

  o **None**: Allow you to freely change the size and position of any object of a group by dragging it.

  o **Grid**: The object position is fixed and you cannot change the position/size for each object separately. You can only change the position/size for the whole group of objects together.

- **Horizontal Spacing**: The horizontal space between object columns.

- **Vertical Spacing**: The vertical space between object rows.

- **Advanced Settings…**: Click to open the **Group Layout Advanced Settings** dialog, which lets you adjust proportion and alignment of object columns and rows.

Show in Mode Section

This section allows you to select the **modes** in which the object will be visible by selecting the check boxes (**Demonstration**, **Tutorial**, **Practice**, and **Test**).

Accessibility Section

This section defines properties that make the object accessible to users with disabilities when viewing the project output.

- **Text Selection**: Allow users to select the text in the object in the HTML5 output.

- **Auto Label**: Generate accessibility text automatically from the text that the object displays, or from the object name if it doesn't contain any text. If you clear this check box, type accessibility text in the below text box. When the slide appears, screen readers will read aloud the accessibility text in the text box. If you don't want screen readers to read anything, leave this text box blank.

Cursor Section

This section only appears if your project has a **cursor path** (e.g. in Software Simulations).

Properties	Function
Cursor Image	Change the cursor shape.
Position	Change the position for each dot in the dotted line of the cursor path.
Timing	Change the timing of the cursor movement.
Start Duration	The duration which is counted from the beginning point of the cursor segment (the time when the cursor appears) to the point when the cursor starts moving. During this time, the cursor has no movement.
Stop Duration	The duration which is counted from the point when the cursor stops moving to the end point of the cursor segment. During this time, the cursor has no movement.
Moving Duration	The duration in which the cursor has movement.
Speed	The speed of the cursor movement.
Fixed Speed	The movement speed is fixed. Select this check box to disable the option to set the moving duration.
Click Point	Change the click point's sound, effect, and timing.
Type	Select the click type to add and customize it (Left click, Middle click, Right-click, and Left double-click).
Click Sound	The sound which is played when a mouse button is pressed.
Click Time	The duration from the time that the cursor appears to the time it starts moving. If that cursor is the last one, it is the cursor's showing time.
Click Effect	The animation effect which is rendered when a mouse button is pressed. You can select from: None, Circle, Concentric Circles, and Square.
Size	Size of click effect.

Color	The color which is used to draw the click effect.
Opacity	The opacity which is used to draw the click effect.
Apply To All Left Clicks	Apply the click sound and effect to all left clicks in the simulation.

Cursor Path Section

This section only appears if your project has a **cursor path** (e.g. Software Simulations).

Properties	Function
Highlight	Type of the highlight effect. You can select from: None, Circle, and Square.
Size	Size of the highlight effect. It is the radius of the circle in the Circle Highlight or half of the square width in the Square Highlight.
Color	The color which is used to draw the highlight.
Opacity	The opacity which is used to draw the highlight.
Show to end	Show the last Cursor to the end of the slide.

Interactivity Tab

General Section

- **Name**: Show the name of the currently selected object. You can type text here to change its name.

- **Cursor**: Change the cursor shape. You can let the cursor display in default shape or change it to other shape. Select None if you don't want your project to show the cursor.

- **Tab Order**: Allow specifying the tab order for objects. It is the order in which users move from one object to another by using the **TAB** key.

  o **Focusable Only**: Objects are able to receive focus. However, it will not gain the tab focus.

  o **Auto**: Objects will be automatically ordered. When the **TAB** key is pressed, objects will be selected randomly.

  o **Specific Value**: Define a specific order for an object. When the **TAB** key is pressed, objects will be selected in the order you've set.

  o **None**: Select this if you don't want to give objects any tab order.

- **State View**: Click to open the **Object States** pane.

- **Show Toggle Button**: For the objects that contain toggle buttons like radio button or check box, you can choose to show or hide them by clicking this button. Clearing this option will make the toggle buttons invisible to users.

- **List of Correct Values**: Allow setting the correct answer list for a question. It only displays for two question types: essay and fill in blank.

  Click **Add Value** and type text in the box to set the correct answer for a question. Keep doing that until you have a desired list of correct answers for the question. When you want to delete any answer in the answer list, click the **Remove** button ➖ next to that answer.

- **Pause presentation to wait for user input**: If this check box is selected, all the objects stop playing as seen in the timeline (users can still interact with them), and the presentation resumes when one of the defined actions is executed (Continue Presentation, End Presentation, Go to Slide, Go to Slide at Index, etc.).

  If you select this check box, you have to define actions for the question in the **Events - Actions** section.

Score & Reporting Section

This section allows you to select the **mode** of the question and interaction object between graded and survey mode and have further settings for each of them.

When you select the graded mode, the **Score & Reporting** section will show properties as explained below:

- **Mode**: Select between graded and survey mode.

- **Report ID**: Select this check box to enable the reporting of interaction objects. This unique reference number is used for reporting the test result. Only text that contains alphanumeric characters (A-Z, a-z, 0-9) and underscore (_) is allowed (maximum length=250 characters).

- **Shuffle Answers**: Allow shuffling answer choices of a question. This property only appears when you are working with some certain types of question: true/false, multiple choice, and multiple response.

- **Points**: Allow learners to get a specified point that you set in the **Points** spin box.

  Partial: Allow learners to get the points assigned to the particular correct answer that they choose. This option is used when you want to give some answers more or less points than some others. When users choose more correct answers, these partial scores are added up.

- **Attempts**: Set the maximum number of attempts that users could make. If exceeding the predefined number, users could not interact with objects anymore.

  Infinite: There is no limit for the number of attempts that users could make.

- **Timeout (ms)**: Enable you to specify the time limit. If this check box is selected, when the timeout occurs, objects will be disabled.

- **Password Field**: Entered characters will be displayed as asterisks as if user entering password if this option is selected. This option is only available for **text box** and **fill-in-blank questions**.

- **Case Sensitive**: Uppercase and lowercase letters are treated differently if this option is selected. This option is only available for **text box** and **fill-in-blank questions**.

- **Submit**: Select the method to submit entered text. This option is only available for **text box** and **fill-in-blank questions**.

- **Variable**: Select the variable which is associated with the text box. The value of variable will be updated following the content in the text box.

When you select the survey mode, the **Score & Reporting** section will only show the Report ID, Validate User Input, and Password Field property.

Drag-n-Drop Section

This section contains the drag-n-drop properties. See **Drop Area** for more details.

For drop targets, the following properties are available:

Accepts: Specify the number of drag sources that can be accepted by a drop target. The default value is infinite, but it's possible to use the finite value from 1 to 10. In this case, you can define what happens when users reach maximum accepts.

- **Reject**: The drop target doesn't accept the new dropped object. The dropped object is sent back to its original position, and the On Reject event is triggered.

- **Replace the Last**: The last dropped object is sent back to its original position, and the new dropped object is accepted. Of course, the On Accept event is triggered in this case.

Events - Actions Section

Events - Actions allows you to define actions for a given event of the question, interaction object, or slide of the project. To open this section, select the question/interaction object/slide > **Interactions** tab > **Event** ⚡.

Alternatively, you can select the slide containing the question or interaction object > **Properties** pane > **Interactivity** > **Events - Actions**.

The image below shows the sample of the question's Events - Actions.
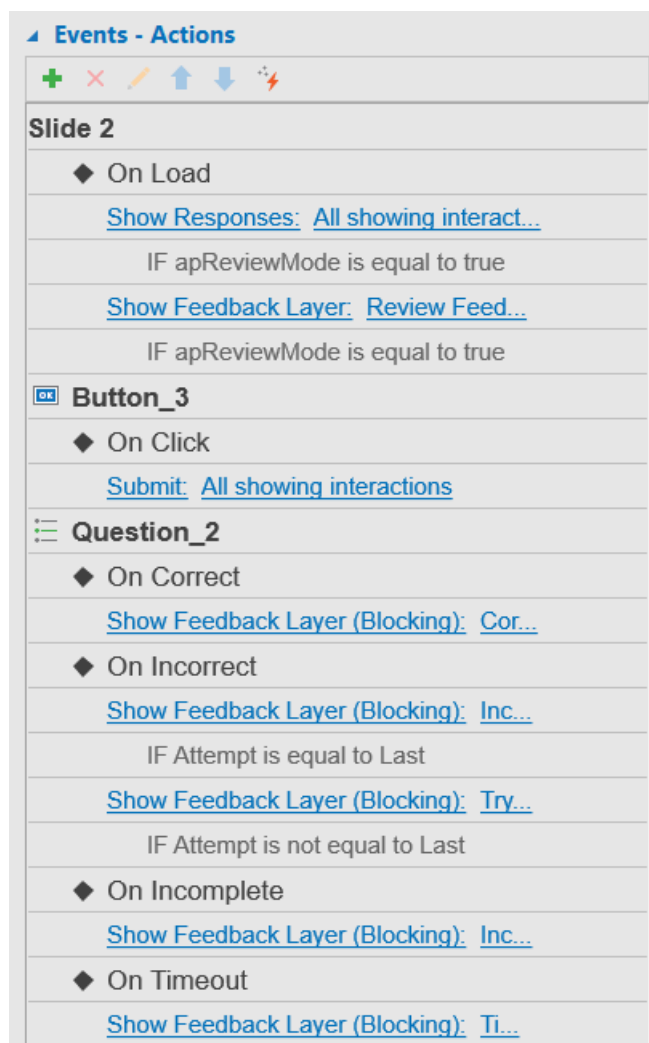
Audio Tab

The **Audio** tab is used to change and edit the sound associated with objects, such as shape, text caption, etc. in your project. The sound plays when the object starts showing. In general, this tab has the same structure and function as those of the **Audio** section in the **Media** tab, except the **Playback Options** section.

To view this contextual tab, select the object > **Properties** pane > **Audio** tab ⬥.

General

This part shows the name and source of the audio file and its duration. It also contains playback buttons to control the audio playing.

- Click ⬥ button to select an audio from project or click ⬥ button to import an audio file from your computer.

- Click the **Remove** button ⬥ to delete the audio.

Recording

This part allows you to record your own audio track. To record the sound, do the following:

1. Select a device from the **Input Device** drop-down list.

2. Click the **Record** button 🔴 to start recording.

3. Click the **Volume** control button 🎤 to adjust the recording volume.

4. Click the **Stop** button ⬛ when finished.

Note: You can **calibrate the input volume of microphone** before starting the recording to make sure that the sound level is strong enough. To do this, click **Calibrate Input…** and scale the input volume in the dialog that appears.

Text To Speech

This part provides you an alternative source of the sound, which is a text-to-speech sound of the text that is entered in the box. By default, ActivePresenter copies the text that is entered in the shape into this box. However, you can edit the text by directly entering here.

To adjust the TTS settings, do the following:

1. Click the **Settings** button. The following dialog will appear:
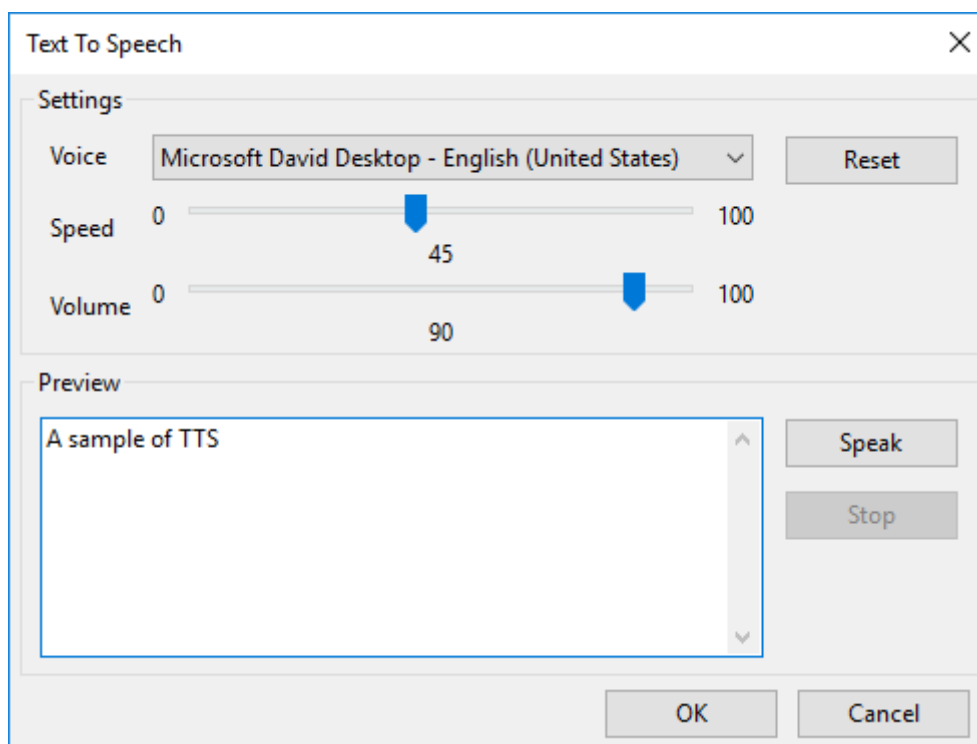
2. Select a TTS voice from the **Voice** drop-down list. All installed voices are displayed here.

    Adjust the speed and volume, then check out the overall effect by clicking the **Speak** button. Repeat the cycle till you are satisfied, then click **OK** to exit.

3. Click the **Generate** button to generate the TTS audio.

When you generate a TTS audio, the object duration can be shorter than the generated audio duration. In that case, ActivePresenter will open a dialog to ask whether you want to extend the object duration to match the duration of the generated audio.

You can also take further adjustments in the **Preferences** dialog to extend the object duration so that it can match the audio duration. Do the following to get it done: Click the

ActivePresenter button > **Preferences** > select **Yes** in the Extend object duration to match the duration of generated audio section.

Media Tab

The **Media** tab is only displayed if you select a media file (audio/video) in your project. If you select an audio file, the **Media** tab will show the **Audio** section. On the other hand, when you select a video file, the **Video** section will be shown.

Audio Section
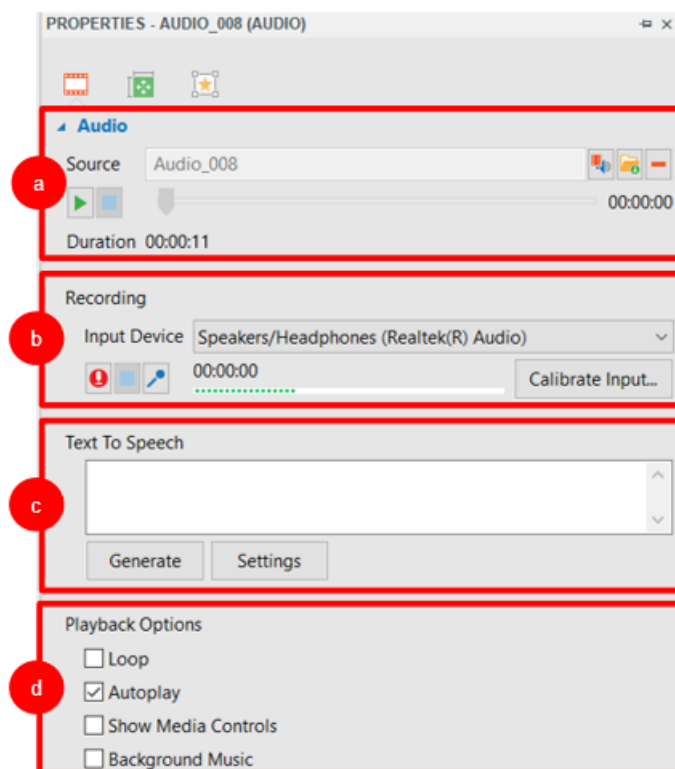
a. General

This part shows the name and source of the audio file and its duration. It also contains playback buttons to control the audio playing.

- Click the   button to select an audio from project or click the   button to import an audio file from your computer.

- Click the **Remove** button   to delete the audio.

b. Recording

This part allows you to record your own audio track. To record the sound, do the following:

1. Select a device from the **Input Device** drop-down list.

2. Click the **Record** button   to start recording.

3. Click the **Volume** control button   to adjust the recording volume.

4. Click the **Stop** button   when finished.

Note: You can calibrate the sound level before starting the recording to make sure that the sound level is strong enough. To **calibrate the sound level**, click **Calibrate Input…** and scale the input volume in the dialog that appears.

c. Text To Speech

This part provides you an alternative source of the sound, which is a text-to-speech sound of the text that is entered in the box.

By default, ActivePresenter copies the text that is entered in the shape into this box. However, you can edit the text by directly entering here.

To adjust the TTS settings, do the following:

- Click the **Settings** button. The following dialog will appear:
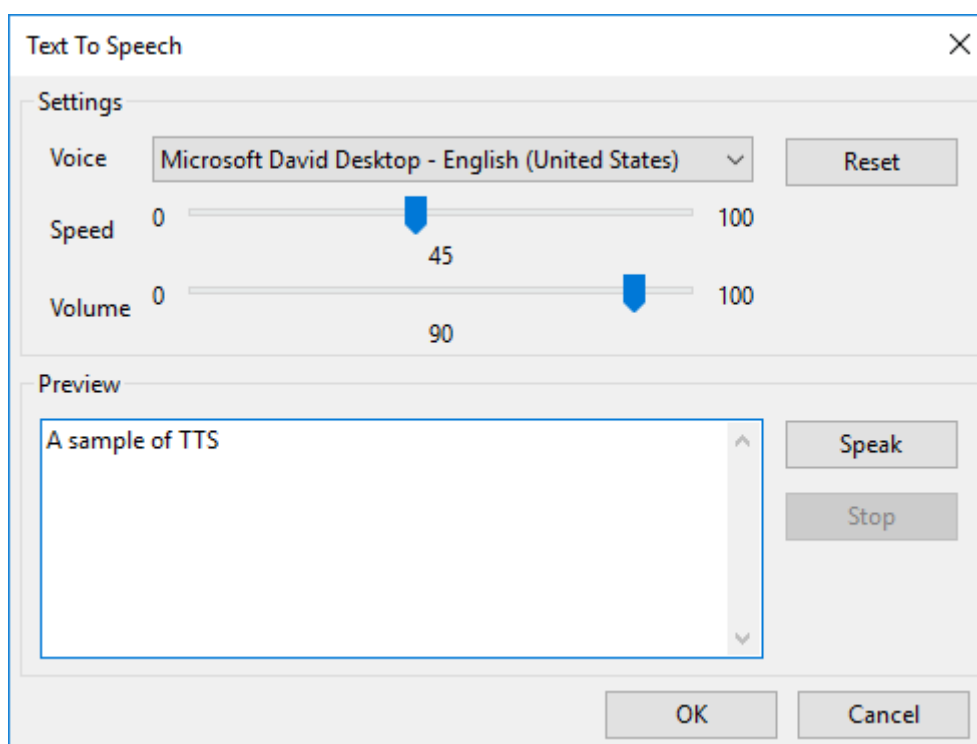
- Select a TTS voice from the **Voice** drop-down list. All the installed voices are displayed here.

  Adjust the speed and volume, then check out the overall effect by clicking the **Speak** button. Repeat the cycle till you are satisfied, then click **OK** to exit.

- Click the **Generate** button to generate the TTS audio.

When you generate a TTS audio, the object duration can be shorter than the generated audio duration. In that case, ActivePresenter will open a dialog to ask you whether to extend the object duration to match the new audio or not.

d. Playback Options

This section provides options to control how the audio is played. These options are available only for audio objects, not for the audio files which are attached to other types of objects.

- **Loop**: Make the video replay continuously. When the Playhead reaches the end of the range, it will return to the start point and continue playing. This feature is helpful especially for adding background music to a project.

- **Autoplay**: Make the video play automatically when the slide loads and the Playhead reaches the start point of the video time bar.

- **Show Media Controls**: Display a separate play bar for the video in HTML5 output, which allows users to control the playback.

- **Background Music**: Make the audio file play as the **Background Music** for the presentation.

Video Section

a. Video

- **General**: Show the name and source of the video file and its duration:

  - Click the 🎞️ button to import a video from the project or click the 📁 button to import a video from your computer.

  - Click the ➖ button to delete a video.

- **Playback Options**: Allow you to define the playing mode of the video:

  - **Loop**: Make the video replay continuously. When the Playhead reaches the end of the range, it will return to the start point and continue playing.

  - **Autoplay**: Make the video play automatically when the slide loads and the Playhead reaches the start point of the video time bar.

  - **Show Media Controls**: Display a separate play bar for the video in HTML5 output, which allows users to control the playback.

b. Cursor Effects

This part is used to change the **cursor effects** for the recorded video.

c. Green Screen Effect

This part allows you to apply the **green screen effect** for the video.

d. Blur Effect

This section is activated only if your video has a **blur effect**, which is used to blur an area in a video.

Slide Properties Tab

This tab allows you to change properties of the slide. It has four sections which are **General**, **Background Fill**, **Background Image**, and **Accessibility**.
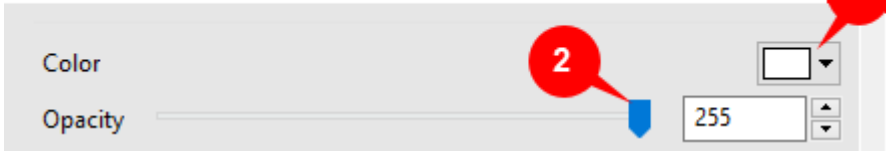
General Section

This section allows you to view and edit the general information of the slide.

Property	Default Value	Function
Name	Blank	Title of the slide. This property will be used as a table of contents (TOC) entry in the HTML5 output or as a brief description of slides in document outputs. When planning navigational jumps among slides, slide name is very useful.
Description	Blank	Your comments about the content. While exporting the project to document formats (PDF, MS Word, Excel, PowerPoint), you can choose whether to export slide description. For example, if you plan to present the slides personally, you can enter your speech associated with the slide in this text box (equivalent to the "Notes" field in PowerPoint).
Duration	3000 ms	You can set the duration of each slide in milliseconds. This duration is represented by a slide time bar in the timeline. This duration is the default value to start with. If any object in the slide ends beyond this time limit, ActivePresenter automatically extends that slide's duration to display all the objects. You can also change the duration of the slide by dragging the slide time bar along the timeline.
Auto Advance		With this option, the presentation automatically jumps to the next slide when the current slide completes. If you disable this option, use **actions** to advance slides. **Note**: This option is independent of the option Pause presentation to wait for user input.

Background Fill Section

This section allows you to set the background fill (color or image) of the slide.

Property	Function
Solid Fill	 Fill the background of the slide with a single color. 1. Click the color picker and select a color. 2. Drag the slider along the **Opacity** bar to change the opacity value. You can enter a value in the **Opacity** spin box, or click the up/down arrow button to increase/decrease value respectively.
Gradient Fill	Fill the background of the slide with a gradient of colors.

Image Fill	Fill the background of the slide with an image.
Hide Background Graphics	Hide objects in the slide layout that is used by the slide.
Apply to All	Apply the changes you've made to all slides in your project.
Reset Background	Restore the default value of the slide's background.

Background Image Section

Background images can be used for many purposes, such as showing a corporate logo throughout the presentation, setting different backgrounds for different segments/subjects of the presentation, and showing a theme.
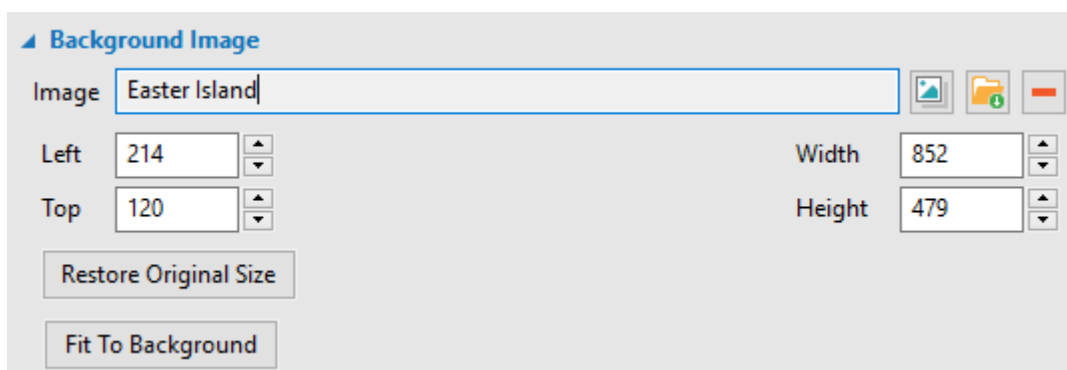
- To import an image to a project as the background image, you can click the button to select a background image from an ActivePresenter project or click the button to import a background image from your computer. The new inserted image will be automatically stretched to fit the slide size.

  When you choose to import an image from project, ActivePresenter will display the **Select an image…** dialog where you can choose which image to import.

  Click the **Remove** button to delete the background image.

- Change the background image position and size (in px or %) using spin boxes.

  o **Left**: X position of the background image from the top-left corner.

  o **Top**: Y position of the background image from the top-left corner.

  o **Width**: Change the width of the background image.

  o **Height**: Change the height of the background image.

- **Restore Original Size**: Restore the original size of the inserted image.

- **Fit To Background**: The inserted image will fit the background size.

Accessibility Section

Property	Function

Auto Label	If this property is selected, accessibility text will be generated automatically from the slide name and slide description.
Name	Accessibility name of the slide. Screen reader will read this text aloud when the slide appears.
Description	This provides more information about the slide. Screen reader will read this text aloud when the slide appears after reading the accessibility name.

Resources Pane

The **Resources** pane provides you with all the resources that are available in the current project. It has three tabs:

- **Images**: Image resources in the current project.
- **Audio & Video**: Audio and video resources in the current project.
- **Other Resources**: Other resources in the current project.

There are some different ways in which resources get into a project, being shown in the **Resources** pane:

- Resources added by users:
  - Audio files by inserting, recording narration, or using Text To Speech.
  - Video files by inserting or recording.
  - Image files by inserting or capturing.
  - Other resources that are added by using hyperlink or the **Resources** menu in the player.
- Logical resources created by certain operations: Audio/video splitting, audio/video range editing, slide splitting.

Images Tab

As being shown in the screenshot below, the **Images** tab has the **Toolbar** and **Preview** section. The **Toolbar** section contains buttons for managing image resources.

Button	Function
	Select to view resources either as thumbnails or items.
	Add an image from the computer (or LAN, etc.).
	Select the resources that are unused in the current project.
	Remove the resource from the project storage area.
	Export an image to a file.
	Launch the Image editor and load the image in it.
	This button triggers the **Image Resource Properties** dialog.

	You can also click the resource icon (image/video/audio) to view the resource information and show the dialog.
🖼	Toggle the **Slide Background** type of images.
🖼	Toggle the Object Background type of images.
🖱	Toggle the Cursor type of images.

The **Preview** section shows the resources. The currently selected images have dark blue borders. You can drag any resource from here into the slide to use it.

Audio & Video Tab

The **Audio & Video** tab also has the **Toolbar** and **Preview** section. The **Toolbar** section contains icons to manage the audio and video resources. The buttons work as follows:

Button	Function
⊞	Select to view resources either as thumbnails or as items.
➕	Add an audio/video clip from the computer (or LAN, etc.).
⊞	Select the resources that are unused in the current project.
➖	Remove the resource from the project storage area.
▶	Export (save) the media as a file.
ℹ	This button triggers the Audio/Video Resource Properties dialog. You can also click the resource icon (image/video/audio) to view the resource information and show the dialog.
🔊	Toggle the Audio type of media.
🎞	Toggle the Video type of media.

The **Preview** section is placed in the center of the pane. This section shows the resources (audio files and video clips). The currently selected resource has a dark blue border. You can drag any resource from here into the slide to use it.

Other Resources Tab

The **Other Resources** tab also has the **Toolbar** and **Preview** section. The **Toolbar** section contains icons to manage the resources. The buttons work as follows:

Button	Function
⊞	Select to view resources either as thumbnails or as items.
➕	Add a resource from the computer (or LAN, etc.).
⊞	Select the resources that are unused in the current project.

▬	Remove the resource from the project storage area.
▶	Export (save) the media as a file.

The **Preview** section is placed in the center of the pane. This section shows the resources. The currently selected resource has a dark blue border.

Resource Properties Dialog

Video Resource Properties Dialog

The dialog has two tabs which are **General** and **Details** tab.

The **General** tab contains generic information about the video such as video name, duration, format, and data size. You can rename the video if needed. You can use the **Play** button ▶ or **Stop Playing** button ■ to preview or stop previewing the video respectively. Click the **Change Volume** button 🔊 to change the video output volume.

The **Details** tab displays more detailed information about the video, for example, audio sample rate, audio channels, and video frame rate.

Audio Resource Properties Dialog

This window also has two tabs which are **General** and **Details** tab.

The **General** tab contains generic information about the audio. It also lets you preview the audio.

Similar to the **Details** tab of the **Video Resource Properties** dialog, this tab of the **Audio Resource Properties** dialog also displays more detailed information about the audio (e.g. sample rate and channels).

Image Resource Properties Dialog

This dialog of images has only one tab which is **General** tab.

Name: Show the name of the resource, you can change it without affecting any functionality.

Type: This is the type of the resource. You can tag the image as Slide background, Object **background** and/or Cursor.

Cursor HotSpot: This section is for defining the cursor hotspot for the Cursor resource type.

Selection Pane

The **Selection** pane shows all the objects in a given slide by their **stack order** (z-order). The **Selection** pane is hidden by default. To show the **Selection** pane, in the **View** tab, click the **Selection** button ▤.
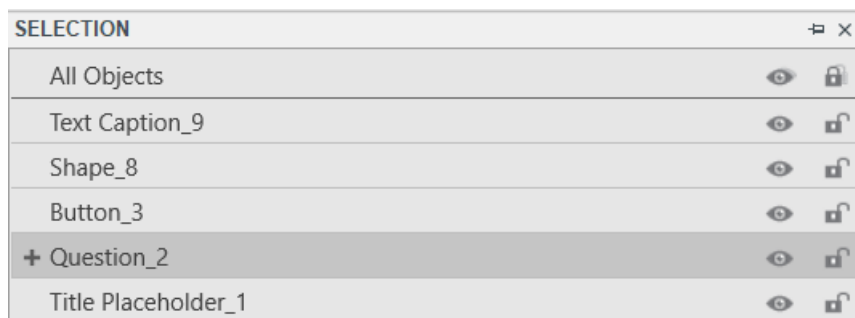
You can do the following tasks in the **Selection** pane:

1. Select slide objects: If a slide has many overlapping objects, it can be tricky to select them using the Canvas. With the **Selection** pane, you can simply click a line in the pane to select the corresponding object in the slide.

   If you want to select multiple objects, hold down **CTRL** while clicking them. If you want to select a range of objects, click the first object of the range, then hold down **SHIFT** while clicking the last object. All the objects between the two objects will also be selected.

   You can also right-click selected objects and select one from the following operations: Cut, Copy, Delete, Bring Forward, Bring to Front, Send Backward, and Send to Back.

2. Rename objects in the **Selection** pane: Double-click the name part of an object in the **Selection** pane and type a new name. Giving objects unique names can be helpful when you are adjusting their timing values in the timeline or writing custom script which refers to the object by name.

3. Turn visibility state on or off: The **Visibility** button 👁 controls whether to display the object on the Canvas.

4. Click it to toggle its state (an eye-slash 👁 means the object becomes invisible). The best use of this control is to turn an object off to edit the overlapped object easier. Note that this control is applicable only during editing; not during playback. It also doesn't affect the output when exporting. The objects which are hidden by this command still display normally in the exported materials.

   The **Master Visibility** button 👁 in the first line toggles the visibility of all the objects at once.

5. Turn lock state on or off: The **Lock** button 🔓 controls whether you can edit the object. Click this button to toggle its state. A closed lock 🔒 means that the object is "locked": You cannot select its shape by using any pane and you cannot edit it.

   The **Master Lock** button 🔒 in the first line toggles the lock status of all the objects at once.

6. The **Expand/Collapse** button ➕ is available for object which contains the sub-objects. It controls whether to display those sub-objects. You can press **RIGHT ARROW** or **LEFT ARROW** to get the same result.

7. You can press **UP ARROW** or **DOWN ARROW** to navigate between objects in the **Selection** pane.

8. You can drag and drop objects to change their z-order in the **Selection** pane.

Calibrate Audio Input Dialog

The **Calibrate Audio Input** dialog allows you to select appropriate level of input volume for recording audio.
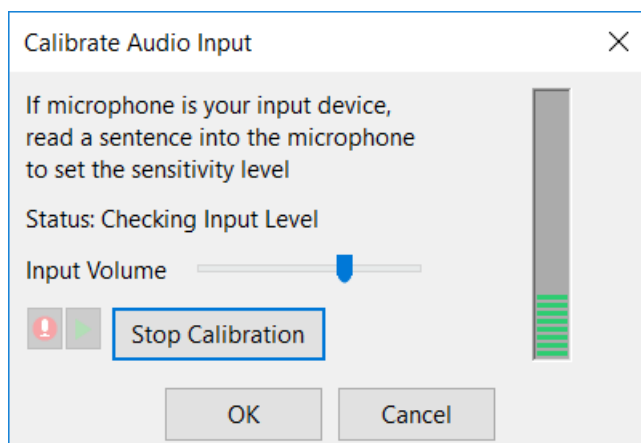
You can calibrate audio in two different modes:

Manual Calibration

- Keep the microphone in its normal position, and speak in your normal volume.

- Click the 🔴 button, and speak something into your microphone.

- At the same time, move the slider to right and increase the gain till the LED bar on the right shows yellow bars intermittently. If the bar starts showing red LEDs, move the slider a bit to the left (otherwise the voice will be clipped).

- When you are satisfied with the audio level, click the 🟦 button to stop the calibration.

- Now click the ▶ button to play your recorded voice. If the sound has any defects (e.g. breathing noise), take care of the problem and repeat steps 1-4. Or you can use the **Audio Noise Reduction** feature in ActivePresenter.

Automatic Calibration

- Click the **Auto Calibrate** button, and use the microphone normally.

  The **Auto Calibrate** button turns into **Stop Calibration** button which you can click when you want to stop the calibration.

- Continue speaking so that ActivePresenter can automatically optimize the gain.

After a few seconds, the button reverts to **Auto Calibrate** button. This indicates that the calibration is over.

Regardless of the calibration method, the volume adjustment is accepted only when the **OK** button is clicked. If you click the **Cancel** button, the new value will be discarded and the old value still be applied.

Recording Settings Dialog

When you record screen as video or software simulations, ActivePresenter provides the **Recording Settings for Video** and **Recording Settings for Software Simulation** dialog correspondingly so that you can have settings for the audio/video/webcam quality and storage size.

In the previous versions of ActivePresenter, these settings are included in the **Capture Profile Editor** dialog.

Both dialogs have three same tabs: **Audio & Video**, **Cursor**, and **Hotkeys** tab. However, the **Recording Settings for Software Simulation** dialog has one more tab which is the **Annotation** tab.

Audio & Video Tab

This tab contains two main sections for audio, video, and webcam settings separately.
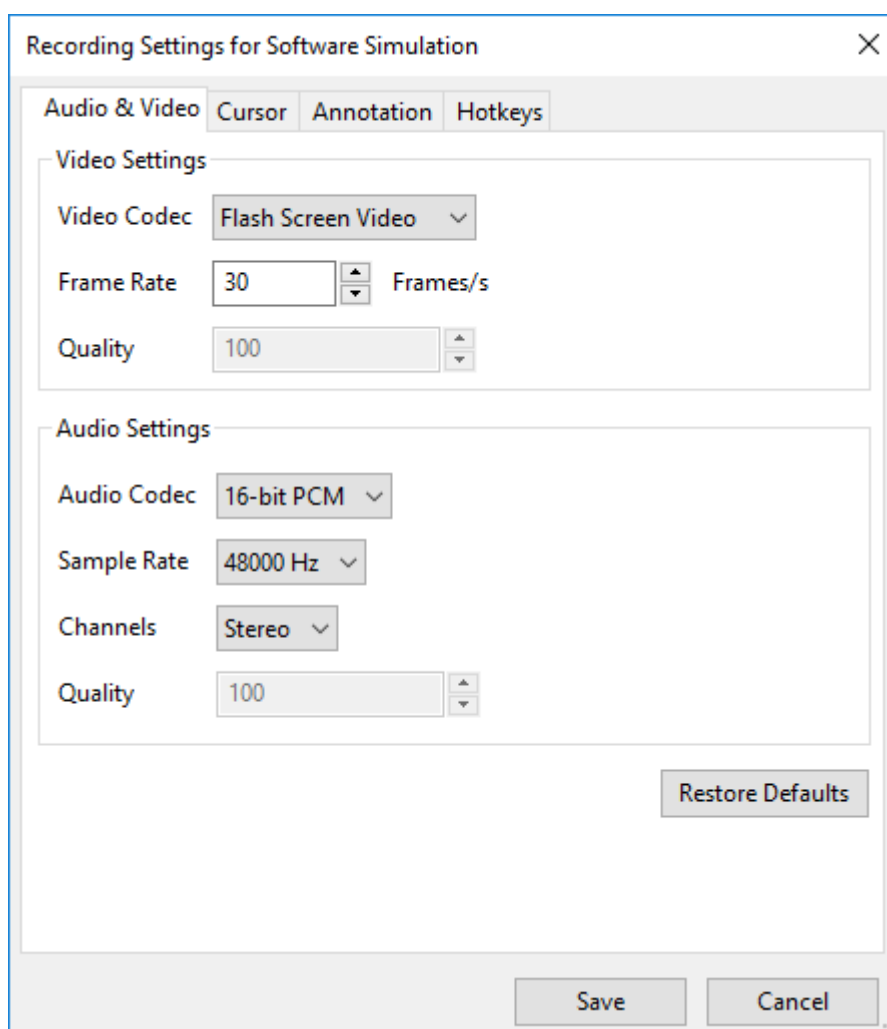
Video Settings Section

- **Video Codec**: ActivePresenter offers two choices which are Flash Screen Video (lossless) and H.264/MPEG-4 AVC (lossy). When the flash codec is selected, ActivePresenter uses the lossless algorithm in encoding to preserve the quality. But

when you select the H.264 codec, ActivePresenter down-samples the video data, resulting in the reduction of file size but at the cost of irreversible loss of video detail.

- **Frame Rate**: A higher frame rate can increase the size of the recorded video. It may also overload simpler computers, because the computer not only has to run all the applications, but also captures those screens in real time. In the worst case, you will see dropped frames in the captured video.

  On the other hand, a lower frame record will appear jerky. This particularly happens with the rates which are lower than 15 frames/s. Besides, you may miss capturing some low-duration events (something that just flashes on screen and vanishes).

  The most commonly used range is 20-30 frames/s.

- **Key Frame Every**: This is the number of continuous non-key frames between key frames. When recording video, ActivePresenter will automatically place a key frame every *n* frames.

  When you change the frame rate, ActivePresenter automatically adjusts this setting so that the video will have exactly one key frame every four seconds. But you can manually change this rate.

  Key frames are full frames that video player can jump directly to, a higher value results in a (little bit) smaller video size, but will make seeking less accurate. Also, in case of corruption, lesser number of frames are lost because the key frames spaces are closer.

  As a compromise, the [4 - 400] range is used.

- **Quality**: When you select one of the lossy codecs, ActivePresenter allows you to select a quality level between 1 (min) and 100 (max). The higher the number you select, the better the video quality and the larger the file size.

Audio Settings Section

- **Audio Codec**: ActivePresenter offers a choice of three audio codecs which are 16-bit PCM, (lossless), Vorbis (lossy), and MP3 (lossy). When the 16-bit PCM codec is selected, ActivePresenter uses the lossless algorithm in encoding to preserve the quality. But when you select the Vorbis or MP3 codec, ActivePresenter uses the lossy algorithm in encoding, resulting in the reduction of the file size and the irreversible loss of audio quality.

- **Sample Rate**: The incoming analog sound is firstly converted to digital form and then stored in the disk. This digital sound isn't the exact replica of the original, some fidelity is always lost. The fidelity of the digital sound depends on the Sample Rate and Bit Rate. This means the higher the sampling and bit rate, the better the fidelity. However, higher fidelity also increases the file size, which means more data needs to be stored.

- **Channels**: Choose from Mono and Stereo channel. Unless you are opting for a studio-recorded sound track, Mono channel is sufficient. (During playback, the sound card feeds the same sound in left and right channels). Stereo recording needs to double the storage size as compared to Mono.

- **Bit Rate**: This is the amount of compressed data needed to store one second of sound. The higher the bit rate you set, the better the quality and the larger the size the audio file has. This option is only available if the MP3 audio codec is selected because ActivePresenter encodes the MP3 audio in constant bit rate mode.

- **Quality**: ActivePresenter allows you to select a quality level between 1 (min) and 100 (max). The higher the number you select, the better the audio quality and the larger the file size. This option is only available if the Vorbis audio codec is selected because ActivePresenter encodes the Vorbis audio in constant quality mode.

Webcam Settings Section

Choose one from two video codecs: Flash Screen Video and H.264/MPEG-4 AVC codecs. They are similar to the video codecs mentioned in the **Video Settings** section above. See **Webcam Settings** for more details. Note that this section is only activated in recording video demos.

Cursor Tab

The options in the **Cursor** tab apply for both the cursor in recorded videos and the cursor of the **cursor path** object.
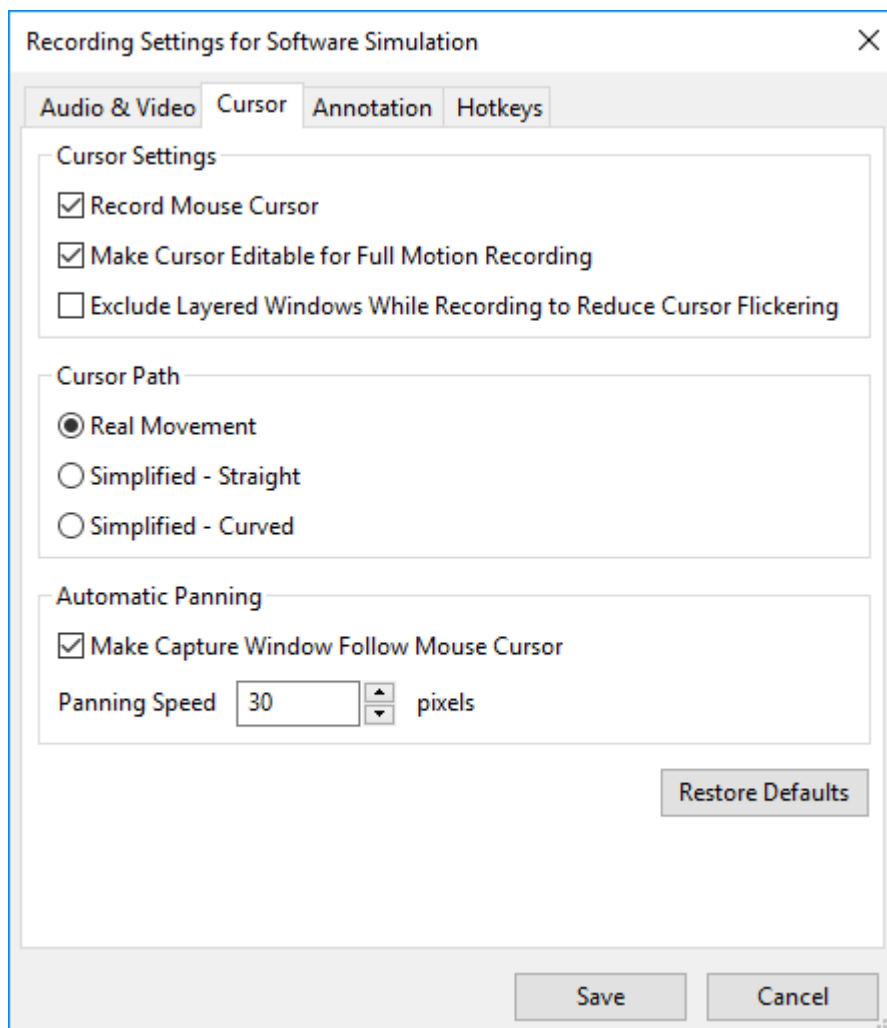
The **Cursor** tab contains the following sections:

Cursor Settings Section

- **Record Mouse Cursor**: It is common that you want to record the cursors in a software demonstration video, so this option is selected by default. If you don't want cursors to appear in recorded result, clear this check box.

- **Make Cursor Editable for Full Motion Recording**: ActivePresenter allows you to edit the cursor highlight, mouse click sounds and effects in recorded video if this option is

selected before recording. Clear this option if you want the cursors to be rendered directly into the recorded video.

- **Exclude Layered Windows While Recording to Reduce Cursor Flickering**: When recording videos or creating software simulations, some layered windows may appear on screen. In that case, ActivePresenter will exclude those windows that you don't want to record.

Cursor Path Section

- **Real Movement**: The mouse movements on screen will be recorded truthfully.

- **Simplified**: The mouse movements on screen will be recorded and saved as straight or curved lines.

Note that this section is only available in recording software simulations.

Automatic Panning Section

- **Make Capture Window Follow Mouse Cursor**: When this option is selected, the blue rectangle follows the mouse pointer around the screen. As long as the pointer is within the blue rectangle, the frame doesn't move. But when the mouse pointer crosses any side of the frame, the frame starts following it.

- **Panning Speed**: Set the speed (in pixels/s) at which the frame will start following the mouse pointer. Note that very high speeds are unsettling for users, because the small blue rectangle presents a blinkered view to begin with, and at high pan speeds, users won't realize which area of the screen you are at.

Annotation Tab

This tab controls the annotations and interactions that are automatically added during the capturing. (These are distinct from the annotations and interactions added during the editing of the captured project.)

Note that the **Annotation** tab is only activated when you record software simulations. When you record video, this tab is deactivated.
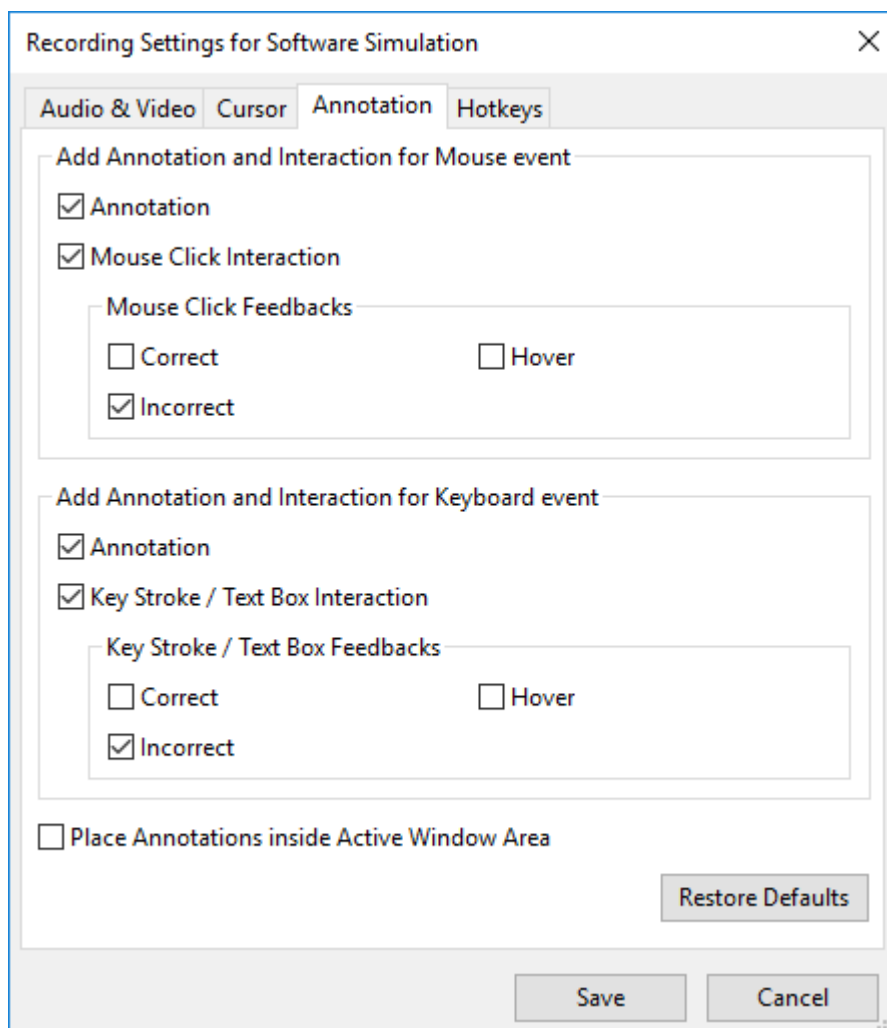
The **Annotation** tab has two main sections, one for the mouse and the other for the keyboard.

Both have identical options as follows:

Annotation: Introduce an annotation (mouse/key) that is about to occur or to guide learners how to operate. Annotation is usually used for demonstrating and training.

Correct Message/Incorrect Message/Hover Message: Correct, Incorrect, and Hover message are feedback objects. ActivePresenter presentations can provide a feedback to user actions when they interact with the HTML5 (in Tutorial, Practice or Test mode; but not in Demonstration mode).

- The Correct message is displayed if the user action is correct.

- The Incorrect message is displayed if the user action is incorrect.

- The Hover message is displayed when the user hovers the mouse over the interaction object (e.g. mouse click, key stroke).

Place Annotation inside Active Window Area: Let you place all the annotations that are automatically added during the capture inside the active window area.

Hotkeys Tab

The **Hotkeys** tab lets you set the keyboard hotkeys for various functions.

The image below shows the **Hotkeys** tab when you record Software Simulations. If you record Video, this tab doesn't have four last options: Manual Capture, Capture For Next Slide, Start Full Motion Recording, and Stop Full Motion Recording.

Recording Settings for Software Simulation ☒

Audio & Video Cursor Annotation **Hotkeys**

☑ Use Hotkeys

Pause/Resume	Pause
Stop	Ctrl+End
Cancel	Ctrl+Alt+C
Manual Capture	Print Screen
Capture For Next Slide	F8
Start Full Motion Recording	F9
Stop Full Motion Recording	F10

Restore Defaults

Save   Cancel
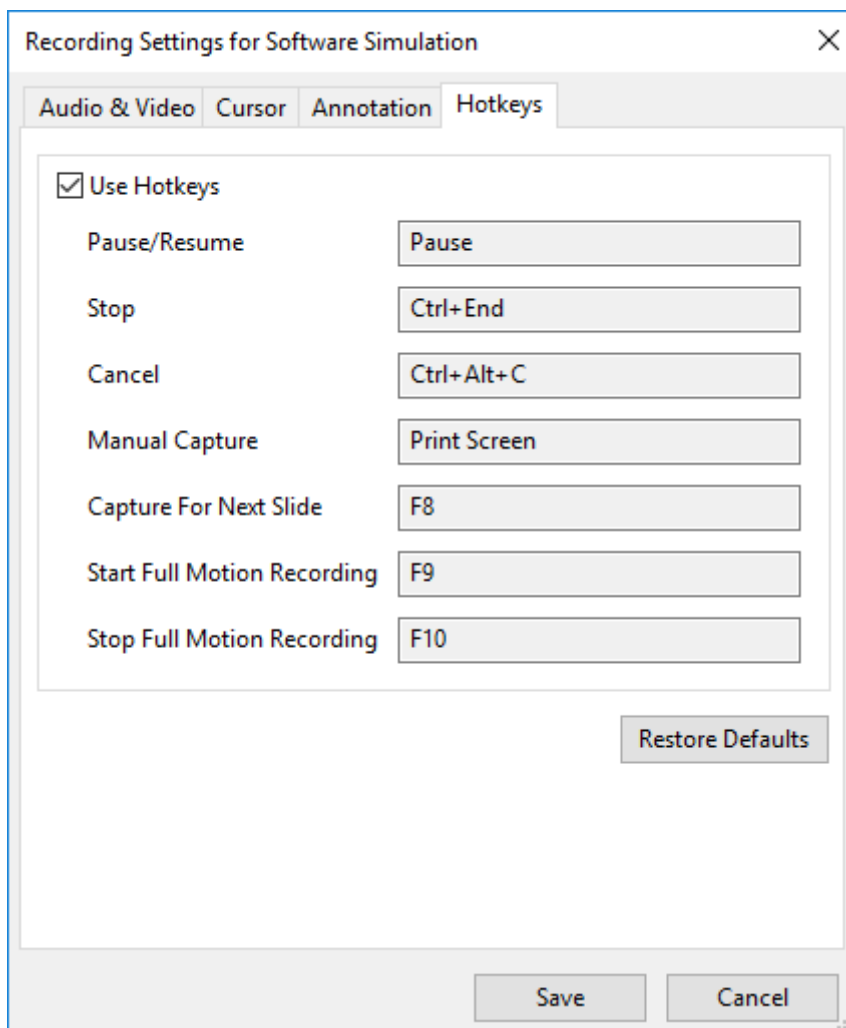
Select **Use Hotkeys** to enable all the options below. Otherwise, clear it if you want to disable all of them.

To change any hotkey, just click inside the box corresponding to it, and press the new combination of keys on your keyboard. The new combination doesn't take effect till you click the **Save** button.

The **Capture For Next Slide** function is similar to the **Manual Capture** function except the captured screenshot will be used as background for next steps. This function may be useful in some circumstances, for example when you want to capture a button in the normal state, not in the hover state.

The **Restore Defaults** button at the bottom brings back all the default values. This is useful if you have experimented with the controls far too much and want to start over.

To know more in details about hotkeys and how to customize it, see **Hotkeys Tab**.

Webcam Settings Dialog

Webcam Properties

Video Proc Amp
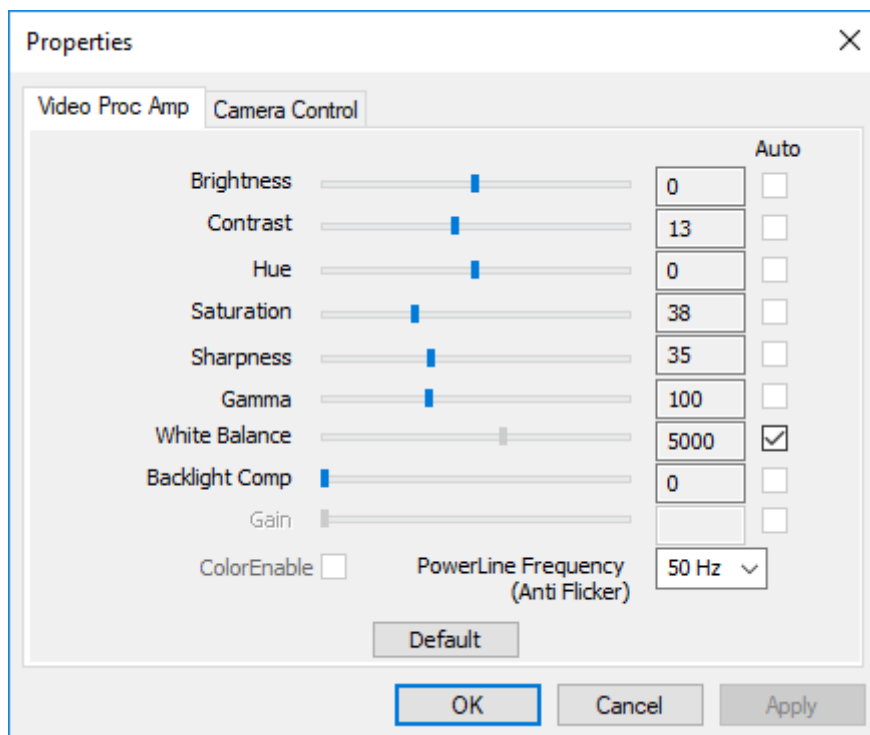
Drag the slider to the right or left to increase or decrease the values in this dialog.

- **Brightness**: Brightness level that adjusts the amount of lighting on the image.

- **Contrast**: Contrast level that adjusts the difference between brightest and dimmest areas in the image.

- **Hue**: Hue setting that adjusts the color tint of the image through the red-yellow-blue spectrums.

- **Saturation**: Saturation level that adjusts the amount of color in the image.

- **Sharpness**: Sharpness level that adjusts the clarity of the image.

- **Gamma**: Gamma measurement.

- **White Balance**: Color temperature in degrees Kelvin.

- **Backlight Comp**: Configure backlight compensation modes to adjust the camera to capture images dependent on environmental conditions.

- **Gain**: A multiplier for the RGB color values.

- **ColorEnable**: Specify the color enable setting.

Camera Control
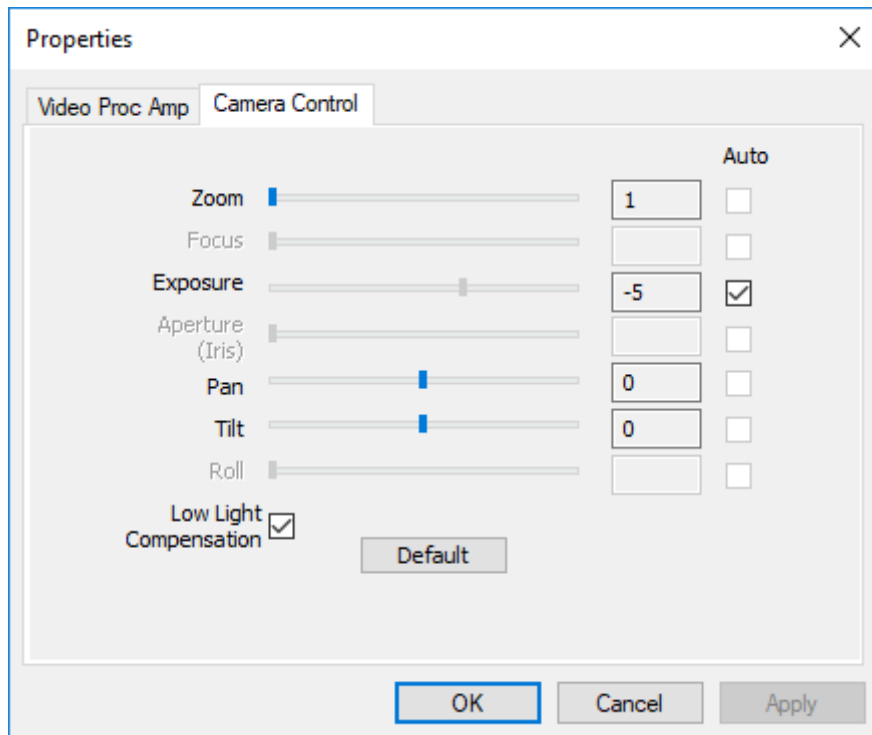
Drag the slider to the right or left to increase or decrease the values in this dialog.

- **Zoom**: Control zooming, measured in millimeters.
- **Focus**: Set focus, as the distance to the optimally focused target, in millimeters.
- **Exposure**: Specify exposure, in log base 2 seconds.
- **Aperture (Iris)**: Specify iris setting, in units of f-stop x 10.
- **Pan**: Control panning, measured in degrees.
- **Tilt**: Control tilting, measured in degrees.
- **Roll**: Control rolling, measured in degrees.
- **Low Light Compensation**: Configure light compensation modes to adjust the camera to capture images.

Format Settings
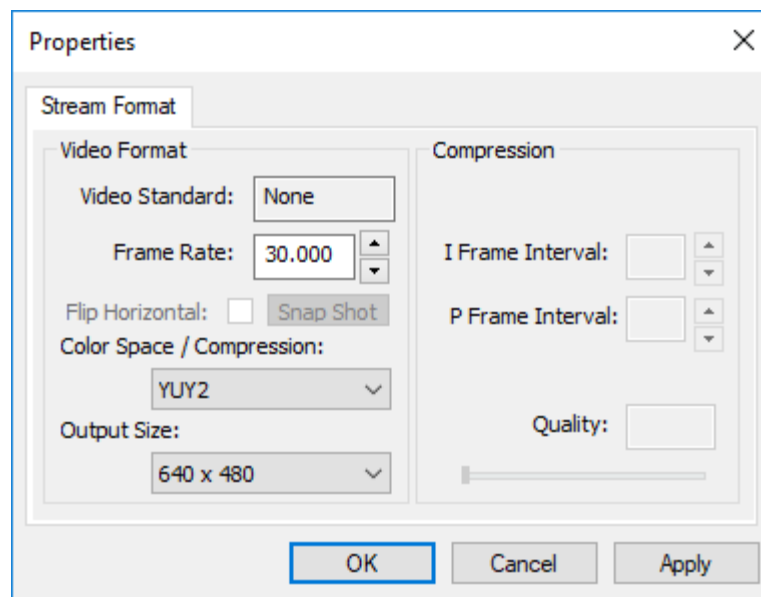
You can change the following settings:

- **Frame Rate**: Change the recording frame rate for webcam. A higher value will make the motion in the video smoother but larger file size.
- **Color Space**: You can use the default value for this option.
- **Output Size**: The dimension of recorded video.

Menus, Toolbars and Hotkeys

ActivePresenter Main Menu

ActivePresenter main menu appears when you click the **ActivePresenter** button at the top-left corner of the application window. This menu is similar to the File menu, commonly seen at the top-left corner of Microsoft Office programs.

The main menu provides access to all common file operations, configuration settings, and list of recently opened projects.

Icon	Command	Hotkey	Function
	Blank Project		Create a new project using the blank theme.
	Record Video		Record a screencast as a new project.
	Record Software Simulation		Record a software simulation as a new project.
	Responsive Project		Create a new responsive.
	Import PowerPoint		Create a new project from a PowerPoint presentation.
	Open Project...	**CTRL+O**	Open an existing project on your computer.
	Save	**CTRL+S**	Save the current project.
	Save As...		Save the current project under a new name and different types.
	Close		Close the current project.
	Project > **Properties**		View and edit some information about the current project.
	Project > **Convert to (Non-)Responsive Project…**		Convert from a non-responsive project to a responsive one or vice versa.
	Project > **Advanced Actions**		Open the **Advanced Actions** dialog to manage advanced actions.
	Project > **Shrink…**		Make a project compact.

	Project > **Localize**		Localize a project to another language.
↺	Project > Reset Default Objects		Restore the default settings of an object type.
	Recent Projects		Open a list of recently opened projects.
⚙	**Preferences**		View and edit the global settings.
⊞	**Start Page**		Open the Start Page.
	Exit		Close the application.

Quick Access Toolbar

The Quick Access Toolbar includes a set of commands which are independent of the tabbed toolbar. This toolbar gives a quick access to commonly used features like saving and opening. Note that you cannot move or add commands to the Quick Access Toolbar.

Icon	Command	Hotkey	Function
📄	**Create Blank Project**		Create a new blank project.
📂	**Open Existing Project**	**CTRL+O**	Open an existing project.
💾	**Save Changes**	**CTRL+S**	Save the current project.
↩	Undo Last Action	**CTRL+Z**	Reverse the last actions. Click the arrow to choose the action you want to undo.
↪	Redo Last Action	**CTRL+Y**	Restore the last "undone" actions. Click the arrow to choose the action you want to redo.

Home Tab

The **Home** tab is the first tab in the tabbed toolbar. It is selected by default whenever you launch the application. This tab contains all common tools for inserting slides, formatting text, organizing objects, etc.

Icon	Command	Hotkey	Function
✂	Cut	**CTRL+X**	Remove the selected items and place them on the clipboard.

	Copy	**CTRL+C**	Copy the selected items and place them on the clipboard.
	Paste > Use Destination Theme (default)	**CTRL+V**	Paste the contents of the clipboard at the current location. Adapt the copied contents to match the destination theme.
	Paste > Keep Source Formatting		Paste the contents of the clipboard at the current location. Keep the original theme format of the copied contents.
	New Slide		Insert a new slide into a project. Click the arrow to select a slide.
	Layout		Change the layout of the current slide. Click the arrow to show the layout gallery.
	Reset		Restore the placeholders of the current slide to their default settings.
	Record Screen > **Record Video**		Record a screencast as a new slide.
	Record Screen > **Record Software Simulation**		Record a software simulation as new slides.
	Font Name		Change the font of the selected text or objects.
	Font Size		Change the font size of the selected text or objects.
	Increase Font Size	**CTRL+]**	Increase the font size of the selected text or objects.
	Decrease Font Size	**CTRL+[**	Decrease the font size of the selected text or objects.
	Remove Format		Return the selected text or the text in the selected objects to its default formatting.
	Bold	**CTRL+B**	Make the selected text or the text in the selected objects bold.
	Italic	**CTRL+I**	Make the selected text or the text in the selected objects italic.
	Underline	**CTRL+U**	Underline the selected text or the text in the selected objects.

	Strikethrough	**CTRL+SHIFT+S**	Strike through the selected text or the text in the selected objects.
	Text Color		Change the text color of the selected text or objects.
	Highlight Color		Highlight the selected text or the text in the selected object.
	Subscript		Format the selected text as subscript.
	Superscript		Format the selected text as superscript.
	Insert Symbol		Insert a symbol into the selected text.
	Insert Hyperlink		Insert a hyperlink into the selected text. You can also link to a project resource (appears in the **Resources** pane) or a file from your computer. When you add a link to external file, that file will be attached to the **course player** automatically.
	Remove Hyperlink		Remove the hyperlink added to the selected text.
	Numbering		Add numbering to the selected text.
	Bullets		Add bullets to the selected text.
	Decrease Indent		Make the selected text closer to the margin.
	Increase Indent		Make the selected text farther away from the margin.
	Line Spacing		Adjust the amount of space between each line in paragraph.
	Align Text Left	**CTRL+L**	Align the selected text or the text in the selected objects left.
	Align Text Center	**CTRL+E**	Align the selected text or the text in the selected object center.
	Align Text Right	**CTRL+R**	Align the selected text or the text in the selected objects right.
	Justify	**CTRL+J**	Justify the selected text or the text in the selected objects.

	Text Vertical Align > Align Text Top		Align the selected text to the top of the object.
	Text Vertical Align > Align Text Middle		Align the selected text to the middle of the object.
	Text Vertical Align > Align Text Bottom		Align the selected text to the bottom of the object.
	Shapes		Insert a shape into a slide. Click the arrow to select a shape type.
	Interactions		Insert an interaction object into a slide. Click the arrow to select an interaction object type.
	Equation		Insert an equation into a slide.
	Arrange > **Order**		Change the z-order of the selected objects.
	Arrange > **Group**		Group the selected objects together to create a new group object.
	Arrange > **Align**		Align the selected objects.
	Quick Style		Quickly set the style (fill, line, shadow, and text) of the selected objects.
	Fill		Change the fill style of the selected objects.
	Line		Change the line style of selected objects.
	Shadow		Change the shadow style of the selected objects.
	Variables		Create a variable.
	Reference		Add a reference to a variable.
	Find	**CTRL+F**	Find and replace text.
	Replace	**CTRL+H**	Find and replace text.
	HTML5 Preview		Preview a project in browser.

Slide Tab

The **Slide** tab contains all the commands for working with slides. Along with inserting slides, changing layouts, and importing slides from other sources, you can modify slide background, edit active window, and use batch operations to perform certain tasks.

Icon	Command	Function
	New Slide	Insert a new slide into a project. Click the arrow to select a slide.
	Layout	Change the layout of the current slide. Click the arrow to show the layout gallery.
	Reset	Restore the placeholders of the current slide to their default settings.
	Record Video	Record screen as a video and insert the video as a new slide.
	Record Software Simulation	Record a software simulation and insert the slides into the current project.
	Import Images	Import slides from images on your computer.
	Import PowerPoint	Import slides from a PowerPoint presentation.
	Import ActivePresenter	Import slides from another ActivePresenter project.
	Random Slide	Insert a random slide.
	Report Slide	Insert a report slide.
	Save Slide As Image	Export the current slide as an image.
	Edit Background Image	Edit the slide background.
	View Active Window	Show/hide the active window area.
	Edit Active Window	Enable/disable editing the active window area.
	Batch Operations > **Insert Objects…**	Insert an object type into multiple slides at once.
	Batch Operations > **Delete Objects…**	Remove an object type from multiple slides at once.

	Batch Operations > **Convert Closed Captions To Audio**	Convert closed captions in specified slides or in all slides in your project.
	Batch Operations > **Generate Slide Name From First Shape**	Find the first shape in slide and use its text for slide name.
	HTML5 Preview	Preview a project in browser.

Annotations Tab

The **Annotations** tab lets you insert all annotation objects such as shapes, images, videos, audio, and zoom-n-pan.

Icon	Command	Function
	Shapes	Insert a shape.
	Text Caption	Insert a text caption.
	Highlight	Insert a highlight.
	Spotlight	Insert a spotlight.
	Equation	Insert an equation.
	Icons	Insert an icon.
	Gesture Effects	Insert a gesture effect.
	Footer	Insert a footer.
	Image	Insert an image.
	Screenshot	Take a screenshot of windows, objects, the full screen, or an application or region.
	Audio	Insert an audio from your computer or create an empty audio object for recording or text to speech.
	Video	Insert a video from your computer or by recording webcam.

	YouTube Video	Insert a YouTube video.
	Web Object	Insert a web object.
	Cursor Path	Insert a cursor path.
	Zoom-n-Pan	Insert a zoom-n-pan.
	Closed Caption	Insert a closed caption (CC).
	HTML5 Preview	Preview a project in browser.

Interactions Tab

The **Interactions** tab allows you to insert all interaction objects and questions into slides.

Icon	Command	Function
	Mouse Click	Insert a mouse click.
	Key Stroke	Insert a key stroke.
	Text Box	Insert a text box.
	Drop Area	Insert a drop area.
	Button	Insert a button.
	Check Box	Insert a check box.
	Radio Button	Insert a radio button.
	Animated Timer	Insert an animated timer.
	True/False	Insert a true/false question.
	Multiple Choice	Insert a multiple choice question.

	Multiple Response	Insert a multiple response question.
	Essay	Insert an essay question.
	Fill in Blank	Insert a fill-in-blank question.
	Fill in Multiple Blanks	Insert a fill-in-multiple-blank question.
	Sequence	Insert a sequence question.
	Drag-n-Drop	Insert a drag-n-drop question.
	Rating Scale (Likert)	Insert a rating scale question.
	Event	Open the **Properties** pane > **Events - Actions** section to add and manage actions.
	Advanced Actions	Manage advanced actions.
	Message	Insert a feedback message.
	HTML5 Preview	Preview a project in browser.

Design Tab

The **Design** tab allows you to apply a theme or color scheme, or format the slide background.

Icon	Command	Function
	Theme Gallery	Apply a theme to a project.
	Colors	Change the color of the current theme.
	Fonts	Change the font of the current theme.
	Background Styles	Change the background style of the current theme.
	Slide Size	Change the size of the slides in your project.
	HTML5 Preview	Preview a project in browser.

Transitions Tab

The **Transitions** tab contains a gallery of all slide transition effects. Use this tab to set up how a slide appears.

Icon	Command	Function
	Transition Gallery	Apply a transition effect to a slide.
	Effect Options	Choose a variant of the transition.
	Effect Duration	Specify the length of the transition.
	Slide Duration	Specify the length of the slide.
	Auto Advance	Jump to the next slide automatically when a slide completes. If you disable this feature, use **actions** to advance slides.
▶	**HTML5 Preview**	Preview a project in browser.

Animations Tab

The **Animations** tab contains all animation effects that can be applied to objects.

Icon	Command	Function
	Effect Gallery	Apply an animation effect (entrance/exit/emphasis/motion path) to an object.
	Effect Options	Choose a variant of the animation.
	Start Time	Specify the time when the animation starts playing.
	Duration	Specify the length of the animation.
★	**Add Animation**	Apply an emphasis/motion path to an object.
▶	**HTML5 Preview**	Preview a project in browser.

Export Tab

The **Export** tab lets you export a project to many different output formats.

Icon	Command	Function
	Images	Export slides as individual images.
	Video	Export a project as a video.
	YouTube	Export a project as a video and publish the video to YouTube.
	HTML SlideShow	Export a project as a HTML SlideShow.
	PDF Document	Export a project as a PDF file.
	Microsoft Word	Export a project as a Microsoft Word file.
	Microsoft Excel	Export a project as a Microsoft Excel file.
	Microsoft PowerPoint	Export a project as a Microsoft PowerPoint file.
	HTML5	Export a project as HTML5.
	Player Settings	Customize the HTML5 player.
	HTML5 Preview	Preview a project in browser.

View Tab

The **View** tab allows you to show or hide panes and toggle some useful features when working on a project.

Icon	Command	Function
	Slides in Column	Show slide thumbnails in the **Slides** pane in column.
	Slides in Grid	Show slide thumbnails in the **Slides** pane in grid.
	Slides in Titles	Show slide titles in the **Slides** pane.

	Slide Master	Open the slide master view.
	Feedback Master	Open the feedback master view.
	Timeline	Show/hide the **Timeline** pane.
	Resources	Show/hide the **Resources** pane.
	Properties	Show/hide the **Properties** pane.
	Slides	Show/hide the **Slides** pane.
	Selection	Show/hide the **Selection** pane.
	Slide Pools	Show/hide the **Slide Pools** pane.
	Object States	Show/hide the **Object States** pane.
	Object Templates	Show/hide the **Object Templates** pane.
	Drag-n-Drop	Show/hide the markers that indicate drag sources, drop areas, and drop targets along with the connection between them.
	Tab Order	Show the tab order value of objects on the Canvas.
	Canvas Snapping	Enable/disable snap behavior on the Canvas.
	Timeline Snapping	Enable/disable snap behavior in the timeline.
	Cursor Snapping	Make cursor paths move continuously between slides.
	Fit on Preview	Fit the slide in to the available Canvas area during preview.
	Zoom	Set the zoom level of the Canvas.
	Zoom Fit	Fit the slide into the available Canvas area.
	Language	Set the GUI language.

	Reset UI Layout	Go back to the original window layout.

Help Tab

The **Help** tab provides access to the documentation, homepage, user community, the current version. It also helps activate or deactivate ActivePresenter and check for updates. Remember that most of these commands are available on the Start Page.

Icon	Command	Function
	User Manual	Launch the Help file.
	Product Homepage	Launch the default browser to access the ActivePresenter homepage.
	Support Center	Launch the default browser to access the user forum/FAQ.
	Purchase A License	Launch the default browser to access the Pricing page.
	Activate Product	Enter the license information to activate ActivePresenter.
	Deactivate Product	Deactivate ActivePresenter on your computer.
	Check Updates	Check for available updates.
	About	Provide information about the current version.

Format Tab

The **Format** tab is a contextual tab that appears when an object is selected. Use this tab to format and organize objects.

Icon	Command	Function
	Change Shape	Change the shape of the selected objects.
	Style Gallery	Apply a built-in style to the selected objects.
	Fill	Change the fill style of the selected objects.

	Line	Change the line style of selected objects.
	Shadow	Change the shadow style of the selected objects.
	Order	Change the z-order of the selected objects.
	Group	Group the selected objects together to create a new group object.
	Align	Align the selected objects.

Formula Tab

The **Formula** tab is a contextual tab that appears when you edit an equation. Use this tab to edit and write equations.
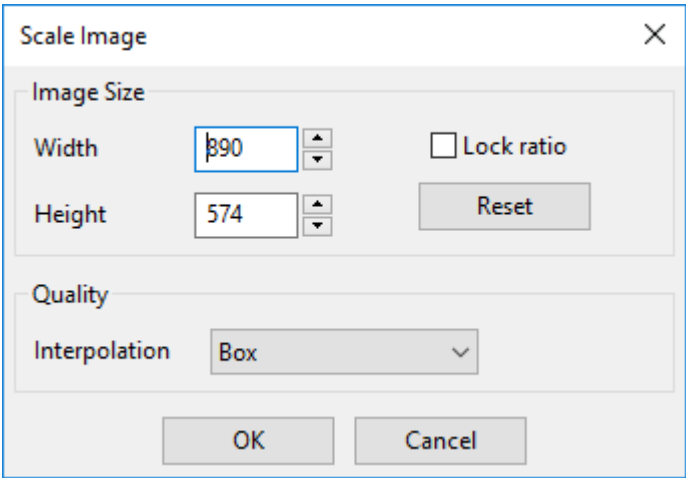
Icon	Command	Function
π	**Equation**	Insert a built-in equation.
	Symbol Gallery	Insert a math-related symbol.
	Structure Gallery	Insert a structure.

Drawing Tab

The **Drawing** tab is a contextual tab that appears when you edit (background) images (right-click an image > **Edit (Background) Image**). This tab contains many basic photo editing.

Icon	Command	Function
	Cut	Remove the selection and place it on the clipboard.
	Copy	Copy the selection and place it on the clipboard.
	Paste	Paste the contents of the clipboard at the current location.
	Select Rectangle	Select a rectangle area by drawing on the Canvas.
	Crop	Crop the image so that it contains only the selection.

	Scale Image	Scale an image.
		Image size: Specify the target width and height. Lock ratio: Maintain the aspect ratio of the image. Reset: Bring back the original size value. Interpolation: Specify the algorithm used to scale an image (Box, Bilinear, Bicubic, 4th order b-spline, Catmull-Rom spline, and Lanczos3). Box algorithm is the simplest one and usually gives the lowest quality. Lanczos3 is an advanced algorithm with the best quality and commonly used in popular image editor. However, choosing the most suitable algorithm depends on the image content, so you can use try-and-error tactic to choose the most suitable one.
	Insert Image	Insert an image from your computer.
	Auto Shape	Select a shape.
	Rotate Right 90°	Rotate an image 90° to the right.
	Rotate Left 90°	Rotate an image 90° to the left.
	Flip Horizontal	Flip an image horizontally.
	Flip Vertical	Flip an image vertically.
	Antialias	Enable antialiasing to draw anti-aliased lines.
	Line	Draw a line.

	Polygon	Draw a polygon. When you click at various spots, those points are added to the current polygon. A double-click ends the spline-creation mode.
	Spline	Draw a spline. As you click at various spots, those points are added to the current spline. A double-click ends the spline-creation mode.
	Pencil	Draw freehand with a pencil.
	Air Brush	Create spray with a color.
	Eraser	Make an area on the image transparent.
	Flood Fill	Fill a same contiguous colored area with the current fill color.
	Text	Create rich text by using the text editor.
	Blur	Blur the selected area.
	Blur Radius	Specify the blur radius. The larger the radius, the more blurred the image.
	Pen Color	Select a pen color for painting or drawing.
	Pen Opacity	Set the opacity level for a pen (0 means fully transparent, 255 means fully opaque).
	Pick Pen Color	After selecting this tool, click any area on the image and the pen tool will assume that color (hue and saturation) and opacity.
	Fill Color	Set the color filled inside a shape.
	Fill Opacity	Set the opacity level for fil (0 means fully transparent, 255 means fully opaque).
	Pick Fill Color	After selecting this tool, click any area on the image and the fill color tool will assume that color (hue and saturation) and opacity.
	Line Width	Set the width of the outline of a shape or of the pencil tool.
	Line Style	Set the type of the outline of a shape or of the pencil tool.

	Zoom	Set the zoom level of the Canvas.
	Zoom Fit	Adjust the zoom level automatically to fit the Canvas to the available space.

Slide Master Tab

The **Slide Master** tab appears when you open the slide master view (**View** tab > **Slide Master**). It contains commands for editing slide masters.

Icon	Command	Function
	Insert Slide Master	Add a new slide master to a project.
	Insert Layout	Insert a custom layout into a slide master.
	Delete	Delete a custom layout.
	Rename	Rename a layout.
	Preserve	Preserve a slide master so that it won't be deleted event if not used.
	Master Layout	Choose what to include in the master layout.
	Insert Placeholder	Insert a placeholder into a custom layout.
	Title	Show/hide the title placeholder on a custom layout.
	Footers	Show/hide the footer placeholders on a custom layout.
	Themes	Apply a theme to a slide master.
	Colors	Change the color of the current theme.
	Fonts	Change the font of the current theme.
	Background Styles	Change the background style of the current theme.
	Slide Size	Change the size of the layouts.

| ☒ | **Close Master View** | Exit the slide master view and go back to editing slides. |

Feedback Master Tab

The **Feedback Master** tab appears when you open the feedback master view (**View** tab > **Feedback Master**). It contains commands for editing feedback masters.

Icon	Command	Function
	Insert Layer	Add a new feedback layer to a feedback master.
	Delete	Delete a feedback layer.
	Rename	Rename a master layout or feedback layer.
	Title	Include the title placeholder in a master layout or feedback layer.
	Text	Include the text placeholder in a master layout or feedback layer.
	Button	Include the button placeholder in a master layout or feedback layer.
☒	**Close Master View**	Exit the feedback master view and go back to editing slides.

Customizing ActivePresenter

Customizing Language

By default, the display language in ActivePresenter is set to English (United States). If you prefer another language, click the **View** tab > **Language** > select another language. Your change will be applied the next time you open the application.

Another way to customize the display language is to use the **Preferences** dialog. Do the following:

1. Click the **ActivePresenter** button > **Preferences**.

2. In the dialog, click the **General** tab > **Program** section > select a language.

3. Click **Apply** to submit changes. Your change will be applied the next time you open the application.

Customizing User Interface

ActivePresenter saves the project settings when you close a project. The next time you open the application, the settings of the last saved project will be applied to the new one. After customizing, if you want to go back to the original window layout, just click the **View** tab > **Reset Pane Layout** . Your change will be applied the next time you open the application.

Showing and Hiding Toolbar and Panes

You can collapse the tabbed toolbar by clicking the **Hide/Show Toolbar** button (double arrow) at the top-right corner of the application window. To show or hide panes, click the **View** tab and select the pane you want. In this tab, you can also:

- Change the slide view mode in the **Slides** pane (column, grid, titles).

- Open the slide master view and feedback master view to work on **slide masters** and **feedback masters**, respectively.

- Change the zoom level of the **Canvas**.

Changing Pane Position

You can drag panes, except the **Timeline** pane, from their current positions by dragging their title bars. Alternatively, click the **Floating** button at the top-right corner of a pane to undock it. After undocking a pane, you have two options:

- Make the pane free-floating by dragging it to an area that isn't a drop zone. The floating pane allows you to position it anywhere on screen, even outside the application window.

- Dock the pane in the highlighted drop zones that appear on screen. Just drag and bring the pane to the edge of the window and release the mouse button over a drop zone. The pane will be docked into place.

Changing Pane Size

Changing pane size is useful when you want to make your work area larger by reducing the pane size, or when you want to view more of the information that appears in a pane by increasing its size.

- To resize a docked pane, move the pointer over the left or right edge of the pane (for vertical panes) or over the top edge of the pane (for horizontal panes). When the pointer turns into a resize pointer, drag the boundary to resize the pane to the dimensions you want.

- To resize a floating pane, hover over any edge or corner of the pane until the pointer turns into a resize pointer, then drag the boundary until the pane reaches the width/height you want.

Customizing Preferences

Use the **Preferences** dialog to set how you want ActivePresenter to operate. To open the dialog, click the **ActivePresenter** button > **Preferences**. The dialog has six tabs, each serves a different area. Select the relevant tab to change the relevant settings.

Tab	Category
General	General options applicable to the entire application.
Auto Annotation Text	Handle how annotation text is auto-generated while capturing.
Hotkeys	Set hotkeys for various operations.
Tabbed Toolbar	Customize the tabbed toolbar.
Script Editor	Features and colors in the JavaScript Function form.
Miscellaneous	Options that don't fit anywhere in the above tabs.

General Tab

Control	Function
Program	
Display Language	Set the display language of the application.
Max Recently Used Projects	Set how many recently opened projects would be listed. Set to 0 to disable this control. Note that a large number isn't actually useful. Instead, cultivate the habit of storing the project files in a hierarchical folder system so that you can retrieve a project fast. Clear List: Select to forget the actual list of recently opened projects.

Canvas Background Color	Set the color of the Canvas background. Note that this control only affects the Canvas inside the editor, it doesn't affect the output at all.
Reset Window Layout	Reset the layout of the application to default. You need to restart the application so that this change can take effect.
Project	
Backup Project Every *n* Minutes	Set how frequently to back up (save) the project. In rare cases when ActivePresenter crashes, it allows you to recover the last opened project from the latest back-ups. Set to 0 to disable this control. Note that these aren't permanent back-ups. Back-ups are automatically removed when a project is closed.
Project Language	Set the default project language.
Project Location	Set the default folder path where all new projects will be saved. You are allowed to change this folder each time you save a new project.
Template Location	Set the default folder path where all custom templates will be saved.
Default Project Size	Set the default project size. To change the size, enter a new value or choose from the Preset Size list.
Restore Defaults	Go back to the original settings.

Auto Annotation Text Tab

This tab defines the auto-annotation text that is automatically added when you **record software simulations**.
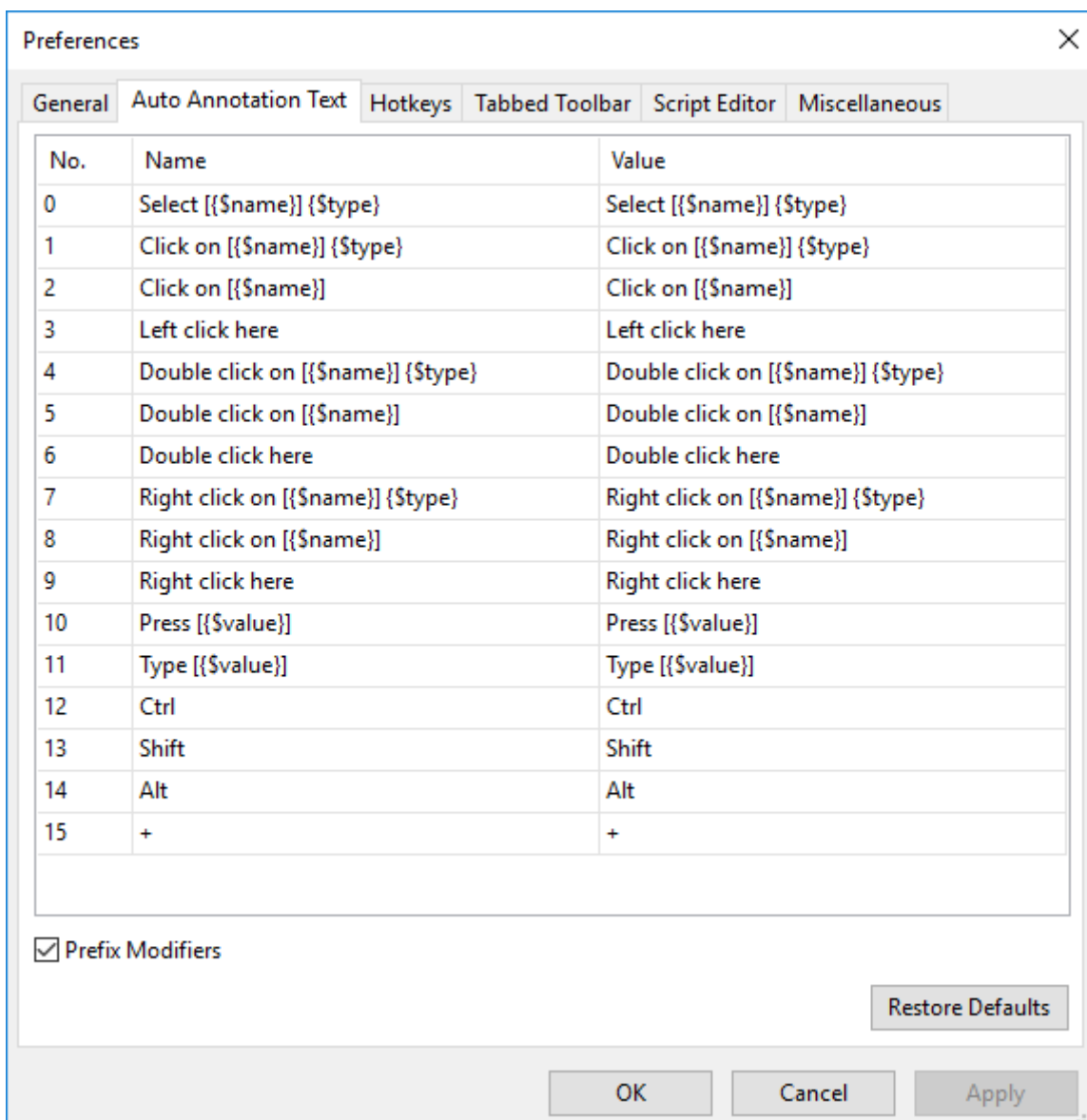
ActivePresenter can automatically generate the text for annotations based on what you are interacting with while capturing. For example, when you type your user name into a log-in screen, ActivePresenter can create a callout which says "*Type [XXX] into User Name text box*".

You can easily customize how annotation text is generated while capturing. There are three parameters available to specify dynamic content. Each parameter has the form {$XXX}, in which XXX is the parameter name:

{$name}	Name of the item with which you are interacting while capturing. For example, when you enter your name in a log-in screen, the text box may have a name like "User Name".
{$type}	Type of the item with which you are interacting while capturing. The item types are provided by the Operating System. For example, you are typing in a text box, then the item type is "text box". If you are clicking a button, then the item type is "button".

{$value}	What you are entering while capturing. If you are pressing a key, the value is the key that you've pressed. If you are entering text into a text box, then the value is the text you've entered.

Note that the **Prefix Modifiers** check box is selected by default to allow using modifier keys (**SHIFT**, **CTRL**, and **ALT**) in mouse clicks and key strokes.

Hotkeys Tab

The **Hotkeys** tab shows all hotkeys in ActivePresenter. You can assign hotkeys to commands or remove any hotkeys you don't want.
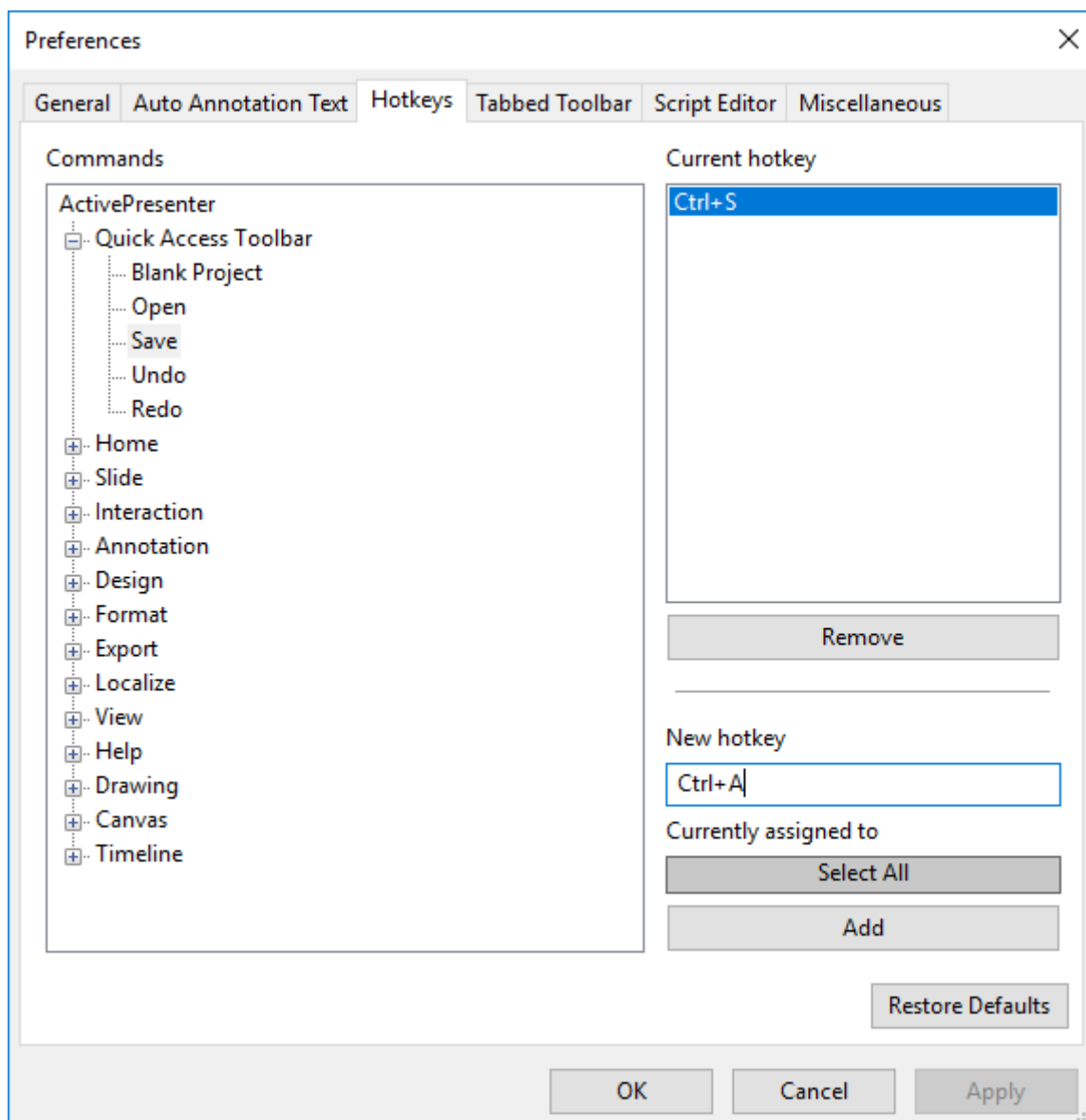
All the major commands are grouped functionally in a hierarchical tree. The tree consists of nodes; each node contains a group of related commands. To expand any node to list the commands or other items that it contains, click the ⊞ button to its left. Any currently used hotkeys are shown in the **Current hotkey** box on the right side of the dialog.

Assigning Hotkeys

1. Select a command or item that you want to assign a hotkey.

2. Click inside the **New hotkey** box, then press the combination of keys you want to assign.

3. Look at the **Currently assigned to** box to see if the combination of keys is already assigned to a command or item. If the combination is already in use, press a different combination.

4. Click the **Add** button to assign the new hotkey.

5. Click **Apply** to submit changes.

For example, select the **Save** command in the tree view, then press **CTRL+A** in the **New hotkey** box. The combination is automatically captured and displayed. You are informed that the combination is currently used by the **Select All** command.

Now you have two options: Either try another hotkey (and repeat the cycle), or press the **Add** button to reassign the **CTRL+A** hotkey to the **Save** command. If you choose the second option, this hotkey will no longer be assigned to the **Select All** command.

Removing Hotkeys

1. Select a command or item that you want to remove a hotkey.

2. Click the **Remove** button.

3. Click **Apply** to submit changes.

To go back to the default settings, click the **Restore Defaults** button.

Tabbed Toolbar Tab

You can customize the tabbed toolbar to improve the performance in editing. In this tab, the box to the left contains all the commands which are organized in groups. The box to the right is the structure of the current toolbar.
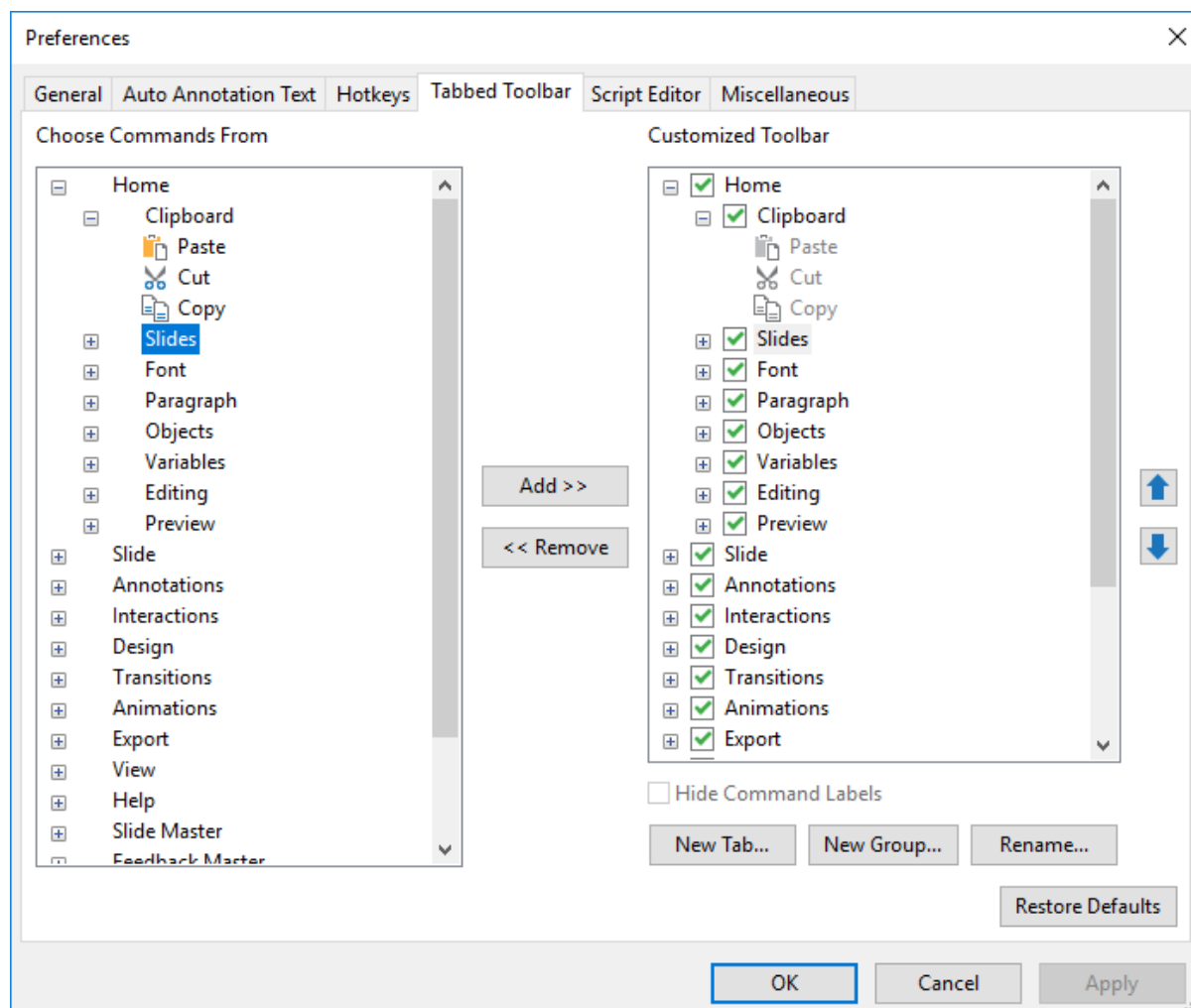
Note: You cannot reorder the default commands, hide their names, or rename them. Besides, if your experiments go haywire, you can always go back to the default settings by clicking the **Restore Defaults** button. All your customization will be removed.

Reordering Tabs, Groups and Commands

You can change the order of all the tabs/groups/commands but not the default commands.

1. In the right box, select the tab/group/command that you want to move.

2. Click **Move Up** ⬆ or **Move Down** ⬇ until you get the order you want.

3. Click **Apply** to save and see your changes.

Removing Tabs, Groups and Commands

1. In the right box, select the group (both default and custom) or tab/command (custom only) that you want to remove.

2. Click the **Remove** button to exclude them from view.

3. Click **Apply** to save and see your changes.

To remove the default tabs or groups/commands like the **Home** or **Slide** tab, clear the relevant check box in the right box. Note that you cannot hide contextual tabs such as **Format** and **Drawing**.

Adding Tabs and Groups Back to the Toolbar

After removing a tab/group from view, you can still add it back to the tabbed toolbar by:

1. In the left box, select the tab that you want to bring back. In case you want to recover a group, you must select a tab in the right box to place it.

2. Click the **Add** button to retrieve the selected tab/group.

3. Change the tab/group order if needed.

4. Click **Apply** to save and see your changes.

Creating Custom Tabs and Groups

You can add new tabs to the tabbed toolbar and add new groups to both default and custom tabs. Regarding commands, you can only add commands to custom groups. The custom tabs and groups have the word (Custom) after their names, but this word doesn't appear in the tabbed toolbar.

To create custom tabs/groups, do the following (skip unnecessary steps, if any):

1. In the right box, select the tab to which you want to add a new group. In case you want to create a tab, the new tab with be inserted below all other tabs or the selected one.

2. Click **New Tab…** or **New Group…** to create a new tab or group, respectively.

3. In the dialog, enter a name for the new tab/group and click **OK**.

4. For custom groups, select **Hide Command Labels** to hide the labels while showing the icons in smaller size.

5. In the main dialog, click **Apply** to save and see your changes.

After creating a custom group, you need to add commands to it. Use the **Add** button to add commands from the left box.

Renaming Tabs, Groups and Commands

You can rename both default and custom tabs and groups, but for commands, you can only rename the ones added to custom groups. For those included in default groups, you cannot rename them.

Script Editor Tab

Use this tab to customize coding preferences. The tab has three parts. The **Color** box to the left lets you change syntax highlighting preferences. The **View** box in the center lists some code view options. The **Preview** box to the right allows you to preview the coding content.
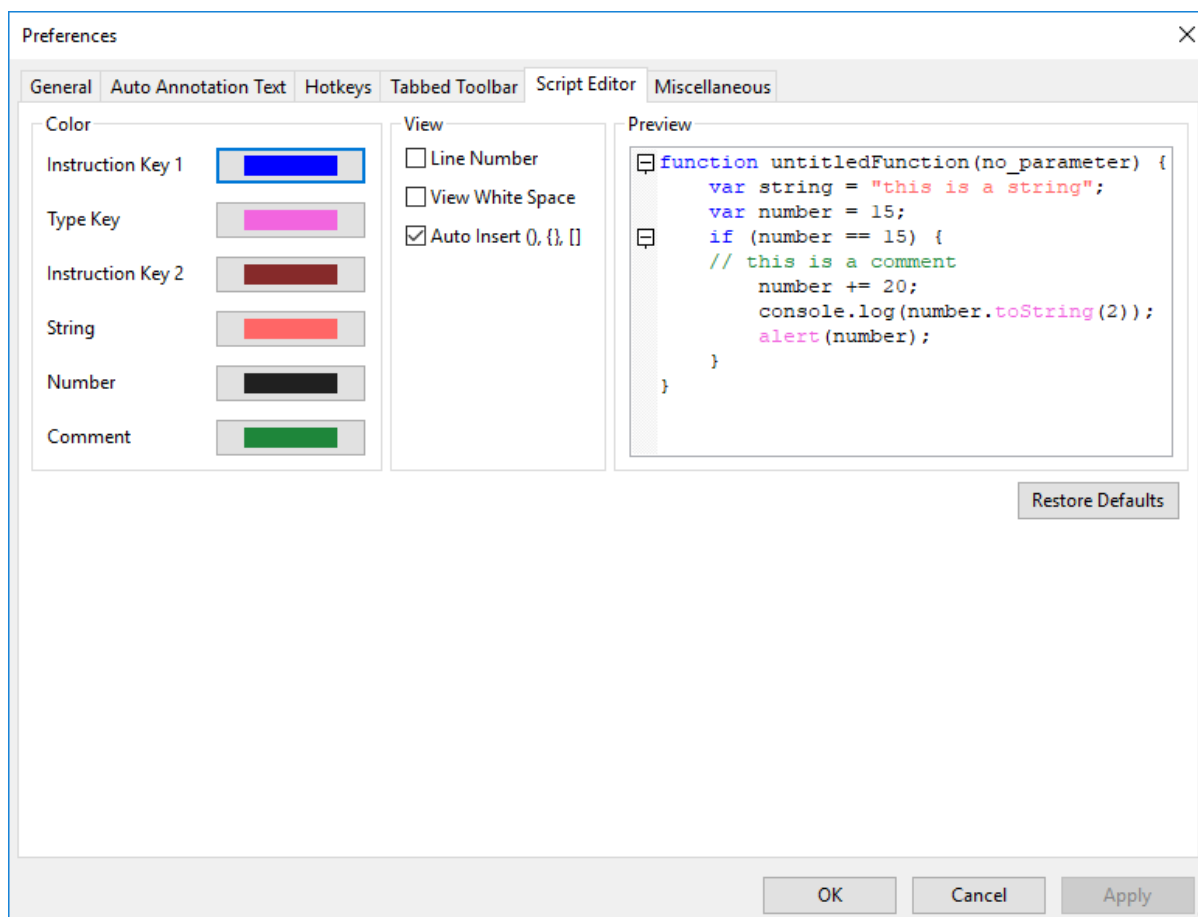
To customize syntax highlighting preferences, click the color rectangle next to each element and change the color. All changes you make are immediately reflected in the preview editor on the right side.

Below are the code view options:

- **Line Number**: Display line numbers along the side of the code.

- **View White Space**: Display dots in place of white space.

- **Auto Insert (), {}, []**: Selected by default. This option automatically inserts matching closing brackets to the code.

You can always go back to the default settings by clicking the **Restore Defaults** button. All your customization will be removed.

Miscellaneous Tab

This tab is a "catch-all" tab. It contains application options that could not be placed in other tabs.
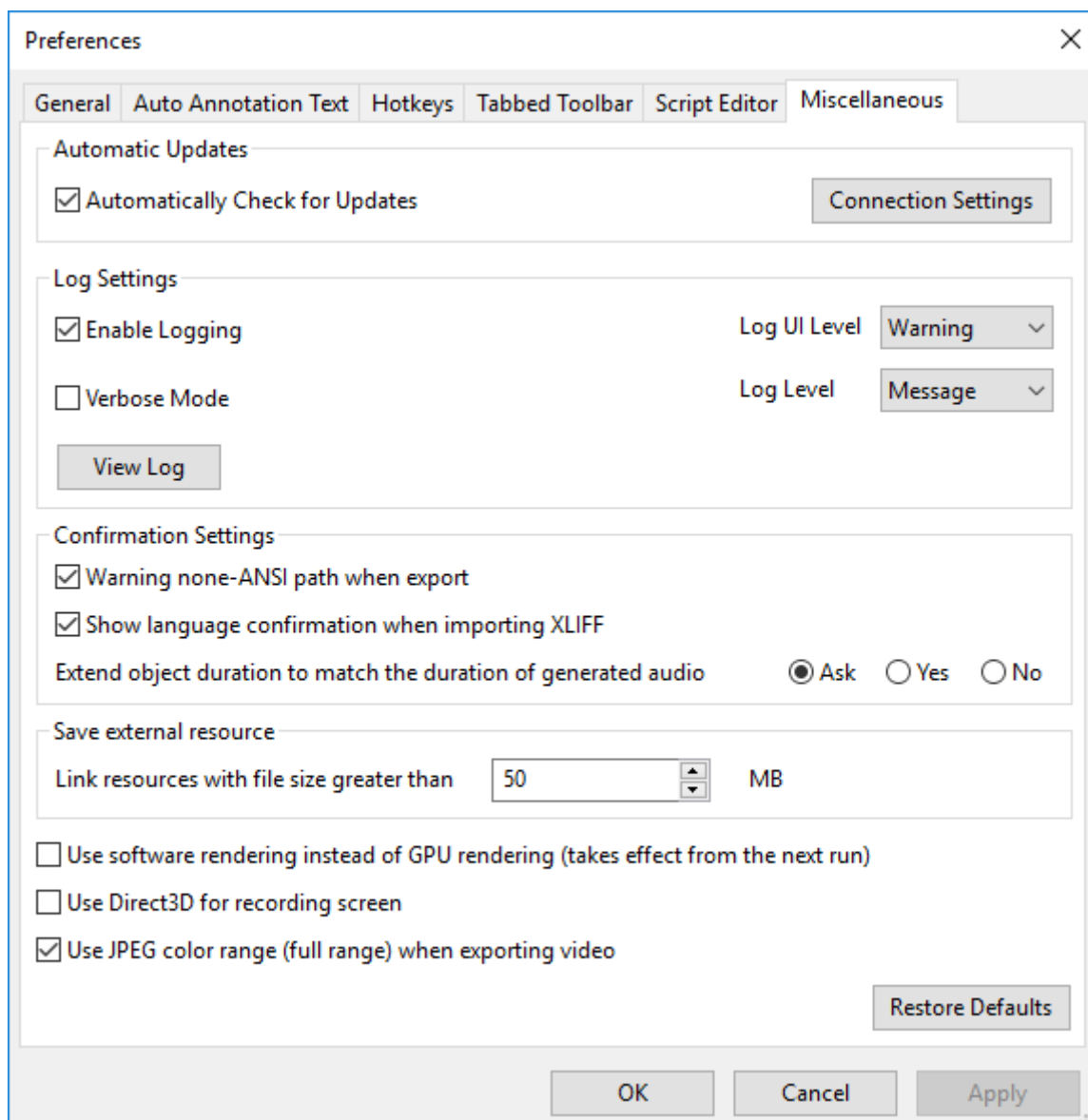
Control	Function
Automatic Updates	
Automatically Check for Updates	Selected by default. ActivePresenter periodically checks for updates when it starts.
Connection Settings	Set connection settings to use a proxy (no proxy, use system settings (default), manual configuration. Check with your admin and set the value.
Log Settings	
Enable Logging	Selected by default. If you disable this option, no logs will be kept.

Log UI Level	Select the log level to show. Only log messages with the severity level higher or equal to the selected level are displayed. The other logs are written to the log file silently.
Verbose Mode	In verbose mode, more details are captured. This is better for troubleshooting.
Log Level	There are five levels: fatal error (most severe level), error, warning, message, status, and information. If you select any level, the log will be kept of that level and higher levels (if any).
	For example, selecting Warning keeps a log of the top three types of problems, but selecting Fatal Error keeps a log of fatal errors only.
View Log	Show the log file. The log file is automatically cleared and started over when its size reaches 2 MB.
Confirmation Settings	
Warning none-ANSI path when export	Selected by default. When you export your project, there are some outputs that cannot be opened or run properly if the file name contains non-ANSI characters. This option specifies whether you should be asked in such cases or not.
Show language confirmation when importing XLIFF	Selected by default. When you import from XLIFF, chances are that the target language is unspecified or invalid. A language confirmation will appear letting you select a target language to continue.
Extend object duration to match the duration of generated audio	Select any of the choices to determine how ActivePresenter performs when **converting text to speech**: Should it display the dialog so that you can make further changes to the TTS settings before converting?
Save external resource	
Link resources with file size greater than *n* MB	When an external file is added to a project, ActivePresenter creates a copy of the file and stores it in that project (to ensure that even if you rename, move, or delete the original file, the inserted item will not be affected).
	If the original file is large, storing it directly in the project will consume more disk space than necessary, which severely reduces the performance and prones to errors that might corrupt the project.
	In that case, ActivePresenter doesn't store the original file directly in the project. Instead, it maintains the copy of the original file and creates a link in the project which points to the copy.

	This parameter defines the threshold above which ActivePresenter creates a link to the resource instead of storing the original file directly in your project.
Use software rendering instead of GPU rendering	Improve performance for some computers which have a strong CPU but a weak GPU.
Use Direct3D for recording screen	Clear this check box if you cannot capture the screen due to graphics driver-related issues.
Use JPEG color range (full range) when exporting video	Select to fix the "white color turns grey" issue when viewing output videos on some systems.

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