



# ActivePresenter

AI-powered Authoring Tool for eLearning Design

eLearning Authoring Software | Screen Recorder | Video Editor

# 10 USER MANUAL

# Table of Contents

Table of Contents .....	2
<b>Introduction to ActivePresenter .....</b>	<b>15</b>
ActivePresenter User Interface .....	15
UI Theme .....	15
Start Page .....	16
Workspace .....	18
ActivePresenter Editions .....	23
System Requirements .....	24
Installing ActivePresenter .....	25
Activating and Deactivating ActivePresenter .....	26
Activating ActivePresenter .....	26
Deactivating ActivePresenter .....	27
The Multi-tier System of Support .....	28
<b>Creating Projects .....</b>	<b>29</b>
Creating Blank Projects .....	29
Changing Slide Size .....	29
Creating Responsive Projects .....	32
Responsive Bar .....	34
Viewport of Responsive Layout .....	34
Managing Responsive Layouts .....	35
Creating Projects from PowerPoint Presentation .....	40
Creating Projects from Themes or Templates .....	41
Creating Projects from Video Files .....	41
Converting Projects .....	42
Converting from Non-Responsive to Responsive Projects .....	42
Converting from Responsive to Non-Responsive Projects .....	43
Saving Projects .....	43
Saving Projects .....	43
Saving Projects as Different Types .....	43
Shrinking Projects .....	44
Opening Existing Projects .....	45
<b>Recording Projects .....</b>	<b>46</b>

Recording Screen as Videos .....	46
Recording Area Section .....	46
Audio and Webcam Section .....	47
Record Button and Settings .....	49
Self-Record .....	50
Recording Interactive Simulations .....	50
Recording Area Section .....	51
Audio Section .....	51
Record Button and Settings .....	51
Self-Record .....	51
Stopping the Recording .....	51
<b>Working with Themes .....</b>	<b>52</b>
Using Themes .....	52
Applying Themes .....	52
Customizing Built-In Themes and Saving as Custom Themes .....	53
Working with Theme Colors .....	54
Working with Theme Fonts .....	56
Working with Preset Background Styles .....	59
<b>Working with Slides .....</b>	<b>62</b>
Inserting Slides .....	62
Inserting Slides .....	62
Copying Slides .....	66
Duplicate Slides .....	67
Removing Slides .....	67
Changing Slide Properties .....	67
Naming Slides .....	67
Ordering Slides .....	68
Advancing Slides .....	69
Changing Slide Background Fill Styles .....	69
Adding Background Images to Slides .....	69
Editing Slide Background Images .....	70
Blur Background Image .....	71
Changing Slide Container Layout .....	72
Changing Slide Operation Modes .....	73

Adding Transition Effects.....	73
Previewing & Adding Transition Effects.....	73
Removing Transition Effects .....	74
Managing Slides.....	74
Splitting and Merging Slides.....	74
Changing Slide View Modes .....	75
Saving Slides as Images.....	75
Saving Slides as Videos.....	76
<b>Inserting and Managing Objects.....</b>	<b>77</b>
Inserting Objects .....	77
Inserting and Removing Objects .....	77
Inserting and Removing Objects in Multiple Slides.....	77
Copying Objects.....	79
Duplicating Objects .....	79
Changing Object Properties.....	79
Repositioning, Resizing and Rotating Objects.....	79
Changing Style and Effects.....	80
Object Operation Modes .....	82
Animating Objects .....	82
Adding Multiple Effects.....	84
Editing Animation Effects .....	85
Adding Animation Effects to Text .....	86
Removing Animation Effects .....	86
Adding and Editing Motion Paths .....	87
Arranging Objects.....	88
Ordering Objects.....	88
Grouping Objects.....	89
Aligning Objects.....	92
Rotating Objects .....	96
Flipping Objects .....	98
Using Object States.....	99
Built-In States .....	99
Opening Object States Pane.....	100
Adding States .....	101

Editing States.....	101
Managing States.....	103
Triggering States Using Actions.....	103
Using Object Templates.....	103
Opening Object Templates Pane.....	103
Adding Objects to Object Templates.....	104
Using Object Template Items.....	105
Saving and Sharing Object Templates.....	105
Setting Default Objects.....	106
<b>Container.....</b>	<b>107</b>
Flex Box Overview.....	107
Differences between Flex Box and Grid Box.....	107
Using Flex Box/ Grid Box.....	108
Inserting Flex Box/ Grid Box.....	108
Adding Child Container to Flex Box/ Grid Box.....	108
Adding Objects to Flex Box/ Grid Box.....	108
Using Flex Layout.....	108
Customizing Flex Child in Flex Container.....	111
Some Tips for Using Flex Box.....	112
Using Grid Layout.....	113
<b>Annotation Objects.....</b>	<b>114</b>
Shapes.....	115
Inserting Shapes.....	116
Drawing Freeform.....	116
Editing Freeform.....	119
Text Caption.....	120
Spotlight.....	121
Equation.....	121
Inserting Built-In Equations.....	122
Writing and Editing Equations.....	122
Icons.....	123
Gesture Effects.....	124
Footer.....	125
Chart.....	126

Chart Overview .....	126
Inserting Charts.....	133
Editing Chart Data.....	134
Modifying Charts .....	135
Customizing Chart Styles .....	137
Changing Chart Type .....	149
Annotating and Labeling Charts .....	151
Table .....	151
Inserting Tables .....	151
Modifying Tables, Columns, Rows, and Cells .....	152
Image .....	153
Inserting Images .....	153
Taking Screenshots .....	154
Editing Images .....	156
Exporting Images .....	157
YouTube Video.....	157
Web Object .....	159
Address & Embed Code.....	159
HTML Package .....	160
3D Model.....	162
Inserting 3D Models .....	162
Customizing 3D Models .....	162
Previewing 3D Models .....	168
Cursor Path .....	168
Adding Cursor Paths.....	169
Changing Cursor Styles .....	170
Changing Timing and Speed of Mouse Movements .....	172
Adding Click Points .....	173
Adding Cursor Graphics and Click Effects.....	174
Continuation of Cursor Paths between Slides .....	175
Tips to Compose Cursor Paths .....	175
Zoom-n-Pan .....	176
Creating Zoom-In Effects .....	176
Creating Panning Effects Using Multiple Zoom Areas .....	177

Zooming Back to Normal View .....	177
Closed Caption .....	177
Adding and Importing Closed Captions .....	178
Formatting Closed Captions .....	179
Adjusting Closed Captions in Timeline .....	180
Adding Multiple Languages for Closed Captions .....	182
Exporting Closed Captions to File .....	183
Converting Closed Captions to Speech .....	183
Miscellaneous Tips .....	187
<b>Audio and Videos .....</b>	<b>188</b>
Inserting Audio and Videos .....	188
Inserting Audio .....	188
Inserting Videos .....	189
Changing Playback Options .....	193
Exporting Audio and Videos .....	193
Basic Audio and Video Editing .....	193
Range-Editing .....	193
Inserting Time .....	198
Splitting and Joining .....	199
Changing Playback Speed .....	201
Adjusting Volume .....	201
Video Proxy Mode .....	202
Creating a Proxy File When Inserting a Video .....	202
Enabling or Disabling Proxy Mode on Timeline .....	203
Deleting Proxy File .....	203
Video Blur Effects .....	204
Applying Blur Effects .....	204
Blurring Moving Objects .....	205
Removing Blur Effects .....	206
Video Green Screen Effects .....	206
Picture-In-Picture Effects .....	207
Cursor Effects in Recorded Video .....	208
HTML5 Closed Caption .....	208
Advanced Audio Effects .....	209

Audio Fade In/Out.....	209
AI Noise Removal .....	210
Audio Noise Reduction.....	210
Audio Normalization .....	211
Audio Ducking.....	212
Background Music.....	213
<b>Interaction Objects.....</b>	<b>214</b>
Mouse Click.....	214
Inserting Mouse Clicks .....	215
Setting Correct Values .....	216
Key Stroke.....	216
Inserting Key Strokes .....	216
Setting Correct Values .....	217
Text Entry.....	217
Inserting Text Entries .....	217
Setting Correct Values .....	218
Drop Area.....	219
Inserting Drop Areas .....	219
Setting Correct Values .....	220
Setting Drop Area Properties .....	221
Converting Objects to Drag Sources.....	222
Button.....	222
Inserting Buttons .....	222
Working with Button States .....	223
Making Buttons Work.....	224
Checkbox and Radio Button .....	224
Inserting Checkboxes and Radio Buttons.....	224
Setting Correct Answers .....	224
Working with Checkbox/Radio Button States .....	224
Making Checkboxes and Radio Buttons Work .....	225
Formatting Checkboxes and Radio Buttons .....	225
Slider.....	226
Inserting Sliders .....	226
Setting up Slider Properties .....	226

Working with the Slider States .....	228
Making Sliders Work .....	228
Styling Sliders .....	229
Dropdown .....	229
Inserting Dropdown .....	229
Adding Lists of Items to Dropdowns .....	230
Setting Correct Values .....	231
Working with Dropdown States .....	232
Making Dropdowns Work .....	233
Formatting Dropdowns .....	234
Animated Timer .....	234
Inserting Timers .....	234
Adding Events – Actions to Timers .....	235
Questions .....	235
<b>Creating Quizzes .....</b>	<b>237</b>
Common Question Properties .....	237
Components of a Question Slide .....	237
Question Modes: Graded and Survey .....	238
Creating Quizzes .....	238
True/False .....	239
Multiple Choice .....	240
Multiple Response .....	241
Fill in Text Entry .....	242
Fill in Text Entries .....	243
Fill in Blanks .....	245
Sequence .....	246
Drag-n-Drop .....	248
Hotspot .....	249
Essay .....	251
Select in Dropdown .....	252
Select in Dropdowns .....	253
Rating Scale (Likert) .....	255
Import Questions from File .....	257
Randomizing Questions .....	261

Inserting Report Slides .....	261
Question Settings .....	262
Quick Settings Options.....	262
Question Settings Window .....	262
Question Navigation .....	263
Reviewing Courses.....	264
<b>Adding Interactivity.....</b>	<b>266</b>
Adding Events – Actions.....	266
Adding and Removing Events.....	267
Adding and Removing Actions for Events .....	268
Adding and Removing Conditions for Actions .....	270
Copying Events, Actions and Conditions.....	273
Events – Actions References .....	273
Adding Advanced Actions.....	281
Creating New Advanced Actions.....	282
Creating Parameters.....	283
Adding Actions.....	283
Adding Conditions to Actions .....	284
Adding Advanced Actions to Events.....	284
Using Variables .....	285
Creating Variables .....	286
Adding References to Display Variable Values .....	288
Using Actions to Adjust Variable Values .....	289
List of System Variables.....	290
Custom JavaScript in HTML5 Output .....	293
<b>AI Services .....</b>	<b>307</b>
Image Generation.....	308
AI Image Editing .....	309
Cloud Voices .....	311
Auto Captions (Speech to Text).....	315
AI Writing.....	318
Project Auto-Translation .....	321
Text Translation.....	324
Image Background Removal .....	325

Text Extraction from Image.....	326
Usage Statistics.....	326
<b>Exporting Projects .....</b>	<b>328</b>
Exporting to Media.....	328
Export to Images.....	329
Exporting to Videos.....	330
Exporting to Documents .....	332
Exporting to PDF.....	333
Exporting to Microsoft Word Documents .....	335
Exporting to Microsoft Excel Worksheets .....	337
Exporting to Microsoft PowerPoint Presentations.....	339
Exporting to eLearning .....	340
Exporting to HTML5.....	340
Exporting to SCORM .....	351
Exporting to Experience API .....	353
Publish to uPresenter.....	356
Player Settings .....	358
HTML5 Preview.....	369
<b>Miscellaneous .....</b>	<b>371</b>
Editing Project Properties .....	371
Project Properties Tab .....	372
Interactivity Tab.....	372
Making Project Accessible.....	373
Tips for Creating Accessible Projects.....	373
Customizing Accessibility Text for Slides .....	373
Customizing Accessibility Text for Objects .....	374
Localizing Projects.....	374
Automatically Localizing Projects .....	375
Manually Localizing Process.....	375
Exporting to XLIFF .....	375
Replacing Slide Backgrounds .....	376
Importing from XLIFF .....	378
Active Window.....	378
<b>ActivePresenter Windows .....</b>	<b>379</b>

Canvas .....	379
Zooming Canvas.....	379
Slides Pane .....	380
Slides Pane Overview .....	380
Main Slides .....	380
Slide Master .....	380
Feedback Masters .....	389
Slide Pool.....	394
Using Random Slides to Draw from Slide Pools.....	396
Timeline Pane .....	399
Timeline Overview .....	399
Managing Timelines.....	399
Using Multiple Timelines .....	400
Using Click Sequence Timeline.....	400
Timeline Marker .....	402
Object Time Bars .....	403
Objects Initially Hidden.....	403
Changing Object Name, Timing and Duration .....	404
Putting Multiple Objects in a Line .....	404
Inserting Objects Using Playhead .....	405
Timeline Snapping .....	406
Timeline Toolbar and Productivity Tips .....	407
Properties Pane.....	410
Project Properties Tab .....	411
Slide Properties Tab .....	411
Style & Effects Tab .....	413
Size & Properties Tab .....	421
Interactivity Tab.....	424
Audio Tab .....	427
Media Tab.....	430
Chart Tab.....	431
Table Tab.....	431
3D Model Tab .....	431
Resources Pane.....	432

Resource Properties Dialog .....	435
Selection Pane .....	436
Calibrate Audio Input Dialog .....	437
Manual Calibration .....	438
Automatic Calibration .....	438
Recording Settings Dialog .....	438
Audio & Video Tab .....	439
Cursor Tab .....	441
Annotation Tab .....	442
Hotkeys Tab .....	444
Webcam Settings Dialog .....	445
Format Settings .....	445
<b>Menus, Toolbars and Hotkeys .....</b>	<b>446</b>
ActivePresenter Main Menu .....	446
Quick Access Toolbar .....	447
Home Tab .....	448
Insert Tab .....	452
Questions Tab .....	454
Design Tab .....	455
Transitions Tab .....	455
Animations Tab .....	456
Export Tab .....	457
View Tab .....	458
Help Tab .....	459
Format Tab .....	460
Media Tools Tab .....	461
For Image .....	462
For Video .....	464
Table Tools Tab .....	465
Equation Tab .....	466
Drawing Tab .....	466
Slide Master Tab .....	470
Feedback Master Tab .....	471
Object Settings Tab .....	471

<b>Customizing ActivePresenter .....</b>	<b>472</b>
Customizing Language .....	472
Customizing User Interface .....	472
Showing and Hiding Toolbar and Panes .....	472
Changing Pane Position.....	472
Changing Pane Size .....	472
Customizing Preferences.....	473
General Tab.....	473
Auto Annotation Text Tab .....	474
Hotkeys Tab.....	476
Toolbar Tab .....	477
Script Editor Tab .....	479
Miscellaneous Tab.....	481

# Introduction to ActivePresenter

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ActivePresenter is a leading authoring software to simplify your eLearning design experience. ActivePresenter stands out from the rest as a feature-rich and easy-to-use tool for multiple scenarios, including:

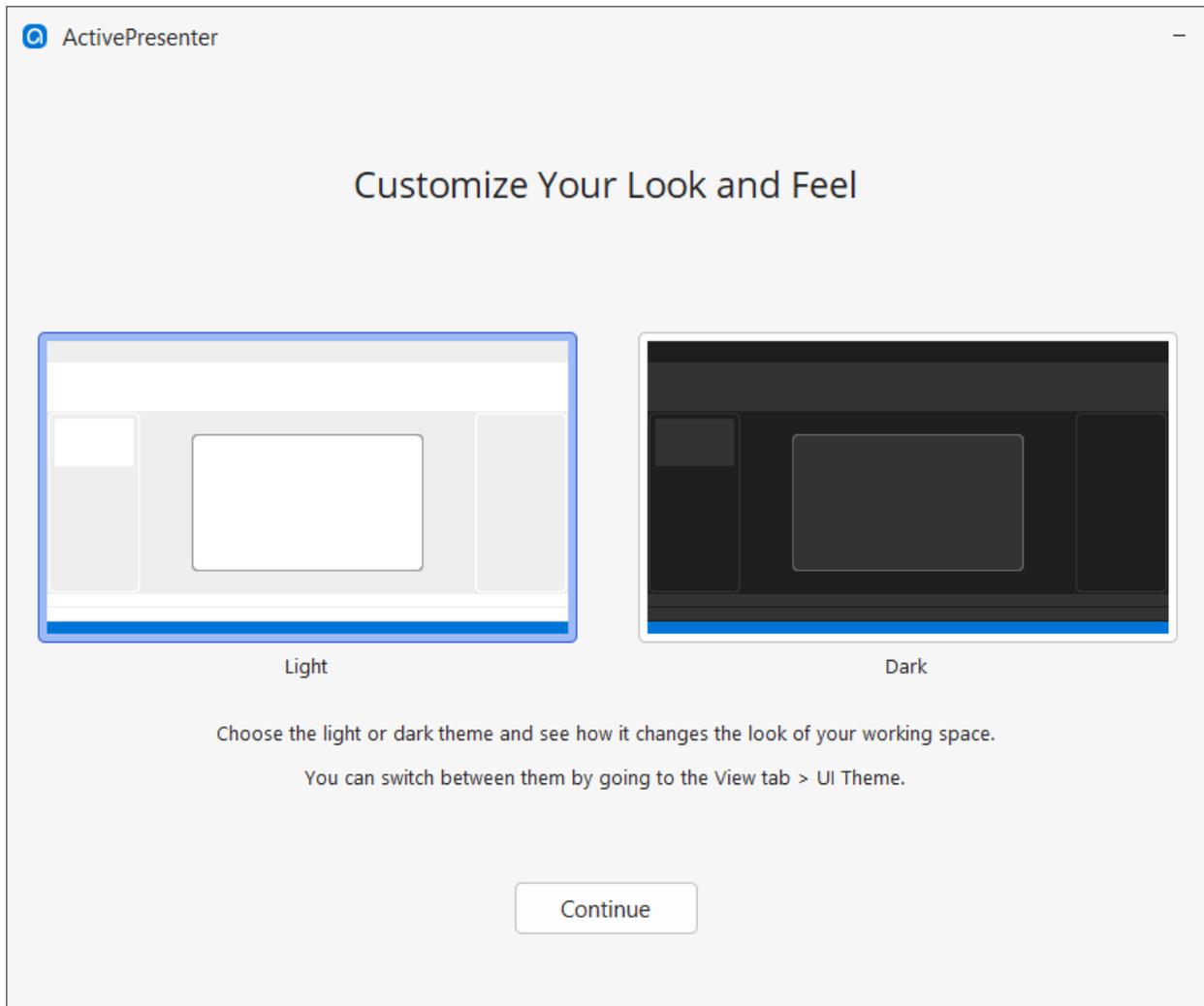
- Design high-quality interactive courses for school and workplace learning.
- Build interactive software simulations with smart screen capture technology.
- Develop assessments and educational games.
- Create or record videos with screencasting and editing tools.
- Convert existing PowerPoint presentations to eLearning courses.
- Enhance content with integrated AI features to upgrade user experiences.

Leverage from high-level responsive support, HTML5, SCORM, and xAPI, content created with ActivePresenter can run perfectly on any device and integrate with almost all learning management systems (LMS). The video output (MP4, WebM, MKV, WMV, AVI) can also be uploaded to video-sharing websites.

## ActivePresenter User Interface

### UI Theme

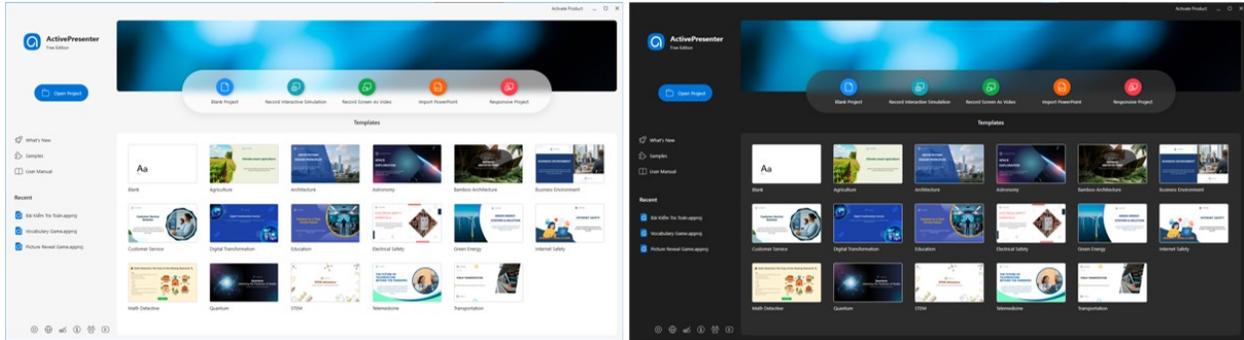
ActivePresenter supports both light theme and dark theme, allowing you to personalize your user interface for an optimal and comfortable visual experience. First launch, after you successfully **installed ActivePresenter**, this dialog will appear:



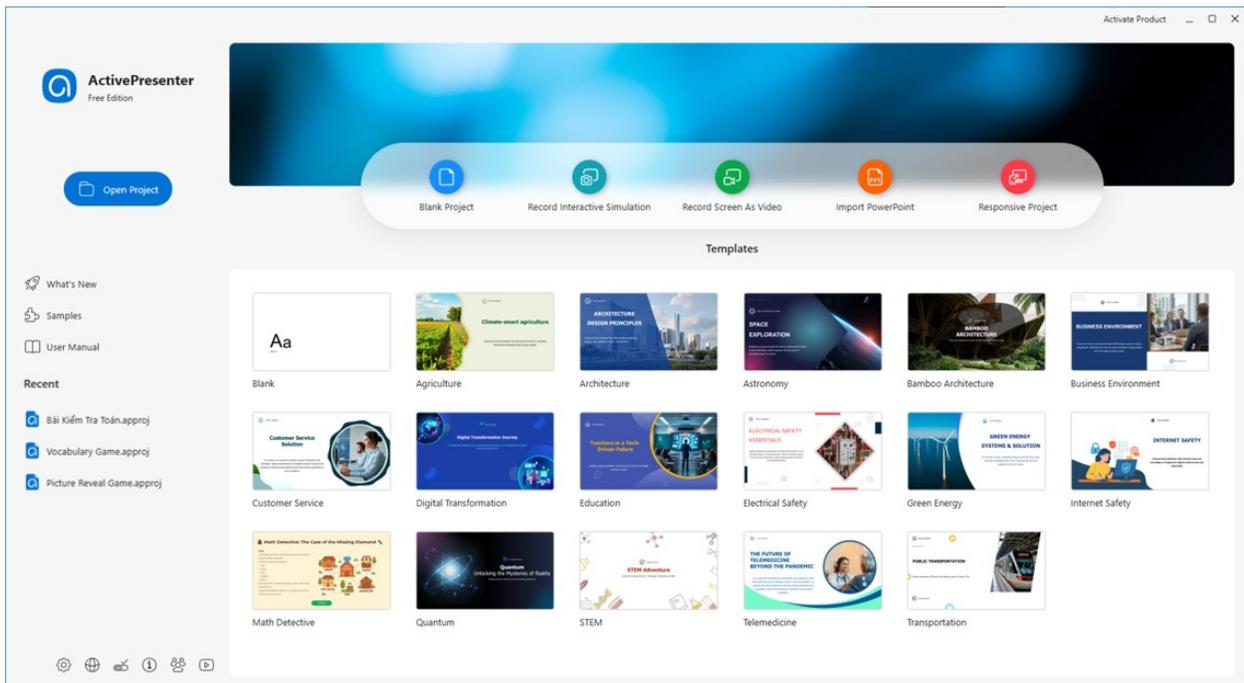
You can choose either the light theme or the dark theme to work on within your projects. Then, the chosen theme will be the default theme whenever you launch the program. However, you can switch between two themes in the current working project later by going to the **View tab > UI Theme > Light** or **Dark**.

## Start Page

The Start Page will appear as soon as you launch the app. It allows you to quickly start new projects as well as access useful resources such as **Templates**, **Samples** and **User Manual**. During the editing phase, you can open the **Start Page** by clicking the **File** button, selecting **Start Page**.



The **Start Page** consists of two main areas: the left pane and the central section, each containing various components.



On the left, there are three sections:

- The **Top** shows some information with reference resources:
  - The logo and edition of ActivePresenter.
  - Click **Open Project** to open an existing project, a slide template, a theme, an object template, or a video file.
  - Click **What's New** to view the blog post introducing the new features in ActivePresenter 10.
  - Click **Samples** to open ActivePresenter Demo page with plenty of useful samples.
  - Click **User Manual** to open the user manual material with a comprehensive guide for using ActivePresenter.
- The **Recent** shows a list of recently opened projects.
  - Click a project or right-click it > **Open** to open a project in the list.
  - Right-click a project > **Remove** to remove a project from the list.

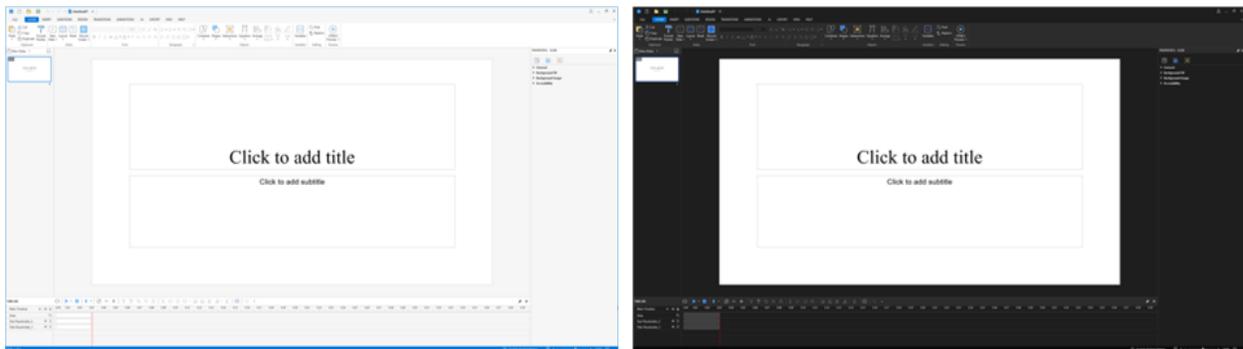
- Right-click a project > **Open Folder** to open the folder containing the project.
- The **Bottom** shows some quick access to essential tools and resources.
  - Click **Preferences** to open the **Preferences** dialog and customize ActivePresenter's operation.
  - Click **Product Homepage** to open the ActivePresenter product homepage.
  - Click **Check Updates** to ensure you're using the latest version of ActivePresenter.
  - Click **About** to see ActivePresenter **Product Info** and **Credits**.
  - Click **Support Center** to navigate to the software user community.
  - Click **YouTube** to visit ActivePresenter YouTube channel.

On the central, there are two sections:

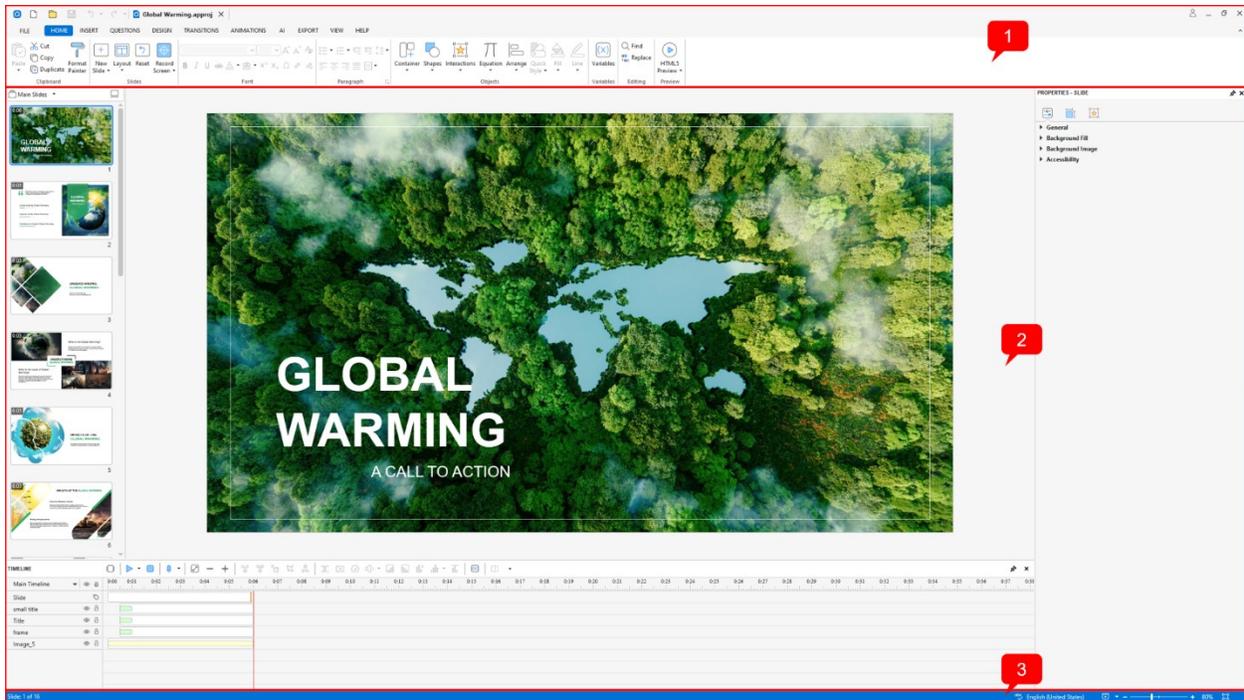
- The **Quick Start** provides buttons to create new projects in different ways.
  - Click **Blank Project** to create a new project using the blank theme.
  - Click **Record Screen as Video** to record screen as video.
  - Click **Record Interactive Simulation** to record a software simulation.
  - Click **Import PowerPoint** to convert a PowerPoint presentation into an ActivePresenter project.
  - Click **Responsive Project** to create a new responsive project.
- The **Templates** shows all the built-in and custom themes/templates that you can click to **create a new project using this theme/template**.

## Workspace

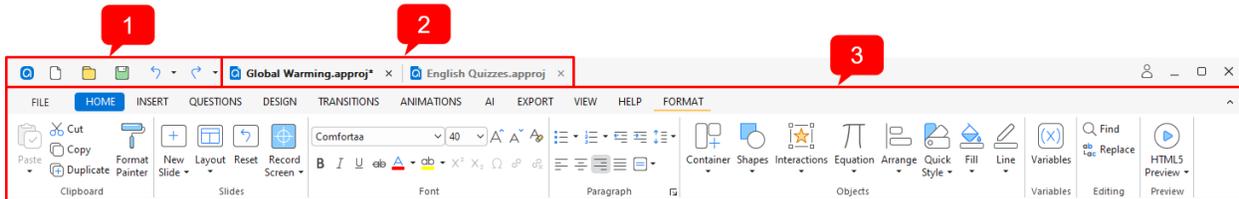
ActivePresenter workspace comes up with the theme that you've chosen. To change the look of the workspace from light to dark and vice versa, click the **View** tab > **UI Theme**.



The workspace of ActivePresenter contains three main sections: Tabbed Toolbar (1), Document Window (2), and Status Bar (3).



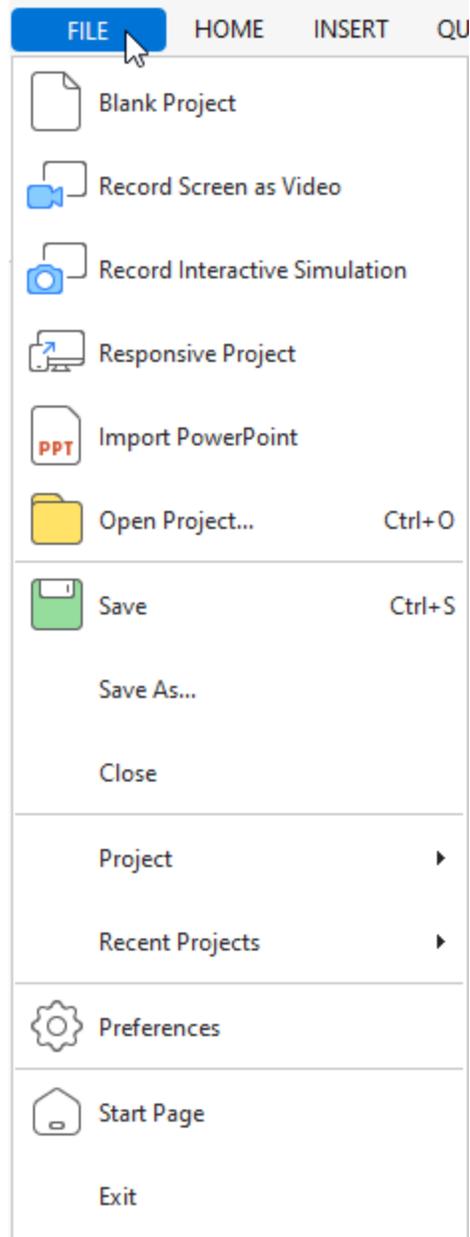
## Tabbed Toolbar



Located at the top of the application window, the tabbed toolbar contains:

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 open more than one project at the same time. Then, the document window will display projects in tabs for easy navigation. You can also hover over this tab to view the project location, or right-click the tab to open the project folder.
3. The **Core** tabs with 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).

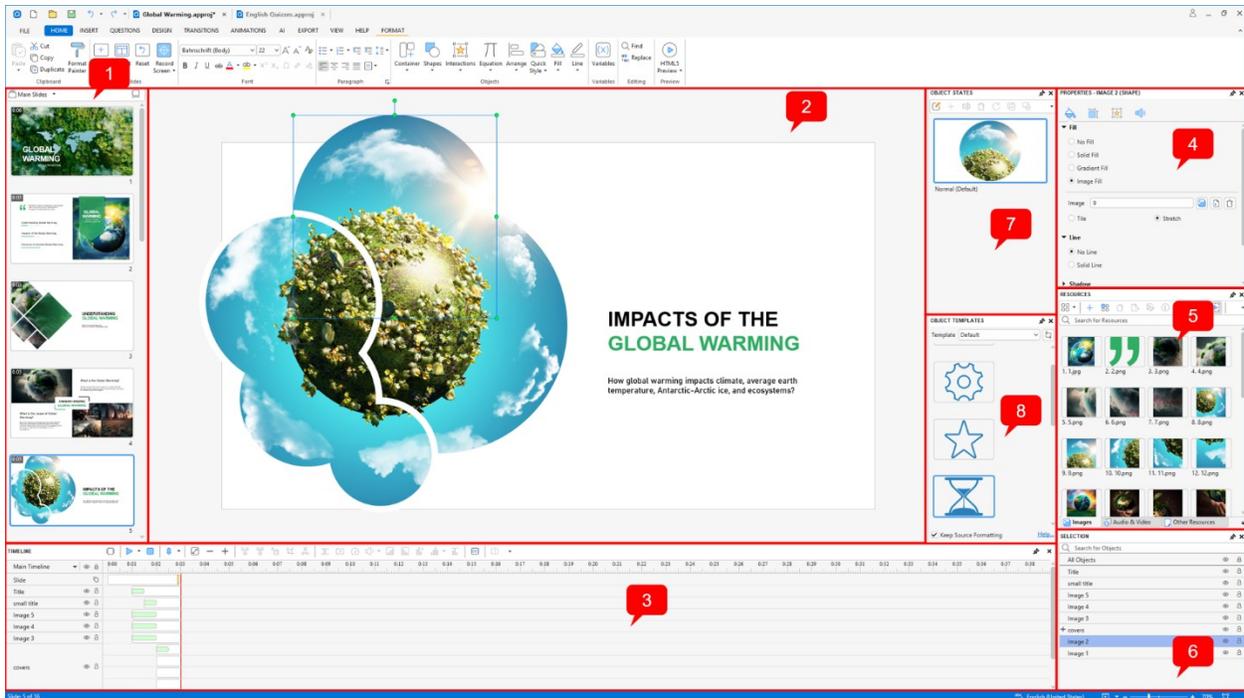
The **File** button places at the first position of the core tabs. When you click it, the **ActivePresenter main menu** opens. It provides access to all common file operations, configuration settings, and a list of recently opened projects.



You can show or hide the core tabs of the tabbed toolbar by clicking the arrow  at its right corner. You can also **personalize the toolbar** the way you want.

## Document Window

The document window has components as follows:



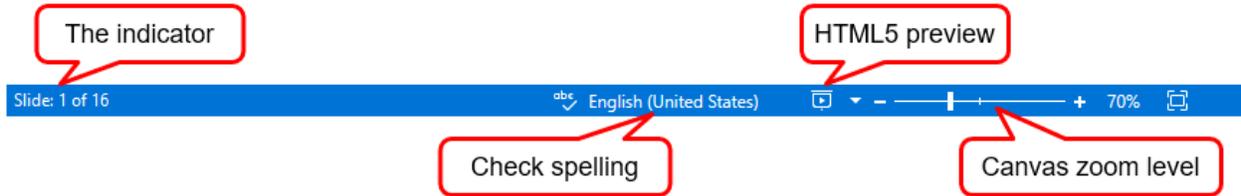
1. The **Slides** pane displays thumbnail views of the main slides in your project. Click the **Change Slide Container** button to switch to **Slide Master**, **Feedback Master**, **Add Slide Pools**, **Import Slide Pools**, **Slide Pool 1**. To view the Slides pane in different forms, click the **Change View** icon and select one among **Slides In Column**, **Slides in Grid**, **Slides In Titles**.
2. The **Canvas** is the central area of the document window. It displays slide contents and allows all spatial editing.
3. The **Timeline** allows you to manage the timing and animations of all objects, as well as their relationship to each other on a slide. Besides, it also provides you with many tools for editing audio and video objects. You can record your voice in real-time and create multiple timelines for more enhanced projects.
4. The **Properties** pane lets you edit almost all physical and behavioral properties of the selected objects.
5. The **Resources** pane displays all the resources in your project.
6. The **Selection** pane displays all the objects included in a slide. It allows you to view, search, reorder, change the selection, lock, and toggle the visibility state of objects.
7. The **Object States** pane contains the states of objects. Object states allow you to change the appearance of an object in response to user interaction.
8. 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.

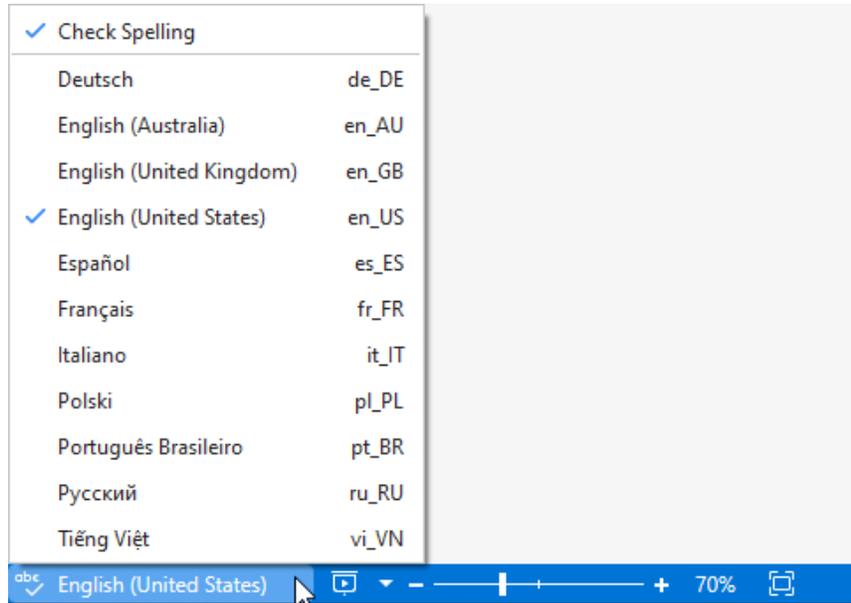
## Status Bar

Located at the bottom of the application window, the status bar displays the indicator about the current project. It shows the slide you are viewing out of the total slides in the project. You can

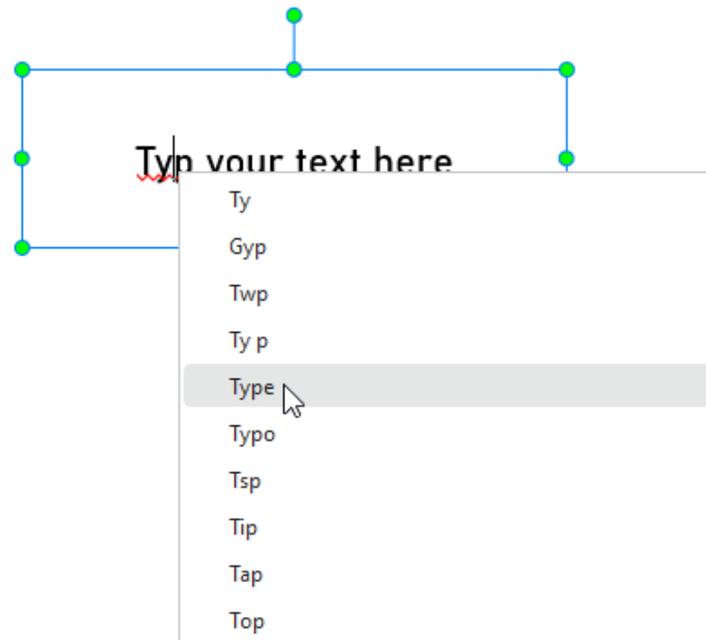
quickly preview your project in HTML5 format. Besides, ActivePresenter makes it easy to **adjust the zoom level of the Canvas** through the tools at the right corner of the project.



The **Status Bar** also includes the **Check Spelling** function.



Once the spelling check is turned on, the spelling errors will be marked with a red line. You can right-click an error and do some commands such as correcting it or adding it to the dictionary.



If you don't want to use this function, you can click it in the **Status Bar** again, then uncheck to turn it off.

## 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 several 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 PDF Document, Microsoft Word, Microsoft Excel, and Microsoft PowerPoint. The outputs can be used for commercial purposes.
3. **Pro** edition is the most powerful one that allows creating interactive eLearning content. This edition is highly suitable for online learning designers, trainers, educators, technical supporters, and anyone who wants to create professional content. Besides document formats, it allows exporting to HTML5, SCORM, and xAPI. Content exported to these formats can run perfectly on any device and integrate with almost all learning management systems (LMS). Besides, ActivePresenter allows you to upload your project directly to uPresenter (<https://upresenter.ai/>). This enables students to interact with your content online while you track their progress, quiz results, and completion status, all in one place. You can try almost all the features of the Pro version in the Free version, except for features that rely on third-party services (such as AI tools). The watermark will be added to the outputs of non-free features until the license is activated. What's more, **ActivePresenter 10 integrates powerful AI services** that help streamline content creation.

The following table compares the features of the three editions. The features which are available in all 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	✓	✓	✓
Publish to uPresenter	✓	✓	✓
Audio Fade In/Fade Out	✗	✓	✓
Audio Noise Reduction	✗	✓	✓
Audio Normalization	✗	✓	✓
Video Blur Effect	✗	✓	✓
Video Green Screen Effect	✗	✓	✓
AI Audio Noise Remover	✗	✓	✓
Audio Ducking	✗	✓	✓
AI Services (AI Assistant, Image Generator, Background Remover, Text Extractor, Translator, Text-to-Speech, Speech-to-Text)	✗	✓	✓

## System Requirements

Here are the system requirements for running ActivePresenter 10 on Windows and macOS:

Environment	<p><b>Windows 10, Windows 11</b> (only 64-bit is supported).  <b>macOS 11, macOS 12, macOS 13, macOS 14, macOS 15, macOS 26</b></p> <p>The following features are only available on Windows: Microsoft Word Export, Microsoft Excel Export, Microsoft PowerPoint Export.</p> <p>Note that administrative privilege is required to install ActivePresenter.</p>
Hardware	CPU: 2 GHz or faster processor with SSE2 (2.0 GHz multi-core or higher recommended).
	8 GB of RAM or better.
	10 GB of available hard-disk space for installation.
	Sound card and microphone for audio recording.
	Webcam for webcam video recording.

Software	<p>Browsers and mobile OS versions for viewing HTML5 courses:</p> <p><b>Windows:</b></p> <ul style="list-style-type: none"> <li>+ Mozilla Firefox (latest)</li> <li>+ Google Chrome (latest)</li> <li>+ Microsoft Edge (latest)</li> </ul> <p><b>Mac:</b></p> <ul style="list-style-type: none"> <li>+ Safari (latest)</li> <li>+ Google Chrome (latest)</li> </ul> <p><b>iOS:</b></p> <ul style="list-style-type: none"> <li>+ iOS 15 or later</li> <li>+ Safari (latest)</li> </ul> <p><b>Android</b></p> <ul style="list-style-type: none"> <li>+ Android 12 or later</li> <li>+ Chrome (latest)</li> </ul>
	For Microsoft Word Export: Microsoft Word 2019 (or later) on Windows.
	For Microsoft Excel Export: Microsoft Excel 2019 (or later) on Windows.
	For Microsoft PowerPoint Export: Microsoft PowerPoint 2019 (or later) on Windows.
	For recording system audio on macOS: BlackHole 2ch is required.

## Installing ActivePresenter

Installing	<p><b>Windows:</b> After downloading the installer, double-click it and follow the instructions. To install ActivePresenter silently from the command line, you can use the <b><i>/VERYSILENT flag</i></b>. For example, call <code>ActivePresenter_v10.0.0_setup.exe /VERYSILENT /NOESTART</code> from scripts.</p> <p><b>macOS:</b> After downloading the installer, double-click it and follow the instructions.</p>
Activating	The Free edition doesn't need activation. To activate the <b>Standard</b> and <b>Pro</b> editions, click on <b>Activate Product</b> at the top right corner.
Updating	<p>To update an existing version, just download the latest version of the installer and double-click to run. There is no need to uninstall the older version first.</p> <p>You can also click the <b>Help</b> tab &gt; <b>Check Updates</b> to have ActivePresenter check if there are new updates and do the update automatically.</p>
Upgrading	To upgrade your license, please contact the <b>support group</b> .
Uninstalling	<p><b>Windows:</b> The standard way to uninstall ActivePresenter from your computer is to use the Control Panel &gt; Programs and Features &gt; ActivePresenter, and follow the instructions. To uninstall ActivePresenter silently from the command line, call <code>&lt;installation_folder&gt;\unins000.exe /SILENT</code> from scripts.</p>

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.

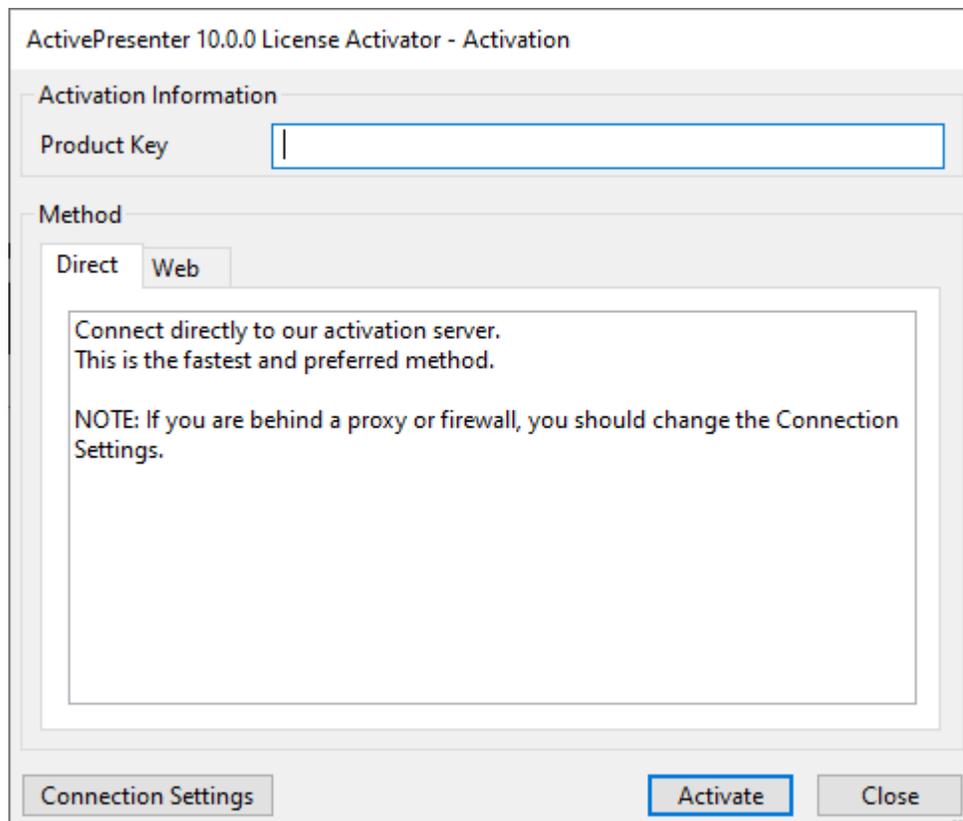
You can purchase a product key [here](#).

**Note:** Starting from ActivePresenter version 10.1.1, a personal license allows activation on up to two computers.

### Direct Activation

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

1. At the top right corner of ActivePresenter > **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.

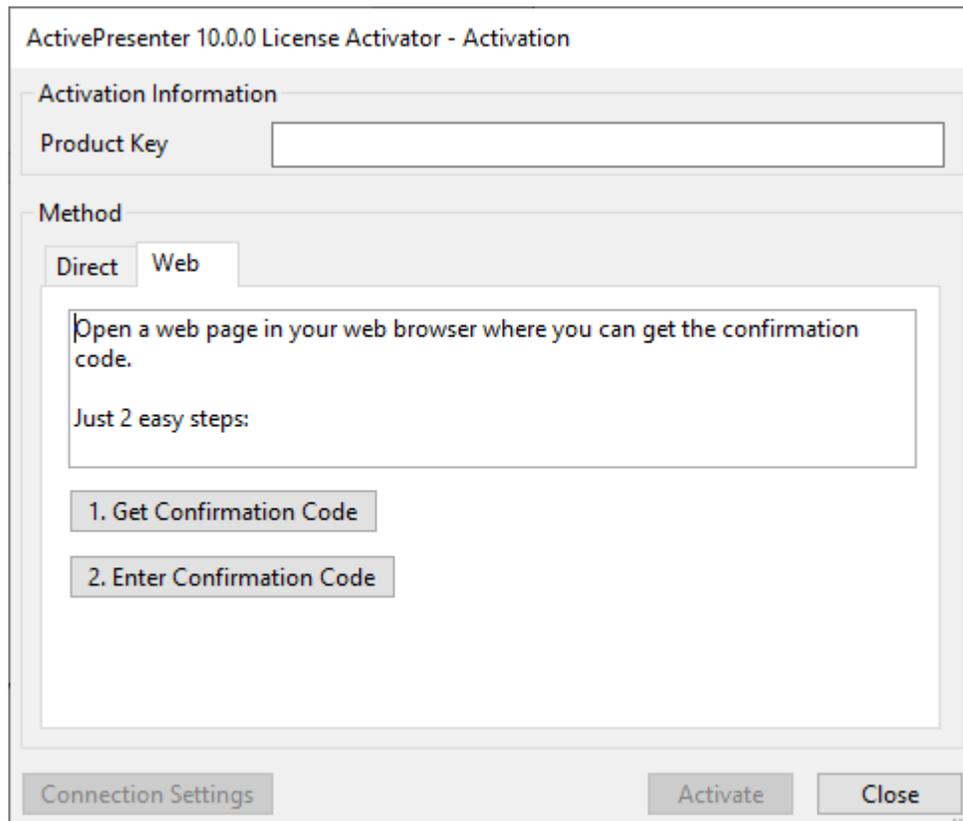


**Note:** Click **Connection Settings** to configure the network connection if your computer is behind a proxy.

## Web Activation

To manually activate ActivePresenter, perform the first 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.



## Silent Activation

To activate ActivePresenter silently from the command line, call `<installation_folder>\rlactivator.exe -activate -pkey=<product_key> -silent` from scripts.

## Deactivating ActivePresenter

To deactivate the application, click on the Account icon at the ActivePresenter top right corner > **Deactivate Product** . In the dialog that appears, select **Director Web** in the **Method** section > **Deactivate**. This deactivates the application instantly. Alternatively, to deactivate ActivePresenter silently from the command line, call `<installation_folder>\rlactivator.Exe -deactivate -silent` from scripts.

You can manage the activations yourself using the portal at:

<https://atomisystems.com/activation/activepresenter/>

You need to use the email associated with your license (the email used for purchasing by default) to get access to this portal.

Starting from ActivePresenter version 10.1.1, this portal also allows you to enable or disable AI features for your license.

You can access the same portal directly from ActivePresenter by clicking the **Account** icon in the top-right corner of the application interface > **Disable AI Features**.

## 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 references to all topics. Press <b>F1</b> to open it.
Demos	The best way to learn about a product is to watch someone using it. The website provides many excellent <b>dem</b> os.
Tutorials	A large number of <b>written</b> and <b>video tutorials</b> are available to help.
FAQ	The <b>user community</b> answers all your queries. But it is always better to first check whether your query is already listed in the <b>FAQ</b> section. If you have any features in mind, you can also post a <b>new feature request</b> .
Facebook	The <b>ActivePresenter Facebook</b> page offers you regularly updated information on education trends, technology advancements, and eLearning solutions to help you stay informed and inspired in your teaching and training journey.
Email Support	If you need any help or further information about ActivePresenter, you can send an <b>email</b> to the support team.

# Creating Projects

## Creating Blank Projects

A blank project is one of the built-in projects in **Start Page**. When opening, it contains one Title slide. You can add new slides and content such as images, video/audio clips, and slides from ActivePresenter projects or PowerPoint presentations. Also, add newly recorded slides to a project by recording the screen as **video** or as **interactive simulations**.

To create a blank project, on the **Start Page > Blank Project**. Alternatively, in the open project window, click the **File** button > **Blank Project**. ActivePresenter will launch a new project with the default **theme**. Another way to do that is in the **Quick Access Toolbar**, click the **Create blank project** button.

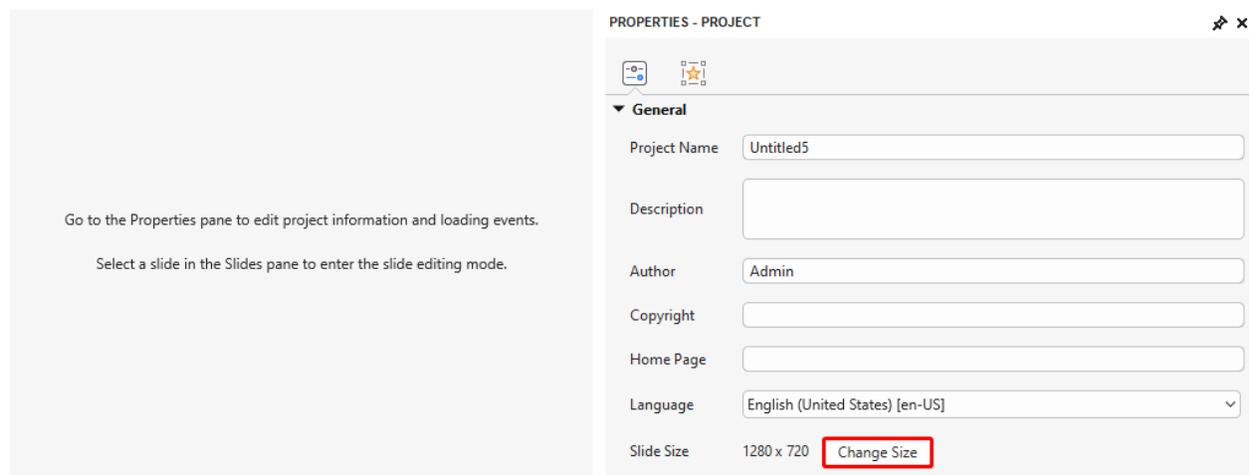
By default, the new project will have one blank slide with the layout corresponding to the theme. To add more slides, open the **Home** tab > **New Slide** , or access the **Insert** tab > **New Slide** . The new slide will be inserted after the slide that you are selecting.

If you want to create a new slide with a different layout, click the **New Slide** button's arrow 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**.

In ActivePresenter, you can see the project size and change its size. To do that, click the **File** button > **Project > Properties > Change Size** button to change the slide size.



Go to the Properties pane to edit project information and loading events.

Select a slide in the Slides pane to enter the slide editing mode.

PROPERTIES - PROJECT 

**General**

Project Name

Description

Author

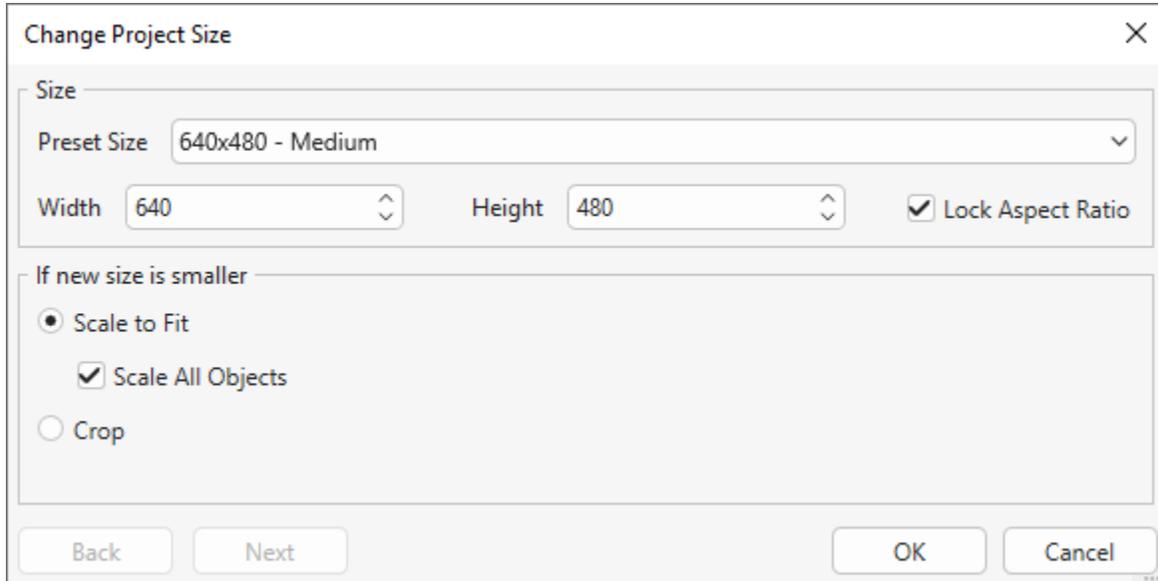
Copyright

Home Page

Language

Slide Size 1280 x 720

Alternatively, in the **Design** tab > click **Slide Size** . The following dialog will appear:



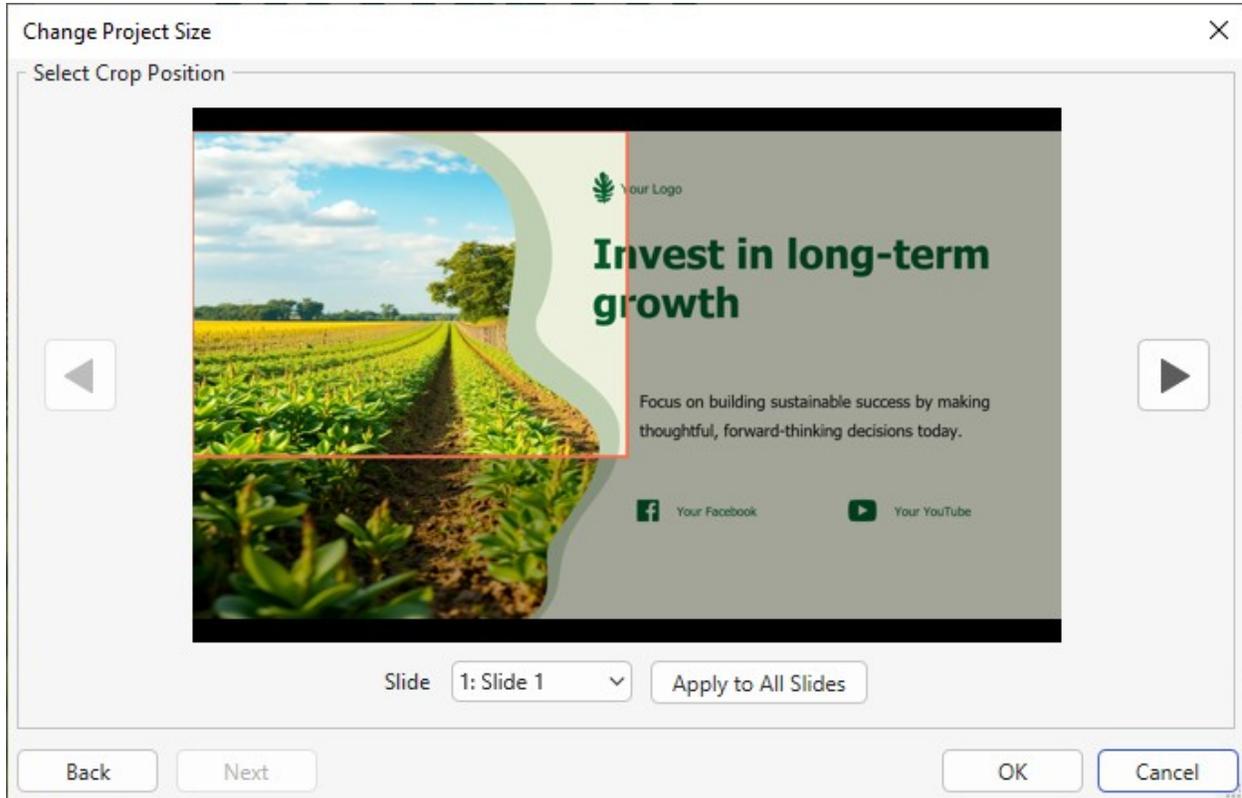
1. **Preset Size:** You can choose to quickly apply one of the preset sizes from the **Preset Size** drop-down list. The list contains different sizes ranging from small to large. You can also specify the new size by entering values in the **Width** and **Height** spin boxes, or clicking the up/down arrow to increase/decrease the size respectively.

2. **Lock Aspect Ratio:** By selecting this checkbox, 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 detail in the next parts.

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

- 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.
- Select **Crop** > **Next** to crop the contents. The following dialog will appear:



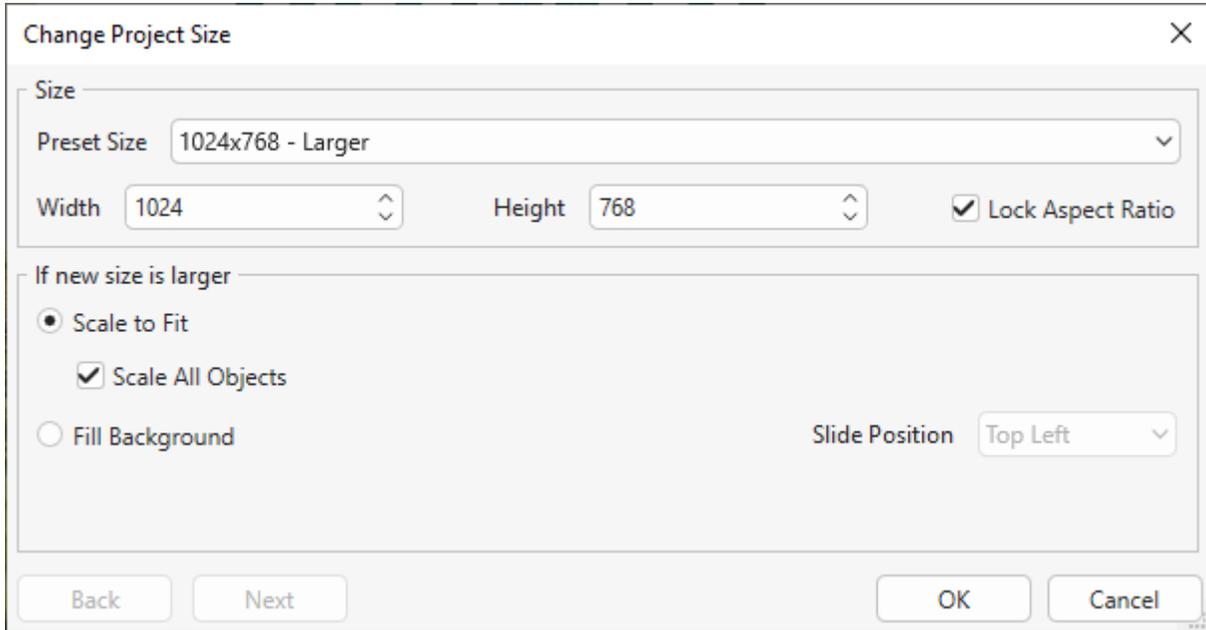
To crop a slide, drag the orange frame to the desired position. You can crop each slide individually or all of them at once:

**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 size and you can manually drag their handles to fit the new slide size.

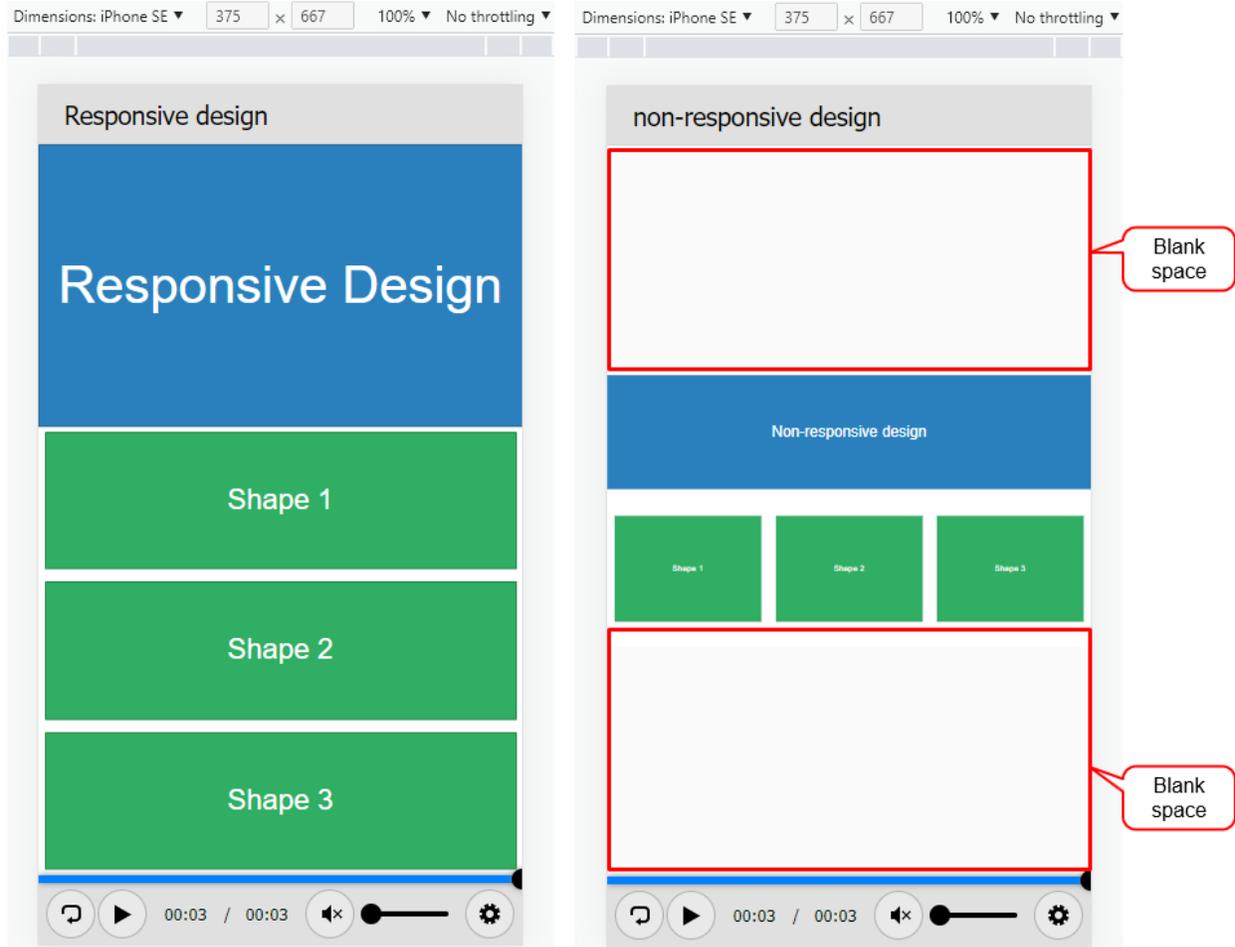
4. **If the new size is larger than the current slide size**, do one of the following:



- Select **Scale to Fit** to scale the contents 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 masters**. 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.
- 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 on any device which has different screen sizes. In other words, while created on PCs, responsive projects can be arranged, resized, hidden, shrank, and enlarged on tablets, phablets, and phones automatically. You can leverage the device screen characteristics. For example, if the height of a device like a mobile is greater than the width, it makes the content and objects look more clearly without overflowing or blank spaces.



ActivePresenter defines three default responsive layouts which correspond to the most popular device screen sizes:

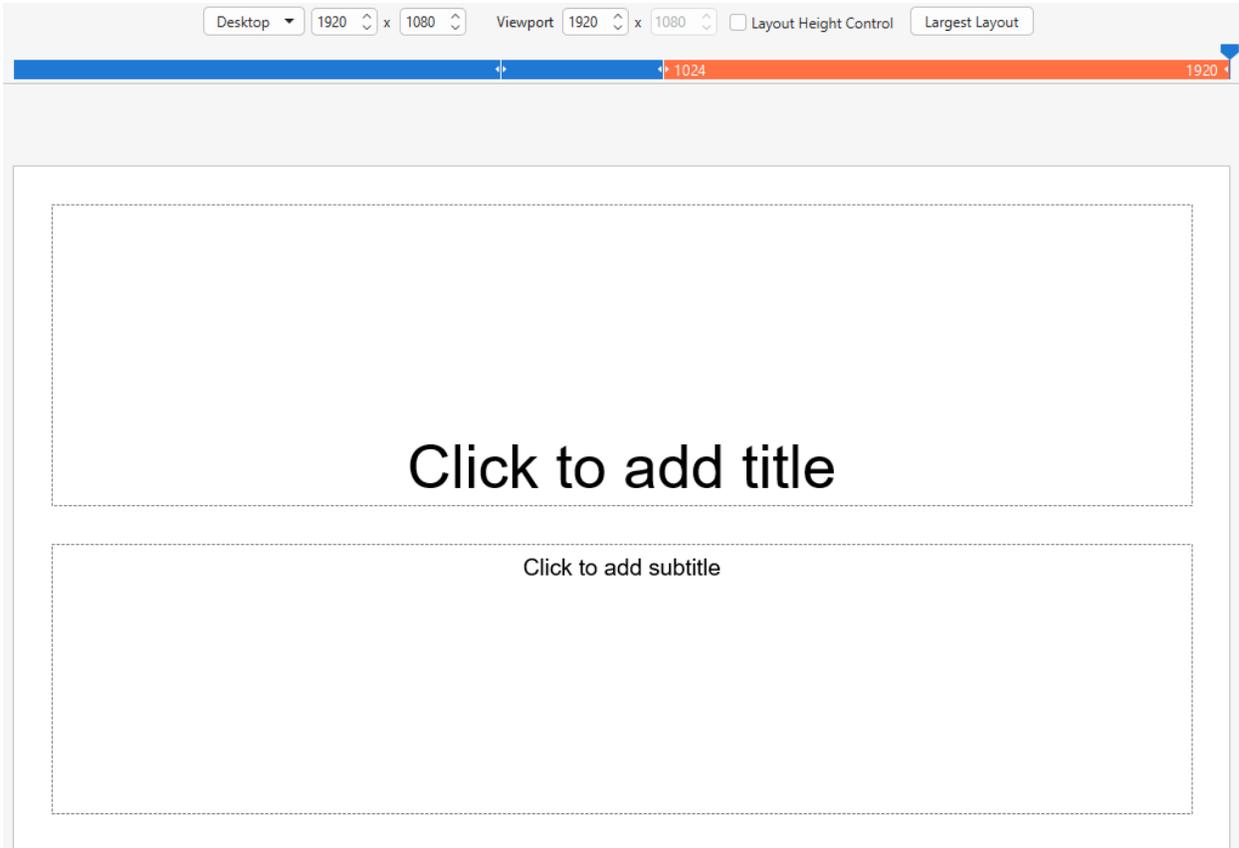
- **Desktop** with a viewport of 1920 x 1080
- **Tablet** with a viewport of 1024 x 1366
- **Mobile** with a viewport of 768 x 1280

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 that are not in the list of responsive layouts of the project.

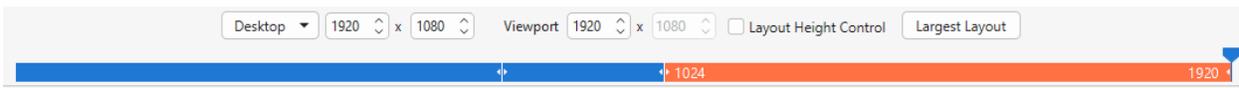
To create a responsive project, launch ActivePresenter and click **Responsive Project** on the **Start Page**.

Alternatively, in the open project window, click the **File** button > **Responsive Project**. ActivePresenter will create a project with five different layouts which are Desktop, Tablet, and Mobile, their corresponding viewports, and a responsive bar.

A newly created responsive project looks like this:



## Responsive Bar



The responsive bar is placed at the top of the document window. This bar allows you to change the layout size by whether choosing one out of three default layouts or adding a new custom layout. The currently selected layout is orange. Dragging the handle along the responsive bar to change the width of the current layout as well as of the viewport. Additionally, it also allows you to show/hide the layout height, or set the largest layout to the project.

## 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 the screen often displayed as width by height (i.e. 1920×1080).

### 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

allow 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?

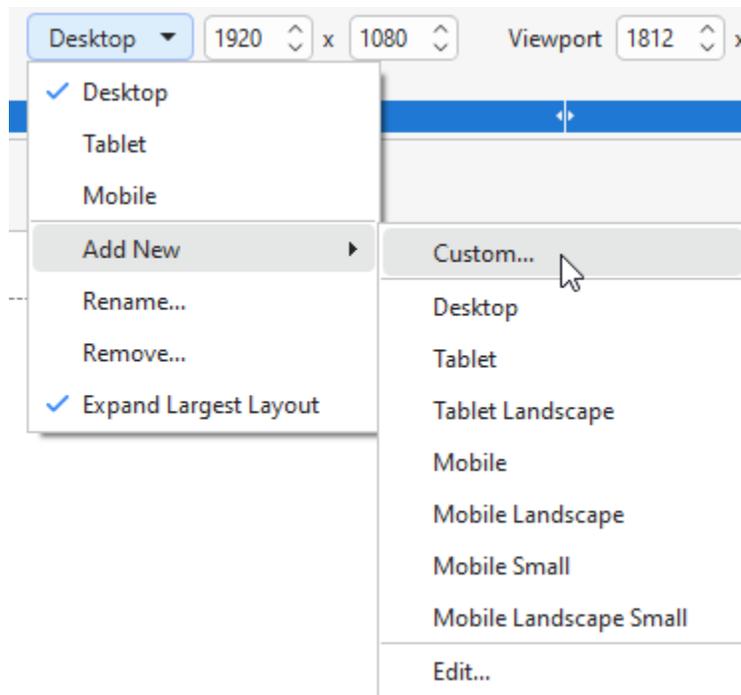
The viewport of the responsive layout is the actual visible area of the content when displaying in the browser excluding the HTML5 player toolbar if any.

## Managing Responsive Layouts

### Adding Layouts

To add a new layout, click the drop-down button on the **Responsive** bar (on the top of the 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...**

### 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

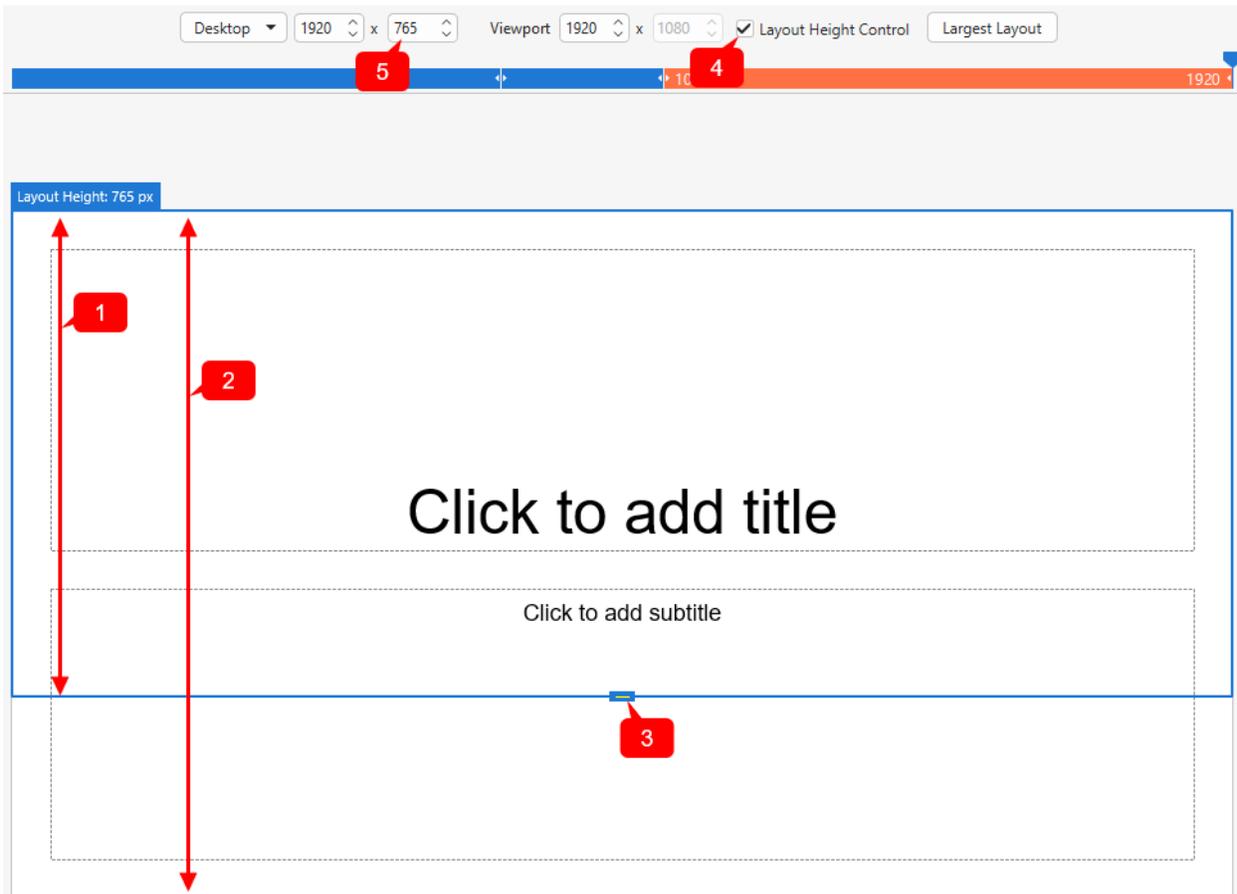
To switch between layouts, click the drop-down button on the **Responsive** bar > select a layout from the drop-down list. Alternatively, you can click directly on one of those layouts on the **Responsive** bar. The current layout is in orange.

## Changing Viewport Width

You can drag the handle on the **Responsive** bar to the left or right to change the layout width, which is previewed in the Viewport. The layout width can be in a range from 1 to 5000 depending on your division. A project can contain one or more breakpoints. By default, there are 3 breakpoints which are 768, 1024, 1920 with 3 corresponding layouts (0, 768], (768, 1024], (1024, 1920], respectively. Once the handle exceeds a specific layout, it will jump to another layout range.

Additionally, by default, the **Expand Largest Layout** option lets the slide be the full width of the device.

## Changing Layout Height



The layout height (1) is used as the standard size for slide height (2) when previewing on the Canvas.

To show and change the layout height, do the following:

1. To show the layout height: Tick the **Layout Height Control** checkbox (4) on the Responsive bar. Then, a blue bordered rectangle appears. It matches with the slide.
2. To change the layout height: Drag the layout height control (3) up or down or click the up/down arrow of the **Layout Height** spin box (5) to increase or decrease the height respectively. Or, enter a new value in the box.

## Changing Slide Height

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

To change the slide height, navigate to the **Properties** pane > **Slide Properties** tab > **Slide Height** section.



Here, you have three options to adjust the slide height:

- **100% Device Height:** Device Height is the height of the device's screen. This is the default option. Then, the slide height 100% matched the device height.
- **100% Layout Height:** Check this button then the slide height will 100% fit the layout height.
- **Custom:** Enter a value in the spin box, or click the up/down arrow to increase/decrease the slide height. It specifies the slide height independently from layout height.

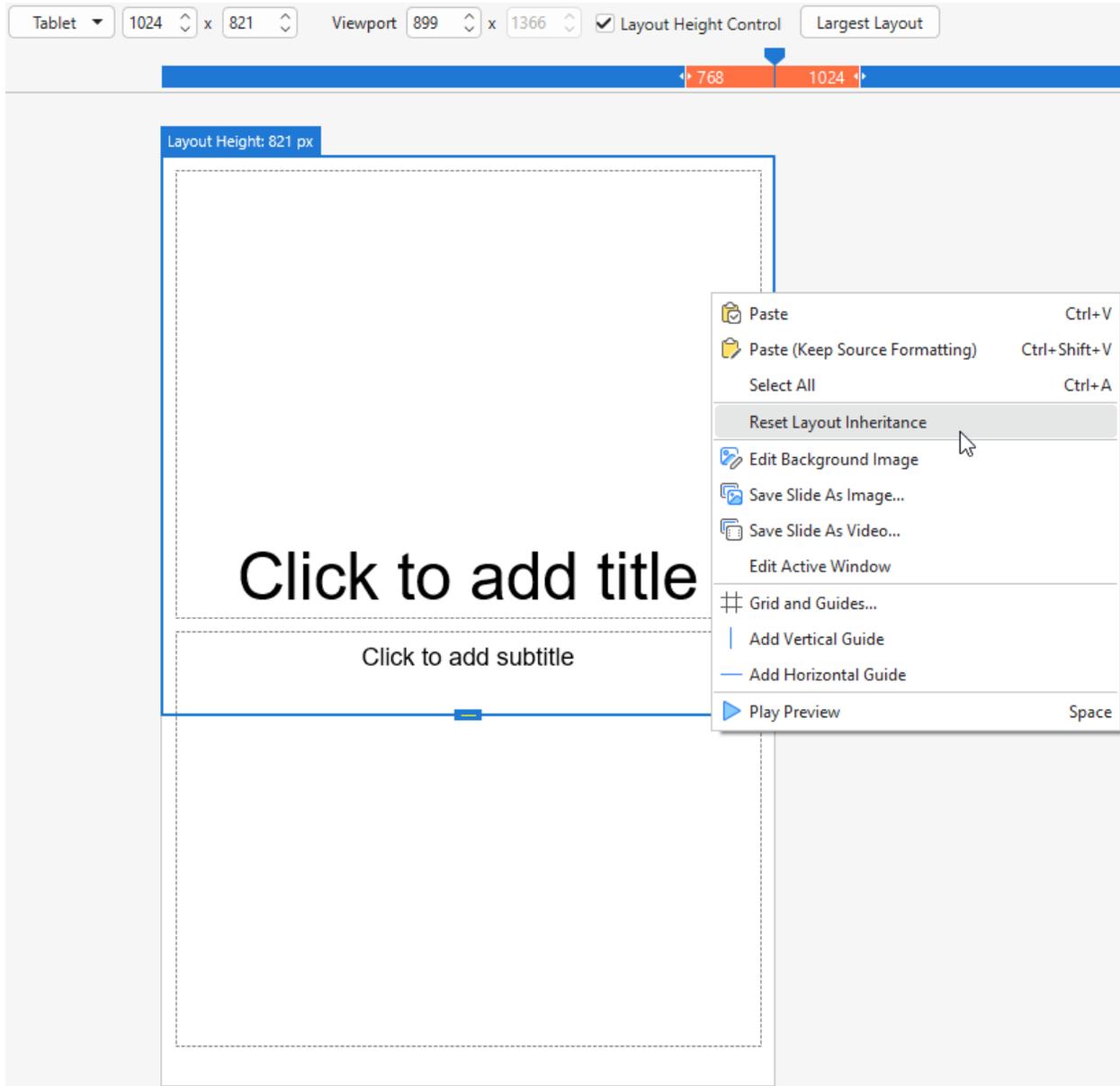
**Note:** If the slide height is larger than the device height (in case you select **100% Layout Height** or **Custom**), viewers can view the content beyond the layout by scrolling the bar on their devices.

## Inherit Properties of Layouts

By default, a layout will inherit properties from a larger layout, which is called layout inheritance behavior in a responsive project. That is to say, the properties of each layout will be the same since the smaller layout will inherit properties from its larger layout except for properties that you already changed in that smaller layout.

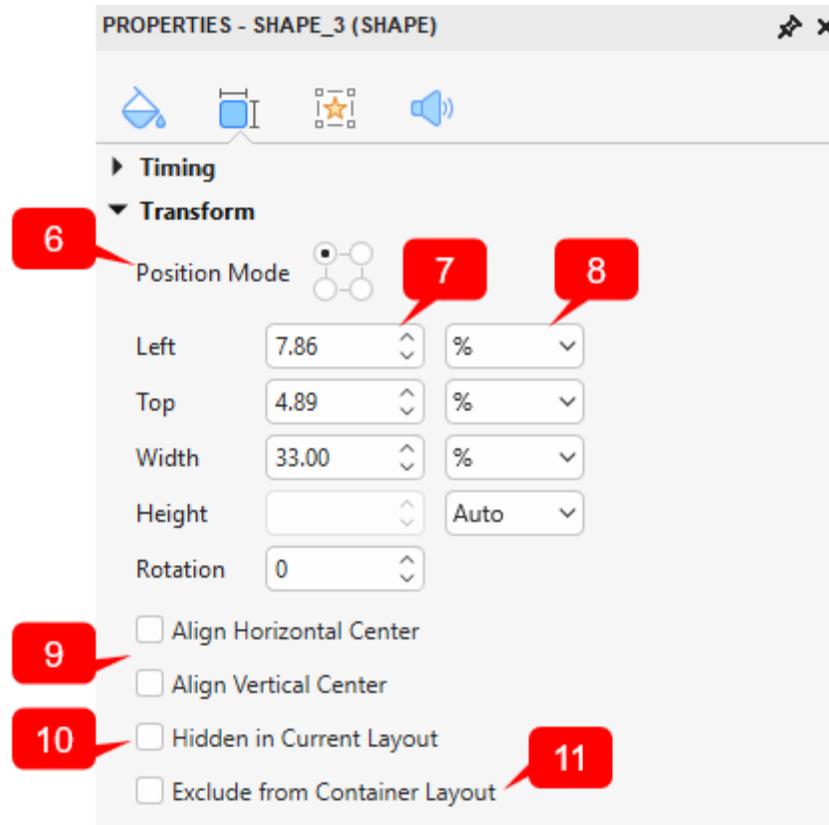
Due to the layout inheritance, if you want to change any properties, you should make changes to the largest layout first. If you are satisfied with it, then just make changes to any smaller layouts if needed.

However, after making changes to these properties of a smaller layout, if you are not satisfied with these changes, you can reset it by right-clicking the object > **Reset Layout Inheritance**.



## 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** > **Transform** > select one from four modes (Top-Left, Top-Right, Bottom-Left, or Bottom-Right) (6).



## Changing Object Position and Size

These values define the object's position in a slide. To change those values, in the **Properties** pane > **Size & Properties** > **Transform** > adjust values of **Left**, **Top**, **Width**, and **Height** (in percentages or pixels) by entering values in those spin boxes. You can also click up/down arrows next to the spin boxes to increase/decrease values. (7)

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 the Bottom and Right values instead of showing the Top and Left values 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 and vice versa.

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

Tick the **Exclude from Container Layout** (11). It defines whether an object can be excluded from the container layout or not. See more about this feature at **Excluding Objects from Slide Container Layout**.

## Changing Object Position and Size Value Unit

You can change the unit of object position and size value between percentages (%) and pixels (px). To do that, in the **Properties** pane > **Size & Properties** > **Transform** > **Unit** combo box next to the **Size** spin boxes > select %, px, or Auto (8).

- Choose **%** if you want the object position and size to be a percentage of left/top/width/height. Using a percentage unit keeps the position and size of objects relative to the viewports.
- Choose **px** if you want the object size and position to be a number of pixels of left/top/width/height. The size and position of the object keep unchanged when you change the viewport of the current layout.
- Choose **Auto** in one of the **Width** or **Height** spin boxes to retain the aspect ratio. For example, if you choose **Auto** in the **Height** spin box, the object height will automatically change according to the width.

## 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** > **Transform** > **Align Horizontal Center** or **Align Vertical Center**. (9)

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

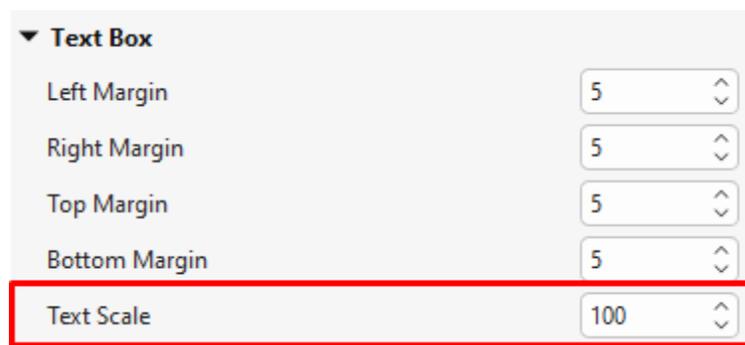
- **Align Horizontal Center**: The object will be aligned to the horizontal center and you can move the object only in the vertical direction of the slide. You cannot move it horizontally.
- **Align Vertical Center**: The object will be aligned to the vertical center and you can move the object only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

## 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** > **Transform** > **Hidden in Current Layout**. (10)

## 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** > **Text Box** > **Text Scale**.



## Creating Projects from PowerPoint Presentation

This is a content-generation method where slides from a PowerPoint presentation are used instead creating a blank project from scratch. ActivePresenter enables you to import PowerPoint slides directly even if you do not have Microsoft PowerPoint installed on your system.

If the PowerPoint presentations have pre-made animations, you are allowed to import these animations to ActivePresenter's main timeline or **Click Sequence** timeline. To do that, before importing PowerPoint presentations, you access **Start Page/ File** button > click on **Preferences** to open the dialog > **Miscellaneous** tab > **Import PowerPoint animations to the main timeline**. If you tick this checkbox, PowerPoint animations will be inserted into the ActivePresenter main timeline. Otherwise, the animations will be in the **Click Sequence** timeline by default.

Then, you can import a PowerPoint presentation to ActivePresenter by accessing the **Start Page** > **Import PowerPoint** > select the PowerPoint file from your computer. Alternatively, in the open project window, click the **File** button > **Import PowerPoint** > select the PowerPoint file from your computer.

After that, 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.

## Creating Projects from Themes or Templates

Creating projects from themes or templates can save you a lot of time in designing content because you can reuse the project preferences (e.g., slide layouts, object properties) across multiple projects. It also ensures 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 the template, there are some pre-created slides with content.

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

In the **Templates** section, 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 Screen as Video**: Record a video demonstration.
- **Record Interactive Simulation**: Capture all actions on the screen and then convert them into a slide-based project.
- **Responsive Project**: Create a responsive project with the theme that you are currently selecting.
- **Set as Default Theme**: Set the theme as the default theme.

## Creating Projects from Video Files

ActivePresenter allows you to create projects from video files. 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:

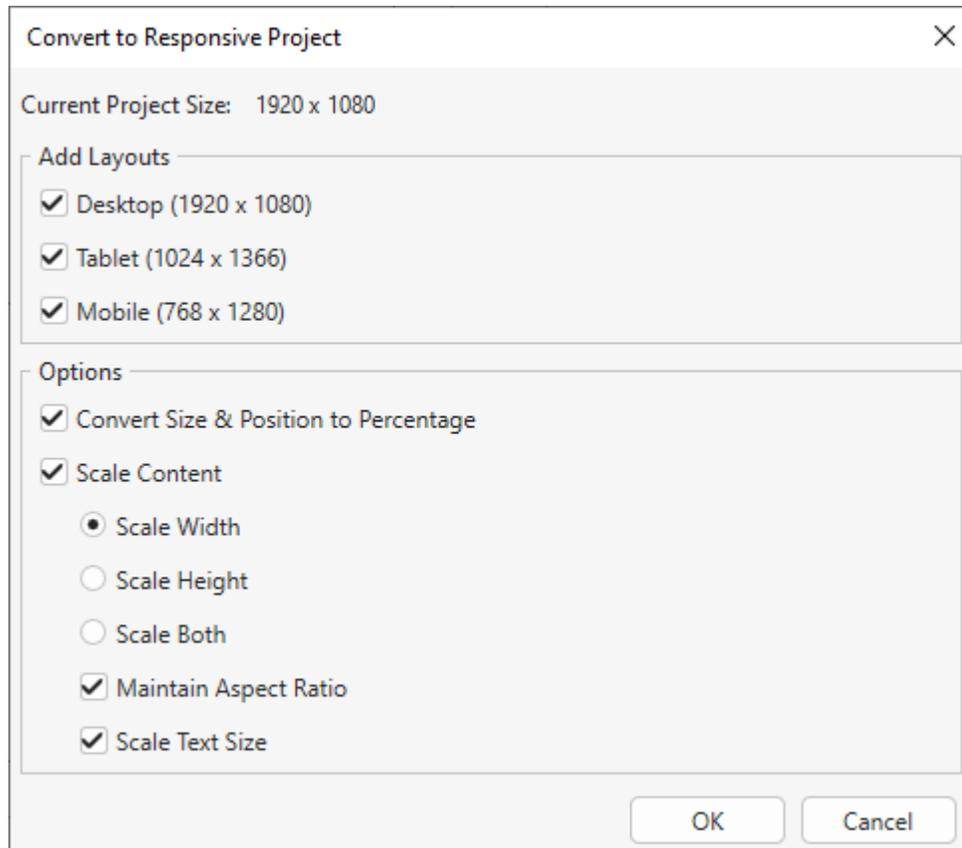
1. On the **Start Page**, click **Open**. Or, in the open project window, click the **File** button > **Open Project...**
2. In the **File name** combo box, select **All Types** or **Video Files**.
3. Browse the video files on your computer and select one.
4. Click **Open**.

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

## Converting Projects

### Converting from 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 **File** button > **Project** > **Convert to Responsive Project...** The following dialog will appear:



- **Current Project Size:** Show the slide size of the current working project.
- **Add Layouts:** Choose which device layouts to insert into the new responsive project.
- **Convert Size & Position to Percentage:** 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.

- **Scale Text Size:** Scale the text to a specified percentage of its original size.

## Converting from Responsive to Non-Responsive Projects

ActivePresenter allows you to convert from responsive to non-responsive projects. To get it done, click the **File** 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.

## Saving Projects

### Saving Projects

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

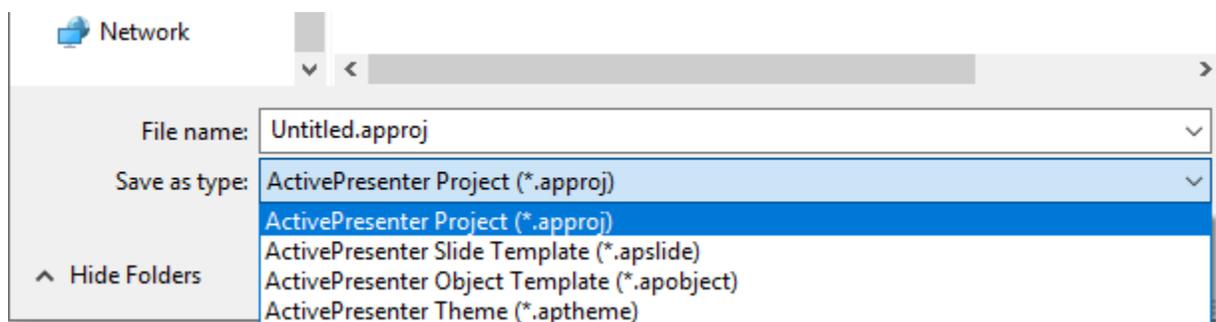
Alternatively, you can right-click the project name that you want to save on the Document tab, then click **Save**.

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 a case, ActivePresenter will warn you with a dialog.

### Saving Projects as Different Types

ActivePresenter allows you to save existing projects into 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 **File** 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 Project (\*.approj):** Save existing projects as normal projects with all editings 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 location *C:\Users\<user\_name>\Documents\ActivePresenter Templates* folder (for Windows) or */Users/<user\_name>/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 location

*C:\Users\ folder (for Windows) or */Users/<user\_name>/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 location *C:\Users\ folder (for Windows) or */Users/<user\_name>/Documents/ActivePresenter Templates* folder (for macOS), they will be shown as custom themes in the **Design** tab and Start Page.*

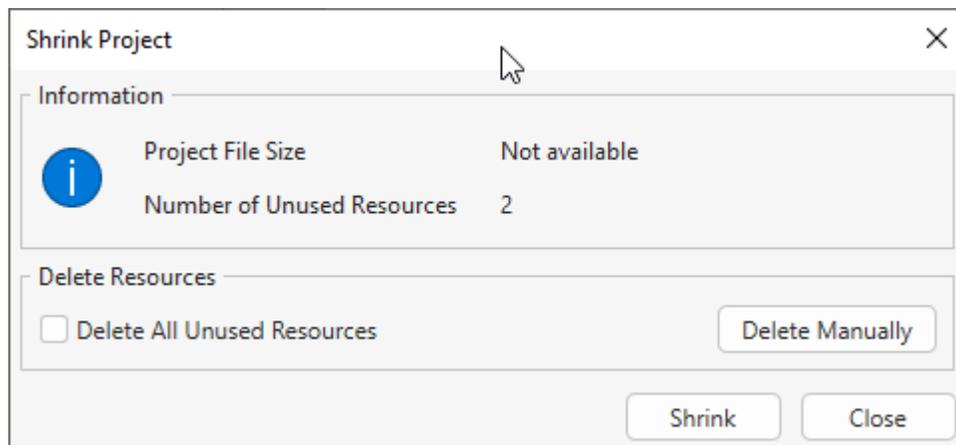
To open any type of project, do one of the following:

- On the **Start Page** > **Open Project** > select one project type from the **File name** drop-down list > select a project.
- In the open project window > **File** button > **Open Project...** > select one project type from the **File name** 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 **File name** 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 **File name** 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 **File** button > **Project** > **Shrink...** ActivePresenter will display the following dialog:



To remove all unused resources, select the **Delete All Unused Resources** checkbox > **Shrink**.

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

- On the Start Page, select one project from the **Recent** list to open it.
- Click the **File** button > **Open Project** > select a project.
- 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.

# Recording Projects

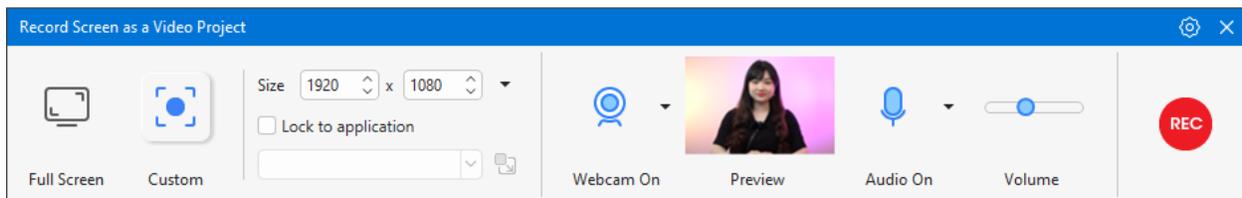
## Recording Screen as Videos

You can use ActivePresenter to record the computer screen to create a video demo of your products or services. A recorded project captures truthfully all live actions on the 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:

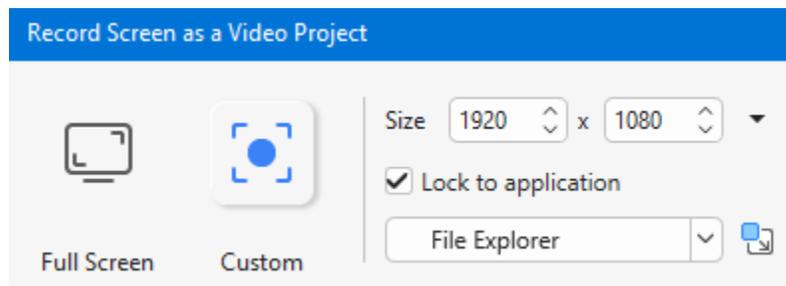
- On the **Start Page**, click **Record Screen as Video**.
- In the open project window, click the **File** button > **Record Screen as Video**.

After that, the following dialog will appear:

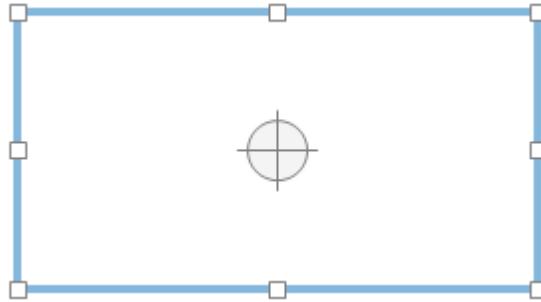


## Recording Area Section

This section allows you to specify the region on the computer screen to capture.



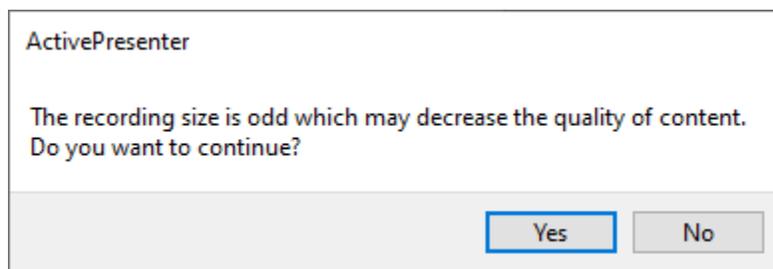
- **Full Screen:** Allow you to capture the entire computer screen. When you select this mode, the entire screen will be treated as the recording window and the blue rectangle is invisible. Besides, ActivePresenter will temporarily change the screen resolution before capturing and automatically revert 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.

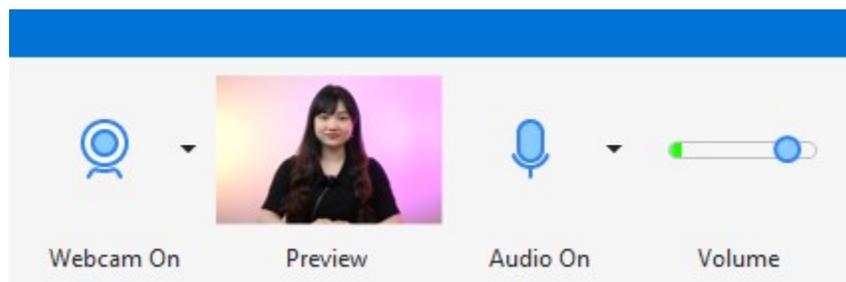
**Note:** If the custom size is odd, when you click the **Record** button, a dialog will appear.



You are asked if you want to continue recording the screen with the custom size, which may decrease the quality. In case it isn't essential, click **Yes**.

## Audio and Webcam Section

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



## Audio Section

Click the  button to enable audio recording. The following options become available:



- **Input Devices:** Select the input device such as a 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.

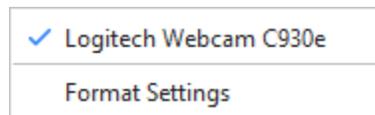
The system audio volume can be changed by using the adjust volume tool on your computer.

## Webcam Section

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

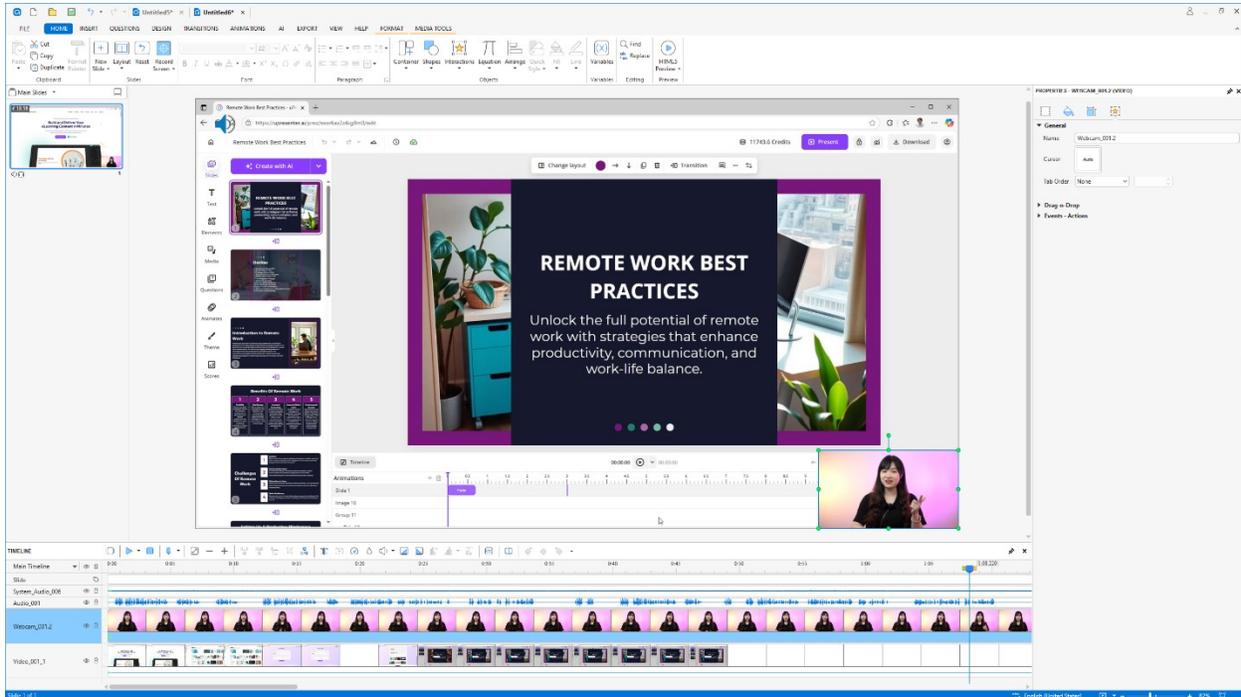
To record webcam video, do the following:

1. In the **Record Screen as a 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.



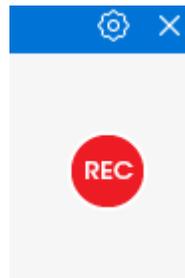
3. Click the **Format Settings** to fine-tune video format if you wish.
4. Click **Record** to start a capture session.

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 you do with a normal video.

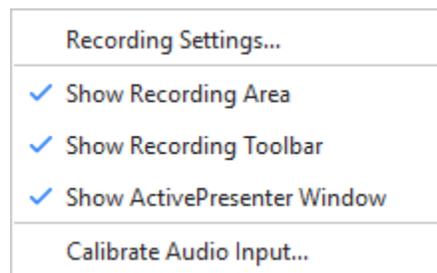


## Record Button and Settings

The **Record** button is a big red button. Once you click it, ActivePresenter will display a countdown (3, 2, 1) and then automatically begin recording. This allows you to capture activity within the ActivePresenter application itself, in other open windows, or within a selected region of your computer screen. Then, there will be an  icon appearing in the system tray.



The **Settings** (gear) icon at the top-right corner of the dialog allows you to toggle or 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.



- **Hide** : Click this button to hide the **Recording Toolbar**. A dialog will pop-up to inform **To show Recording Toolbar again, click the ActivePresenter icon on Taskbar.**
- **Settings** : Click this button to show/hide **Duration, Audio and Webcam.**
- **Recording Mode** : Notify that you are in the process of recording.
- **Duration:** Display the duration of the recording with the frame rate.
- **Microphone and speaker volume bars:** Indicate active audio input and volume levels.
- **Webcam preview:** Displays the live preview of the webcam.
- **Show ActivePresenter Window:** Tick this option to allow **ActivePresenter records itself.**
- **Calibrate Audio Input...:** Open the **Calibrate Audio Input** dialog which allows you to calibrate automatically the audio input.

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.

**Note:** Some software uses OpenGL for rendering which may not be recorded by ActivePresenter. Disabling Open GL in the target app may resolve the problem.

## Self-Record

You can record your ActivePresenter screen while you're using it. On the **Record Screen as a Video Project** dialog, click the **Settings** icon > select the **Show ActivePresenter Window** option > hit the **Record** button. ActivePresenter will capture all the activities within the application.

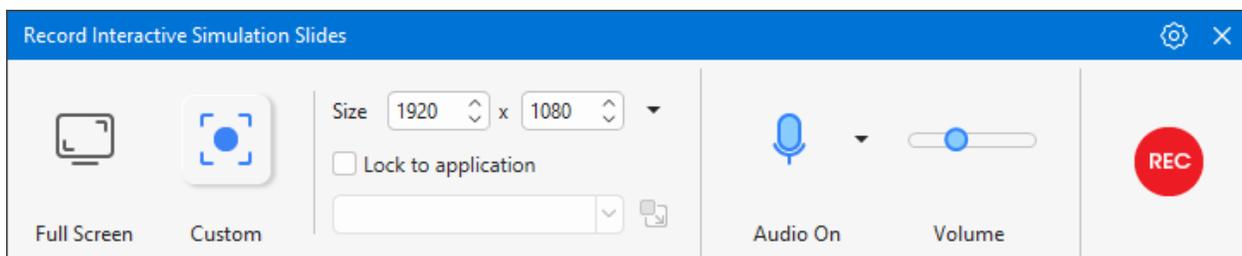
## Recording Interactive Simulations

Creating interactive simulations 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 Interactive Simulation.**
- In the open project window, click the **File** button > **Record Interactive 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 the microphone simultaneously. For creating software simulations, a recording webcam isn't available.

## Record Button and Settings

This **section** is the same as that of the **Record Screen as a Video Project** dialog, except for 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, annotation, 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 the previous capture mode (Slide). The recording mode is shown in the **Recording** toolbar.

## Self-Record

This **section** allows you to capture activities in ActivePresenter working window. It works the same as in the **Record Screen as Video**.

## Stopping the Recording

When you're done with recording a project, stop the recording and start to edit it. Press **CTRL+END** (for Windows) or **⌘+2** (for macOS) 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 the 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

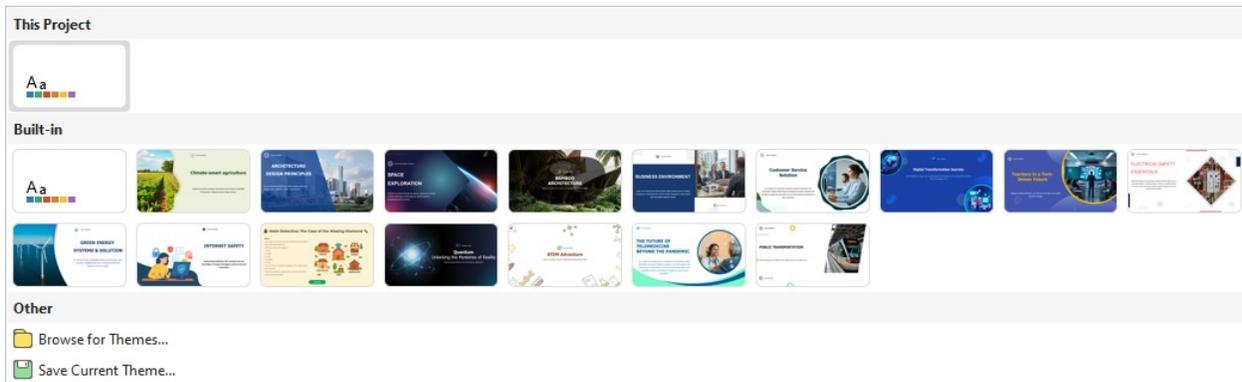
A theme is a set of design elements, including colors, fonts, background styles, and layouts. Using themes is a quick way to give your slides a consistent and attractive look and feel.

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 define 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.

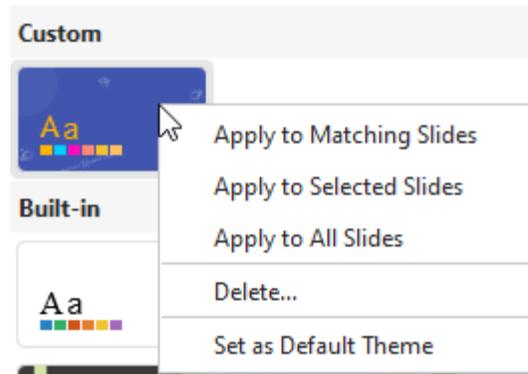
The theme applied to the current slide will be displayed with a gray outline in the **This Project** section. Below this section are two sections for any **Custom** themes you've created and the **Built-in** themes of ActivePresenter. You can hover the mouse over each thumbnail to see a live preview 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 as 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 in:  
*C:\Users\<user\_name>\Documents\ActivePresenter Templates (for Windows)* or  
*/Users/<user\_name>/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. Open 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.

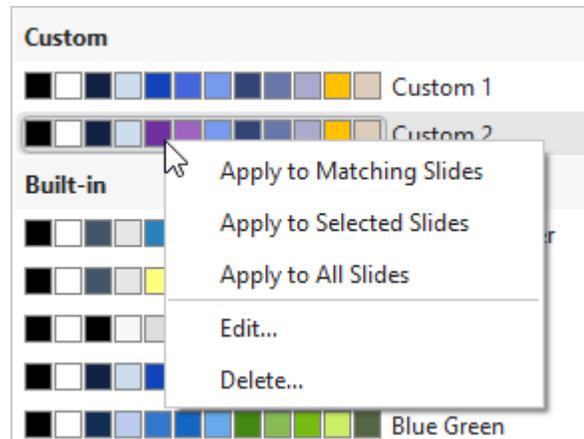


## Applying Theme Colors

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

1. Open 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:

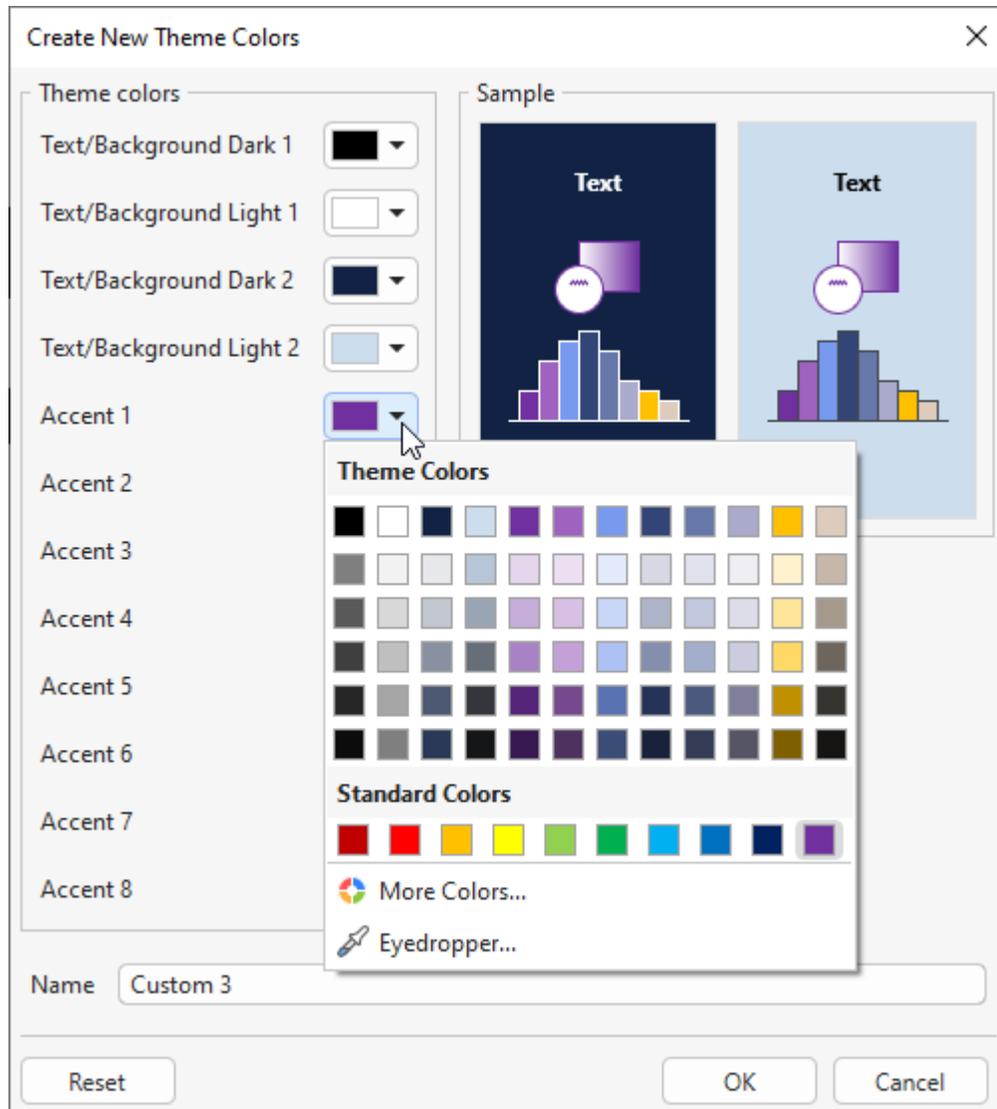


- **Apply to Matching Slides:** This applies the theme colors to all slides that use the same slide master as the current slide. This option has the same effect as you left-click a set of theme colors.
- **Apply to Selected Slides:** This applies the theme colors to the selected slides only. If the change 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. Open 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.



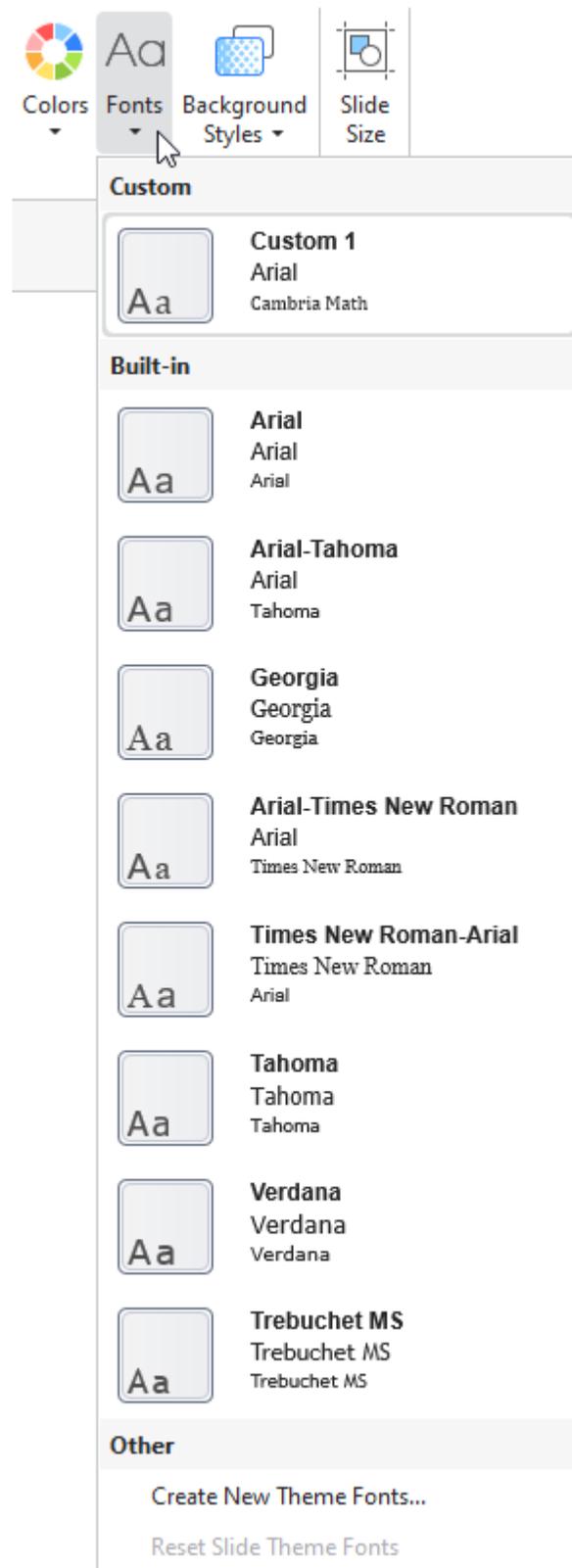
4. If you want to discard all changes and start over, click **Reset**.
5. In the **Name** text box, enter a name for your new theme colors.
6. Click **OK** to save changes. The custom theme colors are now available in all projects.

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 theme fonts as you wish.

To see available theme fonts, in the **Design** tab, click the **Fonts** button. 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.

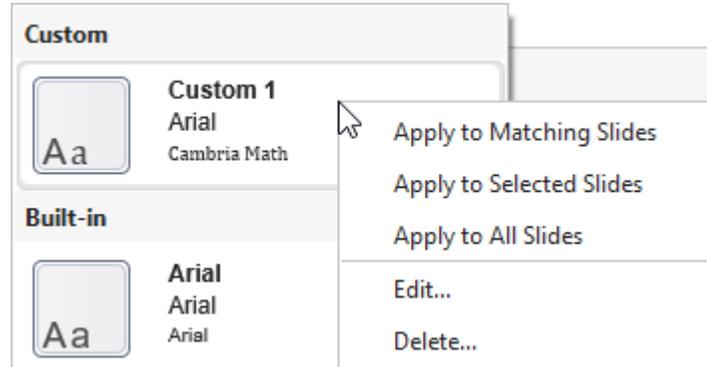


## Applying Theme Fonts

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

1. Open the **Design** tab > **Fonts** 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:

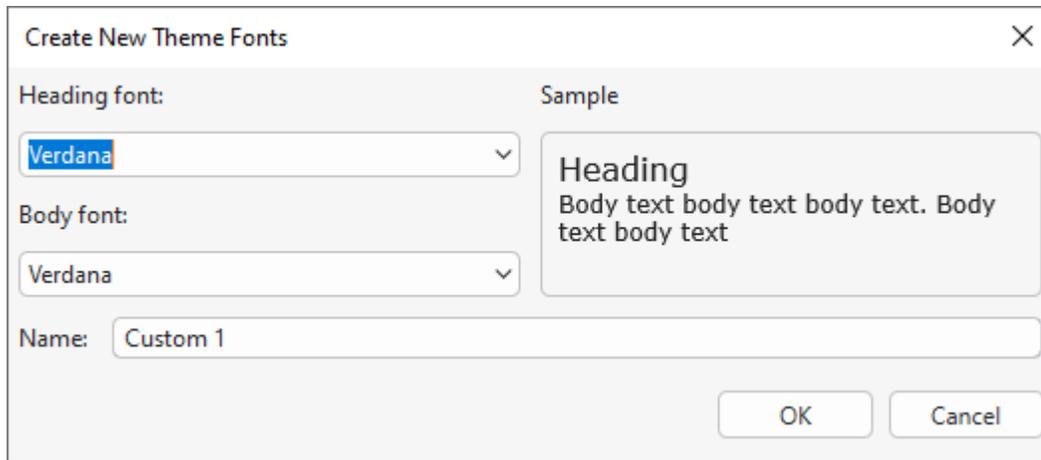


- **Apply to Matching Slides:** This applies the theme fonts to all slides that use the same slide master as the current slide. This option has the same effect as you left-click a set of theme fonts.
- **Apply to Selected Slides:** This applies the theme fonts to the selected slides only. If the change 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. Open the **Design** tab > **Fonts** 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.



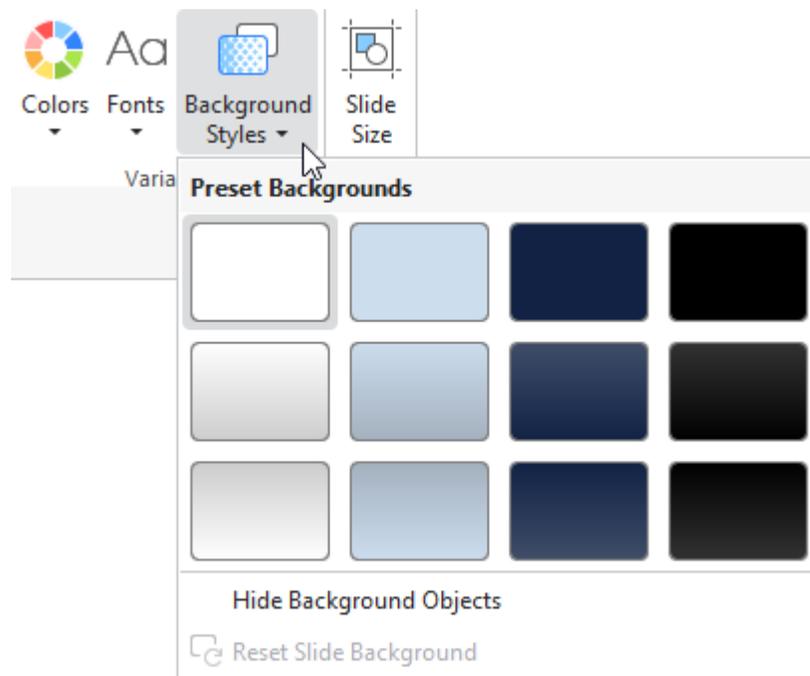
4. In the **Name** text box, enter a name for your new theme fonts.
5. Click **OK** to save changes. The custom theme fonts are now available in all projects.

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.

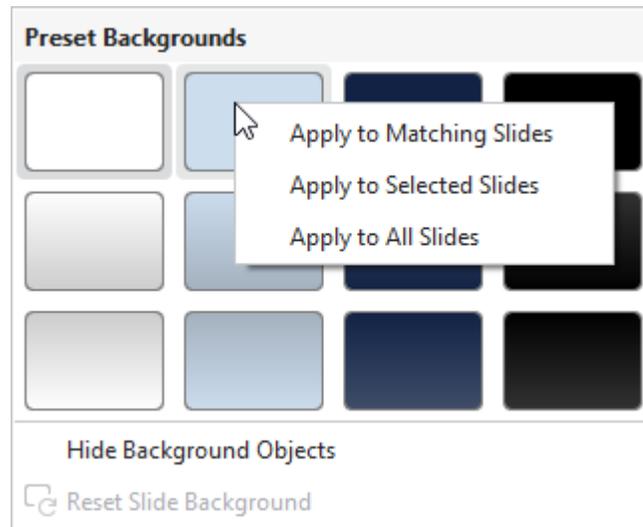


## Applying Preset Background Styles

To apply a preset background style, do the following:

1. Open 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:



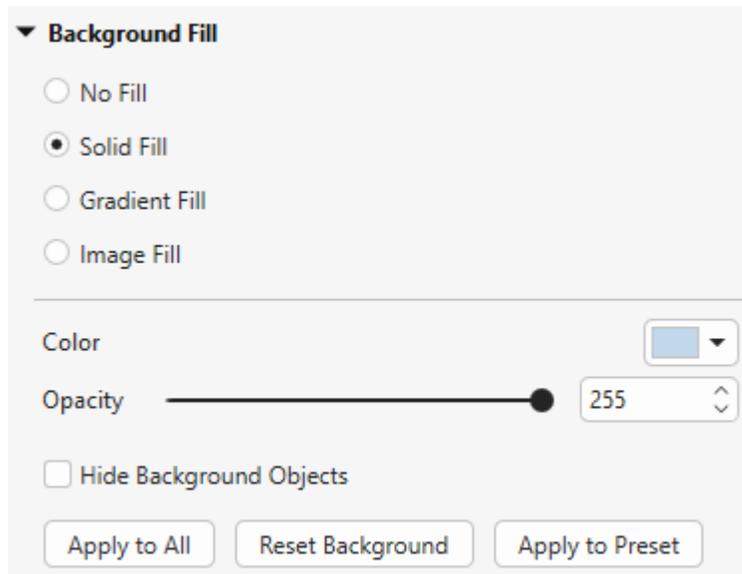
- **Apply to Matching Slides:** This applies the style to all slides that use the same slide master as the current slide. This option has the same effect as you left-click a style.
- **Apply to Selected Slides:** This applies the style to the selected slides only. If the change doesn't satisfy you, click **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 **Change Slide Container** button in the **Slides** pane > **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 Objects**.
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.

# Working with Slides

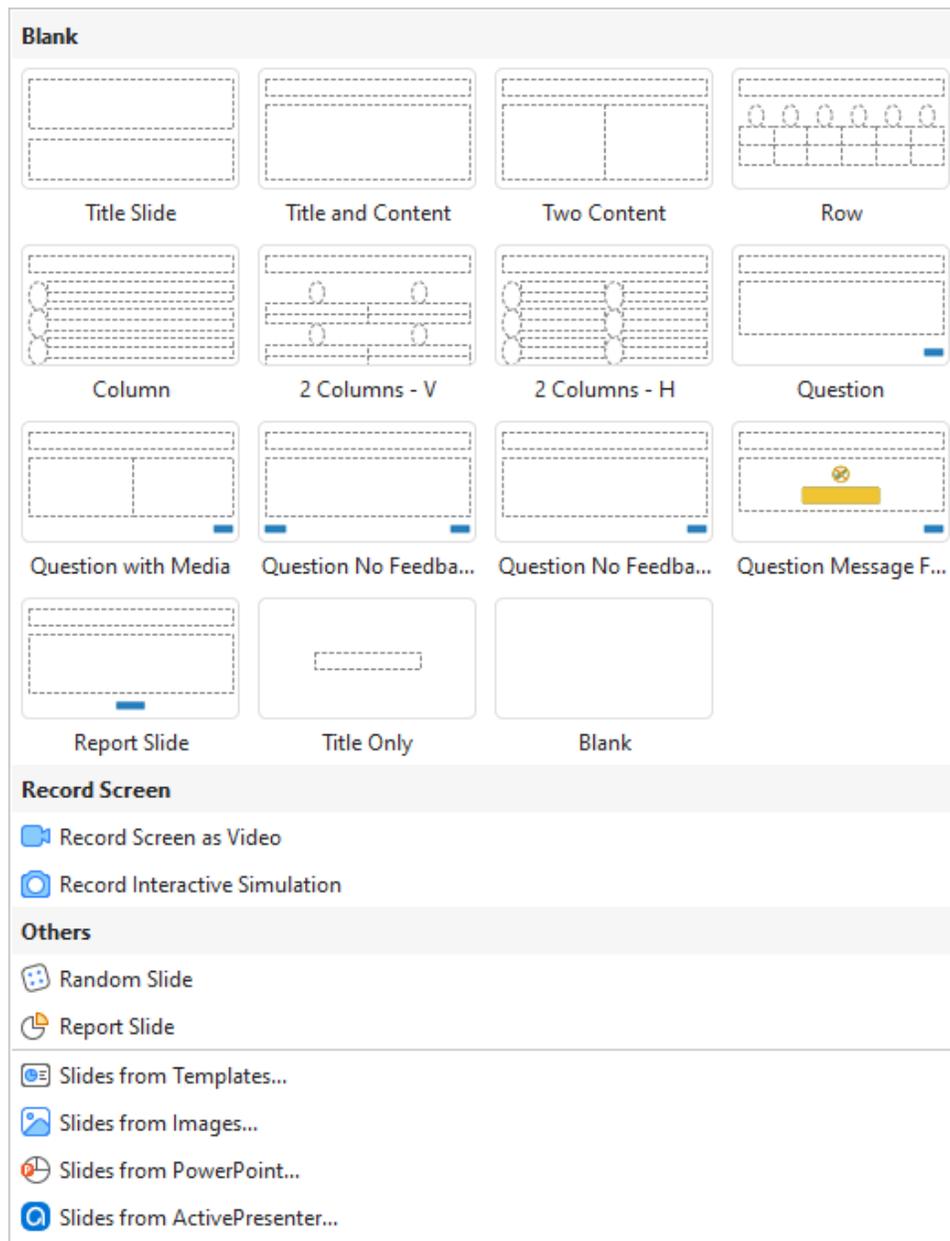
## Inserting Slides

ActivePresenter provides you several ways to insert slides, from inserting a new slide to copying slides from other projects.

### Inserting Slides

#### Inserting New Slides

In the **Home** or the **Insert** tab, click the **New Slide** button's arrow 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:** Open the **Home** tab > **Layout**  > select a layout. Alternatively, in the **Slides** pane, right-click a slide > **Layout**  > choose another layout.
- **Restore original layouts:** Open the **Home** tab > **Reset** . You can also right-click a slide > **Reset** .
- **Modify and create new layouts:** Click **Change Slide Container** > **Slide Master** to open the master view. Then you can customize the layout the way you want.

## Inserting Slides from Recording Screen

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 to recording projects, but instead of creating new projects, they just create new slides in the current project.

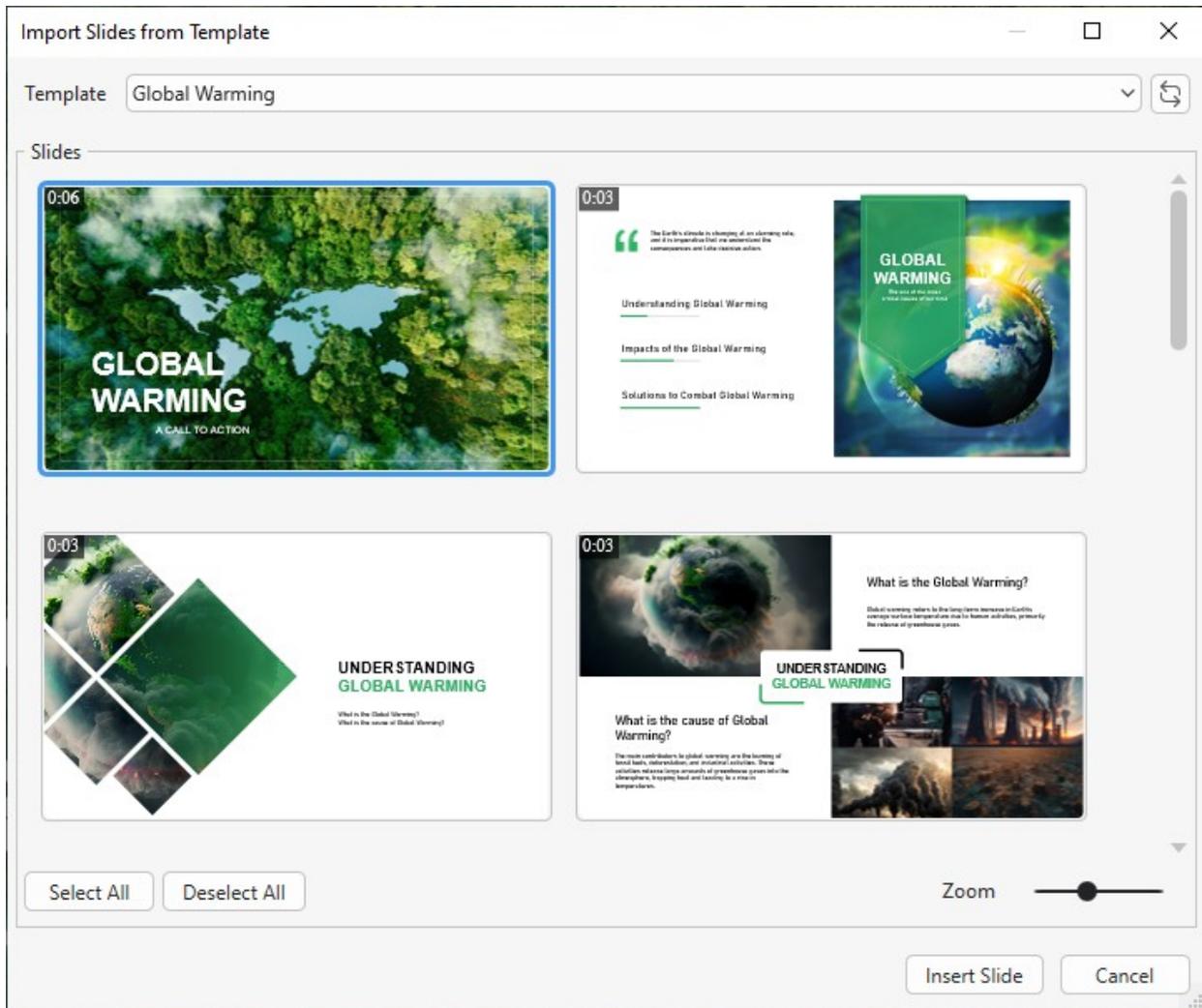
To add a recording screen slide, in the **Home** tab or **Insert** tab, click the arrow on the **New Slide** button > **Record Screen as Video** or **Record Interactive Simulation**. Alternatively, you can access the **Home** tab > **Record Screen**  > **Record Screen as Video**  or **Record Interactive Simulation** .

## 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 **Insert** tab, click the arrow on the **New Slide** button  > **Slides from Templates...** .
2. In the dialog that appears, select the desired template in **Template**.
3. In the **Slides** section, there are several options:
  - **Select All:** Click the button if you want to select all slides.
  - **Deselect All:** Click the button to deselect all slides.
  - Drag the **Zoom** slider to zoom in or zoom out the slides.
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:

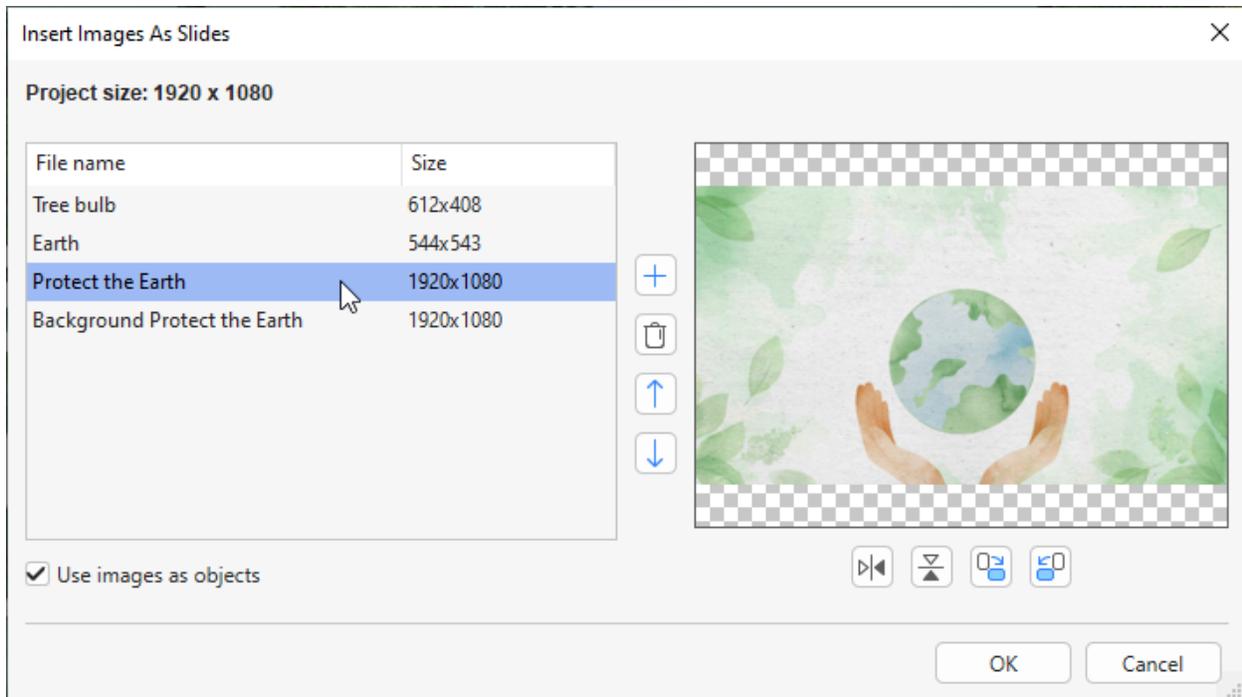
(for Windows) *C:\Users\\Documents\ActivePresenter Templates*

(for macOS) */Users/<user\_name>/Documents/ActivePresenter Templates*

## Inserting Slides from Images

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, XPM, and SVG.

To insert images as slides, in the **Home** tab or the **Insert** tab, click the arrow on the **New Slide** button  > **Slides from Images...** .



In the dialog that appears, do the following:

- **Add images from file:** Click **+** to import images from your computer.
- **Remove selected 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° right or left.
- Select **Use images as objects** if you want each image to be inserted into each slide as a 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 presentations. However, instead of creating new projects, it just creates new slides in the current project.

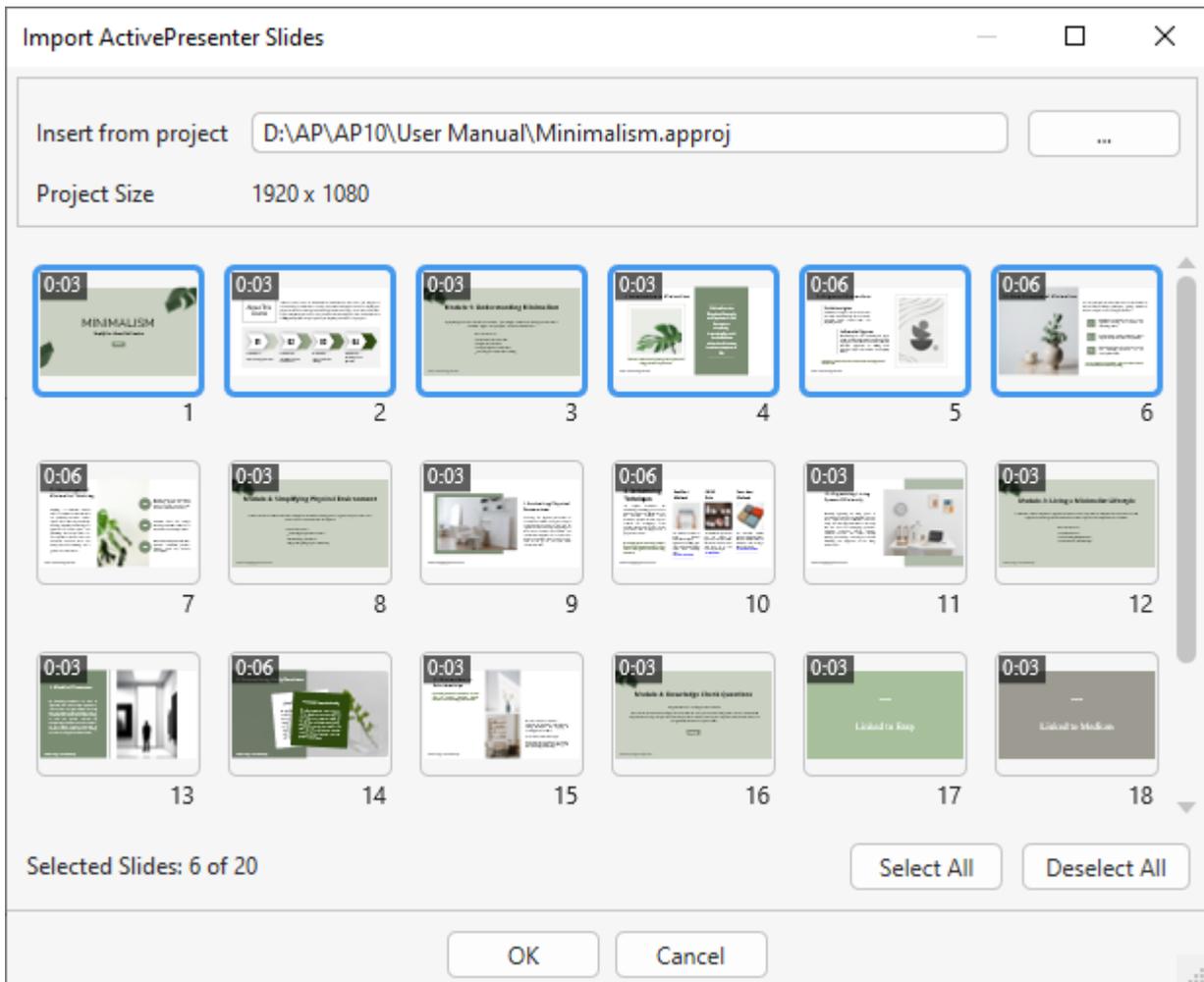
To insert slides from PowerPoint presentations, in the **Home** tab or the **Insert** tab, click the **New Slide** button's arrow **+** > **Slides from PowerPoint...**

Depending on the size of the current slides and of the PowerPoint slides, there will be a dialog that appears for you to customize. It works the same way as when you **change slide size**.

### Inserting Slides from ActivePresenter Projects

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

1. In the **Home** tab or the **Insert** tab, click the **New Slide** button's arrow > **Slides from 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, note 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.

## 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, open 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 open 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, right-click > **Paste (Keep Source Formatting)**  or open the **Home** tab > **Paste (Keep Source Formatting)**. This will make the copied slides keep their original theme format.

## Duplicate Slides

To reuse one or more slides, rather than manually copying and pasting, you can duplicate them. Follow these steps to achieve it:

1. Select the slide(s) that you want to duplicate.
2. Right-click them and select **Duplicate**  or press **CTRL+D**.

The duplicated slide(s) will then appear under the last slide that you selected. For example, you selected slide 3 and 1 orderly, then duplicated them. The duplicated slides will be added under slide 1.

## Removing Slides

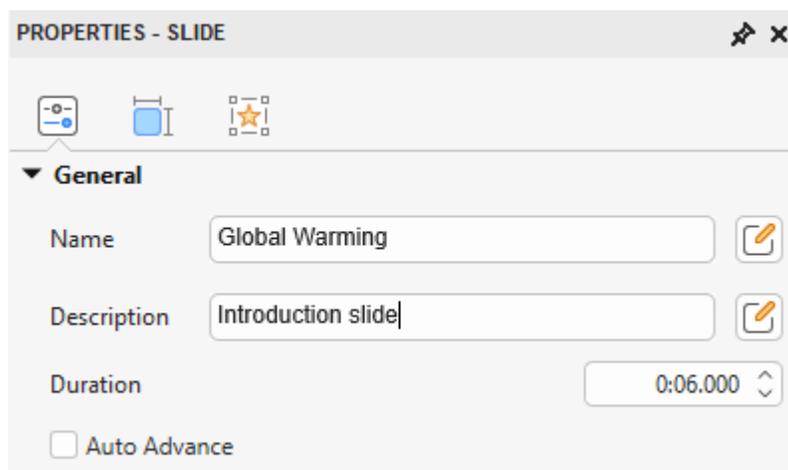
If you no longer want a slide, select it and press **DELETE**. Alternatively, right-click it > **Delete** . You can hold down **CTRL** while clicking slides to select more than one slide and remove them at the same time.

## Changing Slide Properties

### Naming Slides

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

To name a slide, navigate to 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.

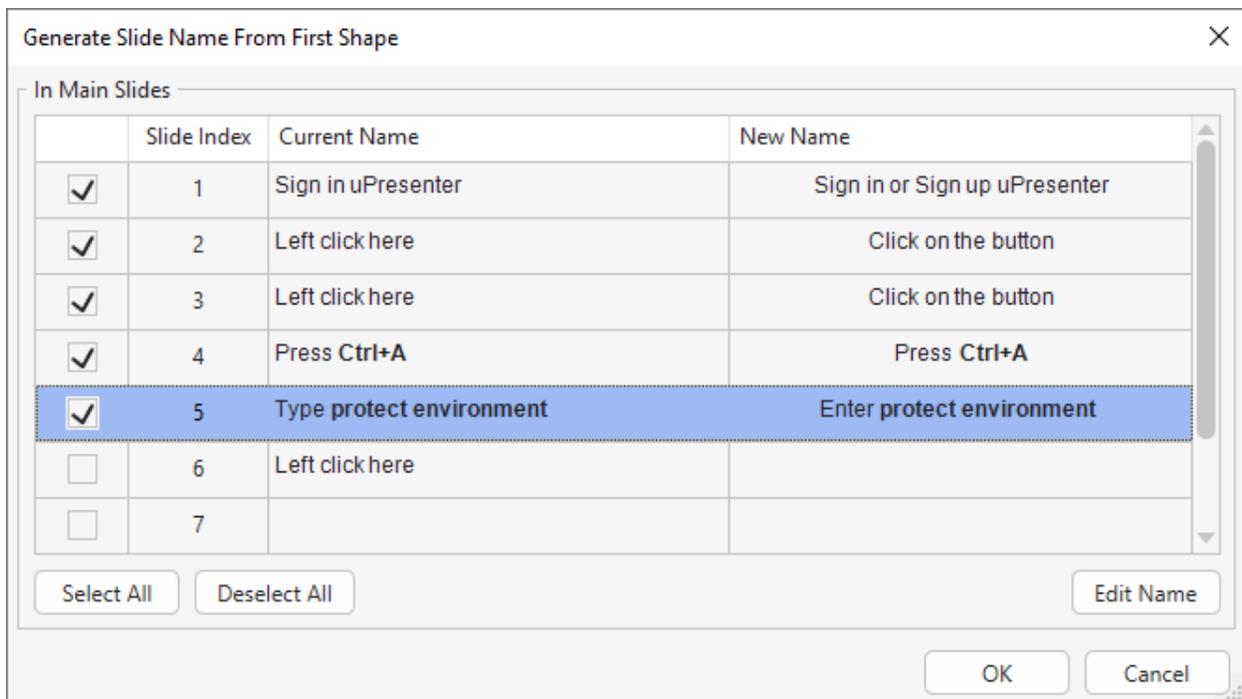


In the **Slides** pane, if the view mode is **Slides In Titles** (click the **Change View** button on the **Slides** pane > **Slides In Titles**), you can double-click each entry or right-click an entry > **Edit Name** to name a slide.



Another way to name slides is by using a batch operation that generates a 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 **File** button > **Project** > **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 checkboxes.
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**.

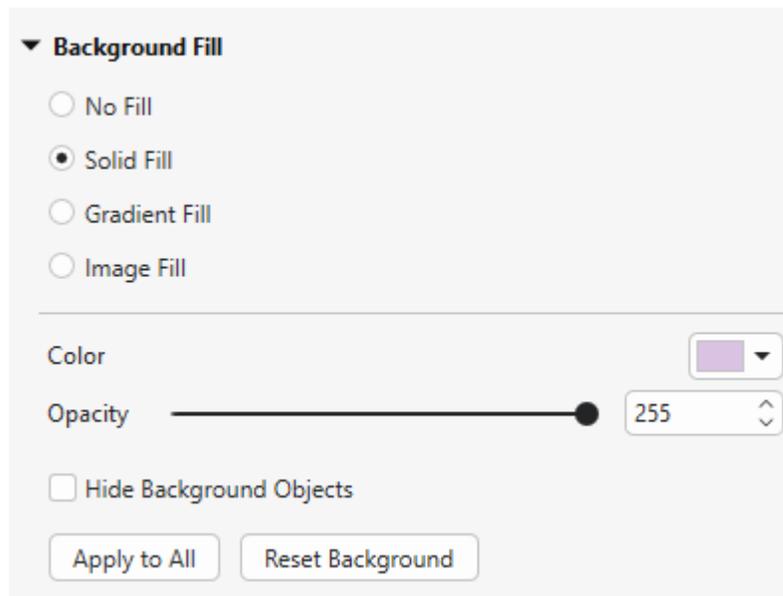
## Advancing Slides

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 **Transitions** tab or **Properties** pane of a slide > **General** section.

You can disable this option and use **actions**, such as **Continue Presentation**, **Go Forward**, or **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.



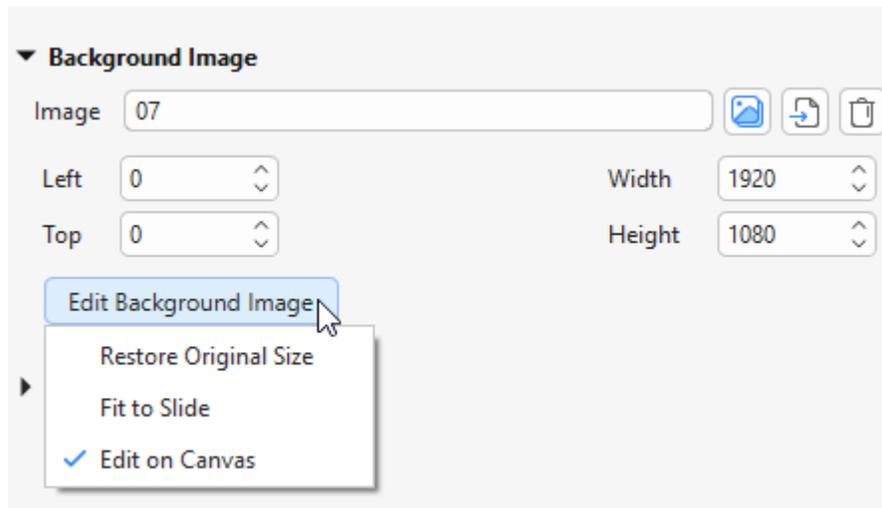
Besides, you can:

- **Hide Background Objects:** Hide the background objects originating from the **slide masters**.
- **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. Navigate to 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 **Edit Background Image** > **Restore Original Size**.
6. If you want to stretch the image so that it fits into the slide, click **Edit Background Image** > **Fit To Slide**.
7. If you want to edit the background image on the Canvas as a normal image object, click **Edit Background Image** > select **Edit on Canvas**.
8. If you no longer want a background image, click **Remove** .

Alternatively, you can also convert an inserted image on the Canvas into slide background image by right-clicking it > **Merge into Background**.

## Editing Slide Background Images

To edit a slide background image, you can edit it in the **Media Tools** tab or in the **Drawing** tab.

### In Media Tools Tab

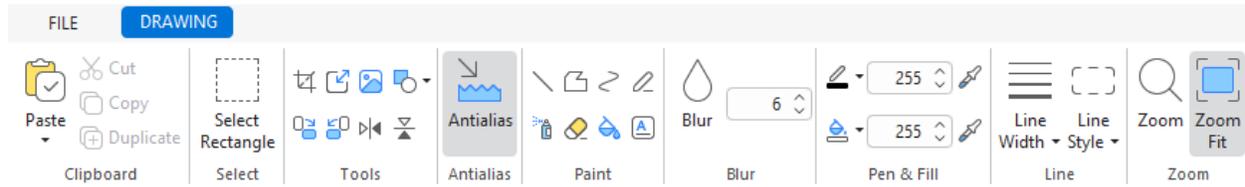
You can now directly edit the background image as a normal image object. To do that, do as follows:

1. Go to the **View** tab > toggle the **Edit Background** button  to unlock the image from the background. When it is unlocked, it will be highlighted. Alternatively, on the **Properties** pane > **Slide Properties** > **Background Image** > click **Edit Background Image** > tick **Edit on Canvas**.
2. Go to the **Media Tools** tab and edit the background image as guide in the **Editing Images**.
3. Go to the **View** tab > toggle the **Edit Background** button  again to lock the edited image to the background and finish editing. Alternatively, on the **Properties** pane > **Slide Properties** > **Background Image** > click **Edit Background Image** > untick **Edit on Canvas**. So, when you edit your project, no unwanted changes will be made to this background image.

## In Drawing Tab

Once locking the **Edit Background** feature in the **View** tab or untick **Edit on Canvas**, you can go to the **Drawing** tab for further editing the background image. Follow the steps below:

1. Right-click the slide background image on the Canvas > **Edit Background Image**. The background image will be transfer to the **Drawing** tab.
2. Edit the background image with the editing tools in the **Drawing** tab.

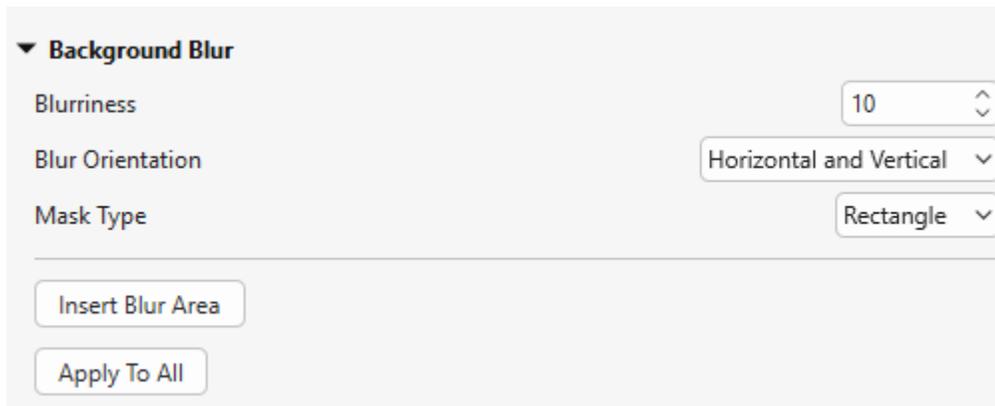


3. When finishing, click  on the **Quick Access Toolbar** to save all the changes > close the **Image** editor and go back to the main slide.

## Blur Background Image

Once you're in the **Edit Background** mode, you can blur background image as a normal image object. To blur a background image, do the following:

1. Click **Insert Blur Area** in the **Media Tools** tab. A blur area will appear on the background image in the Canvas.
2. Navigate to the **Properties** pane > **Slide Properties** tab > **Background Blur** > adjust the available options.



- **Blurriness**: Specify the amount of blur. The higher the value, the more the blur.
- **Blur Orientation**: Specify the orientation of the blur (horizontal and vertical, horizontal, or vertical).
- **Mask Type**: Specify the shape of the blur area (rectangle or ellipse).
- **Insert Blur Area**: Insert a blur area to the background image.
- **Apply To All**: Apply all the settings and number of the current background image's blur to other slide background images in one project.

## Changing Slide Container Layout

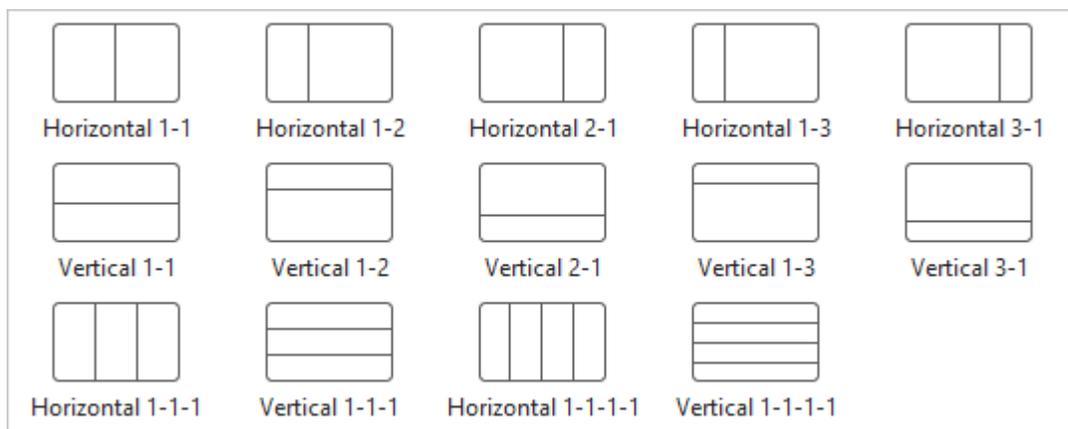
ActivePresenter supports two different layouts for a slide, which are **Grid** and **Flex**. They can be found in the slide **Properties** pane > **Size & Properties** > **Container Layout**.



When you create a new blank project or insert a new slide, the default slide container layout is **None**. This layout allows you to change the size and position of any object on the slide freely. Using the **Flex layout** or **Grid layout** makes it easy to align and distribute the spacing of objects in a slide efficiently.

### Using Container Layout (Flex & Grid)

ActivePresenter also supports 14 built-in layouts for a slide. To insert layouts into a slide, go to the **Home** tab or the **Insert** tab > **Container** > **Preset Slide Layouts** > select one from the list.



Immediately, the slide will, by default, include flex boxes with a flex layout. You can change the layout of these boxes to a grid layout by going to the **Properties** pane, and then adding more layouts and objects to them. To work with flex box and grid box, see **Container** for more details.

### Excluding Objects from Slide Container Layout

Once you select either **Flex** or **Grid** for any container layout, the **Container Snapping** mode will be enabled by default. That is to say, when you move objects into a slide container layout, objects will be automatically snapped to that layout (the slide turns orange). Besides, any object in a slide can be included in or excluded from the slide container layout. If an object is excluded from the layout, you are free to place them anywhere on the slide. To make one or more objects excluded from the slide container layout, you can select them first and then do either of the following:

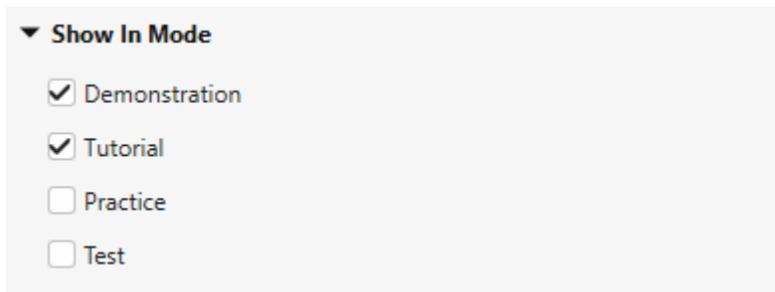
- Right-click the objects > **Exclude from Container Layout**.
- Go to the **Properties** pane > **Size & Properties** > **Transform** > select the **Exclude from Container Layout** checkbox.
- You can temporarily disable the snap behavior by holding down **ALT** while moving objects. Or turn off this mode by clicking the **View** tab > **Container Snapping** .

## Changing Slide Operation Modes

ActivePresenter allows you to choose **operation modes** for a slide to determine if it appears in a certain mode in the output when creating HTML5 content.

You can determine operation modes for one or more slides as follows:

1. Select one or more slides.
2. Navigate to the **Properties** pane > **Size & Properties** > **Show in Mode** > choose the modes you want.



## Adding Transition Effects

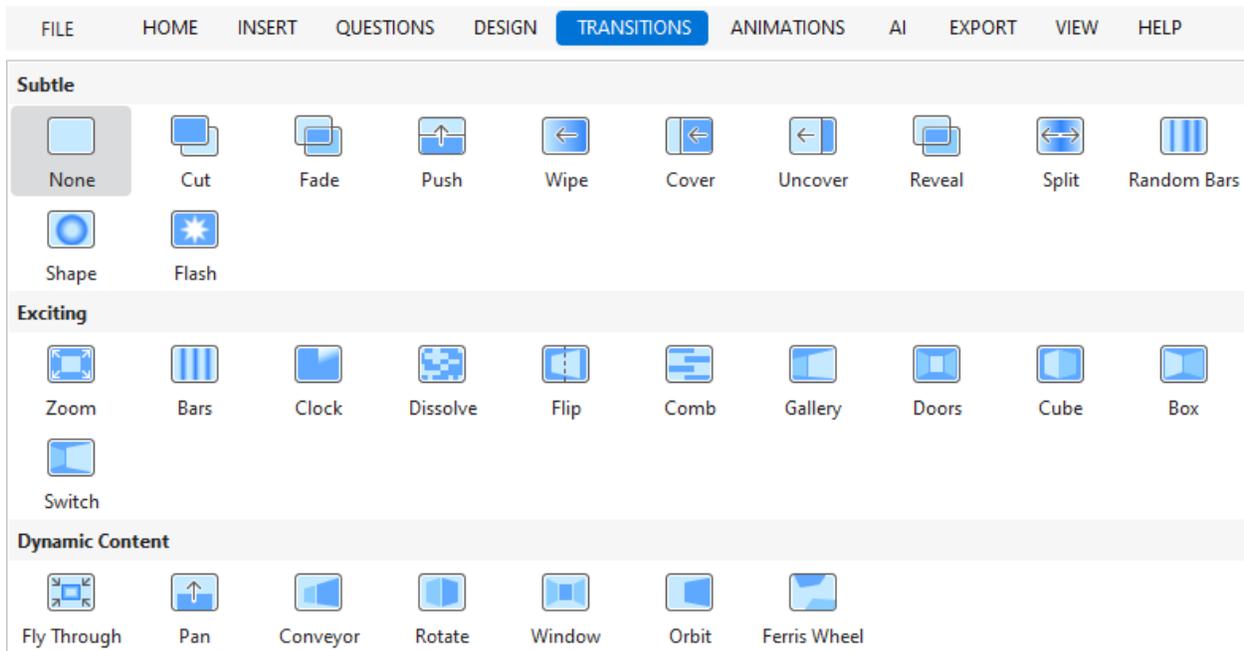
Slide transitions are visual effects that appear when moving between slides during a presentation. You can control the style and speed of transition effects and apply different effects to different slides in your project.

### Previewing & Adding Transition Effects

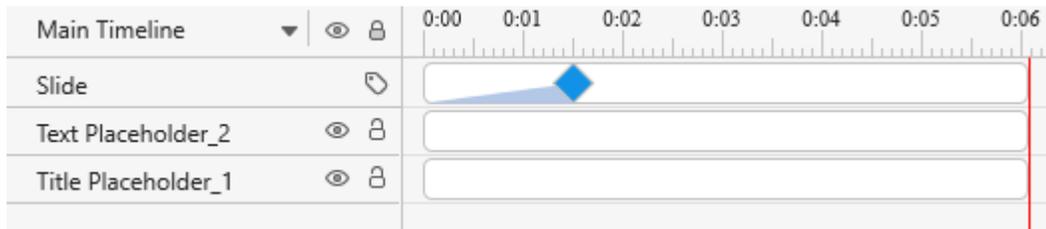
ActivePresenter allows you to preview the transition effects before adding them with a simple mouse hovering operation.

To preview and apply a slide transition effect, do the following:

1. In the **Slides** pane on the left or the working space, select one or more slides.
2. Open the **Transitions** tab.



3. Hover the mouse over each transition effect and hold the mouse still for a second to let the effect run in the preview mode automatically.
4. Select the effect you're satisfied with.
5. Specify the effect option (if any) and duration of the effect
6. In the **Timeline** pane, the transition effect is represented by a blue diamond. Click the **Preview** button or press **SPACE BAR** to preview the effect again.



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.
- Open 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**  on the toolbar of the **Timeline** pane.

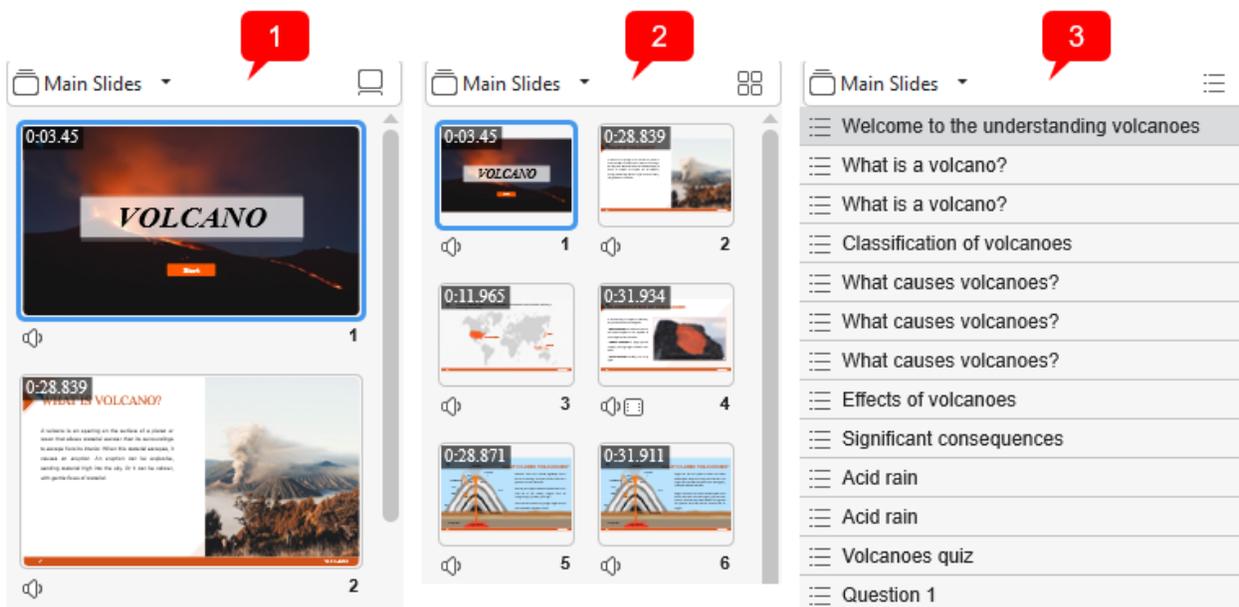
Then, your slide will be split into two slides at the **Playhead** position. The new slide contains all the objects and other properties on the right side of the **Playhead** and is inserted right below the current one.

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, click the **Change View** icon and select one among **Slides In Column**, **Slides in Grid**, **Slides In Titles**. You can also right-click the **Slides** pane > **Change View** > choose the mode you want.

## 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...** . Alternatively, you can right-click the

selected slide in the **Slides** pane to get the same result. 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 an image so that you can use it in the written tutorial, for example.

## Saving Slides as Videos

The **Save Slide As Video** feature comes in handy when you want to export one or more the selected slide as a video, instead of exporting the whole project.

- To save a slide as video: you can right-click a slide on the Canvas or in the **Slides** pane > **Save Slide As Video...** .
- To save selected slides as video: you select multiple slides (press and hold **SHIFT** for multiple sequential slides, **CTRL** for multiple non-sequential slides). Then, right-click selected slides and click **Save Selected Slides As Video...** .

After that, you are enabled to further adjust the output options in the **Export To Video** dialog.

# Inserting and Managing Objects

## Inserting Objects

There are two types of objects in ActivePresenter:

**Annotation objects:** **container, shapes, text caption, spotlight, equation, icons, gesture effects, footer, chart, table, image, screenshot, audio, video, YouTube video, web object, 3D model, cursor path, zoom-n-pan, and closed caption.**

**Interaction objects:** **mouse click, key stroke, text entry, drop area, button, checkbox, radio button, slider, dropdown, animated timer, and questions.**

## Inserting and Removing Objects

To insert an object, open the **Insert** tab and choose the object you want (open the **Questions** tab to insert a question). The object will be inserted into the current slide. After that, you can rename the object by navigating to 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.

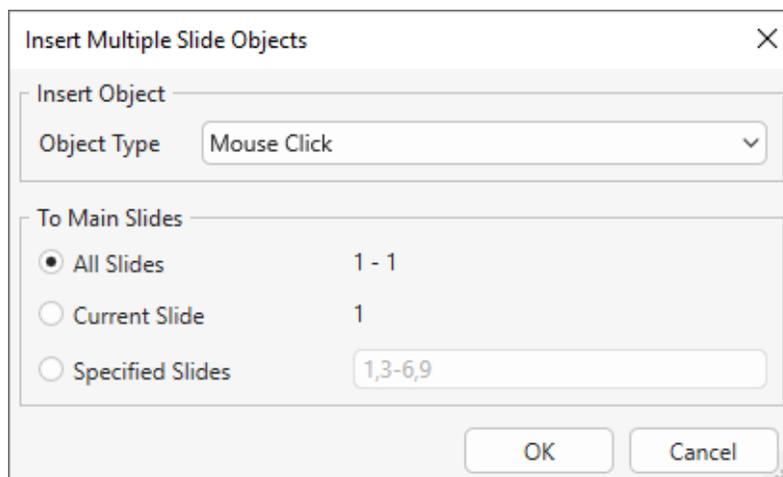
## Inserting and Removing Objects in Multiple Slides

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:

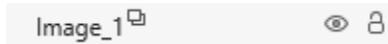
1. Click the **File** button > **Project** > **Batch Operations** > **Insert Objects...**
2. In the dialog that appears, select the object type that you want to insert.



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 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup> slides.. Then, 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. In the **Timeline** pane, there is an icon that appears next to the object name to indicate that object is showing over multiple slides.

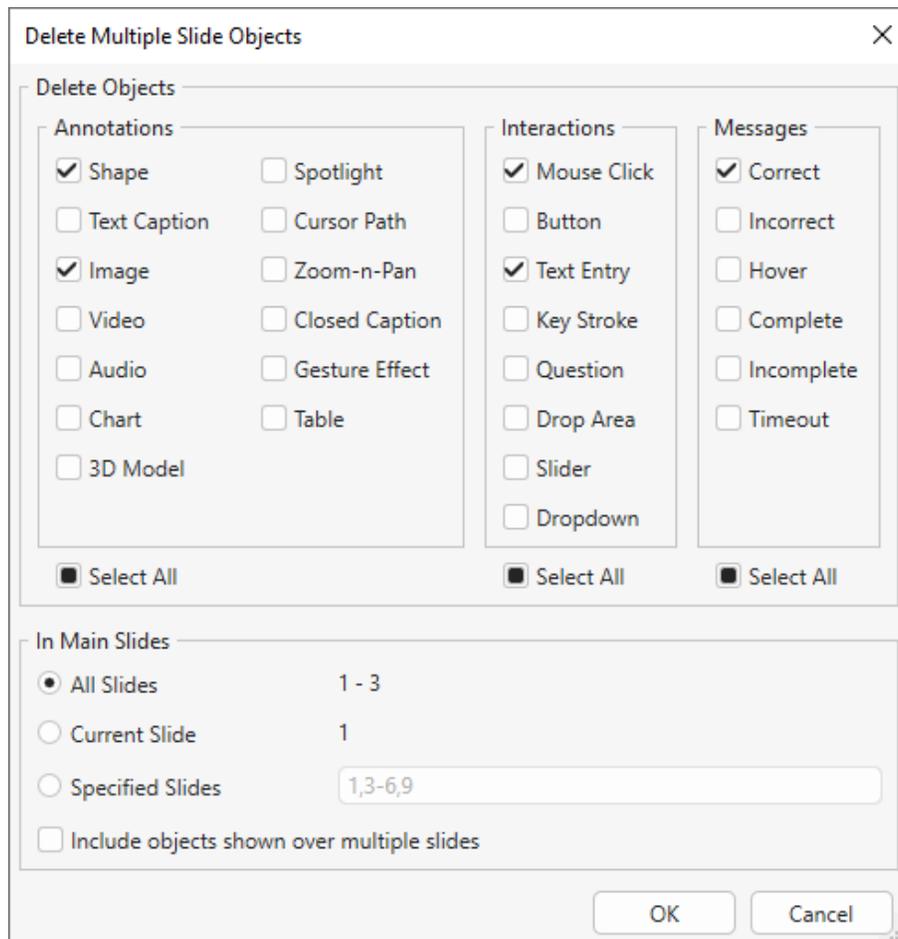


After that, you can click the **All Slides** button  to view all slides in the current project as well as the objects that span across multiple slides.

## 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 **File** button > **Project** > **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 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup> 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, open 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:
  - To take the theme of the destination slide: Press **CTRL+V** or right-click > **Paste**  or open the **Home** tab > **Paste (Use Destination Theme)** . This will adapt the copied objects to match the destination theme.
  - To maintain the theme of the slide you are copying from Right-click > **Paste (Keep Source Formatting)**  or open the **Home** tab > **Paste (Keep Source Formatting)**. This will make the copied objects keep their original theme format.

## Duplicating Objects

To duplicate objects, do as follows:

1. Select one or more objects in a slide.
2. Take either of the following:
  - Press **CTRL+D**.
  - Right-click > **Duplicate**  in the context menu.
  - Click the **Duplicate**  command in the **Home** tab.

## 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. You can do that on the Canvas or in the **Properties** pane.



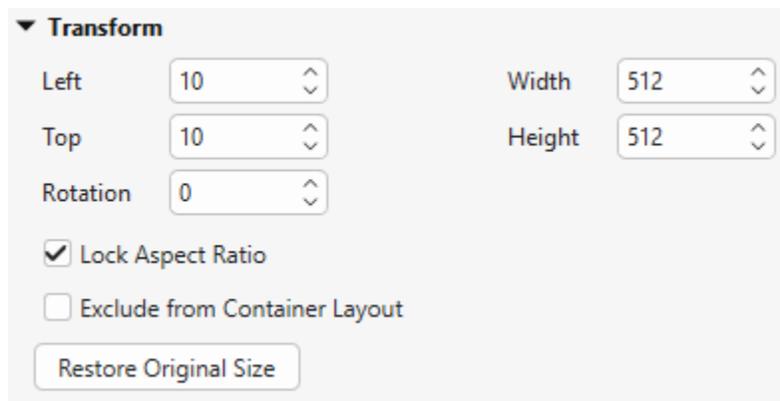
To change the object position on the Canvas, select then drag the object to a new position. You can also use the **ARROW** keys to move objects. Alternatively, navigate to the **Properties** pane > **Size & Properties** tab > **Transform** section > adjust the **Left** and **Top** value.

To resize an object on the Canvas, select it then drag its resizing handles (green dots). You can also use **SHIFT+ ARROW** keys to resize objects. Alternatively, navigate to the **Properties** pane > **Size & Properties** tab > **Transform** section > adjust the **Width** and **Height** value.

To rotate an object on the Canvas, select it then drag the rotation handles. Alternatively, navigate to the **Properties** pane > **Size & Properties** tab > **Transform** section > adjust the **Rotation** value. For more details, refer to **Rotating Objects**.

**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** checkbox in the **Properties** pane > **Size & Properties** > **Transform**. Or right-click an image or a video > uncheck the **Lock Aspect Ratio** option from the context menu.



If you want to revert these objects to their original size, just click the **Restore Original Size** button. Alternatively, right-click them > **Restore Original Size**.

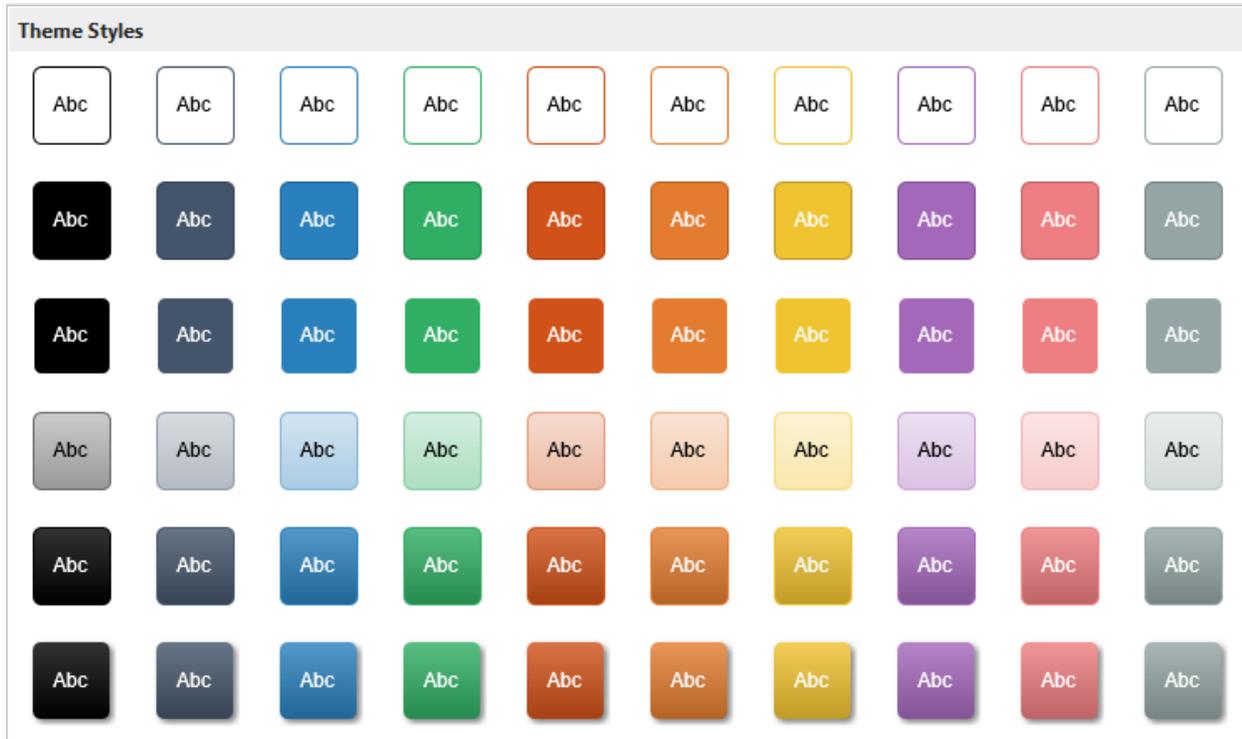
- To lock the size and position of an object on the Canvas, just right-click that object > **Lock Size and Position** or press **CTRL+SHIFT+K**.

## 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 **opacity**. To apply a quick style, do the following:

1. Select one or more objects.
2. Open 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**.

Besides, you can quickly apply the formatting style (fill, line, shadow, opacity, and text style) of an object to one or more objects of the same or different types in the same project or across projects. Do as follows:

1. Select an object that has the formatting style you want to copy.
2. Click the **Format Painter**  command in the **Home** tab. After that, the mouse cursor will appear with a paint roller.
3. Click on any object you want to apply the copied style. If you want to apply to multiple objects, simply hold down **ALT** while selecting the desired objects.

**Note:**

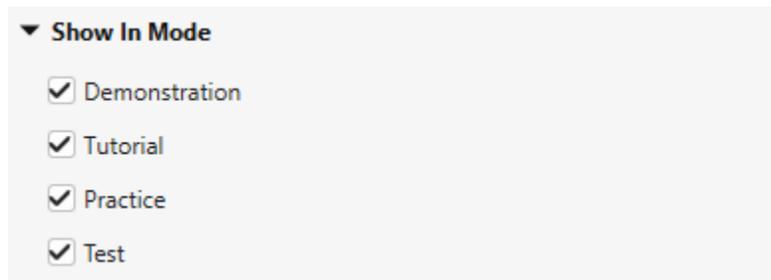
- The **Apply to All Objects** and **Format Painter** options affect existing objects only. They do not apply to objects that haven't been added to the slide yet. If you want the newly added objects to use the same style as those existing ones, you must use the **Object Settings**.
- If you want to restore all the default objects which come with ActivePresenter, open the **View** tab > **Object Settings**  > **Reset All Object Settings** . You can also restore the default settings of one object type by right-clicking it on the Canvas > **Reset Default Settings**.

## 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 as follows:

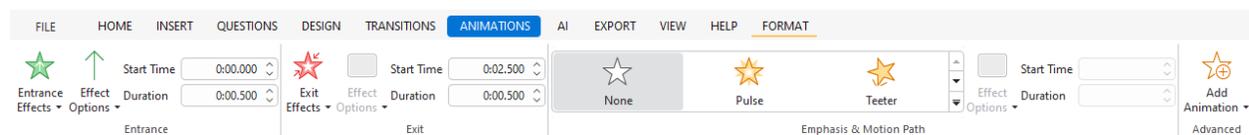
1. Select one or more objects.
2. Navigate to the **Properties** pane > **Size & Properties** > **Show in Mode** > choose the modes you want.



You can also apply mode to show to all the objects of the same type in your project. To do that, choose operation mode(s) to one object, then on the Canvas, right-click the object > **Apply to All Objects** > **Show in Mode**.

## 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 orange, emphasis effects are colored yellow, and motion paths are pre-made paths or custom paths that you draw by yourself. ActivePresenter offers you up to 80 effects of all types, helping bring your content to life effortlessly.



**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 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 star. You can also draw your own paths.

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 they can distract your audience.

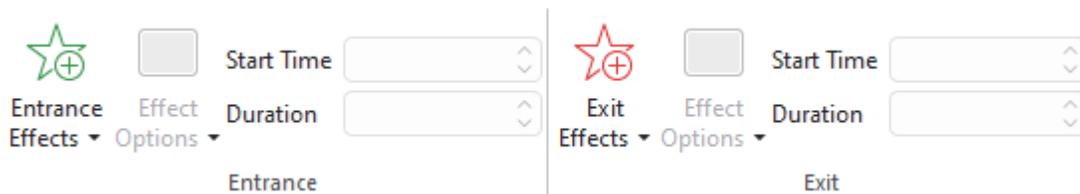
The **Timeline** contains animations. As ActivePresenter supports **multiple timelines** and the **Click Sequence** timeline, a single object can hold different animations in different timelines. So, make sure you add the right animation effect in the right timeline.

**Note:** In the Main Timeline, you can apply only one entrance or exit effect but multiple emphasis effects and motion paths to an object. However, interactive timelines and the **Click Sequence** timeline allow you to add multiple effects of all types to a single object.

Since version 10, ActivePresenter allows you to preview the animation effect of each object before adding it with a simple mouse hovering operation.

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

1. Select one or more objects that you want to animate > Open the **Animations** tab.
2. To add an entrance or exit effect, click the **Entrance Effects** or **Exit Effects** button.



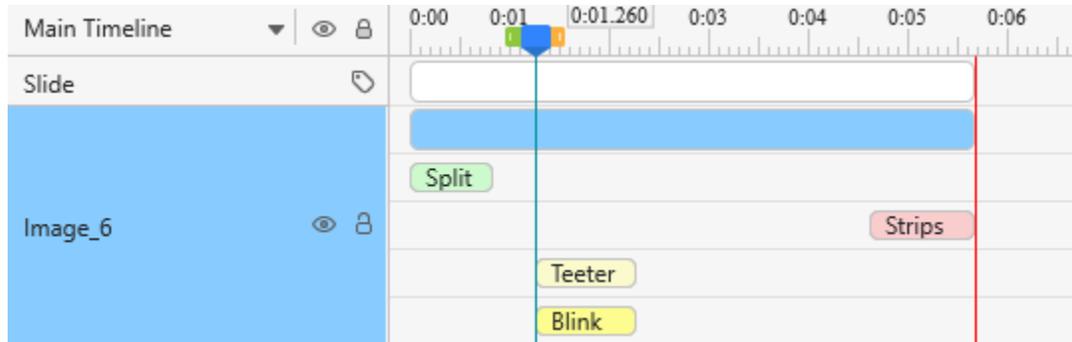
3. Hover the mouse over each animation effect and hold the mouse still for a second to let the effect run in the preview mode automatically > Select the effect you're satisfied with.
4. To add an emphasis effect or a motion path, click the arrow at the bottom-right corner of the emphasis & motion path 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.



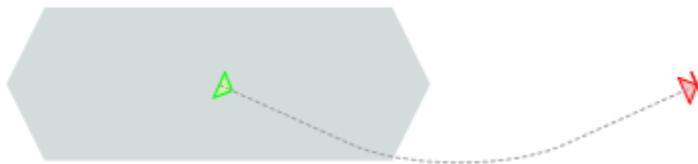
5. Specify the effect option to tweak the effect. Some effects have effect options that determine their direction or a shape that the object moves long. For example, the Spin effect can rotate an object clockwise or counterclockwise.
6. Specify the **start time and duration** of the effect.
7. Preview how all the effects work by pressing the **SPACE BAR** or clicking the **Preview** button  in the **Timeline** pane.

**Note:** When you apply animation effects to **text** or **flex child**, some effects such as the **Peek**, **Wipe**, and **Shape** effects are not working as expected in IE and Edge browsers.

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**.



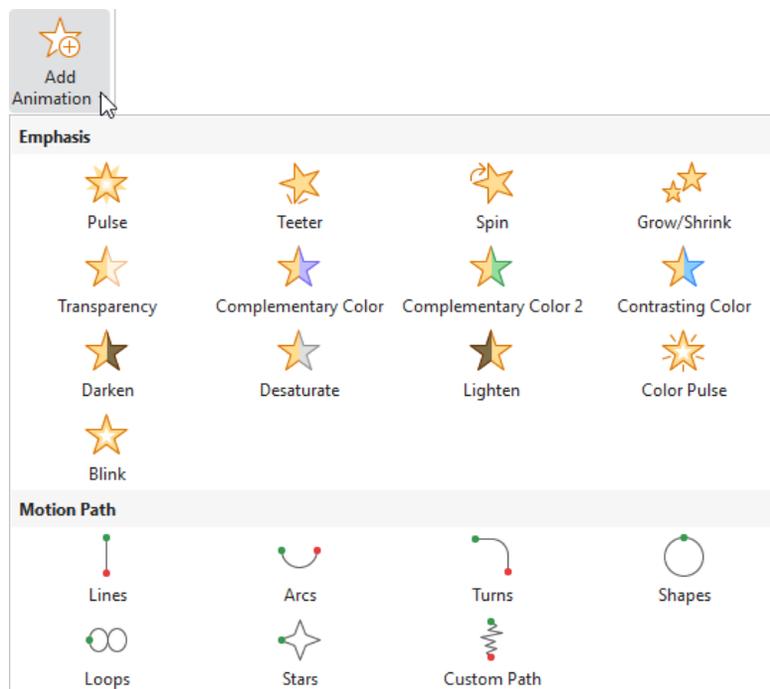
When you add a motion path, you will see the path on the Canvas. It appears as a dotted line with a green arrow indicating the path's start and a red arrow indicating its end.



## Adding Multiple Effects

You can apply more than one emphasis effect or motion path to an object in the main timeline. Meanwhile, in interactive timelines and the **Click Sequence** timeline, you can apply multiple effects of all types, including more than one entrance and exit effects. 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. Open the **Animations** tab > **Add Animation** > hover the mouse over the effect to see the preview > choose an effect you're satisfy with.



3. Specify the effect option (if any), start time, and duration of the effect.
4. Preview the effects by pressing the **SPACE BAR** or clicking the **Preview** button  in the **Timeline** pane.

**Note:**

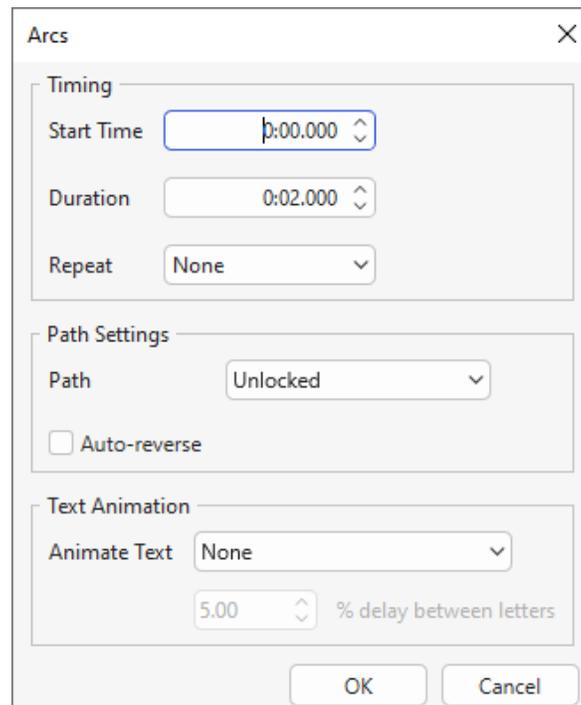
- If you try to add more effects by using the effect gallery, you won't add an additional effect. Instead, you'll replace the existing effect with the one you're adding.
- Multiple effects can have the same start time or play simultaneously, making it hard to select and manipulate them in the Timeline. 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, replace it with another one etc. Do the following to modify an effect:

- **Change timing:** Drag the effect time bar along the timeline ruler 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 effect 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 > **Effect 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 a specific number of times or until the end of the slide. If you want a motion path to repeat end-to-start, select the **Auto-reverse** checkbox.
- 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**.

## Adding Animation Effects to Text

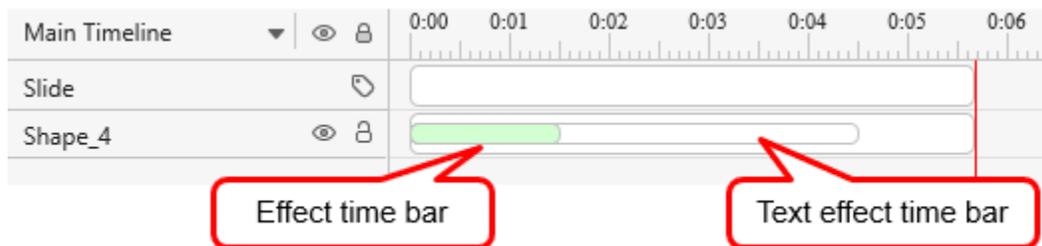
For text-based objects, ActivePresenter makes it possible to animate texts inside them. After adding an animation to that object, double-click the effect time bar or right-click it > **Effect Settings** to open the effect setting dialog. There is a **Text Animation** section.



To animate text, do the following:

1. In the **Animate Text** spin box, select either **By Letter** or **By Word** options.
2. Set the delay value for the time between letters or words appearing by the percent of animation duration of the object. Except for effects which have no duration such as **Appear** and **Disappear** effects, their delay time for a text is set in seconds. Do one of the following:
  - Click the up or down arrow in the delay box to increase/decrease the delay time.
  - Enter a new value in the delay box.

**Note:** After clicking **OK** to apply the effect, you can change the delay time by dragging the text effect time bar (the transparent bar) in the Timeline.



## 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 Effect**.
- 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 > hover the mouse over the effect to see the preview > choose an effect you're satisfy with.
  - 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 **Preview** 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 in the same position when you move the object.

To lock or unlock a path, select it on the Canvas > **Animations** tab > **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.

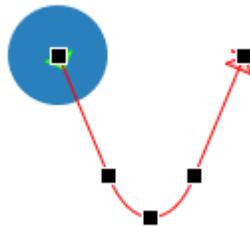


For open paths like Lines, Arcs, and Turns, right-click the path > **Close Path** to make the path return to its start point. A linear path is added from the previous end point to the start point.



## 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, and 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. Open 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	<b>CTRL+HOME</b>	Place the object at the very top of the stack.
	Bring Forward	<b>CTRL+PAGE UP</b>	Send the object higher by one level in the stack.
	Send to Back	<b>CTRL+END</b>	Place the object at the very bottom of the stack.
	Send Backward	<b>CTRL+PAGE DOWN</b>	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, spotlights, zoom-n-pans and objects which belong to different layers.

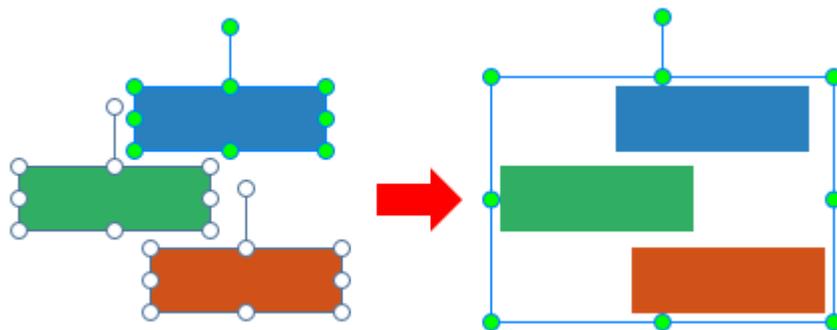
### Grouping Objects

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

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, open the **Format** tab > **Group** > **Group** or the **Home** tab > **Arrange** > **Group**. You can also quickly make a group by pressing the **CTRL+G** hotkey.

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 group time bar. 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. Navigate to the **Properties** pane > **Interactivity** > **General** or double-click the group name in the **Selection** pane.

**Note:**

- Another way to select multiple objects is to drag 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 accidentally select 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**, 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, open 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.

## Removing Objects from Group

ActivePresenter lets you remove some objects out of a group without ungrouping entire that group. Do the following:

1. Select objects that you want to remove.
2. Right-click > **Group** > **Remove from Group** . Alternatively, open the **Format** tab > **Group** > **Remove from Group** or the **Home** tab > **Arrange** > **Remove from Group**.

In the **Timeline** pane, the time bars of the removed objects are placed in separate lines.

## Ungrouping 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 object. To ungroup a group, first select the group. Then, right-

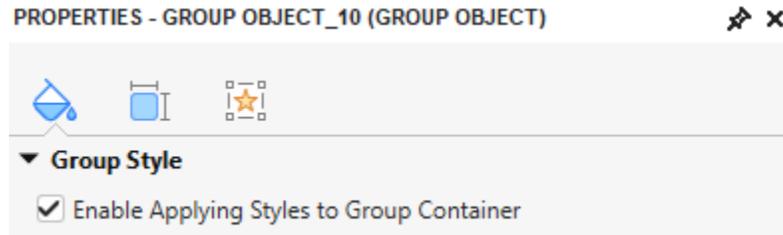
click it > **Group** > **Ungroup** . Alternatively, open the **Format** tab > **Group** > **Ungroup** or the **Home** tab > **Arrange** > **Ungroup**. You can also quickly ungroup objects by pressing the **CTRL+SHIFT+ G** hotkey.

## Group Style

Since version 10, there is a new option named **Group Style** to help you design and style the group objects as you want. Navigate to the **Properties** pane > **Style & Effects** tab > **Group Style**.

### Enable Applying Styles to Group Container

This checkbox changes how style settings work for a group. You can decide to check or uncheck it.



- **Checked (Ticked):** When this box is checked, any style changes you make (like Fill, Line, Shadow, Opacity) will apply to the *group itself*, as if the group is one single object.
  - **Tip:** To see these changes, it's best to add a **Fill** (like **Solid Fill**) to the group.
- **Unchecked (Unticked):** When this box is unchecked, any style changes you make will apply to the *individual objects inside the group*, not the group as a whole.

## Fill

This controls the background color or image of the group (if **Enable Applying Styles to Group Container** is checked).

- **No Fill:** No background color.
- **Solid Fill:** A single, solid color for the background.
- **Gradient Fill:** A smooth blend of two or more colors for the background.
- **Image Fill:** Uses an image as the background for the group.

## Line

This controls the border around the group (if **Enable Applying Styles to Group Container** is checked).

- **No Line:** No border.
- **Solid Line:** A single, solid line as a border.

## Shadow

This adds a shadow effect to the group (if **Enable Applying Styles to Group Container** is checked).

- **No Shadow:** No shadow effect.

- **Custom Shadow:** Allows you to set your own shadow style (color, blur, position).

## Opacity

This controls how transparent or solid the group is.

- **Slider:** Move the slider or type a number (from 0 to 255) to make the group more transparent (lower number) or more solid (higher number).

Rounded Corner (Available when **Enable Applying Styles to Group Container** is checked)

This rounds the corners of the group. You can set how rounded each individual corner is by entering value in the **Top Left, Top Right, Bottom Left, Bottom Right** spin boxes.

The screenshot shows a settings panel titled "Rounded Corner". It contains four spin boxes, each with the value "50" and up/down arrows. The labels for the spin boxes are "Top Left", "Top Right", "Bottom Left", and "Bottom Right". Below the spin boxes is a checkbox labeled "Edit All Corners at Once" which is checked.

- **Edit All Corners at Once:** Check this box to make all four corners equally rounded by changing just one value.

## Changing Group Layout

ActivePresenter also supports **flex layout** and **grid layout** for a group. To change the group layout, do as follows:

1. Select a group.
2. Go to the **Properties** pane > **Size & Properties** > **Container Layout** > select a layout.

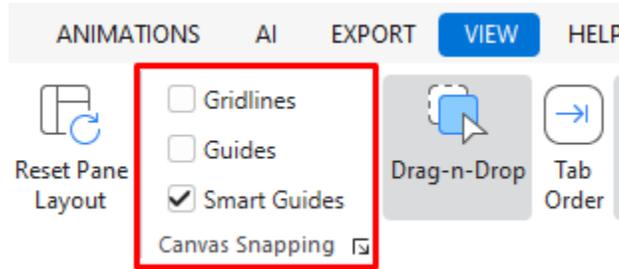
**Note:** After changing the container layout to **Grid** or **Flex**, if the selected container contains less than 2 children, you cannot remove its group layout. That said, you cannot re-switch the container layout to **None**. In that case, ActivePresenter will warn you with a dialog.

## Aligning Objects

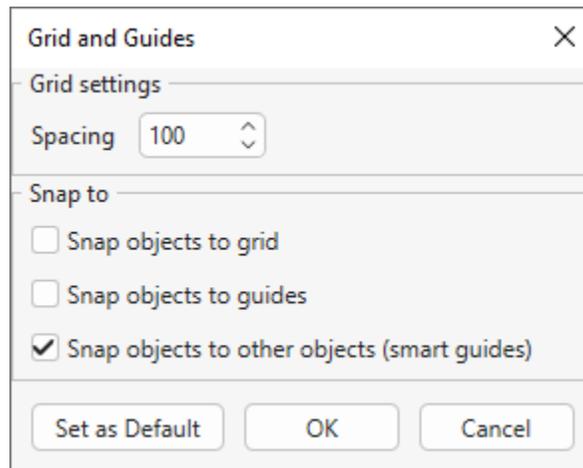
ActivePresenter helps you to align objects quickly and perfectly as you want.

### Aligning Objects Using Grid and Guides

Grid and guides help you place objects precisely in a flash. In the **View** tab, you will realize the **Canvas Snapping** section which includes three checkboxes: **Gridlines**, **Guides**, and **Smart Guides**:

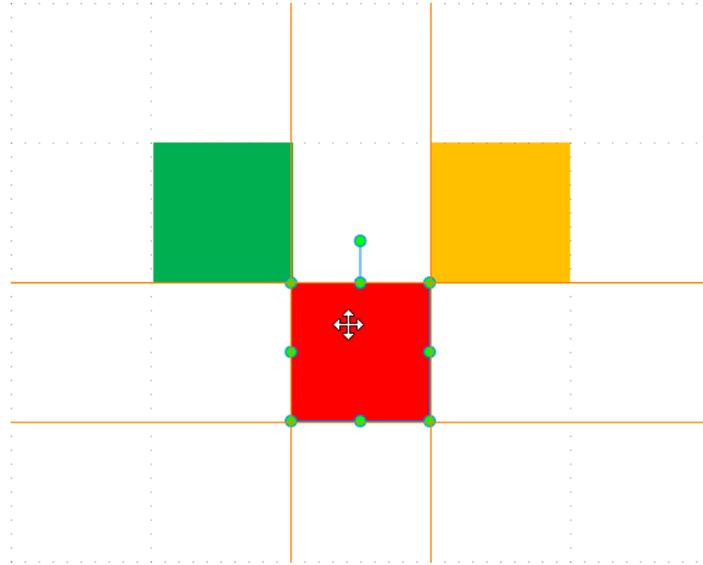


Select or deselect the corresponding checkbox to turn on or off these functions. Besides, if you click on the dialog box launcher at the bottom right corner of this section, the **Grid and Guides** dialog will pop up. Alternatively, right-click on the Canvas, select **Grid and Guides...**



The dialog has two sections including **Grid settings** and **Snap to**:

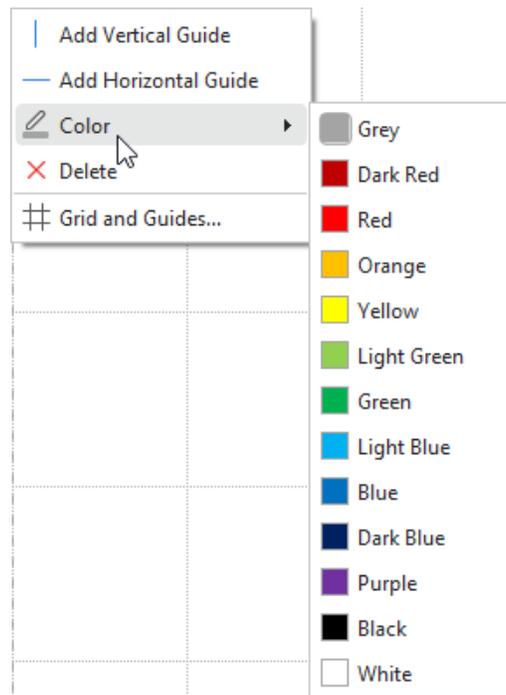
- **Grid settings:** Gridlines are horizontal and vertical dotted lines. Enter a specific number in the range of [10-10000] in this spin box to adjust the spacing between gridlines.
- **Snap to:** This section allows you to show/hide gridlines or guides and enable snapping objects to grid or guides.
  - **Snap objects to grid:** This checkbox functions similarly to the **Gridlines** checkbox in the **View** tab. Select this checkbox to show gridlines and align objects to grid.
  - **Snap objects to guides:** This checkbox is equivalent to the **Guides** checkbox in the **View** tab. Select this checkbox to show drawing guides and align objects to guides. By default, drawing guides include two lines, one is horizontal and the other is vertical. These two lines intersect at the center of the Canvas. They can float over objects.
  - **Snap objects to other objects (smart guides):** This checkbox works the same as the **Smart Guides** checkbox in the **View** tab. Select this checkbox to show smart guides. Smart guides are orange lines that only appear when you drag or reshape objects. They are vertical or horizontal lines through the edge/center of an object or the Canvas. Use them to align an object relative to another object. Or, you can align an object relative to the center/edge of a slide:



You can temporarily disable this function by holding down **ALT** when resizing or moving objects.

Click the **Set as default** button to apply the changes you've made for the next projects.

Note that ActivePresenter supports you in customizing guides. Select a guide, then right-click, you will see the context menu below:

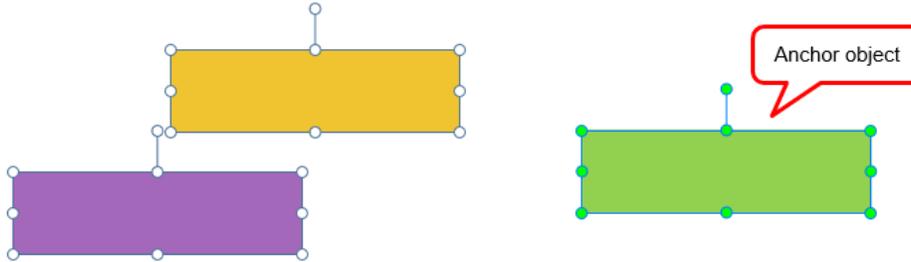


You can change its color by selecting a color from the built-in list. Besides, you can add more vertical or horizontal guides. And drag them to a new position. Alternatively, there is another way to insert additional guides. Just right-click at any position you want on the Canvas and select **Add Vertical Guide** or **Add Horizontal Guide**. The newly added one will appear at the position of the mouse pointer.

## 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 with.
2. Define an anchor object.
3. Right-click it > **Align**. Alternatively, **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.

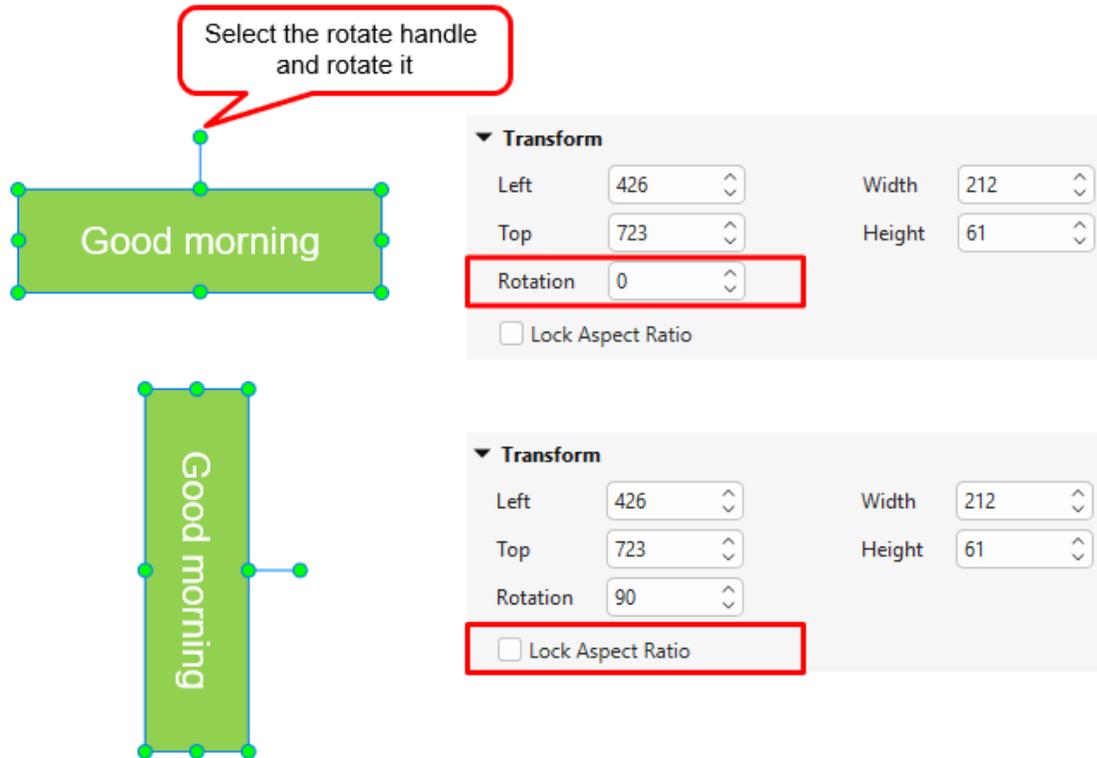
## Rotating Objects

ActivePresenter lets you rotate objects quickly to any angle, to an exact angle or 90 degrees, depending on your needs.

### Rotate Objects to Any Angle

To rotate objects to any angle, do as follows:

1. Select one or more objects.
2. Select the rotating handle, then feel free to rotate it clockwise or counterclockwise.



## Rotate Objects to an Exact Angle by Degrees

To rotate objects to an exact angle by degrees, do as follows:

1. Select one or more objects.
2. Navigate to the **Properties** pane > **Size & Properties** > **Transform** > enter new value to the **Rotation** spin box.

## Rotating Objects 90 Degrees

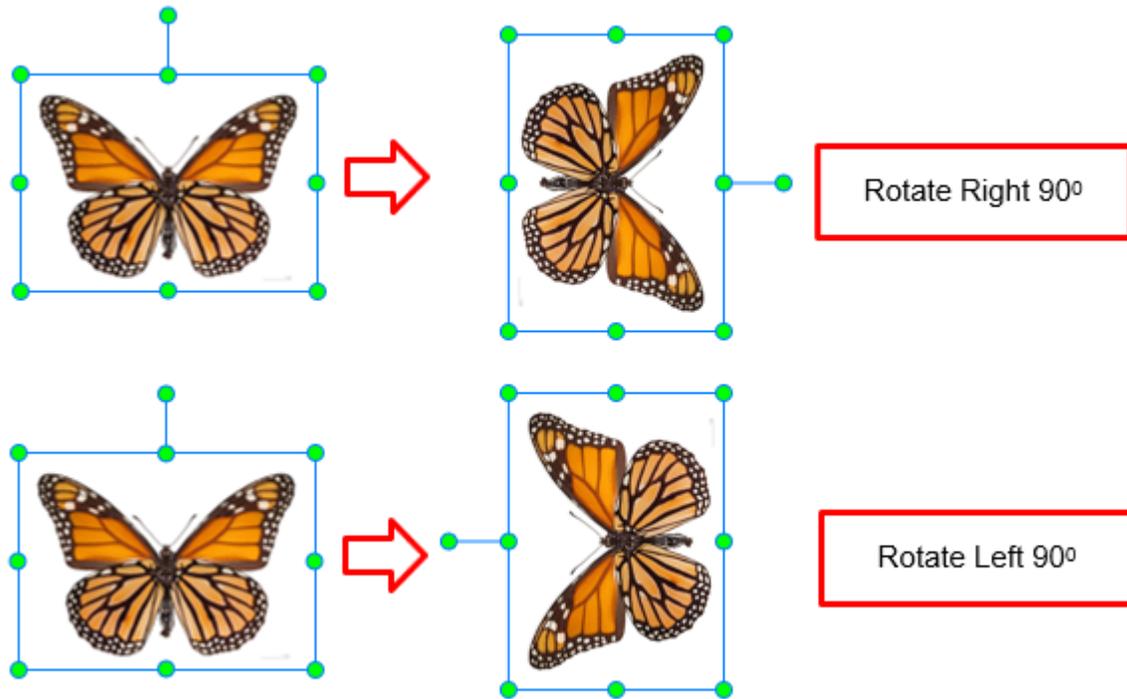
ActivePresenter allows you to rotate objects 90 degrees clockwise or 90 degrees counterclockwise by using rotate commands.

**Note:** The **Rotate** commands are not applicable for spotlight, gesture effects, cursor paths, zoom-n-pan, closed captions and child objects in the grid layout group.

To rotate objects 90 degrees, do as follows:

1. Select one or more objects.
2. Right-click objects > **Rotate** . Alternatively, open the **Format** tab > **Rotate**. Then, select either of the following:

Icon	Command	Function
	Rotate Right 90°	Rotate the selected objects 90 degrees to the right.
	Rotate Left 90°	Rotate the selected objects 90 degrees to the left.



## Flipping Objects

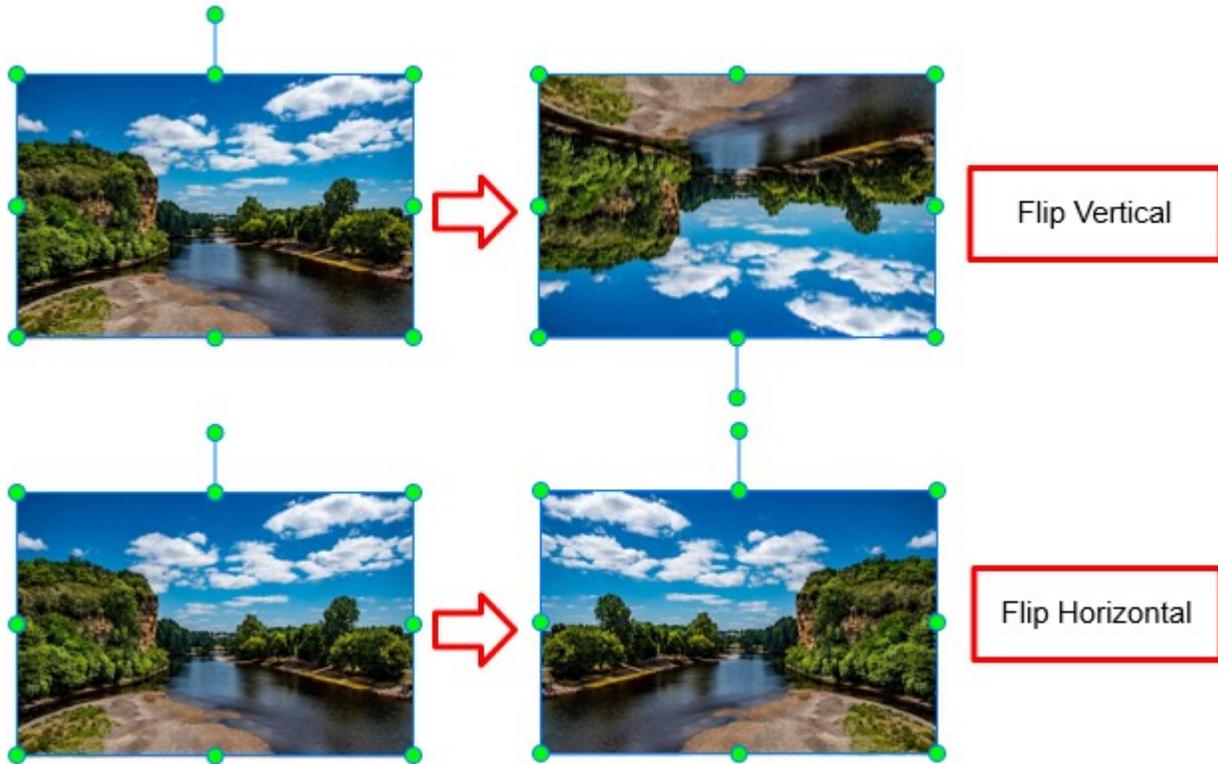
ActivePresenter lets you flip objects vertically or horizontally. When flipping objects vertically, you can see their reversion. Meanwhile, flipping objects horizontally brings a mirror image.

**Note:** The **Flip** commands are not applicable for text inside the objects, groups, gesture effects, charts, tables, cursor paths, zoom-n-pans, and closed captions.

To flip objects, do the following:

1. Select one or more objects.
2. Right-click objects > **Rotate** . Alternatively, open the **Format** tab > **Rotate**. Then, select either of the following:

Icon	Command	Function
	<b>Flip Vertical</b>	Flip the selected objects vertically 180 degrees.
	<b>Flip Horizontal</b>	Flip the selected objects horizontally 180 degrees.



## 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, checkboxes, 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 a built-in state.

## Built-In States

The built-in states of objects are as follows:

- **Normal:** The default, neutral state of an object, shown when it first appears..
- **Hover:** This is how an object looks when being hovered. This state is available for buttons, checkboxes, 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, checkboxes, and radio buttons and is added by default. You don't need to use an action to trigger it.
- **Disabled:** This state is used 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 checkbox or radio button. They are added to checkboxes 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:** How a drag source looks when it's dragged from its location.
- **Drag end:** How a drag source looks after you release the mouse button while dragging.
- **Drag enter:** How a drop area looks when a drag source enters it.
- **Drag leave:** How a drop area looks when a drag source leaves it.
- **Drop correct:** How a drag source or drop area looks when all drag sources are dropped onto the correct drop areas.
- **Drop incorrect:** How a drag source or drop area looks when a drag source is dropped onto the incorrect drop area.
- **Drop accept:** How a drag source or drop area looks when any accepted drag source is dropped onto the drop area.
- **Drop reject:** How a drag source or drop area looks when any rejected drag source is dropped onto the drop area.

## Opening Object States Pane

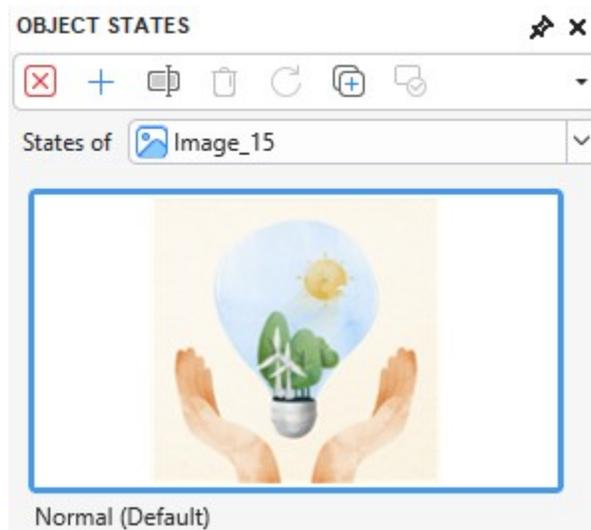
You use the **Object States** pane to manage states. To open this pane, **View** tab > **Object States**. Alternatively, you can select an object that you want to manage its states and click the **Properties** pane > **Interactivity** > **General** > **State View**, or right-click the object > **Object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



## Adding States

An object may have one or several states by default. However, you can add more states to it using the following steps:

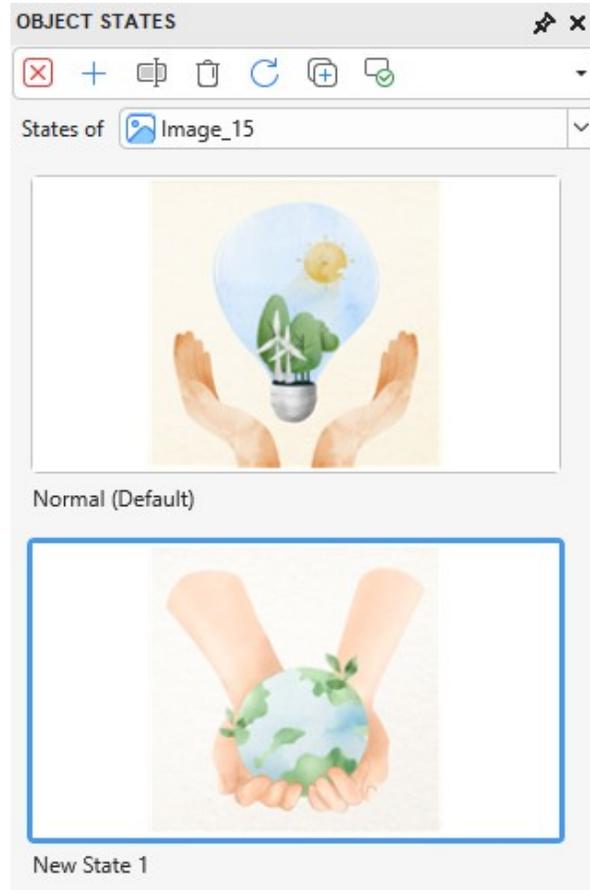
1. Select an object.
2. In the **Object States** pane, click **Edit States** . This enters the state edit mode where all other objects except the selected one are grayed out and unclickable.



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 > 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, select that object directly on Canvas, or switch to it using the **States of** combo box.
7. When you're done adding and editing states, click **Done Editing States**  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.



- To change the state of an image, access the **Properties** pane > **Size & Properties** > **Image** > choose another image from the current project or your computer.
- To change the background image of a state, access the **Properties** pane > **Style & Effects** > **Fill** > **Image Fill**.
- To change the fill, mark, and border of Checkbox and Radio Button, go to the **Format** tab.

All your changes will be saved when you click the **Done Editing States**  button.

As mentioned earlier, if you want to edit the 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, the 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 as Default State** : 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)*

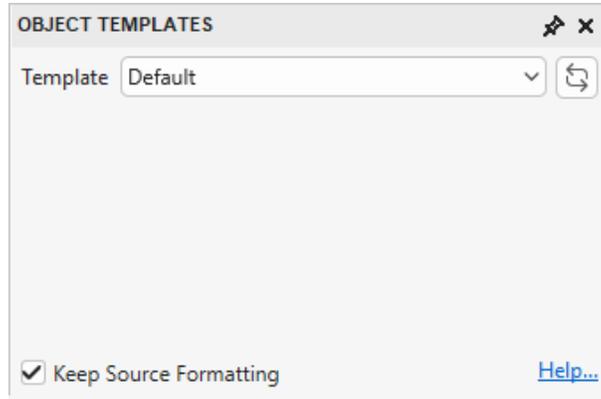
*/Users/<user\_name>/Documents/ActivePresenter Templates (for macOS).*

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 a template. When you want to open this pane, open the **View** tab > **Object Templates**.

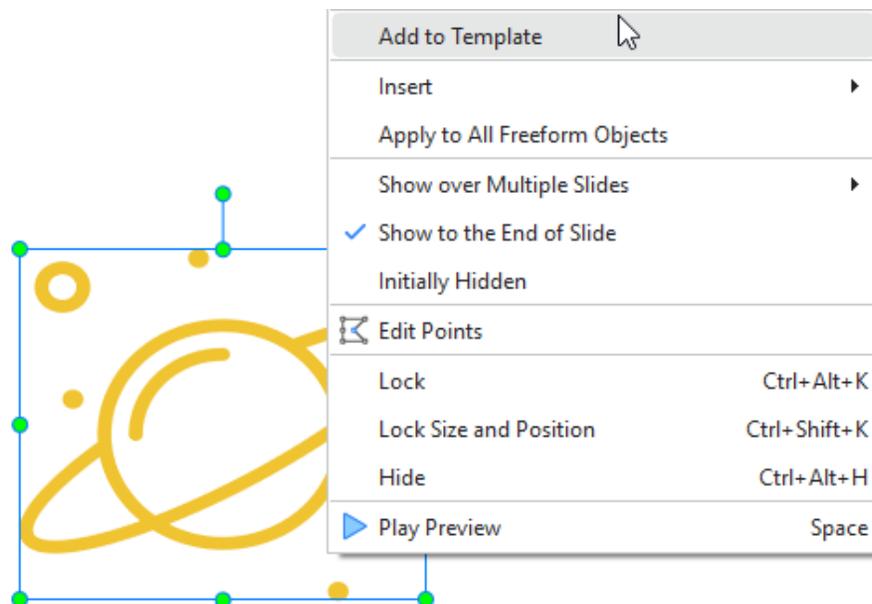


## Adding Objects to Object Templates

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. To delete a template, select it and press **DELETE** or right-click it > **Delete** .

### Note:

- When you add multiple objects to the object template at once, all the selected objects 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 ones.

- 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 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:

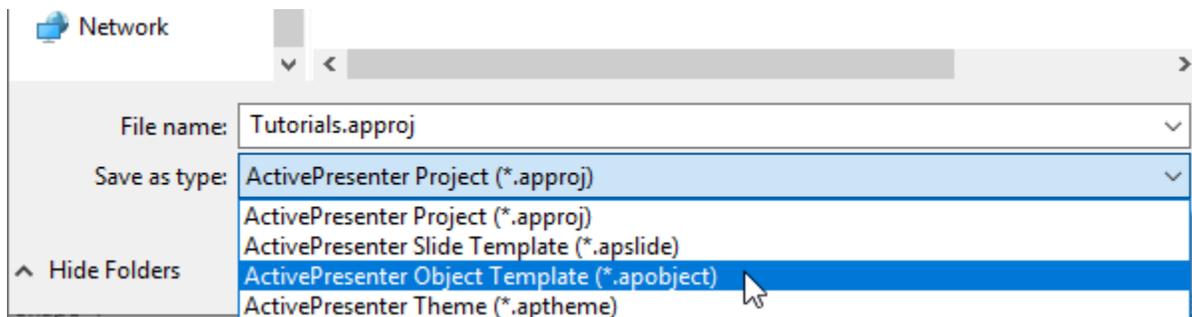
- Double-click a template item.
- Drag and drop a template item onto the Canvas.
- Right-click a template item > **Insert**.

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

## 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 **File** button > **Save** or **Save As....** Next, select ActivePresenter Object Template (\*.apobject) from the **Save as type** drop-down list.

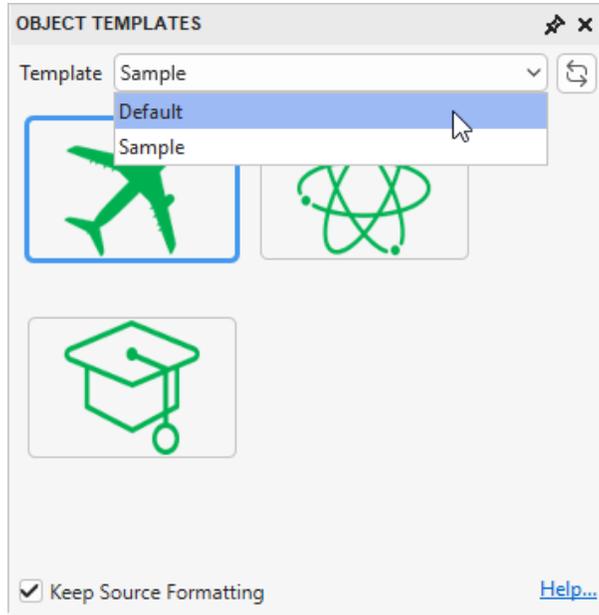


Then, save file in:

(for Windows) *C:\Users\<user\_name>\Documents\ActivePresenter Templates*

(for macOS) */Users/<user\_name>/Documents/ActivePresenter Templates.*

That way, the object template will appear in the **Object Templates** pane.



**Note:** If you 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 newly inserted objects of the same type in the same project. Do either of the following:

- Right-clicking the object > **Set as Default**.
- Go to the **View** tab > **Object Settings**. All changes made to objects in the Object Settings View will be the default settings of all newly inserted objects of that object type in the current project.

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**.

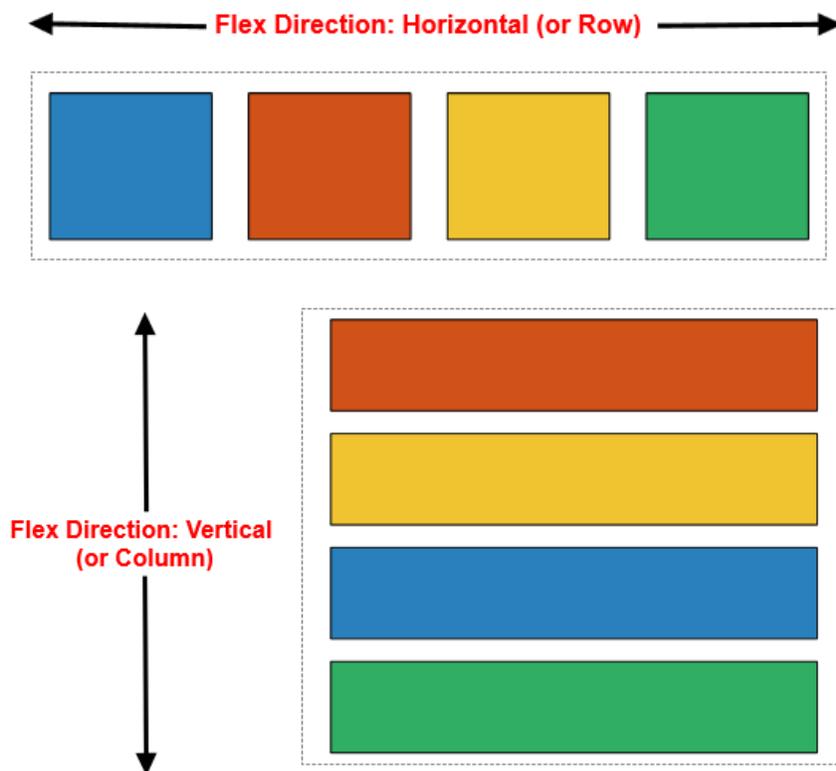
If you save files in *C:\Users\\Documents\ActivePresenter Templates (for Windows)* or */Users/<user\_name>/Documents/ActivePresenter Templates (for macOS)*, the template or theme will appear on the Start Page. Then, use this template or theme to **start a new project**.

# Container

In responsive projects, you can make objects respond to different viewports using the **Transform** properties (go to the **Properties** pane > **Size & Properties** > **Transform**). However, this way may take a lot of effort to make even a simple responsive project as you have to do it manually. In ActivePresenter, there is another way to make it easier is by using a container (flex box or grid box). Objects inserted in a container can be laid out and aligned automatically to adapt to different viewport sizes. Thanks to that, you don't need to change their size and position manually.

## Flex Box Overview

Flex box is a flex container that can hold objects. It is designed as a one-dimensional layout model, which means objects in a flex container can be laid out either horizontally or vertically, but not both.



Flex box offers space distribution among objects. In detail, it allows aligning and distributing space within a container by expanding objects to fill the available space (growing) or shrinking them to prevent the overflow.

## Differences between Flex Box and Grid Box

- Flex box is one-dimensional, grid box is two-dimensional.
- Flex box is content-based, and grid box is container-based. Objects in the flex box can have different sizes within a single row/column but their sizes are predefined in the grid box. That's why flex box is more flexible than grid box and also more complicated.

## Using Flex Box/ Grid Box

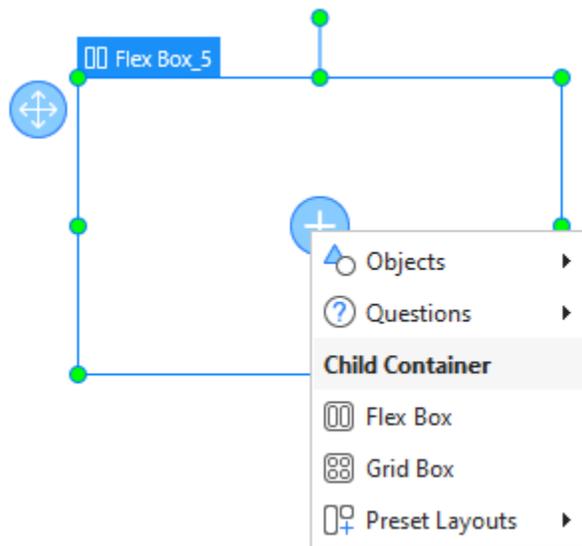
### Inserting Flex Box/ Grid Box

To insert a flex box or a grid box, access the **Home** tab or the **Insert** tab > **Container**  > **Flex Box**  or **Grid Box** .

Alternatively, you can group objects (see **Grouping Objects**), then navigate to the **Properties** pane > **Size & Properties** > **Container Layout** > **Flex** or **Grid**.

### Adding Child Container to Flex Box/ Grid Box

To add more child containers to a flex box or a grid box, firstly, select it > click the plus button  > **Child Container**. Then, insert one of 14 **Preset Layouts**, or click **Flex Box** or **Grid Box** to insert it manually.



### Adding Objects to Flex Box/ Grid Box

Do one of the following ways to add objects to a flex or grid box:

- Select the box > click the plus button  > **Objects** or **Questions** > choose any object or question type from the drop-down list that you want to add.
- Drag any object on the Canvas and drop it into a flex box or a grid box.

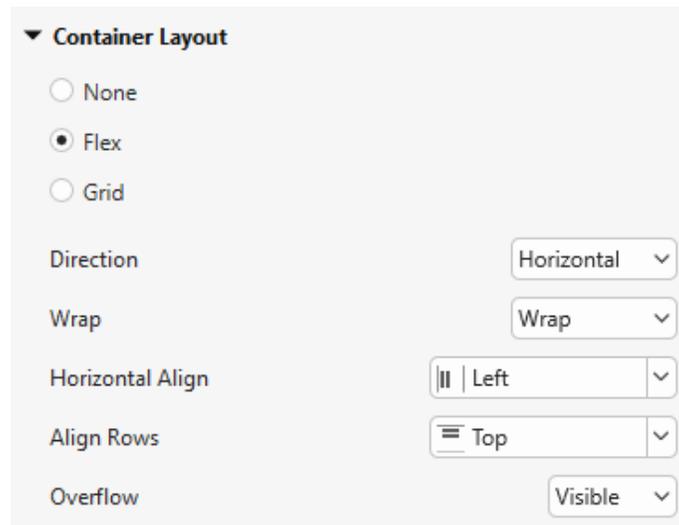
When an object is added to a flex box or grid box, its height will be automatically adjusted to be equal to the box height by default.

### Using Flex Layout

Flex layout is one type of container layout, which is available for a flex box, a slide, or a group of objects. Flex container layout properties can be set differently for different layouts of a responsive project. By default, these properties of each layout in a responsive project are the same and the smaller layout will inherit properties from its larger layout.

However, after making changes to these properties of a small layout, if you are not satisfied with these changes, you can reset it by selecting the container and right-clicking > **Reset Inheritance Layout**.

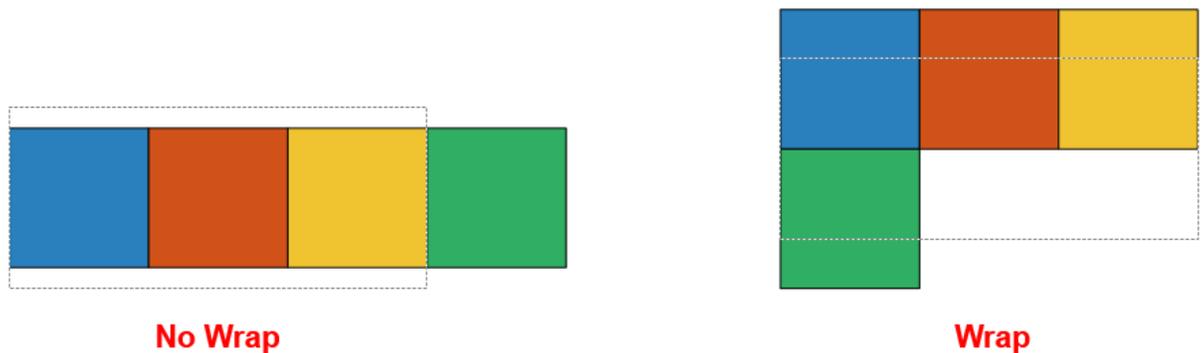
Look at the following image to see all properties of a flex container layout:



- **Direction:** Flex layout will keep objects displaying along a row (in the horizontal direction) or a column (in the vertical direction). Select the direction (either **Horizontal** or **Vertical**) that you want objects to be aligned.
- **Wrap:** Select **No Wrap** or **Wrap** to specify whether objects should be forced into one line or wrapped onto multiple lines.

Note that the wrapping behavior only happens when items in a flex box are too large to display all in one line. In this case, when you select **Wrap**, they will be wrapped onto another line.

Let's look at the below image:

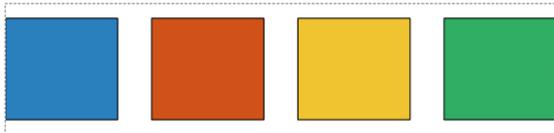


In this example, a flex container holds four shapes (four squares). The width of each square is 100 px, which means the total width of four squares is 400 px. Meanwhile, the width of the flex container holding four squares is only 300 px. As you can see, the total width of four squares is larger than the flex container width. In this case, if you select **Wrap**, four squares will be wrapped onto two lines.

- **Vertical Align/Horizontal Align:** Select one of the following commands for aligning items vertically/horizontally:

Vertical Align	Horizontal Align	Function
----------------	------------------	----------

 <b>Top</b>	 <b>Left</b>	Align items to the top/left of the container if the direction is vertical/horizontal.
 <b>Middle</b>	 <b>Center</b>	Align objects to the middle/center of the container if the direction is vertical/horizontal.
 <b>Bottom</b>	 <b>Right</b>	Align objects to the bottom/right of the container if the direction is vertical/horizontal.
 <b>Space Between</b>	 <b>Space Between</b>	Align the flex items evenly with equal space among rows/columns if the direction is vertical/horizontal. There is no space before the first flex item and after the last flex item.
 <b>Space Around</b>	 <b>Space Around</b>	Align the flex items evenly with equal space among rows/columns.



**Space Between**



**Space Around**

- **Align Columns/Align Rows:** When the **Wrap** option is selected, the flex box allows breaking objects into multiple lines. Use the following properties to align those lines:

Align Columns	Align Rows	Function
 <b>Left</b>	 <b>Top</b>	Align item to the left/top of column/row if the direction is vertical/horizontal.
 <b>Center</b>	 <b>Middle</b>	Align objects to the center/middle of column/row if the direction is vertical/horizontal.
 <b>Right</b>	 <b>Bottom</b>	Align objects to the right/bottom of column/row if the direction is vertical/horizontal.
 <b>Stretch</b>	 <b>Stretch</b>	Stretch the flex items to fill the maximum size of column/row if the direction is vertical/horizontal.
 <b>Space Between</b>	 <b>Space Between</b>	Align the flex items evenly with equal space among rows/columns if the direction is vertical/horizontal. There is no space before the first flex item and after the last flex item.
 <b>Space Around</b>	 <b>Space Around</b>	Align the flex items evenly with equal space among rows/columns.

- **Overflow:** Determine how the content in a flex container is displayed if it overflows the container and whether a scroll bar should appear:
  - **Visible:** The overflow isn't clipped; it renders outside the container. This is the default.
  - **Hidden:** The overflow is clipped; any content that extends beyond the container will be hidden.
  - **Auto:** If the overflow is clipped, a scroll bar will appear and help you view the rest of the content. Note that the scroll bar is scrolled from left to right and from top to bottom in the flex box. Therefore, all items that overflow the left and/or top position of the flex box couldn't be shown.

## Customizing Flex Child in Flex Container

An object or a container added to a flex box is called a flex item or flex child. As its name implies, a flex child can adjust itself to fit the container. In detail, it can grow to fill unused space or shrink to avoid overflowing. Flex child properties are only available for flex container layout. Grid container layout doesn't have those properties.

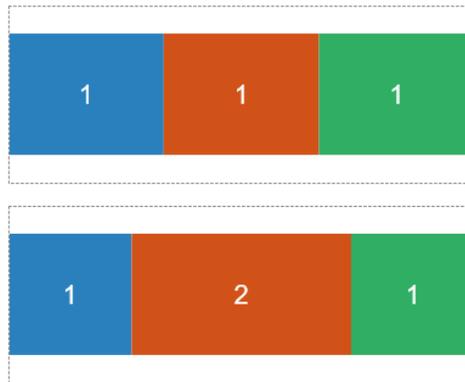
Flex child properties can be set differently for different layouts of a responsive project. By default, these properties of each layout in a responsive project are the same and the smaller layout will inherit properties from its larger layout. However, after making changes to these properties of a small layout, if you are not satisfied with these changes, you can reset it by selecting the container and right-clicking > **Reset Layout Inheritance**.

To set the properties of a flex child, select it, then navigate to the **Properties** pane > **Size & Properties** > **Flex Child**, you can see its properties as below:

Flex Child	
Width	Auto
Height	Auto
Lock Aspect Ratio	None
Grow	1
Shrink	1
Horizontal Align	Stretch
Left Margin	0
Right Margin	0
Top Margin	0
Bottom Margin	0

- **Width:** Define the base width of a flex child by percentage, pixel, or auto. Auto means that the base width is based on the object content. The content can be either text if the object is a shape or the total base width of children if the object is a nested flex box.
- **Height:** Define the base height of a flex child by percentage, pixel, or auto. Auto means that the base height is based on the object content. The content can be either text if the object is a shape or the total base height of children if the object is a nested flex box.

- **Lock Aspect Ratio:** Select **Width** or **Height** to maintain the aspect ratio of a flex child according to its width or height respectively. In case you select **None**, its aspect ratio isn't locked, which means you can freely resize both the width and the height.
- **Grow:** Define how the free space of the flex box is distributed to its children. Specify the value from 0 - 100. If the value is equal to 0, a flex child keeps its base size. If the value is greater than 0, depending on the **Direction** set in its flex container, a flex child will be grown in width or height to occupy the free space in the flex container. The higher value the **Grow** property has, the more space the object will occupy. Check out the below image:



In this example, the **Grow** value of all squares in the first image is equal to 1, therefore they have the same space. Meanwhile, in the second image, the **Grow** value of the orange square is equal to 2, hence, it has double space in comparison to the blue and green squares.

- **Shrink:** When the total base size of objects is greater than the container size, objects should be shrunk to fit the container. Specify the value from 0 - 100. If the value is equal to 0, a flex child keeps its base size. If the value is greater than 0, depending on the **Direction** set in its flex container, a flex child will be shrunk in width or height to fit the container. The higher value the **Shrink** property has, the more the object will be shrunk.
- **Horizontal Align:** This property only appears when the **Direction** in a flex container is set to **Vertical**. Select one of four options (**Left** | |, **Center** | |, **Right** | |, **Stretch** | |) to align a flex child horizontally.
- **Vertical Align:** This property only appears when the **Direction** in a flex container is set to **Horizontal**. Select one of four options (**Top** | |, **Middle** | |, **Bottom** | |, **Stretch** | |) to align a flex child vertically.
- **Left Margin:** Adjust the margin on the left side.
- **Right Margin:** Adjust the margin on the right side.
- **Top Margin:** Adjust the margin on the top.
- **Bottom Margin:** Adjust the margin on the bottom.

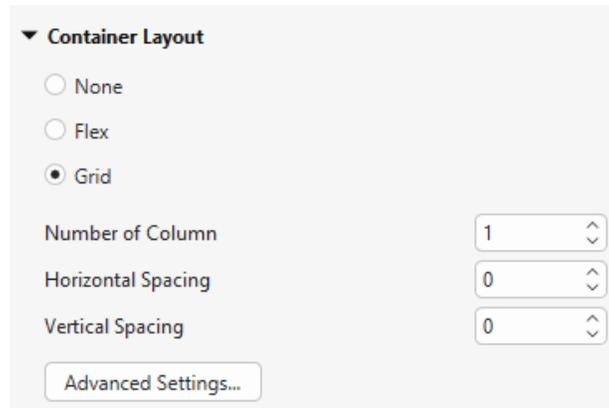
## Some Tips for Using Flex Box

- In some browsers, for example, Safari, the height using percentage is not working very well, therefore, try to use grow/shrink if you can.
- As mentioned above, the flex box deals with the layout in one dimension at a time. Therefore, if you want to create a two-dimensional layout, you can nest a flex container inside another one (which is known as a nested flexbox).
- The **Auto** unit may cause the width or height of objects to be 0, which may be quite hard to edit. In this case, you can fix object size by pixel then change it to auto later.

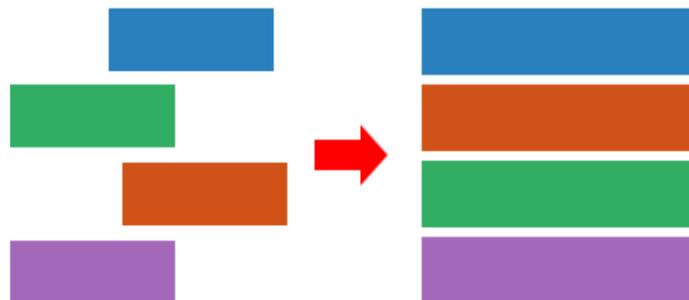
- If you want to separate the container into equal parts, change flex child width/height to 0% then adjust the **Grow** property as you want.

## Using Grid Layout

Grid layout is one type of container layout, which is available for a grid box, a slide, and a group. If the container layout is set to **Grid**, objects in that layout will be arranged in a grid pattern. The grid layout ignores the original size of all the objects in a box and assigns a fixed size to all of them.

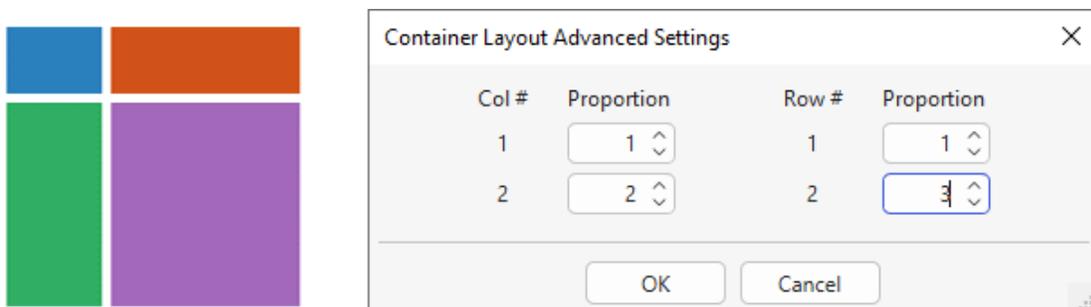


The grid size is defined by the number of columns, horizontal spacing between columns, and vertical spacing between rows. Change the values for these parameters if needed. The number of rows will be automatically counted based on the number of child objects and columns.



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.



# Annotation Objects

Annotation objects are objects commonly used to add further notes, comments, explanations, or information. Annotation objects in ActivePresenter can be shapes, text captions, videos, audio, and more.

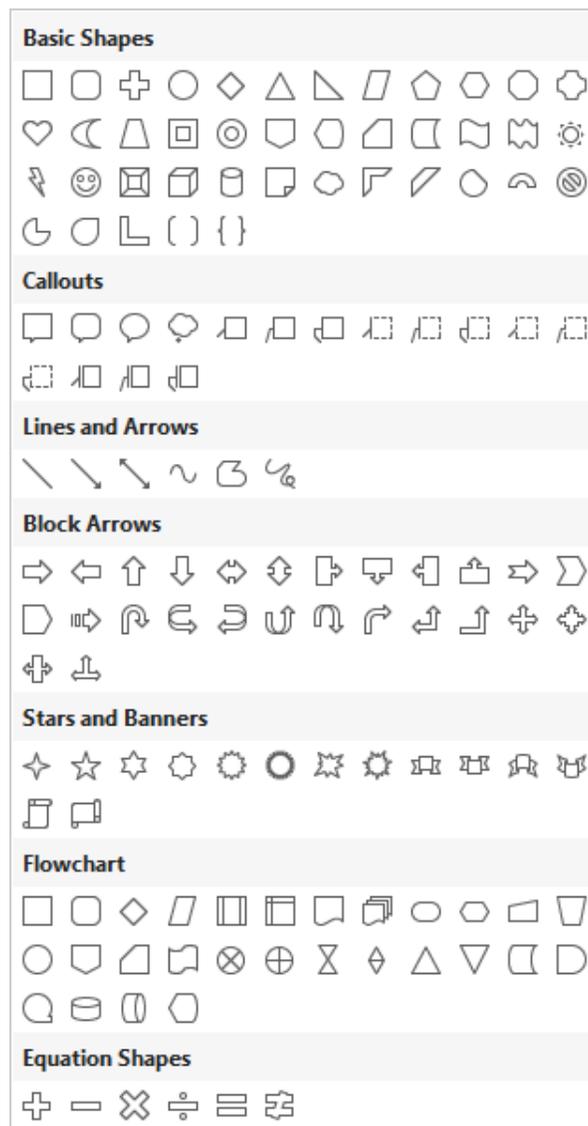
Take a look at the following table to see all types of annotation objects:

Object	Icon	Usage
<b>Shapes</b>		Insert a shape on/around a point of interest.
<b>Text Caption</b>		Insert text to explain content.
<b>Spotlight</b>		Overlay a display area with a dark screen, allowing only a certain area to be fully visible.
<b>Equation</b>		Insert common math equations or build up your own equations using a library of symbols and structures.
<b>Icons</b>		Insert an icon into a slide.
<b>Gesture Effects</b>		Insert a widget that shows how users interact with a target object on a touch screen.
<b>Footer</b>		Insert date, slide number, and text into the bottom of a slide.
<b>Chart</b>		Insert a chart type into a slide to illustrate your data.
<b>Table</b>		Insert a table into a slide.
<b>Image</b>		Insert an image into a slide.
<b>Audio</b>		Insert an audio track into a slide.
<b>Video</b>		Insert a video or a webcam recording into a slide.
<b>YouTube Video</b>		Embed a YouTube video within a slide.
<b>Web Object</b>		Embed a webpage within a slide.

<b>3D Model</b>		Insert a 3D model into a slide.
<b>Cursor Path</b>		Handle mouse movements and clicks to simulate user actions.
<b>Zoom-n-Pan</b>		Zoom in a virtual camera on a specific part of the screen to show it in more detail.
<b>Closed Caption</b>		Insert a closed caption into a slide. Users can control whether to show or hide closed captions on the screen.

## Shapes

Since version 10 of ActivePresenter, shapes are divided into 7 groups, including **Basic Shapes**, **Callouts**, **Lines and Arrows**, **Block Arrows**, **Stars and Banners**, **Flowchart**, and **Equation Shapes**.



## Inserting Shapes

To insert a shape, open the **Insert** tab or the **Home** tab > **Shapes** > select one shape.

As soon as you select a shape, the cursor turns into a crosshair . Click anywhere on the Canvas to insert that shape, or drag the mouse to draw that shape on the Canvas.

The initial format of a shape is determined by the **theme** you are using for your project. To change its default format, open the **Format** tab, the **Home** tab, or the **Style & Effects** tab in the **Properties** pane. See **Changing Style and Effects** for more details.

Besides, you can customize shapes in your own way. For example, you can reposition, resize, edit, add text to shapes, or even switch from one shape to another. Do as follows:

- **Reposition:** Simply drag a shape to a new position on a slide. Or, select a shape and navigate to the **Properties** pane > **Size & Properties** > **Transform** > enter specific values in the **Left** and the **Top** spin boxes.
- **Resize:** Drag the resizing handles to resize a shape. Alternatively, select a shape and navigate to the **Properties** pane > **Size & Properties** > **Transform** > enter specific values in the **Width** and **Height** spin box.

If a shape contains a pointer, you can make it point anywhere by dragging the diamond symbol . 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.

- **Edit:** Right-click on a shape > **Edit Points** . Then, you can edit it in the same way as you edit a **freeform drawing**.
- **Add text:** Click inside a shape to add text. You can also right-click on a shape > **Edit Text**. Or, click on a shape and press **F2** on your keyboard. After adding text to a shape, you can use commands in the **Home** tab or in the inline text editor to format text.
- **Switch to another shape:** Select a shape, open the **Format** tab > **Change Shape** > select a new shape type. Note that once you edit points of a shape, then it becomes a freeform. At that time, you cannot change to another shape in the **Format** tab anymore.

After customizing a shape, if you want to apply its current format to all new shapes in the same project, just select the shape and right-click on it > **Set as Default Shape**. That way, the format of the selected shape will be set as default. That means each time you insert a new shape in the current project, a new shape will inherit the format from the default shape.

## Drawing Freeform

Instead of using ready-made shapes, you can draw your own ones using the following drawing tools: **Line**, **Curve**, **Freeform: Shape**, or **Freeform: Scribble**.

### Lines

To draw a straight line, open the **Insert** tab or the **Home** tab > **Shapes** > **Lines & Arrows** > **Line** . As soon as you select **Line**, the cursor changes into a crosshair . Click anywhere on the Canvas to set the start point. Then, move the mouse without releasing the mouse button to form a line. Finally, to set the end point for a line, simply release the mouse button.

Note that ActivePresenter allows you to draw a 0, 30, 45, 60, 90, 120, 135, 150, or 180-degree line precisely. To do that, just hold down **SHIFT** when moving the mouse. Note that this action must be performed before releasing the mouse button. Otherwise, it will not work.

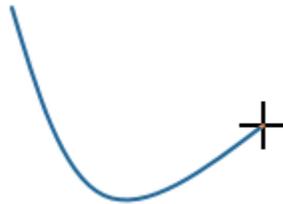


## Curves

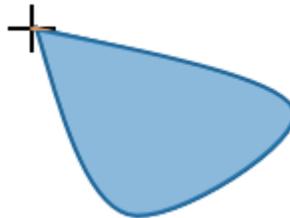
To draw a curve, open the **Insert** tab or the **Home** tab > **Shapes** > **Lines & Arrows** > **Curve** . As soon as you select **Curve**, the cursor changes into a crosshair . Click anywhere on the Canvas to set the start point. Then, move the mouse to a different position to form a line.

To curve the line, just click the mouse button, then continue moving the mouse to form a curve. Note that each click adds a new turn to the curve.

Finally, to set the end point for a curve, simply double-click or right-click on a desired position on the Canvas.



Note that a curve can be open or closed. If you want to form a closed curve, move the mouse to the start point and click to set the end point.

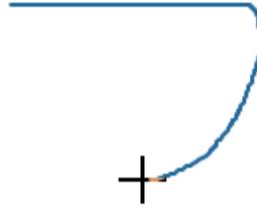


## Freeform Shapes

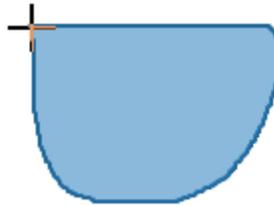
The **Freeform: Shape** tool has a dual capability as it allows drawing both straight and freeform lines.

To use this tool, open the **Insert** tab or the **Home** tab > **Shapes** > **Lines & Arrows** > **Freeform: Shape** . As soon as you select it, the cursor changes into a crosshair . Click anywhere on the Canvas to set the start point.

Next, release the mouse button, move the mouse, then click elsewhere on the Canvas if you wish to draw a straight segment. Otherwise, keep holding down the mouse button when moving the mouse, then click, you can draw a freeform segment. You can alternate between straight and freeform segments within a shape.



Similar to a curve, a freeform shape can be open or closed. If you want a closed freeform shape, move the mouse to the start point, then click to set the end point.



### Freeform Scribbles

The **Freeform: Scribble** tool is almost similar to the **Freeform: Shape** tool. However, there is one distinct difference between them. That is, once you start drawing a scribble, you have to keep holding down the mouse button until you finish. The point where you release the mouse button will be the end point of your drawing.

To use this tool, open the **Insert** tab or the **Home** tab > **Shapes** > **Lines & Arrows** > **Freeform: Scribble** . As soon as you select it, the cursor changes into a crosshair . Click anywhere on the Canvas to set the start point. Then, move the mouse without releasing the mouse button to draw the shape. The point where you release the mouse button will be the end point of your drawing.



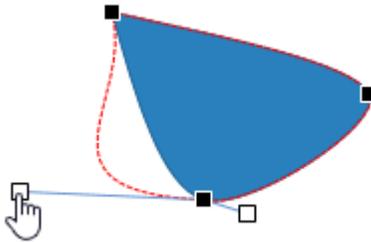
If you want an open scribble, just release the mouse button at any time. Otherwise, move the mouse to the start point and release it to get a closed scribble.



## 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 the end of each line segment. When you select an anchor point, two blue handles appear with two **control points** (white squares) at their ends.

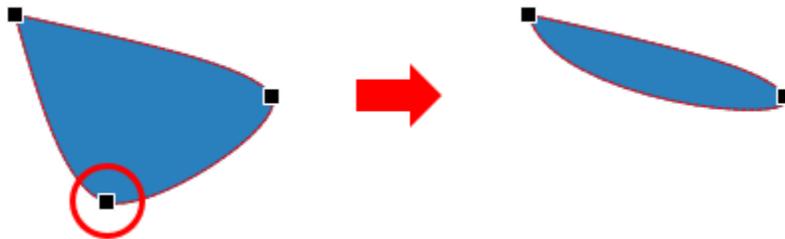
You can click and drag an anchor point to sharpen or smooth a corner or a curve. Alternatively, simply drag a control point. A red dashed line will appear immediately to indicate the change.



## Adding and Removing Anchor Points

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

- **Adding an anchor point:** Click on anywhere in the red dashed line then drag it to the desired position. Or right-click a segment between two existing anchor points > **Add Point**.
- **Removing an anchor point:** Hold down **CTRL** and click an anchor point to remove it. Alternatively, right-click an anchor point > **Delete Point**. The selected anchor point will disappear, making the shape change accordingly.

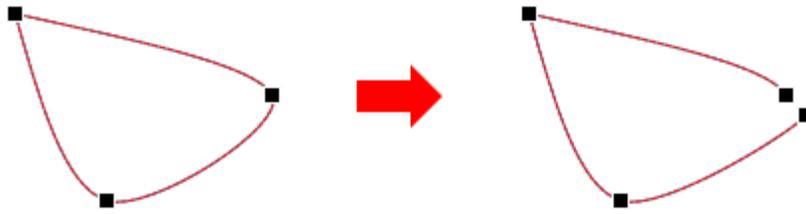


## Opening and Closing Paths

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

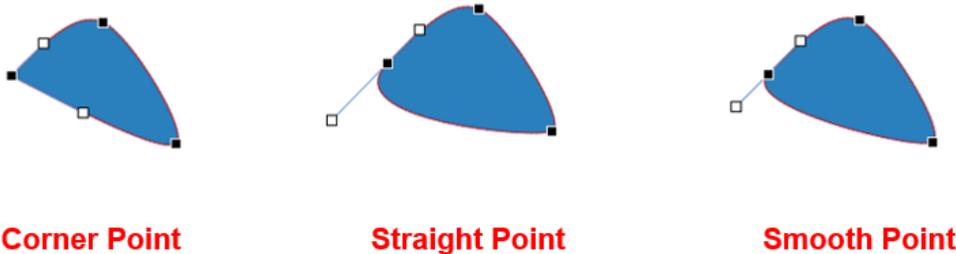


Otherwise, select **Open Path** to open a closed shape right at the selected point.



## Changing Point Types

In the edit mode, right-click on an anchor point and select one of the following options: **Corner Point**, **Straight Point**, or **Smooth Point**.



- **Corner Point:** The two blue handles with control points go in different directions. This is the default mode.
- **Straight Point:** The two blue handles with control points go in the opposite direction (180 degrees) from each other.
- **Smooth Point:** The two blue handles with control points go in the opposite direction (180 degrees) from each other. Also, two control points are positioned at the same distance away from the anchor point.

## Making Straight Segments

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

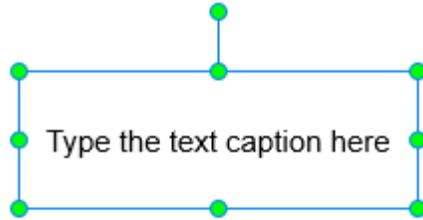
## Ending Edit Point

Once you finish editing, click outside a shape to exit the edit mode. Or, right-click anywhere in the red dashed line and select **Exit Edit Point**.

## Text Caption

Text caption is a rectangle shape that can contain multiple lines of text. You can use text captions to provide extra information or explain important concepts.

To insert a text caption, open the **Insert** tab > **Text Caption** . To add text to text caption, click on the default text to open the inline text editor, then enter text.



Text caption is a variant of shapes in which only text is seen while its **Fill** and **Line** properties are invisible by default. Therefore, all properties of **shapes** are applied to text captions. You can also customize the text caption in the same way you customize shapes.

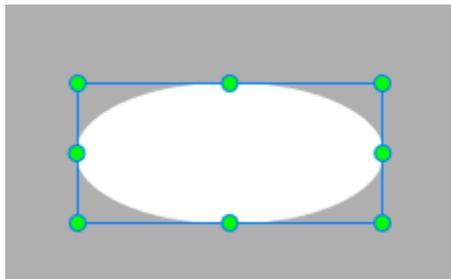
Especially since version 10, when working with text caption, you can quickly begin editing by simply typing once the object is selected. To navigate between text objects, use the **Tab** key to move to the next editable object, or **Shift + Tab** to go back to the previous one. When you're finished editing text, press the **Esc** key to exit text editing mode.

**Note:** This new editing behavior is also applied to any objects in ActivePresenter that allow editing texts like shapes or icons.

## Spotlight

Spotlight retains the original brightness of a particular area and darkens the rest of the screen. It helps to create an effect like you are watching a dark screen while a searchlight is sweeping through a particular area of the screen. Therefore, the spotlight comes in handy to draw the audience's attention to even a tiny part of the screen.

To insert a spotlight, open the **Insert** tab > **Spotlight** . By default, only the oval shape maintains the original brightness while the rest of the slide is darkened.



In ActivePresenter, the spotlight is also a shape, hence, all properties of **shapes** are applied to the spotlight. You can customize the spotlight in the same way as you customize shapes. However, there are two exceptions:

- In the **Properties** pane, the **Fill** section in the **Style & Effects** tab shows the fill properties of the outside area (outside the oval shape).
- Spotlight object doesn't have the rotation property.

## Equation

Built-in equations in ActivePresenter allow you to insert them into a slide quickly. Besides, with a rich library of symbols and structures, you can create a new equation easily as well as edit built-in equations in the way you want. It's also possible to copy equations from Microsoft Office and paste them into ActivePresenter.

## Inserting Built-In Equations

To insert a built-in equation, in the **Insert** tab or the **Home** tab, click the drop-down arrow of the **Equation** button, then select an equation you want from the list.

**Area of Circle**

$$A = \pi r^2$$


---

**Binomial Theorem**

$$(x + a)^n = \sum_{k=0}^n \binom{n}{k} x^k a^{n-k}$$


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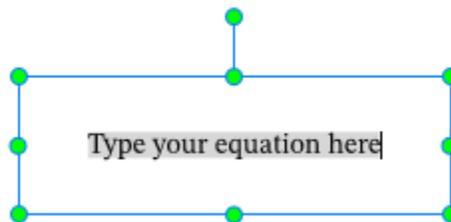
**Expansion of a Sum**

$$(1 + x)^n = 1 + \frac{nx}{1!} + \frac{n(n-1)x^2}{2!} + \dots$$

After that, the equation will be inserted into a slide. At the same time, the **Equation** tab appears in the tabbed toolbar. This tab contains symbols and structures that you can use to customize your equation.

## Writing and Editing Equations

Apart from the ability to insert built-in equations, ActivePresenter assists you in writing a brand new equation from scratch. To do that, in the **Insert** tab, click the **Equation** button  $\Pi$ . Then, a placeholder where you can build up a new equation is inserted into a slide. At the same time, the **Equation** tab appears in the tabbed toolbar.

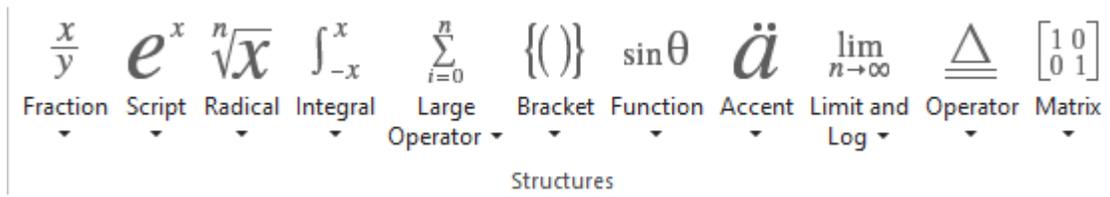


Do one of the following:

- Click the **Equation** button  $\Pi$  at the top-left corner to insert a built-in equation and customize it as you want.
- Insert math-related symbols from the **Symbols** group into the placeholder. To see more symbols, click the arrow at the bottom-right corner of the gallery.



- Insert built-in structures from the **Structures** group into the placeholder. Then, replace small dotted-line boxes with symbols selected from the **Symbols** group.

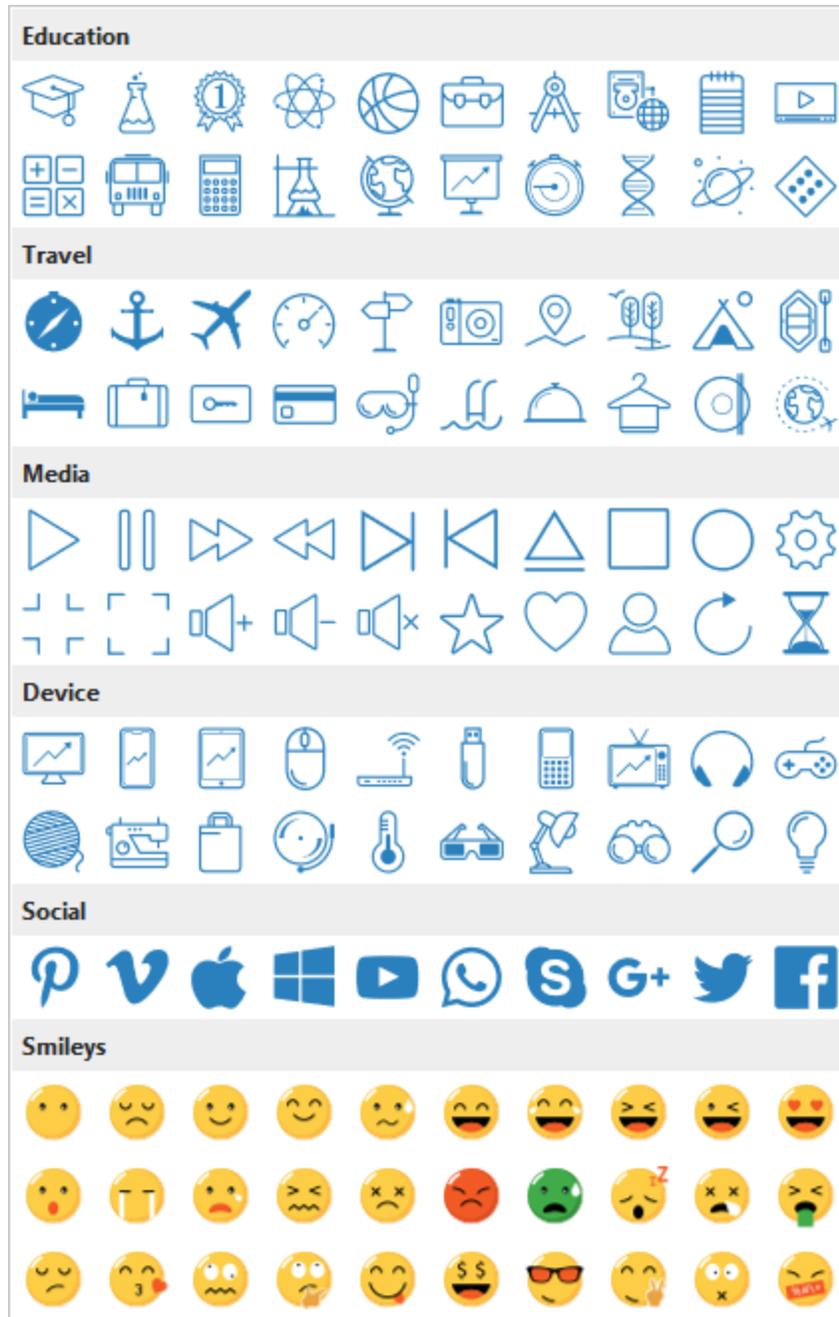


- To edit an equation on a slide, just click the equation, open the **Equation** tab, then replace the current structures or symbols with new ones.

## Icons

Using icons is a good way to add visuals to your presentation. Icons are illustrative vector files that 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, open the **Insert** tab > **Icons**  > select an icon.

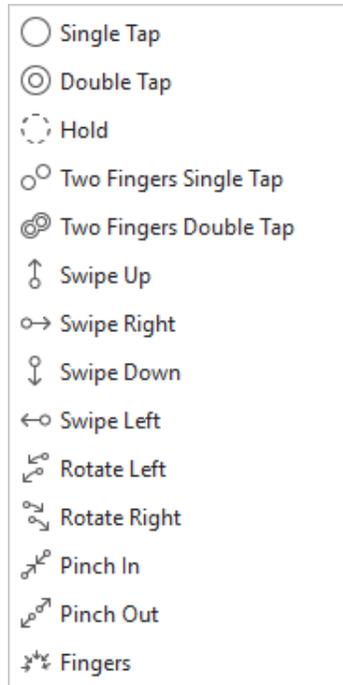


Note that some icons are actually groups of freeform shapes, so you can edit them in the same way as how you edit **groups**. An icon is also a variant of shapes. Hence, all properties of shapes are applied to icons. You can also customize icons in the same way you customize shapes.

## Gesture Effects

Gesture effects are mostly used in the demonstration mode to simulate how users interact with a target object on a touch screen. A gesture effect looks like an animated GIF image.

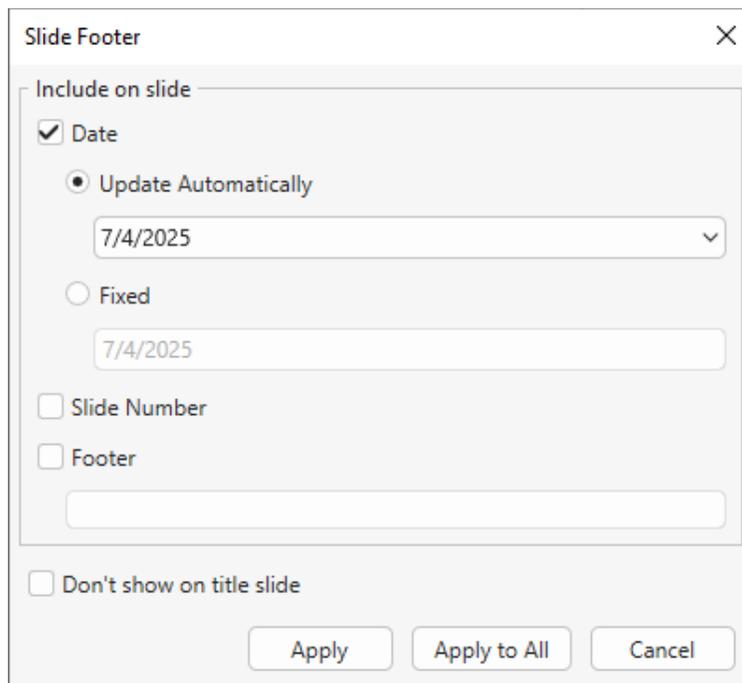
To insert a gesture effect, open the **Insert** tab > **Gesture Effects**  > select an effect from the list.



To change a gesture effect, navigate to the **Properties** pane > **Size & Properties** > **Gesture Effects** > select a new gesture effect from the **Type** drop-down list. Note that gesture effect objects don't have the rotation property.

## Footer

Footer allows you to add dates, slide numbers, and text to the bottom of a slide. To insert a footer, open the **Insert** tab > **Footer** . A **Slide Footer** dialog appears as follows:



- **Date:** Add the date to the bottom-left corner of a slide.
  - **Update Automatically:** Automatically add the current date each time you open or print the project.
  - **Fixed:** Add a fixed date.
- **Slide Number:** Add slide numbers to the bottom-right corner of a slide.
- **Footer:** Add text to the bottom center of a slide.
- **Don't show on title slide:** Don't show the footer on the title slide.
- Click **Apply** to add a footer to the current slide. Click **Apply to All** to add a footer to all slides in a project.

## Chart

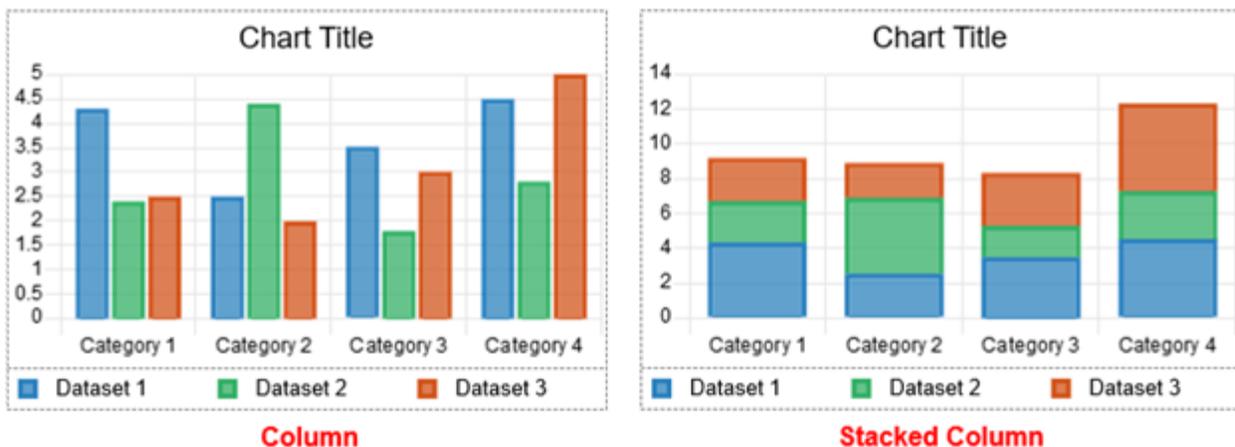
Using charts is a great way to illustrate your numerical or statistical data visually. That makes it easier to interpret data, hence retaining viewers' interests. You can represent your data through symbols such as columns, lines, bars, and more.

### Chart Overview

ActivePresenter supports up to 10 major chart types with variations on each type.

#### Column Charts

Column charts can be used to illustrate data changes over time or comparisons among items or categories. A column chart presents data in rectangular vertical bars whose heights are proportional to the values. In which, categories and values are correspondingly distributed on the horizontal axis and the vertical axis. There are two types of column charts: **Column** and **Stacked Column**.

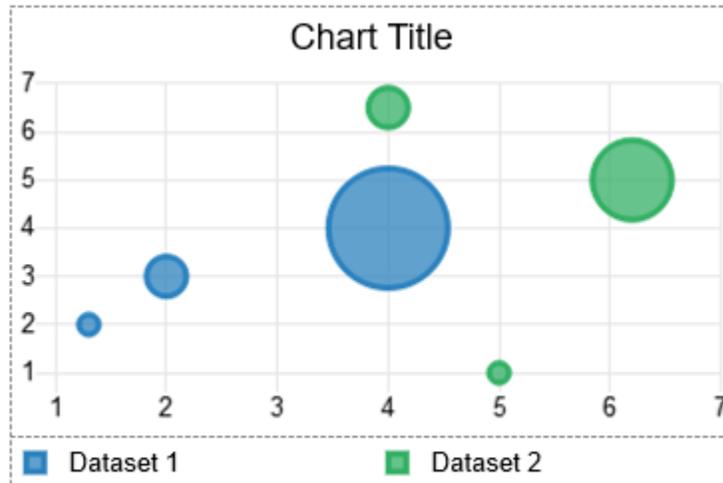


- The **Column** chart type: Compares individual data values in the same category or across categories, and displays them vertically.
- The **Stacked Column** chart type: Compares the total of data values across categories as well as shows the relative contribution of each data value to the total by displaying values in vertical stacks.

## Bubble Charts

Bubble charts are used to visualize data in three dimensions simultaneously, and present data points with bubbles. The first two dimensions correspond to horizontal (X) and vertical (Y) axes that define the location of bubbles. Meanwhile, the third dimension is reflected in the bubbles' sizes.

There is one type of bubble chart: **Bubble**.

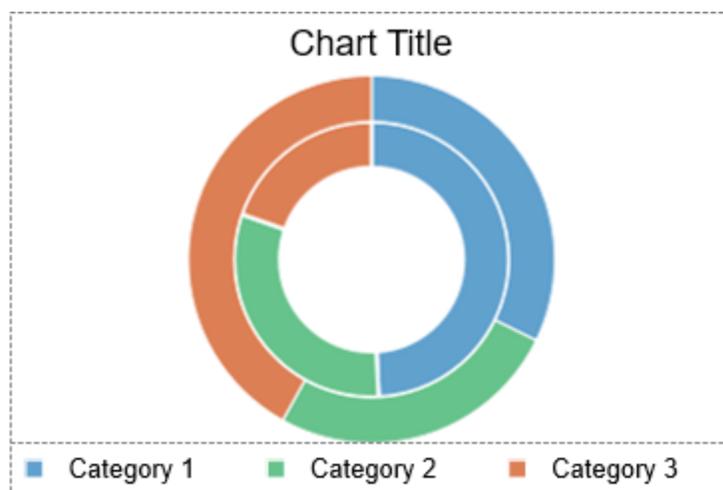


**Bubble**

## Doughnut Charts

Doughnut charts can help compare proportions between categorical data as well as express the “part-to-whole” relationship. A doughnut chart displays data arranged in rings where each ring represents a dataset counting 100% in total. Each segment’s size in a ring corresponds to the proportion of each category. Note that a doughnut chart can contain more than one dataset.

There is one type of doughnut chart: **Doughnut**.

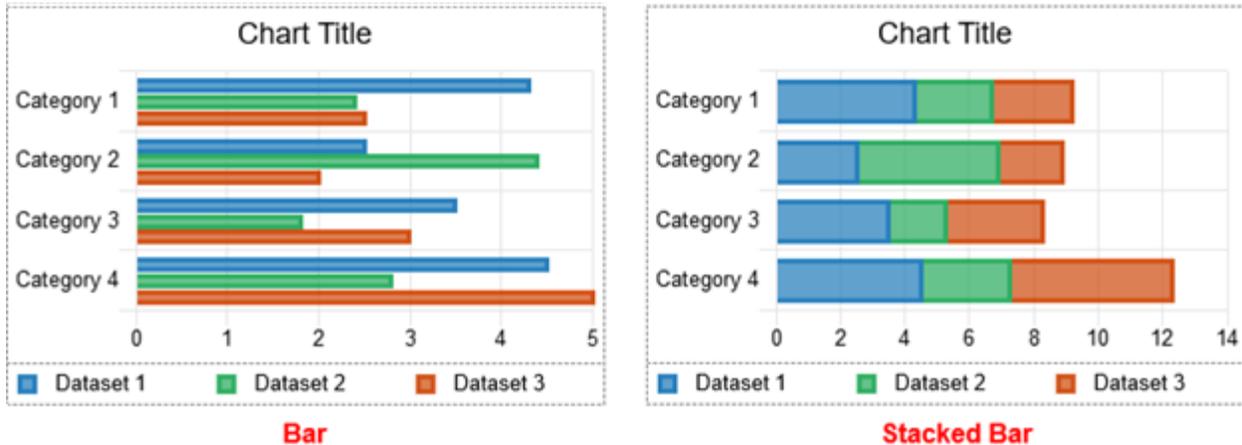


**Doughnut**

## Bar Charts

Bar charts are ideal for showing trend data or comparisons among items or categories when there are a great number of categories. A bar chart plots data in rectangular horizontal bars whose lengths are proportional to the values. In which, categories are organized along the vertical axis and the values along the horizontal axis.

There are two types of bar charts: **Bar** and **Stacked Bar**.

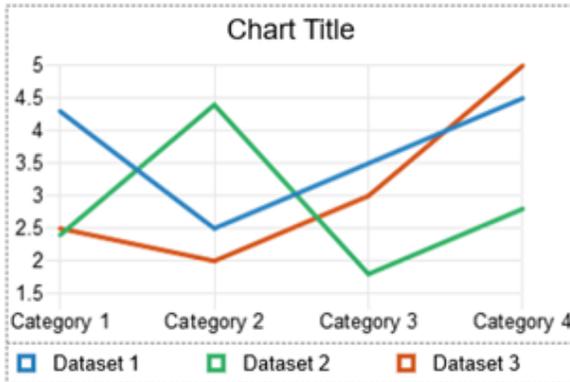
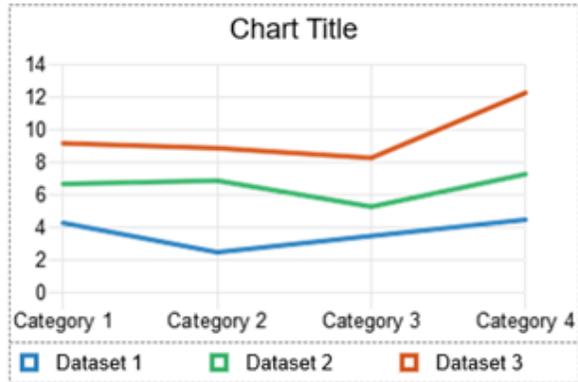
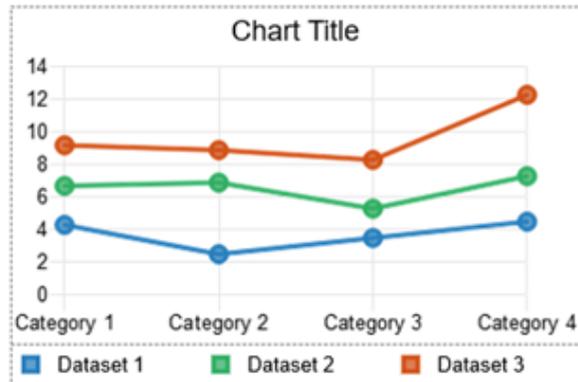
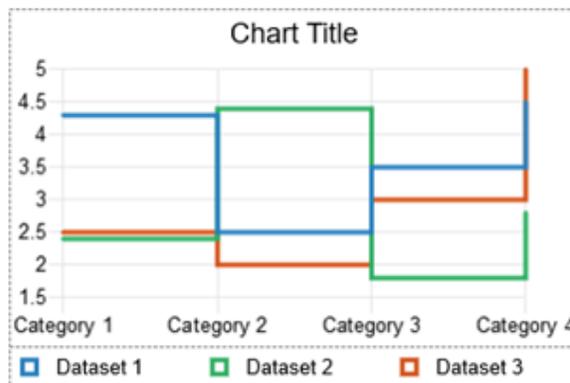
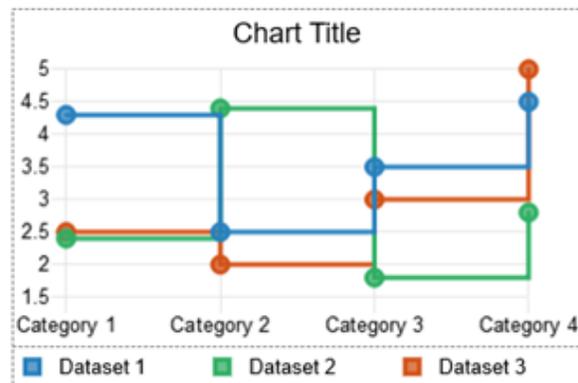


- The **Bar** chart type: Compares individual data values in the same category or across categories, and displays them horizontally.
- The **Stacked Bar** chart type: Compares the total of data values across categories as well as shows the relative contribution of each data value to the total by displaying values in horizontal stacks.

## Line Charts

Line charts are best to track data changes over periods. A line chart shows data points connected by straight lines or curve lines. In which, categories and values are distributed evenly along the horizontal and vertical axes respectively.

There are six types of line charts: **Line**, **Stacked Line**, **Line with Markers**, **Stacked Line with Markers**, **Stepped**, and **Stepped with Markers**.

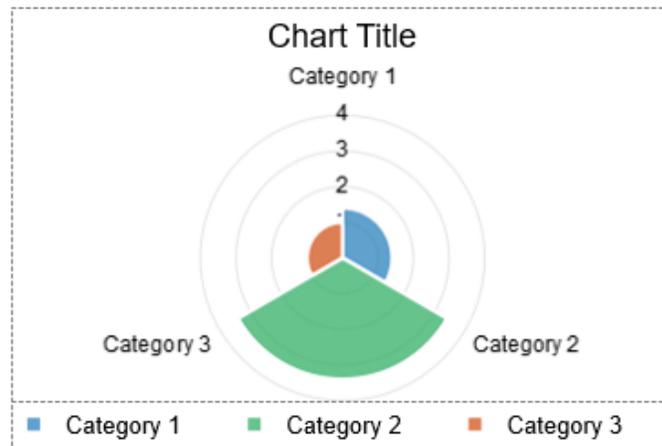
**Line****Stacked Line****Line with Markers****Stacked Line with Markers****Stepped****Stepped with Markers**

- The **Line** chart type: Presents values over time across evenly spaced categories on straight lines or curve lines.
- The **Stacked Line** chart type: Shows values that are cumulative at each category on straight lines or curves.
- The **Line with Markers** chart type: Plots the **Line** chart type with markers. Markers are used to visually indicate individual data values.
- The **Stacked Line with Markers** chart type: Plots the **Stacked Line** chart type with markers. Markers are used to visually indicate individual data values.

- The **Stepped** chart type: Depicts data values on horizontal baselines connected with vertical lines to form a series of steps.
- The **Stepped with Markers** chart type: Plots the **Stepped** chart type with markers. Markers are used to visually indicate individual data values.

## Polar Area Charts

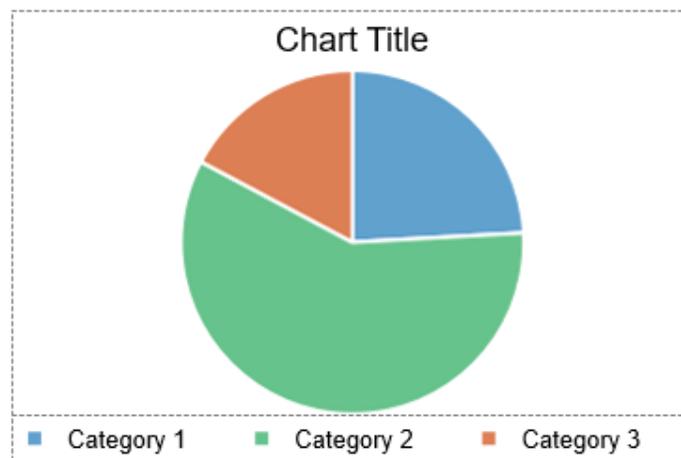
Polar Area charts are often used when you want to plot cyclic data (eg. average monthly temperature). A polar area chart presents data in a circular graphic, but each segment has the same angle and the radius varies with value. In other words, this chart type represents data along angular and radial axes. There is one type of polar area chart: **Polar Area**.



**Polar Area**

## Pie Charts

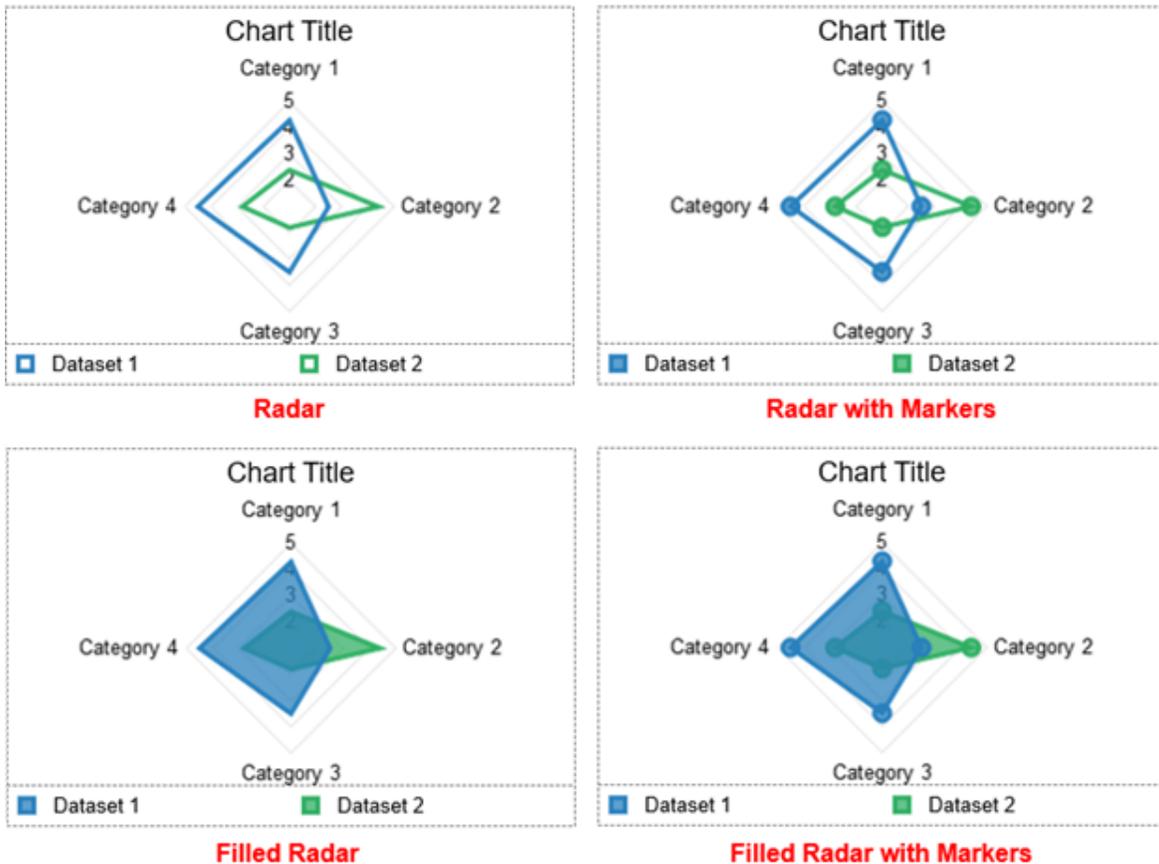
Pie charts are excellent at showing each data item's distribution relative to the total value (represented as a pie). A pie chart depicts data in a circular graph divided into slices. Each slice represents a numerical value and may be bigger or smaller depending on the value. Be aware that this chart type supports only one dataset. There is one type of pie chart: **Pie**.



**Pie**

## Radar Charts

Radar charts are often a good choice if you want to visualize multivariate data. A radar chart shows two-dimensional data in angular and radial axes. The number of angular axes is determined by the number of categories. They are spaced evenly around a central point. There are four types of radar charts: **Radar**, **Radar with Markers**, **Filled Radar**, and **Filled Radar with Markers**.

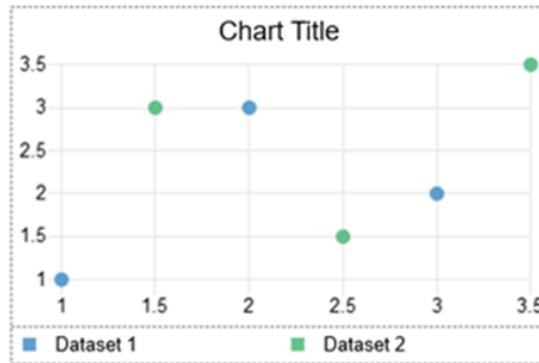


- The **Radar** chart type: Presents the changes in values from the center point across multiple angular axes (categories).
- The **Radar with Markers** chart type: Plots the **Radar** chart type with markers. Markers are used to visually indicate individual data values.
- The **Filled Radar** chart type: Fills the area covered by data values with colors.
- The **Filled Radar with Markers** chart type: Plots the **Filled Radar** chart type with markers. Markers are used to visually indicate individual data values.

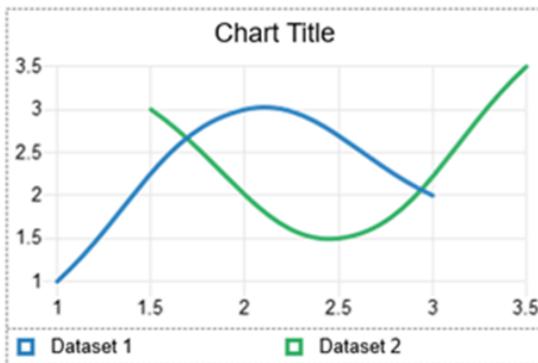
## Scatter Charts

Scatter charts can be effective in showing the relationship between two numerical variables by markers. The position of each marker on the horizontal and vertical axis indicates values for an individual data point.

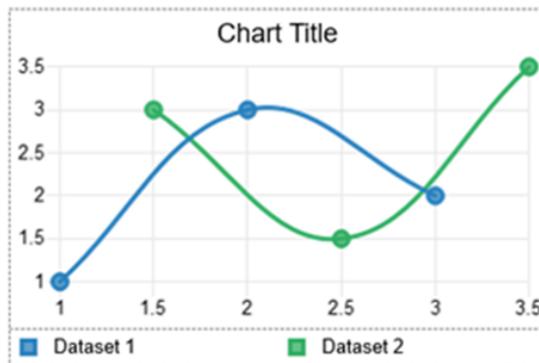
There are five types of scatter charts: **Scatter**, **Scatter with Smooth Lines**, **Scatter with Smooth Lines and Markers**, **Scatter with Straight Lines**, and **Scatter with Straight Lines and Markers**.



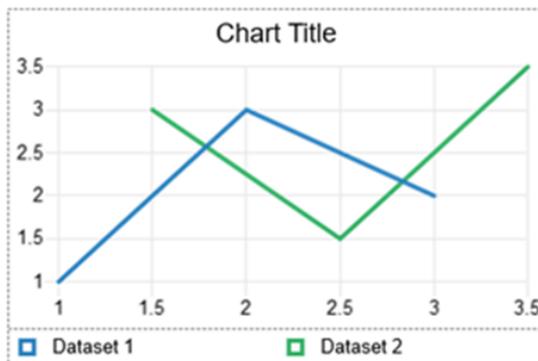
**Scatter**



**Scatter with Smooth Lines**



**Scatter with Smooth Lines and Markers**



**Scatter with Straight Lines**



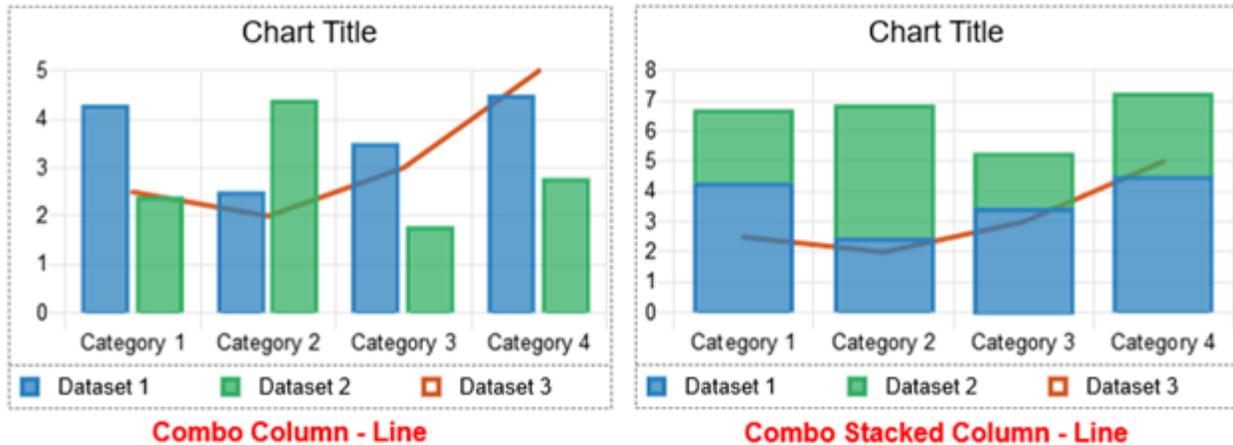
**Scatter with Straight Lines and Markers**

- The **Scatter** chart type: Depicts data points to compare pairs of values.
- The **Scatter with Smooth Lines** chart type: Connects data points by a smooth curve.
- The **Scatter with Smooth Lines and Markers** chart type: Connects data points by a smooth curve in which data points are visually shown as markers.
- The **Scatter with Straight Lines** chart type: Connects data points by straight lines.
- The **Scatter with Straight Lines and Markers** chart type: Connects data points by straight lines in which data points are visually shown as markers.

## Combo Column - Line Charts

A Combo Column-Line chart is a variation of combination charts. It's an ideal choice when you want to display and distinguish measures of different scales on a single graph. In this chart type, some data values can be presented as columns and some are shown as lines in the same chart.

There are two types of combo column-line charts: **Combo Column-Line** and **Combo Stacked Column-Line**.

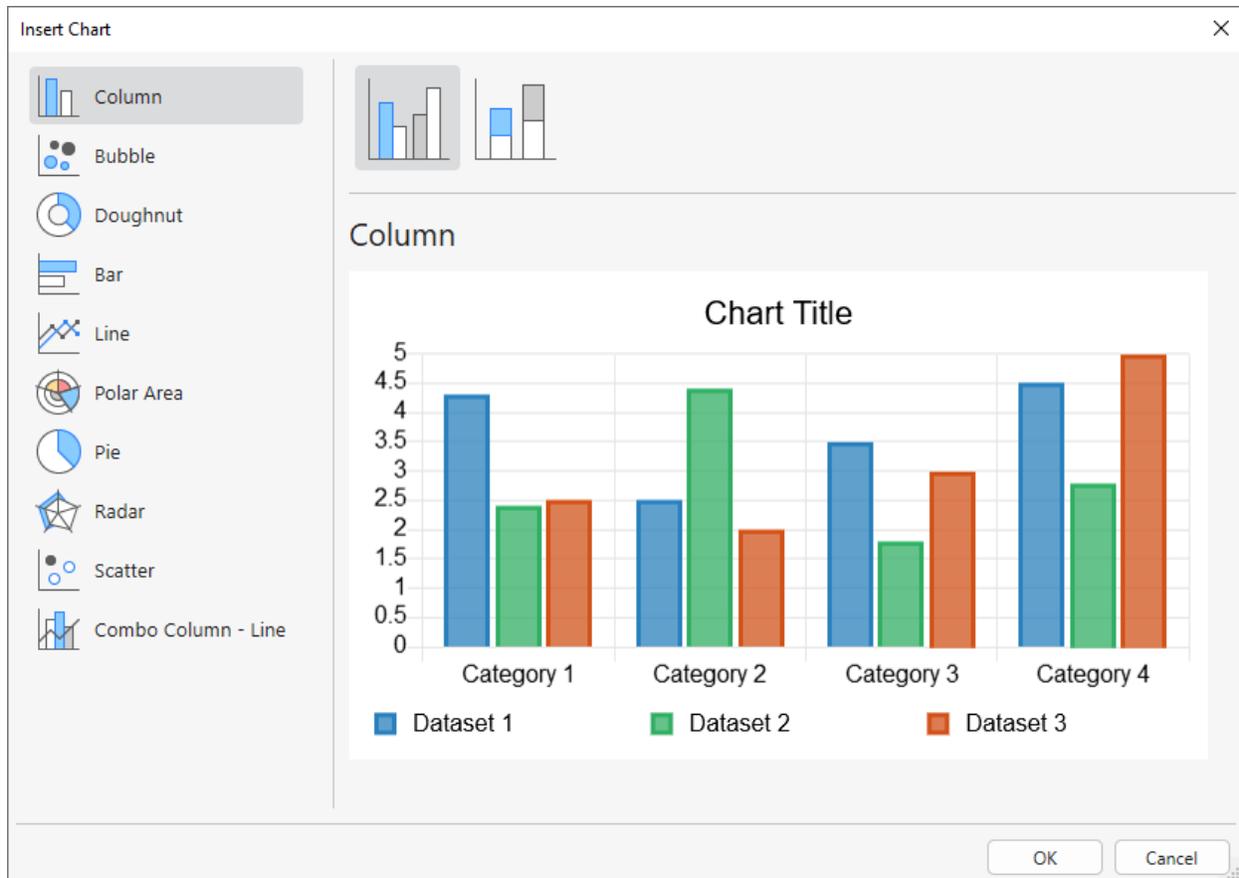


- The **Combo Column-Line** chart type: Shows data values in a combination of **columns** and **lines**.
- The **Combo Stacked Column-Line** chart type: Shows data values in a combination of **stacked columns** and **lines**.

## Inserting Charts

To insert a chart on a slide, take the following:

1. Open the **Insert** tab > **Chart** . The **Insert Chart** dialog appears, letting you choose one out of 10 major chart types from the left pane.



2. Select and preview any available variations of each type at the top of the dialog.
3. Click **OK** to finish.

## Editing Chart Data

After inserting a chart, a window pops up, allowing you to edit the chart data. If you do not see the **Chart Data** window, make sure you click the chart to make the window show up. Otherwise, you can right-click the chart > **Edit Chart Data** . Or go to the chart **Properties** pane > **Chart** > **Style** > click the **Edit Chart Data** button.

Working with data cells is quite similar to working with cells in Excel spreadsheets. Do as follows:

- Select an individual cell and change or add content to it.
- Select one or more labels of columns/rows to manipulate multiple cells at once. Then, you can right-click them and choose the following options:

	A	B	C	D
1		Dataset 1	Dataset 2	Dataset 3
2	Category 1	4.30	2.40	2.50
3	Category 2	2.50	4.40	2.00
4	Category 3	3.50	1.80	3.00
5	Category 4	4.50	2.80	5.00
6				

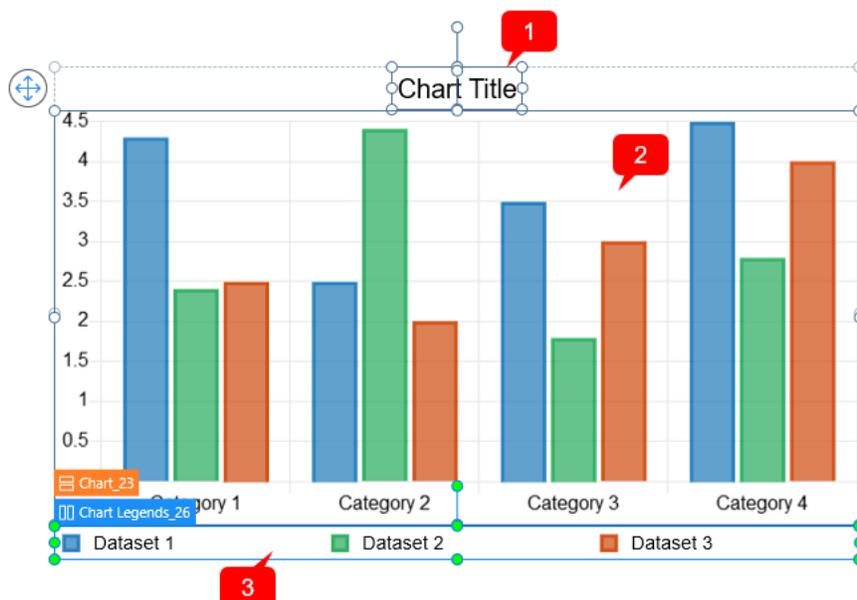
- **Insert:** Insert a new column/row to the left/above the selected column/row.
- **Delete:** Delete the selected column/row. Note that you can select multiple columns/rows and delete them at once.
- **Clear Contents:** Clear all cell content in the selected column/row. Alternatively, you can press the **DELETE** key on your keyboard.

All the changes you made will be reflected in the chart immediately.

## Modifying Charts

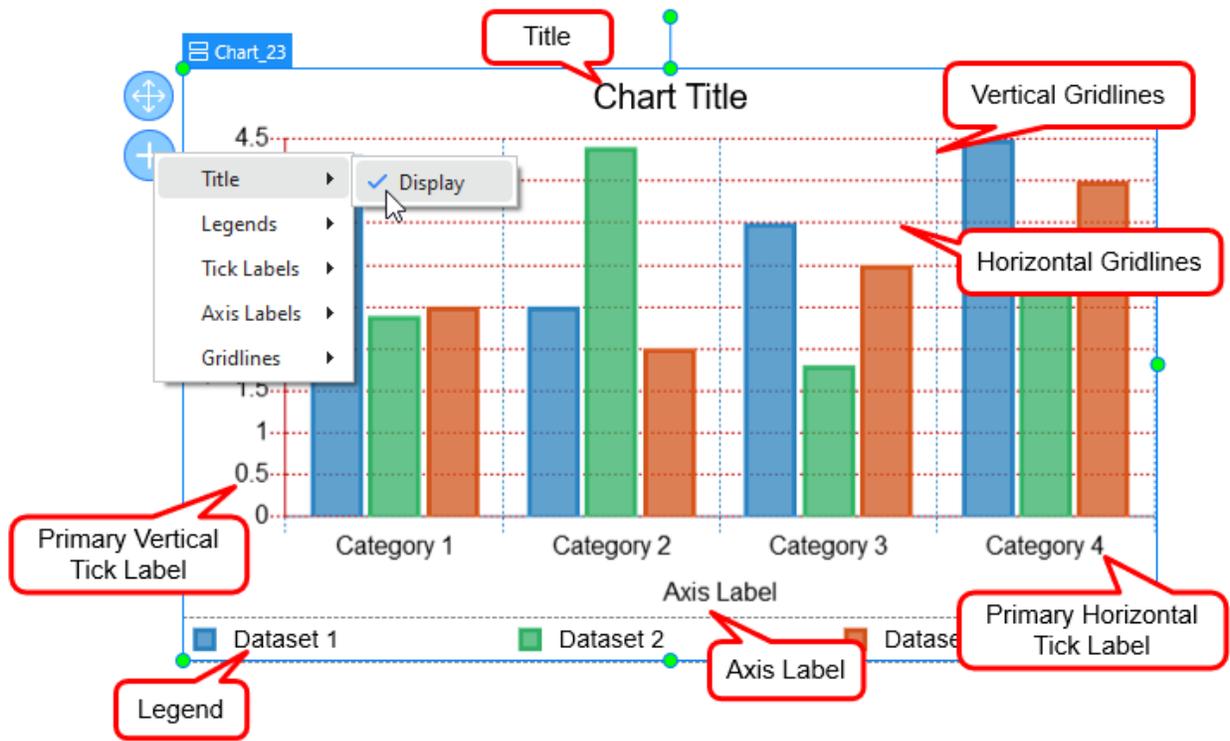
There are several ways to modify and customize your charts. ActivePresenter lets you change chart size, adjust chart container layout, and show/hide chart elements. Do the following:

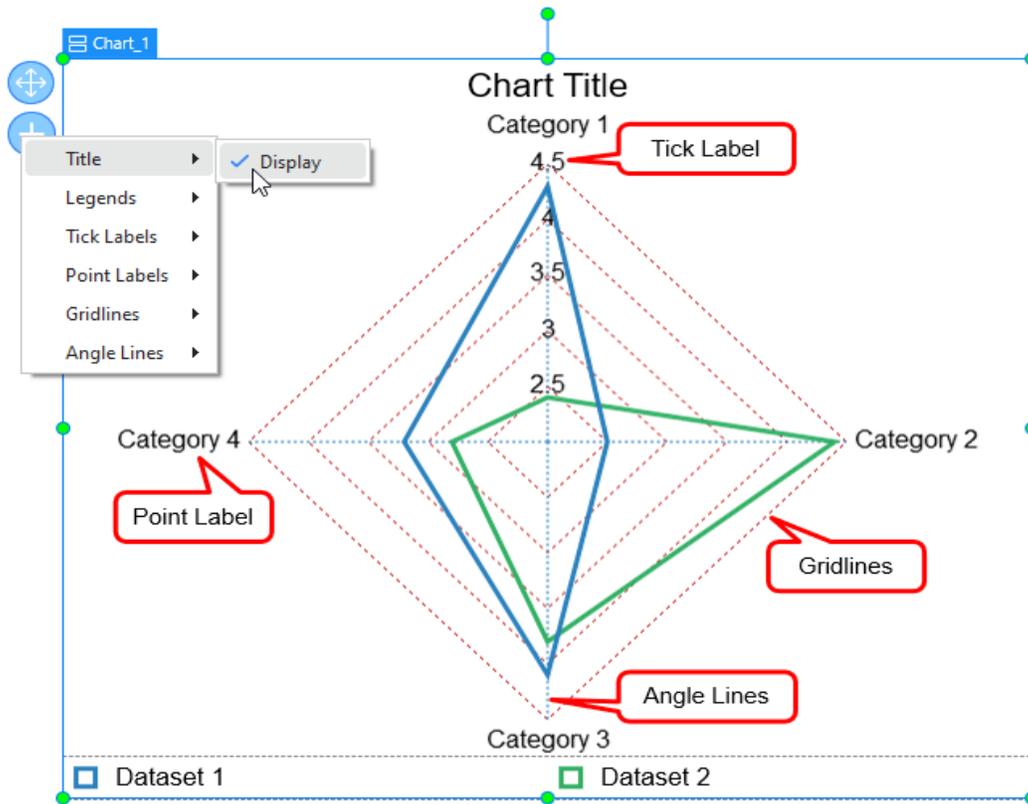
- **Resize chart:** Select a chart and drag its resizing handles to change its size. Or, in the **Properties** pane > **Size & Properties** > **Transform** > enter specific values in the **Width** and **Height** spin boxes.
- **Adjust chart container layout:** An inserted chart on the Canvas has 3 parts: **chart title** (1), **chart area** (2), and **chart legends** (3).



By default, the chart container has a flex layout. You can find its properties by selecting the chart > **Properties** pane > **Size & Properties** > **Container Layout**. Chart parts in the flex container layout can be laid out and aligned automatically. You cannot manually adjust them. Instead, just select each chart part (flex child) and make changes in the **Flex Child** section. For more information, please refer to **Using Flex Layout** and **Customizing Flex Child in Flex Container**.

- **Show/hide chart elements:** Select a chart > click on the plus button > choose to show/hide the chart **Title**, **Legends**, **Tick Labels**, **Axis Labels**, **Gridlines**, as well as **Point Labels** and **Angle Lines** (in the **Polar Area** and **Radar** chart types).





## Customizing Chart Styles

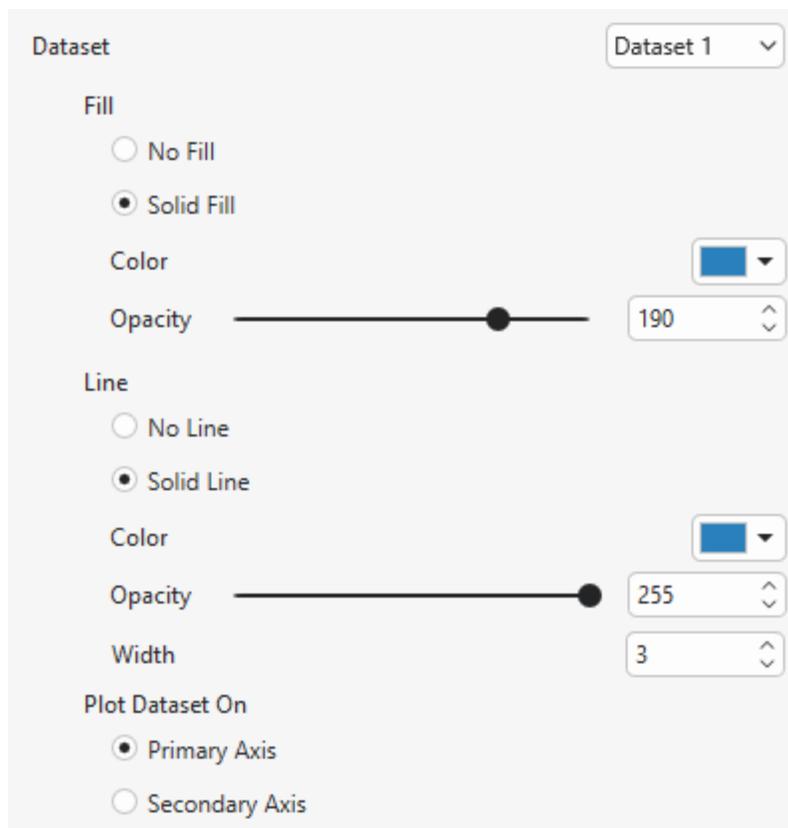
To change styles for a chart, you first select it > **Properties** pane > **Chart** > **Style**. You are free to customize styles of chart datasets, scale options, markers, lines, and so on. Chart style properties may vary from type to type.

### Customizing the Column, Bubble, Bar, and Combo Column-Line Chart Styles

The **Column**, **Bubble**, **Bar**, and **Combo Column-Line** charts share the same style properties. You can adjust their chart datasets and scale options.

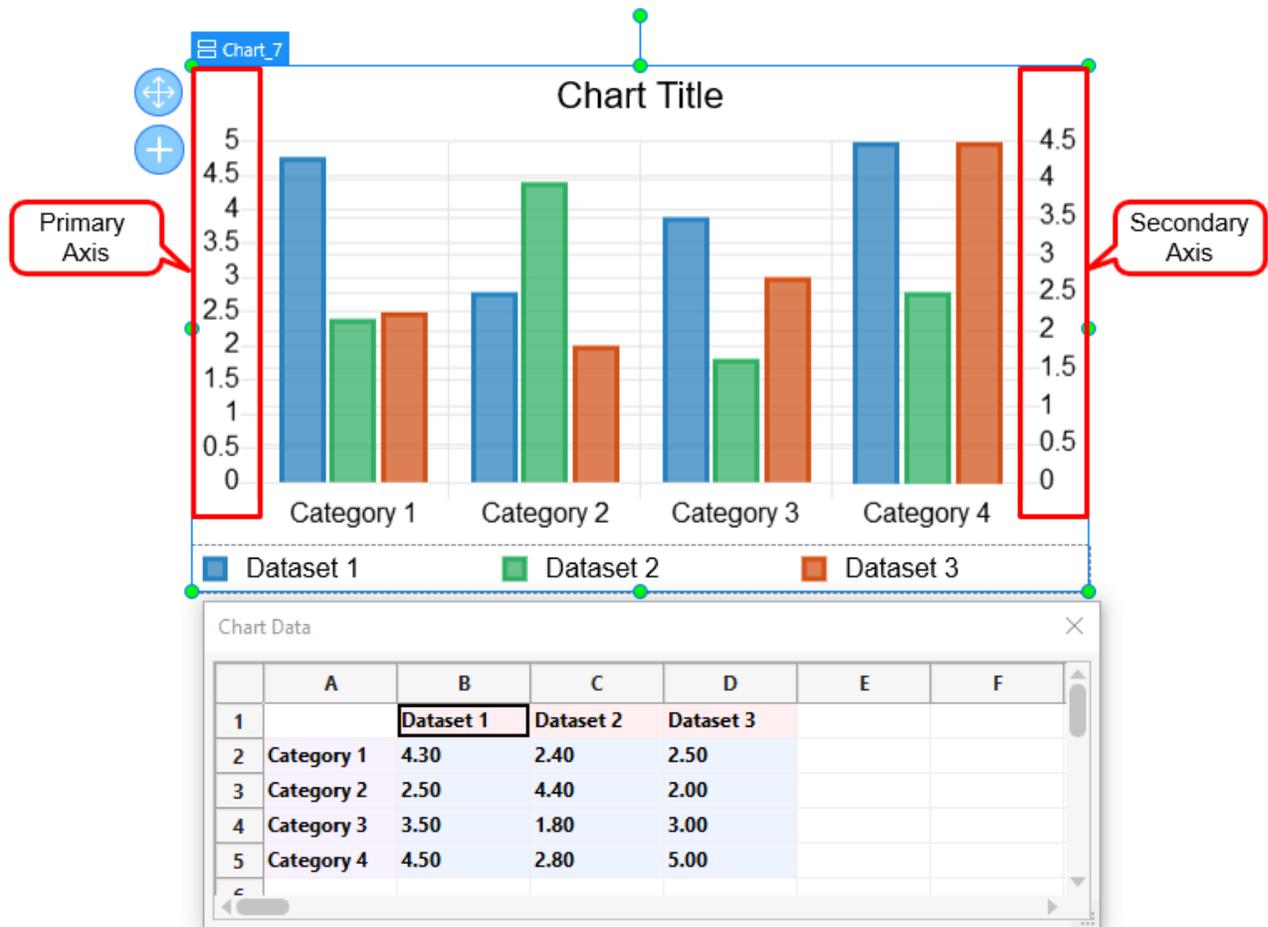
#### a. Dataset

The **Dataset** means data values presented in colored vertical/horizontal bars/bubbles. Click the drop-down **Dataset** list to switch to any dataset you want to style.



- **Fill:** Customize the background fill of the dataset.
  - **No Fill:** The dataset becomes transparent.
  - **Solid Fill:** Fill a dataset with a single color. To do that, click the color picker > select a color > change the color Opacity by dragging the slider or entering a number in the **Opacity** spin box.
- **Line:** Customize the line border of the dataset.
  - **No Line:** There is no outline for the dataset at all.
  - **Solid Line:** Draw the dataset's line border with a single color. To do that, click the color picker > select a color > change the color Opacity by dragging the slider or entering a number in the **Opacity** spin box. Moreover, you can set the line width the way you want.
- **Plot Dataset On:** Choose between **Primary Axis** and **Secondary Axis** to plot a dataset on. In vertically oriented charts, the primary axis runs along the left side and the secondary axis runs along the right side of the chart. Meanwhile, horizontally oriented charts have the primary axis and secondary axis distributed at the bottom/top of the chart, respectively. You can use a secondary axis when data values vary greatly between one another without the need for additional charts. Note that you cannot plot all the datasets in the secondary axis.

For example, in the chart below, Dataset 1 is plotted on the Secondary axis while Dataset 2 and Dataset 3 are plotted on the Primary axis.



### b. Scale Option

Click the drop-down **Axis** list to choose one of the chart axes to customize its properties. There are four types of axes: **Primary Horizontal**, **Primary Vertical**, **Secondary Horizontal**, and **Secondary Vertical**.

Note that the properties for the **Secondary Horizontal** and **Secondary Vertical** options are only available when there is at least one dataset plotted on the Secondary axis.

Scale Option

Axis Primary Horizontal ▾

Gridlines

No Line

Solid Line

Color ■ ▾

Opacity  255 ▾

Width 1 ▾

Dash Pattern Solid ▾

Draw On Chart Area

Draw Tick Mark

Draw Border

Tick Labels

Text No Fill

Text Solid Fill

Color ■ ▾

Opacity  255 ▾

Font Name Arial (Body) ▾

Font Size 16 ▾

Bold  Italic

Axis Label

Text No Fill

Text Solid Fill

Color ■ ▾

Opacity  255 ▾

Text

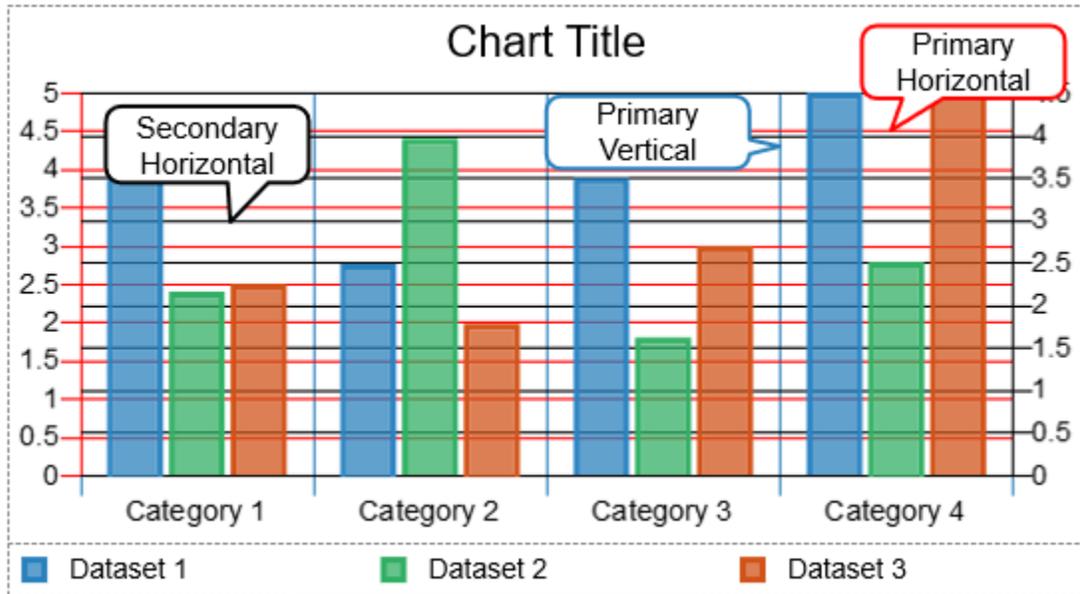
Font Name Arial (Body) ▾

Font Size 16 ▾

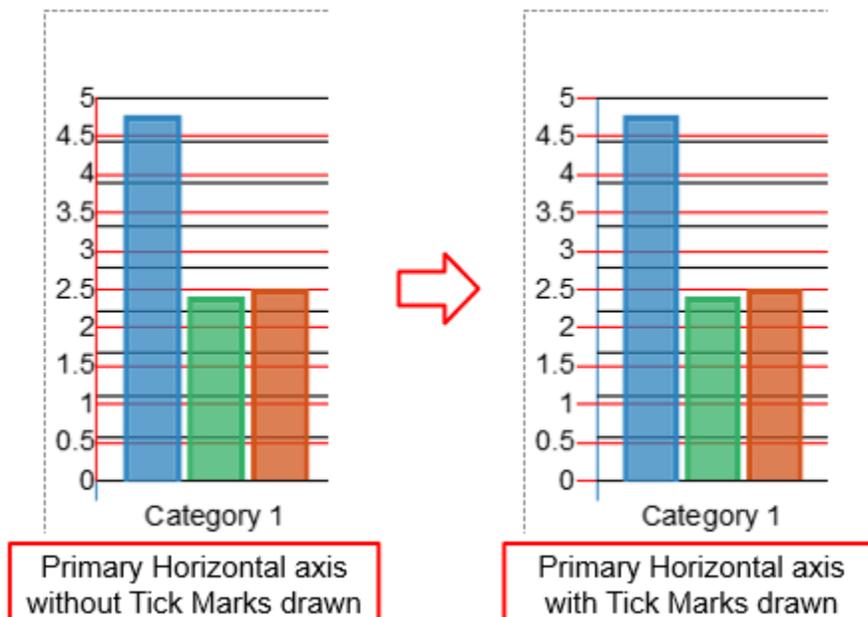
Bold  Italic

- **Gridlines:** You can set the following properties for gridlines:
  - **No Line:** Do not draw gridlines on the chart area.

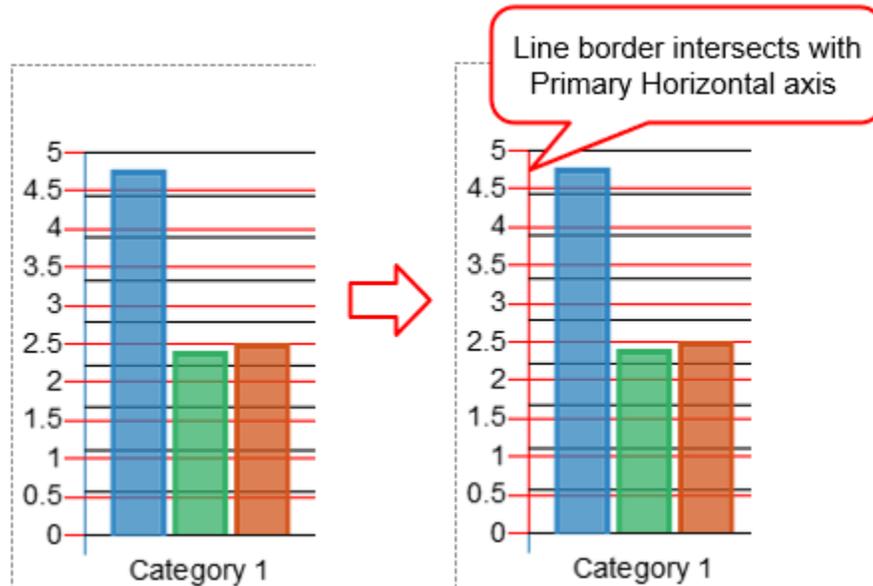
- **Solid Line:** Draw gridlines with a single color. To do that, click the color picker > select a color > change the color Opacity by dragging the slider or entering a number in the **Opacity** spin box. Moreover, you can set the gridlines' width the way you want.
- **Dash Pattern:** You can change the pattern of gridlines. Select either of two types: **Solid** and **Dash**.
- **Draw On Chart Area:** Tick the checkbox to draw horizontal/vertical gridlines on the chart area. Drawing gridlines helps viewers understand what values are represented by unlabeled data points.



- **Draw Tick Mark:** Tick the checkbox to draw lines which are the extension of the gridlines from the axis border to the tick labels.



- **Draw Border:** Tick the checkbox to draw a line border at the edge intersecting with the corresponding axis.



- **Tick Labels:** This section lets you customize the tick labels of the corresponding axis.
  - **Text No Fill:** The corresponding axis has no tick labels.
  - **Text Solid Fill:** Fill the tick labels of the corresponding axis with a single color. To do that, click the color picker > select a color > change the color Opacity by dragging the slider or entering a number in the **Opacity** spin box.
  - **Font Name:** Change the font of the tick labels.
  - **Font Size:** Change the font size of the tick labels.
  - **Bold:** Tick the checkbox to make the tick labels bold.
  - **Italic:** Tick the checkbox to make the tick labels italic.
- **Axis Label:** In this section, you can customize the axis label of the corresponding axis.
  - **Text No Fill:** The corresponding axis has no axis label.
  - **Text Solid Fill:** Fill the axis label of the corresponding axis with a single color. To do that, click the color picker > select a color > change the color Opacity by dragging the slider or entering a number in the **Opacity** spin box.
  - **Text:** Change the text of the axis label.
  - **Font Name:** Change the font of the axis label.
  - **Font Size:** Change the font size of the axis label.
  - **Bold:** Tick the checkbox to make the axis label bold.
  - **Italic:** Tick the checkbox to make the axis label italic.

**Note:** In the **Combo Column-Line** chart, you can choose the **Type** for each dataset, either **Column** or **Line**, to customize. The Column type has properties similar to those of **Column** charts, while the Line type is similar to **Line** charts.

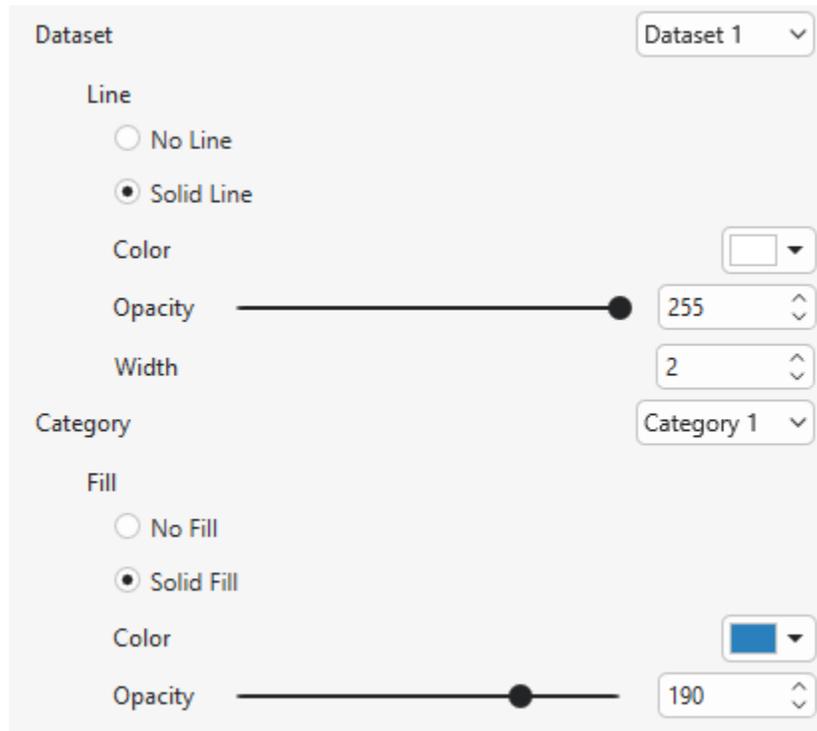
## Customizing the Doughnut, Pie, and Polar Area Chart Styles

Data values in the **Doughnut**, **Pie**, and **Polar Area** charts all are shown in circular graphics. With these chart types, you are enabled to edit styles for the chart datasets and categories. Besides, the **Polar Area** charts have extra scaling options.

### a. Dataset

In the **Doughnut** charts, a dataset is represented as a ring. You can add additional datasets to this chart type through the **Chart Data** window. However, the **Pie** and **Polar Area** charts just have only one dataset. The **Dataset** section allows you to set the line border of each dataset and the border of categories in that dataset.

For the **Doughnut** charts, you can click the drop-down **Dataset** list to switch to any dataset you want to edit.



- **No Line:** Do not draw line borders of datasets and categories.
- **Solid Line:** Draw line borders of datasets and categories with a single color. To do that, click the color picker > select a color > change the color Opacity by dragging the slider or entering a number in the **Opacity** spin box. Moreover, you can set the line borders' width the way you want.

### b. Category

The **Category** means data values depicted in colored segments. In this section, you can customize the background fill of each category. Click the drop-down **Category** list to choose one of the categories to restyle.

- **No Fill:** The category becomes transparent.
- **Solid Fill:** Fill a category with a single color. To do that, 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. Scale Option

The **Polar Area** charts have the same **Dataset** and **Category** sections above. It is also customizable with scaling options.

- **Gridlines:** Gridlines in the **Polar Area** charts are drawn in the polar coordinate system.
  - **No Line:** Do not draw gridlines on the chart area.
  - **Solid Line:** Draw gridlines with a single color. To do that, click the color picker > select a color > change the color Opacity by dragging the slider or entering a number in the **Opacity** spin box. Moreover, you can set the gridlines' width the way you want.
  - **Dash Pattern:** You can change the pattern of gridlines. Select either of two types: **Solid** and **Dash**.
- **Angle Lines:** Angle lines are line borders of angles, which extend from the center point to the maximum magnitude of the gridlines.
  - **No Line:** Do not draw angle lines on the chart area.
  - **Solid Line:** Draw angle lines with a single color. To do that, click the color picker > select a color > change the color Opacity by dragging the slider or entering a number in the **Opacity** spin box. Moreover, you can set the angle lines width the way you want.
  - **Dash Pattern:** You can change the pattern of angle lines. Select either of two types: **Solid** and **Dash**.
- **Tick Labels:** This section lets you customize the tick labels of the chart.
  - **Text No Fill:** The chart has no tick labels.
  - **Text Solid Fill:** Fill the tick labels with a single color. To do that, click the color picker > select a color > change the color Opacity by dragging the slider or entering a number in the **Opacity** spin box.
  - **Font Name:** Change the font of the tick labels.
  - **Font Size:** Change the font size of the tick labels.
  - **Bold:** Tick the checkbox to make the tick labels bold.
  - **Italic:** Tick the checkbox to make the tick labels italic.
- **Point Labels:** In this section, you can customize the point labels of the chart.

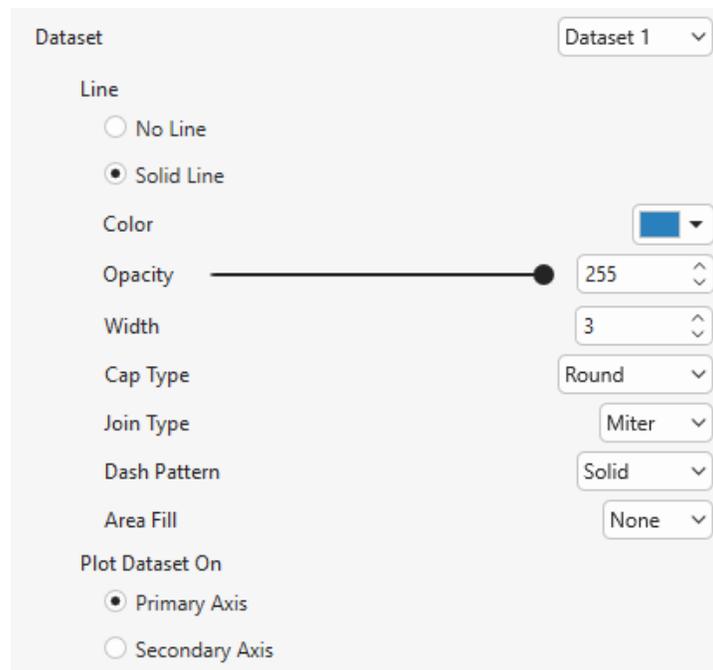
- **Text No Fill:** The chart has no point labels.
- **Text Solid Fill:** Fill the point labels with a single color. To do that, click the color picker > select a color > change the color Opacity by dragging the slider or entering a number in the **Opacity** spin box.
- **Font Name:** Change the font of the point labels.
- **Font Size:** Change the font size of the point labels.
- **Bold:** Tick the checkbox to make the point labels bold.
- **Italic:** Tick the checkbox to make the point labels italic.

## Customizing the Line, Scatter, and Radar Chart Styles

The **Line**, **Scatter**, and **Radar** charts can show data values with or without markers. Apart from the customization of the background fill of markers, you can also edit styles for interpolation lines.

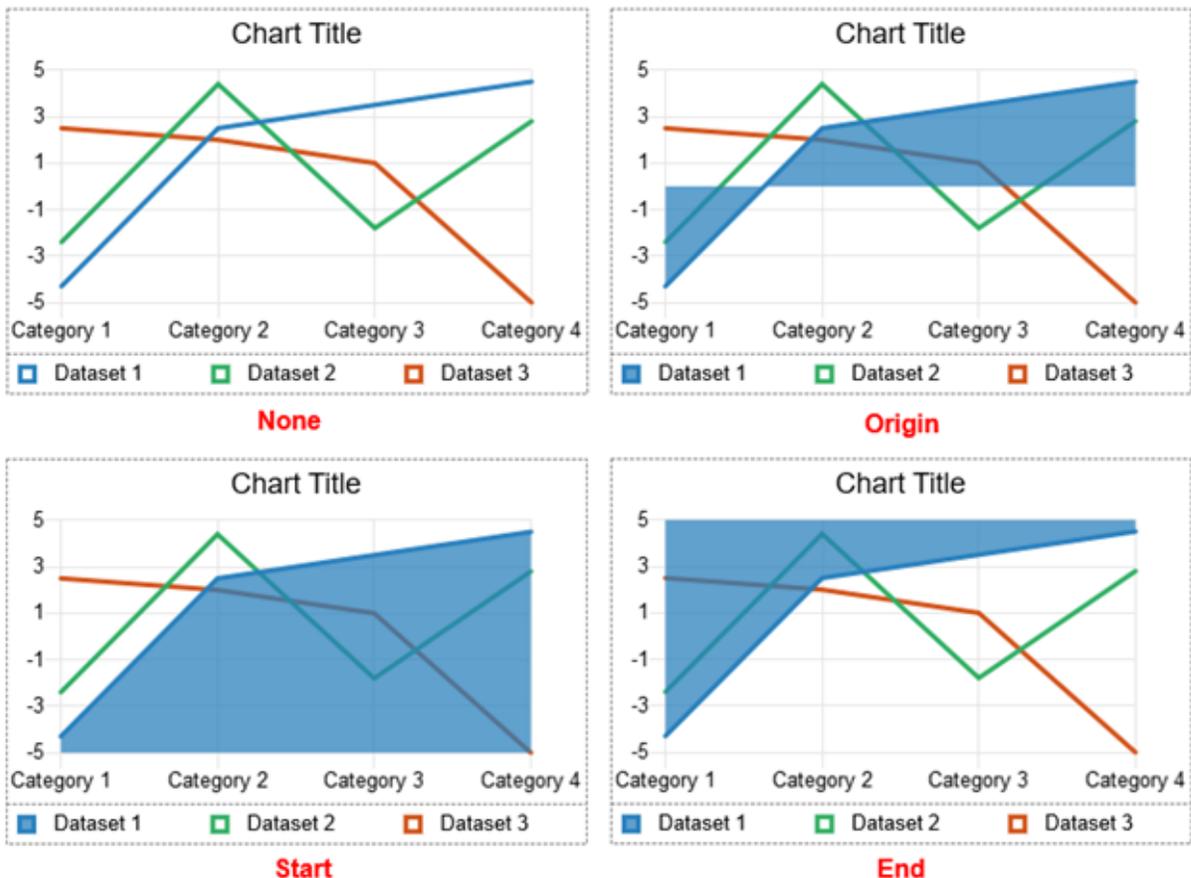
### a. Dataset

Click the drop-down **Dataset** list to switch to any dataset you want to make changes to.



- **Fill:** Customize the background fill of markers of the dataset for charts plotted with markers. For the **Filled Radar/Filled Radar with Markers**, and **Line with Area Fill** chart types, this option applies to the area covered by data values and markers.
  - **No Fill:** The area covered by data values and/or markers becomes transparent.
  - **Solid Fill:** Fill the area covered by data values and/or markers with a single color. To do that, click the color picker > select a color > change the color Opacity by dragging the slider or entering a number in the **Opacity** spin box.
- **Line:** Customize the interpolation lines/line borders of the dataset.

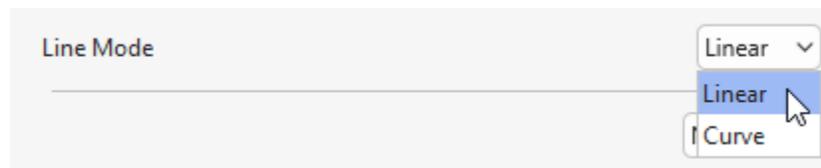
- **No Line:** Do not draw the dataset's interpolation lines/line borders.
- **Solid Line:** Draw the dataset's interpolation lines/line borders with a single color. To do that, click the color picker > select a color > change the color Opacity by dragging the slider or entering a number in the **Opacity** spin box. Moreover, you can set the line width the way you want.
- **Cap Type:** You can let the ends of the dataset's interpolation lines/line borders have either a square or round cap type.
  - **Square:** A square end cap is added to each end of the line.
  - **Round:** A rounded end cap is added to each end of the line.
- **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:** You can change the pattern of the dataset's interpolation lines/line borders. Select either of four types: **Solid**, **Dot**, **Dot Dash**, and **Dash**.
- **Area Fill:** You can fill the area between the dataset's interpolation lines and the origin, start, or end boundary with a solid color. This option is available for the **Line** charts only.



- **None:** The dataset area has no background fill.
- **Origin:** Fill the area from the dataset's lines to the gridline at the origin.
- **Start:** Fill the area from the dataset's lines to the gridline at the min value.
- **End:** Fill the area from the dataset's lines to the gridline at the max value.
- **Plot Dataset On:** Choose between **Primary Axis** and **Secondary Axis** to plot a dataset on. This option is available for the **Line** and **Scatter** charts. Please refer to the **Dataset section** of the Column charts for more information.

#### b. Line Mode

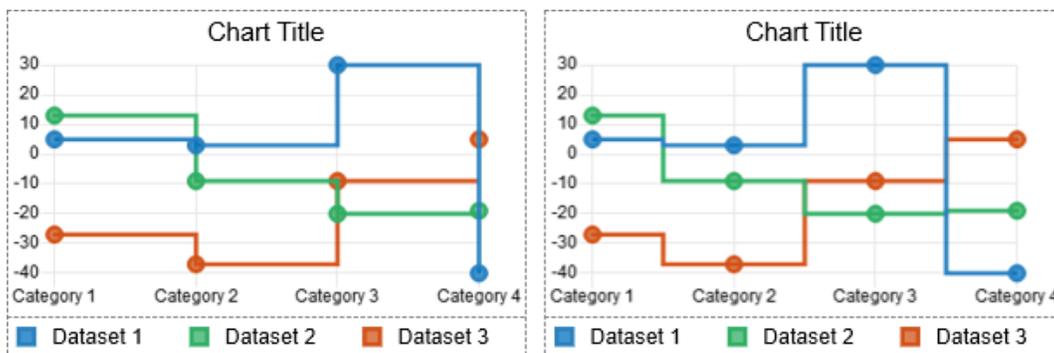
You can plot the **Line/Stacked Line with or without Markers** charts or the **Scatter** charts with straight lines or smooth lines.



- **Linear:** Data points are joined by straight lines.
- **Curve:** Data points are joined by curve lines resulting in smooth transitions between points.

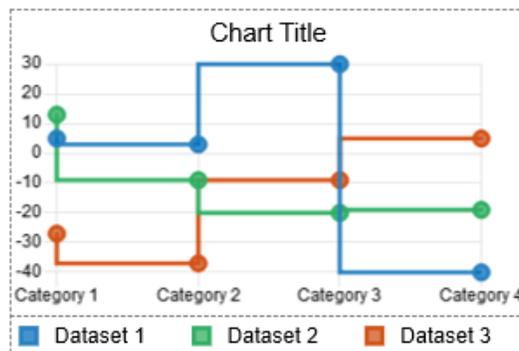
#### c. Stepped

This option is only added to the **Stepped/Stepped with Markers** charts. It lets you adjust the step in the interpolation line between two data points of the dataset.



**Before**

**Middle**



**After**

- **Before:** The step is formed at the value of the second data point. It is enabled by default.
  - **Middle:** The step is formed at the value in the middle of two data points.
  - **After:** The step is formed at the value of the first data point.
- d. **Marker**

This section allows you to adjust the type and size of markers.

Marker: Built-in

Type: Circle

Size: 5

- **None:** Plot the chart without markers.
- **Built-in:** Plot the chart with built-in markers.
  - **Type:** Change the markers' type. Choose either of five types: **Circle**, **Triangle**, **Rect**, **RectRounded**, and **RectRot**.
  - **Size:** Change the size of markers (in pixel). Click the up/down arrows to increase/decrease the value respectively. Alternatively, directly enter a value into the spin box.

e. **Scale Option**

The scaling properties of the **Line** and **Scatter** charts are similar to those of the **Column charts**. Meanwhile, for the **Radar** charts, you can reference the **Scale Option** section of the **Polar Area** charts for more information. The only difference is the gridlines in the **Radar** charts can be drawn as either circles or a spider web. Check the **Circular** checkbox to draw the gridlines as circles. Otherwise, they can be like a spider web.

Scale Option

Gridlines

No Line

Solid Line

Color: [Color Picker]

Opacity: [Slider] 255

Width: [Spinner] 1

Dash Pattern: [Dropdown] Solid

Circular

## Changing Chart Type

To replace the existing chart type with another one, you select that chart first, and open the **Insert** tab > **Chart**. Or, right-click the existing chart > **Change Chart Type**. Notice that ActivePresenter builds a preview for each type using the data you have specified in the existing chart. When it comes to changing chart types, there are some differences in the data, datasets' styles, and chart elements' styles among chart types.

- Regarding data and datasets' styles changing, charts are divided into 2 groups. The first group includes the **Column**, **Bubble**, **Bar**, **Line**, **Radar**, **Scatter**, and **Combo Column-Line** charts. The second group contains the **Doughnut**, **Polar Area**, and **Pie** charts. When you change a chart type to others of the same group, it will keep the data and dataset styles unchanged. Otherwise, they will be reset.

However, in the first group, the **Column**, **Bar**, **Line**, **Radar**, and **Combo Column-Line** chart types plot only one dimension of the datasets. Meanwhile, the **Bubble** and **Scatter** chart types plot more than one dimension. Therefore, there is one thing to be considered in data change.

For instance, if you switch between a **Column** chart type and a **Scatter** chart type, the data values in the **Column** chart type will be converted to the (Y) values of the corresponding datasets in the **Scatter** chart type, and vice versa. The (X) values (**Scatter** and **Bubble** charts) and the (Size) values (**Bubble** charts) will be the defaults.

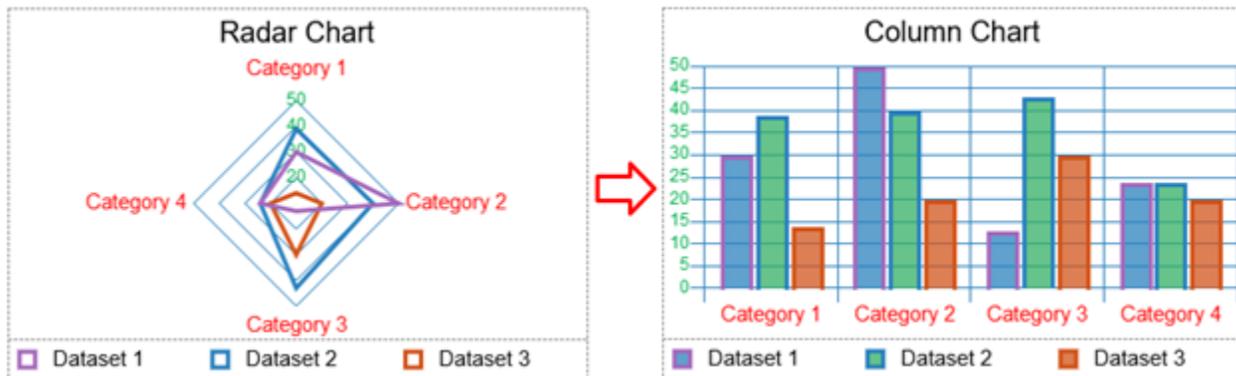
	A	B	C	D	E	F	G
1		Dataset 1	Dataset 2	Dataset 3			
2	Category 1	4.30	2.40	2.50			
3	Category 2	2.50	4.40	2.00			
4	Category 3	3.50	1.80	3.00			
5	Category 4	4.50	2.80	4.00			
6							
7							



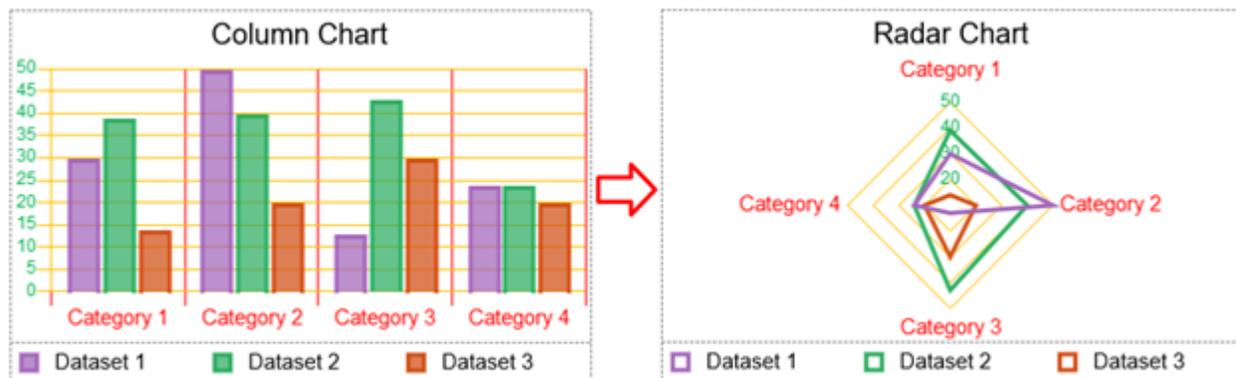
	A	B	C	D	E	F	G
1	Dataset 1 (X)	Dataset 1 (Y)	Dataset 2 (X)	Dataset 2 (Y)	Dataset 3 (X)	Dataset 3 (Y)	
2	1.00	4.30	1.00	2.40	1.00	2.50	
3	2.00	2.50	2.00	4.40	2.00	2.00	
4	3.00	3.50	3.00	1.80	3.00	3.00	
5	4.00	4.50	4.00	2.80	4.00	4.00	
6							
7							

- About the chart elements' styles such as **Tick Labels** or **Gridlines** when changing chart type, you should take notice of charts plotted with different elements (eg. the **Radar** and **Column** chart types) or with the same elements (eg. the **Radar** and **Polar Area** chart types).

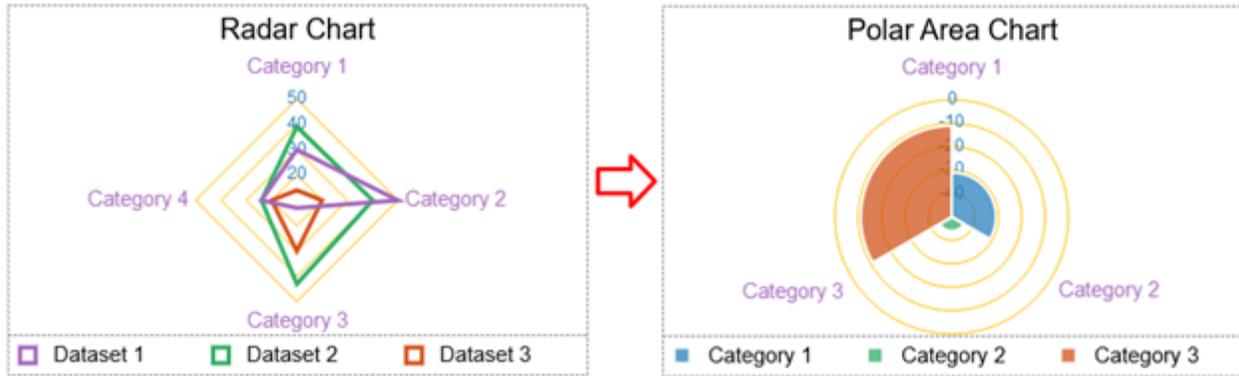
For example, if you switch from a **Radar** chart type to a **Column** chart type, the styles of the **Tick Labels/ Point Label/ Gridlines** in the **Radar** chart will correspondingly convert to those of the **Primary Vertical Tick Labels/ Primary Horizontal Tick Labels/ Horizontal and Vertical Gridlines** in the **Column** chart.



On the contrary, if you change from a **Column** chart type to a **Radar** chart type, the styles of the **Tick Labels** and **Point Label** work the same way as above; however, the styles of the **Gridlines** in the **Radar** chart will be inherited only from the styles of the **Primary Horizontal Gridlines** in the **Column** chart.

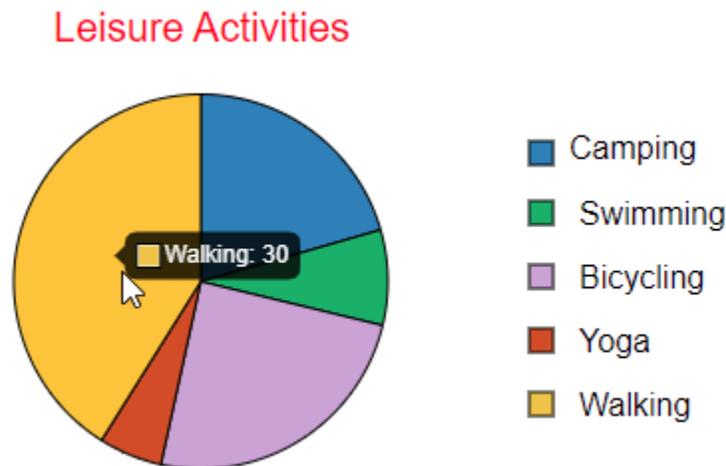


Because the **Radar** and **Polar Area** chart types are plotted with the same elements, switching between these two chart types will maintain the elements' styles.



## Annotating and Labeling Charts

Charts in ActivePresenter can be annotated and labeled in **HTML5 output**. Viewers can hover the mouse over each dataset to see the data values.



## Table

Tables allow you to store and organize data in rows and columns.

### Inserting Tables

To insert a table, open the **Insert** tab > **Table** . The **Insert Table** dialog appears as follows:

✕

Insert Table

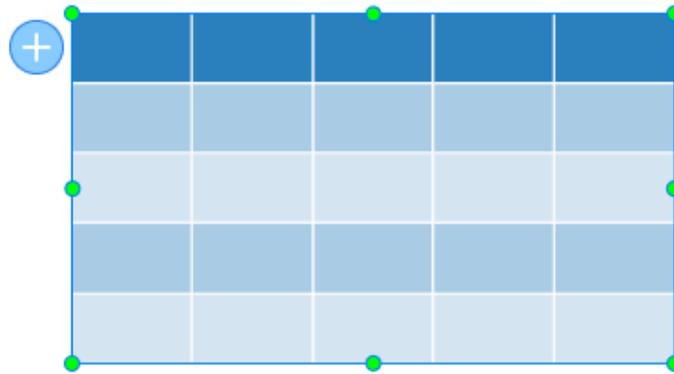
Number Of Columns

Number Of Rows

Do either of the following to specify the number of columns and rows:

- Click the up/down arrow to select the number of columns and rows that you want.
- Enter a number in the range of 1 – 50 in the **Number Of Columns** and **Number of Rows** combo boxes.

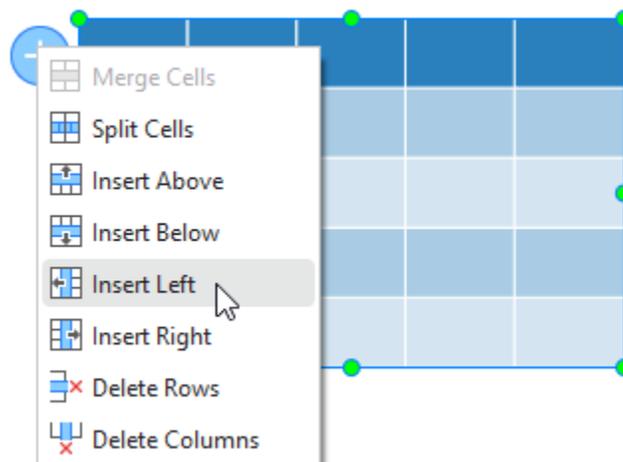
Click **OK**. Then, the cursor turns into a crosshair. Drag the mouse to draw the table on the Canvas or click anywhere on the Canvas to insert the table.



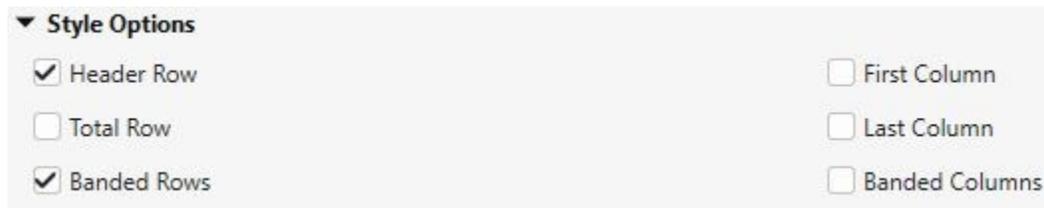
## Modifying Tables, Columns, Rows, and Cells

As soon as you insert a table, you can modify the table the way you want:

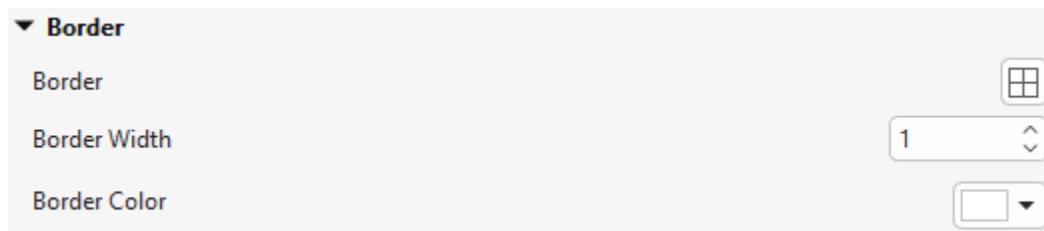
- **Change table size:** Drag the resizing handles to resize a table. Alternatively, select a table and navigate to the **Properties** pane > **Size & Properties** > **Transform** > enter specific values in the **Width** and **Height** spin box.
- **Change table position:** Drag a table to a new position on the Canvas. Or, select a table and click the **Properties** pane > **Size & Properties** > **Transform** > enter specific values in the **Left** and the **Top** spin box.
- **Insert, delete rows/columns and merge/split cells:** Select one or more adjacent cells and do these manipulations in the contextual **Table Tools** tab that appears after inserting a table. Or right-click a cell/table > **Table** > select the desired option. Alternatively, you can click the blue plus button and select the desired option.



- **Resize columns, rows, cells:** Rest the mouse on the line inside the table until it turns into a bidirectional arrow, then drag the table line until it is the desired size. Alternatively, select the column/row/cell and click the **Properties** pane > **Table** > **Cell Size** > enter specific values in the **Width** and **Height** spin box. To make multiple rows or columns the same size, select the columns or rows and click **Distribute Columns** or **Distribute Rows**.
- **Add text:** Click a cell, then enter your text. After adding text to a cell, you can use the buttons and commands in the **Home** tab or in the inline text editor to format text.
- **Change table style:** Select a table and navigate to the **Properties** pane > **Table** > **Style Options** to toggle table elements such as **Header Row**, **Total Row**, **Banded Rows**, **First Column**, **Last Column**, and **Banded Columns**. You can also access the **Table Tools** tab to change the quick style.



- **Change background fill:** You can add or change the background color for the whole table. The background color appears underneath any fill color that is applied to the table cells. Select a table or any cell, navigate to the **Properties** pane > **Table** > **Table Background** > select the fill color option you want, or to choose no color, click **No Fill**.
- **Change shading:** Select a table, columns, rows, or cells that you want to change their shading, navigating to the **Properties** pane > **Table** > **Shading** > select the fill color option you want, or to choose no color, click **No Fill**.
- **Change border:** Select a table, columns, rows, or cells that you want to change their borders, navigating the **Properties** pane > **Table** > **Border** > select the border type, width, and color you want.



## Image

Images can be technical drawings, paintings, landscape pictures, photographs, or screenshots. ActivePresenter currently supports six image file formats, including PNG, JPG, JPEG, BMP, GIF, and SVG.

### Inserting Images

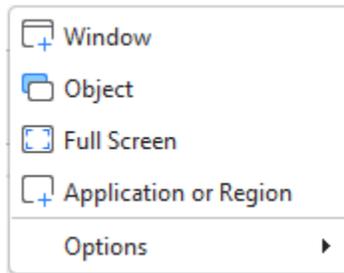
To insert an image, do the following:

- Open the **Insert** tab > **Image**  > **From File**  > select an image from your computer. Alternatively, you can drag an image directly from your computer onto the Canvas.

- Open the **Insert** tab > **Image**  > **Generate Image**  to generate AI image. See **Image Generation** for details.
- Open the **Insert** tab > **Screenshot**  to take a screenshot of anything on the screen.

## Taking Screenshots

A typical application has a top-level window, which may consist of many child-level windows that appear to accomplish different tasks. Besides, a window at any level, either a top-level or a child-level, may include many objects such as menus, panes, toolbars, controls, etc. In case you want to capture a window or an object of that application perfectly, ActivePresenter offers a great feature to do that quickly and easily. Just open the **Insert** 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. Do as follows:

1. Move the mouse to select a window or its object (toolbars, panes, menus, etc.). As you move the mouse over different parts of the screen, a red dashed outline  appears around areas that can be captured. Note that you can click on screen and the target application as usual because this action doesn't trigger a screenshot.
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 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 individual tools in any toolbar, depending on the accessibility support level of the target application.

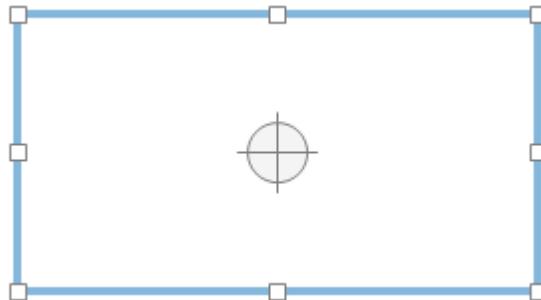
## Full Screen

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

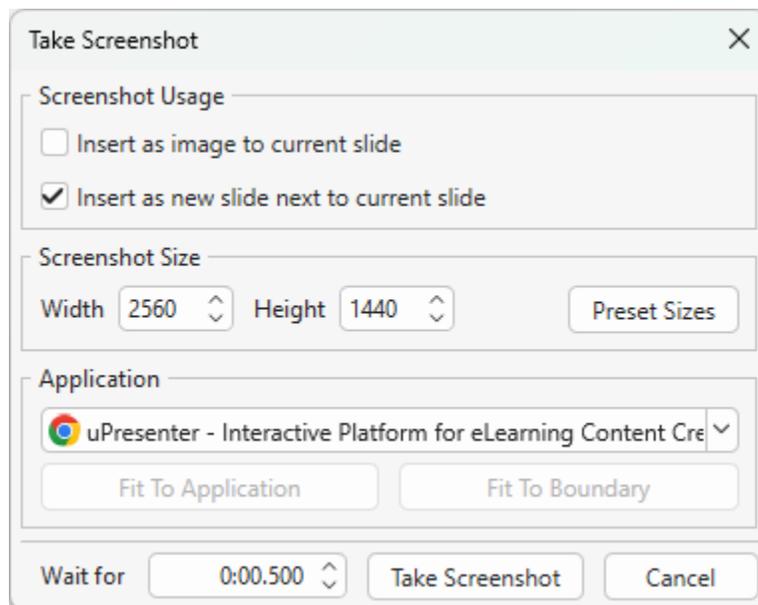
A screenshot will be placed on the current slide. Normally, it is very likely to be larger than your slide. If you resize it to fit the slide size, the details in the screenshot may get blurred and users may not be able to read specific details.

## Application or Region

Select the **Application or Region** mode  to capture a screenshot of the top-level window of the target application or a rectangular area on the screen. Immediately, a blue rectangle and the **Take Screenshot** window appear. You can resize the blue rectangle, drag it, then place it in any area on the screen.



To set the properties for the **Take Screenshot** dialog, do as follows:



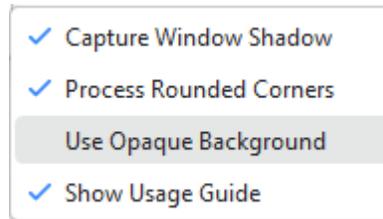
### 1. Screenshot Usage:

- **Insert as image to current slide:** Insert a screenshot as an image into the current slide.
- **Insert as new slide next to current slide:** Insert a screenshot as a **background image** into a new slide (The new slide will be inserted below the current slide).

2. **Screenshot Size:** Specify screenshot's sizes by entering specific values in the **Width** and the **Height** spin box. Alternatively, click the **Preset Sizes** button to select one predefined size from the drop-down list.
3. **Application:** Provide a list of all running applications that have a visible window on your computer.
  - **Fit To Application:** Resize the blue rectangle to fit into the application window.
  - **Fit To Boundary:** Resize the application window to fit into the blue rectangle.
4. **Wait for:** Specify a time delay (in seconds). Use this delay to quickly interact with the target application and capture its response.
5. **Take Screenshot:** Click the button to take a screenshot.

## Screenshot Options

To change screenshot settings, open the **Insert** 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 the shadow while taking a screenshot of the target window.  
 Note that the 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 8.1 and later have an option to use Aero theme, in which the border of windows appears semi-transparent. With this theme, while the windows look great, they mess up the screenshot because any text/image 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 text box that describes how to capture a screenshot while taking screenshots of windows or objects. If you are apt to forget the shortcuts, leave this display on.

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

## Editing Images

After inserting an image, you can make changes to it as follows:

- **Resize images:** Select an image and simply drag its resizing handles to change its sizes. Or, in the **Properties** pane > **Size & Properties** > **Transform** > enter specific values in the **Width** and **Height** spin boxes.
- **Restore image's original size:** If you want to revert to the image's original size, in the **Properties** pane > **Size & Properties** > **Transform** > **Restore Original Size**. Alternatively, right-click on an image > **Restore Original Size**.
- **Crop images:** Select an image > navigate to the **Properties** pane > **Size & Properties** > **Crop**. Click the **Crop** button then drag the red frames, or adjust the **Left**, **Right**, **Top** and **Bottom** sides the way you want. All the changes will be immediately reflected in the image on the Canvas. Once you click the **Crop** button again or click outside the image, it will be cropped instantly. If you want to reset the cropped video back to the original one, just click the **Reset** button in the **Properties** pane. Alternately, you can crop an image by selecting it > accessing the **Media Tools** tab. Then, choose **Crop** or **Crop to Shape**.
- **Replace images:** Select an image, then in the **Properties** pane > **Size & Properties** > **Image** > **From Project...**  or **From File...**  > select another image from the current project or from your computer respectively. Note that if the new image has a different size or ratio compared to the selected image, it will be adjusted to fit into the selected image object.
- **Edit images in Media Tools tab:** ActivePresenter provides you with basic image editing tools in the **Media Tools** tab: **Crop**, **Crop to Shape**, **Reset Crop**, **Media Fit**, **Blur**, **Remove Background**, **Rotate Media**, **Extract Text**.
- **Further edit images:** Right-click an image > **Edit Image...** to open the **Image** editor and the **Drawing** tab. After editing, once you click **Save changes** in the Quick Access Toolbar, all changes you made to an image will be applied and reflected on the slide. When you're done, close the **Image** editor and go back to the slide.

## Exporting Images

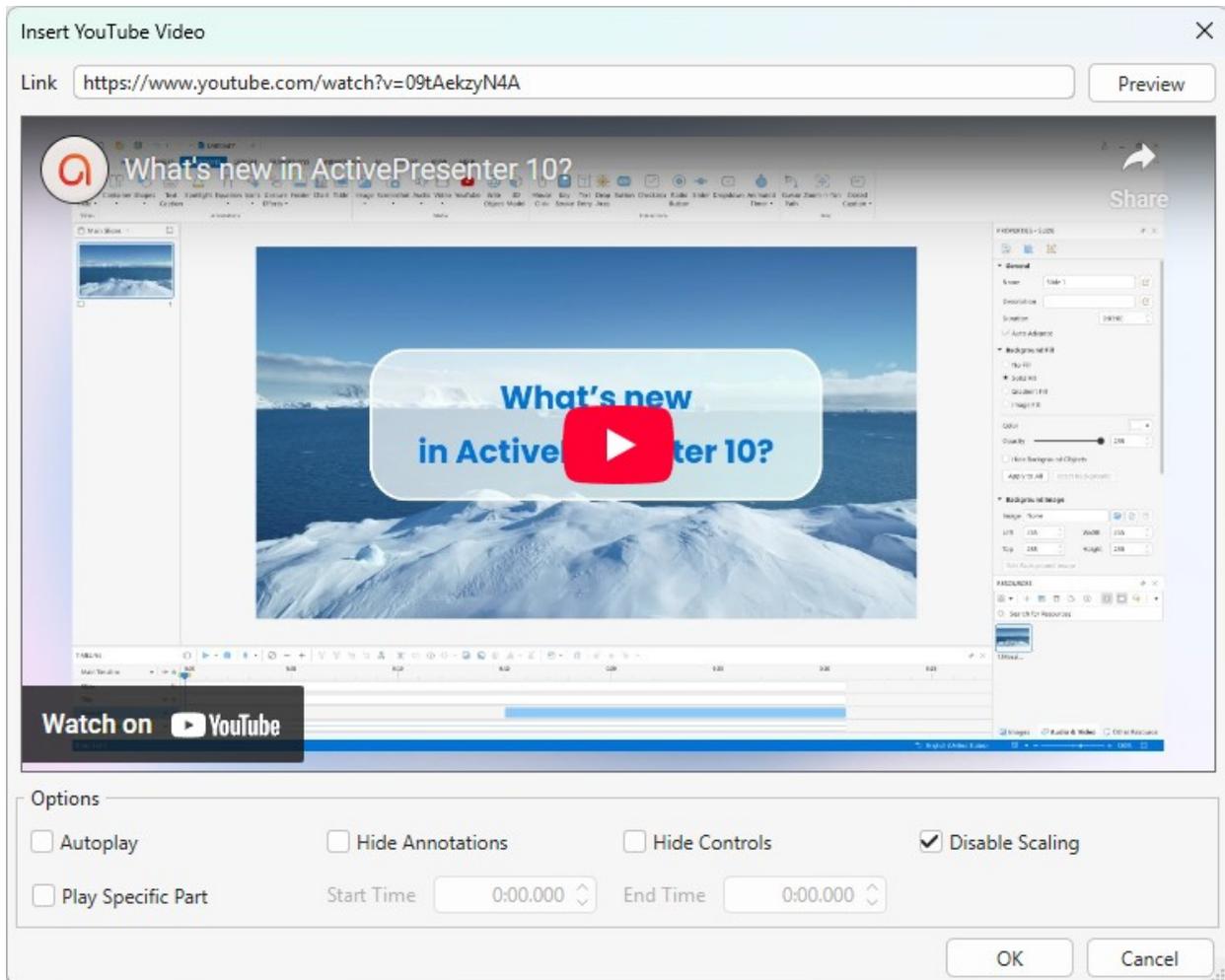
ActivePresenter allows you to export images to 3 supported file formats, which are PNG, JPG, and BMP.

To export images, follow these steps:

1. Select an image on the Canvas.
2. Right-click on it > **Export To File....**
3. Specify the file name, file format, and file location, then click **Save** to export.

## YouTube Video

YouTube video is an effective tool to make your presentation more informative. Do the following steps to embed a YouTube video on a slide:



1. Open the **Insert** tab > **YouTube** . A dialog appears, letting you add a video.
2. Enter the URL of a YouTube video into the **Link** text box.
3. Click **Preview** or press **ENTER** on the keyboard to load and preview the video within the dialog.
4. Specify playback options for the video.
  - **Autoplay**: Make the video start playing automatically 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 video player controls. Note that without the controls, you can still play or pause the video by simply clicking it.
  - **Disable Scaling**: Keep embedded content the same when scaling a slide/ a presentation, for example, when zooming and panning in the AutoFit mode of a presentation. This option is turned on by default.
  - **Play Specific Part**: Embed just a specific part of a video. Select this option and enter the start time and end time (in seconds) in the spin boxes.

For example, you have a two-minute video but you just want to show its content from the 20<sup>th</sup> second to the 60<sup>th</sup> second. To do that, simply select the **Play Specific Part** box, then enter 20 and 60 in the **Start Time** and the **End Time** spin boxes, respectively.

5. Click **OK** to finish.

After embedding a YouTube video on a slide, you can resize it. In case you want to bring back its original size, right-click on it > **Restore Original Size**.

You can also update a video thumbnail to the latest one by right-clicking on it > **Update Thumbnail**.

To make changes for a YouTube video, right-click it on the Canvas > **YouTube Properties**. This will take you to the **Properties** pane. Or you can directly access the **Properties** pane > **Size & Properties** > **YouTube** > **Edit**.

**Note:**

- A YouTube video only works in HTML5 output. In other outputs, it is exported as an image.
- Due to technical limitations, 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 the **Autoplay** option is selected. For this reason, you should not select the **Hide Controls** option when creating content for mobile devices.

## Web Object

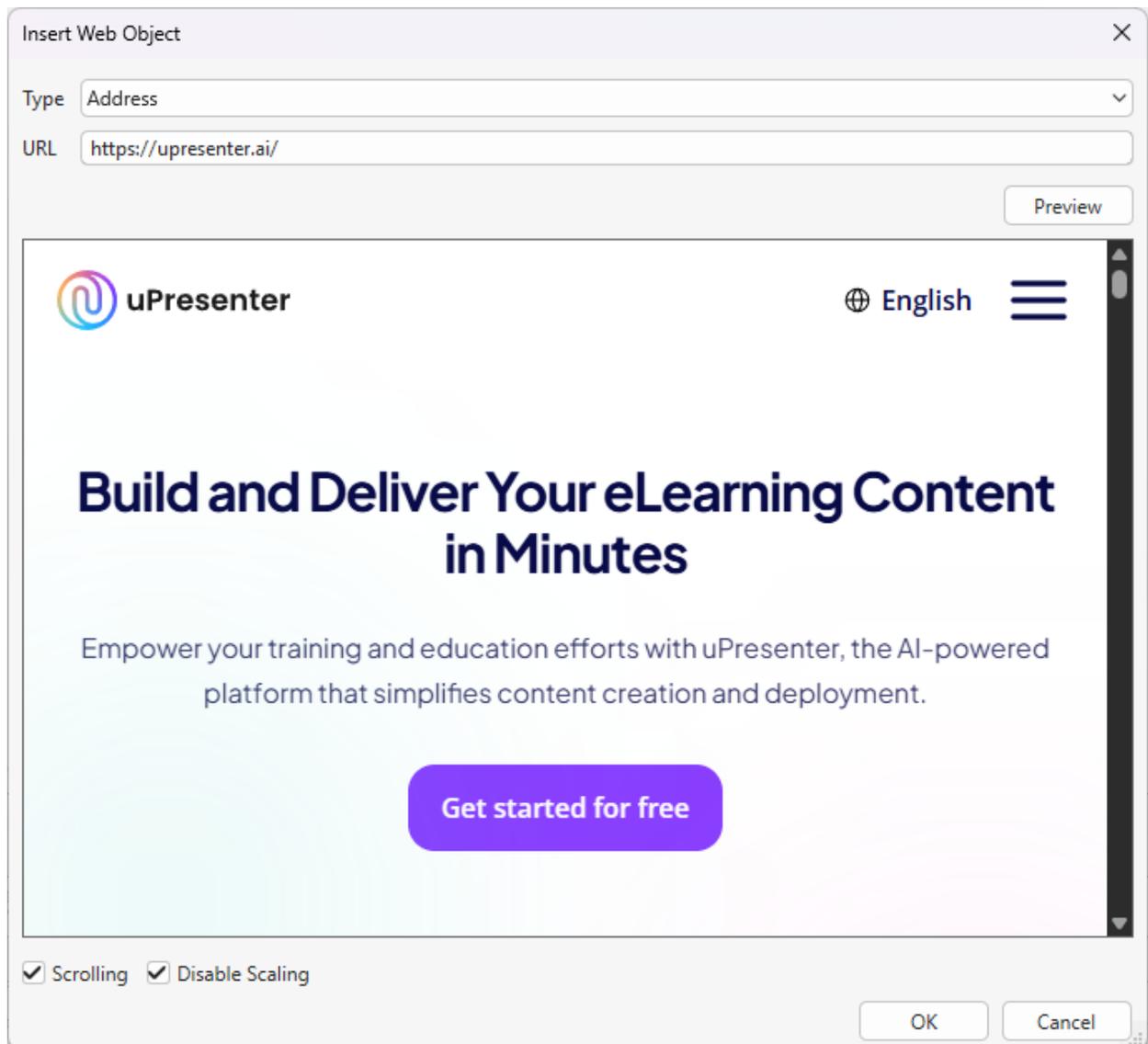
Web objects allow you to embed a website or an HTML package directly in a slide. They can help enhance your project with web-based resources such as websites, games, social media, and reference material. Embedding web objects helps increase the interactivity level of your project. For example, when you embed a website in your eLearning course, learners can interact directly with the website in the course as they normally do when they visit the website.

In ActivePresenter, both full, absolute, and relative URLs are supported for web objects. A web object only works in HTML5 output. In other output, it is exported as images.

### Address & Embed Code

To insert webpage or embed code, do the following:

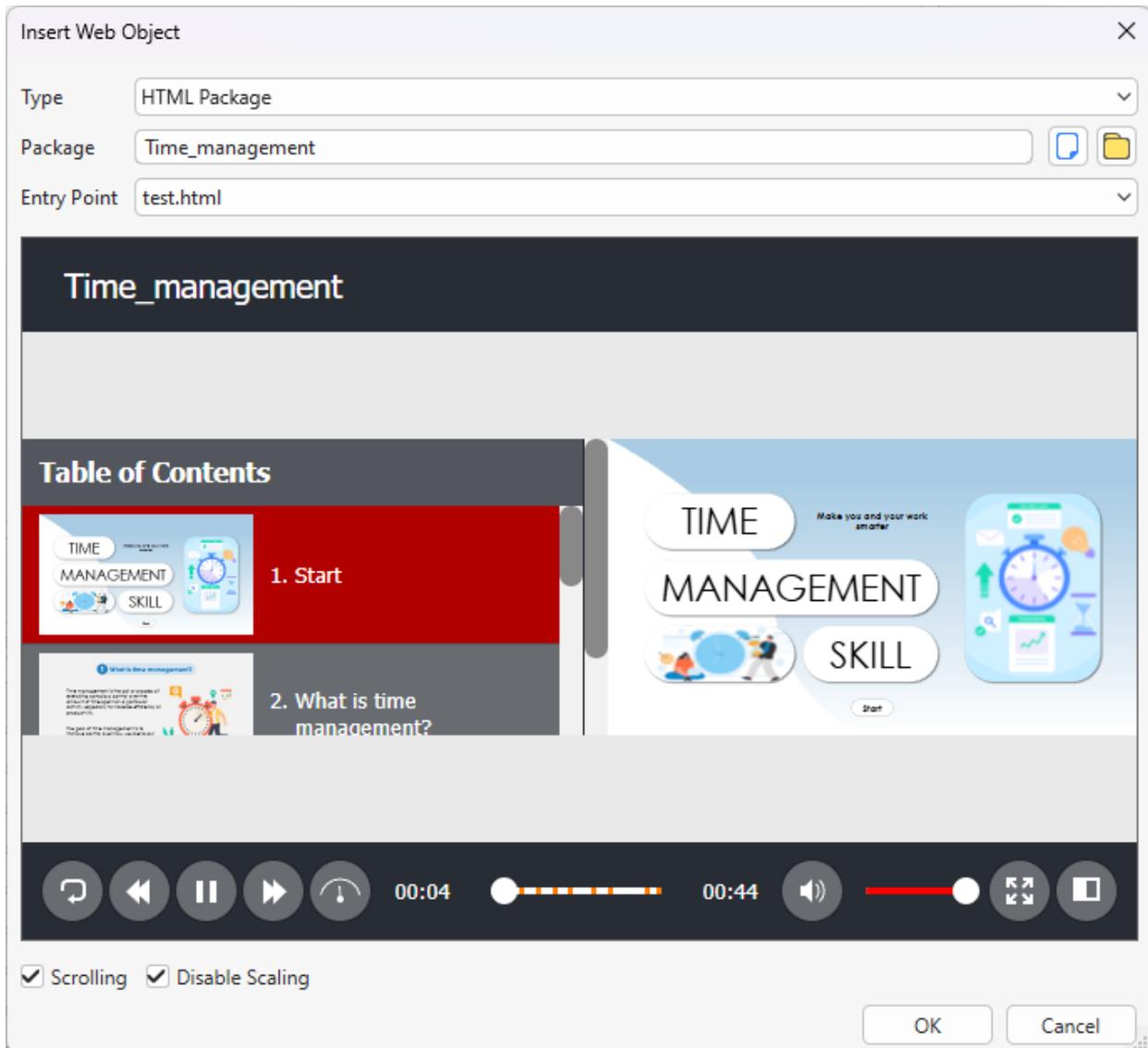
1. Open the **Insert** tab > **Web Object** . A dialog appears, letting you add a web object.
2. Select **Address** or **Embed Code** from the **Type** drop-down list to embed a webpage or a piece of code respectively.
3. Enter the URL of a webpage into the **URL** text box or type a piece of code in the **Code** text box.
4. Click **Preview** or press **ENTER** to load and preview the web object within the dialog.
5. Click **OK** to finish.



## HTML Package

To insert an HTML package, do as follows:

1. Open the **Insert** tab > **Web Object** .
2. Select **HTML Package** from the **Type** drop-down list.
3. Click  to select a package from your project or click  to select a folder from your computer.
4. Select **Entry Point** from the drop-down list.
5. Click **OK** to embed your HTML package.



Specify scrolling and scaling behaviors for web objects as follows:

- **Scrolling:** Allow scrolling the content of a webpage. You can see how this scrolling behavior works when previewing your project.
- **Disable Scaling:** Keep the embedded content the same when scaling a slide/ a presentation. For example, when zooming and panning in the AutoFit mode of a presentation.

After embedding a web object on a slide, you can resize it. In case you want to bring back its original size, right-click on it > **Restore Original Size**.

You can also update a web object thumbnail to the latest one by right-clicking on it > **Update Thumbnail**.

To change a web object, right-click it on the Canvas > **Web Object Properties**. This will take you to the **Properties** pane. Or you can directly access the **Properties** pane > **Size & Properties** > **Web Object** > **Edit**.

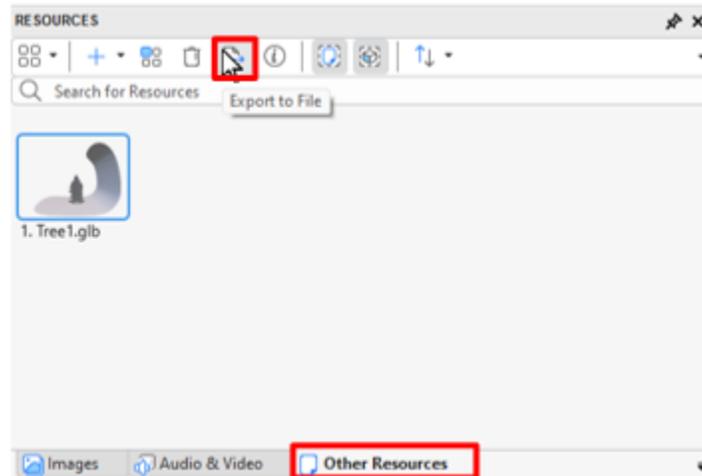
## 3D Model

3D models help to provide a real-world environment for your projects. This feature comes in handy when you want to visualize scenes that are hard to imagine by using 3-dimensional objects.

### Inserting 3D Models

To insert a 3D model, open the **Insert** tab, click **3D Model**  and select a file from your computer. Currently, ActivePresenter supports six 3D model formats, including \*.fbx, \*.obj, \*.3mf, \*.ply, \*.stl, and \*.glb. However, regardless of the format you choose, it will be converted into \*.glb format when being imported into ActivePresenter. Keep in mind that you can also drag 3D models directly from your computer into the app. Besides, when you **import a PowerPoint presentation** containing 3D models, they will be imported into your current ActivePresenter project.

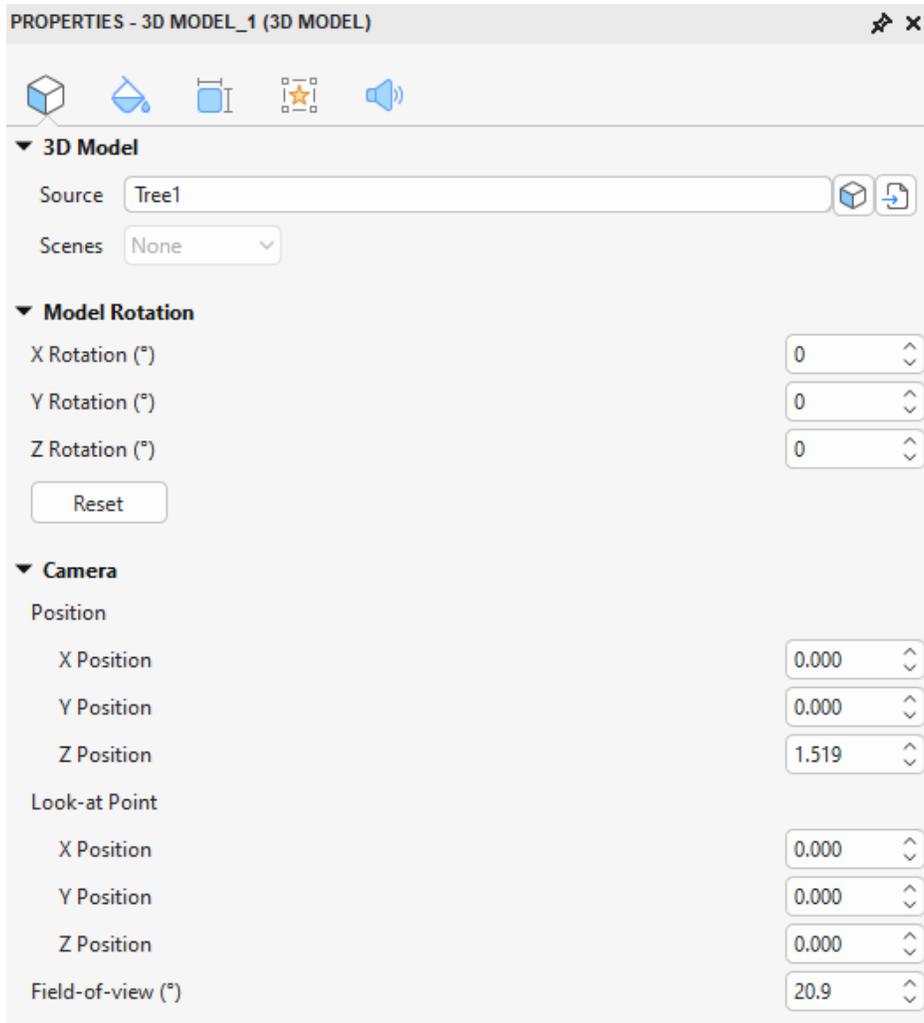
The imported 3D models can be found in the **Resources** pane > **Other Resources** tab. From here, you can drag them to any slide in your project for further editing. You can also export them to files with \*.glb format. Just right-click a 3D model and select **Export to File...** Or, select one or multiple 3D models and click the **Export to File** button:



If you want to replace a 3D model with another one, you can select that 3D model. Then, in the **Properties** pane > **3D Model** tab > **3D Model** section > **Source** > select another 3D model from the current project or from your computer respectively.

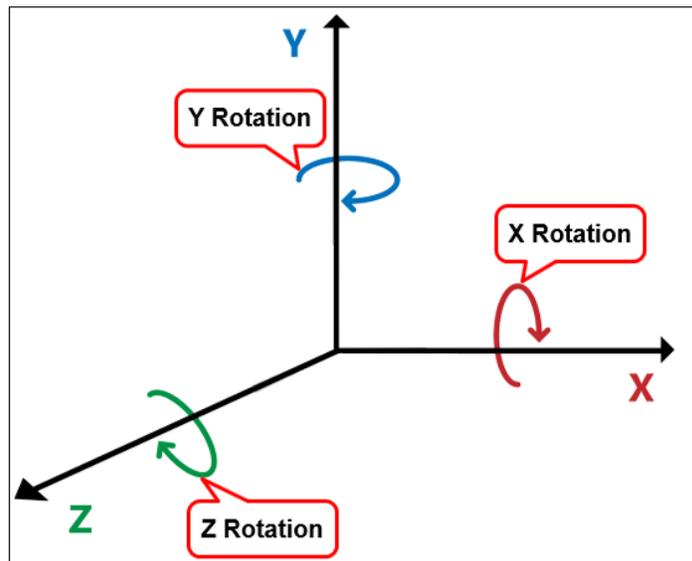
### Customizing 3D Models

Select a 3D model, then, navigate to the **Properties** pane > **3D Model** tab. ActivePresenter allows you to customize model rotation, camera position, look-at point, and field-of-view. Besides, with animated 3D models, you can explore their multiple scenes.



### Model Rotation

After inserting 3D models, feel free to rotate them 360 degrees on the desired axis:

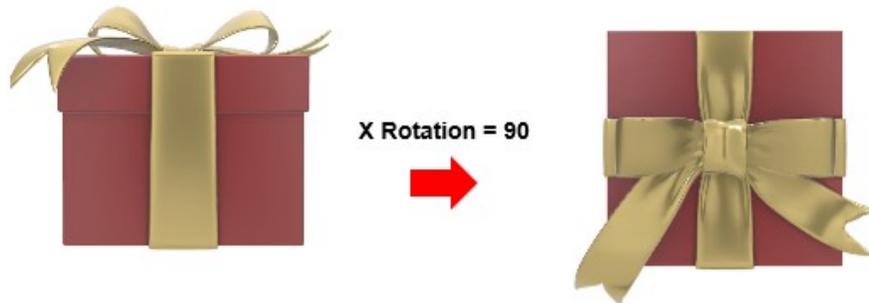


- **X Rotation:** Rotate a model on the horizontal axis (the X-axis).
- **Y Rotation:** Rotate a model on the vertical axis (the Y-axis).
- **Z Rotation:** Rotate a model on the Z-axis.

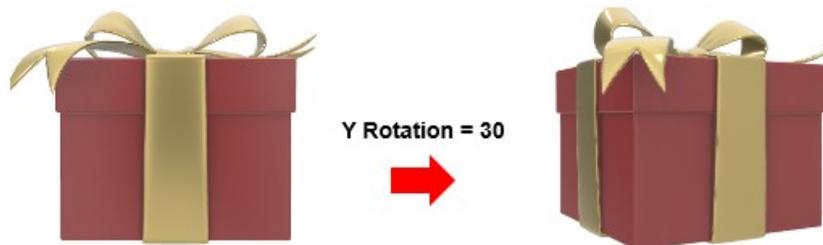
Just enter any integer value in the corresponding spin boxes and then it will automatically convert to a value in the range [0;359].

Take a look at the following examples:

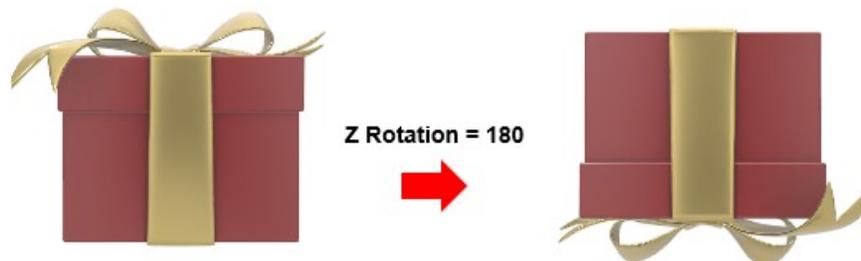
- If **X Rotation** = 90, the model will be rotated 90 degrees downwards:



- If **Y Rotation** = 30, the model will be rotated 30 degrees to the right:



- If **Z Rotation** = 180, the model will be rotated 180 degrees on the Z axis. As a result, it turns upside down:



## Camera Position

As its name implies, the camera position defines the location (the X, Y, Z coordinates) of the camera. When you import a 3D model into ActivePresenter, the camera always takes up an initial position to point to the model. Normally, it is located on the Z-axis, its X and Y coordinates are equal to 0. It points directly to the center of the model.

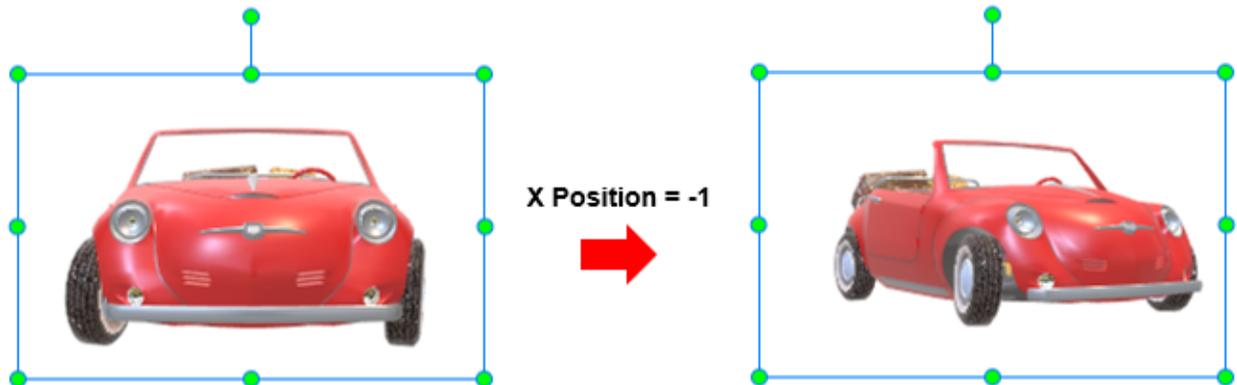
Enter a number value from -50 to 50 in the corresponding spin boxes to change the X, Y, Z coordinates of the camera:

- **X Position:** Change the X coordinate of the camera.

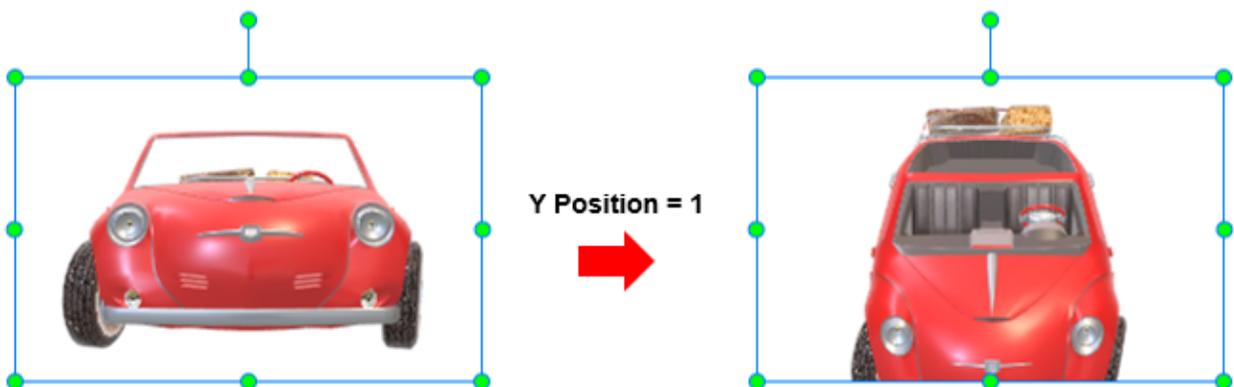
- $X < 0$ : The camera moves to the left (with respect to the origin) along the X-axis. As a result, the camera points to the left of the model. The smaller the value is, the smaller the model image becomes.
- $X > 0$ : The camera moves to the right (with respect to the origin) along the X-axis. Subsequently, the camera points to the right of the model. The greater the value is, the smaller the image the model becomes.
- **Y Position:** Change the Y coordinate of the camera.
  - $Y < 0$ : The camera moves downward (with respect to the origin) along the Y-axis. As a result, the camera points to the lower part of the model. The smaller the value is, the smaller the model image becomes.
  - $Y > 0$ : The camera moves upward (with respect to the origin) along the Y-axis. Subsequently, the camera points to the upper part of the model. The greater the value is, the smaller the model image becomes.
- **Z Position:** Change the Z coordinate of the camera.
  - $Z < 0$ : The smaller the value is, the farther the camera moves from the model along the Z-axis and the smaller the model image becomes. You will see the back of the model.
  - $Z > 0$ : The greater the value is, the farther the camera moves from the model along the Z-axis and the smaller the model image becomes. You will see the front of the model.

See the images below:

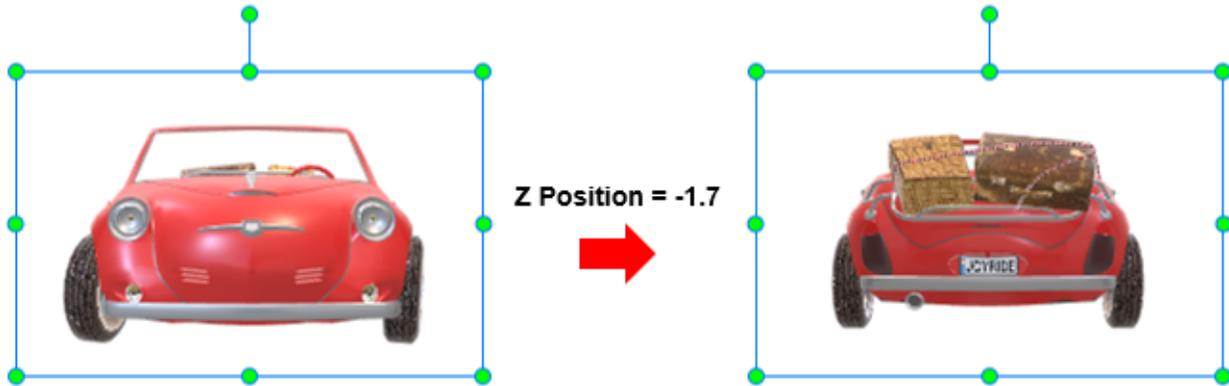
- **X Position = -1:**



- **Y Position = 1:**

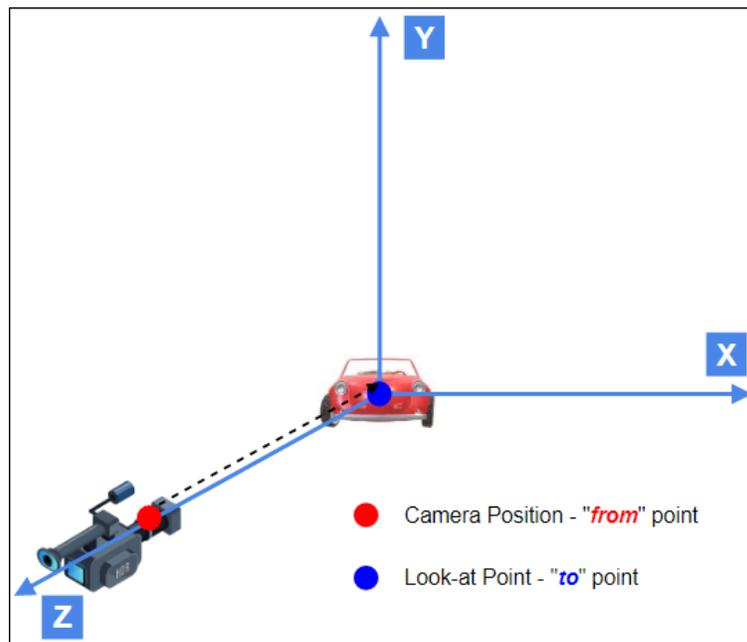


- **Z Position = -1.7:**



### Camera Look-at Point

In the previous section, you learn the definition of the camera position. It is a point that sets the camera position in space. In other words, it is a “*from*” point. If the camera position is the “*from*” point, you can refer to the camera look-at point as the “*to*” point. This point has the same coordinates as the model. Panning the camera will move its look-at point.

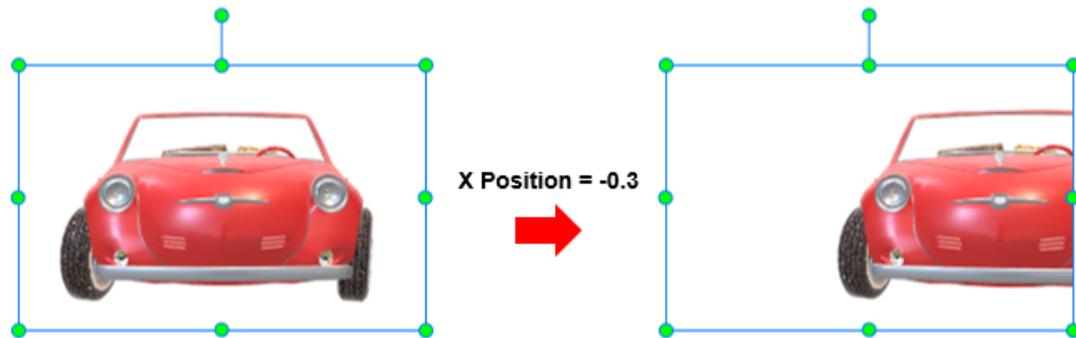


Enter a number value from -50 to 50 in the corresponding spin boxes to change the X, Y, Z coordinates of the look-at point.

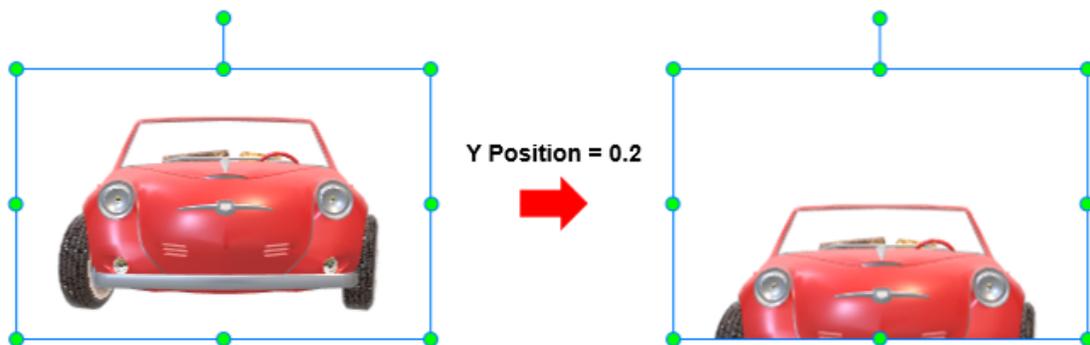
- **X Position:** Change the X coordinate of the look-at point.
  - If  $X < 0$ , the look-at point will move to the left side of the model. When this value decreases to a certain limit, the model will no longer appear in the field-of-view.
  - If  $X > 0$ , the look-at point will move to the right side of the model. When this value increases to a certain limit, the model will no longer appear in the field-of-view.
- **Y Position:** Change the Y coordinate of the look-at point.
  - If  $Y < 0$ , the look-at point will move to the lower part of the model. When this value decreases to a certain limit, the model will no longer appear in the field-of-view.

- If  $Y > 0$ , the look-at point will move to the upper part of the model. When this value increases to a certain limit, the model will no longer appear in the field-of-view.
- **Z Position:** Change the Z coordinate of the look-at point.
  - **Z  $\geq 0$** 
    - If the Z value of the look-at point ( $Z \geq 0$ ) is smaller than the Z value of the camera position ( $Z = 0$ ): The look-at point will move along the Z-axis in front of the camera. Hence, the model will appear in the field-of-view. You will see the front of the model.
    - If the Z value of the look-at point ( $Z \geq 0$ ) is equal to or greater than that of the camera position ( $Z = 0$ ): The look-at point will move along the Z-axis behind the camera. So, the model will no longer appear in the field-of-view.
    - If the Z value of the look-at point ( $Z > 0$ ) is greater than the Z value of the camera position ( $Z < 0$ ): The look-at point will move along the Z-axis in front of the camera. So, the model will appear in the field-of-view. You will see the back of the model.
  - **Z  $< 0$** 
    - If the Z value of the look-at point ( $Z < 0$ ) is greater than that of the camera position ( $Z < 0$ ): The look-at point will move along the Z-axis in front of the camera. Hence, the model will appear in the field-of-view. You will see the back of the model.
    - If the Z value of the look-at point ( $Z < 0$ ) is smaller than that of the camera position ( $Z < 0$ ): The look-at point will move along the Z-axis behind the camera. So, the model will no longer appear in the field-of-view.
    - If the Z value of the look-at point ( $Z < 0$ ) is smaller than that of the camera position ( $Z > 0$ ): The look-at point will move along the Z-axis in front of the camera. Hence, the model will appear in the field-of-view. You will see the front of the model. Take a look at the following images:

- **X Position = -0.3:**



- **Y Position = 0.2:**

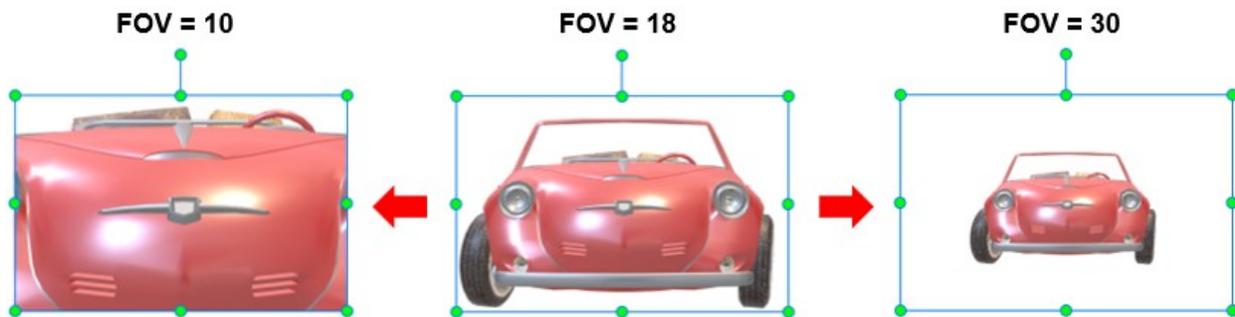


## Camera Field-of-view

Field-of-view is the observable range of a camera that allows it to capture all objects that appear in the range. When you import 3D models into ActivePresenter, the field-of-view value is predefined in degrees. Enter a value from 0.1 to 179.9 degrees in the corresponding spin box:

- The smaller the value, the narrower the viewing angle and the higher the magnification. Hence, the larger the model is zoomed in.
- The greater the value, the wider the viewing angle and the lower the magnification. As a result, the smaller the model is zoomed out.

Take a look at the example below. When this model is imported, its default field-of-view (FOV) value is 18:



When you adjust other values such as X, Y, Z coordinates of the look-at point, sometimes, you realize that the model no longer appears in the field-of-view. In this case, you should adjust the field-of-view value properly to make the model appear again.

**Note:** After customizations, if the changes do not satisfy you, you can reset all the properties to the initial values. To do that, access the **Format** tab > **Reset 3D Model**. Or, navigate to the **Properties** pane > **3D Model** tab > click the **Reset 3D Model** button.

## 3D Model Scenes

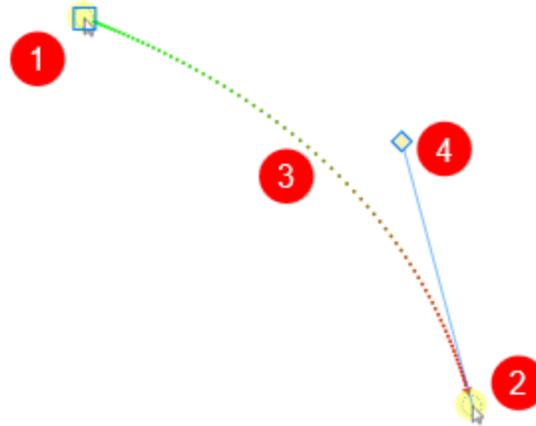
Some 3D models may include multiple scenes for animation. To explore their available animation scenes, select the model and navigate to the **Format** tab > **Scenes**. Alternatively, you can access the **Properties** pane > **3D Model** tab > **3D Model** section > **Scenes**.

## Previewing 3D Models

When you preview your projects which include 3D models in **HTML5**, you can use the mouse to rotate them as you wish. Simply drag the mouse left, right, upward, downward, or in a circular movement to view the model from different perspectives. Note that these movements are not applicable to 3d models which are set as drag sources.

## 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.

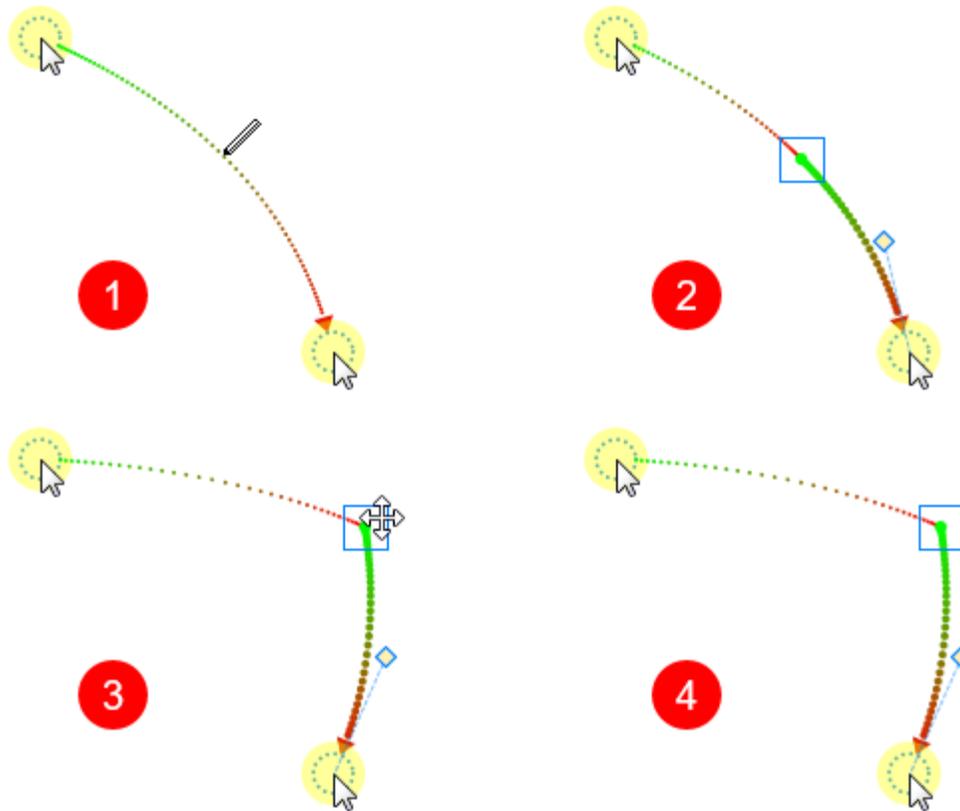
In practice, cursor path objects are generated in two different ways:

- 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. Open the **Insert** 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 on the start point > **Straight/Curved Cursor Path**. Another way to change the path is to move the control point.

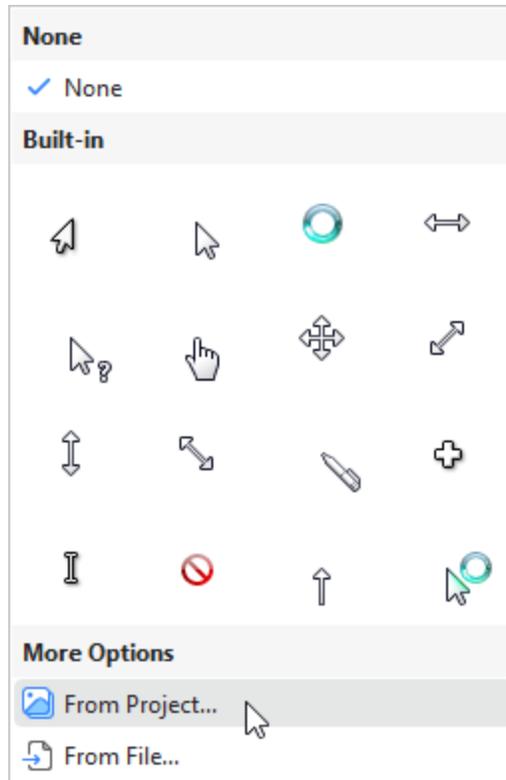
**Tip:**

- 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.

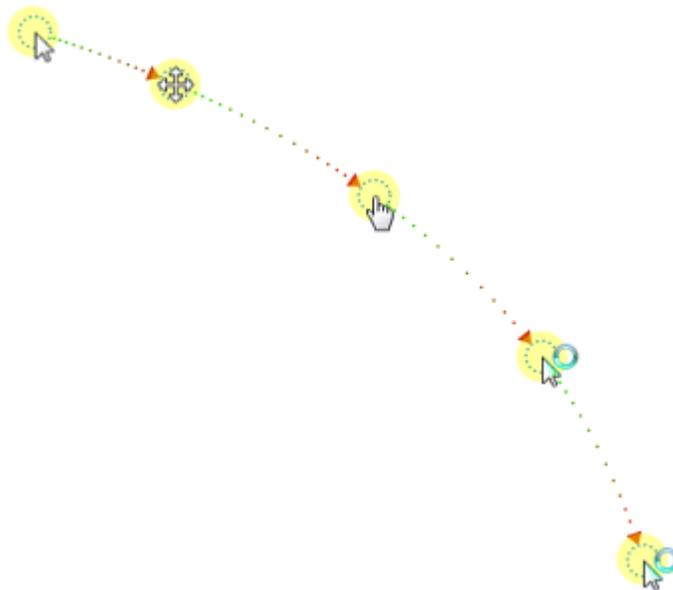
## Changing Cursor Styles

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

1. Right-click a point > **Change Cursor**. This will take you to the **Properties** pane. Or you can click a point and directly access the **Properties** pane > **Size & Properties** > **Cursor** > **Cursor Image**.
2. 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.



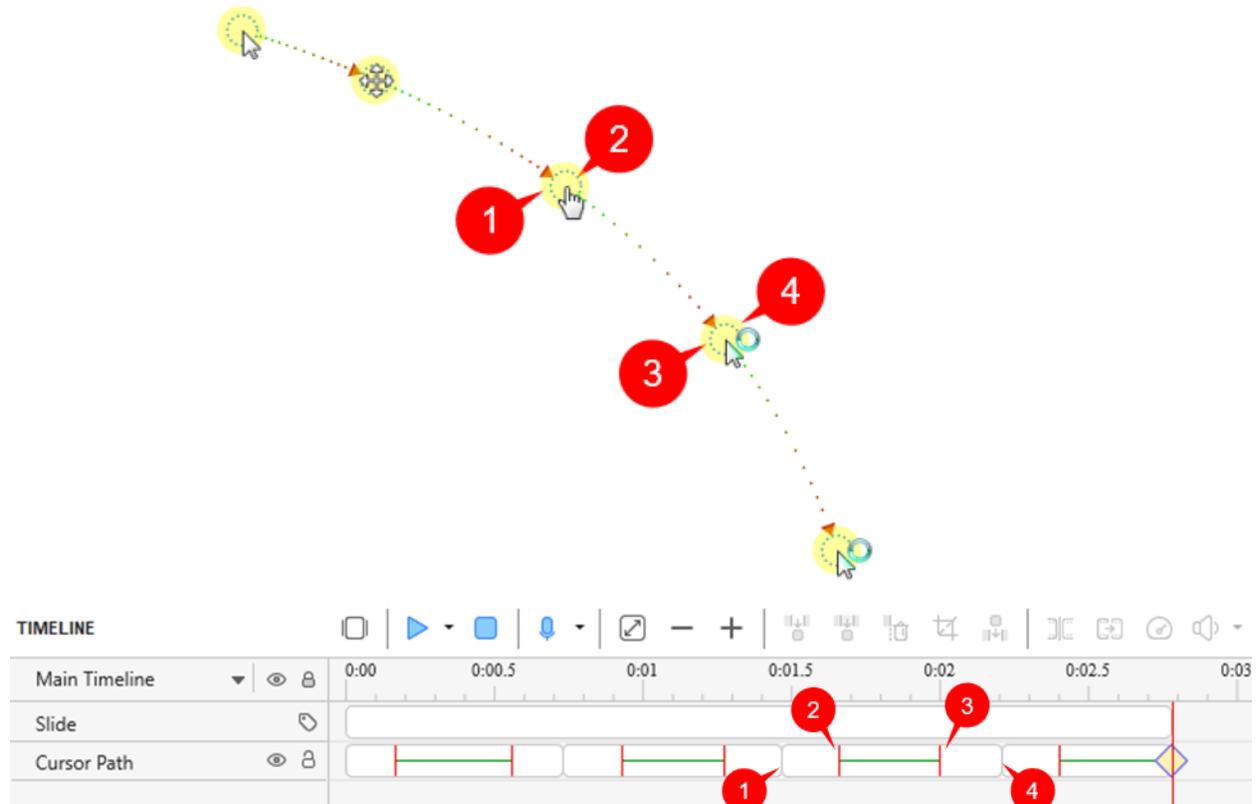
In the following example, several points are added to the original path. The cursor for each of those interim points is also changed. When rendered, this path will keep changing the cursor shape along the way.



**Note:** If you want all the Cursor Path objects in the current project to have the same cursor shape/image, just click the **Apply Style To All Cursors** button.

## 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 3<sup>rd</sup> segment with four instants 1-4 marked on both the Canvas and the timeline. From the timeline, you can see that:

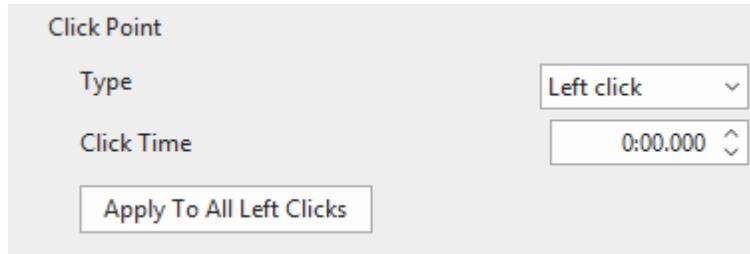
- The gray vertical line (1) starts the life of the segment.
- The instant when the cursor starts moving is marked with a red vertical line (2).
- During the 1→2 gap, the cursor is at rest (there is no movement). This is the start duration of the cursor.
- The instant when the cursor stops moving is 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, navigate the **Properties** pane > **Cursor** > **Timing** to adjust the timing and speed of the mouse movement.

## Adding Click Points

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

1. Click a point.
2. Navigate to the **Properties** pane > **Size & Properties** > **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. Set the click time which is the duration from the time the cursor appears until it starts moving. If the cursor is the last one, it is the cursor's showing time. To do that, you should drag the click point (a yellow diamond icon) in the Timeline.
5. Click **Apply To All** to apply changes to all click points of the same type.

Take a look at the table below. It summarizes all properties that you can adjust in the **Cursor** section:

Properties	Function
<b>Cursor Image</b>	Change the cursor shape or cursor image (from the project or your computer).
<b>Apply Style To All Cursors</b>	Apply the style of the selected cursor path to all cursor path objects in the current project.
<b>Position</b>	Change the position of each dot on the dotted line of the cursor path.
<b>Timing</b>	Change the timing of the cursor movement.
<b>Start Duration</b>	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.
<b>Stop Duration</b>	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.
<b>Moving Duration</b>	The duration in which the cursor has movement.
<b>Speed</b>	The speed of the cursor movement.
<b>Fixed Speed</b>	The movement speed is fixed. Select this checkbox to disable the option to set the moving duration.

<b>Click Point</b>	Change the click point's timing.
<b>Type</b>	Select the click type to add and customize it (Left-click, Right-click, and Left double-click).
<b>Click Time</b>	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.
<b>Apply To All</b>	Apply the click time to all clicks of that type.

## Adding Cursor Graphics and Click Effects

You are able to further customize the cursor graphics, click sound and effects if you wish by going to the **Properties** pane > **Size & Properties** > **Cursor Path**.

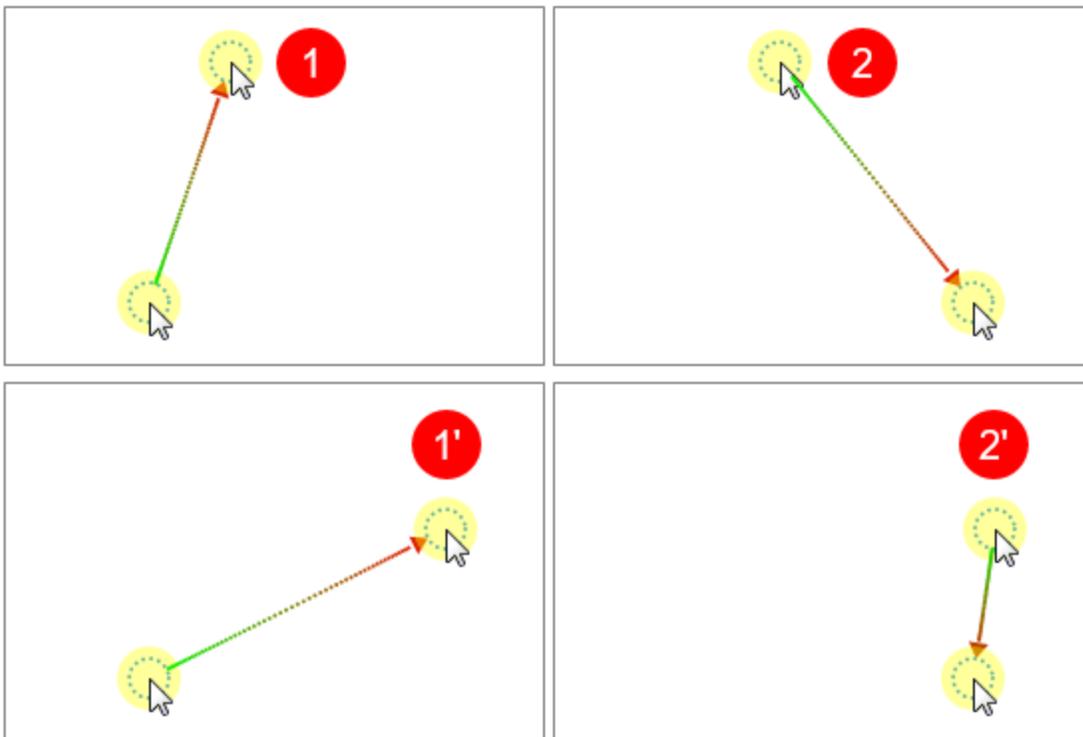
<b>Properties</b>	<b>Function</b>
<b>Highlight</b>	Type of the highlight effect. You can select from: None, Circle, and Square.
Size	Size of the highlight effect. It is the radius of the circle in the Circle Highlight or half of the square width in the Square Highlight.
Color	The color is used to draw the highlight.
Opacity	The opacity is used to draw the highlight.
<b>Left-Click/ Right-Click/ Left Double-Click Effects</b>	Customize sound and effects for clicks.
Click Sound	The sound is played when a mouse button is pressed.
Click Effect	The animation effect 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 is used to draw the click effect.
Opacity	The opacity which is used to draw the click effect.
Show to end	Show the last Cursor to the end of the slide.
Apply To All	Apply the click sound and effect to all clicks.

## 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, open 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) on a slide has the same coordinates as the start point of the cursor path (2) in the next slide. As a 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 on the start point > **Snap to Previous** .
- Right-click on the end point > **Snap to Next** .

## Tips to Compose Cursor Paths

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

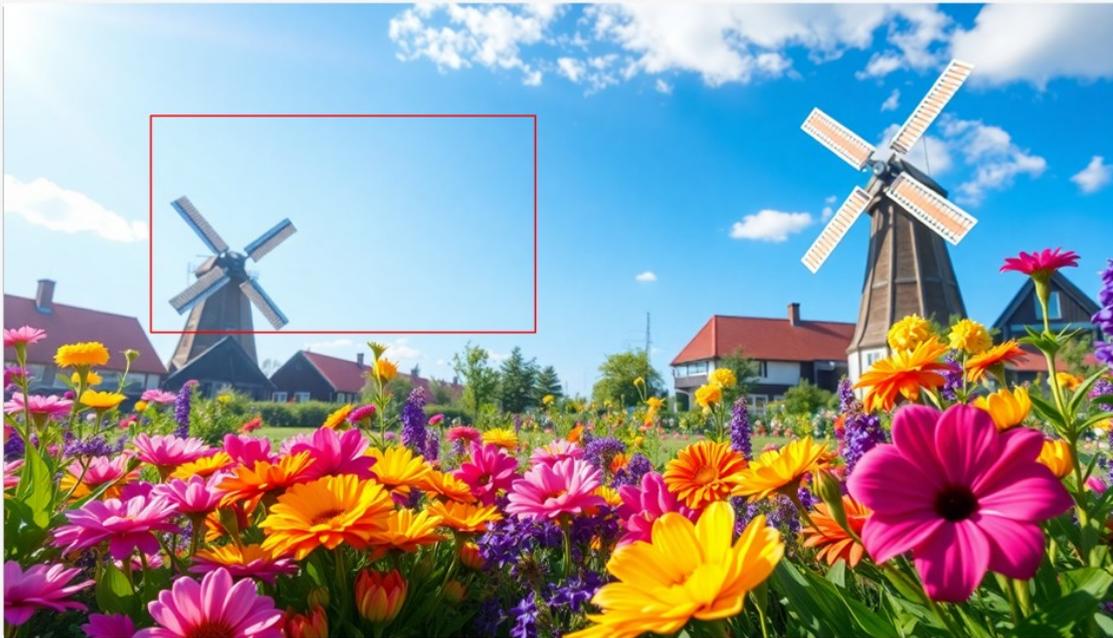
- Avoid showing the mouse all the time. It is OK if the mouse vanishes from the scene for a while.
- Remove aimless wandering of the mouse to prevent distraction.

- 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 image generated by AI in ActivePresenter, you are seeing the colorful flower garden in the Netherlands. Now, you want to zoom in closer to the windmill on the left of the picture.



TIMELINE

Main Timeline	0:00	0:00.5	0:01	0:01.5	0:02	0:02.5	0:03	0:03.5	0:04
Slide	[Progress bar]								
Zoom-n-Pan	[Zoom-n-Pan effect bar with a diamond handle]								
Image_7	[Image object bar]								

## 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. Open the **Insert** 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, navigate to 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

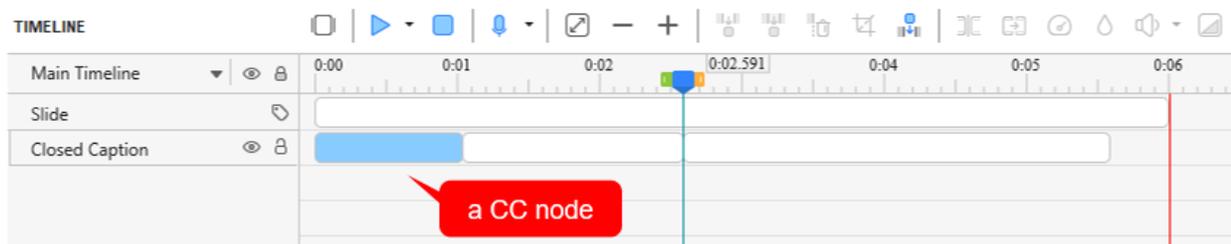
You can create a continuous panning effect using multiple zoom areas. Just position the zoom areas at different places on a slide. In the timeline, place the zoom time bars so that the effect occurs as desired.

## Zooming Back to Normal View

The zoom-n-pan object has a one-way effect. When it ends, it doesn't restore the zoom 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 the text version of a spoken part of televisions, movies, videos, or presentations. The qualifier term “*closed*” means that users have the power to display or hide closed captions.



A closed caption object is *quite* different from other object types:

- Each time you insert a new closed caption, a new CC node will be automatically added to the Closed Caption object of the Timeline pane.
- A closed caption object may have one or multiple CC nodes. You can only toggle the lock and visibility state of all CC nodes at a time by clicking the  and  icons on the left side of the timeline.
- If you format closed captions in one slide, the new format will be applied to all closed captions in other slides of the same project.

- CC nodes are arranged in chronological order and there is no overlap between two CC nodes. That means only one closed caption can be displayed at a time.
- You cannot switch the order of CC nodes.
- When being converted into speech, all nodes of a CC object produce a combined single **audio** object.

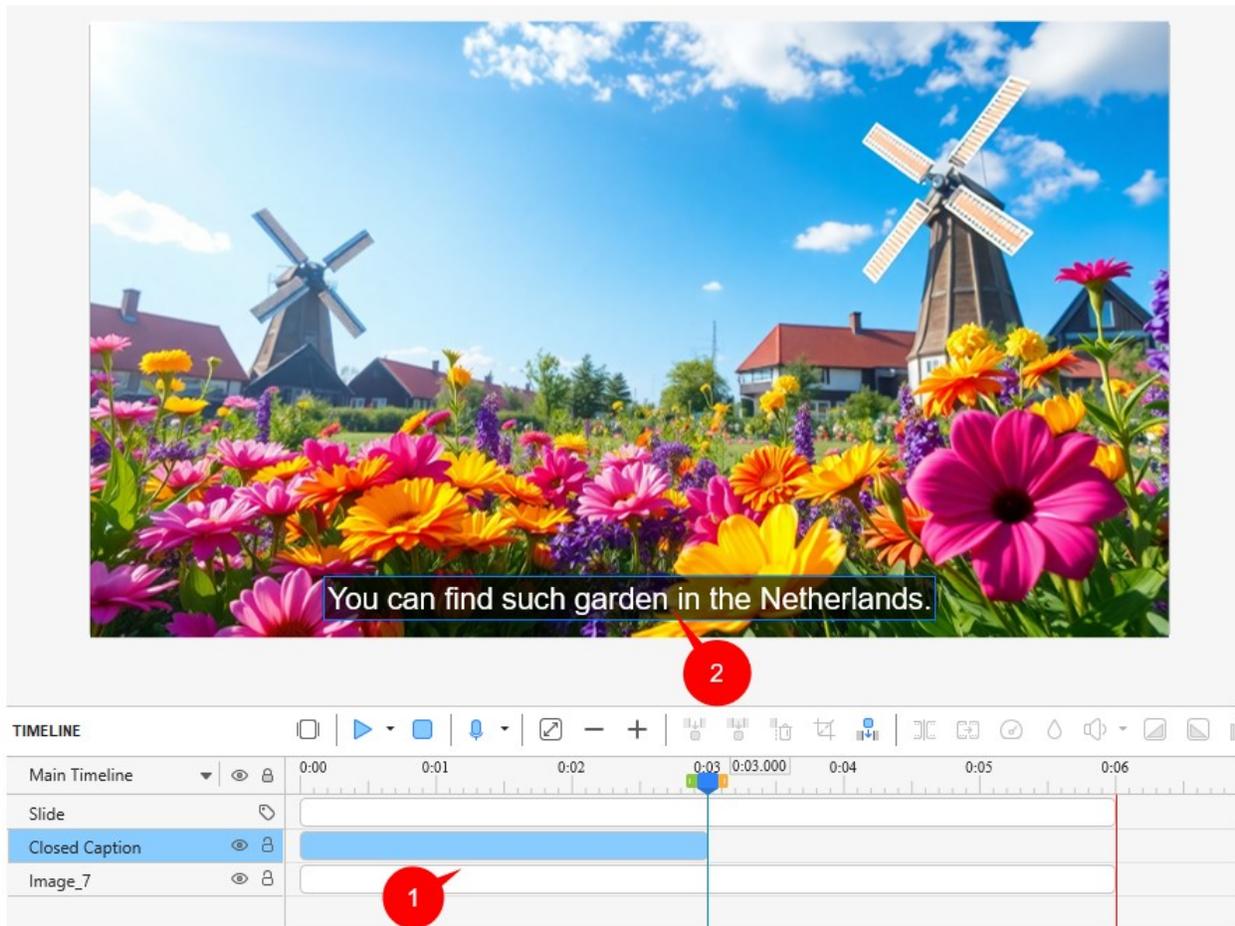
## Adding and Importing Closed Captions

You can either insert closed captions on your own or import closed captions from a caption file with the \*.srt file extension.

To insert closed captions, do the following:

1. In the timeline, place the **Playhead** at the timestamp that you want to add a closed caption.
2. Open the **Insert** tab > **Closed Caption**  or click the **Insert Caption**  button in the **Timeline** pane.

Immediately, in the **Timeline** pane, a CC node (1) appears in the Closed Caption object. Meanwhile, on the Canvas, a CC editor (2) also appears, allowing you to type text.



3. Type your text in the CC editor. Then, position the **Playhead** to another timestamp and repeat the cycle to add more closed captions if you want.
4. Drag either side of a CC node to change its timing and duration.

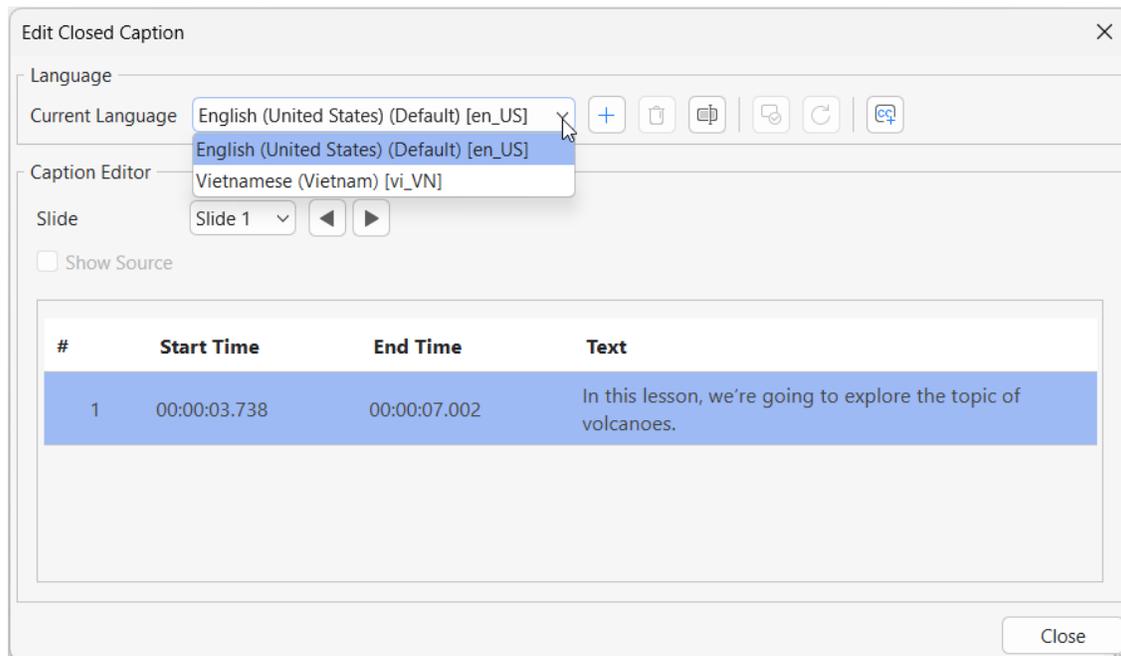
- To remove one or more CC nodes, select them and press **DELETE**. To remove all closed captions, click the Closed Caption object to select all CC nodes and press **DELETE**.

On the other hand, if you have a caption file created in ActivePresenter or another software, you can import it into a single slide or multiple slides. Note that ActivePresenter supports only \*.srt file format for closed caption files. To import a Closed Caption file into ActivePresenter, follow these steps:

- Open the **Insert** tab, click the arrow on the **Closed Caption** button > **From File** > **Import To Single Slide** or **Import To Multiple Slides** > select the file that you want to import.
- A dialog will appear, allowing you to select the language for the imported closed captions.



If a closed caption already exists in the current language, importing another caption file in the same language will overwrite the existing one. However, if you import a caption file in a different language and select that language for the caption, a new caption language will be created. You can switch between these caption languages in the **Current Language** option for editing further.



In the output, you can then switch between caption languages to preview them.

## Formatting Closed Captions

To format closed captions, do the following:

- In the timeline, place the **Playhead** at a timestamp that a CC node appears. That makes its CC editor visible on the Canvas.

2. Select the CC node on the timeline or its CC editor on the Canvas.
3. Use commands and options available in the **Home** tab, **Format** tab, or the **Properties** pane to format closed captions in the way you want.

**Note:** If you format closed captions in one slide, the new changes will be applied to all closed captions in other slides of the same project.

## Adjusting Closed Captions in Timeline

If you annotate 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:

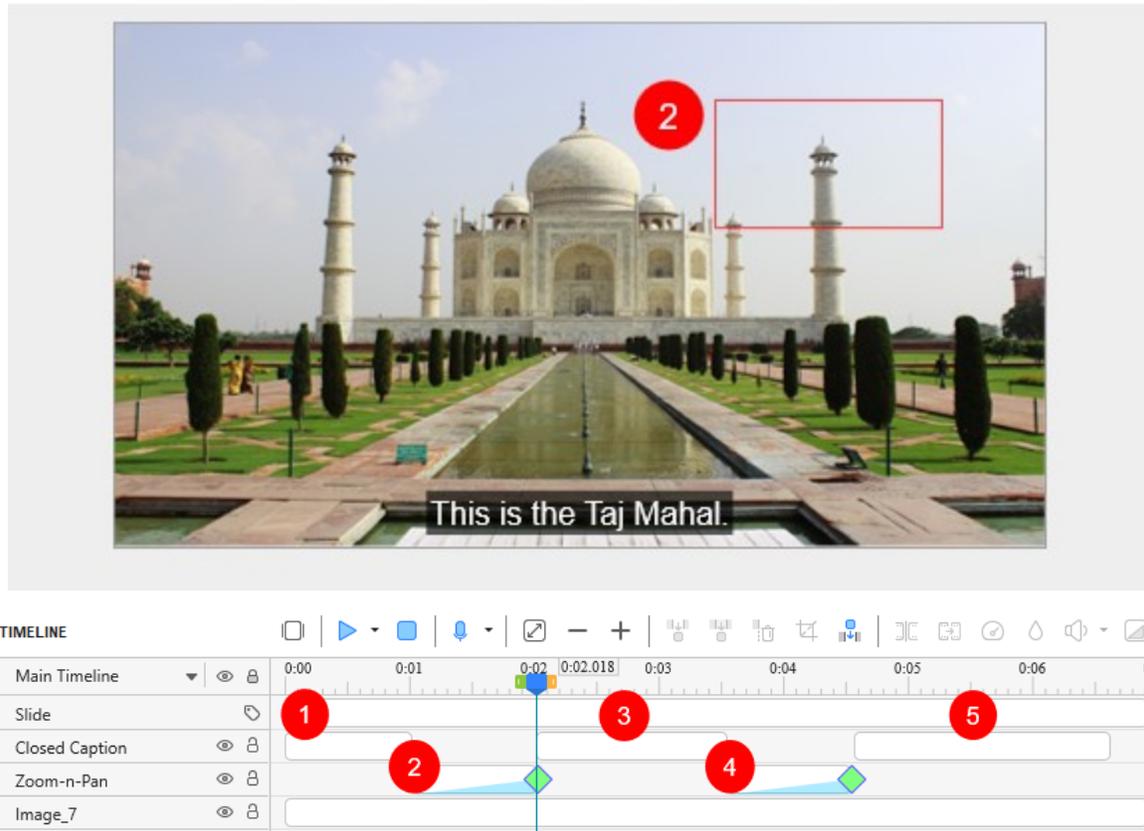
- The CC may run into the subsequent scene which has no relation to what the CC is talking about.
- The converted audio may interfere with an audio embedded within the slide during the capture phase.
- The converted audio may overlap with TTS audio of other objects (shapes, for example).
- The converted 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. Look at its relationship with other objects in the timeline, and adjust CC nodes.

- 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 until the narration and CC play out. After that, resume the playback.

When you adjust CC nodes 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 CC nodes, which means there are three captions.



Three CC nodes 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 to zoom in on 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 closed captions that can help you position CC nodes correctly (for example, to synchronize with the audio):

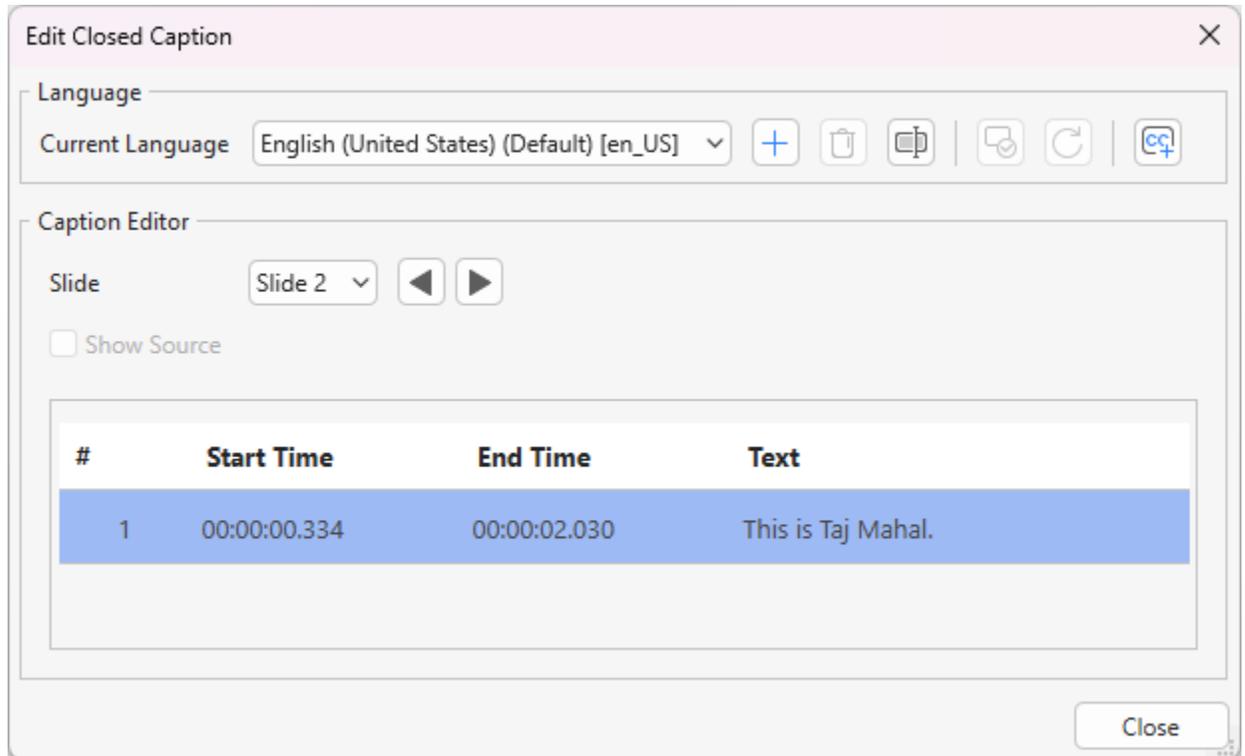
- You can select multiple CC nodes by pressing **SHIFT+Click** (to select all adjoining CC nodes) and/or **CTRL+Click** (to select all non-adjoining CC nodes).
- You can shift multiple selected CC nodes simultaneously by dragging the mouse.

## Adding Multiple Languages for Closed Captions

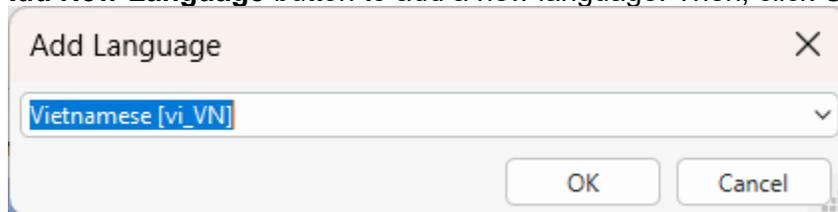
ActivePresenter supports multiple languages for closed captions. This feature is useful when your content needs to be accessible in more than one language. Once you've added the initial closed captions, you can add additional languages by following these steps:

1. Access the **Insert** tab > **Closed Caption** > **Caption Editor**.  
Alternatively, select a closed caption > in the **Properties** pane > **Size & Properties** > **General** > **Caption Editor**.

Then, the **Edit Closed Caption** dialog appears.



2. In the **Edit Closed Caption** dialog that appears, in the **Language** section:  
Click the **Add New Language** button to add a new language. Then, click **OK** to apply.



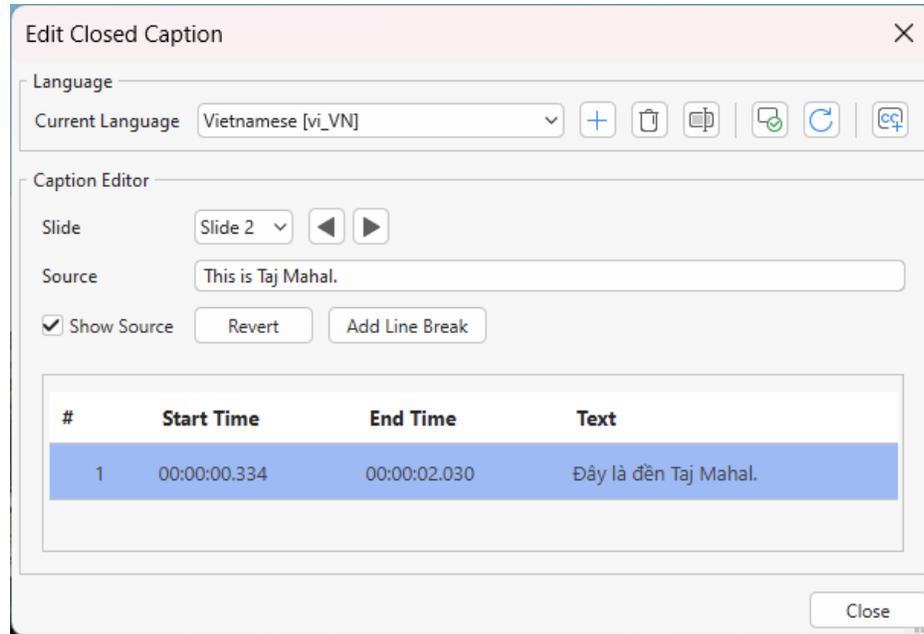
To manage the new language, you can:

- **Remove Language:** Remove the current language.
- **Rename Language:** Rename the current language.
- **Set As Default Language:** Save the current language as the default language.
- **Reuse Default Language:** The subtitle for the current language will be replaced by the default subtitle.
- **Add New Subtitle:**

**Single Slide:** Import subtitles from an \*.srt file to the current slide only.

**Multiple Slides:** Import subtitles from an \*.srt file to multiple slides.

**Export Closed Caption To File:** Export subtitles in all available languages to an \*.srt file.



3. The **Caption Editor** displays subtitles for one slide at a time. To navigate between slides, click the navigation buttons located on the right side of the **Slide** section. Then, enter closed captions for the desired languages in the **Text** field.
4. Tick the **Show Source** checkbox to show the source of the closed caption.  
**Revert:** Revert CC of the new language to the original one.  
**Add Line Break:** Add the <br> tag to a text to break it into different lines.
5. Click **Close** to finish.

## Exporting Closed Captions to File

It's so easy and quick if you wish to just export closed captions to \*.srt files without exporting with the whole video. To get it done, do either of the following:

- Right-click a CC node in the **Timeline** pane > **Export Closed Captions To File**.
- Click the drop-down arrow next to the **Closed Caption** button in the **Insert** tab > **Export Closed Caption To File**.

Thereby, all the closed captions with timing included in the current project will be exported to an \*.srt file, accordingly. Then, you are free to edit this file as you want.

## Converting Closed Captions to Speech

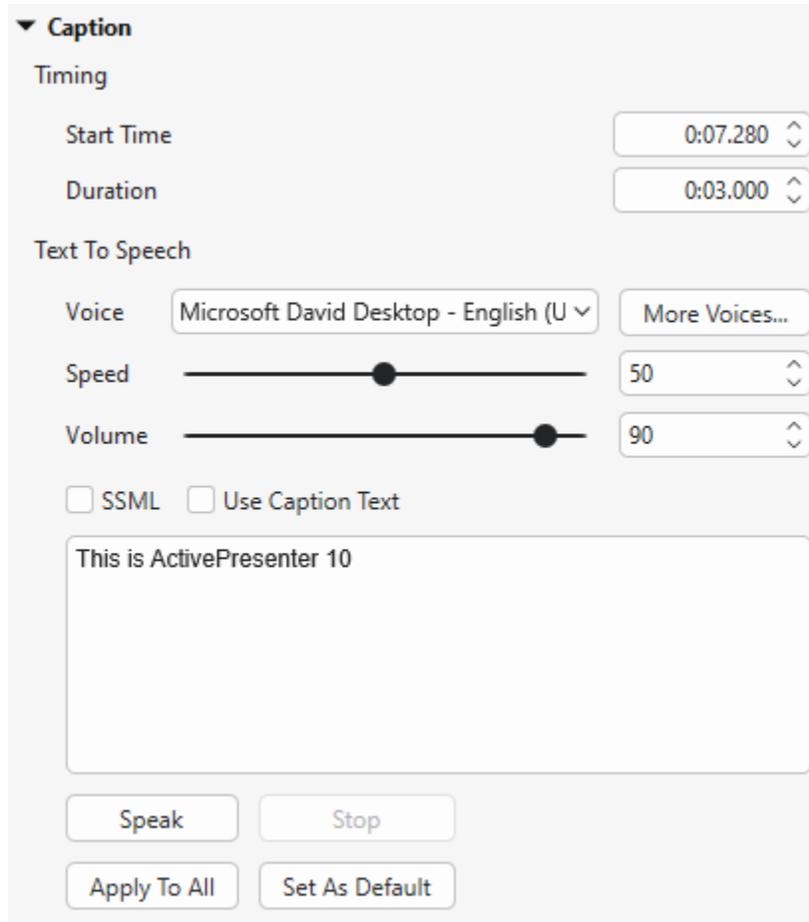
ActivePresenter lets you convert closed captions to speech using the Text to Speech feature (also TTS). When converted, all CC nodes in the Timeline produce a single audio object. This audio object works just like other audio objects, meaning that you can use the built-in audio tools to edit it.

ActivePresenter also allows you to use **different voices**, speeds, and volumes for each CC node. This is useful when you want to make conversations. Besides, you're enabled to do a batch operation to generate audio from CC in some specified slides or all slides in your project.

## Converting Closed Captions in a Single Slide

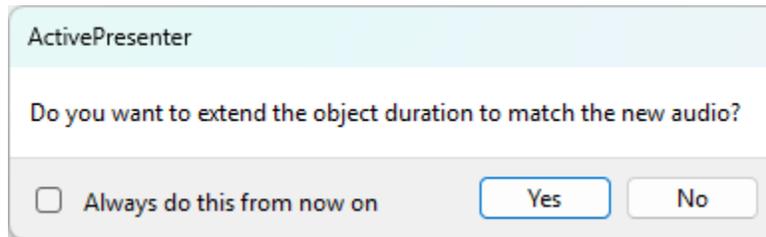
You can apply different settings to each closed caption on a slide, then convert all of them into audio. To do that, select a closed caption and do the following:

1. Navigate to the **Properties** pane > **Size & Properties** > **Caption**.



2. In the **Text To Speech** part, specify the voice, speed, and volume for the closed caption. ActivePresenter allows you to get more voices for text to speech. Click **More Voices...** to see other available voices. See [Getting More Text-to-Speech Voices](#) for more details. Note that when selecting a voice from third parties, the **Speed** and **Volume** options are disabled, so you cannot edit them. However, you can use **SSML tags** to customize the text-to-speech voice.
3. Click **Speak** to listen to the voice and click **Stop** to stop listening.
4. Optionally, click **Apply To All** to apply the same settings to all other existing CC nodes in the current project. Besides, you can click **Set As Default** to apply the new default TTS settings to all newly added closed captions.
5. After adjusting each closed caption, in the timeline, right-click on a CC node > **Convert Closed Caption to Audio**. Alternatively, click the drop-down arrow on the **Closed Caption** button in the **Insert** tab > **Convert Closed Caption to Audio**. This converts all closed captions on a slide into speech.

6. 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.



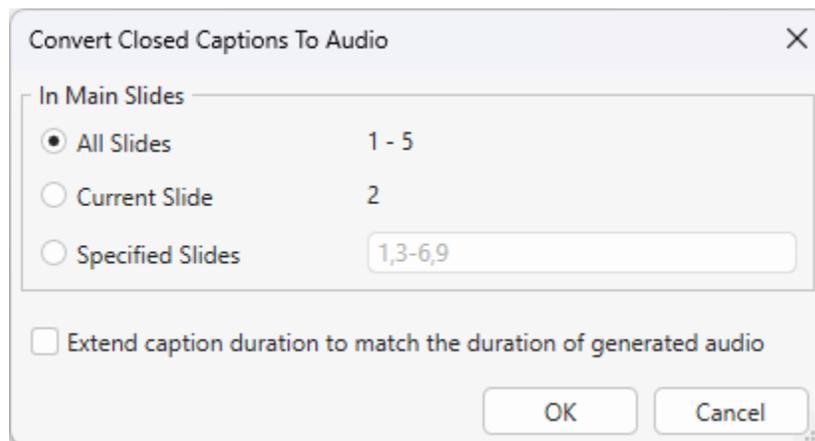
Regardless of your choice, the TTS audio will be generated and placed right below the CC object in the timeline.

**Note:** It's possible to adjust the speed and/or volume of a closed caption and apply the same settings to other ones. To do that, right-click on a CC > **Apply Speed For All Caption Nodes/Apply Volume For All Caption Nodes**.

### Converting Closed Captions in Multiple Slides

ActivePresenter also provides a batch operation to convert closed captions in some specified slides or all slides in your project. Do the following:

Click the **File** button > **Project** > **Batch Operations** > **Convert Closed Captions To Audio**. A dialog appears as follows:



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 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup> slides.

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.

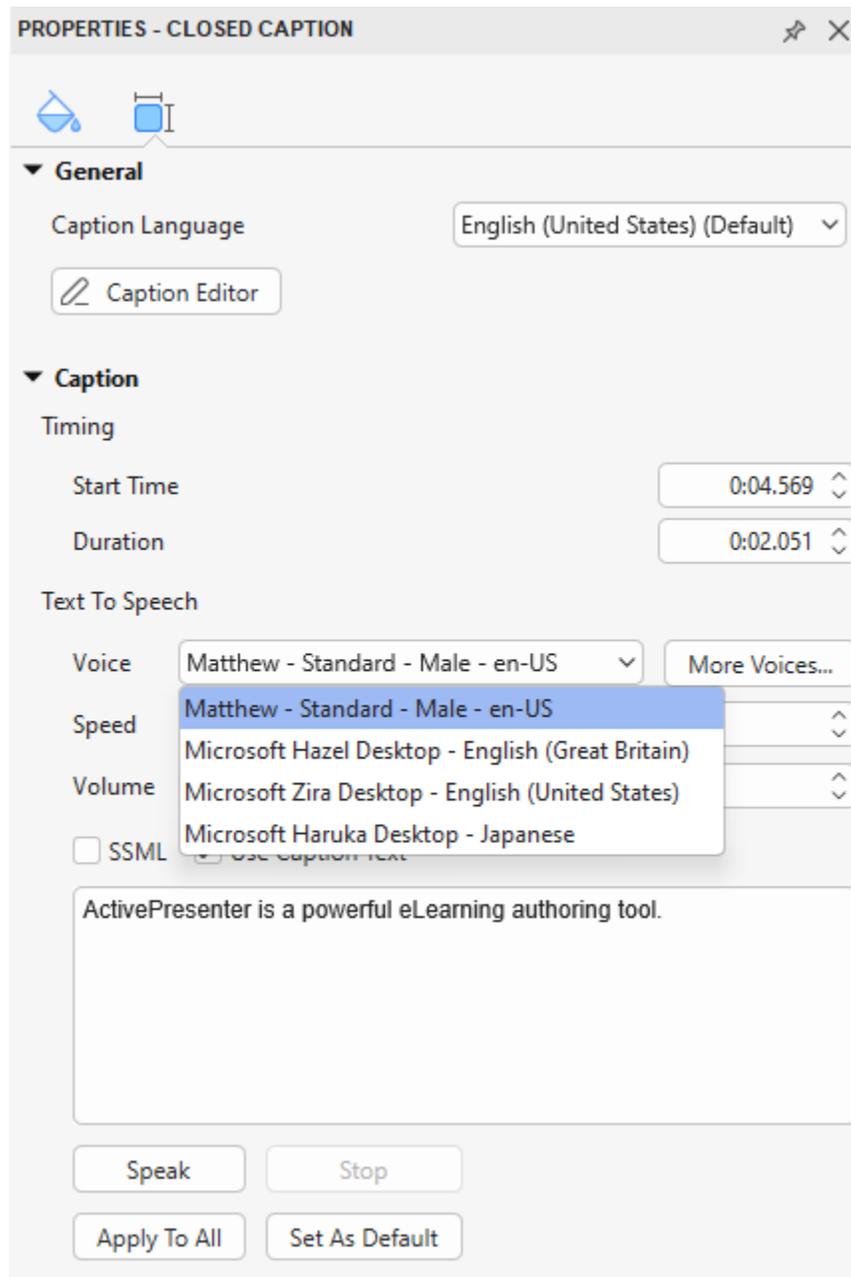
**Note:** Even when you have already converted many CC objects, you can still launch this batch operation safely, without any adverse effects.

### Getting More Text-to-Speech Voices from the Third Parties

ActivePresenter allows you to access integrated cloud voices from voice providers, including OpenAI and Amazon Polly. These providers provide you with more text-to-speech voices to choose from. Besides, you can also add other custom Text-to-Speech provider from Microsoft

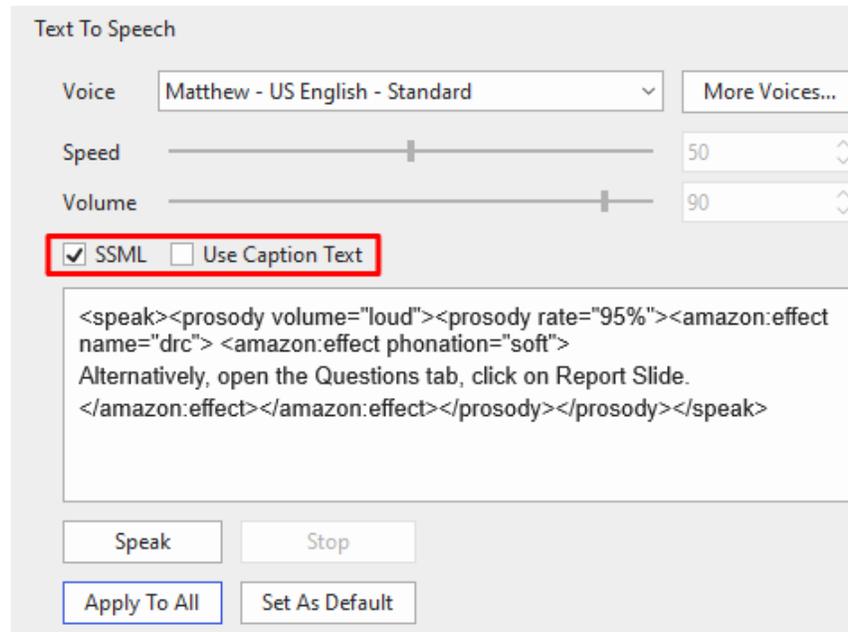
Azure, Google Cloud, etc. However, you need to have a registered account to get authentication keys from the corresponding provider.

To access external voices, click on the **More Voices** button. Then, the **Cloud Voices** dialog will appear. To know how to work with this dialog, refer to **Cloud Voices**. After add more voices from Cloud Voices, those added voices will be shown in the **Voice** drop-down list of the **Text to Speech** section in the **Properties** pane:



After selecting a voice from this list, you can select either **Use Caption Text** (for closed caption objects)/ **Use Object Text** (for other types of objects), or **SSML**. With **Use Caption Text/ Use Object Text**, it allows you to convert closed captions or text of an object to speech as normal. You can also enter the plain text in the box to convert them to speech. Meanwhile, **SSML** (Speech Synthesis

Markup Language) allows you to use SSML tags to edit the text-to-speech to speed it up; slow it down; control volume, speaking rate, and pitch; add emphasis;... and customize it as you wish:



For more information about how to use supported SSML tags, you can take a look at [this link](#).

## Miscellaneous Tips

Here are some general tips for using closed captions:

- 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 action. For example, *chuckles*, *smiles*, *laughs*, and *guffaws* are all different. Similarly, a *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

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## Inserting Audio and Videos

You can insert audio and video tracks into a slide to engage the audience. ActivePresenter currently supports audio/video formats as follows:

- **Supported audio formats:** MP3, OGG, WMA, WAV, M4A, and AAC.
- **Supported video formats:** MP4, MKV, WMV, FLV, AVI, WebM, M4V, and MOV.

### 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 on a slide. Its placement on the Canvas doesn't matter as this icon isn't visually rendered in the final output. You can right-click on 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 a target software and record system audio.

ActivePresenter allows you to insert audio objects into a slide in many different ways including 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's 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 audio into a slide, click the **Insert** 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 **Insert** tab > **Audio**  > **Built-in** and choose an audio file.

### Recording Audio

There are two ways to record 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 down 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**, then click the **Close** button to close the dialog.
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. ActivePresenter allows you to reduce unwanted noise manually or using AI power.

The second way to record audio is to insert empty audio which will be later used for recording or converting text to speech. Do the following:

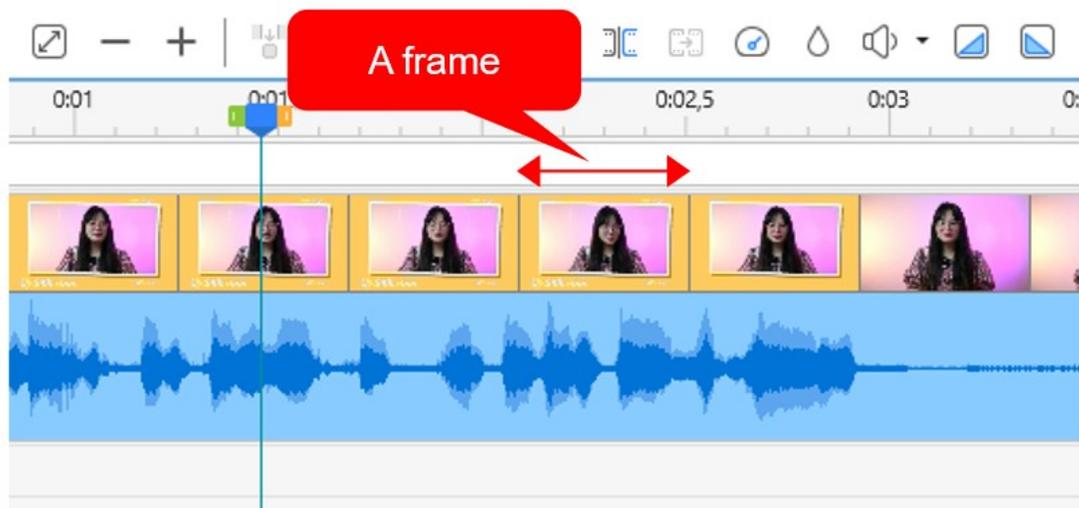
1. Open the **Insert** tab > **Audio** > **Create New** to create an empty audio object.
2. Navigate to the **Properties** pane > **Media** > **Audio**. From here, you can record your voice using the Recording part or generate TTS voice using the Text To Speech part.

## Converting Text to Speech

You can generate audio from a 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 [Text to Speech](#).

## Inserting Videos

There are three ways to insert videos into your project: insert videos from files, insert videos by recording screen, or insert videos by recording webcam. When a video object is inserted into a slide, its time bar is displayed in the Timeline, and its frames are shown by default. To toggle video frames, right-click the video object or anywhere in the **Timeline** pane and select **Show Video Frames**. This feature is useful when you want to split videos into frames and edit one or more frames exactly. To do that, zoom in on the video time bar until you see red lines. Red lines are the time stamps which frames appear. Two red lines define a frame. Then, you drag the Playhead on the **Timeline** pane until it snaps to the red line. You can now perform the steps to cut or split video as mentioned in the sections below.



## Inserting Videos from Files

To insert a video into a slide, open the **Insert** tab > **Video**  > **From File...** and select a video file. You can also drag an existing video file from your computer onto the Canvas.

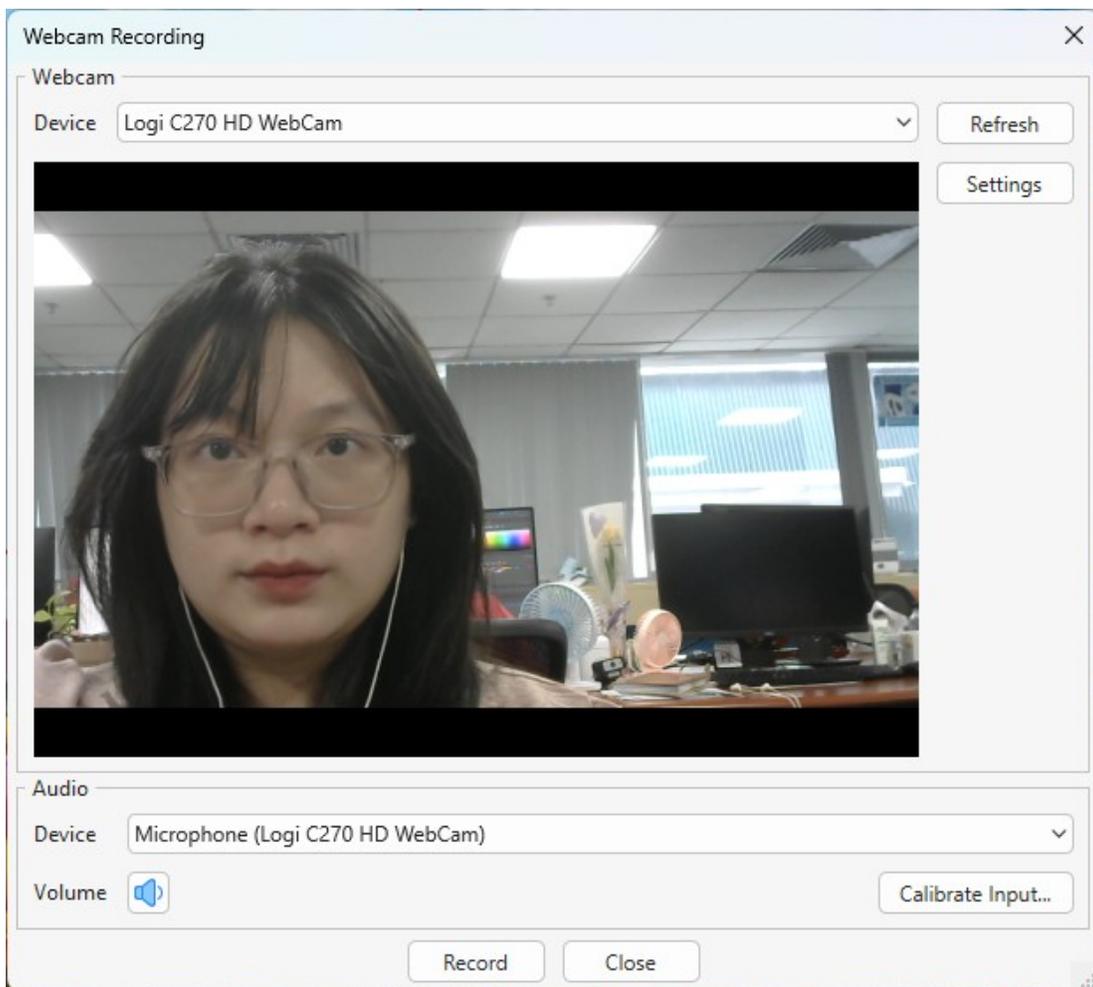
After that, you can resize the video to the size you want. If you want to revert to the original size, right-click on the video > **Restore Original Size**.

## Inserting Videos by Recording Screen

You can record the 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 Screen as Video**. For more details, see [Recording Screen as Videos](#).

## Inserting Videos by Recording Webcam

To record a video from webcam, click the **Insert** 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 **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.

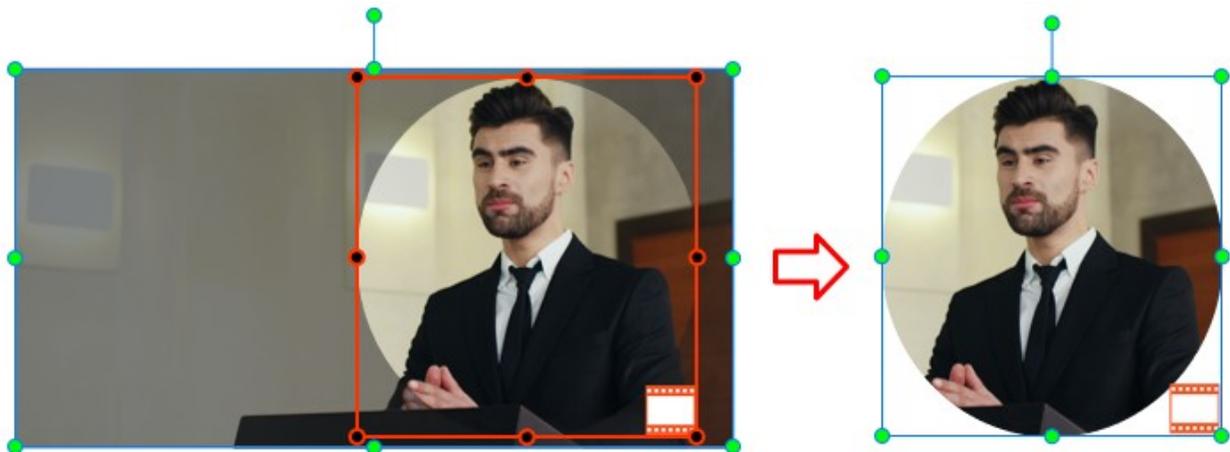
3. Click **Record** to start recording.
4. Click **Stop** to stop recording.

## Cropping Videos

In ActivePresenter, you now can directly crop videos on the Canvas to remove any unwanted part. Moreover, there is a **Crop to Shape** feature which is helpful when you wish to reshape a webcam video, for example. To get it done, just select a video and do either of the following:

- Access the **Media Tools** tab > **Crop** or **Crop to Shape**
- Access the **Format** tab > **Crop** or **Crop to Shape**
- Right-click the video > **Crop** or **Crop to Shape**

In case you select the **Crop** command, to adjust the area to be cropped, you drag the red frames directly on the Canvas. Alternatively, adjust the **Left**, **Right**, **Top**, and **Bottom** sides to be cropped (in %) by clicking the up/down arrow to increase/decrease the value respectively, or entering a value in the spin box. All the changes will be immediately reflected in the video on the Canvas. Once you click the **Crop** button again or click outside the video, it will be cropped shortly.

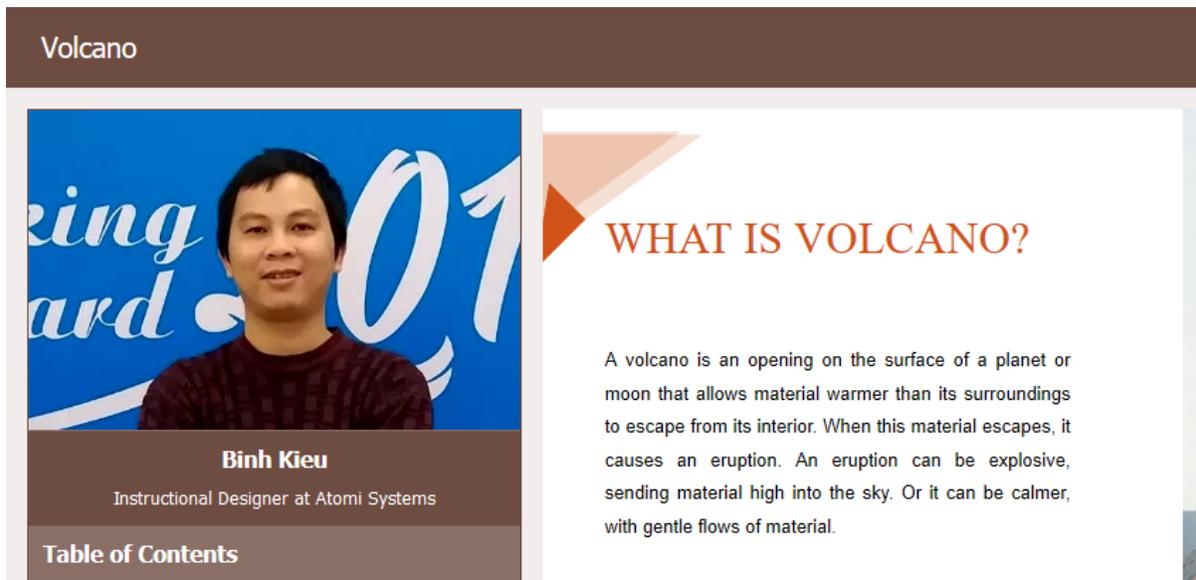


In case you go with **Crop to Shape**, you can change the cropped area or change to another shape in the **Media Tools** tab or **Format** tab, context menu when right-clicking the video, or its **Properties** pane > **Size & Properties** > **Crop**.

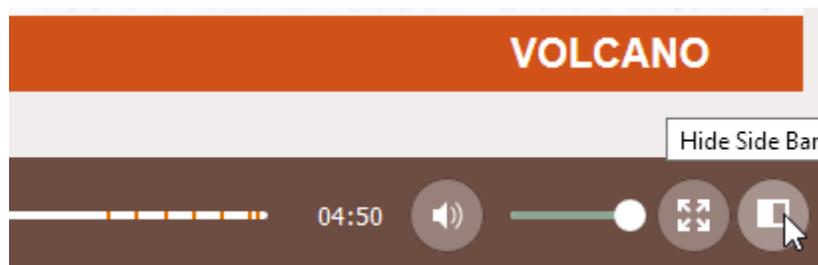
If you want to reset the cropped video back to the original one, just click the **Reset Crop** button in the **Properties** pane, or right-click the video, or access the **Media Tools/Format** tab > **Reset Crop**.

## 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 a 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 users 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 will find a webcam video unnecessary or even distracting. They may not want to watch it but 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. An 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 on 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 on 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** > select the **Author Video** checkbox.

## Changing Playback Options

ActivePresenter lets you control how an audio/video plays using several playback options. On the Canvas, just right-click on an audio/video object > **Audio Properties/Video Properties** to open the **Audio** or **Video** section in the **Media** tab of the **Properties** pane. In these sections, you can view some information about an audio/video, replace it, and control playback options.

There are three generic options:

- **Loop**: Make an audio/video replay continuously.
- **Autoplay**: Make an audio/video start playing as soon as an object starts showing.
- **Show Media Controls**: Display the media controls that allow users to control an audio/video playback in HTML5 output.

For audio objects, there is one specific option named **Background Music**. Select this option to set an audio object as the 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**: WAV, MP3, M4A, and OGG.
- **Video**: MP4, MKV, WMV, AVI, and WebM.

To export audio/video objects, do the following:

1. Select an audio/video object.
2. Right-click on it > **Export To File....**

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

## Basic Audio and Video Editing

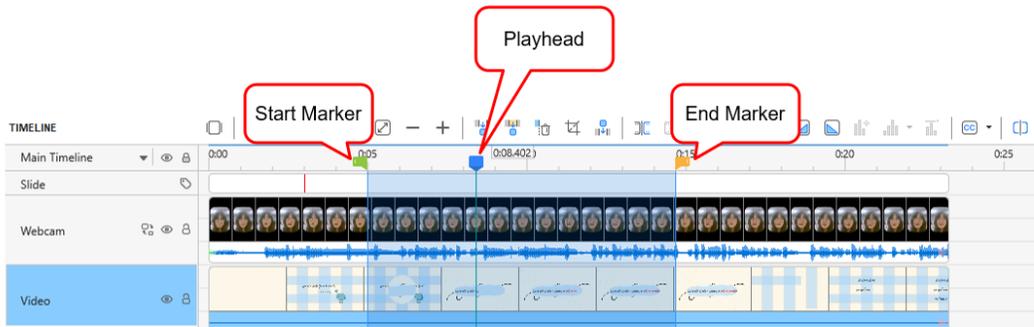
### Range-Editing

Before you start editing audio and video, it's necessary to understand what is a range and how you can define or select a range in ActivePresenter.

### Defining a Range

The **Timeline** pane has four range-editing commands  that only can be used when a range is defined first. If you haven't selected a range, these buttons are disabled, you cannot click them.

Let's take a look at the following image:



- **Start Marker:** The green marker represents the starting point of the selected range.
- **Playhead:** The blue line indicates the timestamp that you are currently selecting.
- **End Marker:** The orange marker indicates the ending point of the selected range.

The **Start Marker** and the **End Marker** help to define a range. Just click to place the **Playhead** at any position in the **Timeline** pane. Then, you can select a range by either dragging the **Start Marker** or the **End Marker**. When you drag a marker, the **Playhead** will stick with it. The selected range is highlighted in blue color to help you easily recognize it.

Note that you can use some keyboard shortcuts to manipulate the markers. For example, you can use **SHIFT+LEFT ARROW** to move the **Start Marker** to the left (in case no object is selected). Similarly, press **SHIFT+RIGHT ARROW** to move the **End Marker** to the right. Please refer to **Timeline Toolbar and Productivity Tips** for more information.

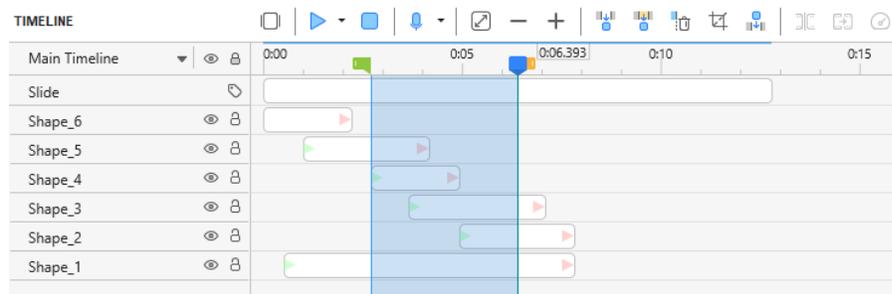
The following sections will show you how to cut, copy, delete, and crop a range. Consider these commands with the following examples, in which each command is used in two different circumstances: (a) when none of objects are selected, and (b) when some objects are selected.

Each set has three figures: (1) the original objects, (2) the result when none of the objects are selected, and (3) the result when some objects are selected.

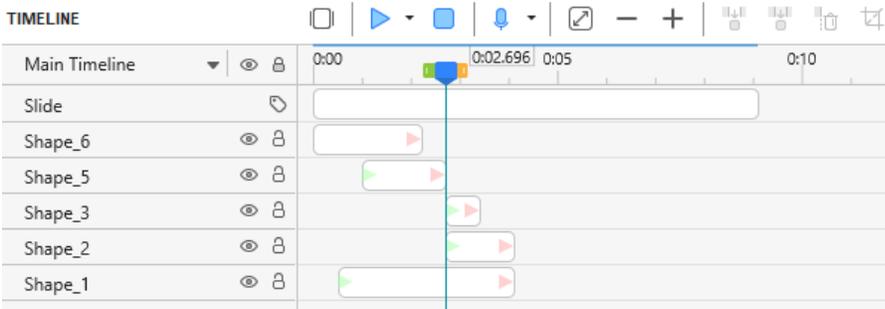
## Cutting Ranges

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 on the slide:



Original slide



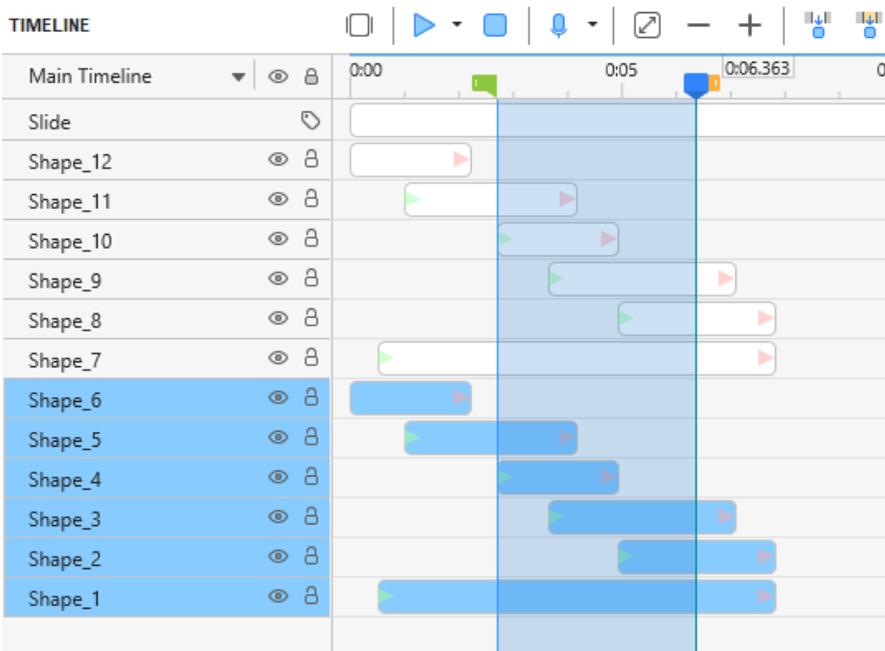
**No objects selected**

The slide *and* all 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 both sides of the range, its remaining parts are joined. (Shape\_1).

Shape\_4 is deleted because it is completely inside the range.

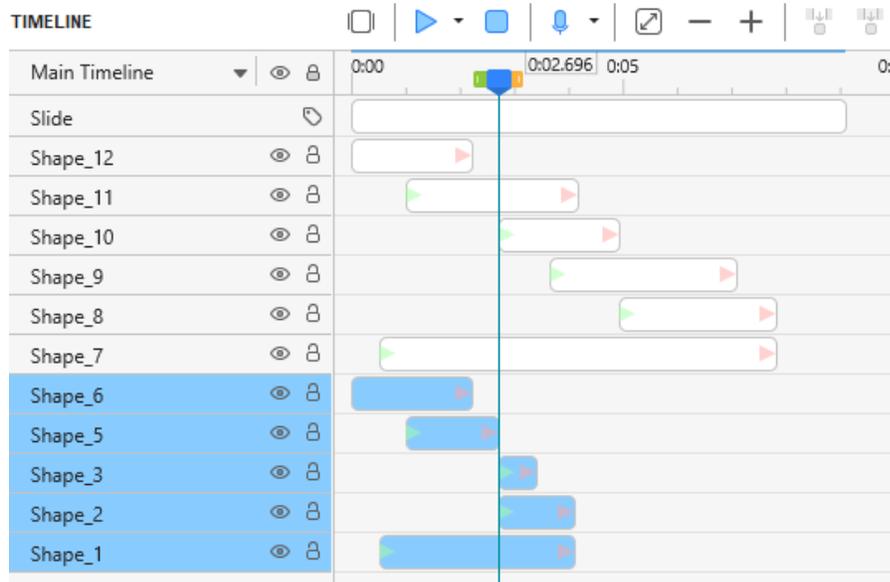
When some objects are selected, the command behaves differently, as shown in the following example:



**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\_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\_2 & 3).

If the selected object spans 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 on 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.

**Note:** 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

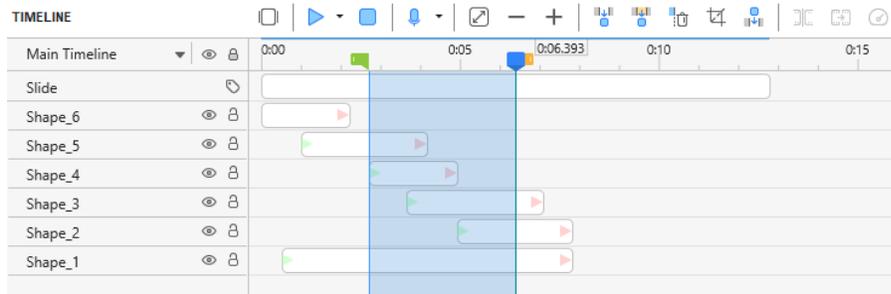
The **Delete Range** button  works just like the **Cut Range** button, except for one difference: While the former is used to delete the content inside the range, the latter "cuts" the content from the range and places it on the clipboard, then you can paste it where you want.

In short, deleting stands for removing while cutting stands for reallocating.

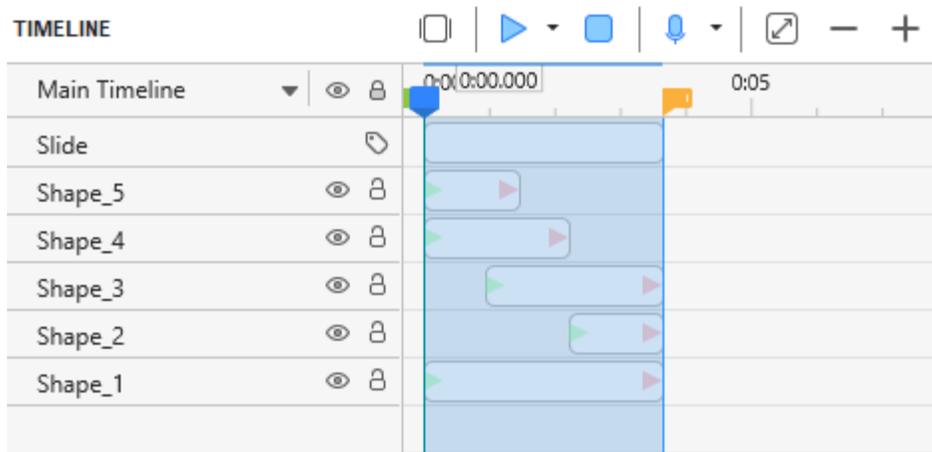
**Note:** You can also press **CTRL+DELETE** to delete a range.

## Cropping to Ranges

The **Crop to Range** command  simply deletes everything outside the range.



Original slide

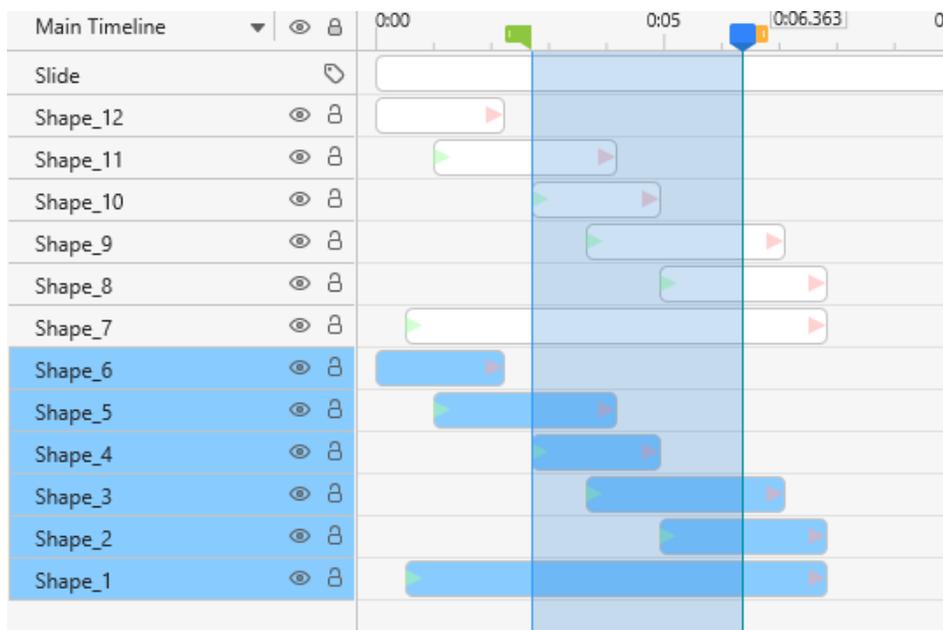


No object selected

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\_6).

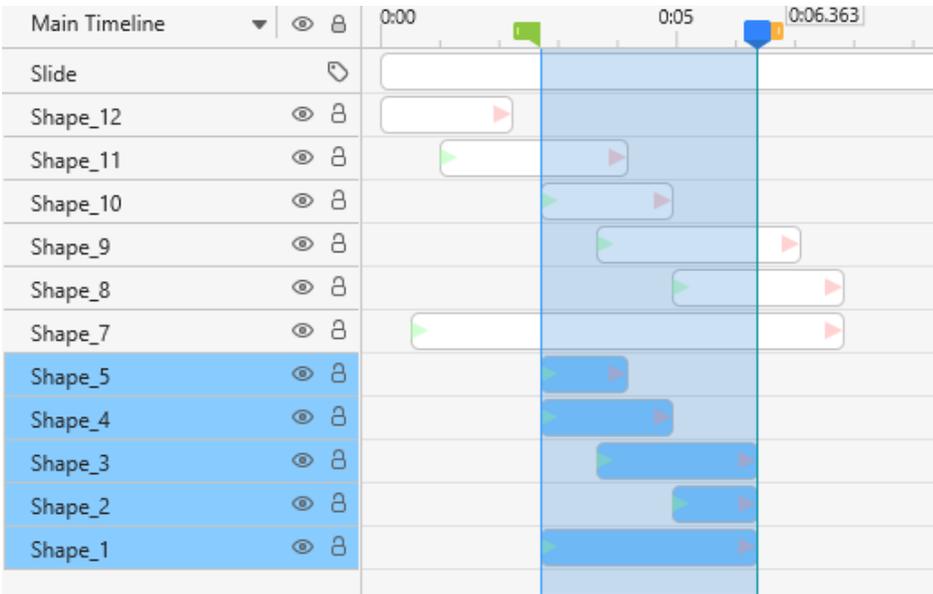
When there are some selected objects, the **Crop to Range** command behaves differently, as shown in the following example:



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\_6).

## Inserting Time

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.

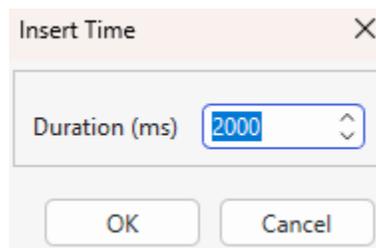
This is where the freeze-frame control comes in handy. It allows you to insert a silence to pause a video for a certain duration. You can extend this pause as long as you want and add a commentary track or annotations to analyze the frozen video frame.

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.

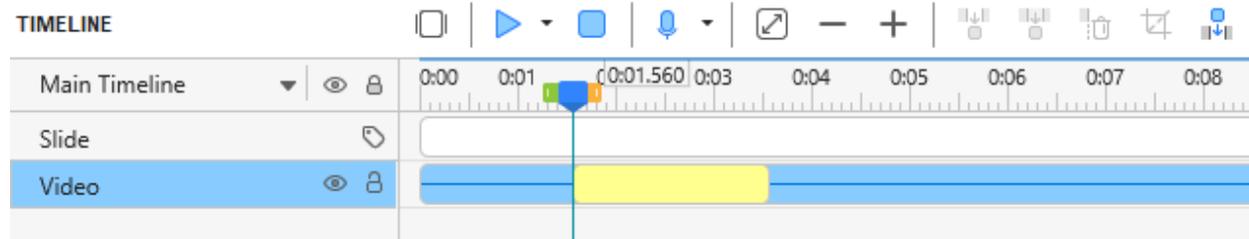
### Inserting Freeze-Frames

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 bar will get superimposed on the time bar of the audio/video object. It 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 left and 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 on 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.

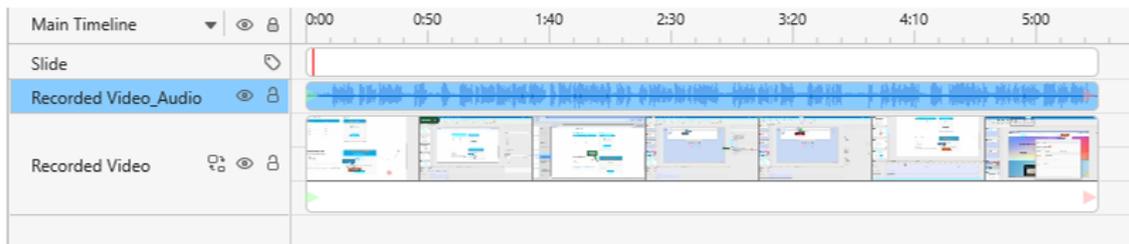
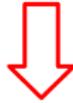
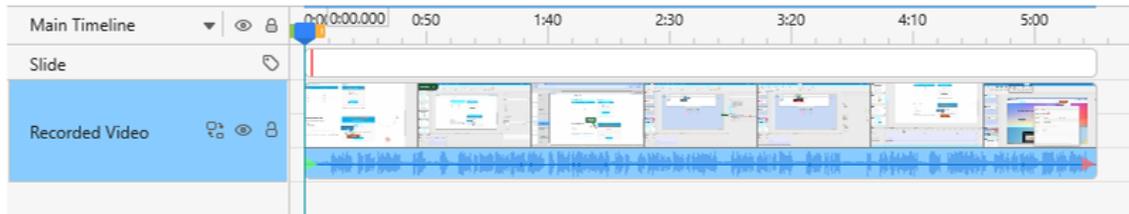
## Removing Freeze-Frames

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 left-side one 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

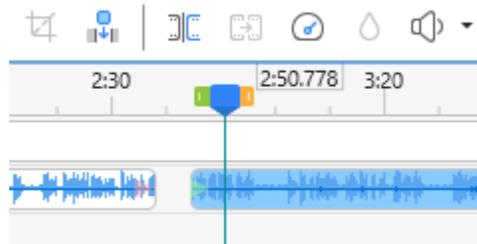
### Splitting Audio Track from Video

In ActivePresenter, you can split audio track from video with a few clicks. To get it done, right-click the video on the Canvas or **Timeline** pane > **Split Audio Track**.



## 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 it 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 places it in the same object line as the other one. If you want to move the latter part to a new object line, right-click on 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 based on ascending order of their start times. It means that the object with the smaller start time will play first in the combined object. A red mark appears showing where the objects join.

Some cases you may encounter:

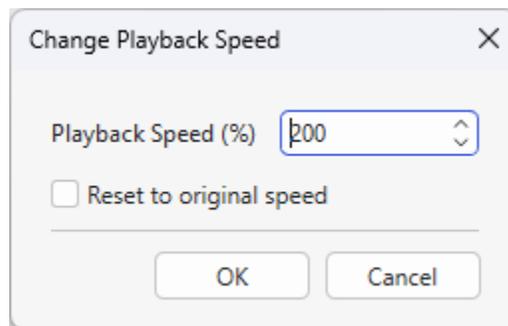
- If audio/video objects have the same start time, ActivePresenter will sort them by their z-orders in ascending order. The object with a lower stack order will appear before the one with a greater stack order.
- If audio/video objects don't have identical properties such as width, height, or resolution, 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 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 a 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 the range of 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 the 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** checkbox to quickly silence the track.

**Note:**

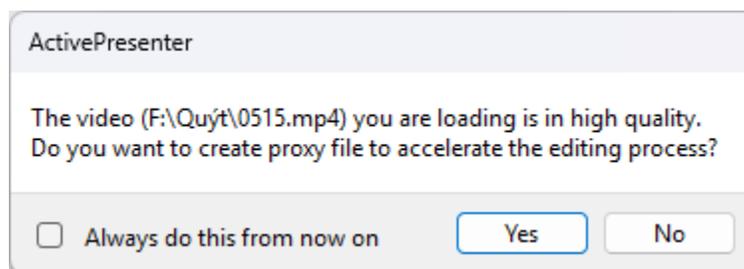
- When you adjust the volume of a range, the start and end points of the range are marked with red vertical marker lines. These markers cannot be moved within the time bar because they actually denote the range in which the volume is altered.
- When you adjust the volume, the original track isn't affected 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.

## Video Proxy Mode

Editing high-resolution videos can sometimes cause lag in the editor. To solve this, **Proxy** mode allows you to work with a **lower-resolution version** of your video while **keeping the original quality intact for exporting**. This ensures smoother editing without affecting the final output.

### Creating a Proxy File When Inserting a Video

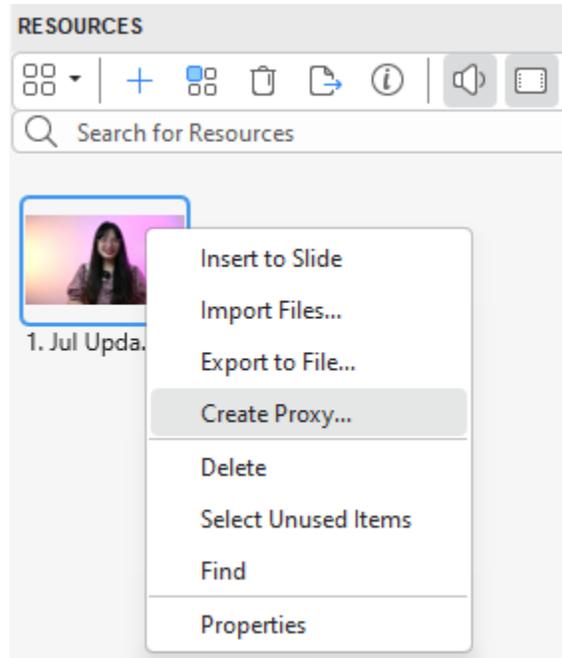
When you insert a high-resolution video exceeding Full HD (1920x1080) into the editor, a pop-up dialog will appear asking if you want to create a proxy file.



Click the **Always do this from now on** checkbox then the system will automatically remember your choice and apply it as the default for future actions.

Enable or disable this prompt by going to **Preferences > Miscellaneous > Confirmation Settings > Create proxy files for high quality videos when importing**.

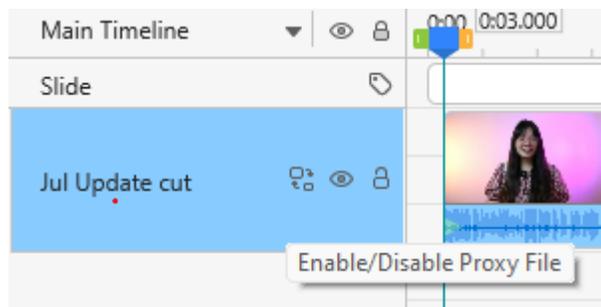
You can manually generate the proxy file for a video by navigating to the **Resources** pane, right-clicking the video, and choosing **Create Proxy...**



Additionally, you can manage the storage location for proxy files in **Preferences > General > Proxy File Location**.

## Enabling or Disabling Proxy Mode on Timeline

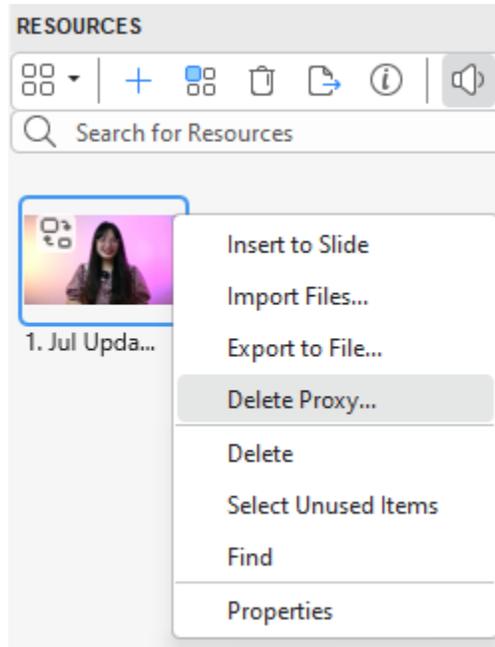
After creating a proxy file for your video, the proxy icon will appear next to the video name on the Timeline, allowing you to turn the proxy on or off while editing.



## Deleting Proxy File

You can delete the proxy files after you're done editing to save space. Then your video will be back to the original high-res file.

To delete the proxy file, in the **Resources** pane, you right-click on a video with the proxy icon > **Delete Proxy...**



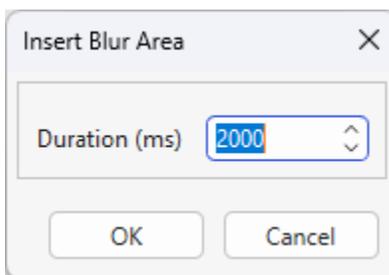
## Video Blur Effects

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.

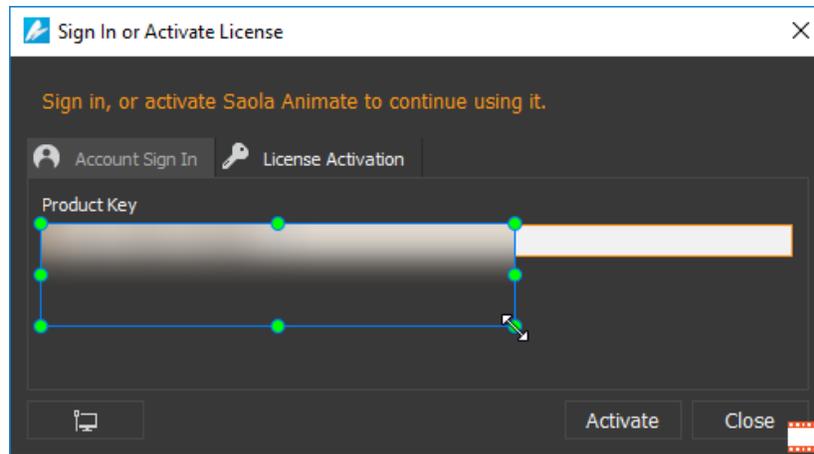
### Applying Blur Effects

To apply a blur effect, select a video object and do the following:

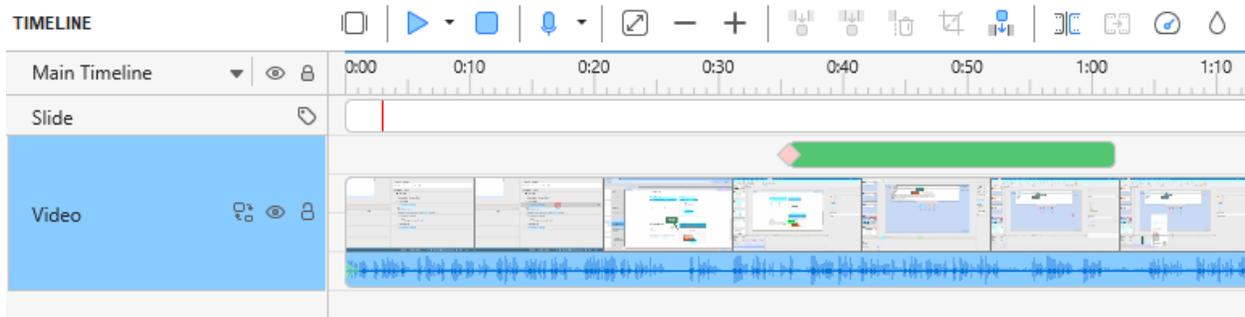
1. In the timeline, specify where you want the effect to start.
2. Click the **Insert Blur Area** button . In the dialog that appears, specify the effect duration and click **OK**. You can change the duration later, so don't worry too much about the choice you make at this moment.



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.



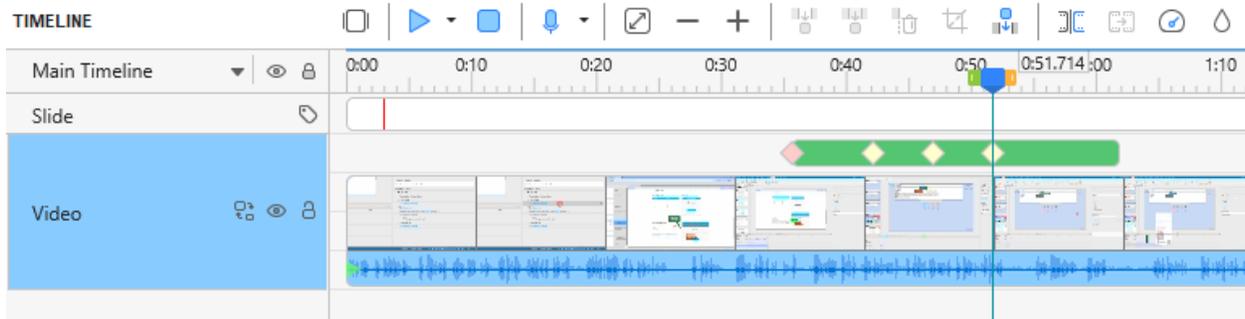
4. Click the **Properties** pane > **Media** > **Blur Effect** to make further adjustments to the blur area. Later, if you want to change these properties, select the blur area on the Canvas or the blur time bar in the timeline to open the section.
  - **Blurriness**: Specify the amount of blur. The higher the value, the more the blur.
  - **Blur Orientation**: Specify the orientation of the blur (horizontal and vertical, horizontal, or vertical).
  - **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

The 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 the 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, the 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 the human body.

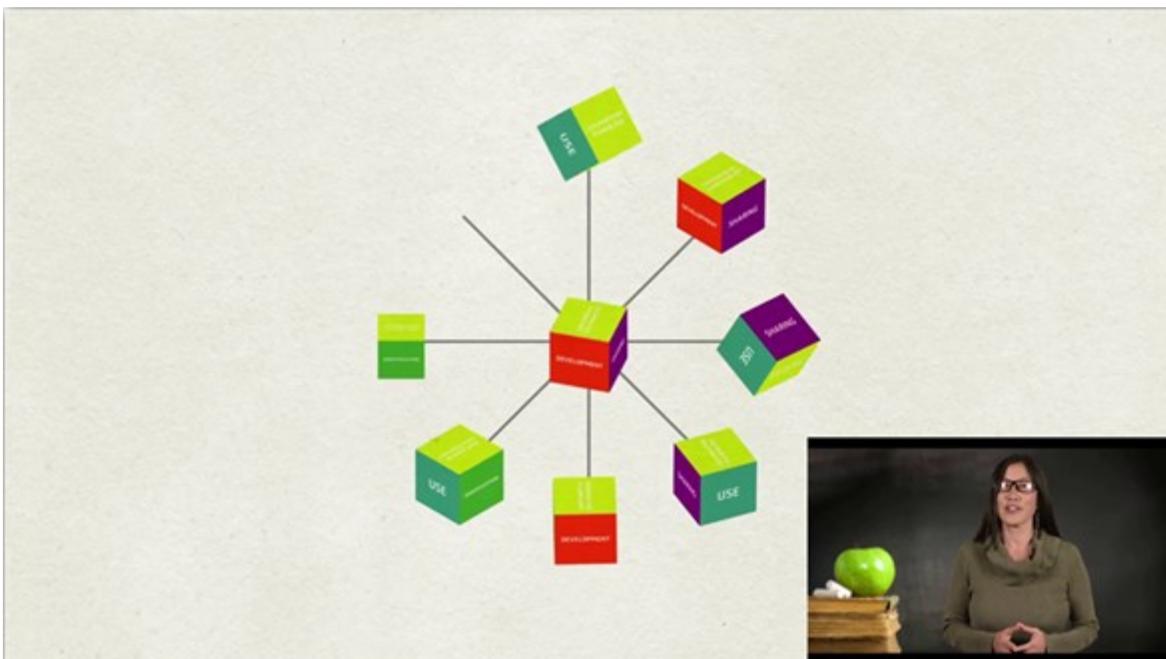
To apply a green screen effect, do the following:



1. Select a video object.
2. Open 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 aren't satisfied 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, the 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 **Record Mouse Cursor** option in the **Cursor** tab of the **Recording Settings** dialog.

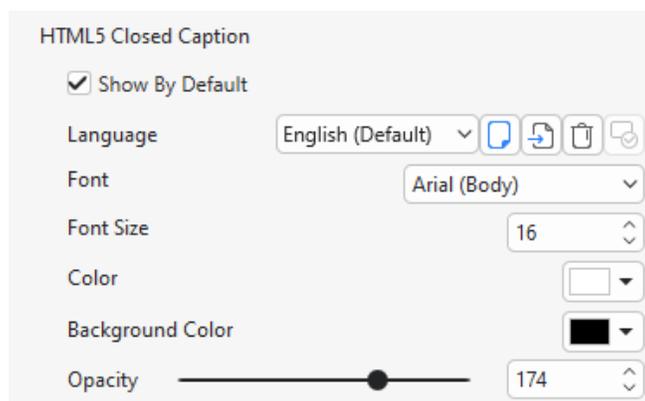
To change the cursor effects of a recorded video, select the video and click the **Properties** pane > **Media** > **Cursor Effects**. The cursor effects have the following options:

- **Render Cursor:** Display the cursor, highlight effect, click effects, and play the clicking 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.

If your project contains multiple recorded videos, you can edit the cursor effects of one video, then click the **Apply To All** button to apply the changes to others.

## HTML5 Closed Caption

ActivePresenter supports embedding/attaching closed captions files into a video for displaying in the HTML5 output. Note that only .vtt files are applicable.



1. **Add an HTML5 closed caption file:** To add an HTML5 closed caption file to a video, select the video > **Properties** pane > **Media** tab > **Video** > **HTML5 Closed Caption**. Then, select a \*.vtt file from the current project , or import one from your computer . Right after that, the **Choose Language** dialog will appear and allow you to select a suitable language. You can add multiple closed caption files in different languages to a video. To set a language as default, select it and click this button . Besides, if the **Show Media Controls** option (**Properties** pane > **Media** tab > **Video** > **Playback Options**) is selected, users can toggle the subtitles or change language by clicking the CC button.
2. **Remove an HTML5 closed caption file:** If you no longer need an HTML5 closed caption file, select it and click this button  to remove it.
3. **Customize an HTML5 closed caption's appearance:** You are free to customize how closed captions are displayed in the output (font, font size, color, background color, and opacity). Once you change, all closed caption files have the same appearance in the output.
4. **Preview & Export:** When adding an HTML5 closed caption file to a video, closed captions will not be shown in the editor. To preview them in the browser, open the **Export** tab > **HTML5 Preview**.

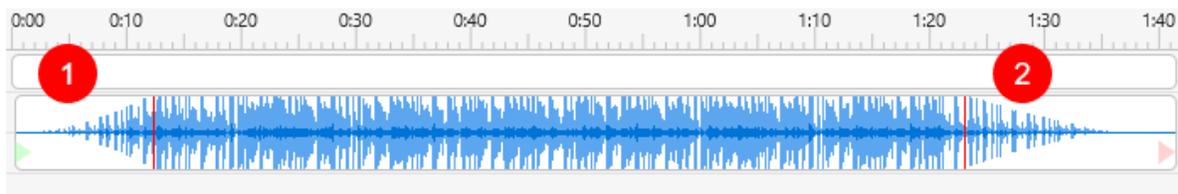
When you add an HTML5 closed caption file, it will be displayed by default. To make it hidden, uncheck the **Show By Default** checkbox.

## 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 , and audio normalization , are accessible from the **Timeline** pane.

### Audio Fade In/Out

When you add an audio track 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 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 track:

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**.

## AI Noise Removal

ActivePresenter simplifies audio editing with AI noise removal, accessible offline. The AI automatically detects and removes distracting background sounds, such as wind and vehicle noise, allowing you to achieve professional-quality narration with minimal effort, regardless of Internet availability.

To remove noise with AI, select the audio track, then click the **AI Noise Removal** button  on the **Timeline** pane.

## Audio Noise Reduction

While the AI Noise Removal feature offers a convenient and intelligent way to eliminate common background sounds, ActivePresenter also continues to offer the Noise Reduction feature. This allows for more granular, manual adjustments to reduce specific types of persistent noise or fine-tune the results after AI processing, providing users with ultimate control over their audio.

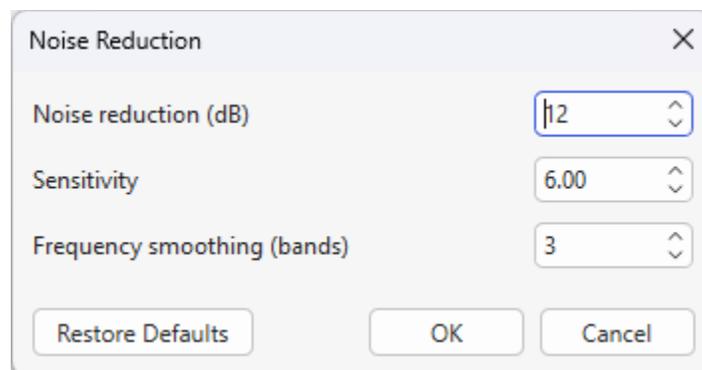
To apply audio noise reduction, do the following:

### 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  > **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 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 . A dialog appears offering necessary controls to reduce noise.



- **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.
- **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.

- **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 no part 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.

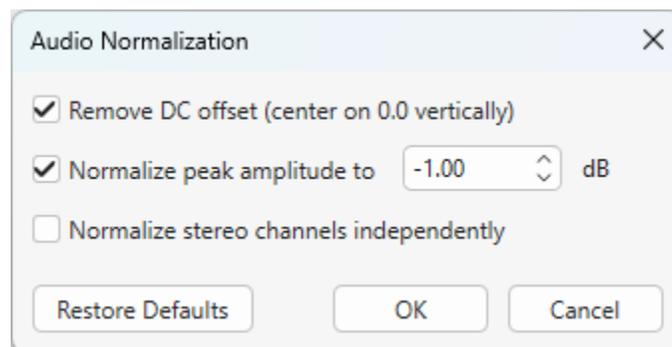
## Audio Normalization

Audio normalization applies a certain amount of gain to an audio track 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 . This opens the following dialog. Adjust the settings and click **OK** to normalize the selected track.

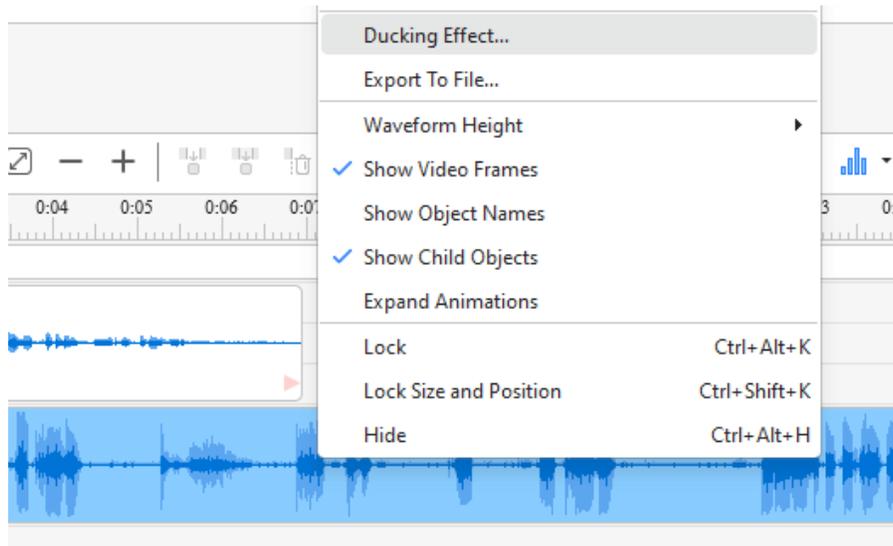


- **Remove DC offset:** DC offset is an offsetting of a signal from zero. The problem can be seen from the waveform as it appears above or below the 0.0 horizontal line. DC offset is mostly a hardware problem that can cause clicks, distortion, or loss of audio volume, which can limit the possible loudness. 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.
- **Normalize maximum amplitude to (peak normalization):** Peak normalization brings the highest peak to the norm. You can enter a new value in the range of [-145.0; 0.0]. The level of -1.00 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.
- **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.

## Audio Ducking

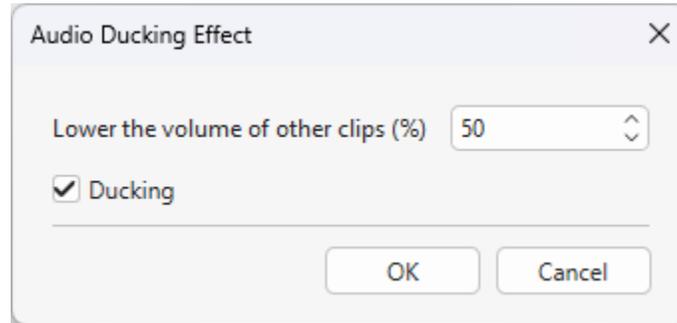
**Audio Ducking** is a new feature since ActivePresenter 10 that automatically lowers the volume of background music or other audio when someone is speaking. This makes sure your voice (or a narrator's voice) is always clear and easy to hear, without being drowned out by background sounds.



### How to Use Audio Ducking:

1. Select the audio track in the **Timeline** pane or the Canvas.
2. Right-click it > **Ducking Effect...**
3. Tick the **Ducking** option.

4. Choose the percentage (%) by which you want the other audio track(s) to be lowered.
5. Click **OK** to apply and you will see the changes in the waveform of the other track(s)



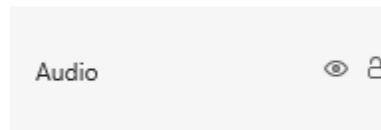
To remove **Ducking Effect**, repeat the 2 first steps, untick the **Ducking** option > click **OK** to apply.

## 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 on an audio object > **Play over Multiple Slides** > **Top/Bottom Layer** to make the background music play continuously throughout all. Both 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 on a slide. To show which object that is playing over multiple slides in the **Timeline** pane, there is an icon that appears next to the object name.



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 on the audio time bar > **Play to the End of Slide** to make the audio duration equal to 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 or the presentation based on user input but also keep track of user activities (for example, assessing user performance in a test). Interaction objects are listed as follows:

Object	Icon	Usage
<b>Mouse Click</b>		Respond when users click in a predefined area. Use of modifier keys ( <b>ALT</b> , <b>CTRL</b> , <b>SHIFT</b> ) is also allowed.
<b>Key Stroke</b>		Respond when users press an individual key on the keyboard or a hotkey (such as <b>CTRL+SHIFT+P</b> ).
<b>Text Entry</b>		Respond when users enter specific text (string).
<b>Drop Area</b>		Respond when users drop a drag source on it.
<b>Button</b>		Respond when users click it.
<b>Checkbox</b>		Respond when users click it.
<b>Radio Button</b>		Respond when users click it.
<b>Slider</b>		Respond when users slide it.
<b>Dropdown</b>		Respond when users select one option from the dropdown list.
<b>Animated Timer</b>		Count up the elapsed time or count down the remaining time in a running presentation.
<b>Questions</b>		There are thirteen types of questions, namely <b>True/False</b> , <b>Multiple Choice</b> , <b>Multiple Response</b> , <b>Fill in Text Entry</b> , <b>Fill in Text Entries</b> , <b>Fill in Blanks</b> , <b>Sequence</b> , <b>Drag-n-Drop</b> , <b>Hotspot</b> , <b>Essay</b> , <b>Select in Dropdown</b> , <b>Select in Dropdowns</b> , and <b>Rating Scale (Likert)</b> .

### Mouse Click

Mouse clicks are interaction objects placed at any area on a slide where users must click to trigger the next action. They are often used in software simulations to teach the use of applications. For

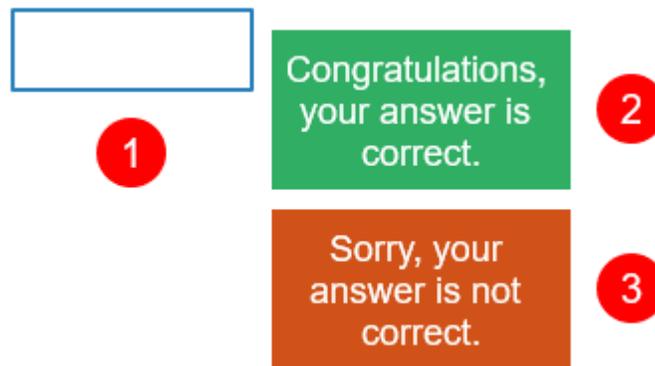
example, place a mouse click object on a button or a menu where users must click to perform a certain task in an application. When you **record software simulations**, ActivePresenter automatically inserts mouse clicks wherever and whenever you make a click.

Mouse clicks use the **On Click** event to trigger actions, just like **buttons**, but they are designed to assess user knowledge of a 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 **Insert** 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, it displays only the target area (1) and waits for users to click anywhere on the slide. If users click the target area, the Correct message (2) appears, otherwise the Incorrect message (3) appears. You can prompt users to click on a specific area by inserting a shape with some guidance.

### Note:

- You can add Timeout and Hint messages by selecting the target area > **Questions** 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 hover effects for a mouse click object.
- 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** tab > **Line** > **No 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 click objects accept three types of mouse clicks (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.
2. Navigate to the **Properties** pane > **Interactivity** > **General** > **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 the 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.

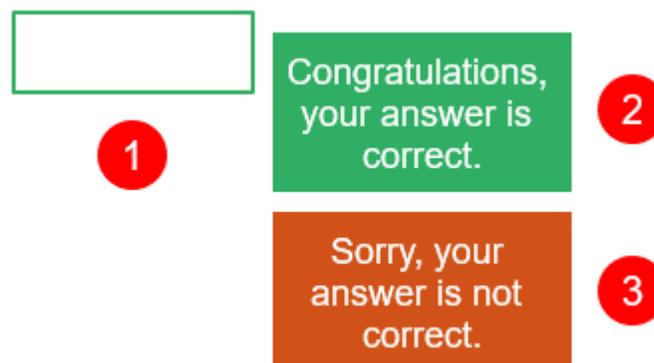
## Key Stroke

In software simulations, you often want to simulate a single action of pressing a key on your keyboard to interact with a target software. Key strokes are interaction objects that help you do that by responding when users press a key or combination of keys. When you **record software simulations**, key strokes are automatically inserted whenever you press a keyboard shortcut.

### Inserting Key Strokes

To insert a key stroke, click the **Insert** 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 users to enter a shortcut (such as **CTRL+SHIFT+P**) while ignoring any text string. If the entered shortcut matches the reference, the Correct message (2) appears, otherwise the Incorrect message (3) appears.

For example, if the predefined value is **CTRL+SHIFT+P**, but users just press **CTRL+P** without holding down the **SHIFT** key, the Incorrect message appears.

**Note:**

- You can add Timeout and Hint messages by selecting the target area > **Questions** 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 combinations 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.
2. Navigate to the **Properties** pane > **Interactivity** > **General** > **Correct Values** > **Add Value**.
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.



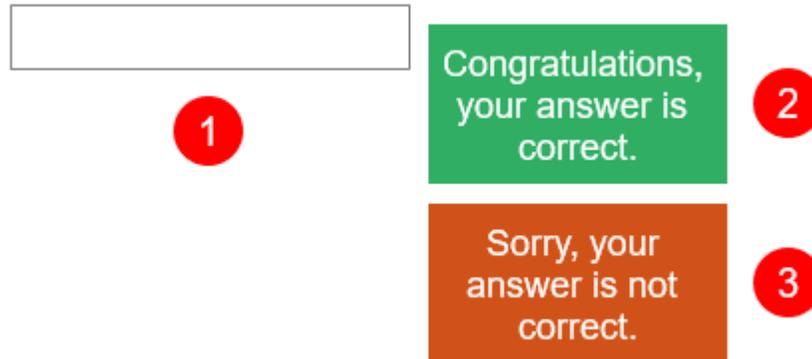
## Text Entry

Text entries are interactive text fields into which users can enter text. Text entries provide a great way to test user knowledge and collect information from users. When you **record software simulations**, ActivePresenter inserts text entries automatically whenever you enter a text string.

### Inserting Text Entries

To insert a text entry, click the **Insert** tab > **Text Entry** . Alternatively, click the **Home** tab > **Interactions**  > **Text Entry** .

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 entry object displays only the target area (1) and waits for users to enter text strings. If the entered text matches the correct value, the Correct message (2) appears, otherwise, the Incorrect message (3) appears.

**Note:**

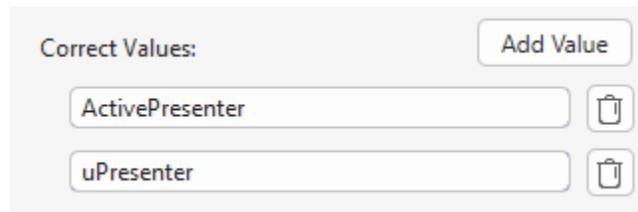
- When users enter a text string, it appears in real-time in the target area.
- If the entered text exceeds the area, the text is shifted so that the insertion point is always visible. You should resize the target area to an appropriate size so that all text can be visible.
- By default, text entries use the **Graded** mode which validates learner input as a correct or incorrect action. To disable the validation, set the mode to **Survey**. (**Properties** pane > **Interactivity** tab > **Score & Reporting** > **Mode** > **Survey**). The **Survey** mode is useful when you want to collect learner names or other information.
- There are two ways to submit the entered text: **Press Key** (the Submit key) and **Auto**. (The **Survey** mode only accepts the Submit key.) The former validates the entered text after learners press the Submit key. Meanwhile, the latter validates the entered text whenever learners press any key. As long as the entered text partially matches the correct value, the presentation will wait for learners to input more text. The moment the last entered character is found to be different, it will be deemed incorrect.
- You can add Incomplete, Timeout, and Hint messages by selecting the target area > **Questions** 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 entries 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.
2. Navigate to the **Properties** pane > **Interactivity** > **General** > **Correct Values** > **Add Value**.
3. Type a text string in the **Correct Value** text box.

- Click the **Remove** button  to remove a value you don't want.



## Drop Area

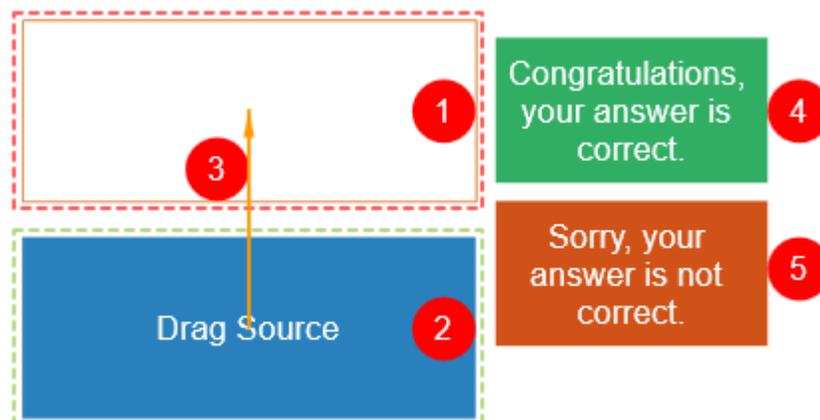
A drag-and-drop interaction involves a drag source and a drop target. It allows you to drag a drag source and drop it onto a drop target. A drop area is a special drop target that can assess, score, and keep track of users' responses instantly when they drop a drag source onto a drop target.

Each drop area can accept multiple drag sources, many of which can be set as correct values. However, a drop area can hold only one drag source at a time. That means when you drop another accepted drag source onto it, the current 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 **Insert** tab > **Drop Area** . Alternatively, click the **Home** tab > **Interactions**  > **Drop Area** .

By default, a Drop Area object includes five default elements: (1) a drop area (with a light red marker), (2) a drag source (with a light green marker), (3) a drag-n-drop connector (an orange arrow), (4) a Correct message, and (5) an Incorrect message. Note that you can make the markers and the drag-n-drop connector shown or hidden by clicking the **Drag-n-Drop** button in the **View** tab. You can also customize these elements and add as many drag sources as you want.



When the interactive presentation is played, users can drag any drag source from its original place. When he drops a drag source onto a drop area, one of the following cases will happen:

- If the drag source is rejected, it will be sent back to its original place.

- If the drag source is accepted but not correct, it will lie on the drop area while the Incorrect message appears.
- If the drag source is accepted and correct, it will lie on the drop area while the Correct message appears.
- If users drop 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.

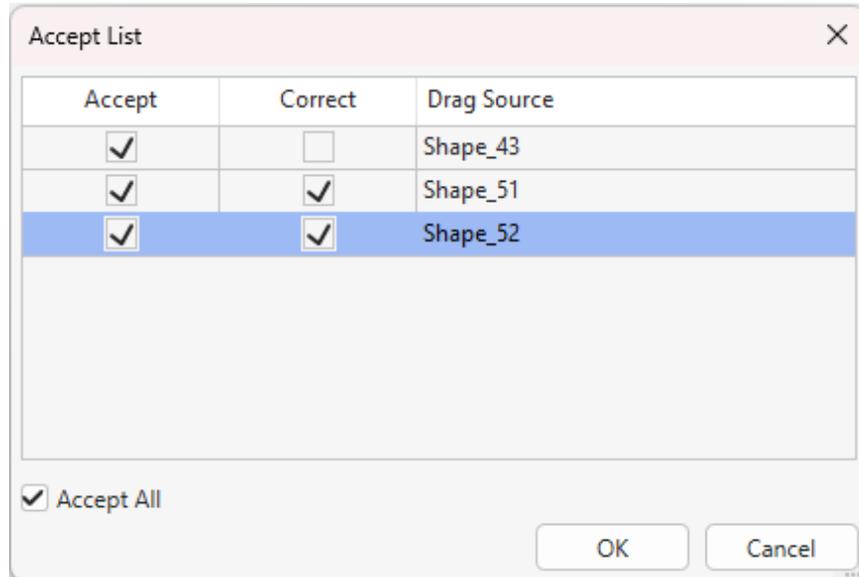
**Note:**

- You can add Timeout, Hint, Accept or Reject messages by selecting the target area > **Questions** 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 7 other events, namely **On Accept**, **On Reject**, **On Drag Out**, **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** > **No 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 connectors, 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 checkboxes in the **Accept** column. Select **Accept All** to make the drop area accept all the drag sources on a slide.



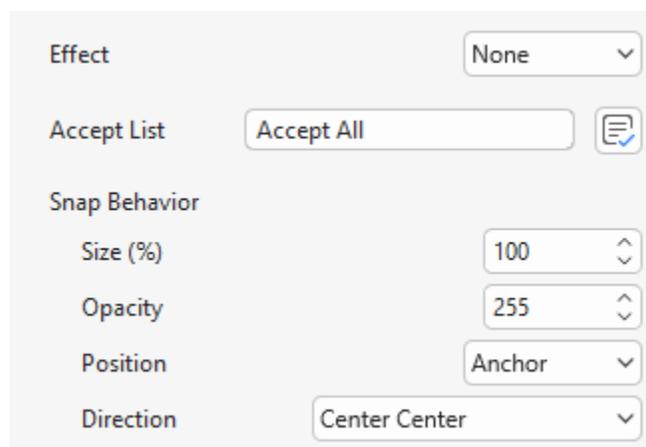
- Define correct drag sources by selecting checkboxes in the **Correct** column. Note that an accepted drag source may not be the correct one.
- Click **OK** to save changes.

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 on 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 a drop area.
  - **Size (%):** Resize the drag source.
  - **Opacity:** Change the opacity for the drag source.

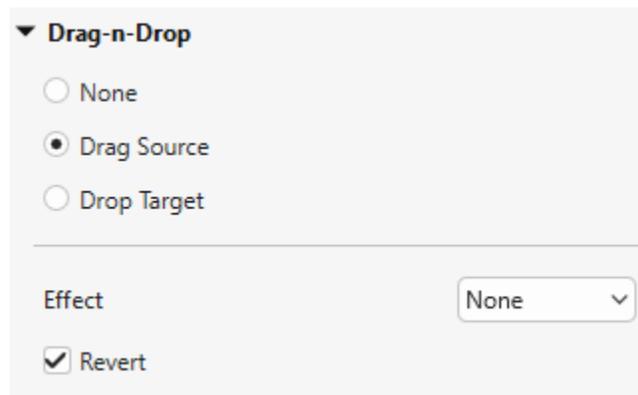
- **Position:** Define the position of the drag source.
  - **Absolute:** Keep the drag source at the same position as where users drop it.
  - **Anchor:** Snap the drag source to an anchor point of the drop area. Choose one from nine anchor points in the **Direction** list.
  - **Tile:** Arrange the 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 on 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. Navigate to 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 them. 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 **Insert** tab > **Button** . Alternatively, click the **Home** tab > **Interactions**  > **Button** .

## Button

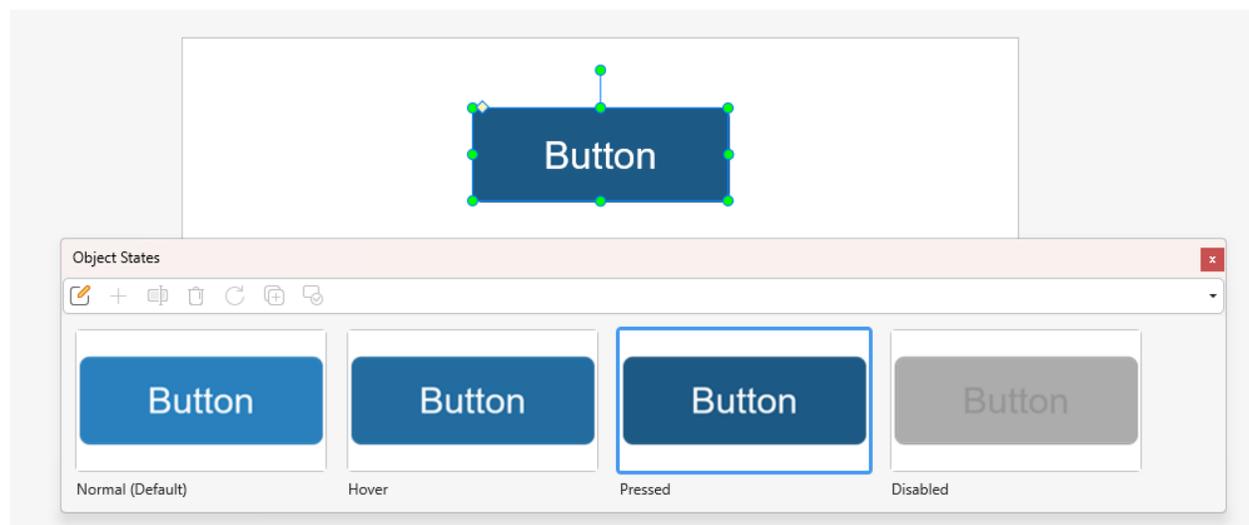
A button appears on the Canvas with default text. Give it a descriptive name by clicking the default text and entering your text. You can modify the text attributes in the same way that you normally modify text captions.

### 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 the **Properties** pane > **Style & Effects**.
- After modifying a button, you can set it as the default style for all newly added buttons in the same project. To do that, right-click on the button > **Set as Default Button**, or set the new style for a button object in the **View** tab > **Object Settings**. In case you want the new default style to take effect on existing buttons in the same project, right-click on 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 (Default)**, **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. Besides, other events that you can add for a button are **On Timeout**, **On Rollover**, **On Rollout**, **On Swipe Left**, **On Swipe Right**, **On Swipe Up**, and **On Swipe Down**.

## Checkbox and Radio Button

ActivePresenter comes with a variety of ready-made checkboxes and radio buttons to help you create interactions in your course.

### Inserting Checkboxes and Radio Buttons

To insert a checkbox or a radio button, click the **Insert** tab > **Checkbox**  or **Radio Button** . Alternatively, click the **Home** tab > **Interactions**  > **Checkbox**  or **Radio Button** .

**Checkbox**

**Radio Button**

A checkbox/radio button appears on the Canvas with default text. Give it a descriptive name by clicking the default text and entering your text. You can modify its text attributes in the same way that you normally modify text captions.

### Setting Correct Answers

Double-click the checkbox/radio button to set it as the correct answer. Alternatively, right-click it > **Set As Correct**.

To set a checkbox as incorrect, right-click it > **Set As Incorrect**.

### Working with Checkbox/Radio Button States

Checkboxes 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 (Default)**: This is the neutral state of a checkbox/radio button. By default, it's how a checkbox/radio button looks when it first appears.
- **Hover**: This is how a checkbox/radio button looks when being hovered.
- **Pressed**: This is how a checkbox/radio button looks when being clicked.
- **Disabled**: This is the state you use when you want to disable a checkbox/radio button. A disabled checkbox/radio button is visible but cannot respond to any user action.
- **Normal Checked/Hover Checked/Pressed Checked/Disabled Checked**: These are the states of the selected checkbox 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 Checkboxes and Radio Buttons Work

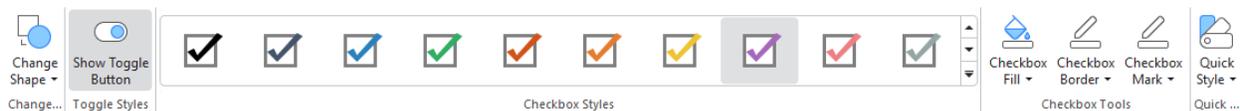
To **add event – actions**, click the **Properties** pane > **Interactivity** > **Events – Actions**. Add events and actions as you wish. Checkboxes/radio buttons can respond to five events.

- **On Check:** Occur when a checkbox/radio button is marked.
- **On Uncheck:** Occur when a checkbox/radio button isn't marked.
- **On Timeout:** Occur when users don't respond within the specified time.
- **On Rollover:** Occur when the mouse enters the boundary of the checkbox/radio button.
- **On Rollout:** Occur when the mouse exits the boundary of the checkbox/radio button.

## Formatting Checkboxes and Radio Buttons

Once a checkbox or a radio button is on a slide, you can move, scale, or customize it as you want. Use commands and options in the **Format** tab or the **Properties** pane > **Style & Effects**.

In the **Format** tab, do the following:



- **Change Shape:** Change the shape of checkboxes/radio buttons as you want.
- **Show Toggle Button:** Uncheck/check this option if you want to hide/show the toggle button of checkboxes/radio buttons. Besides, you can uncheck/check this option in the **Properties** pane (**Interactivity** tab > **General**).
- **Change styles:** Use the drop-down gallery to select a ready-made style to customize checkboxes/radio buttons.
- **Change colors:** Initially, checkboxes/radio buttons use their default styles in which object colors come from your theme colors. However, you can always use custom colors to design checkboxes/radio buttons.
  - **Fill:** Define the background color of checkboxes/radio buttons.
  - **Border:** Define the color and style of the border of checkboxes/radio buttons. Choose **Width** to change the border thickness.
  - **Mark:** Define the color of the check mark/radio dot when a checkbox/radio button is checked.
- **Quick Style:** Quickly set a ready-made style for the checkbox/radio button.

You can set a certain checkbox/radio button as the default style so that the same attributes will be applied to all newly added checkboxes/radio buttons in the same project. To do that, right-click on a checkbox/radio button > **Set as Default Checkbox/Set as Default Radio Button**, or set the new styles for a checkbox/radio button object in the **View** tab > **Object Settings**.

In case you want the new default style to take effect on existing checkboxes/radio buttons in the same project, right-click on a checkbox/radio button > **Apply to All Checkbox Objects /Apply to All Radio Button Objects** > **Style**.

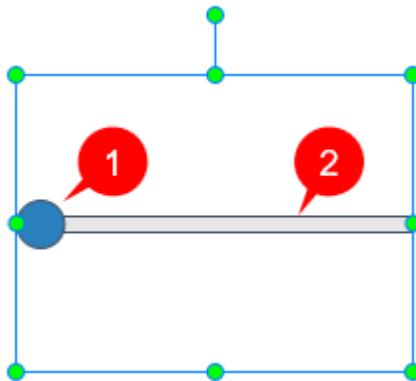
## Slider

Slider is a brand-new feature in ActivePresenter 9. With a slider, you can select a specific value or drag to define a range along the bar. This is perfect for displaying/selecting values in continuous ranges. As a result, some of its applications are to display stages in a timeline, changing settings such as volume and speed.

### Inserting Sliders

You can easily find out the **Slider** button in the **Insert** tab. Or access the **Home** tab > **Interactions** > **Slider** .

Selecting the **Slider** button turns the cursor into a crosshair. Draw sliders by clicking on any area of the Canvas or dragging the mouse.

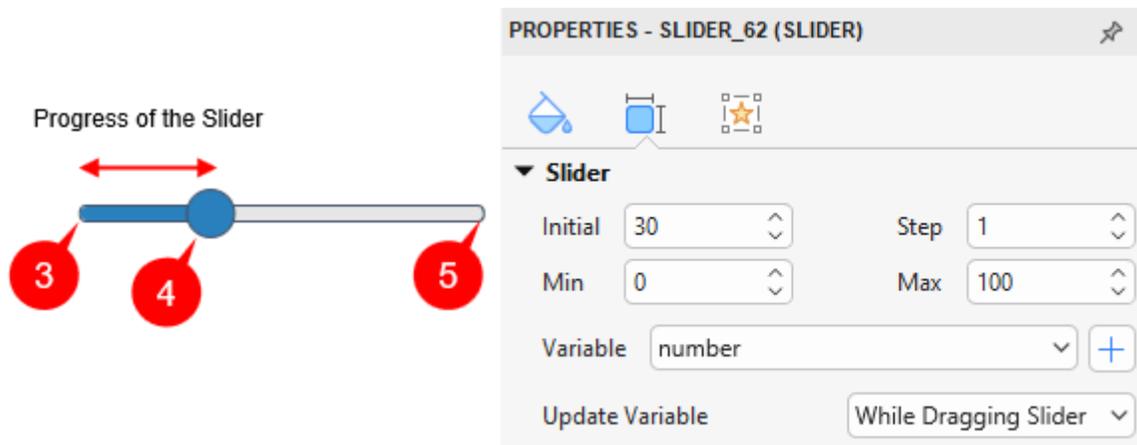


There are two parts in a default slider: Thumb (1) and Track (2). The thumb is a blue oval. Its initial position depends on the initial value in the **Properties** pane. The track is a gray bar. Its length depends on how long you draw it. When you drag the thumb along the track, the values get updated. This makes changes to the associated variable or fire the **On Change** and **On Changing** event.

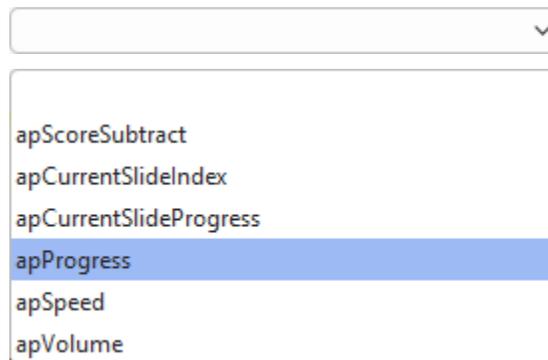
ActivePresenter allows you to set up a slider's properties, style, work with sliders and add events-actions to them.

### Setting up Slider Properties

We can set up the values and properties for the slider. To do that, select the slider and navigate to the **Properties** pane > **Size & Properties** tab > **Slider** section.



- **Min:** Specify the minimum value and starting value of the slider (3).
- **Max:** Specify the maximum value and ending value of the slider (5).
- **Step:** Specify the size of each movement of the slider. As the slider thumb moves along its track, this is its incremental value. The default value is 1.
- **Initial:** Specify the starting position of the slider thumb (4). The range of the initial value is from **Min** to **Max** and the formula is **Initial = Min + n\*Step** (n is a whole number).
- **Variable:** This is the variable associated with the slider. By default, its type is **NUMBER**. To change the variable that's controlled by a slider, click the drop-down arrow to select one from the list. There are several available variables for a slider.



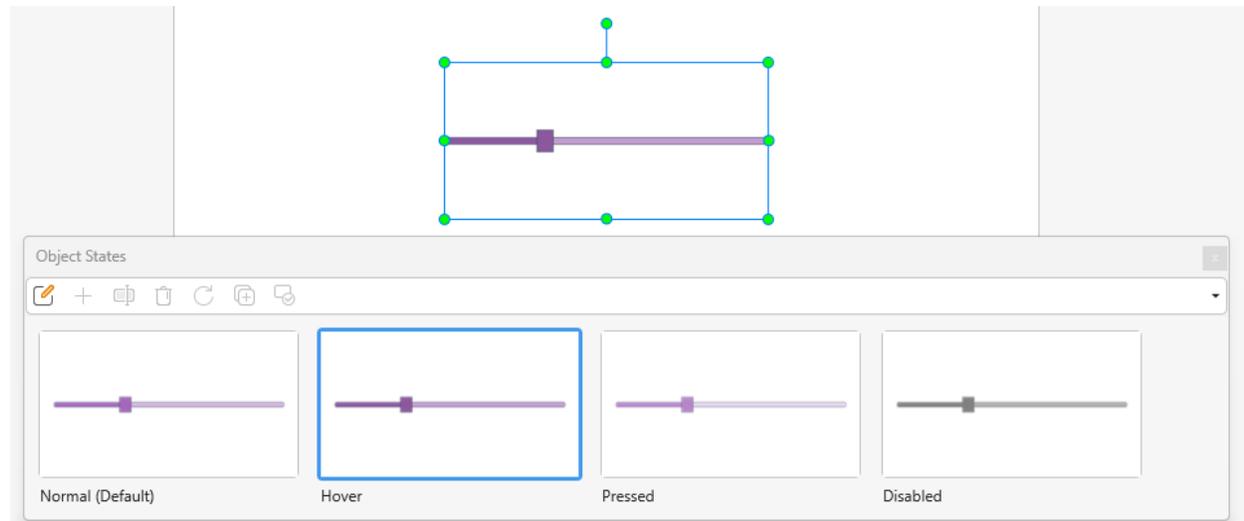
- **Add Variable +:** This button is to add a new variable to the slider. Its type is **NUMBER** as well. To remove the variable that you have created, navigate to the **Home** tab > **Variables** > select the variable you want to remove > click **X**.
- **Update Variable:** This option offers two ways to show the changes when you interact with the slider, namely **While Dragging Slider** and **After Dragging Slider**. The former updates the associated variables while you drag the slider, whereas the latter only updates them when you stop dragging and release the mouse.

Learn more about variables at [Using Variables](#).

**Note:** Except for **apScoreSubtract**, you cannot specify the initial point of the slider in other default variables.

## Working with the Slider States

Four built-in states are available for a slider. They are **Normal (Default)**, **Hover**, **Pressed**, and **Disabled**.



- **Normal (Default)**: This is the default state of a slider.
- **Hover**: This is how a slider looks when being hovered.
- **Pressed**: This is how a slider looks when it is pressed.
- **Disabled**: This is the state that cannot respond to any user action.

For further information, refer to [Using Object States](#).

## Making Sliders Work

To interact with a slider, you need to **add events – actions** to it. To do that, select the slider then navigate to the **Properties** pane > **Interactivity** tab > **Events – Actions** section.

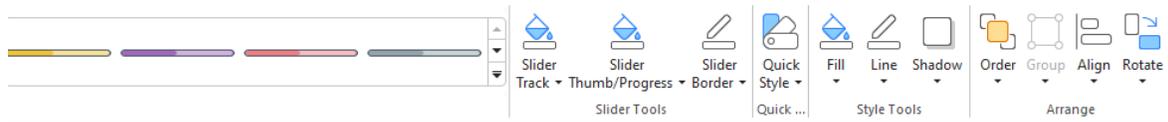


A slider includes 5 default events, namely **On Change**, **On Changing**, **On Timeout**, **On Rollover**, and **On Rollout**. Add as many actions to meet your needs.

- **On Change**: Occur when you finish dragging the thumb or specifying a value on the track and release the mouse.
- **On Changing**: Occur during the time you drag the thumb along the track.
- **On Timeout**: Occur when the time to do an action is over.
- **On Rollover**: Occur when the mouse enters the boundary of the slider.
- **On Rollout**: Occur when the mouse exits the boundary of the slider.

## Styling Sliders

To style a slider, select it then take advantage of commands and tools in the **Format** tab.



You can choose any style from the **Slider Styles** gallery, change the color and shape of the thumb, track, and border of the slider. While tools in **Style Tools** help style the container layout of the slider manually, styles in **Quick Styles** provide you with samples. Alternatively, navigate to its **Properties** pane > **Style & Effects** tab > **Fill/ Line/ Shadow/Opacity** section.

You can set a certain slider as the default style so that the same attributes will be applied to all newly added sliders in the same project. To do that, right-click on a slider > **Set as Default Slider**, or set the new styles for a slider in the **View** tab > **Object Settings**.

In case you want the new default style to take effect to existing sliders in the same project, right-click on a slider > **Apply to All Slider Objects** > **Style**.

## Dropdown

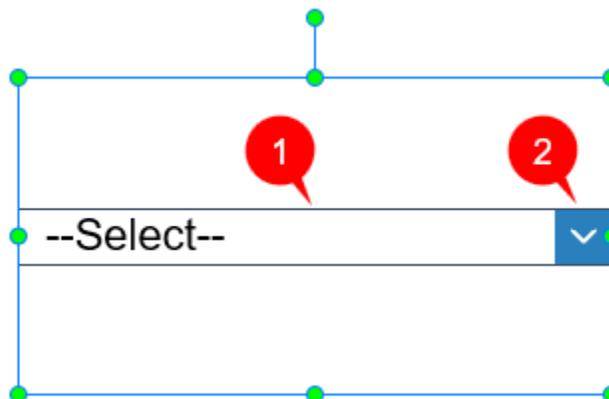
When you have a long list of content to show in menus, consider using dropdowns. They are helpful in both appearance and interaction. A dropdown can conserve screen space, which makes the projects look well-arranged. Users can interact with the dropdown at their convenience. Initially, it shows a single value or item. With a click, it will display all the values for users to choose from. Depending on their purposes, dropdowns can be command menus, form filling, navigation menus, attribute selections, and so on.

From version 9, ActivePresenter allows you to insert and work with dropdowns for more enhanced projects.

### Inserting Dropdown

To insert a dropdown, navigate to the **Insert** tab > **Dropdown** . Alternatively, click the **Home** tab > **Interactions**  > **Dropdown** .

As soon as you select the dropdown button, the cursor turns into a crosshair. Click anywhere on the Canvas to insert a dropdown, or drag the mouse to draw one.



A default inserted dropdown is a single-select list box that has 2 parts: textbox (1) and drop-down arrow button (2). The container box has the text “**-Select-**” by default. It is also the hint item. You can format, add items to the list, and add interactivities to a dropdown.

## Adding Lists of Items to Dropdowns

To add items to the list, select the dropdown and navigate to the **Properties** pane > **Interactivity** tab > **Dropdown** section.

The screenshot shows the 'Dropdown' properties pane. At the top, there is a 'Hint Item' field containing '--Select--'. Below it is the 'Item List' section, which includes a toolbar with icons for adding (+), removing (x), editing (pencil), moving up (up arrow), and moving down (down arrow). Below the toolbar is a table with the following data:

Index	Default	Item	Correct
1	<input type="radio"/>	Answer 1	<input type="checkbox"/>
2	<input checked="" type="radio"/>	Answer 2	<input checked="" type="checkbox"/>
3	<input type="radio"/>	Answer 3	<input type="checkbox"/>

At the bottom of the pane, there is a 'Variable' field with a dropdown arrow and a plus sign button.

Here you can see **Hint Item**, **Item List**, and **Variable**.

- **Hint Item:** This is suggested item that allows you to click on it to reveal a dropdown list. You can change the default “**-Select-**” text by deleting it and typing a new name.
- **Item List:** The list contains a range of commands and a table with 4 default columns.

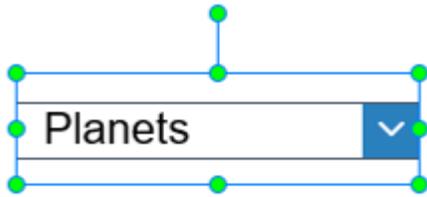
You can use the commands below to edit the table.

- **Add** +: This button is to add new items to the list. Click it to add items as much as you wish.
- **Remove** x: This button is to remove any items. To do that, select one or many unwanted items and click the button.
- **Edit** : This button is to edit the items in the list. Select the one you want to edit, click the button and change its value. Alternatively, you can double-click any of them to edit.
- **Move item up**  or **Move item down** : These buttons are to rearrange the items in the list. Select the item and click  or  to move it up or down respectively.

The 4 default columns of the table are **Index**, **Default**, **Item**, and **Correct**.

- **Index:** This column shows the number and order of items in the dropdown list. When you delete the first item, the second item becomes the first one automatically. So, the following items will change their order as well.

- **Default:** This column displays **radio buttons** corresponding to the items. If you want any item to be the hint item, select the button. Otherwise, the dropdown will show the **Hint Item**.
- **Item:** The column displays all items in the dropdown list. You can add more, edit, change their order, or remove the unnecessary ones.
- **Correct:** This column provides you with **checkboxes** corresponding to the items. Selecting the checkboxes can set one or many items as the correct value.



▼ **Dropdown**

Hint Item

Item List

+ × ↻ ↑ ↓

Index	Default	Item	Correct
1	<input type="radio"/>	Mercury	<input type="checkbox"/>
2	<input type="radio"/>	Venus	<input type="checkbox"/>
3	<input type="radio"/>	Earth	<input checked="" type="checkbox"/>
4	<input type="radio"/>	Mars	<input type="checkbox"/>
5	<input type="radio"/>	Jupiter	<input type="checkbox"/>

Variable  +

- **Variable** can be used sometimes when one item refers to a specific object. The green plus button **+** is to add a new variable to the dropdown. Its type is **TEXT**. To remove the variable that you have created, navigate to the **Home** tab > **Variables** > select the variable you want to remove > click **×**.

Learn more about variables in [Using Variables](#).

## Setting Correct Values

To set the correct values for a dropdown, navigate to its **Properties** pane > **Interactivity** tab > **Dropdown** section > **Item List** > **Correct** column > tick the corresponding checkbox(es) of the correct items.

If you want to remove any correct value, simply untick the checkbox.

## Setting Score and Reporting

You can also set the score to the correct values. It can be done in **Score & Reporting** of the **Interactivity** tab in the **Properties** pane.

▼ **Score & Reporting**

Mode Graded ▾

Report ID 75\_65

Points Partial ▾

Attempts 3 ▾

Timeout 0:02.000 ⬆️⬆️

Submit Auto ▾

This section provides you with many options:

- **Mode:** This option offers you 2 choices: **Graded** and **Survey**. While the first one measures learners' performance, the latter collects their feedback or information.
- **Report ID:** This one is to track learners' results.
- **Points:** This option sets points for correct answers. If the point is partial, the **Points** column appears in the **Item List**. Double-click the column to edit the point for each answer. Set the point by entering a new value or clicking the arrow drop up or down.

▼ **Dropdown**

Hint Item Planets

Item List

+ × ✎ ↑ ↓

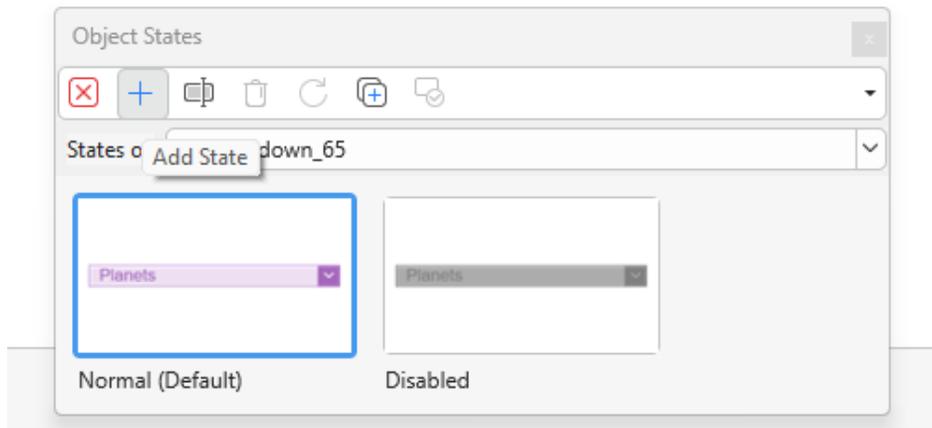
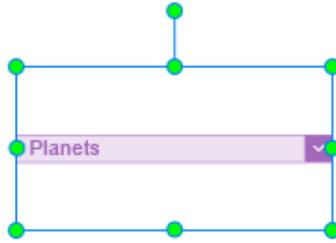
Index	Default	Item	Correct	Points
1	<input checked="" type="radio"/>	Mercury	<input checked="" type="checkbox"/>	1
2	<input type="radio"/>	Venus	<input type="checkbox"/>	
3	<input type="radio"/>	Earth	<input checked="" type="checkbox"/>	3
4	<input type="radio"/>	Mars	<input type="checkbox"/>	
5	<input type="radio"/>	Jupiter	<input type="checkbox"/>	

Variable ▾ +

- **Attempts:** This one sets the maximum attempts that learners can interact with the question.
- **Timeout:** It can set a limit time that only allows learners to respond to the question in the given period.
- **Submit:** This option offers the way you want learners to submit the answers automatically (select **Auto**) or manually (select **Manual**).

## Working with Dropdown States

In general, a default dropdown has two states: **Normal (Default)** and **Disabled**.

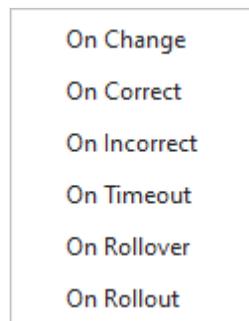


- **Normal (Default):** This is the default state of a dropdown.
- **Disabled:** This is the state that cannot respond to any user action.

Learn more at [Using Object States](#).

## Making Dropdowns Work

To make a dropdown work, navigate to its **Properties** pane > **Interactivity** tab > **Events – Actions** section to add **events-actions** to it. A dropdown has six events by default, namely **On Change**, **On Correct**, **On Incorrect**, **On Timeout**, **On Rollover**, and **On Rollout**. Add actions as you wish.



- **On Change:** Occur when selecting an item on the list.
- **On Correct:** Occur when selecting the correct values.
- **On Incorrect:** Occur when selecting the incorrect values.
- **On Timeout:** Occur when users don't respond within the specified time.
- **On Rollover:** Occur when the mouse enters the boundary of the dropdown.
- **On Rollout:** Occur when the mouse exits the boundary of the dropdown.

## Formatting Dropdowns

Like many other interaction objects, dropdowns can be styled with ease in the **Format** tab.



In the **Dropdown Styles** gallery, you can choose a style in the built-in list for the dropdown. You can also use tools in **Dropdown Tools** to style the dropdown. Choose a form in the **Quick Style** section or use tools in **Style Tools** to customize the look of the container layout of the dropdown. Alternatively, navigate to its **Properties** pane > **Style & Effects** tab > **Fill/ Line/ Shadow/Opacity** section.

You can set a certain dropdown as the default style so that the same attributes will be applied to all newly added dropdowns in the same project. To do that, right-click on a dropdown > **Set as Default Dropdown**, or set the new styles for a dropdown in the **View** tab > **Object Settings**.

In case you want the new default style to take effect to exist dropdowns in the same project, right-click on a dropdown > **Apply to All Dropdown Objects** > **Style**.

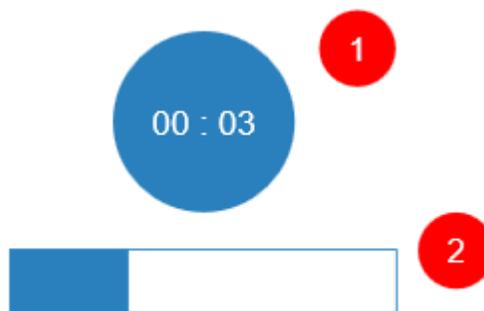
## Animated Timer

An animated timer counts up the elapsed time or counts down the remaining time in a running presentation. There are two types of animated timers: **Timer** and **Progress**. While a **Timer** shows how much time has passed with a digital display, a **Progress** bar only gives a visual progression of time.

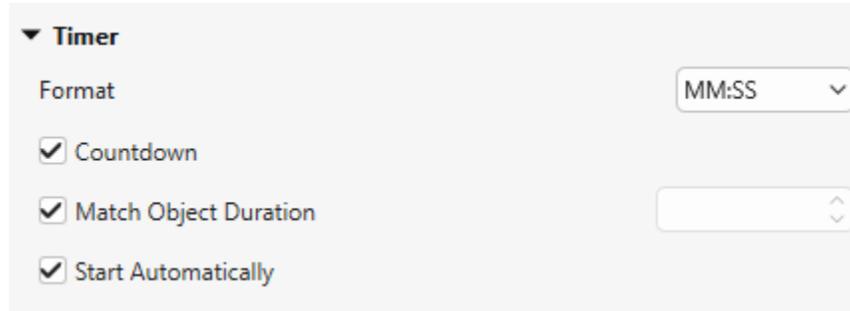
You can trigger an action when a timer is completed or timed out. For example, when learners don't provide an answer within a given time and the timer finishes the countdown, a message appears to tell them that there is no time left.

## Inserting Timers

To insert a timer, open the **Insert** tab > **Animated Timer**  > select either **Timer** (1) or **Progress** (2). 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 **Timer**. It is not available for **Progress**.
- **Countdown:** Change a count-up timer to a countdown one.
- **Match object duration:** When you insert a timer into a slide, this checkbox is selected by default. That means ActivePresenter will automatically adjust the duration of the timer so that its duration is equal to that of the object which has the longest duration in the main timeline.  
To set a different duration, just clear the checkbox, then specify the duration as you wish. Note that if the timer object is initially hidden and the checkbox is selected, the timer duration is the same as the slide duration.
- **Start automatically:** Make a timer starts 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 Events – Actions to Timers

To make timers interactive, **add event – actions** in the **Properties** pane > **Interactivity** tab > **Events – Actions**. The **On Timer Complete** event is available to trigger an action when a timer completes the count up or countdown. Besides, you can add more events like **On Click**, **On Rollover**, **On Rollout**, etc.

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.

Besides, it's possible to use JavaScript API to work with timers. The supported functions are:

```
prez.object('TimerA').startTimer();
prez.object('TimerA').pauseTimer();
prez.object('TimerA').stopTimer();
```

## Questions

In ActivePresenter, questions can be used to assess learner performance (the **Graded** mode) or collect information (the **Survey** mode). There are many types of interactive questions, which are:

- **True/False**

- **Multiple Choice**
- **Multiple Response**
- **Fill in Text Entry**
- **Fill in Text Entries**
- **Fill in Blanks**
- **Sequence**
- **Drag-n-Drop**
- **Hotspot**
- **Essay**
- **Select in Dropdown**
- **Select in Dropdowns**
- **Rating Scale (Likert)**

For more details about questions, see **Common Question Properties**.

# Creating Quizzes

## Common Question Properties

To create a question, open the **Questions** tab and click any of the thirteen question buttons. Then, a new question slide will appear on the Canvas. The following section will give you more details about the common components of a question slide.

### Components of a Question Slide

A typical question slide in ActivePresenter is composed of three sections: the question title, answer area, and submit button.



- **Question Title:** Click to add a question title in this section.
- **Answer Area:** Create and customize answer options for a question. The number of answer options for each question type varies depending on its nature. For example, a True/False question has only two answer options (True and False) while a Multiple Choice question has four by default. For most types of questions, you can add more answer options or delete them.
- **Submit Button:** The **Submit** button is added to each question slide by default. It allows learners to click on it to submit their answers. Open the **Format** tab or the **Style & Effects** tab in the **Properties** pane to customize the **Submit** button in the way you want.

ActivePresenter also allows you to create your own custom-made buttons. To do that, open the **Insert** tab > **Button** , or click the **Home** tab > **Interactions**  > **Button** . For more details, see **Button**.

**Note:**

- Feedback messages are also added to each question by default. To view and edit them, click the **Change Slide Container** button > **Feedback Master** .
- A question always comes with default events – actions that are ready to use. However, you can delete them, edit them, or add new events – actions as you want. In addition, you can use the **Advanced Action** feature to create and manage complex actions.

To open the **Events – Actions** section, do one of the following:

- Select the answer area > **Questions** tab > **Event** .
- Select the answer area > **Properties** pane > **Interactivity** > **Events – Actions**.

After that, the **Properties** pane will show all necessary tools and properties allowing you to edit and customize events and actions of a question.

## Question Modes: Graded and Survey

A question can be used for assessing learner performance (the **Graded** mode) or collecting information (the **Survey** mode). You can switch between these modes by selecting the answer area > **Properties** pane > **Interactivity** > **Score & Reporting** > **Mode** > **Graded/Survey**.

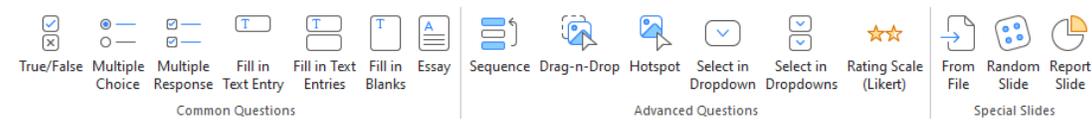
The table below shows the differences between these two modes:

Mode	Graded	Survey
<b>User validation</b>	Correct/Incorrect/Incomplete	Complete/Incomplete
<b>Score settings</b>	Available	Not Available
<b>Purpose</b>	Assessing Performance	Gathering Information
<b>Events</b>	<ul style="list-style-type: none"> <li>On Correct</li> <li>On Incorrect</li> <li>On Incomplete</li> <li>On Timeout</li> <li>On Change</li> </ul>	<ul style="list-style-type: none"> <li>On Complete</li> <li>On Incomplete</li> <li>On Timeout</li> <li>On Change</li> </ul>

## Creating Quizzes

Quizzes are critical elements of a test. They allow you to test and track the performances of learners, collect their information and opinions, and so much more.

In ActivePresenter, you can create quizzes with many types of interactive questions.



To create a question, open the **Questions** tab and click any question button. Or, you can click the **Home** tab > **Interactions**  > select a question. After that, ActivePresenter will insert a new question slide into your project.

## True/False

With a True/False question, learners have only two answer options to choose from: either True or False.

To insert a True/False question, click the **Questions** tab > **True/False** . Alternatively, click the **Home** tab > **Interactions**  > **True/False** . The question will appear on the Canvas as follows:



As mentioned above, each True/False question always has two answer options, therefore, you cannot remove any or add more.

To change the question layout, select the answer area > navigate to the **Properties** pane > **Size & Properties** > **Container Layout**. For more information, see [Using Flex Layout](#) and [Using Grid Layout](#).

To set a correct answer, double-click on a radio button that corresponds to the correct answer option, or right-click the answer option > **Set As Correct**. You can edit the text of the default answer options. For example, change from True/False to Yes/ No, Correct/ Incorrect, Right/ Wrong if needed.

Click the **Properties** pane > **Interactivity** > **Score & 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 a True/False question, you can set it as a default question to use in the current project. To do that, right-click on the answer area > **Set as Default True/False Question**. Alternatively, customizing this question type in the **View** tab > **Object Settings** > **Questions** > **True/False Question** will apply changes to all newly inserted True/False questions in the current project.

## Multiple Choice

With a Multiple Choice question, learners can select only one correct answer option.

To insert a Multiple Choice question, click the **Questions** tab > **Multiple Choice** . Alternatively, click the **Home** tab > **Interactions**  > **Multiple Choice** . The question will appear on the Canvas as follows:



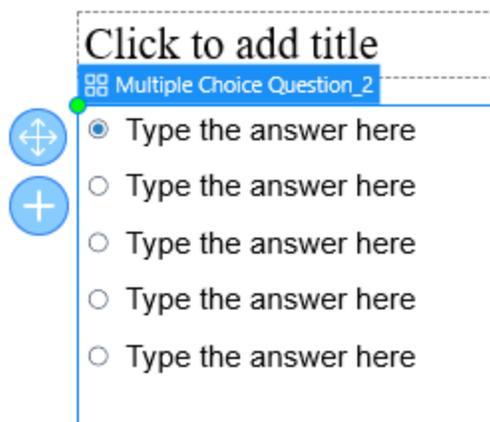
Click to add title

- Type the answer here

**Submit**

To change the question layout, select the answer area > navigate to the **Properties** pane > **Size & Properties** > **Container Layout**. For more information, see [Using Flex Layout](#) and [Using Grid Layout](#).

You can add more answer options to the question by selecting the answer area and clicking the plus button:



To delete an answer option, just select it and press the **DELETE** key on your keyboard. If you want to delete multiple answer options, hold down **CTRL** while clicking them, then press **DELETE**.

To set a correct answer, double-click on a radio button that corresponds to the correct answer option, or right-click the answer option > **Set As Correct**. Remember that you can set only one correct answer option for this question type.

Click the **Properties** pane > **Interactivity** > **Score & 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 a Multiple Choice question, you can set it as a default question to use in the current project. To do that, right-click on the answer area > **Set as Default Multiple Choice Question**. Alternatively, customizing this question type in the **View** tab > **Object Settings** > **Questions** > **Multiple Choice Question** will apply changes to all newly inserted Multiple Choice questions in the current project.

## Multiple Response

With a Multiple Response question, learners can select more than one correct answer option.

To insert a Multiple Response question, click the **Questions** tab > **Multiple Response** . Alternatively, click the **Home** tab > **Interactions**  > **Multiple Response** . The question will appear on the Canvas as follows:



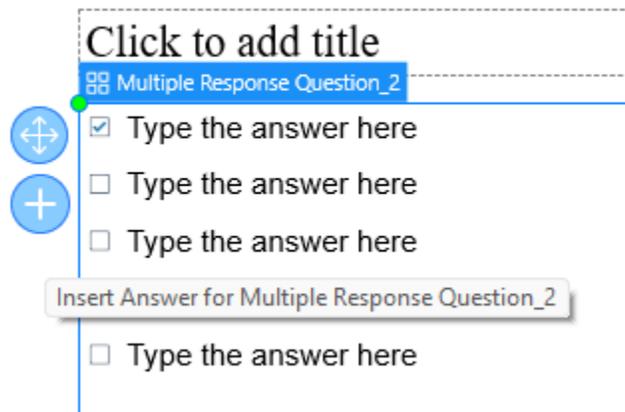
Click to add title

Type the answer here

Submit

To change the question layout, select the answer area > navigate to the **Properties** pane > **Size & Properties** > **Container Layout**. For more information, see **Using Flex Layout** and **Using Grid Layout**.

You can add more answer options to the question by selecting the answer area and clicking the plus button:



To delete an answer option, just select it and press the **DELETE** key on your keyboard. If you want to delete multiple answer options, hold down **CTRL** while clicking them, then press **DELETE**.

To set correct answers, double-click on all checkboxes that correspond to the correct answer options, or right-click the answer options > **Set As Correct**. Unlike a Multiple Choice question, you can set more than one correct answer option for a Multiple Response question.

Click the **Properties** pane > **Interactivity** > **Score & 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 a Multiple Response question, you can set it as a default question to use in the current project. To do that, right-click on the answer area > **Set as Default Multiple Response Question**. Alternatively, customizing this question type in the **View** tab > **Object Settings** > **Questions** > **Multiple Response Question** will apply changes to all newly inserted Multiple Response questions in the current project.

## Fill in Text Entry

A Fill in Text Entry question contains a single-line text box that allows learners to input text.

To insert a Fill in Text Entry question, click the **Questions** tab > **Fill in Text Entry** . Alternatively, click the **Home** tab > **Interactions**  > **Fill in Text Entry** . The question will appear on the Canvas as follows:



As mentioned above, each Fill in Text Entry question always has only one single-line text box therefore, you cannot remove it or add more.

To set correct answers for this question type, click the text box > navigate to the **Properties** pane > **Interactivity** > **General** > **Correct Values** > click the **Add Value** button to add a correct answer for the question. To know more details about it, see **General Section**.

Click the **Properties** pane > **Interactivity** > **Score & 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 Text Entries

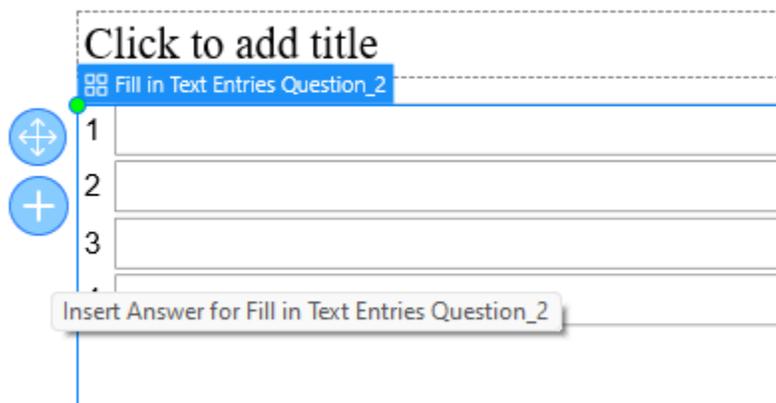
A Fill in Text Entries question contains four default single-line text boxes that allow learners to input text.

To insert a Fill in Text Entries question, click the **Questions** tab > **Fill in Text Entries** . Alternatively, click the **Home** tab > **Interactions**  > **Fill in Text Entries** . The question will appear on the Canvas as follows:

The image shows a question layout within a dashed border. At the top is a text field with the placeholder 'Click to add title'. Below it are four horizontal text boxes, each preceded by a number from 1 to 4. At the bottom right of the layout is a blue button labeled 'Submit'.

To change the question layout, select the answer area > navigate to the **Properties** pane > **Size & Properties** > **Container Layout**. For more information, see [Using Flex Layout](#) and [Using Grid Layout](#).

A Fill in Text Entries question has four single-line text boxes by default. Each text box contains an answer label and a text entry. You can add more text boxes by selecting the answer area and clicking the plus button:



To delete a text box, select its answer label or its text entry, then press the **DELETE** key on your keyboard. If you want to delete multiple text boxes, hold down **CTRL** while clicking them, then press **DELETE**.

Unlike a Fill in Text Entry question, a Fill in Text Entries question has more than one text box. Therefore, you have to set correct answers for each text box separately. To do that, select each text entry > navigate to the **Properties** pane > **Interactivity** > **General** > **Correct Values** > click the **Add Value** button to add a correct answer for the text box. To know more details about it, see [General Section](#).

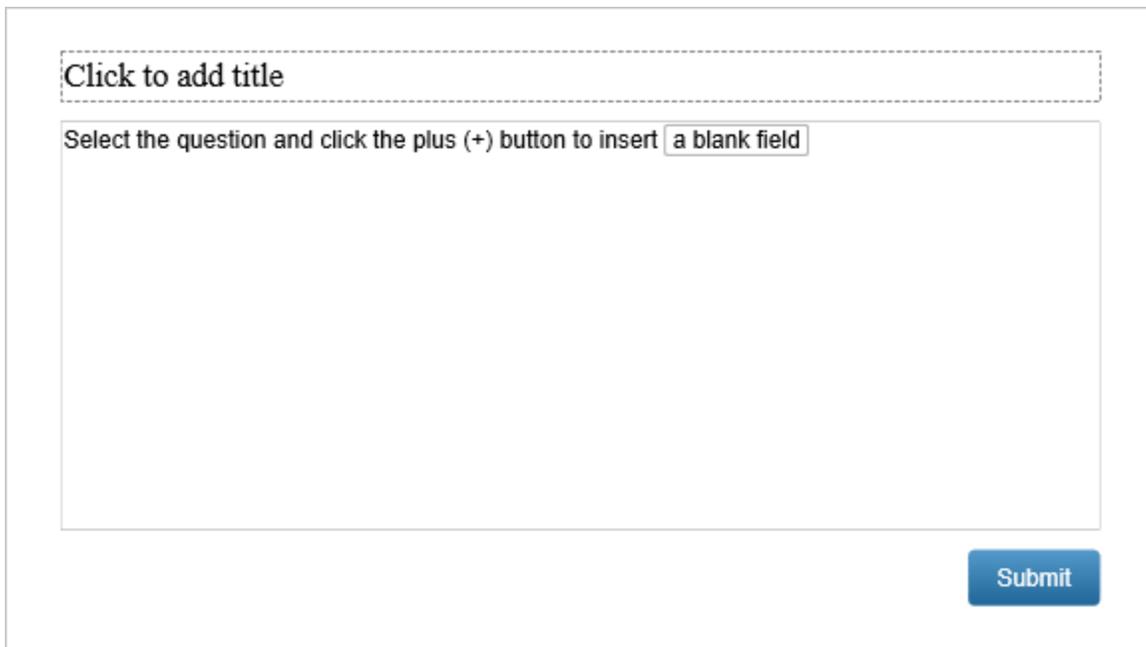
Click the **Properties** pane > **Interactivity** > **Score & Reporting** to select the question mode and set properties for it.

Click the **Properties** pane > **Interactivity** > **Events – Actions** to have more settings for question events and actions.

After creating and customizing a Fill in Text Entries question, you can set it as a default question to use in the current project. To do that, right-click on the answer area > **Set as Default Fill in Text Entries Question**. Alternatively, customizing this question type in the **View** tab > **Object Settings** > **Questions** > **Fill in Text Entries Question** will apply changes to all newly inserted Fill in Text Entries questions in the current project.

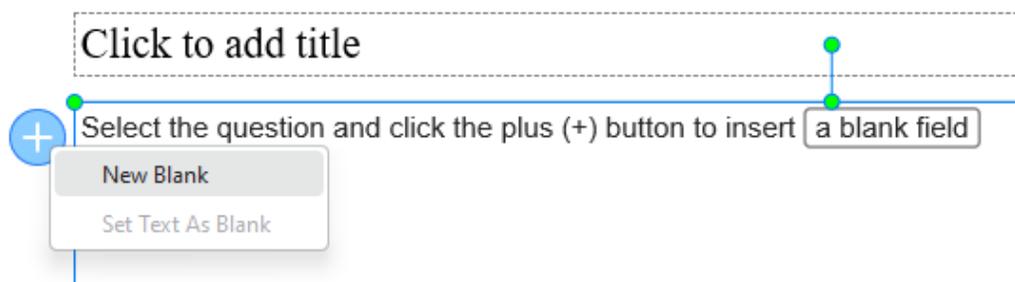
## Fill in Blanks

A Fill in Blanks question allows learners to fill in multiple blanks in a paragraph. To insert a Fill in Blanks question, click the **Questions** tab > **Fill in Blanks** . Alternatively, click the **Home** tab > **Interactions**  > **Fill in Blanks** . The question will appear on the Canvas as follows:



To work with the answer area of a Fill in Blanks question, firstly, you should insert text (either a sentence or a paragraph) into it. Then, insert blanks into your text by doing either of the following:

- **Insert a new blank:** Click anywhere in the text that you want to insert a blank > click the plus button > select **New Blank**.

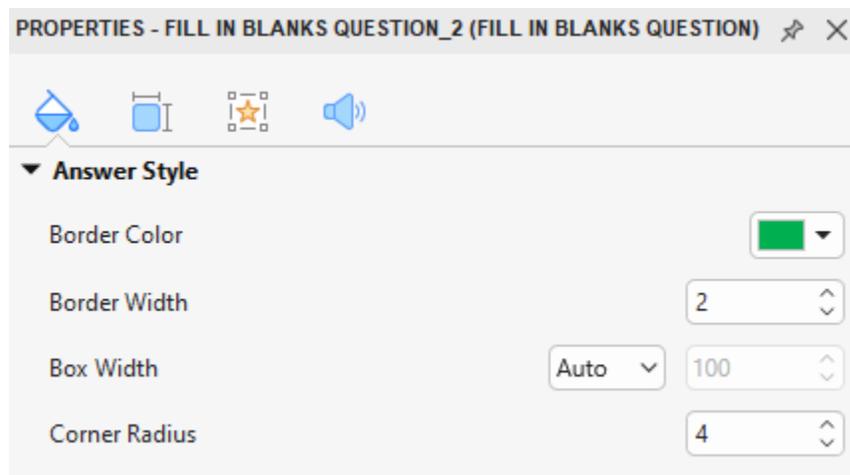


To set a correct answer for a blank, simply type the correct answer into it. Alternatively, select the blank, then go to the **Properties** pane > **Interactivity** > **Score & Reporting** > **Correct Values** > **Add Value**.

- **Convert text into a blank:** Select text (word, phrase, or sentence), right-click on it, and choose **Set Text As Blank**. Alternatively, click the plus button then choose **Set Text As Blank**. By doing this way, the selected text is automatically set as the correct answer for the blank.

To delete a blank, simply select it and press **DELETE** on your keyboard. Or, right-click on it and select **Delete**.

To change styles and effects for a blank, select it > **Properties** pane > **Style and Effects** > **Answer Style**. Here, you can change the blank's properties such as **Border Color**, **Border Width**, **Box Width**, and **Corner Radius**.



Click the **Properties** pane > **Interactivity** > **Score & Reporting** to select the question mode and set properties for it.

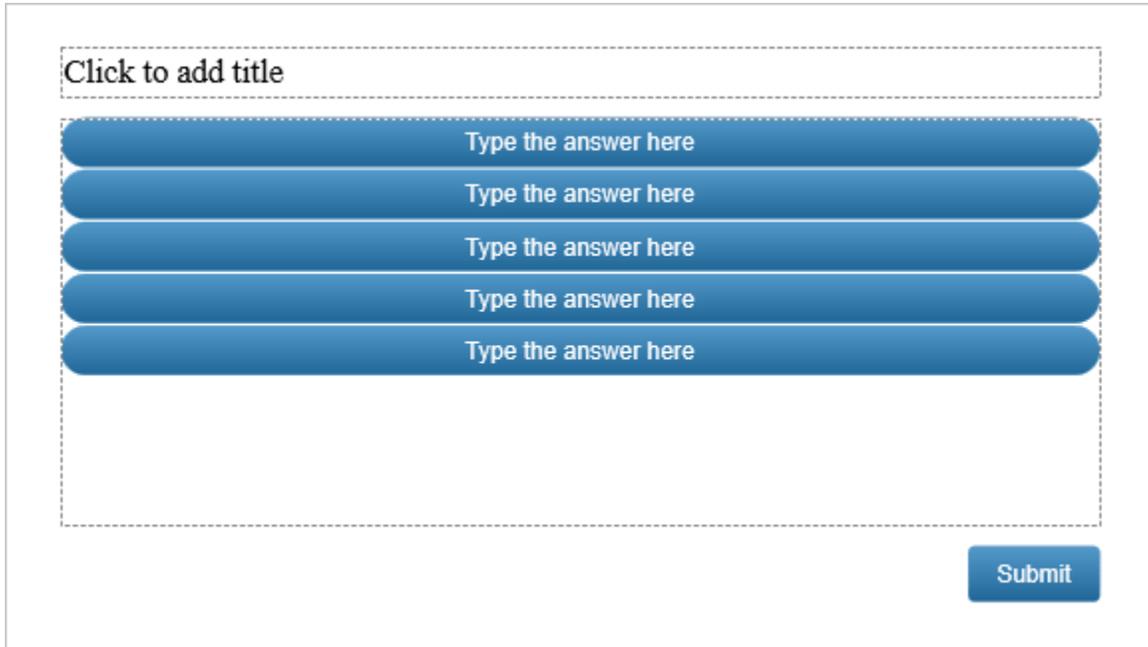
Click the **Properties** pane > **Interactivity** > **Events – Actions** to have more settings for question events and actions.

After creating and customizing a Fill in Blanks question, you can set it as a default question to use in the current project. To do that, right-click on the answer area > **Set as Default Fill in Blanks Question**. Alternatively, customizing this question type in the **View** tab > **Object Settings** > **Questions** > **Fill in Blanks Question** will apply changes to all newly inserted Fill in Blanks questions in the current project.

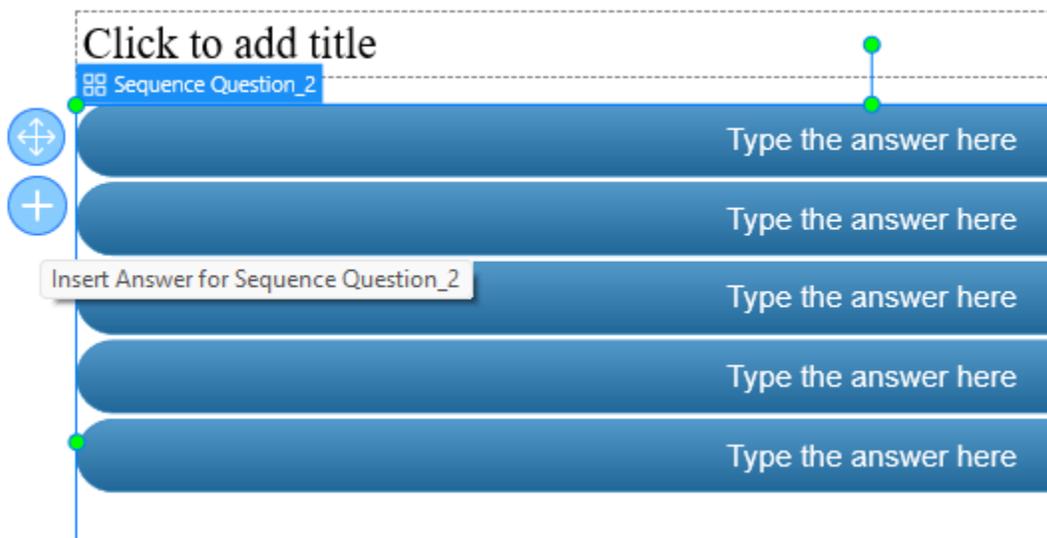
## Sequence

A sequence question contains at least two items that require learners to arrange them in the right order.

To insert a sequence question, click the **Questions** tab > **Sequence** . Alternatively, click the **Home** tab > **Interactions**  > **Sequence** . The question will appear on the Canvas as follows:



By default, a Sequence question has five answer labels. You can add more answer labels to the question by selecting the answer area and clicking the plus button:



Initially, each answer label is a **shape** with the default text inside. Click each of them to replace the default text. Besides, you can customize these answer labels in the same way you do with normal shapes in ActivePresenter.

To set the correct answer for a Sequence question, drag answer labels in their correct order. However, before dragging, make sure the **None** mode is selected in the Container Layout section. Otherwise, you cannot drag answer labels to desired positions. The order of answer labels you set will be the correct answer for that question.

To delete an answer label, 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**.

To change the question layout, select the answer area > navigate to the **Properties** pane > **Size & Properties** > **Container Layout**. For more information, see **Using Flex Layout** and **Using Grid Layout**.

Click the **Properties** pane > **Interactivity** > **Score & 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.

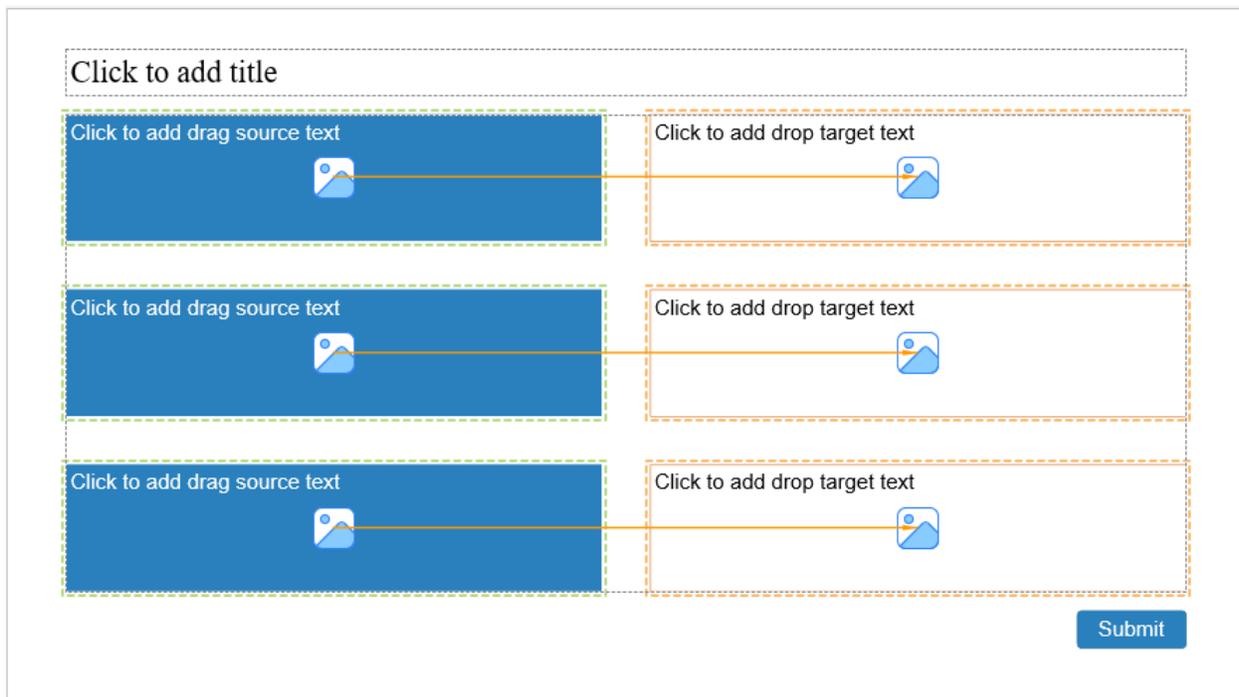
After creating and customizing a Sequence question, you can set it as a default question to use in the current project. To do that, right-click on the answer area > **Set as Default Sequence Question**. Alternatively, customizing this question type in the **View** tab > **Object Settings** > **Questions** > **Sequence Question** will apply changes to all newly inserted Sequence questions in the current project.

## 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.

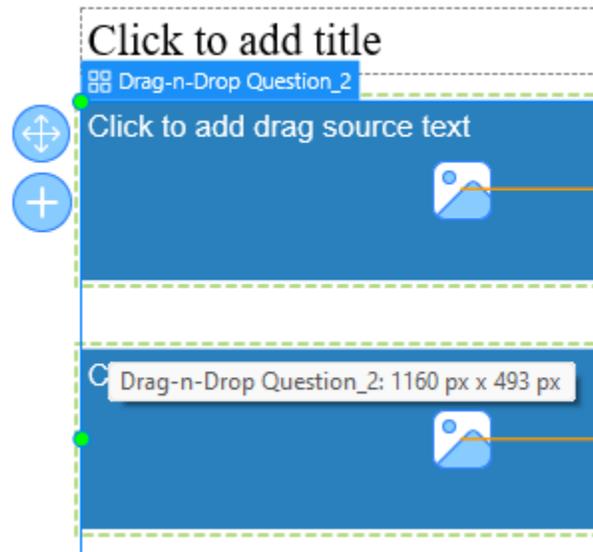
A Drag-n-Drop question is a type of question that includes multiple drag sources and drop targets that require learners to match them correctly.

To insert a Drag-n-Drop question, click the **Questions** tab > **Drag-n-Drop** . Alternatively, click the **Home** tab > **Interactions**  > **Drag-n-Drop** . The question will appear on the Canvas as follows:



Both drag sources and drop targets are shapes with the default text and a clickable **Image**  inside. Click the default text to replace it with the new text or click the **Image** button to quickly add an image. Besides, you can customize drag sources and drop targets in the same way you do with normal shapes in ActivePresenter.

To insert more drag sources and drop targets, select the answer area, then click the plus button that appears:



By default, a Drag-n-Drop question has two columns, one for drag sources and another for drop targets. ActivePresenter allows you to change its position by dragging them to any area on a slide. However, before doing that, make sure that the **None** mode is selected in the **Container Layout** section of the **Size & Properties** tab. Otherwise, you cannot perform this action.

There are two ways to set the correct answer for a Drag-n-Drop question. Do either of the following:

- Use the orange drag-drop connector to connect a drag source to its corresponding drop target. This connector denotes that dropping a drag source to a drop target is a correct action.
- Select each drop target > **Properties** pane > **Interactivity** > **Drag-n-Drop** > **Accept List** . Then, the **Accept List**  dialog appears. Select checkbox(es) that corresponds to correct answer(s) in the **Correct** column.

To delete a drag source or drop target, simply select it and press the **DELETE** key on your keyboard or right-click on it and select **Delete**. If you want to delete multiple of them, hold down **CTRL** while clicking them, then press **DELETE**.

Click the **Properties** pane > **Interactivity** > **Score & 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.

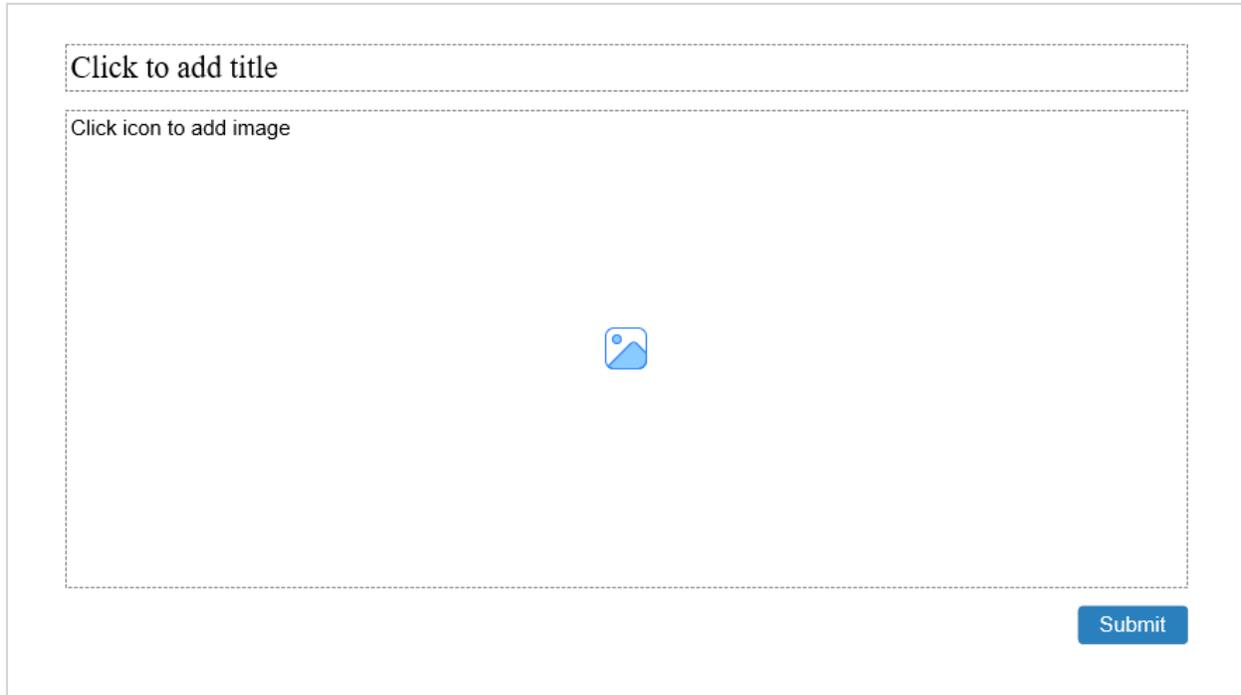
After creating and customizing a **Drag-n-Drop** question, you can set it as a default question to use in the current project. To do that, right-click on the answer area > **Set as Default Drag-n-Drop Question**. Alternatively, customizing this question type in the **View** tab > **Object Settings** > **Questions** > **Drag-n-Drop Question** will apply changes to all newly inserted Drag-n-Drop questions in the current project.

## Hotspot

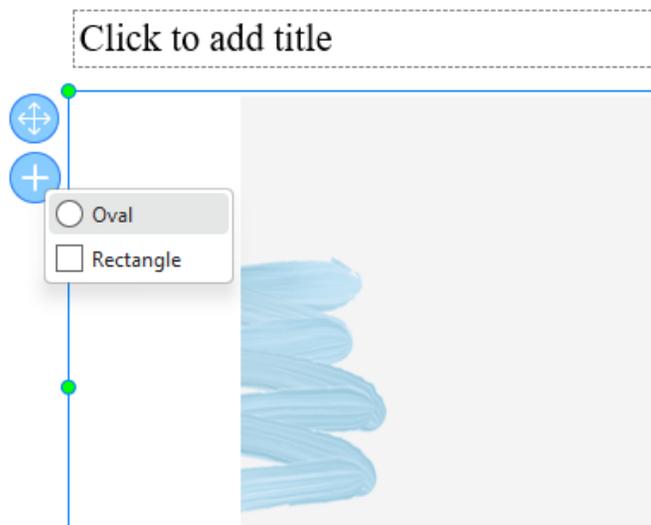
A Hotspot question is an image-based question that allows learners to interact with an image. With a Hotspot question, an image is presented to learners. Learners will give their answers by clicking

on one or more specific spots on that image. Hotspot questions are preferred to create simple games such as finding differences between two pictures or finding hidden animals in a picture.

To insert a Hotspot question, click the **Questions** tab > **Hotspot** . Alternatively, click the **Home** tab > **Interactions**  > **Hotspot** . The question will appear on the Canvas as follows:



Click the **Image** button  to insert an image. To add hotspot(s) to that image, select the answer area, click the plus button > **Oval**/ **Rectangle**. Then, click anywhere on the image to insert a hotspot. You can also drag it to any other desired positions.



Anytime you insert a hotspot into an image, it is set as a correct answer by default. However, you can change it into an incorrect answer by navigating to the **Properties** pane > **Interactivity** > **General** > deselect the **Correct** checkbox.

By default, in the **Properties** pane of the question > **Interactivity** > **General** > the **Multiple Response** checkbox is checked, which means learners can give many answers by clicking on many spots on an image. Each click they made is considered as an answer. However, in case you want only the last click to be accepted as their answer, just deselect this checkbox.

To customize the default hotspot display, click on a hotspot > **Properties** pane > **Style & Effects**.

Click the **Properties** pane > **Interactivity** > **Score & 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 a Hotspot question, you can set it as a default question to use in the current project. To do that, right-click on the answer area > **Set as Default Hotspot Question**. Alternatively, customizing this question type in the **View** tab > **Object Settings** > **Questions** > **Hotspot Question** will apply changes to all newly inserted Hotspot questions in the current project.

## Essay

An Essay question contains a multiple-line text box that allows learners to input text.

To insert an essay question, click the **Questions** tab > **Essay** . Alternatively, click the **Home** tab > **Interactions**  > **Essay** . The question will appear on the Canvas as follows:



By default, an Essay question is set in the **Survey** mode, which means the question is used to gather the learner's answers only. However, if you want to assess their performances, turn on the **Graded** mode by selecting the text box > **Properties** pane > **Interactivity** > **Score & Reporting** > **Mode** > **Graded**.

Then, to set the **correct answer list** for an Essay question, select the text box > **Properties** pane > **Interactivity** > **General** > **Correct Values** > **Add Value**.

Click the **Properties** pane > **Interactivity** > **Score & 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.

## Select in Dropdown

A Select in Dropdown question is also known as a dropdown question. It contains a **dropdown** with a hidden list of options that allows users to select from. The dropdown menu is shown once the user clicks on the dropdown arrow.

To insert a Select in Dropdown question, open the **Home** tab > **Interactions**  > **Select in Dropdown** . Alternatively, open the **Questions** tab > **Select in Dropdown** . The question will appear on the Canvas as follows:



The screenshot shows a question interface on a canvas. At the top, there is a dashed border box containing the text "Click to add title". Below this is a dropdown menu with the text "--Select--" and a blue downward arrow on the right. In the bottom right corner of the question area, there is a blue button labeled "Submit".

Each Select in Dropdown question has only one dropdown. Therefore, you cannot remove it or add more.

To add the list of answer options, select the dropdown > navigate to the **Properties** pane > **Interactivity** > **Dropdown** > **Item List** > click the **Add** button .

You can remove one or multiple options in the **Item List** if you no longer need them. Select them (hold CTRL while selecting multiple options), then click the **Remove** button .

By default, all options of the item list are hidden until users click the dropdown arrow. But, you can set an item to be shown. To do that, select the dropdown > click its corresponding radio button in the **Default** column (**Properties** pane > **Interactivity** > **Dropdown**).

▼ Dropdown

Hint Item

Item List

+ × ✎ ↑ ↓

Index	Default	Item	Correct
1	<input checked="" type="radio"/>	Laos	<input type="checkbox"/>
2	<input type="radio"/>	Brunei	<input type="checkbox"/>
3	<input type="radio"/>	Cambodia	<input type="checkbox"/>
4	<input type="radio"/>	Vietnam	<input checked="" type="checkbox"/>
5	<input type="radio"/>	Myanmar	<input type="checkbox"/>

Variable  +

To set correct answers for this question type, select the dropdown > navigate to the **Properties** pane > **Interactivity**  > **Dropdown** > **Item List** > tick the checkbox of the correct values in the **Correct** column.

Click the **Properties** pane > **Interactivity** > **Score & 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.

## Select in Dropdowns

A Select in Dropdowns question shares the same properties as a **Select in Dropdown** question, but it has more than one dropdown.

To insert a Select in Dropdowns question, open the **Home** tab > **Interactions**  > **Select in Dropdowns** , or open the **Questions** tab > **Select in Dropdowns** . After that, the new question slide appears like that:

Click to add title

1	--Select--	▼
2	--Select--	▼
3	--Select--	▼
4	--Select--	▼

**Submit**

To add the list of answer options, select each dropdown > navigate to the **Properties** pane > **Interactivity** > **Dropdown** > **Item List** > click the **Add** button **+**.

You can remove one or multiple options in the **Item List** if you no longer need them. Select them (hold CTRL while selecting multiple options), then click the **Remove** button **X**.

To change the container layout, select the answer area > **Properties** pane > **Size & Properties** tab > **Container Layout** section > select **None** or **Flex**.

To add more dropdowns, select the answer area and click the **Plus** button:

Click to add title

Select in Dropdowns Question\_2

1	--Select--
2	--Select--
3	--Select--

Insert Answer for Select in Dropdowns Question\_2

To remove one or multiple dropdowns, select them, right-click > **Delete**, or press the **Delete** key on the keyboard.

By default, all options of the dropdown lists are hidden until users click the dropdown arrows. But, you can set an item to be shown. To do that, select a dropdown > click its corresponding radio button in the **Default** column (**Properties** pane > **Interactivity** > **Dropdown**).

▼ Dropdown

Hint Item

Item List

+ × ✎ ↑ ↓

Index	Default	Item	Correct
1	<input checked="" type="radio"/>	Laos	<input type="checkbox"/>
2	<input type="radio"/>	Brunei	<input type="checkbox"/>
3	<input type="radio"/>	Cambodia	<input type="checkbox"/>
4	<input type="radio"/>	Vietnam	<input checked="" type="checkbox"/>
5	<input type="radio"/>	Myanmar	<input type="checkbox"/>

Variable  +

Different from a Select in Dropdown question, a Select in Dropdowns question has more than one dropdown. Therefore, you have to set the correct answer for each dropdown separately. To do that, select a dropdown > navigate to the **Properties** pane > **Interactivity** tab > **Dropdown** > **Item List** > tick the checkbox of the correct values in the **Correct** column.

Click the **Properties** pane > **Interactivity** > **Score & 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 a Select in Dropdowns question, you can set it as a default question to use in the current project. To do that, right-click the answer area > **Set as Default Select in Dropdowns Question**. Alternatively, customizing this question type in the **View** tab > **Object Settings** > **Questions** > **Select in Dropdowns Question** will apply changes to all newly inserted Select in Dropdowns questions in the current project.

## Rating Scale (Likert)

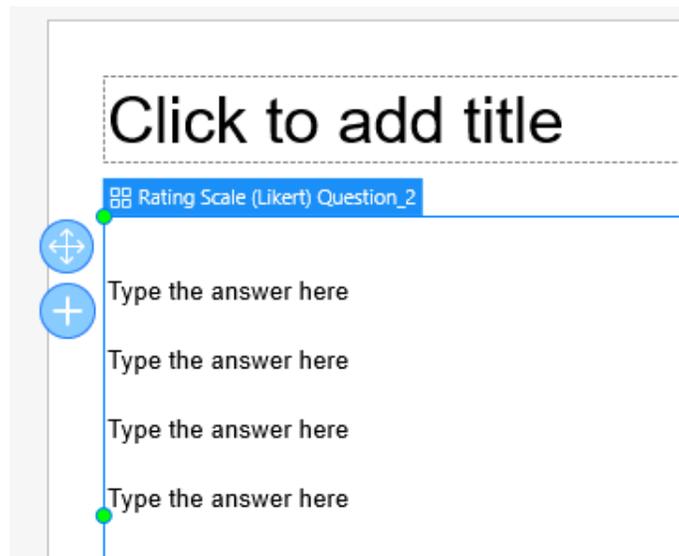
A Rating Scale or Likert Scale question is very useful when making a survey. This type of question allows you to gather feedback, opinions, or information effectively.

To insert a rating scale question, click the **Questions** tab > **Rating Scale (Likert)** ★★. Alternatively, click the **Home** tab > **Interactions** 📌 > **Rating Scale (Likert)** ★★. The question will appear on the Canvas as follows:

	1	2	3	4	5
Type the answer here	<input type="radio"/>				
Type the answer here	<input type="radio"/>				
Type the answer here	<input type="radio"/>				
Type the answer here	<input type="radio"/>				

**Submit**

By default, a Rating Scale (Likert) question has four answer labels. Each answer label includes five radio buttons, which represent five rating scales. You can add more answer labels to the question by selecting the answer area and clicking the plus button:



In addition, you can also add more radio buttons (rating scales) to the question or delete them. To do that, select the answer area > **Properties** pane > **Interactivity** > **Score & Reporting** > **Rating Scale** > select one number from the dropdown list.

To delete an answer label, select it and press the **DELETE** key or right-click it and select **Delete**. Then, that answer label and its corresponding radio buttons are deleted simultaneously. To delete multiple answer labels, hold down **CTRL** while clicking them, then press **DELETE**.

Note that a Rating Scale (Likert) question is used to conduct a survey, it only has the **Survey** mode. The **Graded** mode is not available for this question type.

Click the **Properties** pane > **Interactivity** > **Events – Actions** to have more settings for question events and actions.

After creating and customizing a Rating Scale (Likert) question, you can set it as a default question to use in the current project. To do that, right-click on the answer area > **Set as Default Rating Scale (Likert) Question**. Alternatively, customizing this question type in the **View** tab > **Object Settings** > **Questions** > **Rating Scale (Likert) Question** will apply changes to all newly inserted Rating Scale (Likert) questions in the current project.

## Import Questions from File

Apart from 13 types of questions supported in the app, ActivePresenter allows you to directly import questions from GIFT and CSV files. Creating GIFT and CSV format files and importing questions from them are very useful when you need to add a large number of questions to your project with a few clicks.

GIFT is an abbreviation of General Import Format Template. Meanwhile, CSV stands for Comma-Separated Values. Both of them are text files that allow writing various types of questions using a simple text editor. For example, you can use Notepad or Microsoft Word to create GIFT files. Meanwhile, Notepad or Microsoft Excel is useful to create CSV files.

### Create GIFT Files

ActivePresenter allows you to import 6 types of questions from a GIFT file including Multiple Choice, Fill in Text Entry, True/False, Essay, Drag-n-Drop, and Multiple Response questions. To create a GIFT file, firstly, open a text editor (Microsoft Word or Notepad) to compose questions following GIFT format. There is the generic syntax of GIFT format. You need to learn about the syntax to write questions in GIFT format correctly.

In a simple form of GIFT format, a question comes first, then answers are put between (1) two brackets {}. Use (2) an equal sign (=) to indicate a correct answer or (3) a tilde (~) to indicate an incorrect answer.

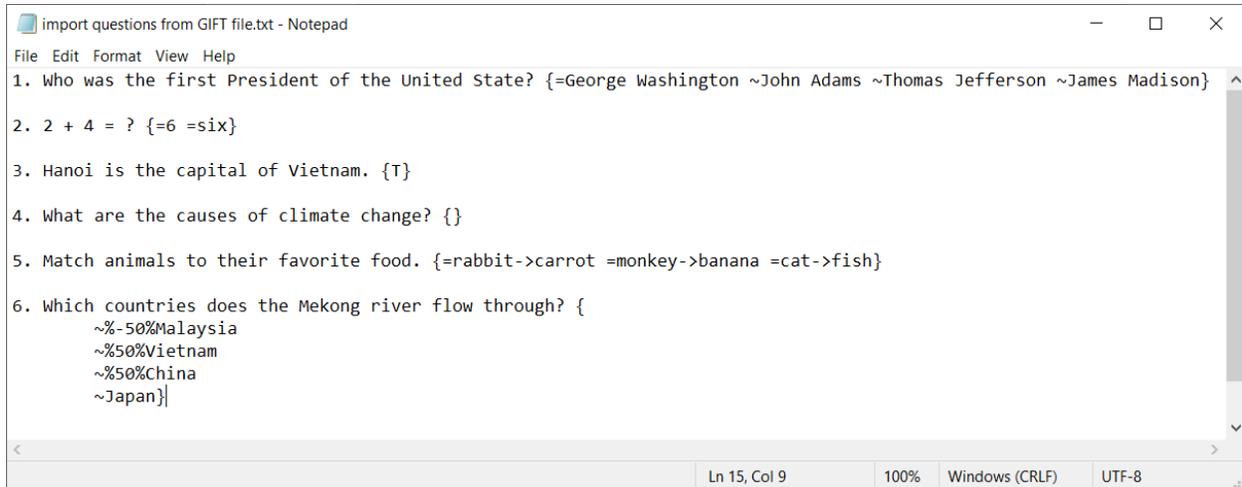
### Question {Answer}

Who is the first U.S president? {=George Washington ~John Adam ~Thomas Jefferson ~James Madison}

To create a GIFT file, you first open a text editor such as Microsoft Word or Notepad. Then, start writing different types of questions following GIFT format:

- **Multiple Choice:** Use an equal sign (=) and a tilde (~) at the beginning of an answer option to denote a correct answer and an incorrect answer, respectively.
- **Fill in Text Entry:** Use an equal sign (=) or =%X% (X is percentage answer weight) at the beginning of an answer option to denote a correct answer.
- **True/False:** Input a T/TRUE between two curly brackets {T} to denote the statement is correct. Input an F/FALSE between two curly brackets {F} to denote the statement is incorrect.
- **Essay:** Input two curly brackets {} to the answer section.

- **Drag-n-Drop:** Must have at least 2 pairs of drag source and drop target. In the answer section, use an equal sign (=) at the beginning of each answer option. Then, write a name of the drag source (for example, rabbit) and write -> illustrating the arrow. After that, write a name of the drop target (for example, carrot). Leave a space and continue to add other similar drag source and drop target pairs.
- **Multiple Response:** Use a tilde (~) or ~%X% (X is percentage answer weight) at the beginning of an answer option. An answer option is considered a correct answer if  $0 < X \leq 100$ . An answer option is considered an incorrect answer if  $X < 0$  or just use a tilde (~) at the beginning of it.



```

import questions from GIFT file.txt - Notepad
File Edit Format View Help
1. Who was the first President of the United State? {=George Washington ~John Adams ~Thomas Jefferson ~James Madison}
2. 2 + 4 = ? {=6 =six}
3. Hanoi is the capital of Vietnam. {T}
4. What are the causes of climate change? {}
5. Match animals to their favorite food. {=rabbit->carrot =monkey->banana =cat->fish}
6. Which countries does the Mekong river flow through? {
  ~%-50%Malaysia
  ~%50%Vietnam
  ~%50%China
  ~Japan}
Ln 15, Col 9 100% Windows (CRLF) UTF-8

```

Refer to **GIFT format** if you want to learn more about writing different types of questions in GIFT format.

After finishing composing questions, save the working document as a **Text Document (\*.txt)** file (with **Unicode** or **UTF-8** encoding).

## Create CSV Files

To create a CSV file, open a text editor (Microsoft Excel or Notepad). Then, start composing questions following CSV format. Similar to GIFT format, CSV format has its distinct generic syntax. Therefore, it's necessary to know the syntax to write questions in CSV format correctly.

Here is the generic syntax for CSV format you need to follow:

Fields	Description
<b>Question Type</b>	Use the following characters to indicate the question type you want to create: <ul style="list-style-type: none"> <li>• TF – True/False</li> <li>• MC – Multiple Choice, Multiple Response</li> <li>• FIT – Fill in Text Entry</li> <li>• FITS – Fill in Text Entries</li> <li>• FIB – Fill in Blanks</li> <li>• SQ – Sequence</li> <li>• MAT – Drag-n-Drop</li> <li>• ES – Essay</li> <li>• SID – Select in Dropdown</li> </ul>

	<ul style="list-style-type: none"> <li>• SIDS – Select in Dropdowns</li> <li>• RS – Rating Scale (Likert)</li> </ul>
<b>Points</b>	Enter a number here to set points for a question.
<b>Question Title</b>	Input the title for a question.
<b>Answer Options</b>	Create answers options and/or define correct answers for a question.

**Note:** Note that the fields above must be created in the correct order: Question Type > Points > Question Title > Answer Options. Otherwise, you cannot import questions from the file into the app.

Take a look at the following image to see how you can compose different types of questions using Microsoft Excel:

Question Type	Points	Question Title	Answer Option 1	Answer Option 2	Answer Option 3	Answer Option 4
TF	1	Hanoi is the capital of Vietnam.	*True	False		
MC	1	Who was the first President of the United States?	John Adams	*George Washington	Thomas Jefferson	James Madison
MC	2	Which countries does the Mekong river flow through?	*Vietnam	Malaysia	*China	*Thailand
FIT	2	2 + 4 = ?	6			
FITS	3	What are the 4 Ps of Marketing?	Product Service	Price	Place	Promotion
FIB	1	The sun rises in the   and sets in the	East	West		
SQ	3	Arrange the 4 countries by their area from smallest to largest.	UK	India	China	Russia
MAT	3	Match animals to their favorite food.	rabbit carrot	monkey banana	cat fish	
ES	5	What are the causes of climate change?				
SID	1	What is the largest country in the world?	*Russia	China	Canada	The United States
SIDS	3	Which countries have won at least two European Championships?	*Germany Denmark Russia	England *Spain Portugal	*Italy Netherlands Belgium	
RS		How do you rate the following?	Poor OK Good Excellent	Service	Decoration	Food

Find the detailed instructions for each question type below:

- **True/False (TF):** Use an asterisk (\*) at the beginning of an answer option to denote a correct answer.
- **Multiple Choice (MC):** Use an asterisk (\*) at the beginning of an answer option to denote a correct answer.
- **Multiple Response (MC):** As this question type has more than one correct answer, append an asterisk (\*) to all its correct answer options.
- **Fill in Text Entry (FIT):** Input text or number into the first answer option column. Later, ActivePresenter will convert this answer option into a text entry. The inputted text or number will become the correct value of the text entry.
- **Fill in Text Entries (FITS):** You can create this question type in the same way as the previous one. The only difference is that it can have one or more text entries. Besides, with each text entry, you can set more than one correct value for it. Note that each value must be on a separate line. For example, take a look at the Fill in Text Entries question in the image above. Its first answer option column has two values: Product and Service. They are the correct values of the first text entry. That means when learners type one of these two values, they are both accepted as the correct answer.
- **Fill in the Blank (FIB):** In the question title column, let's add one or many pipes (|), which

will represent blanks. By doing so, you can create as many blanks as you want. Fill the answer option columns with correct values for each blank correspondingly.

- **Drag-n-Drop (MAT):** Separate each answer option and its match with a pipe (|). This character denotes that this is a correct pair.

Note that if you want to display a pipe (|) as a normal character, put it between two percent signs %%. If the pipe is put between two percent signs like this %|%, the system will display it as a vertical bar, instead of recognizing it as a pipe at the beginning of an answer option in Fill in the Blank or Drag-n-Drop questions.

- **Sequence (SQ):** Enter text or number in each answer option column. The correct answer to this question is the order of Answer Option 1 > Answer Option 2 > Answer Option 3 > ... > Answer Option n. Number of answers must be greater than or equal to 2.
- **Essay (ES):** If you leave the answer option columns blank, Essays questions are set in the **Survey** mode. On the other hand, if you fill answer options columns with text, the questions will be set in the **Graded** mode. The inputted text in each answer option column is considered the correct answer.
- **Select in Dropdown (SID):** Each answer option is in one line but a separate column. Use an asterisk (\*) at the beginning of an answer option to denote a correct answer.
- **Select in Dropdowns (SIDS):** Each dropdown is in a separate column. Note that each answer option is on a separate line. Use an asterisk (\*) at the beginning of an answer option to denote a correct answer.
- **Rating Scale (RS):** The first answer option column of this question type will function differently. In detail, all inputted values in this column are considered rating scale values. Number of values must be in the range of 2 – 10. For example, Poor, OK, Good, Excellent. Keep in mind that each value must be on a separate line. Meanwhile, the inputted text or number in the other columns will be recognized as answer labels. Let's say, Service, Decoration, Food.

This is what a Rating Scale question looks like after you import a CSV file into ActivePresenter:

**How do you rate the following?**

	Poor	OK	Good	Excellent
Service	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Decoration	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Food	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

After finishing composing questions, save the working document as a **CSV UTF-8 (Comma delimited) (\*.csv)** file.

## Import Questions from GIFT or CSV Files

After creating GIFT or CSV files, follow these steps to import questions from the file into ActivePresenter projects:

1. Open the **Questions** tab > click **From File** .
2. Select a GIFT file (\*.txt) or CSV file (\*.csv) from your computer > Click **Open**.

By doing that, all questions from that file will be inserted into your project. Then, you can customize properties (for example, question layout, question mode, correct answer, point and attempt, event and action, etc.) for each question type as mentioned in the previous sections. Please refer to each question type for more details if needed.

## Randomizing Questions

While creating quizzes, you may want to randomize the order of questions displayed to learners. ActivePresenter lets you do that using **Slide Pools** and **Random Slide** feature.

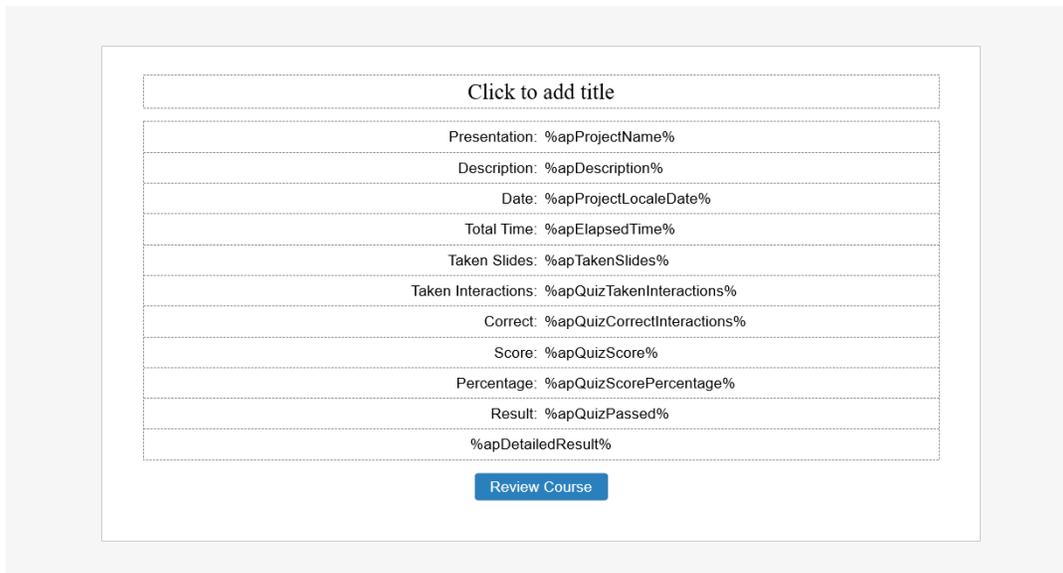
A slide pool contains a group of slides that don't automatically appear directly in the output. To make those slides randomly appear in the output, you need to use random slides. Random slides help display slides linking to a specific slide pool by chance. You can choose to randomize all slides in a pool or just its subset.

If you want to reuse slides in a pool, you just need to import that pool to another project.

## Inserting Report Slides

At the end of a course or presentation, you can insert a report slide to summarize user performance. A report slide allows learners to track and review all their interactions in a course.

To add a report slide, click the **Home** tab or the **Insert** tab > **New Slide** > **Report Slide** . Alternatively, in the **Questions** tab > **Report Slide** . Then, a report slide is inserted into your project with the top text box, default parameters, and the **Review Course** button as follows:



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%
<a href="#">Review Course</a>

You can show or hide the default parameters by selecting them, then navigate to the **Properties** pane > **Interactivity** > **Report Display**. You can also add custom parameters using **text captions** and **variable references**.

The **Review Course** button lets learners review a quiz in the review mode. For more details, see the **Reviewing Courses** section below.

**Note:** To modify the look of the report slide, open the slide master view and adjust the report slide layout. For more details, see **Using Slide Masters**.

## Question Settings

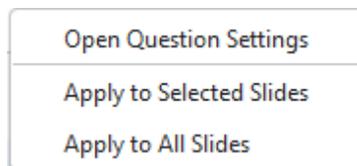
**Question Settings** is a new feature since ActivePresenter 10 that helps you set up how your questions work by default before inserting them into the Canvas. This saves you time by applying common settings to many questions at once. So, make sure to set this section up first before adding and designing any interactive questions.

You can find **Question Settings** next to **Report Slide** in the **Questions** tab.

### Quick Settings Options

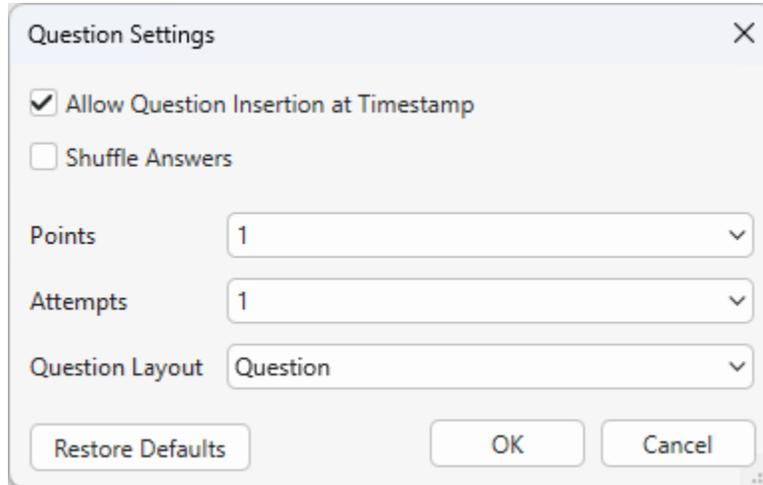
When you click the arrow of **Question Settings**, you will see a dialog with 3 options:

- **Open Question Settings:** Click this to open a menu where you can change further detailed settings for questions.
- **Apply to Selected Slides:** Click this to quickly apply the current default question settings to only the question slides you have already selected.
- **Apply to All Slides:** Click this to quickly apply the current default question settings to every question slide in your project.



### Question Settings Window

When you directly click **Open Question Settings** or choose **Open Question Settings** from the dialog, a menu will appear. Here, you can set up detailed rules for your questions, such as points, attempts, and their layout.



### Allow Question Insertion at Timestamp:

If you check this box, you can add a question at a specific point in time within a slide (like in a video slide) instead of adding a completely new slide just for the question. This is useful for interactive videos or presentations.

### Shuffle Answers:

Tick this box to shuffle the answers of the question, so that each time learners redo the questions, the answers will be randomized in a new order.

### Points:

This sets the default score for each question. Enter the number of points a user gets for answering a question correctly. The given options are from **0** to **10** and **Partial**.

### Attempts:

This sets how many times a user can try to answer a question. Enter the number of attempts you want to allow. The given options are from **1** to **10** and **Infinite**.

For example, **1** means learners get only one try when doing the question.

### Question Layout:

This lets you choose the default look (design) for your questions before inserting them into the slides.

Click the dropdown menu and select a layout. This controls where the question title, answer choices, and buttons appear on the slide. By default, you have 5 available layouts from **Slide Master**. ActivePresenter also allows you to create different question layouts to use. You can find, create, and manage these layouts in the **Slide Master** view to create your own custom designs. Check out the [Using Slide Masters](#) section to learn more about this.

## Question Navigation

This section helps you move quickly between question slides in your project. You don't have to scroll through all your slides to find them. Go to the **Question** tab and you will see this section right next to the **Setting & Events** section.



This feature has two buttons to help you navigate:

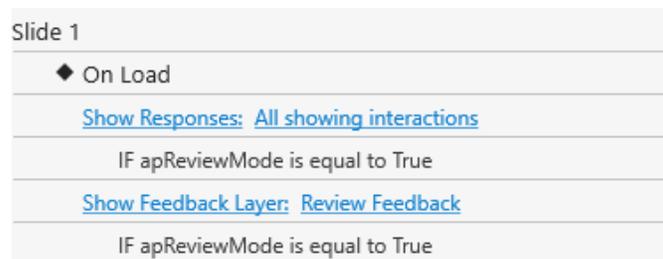
- **Previous Question Slide:** Click this button to go back to the question slide right before your current slide. Use this when you want to review or edit a question slide you've already passed.
- **Next Question Slide:** Click this button to jump forward to the very next question slide in your project. Use this when you want to move quickly to the next question slide to work on it.

## Reviewing Courses

The **Review Course** button in a report slide lets users review the entire course. By clicking 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.

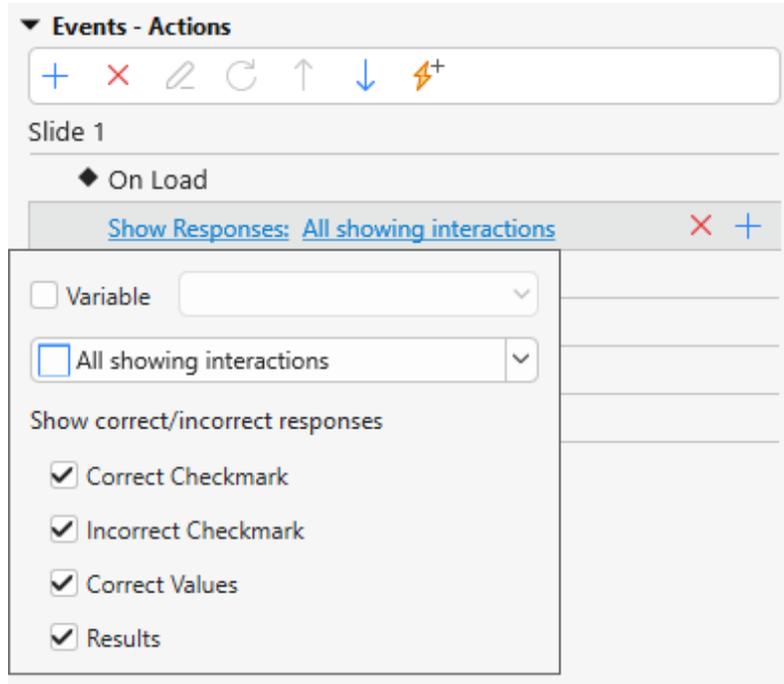


Here's how ActivePresenter creates and handles the review mode. At the beginning of a slide, ActivePresenter checks if a course is in the review mode using the read-only `apReviewMode` variable. If the course is in the review mode (the variable value is equal to `true`), ActivePresenter will show all correct/incorrect responses 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.



- **Variable:** Use **variable** to show responses.
- **Interaction Object:** Determine which object will show responses.
- **Correct/Incorrect Check Mark:** Show correct/incorrect check marks next to correct/incorrect answers.
- **Correct Values:** Show correct values next to interaction objects. Available for mouse clicks, key strokes, text boxes, fill in text entry, fill in text entries, and essay questions.
- **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 on 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.
  - **Hide After:** Hide the feedback layer after a period of time.
  - **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 add various events to objects, slides, and the project and define actions for events.

To open this section:

- For objects, questions, and slides:

Select an interaction object/question/slide > **Questions** tab > **Event** ⚡.

Alternatively, you can select the slide containing the question or interaction object > **Properties** pane > **Interactivity** > **Events – Actions**.

- For projects:

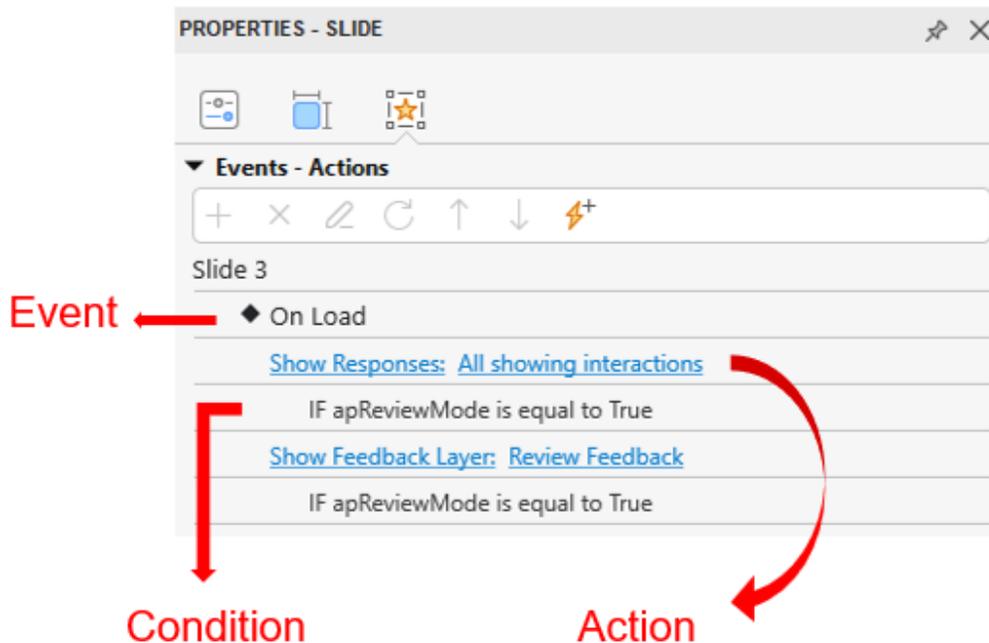
Click **ActivePresenter** > **Project** > **Properties**. In the **Properties** pane > **Interactivity** > **Events – Actions**.

Below are seven tools allowing you to work with events, actions, and conditions in ActivePresenter.



- The **Add** + button (1): Selecting any object/question/slide or event/action entry in the **Events – Actions** section of the **Properties** pane will enable this button. Then, click this button to add events, actions or conditions depending on what you selected before.
- The **Delete** X button (2): Selecting any event/action/condition entry in the **Events – Actions** section of the **Properties** pane will enable this button. Then, click this button to delete the event/action/condition you selected before.
- The **Edit Condition** ✎ button (3): Selecting any condition entry will enable this button to edit the condition.
- The **Reset Event** ↻ button (4): Reset all events to the events as in the slide master layout.
- The **Move Action Up** ↑ (5) and **Move Action Down** ↓ (6) buttons: Move an action's order in the list up or down, respectively.
- The **Advanced Action** ⚡+ button (7): Open the **Advanced Action** dialog.

The image below shows the sample Events – Actions of a slide:



There are many types of **events** in ActivePresenter (On Click, On Correct, On Incorrect, On Accept, On Rollover, etc.). They vary from question to question and object to object. Besides, there are a wide variety of **actions** that an event can have.

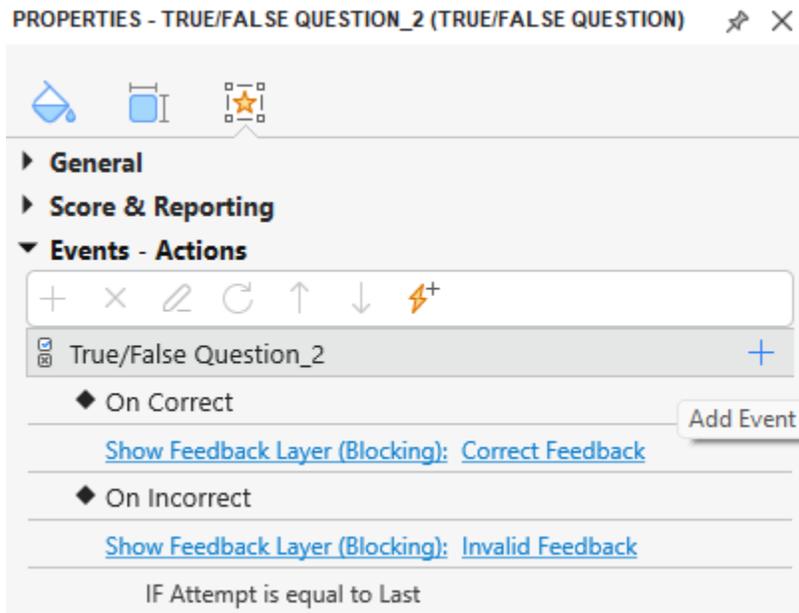
The next parts will explain how to add and remove them in detail.

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.

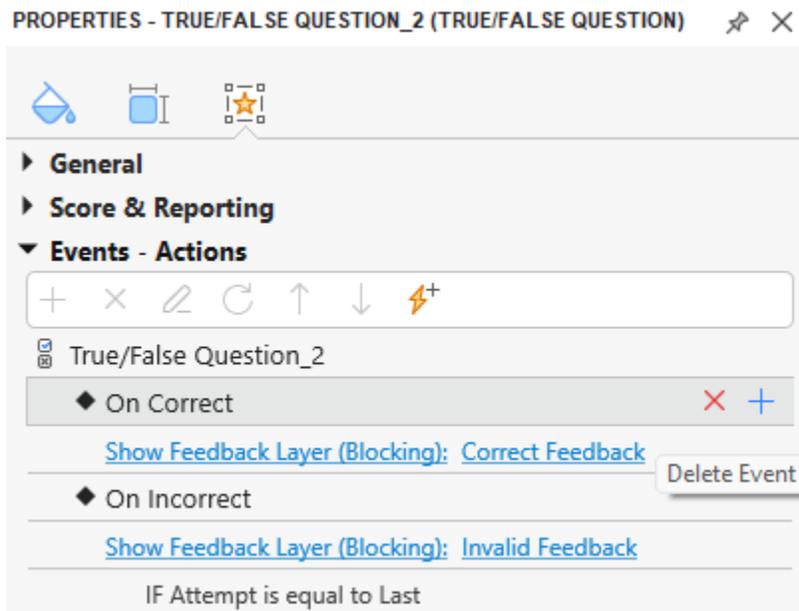
## Adding and Removing Events

Each question, object, or slide can have more than one event.

To add an event to a question/object/slide, select it > hover the mouse over the question/object/slide title in the **Properties** pane > **Interactivity** tab > **Events – Actions** > **Add Event** + > choose an event from the pop-up list.



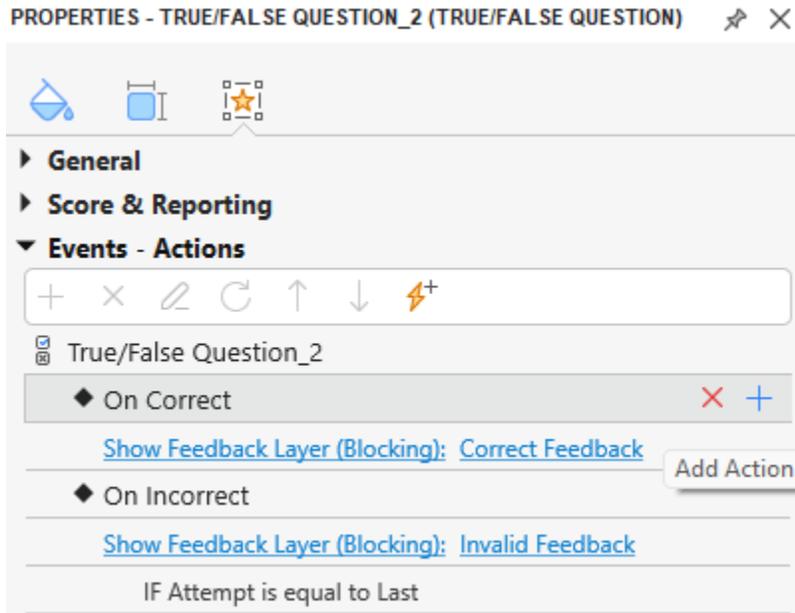
Besides, to remove an event, click the event entry > **Delete Event** ✕.



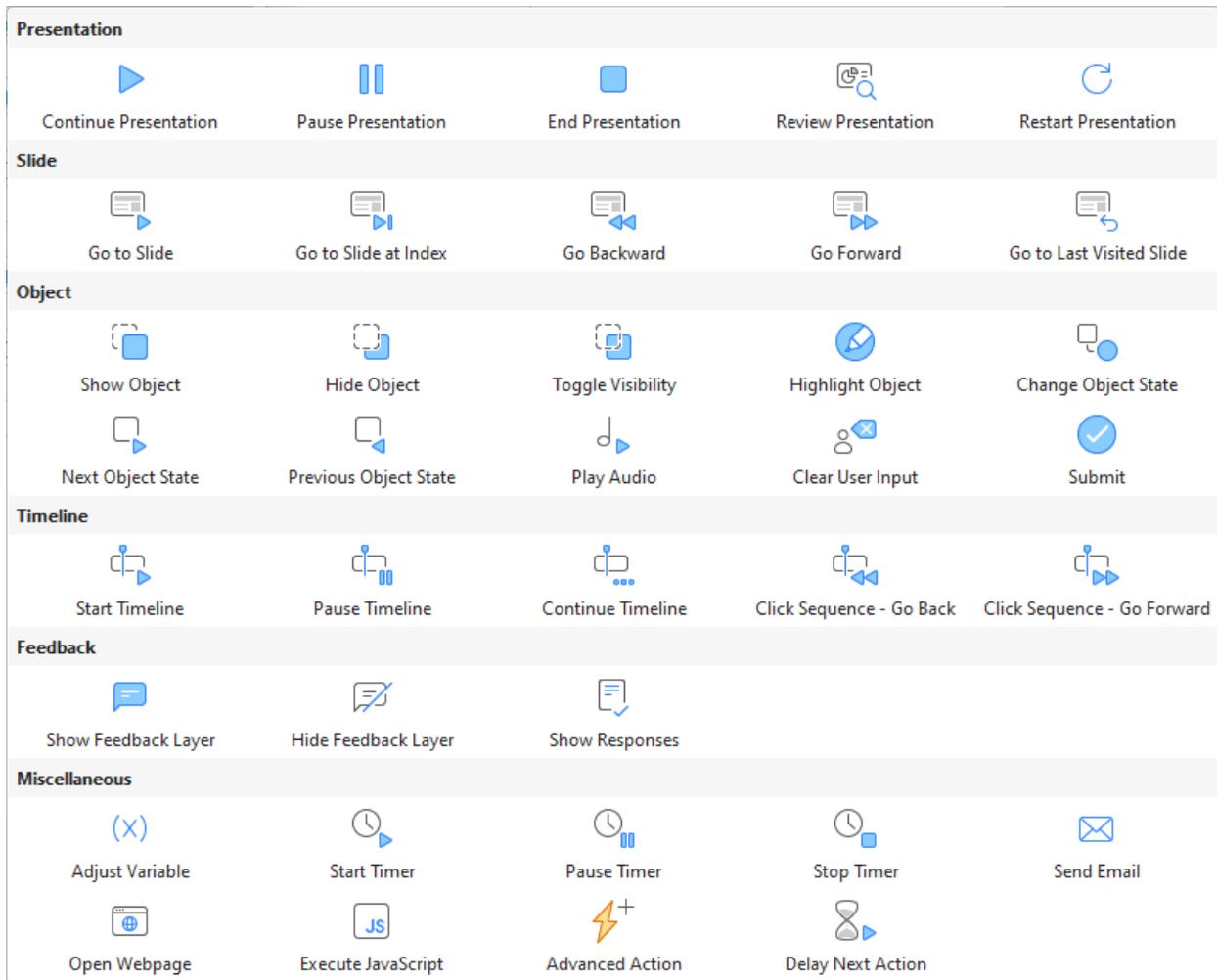
## Adding and Removing Actions for Events

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.

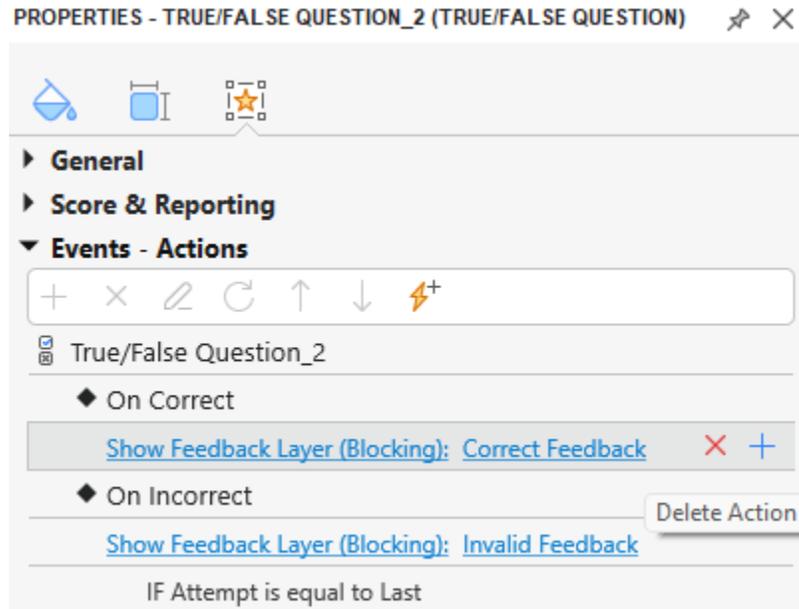


ActivePresenter will display the following action gallery:



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 .

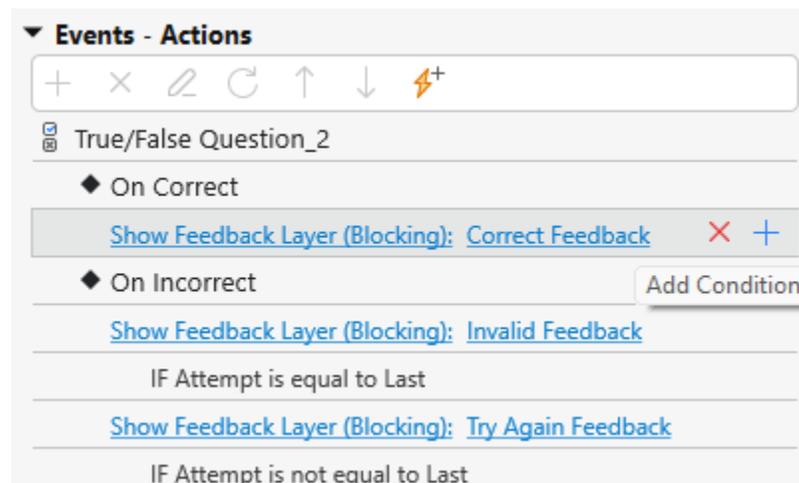


**Note:** The object on the Canvas will gain the highlight when you click its name, event, action, or condition from the drop-down list in the Events – Actions section. The highlight is a red line that borders the object to let you know which object you are selecting.

## 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 matched.

To add a condition to an action, select the action and click the **Add Condition** button .



The dialog appears as follows:

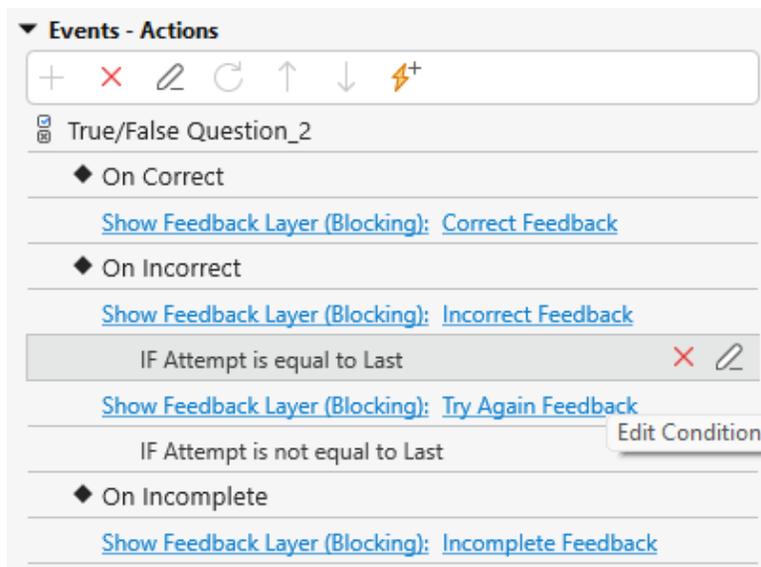
After adjusting the **Add Condition** dialog, click the **Add** button to complete the process. Click **Cancel** to cancel the condition and close the dialog. Click **Add & Continue** to add the condition and continue adding other ones. After that, a Condition entry will be added right below the Action 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 true condition.
List	The type of object to be compared in a condition.
Variables	Compare a variable with a value or other variables.
Object State	Compare the current state of an object to a specified state of the object.
Radio Button /Checkbox	Compare the current on/off state of an object to a specified on/off state of the object. This is only available for Checkbox and Radio Button.
Slider	Compare the value of a slider to a value.
Dropdown	Compare the value of a dropdown to a value.
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 for On Click event.
Key	Compare the value of key stroke event to a value. This is only available in the On Key Press event.

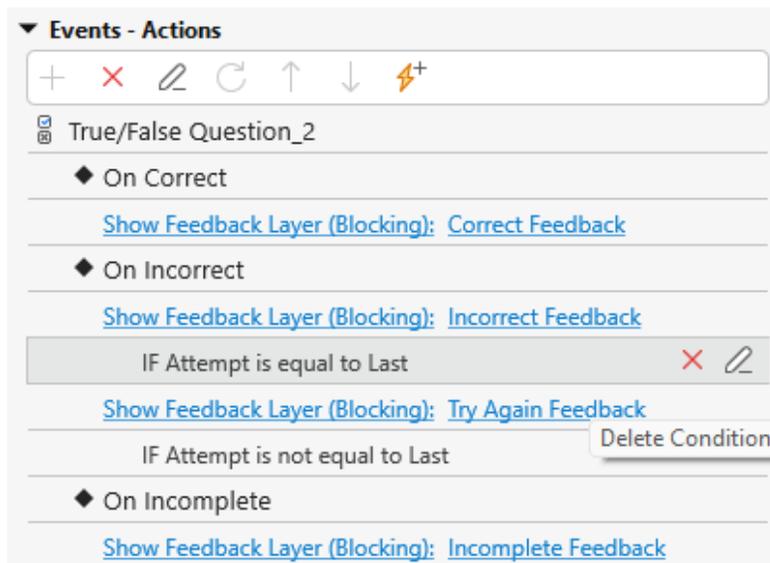
If	Specify the variable, shape to be compared.
Operator	The logical operator which is used to compare.
State	The state of the shape which the current state of the shape is compared with.
Type	Select to compare a variable with a variable or a value.
Value	Set the value to compare the variable with.

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 as the **Add Condition** one shown above.



The screenshot shows the 'Events - Actions' panel for 'True/False Question\_2'. It lists several actions: 'On Correct', 'On Incorrect', and 'On Incomplete'. Each action has a 'Show Feedback Layer (Blocking):' link. The 'On Incorrect' action has a condition 'IF Attempt is equal to Last' selected. A tooltip 'Edit Condition' is visible over the pencil icon next to this condition.

To delete a condition, select the condition entry and click the **Delete Condition** button .

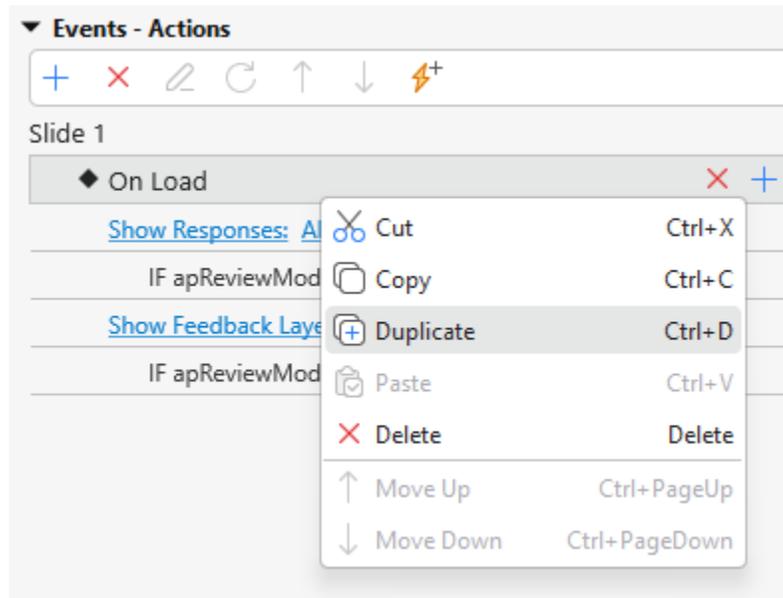


The screenshot shows the 'Events - Actions' panel for 'True/False Question\_2'. It lists several actions: 'On Correct', 'On Incorrect', and 'On Incomplete'. Each action has a 'Show Feedback Layer (Blocking):' link. The 'On Incorrect' action has a condition 'IF Attempt is equal to Last' selected. A tooltip 'Delete Condition' is visible over the red X icon next to this condition.

## 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** . You can also use the hotkeys to copy (**CTRL+C**) and paste (**CTRL+V**) event/action/condition.

Besides, you can also duplicate an event/action/condition by right-clicking it and select **Duplicate** (**CTRL+D**) .



## 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, slides, and projects are explained as follows:

Event	Description
On Click	Occur when users click an object/a slide. Available for slides, mouse clicks, buttons, drag sources, drop targets (not including drop areas), animated timers, hotspot questions, shapes (including all message types), images, text captions, containers, equations and videos.

On Key Press	<p>Occur when users press a key or combination of keys. Available for slides and key strokes. All keys except <b>WINDOWS</b> key are supported. You can define actions for each key stroke value using <b>conditional actions</b>.</p> <p>Note that there are different keyboards for different languages.</p>
On Text Enter	<p>Occur when users enter a text string. Available for text entry, fill in text entry, essay question. You can define actions for each entered text value using <b>conditional actions</b>.</p>
On Check	<p>Occur when users mark a checkbox or radio button. Available for checkboxes and radio buttons only.</p>
On Uncheck	<p>Occur when users uncheck a checkbox or radio button. Available for checkboxes and radio buttons only.</p>
On Drag Start	<p>Occur when a drag source is dragged from its location. Available for drag sources only.</p>
On Drag End	<p>Occur when users release the mouse button (end the dragging) while dragging a drag source. Available for drag sources only.</p>
On Drag Out	<p>Occur when you move a drag source out of a drop target/drop area after the drag source was accepted. Available for drop areas and drop targets only.</p>
On Drag Enter	<p>Occur when a drag source enters (by hovering over) a drop area or drop target. Available for drop areas and drop targets only.</p>
On Drag Leave	<p>Occur when a drag source leaves a drop area or drop target. Available for drop areas and drop targets only.</p>
On Accept	<p>Occur when any accepted drag source is dropped on a drop area or drop target. Available for drop areas and drop targets only.</p>
On Reject	<p>Occur when any rejected drag source is dropped on a drop area or drop target. Available for drop areas and drop targets only.</p>
On Timer Complete	<p>Occur when a timer is completed or timed out. Available for timers only.</p>
On Correct	<p>Occur when users give a correct response. Available for all graded interactions.</p>
On Incorrect	<p>Occur when users give an incorrect response. Available for all graded interactions.</p>
On Complete	<p>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.</p>
On Incomplete	<p>Occur when an answer is incomplete, for example:</p>

	<ul style="list-style-type: none"> <li>• Users leave a field blank in a text entry object or in a question containing a text entry (fill in text entry, fill in text entries, fill in blanks, select in dropdown, select in dropdowns, and essay).</li> <li>• Users leave <i>all</i> checkboxes or radio buttons unchecked in case of true/false, multiple choice, and multiple response.</li> <li>• Users leave <i>all</i> drop targets empty (contain no drag source) in drag-n-drop question.</li> </ul>
On Timeout	Occur when users don't respond within a specified time.
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 entries, buttons, checkboxes, radio buttons, drag sources, drop areas, drop targets, animated timers, text captions, shapes, (including all message types), containers, equations, 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 entries, buttons, checkboxes, radio buttons, drag sources, drop areas, drop targets, animated timers, text captions, shapes (including all message types), containers, equations, and images.
On Swipe Left/Right/Up/Down	Occur when users swipe across an object/a slide to the left/right/top/bottom on the touch screen. Available for slides, buttons, drop targets (not including drop areas), animated timers, text captions, shapes (including all message types), containers, equations, and images.
On Load	Occur when a slide/project starts showing. Available for slides and projects.
On Unload	Occur right before a slide completes. Available for slides only.
On Ended	Occur when an audio, a video, or a YouTube object completes playing.
On Change	Occur after you drag the thumb or specify a value on the track of a slider object; when selecting an item in the list of a dropdown object; or when the answer area of a question is changed. Available for sliders and dropdowns, and questions.
On Changing	Occur at the same time when you are dragging the thumb of a slider. Available for sliders 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
--------	-------------

<b>Presentation</b>	
Continue Presentation	<p>Depending on the current state of the presentation:</p> <ul style="list-style-type: none"> <li>• If the presentation is playing, this action doesn't change anything.</li> <li>• If the presentation has been paused, this action will continue playing the presentation from the time it stops.</li> </ul> <p>You can pause a presentation in two ways:</p> <ul style="list-style-type: none"> <li>• Click the <b>Properties</b> pane &gt; <b>Interactivity</b> &gt; <b>General</b> &gt; <b>Pause presentation to wait for user input</b> 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.</li> </ul> <div style="border: 1px solid #ccc; background-color: #f0f0f0; padding: 10px; margin: 10px 0;"> <input checked="" type="checkbox"/> Pause presentation to wait for user input  <input checked="" type="checkbox"/> Just before hiding object  <span style="margin-left: 100px;">After showing object</span> <div style="float: right; border: 1px solid #ccc; padding: 2px 5px;">0:00.000 <span style="font-size: 0.8em;">⬇</span></div> </div> <ul style="list-style-type: none"> <li>• Execute the Pause Presentation action (see below).</li> </ul>
Pause Presentation	<p>Half the presentation's mainstream, thus making all the objects stop playing against the time. Users can still interact with interaction objects.</p> <p>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.</p>
End Presentation	<p>When this action happens, any further actions taken later that affect learner results (such as submitting a quiz) will be blocked. The action helps to notify an LMS that the lesson is completed or send the report to the HTTP report address if you use LMS or HTTP report respectively.</p> <p>Note that this action does not mean to close the browser.</p>
Review Presentation	<p>Enter the <b>review mode</b> where users can see correct and incorrect answers, correct values, and the overall result of each interaction and slide.</p>
Restart Presentation	<p>Reset the presentation to the original state and start from the beginning.</p> <ul style="list-style-type: none"> <li>• Refresh Random Slides: allows the presentation to start with a new order of random slides.</li> <li>• Use Same Random Slides: allows you to restart a presentation while keeping the exact same randomized slide order generated at the initial start.</li> </ul>
<b>Slide</b>	
Go to Slide	<p>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</p>

	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 $n^{\text{th}}$ slide in the order.
Go Backward	Go backward by a specified number of slides. The target is <i>not</i> a specific slide, instead the jump will land on <i>any</i> slide that is presently $n$ slides away from the current slide.
Go Forward	Go forward by a specified number of slides. The target is <i>not</i> a specific slide, instead the jump will land on <i>any</i> slide that is presently $n$ slides away from the current slide.
Go to Last Visited Slide	Go to the last slide that you have visited.
<b>Object</b>	
Show Object	<p>Show an <b>initially hidden</b> 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.</p> <p>Subsequent actions can be blocked until this action is completed. Otherwise, subsequent actions are executed right after the object is displayed.</p>
Hide Object	Hide any object which is displayed by the Show Object action before it disappears automatically. Objects can be hidden with exit effects.
Toggle Visibility	Toggle between hide and show for the selected objects. For example, click a button to show an object if it is hidden and hide an object if it is shown. This creates a toggle effect.
Highlight Object	Highlight an object using an emphasis effect.
Change Object State	Change the display state of a multi-state object.
Next Object State	<p>Go to the next state of the object.</p> <p>Check the <b>Loop Through States</b> option to navigate between states in a circular manner from the last one returning to the first.</p>
Previous Object State	<p>Go to the previous state of the object.</p> <p>Check the <b>Loop Through States</b> option to navigate between states in a circular manner from the first one returning to the last.</p>
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 <b>initially hidden</b> ,

	<p>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.</p> <p>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.</p>
Clear User Input	<p>Clear whatever users entered in a specific interaction object, for example:</p> <ul style="list-style-type: none"> <li>• Clear text in all text fields for text boxes and questions that contain text boxes.</li> <li>• Uncheck checkboxes or radio buttons for questions.</li> <li>• Send dropped drag sources to their original positions.</li> <li>• Return the default item of dropdowns.</li> </ul>
Submit	Send whatever users entered in a specific interaction object to the presentation to evaluate.
<b>Timeline</b>	
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.
Click Sequence – Go Forward	Complete animations in the current sequence if any, and run animations in the next sequence.
Click Sequence – Go Back	Complete animations in the current sequence if any, and run animations in the previous sequence.
<b>Feedback</b>	
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 <b>responses</b> for all graded interactions. You can determine which object will show responses as well as which types of responses to be shown.
<b>Miscellaneous</b>	
Adjust Variable	Change the value of a <b>variable</b> . 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 <b>timer</b> start counting, do nothing if it is running. If the timer has finished, the action restarts it.
Pause Timer	Pause the <b>timer</b> but keep the current value, do nothing if it is paused.
Stop Timer	Stop the <b>timer</b> 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 <i>not</i> 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 <b>advanced action</b> .
Delay Next Action	Block the next action for a specified duration, similar to the <b>Blocking</b> option in actions like <b>Show Object</b> , which also does not pause the presentation.

## Setting Up Interactions

The following chart shows the events for each object type.

Objects	Events																		
	On Load / Unload	On Click	On Changing	On Change	On Key Press	On Text Enter	On Check/Uncheck	On Drag Start / End	On Drag Enter/Leave/Out	On Accept / Reject	On Timer Complete	On Correct / Incorrect	On Complete	On Incomplete	On Timeout	On Rollover / Rollout	On Swipe	On Ended	
<b>Slide</b>	✓	✓			✓													✓	
<b>Container</b>		✓														✓	✓		
<b>Shape</b>		✓														✓	✓		
<b>Text Caption</b>		✓														✓	✓		

Equation		✓														✓	✓	
Chart		✓														✓	✓	
Table		✓														✓	✓	
Image		✓														✓	✓	
Audio																		✓
Video		✓																✓
YouTube																		✓
3D Model		✓														✓	✓	
Mouse Click		✓								✓			✓		✓	✓		
Key Stroke					✓					✓			✓		✓	✓		
Text Entry						✓				✓	✓	✓	✓		✓	✓		
Drag Source		✓					✓									✓		
Drop Area									✓	✓		✓			✓	✓		
Drop Target		✓							✓	✓					✓	✓	✓	
Button		✓													✓	✓	✓	
Checkbox							✓								✓	✓		
Radio Button							✓								✓	✓		
Slider			✓	✓												✓		
Dropdown				✓						✓					✓	✓		
Animated Timer		✓								✓						✓	✓	
Question – True/False				✓						✓	✓	✓	✓					
Question – Multiple Choice				✓						✓	✓	✓	✓					

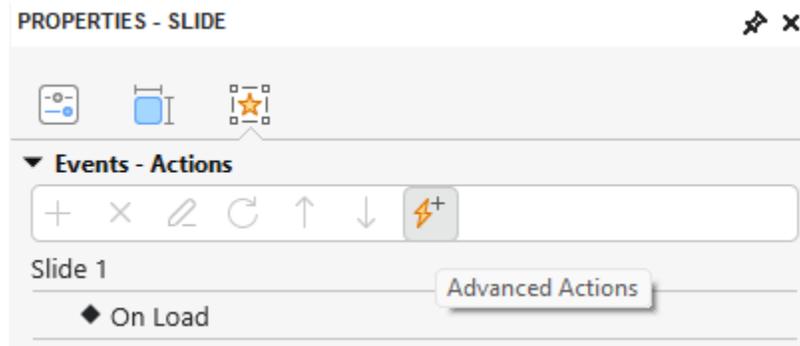
Question – Multiple Response				✓									✓	✓	✓	✓			
Question – Essay						✓							✓	✓	✓	✓	✓		
Question – Fill in Text Entry						✓							✓	✓	✓	✓	✓		
Question – Fill in Text Entries													✓	✓	✓	✓			
Question – Fill in Blanks													✓	✓	✓	✓	✓		
Question – Sequence				✓									✓	✓		✓			
Question – Drag-n-Drop				✓									✓	✓	✓	✓			
Question – Hotspot		✓		✓									✓	✓	✓	✓	✓	✓	
Question - Select in Dropdown				✓									✓		✓	✓	✓		
Question - Select in Dropdowns				✓									✓		✓	✓			
Question – Rating Scale (Likert)				✓										✓	✓	✓			

## Adding Advanced Actions

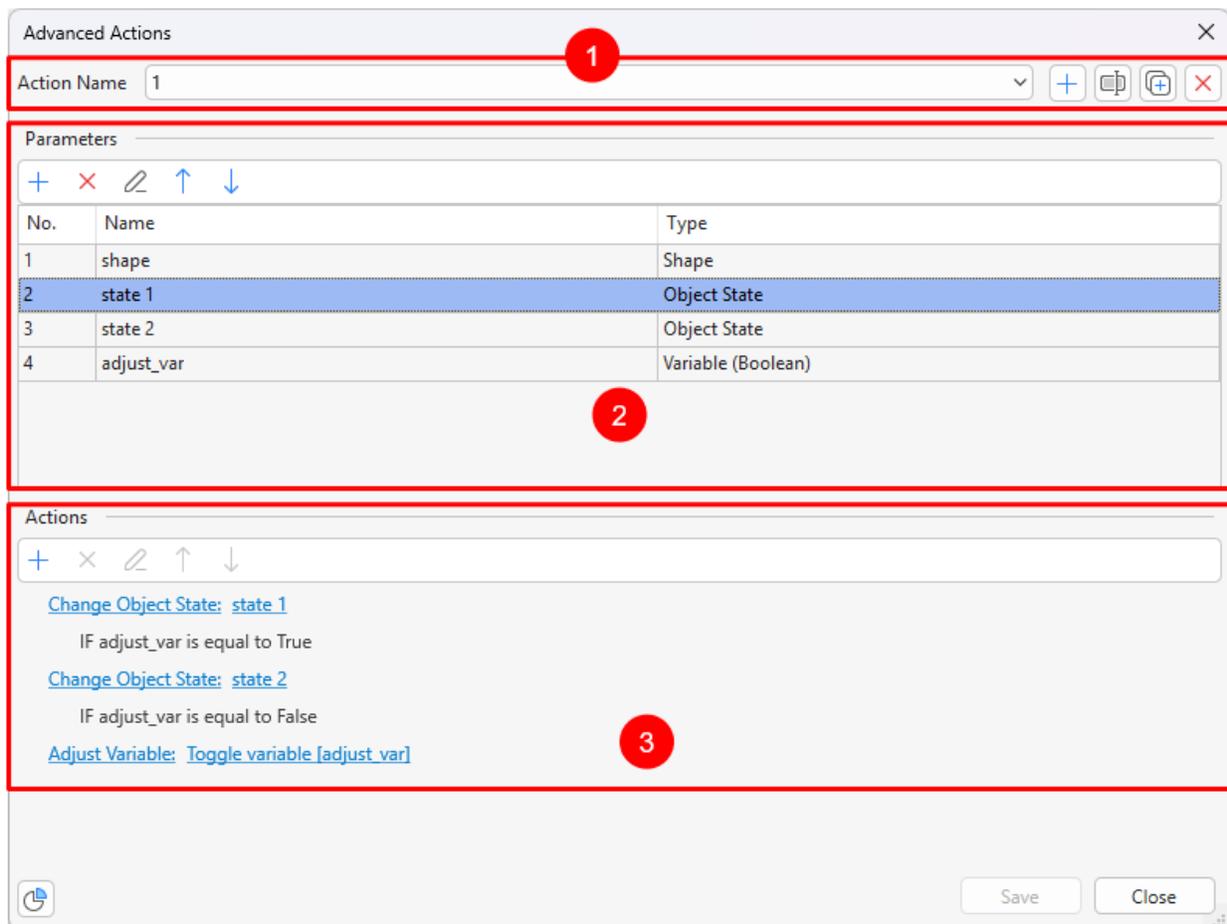
The Advanced Actions feature allows you to define complex actions and reuse them easily. An advanced action can contain normal actions and parameters, which is divided into three components: action name, parameters, and a list of actions. The action list can include both types of actions that use and 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** ⚡<sup>+</sup>.

Alternatively, click the **Questions** tab > **Advanced Actions** ⚡<sup>+</sup>.



Then, the **Advanced Actions** dialog appears, allowing you to view and edit the parameters and actions. Below is an advanced action that is used to toggle between the two **states** of a shape.



**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

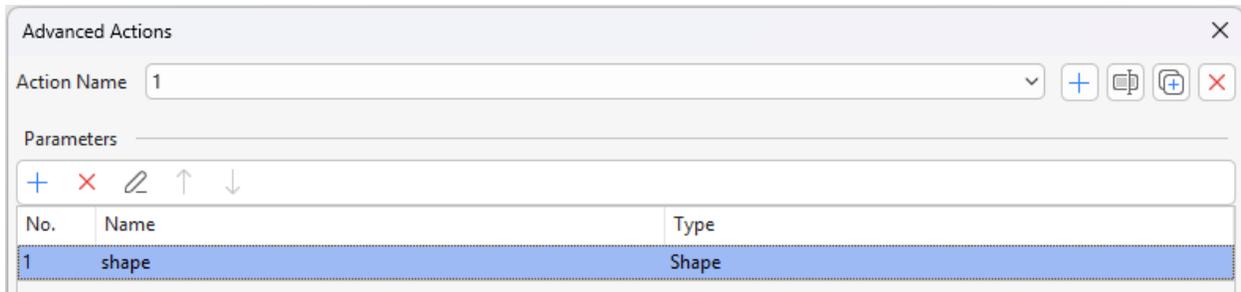
In the **Action Name** section, click the **+** button to create a new action.

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 the **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 a shape, the type will be Shape.

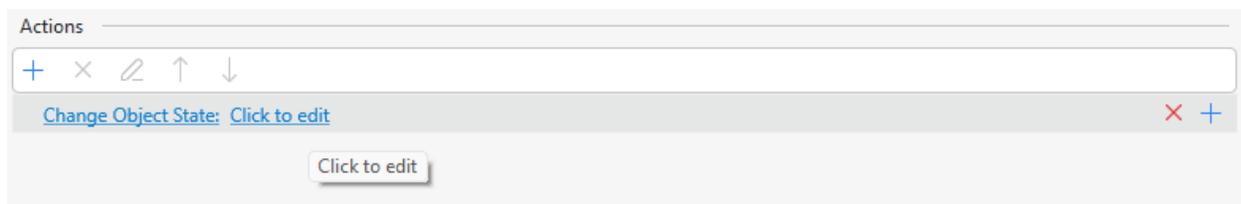


After adding a parameter, you can rename it by clicking the **Edit** button . Besides, to delete a parameter, select it and click **Remove** .

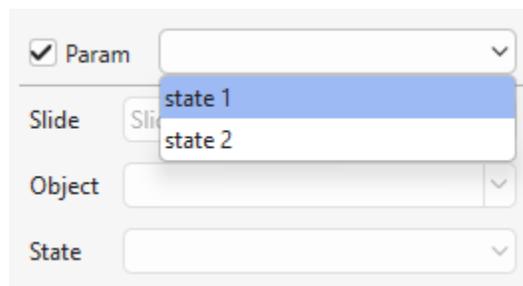
## Adding Actions

Click **Add**  to select an action from the gallery. This gallery is the same as 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.



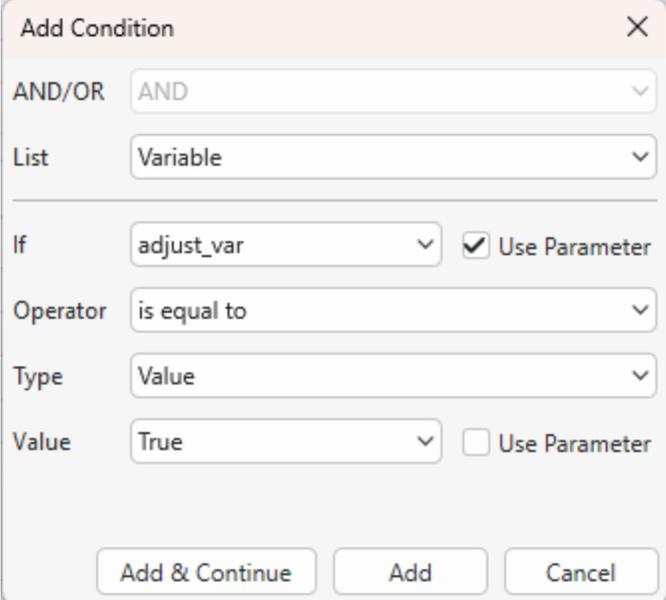
Then, the following dialog will appear:



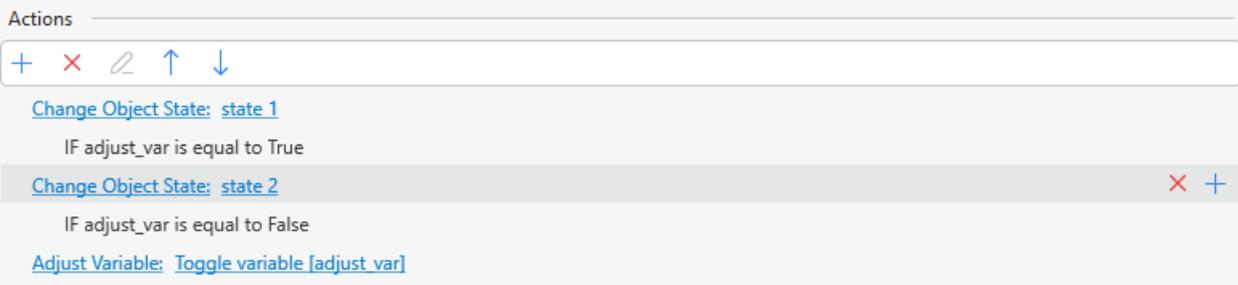
First, click the **Param** box to enable selecting parameters from the list that you created before.

## Adding Conditions to Actions

To 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.



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** .

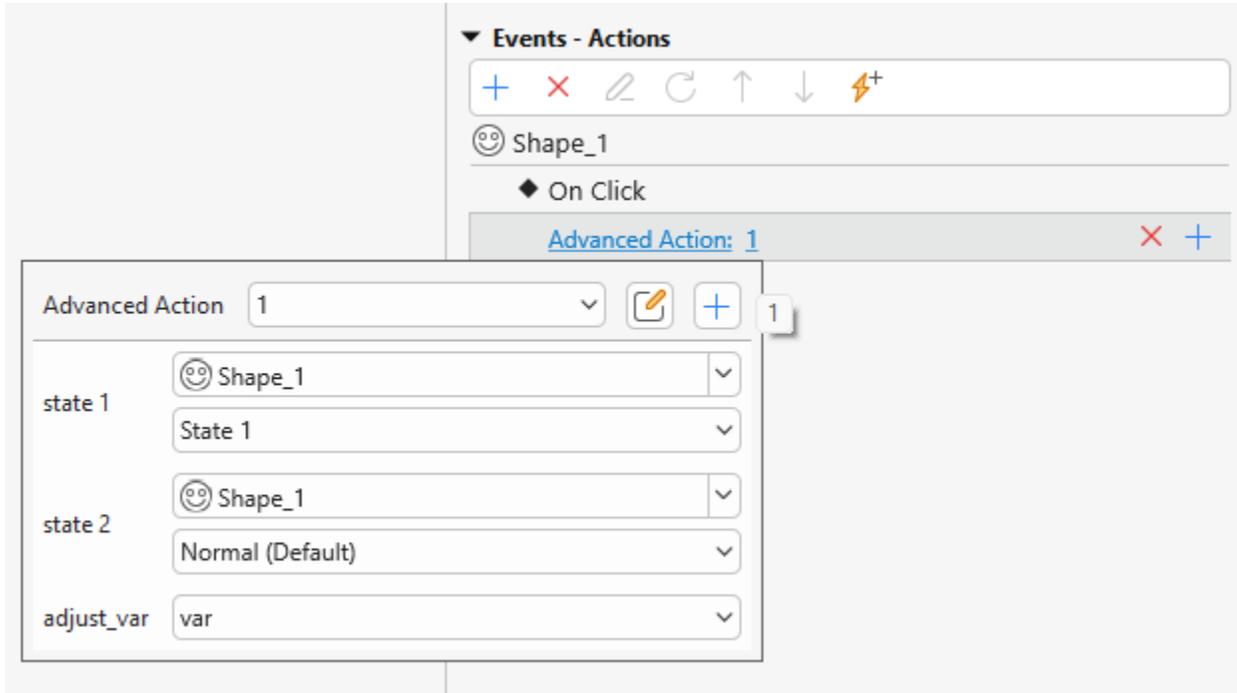


## Adding Advanced Actions to Events

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 matched.

Variables can also be used in some actions. For example, you can add a **Text** variable to the **Show Object** action. This is useful if you have many objects and would like to show one by one by typing text into a text caption.

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** (285 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's name, then display it throughout the course to personalize your training.

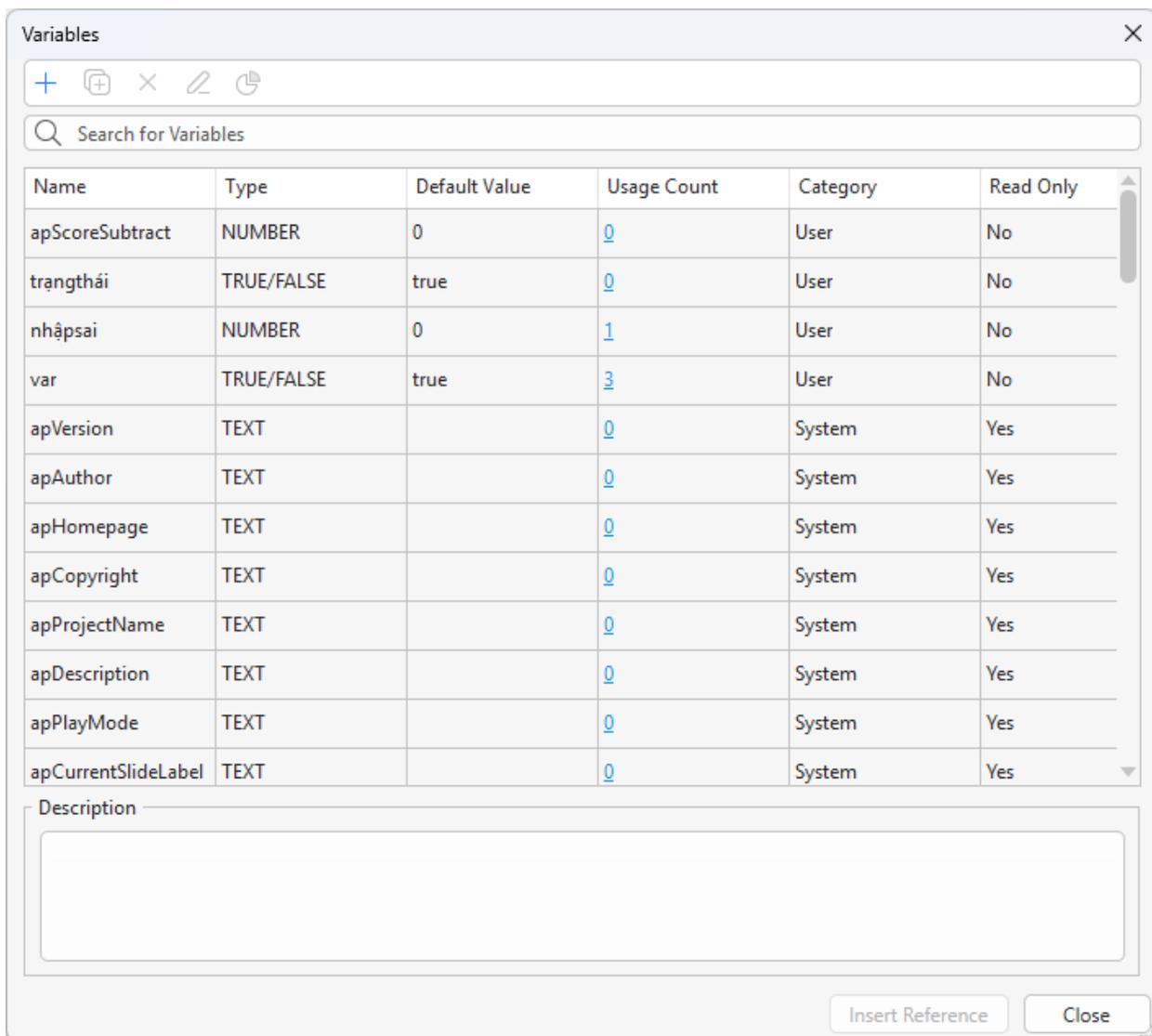
- **Number variables** (real variables) hold numeric values. They store numeric information such as scores, number of attempts/clicks, question counting, current slide number/index, and any other numeric values. For example, you can use number variables for some simple calculation functions such as addition 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

In ActivePresenter 10, **Variables and References** are managed in a single dialog, where both system and user variables are listed together. You can also choose to show or hide system and user variables as needed. Only user variables can be duplicated, removed, or edited.

To create a new variable, do the following:

1. Click the **Home** tab > **Variables** to open the **Variables** dialog.



2. Click **Add** (the plus icon) at the top left corner of the dialog. This opens the **Variable** dialog where you specify the variable name, type, initial value, and description (if any).

- **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.
- **Type:** Represent what kind of data is stored with the variable. Select from three types: TRUE/FALSE, TEXT, and NUMBER.

For Number variables, formatting options are available before adding a reference. These include:

**Number of Integer Digits:** Sets how many digits appear before the decimal.

**Number of Fraction Digits:** Sets how many digits appear after the decimal.

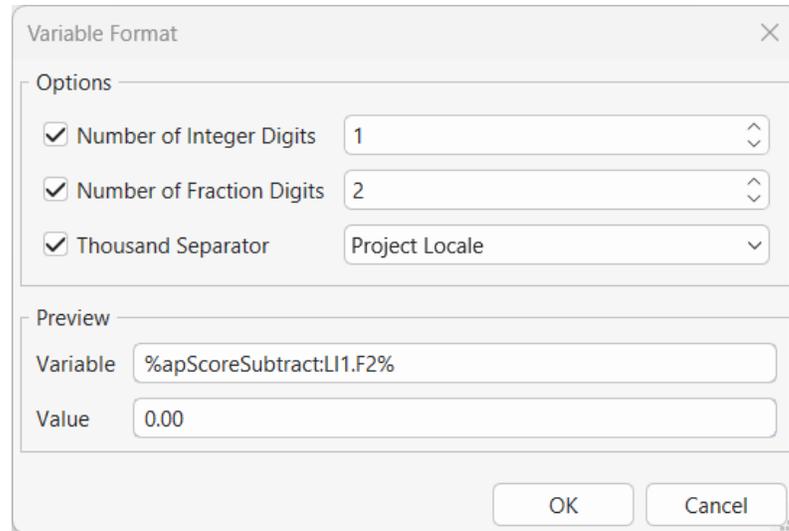
**Thousand Separator:** This option helps make large numbers easier to read by grouping digits into thousands. For example, instead of displaying *1000000*, the number can appear as *1,000,000* or *1.000.000*, depending on the separator style.

You can choose from four types:

- **Project Locale:** Automatically applies the separator style based on your project's language.
- **None:** Displays the number without any separator (e.g., *1000000*).
- **Comma (,):** Uses a comma to separate thousands (e.g., *1,000,000*).
- **Dot (.):** Uses a dot to separate thousands (e.g., *1.000.000*).

All these settings are shown in the Preview section:

- **Variable:** Displays how the variable reference appears in the editor.
- **Value:** Displays how the actual value appears in the output.



When all settings are done, click **OK** to apply the changes and close the dialog.

- **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.
  - **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.

Here are the available options in the **Variables** dialog:

- **Add:** Opens the **Variable** dialog to define the variable's name, type, initial value, and optional description.
- **Duplicate:** Creates a copy of a selected user variable.
- **Remove:** Deletes the selected user variable.
- **Edit:** Allows you to modify a user variable

**Usage:** Displays where the variable is used (slides and actions).

## Adding References to Display Variable Values

References are used to retrieve and display the data stored in variables. They are especially helpful for verifying whether a variable is functioning correctly.

For example, you use a variable to get the learner's 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.

You can insert references into any text-based object, such as text captions or shapes. To add a reference, follow these steps:

1. **Open the inline text editor:** Click the text area of the object where you want to insert the reference.

2. **Open the Variables dialog:** Go to the **Home** tab and click **Variables**.
3. **Select a variable:** Choose either a system or user variable from the list.
4. **Insert the reference:** Click **Insert Reference**. A placeholder with the variable name enclosed in percent signs (e.g., %learnerName%) will appear in the text.

When you preview or publish the project to HTML5, ActivePresenter will automatically replace the variable reference with the actual value stored in that variable. You can also adjust the formatting of the reference like any other text.

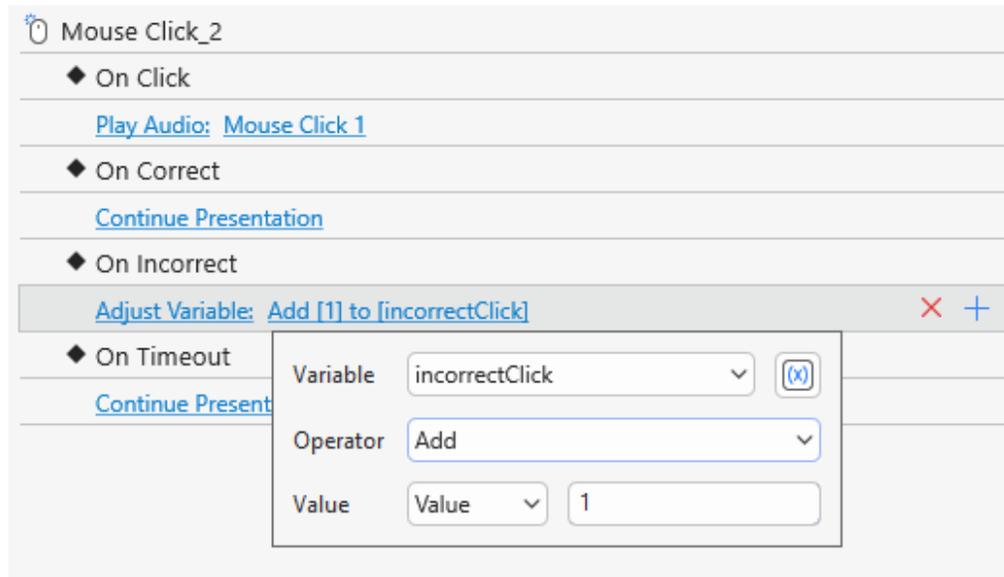
**Note:** If you already know the variable name, you can manually type it between two percent signs (e.g., %Score%) to insert the reference directly.

## 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 that users click on the screen before they click the correct area. Do the following:

1. Delete 2 feedback messages and add the **Adjust Variable** action to the **On Incorrect Event** of a **Mouse Click** object.
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. For example, you add a **NUMBER** variable, name it incorrectClick and then set its default value to 0. After that, assign this variable to the **Adjust Variable** action as follows:



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.
  - **True/false variables:** Assignment, Toggle.

- **Text variables:** Assignment, Concatenate.
  - **Number variables:** Assignment, Add, Subtract, Multiply, Divide. This means you can do the 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.

**Note:** So as not to limit the number of clicks, in the **Interactivity** tab of the **Properties** pane, you have to select **infinite** for the **attempts** option in the **Score & Reporting** section of the **Mouse Click** object.

You can add a reference to a shape to show the number of incorrect clicks by adding a shape, then click the text area of the shape to open the inline text editor. In the **Home** tab, click **Reference** and choose the variable you have created above. Click **OK** to finish.

## 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
<i>apVersion</i>	TEXT	Returns the version of the application.
<i>apAuthor</i>	TEXT	Returns the name of the project author.
<i>apHomepage</i>	TEXT	Returns the home page of the project.
<i>apCopyright</i>	TEXT	Returns the copyright information of the project.
<i>apProjectName</i>	TEXT	Returns the project name.
<i>apDescription</i>	TEXT	Returns the project description.
<i>apPlayMode</i>	TEXT	Returns the current operation mode of the presentation.
<i>apCurrentSlideLabel</i>	TEXT	Returns the current slide name.
<i>apElapsedTime</i>	TEXT	Returns the elapsed time in the format hh:mm:ss since the presentation started playing.
<i>apElapsedTimeMs</i>	NUMBER	Returns the elapsed time in milliseconds since the presentation started playing.
<i>apRemainingTime</i>	TEXT	Returns the remaining time in the format hh:mm:ss.

<i>apRemainingTimeMs</i>	NUMBER	Returns the remaining time in milliseconds.
<i>apTotalSlides</i>	NUMBER	Returns the total number of slides in the project.
<i>apTakenSlides</i>	NUMBER	Returns the number of taken slides in the project.
<i>apReviewMode</i>	TRUE/FALSE	Returns true if presentation in review mode.
<i>apLastSessionIncomplete</i>	TRUE/FALSE	Returns true if presentation is revisited after an incomplete attempt.
<i>apQuizScore</i>	NUMBER	Returns the total score.
<i>apQuizScorePercentage</i>	NUMBER	Returns the total score as a percentage.
<i>apQuizMaxScore</i>	NUMBER	Returns the highest score.
<i>apQuizPassed</i>	TEXT	Returns the result of the quiz as passed or failed.
<i>apQuizPassedBool</i>	TRUE/FALSE	Returns the result of the quiz as true (passed) or false (failed).
<i>apQuizTotalInteractions</i>	NUMBER	Returns the total number of interactions in the project.
<i>apQuizTakenInteractions</i>	NUMBER	Returns the number of taken interactions in the project.
<i>apQuizUnTakenInteractions</i>	NUMBER	Returns the number of unanswered interactions in the project.
<i>apQuizCorrectInteractions</i>	NUMBER	Returns the number of correct interactions in the project.
<i>apQuizIncorrectInteractions</i>	NUMBER	Returns the number of incorrect interactions in the project.
<i>apDetailedResult</i>	TEXT	Returns the detailed report.
<i>apDetailedResult2</i>	TEXT	Returns the detailed report with correct responses.
<i>apCurrentTime</i>	TEXT	Returns the current time in the format hh:mm:ss.
<i>apCurrentDay</i>	NUMBER	Returns the day of the week. The range is from 1 (Sunday) to 7 (Saturday).
<i>apCurrentHour</i>	TEXT	Returns the current hour in the 24-hour format.
<i>apCurrentMinutes</i>	TEXT	Returns the current minutes in the format mm.

<i>apCurrentMonth</i>	TEXT	Returns the current month in the format mm.
<i>apCurrentYear</i>	TEXT	Returns the current year in the format yyyy.
<i>apCurrentLocaleDate</i>	TEXT	Returns the current date in the format of the locale on the viewer's computer.
<i>apProjectLocaleDate</i>	TEXT	Returns the current date in the format of the project language.
<i>apDateMMDDYYYY</i>	TEXT	Returns the current date in the format mm/dd/yyyy.
<i>apDateMMDDYY</i>	TEXT	Returns the current date in the format mm/dd/yy.
<i>apDateDDMMYYYY</i>	TEXT	Returns the current date in the format dd/mm/yyyy.
<i>apDateDDMMYY</i>	TEXT	Returns the current date in the format dd/mm/yy.
<i>apDateYYYYMMDD</i>	TEXT	Returns the current date in the format yyyy/mm/dd.
<i>apDateYYMMDD</i>	TEXT	Returns the current date in the format yy/mm/dd.
<i>apCurrentSlideIndex</i>	NUMBER	Gets or sets the current slide index, starts from 1. Sets the value to a number to go to the slide at that index number.
<i>apCurrentSlideProgress</i>	NUMBER	Gets or sets the current progress of the current slide in milliseconds. Sets the value to a number to go to a specific time of the current slide.
<i>apPause</i>	TRUE/FALSE	Sets or checks if the presentation is paused. Sets the value to true to pause the presentation.
<i>apResume</i>	TRUE/FALSE	Sets or checks if the presentation is playing. Sets the value to true to continue the presentation.
<i>apProgress</i>	NUMBER	Gets or sets the presentation's current time in milliseconds. Set a number to jump to a specific time.
<i>apSpeed</i>	NUMBER	Gets or sets the playback speed. The range is from 50% to 200%.
<i>apMute</i>	TRUE/FALSE	Mutes or unmutes the audio. Sets the value to true to mute the audio.
<i>apVolume</i>	NUMBER	Gets or sets the audio volume. The range is from 0 (mute) to 100 (maximum).

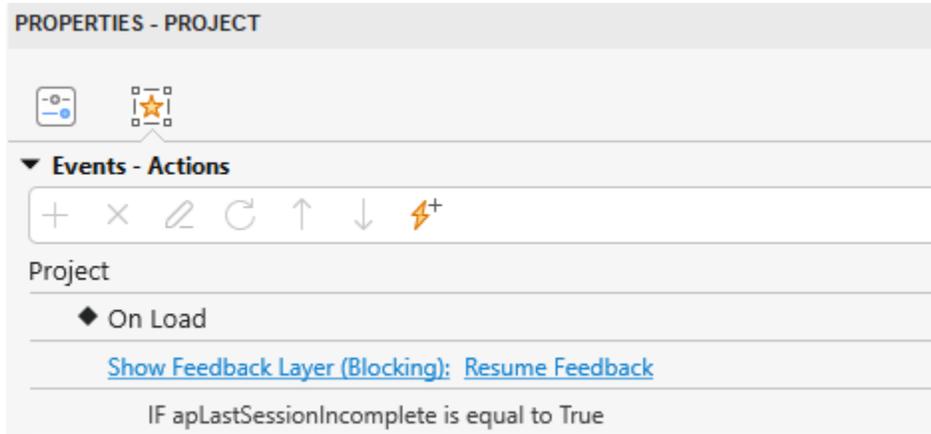
<i>apCCVisible</i>	TRUE/FALSE	Shows or hides the closed caption. Sets the value to true to show the closed caption.
<i>apToolbarVisible</i>	TRUE/FALSE	Shows or hides the player toolbar. Sets the value to true to show the toolbar.
<i>apTOCVisible</i>	TRUE/FALSE	Shows or hides the table of contents. Sets the value to true to show the table of contents.
<i>apSidebarVisible</i>	TRUE/FALSE	Shows or hides the side bar. Sets the value true to show the side bar.
<i>apCmdNextSlide</i>	COMMAND	Sets the value to true to go to the next slide.
<i>apCmdPreviousSlide</i>	COMMAND	Sets the value to true to go to the previous slide.
<i>apCmdFirstSlide</i>	COMMAND	Sets the value to true to go to the first slide.
<i>apCmdLastSlide</i>	COMMAND	Sets the value to true to go to the last slide.
<i>apCmdHistoryBack</i>	COMMAND	Sets the value to true to go to the previously visited slide in the navigation history.
<i>apCmdHistoryForward</i>	COMMAND	Sets the value to true to go to the next slide in the navigation history.
<i>apCmdEnd</i>	COMMAND	Sets the value to true to end the presentation.
<i>apCmdRestart</i>	COMMAND	Sets the value to true to restart the presentation.
<i>apCmdShowAbout</i>	COMMAND	Sets 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 area:

- The **Event – Actions** section of a project. (**File button > Project > Properties > navigate to the Properties pane > Interactivity tab > Event – Actions** section.)

In this section, ActivePresenter has a default event and action to show the resume feedback layer when the presentation is not completed.



To immediately restart the presentation without displaying this feedback, you can simply delete this action.

To resume the presentation without displaying this feedback, change the default action to **Go to Last Visited Slide**.

- The **Execute JavaScript** action in the **Event – Actions** section of the **Properties** pane.

You can access the presentation by using the object *prez*. The *prez* object has the following methods:

Method	Description
<i>object (name)</i>	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.
<i>slideCount ()</i>	Returns the number of slides in the presentation.
<i>showSlideAt (index, time)</i>	Returns <i>false</i> if the index is out of range. <ul style="list-style-type: none"> <li>• <i>index</i>: Slide index, starts from 1.</li> <li>• <i>time</i>: Jumps to the specified timestamp (in milliseconds) in the slide. Time can be omitted. If omitted, then <i>time</i> equals 0.</li> </ul>
<i>showSlideAt (index, options)</i>	Shows the slide with options. Options is an object with the following properties: <ul style="list-style-type: none"> <li>• <i>transition</i>: customs slide transition type, it overwrites transition set to slide when editing. Use any of the following values. (You need to add <i>AP.TransitionType.</i> prefix for accessing these values.) <ul style="list-style-type: none"> <li>○ NONE</li> <li>○ CUT</li> <li>○ FADE</li> <li>○ PUSH</li> <li>○ WIPE</li> <li>○ ZOOM</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ COVER</li> <li>○ UNCOVER</li> <li>○ REVEAL</li> <li>○ FLY_THROUGH</li> </ul> <ul style="list-style-type: none"> <li>• <i>duration</i>: transition duration, in milliseconds.</li> <li>• <i>direction</i>: Use any of the following values. (You need to add <code>AP.EffectDirection.</code> prefix for accessing these values.) <ul style="list-style-type: none"> <li>○ BOTTOM</li> <li>○ LEFT</li> <li>○ RIGHT</li> <li>○ TOP</li> <li>○ BOTTOM_LEFT</li> <li>○ BOTTOM_RIGHT</li> <li>○ TOP_LEFT</li> </ul> </li> <li>• <i>slideTime</i>: seeks to this time in slide, default 0</li> </ul> <p>For example:</p> <pre>showSlideAt(2, {   transition: AP.TransitionType.PUSH,   duration: 500,   direction: AP.EffectDirection.LEFT });</pre>
<code>currentSlideIndex()</code>	Returns the current slide index, starts from 1.
<code>nextSlide()</code>	Goes to the next slide. Ends the presentation and returns <i>false</i> if the current slide is the last one.
<code>nextSlide(options)</code>	Goes to the next slide with options. Please refer to <code>showSlideAt(index, options)</code> above to see the properties of options.
<code>previousSlide()</code>	Goes to the previous slide. Returns <i>false</i> if the current slide is the first one.
<code>previousSlide(options)</code>	Goes to the previous slide with options. Please refer to <code>showSlideAt(index, options)</code> above to see the properties of options.
<code>firstSlide()</code>	Goes to the first slide. If the current slide is already the first one, replays it from the beginning.
<code>firstSlide(options)</code>	Goes to the previous slide with options. Please refer to <code>showSlideAt(index, options)</code> above to see the properties of options.
<code>lastSlide()</code>	Goes to the last slide. If the current slide is already the last one, replays it from the beginning.

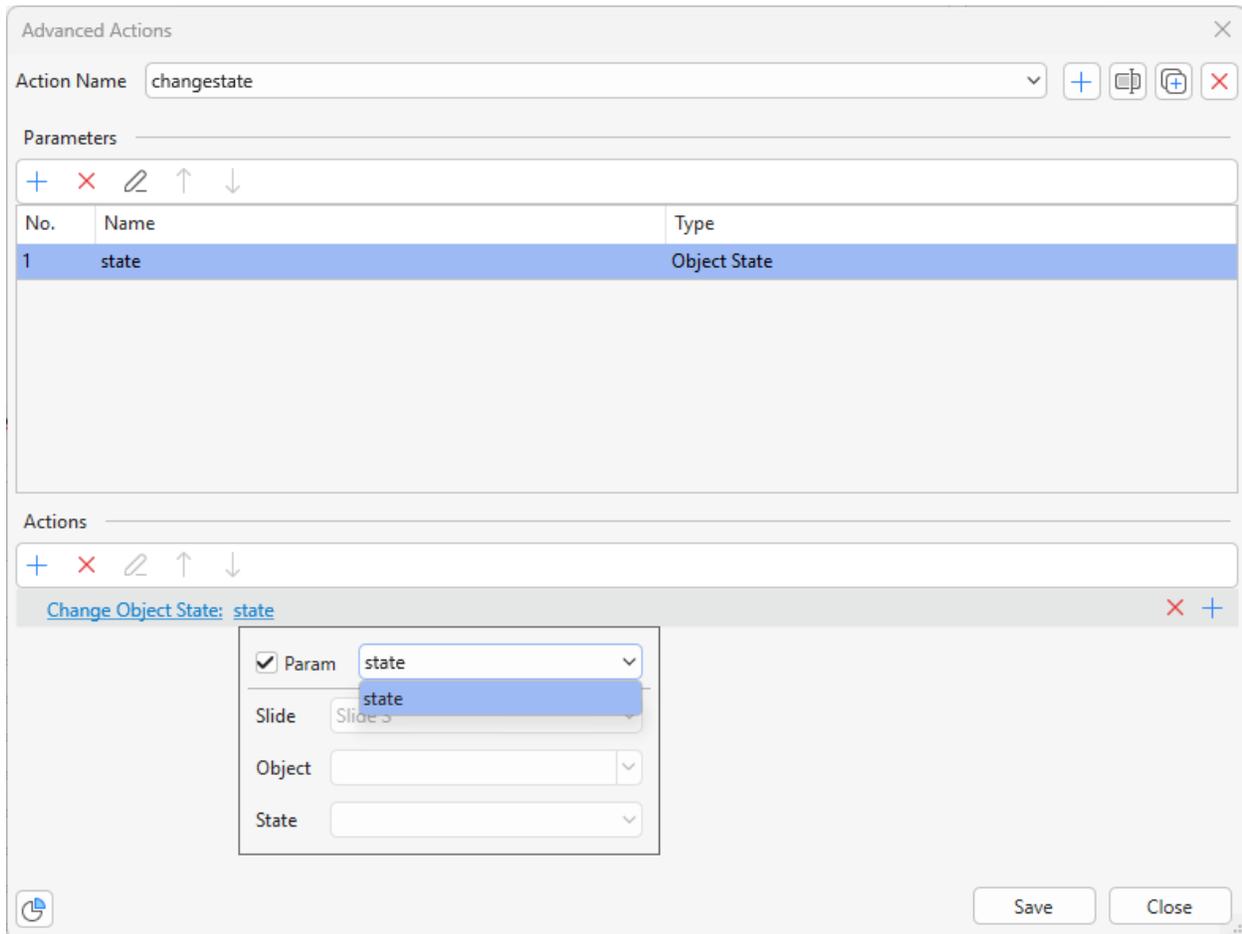
<code>lastSlide(options)</code>	Goes to the last slide with options. Please refer to <code>showSlideAt(index, options)</code> above to see the properties of options.
<code>historyBack()</code>	Goes backward in slide navigation history.
<code>historyBack(options)</code>	Goes backward in slide navigation history with options. Please refer to <code>showSlideAt(index, options)</code> above to see the properties of options.
<code>historyForward()</code>	Goes forward in slide navigation history.
<code>historyForward(options)</code>	Goes forward in slide navigation history with options. Please refer to <code>showSlideAt(index, options)</code> above to see the properties of options.
<code>time()</code>	Returns the current timestamp of the presentation in milliseconds.
<code>time(time)</code>	Goes to the specified timestamp (in milliseconds) of the presentation.
<code>slideTime()</code>	Returns the current timestamp of the current slide in milliseconds.
<code>slideTime(time)</code>	Goes to the specified timestamp (in milliseconds) of the current slide.
<code>duration()</code>	Returns the total duration (in milliseconds) of the presentation.
<code>restart(slideIndex, time)</code>	Restarts the presentation from slide index (starts from 1), at specified slide timestamp (in milliseconds). All previous results are cleared.
<code>end()</code>	Ends the presentation.
<code>startTimeline(name, callback)</code>	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.
<code>pauseTimeline(name, paused)</code>	Pauses or resumes the interactive timeline which has the specified name. Don't use this method for the main timeline.
<code>paused()</code>	Returns <code>true</code> if the main timeline is paused, <code>false</code> otherwise.
<code>pause(paused)</code>	Pauses or resumes the main timeline of the presentation.
<code>speed()</code>	Returns the current playback speed (normal speed value is 1).
<code>speed(speed)</code>	Sets the playback speed. Possible values are 0.5, 1, 1.5, 2.
<code>volume()</code>	Returns the current volume.
<code>volume(volume)</code>	Adjusts the volume of the player (volume value is from 0 to 1).
<code>muted()</code>	Returns <code>true</code> if the presentation is muted, <code>false</code> otherwise.
<code>mute(muted)</code>	Mutes or unmutes the presentation.
<code>closedCaptionVisible()</code>	Returns <code>true</code> if the closed caption is shown, <code>false</code> otherwise.
<code>showClosedCaption(show)</code>	Shows the closed caption. If <code>show</code> equals <code>true</code> , then show the closed caption, otherwise hide the closed caption.

<code>tocVisible()</code>	Returns <i>true</i> if the table of contents is shown, <i>false</i> otherwise.
<code>showToc(isShow)</code>	Shows the table of contents if <i>isShow</i> equals <i>true</i> , otherwise hide table of contents.
<code>toolbarVisible()</code>	Returns <i>true</i> if the player toolbar is shown, <i>false</i> otherwise.
<code>showToolbar(show)</code>	Shows the player toolbar. If <i>show</i> equals <i>true</i> , then show the player toolbar, otherwise hide the player toolbar.
<code>showAbout()</code>	Shows the information dialog.
<code>submit()</code>	Submits all interactions in the current slide.
<code>clear()</code>	Clears all user input in the current slide.
<code>interactionCount()</code>	Returns the number of interactions.
<code>takenInteractionCount()</code>	Returns the number of taken interactions.
<code>takenSlideCount()</code>	Returns the number of taken slides in the project.
<code>score()</code>	Returns the total score.
<code>percentageScore()</code>	Returns the score in percentages (0 – 100).
<code>maxScore()</code>	Returns the highest possible score of the presentation.
<code>result()</code>	Returns the result of the quiz as passed or failed ( <i>true</i> equals passed, and <i>false</i> equals failed).
<code>reportData()</code>	Returns the report object (see <b>Report in JSON Format</b> section for its properties).
<code>elapsedTime()</code>	Returns the elapsed time in milliseconds since the presentation started playing.
<code>remainingTime()</code>	If in Tutorial, Practice, or Test mode and Total Max Time is defined, returns the remaining time in milliseconds till the max time expires. Otherwise, returns <code>duration() – time()</code> .
<code>variable(name)</code>	Gets variable value. <ul style="list-style-type: none"> <li>• <i>name</i>: The string name of the defined variable (“apVersion”, “apAuthor”, etc.). e.g. to get the presentation’s version, you can use <code>script variable(“apVersion”)</code>.</li> </ul>
<code>variable(name, value)</code>	Sets variable value. <ul style="list-style-type: none"> <li>• <i>name</i>: The string name of the defined variable.</li> <li>• <i>value</i>: Value of variable, can be a string, number, or boolean depending on the type of variable.</li> </ul>
<code>version()</code>	Returns the version of the application.
<code>author()</code>	Returns the name of the project author.
<code>homePage()</code>	Returns the home page of the project.
<code>copyright()</code>	Returns the copyright information of the project.

<code>name ()</code>	Returns the project name.
<code>description ()</code>	Returns the project description.
<code>playMode ()</code>	Returns the current operation mode of the presentation ('Demo', 'Tutorial', 'Practice' or 'Test').
<code>runAction (name, paramsData, e)</code>	Runs advanced actions by JavaScript. <ul style="list-style-type: none"> <li>• <code>name</code>: Advanced action name.</li> <li>• <code>paramsData</code>: Json data of parameter in advanced action.</li> <li>• <code>e</code>: Event action.</li> </ul>

**Example:**

A method called `runAction` allows you to run advanced actions by JavaScript. For instance, if you want to change the state of an object named “**Shape\_1**”, you first **create a new state** for the shape. You name it “**New State 1**”, then create a new **advanced action** like this:



Then add an “**Execute JavaScript**” action to the **On Click** event of that object and write the following code:

```
prez.runAction('changestate', {'state': ['Shape_1', 'New State 1'] }, e);
```

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
<code>name ()</code>	Returns the name of the object.
<code>getTimerValue ()</code>	Gets the amount of time that has passed (in milliseconds) when counting up. Gets the remaining time of the timer (in milliseconds) when counting down.
<code>getTimerDuration ()</code>	Gets the duration of the timer (in milliseconds).
<code>setTimerValue (val)</code>	Sets the value for the timer (in milliseconds).
<code>visible ()</code>	Returns the object's current visibility state. Note that child object is actually visible if it is <code>visible ()</code> and all its ancestors are <code>visible ()</code> .
<code>show ()</code>	Shows the object.
<code>show (effectType, duration, options)</code>	Shows the object with effect. <ul style="list-style-type: none"> <li>● <i>effectType</i>: Use any of the following values. (You need to add <code>AP.EffectType.</code> prefix for accessing these values.) <ul style="list-style-type: none"> <li>○ FADE_IN</li> <li>○ FLY_IN</li> <li>○ PEEK_IN</li> <li>○ FLOAT_IN</li> <li>○ WIPE_IN</li> <li>○ ZOOM_IN</li> <li>○ GROW_TURN_IN</li> <li>○ SHAPE_IN</li> <li>○ SWIVEL_IN</li> <li>○ BOUNCE_IN</li> <li>○ EXPAND_IN</li> <li>○ SPINNER_IN</li> <li>○ STRETCH_IN</li> <li>○ COMPRESS_IN</li> </ul> </li> <li>● <i>duration</i>: In milliseconds.</li> <li>● <i>options</i>: <code>AP.EffectDirection</code> or {</li> </ul>

	<p><i>direction</i>: AP.EffectDirection,  <i>callback</i>: Optional callback called when effect completes, callback is bound to the object ('this' is the object).</p> <pre>} AP.EffectDirection: Use any of the following values. (You need to add AP.EffectDirection. prefix for accessing these values.)</pre> <ul style="list-style-type: none"> <li>○ BOTTOM</li> <li>○ LEFT</li> <li>○ RIGHT</li> <li>○ TOP</li> <li>○ BOTTOM_LEFT</li> <li>○ BOTTOM_RIGHT</li> <li>○ TOP_LEFT</li> <li>○ TOP_RIGHT</li> <li>○ IN</li> <li>○ OUT</li> <li>○ CLOCKWISE</li> <li>○ COUNTER_CLOCKWISE</li> </ul>
<i>hide()</i>	Hides the object.
<i>hide(effectType, duration, options)</i>	<p>Hides the object with effect.</p> <ul style="list-style-type: none"> <li>● <i>effectType</i>: Use any of the following values. (You need to add AP.EffectType. prefix for accessing these values.)</li> </ul> <ul style="list-style-type: none"> <li>○ FADE_OUT</li> <li>○ FLY_OUT</li> <li>○ PEEK_OUT</li> <li>○ FLOAT_OUT</li> <li>○ WIPE_OUT</li> <li>○ ZOOM_OUT</li> <li>○ GROW_TURN_OUT</li> <li>○ SHAPE_OUT</li> <li>○ SWIVEL_OUT</li> <li>○ BOUNCE_OUT</li> <li>○ CONTRACT_OUT</li> <li>○ SPINNER_OUT</li> </ul>

	<ul style="list-style-type: none"> <li>○ STRETCH_OUT</li> <li>○ COLLAPSE_OUT</li> <li>● <i>duration</i>: In milliseconds</li> <li>● <i>options</i>: AP.EffectDirection or {  <i>direction</i>: AP.EffectDirection,  <i>callback</i>: Optional callback called when effect completes,  callback is bound to the object ('this' is the object)  }</li> </ul> <p>See the values of AP.EffectDirection in the description of the <i>show</i> function.</p>
<pre>animate(effectType, duration, options)</pre>	<p>Animates the object.</p> <ul style="list-style-type: none"> <li>● <i>effectType</i>: Use any of the following values. (You need to add AP.EffectType. prefix for accessing these values.) <ul style="list-style-type: none"> <li>○ PULSE</li> <li>○ TEETER</li> <li>○ SPIN</li> <li>○ TRANSPARENCY</li> <li>○ COMPLEMENTARY_COLOR</li> <li>○ COMPLEMENTARY_COLOR2</li> <li>○ CONTRASTING_COLOR</li> <li>○ DARKEN_COLOR</li> <li>○ DESATURATE_COLOR</li> <li>○ LIGHTEN_COLOR</li> <li>○ PULSE_COLOR</li> <li>○ BLINK</li> </ul> </li> <li>● <i>duration</i>: In milliseconds.</li> <li>● <i>options</i>: AP.EffectDirection or {  <i>direction</i>: AP.EffectDirection,  <i>callback</i>: Optional callback called when effect completes,  callback is bound to the object ('this' is the object).  }</li> </ul> <p>See the values of AP.EffectDirection in the description of the <i>show</i> function.</p>
<pre>html()</pre>	<p>Returns html text (all variables are replaced by their actual values before returning).</p>

<code>html(htmlText)</code>	Sets html text, returns this object. <ul style="list-style-type: none"> <li><code>htmlText</code>: HTML string.</li> </ul>
<code>text()</code>	Returns plain text (all variables are replaced by their actual values before returning).
<code>text(plainText)</code>	Sets plain text, returns this object. <ul style="list-style-type: none"> <li><code>plainText</code>: Plain text string.</li> </ul>
<code>cursor(strCursor)</code>	Sets cursor for object, <code>strCursor</code> is CSS cursor (“busy”, “crosshair”, “help”, etc.).
<code>left()</code>	Returns the left of the object in pixels.
<code>left(value)</code>	Sets the left for the object. Value can be pixel number (e.g. 100), or string (e.g. '20%').
<code>top()</code>	Returns the top of the object in pixels.
<code>top(value)</code>	Sets the top for the object, value as left. Value can be pixel number (e.g. 100), or string (e.g. '20%').
<code>right()</code>	Returns the right of the object in pixels.
<code>right(value)</code>	Sets the right for the object, value as left. Value can be pixel number (e.g. 100), or string (e.g. '20%').
<code>bottom()</code>	Returns the bottom of the object in pixels.
<code>bottom(value)</code>	Sets the bottom for the object, value as left. Value can be pixel number (e.g. 100), or string (e.g. '20%').
<code>width()</code>	Returns the width of the object in pixels.
<code>width(w)</code>	Sets the width for the object, value as left. Value can be pixel number (e.g. 100), or string (e.g. '20%').
<code>height()</code>	Returns the height of the object in pixels.
<code>height(h)</code>	Sets the height for the object, value as left. Value can be pixel number (e.g. 100), or string (e.g. '20%').
<code>size()</code>	Returns the size of the object in pixels <code>{width, height}</code> .
<code>size(w, h)</code>	Sets the size for the object. w, h can be pixel number (e.g. 100), or string (e.g. '20%').
<code>state()</code>	Returns the name of the current state.

<code>state(stateName)</code>	Changes object state to the state named <code>stateName</code>
<code>nextState(loop)</code>	<p>Go to the next state of the object. If <code>loop</code> is set to <code>true</code> (<code>nextState(true)</code>), it will navigate between states in a circular manner from the last one returning to the first.</p> <p>This is equivalent to selecting the <b>Loop Through States</b> checkbox in the editor. On the contrary, <code>loop</code> being set to <code>false</code> means deselecting this checkbox.</p>
<code>previousState(loop)</code>	<p>Go to the previous state of the object. If <code>loop</code> is set to <code>true</code> (<code>previousState(true)</code>), it will navigate between states in a circular manner from the first one returning to the last.</p> <p>This is equivalent to selecting the <b>Loop Through States</b> checkbox in the editor. On the contrary, <code>loop</code> being set to <code>false</code> means deselecting this checkbox.</p>
<code>fillSolid(color)</code>	<p>Changes fill color of object.</p> <ul style="list-style-type: none"> <li><code>color</code>: CSS color (e.g. 'red', '#FF0000', 'rgb(255, 0, 0)', 'rgba(255, 0, 0, 0.5)').</li> </ul>
<code>rotate()</code>	Returns the current rotation in degrees.
<code>rotate(degree)</code>	Rotates the object, value is number in degrees.
<code>rotateBy(deltaDegree)</code>	<p>Rotates the object by an additional delta in degrees. E.g., if currently the object rotates by 30 degrees, <code>rotateBy(40)</code> will make the object rotate by 70 degrees.</p> <ul style="list-style-type: none"> <li><code>deltaDegree</code>: Number in degree.</li> </ul>
<code>translate()</code>	Returns the current translate transform <code>{translateX, translateY}</code> .
<code>translate(translateX, translateY)</code>	<p>Uses translate transform to move the object from its original position by an amount of <code>translateX</code>, <code>translateY</code> along X, Y axis, respectively.</p> <ul style="list-style-type: none"> <li><code>translateX</code>, <code>translateY</code> are numbers in pixels. Note that object position returned by <code>left()</code>, <code>top()</code>, <code>right()</code>, <code>bottom()</code> doesn't change.</li> </ul>
<code>translateBy(deltaX, deltaY)</code>	<p>Uses translate transform to move the object from its current position by an amount of <code>deltaX</code>, <code>deltaY</code> along X, Y axis, respectively.</p> <ul style="list-style-type: none"> <li><code>deltaX</code>, <code>deltaY</code> are numbers in pixels. Note that object position returned by <code>left()</code>, <code>top()</code>, <code>right()</code>, <code>bottom()</code> doesn't change.</li> </ul>
<code>scale()</code>	Returns the current scale <code>{scaleX, scaleY}</code> .

<code>scale(scaleX, scaleY)</code>	<p>Scales object. If <code>scaleY</code> is left out then <code>scaleY</code> equals <code>scaleX</code>.</p> <ul style="list-style-type: none"> <li><code>scaleX, scaleY</code>: Scale value along x, y axis.</li> </ul>
<code>scaleBy(multiplierX, multiplierY)</code>	<p>Scales object by multiple values. If <code>multiplierY</code> is left out, then <code>multiplierY</code> equals <code>multiplierX</code>. E.g., if current scale is 2, <code>scaleBy(3)</code> means that scale is <math>2 \times 3 = 6</math>.</p>
<code>transform()</code>	<p>Returns the current transform <code>{translateX, translateY, scaleX, scaleY, rotate}</code>.</p>
<code>transform(translateX, translateY, rotate, scaleX, scaleY)</code>	<p>Transforms object by matrix values.</p> <ul style="list-style-type: none"> <li><code>translateX, translateY</code> are numbers in pixels. Note that object position return by <code>left()</code>, <code>top()</code>, <code>right()</code>, <code>bottom()</code> doesn't change.</li> <li><code>degree</code>: Number in degree.</li> <li><code>scaleX, scaleY</code>: Scale value along x, y axis.</li> </ul>
<code>disabled()</code>	<p>Returns <code>true</code> if the object is disabled, <code>false</code> otherwise.</p>
<code>disable(disabled)</code>	<p>Disables or enables object. Disabled object can't receive events. Disabled buttons, radio buttons, and checkboxes show disabled state.</p> <ul style="list-style-type: none"> <li><code>disabled</code>: If true, disables object. Otherwise, enables object.</li> </ul>
<code>submit()</code>	<p>Submits the interaction object.</p>
<code>clear()</code>	<p>Clears the user input.</p>
<code>score()</code>	<p>Returns the object score.</p>
<code>attempts()</code>	<p>Returns the current attempts.</p>
<code>maxAttempts()</code>	<p>Returns the maximum allowed attempts.</p>
<code>mediaPlayer()</code>	<p>Returns the media player associated with the object. The media player has the following methods:</p> <p><code>nativePlayer()</code>: Returns an <code>HTMLMediaElement</code> if the object is an audio or video, returns a <code>YT.Player</code> object if the object is a YouTube object.</p> <p><code>state()</code>: Returns either 'playing' or 'stopped' depending on object animation state. For the actual player state, you need to get from the native player.</p>

	<p><i>pause(time)</i>: Pauses the media at specified time (in milliseconds). If time is not specified, the media is paused at the current position.</p> <p><i>play(time)</i>: Plays the media at specified time (milliseconds). If time is not specified, the media is played from the current position.</p> <p><i>position()</i>: Returns the current playback position in milliseconds.</p> <p><i>seek(time)</i>: Seeks to specified time (in milliseconds)</p> <p><i>volume(vol)</i>: Sets the volume for media object, the value is in the range [0..1]</p> <p><i>muted(muted)</i>: Mutes or unmutes the media object.</p>
--	--

The Player object (`AtomiAP`) is a global object which has the following methods:

Method	Description
<i>open(prezUrl, containerId, options)</i>	<p>Returns the new presentation object or <i>null</i> if browser isn't supported.</p> <ul style="list-style-type: none"> <li><i>prezUrl</i>: The URL of the presentation.</li> <li><i>containerId</i>: The ID of the presentation's container.</li> <li><i>options</i>: Can be omitted. Available options are <code>playMode: 'Demo', 'Tutorial', 'Practice', or 'Test', etc.</code></li> </ul>
<i>close(prez)</i>	<p>Closes the presentation object.</p> <ul style="list-style-type: none"> <li><i>prez</i>: The presentation to close.</li> </ul>
<i>find(containerId)</i>	<p>Finds the presentation object from container id.</p> <ul style="list-style-type: none"> <li><i>containerId</i>: The ID of the presentation's container.</li> </ul>

Example:

If you want to set text for an object which has the name “object1”, you can add an “Execute JavaScript” action and write code below:

```
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 the same scope as `prez`) instead of `AtomiAP`.

Differences between version 6 and version 7, version 8, version 9 APIs:

Object	Version 6	Version 7, 8, and 9
--------	-----------	---------------------

<b>Prez</b>	<i>Prez</i> : presentation object.	<i>prez</i> : presentation object.
	<i>ShowSlide (index)</i>	<i>showSlideAt (index)</i>
	<i>ShowNextSlide ()</i>	<i>nextSlide ()</i>
	<i>ShowPreviousSlide ()</i>	<i>previousSlide ()</i>
	<i>ShowPreviousVisitedSlide ()</i>	<i>historyBack ()</i>
	<i>ShowNextVisitedSlide ()</i>	<i>historyForward ()</i>
	<i>GetSlide ()</i>	<i>currentSlide ()</i>
	<i>GetObject (objectName)</i>	<i>object (objectName)</i>
<b>Slide</b>	<i>GetObject (objectName)</i>	<b>Access from <i>prez</i> object instead</b>
<b>Object</b>	<i>SetText (htmlText)</i>	<i>html (htmlText)</i>
	<i>GetText (plaintext)</i>	<ul style="list-style-type: none"> <li>• <i>plaintext</i> equal true: <i>text ()</i></li> <li>• <i>plaintext</i> equal false: <i>html ()</i></li> </ul>
	<i>Show (show)</i>	<ul style="list-style-type: none"> <li>• <i>show</i> equal true: <i>show ()</i></li> <li>• <i>show</i> equal false: <i>hide ()</i></li> </ul>
	<i>IsShown ()</i>	<i>visible ()</i>
	<i>GetPosition ()</i>	<b>Using two functions to replace:</b> <ul style="list-style-type: none"> <li>• <i>top ()</i></li> <li>• <i>left ()</i></li> </ul>
	<i>SetPosition (x, y)</i>	<b>Using two functions to replace:</b> <ul style="list-style-type: none"> <li>• <i>top (x)</i></li> <li>• <i>left (y)</i></li> </ul>

## AI Services

With the release of ActivePresenter 10, AI is no longer just a buzzword. It's a powerful tool seamlessly integrated into the user experience. By applying the power of AI, ActivePresenter offers various AI-driven services that significantly enhance productivity, streamline content creation, and elevate the quality of eLearning materials.

**Note:** Starting from ActivePresenter version 10.1.1, you can enable or disable AI features for your license via the ActivePresenter License Management Portal at:

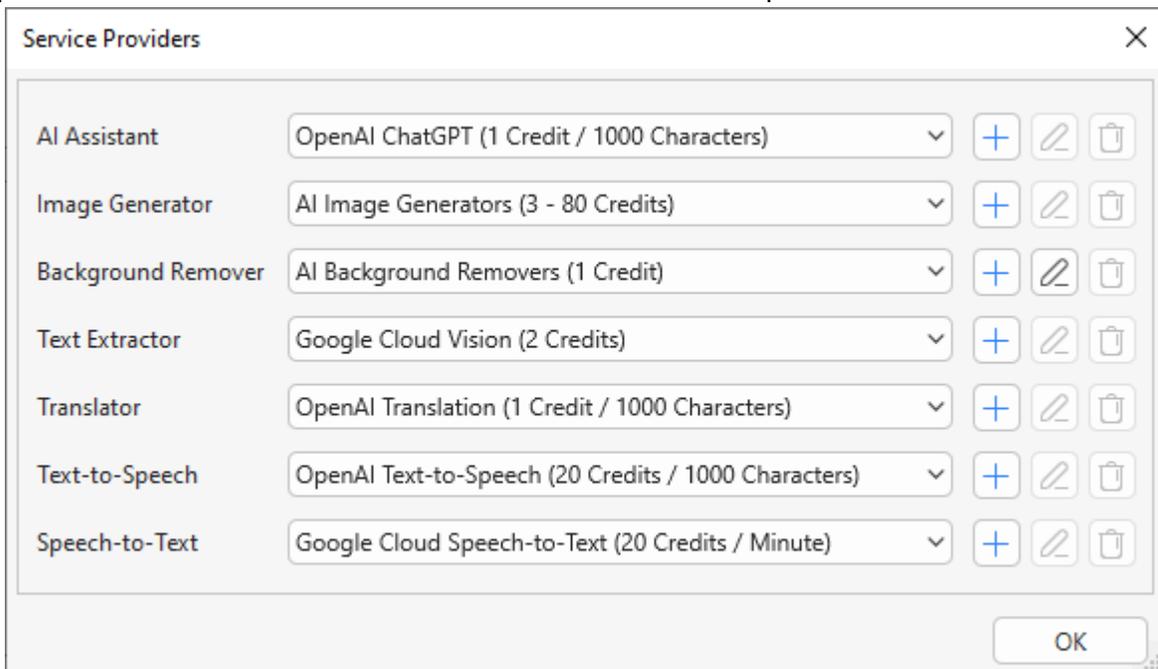
<https://atomisystems.com/activation/activepresenter/>

You need to use the email associated with your license (the email used for purchasing by default) to get access to this portal.

You can also access this portal directly by clicking the **Account** icon in the top-right corner of the ActivePresenter interface > **Disable AI Features**.

When using AI features, it's important to understand how credits work. Credits are used as a form of currency within the software to access advanced AI-powered tools, such as speech-to-text transcription, text-to-speech voiceovers, and AI-generated images. Each AI task consumes a certain number of credits based on the length or complexity of the content.

To know more about AI service providers that ActivePresenter offers, access the **AI** tab > **Service Providers**. The app provides at least one service provider for each type of service. AI Credits are required to use these services. Users can add custom service providers.



- To add an AI provider, click the **Add** +. Then, the providers you add to ActivePresenter will be shown with the word **Custom** in front of them. Note that you need to register an account with the providers first.
- To edit a custom AI provider (edit **Name**, **API Key**, **Service Accounts**, **Edit Scripts/Hide Script**), click the **Edit** ✎.

- To delete a custom AI provider, click the **Remove** .

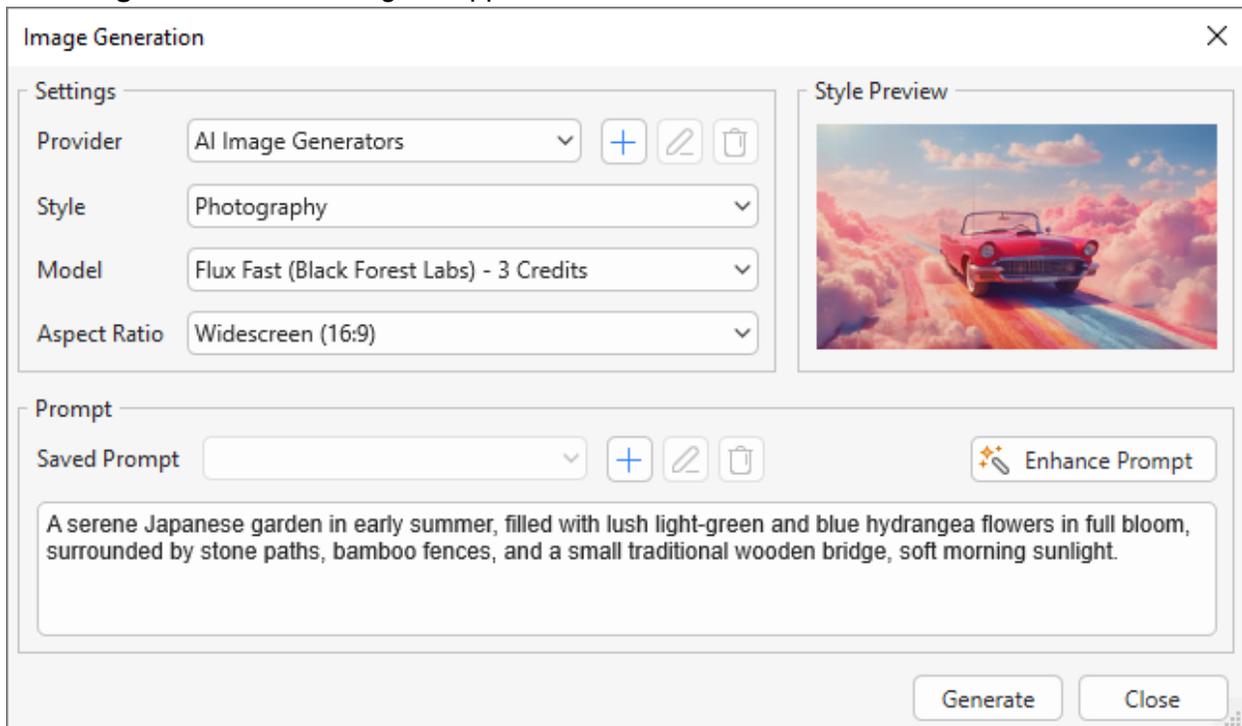
For detailed information about the service providers, refer to the sections below.

## Image Generation

ActivePresenter enables you to generate images with AI. To do that, do either of the following:

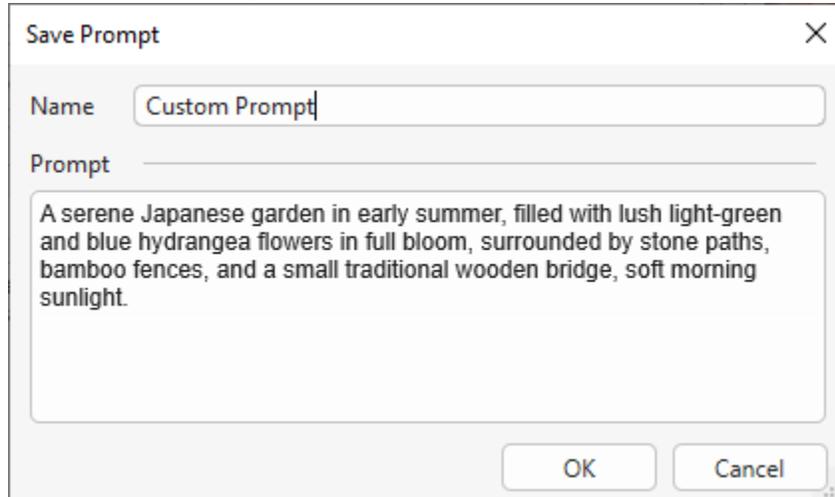
- Access the **AI** tab > **Image Generation** .
- Access the **Insert** tab > **Image** > **Generate Image** .

The **Image Generation** dialog will appear:



- **Provider:** Show the provider name. You can select the AI Image provider you want by clicking the drop-down arrow. Besides, you can perform:
  - **Add Custom Image Generator:** Click  to add a custom image generator.
  - **Edit Custom Image Generator:** Click  to edit the custom image generator's **Name**, **API Token**, **Edit Script/Hide Script** in the pop-up dialog. Click **OK** to save all the changes. Click **Cancel** to cancel the settings.
  - **Remove Custom Image Generator:** Click  to delete the custom image generator.
- **Model:** Select a model to generate an image. The model list depends on the providers. If using the provider that ActivePresenter provides, you will see the number of credits spent per image model. If using custom providers, the number of credits will not show up, and you have to pay directly to the providers.
- **Style:** Select a style to generate an image. The style list depends on the providers.
- **Aspect Ratio:** Select the aspect ratio for the generated image among the available options. The ratio list depends on the providers.

- **Prompt:** Enter a prompt to generate an image.
  - To enhance a prompt with AI, click the **Enhance Prompt** ✨.
  - To save a prompt and reuse it later, click the **Save Current Prompt** +. Then the **Save Prompt** dialog will appear.



Here, you can enter a name for your prompt you want to save or adjust the prompt. Click **OK** to save all the changes and close the dialog. Or click **Cancel** to cancel the changes and close the dialog.

- To edit a saved prompt, click the **Edit Saved Prompt** ✎.
- To delete a saved prompt, click the **Remove Saved Prompt** 🗑️.

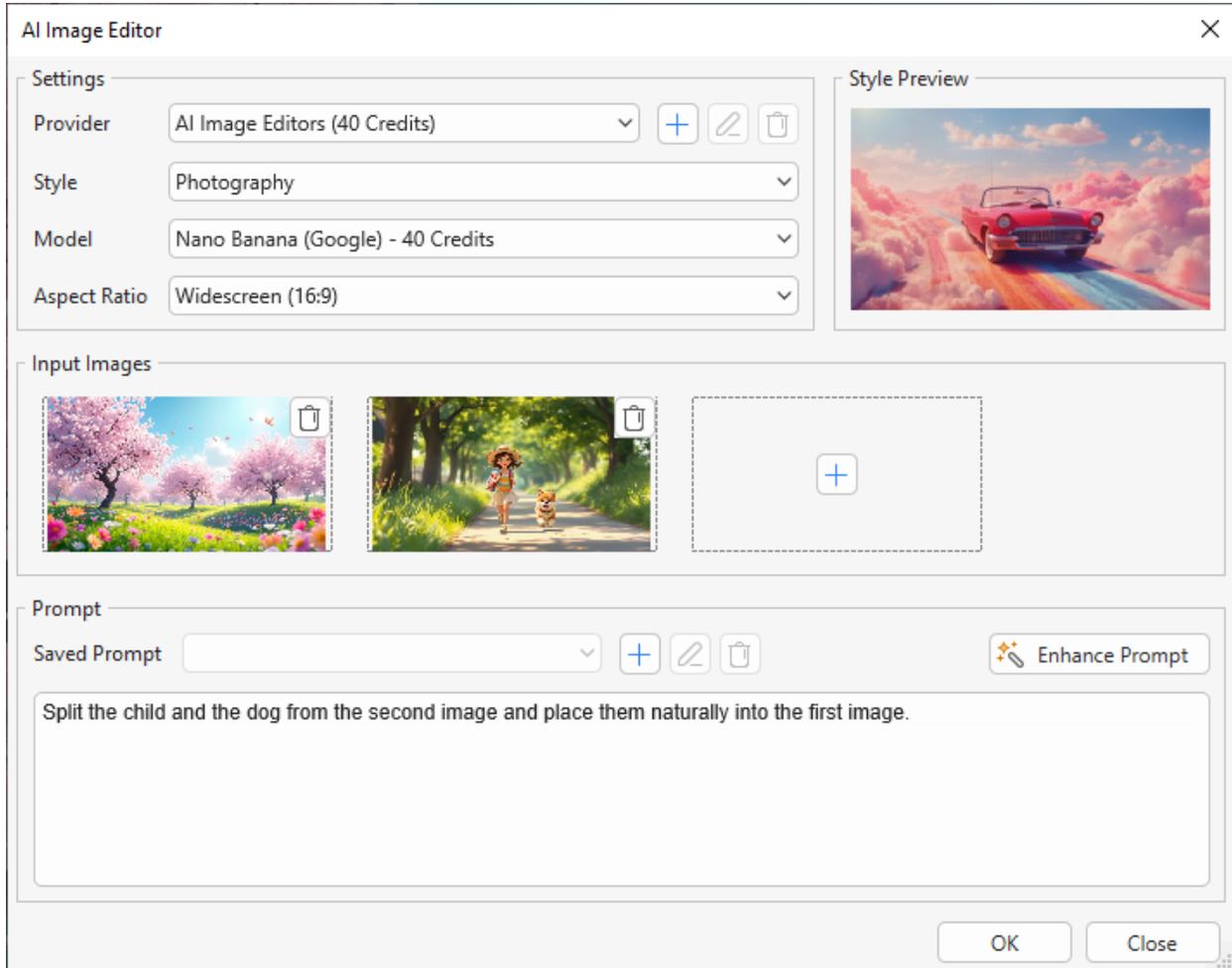
Once completed, click the **Generate** button to start generating your AI image.

## AI Image Editing

ActivePresenter lets you edit images with AI directly within the app, no external tools required. With this feature, you can change image backgrounds, add, replace, or remove image objects, and more. To enable it, select an image on the Canvas, then do one of the following:

- Access the **AI** tab > **Image Editing**.
- Right-click the image on the Canvas > **Edit with AI**.

The **AI Image Editor** dialog appears:



1. In the **Settings** section

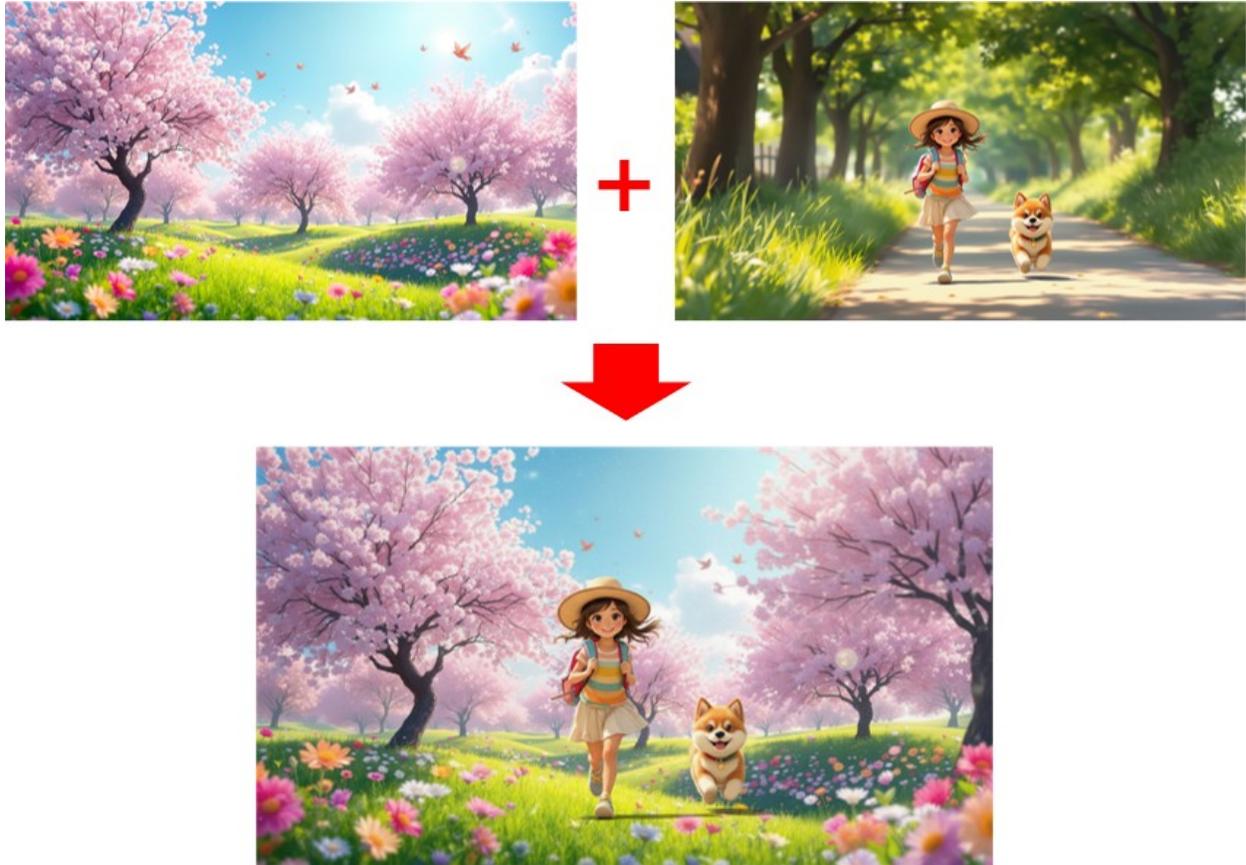
- **Provider:** Show the provider name. Besides, you can add a custom Image Editor, edit or remove it.
- **Style:** Select a style for your edited image. The style list depends on the providers.
- **Model:** Select a model to edit your image. ActivePresenter integrated **Nano Banana** and **Flux Kontext Pro** models by default.
- **Aspect Ratio:** Select the aspect ratio for the edited image among the available options.

2. In the **Input Images** section

Click the **Add Image** button to import images you want to edit. You can choose images from your computer, your current project, or the current slide.

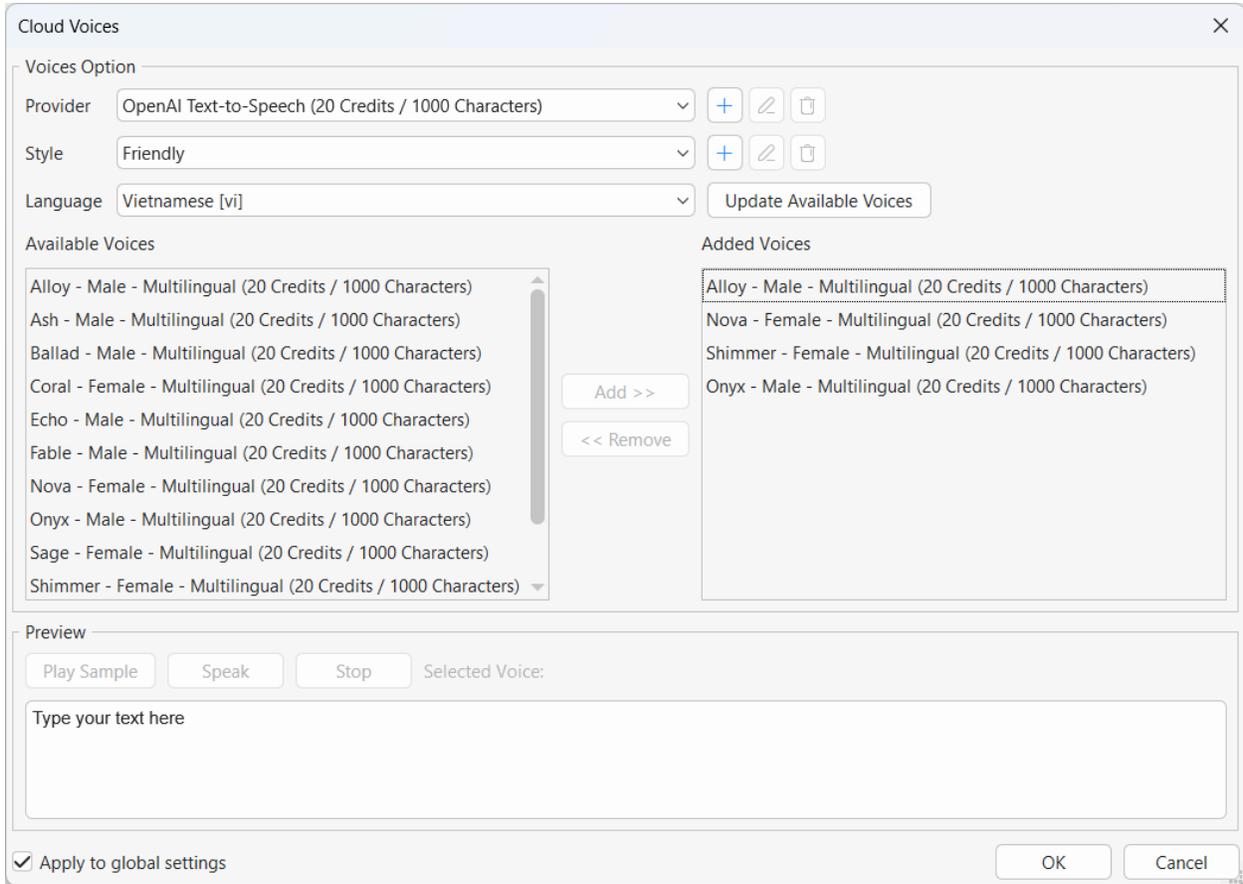
3. In the **Prompt** section

Enter a prompt to edit your images. You can also enhance your prompt, save the prompt to reuse it later, edit, or remove a saved prompt. Refer to **Image Generation** for more information. Once completed, click the **OK** button and see the edited image created in ActivePresenter.



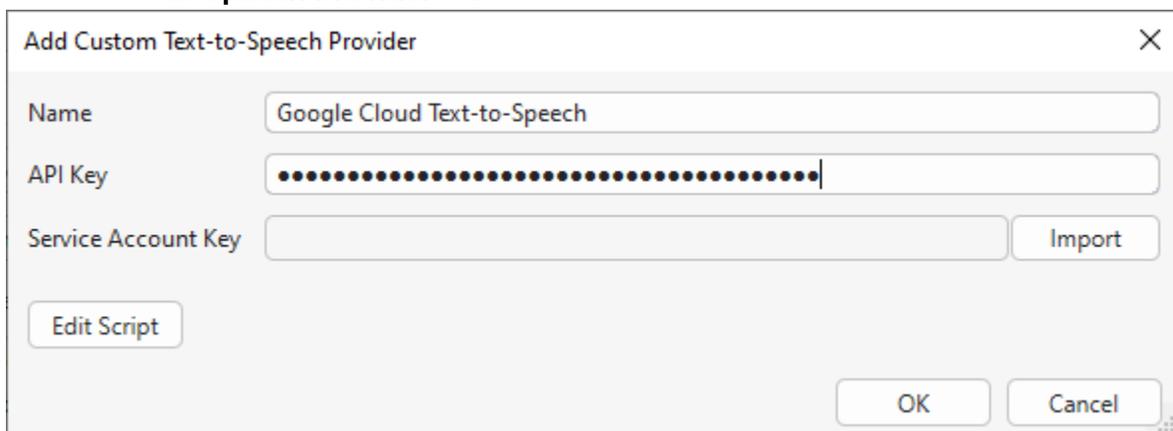
## Cloud Voices

You can add more voice providers to meet your converting text-to-speech needs. To do that, access the **AI** tab > **Cloud Voices**  to open the **Cloud Voices** dialog.



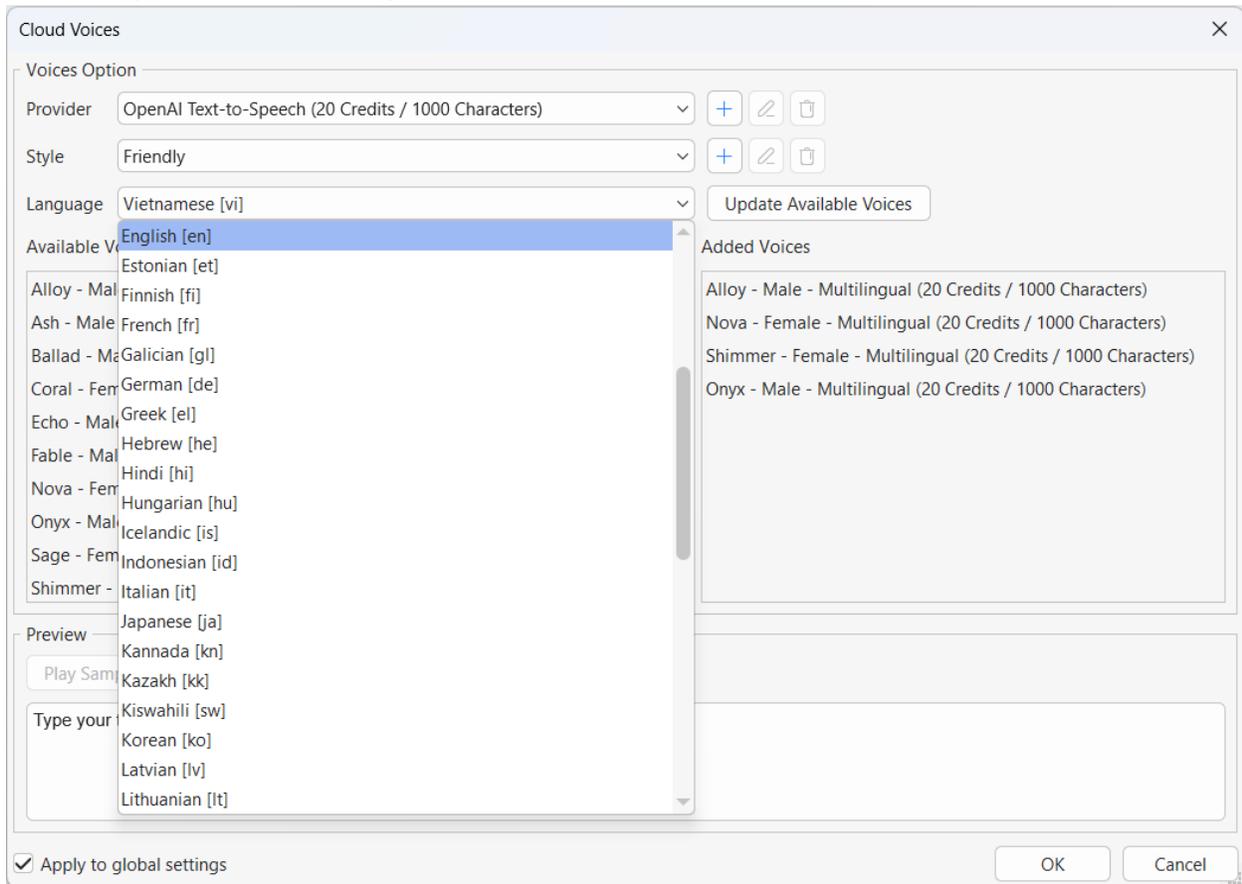
1. In the **Voices Option** section:

- **Provider:** Show the Cloud voice provider name. By default, ActivePresenter provides you with Cloud voice from **Open AI** and **Amazon Polly**. Besides, you can:
  - Add one or more customer text-to-speech providers by clicking **Add Custom Text-to-Speech Provider** +.

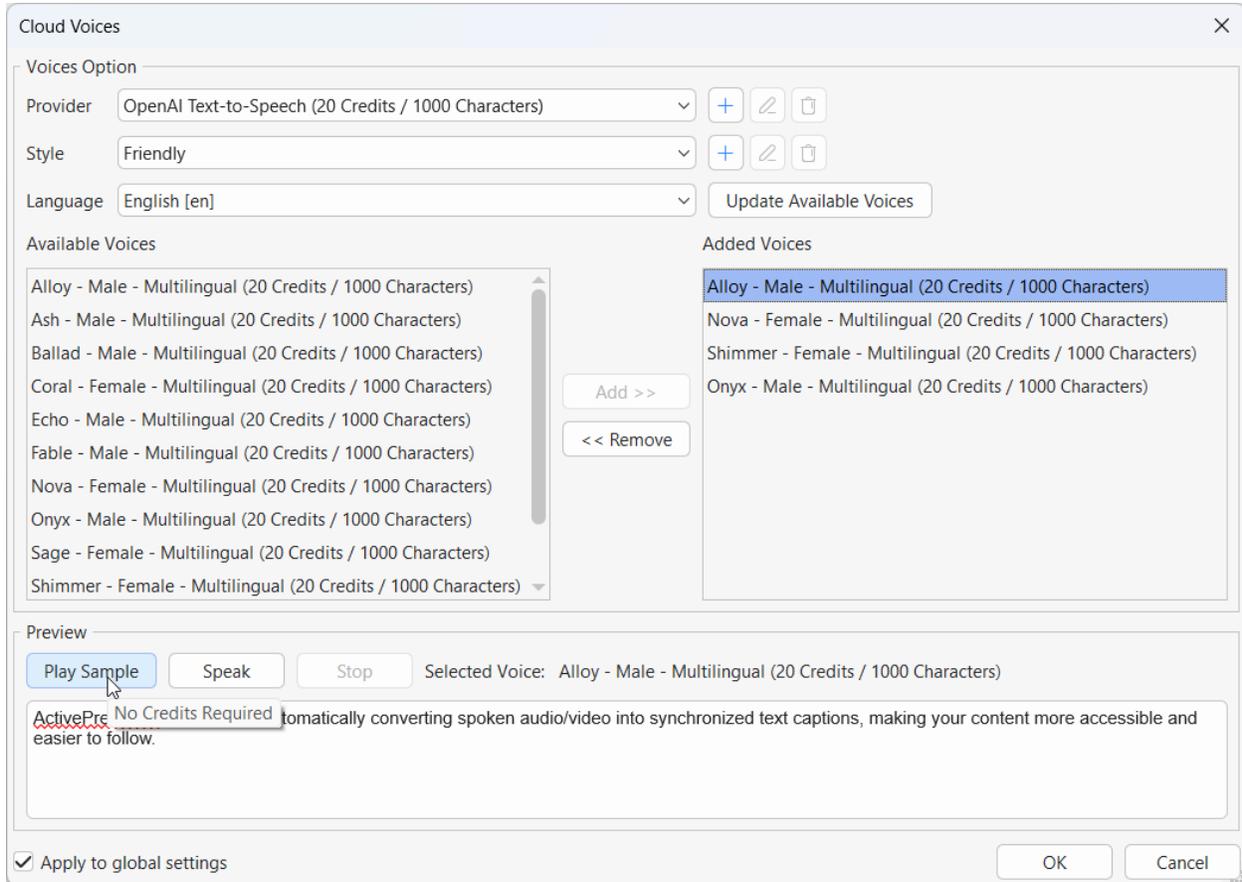


- Edit the custom provider information (**Name**, **Service Account**, **API Key**, **Edit Script**) by clicking **Edit Custom Text-to-Speech Provider** ✎.
- Remove a custom provider by clicking the **Remove Custom Text-to-Speech Provider** 🗑️.

- **Style:** Click the **Style** drop-down arrow to select a style for your voice that you want to generate. The style list depends on the voice provider. Here, you can also:
  - Add a new style by clicking **Add Custom Style** . Then, enter a name and prompt for the style. Click **OK** to finish.
  - Edit the custom style by clicking **Edit Custom Style** .
  - Remove the custom style by clicking **Remove Custom Style** .
- **Language:** Select a language you want from the **Language** list. The language list depends on the voice providers.

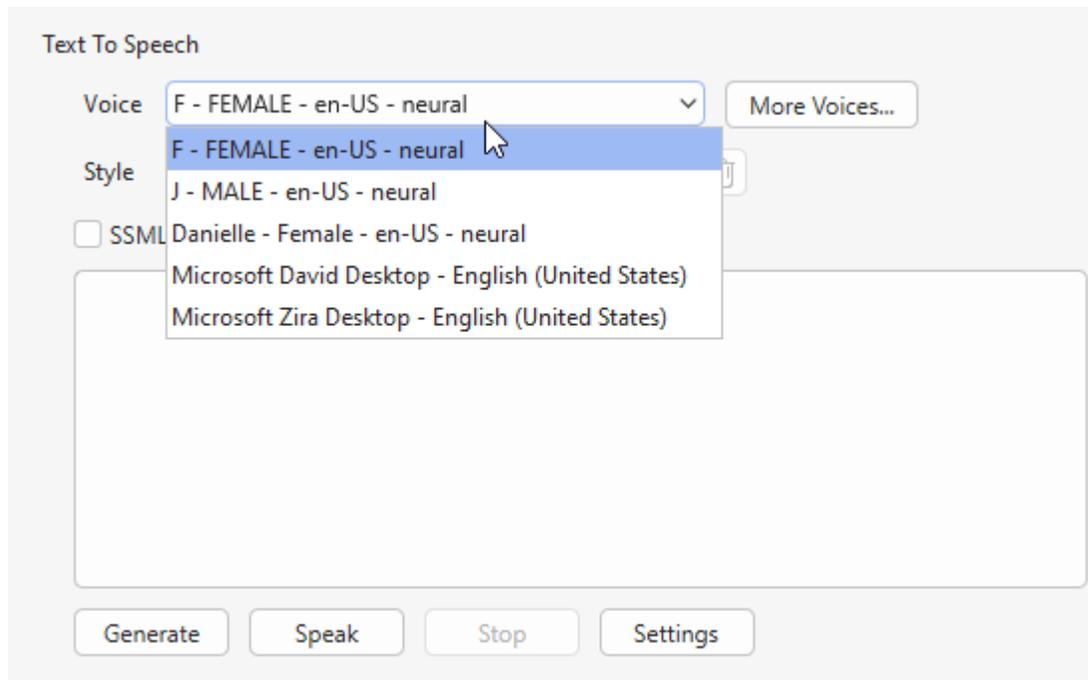


- **Update Available Voices:** Click this button to update the available voice of the selected voice provider.
- **Available Voices:** Show the available voices of the selected voice provider. Click on a voice to select it.
- **Add:** Select a voice in the **Available Voices** and click **Add** to move the voice to the **Added Voices** list.
- **Remove:** Select a voice in the **Added Voices** and click **Remove** to move the voice back to the **Available Voices** list.
- **Added voice:** Show the added voice, which moves in from the **Available Voices** list.



## 2. In the **Preview** section:

- **Preview:** Enter the text in the **Preview** textbox.
- **Play Sample:** Click **Play Sample** to preview the sample voice with no credits required.
- **Speak:** click **Speak** to preview the voice.
- **Stop:** Click **Stop** to stop previewing the voice.
- **Apply to global settings:** Select this option to apply the current settings to a future project.
- **OK:** Once you click **OK**, those added voices will be shown in the **Voice** drop-down list of the **Text to Speech** section in the **Properties** pane.



For more details, refer to [Converting Closed Captions to Speech](#).

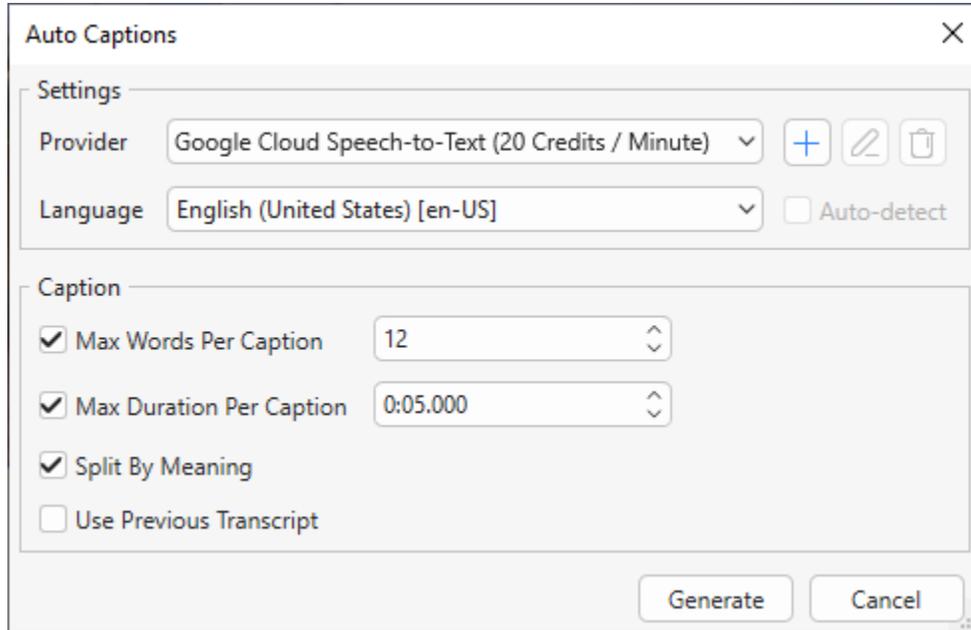
## Auto Captions (Speech to Text)

ActivePresenter supports automatically converting spoken audio/video into synchronized text captions, making your content more accessible and easier to follow.

To enable this feature, select a video or audio in the Canvas or **Timeline** pane. Then, do either of the following:

- Access the **AI** tab > **Auto Captions** .
- Access the **Media Tools** tab > **Auto Captions** .
- Access the **Insert** tab > **Closed Captions** > **Auto Captions** .

The **Auto Captions** dialog appears.



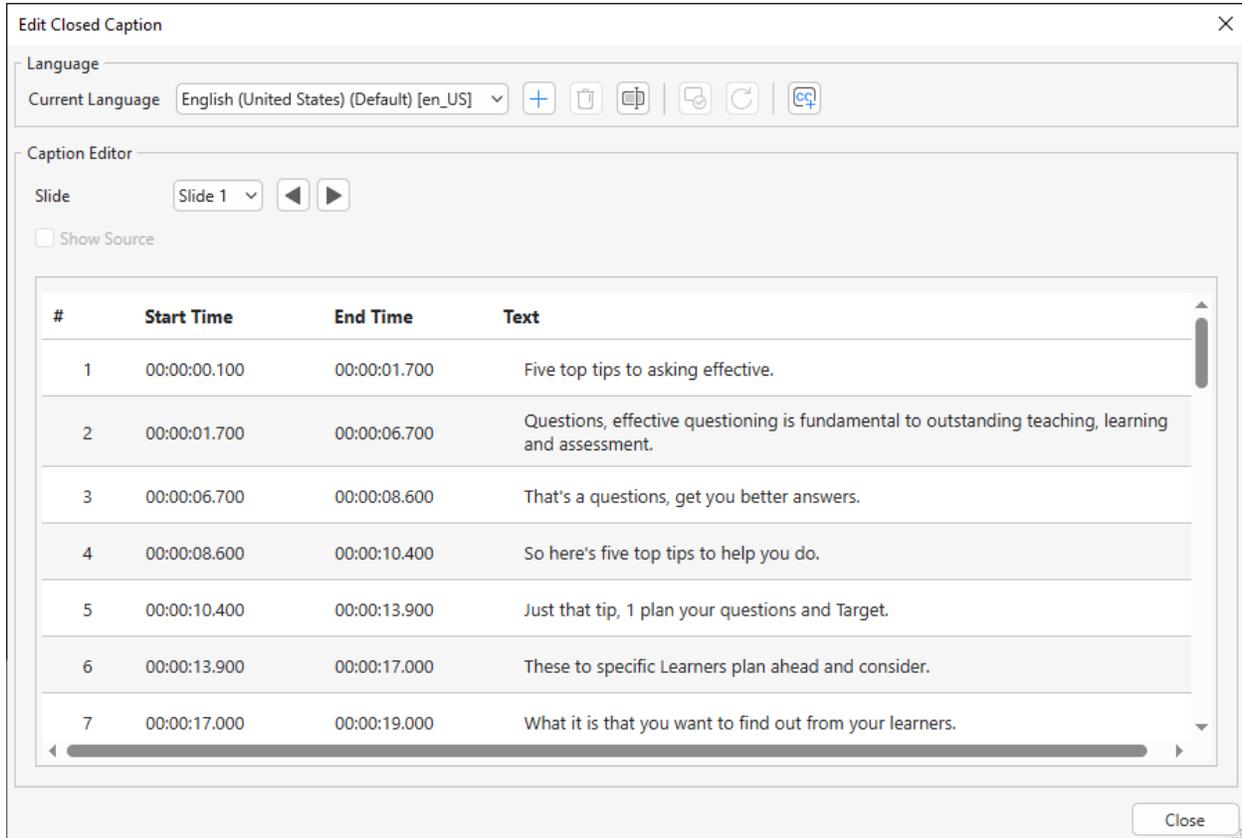
The **Settings** section includes:

- **Provider:** Show the Speech-to-Text provider. You can click the drop-down arrow to choose another provider. Additionally, you can also perform:
  - Click **+** to **Add Custom Speech-to-Text Provider**.
  - Click **✎** to **Edit Custom Speech-to-Text Provider**.
  - Click **🗑** to **Remove Custom Speech-to-Text Provider**.
- **Language:** Select the language you want to convert to text.
- **Auto-detect:** Select this option to automatically detect the language in case you do not know what language the speech was.

The **Caption** section includes:

- **Max Words Per Caption:** When you select this option, it allows separating caption nodes from script files and shows the maximum number of words per caption. For example, **12** is the default value. It means that it can show a maximum of 12 words per caption. To increase or decrease the maximum number of words per caption segment, you can click the arrows in the spin box or directly enter a new value.
- **Max Duration Per Caption:** When you select this option, it allows specifying the maximum time a caption displays after separating caption nodes from script files. For example, **0:05:000** (5 seconds) is the default value. It means that the period of each caption is limited to 5 seconds. To increase or decrease the maximum duration per caption, you can click the arrows in the spin box or directly enter a new value.
- **Split By Meaning:** When you select this option, it allows splitting the caption at natural speech boundaries (like clauses or sentences) for better comprehension.
- **Use Previous Transcript:** If this checkbox is selected and there is already a script from the previous time, the script will be used again, instead of calling the service to convert from audio to text again.

Click **OK**, then the **Edit Closed Caption** appears.



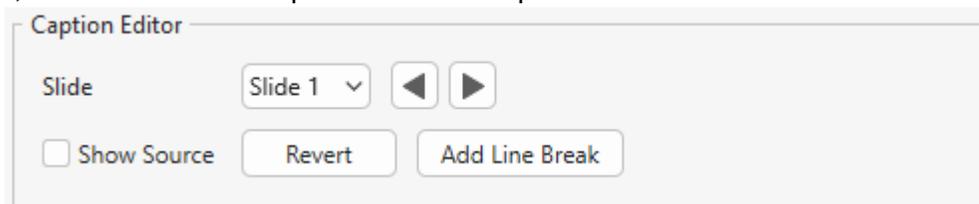
1. In the **Language** section:

Click the **Add New Language** button to add a new language. The **Add Language** dialog will show up and you can click the drop-down arrow to select another language. Then, click **OK** to apply.

To manage the new language, you can:

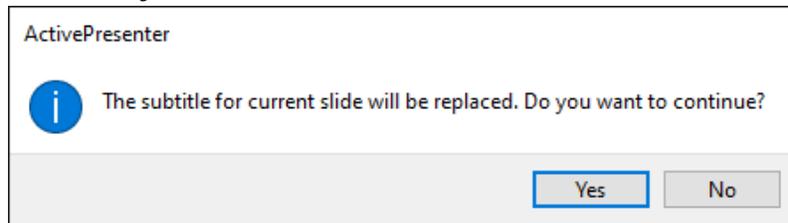
- **Remove Language:** Remove the current language.
- **Rename Language:** Rename the current language.
- **Set As Default Language:** Save the current language as the default language.
- **Reuse Default Language:** The subtitle for the current language will be replaced by the default subtitle.
- **Add New Subtitle:**
  - **Single Slide:** Import subtitles from an \*.srt file to the current slide only.
  - **Multiple Slides:** Import subtitles from an \*.srt file to multiple slides.
  - **Export Closed Caption To File:** Export subtitles in all available languages to an \*.srt file.

2. The **Caption Editor** displays subtitles for one slide at a time. To navigate between slides, click the navigation buttons located on the right side of the **Slide** section. When you move to a slide, the slide's closed captions will show up.



- **Show Source:** Tick this checkbox to show the source of the closed caption.
  - **Revert:** Revert CC of the new language to the original one.
  - **Add Line Break:** Add the <br> tag to a text to break it into different lines.
  - **Start Time:** Show the start time of the closed caption. The format of the start time is **hh:mm:ss:ms**. To edit the closed caption start time, you can double-click on the display value and enter a new one.
  - **End Time:** Show the end time of the closed caption. The format of the start time is **hh:mm:ss:ms**. To edit the closed caption end time, you can double-click on the display value and enter a new one.
  - **Text:** Show the closed caption content after converting. To edit it, you can double-click on the display text and type new text.
3. Click **Close** to finish and close the dialog.

**Note:** In case it already had a closed caption, a dialog will appear to ask **The subtitle for current slide will be replaced. Do you want to continue?** Choose **Yes** to start converting.



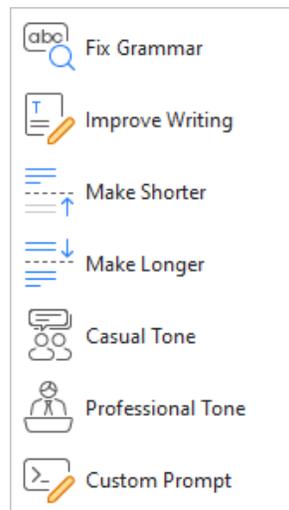
For more details, refer to **Edit Multiple Languages for Closed Captions**.

After finishing the conversion phase, to reopen the **Edit Closed Caption** dialog, select a closed caption > **Properties** pane > **Size & Properties** tab > **General** section > **Edit Language**.

**Note:** The changes will be applied to all closed captions once you change a caption format.

## AI Writing

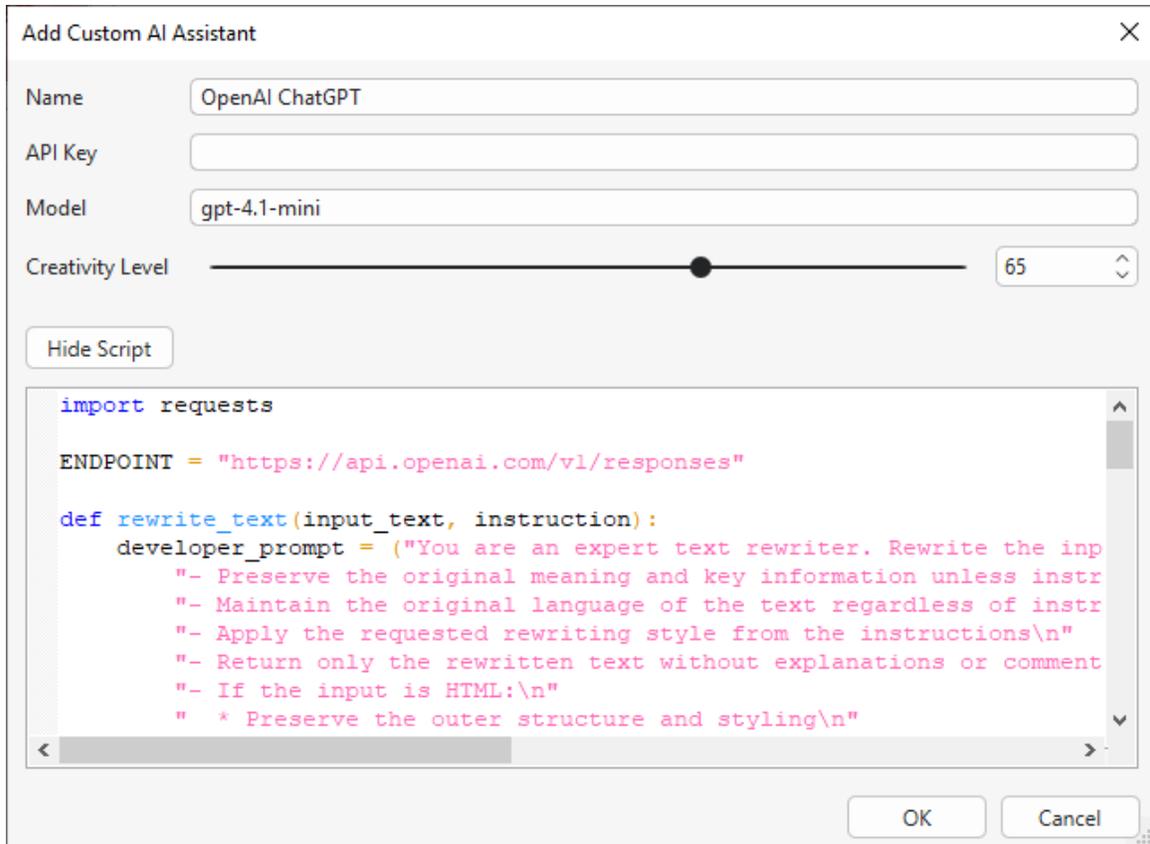
With the power of AI, you now can enhance your writing right in the app. To do that, select a text object or object containing text on the Canvas > access the **AI** tab > **AI Writing** . Then, choose one of the following options:



- **Fix Grammar:** Automatically correct grammar, punctuation, and sentence structure in your selected text with just one click.
- **Improve Writing:** Enhance the clarity, tone, and readability of your content using AI-powered suggestions.
- **Make Shorter:** Condense long paragraphs or sentences into shorter, more concise versions - perfect for slide content.
- **Make Longer:** Expand brief text into more detailed explanations while keeping the original context intact.
- **Casual Tone:** Rewrite your content in a friendly, conversational tone for a more approachable feel.
- **Professional Tone:** Adjust your message to sound more formal and polished - ideal for business or training materials.
- **Custom Prompt:** Enter your instructions to customize how the AI rewrites or generates content based on your needs. If you select this option, the **Custom AI Writing Prompt** dialog will appear:

This dialog shows the AI writing provider and allows you:

- Click the **Provider** drop-down arrow to select the provider you want. By default, **OpenAI ChatGPT** is the provider that ActivePresenter offers you.
- Click **+** to **Add Custom AI Assistant**. Then, choose using **OpenAI ChatGPT** (the provider that is integrated in ActivePresenter) or add **Other AI Assistant**.
  - If you choose **OpenAI ChatGPT**, a dialog will appear and give you information about **Name**, **API Key**, **Model** of the provider. You can also adjust the **Creativity Level** by dragging the slider or entering a value in the spin box. Then, click the **Edit Script/Hide Script** button to edit/hide the provider script.



**Add Custom AI Assistant**

Name:

API Key:

Model:

Creativity Level:  65

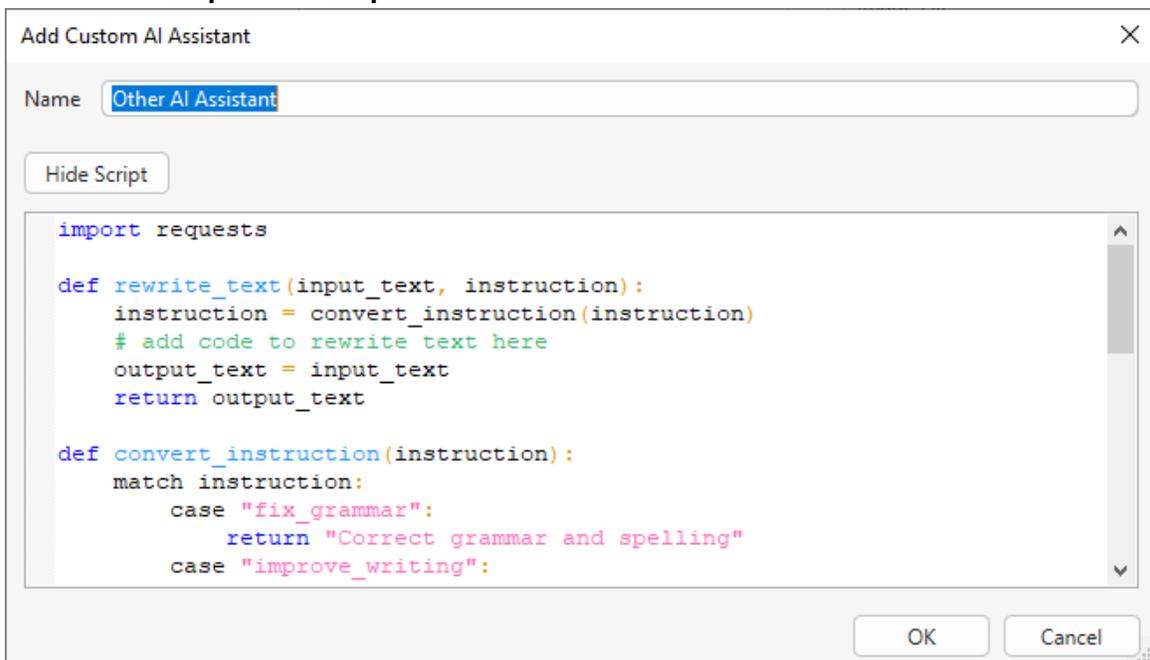
```
import requests

ENDPOINT = "https://api.openai.com/v1/responses"

def rewrite_text(input_text, instruction):
    developer_prompt = ("You are an expert text rewriter. Rewrite the inp
        "- Preserve the original meaning and key information unless instr
        "- Maintain the original language of the text regardless of instr
        "- Apply the requested rewriting style from the instructions\n"
        "- Return only the rewritten text without explanations or comment
        "- If the input is HTML:\n"
        " * Preserve the outer structure and styling\n")
```

Click **OK** to save all the changes and close the dialog. Or click **Cancel** to cancel the changes and close the dialog.

- If you choose **Other AI Assistances**, a dialog will appear allowing you to **Edit Script/Hide Script**.



**Add Custom AI Assistant**

Name:

```
import requests

def rewrite_text(input_text, instruction):
    instruction = convert_instruction(instruction)
    # add code to rewrite text here
    output_text = input_text
    return output_text

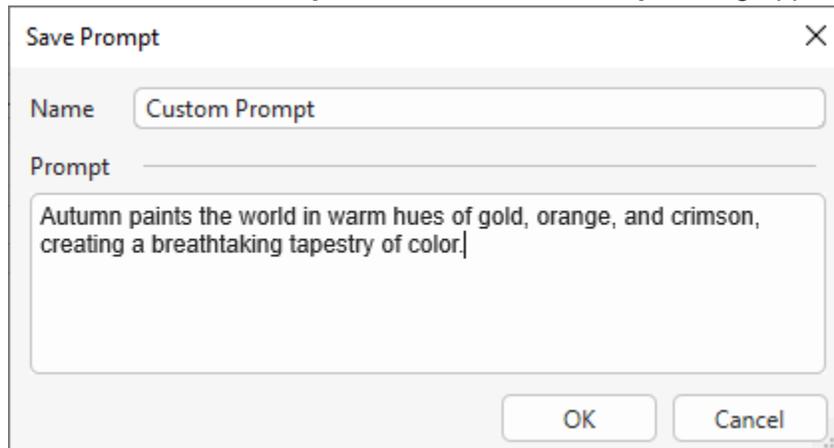
def convert_instruction(instruction):
    match instruction:
        case "fix_grammar":
            return "Correct grammar and spelling"
        case "improve_writing":
```

Click **OK** to save all the changes and close the dialog. Or click **Cancel** to cancel the changes and close the dialog.

- Click  to **Edit Custom AI Assistant**.
- Click  to **Remove Custom AI Assistant**.

You can also save your prompt to reuse later.

- Click  to **Save Current Prompt**. Then, the **Save Prompt** dialog appears.



Here, you can name your prompt, adjust the prompt > and click **OK** to save or **Cancel** to cancel the dialog.

- Click  to **Edit Saved Prompt**.
- Click  to **Remove Saved Prompt**. A dialog will appear asking **This operation cannot be undone. Do you want to continue?** Select **Yes** to delete your saved prompt or **No** to keep your saved prompt.

Once you finish the settings phase, click the **Generate** button to let AI enhance your writing.

## Project Auto-Translation

Translate the whole project language into another one with just a few seconds, why not? ActivePresenter now allows you to do that with the **Project Auto-Translation** feature.

Access the **AI** tab > select **Project Auto-Translation** . Then, the **Project Auto-Translation** dialog will appear.

**Project Auto-Translation**

**Settings**

Translator: OpenAI Translation (1 Credit / 1000 Characters) [ + [edit] [trash] ]

From Language: English [en] [ Auto-detect ]

To Language: English [en]

**Translate**

Project Information  Accessibility Texts

Slide Texts (Name, Description)  Text-to-Speech Texts

Object Texts  Dropdown Items

Closed Captions  Event Values

Add New Closed Caption Language

**In Slides**

Slide Master

Feedback Master

Object Settings

Objects Showing over Multiple Slides

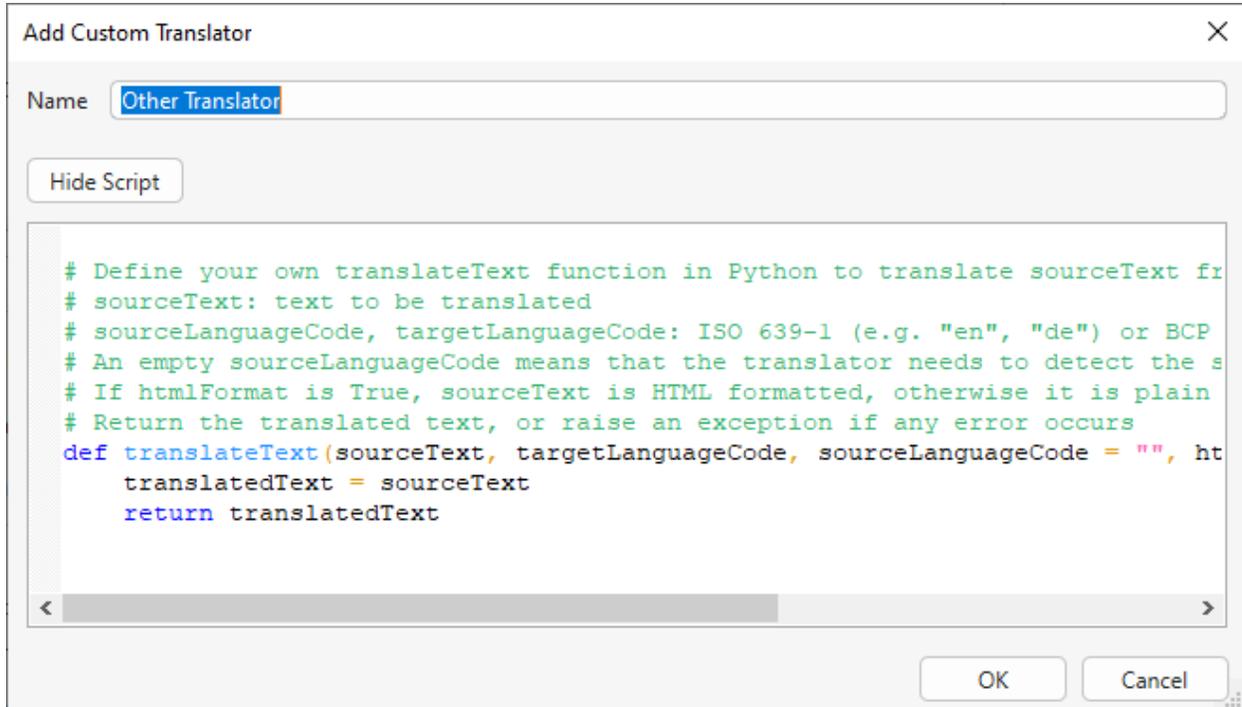
Normal Slides [ All Slides ] [ ]

[ Restore Defaults ]

[ OK ] [ Cancel ]

1. In the **Settings** section:

- **Translator:** Show the provider name. You can select the **Translator** providers by clicking the drop-down arrow. Besides, it is possible to:
  - Click **+** to **Add Custom Translator**. If you select **Other Translators**, a dialog will appear allowing you to customize the translator's **Name, Edit Script/Hide Script**. Click **OK** to save the changes and close the dialog.



- Click  to **Edit Custom Translator**. You can edit the **Name** and **Script**.
  - Click  to **Remove Custom Translator**.
  - **From Language:** Select the language of the current project.
    - **Auto-detect:** Select this checkbox so that ActivePresenter automatically detects your current language project.
  - **To Language:** Select the project language that you want ActivePresenter to translate to.
2. In the **Translate** section:
- **Project Information:** Check to have ActivePresenter translate the project name and description.
  - **Slide Texts (Name, Description):** Check to have ActivePresenter translate the slide name and description.
  - **Object Texts:** Select to have ActivePresenter translate your project object texts.
  - **Closed Captions:** Check to have ActivePresenter translate your closed captions.
    - **Add New Closed Caption Language:** Select this checkbox if you want to add new closed caption language instead of replacing the current language only.
  - **Accessibility Texts:** Check to have ActivePresenter translate the accessibility texts.
  - **Text-to-Speech Texts:** Check to have ActivePresenter translate the text-to-speech texts.
  - **Dropdown Items:** Check to have ActivePresenter translate the dropdown items.
  - **Event Values:** Check to have ActivePresenter translate the event values.
3. In the **Slides** section:
- **Slide Master:** Check to translate the slide master into the new language.
  - **Feedback Master:** Check to translate the feedback master into the new language.
  - **Object Settings:** Check to translate the object settings into the new language.
  - **Objects Showing over Multiple Slides:** Select this checkbox if you want to translate the objects showing over multiple slides into the new language.

- **Normal Slides:** Select this checkbox to translate all slides or specified slides into the new language. If you select **Specified Slides**, type the order number of the slide you want to translate in the right box.

**Note:** In case your project has **Slide Pools** with slides, the options to translate the project slide pool will appear at the bottom of this dialog. So, you can decide to translate the project's Slide Pool or not.

If you are satisfied with the settings, click **OK** to start translating. If not, click **Restore Defaults** to restore to the default settings. Or click **Cancel** to cancel and close the dialog.

## Text Translation

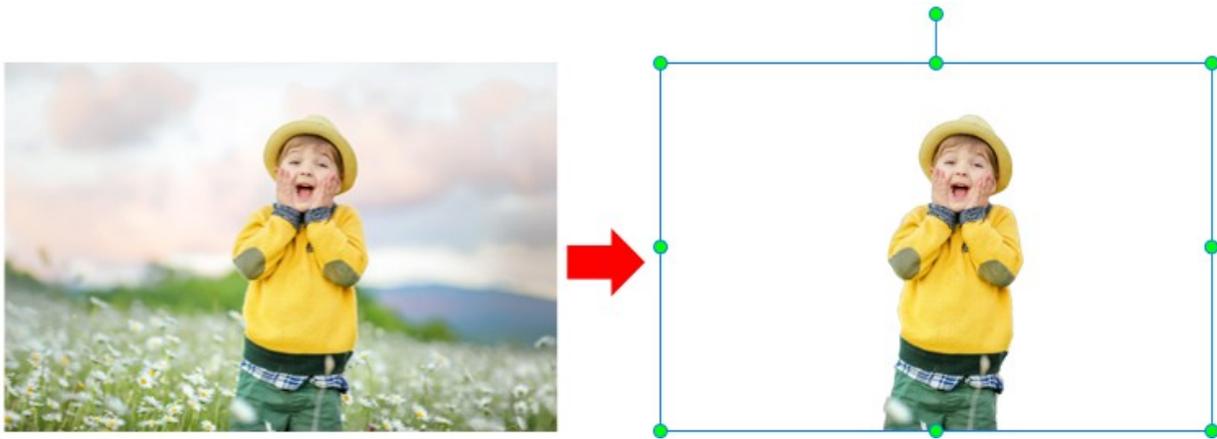
If you don't want to translate your whole project but just some information, use the **Text Translation** feature. Access the **AI** tab > **Text Translation** . The **Text Translation** dialog appears:

1. In the **Settings** section:

- **Translator:** Show the provider name. You can select another provider by clicking the Translator drop-down arrow. Besides, it is possible to:
  - Click to **Add Custom Translator**.
  - Click to **Edit Custom Translator**. You can edit **Name** and **Script**.

- Click  to **Remove Custom Translator**.
  - **From Language:** Select the language of the current project.
    - **Auto-detect:** Select this checkbox so that ActivePresenter automatically detects your current language project.
  - **To Language:** Select the project language that you want ActivePresenter to translate to.
2. In the **Input** section:  
**Input:** Enter the text content you want to translate in the **Input** box.
3. In the **Output** section:  
**Output:** Show the text content after being translated in the **Output** box.  
 To translate the text, click the **Translate** button. If not, click the **Cancel** button.

## Image Background Removal



It's easy to remove the image background in ActivePresenter. Follow the steps below:

**Step 1 (Optional):** Access the **AI** tab > click **Service Providers**  to select a **Background Remover** provider. Here, you can:

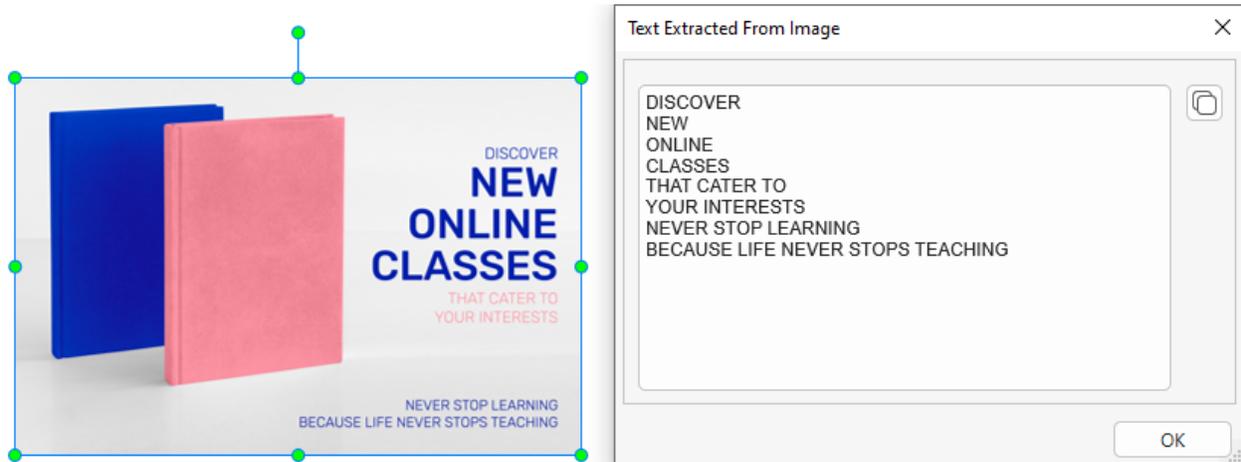
- Click  to **Add Custom Background Remover**. Then, select **Other Background Remover**, the **Add Custom Background Remover** dialog appears, allowing you to change the custom background remover's **Name**, **Edit Script/Hide Script**. Click **OK** to save all the changes. Click **Cancel** to cancel the settings and close the dialog.
- Click  to **Edit Custom Background Remover**. Then, the **Edit Custom Background Remover** dialog appears, allowing you to change the custom background remover's **Name**, **Edit Script/Hide Script**. Click **OK** to save all the changes. Click **Cancel** to cancel the settings and close the dialog.
- Click  to **Remove Custom Background Remover**.

**Tip:** In case you do not need to add a custom provider and just want to use the default provider that ActivePresenter offers, you can skip this step.

**Step 2:** Select the image > **Media Tools** tab > select **Remove Background** .

The image background will be removed quickly.

## Text Extraction from Image



ActivePresenter supports you in extracting the text from images with ease. Follow the steps below:

**Step 1 (Optionally):** Access the **AI** tab > click **Service Provider**  to select a **Text Extractor** provider. Here you can:

- Click **+** to **Add Custom Text Extractor** to add a custom text extractor. Then, select **Other Text Extractor**, the **Add Custom Text Extractor** dialog appear, allowing you to change the custom text extractor's **Name**, **Edit Script/Hide Script**. Click **OK** to save all the changes. Click **Cancel** to cancel the settings and close the dialog.
- Click  to **Edit Custom Text Extractor**. The **Edit Custom Text Extractor** dialog appear, allowing you to change the custom text extractor's **Name**, **Edit Script/Hide Script**. Click **OK** to save all the changes. Click **Cancel** to cancel the settings and close the dialog.
- Click  to **Remove Custom Text Extractor**.

**Tip:** In case you do not need to add a custom provider and just want to use the default provider that ActivePresenter offers, you can skip this step.

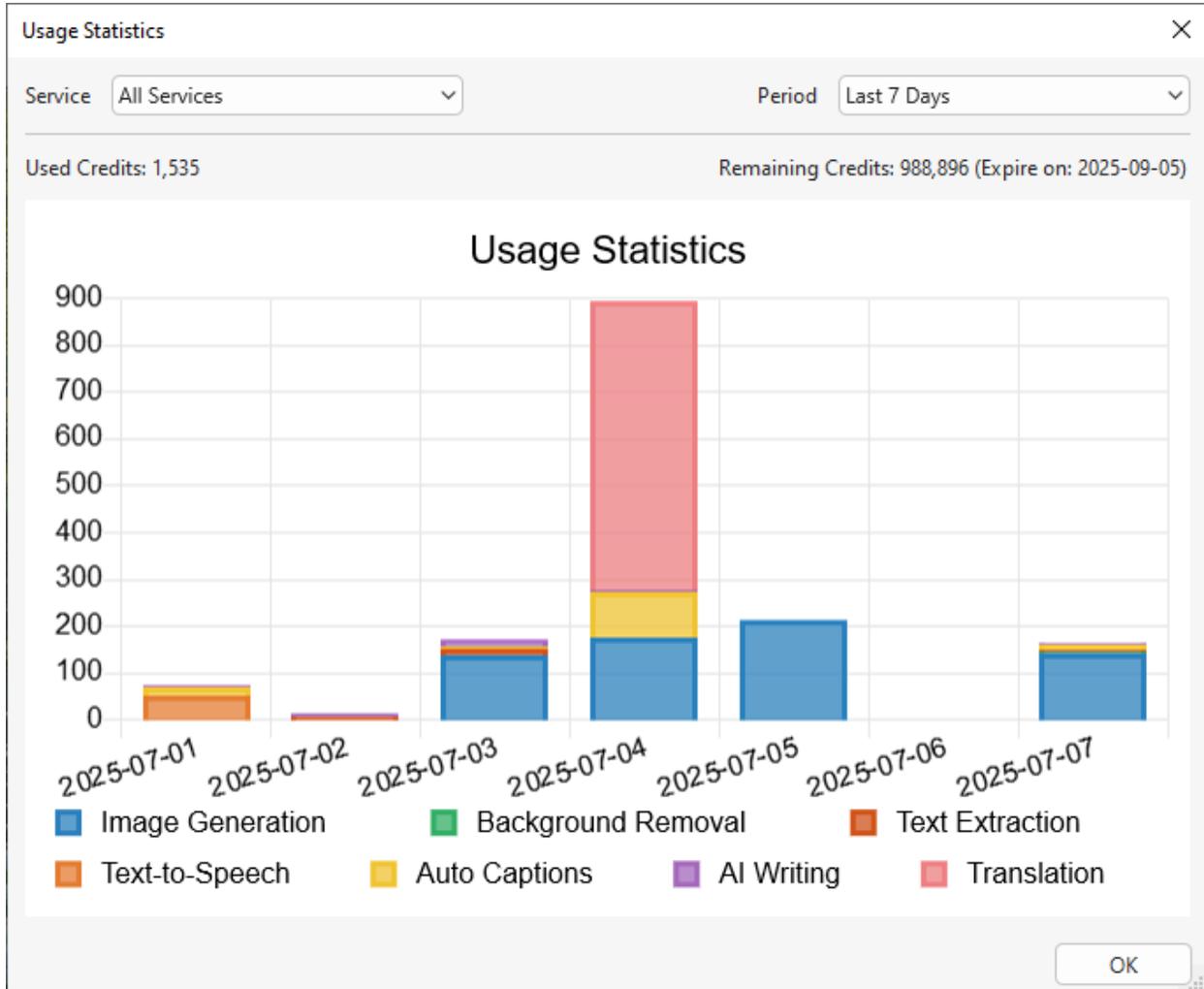
**Step 2:** Select the image > **Media Tools** tab > select **Extract Text** . The **Text Extracted From Image** appears with the extracted text. Click the **Copy** icon to copy the whole text.

## Usage Statistics

As said earlier, to use AI services in ActivePresenter, we need to use credits. Each AI task consumes a certain number of credits based on the length or complexity of the content.

ActivePresenter allows you to check credit usage for various services over a specified period.

Access the **AI** tab > **Usage Statistics** . The **Usage Statistics** dialog appears as below:



- **Service:** You can choose to show the usage data by **All Services** or specific services. Click the drop-down arrow and select a separate service you want.
- **Period:** Indicate the time frame for the displayed data. Click the drop-down arrow to choose the period you want. For example, **Today, This Month, Last 12 Months**, etc.)
- **Used Credits:** Show the total credits consumed.
- **Remaining Credits (Expire on):** Show the remaining balance with an expiration date. The remaining credits also display separately next to the **Usage Statistics** icon in the **AI** tab.

The main visual is a stacked bar chart plotting usage credits across the selected period.

- **Y-Axis:** Represents the number of credits used.
- **X-Axis:** Lists the dates according to the selected period.

The chart includes a color-coded legend for different services:

- **Blue:** Image Generation
- **Green:** Background Removal
- **Red:** Text Extraction
- **Orange:** Text-to-Speech
- **Yellow:** Auto Captions
- **Purple:** AI Writing
- **Pink:** Translation

## Exporting Projects

ActivePresenter allows you to export the presentation to many different formats, as described below:

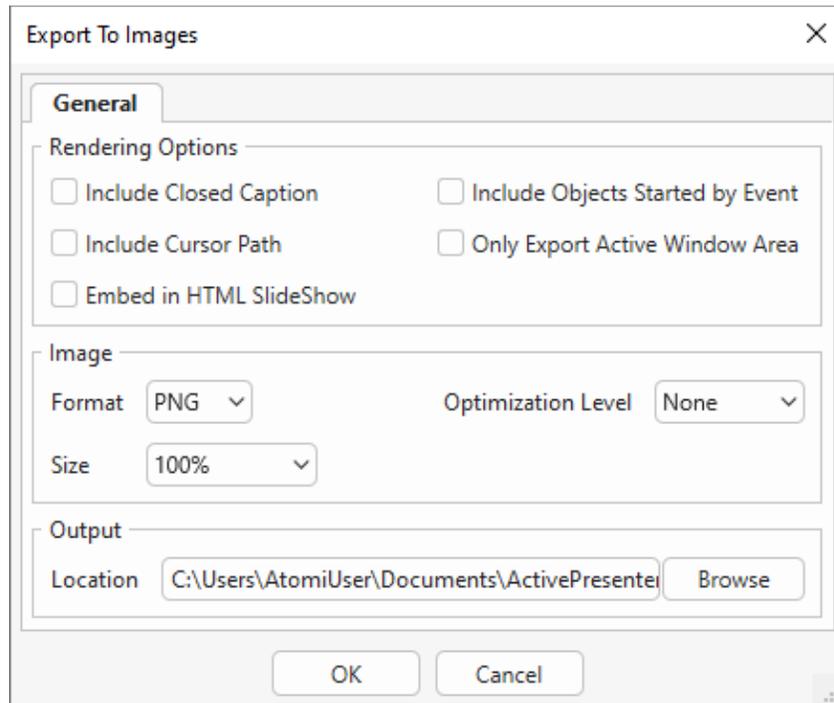
	Format	Description
Media	Images	Export slides as images that can be used for purposes related to the presentation/training course. Each slide will be exported as an image.
	Video	Export the presentation to a video. Use the video format when the interaction with audience isn't required.
Document	PDF Document	Export slides as images and embed them in the PDF format.
	Microsoft Word	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.
	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.
	Microsoft PowerPoint	Convert slides into PowerPoint slides. After that, this file can be edited further in Microsoft PowerPoint.
eLearning	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 (Google Chrome, Mozilla Firefox, Safari), and on various devices and platforms (Windows, macOS, Linux, iOS, Android).
	SCORM	Export your project to SCORM package (SCORM 1.2 or SCORM 2004) for uploading to LMS.
	Experience API	Export your project to Experience API package for uploading to LMS.
	uPresenter	Publish your course directly to uPresenter. This enables students to interact with your content online while you track their progress, quiz results, and completion status, all in one place.

## Exporting to Media

ActivePresenter allows you to export your projects as images or videos for easy sharing and presentation. You can capture each slide as a separate image or generate a full-motion video with customizable settings. This feature is ideal for creating instructional videos or visual tutorials that can be shared online or embedded in other platforms.

## Export 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:



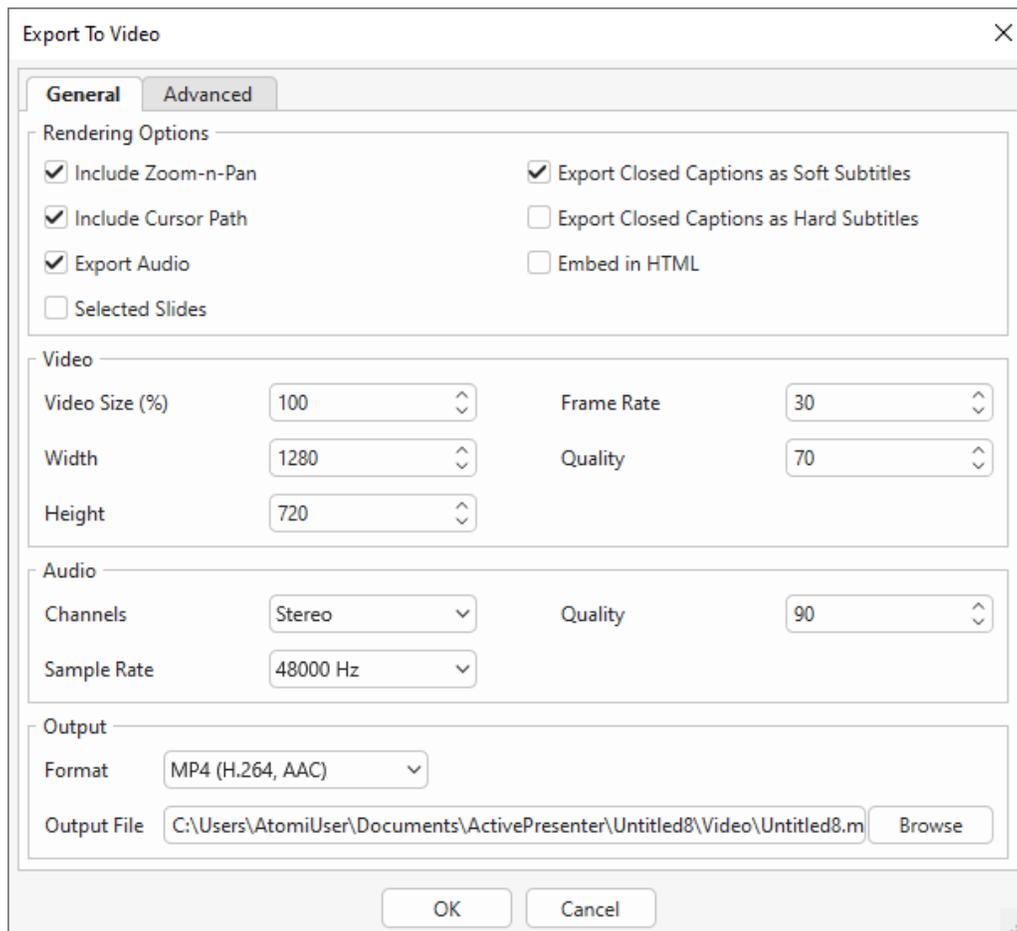
Option	Description
<b>Rendering Options</b>	
Include Closed Caption	Export images along with <b>closed captions</b> (if any).
Include Cursor Path	Export images along with <b>cursor path</b> (if any).
Embed in HTML SlideShow	The slides will be exported and embedded in HTML SlideShow.
Include Objects Started by Event	Export images along with objects that are triggered by <b>events</b> .
Only Export Active Window Area	The exported images only include the <b>active window</b> area and slide objects that are selected to export.
<b>Image</b>	
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.).
Size	Image size is relative to the <b>slide size</b> .
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.
<b>Output</b>	
Location	Specify the location where the exported images will be saved.

## Exporting to Videos

This feature allows you to convert your project to one of the most common video formats such as MP4, AVI, WMV, WEBM, and MKV with all the animations, closed captions, and audio files you have inserted in. You can save the video on your computer or share it with others. 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
<b>Rendering Options</b>	
Include Zoom-n-Pan	The exported video will include the <b>zoom-n-pan</b> effect that you have inserted in the project.
Include Cursor Path	The exported video will include the <b>cursor path</b> that you have inserted in the project.
Export Audio	Selected by default. Clear this checkbox if you want to remove audio from the output.
Selected Slides	The project will export the selected slides to video.
Export Closed Captions as Soft Subtitles	Select to export <b>closed captions</b> as two separate subtitle files (*.srt and *.vtt).
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.
Embed in HTML	The project will be exported and embedded in an HTML file. This allows viewing the video by using browsers. However, not every browser can display these formats. You can check the supported browsers for HTML5 video formats at <b>HTML5 video – Wikipedia</b> . The MP4 (AAC, H.264) format is widely supported than others.
<b>Video</b>	
Video Size (%)	Video size is relative to the <b>slide size</b> . 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 60 fps (frames per second).
Quality	Select in the range [1,100]. The higher number, the better quality and larger file size. Applicable to all formats except MKV (FSV1, PCM 16-bit) format.
<b>Audio</b>	
Channels	Select either Stereo or Mono.
Sample Rate	Select from 11025, 22050, 44100, and 48000 Hz. The higher the sample rate, the better the audio quality.
Quality	Select in the range [1,100]. The higher number, the better quality and larger file size. Applicable to MP4 (H.264, AAC), MP4 (HEVC, AAC), WEBM (VP8, Vorbis), and WEBM (VP9, Vorbis) formats.

Bit Rate	Select from 64, 96, 128, 192, 256, 320 Kbps. The higher the bit, the better the audio quality and larger file size. Applicable to AVI (MPEG-4, WMA2) and WMV (WMV2, WMA2) formats.
<b>Output</b>	
Format	<p>Select from MP4, WEBM, MKV, AVI, and WMV. The following video and audio codecs are used for each container format:</p> <ul style="list-style-type: none"> <li>• MP4: H.264, AAC</li> <li>• MP4: HEVC, ACC (On Windows, this option is only available for systems that have AMD or NVIDIA graphics cards but not all models of graphics cards are supported.)</li> <li>• WEBM: VP8, Vorbis</li> <li>• WEBM: VP9, Vorbis</li> <li>• MKV: FSV1, 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)</li> <li>• AVI: MPEG-4, WMA2</li> <li>• WMV: WMV2, WMA2</li> </ul>
Output File	Specify the file path and name of the exported video.

## Advanced Tab

This tab lets you set the thumbnail image for the exported video when you choose to embed it in an HTML page. Please note that these options are only available if the **Embed in HTML** checkbox is selected in the **General** tab. The following video formats are supported to embed in HTML: MP4 (H.264, AAC), MP4 (HEVC, AAC), WEBM (VP8, Vorbis), and WEBM (VP9, Vorbis).

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.

ActivePresenter allows you to export one or multiple selected slides to video. To do that, you right-click a slide on the Canvas or in the **Slides** pane > **Save Slide As Video/Save Selected Slides As Video**. After that, you can adjust the output options in the **Export To Video** dialog.

## Exporting to Documents

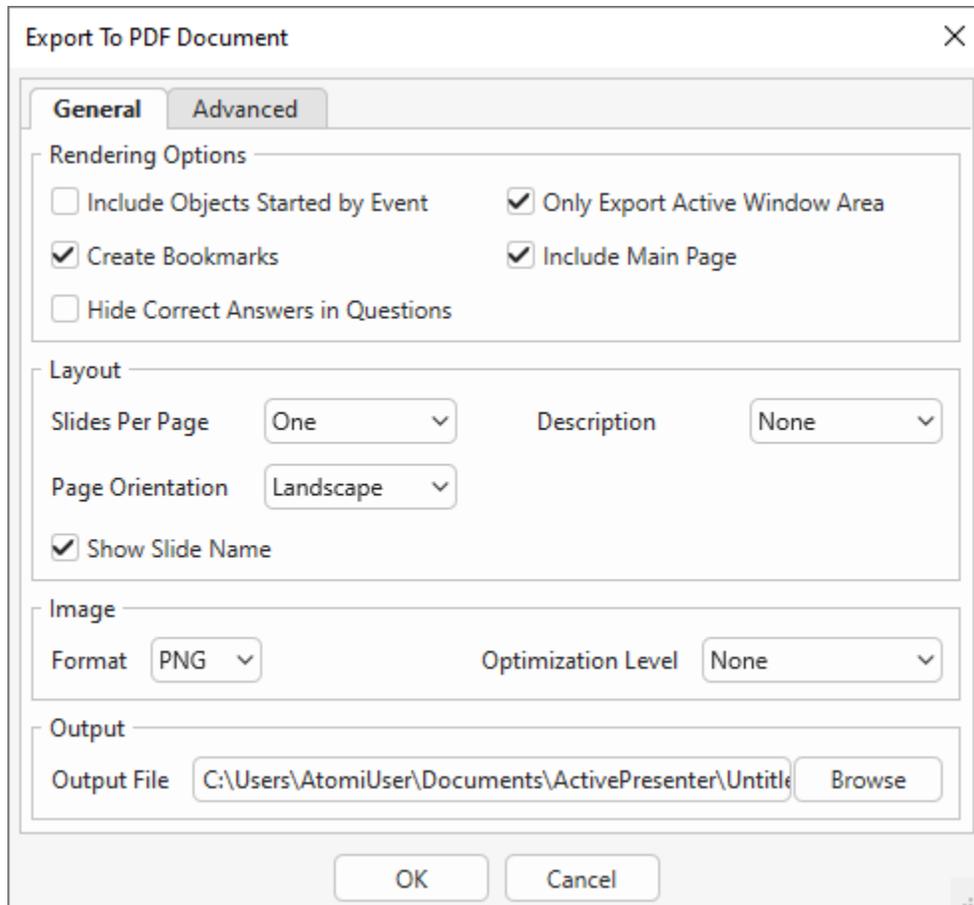
ActivePresenter supports exporting projects to various document formats, including PDF, Microsoft Word, Excel, and PowerPoint. This allows you to turn your content into printable or editable documents for offline use, reporting, or presentation. Each format offers customizable export settings, helping you tailor the exported document to suit your needs. This is especially useful for creating handouts, training manuals, reports, or slide decks from your eLearning content.

## Exporting to PDF

When exporting a project to PDF document, ActivePresenter will export slides as images and embed into PDF files afterward. For this reason, you cannot edit slide objects anymore.

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 detail in the next parts.

### General Tab



Option	Description
<b>Rendering Options</b>	
Include Objects Started by Event	The exported file will include objects which are started by <b>events</b> .
Create Bookmarks	Bookmarks are created from <b>slide names</b> and each bookmark is linked to a corresponding slide image. In other words, ActivePresenter creates bookmark links to each slide.
Hide Correct Answers in Questions	The exported file will not show correct answers in questions.

Only Export Active Window Area	The exported area only includes the <b>active window</b> area and slide objects which are selected to export.
Include Main Page	The exported file will include a page which has a brief description of a project such as project name and author.
<b>Layout</b>	
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.
Show Slide Name	Display the <b>slide name</b> .
<b>Image</b>	
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.
<b>Output</b>	
Output File	Specify the file path and name of the exported document.

## Advanced Tab

Option	Description
<b>Description:</b> 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.
<b>Protection:</b> Security password for opening the PDF document.	
Opening Password	You can set a password for opening this PDF document.

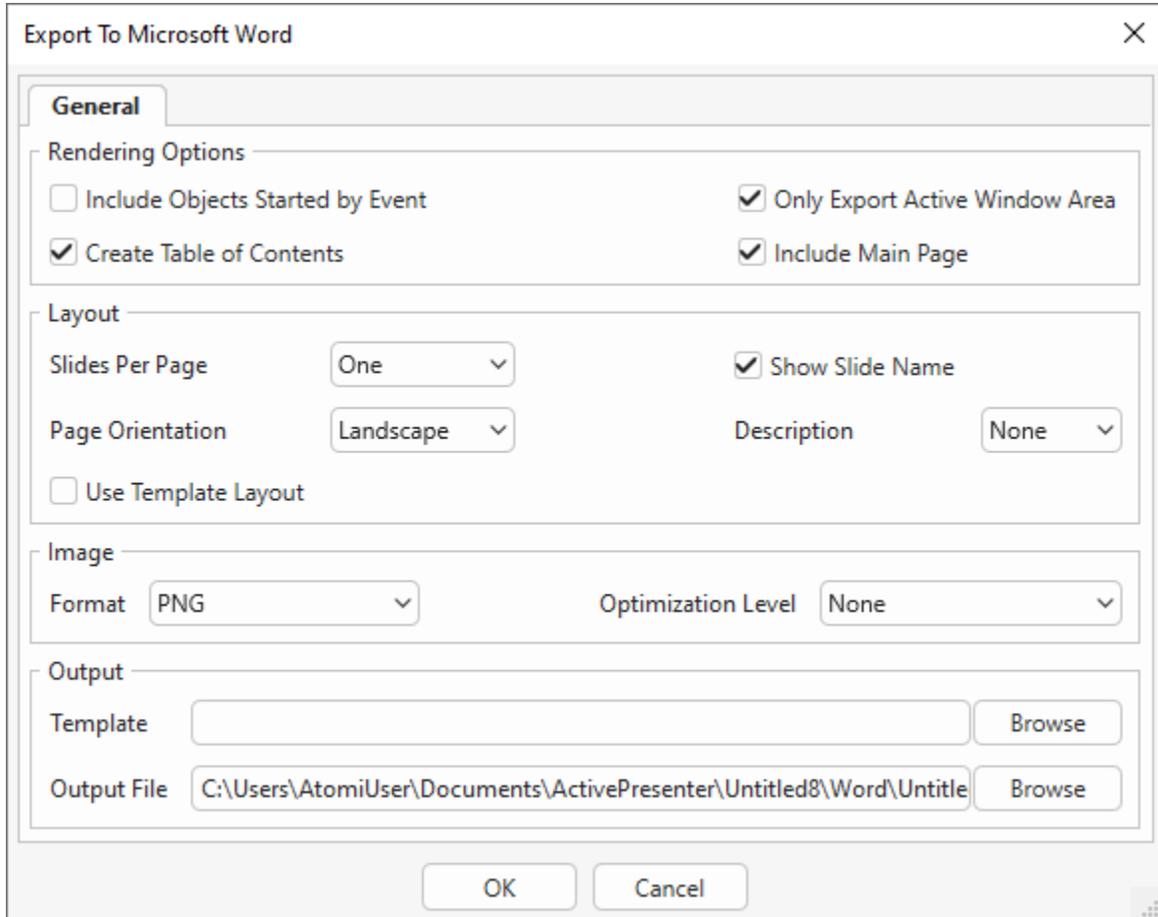
Confirm Password	Enter the password again manually (no copy-paste from the previous field).
<b>Slide Name:</b> The name of the slide which is entered in the <b>Properties</b> pane > <b>Slide Properties</b> > <b>General</b> > <b>Name</b> .	
Font Size	Font size of the slide name.
Line Spacing	Space between lines of the slide name.
Text Color	Text color of the slide name.
<b>Slide Description:</b> The description of the slide which is entered in the <b>Properties</b> pane > <b>Slide Properties</b> > <b>General</b> > <b>Description</b> .	
Font size	Font size of the slide description.
Line Spacing	Space between lines of the slide description.
Text Color	Text Color of the slide description.

## Exporting to Microsoft Word Documents

Exporting projects to Microsoft Word Documents allows you to convert slides into Word pages. Please be noted that only static objects should be converted using this feature as it will remove all the effects, for example, transform a video into an image.

To export the project to Word Document, click the **Export** tab > **Microsoft Word** .

**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.



The settings for exporting to Microsoft Word in the **General** tab are quite similar to those for exporting to PDF. You can refer to the **General Tab** of the PDF export dialog for more details. The following functions are specific to Word export:

Option	Description
<b>Rendering Options</b>	
Create Table of Contents	Add a <b>table of contents</b> to the document with hyperlinks to slides.
<b>Layout</b>	
Use Template Layout	Use the layout specified in the template. See <b>Creating Custom Word Template</b> to learn more about how to create a custom layout.
<b>Output</b>	
Template	Specify the location of the template file.

## 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 2003 (Word XP) or a higher version installed on your computer. The steps are as follows:

**Step 1.** Create a Word Template.

You will use the 3 following tags to place contents in a Word document including slide name, slide description, and slide image.

- \$SlideName1
- \$SlideDescription1
- \$SlideImage1

For slide name and slide description, you can type \$SlideName1 and \$SlideDescription1 anywhere you want to place them in the template.

For slide image, it's a little 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 as follows:

**Insert > Shapes > New Drawing Canvas** > right-click it and choose **Format Drawing Canvas**.

In the **Layout & Properties** tab > Type \$SlideImage1 into the **Alt Text** section.

**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.

**Step 3.** Save the word template you have created above as a template (.dotx).

**Step 4.** Export your project to Word (**Export** tab > **Microsoft Word**).

**Step 5.** In the dialog appearing, check **Use Template Layout** in the **Layout** section and open the template path in the **Output** section.

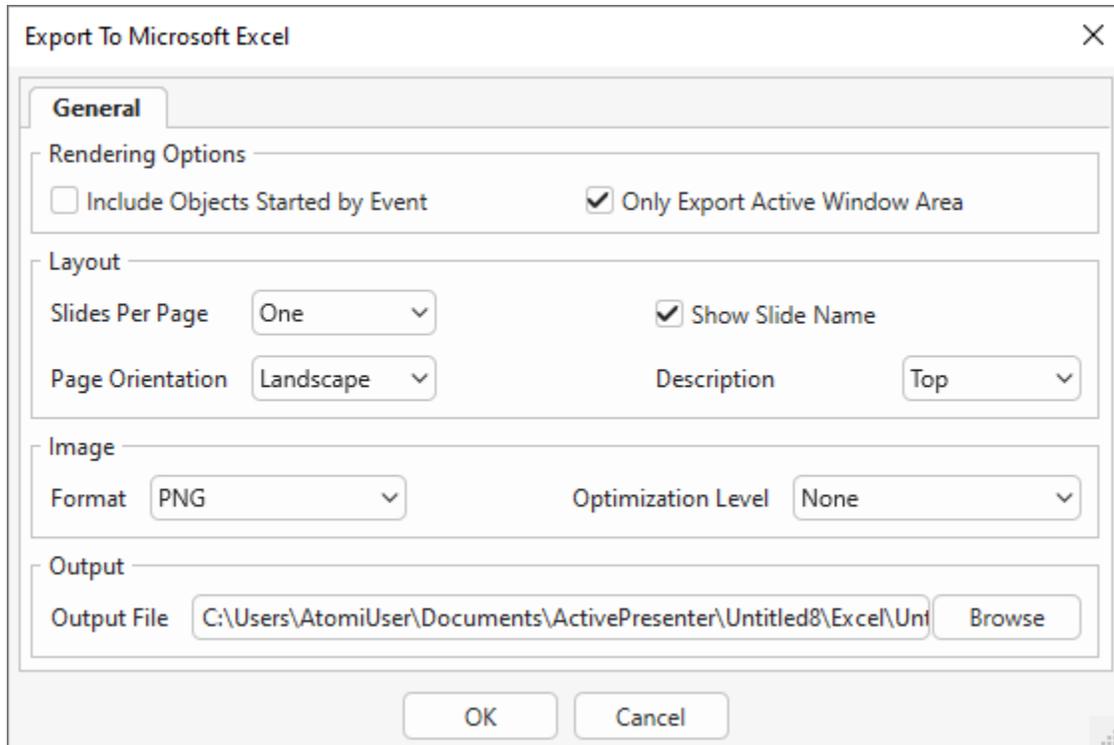
**Step 6.** Click **OK** to start exporting your project to Microsoft Word using the template you created.

After exporting, you can also change these styles easily by opening exported document and changing appropriate styles.

## Exporting to Microsoft Excel Worksheets

This feature allows you to 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.

To export the project to Excel Worksheet, click the **Export** tab > **Microsoft Excel** .

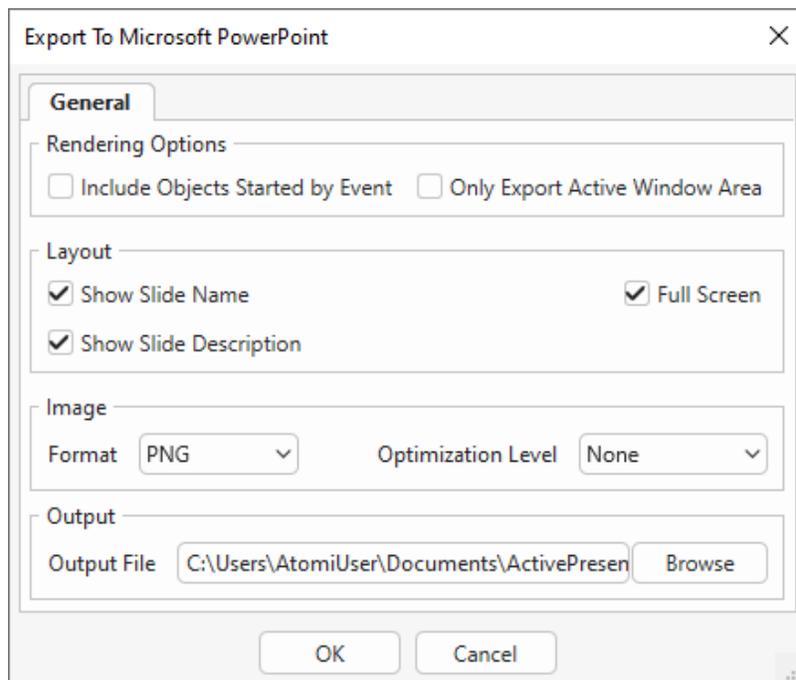


Option	Description
<b>Rendering Options</b>	
Include Objects Started by Event	The exported file will include objects which are started by <b>events</b> .
Only Export Active Window Area	The exported area only includes the <b>active window</b> area and slide objects which are selected to export.
<b>Layout</b>	
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.
Show Slide Name	Display the <b>slide name</b> .
<b>Image</b>	
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.
<b>Output</b>	
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

Using this feature, you are allowed to convert ActivePresenter slides into PowerPoint slides. After that, this file can be edited further in Microsoft PowerPoint. After converting, charts, tables, 3D models will be converted into images. To export the project to PowerPoint Presentation, access the **Export** tab > **Microsoft PowerPoint** .



The settings for exporting to Microsoft PowerPoint in the **General** tab are quite similar to those for exporting to Excel. You can refer to the **General Tab** of the Excel export dialog for more details. The following functions are specific to PowerPoint export:

Option	Description
<b>Layout</b>	
Show Slide Name	Display the <b>slide name</b> .
Show Slide Description	Render the slide description.

Full Screen

Open the presentation in full screen initially.

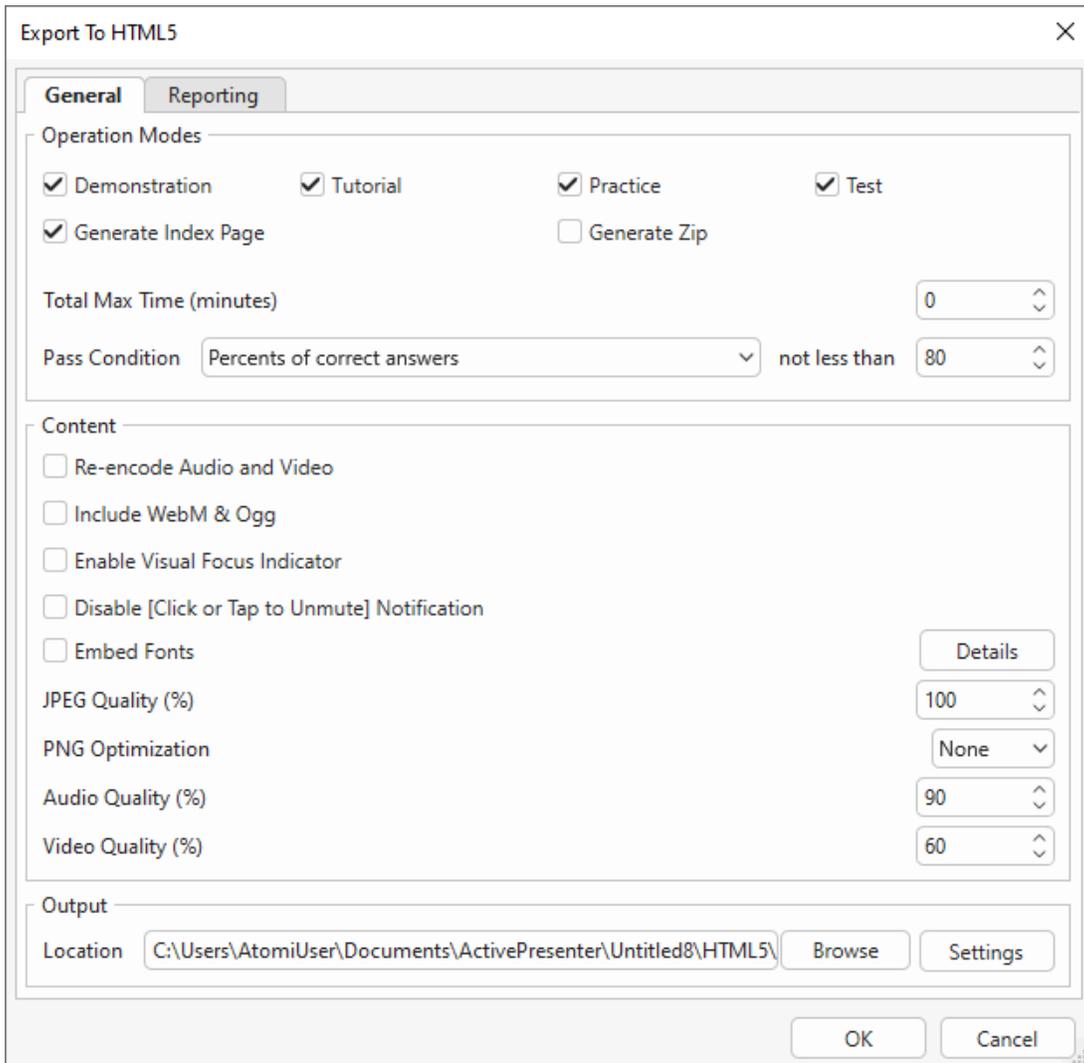
## Exporting to eLearning

ActivePresenter offers a range of exporting options designed for eLearning, allowing you to publish your projects in interactive formats. You can export to **HTML5** for web-based delivery, or choose standard eLearning formats like **SCORM** and **xAPI** to integrate with Learning Management Systems (LMSs). Additionally, you can export directly to **uPresenter**, making it easy to manage, share, and track your courses on the uPresenter platform.

### Exporting to HTML5

The HTML5 output uses the HTML5 standards that allow learners to view and interact with the content on the World Wide Web. Export your project to HTML5 once you have done editing it. To export the project to HTML5, access the **Export** tab > **HTML5** .

#### General Tab



The screenshot shows the 'Export To HTML5' dialog box with the 'General' tab selected. The dialog is divided into three main sections: Operation Modes, Content, and Output.

**Operation Modes:**

- Demonstration
- Tutorial
- Practice
- Test
- Generate Index Page
- Generate Zip

**Configuration:**

- Total Max Time (minutes): 0
- Pass Condition: Percents of correct answers (dropdown), not less than 80

**Content:**

- Re-encode Audio and Video
- Include WebM & Ogg
- Enable Visual Focus Indicator
- Disable [Click or Tap to Unmute] Notification
- Embed Fonts
- JPEG Quality (%): 100
- PNG Optimization: None
- Audio Quality (%): 90
- Video Quality (%): 60

**Output:**

- Location: C:\Users\AtomUser\Documents\ActivePresenter\Untitled8\HTML5\
- Buttons: Browse, Settings

Buttons: OK, Cancel

Option	Description
<b>Operation Modes</b>	
Modes	Select which <b>operation modes</b> (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.
Generate Zip	Export the project and compress it as a zip file automatically.
Total Max Time (minutes)	Applicable to the Tutorial, Practice, and Test mode. 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	<p>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:</p> <ul style="list-style-type: none"> <li>• In SCORM 1.2, the raw score submitted to LMS is a normalized value in the range [0, 100].</li> <li>• In SCORM 2004, the raw score submitted to LMS is a normalized value in the range [0, 100] if the first condition (percent of correct answers) is chosen. Otherwise, it is an absolute value.</li> </ul>
<b>Content</b>	
<p>The 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, 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.</p>	
Re-encode audio and video	If this option is selected, ActivePresenter will re-encode all audio and video to ensure compatibility with HTML5 across different devices and browsers. However, if you are confident that your audio and video files are already fine and want to reduce export time, you can disable this option. In that case, ActivePresenter will not re-encode audio/video files that haven't been edited in the editor.
Include WebM & Ogg	Allow viewing HTML5 content on browsers that 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	<p>Some browsers don't allow content containing audio that plays automatically without user interaction. In that case, the HTML5 player will mute audio to enable autoplay.</p> <p>The player will display a message to notify users to click to unmute audio. Select this checkbox to hide the message.</p>

Embed Fonts	Embed fonts that are used in content into output using CSS3 Web Fonts Specification. This makes the content look consistent across platforms and devices. Click the <b>Details</b> 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. Images at <b>100%</b> JPEG Quality and <b>None</b> PNG Optimization have no loss, which means images will not be recompressed. You can also change these specifications for each image by right-clicking the image in the <b>Resources</b> pane then choosing <b>Recompress</b> .
Audio Quality (%)	Specify the quality of audio in the output. The higher value, the higher the audio quality and the larger the output file size.
Video Quality (%)	Specify quality for videos in the output. The higher value, the higher the video quality and the larger the output file size.
<b>Output</b>	
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 to put 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 learners. Learners are not supposed to interact with the content but only to view it.
- **Tutorial:** This mode allows learners to try the steps with hint messages and annotations provided to each one.
- **Practice and Test:** Learners have a chance to try the task themselves to see how well they understand it. There will be no hint message or annotation in these modes. The only difference between these two modes is that interactions (Mouse Click, Key Stroke, and Drop Area) will only appear in the Practice mode if learners perform the steps incorrectly.

Overall, the Demonstration mode is most different from the others. In this mode, the content will be shown as a demonstration, hence, learners will not be able to interact with it. The content is just paused or resumed if they click it. Meanwhile, in the other modes (Tutorial, Practice, and Test), learners can interact with the content.

In ActivePresenter, the **Show In Mode** section is set reasonably in most cases. For example, cursor paths only appear in the Demonstration mode by default. If you want to change these modes, you can change the default **Show in Mode** options of each object in the **Properties** pane. The table below shows the difference between the four operation modes:

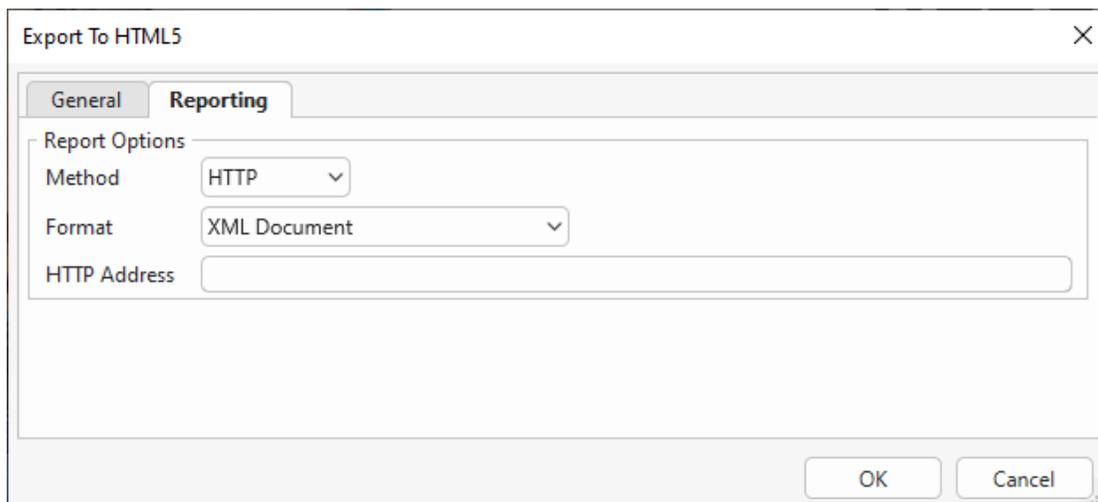
Function	Demonstration Mode	Tutorial Mode	Practice Mode	Test Mode
The simulation automatically runs based on the time you have set for objects and slides.	✓	✓	✓	✓
The presentation jumps to the next slide when the current slide comes to the end.	✓	✓	✓	✓
If the toolbar is available, users can control the 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 a report of user results and send them to a specified HTTP address.	✓	✓	✓	✓
The simulation displays interactive hidden objects when users fail to execute associated actions in a predefined time.	N/A	✓	✓	✗
The authors can limit the maximum time in which users are allowed to complete the test.	✗	✓	✓	✓

To preview the content in one of four operation modes, click the drop-down arrow on the **HTML5 Preview** button. Then select one mode out of the two available categories: **Preview Project** and **Preview Current Slide**. After that, the content will be previewed in a browser with selected **HTML5 Settings**. Depend on each preview mode, learners can interact with the Player including the **Table of Content** (TOC) and the toolbar which holds many navigation buttons.

## Reporting Tab

Navigate to the **Reporting** tab of the **Export To HTML5** dialog. This reporting tab helps you to track user activities. These methods are useful when you use some alternatives to deliver and track your course, such as Google Sheets. The report is in either XML or JSON (JavaScript Object Notation) format.



Option	Description
Method	Choose between the following options: <ul style="list-style-type: none"> <li>• No Report: Do not send the report.</li> <li>• HTTP: Send a report through the HTTP request.</li> </ul>
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 whose name is "userid". If no "userid" cookie is found, the user will be prompted to input his/her identity before sending the report.
TotalTime	Duration in seconds in which users take the practice or test.
SlideCount	The number of slides in the presentation.
TakenSlide	The number of slides that the user has taken.
TotalInteraction	The number of interactions in the presentation.
TakenInteraction	The number of interactions that the user has taken.
Correct	The number of interactions that users perform correctly without any help.
Score	Score (marks) users gain through the practice or test, only correct action gains points.
MaxScore	The maximum score that users can gain in the Practice or Test (by taking correctly all slides).
Percent	Score over MaxScore in percentages ( $\text{Score}/\text{MaxScore} \times 100$ ).
Result	<p>The practice or test assessment is based on the pass condition.</p> <ul style="list-style-type: none"> <li>For human-readable: Passed or failed</li> <li>For computer: True or false</li> </ul> <p>Users pass the Practice or Test if their results are greater than or equal to the minimum required result. The result can be points that users gain and are displayed in percentages or the number of correct answers.</p>
Details	Detail result for each slide and interaction 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 (starting from 1).

ReportID	The ReportID of the interaction.
Attempts	The number of submissions 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	<p>A string shows in the output language of the presentation. It can be one of the following values:</p> <ul style="list-style-type: none"> <li>• Correct</li> <li>• Incorrect</li> <li>• Incomplete</li> <li>• (Empty)</li> </ul>
Type	<p>Type of the interaction represented in the output language of the presentation. There are the following interaction types:</p> <ul style="list-style-type: none"> <li>• Mouse Click</li> <li>• Key Stroke</li> <li>• Text Entry</li> <li>• Drop Area</li> <li>• Dropdown</li> <li>• True/False</li> <li>• Multiple Choice</li> <li>• Multiple Response</li> <li>• Fill in Text Entry</li> <li>• Fill in Text Entries</li> <li>• Fill in Blanks</li> <li>• Sequence</li> <li>• Drag-n-Drop</li> <li>• Hotspot</li> <li>• Essay</li> <li>• Select in Dropdown</li> <li>• Select in Dropdowns</li> <li>• Rating Scale (Likert)</li> </ul>
LearnerResponse	<p>Users' responses.</p> <p>Some examples for each interaction type:</p> <ul style="list-style-type: none"> <li>• Mouse Click: <ul style="list-style-type: none"> <li>○ <i>Left-click</i></li> <li>○ <i>Click outside</i></li> <li>○ <i>Right-click</i></li> <li>○ <i>Left double-click</i></li> </ul> </li> <li>• Key Stroke: <ul style="list-style-type: none"> <li>○ <i>A</i></li> <li>○ <i>Ctrl+A</i></li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ <i>Ctrl+Shift+Alt+A</i></li> <li>● Text Entry:       <ul style="list-style-type: none"> <li>○ <i>This is a sample text</i></li> </ul> </li> <li>● Drop Area:       <ul style="list-style-type: none"> <li>○ <i>Drop_area_report_id[.]Draggable_report_id</i></li> </ul> </li> <li>● Dropdown:       <ul style="list-style-type: none"> <li>○ <i>This is a sample text</i></li> </ul> </li> <li>● True/False:       <ul style="list-style-type: none"> <li>○ <i>Answer1_report_id</i></li> </ul> </li> <li>● Multiple Choice:       <ul style="list-style-type: none"> <li>○ <i>Answer1_report_id</i></li> </ul> </li> <li>● Multiple Response:       <ul style="list-style-type: none"> <li>○ <i>Answer1_report_id[,]Answer2_report_id</i></li> </ul> </li> <li>● Fill in Text Entry:       <ul style="list-style-type: none"> <li>○ <i>This is a sample text</i></li> </ul> </li> <li>● Fill in Text Entries:       <ul style="list-style-type: none"> <li>○ <i>Answer1_report_id[.]text_value1[,]Answer2_report_id[.]text_value2 [,]Answer3_report_id[.]text_value3</i></li> </ul> </li> <li>● Fill in Blanks:       <ul style="list-style-type: none"> <li>○ <i>Answer1_report_id[.]text_value1[,]Answer2_report_id[.]text_value2 [,]Answer3_report_id[.]text_value3</i></li> </ul> </li> <li>● Sequence:       <ul style="list-style-type: none"> <li>○ <i>Answer1_report_id[,]Answer2_report_id[,]Answer3_report_id[,]Answer4_report_id</i></li> </ul> </li> <li>● Drag-n-Drop:       <ul style="list-style-type: none"> <li>○ <i>Droppable1_report_id[.]Draggable1_report_id[,]Droppable2_report_id[.]Draggable2_report_id[,]</i></li> </ul> </li> <li>● Hotspot:       <ul style="list-style-type: none"> <li>○ <i>Answer1_report_id[.](% position)[,]Answer2_report_id[.](% position)</i></li> </ul> </li> <li>● Essay:       <ul style="list-style-type: none"> <li>○ <i>This is a sample text</i></li> </ul> </li> <li>● Select in Dropdown:       <ul style="list-style-type: none"> <li>○ <i>This is a sample text</i></li> </ul> </li> <li>● Select in Dropdowns:       <ul style="list-style-type: none"> <li>○ <i>Answer1_report_id[.]text_value1[,]Answer2_report_id[.]text_value2 [,]Answer3_report_id[.]text_value3</i></li> </ul> </li> <li>● Rating Scale (Likert):       <ul style="list-style-type: none"> <li>○ <i>Answer1_report_id[.]0[,]Answer2_report_id[.]5</i></li> </ul> </li> </ul>
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 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>MouseClicked1</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 the 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
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);
    }
}
}
?>

```

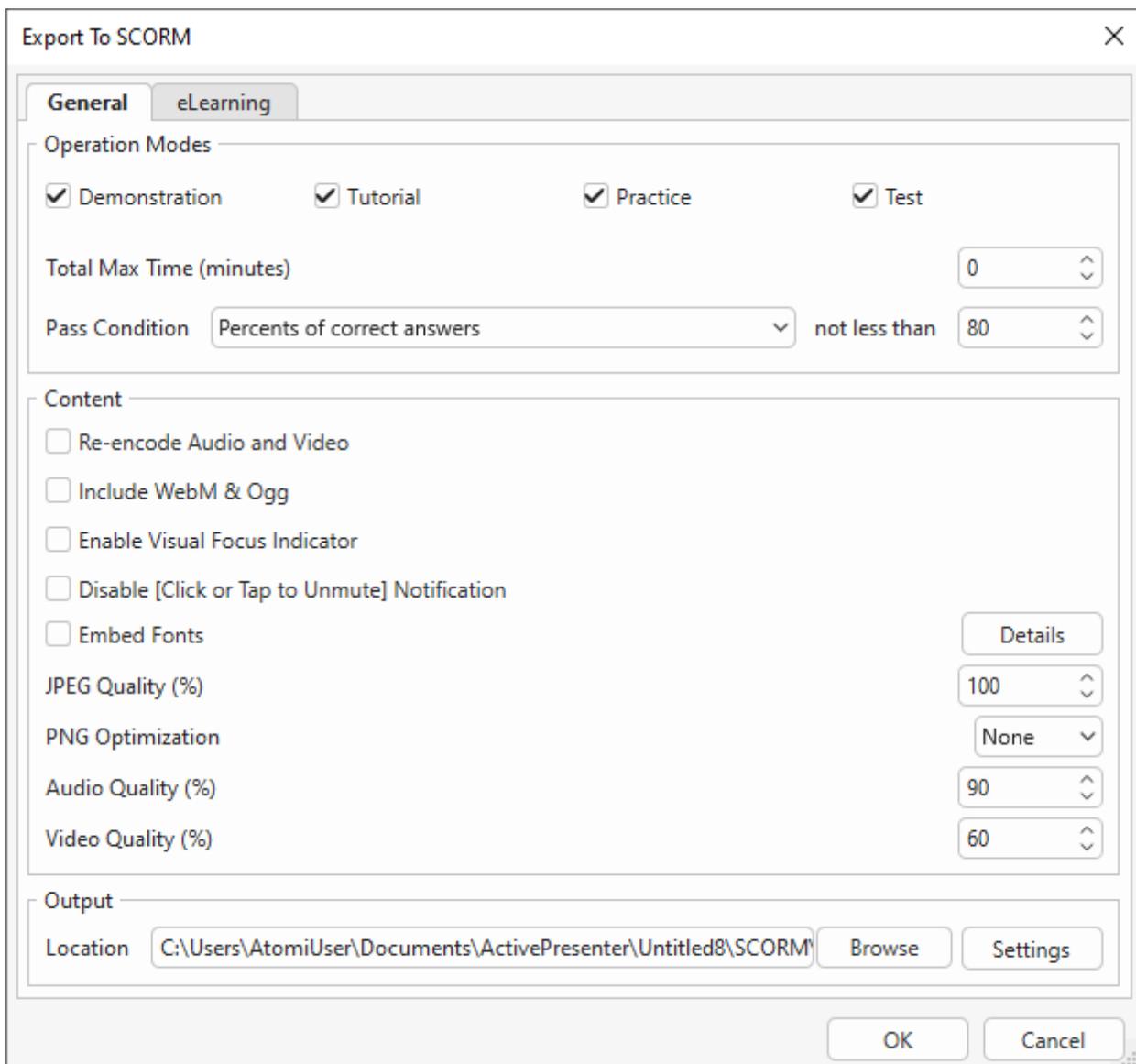
In case you want to send the report data to a Google Sheets document or an email, refer to [this tutorial](#) for more details.

## Exporting to SCORM

Apart from **Export To HTML5**, you can also export your project to a SCORM package to publish your course to any LMS that supports this standard. To export the project to SCORM, access the **Export** tab > **SCORM** .

### General Tab

The **General** tab of the **Export To SCORM** dialog is the same as that of the **Export To HTML5** dialog. The only difference is that it does not have the **Generate Index Page** option.



The screenshot shows the 'Export To SCORM' dialog box with the 'General' tab selected. The dialog is titled 'Export To SCORM' and has a close button (X) in the top right corner. It is divided into three main sections: 'Operation Modes', 'Content', and 'Output'.

- Operation Modes:** Contains four checked checkboxes: 'Demonstration', 'Tutorial', 'Practice', and 'Test'. Below these are two input fields: 'Total Max Time (minutes)' set to 0 and 'Pass Condition' set to 'Percents of correct answers' with a sub-condition of 'not less than 80'.
- Content:** Contains several unchecked checkboxes: 'Re-encode Audio and Video', 'Include WebM & Ogg', 'Enable Visual Focus Indicator', 'Disable [Click or Tap to Unmute] Notification', and 'Embed Fonts'. There is a 'Details' button to the right of the 'Embed Fonts' checkbox. Below these are four quality settings: 'JPEG Quality (%)' set to 100, 'PNG Optimization' set to 'None', 'Audio Quality (%)' set to 90, and 'Video Quality (%)' set to 60.
- Output:** Contains a 'Location' field with the path 'C:\Users\AtomUser\Documents\ActivePresenter\Untitled8\SCORM', a 'Browse' button, and a 'Settings' button.

At the bottom of the dialog are 'OK' and 'Cancel' buttons.

## eLearning Tab

Navigate to the **eLearning** tab of the **Export To SCORM** dialog.

The screenshot shows the 'Export To SCORM' dialog box with the 'eLearning' tab selected. The 'SCORM Options' section includes a dropdown for 'SCORM Version' set to 'SCORM 2004'. The 'Package Information' section contains text boxes for 'Identifier' (m052yFeZ), 'Version' (1.0), 'Organization Title' (Untitled8), and 'Item Title' (Untitled8). There are two checkboxes: 'Report the score in percentage' (unchecked) and 'Export each operation mode to a separated package' (checked). The 'Additional Report' section has a dropdown for 'Method' set to 'No Report', an empty 'Format' dropdown, and an empty 'HTTP Address' text box. 'OK' and 'Cancel' buttons are located at the bottom right of the dialog.

The **SCORM Options** section allows you to package the content to one of the following standards for uploading to LMS: SCORM 1.2 or SCORM 2004.

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
<b>SCORM 1.2 and SCORM 2004</b>	
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 to which this item belongs. Although ActivePresenter automatically generates this value from the project name, you can change it if needed.

Item Title	The title of your project is displayed to users viewing the project using an LMS. Although ActivePresenter automatically generates this value from the 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. The score in SCORM 1.2 is 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.

## Additional Report

Besides SCORM 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 Sheets. The report is in either XML or JSON (JavaScript Object Notation) format. In fact, you can use both SCORM reporting and these additional methods at the same time if you need.

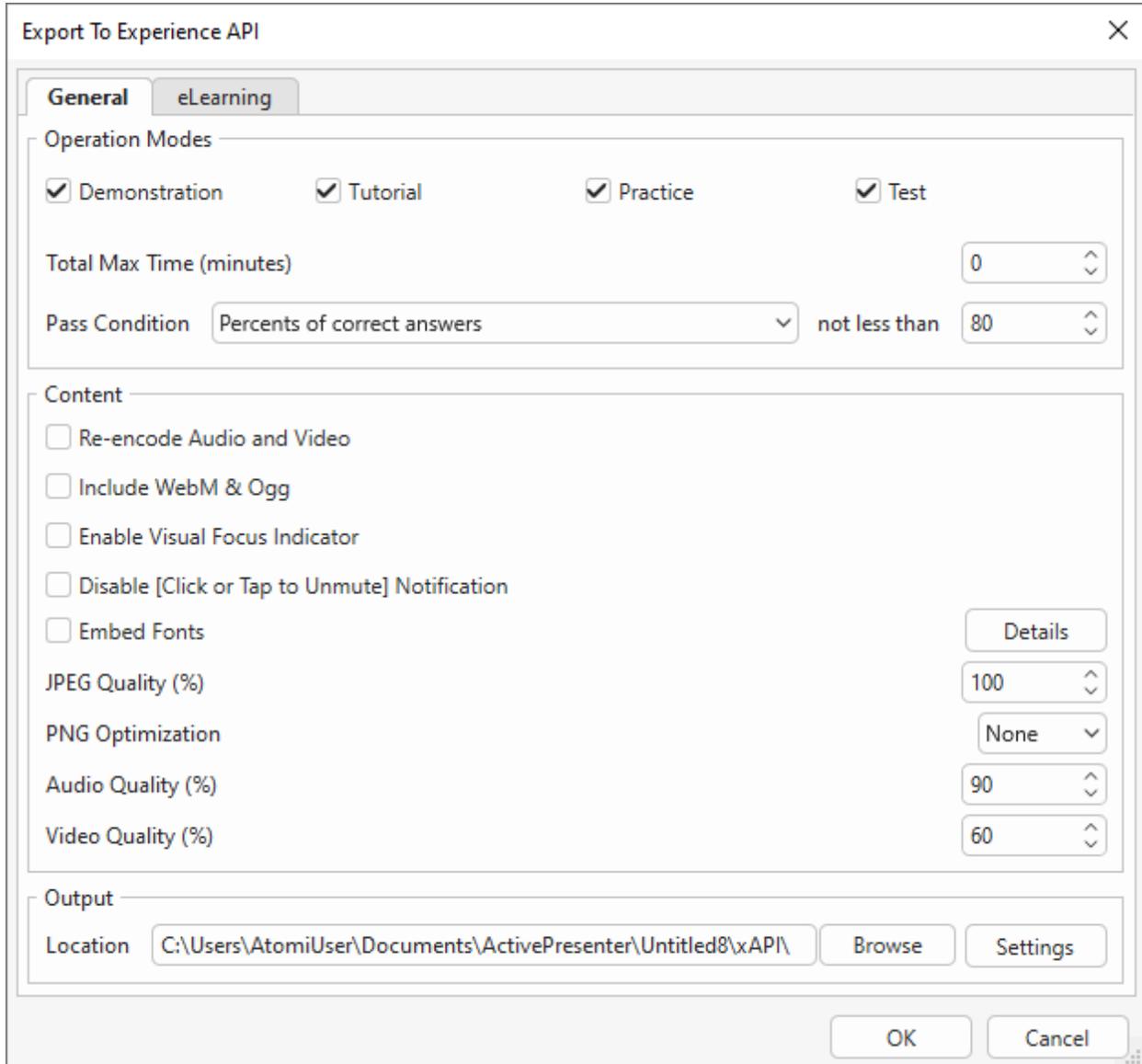
To enable additional reporting, in the **Export To SCORM** dialog, switch to the **eLearning** tab > **Additional Report** > **Method**. For more information, you can refer to the **Reporting** tab of the **Export to HTML5** section.

## Exporting to Experience API

Another LMS standard that you can choose to export your project to is Experience API. You can then publish your xAPI package to any LMS that supports this standard. To export the project to **Experience API**, access the **Export** tab > **Experience API** .

## General Tab

The **General** tab of the **Export To Experience API** dialog is the same as that of the **Export To HTML5** dialog. The only difference is that it does not have the **Generate Index Page** option.



## eLearning Tab

Navigate to the **eLearning** tab of the **Export To Experience API** dialog.

The **Experience API Options** section allows you to package the content to the Experience API standard for uploading to LMS.

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
<b>Experience API (xAPI)</b>	
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 is displayed to users viewing the project using an LMS. ActivePresenter automatically generates this value from the project name but you can change it if needed.
Description	The description of your project is displayed to users viewing the project using an LMS. ActivePresenter automatically generates this value from the project description but you can change it if needed.

## Additional Report

Besides API 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 Sheets. The report is in either XML or JSON (JavaScript Object Notation) format. In fact, you can use both API reporting and these additional methods at the same time if you need.

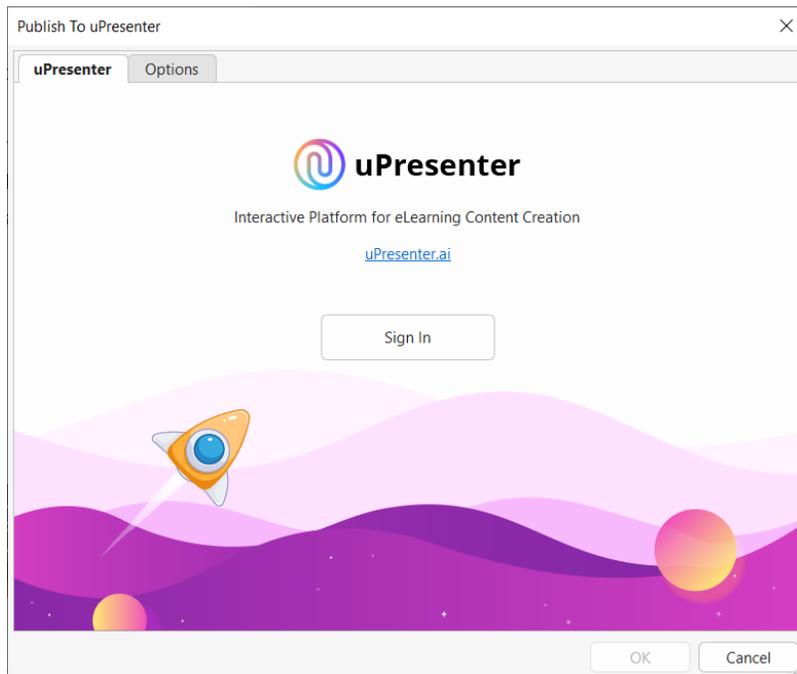
To enable additional reporting, in the **Export To Experience API** dialog, switch to the **eLearning** tab > **Additional Report** > **Method**. For more information, you can refer to the **Reporting** tab of the **Export to HTML5** section.

## Publish to uPresenter

The **Publish to uPresenter** feature in ActivePresenter allows you to upload your project directly to uPresenter (<https://upresenter.ai/>). This enables students to interact with your content online while you track their progress, quiz results, and completion status, all in one place. To publish a project to uPresenter, click the **Export** tab > **Publish uPresenter**.

### uPresenter Tab

The uPresenter tab allows you to set information and publish the course directly to the uPresenter site where learners can access and interact with the course content. You need to sign up for an account to publish it on this site.



Once you have signed in for the uPresenter site, a dialog with course details will appear with the User and Course information.

**Publish To uPresenter**

**uPresenter** Options

**User Information**

Username upresenterai Sign Out

Email hello@ulearnbox.com

**Course Information**

Action New course

Course Name manual AP10

Storage: 1.1 MB of 4.7 GB used. Maximum upload file size: 190.7 MB.

OK Cancel

**User Information:** Displays your account details on [uPresenter.ai](https://uPresenter.ai), including your username and email address.

In the **Action** section, you can choose one of the following options:

- **New Course:** Create a new course. The **Course Name** field below is editable only when this option is selected.
- **Update Existing Course:** Update an existing course that you've published on uPresenter.

**Course Name:** Name of the course that you publish to uPresenter.

## Options Tab

The **Options** tab of the **Export To uPresenter** dialog is the same as the **General** tab of the **Export To HTML5** dialog. The only difference is that it does not have the **Generate Index Page** and **Generate Zip** option.

Publish To uPresenter

uPresenter Options

Operation Modes

Demonstration  Tutorial  Practice  Test

Total Max Time (minutes) 0

Pass Condition Percents of correct answers not less than 80

Content

Re-encode audio and video

Include WebM & Ogg

Enable Visual Focus Indicator

Disable [Click or Tap to Unmute] Notification

Embed Fonts

Details

JPEG Quality (%) 100

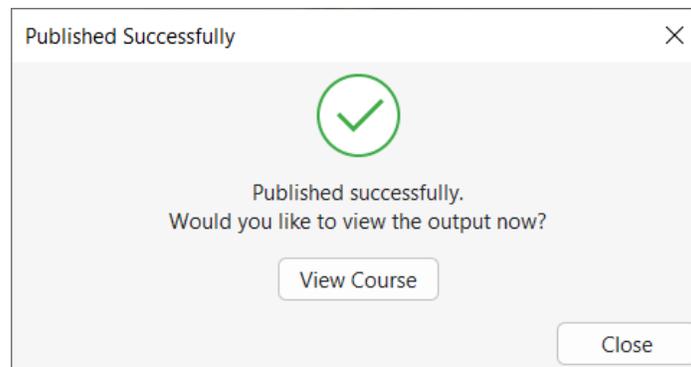
PNG Optimization None

Audio Quality (%) 90

Video Quality (%) 60

OK Cancel

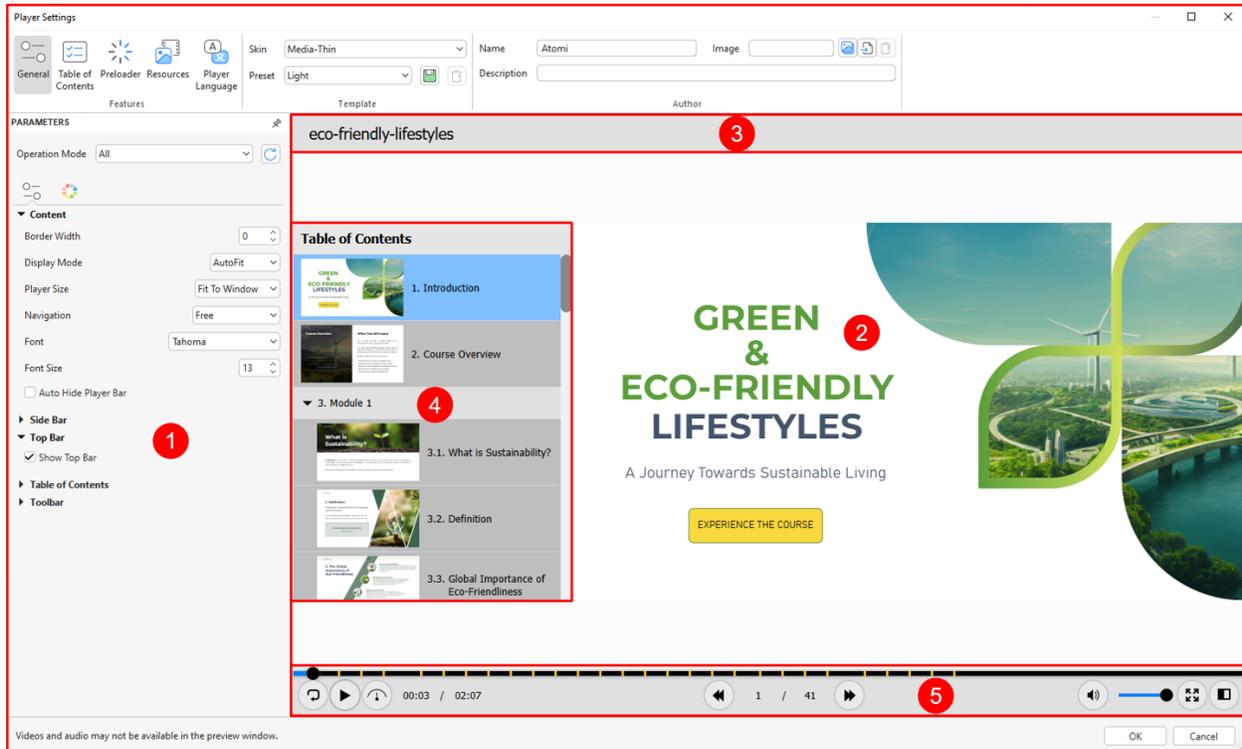
After specifying the course information, click **OK** to finish. Then, the course will be uploaded directly to uPresenter and the following dialog appears letting you **View Course**.



**View Course:** Click this button to open the course directly in uPresenter.

## Player Settings

The Player Settings window allows you to set various options for the HTML5 output of the project created by ActivePresenter. To open it, go to the **Export** tab > **Player Settings** and the player settings window will show up like the image below:



The window includes the settings (1) with a lot of options around the player, the preview Canvas (2) lets you know what the changes look like, the top bar (3) with the project name and a resource menu, the side bar (4), and the toolbar (5) that 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. All changes you make will be reflected in the preview pane on the right side of the window.

**Note:** The videos and audio may not be available in this preview window because of the reduction in preparation time. This means ActivePresenter may not get the videos or audio data to preview them, which helps reduce the preparation time remarkably.

## General Settings

**General** is the first tab in the **Player Settings** window. This tab allows you to choose and customize the skin, add information about the author, and change many general and color parameters for the player.

### a. Customizing the Skin

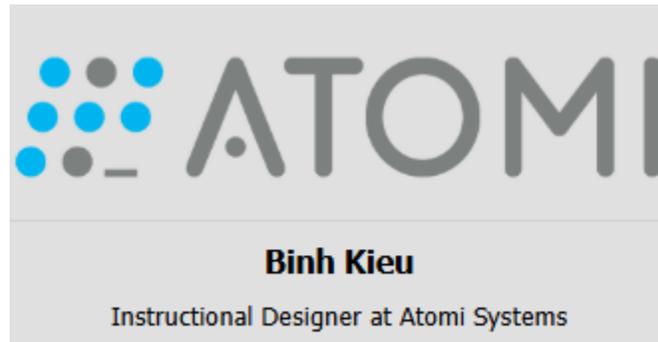
ActivePresenter provides you with several skins to define the layout of the player. Each skin comes with a variety of presets for you to choose from and make changes if you want. In addition, you can create your own custom preset and reuse it across projects.

Do the following:



- **Choose skins:** Click the **Skin** combo box and choose the desired skin from the list.
- **Choose presets:** Click the **Preset** combo box and choose the desired preset from the 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 about the author in the side bar of the player (**General** tab > **Parameters** pane > **General Parameters** > **Side Bar**). All the information, including the author's name, description, and image, will be displayed at the top of the side bar, above the table of contents (if any).

Do the following:

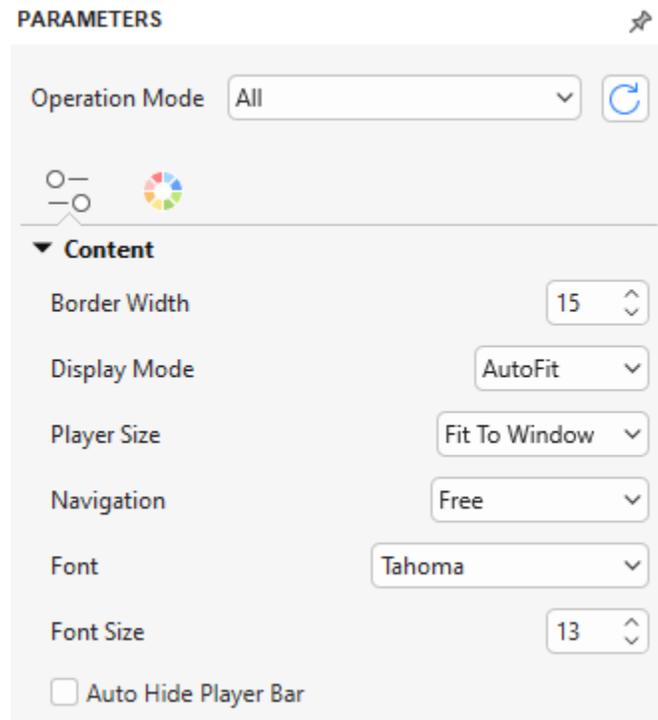
Name	<input type="text" value="Binh Kieu"/>	Image	<input type="text" value="Image_1"/>			
Description	<input type="text" value="Instructional Designer at Atomi Systems"/>					

- **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's 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 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 .

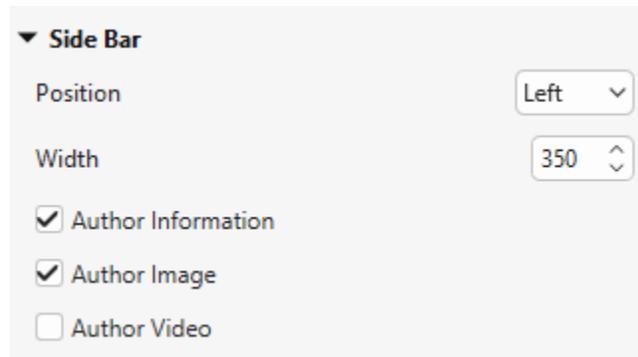


1. **Content** section allows you to customize the common properties of the player.

Option	Description
Border Width	Specify the border (in pixels) for the content and the side bar. When creating a responsive project, its default value is 0.
Display Mode	Decide how the content will be displayed in the output. <ul style="list-style-type: none"> <li>Actual Size: Display the content in the actual size. Users can use the scroll bars to view the portions of the content that extend beyond the player.</li> <li>AutoFit: Automatically scale the content without changing the proportion to fit it into the player.</li> </ul>
Player Size	Decide how the player will fit the size of the content and the window. <ul style="list-style-type: none"> <li>Fit to Content: The player will wrap to fit the content size.</li> <li>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.</li> </ul>
Navigation	Specify the navigation behavior for the presentation using the toolbar and the TOC. <ul style="list-style-type: none"> <li>None: Disable the content navigation. Users cannot navigate through the slides.</li> <li>Backward Only: Allow users to navigate through the viewed slides.</li> <li>Free: Allow users to navigate freely through the slides.</li> </ul>
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.
Auto Hide Player Bar	This option allows you to hide the Player Bar automatically when you view a project on small screen devices.

2. **Side Bar** displays the information of the author and the **table of contents**.



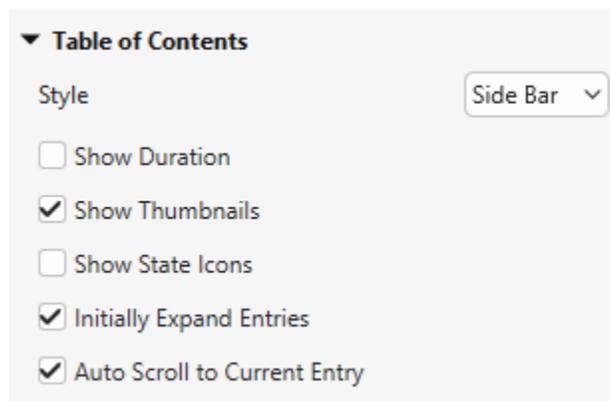
Option	Description
Position	Specify the position of the side bar on either the left or right side of the content. Select None if you don't want to display the side bar.
Width	The width of the side bar in pixels.
Author Information	Display the name and description of the author in the side bar.
Author Image	Display the image of the author in the side bar.
Author Video	Display <b>the video of the author</b> in the side bar.

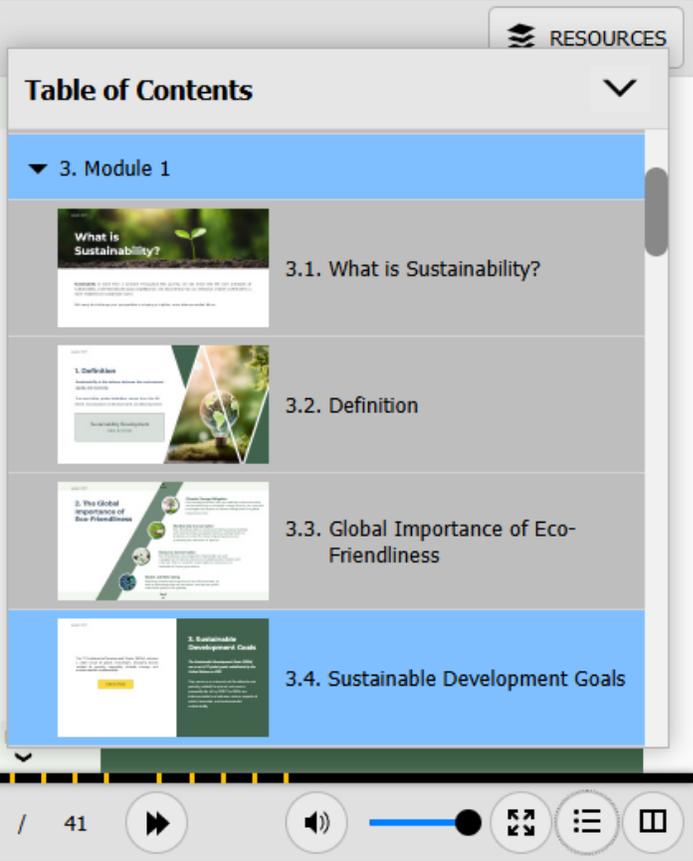
3. **Top Bar** at the top of the player displays the presentation title.



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	<p>Select the display style for the table of contents.</p> <ul style="list-style-type: none"> <li>• None: Hide the table of contents.</li> <li>• Overlay: Allow users to use the TOC button in the toolbar to open the TOC in an overlay.</li> </ul>  <ul style="list-style-type: none"> <li>• Side Bar: Display the table of contents on the side bar. Users can use the TOC button in the toolbar to show/hide the TOC.</li> </ul>
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 checkmark.
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.

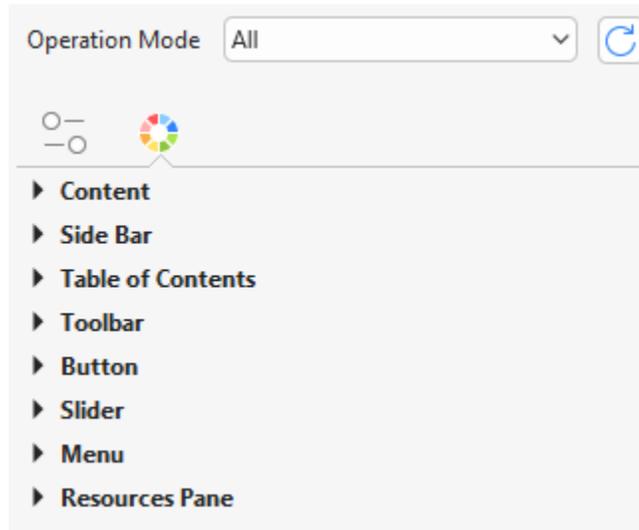


Option	Description
Show Toolbar	Show the toolbar at the bottom of the player.
Restart Button	Show the Restart Presentation button which allows users to reset the presentation to the original state and start from the beginning.
Exit Button	Show the Exit button which allows users to exit the presentation.
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 users 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 <b>external content</b> 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**.



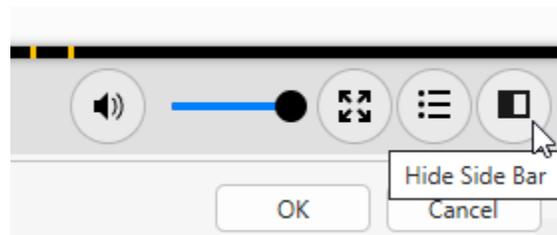
Option	Description
Content	Specify the colors for the background of the border and the page.
Side Bar	Specify the colors for the background and the text in the side bar.
Table of Contents	Specify the colors for the background and the text in the TOC. You can specify different colors for the background 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 appear 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 checkmark can be shown in an entry to indicate that the corresponding slide has been viewed completely. You can enable this by checking **Show State Icons** in the TOC section. During editing, you can enable **navigation** so that users can click a TOC entry to jump to the corresponding slide.

Table of Contents	
	1. Introduction ✓
	2. Course Overview →
▼ 3. Module 1	
	3.1. What is Sustainability?

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. Access the **Table of Contents** tab and do one or more of the following to reorganize the TOC:

TABLE OF CONTENTS 

Title		Slide
1. Introduction	<input checked="" type="checkbox"/>	1
2. Course Overview	<input checked="" type="checkbox"/>	2
▼ 3. Module 1	<input checked="" type="checkbox"/>	
3.1.	<input checked="" type="checkbox"/>	3
3.2.	<input checked="" type="checkbox"/>	4
3.3.	<input checked="" type="checkbox"/>	5
3.4.	<input checked="" type="checkbox"/>	6
3.5.	<input checked="" type="checkbox"/>	7
3.6.	<input checked="" type="checkbox"/>	8
3.7.	<input checked="" type="checkbox"/>	9
▼ 4. Module 2	<input checked="" type="checkbox"/>	
4.1.	<input checked="" type="checkbox"/>	10
4.2.	<input checked="" type="checkbox"/>	11
4.3.	<input checked="" type="checkbox"/>	12







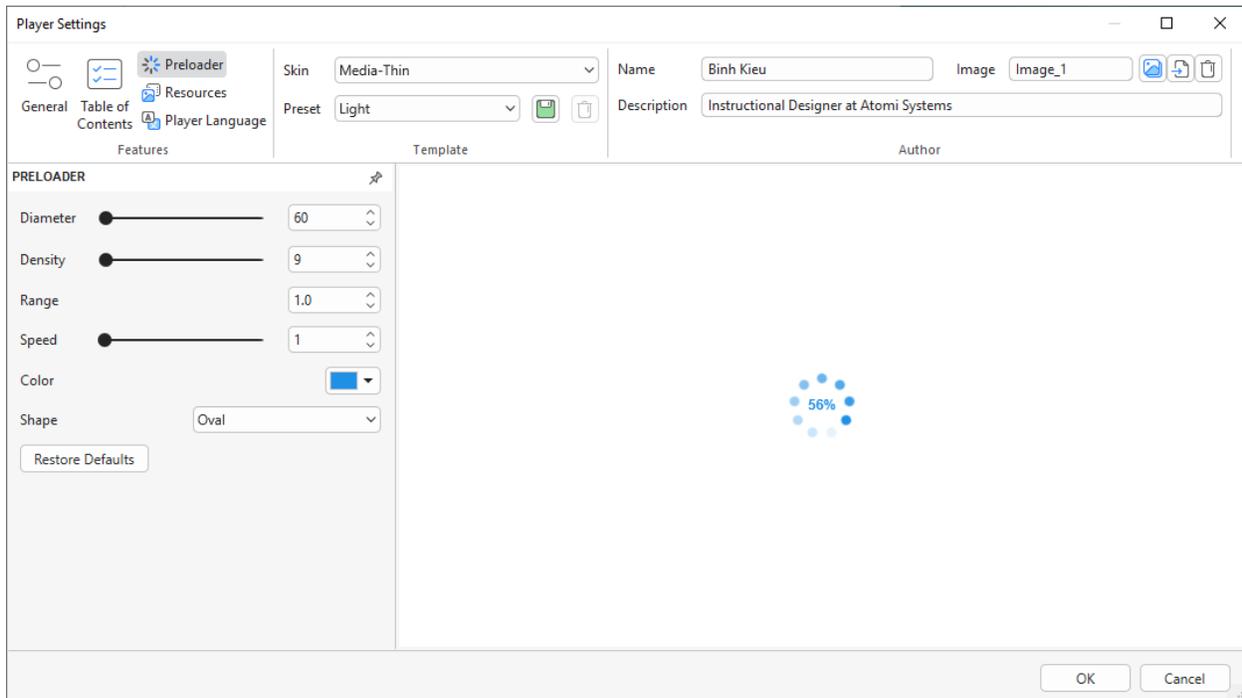



- **Add entries:** Click the  button to add a new entry right above the selected entry.
- **Remove entries:** Click the  button to remove a custom entry.
- **Hide entries:** Clear the status box to hide an entry. Click the  button to show or hide all entries. Note that hiding a TOC entry doesn't remove 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 the 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.

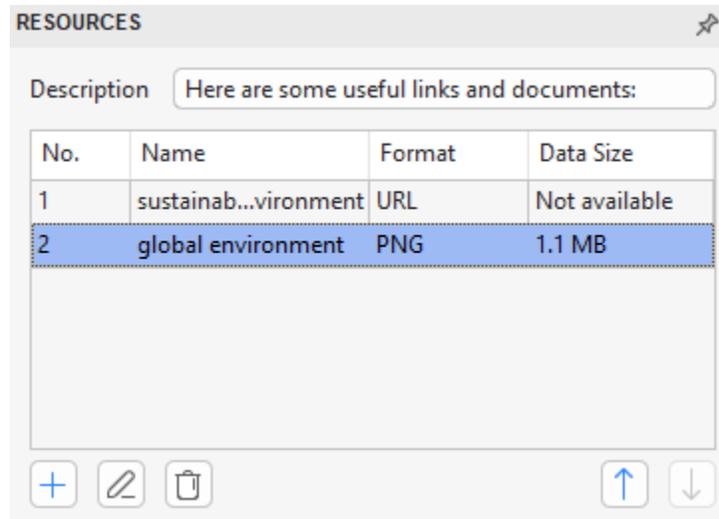
To customize the preloader, access the **Preloader** in the Player Settings window. The loading indicator has six editable properties. To adjust their values, you can drag the handle on the slider, scroll the mouse wheel, or enter a new value. All changes you make are immediately reflected in the preview 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 loading indicator shapes, namely oval, spiral, square, rectangle, and rounded rectangle.

## Resources

You can add external content to the presentations in the **Resources** tab. It allows learners to access reference materials or find out more helpful information. They can access the printable transcript or downloadable copy of the course content.



- Click the **+** button to add the resource from an URL, a project, or your computer.
- Click the **✎** button to replace the content that you added.
- Click the **🗑** button to delete the selected content from the resources.
- Click the **↑** and **↓** button to change the order of the content.

## Player Language

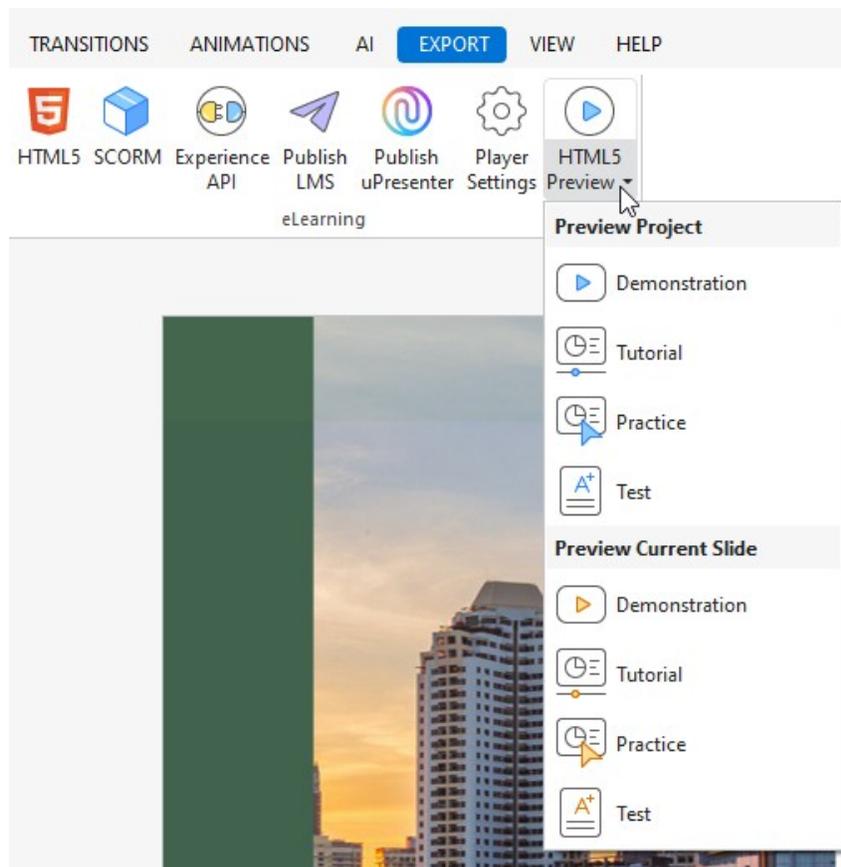
ActivePresenter provides the readily translated text for the output (name of elements in the toolbar and messages) for all supported languages through the Player Language editor. If you want to modify the translation or add support for your language, access the **Player Language** tab in the Player Settings window. 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** or **Export** tab. Two preview categories are available: **Preview Project** and **Preview Current Slide**. Previewing the current slide takes you only to the currently selected slide.

Meanwhile, previewing the project allows you to preview the whole project so that you can review all slides, from the first to the last slide. Each category provides **four operation modes** (Demonstration, Tutorial, Practice, and Test) to choose from.



By default, when you click the **HTML5 Preview** button, the entire project will be previewed in Tutorial mode. This button then archives the latest previewing mode for future use. For example, if you click the **HTML5 Preview** button after having previewed the content in Demonstration mode, it then will show in Demonstration mode. You can also see which mode the content is previewed through the URL address.

**Note:** You can click the **HTML5 Preview** icon on the Status bar to preview the entire project. Alternatively, press **F5** on the keyboard.

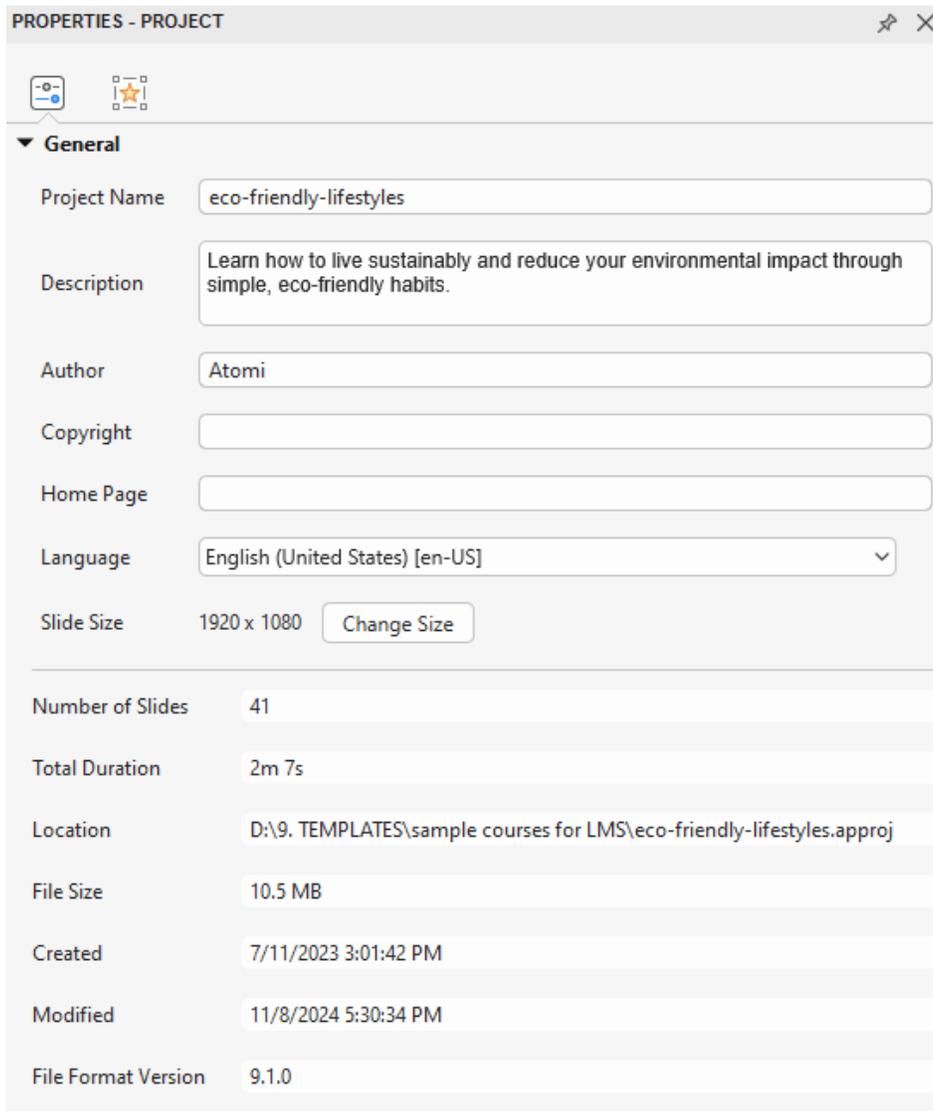
# Miscellaneous

## Editing Project Properties

To view the project properties, click the **File** button > **Project** > **Properties**. When no slide is selected, the **Project Properties** pane will be shown in the **Properties** pane. Then, if you want to enter the slide editing mode, just select a slide in the **Slides** pane.

The **Project Properties** pane allows you to do the following operations:

- Edit the project name and description, the author's name, copyright, and home page information, the project language, and the size of slides.
- View the project related information such as the total number of slides, the total run time for the presentation, the project location, the project file size, the date on which the project was created and last modified, the file format version of the project.
- Add the **On Load** event.



The screenshot shows the 'PROPERTIES - PROJECT' dialog box with the following fields and values:

Field	Value
Project Name	eco-friendly-lifestyles
Description	Learn how to live sustainably and reduce your environmental impact through simple, eco-friendly habits.
Author	Atomi
Copyright	
Home Page	
Language	English (United States) [en-US]
Slide Size	1920 x 1080 <span>Change Size</span>
Number of Slides	41
Total Duration	2m 7s
Location	D:\9. TEMPLATES\sample courses for LMS\eco-friendly-lifestyles.approj
File Size	10.5 MB
Created	7/11/2023 3:01:42 PM
Modified	11/8/2024 5:30:34 PM
File Format Version	9.1.0

## Project Properties 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.

- **Project Name:** Change the name of the project.
- **Description:** Describe the project.
- **Author:** Set the name of the author for the project.
- **Copyright:** Add the copyright information for the project.
- **Home Page:** Add the home page information for the project.
- **Language:** Specify the language of the editing project. ActivePresenter will use the corresponding translation of the 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**.
- **Slide Size:** The size of the project slides. Click the **Change Size** button to change the current project's slide size. Note that this option is only available in non-responsive project.
- **Number of Slides:** The total number of slides in your project.
- **Total Duration:** The total duration of all slides in your project.
- **Location:** The location of the project on the computer.
- **File Size:** The size of the project.
- **Created:** The time that the project was first created.
- **Modified:** The time that the project was last edited.
- **File Format Version:** The format version of the project.

## Interactivity Tab

This tab allows adding events - actions to your project.



The **On Load** event allow adding all action types that are available in ActivePresenter. The added actions will be triggered automatically when the first slide (or the last visited slide in the case of restoring from LMS) starts showing.

## 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 descriptions should be provided for visual content 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 means (e.g. text, visuals, and sounds) to convey information.

- For users with visual impairments, add text descriptions or audio equivalents for visual objects. For example, provide an accessible text description for a **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, the 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 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 the keyboard. For example, enable the **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 impairments.



By default, ActivePresenter uses slide name 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. Navigate to the **Properties** pane > **Slide Properties** tab > expand the **Accessibility** section.
3. Clear the **Auto Label** checkbox, the **Accessibility Text** box is 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 videos and images.

In that case, you should customize the accessibility text to provide sufficient information about the object by following the steps below:

1. Select the object that you want to change accessibility text.
2. Navigate to the **Properties** pane > **Size & Properties** tab > **Accessibility** section.
3. Clear the **Auto Label** checkbox, the **Accessibility Text** box is 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, a 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 automatically using the project auto-translation feature, or manually using the slide background replacement and text translation features.

## Automatically Localizing Projects

With the help of AI in version 10, you can now converting your project in another language in just a few steps. Simply go to **File > Project > Localize > Project Auto-Translation**. Then, choose the appropriate options in the dialog to translate your project. For more details, please refer to the **Project Auto-Translation** section.

## Manually Localizing Process

Before doing localization, make sure 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 texts are properly translated and displayed.

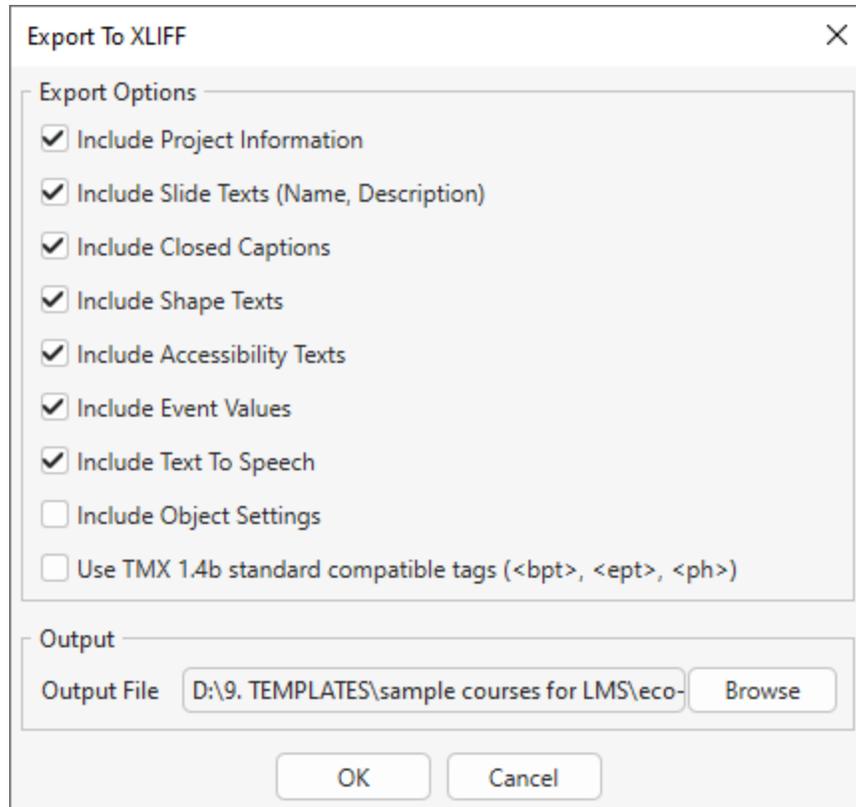
The next sections will describe each step in detail.

## 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 the localization process.

To export text in your project to XLIFF format, do the following:

1. Click the **File** button > **Project > Localize > Export To XLIFF**.
2. In the dialog that appears, select the 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 a copied version of the project. This section will describe the steps of copying projects and replacing slides.

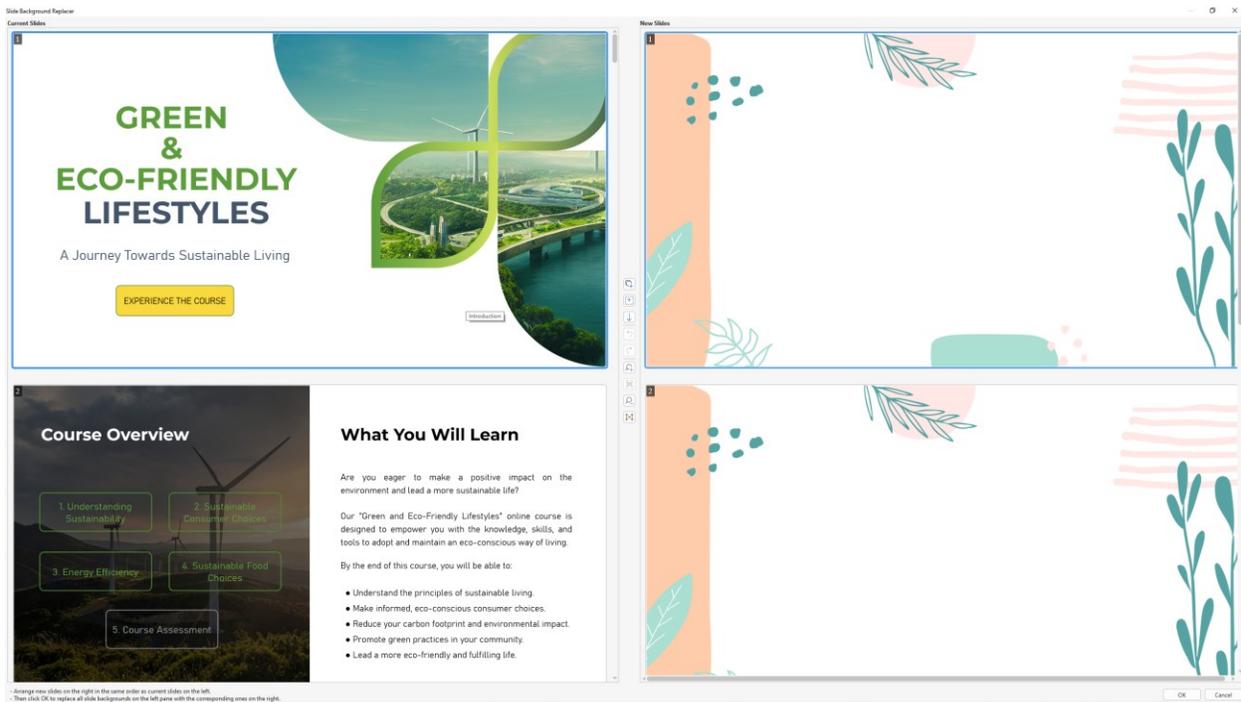
**Step 1.** Create a copy of the original project for the new language.

1. Copy the project file in File Explorer, or use the **File** 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 with 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 **File** button > **Project** > **Localize**, and do one of the following:
  - 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.
  - 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.
  - 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.
  - 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 the current slides on the left.

- To move a slide, drag and drop it to the new position. You can only drag slides on the same side (left or right) to change their positions.
- To copy/cut/paste/delete a slide, right-click it and choose one of the options in the pop-up dialog. To delete a slide, you can also click it and press the **DELETE** key on the keyboard.
- 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 right to left.

- If you don't want to change a certain slide on the left (e.g. the introduction slide), select it and click the **New Placeholder** button . This inserts a placeholder slide into the right.
- If you aren't sure whether 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 .
- To reverse your last action, click the **Undo last action** button  or press **CTRL + Z**. To reverse your last Undo, click the **Redo last action**  or press **CTRL + Y**.
- Click the **Larger Size** button  to zoom in, the **Smaller Size** button  to zoom out, or the **AutoFit Size**  button to fit the slide to the screen.
- If you want to scroll each slide side separately, click the **Disable Synchronous Scrolling** button .

**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 in 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 with slide backgrounds.
- Click the **File** button > **Project** > **Localize** > **Import From XLIFF** > browse the translated XLIFF file.
- Verify the 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 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 edit the active window: Access the **View** tab/Right-click on the Canvas > **Edit Active Window**.

This enables the Edit Active Window Area tool. Then, you can resize the active window by dragging the red dashed border, or adjust the size and position in the **Properties** pane.

# ActivePresenter Windows

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## Canvas

The Canvas in the center of the workspace displays all slide contents. It can also be called the working window.

- With a blank project, the Canvas displays the blank slide.
- With a project includes many slides, the Canvas show the content of the selected 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.).

## Zooming Canvas

While editing the project, you may need to zoom in and zoom out the Canvas to make editing more easily. Regardless of how much you are zooming in/out of 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.

This feature saves you tons of time

With this feature, you don't have to click the **Zoom Fit** button each time you preview the content, which saves you a lot of time in project editing.

To zoom in/out the Canvas, do one of the following:

- Place the mouse inside the Canvas area > hold down **CTRL** while scrolling the mouse wheel up or down to zoom in or zoom out of the Canvas respectively.
- 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.
- Access the **View** tab > **Zoom** > select a preset zoom level from the **Zoom** dialog that appears, or enter a value in the **Percent** spin box.

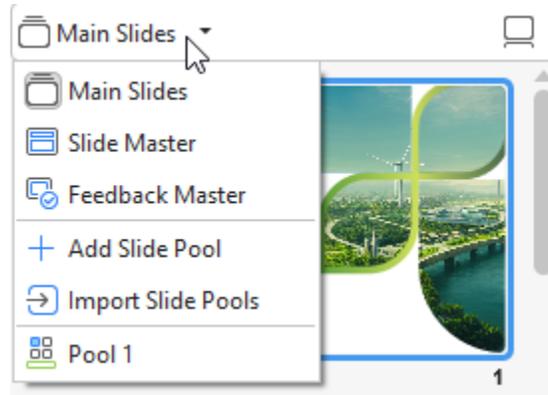
To automatically fit the Canvas zoom level, do one of the following:

- 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.

# Slides Pane

## Slides Pane Overview



The **Slides** pane displays all types of slides in your project, including **Main Slides**, **Slide Master**, **Feedback Master**, and **Slide Pool**. By default, it shows the **Main Slides**.

To view a different type of slide, click the **Change Slide Container** button located in the upper-left corner of the **Slides** pane, then choose the desired slide type from the list.

## Main Slides

The **Main Slides** pane displays slide thumbnails in your project in the following three modes:

**Slides in Column:** Show slide thumbnails in column. This is the default view mode.

**Slides in Grid:** Show slide thumbnails in grid (multiple rows and columns).

**Slides in Titles:** Only slide titles are displayed.

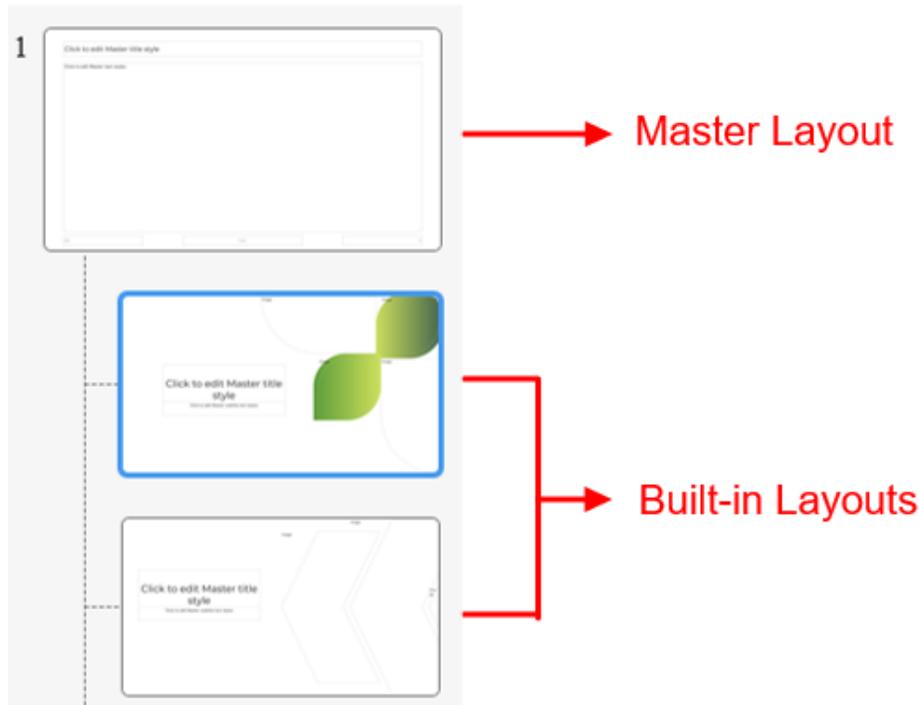
## Slide Master

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 **Change Slide Container** button in the **Slides** pane > **Slide Master** to open the slide master view. If you create a blank project or haven't designed any slide master yet, you will see a default slide master.

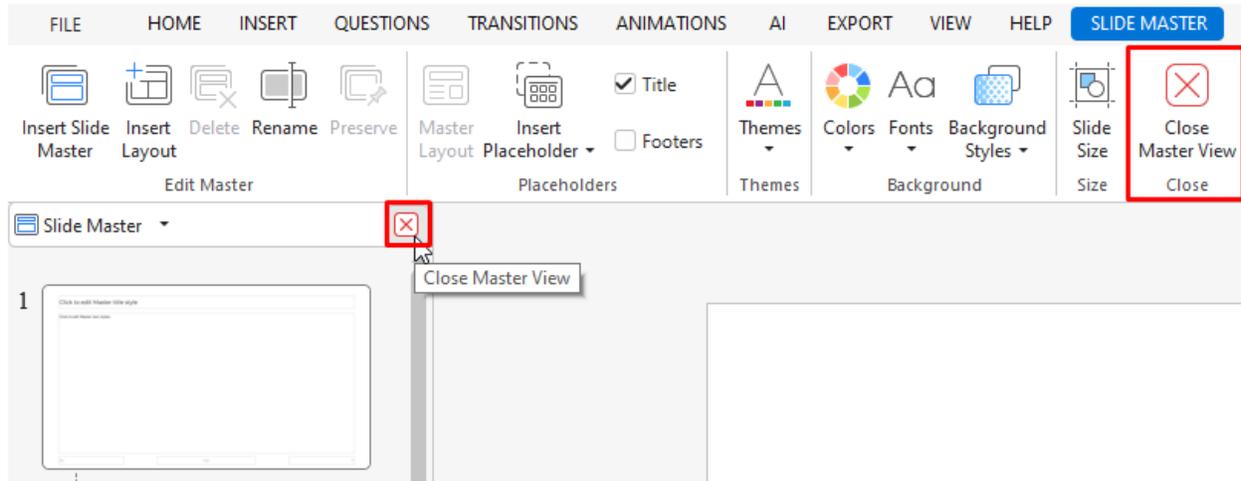
A slide master consists of a master layout and a set of built-in layouts. In the left pane, the master layout is the first thumbnail which appears slightly larger than all other thumbnails of built-in layouts below it.



- **Title Slide Layout** appears by default when you open a blank project. There are two text placeholders: presentation title and subtitle.
- **Title and Content Layout** consists of a title placeholder and a content placeholder. The content placeholder allows you to add some annotation & media objects, interactive questions, and report control.
- **Two Content Layout** as a title placeholder and two content placeholders.
- **Question Layout** includes a title placeholder and a question placeholder. The latter allows you to add one of the questions that are available in the **Question tab**.
- **Question with Media Layout** provides you with 3 placeholders. They are Title, Question, and Media. While the Question layout contains questions, the Media allows you to insert an image, a video, and a 3D model.
- **Question No Feedback (Next Slide) Layout** includes placeholders for a title and a question, along with a **Previous** and a **Submit** button. It doesn't show any feedback after submission. When the **Submit** button is clicked, it immediately jumps to the next slide. Clicking **Previous** takes the learner back to the previous slide.
- **Question No Feedback (Continue) Layout** also includes a title and question placeholder, plus a **Submit** button. Like the previous layout, it doesn't display feedback. However, when the learner clicks **Submit**, the slide continues playing (e.g., showing additional content or animation) rather than jumping straight to the next slide.
- **Question Message Feedback Layout** contains a title and question placeholder, as well as 5 feedback message placeholders (which are hidden by default). It also includes a **Submit** button. Once the learner submits their answer, one of the feedback messages will appear based on their response.
- **Report Slide Layout** has a title placeholder, a Report placeholder, and the **Review Course** button.
- **Title Only Layout** has only a title placeholder.
- **Blank Layout** is just a blank slide without any placeholders.

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

When you're done, click **Close Master View** in the **Slides** pane or in the **Slide Master** tab to switch to the **Main Slides**. Changes you make to slide masters and their layouts will be automatically applied to slides based on them.



## Adding Slide Masters and Layouts

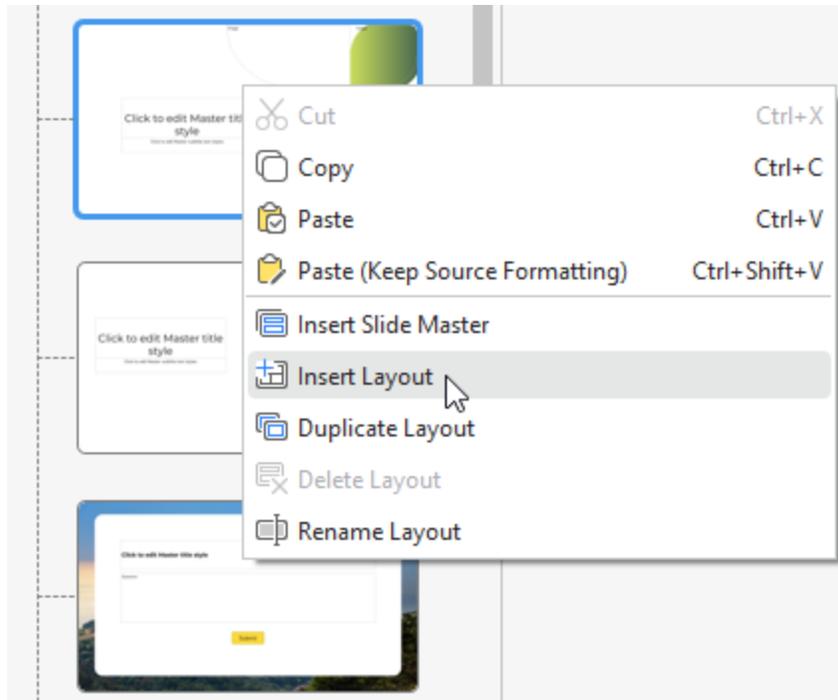
To add a new slide master, do either of the following:

- In the **Slide Master** tab > **Insert Slide Master**.
- Right-click 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, select the slide master you want to add more layouts. Then, do either the following:

- In the **Slide Master** tab > **Insert Layout**.
- Right-click 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/layout, in the left pane, select it and follow any step below:

- In the **Home** tab > click **Copy**.
- Press **CTRL+C**.
- Right-click them > **Copy**.

When pasting the selected slide masters or layouts, do one of the following:

- In the **Home** tab > click **Paste**.
- Press **CTRL+V**.
- Right-click them > **Paste** or **Paste (Keep Source Formatting)**.

#### Note:

- The **Paste** and **CTRL+V** commands work the same way as **Paste (Use Destination Theme)**. It is to take the theme of the destination presentation. This will adapt the copied slide to match the destination theme.

- The **Paste (Keep Source Formatting)** is to maintain the theme of the presentation you are copying from.

### 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 then do one of the following:

- Press **DELETE**.
- Click **Delete** on the **Slide Master** tab.
- Right-click it > Select **Delete Master** from the context menu.

To delete a custom layout, select it first then do one of the following:

- Press **DELETE**.
- Click **Delete** on the **Slide Master** tab.
- Right-click it > Select **Delete Layout** from the context menu.

### Renaming Slide Masters and Layouts

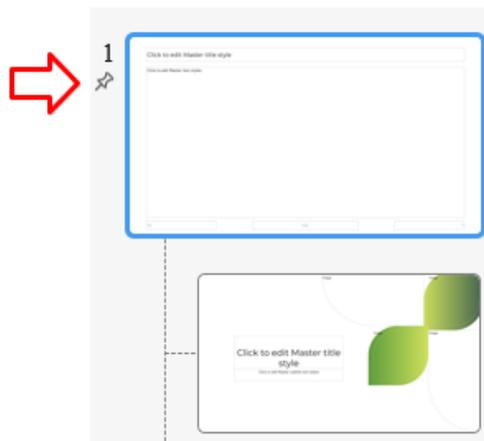
If there are many similar slide masters or layouts within your project, you should give them descriptive names to easily select and apply them later. Just select the master layout or a custom one and do one of the following:

- Click **Rename** on the **Slide Master** tab > enter the desired name in the pop-up dialog > click **OK**.
- 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 do one of the following:

- Click **Preserve** on the **Slide Master** tab.
- Right-click the master layout > **Preserve Master**.



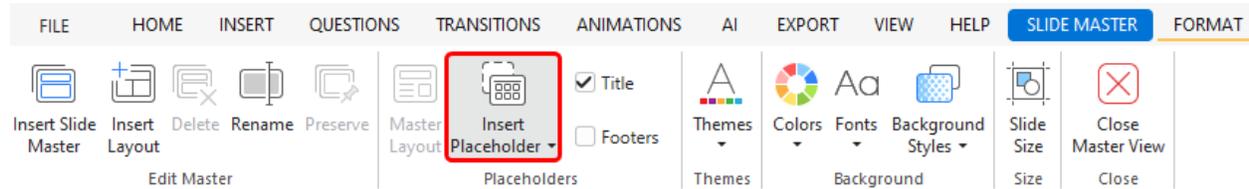
Then, a pushpin icon appears at the top-left corner of the master layout.

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. When using Slide Master, any content added to it will be combined with the slide background unless you add placeholders to hold it.



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**, **Insert**, **Transitions**, and **Animations** tabs to design slide master and layouts.

### Inserting Placeholders

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

- **Content:** Hold any one type of the following content: images, videos, 3D models, charts, tables, 13 types of questions, and report controls.
- **Text, Image, Video, Report, Button:** Hold text, images, videos, report controls, and buttons, respectively.
- **Media:** Hold either images, videos, or 3D models.
- **Question:** Hold one type of question.
- **Flex Box, Grid Box:** Hold items such as objects and questions which can be vertically and/or horizontally aligned within a container.
- **Chart, Table:** Hold either charts or tables.
- **Correct Message, Incorrect Message, Complete Message, Incomplete Message, Timeout Message:** Hold one of five feedback messages.

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.

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

### Removing Placeholders

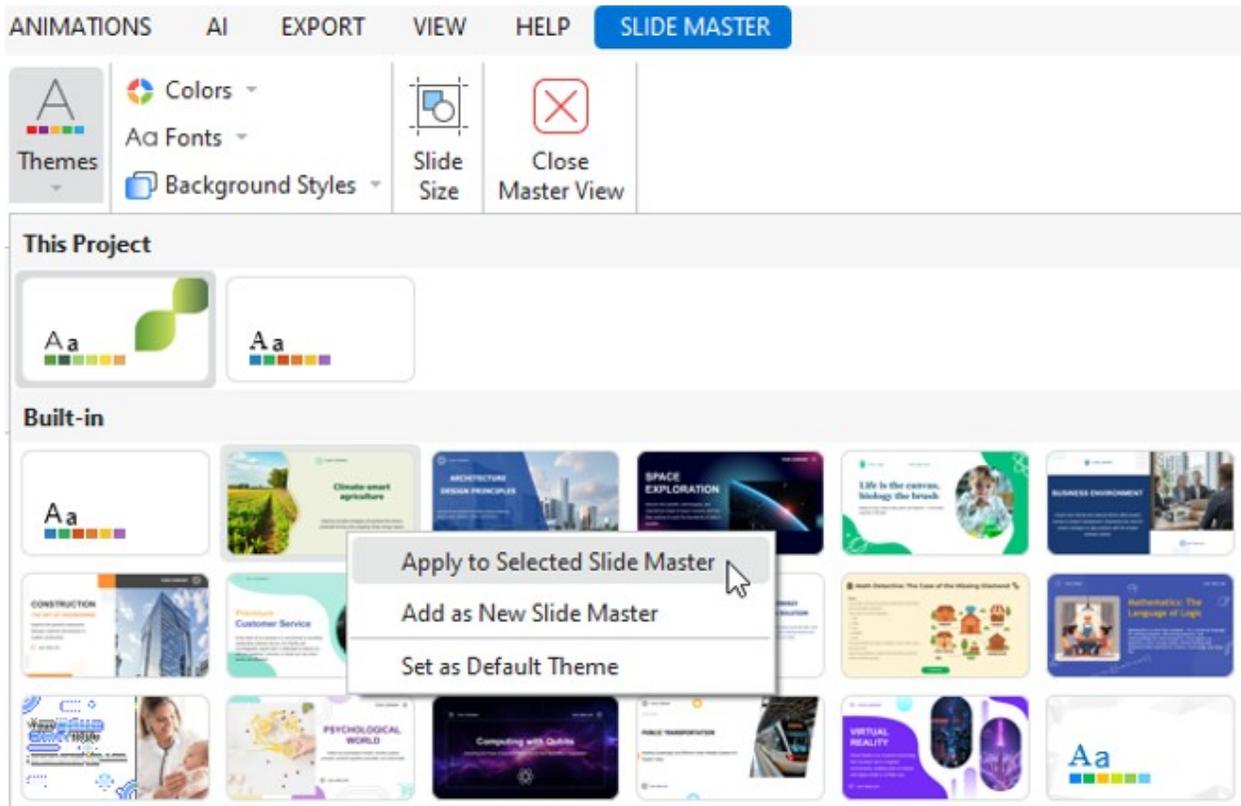
To remove placeholders from the master layout and its corresponding custom layouts, do the following: In the master layout, select a placeholder and press **DELETE**. Alternatively, navigate to the **Slide Master** tab > **Master Layout** > clear any checkbox.

To remove a placeholder from a custom layout, select it and press **DELETE**. In the case of title and footer, you can clear the **Title** and **Footers** checkboxes 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**.



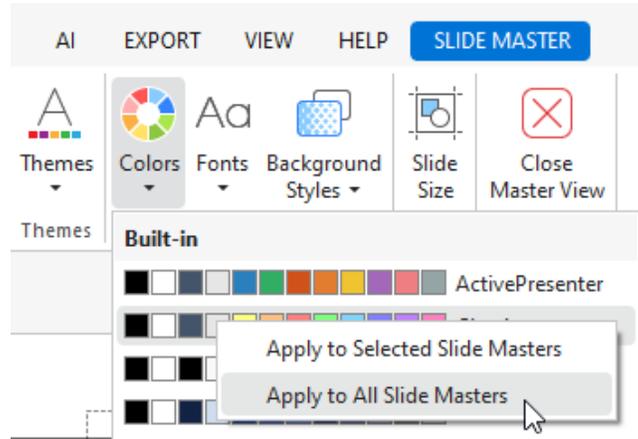
These two options work as follows:

- 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 use 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** 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**. Alternatively, click the **File** button > **Project** > **Properties** > **Properties** pane > **General** section > click **Change Size**.
- To change the default slide size when creating new projects, click the **File** button > **Preferences** > **General** > **Default Project Size**.

**Note:** Slide size doesn't apply 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 the **Insert** 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 > **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.

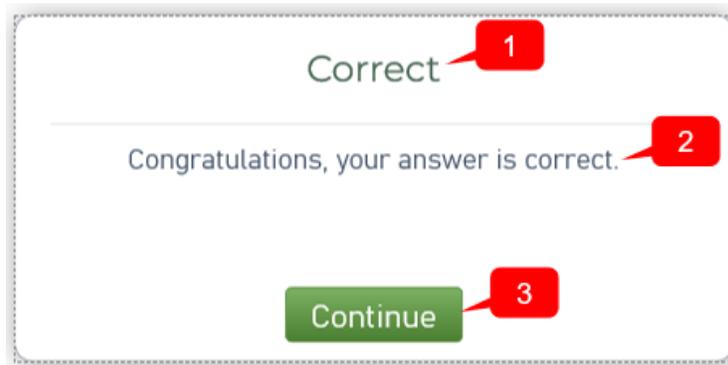
## Feedback Masters

### Feedback Master Overview

The **Feedback Master** feature allows you to create and edit feedback layers. These layers are shown as popups on the slide when users finish questions. With this feature, you can easily customize complex feedback messages.

**Feedback Master** consists of a **Feedback Master Layout** and feedback layers. The **Feedback Master Layout** is the base layer that other layers inherited from. Its layout and style can be applied to all below feedback layers.

In general, one **Feedback Layer** contains 3 placeholders, namely **Title** (1), **Text** (2), and **Button** (3). The **Title** and **Text** provide users with feedback on their results. The **Button** allows users to decide what to do next. You can edit their styles, add more objects like buttons or images to the layers to give users more information or details.

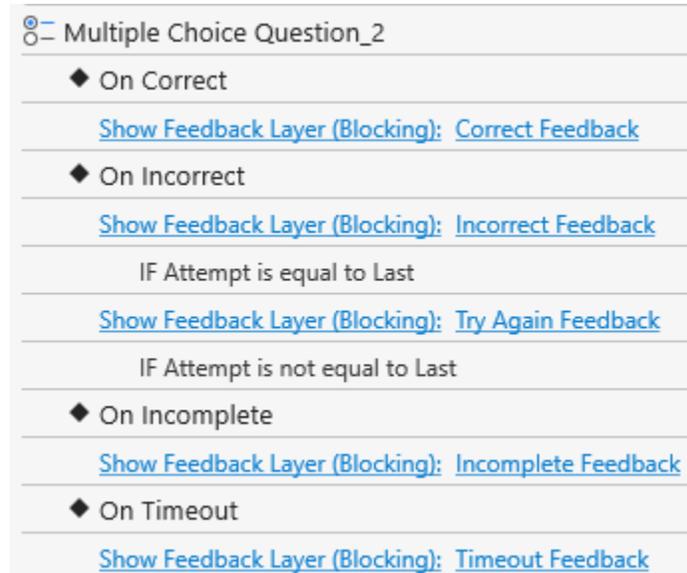


The feedback message now is isolated from slides or slide masters so users can freely edit and customize it.

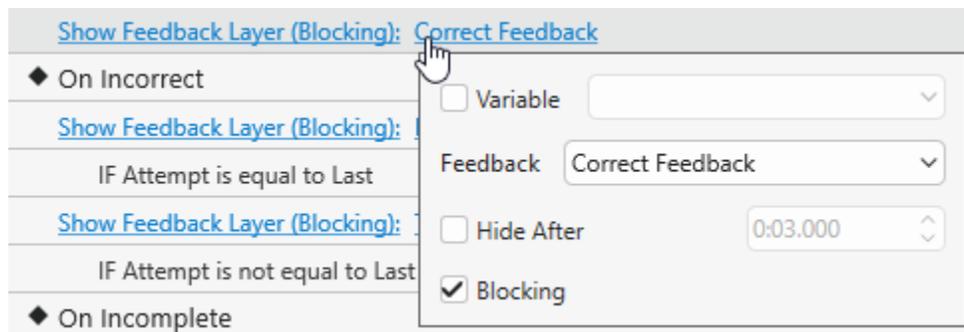
1. Generally, the feedback master is almost like the **slide master**, except for some differences:
  - The feedback layers are used directly in the **Show/Hide Feedback Layer** action. You can select which layer to show or hide from the list when adding events and actions to objects.
  - The placeholders 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 the feedback master layout.

2. A feedback layer is almost the same as a slide. So, users can add objects, animations, or transitions to them.

3. The **On Correct**, **On Incorrect**, **On Complete**, **On Incomplete**, and **On Timeout** events have the default action which is showing the feedback layer. For example, the default action of the **On Correct** event is showing the **Correct Feedback** layer.



4. A **Show Feedback Layer** action has three options:

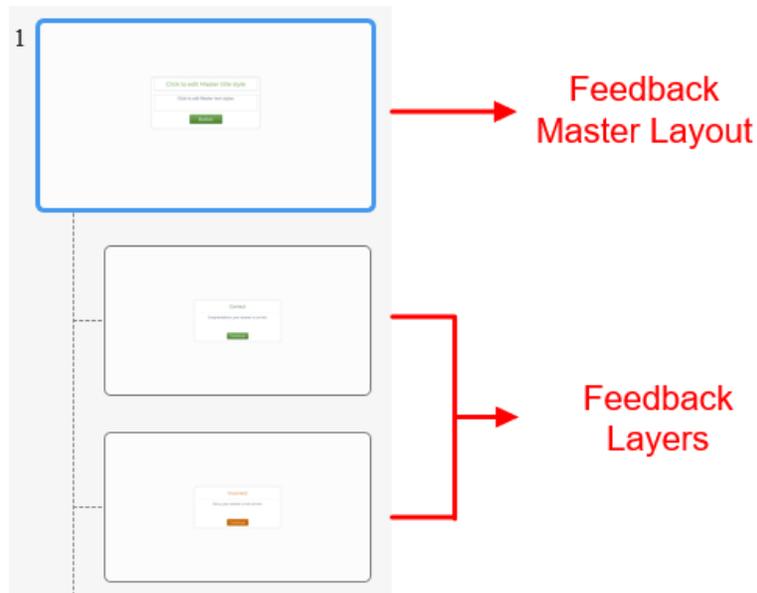


- **Variable:** Checking this option to **use variable** to show feedback layer.
- **Hide After:** The feedback layer automatically hides after a while that you set in the spin box.
- **Blocking:** Checking this option will block the main timeline when the feedback layer is showing.

## Opening and Closing Feedback Master View

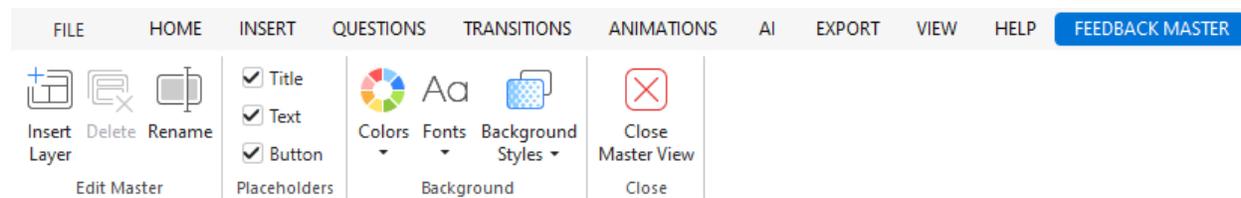
To open the feedback master view, click **Change Slide Container > Feedback Master**. If there is no custom feedback master yet, you will see the default feedback master.

By default, a feedback master includes at least 1 master feedback layout and 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 the **On Incorrect** event if the current attempt is not the last. 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 the **Timeout** event. The message appears to let users know that the time to do the task is run out.
- **Resume Feedback:** This feedback layer appears if the last session is incomplete. It is triggered in the **On Load** event of the project. You have to use the **apLastSessionIncomplete** variable to check if the presentation is complete or not. There are two buttons (**Resume** and **Restart**) in this layer to let users resume or restart the presentation.
- **Review Feedback:** This feedback layer is used in the review mode. It is triggered in the **On Load** event of the project. 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 preserved feedback layer.

ActivePresenter provides you with the **Feedback Master** tab with tools allowing you to adjust the feedback messages.



With this tab, you can:

- Insert new layers. The newly inserted layers will have the same style as the feedback master layout.
- Delete or rename the selected layers.
- Define which placeholders will be included in the selected layout (title, text, and button).
- Style the layer's background.

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

## Adding New Layers

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

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

- Click **Insert Layer** in the **Feedback Master** tab.
- Right-click any thumbnail in the left pane and select **Insert Layer**.

Note that each slide master can have only one **Feedback Master Layout** and you cannot add more. You can only add more feedback 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 layout.

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

## Copying Feedback Layers

To copy a layer, select the layer > press **CTRL+C** or right-click it > **Copy**. Then, do one of the following:

- Press **CTRL+V**
- Right-click > **Paste** or **Paste (Keep Source Formatting)**. The copied layer is duplicated in both commands since there is only one format applied in one **Feedback Master**.

**Note:** You cannot copy the Feedback Master Layout.

## Removing Layers

If there are any layers that you don't want to use, just remove them. To delete feedback layers, select them then do either of the following:

- **Feedback Master** tab > **Delete**.

- Press the **DELETE** key.
- Right-click > **Delete Layer**.

**Note:** You cannot delete the feedback master layout.

## Renaming Layouts and Layers

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

- Select the layout or layers > **Feedback Master** tab > **Rename**.
- Right-click the layout or layers > **Rename Master/Rename Layer**.

## Inserting and Removing Placeholders

To show or hide the placeholders on the feedback message, simply select/clear the checkboxes of corresponding properties in the **Feedback Master** tab.

## Styling Feedback Messages

You are free to style the background and the placeholders of the feedback layers. Every change in the layout will be applied to all the corresponding layers.

- To change the background style of the feedback message, in the **Feedback Master Layout**, select the message on the Canvas > **Format** tab > change the shape, style, fill, line, and shadow the way you want. This can be changed in the **Properties** pane > **Style & Effects** tab > **Fill/ Line/ Shadow** section too. You can also change the size of the feedback layers by dragging their border. But, keep in mind that, these changes can only be done in **Feedback Master Layout**.



- To style the text (font, size, and color...) > select them > then use the buttons and commands in the **Home** tab or the inline text editor that appears.
- To design the **Button** of the message, select the button > **Format** tab > change the shape, style, etc.

## Slide Pool

**Slide Pools** allow you to manage a collection of slides separately from your main project. This feature is particularly useful for organizing reusable content or setting up randomized question slides in quizzes and learning modules.

By default, each project includes a slide pool named **Pool 1**, which initially contains no slides. To open this pool, go to the **Slides** pane and click **Change Slide Container > Pool 1**.

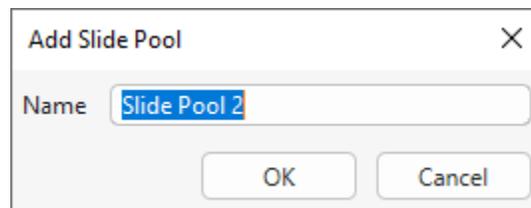
### Creating a Slide Pool

There are two ways to add slide pools in ActivePresenter:

- Create a new slide pool manually
- Import slide pools from other ActivePresenter projects

#### To create a new slide pool:

1. In the **Slides** pane, click **Change Slide Container > Add Slide Pool**.
2. In the dialog box that appears, enter a name for the new slide pool.



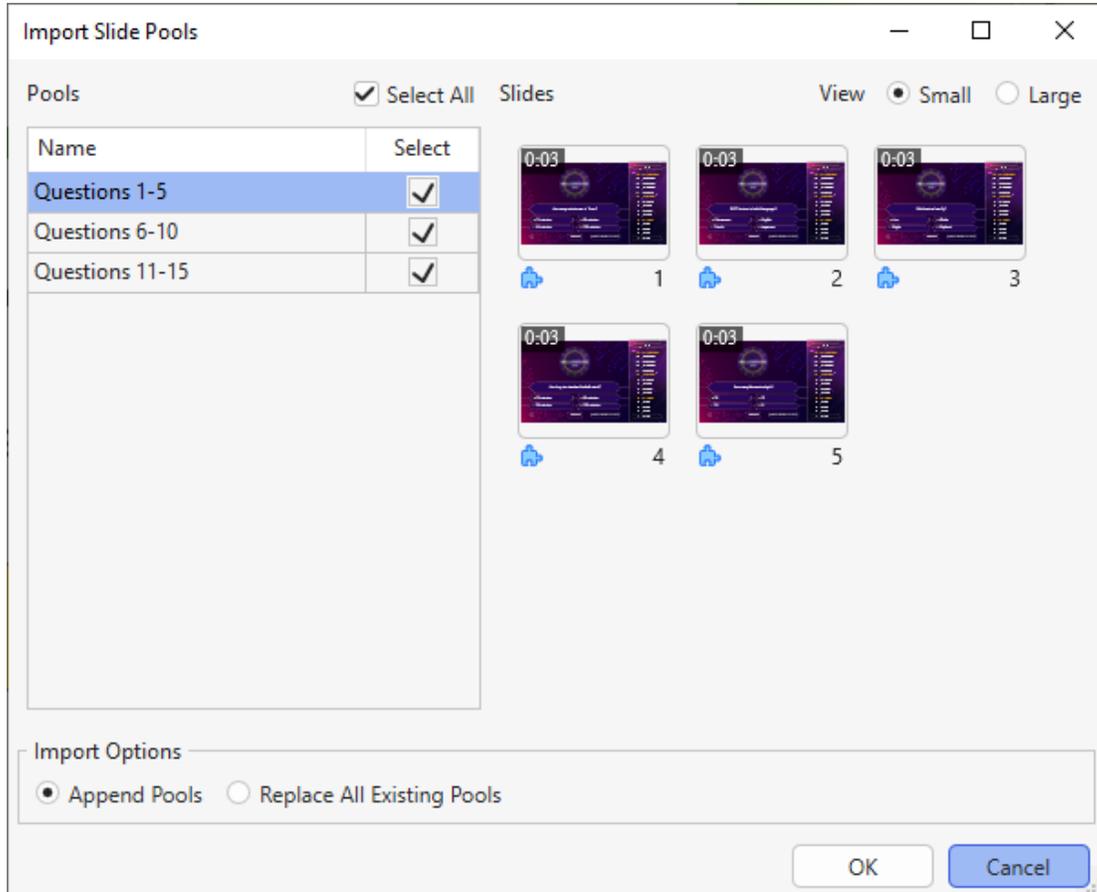
3. Click **OK** to add the slide pool to your project.

ActivePresenter allows you to **import existing slide pools** from other project files, making it easy to reuse content across multiple projects.

#### To import slide pools from another project:

1. In the **Slides** pane, click **Change Slide Container > Import Slide Pools**.
2. Browse and select an ActivePresenter project file (\*.approj) that contains the slide pools you want to reuse.

A dialog appears, displaying two panes. The **Pools** pane lists all available slide pools in the selected project. The **Slides** pane displays the slides within each selected pool. You can change the view mode by selecting either **Small** or **Large** radio buttons.



3. Select the one or more checkboxes next to the slide pools you want to import.
4. Choose one of the following import options:
  1. **Append Pools**: Adds the selected pools to your current project without removing existing pools.
  2. **Replace All Existing Pools**: Removes all current pools and replaces them with the selected ones from the imported project.
5. Click **OK** to complete the import process.

The selected slide pools will now appear in your project and can be accessed via the **Slides** pane.

## Adding Slides to a Slide Pool

You can add slides to a slide pool in two main ways: by moving existing slides from the Slides pane or by creating new slides directly within the Slide Pool pane. Slides can also be moved between pools or returned to the Main Slides.

### Moving Existing Slides to a Slide Pool

ActivePresenter allows you to move existing slides from the **Slides** pane to a pool:

1. In the **Slides** pane, select one or more slides.
2. Right-click the selection, choose **Move Slide To**, and then select the target slide pool.

**Note:** Once moved, the slides will no longer appear in the **Slides** pane but will be available in the selected pool.

### Adding New Slides Directly in a Slide Pool

To create new slides directly within a pool:

1. Select the target slide pool in the **Slide Pool** pane.
2. Use one of the following methods:
  - Go to the **Home** or **Insert** tab and select **New Slide**.
  - Right-click within the **Slide Pool** pane and choose **New Slide**.

Creating slides in a slide pool works the same way as creating them in your main project flow.

### Moving Slides Between Slide Pools

To move slides from one pool to another:

1. In the **Slide Pool** pane, select a pool.
2. Select one or more slides and right-click > **Move Slide To** > select another pool.

You can also copy slides from a pool and paste them into another pool.

### Moving Slides from Slide Pools to the Main Slides Pane

To return slides from a pool to the main slide sequence:

1. In the **Slide Pool** pane, select a pool.
2. Select one or more slides and right-click > **Move Slide To** > **Main Slides**.

You can also copy slides from a pool and paste them into the **Slides** pane.

### Manage Slide Pool

You can manage the slide pool by clicking the ellipsis icon located at the top right corner, then:

- **Change pool name:** Rename the current pool.
- **Delete a pool:** Remove the current pool and its slides.
- **Change pool color:** Change the current pool color.
- **Get more information about this pool:** See the number of slides in the current pool and the number of random slides linked to it.
- **Change pool view:** Change the slide pool view in one of three modes: Slides in Column, Slides in Grid, and Slides in Titles.

### Using Random Slides to Draw from Slide Pools

In **ActivePresenter**, to display content from a slide pool, you must use **Random Slides**. These slides serve as placeholders that are dynamically replaced by slides randomly selected from a linked slide pool during playback.

## How Random Slides Work

For example, if a random slide is linked to a slide pool containing five slides, then one of those five slides will be randomly chosen and displayed in the final output.

## Differences Between Random Slides and Normal Slides

- In HTML5 output, random slides are automatically replaced by slides from the associated pool.
- You cannot insert objects or add content directly to random slides.
- Random slides cannot be used in slide masters.

Random slides are ideal for quizzes or interactive lessons where you want to introduce variation each time the content is viewed.

## Inserting Random Slides

To insert a **Random Slide** into the **Main Slides** pane: Go to the **Home** tab or the **Insert** tab > **New Slide** > **Random Slide**. Alternatively, you can go to the **Questions** tab > **Random Slide**. A random slide will be inserted below the currently selected slide. By default, its background color matches the first slide pool in your project.



If you no longer need a random slide, just remove it. Click it and press **Delete** or right-click on it > **Delete**.

## Drawing Slides from Slide Pools

Random slides are used to randomly draw slides from a slide pool. You can choose to display all slides in a pool or just a subset.

For example, if a pool contains five slides:

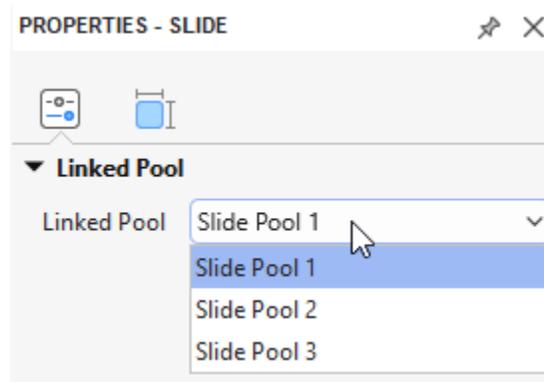
- Insert five random slides to randomize and display all five slides.
- Insert three random slides to randomly display any three from the five available.

To link random slides to a slide pool:

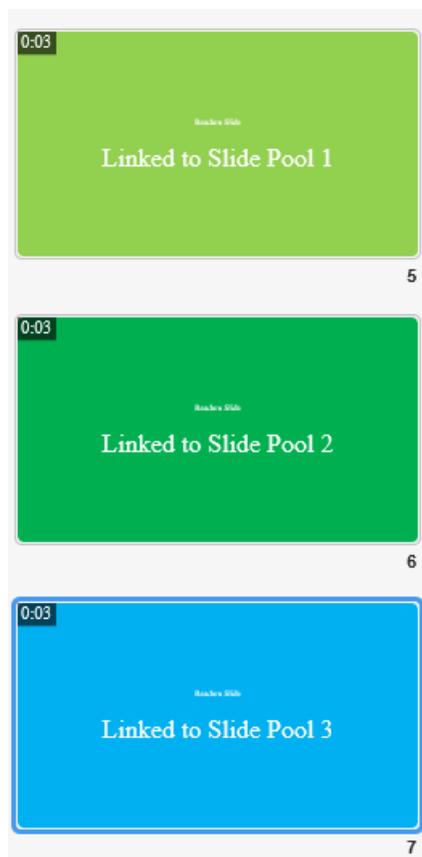
In the **Slides** pane, select one or more random slides.

Right-click and select **Linked Pool** > select the slide pool you want to draw from.

Alternatively, go to the **Properties** pane > **Slide Properties** > **Linked Pool** > select the slide pool you want to draw from.



**Note:** Each slide pool has a unique background color. The linked random slide will reflect this color. To change a pool's color: In the **Slide Pools** pane, select a pool > **Change Pool Color** > choose your preferred color.



When randomizing questions, it's better to ensure each learner gets an equally difficult quiz. 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.

## Tip for Randomizing Quiz Questions

To ensure each learner receives a quiz of equal difficulty, assign a difficulty level to each question, such as Easy, Medium, or Hard. Then, organize the questions into separate slide pools based on their difficulty levels.

For example, create:

- 1 pool for 10 easy questions
- 1 pool for 10 moderate questions
- 1 pool for 10 difficult questions

Then, insert random slides linked to each pool to deliver a balanced and fair assessment.

# Timeline Pane

## Timeline Overview

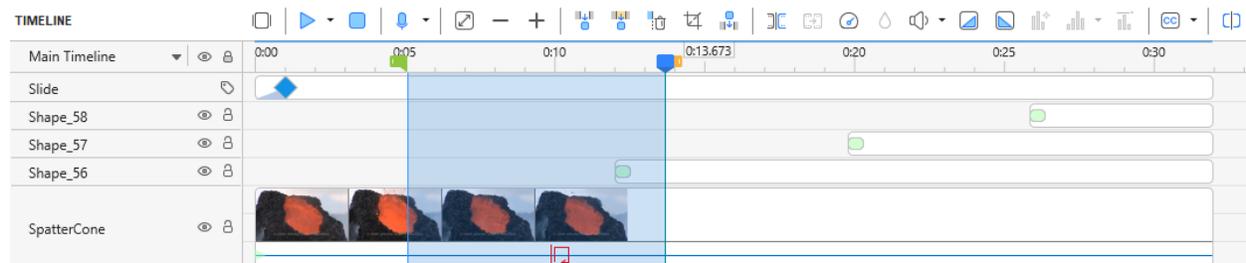
A timeline defines how multiple objects in a slide show or hide against time. By default, each slide has a Main Timeline which is run automatically when entering the slide. You can add more timelines to a slide. ActivePresenter now lets you create a Click Sequence timeline and many interactive timelines as you want. These timelines perform specific tasks depending on user needs.

If you are working on a video project, you just need to work with the Main Timeline. While working with an interactive presentation, you may need to use interactive timelines. To control and animate objects sequentially by clicking the mouse or pressing the keyboard, a Click Sequence timeline is what you need.

In case you don't see the **Timeline** pane is under the Canvas, it may be closed somehow. To open it again, access the **View** tab > **Timeline**.

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

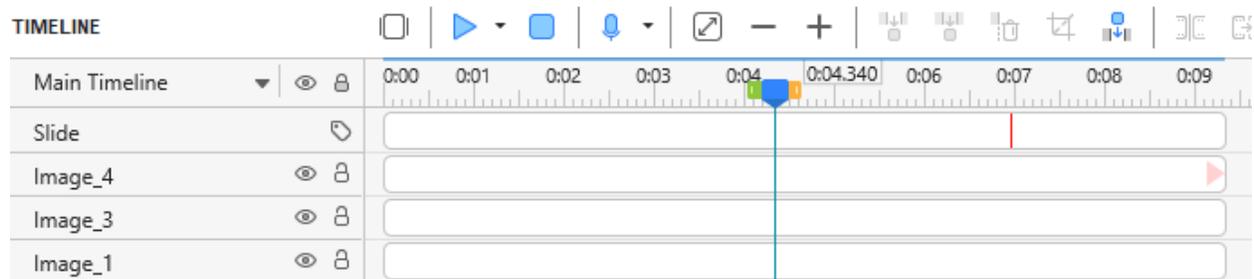
In ActivePresenter, you can create and manage multiple timelines simultaneously with the Multiple Timelines feature. You can add or remove timelines when needed.

- **Select a timeline:** Click the Main Timeline drop-down arrow, and select one of the existing timelines.
- **Add a Click Sequence timeline:** Click the Main Timeline drop-down arrow, and select **Add Click Sequence**.
- **Add an interactive timeline:** Click the Main Timeline drop-down arrow, 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 Main Timeline drop-down arrow, and select the timeline that you want to remove. Then click **Remove Timeline**. You cannot remove the Main Timeline.
- **Rename a timeline:** Click the Main Timeline drop-down arrow, and select the timeline that you want to rename. Then, click **Rename Timeline**. Enter a new name in the pop-up dialog and click **OK**. You cannot rename the main timeline and the Click Sequence one.
- **Slide duration**

The red vertical line on the Timeline represents the slide own duration. This value also appears in the **Duration** field in the **Properties** pane.

The actual slide duration is the greater value between the slide own duration and its object duration.

When previewing, the slide will continue playing at least until this red line, or until the end of the longest object on the slide, whichever comes later.



## Using Multiple Timelines

To use multiple timelines, do the following:

1. Add timelines.
2. Give the added timelines more meaningful names.
3. Add animations to objects. To **add animations** to objects in the selected timelines, select the object from the Canvas or **Selection** pane. Then, click the **Animations** tab and select entrance, exit, emphasis, and motion path effects from the effect galleries.
4. Use **events – actions** to start/pause/continue the added timelines.

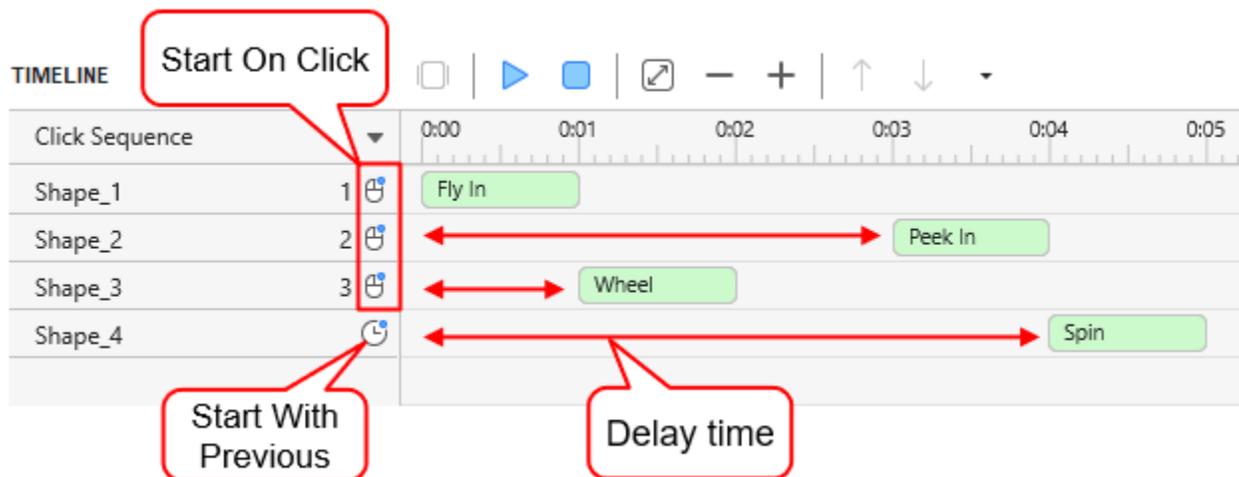
## Using Click Sequence Timeline

In the Click Sequence timeline, you can decide to start an animation when clicking the mouse, or coordinate it with other effects on the slide. Note that the Click Sequence timeline depends on the Main Timeline duration. If the Main Timeline duration is short, the Click Sequence timeline will not

have enough time to work. So, expand the Main Timeline duration as long as you want. Alternatively, can deselect the **Auto Advance** checkbox in the **Properties** pane before creating this slide.

To create and work with a Click Sequence timeline, do the following:

1. Add a Click Sequence timeline.
2. **Add animations** to objects (**Animations** tab > select entrance, exit, emphasis, and motion path effects from the effect galleries).
3. Specify the type of animations' start time.
  - **Start On Click:** Start the object animation when you click the slide.
  - **Start With Previous:** Start the object animation at the same time as the previous effect.



For example, the order of objects' appearance in the above image is **Shape 1** > **Shape 2** > **Shape 3** and **Shape 4**, respectively. Each object has a different delay time based on its start time.

- After the 1<sup>st</sup> click, **Shape 1** starts immediately.
  - After the 2<sup>nd</sup> click, **Shape 2** appears at 03:00 since it has a 3-second delay.
  - After the 3<sup>rd</sup> click, **Shape 3** and **Shape 4** appear. **Shape 4** is set up with **Start with Previous**, so it will appear along with **Shape 3**. However, **Shape 3** has a one-second delay before showing. And **Shape 4** appears later than **Shape 3** three seconds. In other words, **Shape 4** will appear at 04:00.
4. Customize object animations.
    - Set up the delay time. Do either of the following:
      - Hover the mouse over the effect time bar until the mouse turns into a four-way arrow, and drag the bar along the timeline ruler.
      - Double-click or right-click its time bar > **Effect Settings** > enter a new value to the **Start Time** spin box of the pop-up dialog.
    - Modify animations' duration. Do either of the following:
      - Hover the mouse over the end point of the effect time bar until the mouse turns into a double-headed arrow. Next, drag it horizontally to extend or reduce its duration.

- Double-click or right-click its time bar > **Effect Settings** > enter a new value to the **Duration** spin box of the pop-up dialog.
- Change the effects' order. Do either of the following:
  - Click the **Move Effect Up/Move Effect Down** icons in the Timeline.
  - Right-click effects, and select the **Move Effect Up/Move Effect Down** commands in the context menu.
  - Press the hotkeys **CTRL+PAGEUP/CTRL+PAGEDOWN**.
- 5. Add **events – actions** to further manipulate with animation effects.
  - **Click Sequence – Go Forward** action allows you to:
    - Start the animation when the action is executed.
    - Complete current animation immediately (if any).
    - Run the next **Start On Click** animation and all subsequent **Start With Previous** animations.
    - Move to the next slide if the current slide doesn't have the next animation and current animations are completed.

**Tip:** Click the mouse or press the right/down arrow keys to execute the action.

- **Click Sequence – Go Back** action allows you to:
  - Reset animations if they are running (Seek to start of these animations).
  - Go back and stop at the previous **Start On Click** animations.
  - Go back to the previous slide if there is no previous action.

**Tip:** Press the left/up arrow keys to execute the action.

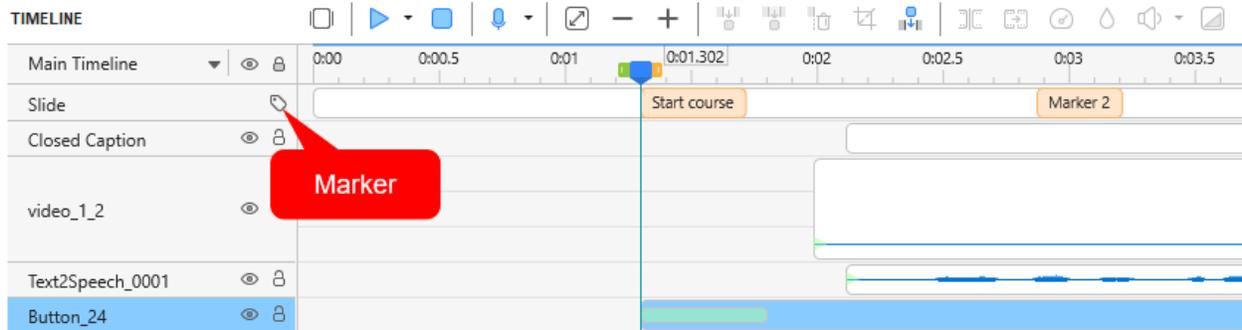
**Note:** If you create a Click Sequence timeline in the master layout of the **Slide Master**, all the custom layouts will inherit this timeline.

## Timeline Marker

**Timeline Markers** are like digital sticky notes you can place on your video/audio timeline. They help you mark specific points in time, making it easier to find or revisit important moments in your project.

### How to Use Timeline Markers in ActivePresenter:

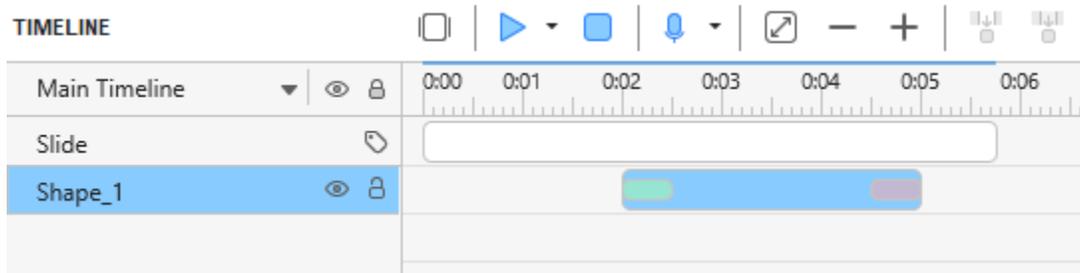
1. First, move the **Playhead** to the exact timestamp where you want to add a marker. This is the moment you want to mark.
2. Look for the **New Marker** icon in the **Slide** bar of the **Timeline** pane (below the **Lock** icon). Click this icon to add.



3. A new marker will appear on your timeline at that timestamp (labeled as "Start course", "Marker 2", etc., as seen in the image). Right-click these markers to rename them if needed or delete each.

## Object Time Bars

The time bar of an object represents its existence along the time axis. It is only available in the main timeline.

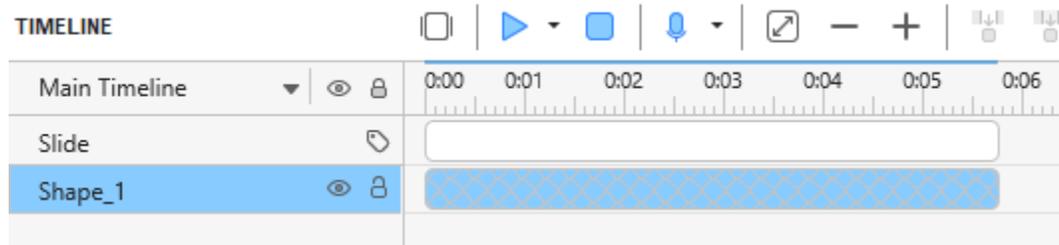


As indicated in the image above, Shape\_1 will appear in the 2th second after the slide starts to play. Then, it will disappear at the 5th second, which means its duration is 3 seconds. The length of the object's time bar represents its duration.

The animation effects of Shape\_1 are displayed by the green and red bars 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**.

## Objects Initially Hidden

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 the initially hidden object. To change the initially hidden state, just right-click the object > select **Initially Hidden**. You can also change this option in the **Properties** pane > **Size & Properties** tab > **Timing** section > tick the **Initially Hidden** checkbox.

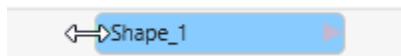
By default, some types of messages such as Correct Messages, and Incorrect Messages are initially hidden objects.

## Changing Object Name, Timing and Duration

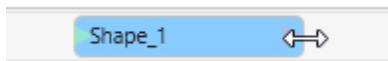
ActivePresenter hasn't supported changing the object's name directly in the **Timeline** pane. To rename objects, you can navigate to the **Properties** pane > **Interactivity** tab > **General** section or the **Selection** pane.

The timing and duration of an object are 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.

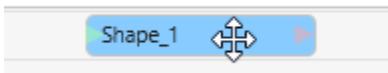
- **Changing the start time of objects:** Hover the mouse over the start point of the object time bar until the mouse pointer turns into a double-headed arrow, and drag it horizontally to change its start time.



- **Changing the end time of objects:** Hover the mouse over the end point of the object time bar until the mouse pointer turns into a double-headed arrow, and drag it horizontally to change its end time.



- **Moving objects in the timeline:** Hover the mouse over the object time bar until the mouse pointer turns into a four-way arrow, drag the bar horizontally, and drop it wherever you want.



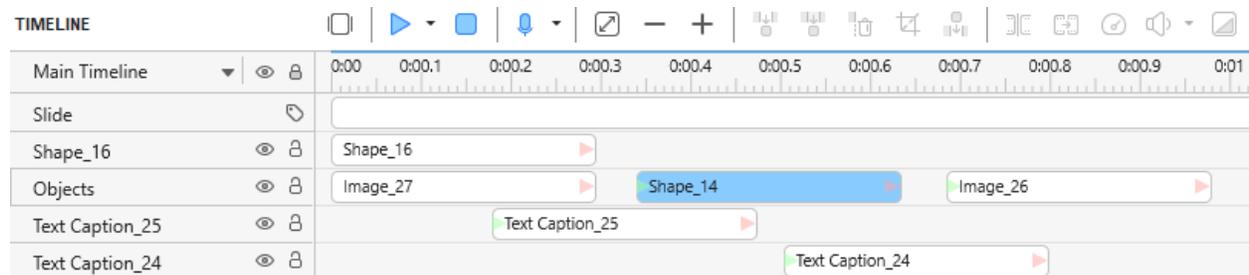
You can move multiple objects as well as change their start/end points simultaneously by selecting multiple of them, then moving them together. To select multiple objects, hold down **CTRL** or **SHIFT** while clicking object time bars or clicking object names in the timeline.

To select contiguous objects, click the first object, then hold down **SHIFT** 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 object time bars which are displayed sequentially. Thanks to that, you can easily organize and track their timing and duration.

The time bar of object in a line has the successive z-order. This means the object time bar on the left has a smaller z-order in comparison with the one on the right. You cannot swap the z-order between two object time bar in a line without changing their start time.



To move an object time bar along its current line, select it, then drag it sideways and drop it to the desired position.

If the object time bar is between two other objects' time bars, you can only move it within the available space between these two other ones, or move it to the space outside the two other ones. If the object time bar is placed at the end of the line, and the duration of it is greater than the available duration, the slide duration will be automatically extended to the right to contain it.

To move an object time bar to a new line, do one of the following:

- Select the object time bar and drag it upward or downward to the new line. You can only drop the object time bar in the line which has enough available space between two object time bars for it. You can move multiple objects time bar together sideways, but you cannot move them up/down simultaneously to the new line.
- When there are at least two object time bars in a line: right-click the object time bar > **Move Up/Down into a New Line**. In this case, ActivePresenter will create a new line containing the object time bar.

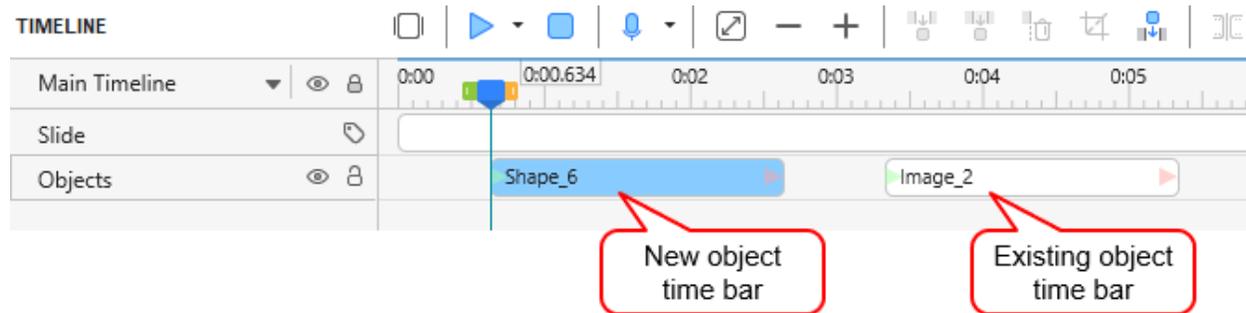
## Inserting Objects Using Playhead

Note that the following description doesn't apply for cursor path, closed caption, and zoom-n-pan.

When you place the **Playhead** at a specific position on the timeline and insert an object, the object time bar will appear exactly at the **Playhead's** current time. This time becomes the start time of the object.

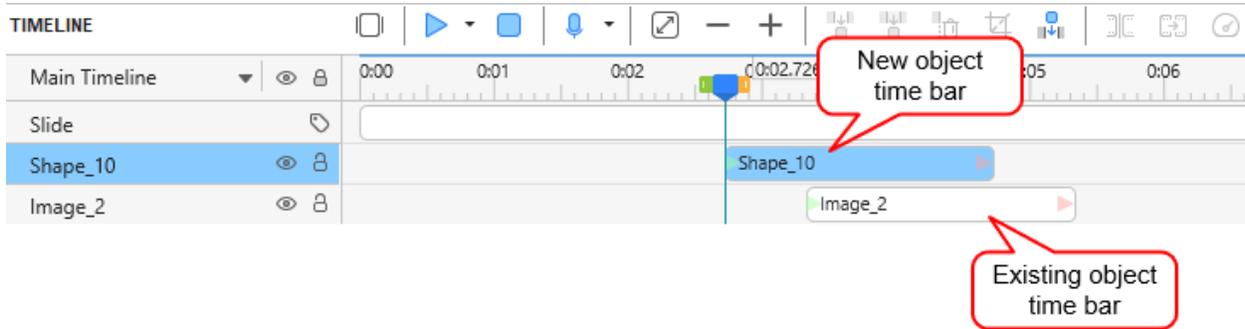
### Case 1: New Object with Shorter Duration than Line Duration

If there is already an object time bar in the same line, and the newly inserted object's duration is **shorter** than the line's total duration, the new object will be placed **before** the existing one in that line. See the image below for a visual explanation:



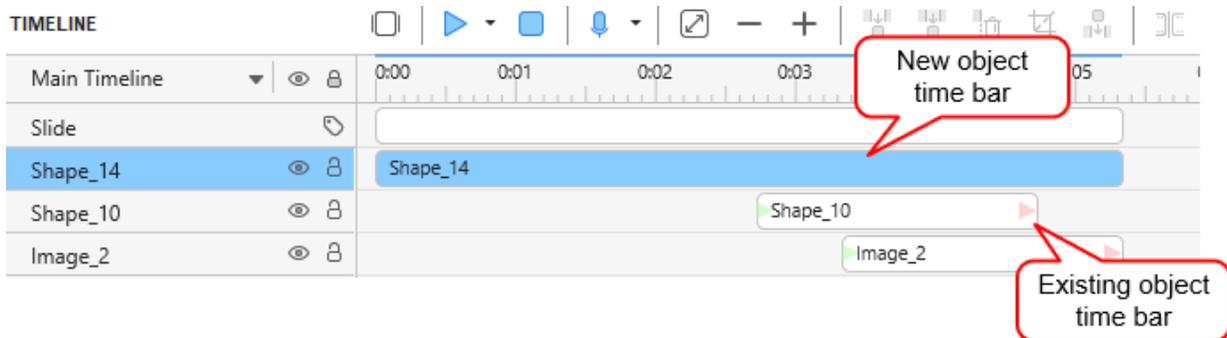
### Case 2: New Object with Longer Duration than Line Duration

If the new object's duration is **longer** than the existing line can accommodate, it will be placed on **a new line** above the existing time bars, provided that the new line has no overlapping object during that time span.



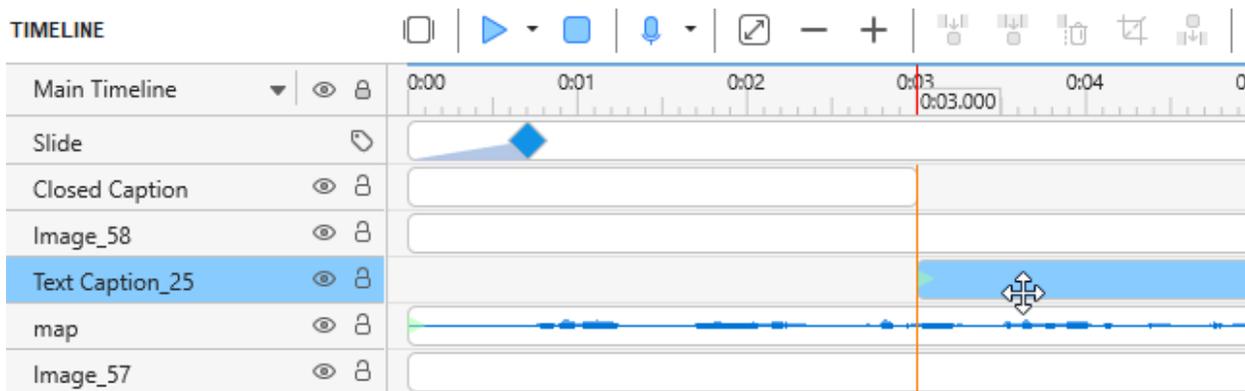
### Case 3: Inserting Without Playhead

If you insert an object without positioning the **Playhead**, the object's start time will default to **0 seconds**, and its duration will extend to the **end of the slide**. It will also appear on a **new line above** any existing object time bars. See the image below for a visual explanation.



## Timeline Snapping

**Timeline Snapping** mode enables you to align various objects with greater ease and precision on the timeline. In general, it works the same way as the Canvas Snapping mode. When this mode is on, as soon as a moving “snappable” object comes into the vicinity of another “snappable” object, it will make a tiny jump to match the timestamp of the other object.



Timeline snapping mode applies to the following timeline items:

- In the range area: Playhead, start marker, and end marker of the range.

- In the objects' time bars: Starting and ending edge, all markers inside the object time bar (For example, animation start time, the end edge of animation duration, or the starting and ending point of insert time).
- Others: The starting and ending point of the slide.

Timeline snapping is enabled by default. To disable it, access the **View** tab > click on **Timeline Snapping**. Or temporarily disable this function by holding down **ALT** when you drag an object's time bar.

**Notes:**

- The "other object" may be any object time bar in the Timeline pane whether it is placed in any row or any position.
- The vertical orange line indicates the snapping of the object time bars in the Timeline pane. Any object's time bar can snap to others when you drag it along the timeline.

## Timeline Toolbar and Productivity Tips

Icon	Command	Hotkey	Function
	<b>Add Click Sequence Timeline</b>		Add a Click Sequence timeline.
	<b>Add Timeline</b>		Add an interactive timeline. Additional timelines are triggered using <b>actions</b> .
	<b>Remove Timeline</b>		Remove the current timeline. You cannot remove the main timeline.
	<b>Rename Timeline</b>		Rename the current timeline. You cannot rename the main timeline and the Click Sequence timeline.
	Single Slide/All Slides		View the current slide or all slides in your project. The <b>All Slides</b> mode shows all slides in the timeline, which is useful to see the objects that span across multiple slides.
	Preview	<b>SPACE BAR</b>	<p>Switch the control to play, pause, or resume the preview, starting from the <b>Playhead</b> position. You can also right-click the Canvas &gt; <b>Play Preview</b>. At the end of the preview, the <b>Playhead</b> returns to the start marker of the range.</p> <p>In addition, click the arrow next to the button and choose the following options:</p> <ul style="list-style-type: none"> <li>• <b>Preview All</b>: Preview all slides in your project, from the first to the last.</li> <li>• <b>Preview from Current Slide</b>: Preview from the current position of the Playhead to the last slide.</li> </ul>

			<ul style="list-style-type: none"> <li>• <b>Preview Selected Slides:</b> Preview multiple slides that you have selected.</li> </ul>
	Stop		Stop the preview if the timeline is playing. Otherwise, clicking this button clears the selected range.
	<b>Record Narration</b>	<b>CTRL+SHIFT+R</b>	Record audio while playing the slide simultaneously. To stop recording, click the <b>Stop</b> button  .
	Zoom Fit Timeline		Fit the entire slide duration into the available pane width.
—	Zoom Out Timeline	<b>CTRL+MOUSE DOWN</b>	Reduce the time scale of the timeline.
+	Zoom In Timeline	<b>CTRL+MOUSE UP</b>	Expand the time scale to see more details.
	<b>Cut Range</b>	<b>CTRL+SHIFT+X</b>	Cut the selected range and place it on the clipboard.
	<b>Copy Range</b>	<b>CTRL+SHIFT+C</b>	Copy the selected range and put it on the clipboard.
	<b>Delete Range</b>	<b>CTRL+DELETE</b>	Delete the selected range.
	<b>Crop to Range</b>	<b>SHIFT+DELETE</b>	Delete everything outside the selected range.
	<b>Insert Time</b>		Insert a period of silence/ freeze frame into the selected audio/video at the <b>Playhead</b> position. This function can be applied to other objects in ActivePresenter.
	<b>Split Audio/Video Objects</b>		Split the selected audio/video at the <b>Playhead</b> position.
	<b>Join Audio/Video Objects</b>		Join the selected audio/video objects.
	<b>Change Playback Speed</b>		Speed up or slow down the selected range of the audio/video.
	<b>Insert Blur Area</b>		Insert a blur area into the selected video.
	<b>Adjust Volume</b>		Adjust the relative volume of the selected range of the audio/video.
	<b>Audio Fade In</b>		Add a volume fade-in effect to the selected audio.
	<b>Audio Fade Out</b>		Add a volume fade-out effect to the selected audio.

	<b>AI Audio Noise Removal</b>		Remove background noise from the selected audio with AI.
	<b>Audio Noise Reduction</b>		Reduce background noise from the selected audio.
	<b>Audio Normalization</b>		Normalize audio throughout a project for consistent volume across all slides.
	<b>Insert Caption</b>		Insert a closed caption (CC) into a slide.
	<b>Split Slide</b>		Split the slide at the <b>Playhead</b> position.
	Go to Previous Keyframe		In editing <b>blur effects</b> , go to the previous keyframe.
	Add/Remove Keyframe		In editing <b>blur effects</b> , add or remove a keyframe.
	Go to Next Keyframe		In editing <b>blur effects</b> , 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
<b>HOME</b>	Move the <b>Playhead</b> to the beginning of the timeline.
<b>END</b>	Move the <b>Playhead</b> to the end of the timeline.
<b>SPACE BAR</b>	Play or pause the <b>Playhead</b> at any timestamp in the Timeline pane.
<b>LEFT ARROW</b>	If there are no selected objects, move the <b>Playhead</b> to the left. Otherwise, move the selected objects to the left.
<b>CTRL+LEFT ARROW</b>	Same as above, but 10 times faster (the <b>CTRL</b> key is x10 accelerator).
<b>RIGHT ARROW</b>	If there are no selected objects, move the <b>Playhead</b> to the right. Otherwise, move the selected objects to the right.
<b>CTRL+RIGHT ARROW</b>	Same as above, but 10 times faster (the <b>CTRL</b> key is x10 accelerator).
<b>[</b>	Move the <b>Playhead</b> to the start marker of the selected range.
<b>]</b>	Move the <b>Playhead</b> to the end marker of the selected range.
<b>SHIFT+[</b>	Set the start marker of the selected range at the <b>Playhead</b> position.
<b>SHIFT+]</b>	Set the end marker of the selected range at the <b>Playhead</b> position.
<b>SHIFT+LEFT ARROW</b>	If there are no selected objects, move the start point of the range to the left, increase the duration of the selected range. Otherwise, if an object is selected, reduce the duration of the selected object.

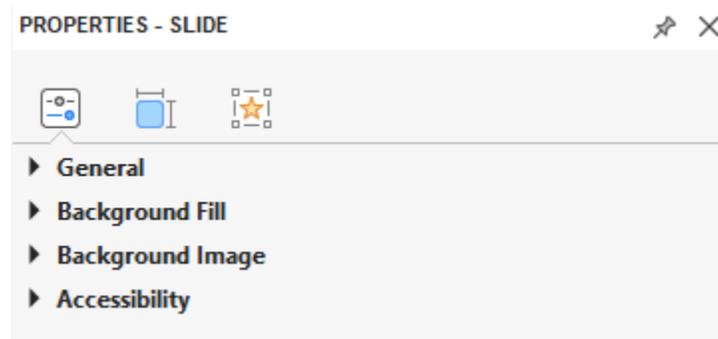
<b>CTRL+SHIFT+LEFT ARROW</b>	Same as above, but 10 times faster (the <b>CTRL</b> key is x10 accelerator).
<b>SHIFT+RIGHT ARROW</b>	If there are no selected objects, move the end point of the range to the right, increase the duration of the selected range. Otherwise, if an object is selected, increase the duration of the selected object.
<b>CTRL+SHIFT+RIGHT ARROW</b>	Same as above, but 10 times faster (the <b>CTRL</b> key is x10 accelerator).
<b>CTRL+MOUSE UP/DOWN</b>	Scroll the timeline horizontally.
<b>CTRL+SHIFT+X</b>	Cut the selected range and place it on the clipboard. (customizable)
<b>CTRL+SHIFT+C</b>	Copy the selected range and put it on the clipboard. (customizable)
<b>CTRL+DELETE</b>	Delete the selected range. (customizable)
<b>SHIFT+DELETE</b>	Delete everything outside the selected range. (customizable)
<b>CTRL+SHIFT+R</b>	Record audio while playing the slide simultaneously. (customizable)

## Properties Pane

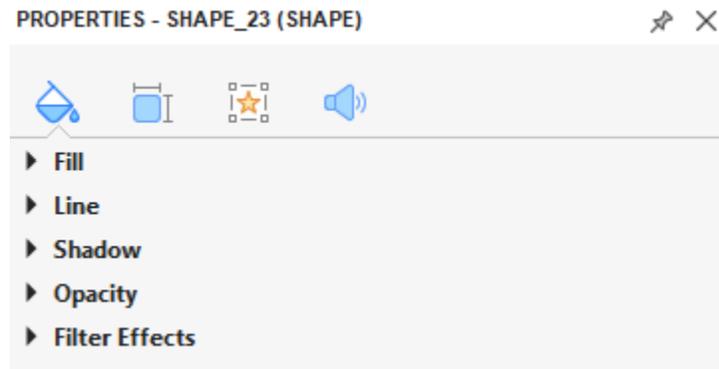
The **Properties** pane lets you view and customize the properties of selected slides or objects. If you close this pane accidentally, double click on the right side of the Canvas or click **Properties** in the **View** tab to turn it on again.

There are many tabs in the **Properties** pane: **Project Properties**, **Slide Properties**, **Style & Effects**, **Size & Properties**, **Interactivity**, **Audio**, **Media**, **Chart**, **Table**, and **3D Model**.

By default, when you create a new project or open an existing one, its first slide is selected. Thus, you will see three tabs (**Slide Properties**, **Size & Properties**, and **Interactivity**) in this pane:



As you select different types of objects, the related tabs will appear. For example, if selected objects are shapes, images, buttons, etc., the **Slide Properties** tab will no longer exist. Instead, the **Style & Effects** tab will appear. You will also see the **Audio** tab at the end:



Each tab can contain multiple sections. Each section displays many properties which are related to each other. You can freely expand or collapse any section by clicking the section title. Keep in mind that it's possible to change the properties of multiple objects or slides simultaneously. To do that, you need to select all of them before customizing their properties.

## Project Properties Tab

To make this tab appear, click the **File** button > **Projects** > **Properties**. It allows you to change the general information of the project. Refer to the **Project Properties** tab to learn more.

## Slide Properties Tab

The **Slide Properties** tab will only appear when you select one or many slides in your projects. This tab provides you with 5 sections (**General**, **Layout Height**, **Background Fill**, **Background Image**, and **Accessibility**) to change the slide properties.

### General Section

This section allows you to view and edit the general information of the selected slide.

Property	Default Value	Function
<b>Name</b>	The current slide in the project (e.g. Slide 1)	This property displays the title of the selected slide. It will serve as a <b>table of contents</b> (TOC) entry in HTML5 and document outputs. It also appears as a brief description at the top-left of each slide in document outputs.
<b>Description</b>	Blank	It shows your notes or comments for this slide. When exporting the project to document formats (PDF, MS Word, Excel, PowerPoint), you can choose whether to include the slide description. Besides, you can specify its position ( <b>Top</b> , <b>Left</b> , <b>Right</b> , <b>Bottom</b> ) in all slides of that project.
<b>Duration</b>	3000 ms	This spin box allows you to change the duration of the selected slide in HH:mm:ss.SSS. You can also drag the slide time bar along the timeline to adjust this value. Keep in mind that if any object in the slide ends beyond this time limit, ActivePresenter automatically extends the slide's duration to display that object in HTML5 and video outputs.
<b>Auto Advance</b>	Ticked	This checkbox is ticked by default. That means the presentation automatically jumps to the next slide when the current slide

		<p>completes. If you untick it, consider using <b>events – actions</b> to advance slides.</p> <p><b>Note:</b> This option is independent of the <b>Pause presentation to wait for user input</b> option.</p>
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## Layout Height Section

This section is only available for responsive projects. Refer to **Changing Slide Height** to learn more about this section's properties.

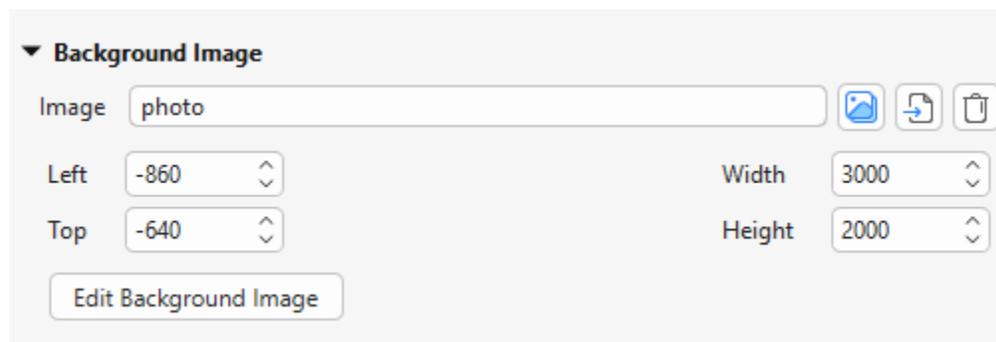
## Background Fill Section

This section allows you to fill the slide background with a color or image.

Property	Function
<b>No Fill</b>	The selected slides are not filled with any specific color or image. Thus, their background becomes transparent.
<b>Solid Fill</b>	This option is selected by default. It lets you fill the slide background with a single color.
<b>Gradient Fill</b>	Fill the background of the slides with a color gradient.
<b>Image Fill</b>	Fill the background of the slides with an image.
<b>Hide Background Objects</b>	Hide the background objects originating from the <b>slide master</b> .
<b>Apply to All</b>	Apply the changes you've made to all slides in your project.
<b>Reset Background</b>	Restore the original slide background.

## Background Image Section

Apart from the **Image Fill** option above, ActivePresenter features the **Background Image** section to fill the selected slides with an image. This section offers some properties (**Left**, **Top**, **Width**, **Height**) that the **Image Fill** option lacks. These properties help customize the size and the position of the background image relative to the slide:



- Click the  button to select a background image from the current project. Alternatively, click the  button to import a background image from your computer. Click the  button if you want to delete the background image.

- By default, the newly imported image will be stretched to fit the slide size. However, feel free to customize its position and size in pixels. In the case of **responsive projects**, the unit of these properties can be either pixel (px) or percentage (%):
  - **Left**: Adjust the X position of the background image from the top-left corner.
  - **Top**: Adjust the Y position of the background image from the top-left corner.
  - **Width**: Change the width of the background image.
  - **Height**: Change the height of the background image.
  - **Align Horizontal Center**: This checkbox is only available in responsive projects. When you tick this checkbox, the background image will be aligned to the horizontal center of the slide. The **Left** spin box is disabled. That means you cannot adjust its X position anymore. You can only adjust the Y position by changing the value in the **Top** spin box.
  - **Align Vertical Center**: This checkbox is only available in responsive projects. The background image will be aligned to the vertical center of the slide. The **Top** spin box is disabled. That means you cannot adjust its Y position anymore. You can only adjust the X position by changing the value in the **Left** spin box.
- **Restore Original Size**: Revert to the original size of the imported image.
- **Fit To Background**: The imported image will fit into the background size.

## Accessibility Section

This section comes in handy when you want to **create accessible projects** for users with visual impairments.

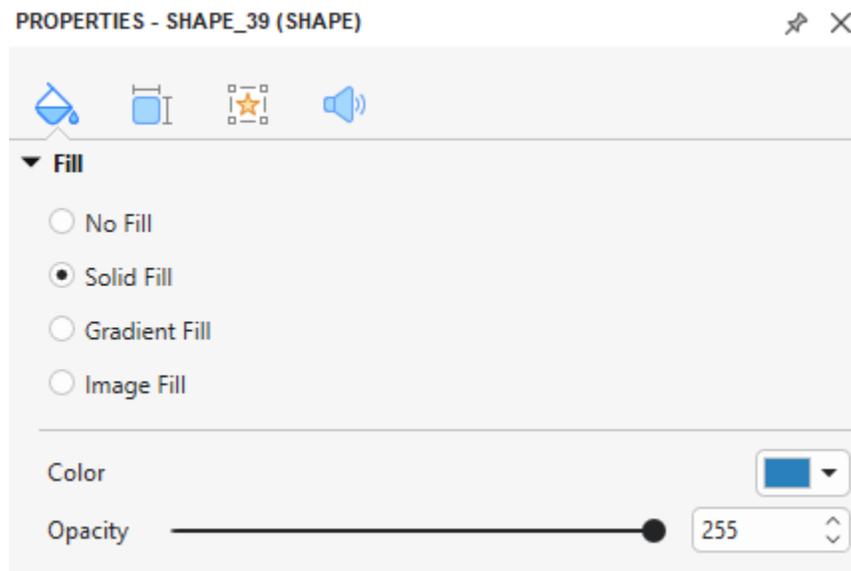
Property	Function
<b>Auto Label</b>	This checkbox is ticked by default. That means the accessibility text will be generated automatically from the slide name.
<b>Accessibility Text</b>	If you clear the <b>Auto Label</b> checkbox, this property is enabled. Input text that describes the selected slide in the text box. Later, screen readers will read aloud that text when the slide is displayed. If you don't want to provide any information about this slide, leave this text box blank. For detailed instructions, refer to <b>Customizing Accessibility Text for Slides</b> .

## Style & Effects Tab

When you select objects in a slide, the **Style & Effects** tab will appear in place of the **Slide Properties** tab. Yet, this tab is not available for all types of objects such as audio, videos, YouTube videos, or web objects. It has four sections (**Fill**, **Line**, **Shadow**, and **Opacity**) to help you customize the properties of the selected objects.

### Fill Section

This section has four options similar to those in the **Background Fill** section of the **Slide Properties** tab. It lets you customize the background of the selected objects. In detail, you can fill them with any color or image.



### 1. No Fill

The background of the selected objects becomes transparent.

### 2. Solid Fill

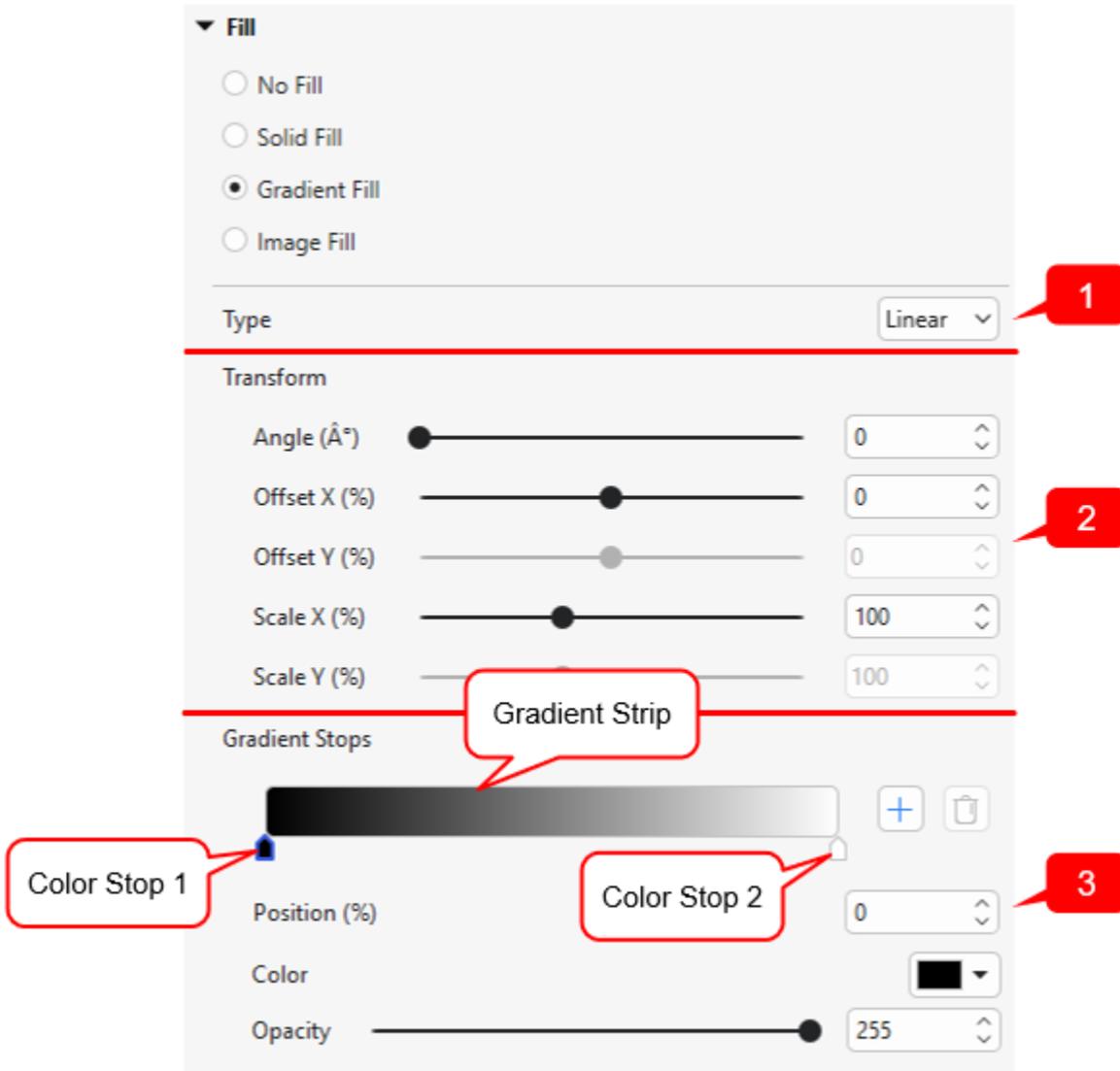
It is the default option. It fills the selected objects with a single color. Do as follows:

1. Click the color picker and select a color.
2. Drag the **Opacity** slider to adjust its value. You can also enter a number (0-255) in the **Opacity** spin box. Or, click the up/down arrow buttons to increase/decrease the value respectively.

### 3. Gradient Fill

A gradient is a smooth transition from one color to another or from one shade to another shade of the same color. The **Gradient Fill** option in ActivePresenter lets you fill the selected objects with a graduated blend of two or more colors or tints of the same color.

When you tick this option, its related properties will appear as in the image below:



At first, choose one gradient style, either **Linear** or **Radial**, from the **Type** drop-down list (1).

- **Linear**: Shades vary in a straight direction.
- **Radial**: Shades are in concentric circles.

Both of them require at least two color stops. A color stop, also known as a gradient stop, is the starting point of new color and the ending point of the current color. By default, either the **Linear** or **Radial** gradient style has two predefined color stops (3). The first one is black and the second is white. The selected color stop has a blue border (Color Stop 1). The gradient strip in between shows a live sample and lets you make changes to it in a visual manner. You can click any color stop to select it and drag it along the strip. To add more stops, click anywhere in the strip, the new one will be added at the point that you click. Alternatively, click the **Add** button to get the same result. To delete any unwanted stop, select it and click the **Remove** button.

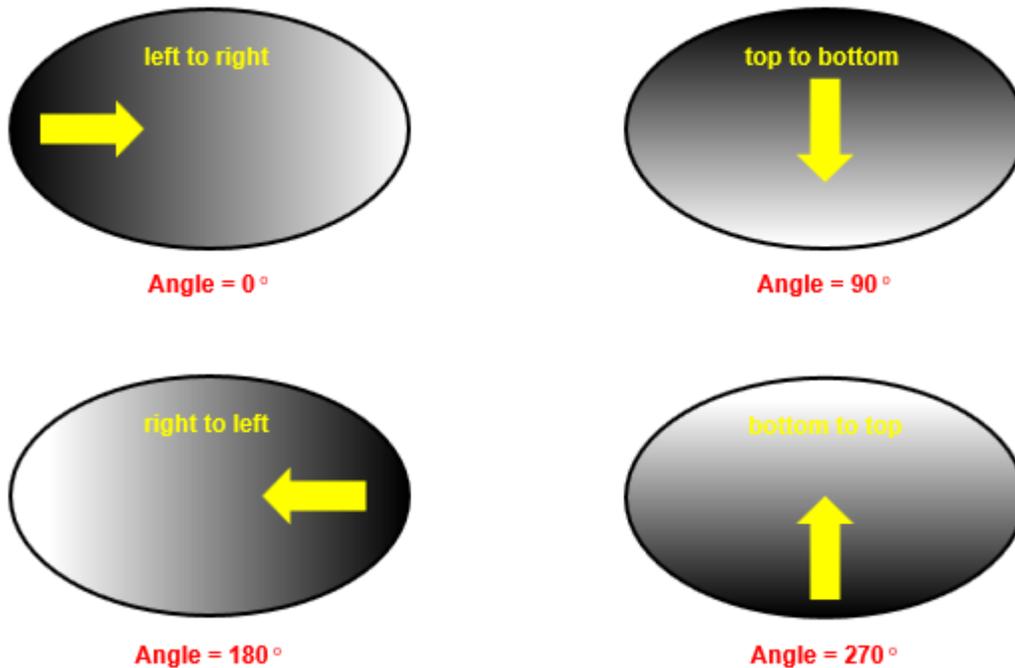
After that, you can customize the properties of the selected color stop:

- **Position**: If you want to move the selected stop into a precise position, enter a specific value (0-100%) in this spin box. You can also drag it along the strip.

- **Color:** To apply a color to the selected stop, click the color picker to choose the color you want.
- **Opacity:** Adjust the transparency for each color stop from 0 to 255. The minimum value indicates full transparency. The maximum value indicates full color.

Feel free to customize the **Transform** properties (2) to make colors blend into each other as you wish. You can drag the corresponding slider. Alternatively, enter a specific number in the corresponding spin box. You can also click the up or down arrow button to increase or decrease the value:

- **Angle:** This property is only enabled if you select the **Linear** gradient type. Color transitions in linear gradients occur along a straight line determined by an angle. Linear gradients can be defined as horizontal, vertical, or angular. This value is measured in degree (0-360°). Its default value is 0. That means the color transition happens from left to right, starting with black and finishing with white.



When you increase this value, the gradient will rotate clockwise. On the contrary, if you decrease the value, the gradient will rotate counterclockwise.

Take a look at the image above. If you change the angle from 0 to 90 degrees, the direction of the color transition changes from horizontal to vertical. In detail, the transition starts at the top and finishes at the bottom.

- **Offset X (%):** This property is used to change the position of the gradient along the X-axis. Its value ranges from -100 to 100%. Its default value is 0. When you increase or decrease this value, the gradient will move to the right or the left correspondingly. As a result, the color of the object will change accordingly.
- **Offset Y (%):** The **Offset Y** is available when you choose the **Radial** style. It lets you change the position of the gradient along the Y-axis. Its value ranges from -100 to 100%, and the default value is 0. When you increase or decrease this value, the gradient will move upwards or downwards. The color of the object, therefore, will change accordingly.
- **Scale X (%):** This property allows you to change the gradient horizontal scale (10-250%). Its default value is 100. When you increase or decrease this value, the horizontal radius

of the radial gradient or the width of the linear gradient will be increased or decreased correspondingly.

- **Scale Y (%)**: This property is only enabled for the **Radial** type. It lets you customize the gradient vertical scale (10- 250%). Its default value is 100. Increasing or decreasing this value will expand or shrink the vertical radius correspondingly.

#### 4. Image Fill

This option allows you to fill the selected objects with an image. You can choose an image either from the current project or your file system:

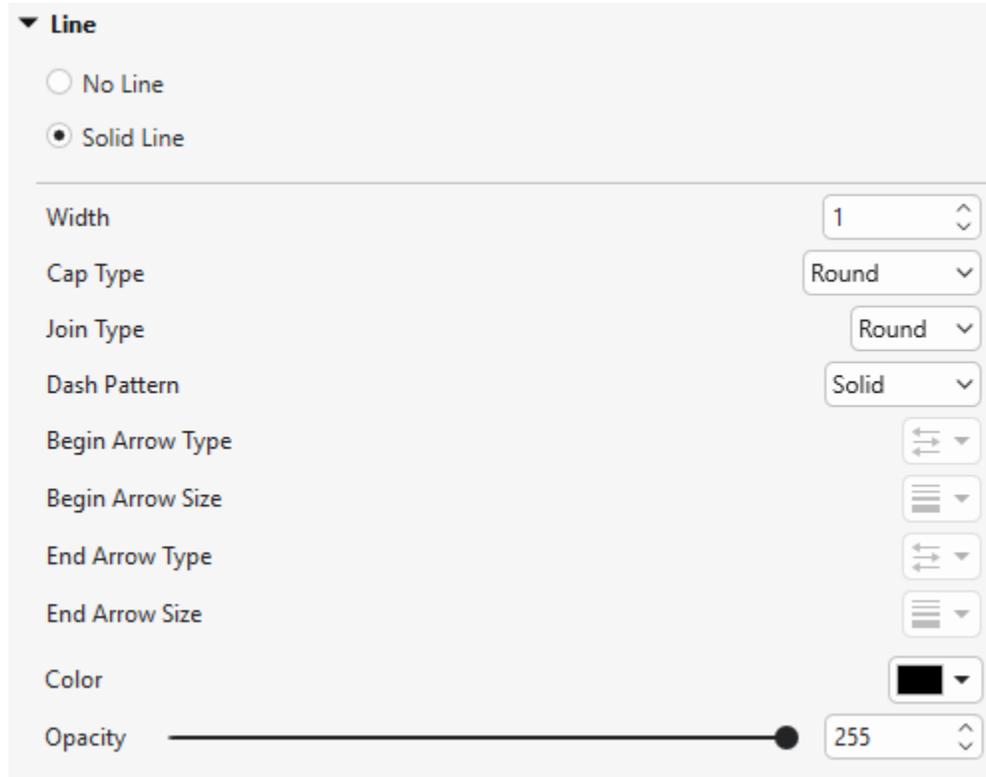


Apart from that, you can customize how the objects will be filled:

- **Tile**: The image will be replicated in the x- and y-axis to fill up the space. If the image is larger than the object, 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 object, it will be rescaled to fit the available space.

#### Line Section

The first two options that you can see in this section are **No Line** and **Solid Line**. When you insert a new object into your current project, initially, it has no line. That means the first option is ticked by default. To create a solid line for the object, select the second option. It will let you customize many line properties:



- **Width:** This property allows you to change the width of the line in the range of 0-500 (in pixel). Enter a value in the **Width** spin box. Or, click the up/down arrow to increase or decrease the value.
- **Cap Type:** This property only matters in an open curve, where you can see the end of a line. You can let its end have either a round or square cap type.
  - **Round:** The end of the line is capped with a rounded 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:** This option lets you change the line pattern. Select either of the four types:
  - **Solid:** The border is the solid line.
  - **Dot:** The line is formed by dots.
  - **Dash:** The line is created by dashes.
  - **Dot Dash:** The line is formed by dots and dashes.
- Arrow Type and Size: These properties are only available for **Line and Arrow**.
  - **Begin Arrow Type/ End Arrow Type:** You can choose from six built-in options, including **No Arrow**, **Arrow**, **Open Arrow**, **Stealth Arrow**, **Diamond Arrow**, and **Oval Arrow**.

- **Begin Arrow Size/ End Arrow Size:** There are nine built-in sizes for you to select, from **Size 1** to **Size 9**.
- **Color:** It allows you to change the color of the line.
- **Opacity:** You can drag the slider or enter a number (0-255) in the spin box to adjust the transparency of the line. The zero value indicates full transparency. Meanwhile, the maximum value display full color.

## Shadow Section

Initially, a newly inserted object has no shadow because the first option in this section is ticked by default. If you want to add shadow effects to it, select **Custom Shadow**. Then, feel free to customize other properties:



- **Presets:** This option provides you with eight default shadow effects, namely, **Top Left**, **Top**, **Top Right**, **Bottom Left**, **Bottom**, **Bottom Right**, **Right**, and **Left**.
- **Blur Radius:** Set the blur radius of the shadow in pixel unit (0-50). The larger the value, the fuzzier the shadow. The smaller the value, the sharper the shadow.
- **Angle:** Enter a number (0-360°) in the spin box. Changing this value will lead to the change of the shadow position.
- **Distance:** Set the distance from the shadow to the shape in the range of 0-300 pixels.
- **Color:** Change the color of the shadow.
- **Opacity:** Adjust the transparency of the shadow (0-255). The zero value indicates full transparency. Meanwhile, the maximum value displays full color.

## Opacity Section

The **Opacity** option appears in all related sections and lets you adjust the transparency of object properties like **Fill**, **Line**, and **Shadow**. For example, in the **Fill** section, it controls the transparency of solid or gradient colors (not applicable for image fills). However, if you fill the object with an image, this option is unavailable. What if you want to adjust the transparency of text captions? In those cases, the **Opacity** section will come in handy so you can adjust the transparency of the whole selected object:

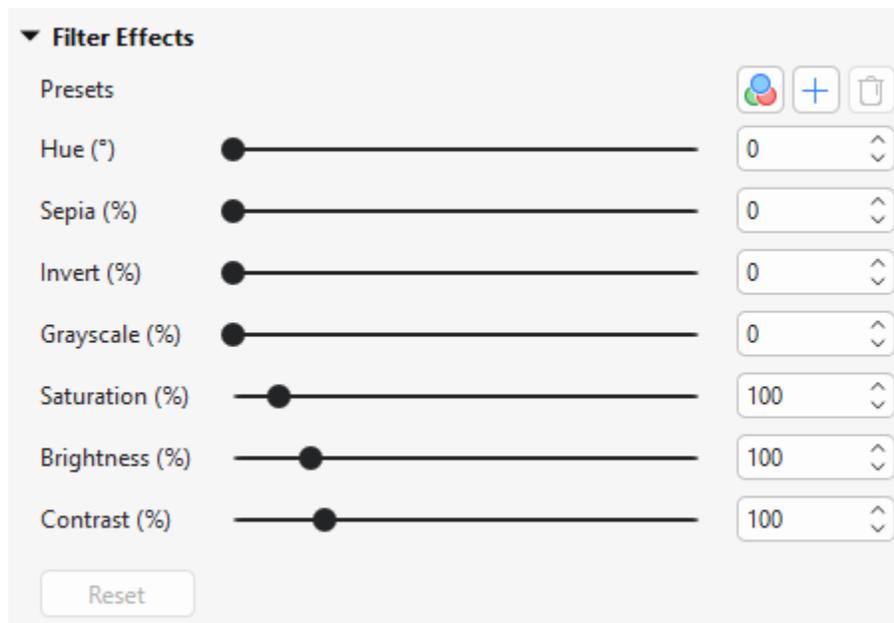


Adjust the value by dragging the slider or specifying a value in the spin box. If the value is 0, the whole selected object becomes transparent. Increasing this value will make it more apparent.

## Filter Effects Section

This newly added section helps you quickly change how selected items look. You can make colors better, change them, or fix them. This works for images, shapes, and even videos.

Find this section in the **Properties** pane when you click on an object (image, shape, or video) on the Canvas.



### 1. Presets

Presets let you save and use your favorite color settings quickly.

- : Click this to open a preset menu including custom presets and default presets. Pick a preset. All sliders will change to match the preset.
- : After you set your colors, click this to save them as a new preset. Name it as you want.
- : This button will delete the custom preset.

### 2. Adjusting Colors

These sliders and boxes let you control different color settings. You can change each one by:

- **Slider:** Drag the circle to make the number higher or lower. You'll see the change right away.
- **Input Field:** Type a number directly into the box.

- **Up/Down Arrows:** Click the small arrows to change the number up or down.
1. **Hue** (°): Shifts the color itself around the color wheel. Default is 0°.
    - **Adjusting Hue:** A red color might turn orange, then yellow, blue, etc. This changes the color without making it lighter/darker or more/less intense.
  2. **Sepia** (%): Adds an old-style brownish look. Default is 0%.
    - **Higher Sepia:** Makes the item look more like an old brown photo. At 100%, it's fully sepia.
  3. **Invert** (%): Flips the colors, like a photo negative. Default is 0%.
    - **Higher Invert:** Changes white to black, blue to yellow, etc. At 100%, colors are fully inverted.
  4. **Grayscale** (%): Turns colors into shades of gray. Default is 0%.
    - **Higher Grayscale:** Gradually makes the item black and white. At 100%, it's completely black and white.
  5. **Saturation** (%): Changes how strong or pure the colors are. Default is 100%.
    - **Higher Saturation:** Colors look brighter and more intense.
    - **Lower Saturation:** Colors look duller, closer to gray. At 0%, the item will be completely gray.
  6. **Brightness** (%): Makes the item lighter or darker overall. Default is 100%.
    - **Higher Brightness:** Item looks lighter.
    - **Lower Brightness:** Item looks darker.
  7. **Contrast** (%): Makes dark parts darker and light parts lighter. Default is 100%.
    - **Higher Contrast:** Colors look bolder and more separated.
    - **Lower Contrast:** Colors look softer and less separated.

### 3. Reset Button

This button is at the bottom. Click it to set all color adjustments back to their starting values (like 100% Contrast, 0° Hue). This removes all the changes you made.

## Size & Properties Tab

The **Size & Properties** tab is available for all object types, but each type has its own specific sections. Below are six commonly used sections you'll often work with:

### Timing Section

This section defines when and how the selected object starts/stops displaying in the presentation.

- **Start Time:** By default, when inserting a new object without moving the Playhead, its start time is 0:00.000 (the slide's start). To change this, either adjust the value in the Start Time box or drag the object's time bar on the timeline. If you want the object to start later, place the Playhead at the desired time before inserting it. That timestamp will become its start time.

- **Duration:** The time an object stays on the slide. By default, it lasts until the end of the slide. To change it, uncheck **Show to the End of Slide** to enable the **Duration** box, or simply drag the object's time bar in the timeline.
- **Initially Hidden:** If you select this option, the selected objects will not appear in the presentation until they are called by an event. See **Initially Hidden Objects** for more information.
- **Show to the End of Slide:** This checkbox is selected by default. That means the object will appear until the end of the slide. Click to untick this checkbox. Or, dragging the object time bar will clear it automatically.

## Transform Section

This section defines the size and position of the frame that is used to define the object.

- **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 a 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 the frame unchanged when resizing the frame.
- **Exclude from Container Layout:** Define whether an object can be excluded from the container layout or not. The container layout can be **flex** or **grid** layout.
- **Restore Original Size:** Restore the initial size of Image and Video objects.

## Container Layout Section

The **Container Layout** section only displays when you select:

- A slide;
- **A group of objects;**
- An answer area of a question (except for Fill in Text Entry, Fill in Blanks, Essay, and Select in Dropdown). In this case, the answer area is considered as a group of text box objects.

There are three modes for choosing:

- **None:** Allow you to freely change the position/ size of any object.
- **Flex:** Align objects in a horizontal or vertical direction. You can change the position/ size for each object separately. See **Customize Flex Child in Flex Container** to know more.
- **Grid:** The objects' position is fixed. You cannot change the position/ size for each object separately. You can only change the position/ size for the whole grid container.

## Text Box Section

This section defines the minimum margin between the frame and the text inside it.

- **Left Margin:** Minimum margin on the left side.
- **Right Margin:** Minimum margin on the right side.

- **Top Margin:** Minimum margin on the top side.
- **Bottom Margin:** Minimum margin on the bottom side.

## Show in Mode Section

ActivePresenter allows you to run interactive presentations in four operation **modes**, including **Demonstration**, **Tutorial**, **Practice**, and **Test**. The **Show in Mode** section allows you to show or hide the selected slides or objects in different modes. You just need to select or deselect the corresponding checkboxes.

## Accessibility Section

This section features some properties that make the objects accessible to users with disabilities when viewing the project output.

- **Text Selection:** Allow users to select the text of 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 checkbox, the **Accessibility Text** text box will appear. Type text in this box. When the slide is shown, 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.

## Other Sections

Apart from the six sections above, depending on the selected object type, you will see the other sections:

- **Gesture Effects Section:** Appear when the selected object is a gesture effect. It allows you to change the type, color, and opacity of gesture effects.
- **Image Section:** Appear when the selected object is an image. It lets replace the current image with the new one.
- **Crop Section:** Appear when the selected object is an image or a video. It features some properties to help you crop an **image** or a **video**.
- **YouTube Section:** Appear when the selected object is a YouTube object. It allows you to change the object name, edit the link, specify playback options, adjust the start time and the end time of the YouTube video.
- **Web Object Section:** Appear when the selected object is a web object. In this section, you can change the name, edit the address, specify the scrolling and scaling behaviors of web objects.
- **3D Model:** Appear when the selected object is a 3D model. It lets you change the 3D model source. In addition, with animated 3D models, you can customize other properties such as scenes, duration, and playback options.
- **Slider Section:** Appear when the selected object is a slider. It helps you to adjust the slider values including min, max, initial, and step. Plus, you can use variables to make the slider work as you wish.
- **Cursor Section:** Appear when the selected object is a cursor. In this section, you can change the cursor image, apply a style to all cursor objects, adjust timing and click point.
- **Cursor Path Section:** Appear when the selected object is a cursor. If you want to change the cursor effects (click sound, click effect, size, color, opacity), this section will come in handy.
- **Position & Zoom Scale Section:** Appear when the selected object is a zoom-n-pan. As its name implies, it lets you change the position and size of a zoom-n-pan object.

- **General Section:** Appear when the selected object is a closed caption. In this section, feel free to add multiple languages for closed captions.
- **Caption Section:** Appear when the selected object is a closed caption. Refer to this section to adjust its timing and convert closed captions to speech.

## Interactivity Tab

The **Interactivity** tab has five sections (**General**, **Dropdown**, **Score & Reporting**, **Drag-n-Drop**, **Events - Actions**). It supports you in creating interactive projects.

### General Section

The **General** section lets you customize the common properties of the slides or objects. Depending on the different object types that you select, you will see some or all of the properties below:

- **Name:** Show the current name of the selected object. You can type text here to rename it. When an object is renamed, its name will also change in the **Timeline** pane and the **Selection** pane.
- **Cursor:** Change the cursor shape when viewers hover the mouse over an object. You can let the cursor display in the default shape or change it to other ones. You can also set the cursor image of your own by selecting an image from the current project or your computer. Select **None** if you don't want 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. There are four options to choose from:
  - **Focusable Only:** Only selected objects can receive focus. However, the **TAB** key cannot be used.
  - **Auto:** Objects will be automatically ordered. When the **TAB** key is pressed, objects will be selected randomly.
  - **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.
  - **None:** Select this if you don't want to give objects in any tab order.
- **State View:** Click to open the **Object States** pane.
- **Retain State:** If this box is checked, the object will retain its last state when users revisit the slide (in HTML5 output). If it is unchecked, the object will reset to its normal state.
- **Show Toggle Button:** For the objects that contain toggle buttons like **radio buttons or checkboxes**, you can choose to show or hide them. Clearing this option will make the toggle buttons invisible to users.
- **Pause presentation to wait for user input:** If this checkbox is selected, all the objects stop playing. The presentation resumes when one of the defined **actions** is executed.
- **Just before hiding object:** Pause the presentation before the selected object disappears. In case this checkbox is deselected, you can decide to pause the presentation after showing the object for *n* second.
- **Correct Values:** Allow setting the correct answer list for:
  - **Fill in Text Entry Question**
  - **Fill in Text Entries Question**
  - **Essay Question** (applied for the **Graded** mode only)

- **Text Entry object**
- **Mouse Click object**
- **Key Stroke object**

Click the **Add Value** button and type text in the box, click the mouse button, or press a key or a combination of keys to define the correct value. Keep doing that until you have the desired list of correct answers. When you want to delete any value in the answer list, click the **Remove** button.

## Dropdown Section

This section appears when the selected object is a dropdown. It allows you to create and manage the item list. See **Adding Lists of Items to Dropdown** for more information.

## Score & Reporting Section

This section only appears when you select **interactive objects** or the answer area of **questions**.

- **Mode:** Except for the Rating Scale (Likert), the other question types let you select between the **Graded** or **Survey mode**.
- **Report ID:** This checkbox is selected by default with a unique reference number. You can change this number as you wish. Note that 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 options of a question. This property only appears when you are working with certain types of questions: **True/False**, **Multiple Choice**, **Multiple Response**, and **Drag-n-Drop**.
- **Points:** Allow learners to get a predefined point if they give a correct answer to a question. Enter a specific number in the spin box or choose one from the **Points** list. If you select **Partial**, it lets you assign points to each answer option of a question. Just select each answer option. Then, navigate to the **Properties** pane > **Interactivity** tab > **Score & Reporting** section > **Points** > enter a number in the spin box. Thanks to that, learners can get scores depending on the number of correct values they select. This also applies for interactions objects.
- **Attempts:** Set the maximum number of attempts that users could make. If exceeding the predefined number, users could not interact with objects anymore. If you select **Infinite**, there is no limit to the number of attempts that users could make.
- **Timeout (ms):** Let you specify the time limit. If this checkbox is selected, when the timeout occurs, objects will be disabled.
- **Password Field:** When this checkbox is selected, entered characters will be displayed as asterisks. It is only available for **Text Entry**, **Fill in Text Entry**, and **Fill in Text Entries** questions.
- **Case Sensitive:** Uppercase and lowercase letters are treated differently if this option is selected. It is only available for **Text Entry**, **Fill in Text Entry**, **Fill in Text Entries**, and **Fill in Blanks** questions.
- **Submit:** Select the method to submit entered/selected text. This option is only available for **Text Entry**, **Dropdown**, **Fill in Text Entry**, and **Select in Dropdown** questions.
- **Variable:** Select the **variable** which is associated with the text box. The value of the variable will be updated following the content in the text box.

## Drag-n-Drop Section

This section helps you to convert normal objects to drag sources or drop targets. By default, the **None** mode is selected.

If you select **Drag Source**, the following properties will be enabled:

- **Effect:** Set the effect for a drag source:
  - **None:** No effect happens when learners drag a drag source.
  - **Zoom:** The drag source will be zoomed in when learners drag it.
  - **Highlight:** The drag source will be highlighted when learners drag it.
- **Revert:** Selecting this checkbox means that a drag source will be sent back to its original position if:
  - Learners drop it outside a drop area.
  - Learners drag a wrong drag source into a drop area.

If you select **Drop Target**, refer to **Setting Correct Values** and **Setting Other Properties** to know how to adjust available properties. Besides, drop targets also have the following properties:

**Accepts:** Specify the number of drag sources that can be accepted by a drop target. The default value is **Infinite**. Yet, it's possible to use the finite value from 1 to 10. In this case, you can define what happens when users reach maximum acceptance:

- **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

The **Events – Actions** section helps you make your content more interactive. For example, clicking on an object to play an audio, hovering the mouse over it to highlight another objects, or dragging it to a new position. An event is used to trigger actions. In other words, when an event happens, one or more actions are triggered in response to that event.

▼ **Events - Actions**

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Slide 10

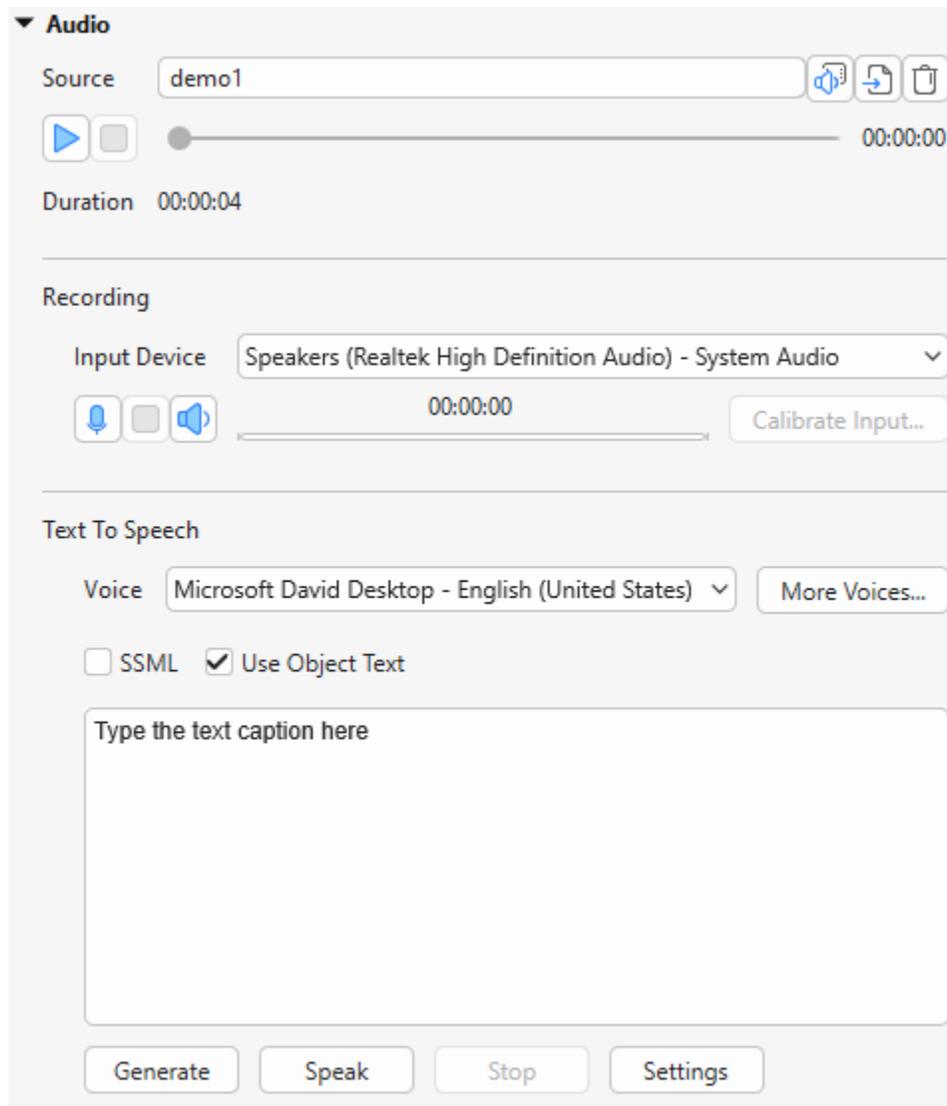
- ◆ On Load
  - Show Responses: [All showing interactions](#)
  - IF apReviewMode is equal to True
  - Show Feedback Layer: [Review Feedback](#)
  - IF apReviewMode is equal to True
- Button\_3
  - ◆ On Click
    - Submit: [All showing interactions](#)
- Multiple Choice Question\_2
  - ◆ On Correct
    - Show Feedback Layer (Blocking): [Correct Feedback](#)
  - ◆ On Incorrect
    - Show Feedback Layer (Blocking): [Incorrect Feedback](#)
    - IF Attempt is equal to Last
    - Show Feedback Layer (Blocking): [Try Again Feedback](#)
    - IF Attempt is not equal to Last
  - ◆ On Incomplete
    - Show Feedback Layer (Blocking): [Incomplete Feedback](#)
  - ◆ On Timeout
    - Show Feedback Layer (Blocking): [Timeout Feedback](#)
- Radio Button\_7
- Radio Button\_6
- Radio Button\_5
- Radio Button\_4
- Title Placeholder\_1

For detailed steps to create events - actions, refer to [this section](#).

## Audio Tab

The **Audio** tab is used to attach sound to objects such as shapes, text captions, etc. The sound plays when the object starts showing. In general, this tab has the same structure and functions as those of the **Audio** section in the **Media** tab, except the **Playback Options** section.

To view this contextual tab, select an object > **Properties** pane > **Audio** tab. It has three sections including Source, **Recording**, and **Text to Speech**.



## Source

In this part, you can attach an available audio file to an object. To do that, click  button to select audio from the current project. Or, click  button to import an audio file from your computer. Click  button to delete the unwanted audio. After that, you will see the name of the audio file in the **Source** box and its duration. There are also playback buttons to play or stop playing the audio.

## Recording

This part lets you record your own audio track and attach it to an object.

To record the sound, do the following:

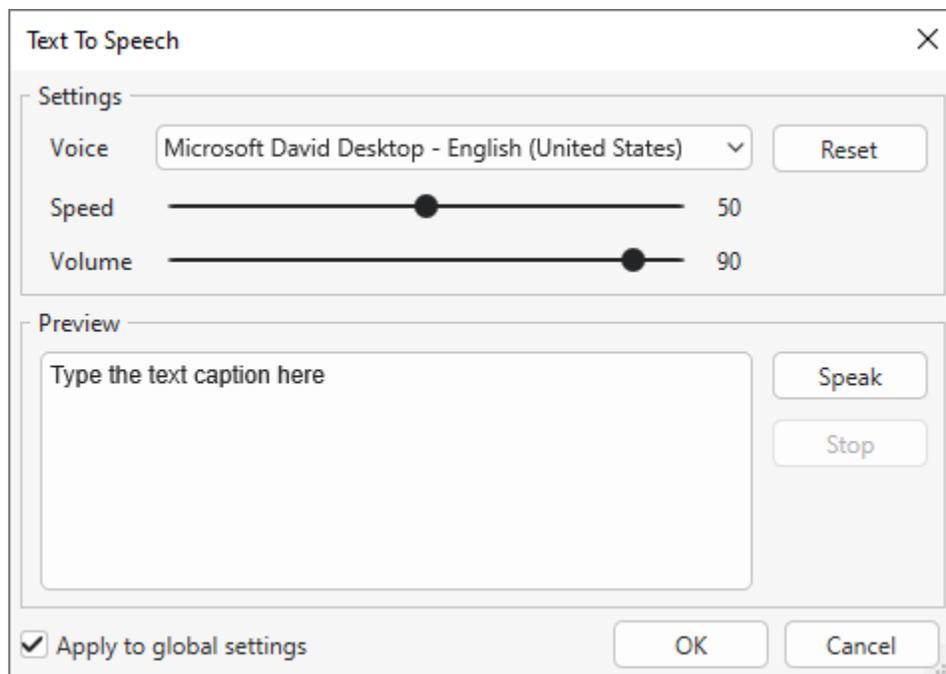
1. Select a device from the **Input Device** drop-down list.
2. Click the **Record** button to start recording.
3. Click the **Volume** control button to adjust the recording volume.
4. Click the **Stop** button to finish the recording.

**Note:** You can **calibrate the input volume of the 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 with an alternative source of sound, which is **text-to-speech**. By default, the **Use Object Text** checkbox is selected. That means ActivePresenter copies the text of the object into this box. However, it also allows you to edit the text directly. When you make changes to the text in this box, the **Use Object Text** checkbox is automatically clear:

1. Select an available voice from the **Voice** drop-down list or click **More Voices...**
2. If you want to enhance your output speech with SSML tags, select the **SSML** checkbox to use SSML-supported voices.
3. Click **Speak** to listen to the voice and click **Stop** to stop listening.
4. To adjust the TTS settings, click the **Settings** button. The following dialog will appear:

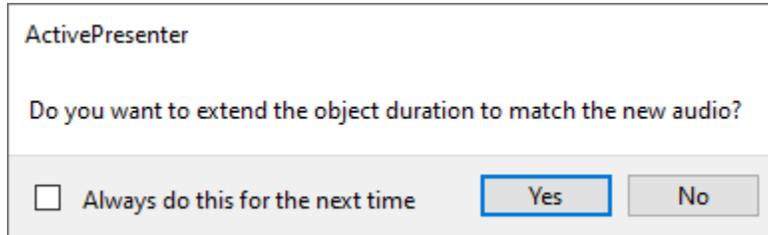


Adjust the voice, speed, and volume, and click **Speak** to listen to the voice.

- If the results are not OK, change the parameters and try again. Repeat the cycle until you are satisfied.
- If your settings are not good enough, click **Reset** and start over.
- When you are satisfied, click **OK** to close the dialog.

5. Click **Generate** to perform the conversion.

When you attach audio to an object, the object duration can be shorter than the audio duration. In that case, ActivePresenter will open a dialog to ask whether you want to extend the object duration to match the new audio:



You can also make further adjustments in the **Preferences** dialog to always extend the object duration so that it can match the audio duration. Click the File button > **Preferences** > **Miscellaneous** > select **Yes** in the **Extend object duration to match the duration of generated audio** section > click **OK**.

## Media Tab

The **Media** tab is only displayed if you select a media file (video/audio) in your project. If you select a video file, the **Media** tab will show the **Video section**. On the other hand, when you select an audio file, the **Audio section** will be shown.

## Audio Section

Three sections include: Source, Recording, and Text To Speech function similarly to the **Audio Tab** described above.

### Playback Options for audio and video

This section provides options to control how the audio is played. These options are available only for audio objects, not for the audio files attached to other objects types.

- **Loop:** Make the audio/video start playing again when playback is finished. When the **Playhead** reaches the end of the audio/video, it will return to the start point and continue playing.
- **Autoplay:** Make the audio/video play automatically when the slide loads and the **Playhead** reaches the start point of the audio/video time bar.
- **Show Media Controls:** Display a media players bar for the audio in the HTML5 output, which allows users to control the playback.
- **Background Music:** This is applied for the audio object only. Make the audio file play as the **Background Music** for the presentation. That means the audio continues playing when the presentation is paused to wait for user input.

## Video Section

### 1. Video

The Playback options is similar to those of the audio tab above.

**HTML5 Closed Caption:** Allow you to embed/attach subtitle files into a video for displaying in the HTML5 output.

### 2. Cursor Effects

This section is used to change the **cursor effects** for the recorded videos.

### 3. Green Screen Effect

This section allows you to apply the **green screen effect** for videos.

#### 4. Blur Effect

This section is activated only if your video has a **blur effect**.

### Chart Tab

This tab only appears when a chart is selected. This tab has only one section - the **Style** section. However, keep in mind that its properties may vary depending on each chart type. To learn how to work with these properties of different charts, refer to **Customizing Chart Styles**.

### Table Tab

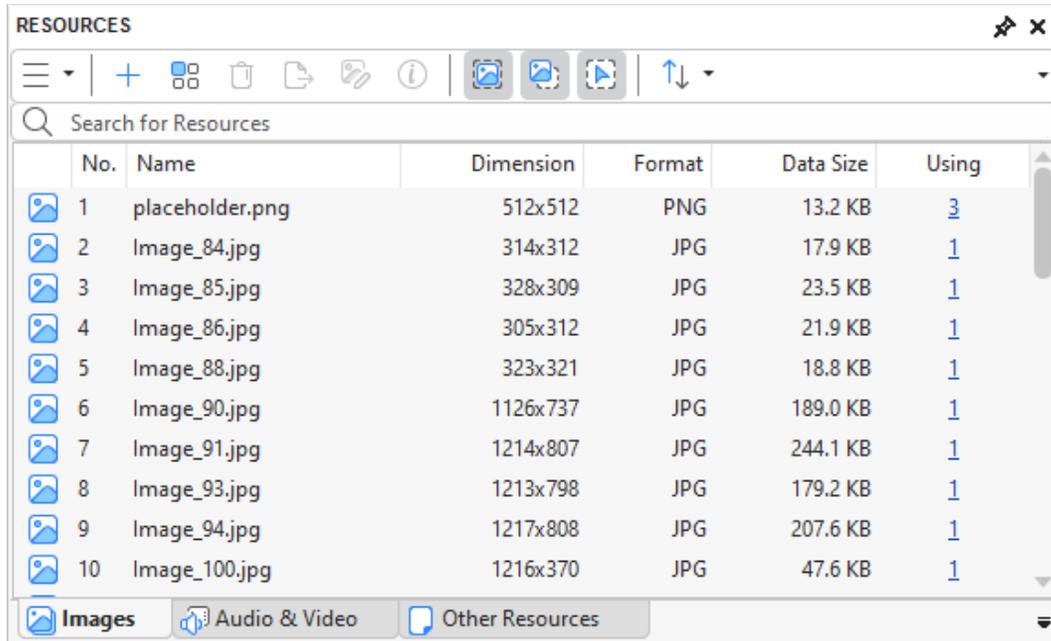
Similar to the **Chart** tab, the **Table** tab is available only when a table is selected. This tab has five sections (**Style Options**, **Shading**, **Table Background**, **Border**, and **Cell Size**) with many options to customize the properties of tables. Take a look at **Modifying Tables, Columns, Rows, and Cells** for detailed information.

### 3D Model Tab

This is also a newly added tab in ActivePresenter 9. The tab has three sections including **3D Model**, **Model Rotation** and **Camera** to help you customize 3D models. To learn how to adjust each property in this tab, please refer to **Customizing 3D Models**.

## Resources Pane

The **Resources** pane (**View** tab > **Resources**) helps you efficiently manage all objects used in your project. It allows you to sort, search, view usage details, and replace resources with ease.



You can choose between two view modes:

- **Large Icons:** Displays resources as thumbnails.
- **Details:** Lists each resource along with key properties, including **Name**, **Dimension**, **Format**, **Data Size**, and **Using**.

To organize your resources:

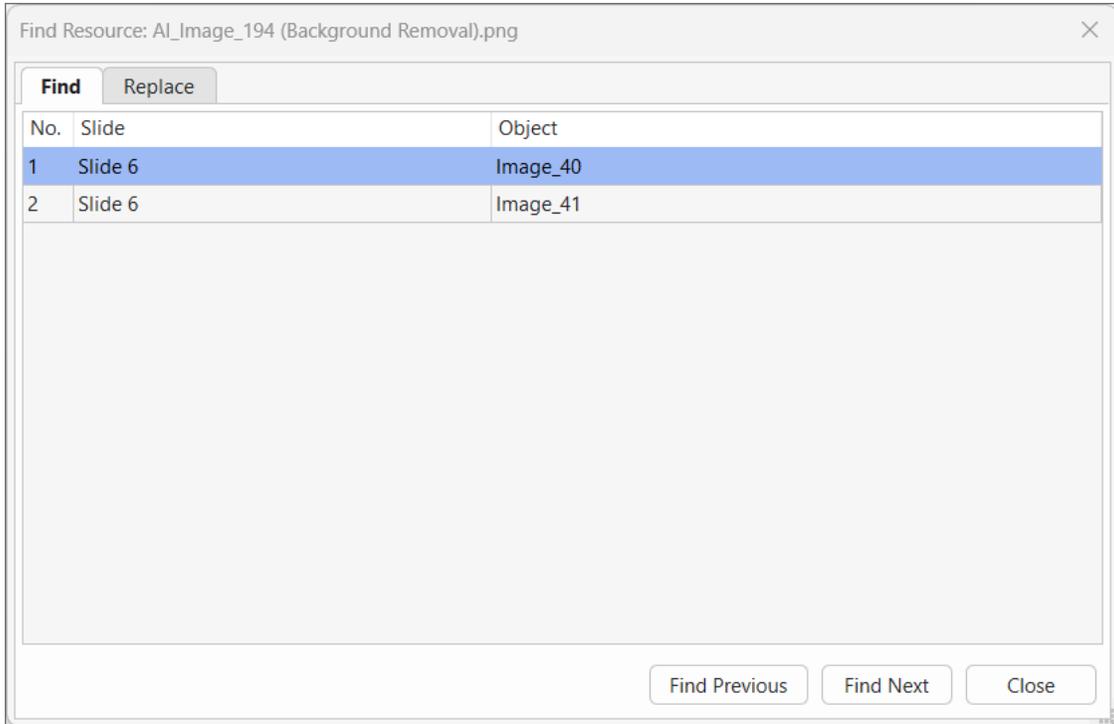
- Click the **Sort Resources** button to sort items in ascending or descending order.
- Use the dropdown arrow next to the sort button for additional sorting options.

To quickly find a specific resource:

- Type its name in the **Search for Resources** box. Matching items will appear instantly.

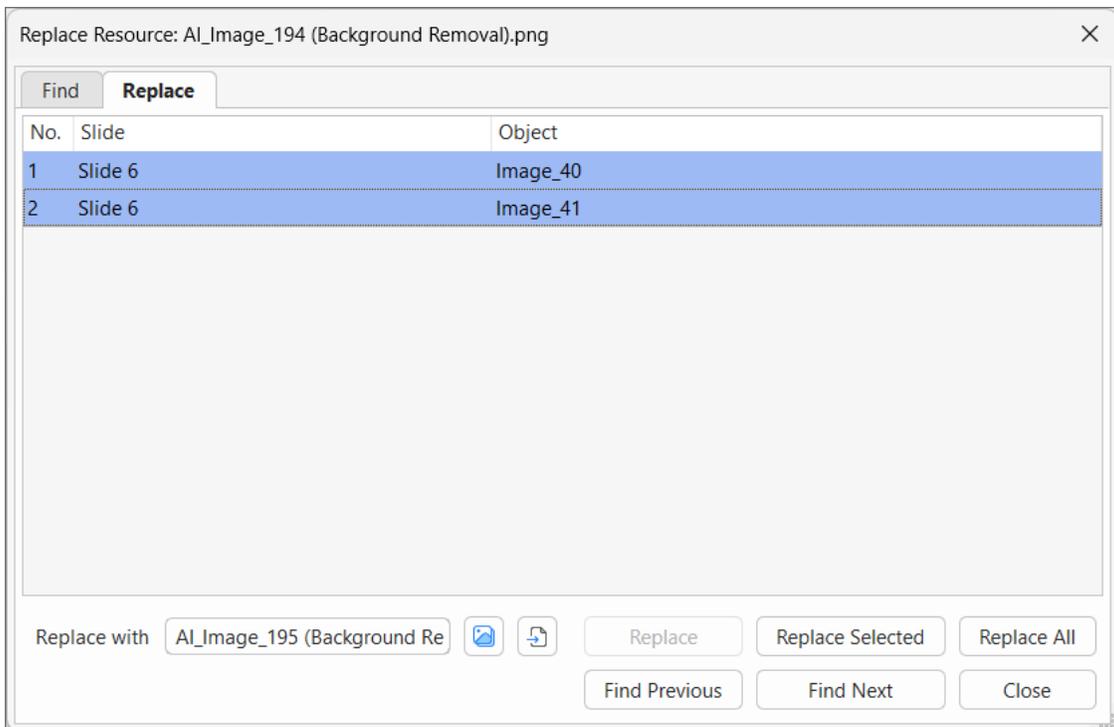
To find and replace resources:

- Right-click on a resource and select **Find and Replace**. A dialog box will appear:
  1. In the **Find** section:



Clicking the object will navigate you to the slide that contains it. You can also use the **Find Previous** and **Find Next** buttons to locate the previous or next object in the list.

2. In the **Replace** section:



Select one or more objects you want to replace. In the **Replace with** section, choose the new object either from your current project or from your computer. Then, select one of the available options: **Replace**, **Replace Selected**, or **Replace All** to apply the replacement as desired.

To view where a resource is used:

Click the number in the **Using** column. A list of slides containing the selected resource will be displayed.

To rename a resource: Double-click on a resource and give it a new name.

This pane contains all the resources that are available in the current project. If the **Resources** pane doesn't appear when you open your project, click the **View** tab > **Resources**. It has three tabs placed respectively at the bottom:

- **Images**: Contain all image resources in the current project.
- **Audio & Video**: Contain all audio and video resources in the current project.
- **Other Resources**: Contain other resources in the current project.

There are some different ways in which resources get into a project, being shown in the **Resources** pane:

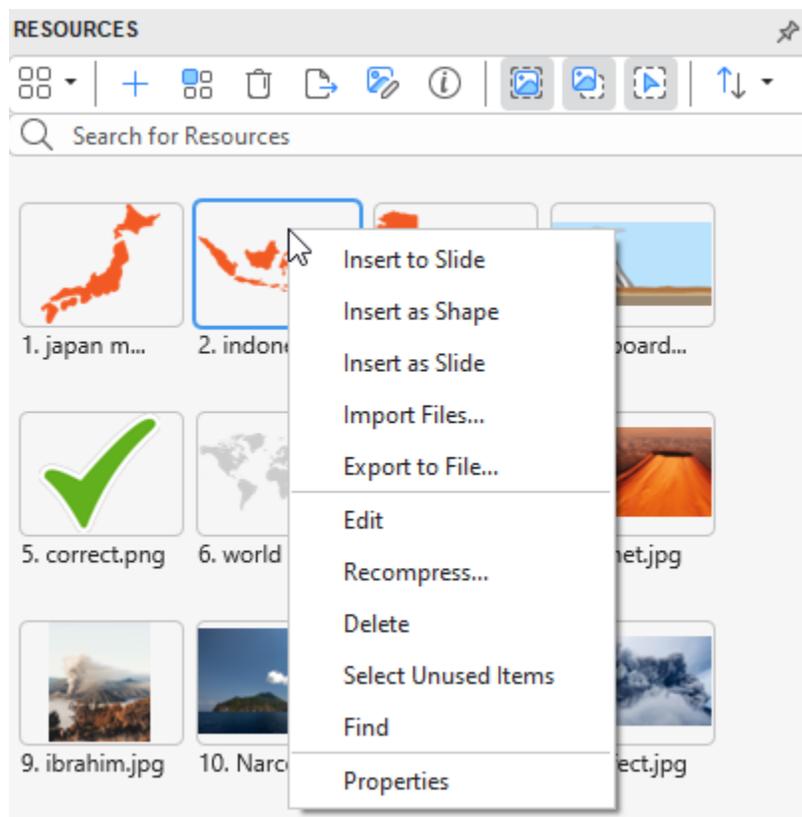
- Resources added by users:
  - Audio files by **inserting**, **recording narration**, or **using Text to Speech**.
  - Video files by **inserting** or **recording**.
  - Image files by **inserting** or **capturing**.
  - Other resources by using a **hyperlink** or the **Resources menu** in the player, **inserting 3D models**.
- Logical resources created by certain operations: **Audio/video splitting**, **audio/video range editing**, **slide splitting**.

Tab	Button	Function
		Select to view images either as thumbnails or items.
		Add an image from the computer (or LAN, etc.).
		Select the unused images in the current project.
		Remove the unused image(s) in the current project.
		Export an image to a file.
		This button triggers the <b>Image Resource Properties</b> dialog. You can also double-click the image thumbnail (or item) to open this dialog.
		Sort resources in ascending or descending order.
<b>Images</b>		Launch the image editor and load the image in it.
		Toggle the <b>Slide Background</b> 's visibility in the <b>Images</b> tab.
		Toggle the Object Background's visibility in the <b>Images</b> tab.

		Toggle the Cursor's visibility in the <b>Images</b> tab.
<b>Audio &amp; Video</b>		Toggle the Audio's visibility in the <b>Audio &amp; Video</b> tab.
		Toggle the Video's visibility in the <b>Audio &amp; Video</b> tab.
		Toggle to hide or show the edited audio/video in the <b>Audio &amp; Video</b> tab.
<b>Other Resources</b>		Toggle the other resources' visibility in the <b>Other Resources</b> tab.
		Toggle the 3D model's visibility in the <b>Other Resources</b> tab.

The **Preview** section shows the resources. The currently selected resource has a dark blue border.

The commands such as inserting a resource into slide, importing/exporting a resource, removing, selecting unused items, and opening the resource properties can also be found from the context menu. Just right-click a resource and select the desired command.



## Resource Properties Dialog

### Image Resource Properties Dialog

You can open this dialog by double-clicking an image item in the **Images** tab of the **Resources** pane. Alternatively, you can click the **Properties** button in the **Resources** pane.

This dialog has only one tab which is the **General** tab:

- **Name:** Show the name of the image. You can rename it without affecting any functionality.
- **Type:** This section lets you select the type of image. You can tag it as **Slide background**, **Object background**, and/or **Cursor**.

- **Cursor Hotspot:** This section is enabled when the **Cursor** checkbox is selected. It defines the cursor hotspot for the Cursor resource type.

## Audio Resource Properties Dialog

You can open this dialog by double-clicking an audio item in the **Audio & Video** tab of the **Resources** pane. Alternatively, you can click the **Properties** button in the **Resources** pane.

The dialog has two tabs including **General** and **Details**:

- The **General** tab provides you with general information about the audio such as its name, duration, format, and data size. You can rename the audio as you wish. It also lets you preview the audio.
- In the **Details** tab, you can find more detailed information about the audio including sample rate, bit rate, and channels.

## Video Resource Properties Dialog

You can open this dialog by double-clicking a video item in the **Audio & Video** tab of the **Resources** pane. Alternatively, you can click the **Properties** button in the **Resources** pane.

It also has two tabs which are **General** and **Details**:

- The **General** tab contains general 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.
- The **Details** tab displays more detailed information about the video including:
  - Audio sample rate, bit rate, channels.
  - Video frame rate, bit rate, size.

## Selection Pane

The **Selection** pane shows all the objects in a selected slide by their **stack order** (z-order). The pane is hidden by default. To show it, in the **View** tab, click the **Selection** button.

SELECTION		↗	✕
🔍 Search for Objects			
All Objects	👁	🔒	
Text Caption_116	👁	🔒	
what cause_second	👁	🔒	
Shape_80	👁	🔒	
Slide Number_82	👁	🔒	
Footer_81	👁	🔒	
+ Group Object_114	👁	🔒	

You can do the following tasks in the **Selection** pane:

1. **Select objects:** When a slide has many overlapping objects, it can be tricky to select them for editing on the Canvas. To make it simple, click a line in this pane to select the desired object.

Hold down **CTRL** while clicking each line to select multiple objects. It is also possible to select a range of objects. To do that, click the first object of the range. Then, hold down **SHIFT** while clicking the last object. All the objects between the first and the last will also be selected.

Select one or multiple lines, then, right-click them, you can use one of the following operations: **Cut**, **Copy**, **Duplicate**, **Delete**, **Select All**, **Bring to Front**, **Bring Forward**, **Send to Back**, **Send Backward**, **Lock**, **Lock Size and Position**, and **Hide**.

2. Search for objects: Type the name of the object you want to search in the **Search for Objects** box, then matching items will appear instantly.
3. Rename objects in the **Selection** pane: Double-click a line 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 a custom script that refers to the object by name.
4. Turn visibility state on or off: The **Visibility** button  controls whether to display the object on the Canvas. Click it to toggle the object state. An eye-slash  means the object becomes invisible. The best use of this control is to hide an object 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. Lock or unlock objects: The **Lock** button  controls whether you can edit the object. Click this button to lock or unlock objects. A closed lock  means that the object is "locked". You cannot select it 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.

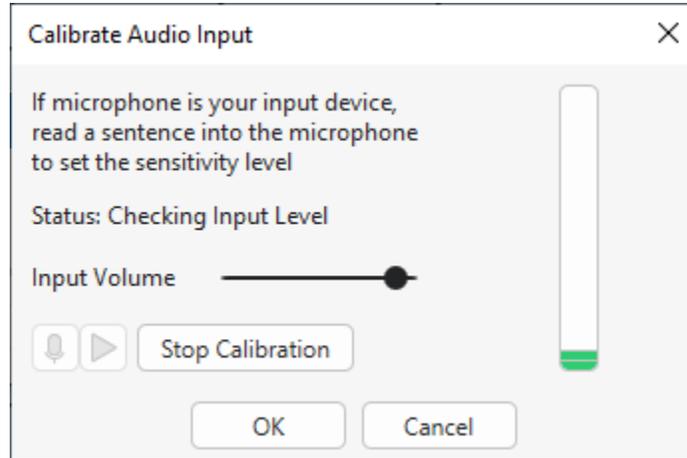
6. The **Expand/Collapse** button  is available for a group of objects. It controls whether to display sub-objects. You can press **RIGHT ARROW** or **LEFT ARROW** to get the same result.
7. You can press the **UP ARROW** or **DOWN ARROW** to navigate between objects in the **Selection** pane.
8. You 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 an appropriate level of input volume for recording audio.

There are three ways to open this dialog:

- When you record screen: In the **Record Screen as a Video Project** or **Record Interactive Simulation Project** dialog > click the **Settings** button > select **Calibrate Audio Input...**
- When you **record narration**: In the **Recording Options** dialog > click **Calibrate Input...**
- In the **Properties** pane of an audio object > **Media** tab > **Recording** section > click **Calibrate Input...**



You can calibrate audio in two different modes:

## Manual Calibration

- Keep the microphone in its normal position.
- Click the  button and speak something into your microphone.
- At the same time, move the slider to the 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 the **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 the **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 is applied.

## Recording Settings Dialog

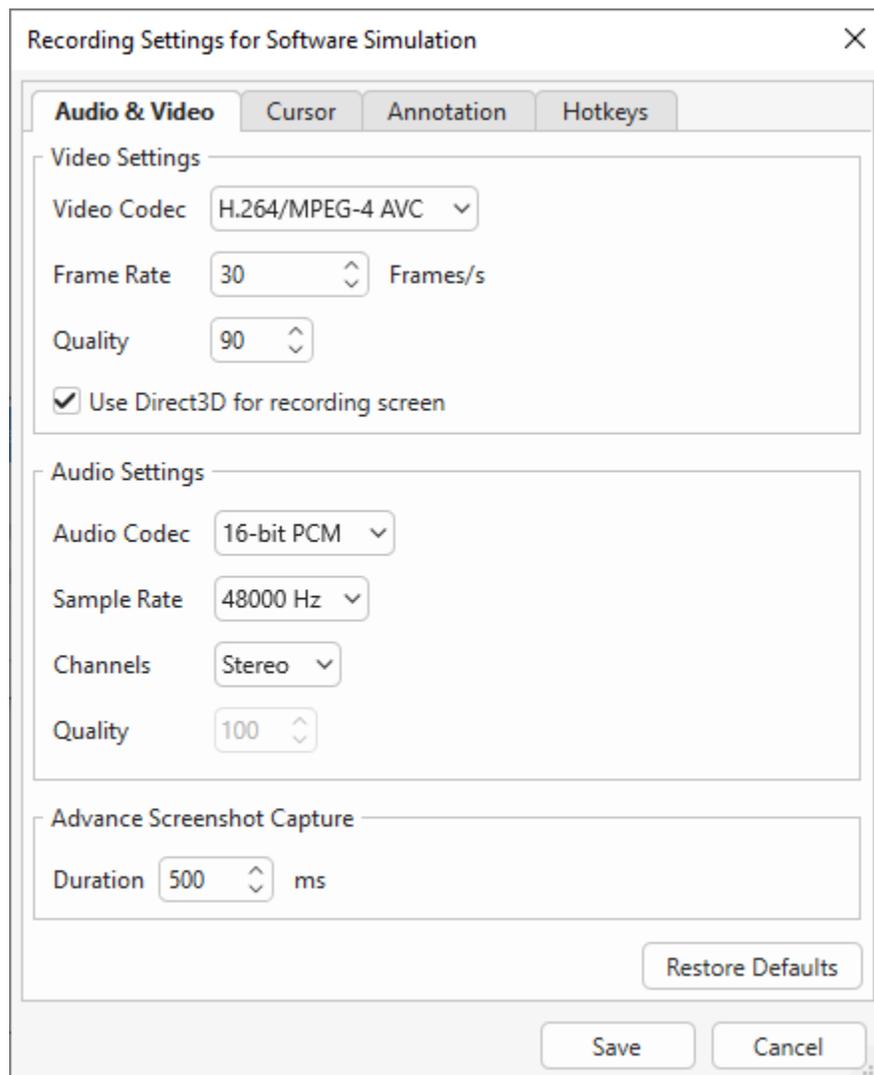
When you record a screen as a video or software simulation, ActivePresenter provides the **Recording Settings for Video** and **Recording Settings for Software Simulation** dialog correspondingly so that you can have settings for the audio/video/webcam quality and storage size.

Both dialogs have three tabs: **Audio & Video**, **Cursor**, and **Hotkeys** tab. However, the **Recording Settings for Software Simulation** dialog has one more tab - the **Annotation** tab.

## Audio & Video Tab

This tab contains three main sections:

- **Video Settings**
- **Audio Settings**
- **Advance Screenshot Capture** (only for the **Recording Settings for Software Simulation** dialog)
- **Webcam Settings** (only for the **Recording Settings for Video** dialog). Webcam settings are mentioned separately.



### Video Settings Section

- **Video Codec:** ActivePresenter offers two options:

- **H.264/MPEG-4 AVC** (lossy): If 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.
- **Flash Screen Video** (lossless): When this option is selected, ActivePresenter uses the lossless algorithm in encoding to preserve the quality.
- **Frame Rate**: You can set the value in the range of 1 and 60. 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.

- **Quality**: When you select **H.264/MPEG-4 AVC**, ActivePresenter allows you to set this value in the range of 1 and 100. The higher the number you select, the better the video quality and the larger the file size.
- **Use Direct3D for recording screen**: ActivePresenter may record screen with a very high frame rate without overloading.

## Audio Settings Section

- **Audio Codec**: ActivePresenter offers three audio codecs including:
  - **16-bit PCM** (lossless): When this codec is selected, ActivePresenter uses the lossless algorithm in encoding to preserve the quality.
  - **AAC** (lossy)
  - **Vorbis** (lossy)

When you select **AAC** or **Vorbis** 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 initially converted to digital form and stored in the disk. This digital sound isn't a replica of the original, sometimes fidelity is lost. The fidelity of the digital sound depends on the **Sample Rate** and **Bit Rate**. This means that 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** or **Stereo** channels. Unless you are opting for a studio-recorded soundtrack, the **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**.
- **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 **ACC** or **Vorbis** audio codec is selected. The reason for that is ActivePresenter encodes the ACC or Vorbis audio in constant quality mode.

## Advance Screenshot Capture

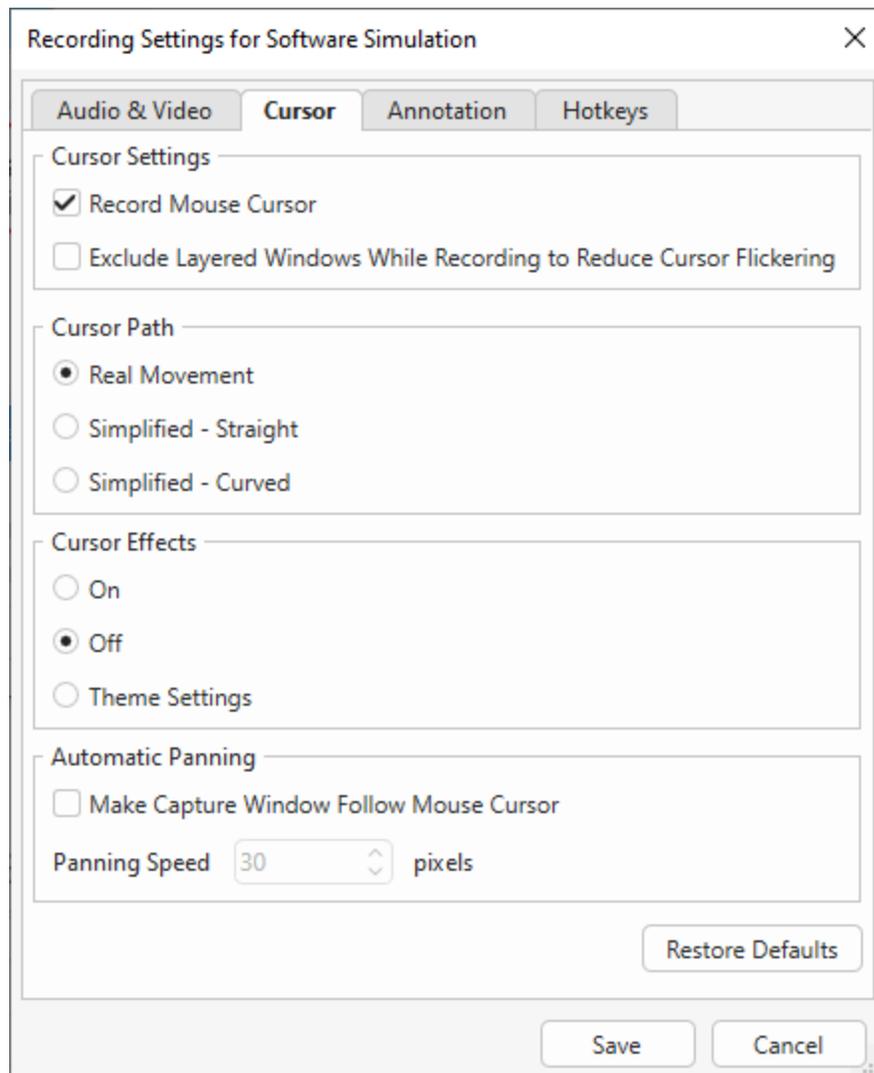
From ActivePresenter version 8, this section is placed at the bottom of the **Recording Settings for Software Simulation** dialog. By default, its duration is 500ms. This means, half of a second before you click a button, ActivePresenter will take a screenshot. You can change the value in

the range of 0 and 3000. Directly enter a specific number in the spin box. Or, just click the up or down arrow to change the duration as you want.

## Cursor Tab

The properties in the **Cursor** tab apply to both the cursor in recorded videos and the cursor of the **cursor path** object. The **Cursor** tab contains the following sections:

- **Cursor Settings**
- **Cursor Path**
- **Cursor Effects**
- **Automatic Panning**



### Cursor Settings Section

- **Record Mouse Cursor:** Commonly, 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 the recorded result, clear this checkbox.

- **Exclude Layered Windows While Recording to Reduce Cursor Flickering:** When recording screen as videos or creating software simulations, some layered windows may appear on the 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 the screen will be recorded truthfully.
- **Simplified - Straight:** The mouse movements on the screen will be recorded and saved as straight.
- **Simplified – Curved:** The mouse movements on the screen will be recorded and saved as curved lines.

Note that this section is only available in recording software simulations.

## Cursor Effects Section

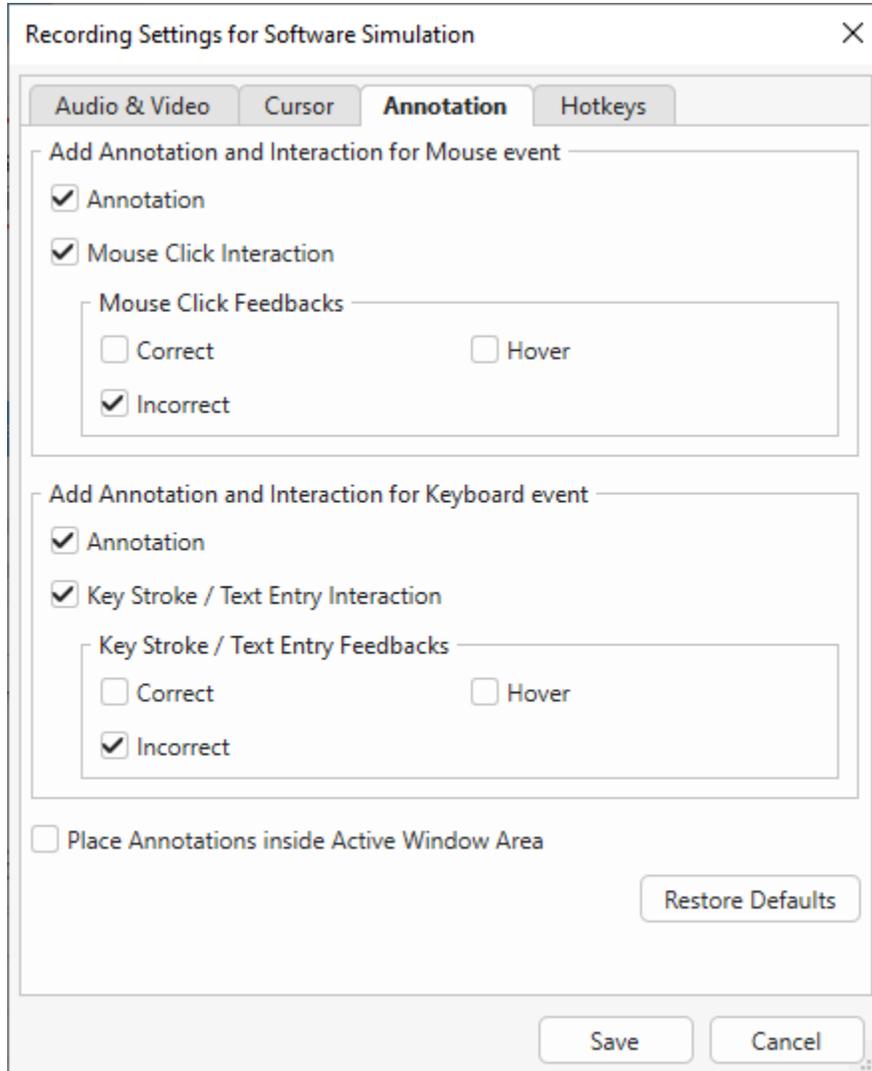
- **On:** The mouse movements on the screen have full effects.
- **Off:** The mouse movements on the screen have no effects. This option is selected by default.
- **Theme Settings:** The mouse movements on the screen have effects depending on the custom theme.

## 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 a 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 on how to operate. Annotation is usually used for demonstrating and training.

**Correct Message/Incorrect Message/Hover Message:** **Correct**, **Incorrect**, and **Hover** messages are feedback objects. ActivePresenter presentations can provide feedback on user actions when they interact with the HTML5 (in Tutorial, Practice, or Test mode; but not in Demonstration mode).

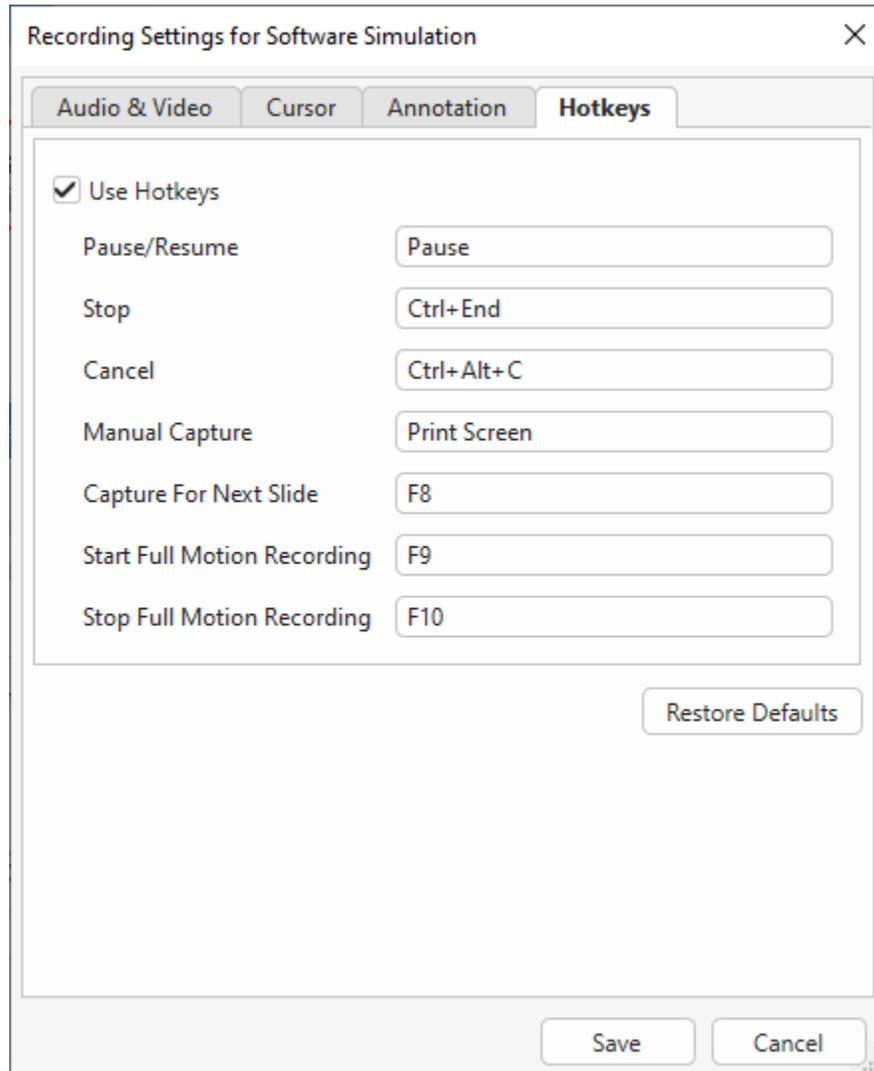
- The **Correct** message is displayed if the users' action is correct.
- The **Incorrect** message is displayed if the users' action is incorrect.
- The **Hover** message is displayed when users hover the mouse over the interaction object (e.g., mouse click, key stroke).

**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 screen as a video, this tab doesn't have four last options: **Manual Capture**, **Capture For Next Slide**, **Start Full Motion Recording**, and **Stop Full Motion Recording**.



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 until 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 the 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.

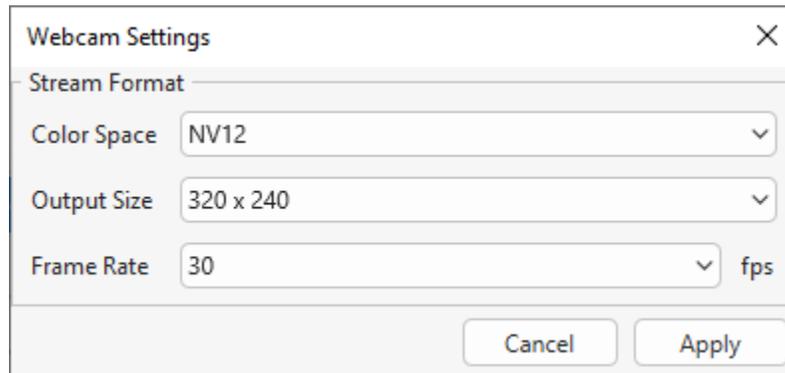
The **Restore Defaults** button at the bottom brings back all the default values. This is useful if you have experimented with the controls far too much and want to start over.

To know more in detail about hotkeys and how to customize them, see **Hotkeys Tab**.

## Webcam Settings Dialog

### Format Settings

To open this settings, click on the arrow next to the Webcam icon in the recording dialog > **Format Settings**.



You can change the following settings:

- **Color Space:** Select the type of color space that the device supports.
- **Frame Rate:** Change the recording frame rate for the webcam. A higher value will make the motion in the video smoother but larger file size.
- **Output Size:** The dimension of recorded video.

# Menus, Toolbars and Hotkeys

## ActivePresenter Main Menu

ActivePresenter main menu appears when you click the File button at the top-left corner of the application window. This menu is similar to the File menu, commonly seen in the top-left corner of Microsoft Office programs.

The main menu provides access to all common file operations, configuration settings, and a list of recently opened projects.

Icon	Command	Hotkey	Function
	<b>Blank Project</b>		Create a new project using the blank theme.
	<b>Record Screen as Video</b>		Record the screen as a new video project.
	<b>Record Interactive Simulation</b>		Record an interactive simulation as a new project.
	<b>Responsive Project</b>		Create a new responsive project.
	<b>Import PowerPoint</b>		Create a new project from a PowerPoint presentation.
	<b>Open Project...</b>	<b>CTRL+O</b>	Open an existing project on your computer.
	<b>Save</b>	<b>CTRL+S</b>	Save the current project.
	<b>Save As...</b>		Save the current project under a new name and different types.
	Close		Close the current project.
	Project > <b>Properties</b>		Open the <b>Project Properties</b> to view and edit general information about the current project.
	Project > <b>Convert to (Non-)Responsive Project...</b>		Convert from a non-responsive project to a responsive one or vice versa.
	Project > <b>Shrink...</b>		Make a project compact.

	Project > <b>Batch Operations &gt; Insert Objects...</b>		Insert an object type into multiple slides at once.
	Project > <b>Batch Operations &gt; Delete Objects...</b>		Remove an object type from multiple slides at once.
	Project > <b>Batch Operations &gt; Convert Closed Captions to Audio</b>		Convert closed captions to audio in specified slides or all slides in your project.
	Project > <b>Batch Operations &gt; Generate Slide Name From First Shape</b>		Find the first shape in the slide and use its text for the slide name.
	Project > <b>Localize</b>		Localize a project to another language.
	Recent Projects		Open a list of recently opened projects.
	<b>Preferences</b>		View and edit the global settings.
	<b>Start Page</b>		Open the <b>Start Page</b> .
	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 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
	ActivePresenter		Restore, minimize, and close the ActivePresenter window.
	<b>Create Blank Project</b>		Create a new blank project.
	<b>Open Existing Project</b>	<b>CTRL+O</b>	Open an existing project.
	<b>Save Changes</b>	<b>CTRL+S</b>	Save the current project.

	Undo Last Action	<b>CTRL+Z</b>	Reverse the last action. Click the <b>Undo last action</b> button.
	Redo Last Action	<b>CTRL+Y</b>	Restore the last “undo” action. Click the <b>Redo last action</b> button.

## 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	<b>CTRL+X</b>	Remove the selected items and place them on the clipboard.
	Copy	<b>CTRL+C</b>	Copy the selected items and place them on the clipboard.
	Paste > Use Destination Theme (default) 	<b>CTRL+V</b>	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.
	<b>Duplicate</b>	<b>CTRL+D</b>	Duplicate the selected object(s).
	<b>Format Painter</b>		Apply the format of the selected object or slide to other(s).
	<b>New Slide</b>		Insert a new slide into a project. Click the arrow to select a slide.
	<b>Layout</b>		Change the layout of the current slide. Click the arrow to show the layout gallery.
	Reset		Reset the position, size and format of the slide placeholders to their default settings
	Record Screen > <b>Record Screen as Video</b>		Record the screen as a new video slide.

	Record Screen > <b>Record Interactive Simulation</b> 		Record an interactive 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	<b>CTRL+]</b>	Increase the font size of the selected text or objects.
	Decrease Font Size	<b>CTRL+[</b>	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	<b>CTRL+B</b>	Make the selected text or the text in the selected objects bold.
	Italic	<b>CTRL+I</b>	Make the selected text or the text in the selected objects italic.
	Underline	<b>CTRL+U</b>	Underline the selected text or the text in the selected objects.
	Strikethrough	<b>CTRL+SHIFT+S</b>	Strike through the selected text or the text in the selected object.
	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 a subscript.
	Superscript		Format the selected text as a 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 <b>Resources</b> pane) or a file from your computer. When you add a link to an 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 a paragraph.
	Align Text Left	<b>CTRL+L</b>	Align the selected text or the text in the selected objects left.
	Align Text Center	<b>CTRL+E</b>	Align the selected text or the text in the selected object center.
	Align Text Right	<b>CTRL+R</b>	Align the selected text or the text in the selected objects right.
	Justify	<b>CTRL+J</b>	Justify the selected text or the text in the selected objects.
	Text Vertical Align		Align the selected text vertically.
	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.
	<b>Container</b>		Insert preset layouts into a slide. Insert groups of objects with grid/flex layout.
	<b>Shapes</b>		Insert a shape into a slide. Click the arrow to select a shape type.

	<b>Interactions</b>		Insert an interaction object into a slide. Click the arrow to select an interaction object type.
	<b>Equation</b>		Insert an equation into a slide.
	Arrange > <b>Order</b>		Change the order of the selected objects to the front or back of others.
	Arrange > <b>Group</b>		Group the selected objects to create a new group object.
	Arrange > <b>Align</b>		Align the selected objects.
	Quick Style		Quickly set the style (fill, line, shadow, and text) of the selected objects.
	<b>Fill</b>		Change the fill style of the selected objects.
	<b>Line</b>		Change the line style of selected objects.
	<b>Variables</b>		Create a variable.
	Find	<b>CTRL+F</b>	Find text.
	Replace	<b>CTRL+H</b>	Find and replace text.
	<b>HTML5 Preview</b>		Preview a project in the browser.

## Insert Tab

In ActivePresenter, the **Insert** tab is the second tab in the tabbed toolbar. It allows you to insert new slides together with all of the annotations, media, interactions, and misc objects.

Icon	Command	Function
	<b>New Slide</b>	Insert a new slide into a project. Click the arrow to select a slide.
	<b>Container</b>	Insert preset layouts into a slide. Insert groups of objects with flex/grid layout.
	<b>Shapes</b>	Insert a shape into a slide.
	<b>Text Caption</b>	Insert a text caption to explain the content.
	<b>Spotlight</b>	Insert a spotlight into a slide.
	<b>Equation</b>	Insert an equation into a slide.
	<b>Icons</b>	Insert an icon into a slide.
	<b>Gesture Effects</b>	Insert a gesture effect into a slide.
	<b>Footer</b>	Insert a footer into a slide.
	<b>Chart</b>	Insert a chart into a slide.
	<b>Table</b>	Insert a table into a slide.
	<b>Image</b>	Insert an image into a slide.
	<b>Screenshot</b>	Take a screenshot of windows, objects, the full screen, or an application or region.
	<b>Audio</b>	Insert audio from your computer or create an empty audio object for recording or text to speech.

	<b>Video</b>	Insert a video from your computer or by recording a webcam.
	<b>YouTube</b>	Insert a YouTube video into a slide.
	<b>Web Object</b>	Insert a web object into a slide.
	<b>3D Model</b>	Insert a 3D model into a slide.
	<b>Mouse Click</b>	Insert a mouse click into a slide.
	<b>Key Stroke</b>	Insert a key stroke into a slide.
	<b>Text Entry</b>	Insert a text entry into a slide.
	<b>Drop Area</b>	Insert a drop area into a slide.
	<b>Button</b>	Insert a button into a slide.
	<b>Checkbox</b>	Insert a checkbox into a slide.
	<b>Radio Button</b>	Insert a radio button into a slide.
	<b>Slider</b>	Insert a slider into a slide.
	<b>Dropdown</b>	Insert a dropdown into a slide.
	<b>Animated Timer</b>	Insert an animated timer into a slide.
	<b>Cursor Path</b>	Insert a cursor path into a slide.
	<b>Zoom-n-Pan</b>	Insert a zoom-n-pan into a slide.
	<b>Closed Caption</b>	Insert a closed caption (CC).

## Questions Tab

The **Questions** tab allows you to insert all interaction objects and questions into slides.

Icon	Command	Function
	<b>True/False</b>	Insert a true/false question.
	<b>Multiple Choice</b>	Insert a multiple choice question.
	<b>Multiple Response</b>	Insert a multiple response question.
	<b>Fill in Text Entry</b>	Insert a fill in text entry question.
	<b>Fill in Text Entries</b>	Insert a fill in text entries question.
	<b>Fill in Blanks</b>	Insert a fill in blanks question.
	<b>Sequence</b>	Insert a sequence question.
	<b>Drag-n-Drop</b>	Insert a drag-n-drop question.
	<b>Hotspot</b>	Insert a hotspot question.
	<b>Essay</b>	Insert an essay question.
	<b>Select in Dropdown</b>	Insert a select in dropdown question.
	<b>Select in Dropdowns</b>	Insert a select in dropdowns question.
	<b>Rating Scale (Likert)</b>	Insert a rating scale question.

	<b>From File</b>	Insert a question from a GIFT file (*.txt) and CSV file (*.csv).
	<b>Random Slide</b>	Insert a random slide.
	<b>Event</b>	Open the <b>Properties</b> pane > <b>Events - Actions</b> section to add and manage actions.
	<b>Advanced Actions</b>	Manage advanced actions.
	Message	Insert a feedback message.
	<b>Report Slide</b>	Insert a report slide.

## Design Tab

The **Design** tab allows you to apply a theme or color scheme, or format the slide background.

Icon	Command	Function
	<b>Themes</b> gallery	Apply a theme to a project.
	<b>Colors</b>	Change the color of the current theme.
	<b>Fonts</b>	Change the font of the current theme.
	<b>Background Styles</b>	Change the background style of the current theme.
	<b>Slide Size</b>	Change the size of the slides in your project.

## 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
	<b>Transition Gallery</b>	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 <b>actions</b> to advance slides.

## Animations Tab

The **Animations** tab contains all animation effects that can be applied to objects.

Icon	Command	Function
	<b>Effect Gallery</b>	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.
	<b>Add Animation</b>	Apply an additional emphasis/motion path to an object in the main timeline, or apply effects of all types to an object in the interactive timelines and Click Sequence timeline.

## AI Tab

The AI tab gives you access to tools that let you easily add AI-generated content to your project.

Icon	Command	Function
	<b>Image Generation</b>	Use AI to create images from text prompts
	<b>Cloud Voices</b>	Convert text to speech using AI
	<b>Auto Captions</b>	Convert speech to text using AI
	<b>AI Writing</b>	Enhance your writing with AI
	<b>Project Auto-Translation</b>	Translate the project to another language

	<b>Text Translation</b>	Translate text to another language
	Service Providers	Select the AI service providers to use
	Usage Statistics	Show how often AI features are used
	Credits	Show the amount of credits available for AI-powered features

## Export Tab

The **Export** tab lets you export a project to many different output formats.

Icon	Command	Function
	<b>Images</b>	Export slides as individual images.
	<b>Video</b>	Export a project as a video.
	<b>PDF Document</b>	Export a project as a PDF file.
	<b>Microsoft Word</b>	Export a project as a Microsoft Word file.
	<b>Microsoft Excel</b>	Export a project as a Microsoft Excel file.
	<b>Microsoft PowerPoint</b>	Export a project as a Microsoft PowerPoint file.
	<b>HTML5</b>	Export a project as HTML5.
	<b>SCORM</b>	Export a project as a SCORM package.
	<b>Experience API</b>	Export a project as an Experience API package.
	<b>Publish uPresenter</b>	Export a project and publish it to uPresenter

	<b>Player Settings</b>	Customize the HTML5 player.
	<b>HTML5 Preview</b>	Preview a project in the 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
	<b>Object Settings</b>	Open the object settings view allowing setting default objects or resetting default settings.
	<b>Timeline</b>	Show/hide the <b>Timeline</b> pane.
	<b>Resources</b>	Show/hide the <b>Resources</b> pane.
	<b>Properties</b>	Show/hide the <b>Properties</b> pane.
	<b>Slides</b>	Show/hide the <b>Slides</b> pane.
	<b>Selection</b>	Show/hide the <b>Selection</b> pane.
	<b>Object States</b>	Show/hide the <b>Object States</b> pane.
	<b>Object Templates</b>	Show/hide the <b>Object Templates</b> pane.
	Reset Pane Layout	Go back to the original window layout.
	Gridlines	Show/hide gridlines on the Canvas.
	Guides	Show/hide drawing guides on the Canvas.
	Smart Guides	Enable/disable snap behavior on the Canvas.

	<b>Drag-n-Drop</b>	Show/hide the markers that indicate drag sources, drop areas, and drop targets along with the connection between them.
	<b>Tab Order</b>	Show the tab order value of objects on the Canvas.
	<b>Timeline Snapping</b>	Enable/disable snap behavior in the timeline.
	<b>Cursor Snapping</b>	Make cursor paths move continuously between slides.
	<b>Container Snapping</b>	Enable/disable snap behavior in the container.
	Fit on Preview	Fit the slide into the available Canvas area during the preview.
	<b>Edit Active Window</b>	Enable/disable editing the active window area.
	<b>Zoom</b>	Set the zoom level of the Canvas.
	<b>Zoom Fit</b>	Fit the slide into the available Canvas area.
	<b>Language</b>	Set the GUI language.
	<b>UI Theme</b>	Select the light theme or dark theme for the project.

## Help Tab

The **Help** tab provides access to the documentation, homepage, user community, and 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. Or press F1 while opening the app.
	<b>Product Homepage</b>	Launch the default browser to access the ActivePresenter homepage.

	<b>Support Center</b>	Launch the default browser to access the user forum/FAQ.
	<b>Activate Product</b>	Enter the license information to activate ActivePresenter.
	<b>Deactivate Product</b>	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.
	Quick Styles Gallery	Apply a built-in style to the selected objects.
	<b>Fill</b>	Change the fill style of the selected objects.
	<b>Line</b>	Change the line style of selected objects.
	<b>Shadow</b>	Change the shadow style of the selected objects.
	<b>Order</b>	Change the z-order of the selected objects.
	<b>Group</b>	Group the selected objects to create a new group object.
	<b>Align</b>	Align the selected objects.
	<b>Rotate</b>	Rotate the selected objects.

	<b>Scenes</b>	Change the animation scene of a 3D model.
	Reset 3D Model	Reset the properties of a 3D model to the initial values.
	Show Toggle Button	Hide/show the toggle button of checkboxes/radio buttons.
	Checkbox/ Radio/ Slider/ Dropdown Styles Gallery	Apply a built-in style to the selected checkboxes/ radio buttons/ sliders/ dropdowns.
	Checkbox/ Radio/ Slider/ Dropdown Border	Change the color and style of the border of checkboxes/radio buttons/sliders/dropdowns.
	Checkbox/ Radio Fill	Change the background color of checkboxes/radio buttons.
	Checkbox/ Radio Mark	Change the color of the check mark/radio dot when a checkbox/radio button is checked.
	Slider Track	Change the background color of slider tracks.
	Slider Thumb/Progress	Change the background color of slider thumbs and progresses.
	Background	Change the background color of dropdowns.
	Arrow Background	Change the background color of arrows.
	Arrow	Change the color of dropdown arrows.
	Quick Style	Change the style of checkbox/radio button/slider/dropdown.

## Media Tools Tab

The new **Media Tools** tab helps you change and improve your images/videos more conveniently. This tab appears when you select an image/video on your slide.

Icon	Command	Function
	<b>Crop</b>	Crop the selected images or videos (media) on Canvas.

	<b>Crop to Shape</b>	Crop the selected media on Canvas to specific shapes.
	Reset Crop	Reset the cropped media back to the original ones.
	Media Fit	Controls how your media fits inside its container box.
	Blur	Adds a blurred area over part of your image/video to hide things or create a soft effect.
	Remove Background	Removes the image background, keeping only the main subject.
	Rotate Media	Turns or flips your media.
	Extract Text	Detects and extracts text from an image. The recognized text will appear in a text box or panel for you to copy or edit as needed.
	Auto Caption	Generates captions for video/audio using speech recognition.

## For Image

### Crop

Besides the normal way to crop images freely as guided on page 179, you can now crop images following default settings we provide in this **Media Tools** tab.

- **How to use:** Click the **Crop** button, then pick a ratio from the list. Your image will be cropped into that ratio.
- **Options:**
  - **Square:** Cuts the image into a perfect square (like 1:1).
  - **Portrait:** Cuts the image taller than it is wide (like 2:3, 3:4).
  - **Landscape:** Cuts the image wider than it is tall (like 3:2, 4:3).

### Crop to Shape

- **What it does:** Changes the shape of your image by cutting it into a specific design.
- **How to use:** Click the **Crop to Shape** button, then pick a shape from the list (like circles, stars, arrows). Your image will be cut into that shape.

## Reset Crop

- **What it does:** Removes any cropping you've done to the image.
- **How to use:** Click **Reset Crop** button to bring your image back to its original size and shape before you cropped it.

## Media Fit

- **What it does:** Controls how your image fits inside its container box.
- **Style Options:**
  - **Stretch:** Makes the image fill the box, even if it looks stretched.
  - **Contain:** Makes the whole image fit inside the box without being cut, keeping its original look.
  - **Cover:** Makes the image fill the whole box, but parts might be cut off.
  - **Scale Down:** Makes the image smaller to fit the box if it's too big, but won't make it bigger.
  - **None:** Keeps the image its original size.
- **Align Options:** Moves your image to different corners or the center of its box quickly. Choose each option to test how your image will be aligned accordingly.
- **How to use:** Click the **Media Fit** button, then pick a **Style** and **Align** option to adjust your image accordingly.

## Blur

- **What it does:** Adds a blurred area over part of your image to hide things or create a soft effect.
- **How to use:**
  1. Click the **Blur** button.
  2. A blurred rectangle will appear on your Canvas.
  3. Drag the circle points on the corners or sides of this rectangle to make it bigger or smaller, covering the area you want to blur.
  4. Click **Blur** again to add another blurred rectangle if you need more blurred areas.

## Remove Background

Check out the **Image Background Removal** section, pages for further details.

## Rotate Media

First, it is important to understand the difference between **Rotate Media** and **Rotate Object**:

	<b>Rotate Media</b>	<b>Rotate Object</b>
<i>Location</i>	Found in the <b>Media Tools</b> tab when an image (video) is selected.	A general option for all objects (images, videos, shapes, text), found in the <b>Properties</b> pane, <b>Size &amp; Properties</b> tab, or <b>Format</b> tab.

<i>Function</i>	Rotates or flips the image (video) content inside the container box only.	Rotates the entire object (including both the container box and its internal content).
<i>Result</i>	The container box (size and position on the slide) will <b>not change</b> . Only what you see inside that container box like image or video is rotated.	The entire container box of the object will rotate, changing its direction and position on the slide.

So, when going to details of **Rotate Media** for images, you can understand like this:

- **What it does:** Turns or flips your image (the content inside the media container box).
- **Options:**
  - **Rotate Right 90°:** Turns the image 90 degrees to the right.
  - **Rotate Left 90°:** Turns the image 90 degrees to the left.
  - **Flip Vertical:** Flips the image upside down.
  - **Flip Horizontal:** Flips the image from left to right.
- **How to use:** Click the **Rotate Media** button, then select an option to rotate or flip your image accordingly.

## Extract Text

Check out the **Extract Text** section, pages for further details.

## For Video

The new **Media Tools** tab helps you change and improve your videos in ActivePresenter more conveniently. You can find this tab next to the **Help** then **Format** tab when you select a video on your slide.

## Crop, Crop to Shape, Reset Crop, Media Fit, Rotate Media

These five tools work just like they do for images. Please refer to the **Media Tools for Image** part for details on how to use them. They help you cut your video, change its shape, reset cuts, control how it fits in its frame, and rotate your video quickly and conveniently.

## Auto Captions

- **What it does:** Automatically creates text captions (subtitles) for your video. This is very helpful for accessibility or different languages.
- **How to use:** Click the **Auto Captions** button. A window will pop up with settings for your captions.

### Auto Captions Dialog

This dialog lets you control how your captions are made:

- **Settings**

- **Provider:** This is the service that will listen to your video and turn speech into text.
  - You can choose from a list of ready-made providers (like "Google Cloud Speech-to-Text").
  - : Click this to add your own custom caption service. This is for advanced users who want to use a special script or service.
  - : Click to edit a selected custom provider.
  - : Click to remove a custom provider.
- **Language:** Choose the language spoken in your video.
  - There are **25 languages** supported. Pick the one that matches your video's audio.
  - **Auto-detect checkbox:** If you check this box, ActivePresenter will detect the language of your video automatically.
- **Caption**
  - **Max Words Per Caption:** Set the maximum number of words you want to appear in one caption line. This helps keep captions easy to read.
    - You can type a number or use the up/down arrows.
  - **Max Duration Per Caption:** Set how long each caption line stays on screen.
    - You can type a time (like 0:05.000 for 5 seconds) or use the up/down arrows.
  - **Split By Meaning:** If this box is checked, ActivePresenter will break caption lines at natural pauses in speech, making them easier to understand.
  - **Use Previous Transcript:** If this checkbox is selected and there is already a script from the previous time, the script will be used again, instead of calling the service to convert from audio to text again.

After finishing setting up, click OK to start making captions with your chosen settings, or click Cancel to close the dialog without making captions.

## Table Tools Tab

The **Table Tools** tab is a contextual tab that appears when a table object is selected. Use this tab to style a table.

Icon	Command	Function
	Select Table	Select the entire table. Before that, click any cell in a table to enable the <b>Table</b> group of the <b>Table Tools</b> tab.
	Select Row	Select a row in a table.
	Select Column	Select a column in a table.
	Delete Rows	Delete selected rows.
	Delete Columns	Delete selected columns.

	Insert Above	Insert a row above the selected cell.
	Insert Below	Insert a row below the selected cell.
	Insert Left	Insert a column to the left of the selected cell.
	Insert Right	Insert a column to the right of the selected cell.
	Merge Cells	Combine two or more cells in the same row or column into a single cell.
	Split Cells	Divide a table cell into more cells.
	Table Styles gallery	Apply a built-in style to the selected table.

## Equation Tab

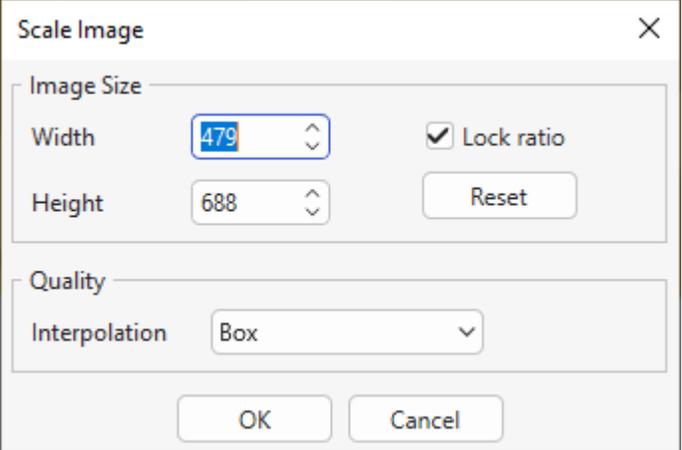
The **Formula** tab is a contextual tab that appears when you edit an equation. Use this tab to edit and write equations.

Icon	Command	Function
	<b>Equation</b>	Insert a built-in equation.
	Symbols gallery	Insert a math-related symbol.
	Structures 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
	Paste	Paste the contents of the clipboard at the current location.
	Cut	Remove the selection and place it on the clipboard.

	Copy	Copy the selection and place it on the clipboard.
	Duplicate	Duplicate the selection.
	Select Rectangle	Select a rectangle area by drawing on the Canvas.
	Crop	Crop the image so that it contains only the selection.
	Scale Image	<p>Scale an image.</p>  <ul style="list-style-type: none"> <li>● Image size: Specify the target width and height.</li> <li>● Lock ratio: Maintain the aspect ratio of the image.</li> <li>● Reset: Bring back the original size value.</li> <li>● Interpolation: Specify the algorithm used to scale an image (Box, Bilinear, Bicubic, 4th order b-spline, Catmull-Rom spline, and Lanczos3).</li> </ul> <p>Box algorithm is the simplest one and usually gives the lowest quality. Lanczos3 is an advanced algorithm with the best quality and is commonly used in a popular image editor. However, choosing the most suitable algorithm depends on the image content, so you can use the try-and-error tactic to choose the most suitable one.</p>
	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, smooth the edges of objects.
	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 the 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 fill (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 the pencil tool.
	Line Style	Set the type of an outline of a shape or the pencil tool.
	<b>Zoom</b>	Set the zoom level of the Canvas.
	<b>Zoom Fit</b>	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
	<b>Insert Slide Master</b>	Add a new slide master to a project.
	<b>Insert Layout</b>	Insert a custom layout into a slide master.
	<b>Delete</b>	Delete a custom layout.
	<b>Rename</b>	Rename a layout.
	<b>Preserve</b>	Preserve a slide master so it won't be deleted even if not used.
	<b>Master Layout</b>	Choose what to include in the master layout.
	<b>Insert Placeholder</b>	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.
	<b>Themes</b>	Apply a theme to a slide master.
	<b>Colors</b>	Change the color of the current theme.
	<b>Fonts</b>	Change the font of the current theme.
	<b>Background Styles</b>	Change the background style of the current theme.
	<b>Slide Size</b>	Change the size of the layouts.
	<b>Close Master View</b>	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
	<b>Insert Layer</b>	Add a new feedback layer to a feedback master.
	<b>Delete</b>	Delete a feedback layer.
	<b>Rename</b>	Rename a master layout or feedback layer.
	Title	Include the title placeholder in a master layout/feedback layer.
	Text	Include the text placeholder in a master layout/feedback layer.
	Button	Include the button placeholder in a master layout or feedback layer.
	<b>Colors</b>	Change the color of a master layout.
	<b>Fonts</b>	Change the font of a master layout.
	<b>Background Styles</b>	Change the background style of a master layout or feedback layer.
	<b>Close Master View</b>	Exit the feedback master view and go back to editing slides.

## Object Settings Tab

The **Object Settings** tab appears when you open the object settings view (**View** tab > **Object Settings**). It contains commands for editing default objects. This tab contains many object types, namely Shapes, Gesture Effect, Mouse Click, Key Stroke, Text Entry, Drop Area, Button, Checkbox, Radio Button, Slider, Dropdown, Timers, Cursor Path, and Questions. You can select object types and customize them the way you want. All changes will apply to the default settings of all newly inserted objects of that type in the current project.

Icon	Command	Function
	Reset Object Settings	Reset the initial settings of a specific object.
	Reset All Object Settings	Reset the initial settings of all objects.
	Close Settings View	Exit the settings view and go back to editing slides.

# Customizing ActivePresenter

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## 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 **File** button > **Preferences**.
2. In the dialog, click the **General** tab > **Program** section > select a language.
3. Click **OK**. 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 the screen, even outside the application window.
- Dock the pane in the highlighted drop zones that appear on the 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 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.

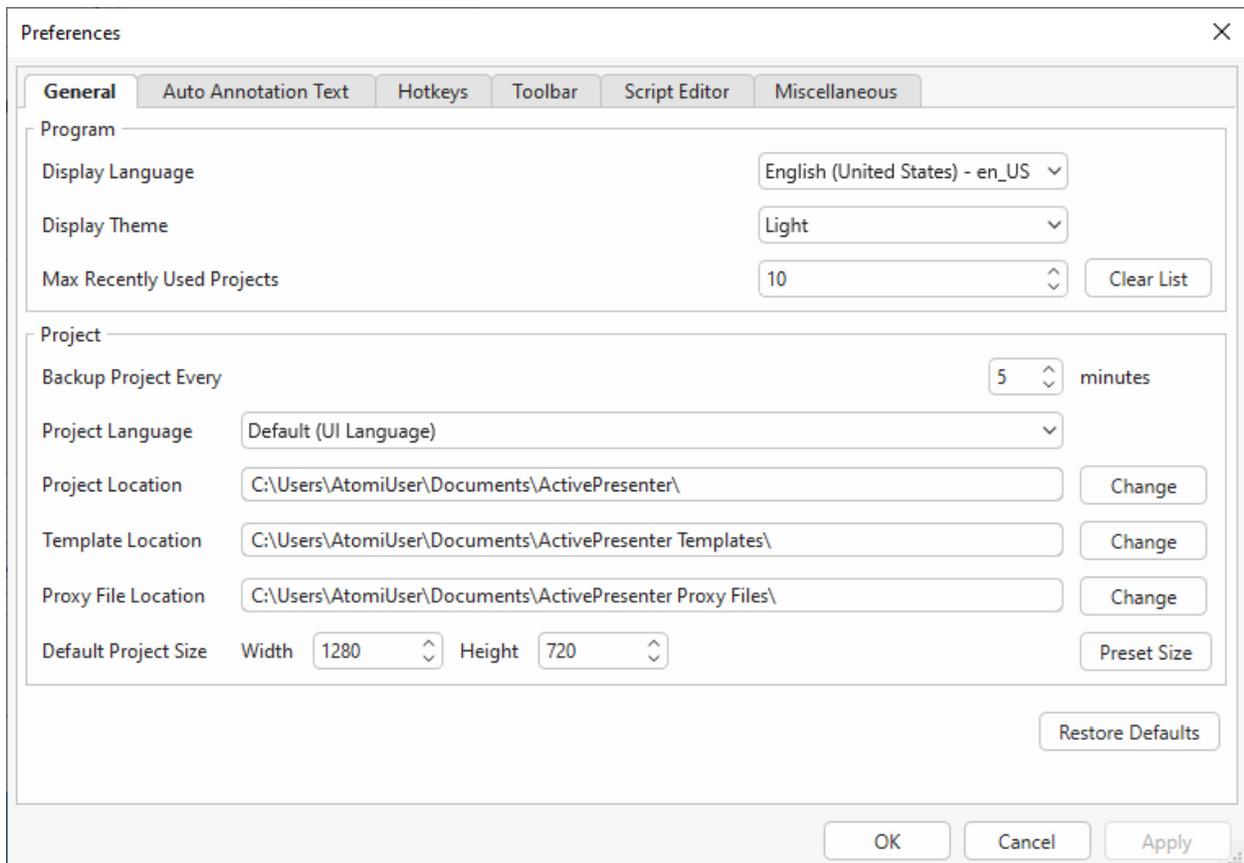
- To resize a floating pane, hover over any edge/corner of the pane until the pointer turns into a resize pointer, drag the boundary until the pane reaches the width/height you want.

## Customizing Preferences

Use the **Preferences** dialog to set how you want ActivePresenter to operate. To open the dialog, click the **File** button > **Preferences**.

Tab	Category
General	General options apply to the entire application.
Auto Annotation Text	Handle how annotation text is auto-generated while capturing.
Hotkeys	Set hotkeys for various operations.
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

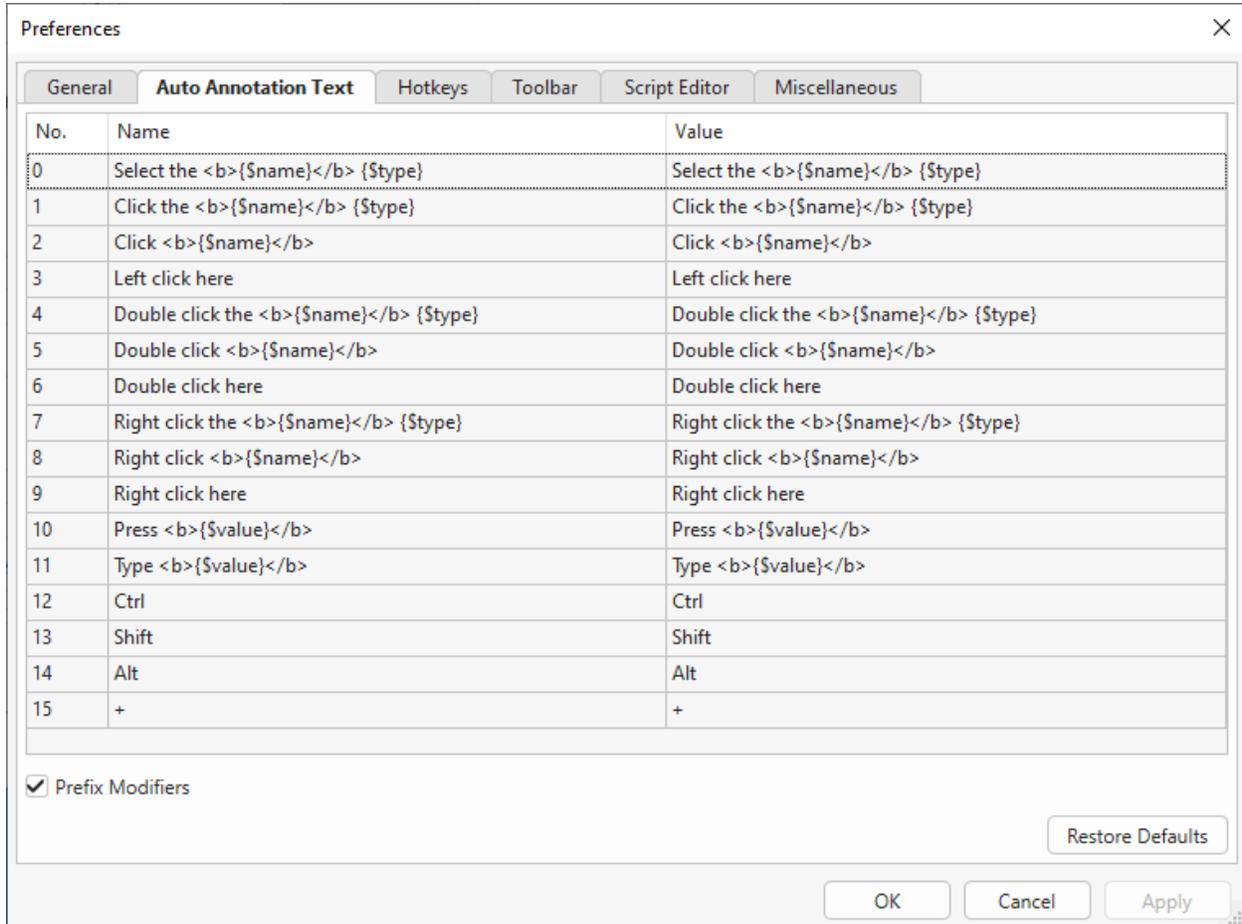


Control	Function
<b>Program</b>	

<b>Display Language</b>	Set the display language of the application.
<b>Display Theme</b>	Set the display theme 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 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.
<b>Project</b>	
Backup Project Every <i>n</i> 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.
Proxy File Location	Set the default folder path where all proxy files are 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 interactive 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 that says “*Type [XXX] into User Name text box*”.

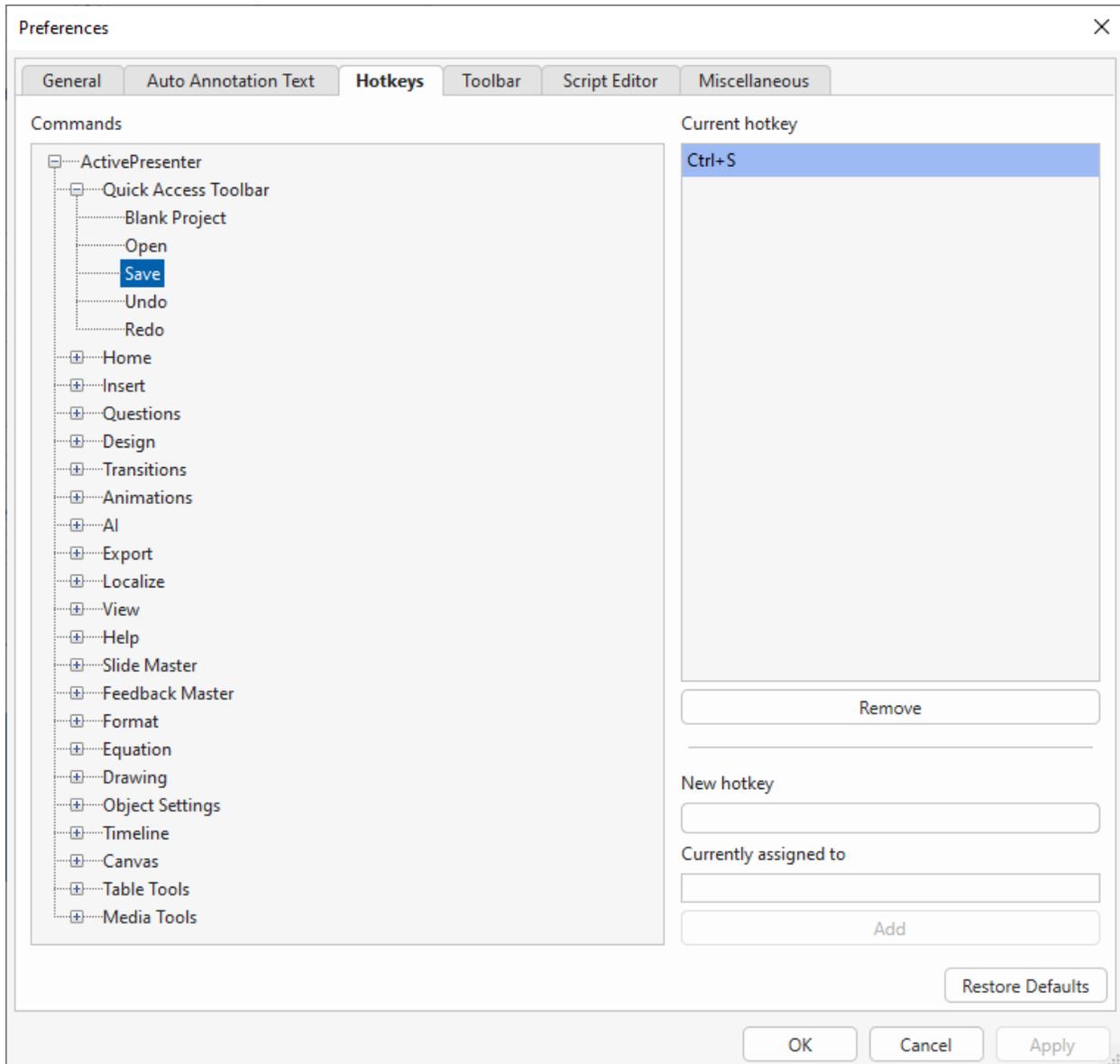
You can easily customize how annotation text is generated while capturing. There are three parameters available to specify dynamic content. Each parameter has the form {*XXX*}, in which *XXX* is the parameter name:

{ <i>\$name</i> }	Name of the item with which you are interacting while capturing. For example, when you enter your name on a log-in screen, the text box may have a name like “User Name”.
{ <i>\$type</i> }	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”.
{ <i>\$value</i> }	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** checkbox 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.

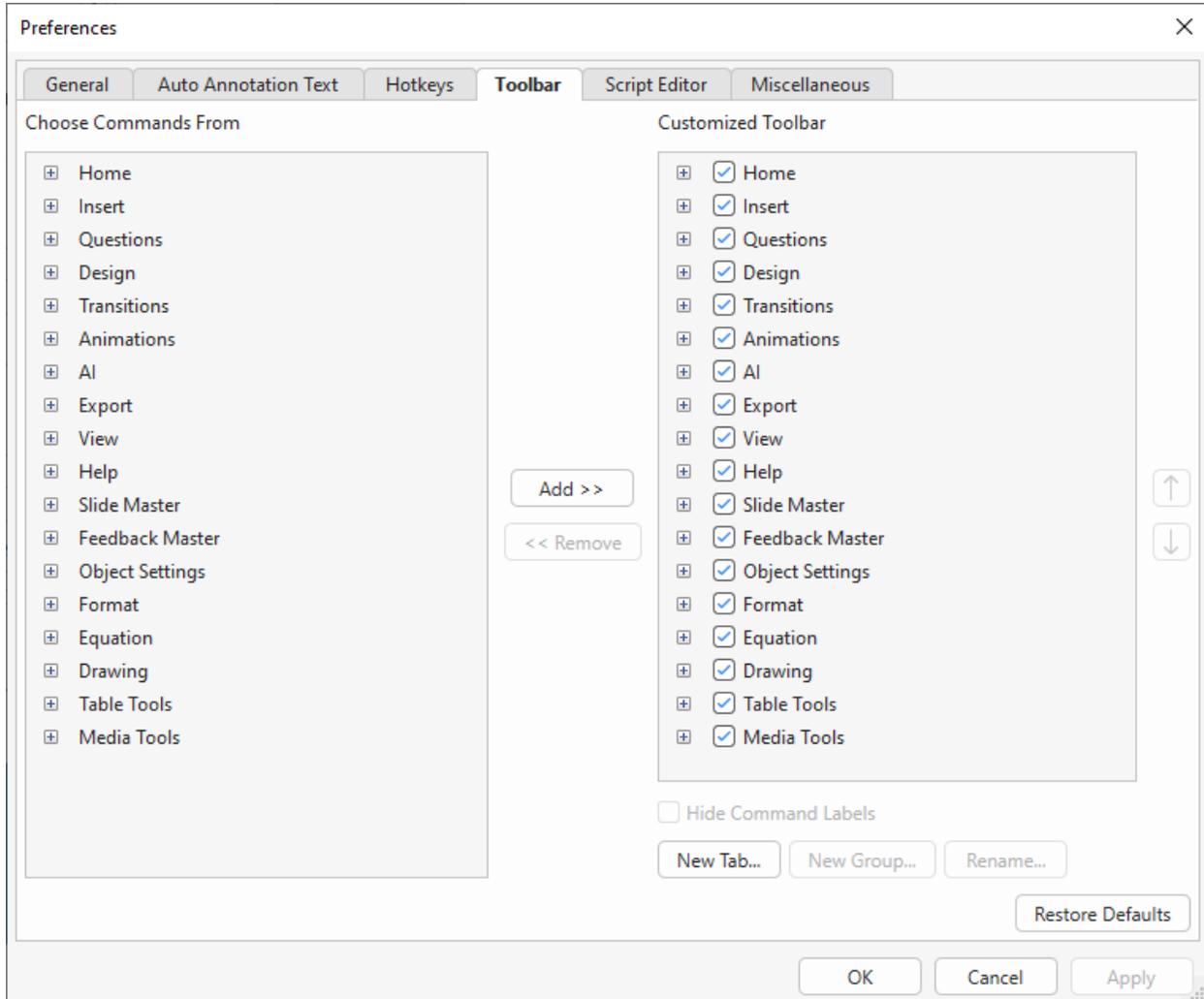
## Removing Hotkeys

1. Select 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.

## Toolbar Tab

You can customize the tabbed toolbar to improve the performance of 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 checkbox 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 will 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 a smaller size.
5. In the main dialog, click **Apply** to save and see your changes.

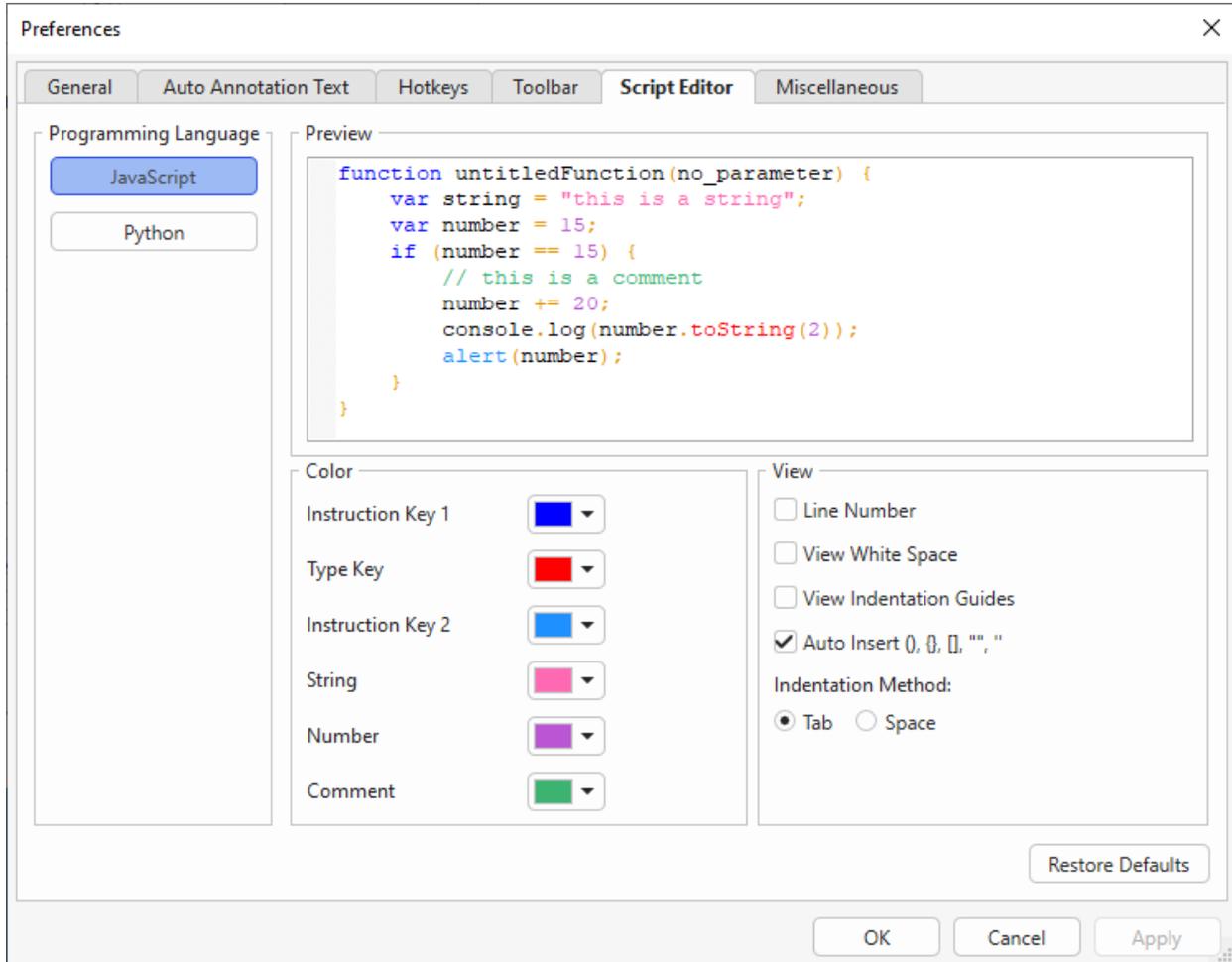
After creating a custom group, you need to add commands to it. Use the **Add** button to add commands from the left box.

## 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 your coding preferences for JavaScript or Python.



The **Preview** box on the right displays a live preview of your code with the current settings. The **Color** box allows you to adjust syntax highlighting by clicking the color rectangle next to each code element and selecting a new color, changes are instantly shown in the preview. The **View** box provides options to configure how the code is displayed.

Below are the available code view options:

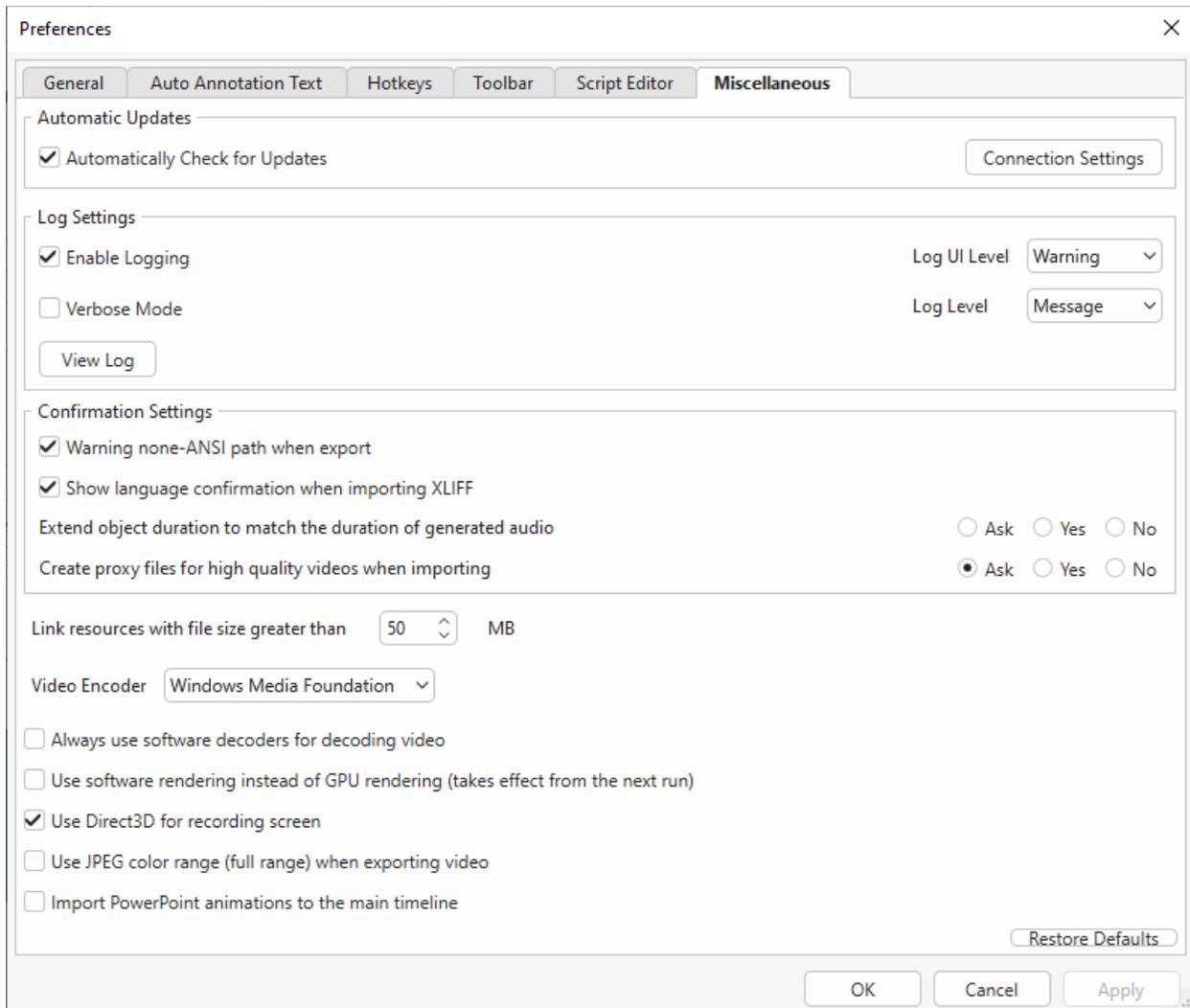
- **Line Number:** Display line numbers along the side of the code.
- **View White Space:** Displays dots for spaces in Python and arrows for tabs in JavaScript.
- **View Indentation Guides:** Shows vertical dotted lines to indicate code block structure.
- **Auto Insert (), {}, [], "", '':** Selected by default. This option automatically inserts matching closing brackets to the code.

**Indentation Method:** Choose either **Tab** or **Space** for indentation. By default, JavaScript uses Tab, while Python uses Space.

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
<b>Automatic Updates</b>	
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.
<b>Log Settings</b>	
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.
<b>Confirmation Settings</b>	
Warning none-ANSI path when export	Selected by default. When you export your project, some outputs 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 <b>converting text to speech</b> : Should it display the dialog so that you can make further changes to the TTS settings before converting?
<b>Save external resource</b>	
Link resources with file size greater than <i>n</i> MB	<p>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).</p> <p>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 prone to errors that might corrupt the project.</p> <p>In that case, ActivePresenter doesn't store the original file directly in the project. Instead, it maintains a copy of the original file and creates a link in the project which points to the copy.</p> <p>This parameter defines the threshold above which ActivePresenter creates a link to the resource instead of storing the original file directly in your project.</p>
Video Encoder	Select the encoder for encoding with H.264 and HEVC video codecs.

Always use software decoders for decoding video	Improve performance for some computers which have a strong CPU but a weak GPU.
Use software rendering instead of GPU rendering (take effect from the next run)	Select this option if the program has problems when rendering video objects.
Use Direct3D for recording screen	Clear this checkbox if you cannot capture the screen due to graphics driver-related issues.
Use JPEG color range (full range) when exporting video	Select this option to fix the “white color turns grey” issue when viewing output videos on some systems.
Import PowerPoint animations to the main timeline	Select this checkbox to import PowerPoint animations to ActivePresenter’s main timeline. Otherwise, animations will be in the <b>Click Sequence</b> timeline by default.

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