

ACTIVEPRESENTER

USER MANUAL

What's New?

- 3D Models, Charts, and Tables
- Click Sequence timeline
- Crop images and videos
- Rotate and flip objects
- Align objects using Grid and Guides
- Apply objects style using Format Painter
- More slide transitions and animations
- New interaction types: Slider, Dropdown, and Dropdown Questions
- Display video frames on Timeline and support frame snapping
- A lot of enhancements

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Introduction to ActivePresenter

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:

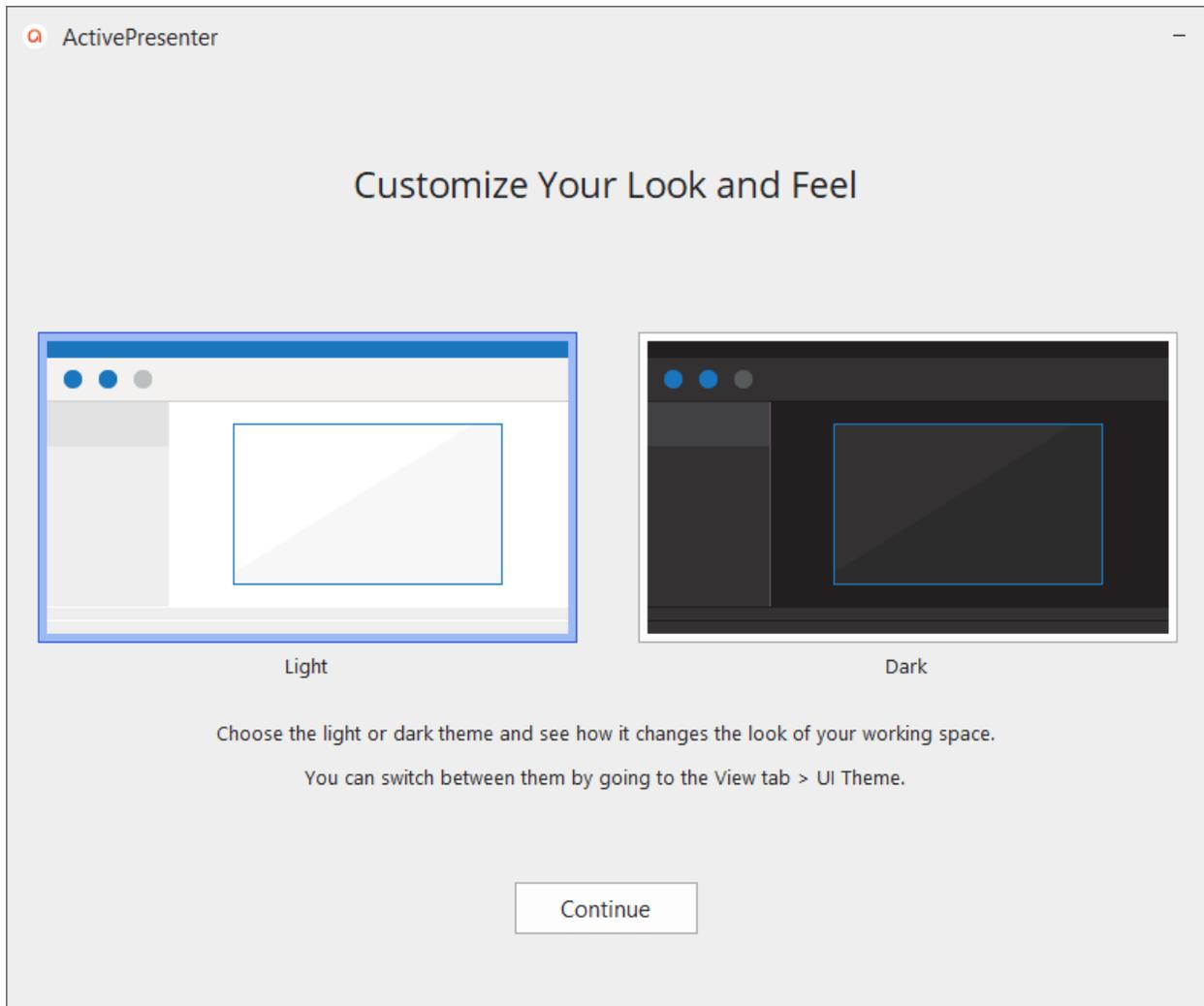
- Design high-quality interactive courses for school and workplace learning.
- Build interactive software simulations with smart screen capture technology.
- Develop assessments and educational games.
- Create or record videos with screencasting and editing tools.
- Convert existing PowerPoint presentations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

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

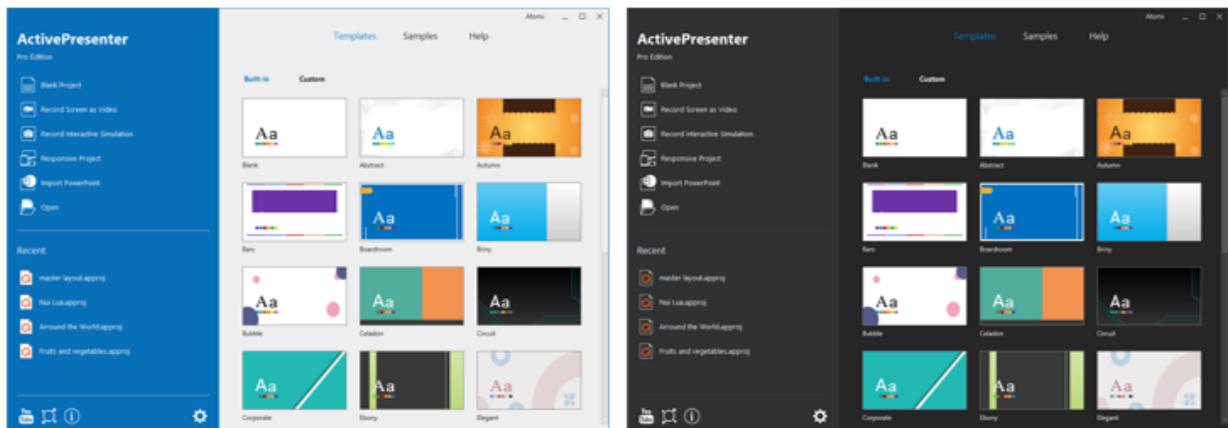
ActivePresenter supports both light theme and dark theme for your liking, which lets you customize your look and feel. On the first launch, after you successfully **installed ActivePresenter**, this dialog will appear:



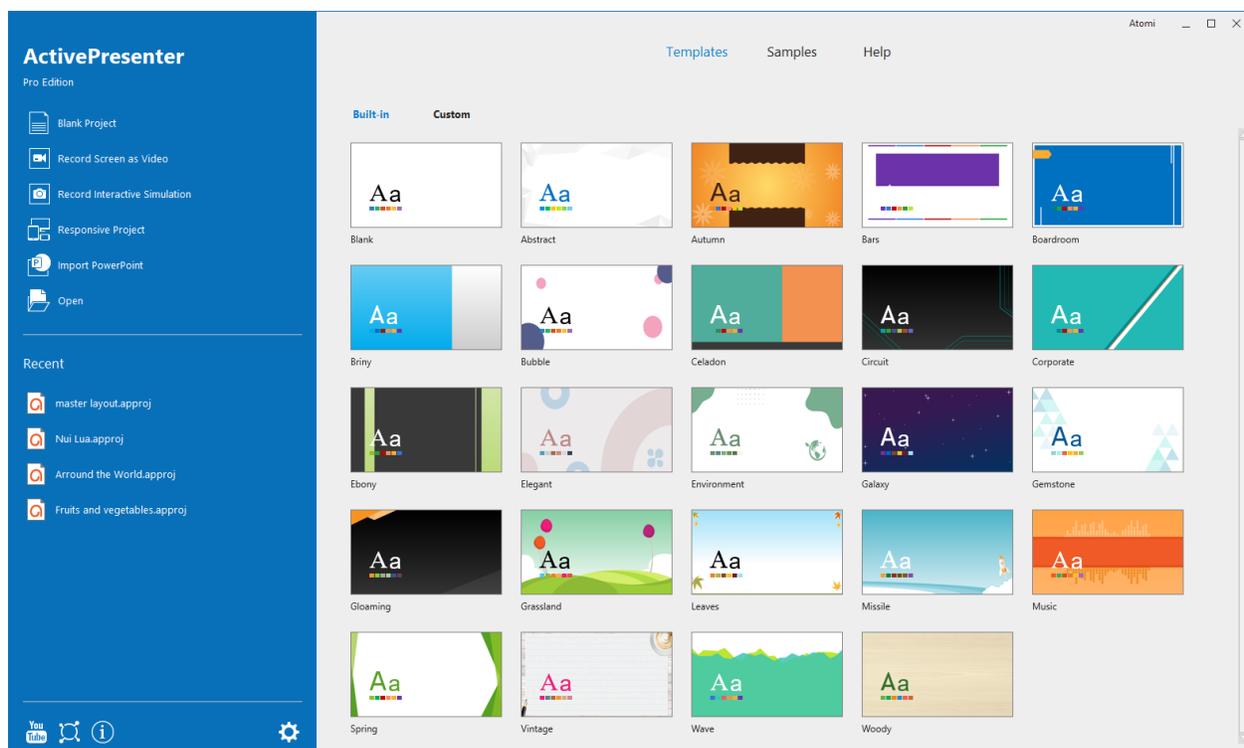
You can choose either the light theme or the dark theme that you want to work on within your projects. Then, the chosen theme will be the default theme whenever you launch the program. However, you can switch between two themes in the current working project later by going to the **View tab > UI Theme > 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 and samples. During the editing phase, you can open the Start Page by clicking the **ActivePresenter** button at the top-left corner and selecting **Start Page** .



The Start Page has many components that are grouped into two main areas: the left pane and the central part.



On the left are two sections:

- The **Quick Start** provides buttons to create new projects and open existing ones.
 - Click **Blank Project** to create a new project using the blank theme.
 - Click **Record Screen as Video** to record screen as video.
 - Click **Record Interactive Simulation** to record a software simulation.
 - Click **Responsive Project** to create a new responsive project.
 - Click **Import PowerPoint** to convert a PowerPoint presentation into an ActivePresenter project.

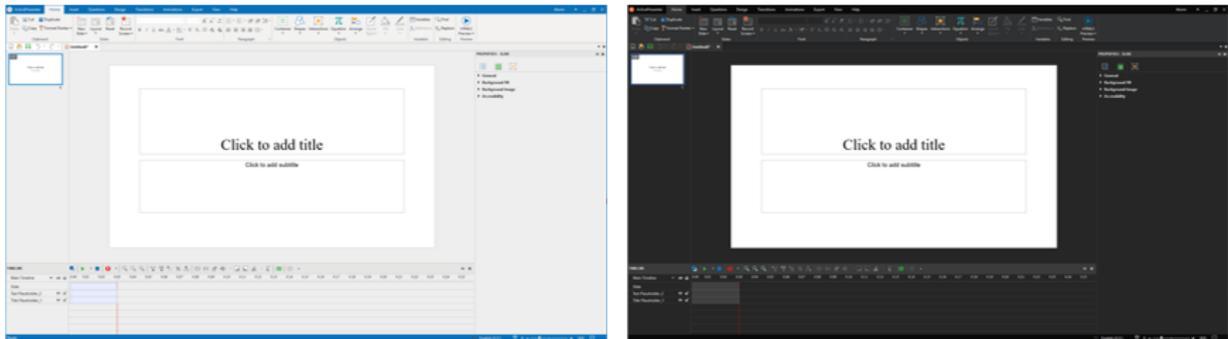
- Click **Open** to open an existing project, a slide template, a theme, an object template, or a video file.
- The **Recent** shows a list of recently opened projects.
 - Click a project or right-click it > **Open** to open a project in the list.
 - Right-click a project > **Remove** to remove a project from the list.
 - Right-click a project > **Open Folder** to open the folder containing the project.

In the center are three tabs:

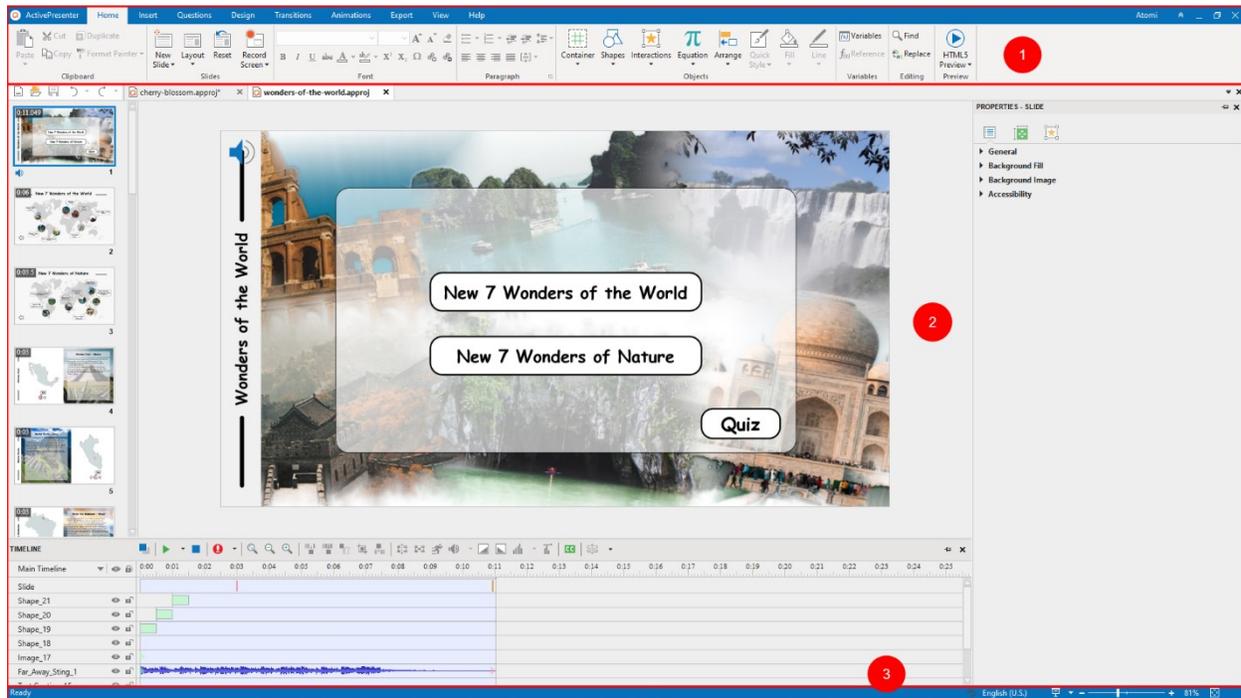
- The **Templates** tab shows all the built-in and custom themes/templates that you can click to **create a new project using this theme/template**.
- The **Samples** tab contains useful ActivePresenter samples.
- The **Help** tab provides access to the User Manual, Product Homepage, Support Center, Activation/Deactivation, Check Updates, and information about the current version.

Workspace

ActivePresenter workspace also 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**.

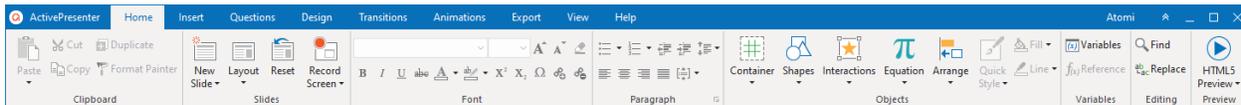


The workspace of ActivePresenter contains three main sections: Tabbed Toolbar (1), Document Window (2), and Status Bar (3).

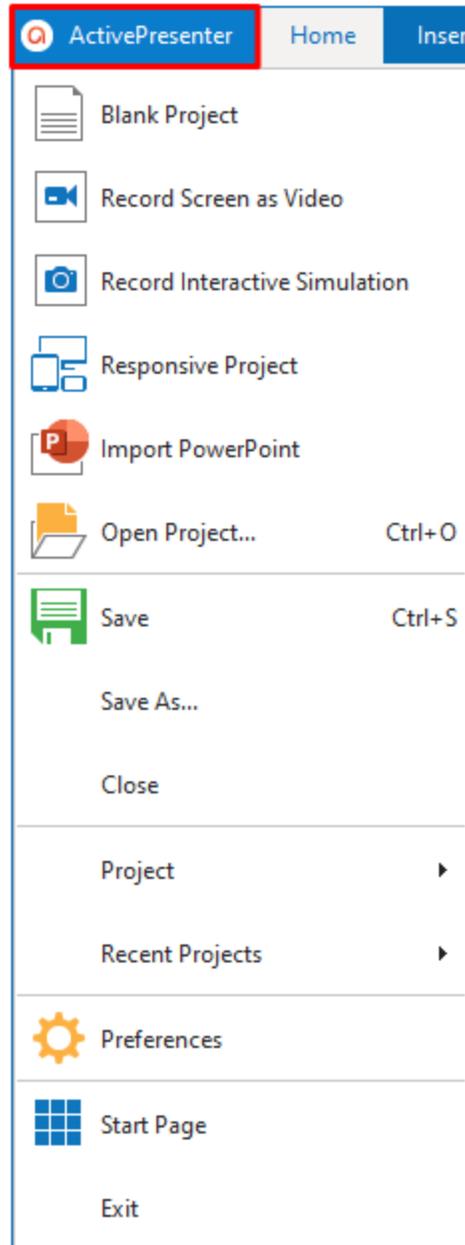


Tabbed Toolbar

Located at the top of the application window, the tabbed toolbar contains almost all the tools for creating and editing content. There are ten core tabs always present and some contextual tabs that appear only when a particular object is selected. In each tab, related commands are grouped into groups. When you point to a command, a tooltip appears explaining the command and giving the hotkey (if any).



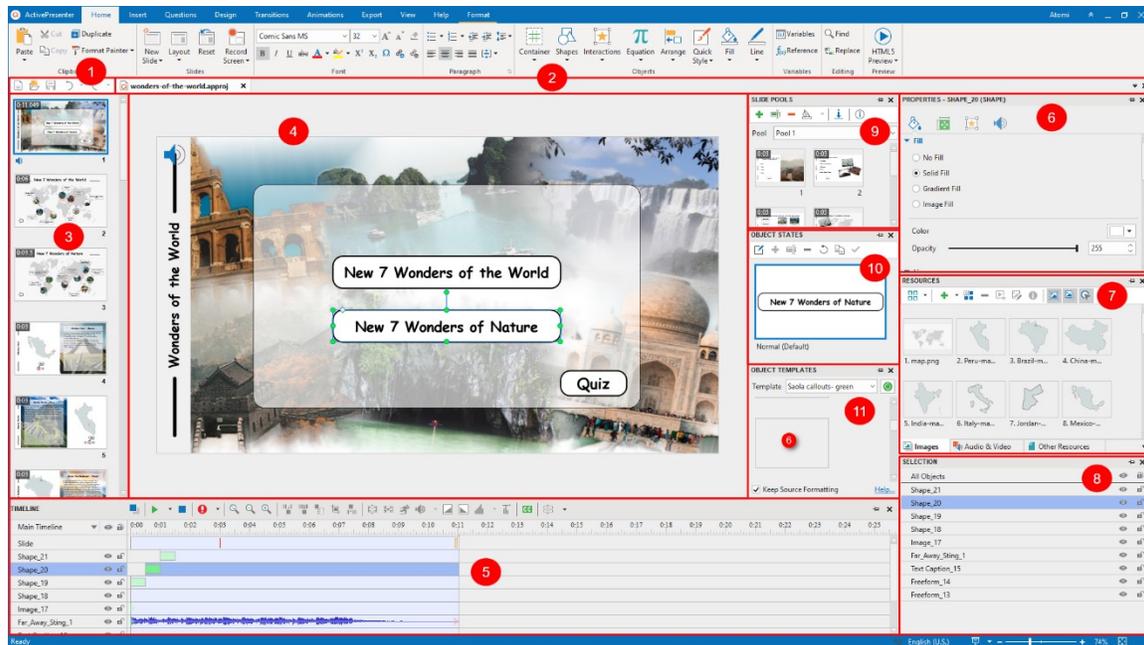
At the top-left of the tabbed toolbar is the **ActivePresenter** button. This button opens the **ActivePresenter main menu** that provides access to all common file operations, configuration settings, and a list of recently opened projects.



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

Document Window

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

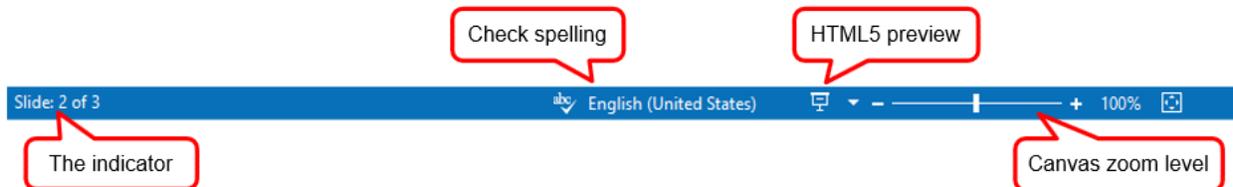


1. The **Quick Access Toolbar** contains commands for creating new projects, opening and saving projects, and undoing and redoing recent actions.
2. The **Document** tab enables you to navigate between open documents. You can also hover over this tab to view the project location, or right-click the tab to open the project folder.
3. The **Slides** pane displays thumbnail views of all slides in your project.
4. The **Canvas** is the central area of the document window. It displays slide contents and allows all spatial editing.
5. 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.
6. The **Properties** pane lets you edit almost all physical and behavioral properties of the selected objects.
7. The **Resources** pane displays all the resources in your project.
8. The **Selection** pane displays all the objects included in a slide. It allows you to view, reorder, change the selection, lock, and toggle the visibility state of objects.
9. The **Slide Pools** pane contains slide pools that are used to randomize slides and create dynamic quizzes.
10. 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.
11. The **Object Templates** pane contains object templates that are useful to save and reuse objects across slides in the same project or across projects.

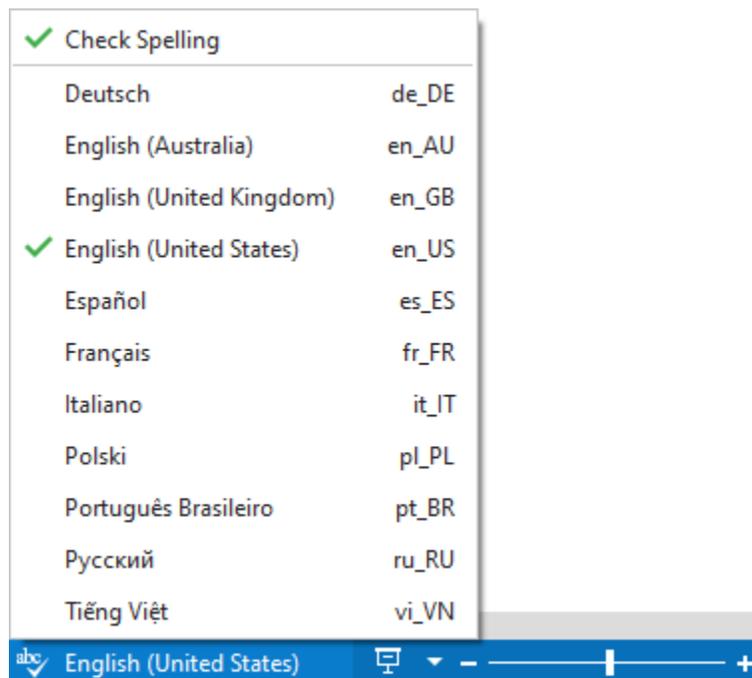
You can **customize the workspace** by showing, hiding, repositioning, and resizing panes. After customizing, if you want to go back to the original window layout, just click the **View** tab > **Reset Pane Layout** . Your change will be applied the next time you open the application.

Status Bar

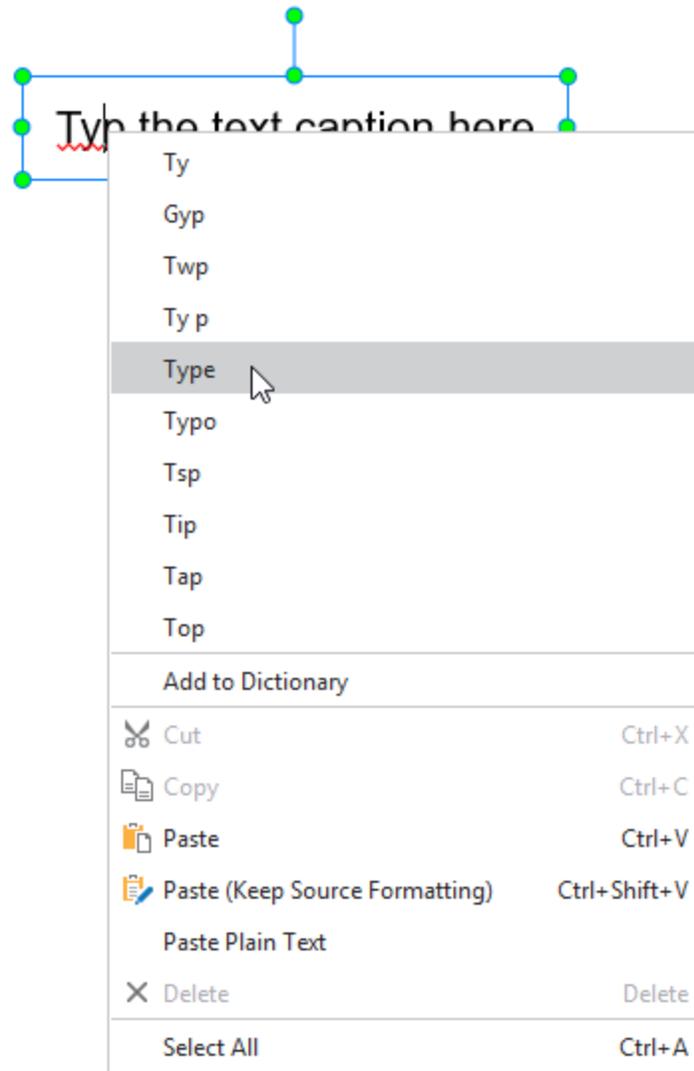
Located at the bottom of the application window, the status bar displays the indicator about the current project. It may vary from what slide you are on to the current status of a project. You can quickly preview your project in HTML5 format. Besides, ActivePresenter makes it easy to **adjust the zoom 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). You can try all the features of the Pro version in the Free version. The watermark will be added to the outputs of non-free features until the license is activated.

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	✓	✓	✓
Audio Fade In/Fade Out	✗	✓	✓
Audio Noise Reduction	✗	✓	✓
Audio Normalization	✗	✓	✓
Video Blur Effect	✗	✓	✓
Video Green Screen Effect	✗	✓	✓
Cloud Text-to-Speech (Amazon Polly, Google Cloud, Microsoft Azure)	✗	✓	✓

System Requirements

Here are the system requirements for running ActivePresenter 9 on Windows and macOS:

Environment	<p>Windows 8.1, Windows 10, Windows 11 (only 64-bit is supported). macOS 10.15, macOS 11, macOS 12, macOS 13, macOS 14, macOS 15</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 multi-core processor or higher.
	4 GB of RAM or better (>8 GB recommended).
	4 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>Windows:</p> <ul style="list-style-type: none"> + Mozilla Firefox (latest) + Google Chrome (latest) + Microsoft Edge (latest) <p>Mac:</p> <ul style="list-style-type: none"> + Safari (latest) + Google Chrome (latest) <p>iOS:</p> <ul style="list-style-type: none"> + iOS 13 or later + Safari (latest) <p>Android</p> <ul style="list-style-type: none"> + Android 6 or later + Chrome (latest)
	For Microsoft Word Export: Microsoft Word 2016 (or later) on Windows.
	For Microsoft Excel Export: Microsoft Excel 2016 (or later) on Windows.
	For Microsoft PowerPoint Export: Microsoft PowerPoint 2016 (or later) on Windows.

	For recording system audio on OS X or macOS: BlackHole 2ch is required.
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Installing ActivePresenter

Installing	<p>Windows: After downloading the installer, double-click it and follow the instructions. To install ActivePresenter silently from the command line, you can use the <i>/VERYSILENT flag</i>. For example, call <code>ActivePresenter_v9.0.0_setup.exe /VERYSILENT /NORESTART</code> from scripts.</p> <p>macOS: After downloading the installer, double-click it and follow the instructions.</p>
Activating	The Free edition doesn't need activation. To activate Standard and Pro editions, on the Start Page, or in the open project window, click the Help tab > Activate Product .
Updating	<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 Help tab > Check Updates to have ActivePresenter check if there are new updates and do the update automatically.</p>
Upgrading	To upgrade your license, please contact the support group .
Uninstalling	<p>Windows: The standard way to uninstall ActivePresenter from your computer is to use the Control Panel > Programs and Features > ActivePresenter, and follow the instructions. To uninstall ActivePresenter silently from the command line, call <code><installation_folder>\unins000.exe /SILENT</code> from scripts.</p> <p>Alternatively, open the folder in which you've installed the application, double-click the <code>unins000.exe</code> file, and follow the instructions.</p> <p>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.</p>

Activating and Deactivating ActivePresenter

Activating ActivePresenter

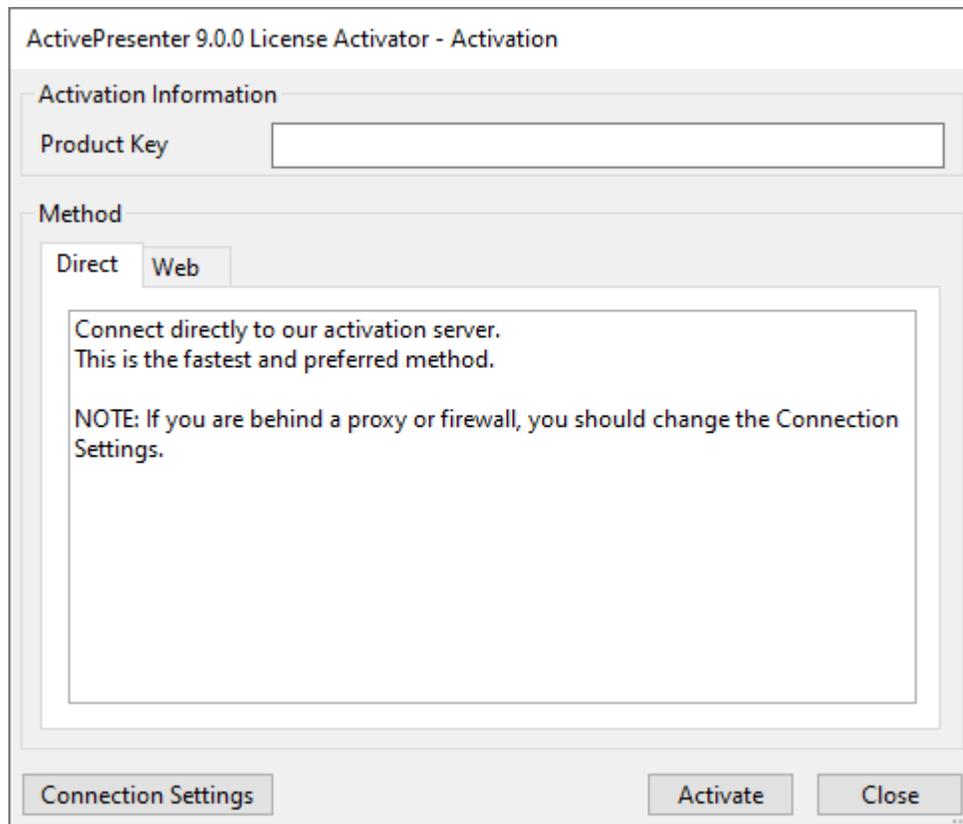
While the Free edition needs no activation, you must activate the Standard and Pro editions using product keys. There are two ways to activate ActivePresenter: direct (automatic) and web (manual) activation.

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

Direct Activation

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

1. Click **Activate Product** at the top-right corner of the application window. Alternatively, in the open project window, click the **Help** tab > **Activate Product** .
2. In the dialog that appears, enter a product key in the **Product Key** text box.
3. The default activation method is direct. Click **Activate** to activate the application.

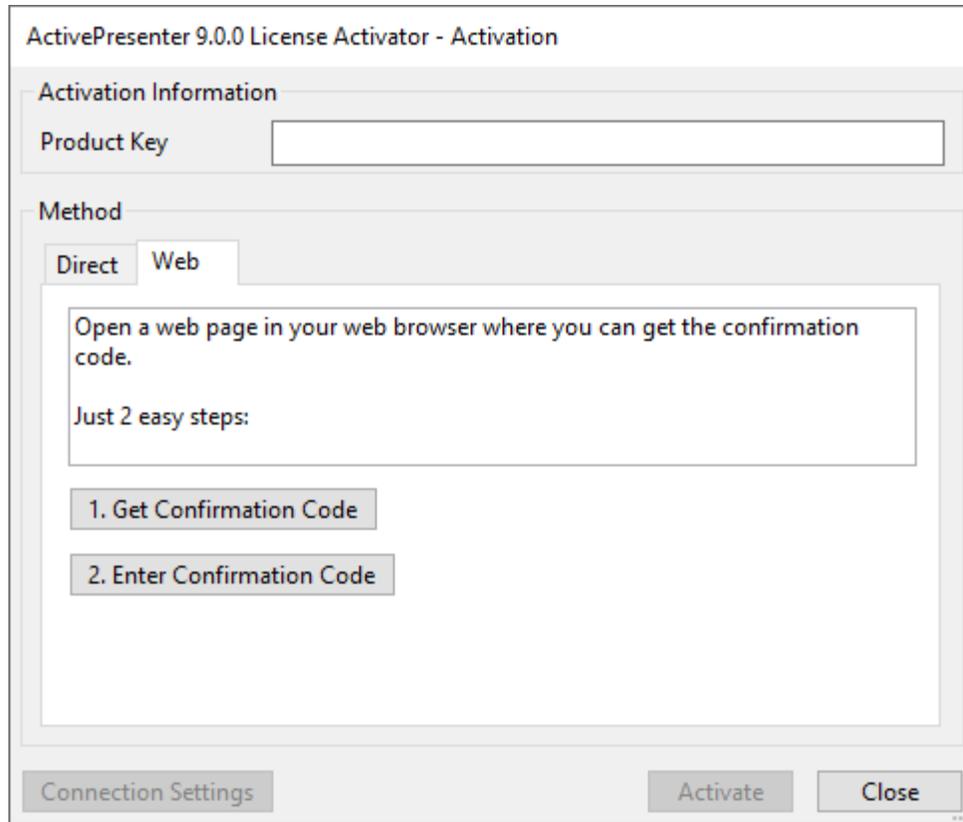


Note: Click **Connection Settings** to configure the network connection if your computer is behind a proxy.

Web Activation

To manually activate ActivePresenter, perform the 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

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

To deactivate the application, on the Start Page or in the open project window, click the **Help** tab > **Deactivate Product**. In the dialog that appears, select **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/selfhelp/activepresenter/>

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

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

Creating Projects

Creating Blank Projects

A blank project is one of the built-in projects in Start Page. When opening, it contains one Title slide. In the same way as other slides, you can add new slides and content such as images, video/audio clips, and slides from ActivePresenter projects or PowerPoint presentations. You can 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 **ActivePresenter** 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 .

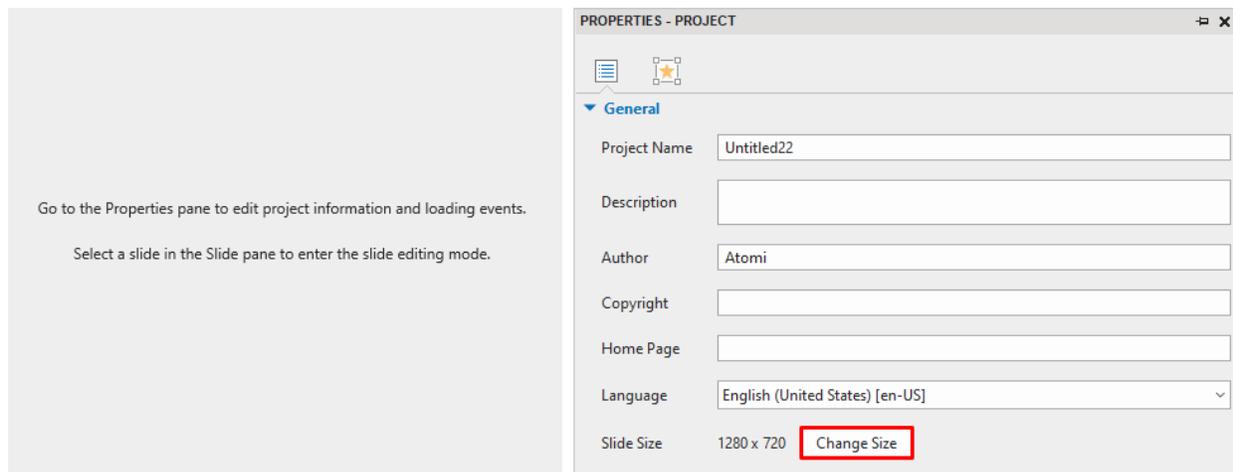
By default, the new project will have one blank slide with the layout corresponding to the theme. You can add more slides by clicking the **Home** tab > **New Slide** , or in the **Insert** tab > **New Slide** . The new slide will be inserted after the slide that you are selecting.

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

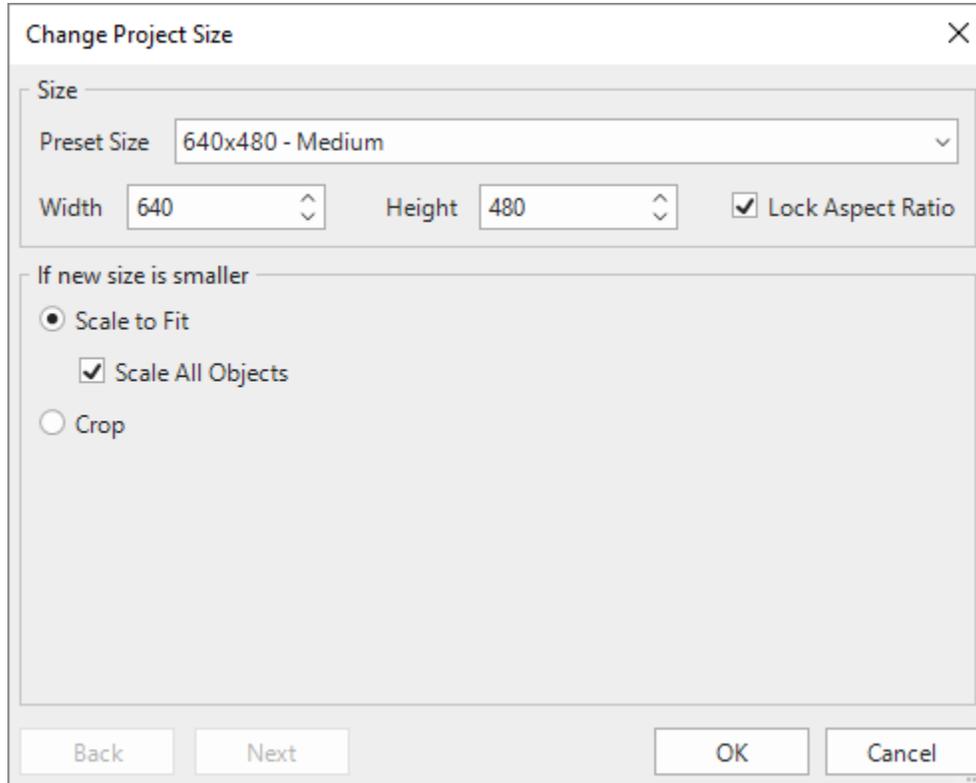
Changing Slide Size

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

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



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



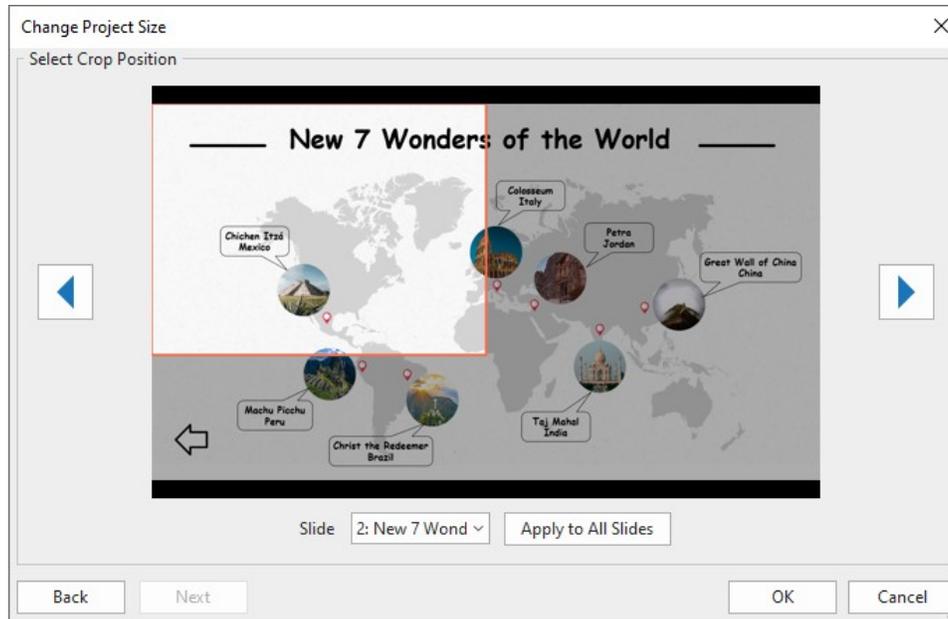
1. **Preset Size:** You can choose to quickly apply one of the preset sizes from the **Preset Size** drop-down list. The list contains different sizes ranging from small to large. You can also specify the new size by entering values in the **Width** and **Height** spin boxes, or clicking the up/down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



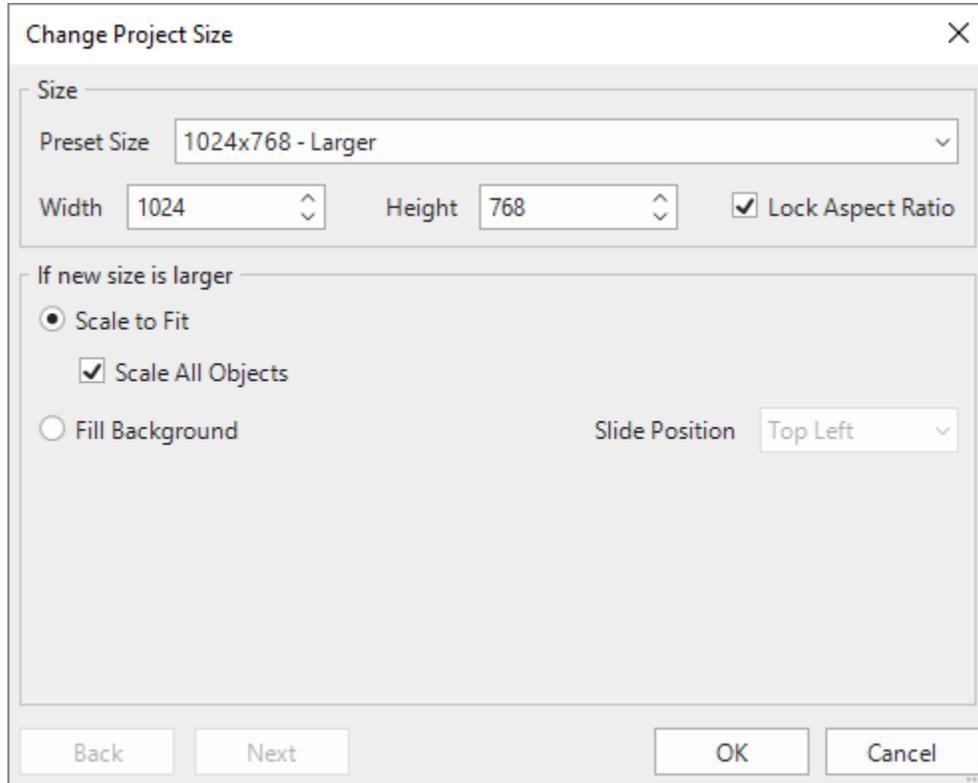
To crop a slide, drag the orange frame to the desired position. You can crop each slide individually or all of them at once:

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

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



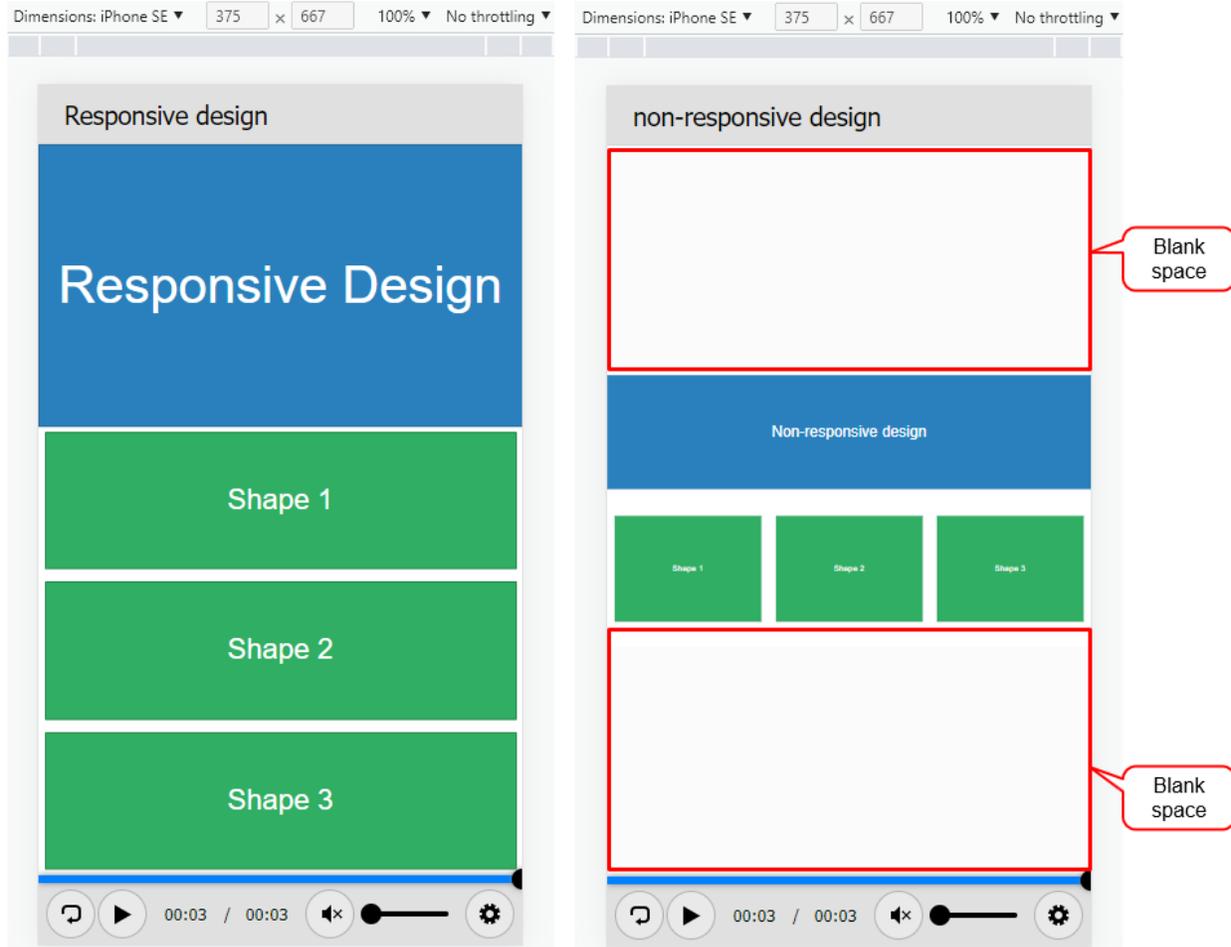
- Select **Scale to Fit** to scale the contents to fit the new slide size. This is similar to the Scale to Fit command mentioned above when the new slide size is smaller than the previous slide size.

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 five default responsive layouts which correspond to the most popular device screen sizes:

- **Desktop** with a viewport of 1280x620
- **Tablet Landscape** with a viewport of 1024x674
- **Tablet Portrait** with a viewport of 768x930
- **Mobile Landscape** with a viewport of 667x345
- **Mobile Portrait** with a viewport of 375x522

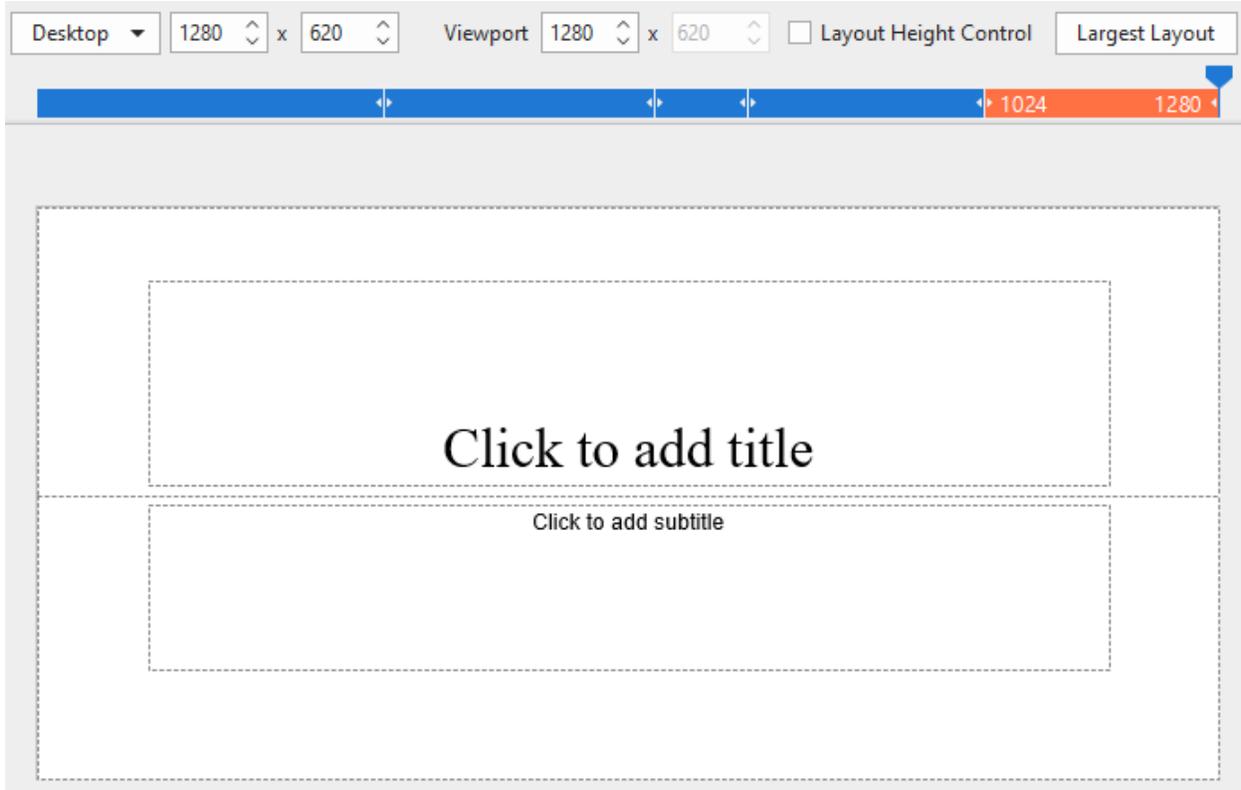
Note that the above layout sizes are not the device viewport sizes. They are chosen to make sure that the content displays best on popular devices. You can **add a responsive layout** to support a particular device if you want. Besides, in the responsive mode, ActivePresenter also supports a flexible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

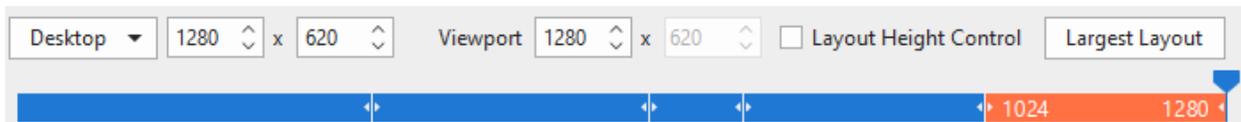
Alternatively, in the open project window, click the **ActivePresenter** button > **Responsive Project**. ActivePresenter will create a project with five different layouts which are Desktop, Tablet

Landscape, Tablet Portrait, Mobile Landscape, and Mobile Portrait, 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 five 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. 1024×768).

Viewport

Because devices with the same screen size can have very different resolutions, we use viewports when creating mobile-friendly content. Viewports are scaled-down versions of resolutions that 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.

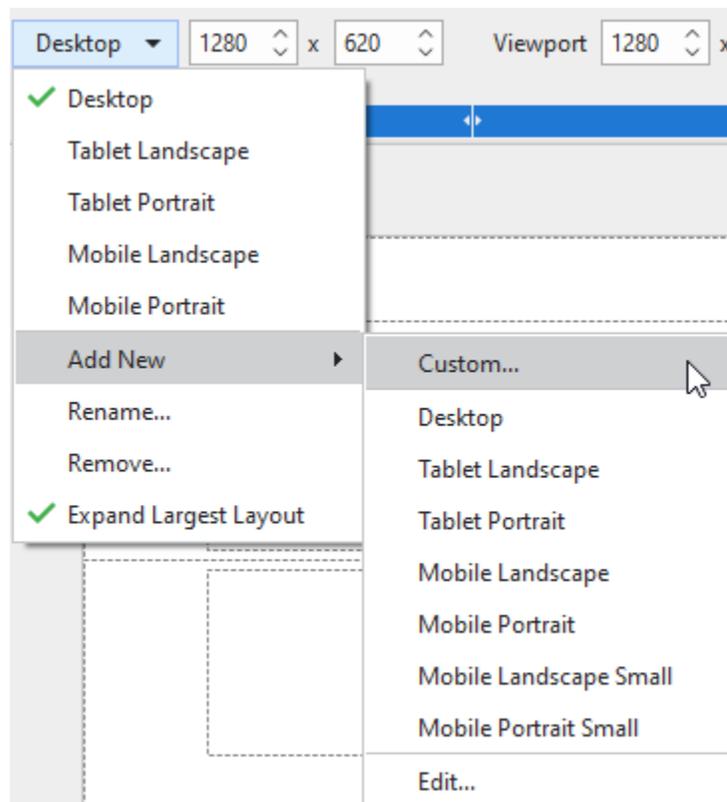
For example, the Mobile Portrait is based on the viewport of iPhone 6, 7, or 8 (375x667). After excluding the Safari browser title and navigation bars and the HTML5 player toolbar (width: 100%, height: 30), the layout size is 375x522. But with Mobile Landscape, the Safari browser automatically hides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

Managing Responsive Layouts

Adding Layouts

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

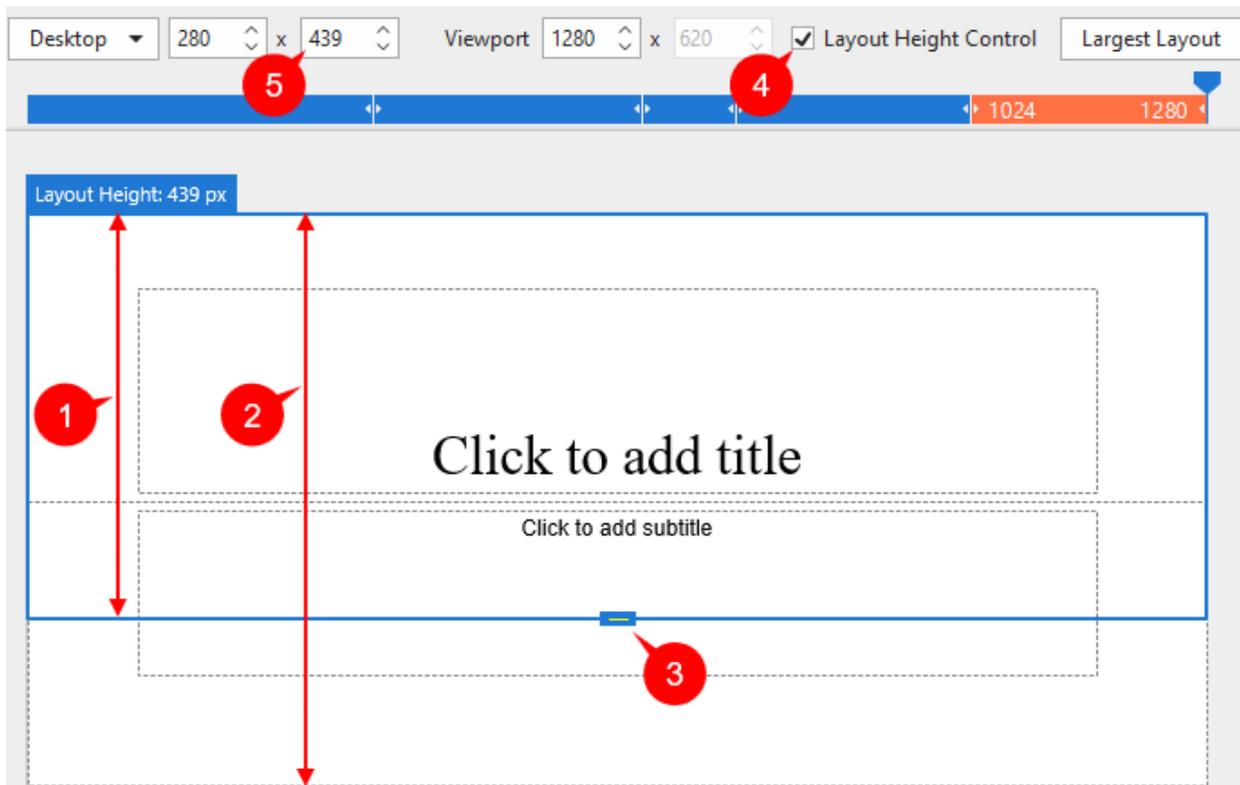
To switch between layouts, click the drop-down button on the **Responsive** bar > select a layout from the drop-down list. Alternatively, you can click directly on one of those layouts on the **Responsive** bar. The current layout is in orange.

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 5 breakpoints which are 375, 667, 768, 1024, 1280 with 5 corresponding layouts (1, 375], (376, 667], (668, 768], (768, 1024], (1025, 1280], 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.

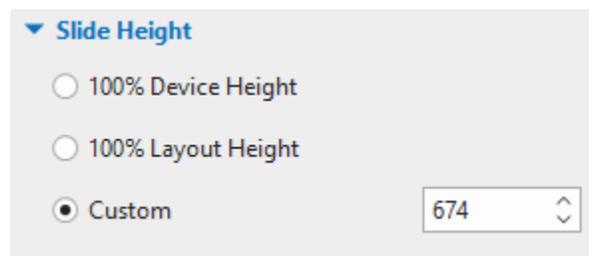
To show and change the layout height, do the following:

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.

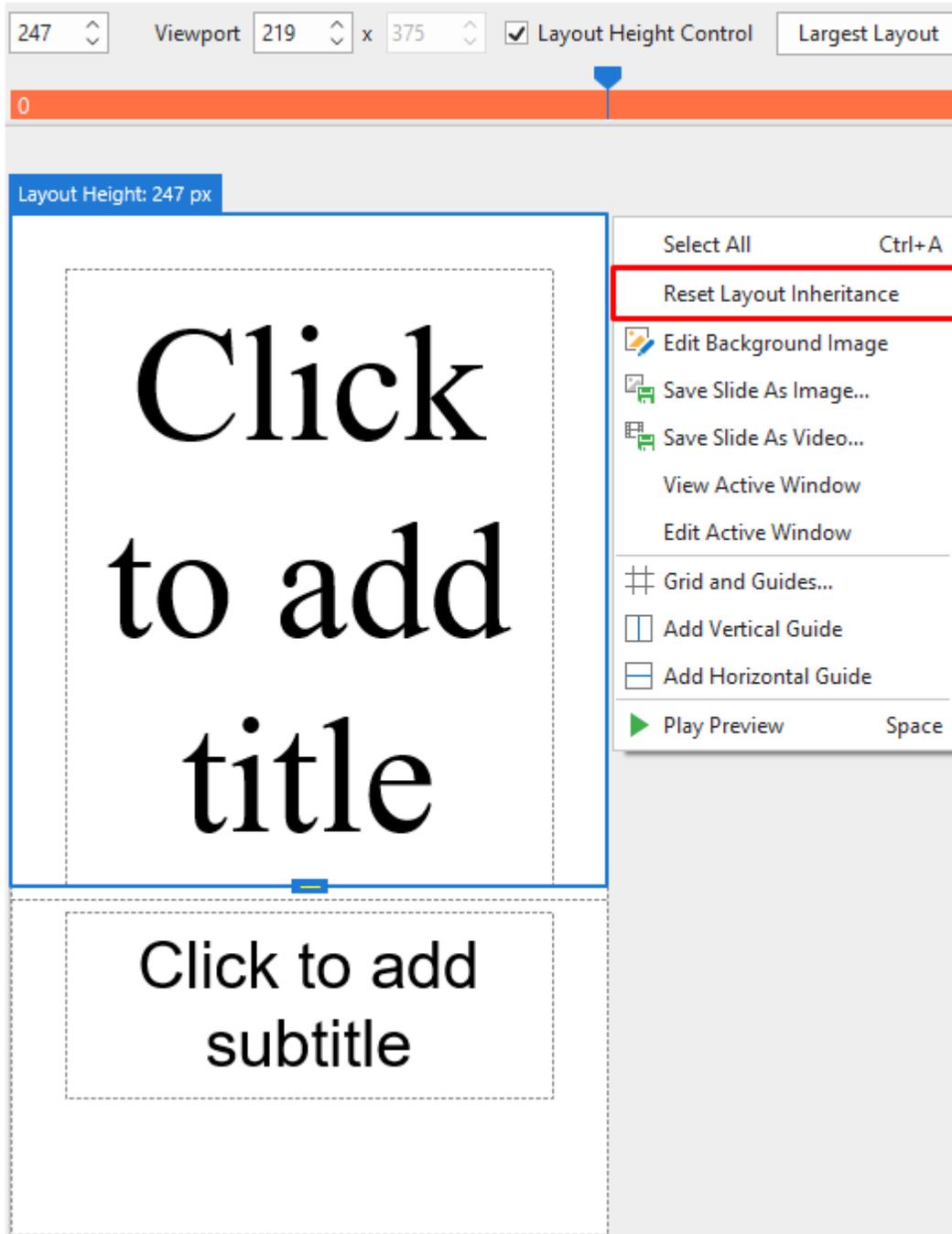
Note: If the slide height is larger than the device height (in case you select **100% Layout Height** or **Custom**), viewers can view the content beyond the layout by scrolling the bar on their devices..

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.

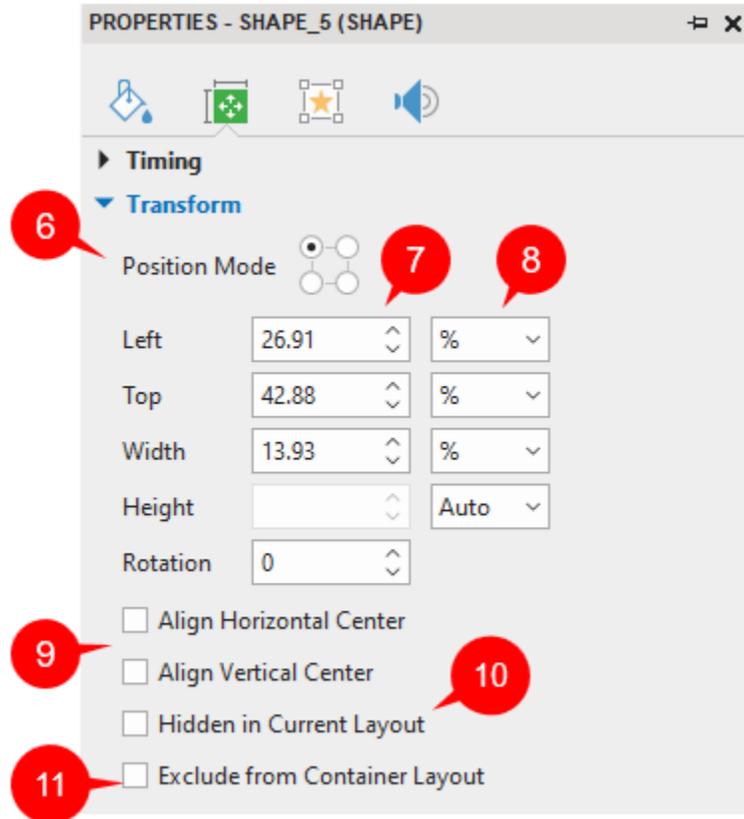
Due to the layout inheritance, if you want to change any properties, you should make changes to the largest layout first. If you are satisfied with it, then just make changes to any smaller layouts if needed.

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.

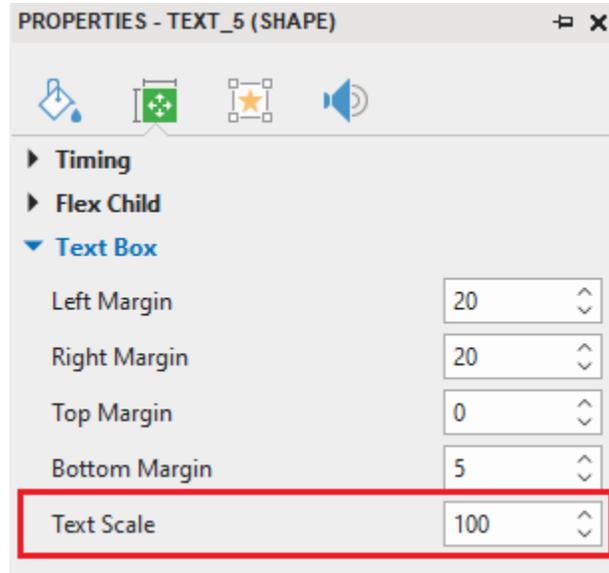
- **Align Horizontal Center**: The object will be aligned to the horizontal center and you can move the object only in the vertical direction of the slide. You cannot move it horizontally.
- **Align Vertical Center**: The object will be aligned to the vertical center and you can move the object only 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 of recording a target application or creating a blank project. 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 the ActivePresenter **Start Page** > click on **Preferences** (the gear icon) 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.

After that, 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 **ActivePresenter** button > **Import PowerPoint** > select the PowerPoint file from your computer.

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

After that, 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** tab > select a theme or template.

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

- **Preview**: Preview the theme.
- **Blank Project**: Create a blank project with the theme you are currently selecting.
- **Record 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, in which your desired video will be opened in a completely new ActivePresenter project. That new project will have the same size as the video size.

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

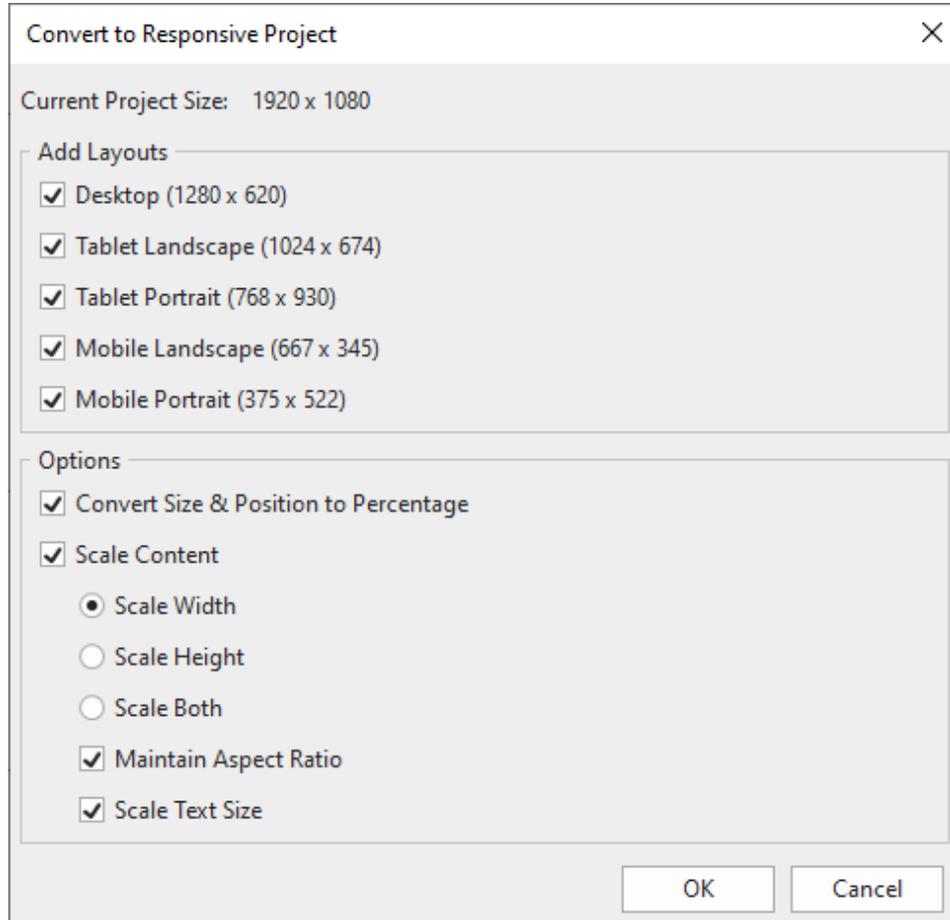
1. On the Start Page, click **Open**. Or, in the open project window, click the **ActivePresenter** button > **Open Project...**
2. In the **File name** combo box, select **All Types** or **Video Files**.
3. Browse the video files on your computer and select one.
4. Click **Open**.

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 **ActivePresenter** 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 **ActivePresenter** button > **Project** > **Convert to Non-Responsive Project...** > select one of the layouts. The project will be converted to a non-responsive project having the layout that you have chosen, without affecting object positions.

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 **ActivePresenter** button > **Save** to get the same result.

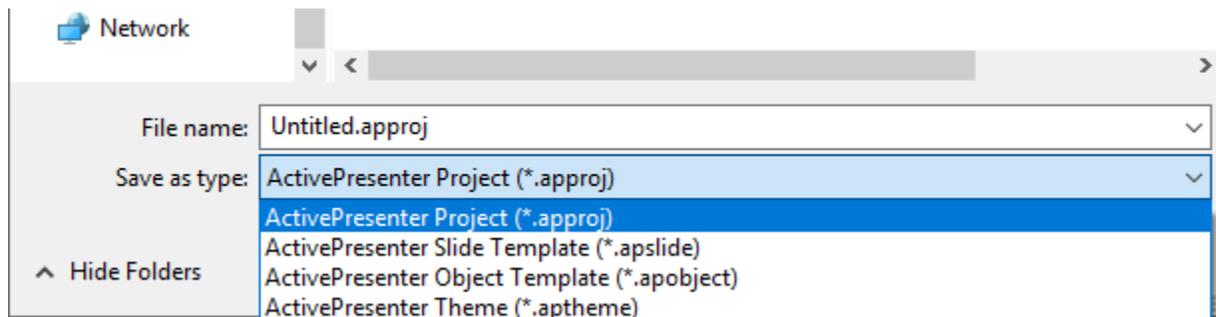
Alternatively, you can right-click the name of the project that you want to save on the document tab, then click **Save**.

Note that when you save a project created with an older version, ActivePresenter will automatically save it in the new format, and those files cannot be opened with the older versions anymore. In such 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 **ActivePresenter** button > **Save As...** > select a type from the **Save as type** drop-down list. You can also right-click the name of the project that you want to save on the document tab, and click **Save As...** > select a type from the **Save as type** drop-down list.



- **ActivePresenter Projects (*.approj)**: Save existing projects as normal projects with all 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\\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\\Documents\ActivePresenter Templates* 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\\Documents\ActivePresenter Templates*

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.

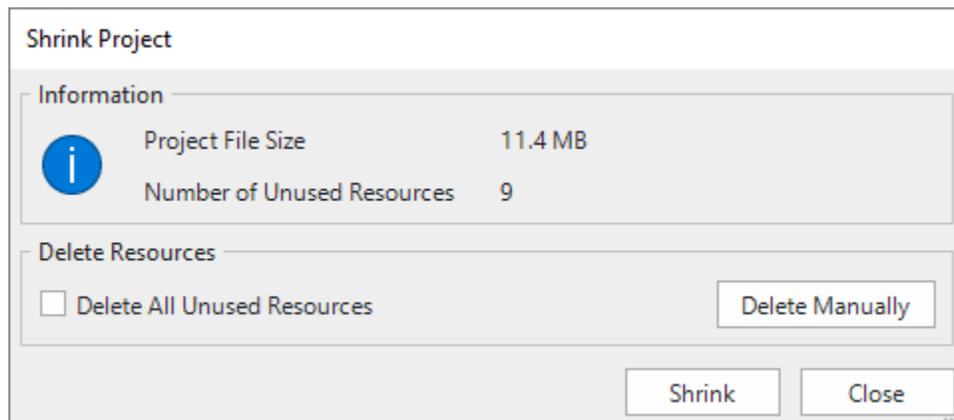
To open any type of project, do one of the following:

- On the Start Page > **Open** > select one project type from the **File name** drop-down list > select a project.
- In the open project window > **ActivePresenter** 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 **ActivePresenter** 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:

- In the open project window, click the **ActivePresenter** button > **Recent Projects** > select a project, or click the  button in the **Quick Access Toolbar** > select a project.
- Use the **CTRL+O** hotkey. ActivePresenter opens the folder containing ActivePresenter projects for you to select.
- On the Start Page, select one project from the **Recent** list to open it.

Recording Projects

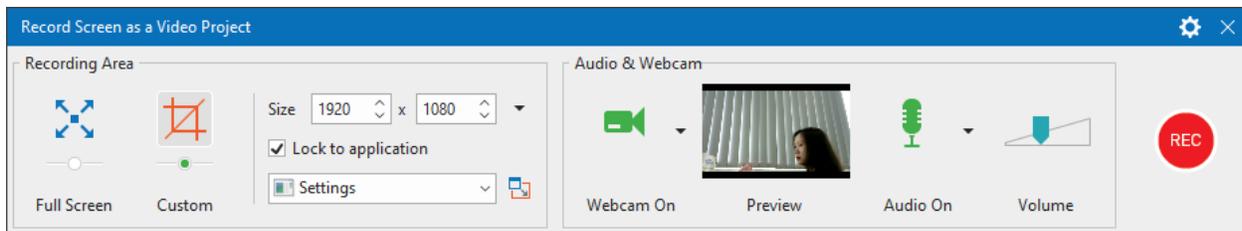
Recording Screen as Videos

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

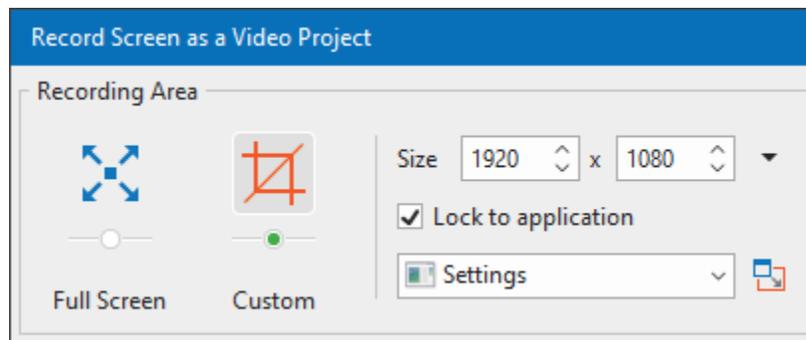
- On the **Start Page**, click **Record Screen as Video**.
- In the open project window, click the **ActivePresenter** button > **Record Screen as Video**.

After that, the following dialog will appear:

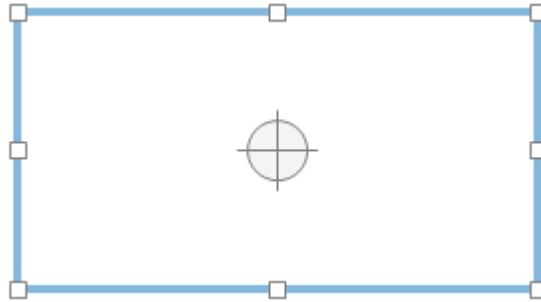


Recording Area Section

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



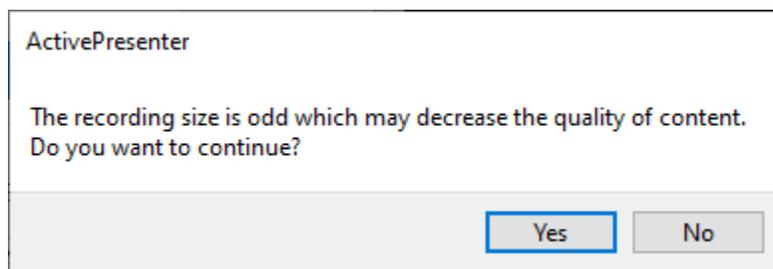
- **Full Screen:** Allow you to capture the entire computer screen. When you select this mode, the entire screen will be treated as the recording window and the blue rectangle is invisible. Besides, ActivePresenter will temporarily change the screen resolution before capturing and automatically revert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

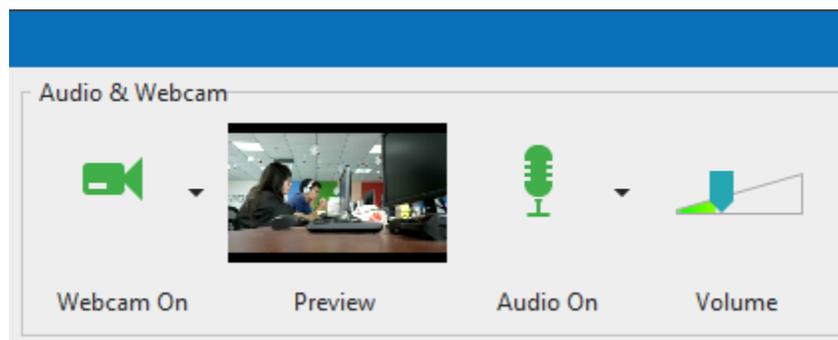
Note: If the custom size is odd, when you click the **Record** button, a dialog will appear.



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**.

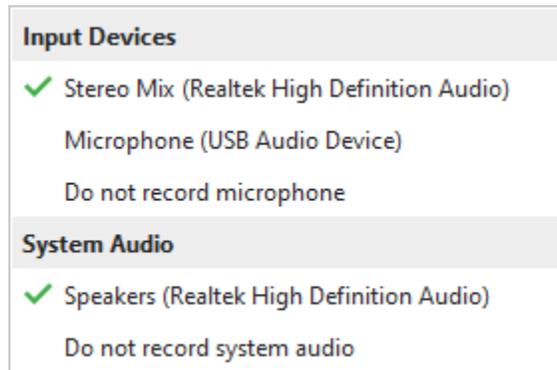
Audio and Webcam Section

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.

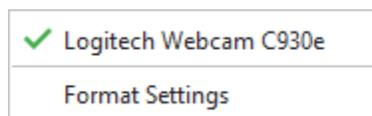
The system audio volume can be changed by using the adjust volume tool on your computer.

Webcam Section

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

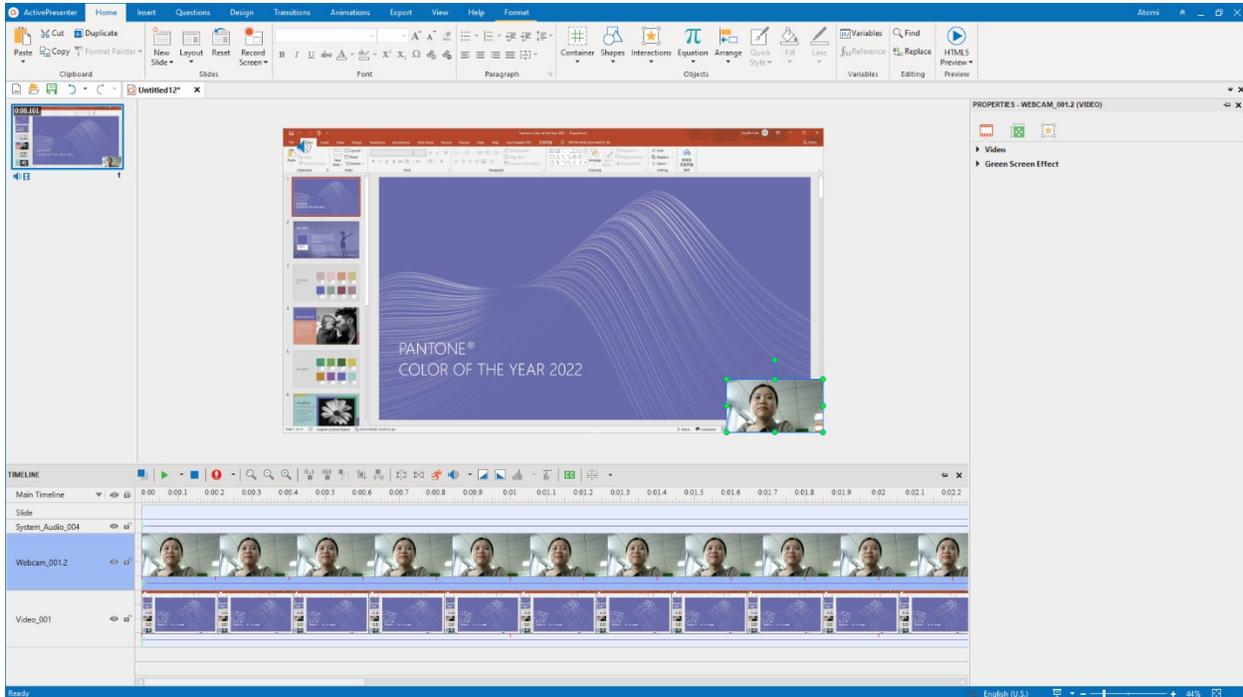
To record webcam video, do the following:

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.

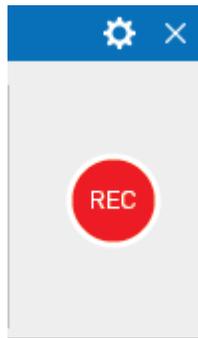
After capturing, you will get a slide that displays a screencast and the webcam video at the bottom-right corner of it. You can reposition, resize, and edit the webcam video the same way as you do with a normal video.



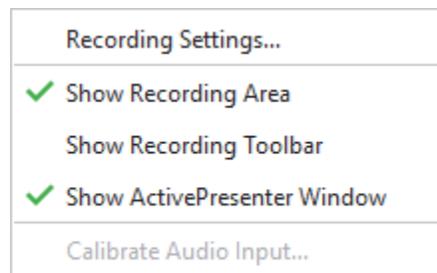
Record Button and Settings

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 **ActivePresenter** icon appearing in the system tray .

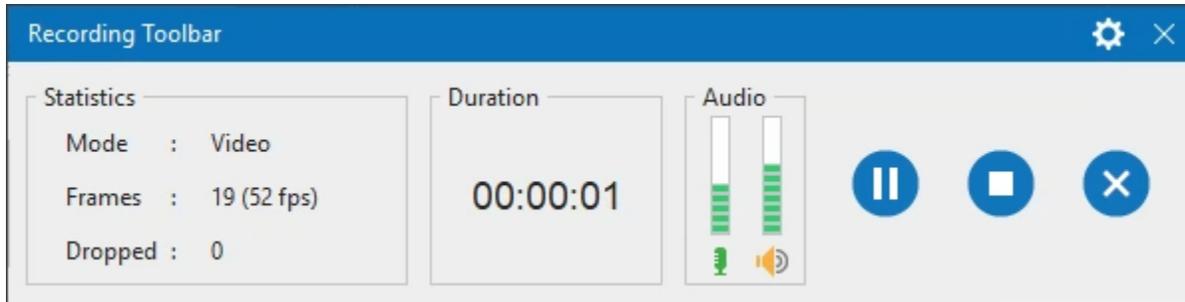
Note: ActivePresenter can't record itself while it's recording.



The gear icon at the top-right corner of the dialog allows you to adjust the following options:



- **Recording Settings...**: Launch the **Recording Settings for Video** dialog where you can change the settings for audio and video, cursor, and hotkeys.
- **Show Recording Area**: Show the blue rectangle which indicates the recorded screen area.
- **Show Recording Toolbar**: Display a toolbar with all necessary controls for the recording. You can click the gear icon at the top-right corner of the toolbar to toggle its sections.
- **Show ActivePresenter Window**: Show ActivePresenter window that allows you to capture activities within the ActivePresenter application itself.



The **Statistics** section shows the following project statistics:

- **Mode**: Show the current recording project mode (Video).
- **Frames**: Show the current frame number of the recording project.
- **Dropped**: Show the number of missed frames of the recorded video.
- **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.

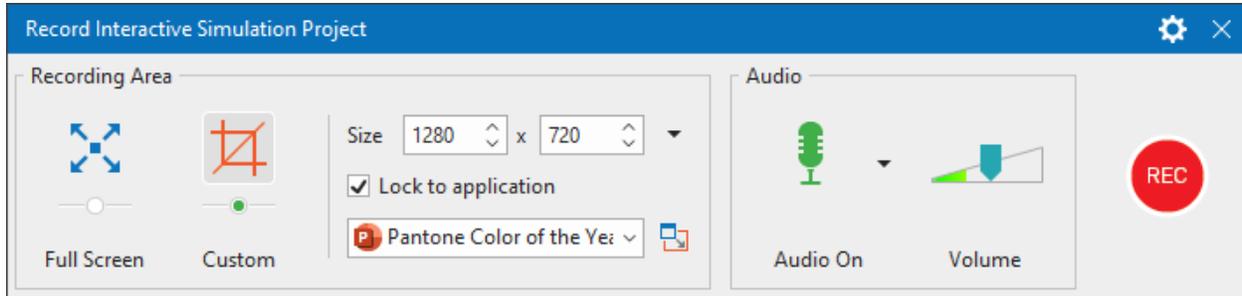
Recording Interactive Simulations

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 **ActivePresenter** 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.

Stopping the Recording

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

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

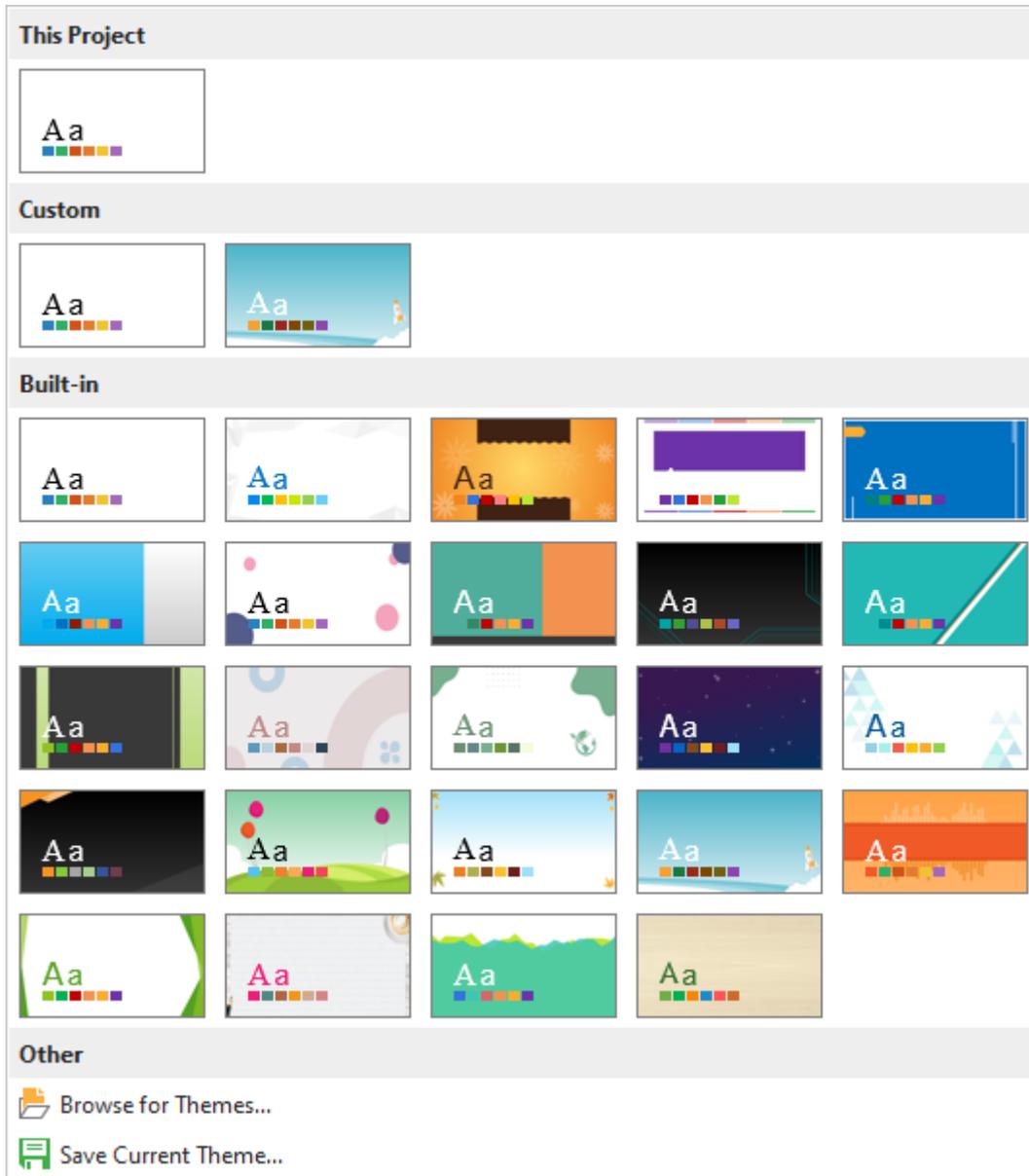
A theme is a set of design elements, including colors, fonts, background styles, and layouts. Using themes is a quick way to give your slides a consistent and attractive look and feel.

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.

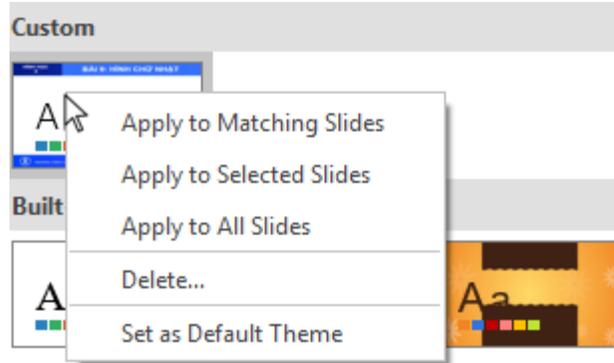
The theme applied to the current slide will be displayed with a gray outline in the **This Project** section. Below this section are two sections for any **Custom** themes you've created and the **Built-in** themes of ActivePresenter. You can hover the mouse over each thumbnail to see a live preview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

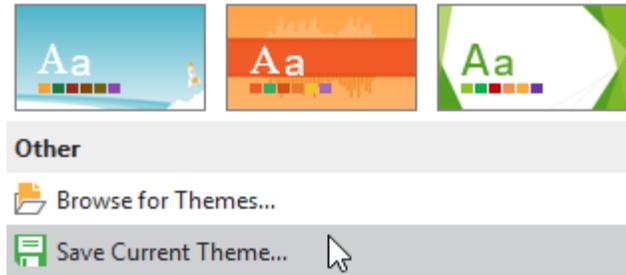
Customizing Built-In Themes and Saving as Custom Themes

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. Click the **Design** tab.
2. Expand the theme gallery by clicking the arrow at its bottom-right corner.
3. Click **Save Current Theme...**



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

Working with Theme Colors

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

To see available theme colors, in the **Design** tab, click the **Colors** button . This opens the theme color gallery that contains both **Custom** and **Built-in** theme colors. Each set of theme colors contains four colors for text and background and eight accent colors for objects. The theme colors in use are shown with a gray outline. You can hover the mouse over a set of theme colors to see a live preview before applying it.

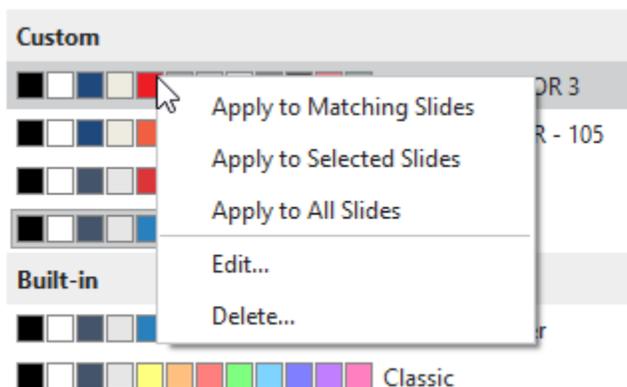


Applying Theme Colors

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

1. Click the **Design** tab > **Colors**  to open the theme color gallery.
2. Click a theme color set to apply it to the current slide and any other slides sharing the same **slide master** with the current one.

You can also right-click a theme color set and choose the following options:

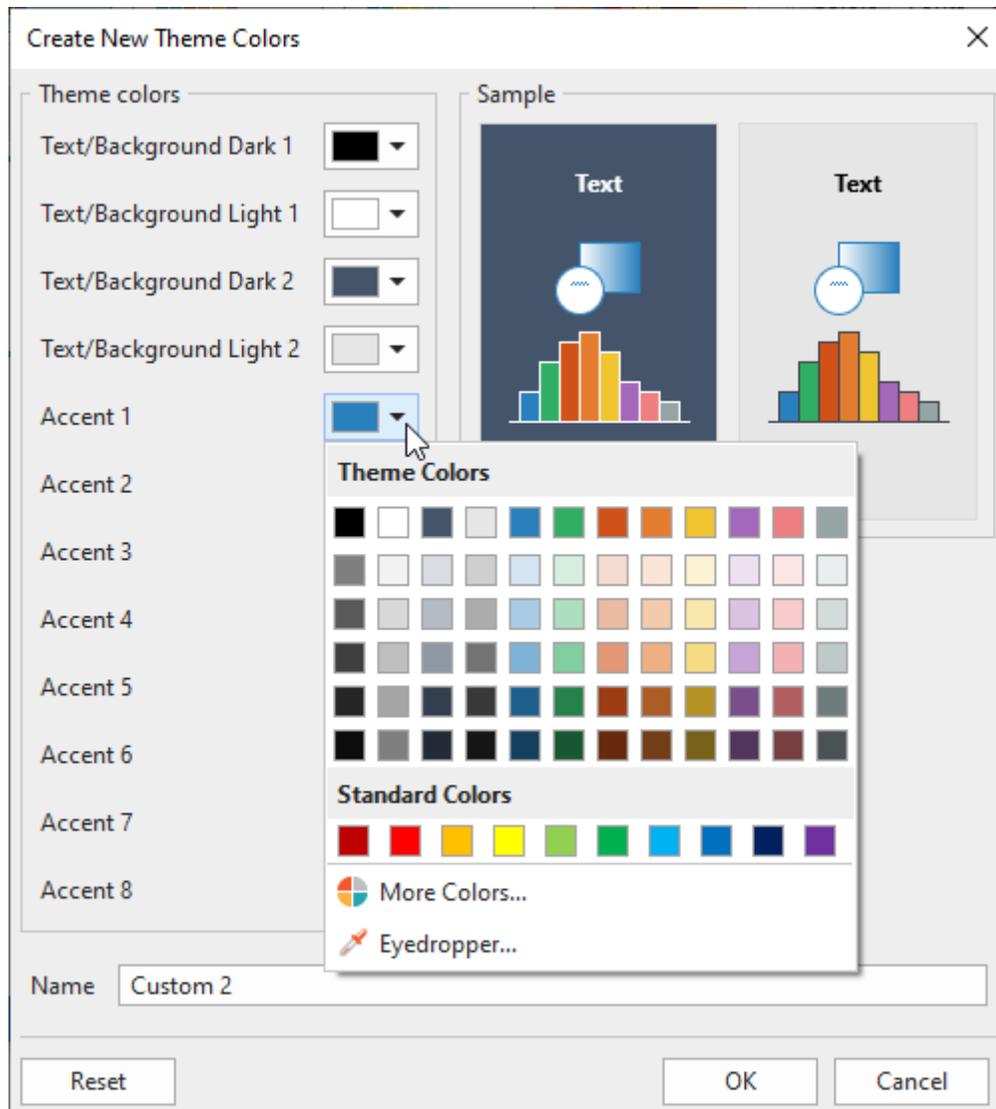


- **Apply to Matching Slides:** This applies the theme colors to all slides that use the same slide master as the current slide. This option has the same effect as you left-click a set of theme colors.
- **Apply to Selected Slides:** This applies the theme colors to the selected slides only. If the change doesn't satisfy you, click **Reset Slide Theme Colors** to restore the original colors.
- **Apply to All Slides:** This applies the theme colors to all slides in your project.
- **Edit...:** This lets you modify the selected custom theme colors. This option isn't available for built-in theme colors.
- **Delete...:** This removes the selected custom theme colors. This option isn't available for built-in theme colors.

Creating Custom Theme Colors

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

1. Click the **Design** tab > **Colors**  to open the theme color gallery.
2. Click **Create New Theme Colors....**
3. In the dialog that appears, assign a color to each item. If you don't see the color you want in the color picker, click **More Colors...** You can also click **Eyedropper...** to sample a color from within the application window.



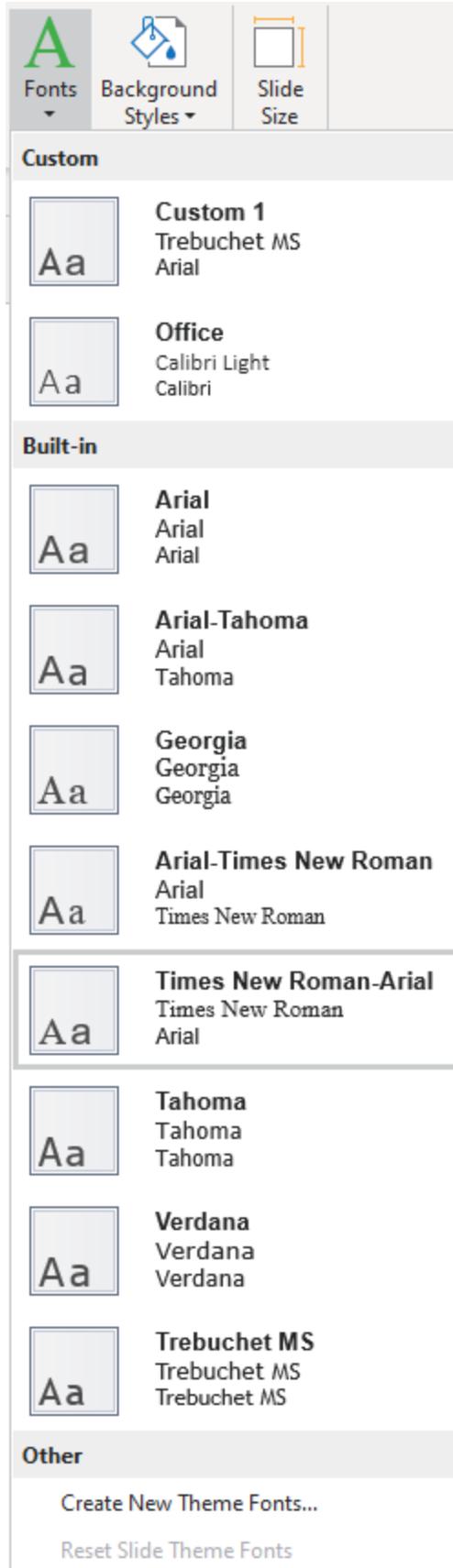
4. If you want to discard all changes and start over, click **Reset**.
5. In the **Name** text box, enter a name for your new theme colors.
6. Click **OK** to save changes. The custom theme colors are now available in all projects.

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.

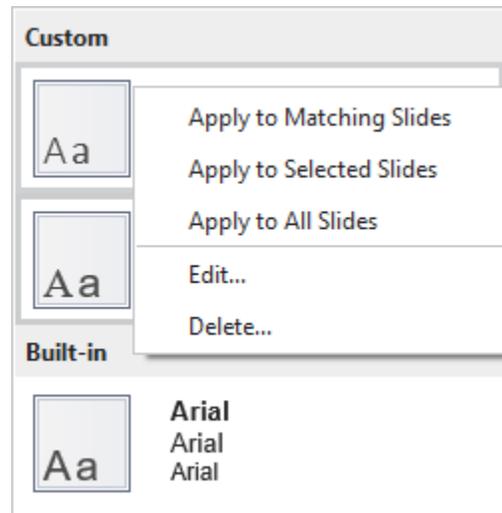


Applying Theme Fonts

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

1. Click the **Design** tab > **Fonts** **A** to open the theme font gallery.
2. Click a theme font set to apply it to the current slide and any other slides sharing the same **slide master** with the current one.

You can also right-click a theme font set and choose the following options:

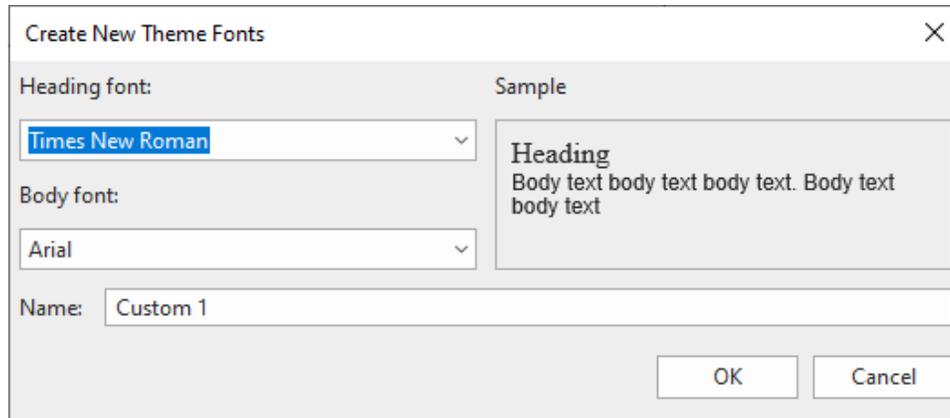


- **Apply to Matching Slides:** This applies the theme fonts to all slides that use the same slide master as the current slide. This option has the same effect as you left-click a set of theme fonts.
- **Apply to Selected Slides:** This applies the theme fonts to the selected slides only. If the change doesn't satisfy you, click **Reset Slide Theme Fonts** to restore the original fonts.
- **Apply to All Slides:** This applies the theme fonts to all slides in your project.
- **Edit...:** This lets you modify the selected custom theme fonts. This option isn't available for built-in theme fonts.
- **Delete...:** This removes the selected custom theme fonts. This option isn't available for built-in theme fonts.

Creating Custom Theme Fonts

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

1. Click the **Design** tab > **Fonts** **A** to open the theme font gallery.
2. Click **Create New Theme Fonts...**
3. In the dialog that appears, specify the heading and body fonts. You can preview the fonts in the **Sample** box.



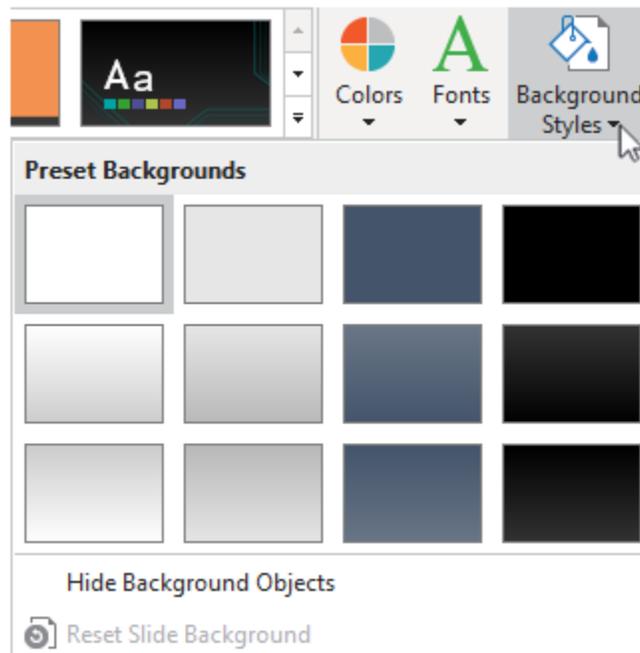
4. In the **Name** text box, enter a name for your new theme fonts.
5. Click **OK** to save changes. The custom theme fonts are now available in all projects.

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.

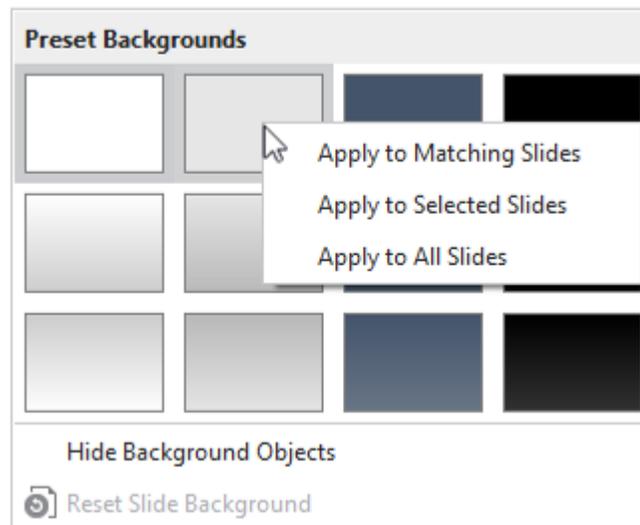


Applying Preset Background Styles

To apply a preset background style, do the following:

1. Click the **Design** tab > **Background Styles**  to open the preset background gallery.
2. Click a style to apply it to the current slide and any other slides sharing the same **slide master** with the current one.

You can also right-click a style and choose the following options:



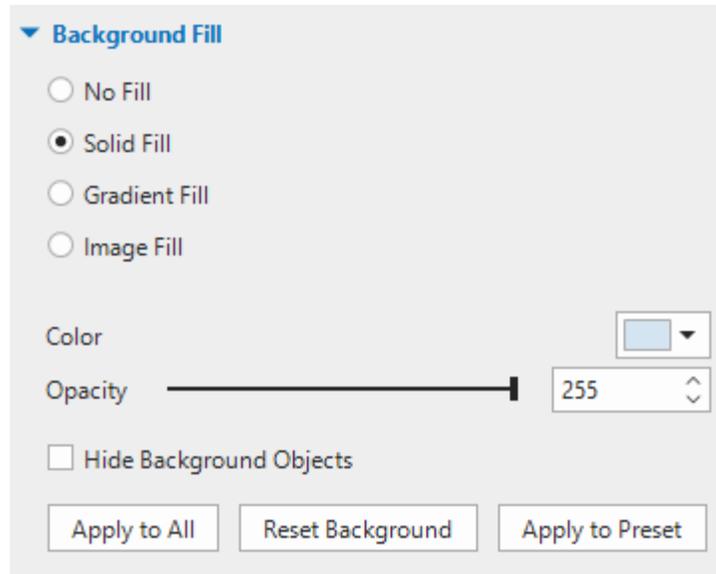
- **Apply to Matching Slides:** This applies the style to all slides that use the same slide master as the current slide. This option has the same effect as you left-click a style.
- **Apply to Selected Slides:** This applies the style to the selected slides only. If the change doesn't satisfy you, click **Reset Slide Background** to restore the original background style.
- **Apply to All Slides:** This applies the style to all slides in your project.

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

Customizing Preset Background Styles

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

1. Select the slide that you want to modify its preset background style.
2. Click the **View** tab > **Slide Master** to open the slide master view. In the left pane, the layout used by the current slide is selected.
3. Click the **Properties** pane > **Slide Properties** > **Background Fill**. Use options in this section to modify the background style.



4. To hide the background graphics originating from the slide master, select **Hide Background 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.

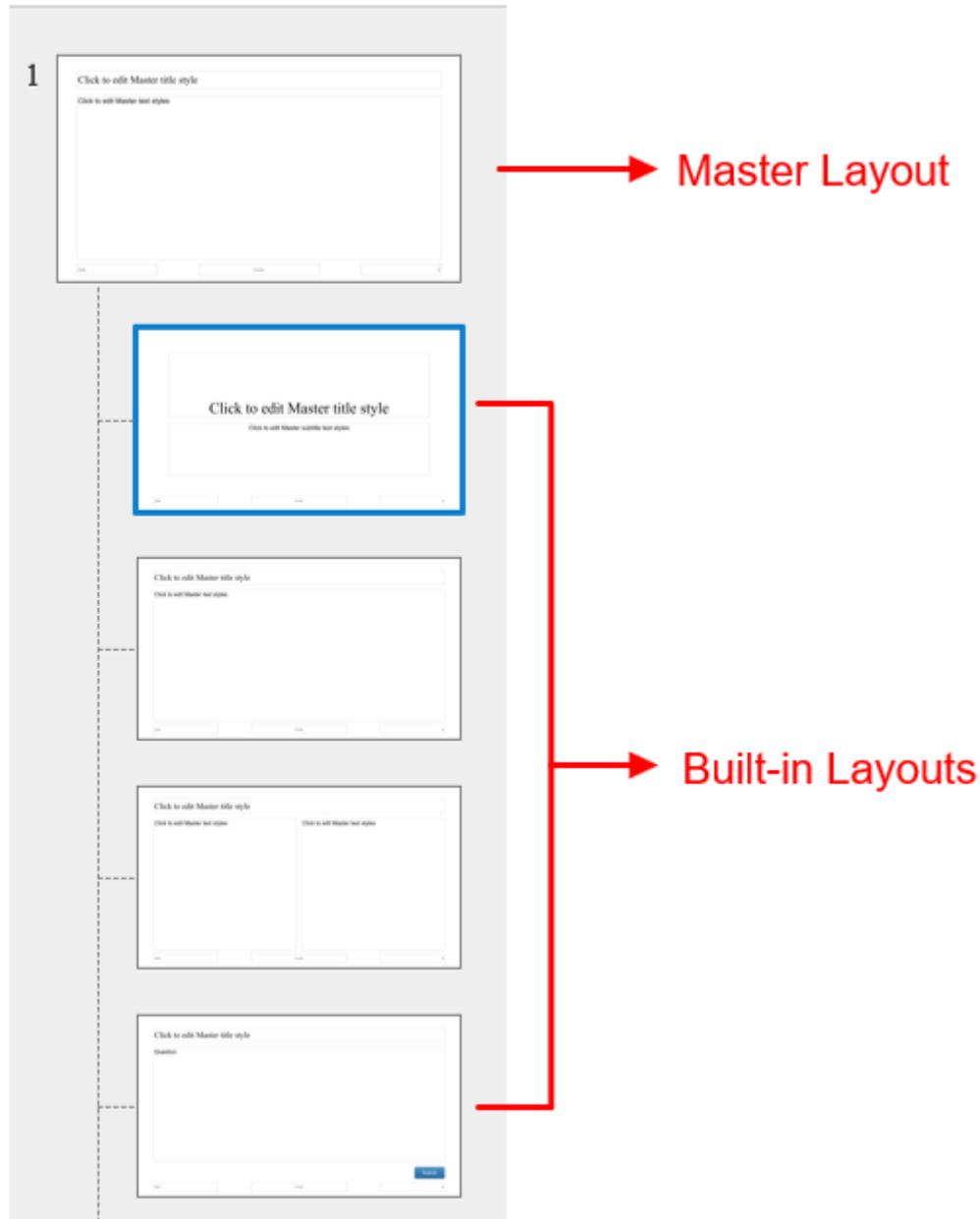
Using Slide Masters

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

Opening and Closing Slide Master View

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

A slide master consists of a master layout and a set of 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.

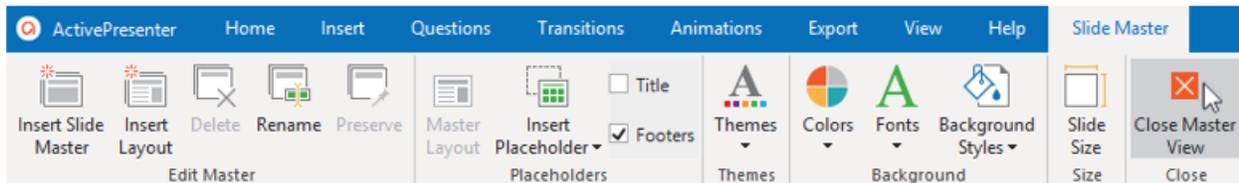


- **Title Slide Layout** appears by default when you open a blank project. There are two text placeholders: presentation title and subtitle.
- **Title and Content Layout** consists of a title placeholder and a content placeholder. The content placeholder allows you to add some annotation & media objects, 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.

- **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.

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

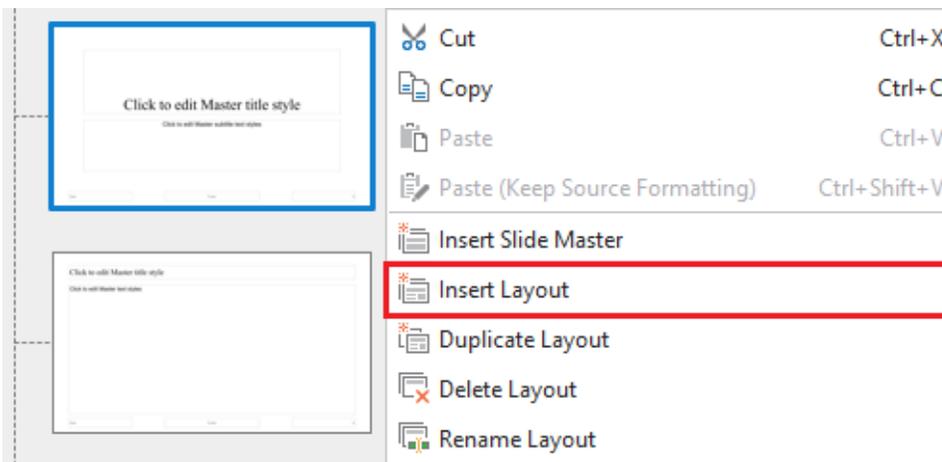


Adding Slide Masters and Layouts

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

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

1. In the left pane, select the slide master to which you want to add more layouts.
2. Click the **Slide Master** tab > **Insert Layout** . You can also right-click in the pane > **Insert Layout**.



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

Managing Slide Masters and Layouts

Duplicating Slide Master and Layouts

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

Copying Slide Masters and Layouts

To copy a slide master or layout, in the left pane, select them respectively 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 and press **DELETE**. Alternatively, click the **Slide Master** tab > **Delete**  or select **Delete Master** from the context menu.

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

Renaming Slide Masters and Layouts

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

Preserving Slide Masters

A slide master that is not in use will be deleted automatically. If you want to keep it in your project for later use, just preserve it. In the left pane, select the master layout of the slide master you want

to preserve and click the **Slide Master** tab > **Preserve** . Alternatively, right-click the master layout > **Preserve Master**. Then, a pushpin icon appears at the top-left corner of the master layout.



If you don't want to preserve a slide master anymore, click the **Preserve** button again. In that case, if the slide master isn't used by any slide, a confirmation dialog will appear asking whether you want to delete it.

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

Designing Slide Masters and Layouts

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

To design a layout, you can add or remove placeholders as well as apply themes, theme colors, theme fonts, and preset background styles. Use commands in both the **Slide Master** tab and the **Home**, **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 any 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.

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

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

2. Click the **Slide Master** tab > **Insert Placeholder**  > select a placeholder. The placeholder is added to the layout immediately.
3. Reposition and resize the placeholder as you want.
4. If you add a text placeholder, you can modify the text style.

Removing Placeholders

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

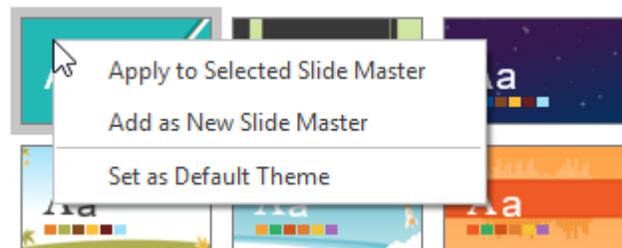
1. Click the master layout.
2. Select a placeholder and press **DELETE**. Alternatively, click the **Slide Master** tab > **Master Layout** > clear any checkbox.

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**.



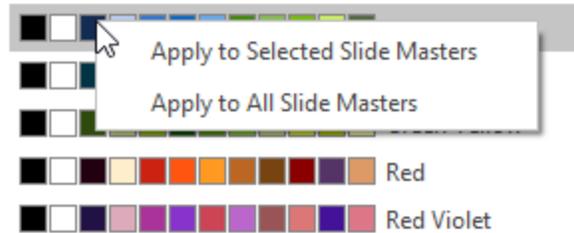
These two options work as follows:

- 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 (*.apheme) 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

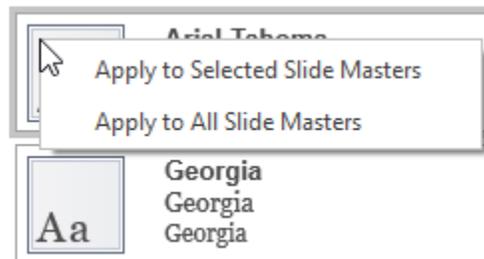
Using theme colors allows you to apply a consistent color scheme to a slide master and its layouts. You can preview a theme color set by clicking the **Slide Master** tab > **Colors**  and hovering over it.



- 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

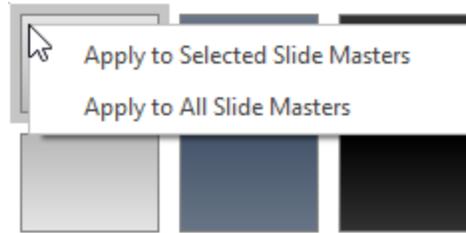
Using theme fonts allows you to apply consistent fonts to a slide master and its layouts. You can preview a theme font set by clicking the **Slide Master** tab > **Fonts**  and hovering over it.



- 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 **ActivePresenter** button > **Project** > **Properties** > **Properties** pane > **General** section > click **Change Size**.
- To change the default slide size when creating new projects, click the **ActivePresenter** 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.

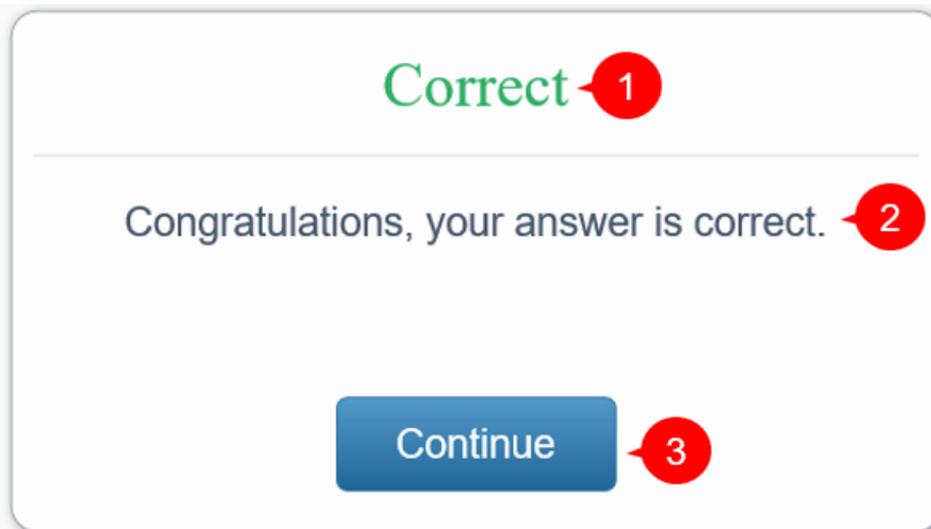
Using Feedback Masters

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.

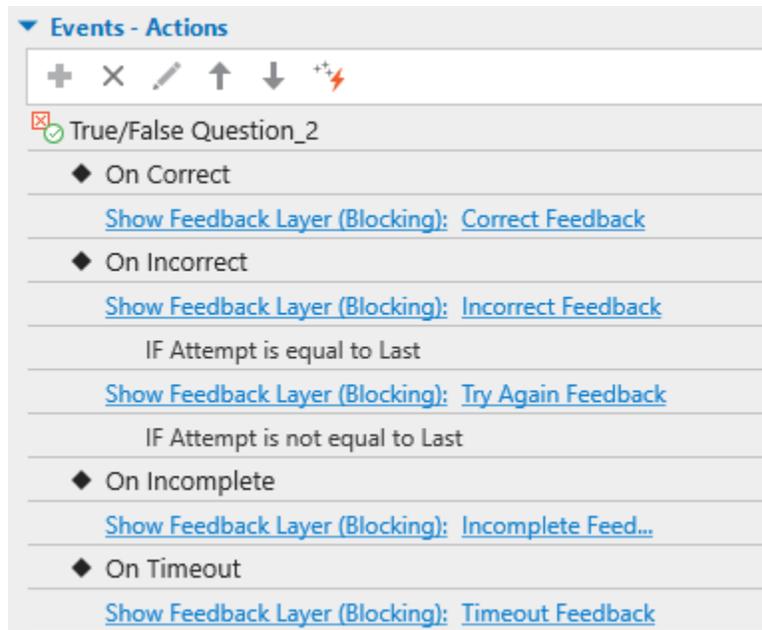
In general, one **Feedback Layer** contains 3 placeholders, namely **Title** (1), **Text** (2), and **Button** (3). The **Title** and **Text** provide users with feedback on their results. The **Button** allows users to decide what to do next. You can edit their styles, add more objects like buttons or images to the layers to give users more information or details.



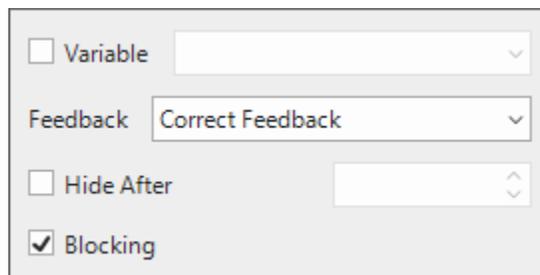
The feedback message now is isolated from slides or slide masters so users can freely edit and customize it.

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:

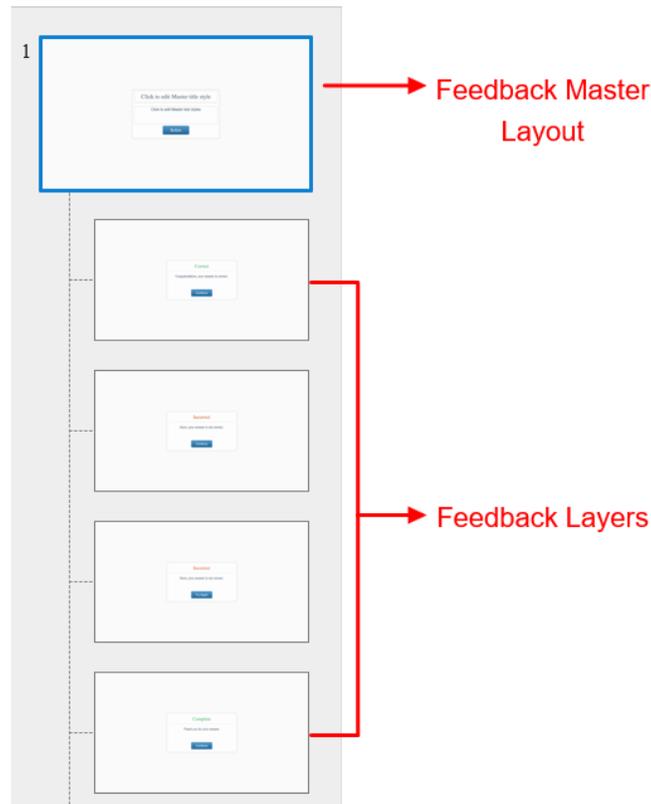


- **Variable:** Checking this option to **use variable** to show feedback layer.
- **Hide After:** The feedback layer automatically hides after a while that you set in the spin box.
- **Blocking:** Checking this option will block the main timeline when the feedback layer is showing.

Opening and Closing Feedback Master View

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

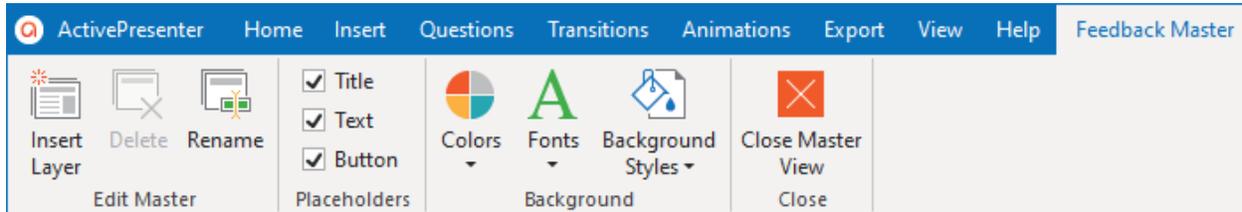
By default, a feedback master includes at least 1 master feedback layout and built-in feedback layers. These feedback layers are used in question events. However, you are free to customize them to meet your needs. You can also add more feedback layers.



- **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 **Feedback Master** tab. All the changes you made will be applied to the feedback messages.

Adding New Layers

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

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

- In the **Feedback Master** tab, click **Insert Layer** .
- 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.

Managing Feedback Masters and Layers

Duplicating Feedback Layers

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

Removing Layers

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

To delete feedback layers, select them then do either of the following:

- **Feedback Master** tab > **Delete**.
- Press the **DELETE** key.
- Right-click > **Delete Layer**.

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**.

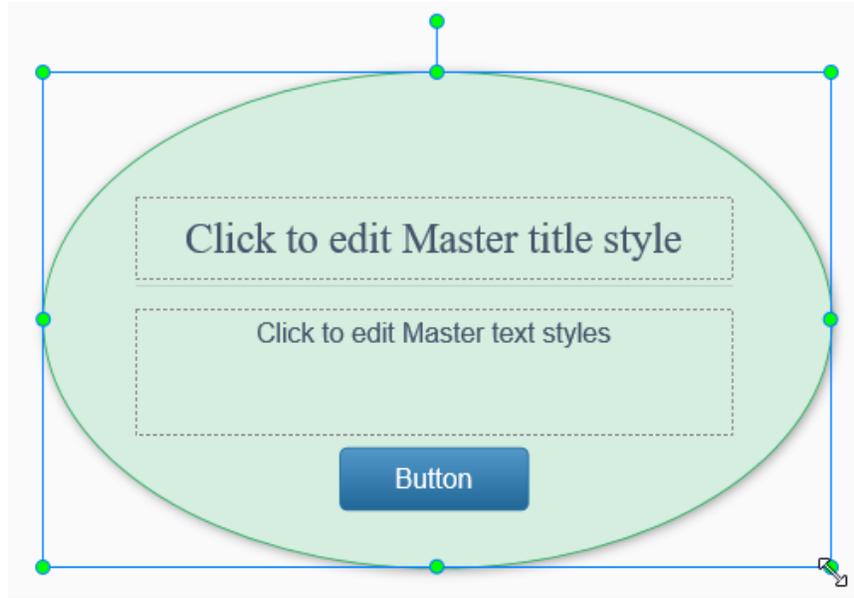
Inserting and Removing Placeholders

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.

Working with Slides

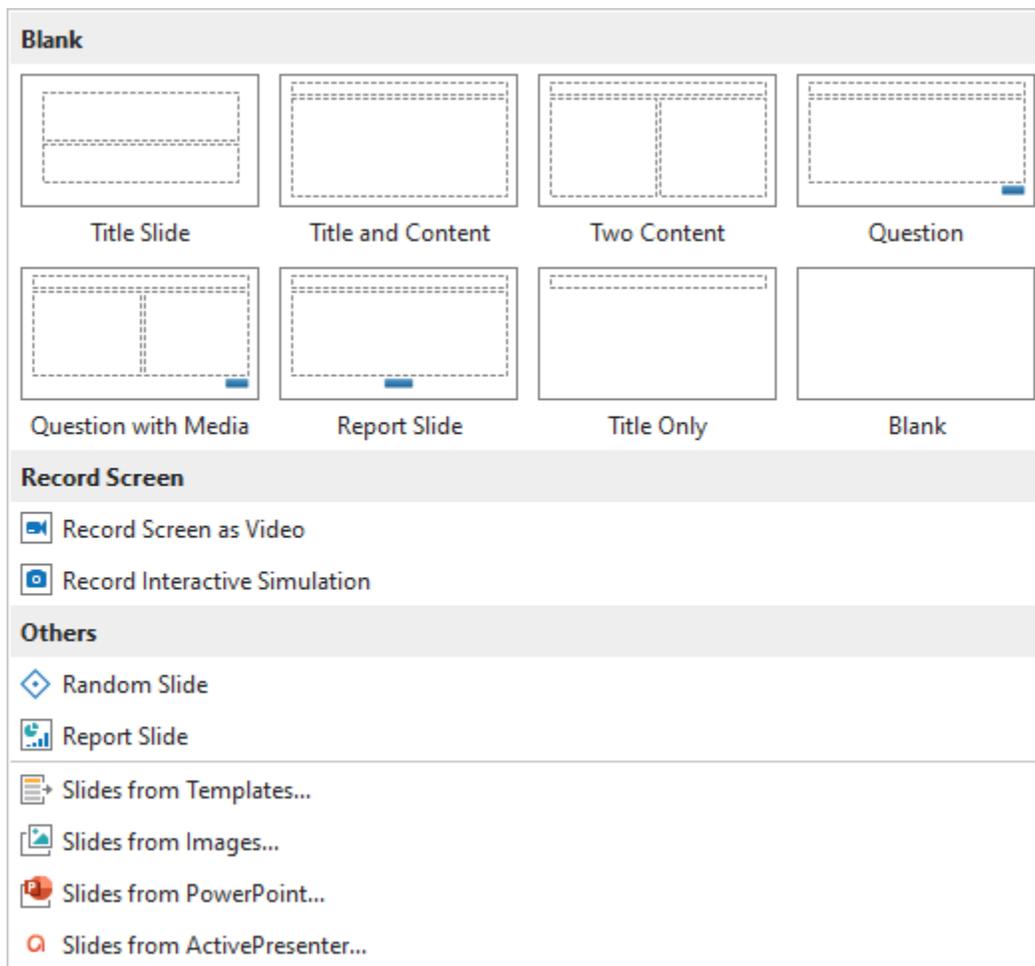
Inserting Slides

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

Inserting Slides

Inserting New Slides

To insert a new slide, in the **Home** tab or the **Insert** tab, click the arrow on the **New Slide** button  and select a slide from the slide gallery.



You can also simply click the **New Slide** button or right-click the **Slides** pane > **New Slide** to insert a new slide that uses the same layout as the current slide. The new slide will be inserted below the current one.

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

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

- **Restore original layouts:** Click the **Home** tab > **Reset** . You can also right-click a slide > **Reset**.
- **Modify and create new layouts:** Click the **View** tab > **Slide Master**  to open the master view. 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.

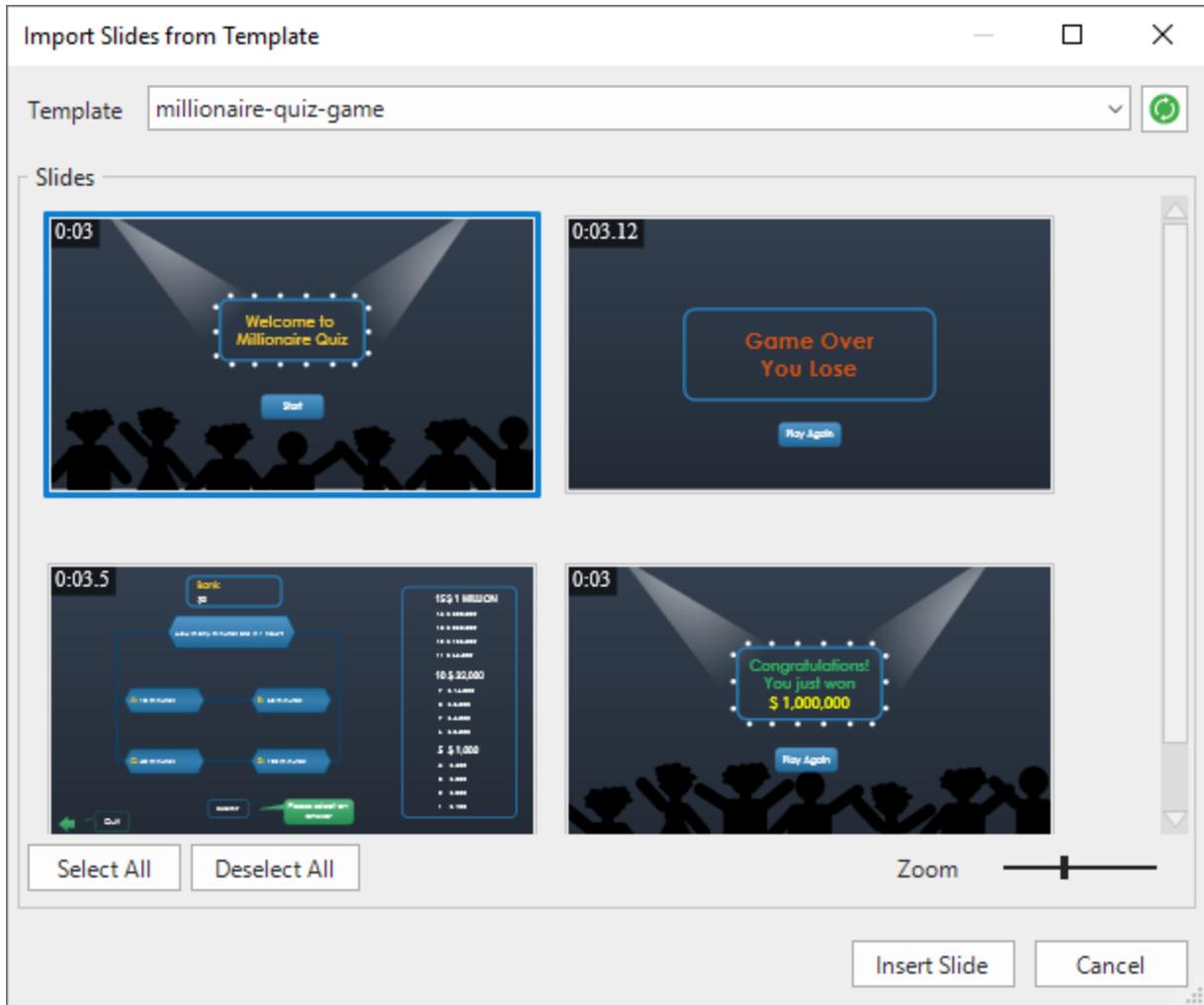
To add a recording screen slide, in the **Home** tab or **Insert** tab, click the arrow on the **New Slide** button > **Record Screen as Video** or **Record Interactive Simulation**. Alternatively, you can access the **Home** tab > **Record Screen**  > **Record Screen as Video**  or **Record Interactive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

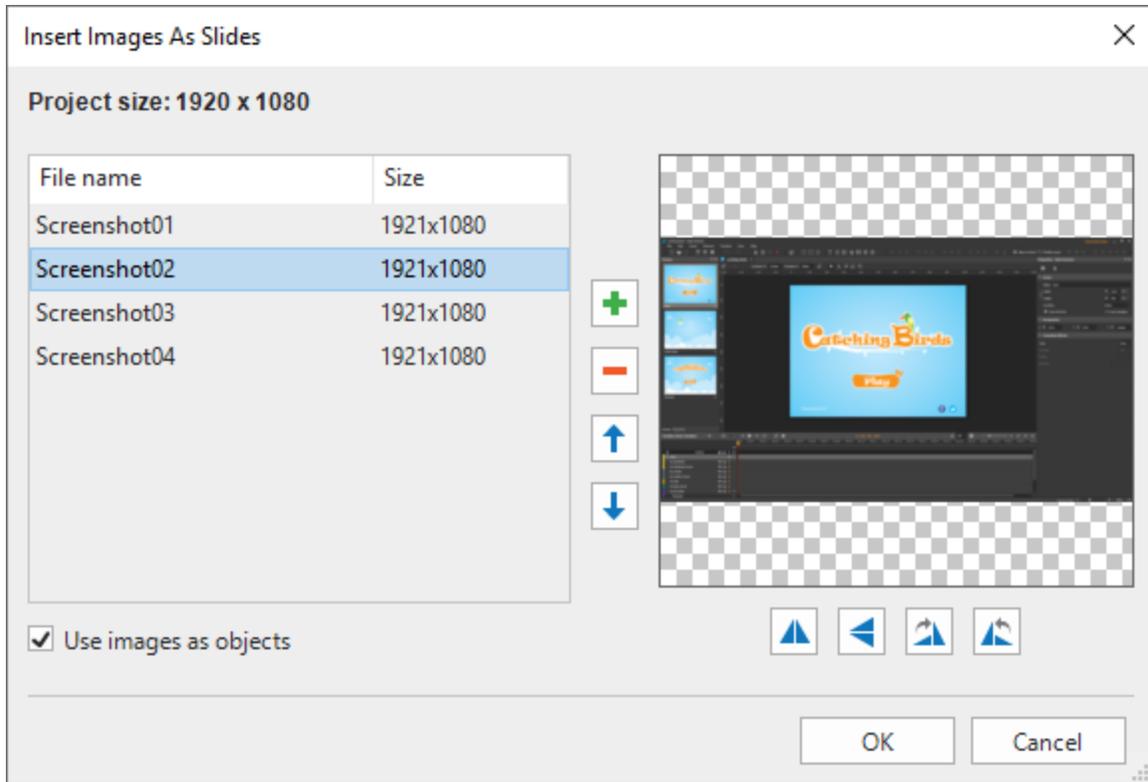


Note: Slide templates appear in the window only when they are stored in the ActivePresenter Templates folder (*C:\Users\ or */Users/<user_name>/Documents/ActivePresenter Templates (for macOS)*).*

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.

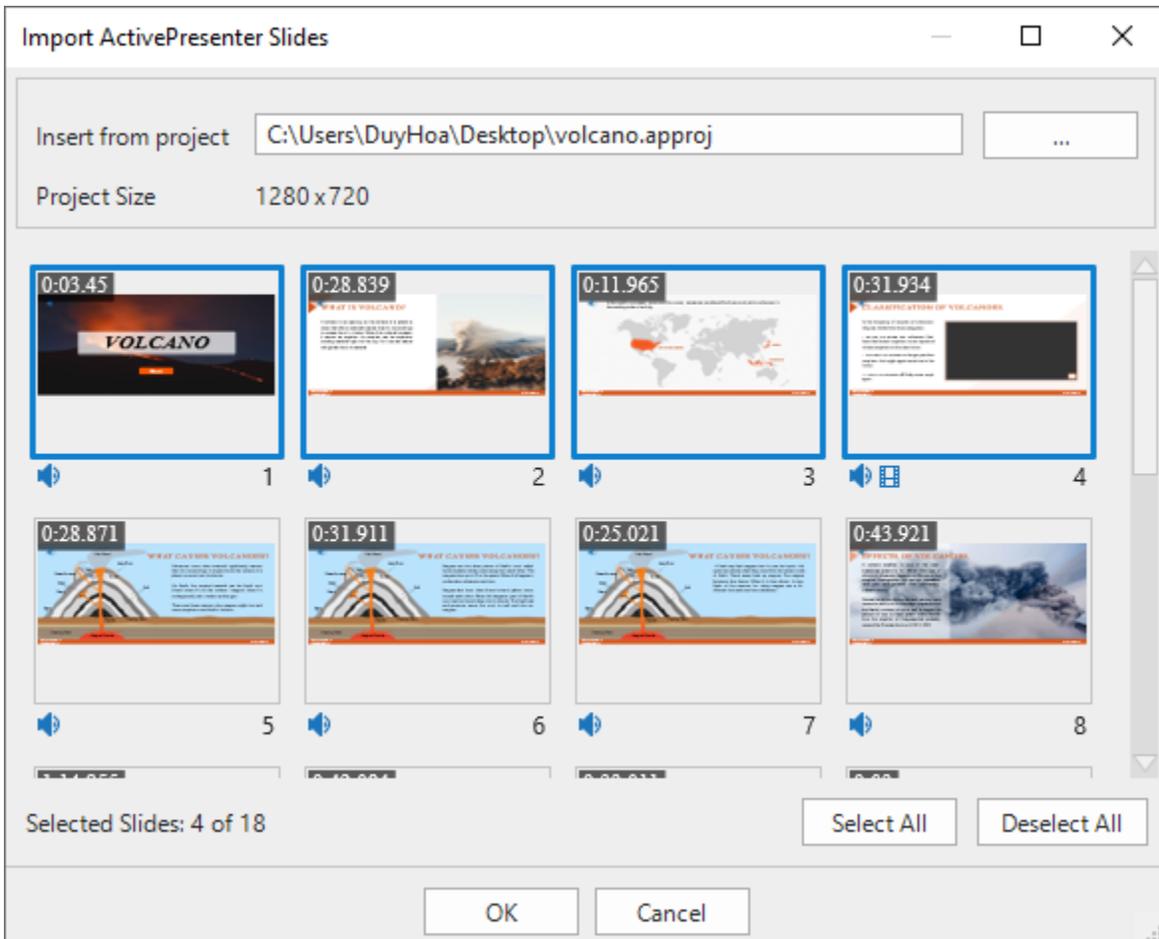
To insert slides from PowerPoint presentations, in the **Home** tab or the **Insert** tab, click the arrow on the **New Slide** button > **Slides from PowerPoint...** .

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 arrow on the **New Slide** button  > **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, bear in mind that different projects may have different slide sizes. Thus, importing or copying slides may make the slide content clipped or distorted. Therefore, always check the **slide size** of both the source and destination projects beforehand.

Copying Slides

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

1. Select one or more slides.
2. Press **CTRL+C** or right-click > **Copy**. Alternatively, click the **Home** tab > **Copy**.

3. You can paste the copied slides into the same project or another project. The copied slides will be inserted below the current slide:
 - To take the theme of the current slide: Press **CTRL+V** or right-click > **Paste** or click the **Home** tab > **Paste (Use Destination Theme)** . This will adapt the copied slides to match the destination **theme**.
 - To maintain the theme of the slides you are copying, right-click > **Paste (Keep Source Formatting)**  or click the **Home** tab > **Paste (Keep Source Formatting)**. This will make the copied slides keep their original theme format.

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

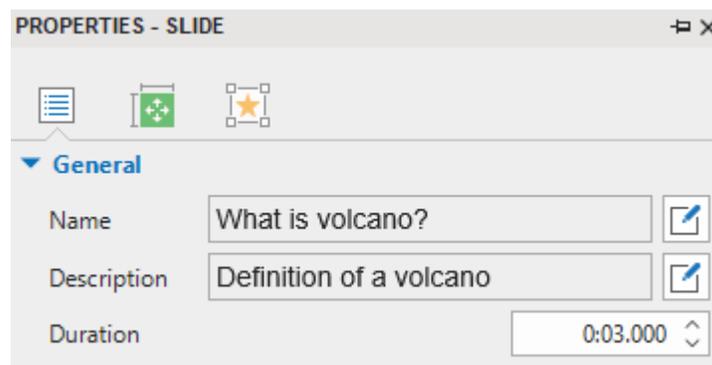
If you no longer want a slide, select it and press **DELETE**. Alternatively, right-click it > **Delete**. You can hold down **CTRL** while clicking slides to select more than one slide and remove them at the same time.

Changing Slide Properties

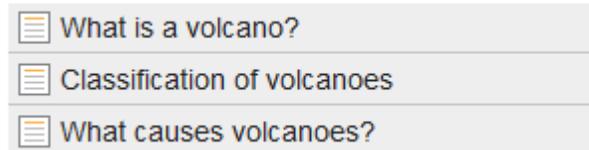
Naming Slides

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, click the **Properties** pane > **Slide Properties** > **General**. Give the slide name and description using the corresponding text boxes. You can further edit the slide name and description by clicking the **Edit** buttons  next to the text boxes.

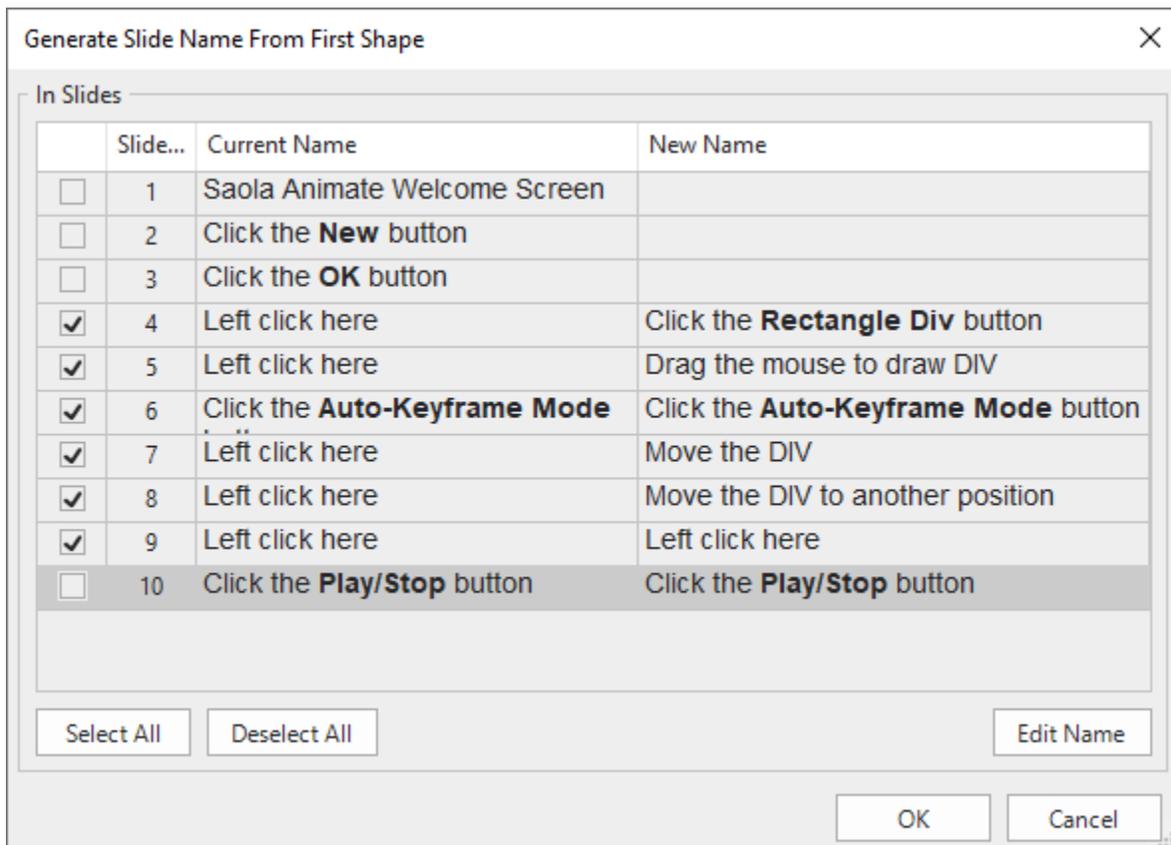


In the **Slides** pane, if the view mode is **Slides In titles** (right-click **Slides** pane > **Slides In Titles**), you can double-click each entry or right-click an entry > **Edit Name** to name a slide.



Another way to name slides is 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 **ActivePresenter** 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**.

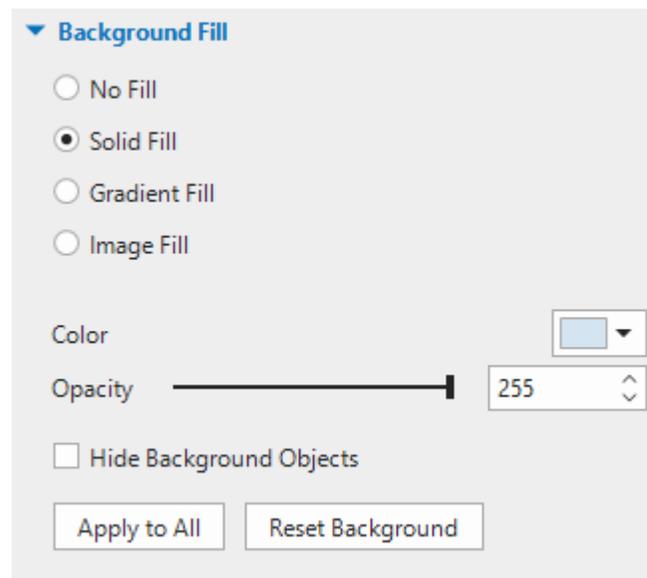
Advancing Slides

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 **Transition** 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.



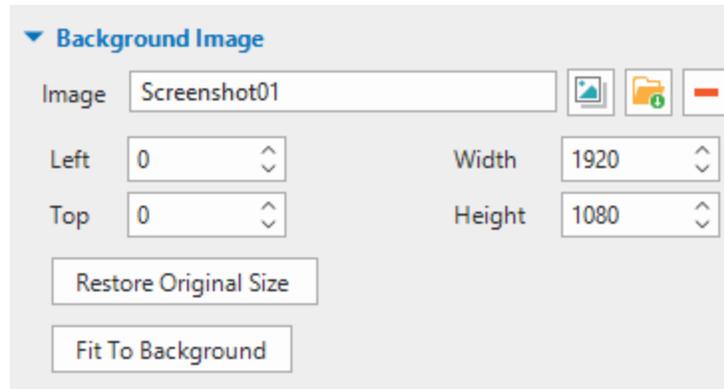
Besides, you can:

- **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

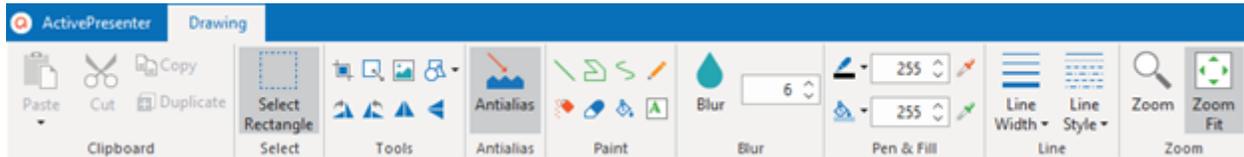
Apart from background fill styles, you can add background images to slides. Do the following:

1. Select one or more slides.
2. Click the **Properties** pane > **Slide Properties** > **Background Image**.



3. Choose an image from your project  or your computer .
4. Specify the position and size using the **Left**, **Top**, **Width**, and **Height** spin boxes.
5. If you want to revert the image to its original size, click **Restore Original Size**.
6. If you want to stretch the image so that it fits into the background, click **Fit To Background**.
7. If you no longer want a background image, click **Remove** .

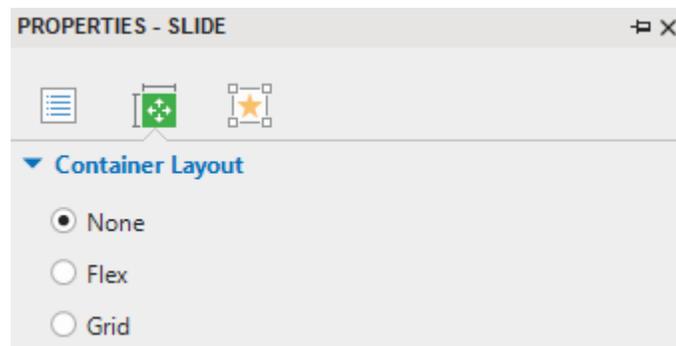
To further edit the background image, on the Canvas, right-click a slide > **Edit Background Image**. This opens the **Image** editor and the **Drawing** tab, which helps you edit the image as you wish.



While editing the background image, once you click **Save** in the **Quick Access Toolbar**, all your changes to the image will be applied and reflected in the slide. When you're done, close the **Image** editor and go back to editing the slide.

Changing Slide Container Layout

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

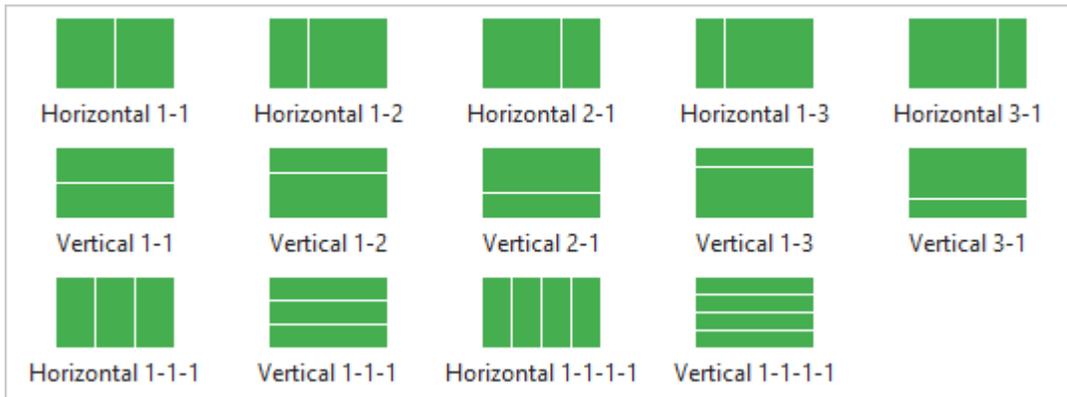


When you create a new blank project or insert a new slide, the default slide container layout is **None**. This layout allows you to change the size and position of any object on the slide freely.

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**.



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:

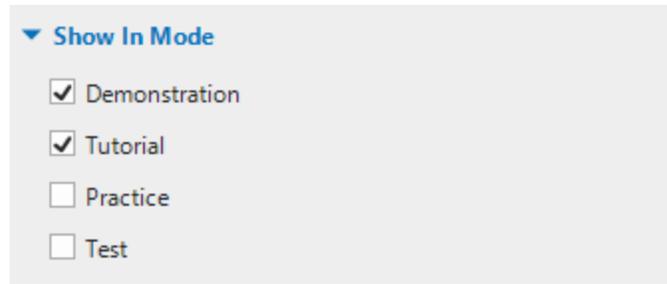
- Right-click the objects > **Exclude from Container Layout**.
- Go to the **Properties** pane > **Size & Properties** > **Transform** > select the **Exclude from Container Layout** checkbox.
- You can temporarily disable the snap behavior by holding down **ALT** while moving objects. Or turn off this 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. Click the **Properties** pane > **Size & Properties** > **Show in Mode** > choose the modes you want.



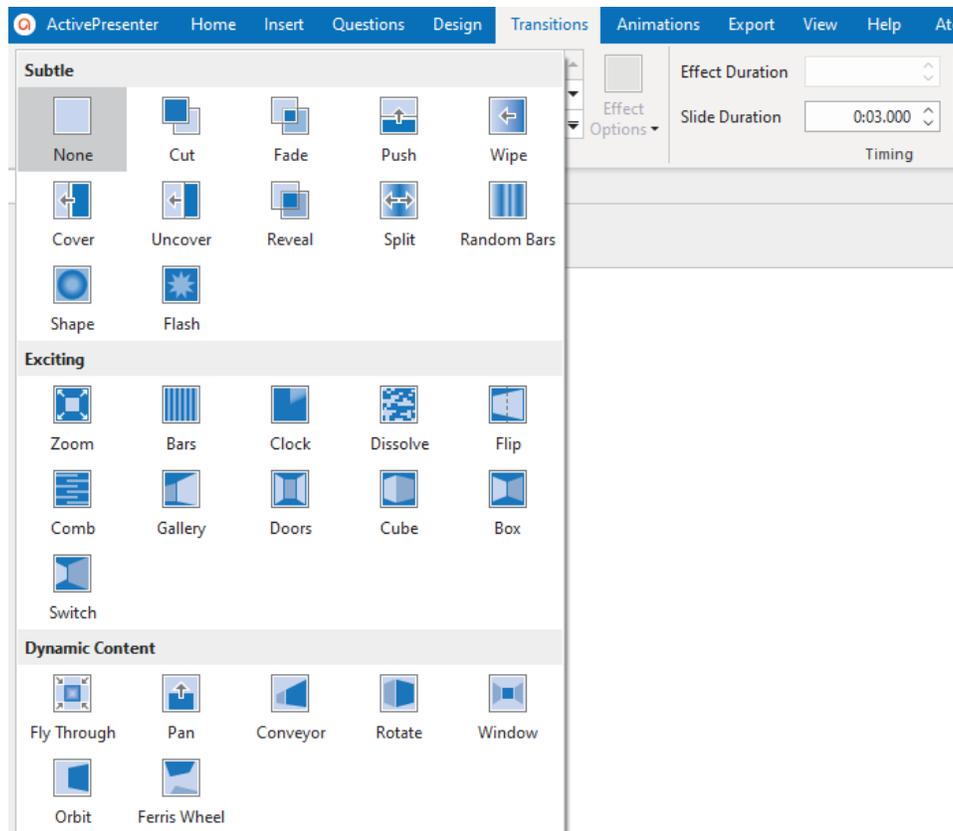
Adding Transition Effects

While presenting, slide transitions are visual effects that appear when you move from slide to slide. You can control the style and speed of transition effects and apply different effects to different slides in your project.

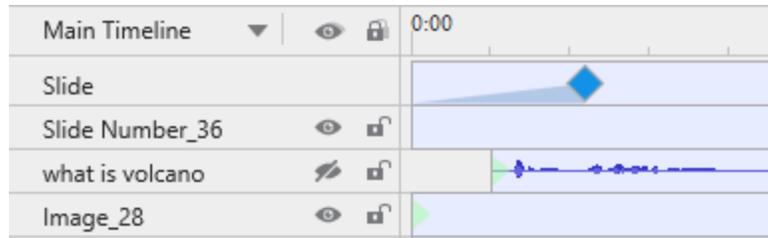
Adding Transition Effects

To apply a slide transition effect, do the following:

1. In the **Slides** pane, select one or more slides.
2. Click the **Transitions** tab > select an effect from the gallery.



3. Specify the effect option (if any) and duration of the effect.
4. In the **Timeline** pane, the transition effect is represented by a blue diamond. Click the **Preview** button  or press **SPACE BAR** to preview.



Slide transition effects can also be applied to **slide masters**.

Removing Transition Effects

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

- In the timeline, drag the blue diamond downward until it turns gray, then release the mouse button.
- Click the **Transitions** tab > None from the gallery.

Managing Slides

Splitting and Merging Slides

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

To split a slide, do the following:

1. In the timeline, choose a timestamp where you want to split the slide.
2. Click **Split Slide**  on the toolbar of the **Timeline** pane.

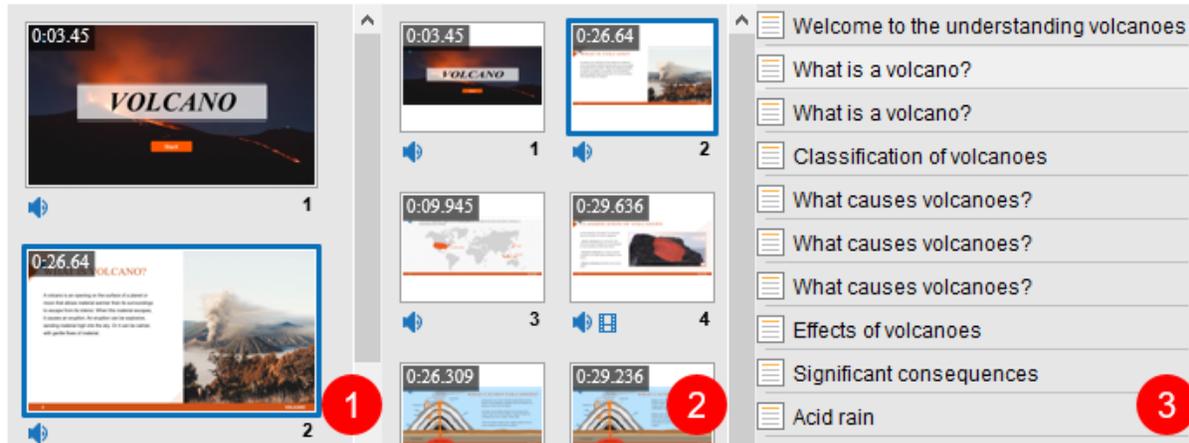
Then, your slide will be split into two slides at the **Playhead** position. The new slide contains all the objects and other properties on the right side of the **Playhead** and is inserted right below the current one.

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

Saving Slides as Images

ActivePresenter allows you to export your project to images. That way, each slide will be exported to an image. If you want to save just one slide to an image, the app gives you another feature. On the Canvas, right-click a slide > **Save Slide As Image...** . 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, click the **Insert** tab and choose the object you want (click the **Questions** tab to insert a question). The object will be inserted into the current slide. After that, you can rename the object by clicking the **Properties** pane > **Interactivity** > **General** or going to the **Selection** pane.

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

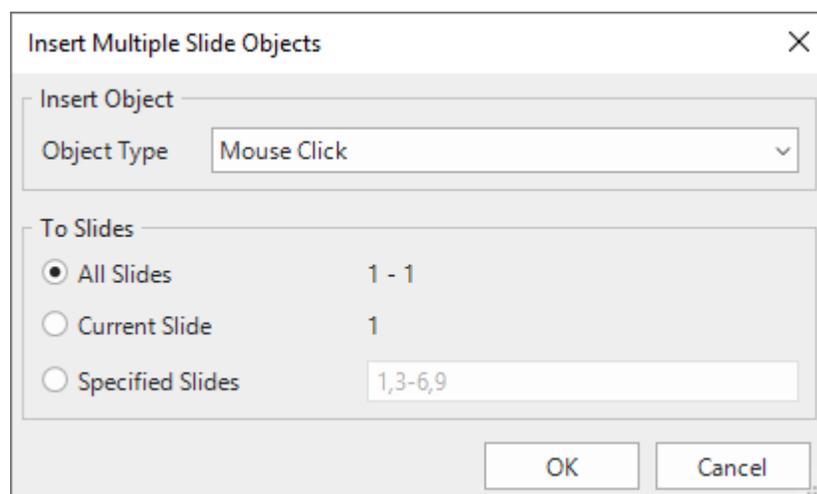
Inserting and Removing Objects in Multiple Slides

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

Inserting Objects into Multiple Slides

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

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

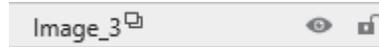


3. Specify the slides into which you want to insert the object. If you choose **Specified Slides**, separate the ordering numbers of slides by commas. Otherwise, use hyphens to indicate ranges. For example, the range 3-6 indicates the 3rd, 4th, 5th, and 6th slides.

4. Click **OK** to apply.

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

Note: You might want to make a single object appear in all slides in the presentation. This is useful when the object is a corporate logo or background music. To do that, right-click the object > **Show over Multiple Slides**. Then, you can choose to place the object in the top layer or bottom layer of the stack order of slide objects. In the **Timeline** pane, there is an icon that appears next to the object name to indicate that object is showing over multiple slides.

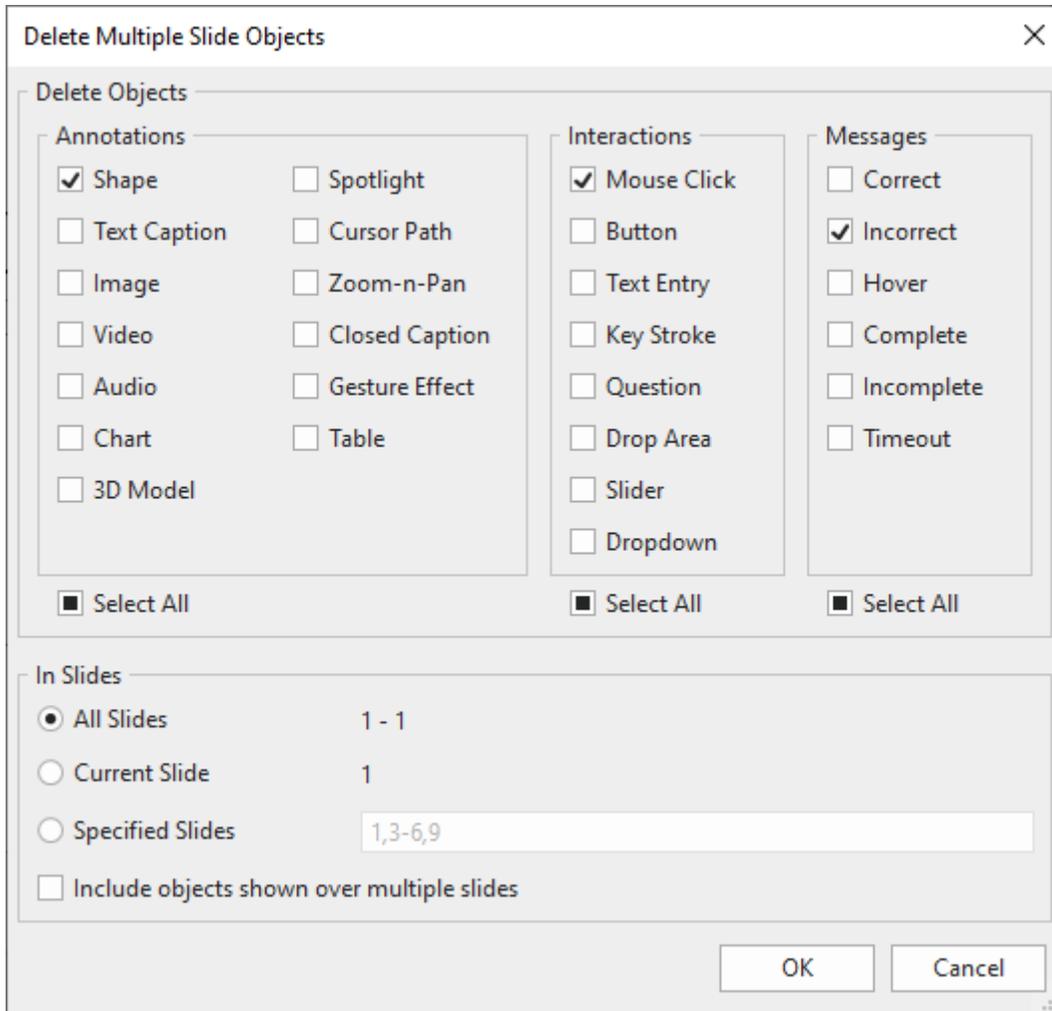


After that, you can click the **All Slides** button  to view all slides in the current project as well as the objects that span across multiple slides.

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 **ActivePresenter** 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 3rd, 4th, 5th, and 6th slides.
4. Select **Include objects shown over multiple slides** if you want to remove any objects shown over multiple slides.
5. Click **OK** to apply. All selected objects will be removed from the specified slides.

Copying Objects

To copy objects, do the following:

1. Select one or more objects in a slide.
2. Press **CTRL+C** or right-click > **Copy**. Alternatively, click the **Home** tab > **Copy**.
3. You can paste the copied objects into the same slide or another slide. In case of the latter, do either of the following:

- To take the theme of the destination slide: Press **CTRL+V** or right-click > **Paste** or click the **Home** tab > **Paste (Use Destination Theme)** . This will adapt the copied objects to match the destination theme.
- To maintain the theme of the slide you are copying from Right-click > **Paste (Keep Source Formatting)**  or click the **Home** tab > **Paste (Keep Source Formatting)**. This will make the copied objects keep their original theme format.

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. Do that on the Canvas or in the **Properties** pane. Do one of the following:

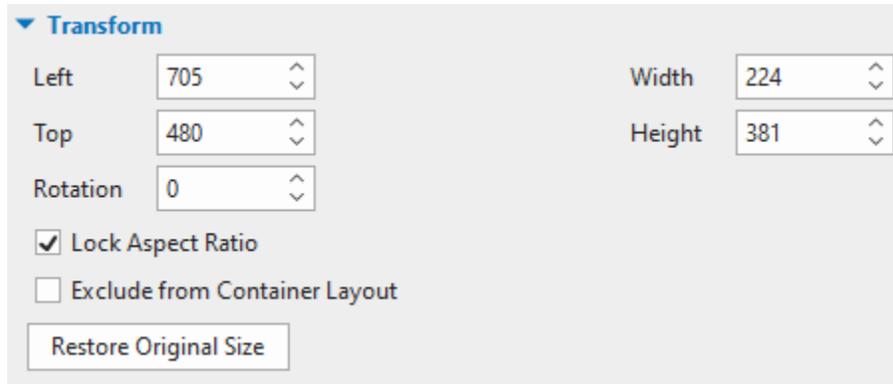


- On the Canvas, drag the object to a new position. You can also use the **ARROW** keys to move objects.
- On the Canvas, select the object that you want to resize. Then, drag the resizing handles (green dots) to change the object's size. You can also use **SHIFT+ ARROW** keys to resize objects.
- On the Canvas, select the object that you want to rotate. Then, drag the rotation handles to rotate it.
- Select the object > **Properties** pane > **Size & Properties** > **Transform**. Specify the position, size, and rotation value as you wish.

Note:

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

- For images and videos, by default, the aspect ratio is locked to keep them proportional while being resized. To change the ratio, clear the **Lock Aspect Ratio** 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**.

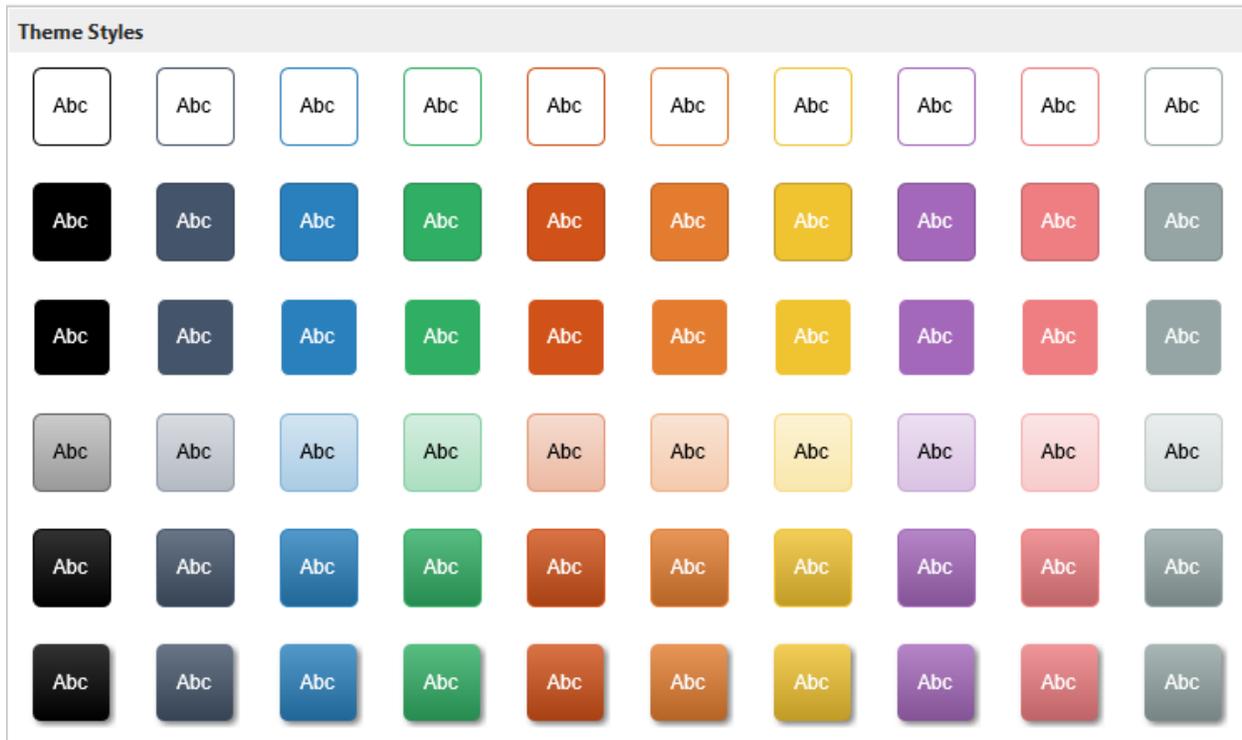
- To lock the size and position of an object on the Canvas, just right-click that object > **Lock Size and Position** or press **CTRL+SHIFT+K**.

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:

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



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

1. Animate an object or format it the way you want.
2. Apply the animation and style of the object to all other existing objects of the same type. To do that, right-click the object > **Apply to All Objects** > **Animation** and/or **Style**.

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 have nothing to do with objects that haven't been inserted yet. If you want the newly added objects to use the same style as those existing ones, you must use the **Object Settings**.
- If you want to restore all the default objects which come with ActivePresenter, click 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:

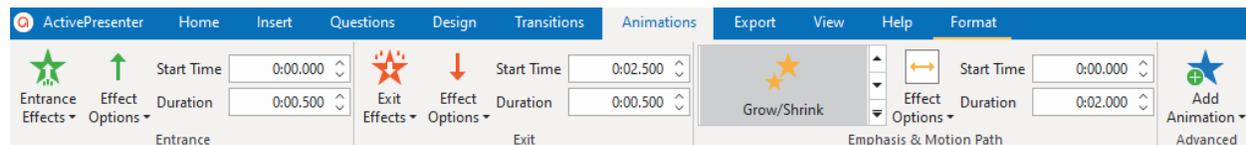
1. Select one or more objects.
2. Click the **Properties** pane > **Size & Properties** > **Show in Mode** > choose the modes you want.



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 9 now 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.

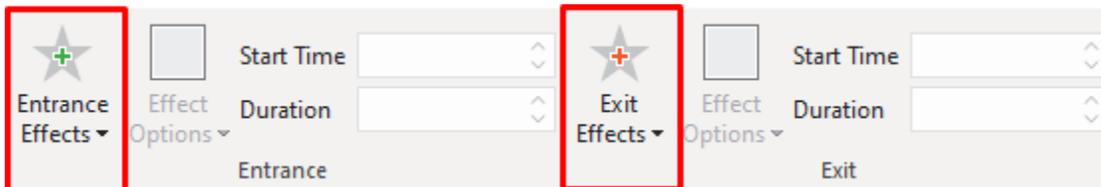
You can set all the animations to play in turn or simultaneously. For example, apply the Fly In entrance together with the Spin emphasis to make a shape fly in while rotating. However, keep in mind that always use animations for a purpose. Don't overuse animations as they can distract your audience.

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.

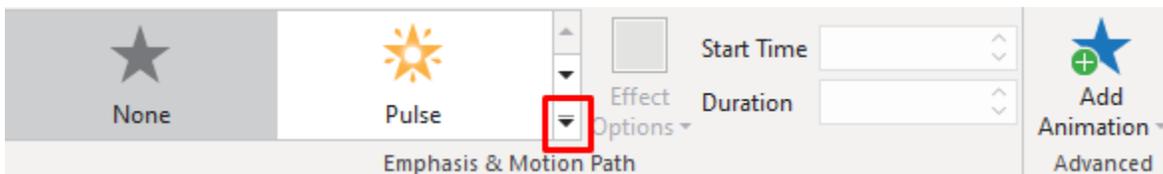
Note: In the Main Timeline, you can apply only one entrance or exit effect but multiple emphasis effects and motion paths to an object. However, interactive timelines and the **Click Sequence** timeline allow you to add multiple effects of all types to a single object.

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

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



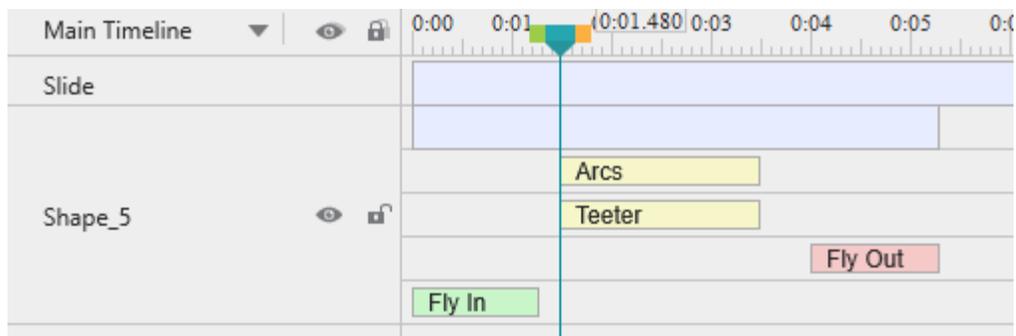
4. To add an emphasis effect or a motion path, click the arrow at the bottom-right corner of the emphasis & motion path gallery to expand the gallery, then choose an effect. Emphasis effects and motion paths will be added at the **Playhead** position, so remember to specify the **Playhead** position beforehand.



5. Specify the effect option to tweak the effect. Some effects have effect options that determine their direction or a shape that the object moves along. For example, the Spin effect can rotate an object clockwise or counterclockwise.
6. Specify the **start time and duration** of the effect.
7. Preview the effect by pressing 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. Click the **Animations** tab > **Add Animation** > choose an effect.



4. Specify the effect option (if any), start time, and duration of the effect.
5. Preview the effect by pressing 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.

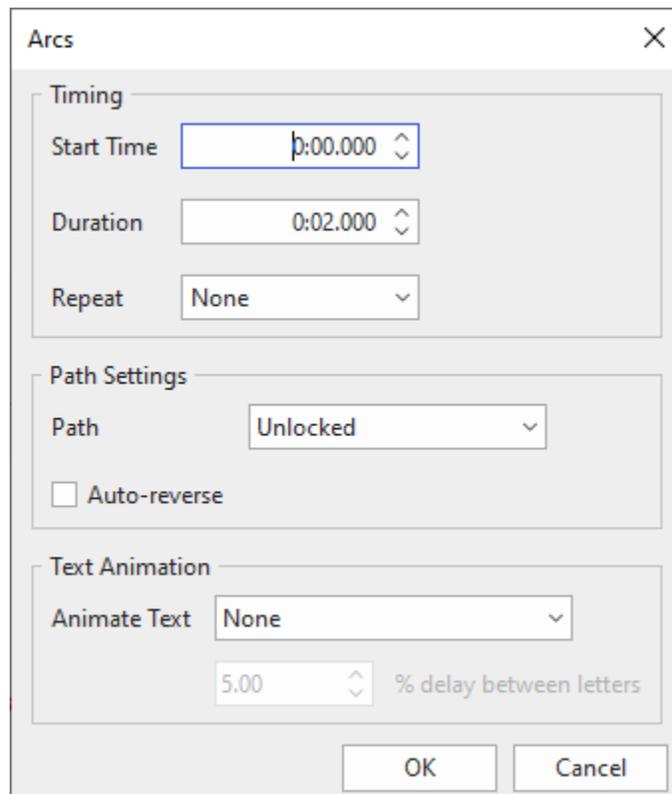
Editing Animation Effects

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

- **Change timing:** Drag the effect time bar 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.

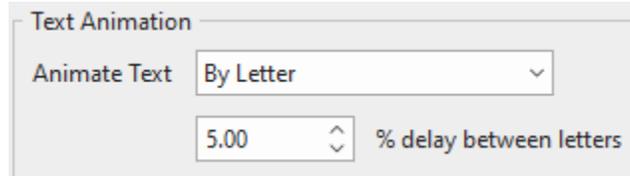


Note:

- 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, then choose a motion path.
 - If you choose a predefined path, the path will appear on the Canvas immediately.
 - If you choose the **Custom Path** option, you will draw your own path. Drawing a custom path is the same as drawing a **freeform shape**.
4. Specify the path option, start time, and duration of the effect.
5. On the Canvas, select the path and resize it or move it to the position you want.
6. Preview the effect by pressing **SPACE BAR** or clicking the **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.

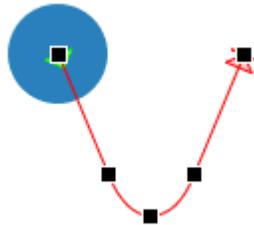


For open paths like Lines, Arcs, and Turns, right-click the path > **Close Path** to make the path return to its start point. A linear path is added from the previous end point to the start point.



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. Click the **Format** tab > **Order**  or the **Home** tab > **Arrange** > **Order**. Alternatively, on the Canvas or in the timeline, right-click objects (time bars) > **Display Order**.
3. Choose the desired display order option.
4. You can go to the **Selection** pane and drag an object up or down to change its position in the stack order. Moving an object higher means that you bring it to the front of the stack.

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

Grouping Objects

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

Note that you cannot group closed captions, spotlights, zoom-n-pans and objects which belong to different layers.

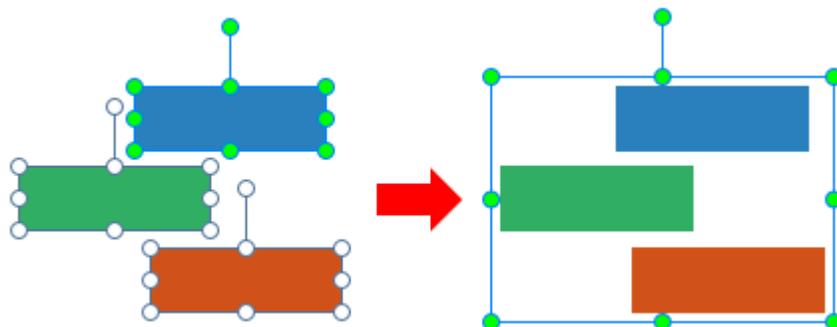
Grouping Objects

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, click 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 time bar of the group. The **Selection** pane lists all the child objects under and at the next indent level compared to their group. Click the **+/-** button to expand or collapse these child objects.

3. Rename the group to make it easier to find and work with. Click the **Properties** pane > **Interactivity** > **General** or 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, click the **Format** tab > **Group** > **Add to Group** or the **Home** tab > **Arrange** > **Add to Group**.

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

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

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

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.

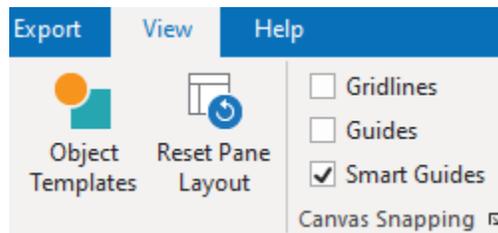
Note: After changing the container layout to **Grid** or **Flex**, if the selected container contains less than 2 children, you cannot remove its group layout. That said, you cannot re-switch the container layout to **None**. In that case, ActivePresenter will warn you with a dialog.

Aligning Objects

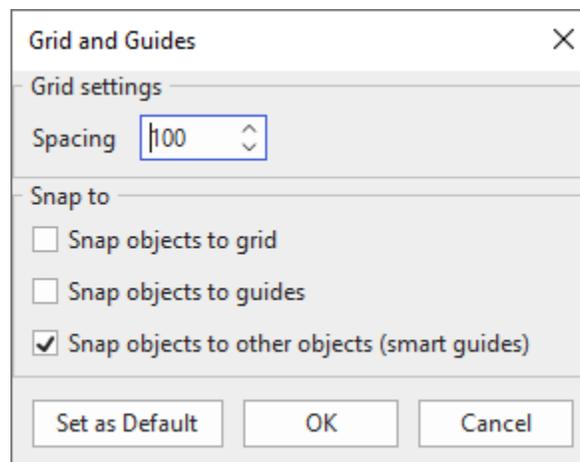
ActivePresenter helps you to align objects quickly and perfectly as you want. There are two available tools to support you to do that. They are grid and guides and alignment commands.

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**:

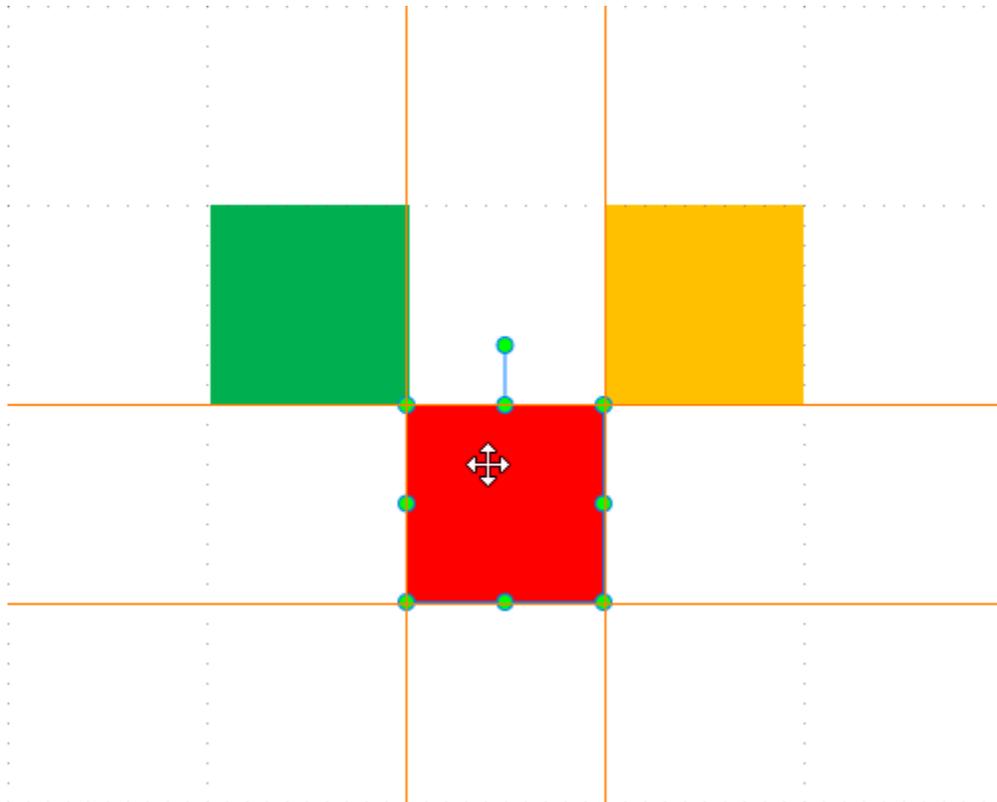


Select or deselect the corresponding checkbox to turn on or off these functions. Besides, if you click on the dialog box launcher at the bottom right corner of this section, the **Grid and Guides** dialog will pop up. Alternatively, right-click on the Canvas, select **Grid and Guides...**



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

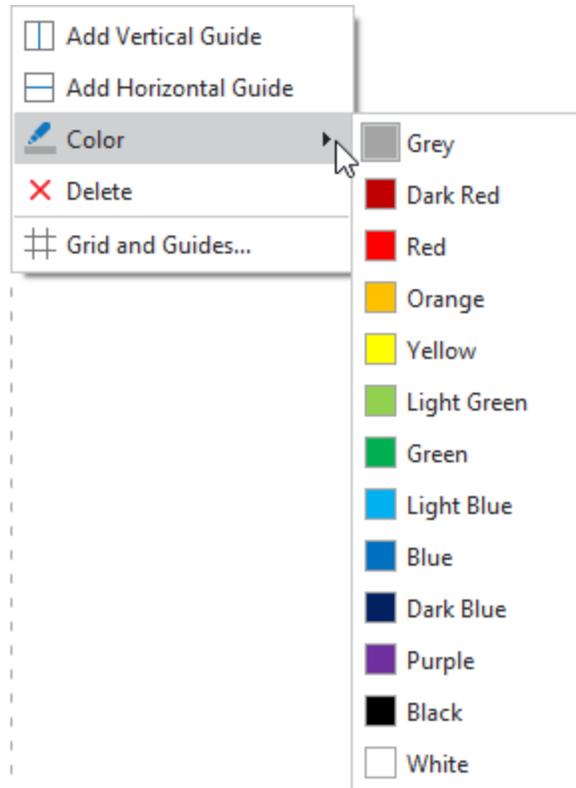
- **Grid settings:** Gridlines are horizontal and vertical dotted lines. Enter a specific number in the range of [10-10000] in this spin box to adjust the spacing between gridlines.
- **Snap to:** This section allows you to show/hide gridlines or guides and enable snapping objects to grid or guides.
 - **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:

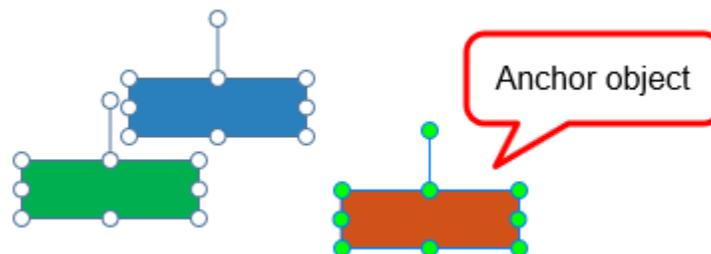


You can change its color by selecting a color from the built-in list. Besides, you can add more vertical or horizontal guides. And drag them to a new position. Alternatively, there is another way to insert additional guides. Just right-click at any position you want on the Canvas and select **Add Vertical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

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

Aligning Objects to the Canvas

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

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

Distributing Objects

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

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

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

Resizing Objects to Anchor Objects

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

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

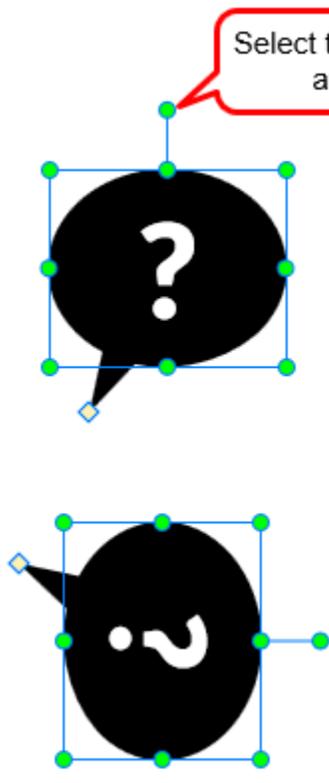
Rotating Objects

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.



Initial State (0 degrees rotation):

- Left: 633
- Top: 433
- Rotation: 0
- Width: 147
- Height: 127
- Lock Aspect Ratio

Rotated State (90 degrees rotation):

- Left: 640
- Top: 633
- Rotation: 90
- Width: 147
- Height: 127
- Lock Aspect Ratio

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

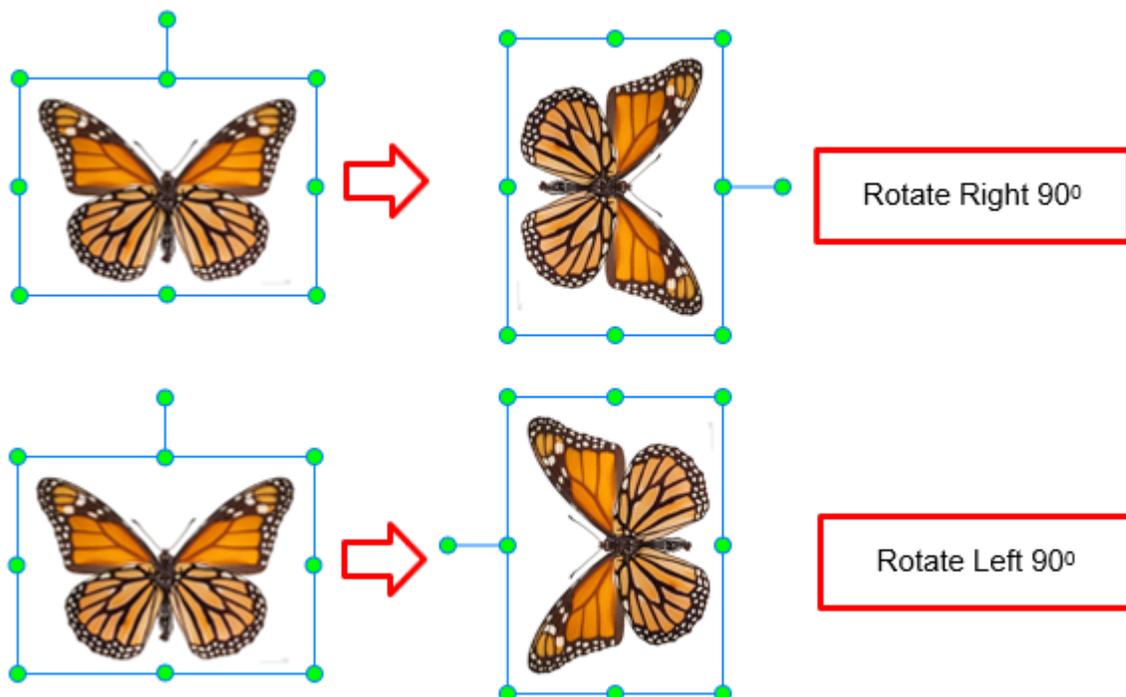
ActivePresenter allows you to rotate objects 90 degrees clockwise or 90 degrees counterclockwise by using rotate commands.

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, click 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

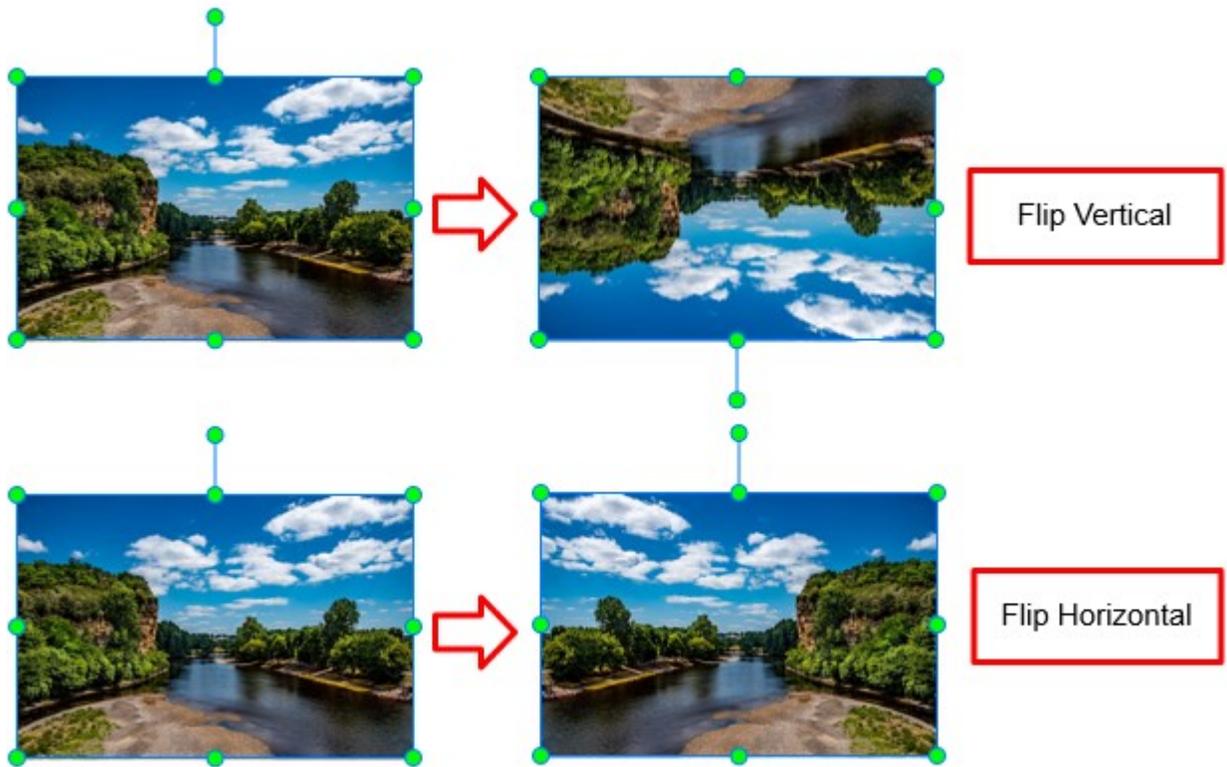
ActivePresenter lets you flip objects vertically or horizontally. When flipping objects vertically, you can see their reversion. Meanwhile, flipping objects horizontally brings a mirror image.

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, click the **Format** tab > **Rotate**. Then, select either of the following:

Icon	Command	Function
	Flip Vertical	Flip the selected objects vertically 180 degrees.
	Flip Horizontal	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:** This is the neutral state of an object. By default, it's how an object looks when it first appears.
- **Hover:** This is how an object looks when being hovered. This state is available for buttons, 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 is the state you use when you want to disable an object. A disabled object is visible but cannot respond to any user action. Unless this state is added to an object by default, you need to use an action to trigger it.
- **Normal/hover/pressed/disabled checked:** These are the states of the selected 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:** This is how a drag source looks when it's dragged from its location.
- **Drag end:** This is how a drag source looks when you release the mouse button while dragging it.
- **Drag enter:** This is how a drop area looks when a drag source enters it.
- **Drag leave:** This is how a drop area looks when a drag source leaves it.

- **Drop correct:** This is how a drag source or drop area looks when all drag sources are dropped onto the correct drop areas.
- **Drop incorrect:** This is how a drag source or drop area looks when a drag source is dropped onto the incorrect drop area.
- **Drop accept:** This is how a drag source or drop area looks when any accepted drag source is dropped onto the drop area.
- **Drop reject:** This is 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, click the **View** tab > **Object States**.

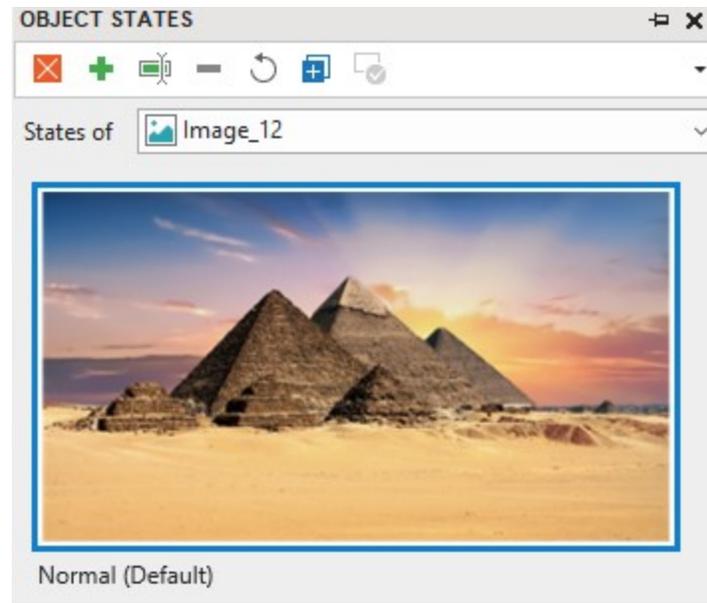
Alternatively, you can select an object that you want to manage its states and click the **Properties** pane > **Interactivity** > **General** > **State View**, or right-click the object > **Object States**.



Adding States

An object may have 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 and click **OK**.
5. If you want to change the appearance of the newly added state, follow the steps in the next part.
6. If you want to add states to another object in a slide, 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		If the default state is the normal state or inherits from the normal state, your changes will be applied to all other states

	Otherwise, the changed property will no longer inherit from the normal state.	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

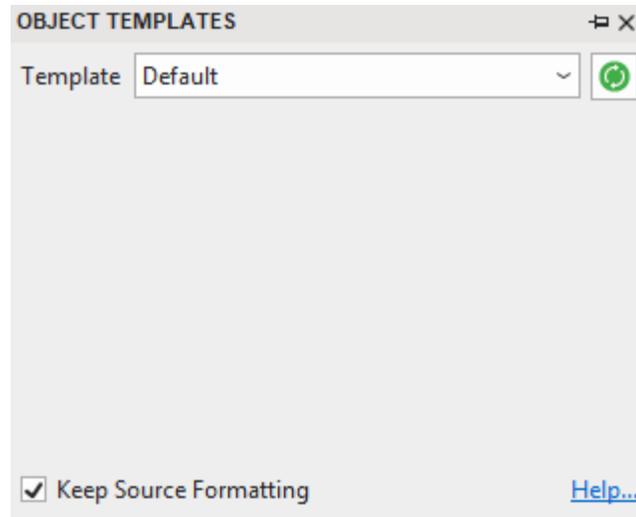
Object template is a good way to reuse objects across slides in the same project or across different projects. By adding objects to an object template, you save not only the objects themselves but also the animations and event actions attached to them.

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\<user_name>\Documents\ActivePresenter Templates (for Windows)* or */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, click the **View** tab > **Object Templates**.

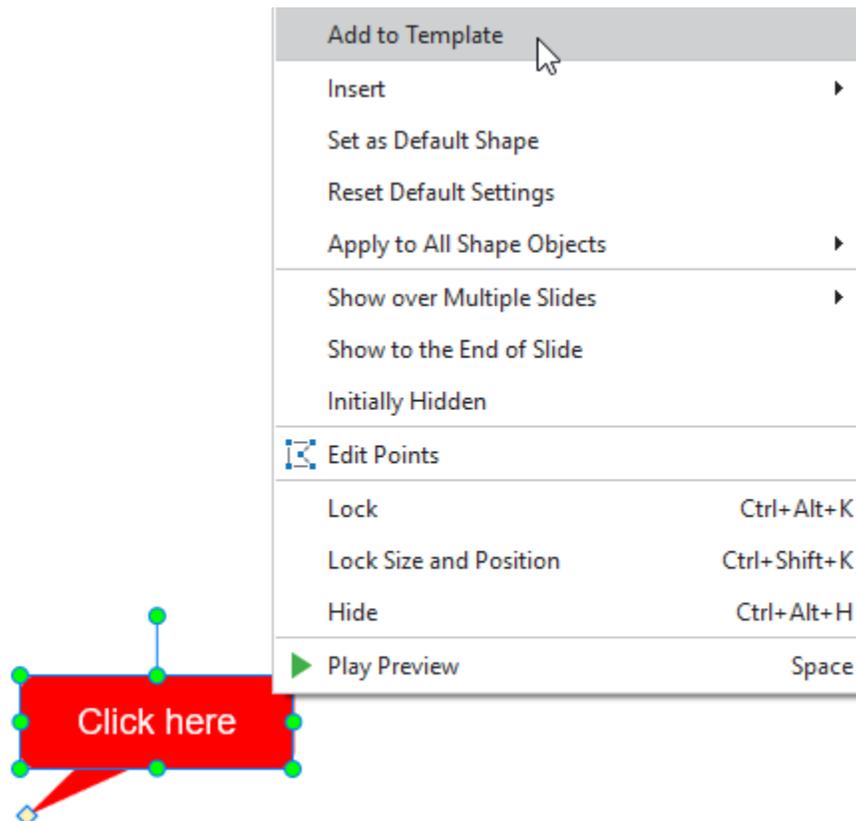


Adding Objects to Object Templates

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

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

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



2. Right-click the object template item > **Rename**  to rename it.

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

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:

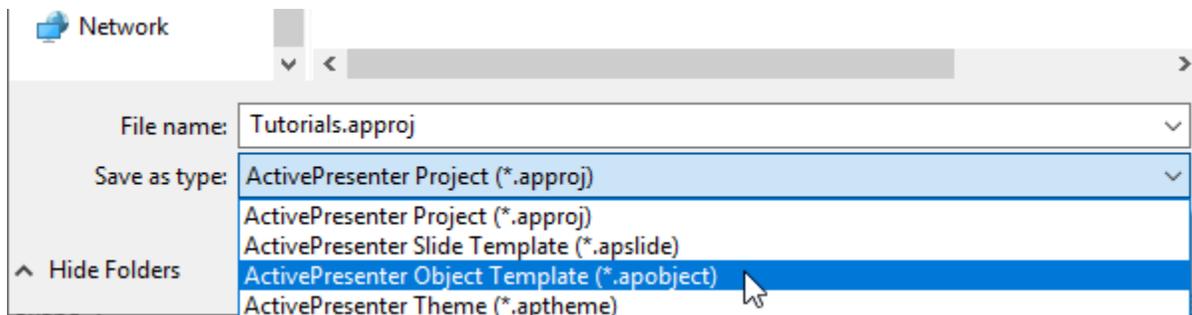
- Double-click a template item.
- Drag and drop a template item onto the Canvas.
- Right-click a template item > **Insert**.

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.

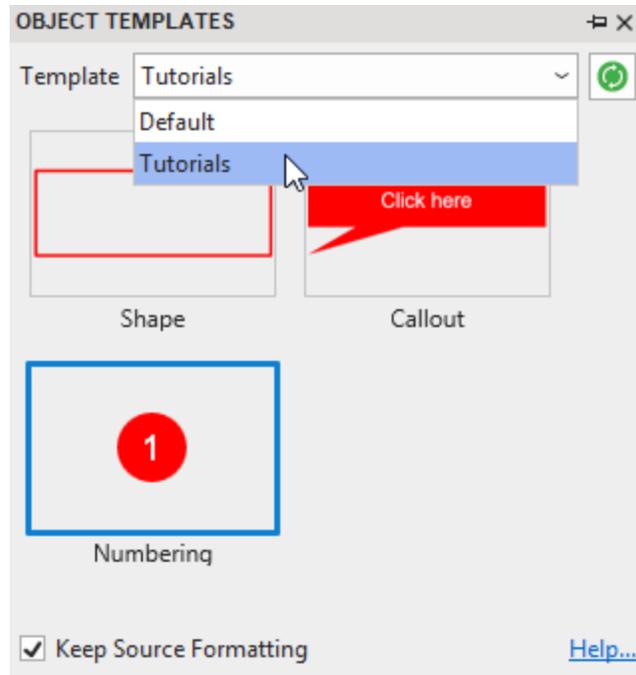
Saving and Sharing Object Templates

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



Then, save file in *C:\Users\\Documents\ActivePresenter Templates (for Windows)* or */Users/<user_name>/Documents/ActivePresenter Templates (for macOS)*. 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 this Object Setting 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**.

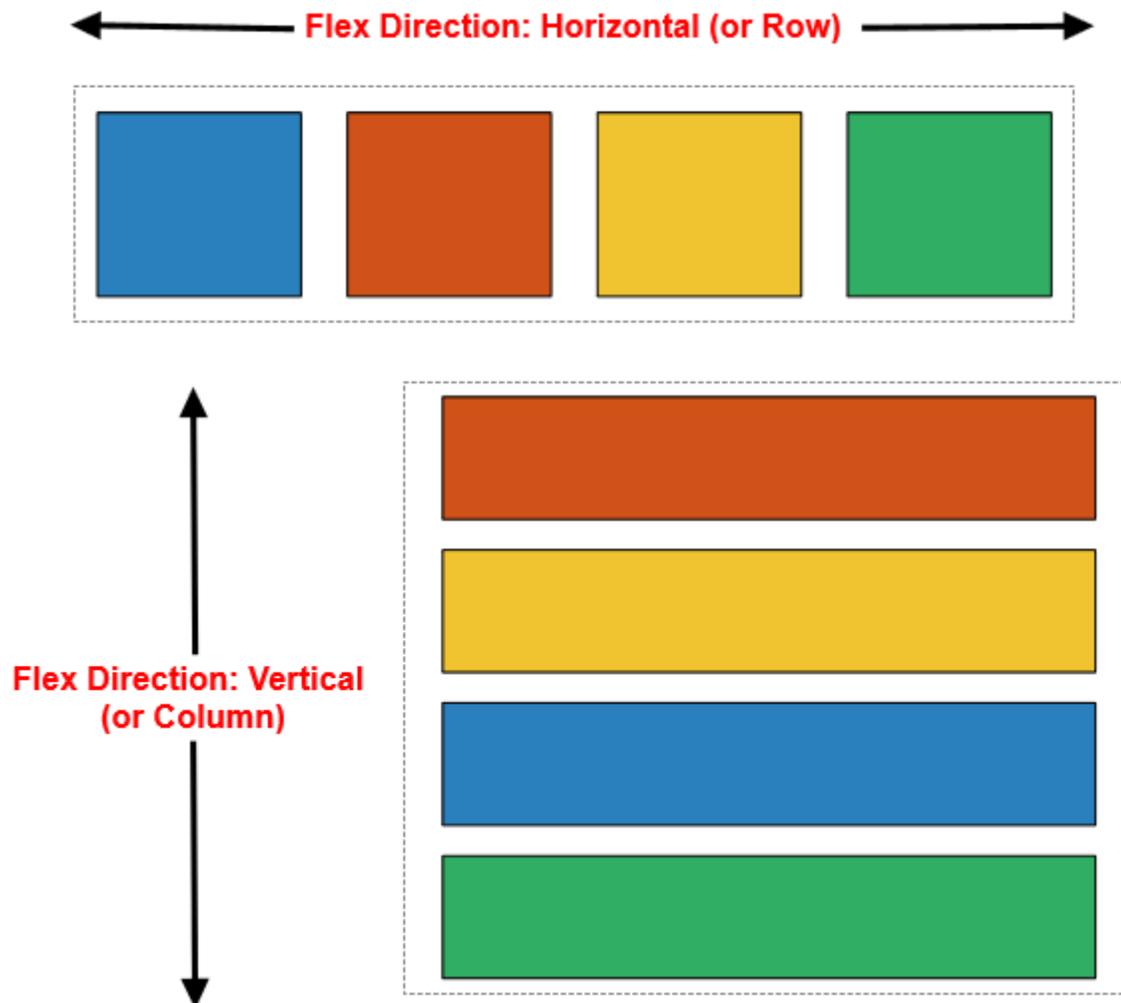
Container

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

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

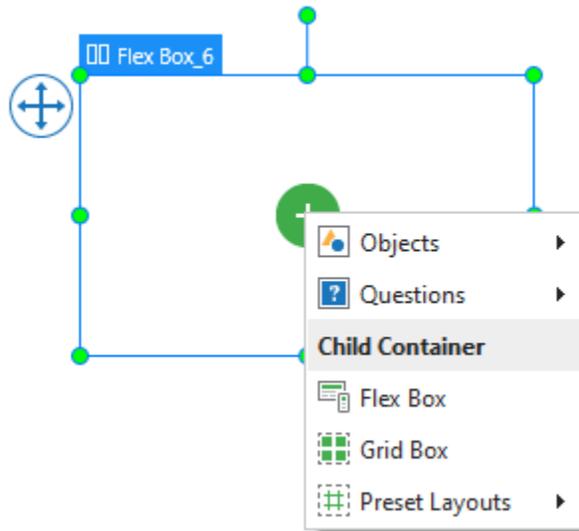
Inserting Flex Box/ Grid Box

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.

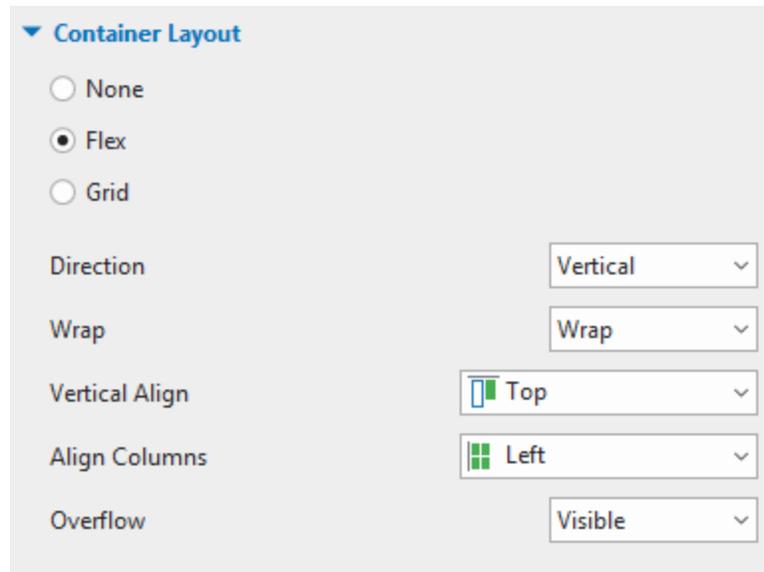
When an object is added to a flex box or grid box, its height will be automatically adjusted to be equal to the box height by default.

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**.

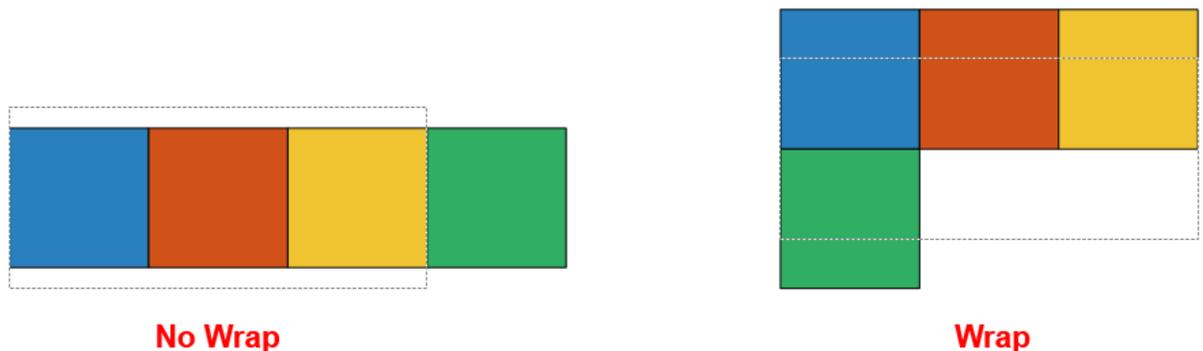
Look at the following image to see all properties of a flex container layout:



- **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.

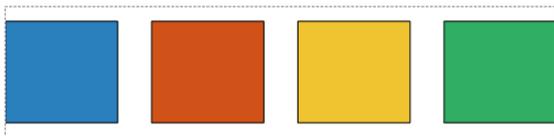
Let's look at the below image:



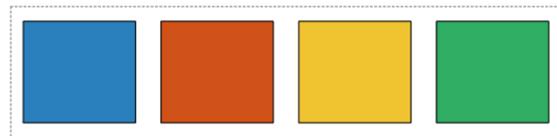
In this example, a flex container holds four shapes (four squares). The width of each square is 100 px, which means the total width of four squares is 400 px. Meanwhile, the width of the flex container holding four squares is only 300 px. As you can see, the total width of four squares is larger than 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
 Top	 Left	Align items to the top/left of the container if the direction is vertical/horizontal.
 Middle	 Center	Align objects to the middle/center of the container if the direction is vertical/horizontal.
 Bottom	 Right	Align objects to the bottom/right of the container if the direction is vertical/horizontal.
 Space Between	 Space Between	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.
 Space Around	 Space Around	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
 Left	 Top	Align item to the left/top of column/row if the direction is vertical/horizontal.

 Center	 Middle	Align objects to the center/middle of column/row if the direction is vertical/horizontal.
 Right	 Bottom	Align objects to the right/bottom of column/row if the direction is vertical/horizontal.
 Stretch	 Stretch	Stretch the flex items to fill the maximum size of column/row if the direction is vertical/horizontal.
 Space Between	 Space Between	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.
 Space Around	 Space Around	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.

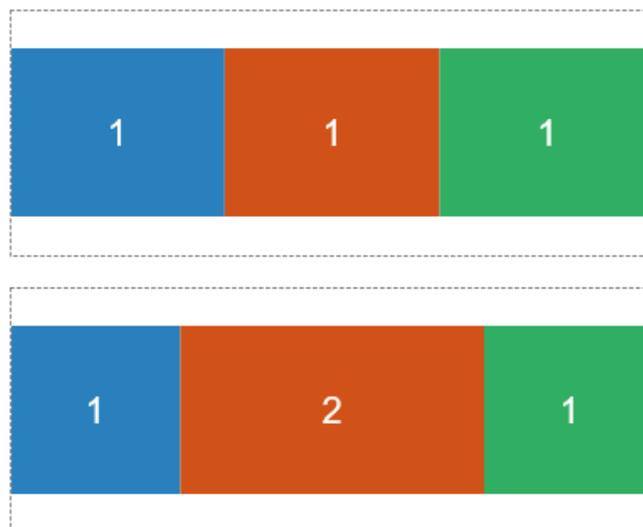
Flex child properties can be set differently for different layouts of a responsive project. By default, these properties of each layout in a responsive project are the same and the smaller layout will inherit properties from its larger layout. However, after making changes to these properties of a small 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	<input type="text"/>	Auto
Height	<input type="text"/>	Auto
Lock Aspect Ratio		None
Grow	1	
Shrink	1	
Horizontal Align	<input type="checkbox"/>	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.

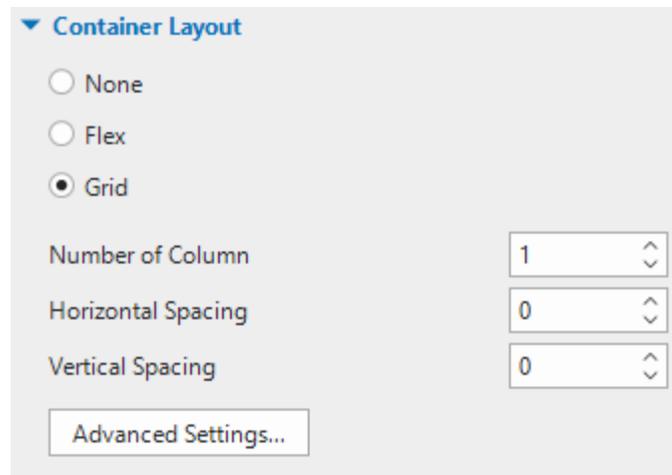
- **Shrink**: When the total base size of objects is greater than the container size, objects should be shrunk to fit the container. Specify the value from 0 - 100. If the value is equal to 0, a flex child keeps its base size. If the value is greater than 0, depending on the **Direction** set in its 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

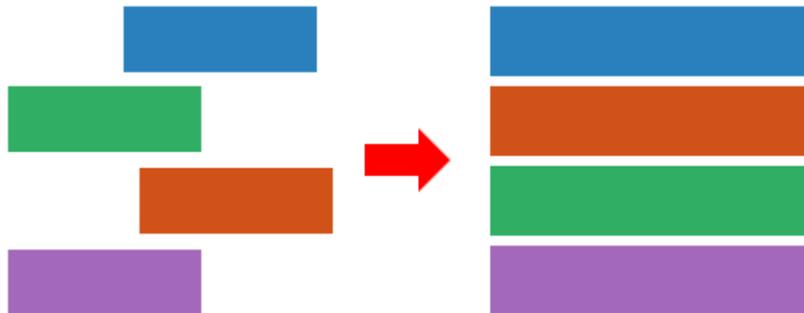
- In some browsers, for example, Safari, the height using percentage is not working very well, therefore, try to use grow/shrink if you can.
- As mentioned above, the flex box deals with the layout in one dimension at a time. Therefore, if you want to create a two-dimensional layout, you can nest a flex 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.

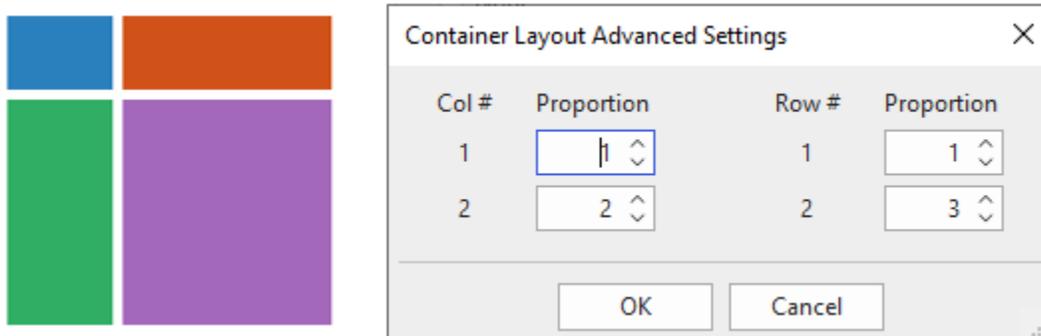


The grid size is defined by the number of columns, horizontal spacing between columns, and vertical spacing between rows. Change the values for these parameters if needed. The number of rows will be automatically counted based on the number of child objects and columns.



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

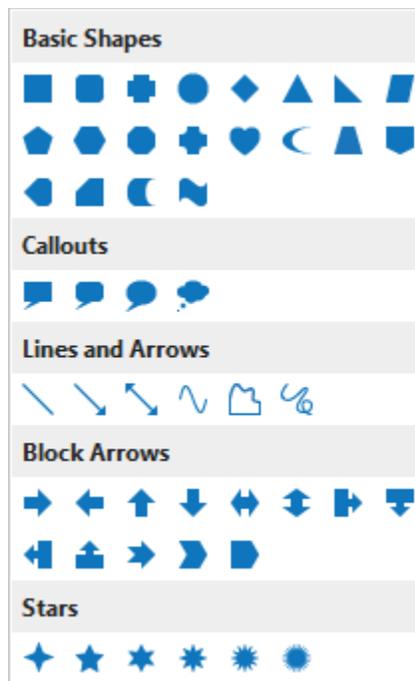
3D Model		Insert a 3D model into a slide.
Cursor Path		Handle mouse movements and clicks to simulate user actions.
Zoom-n-Pan		Zoom in a virtual camera on a specific part of the screen to show it in more detail.
Closed Caption		Insert a closed caption into a slide. Users can control whether to show or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

Shapes

In ActivePresenter, shapes are divided into five groups, including **Basic Shapes**, **Callouts**, **Lines and Arrows**, **Block Arrows**, and **Stars**.

Inserting Shapes

To insert a shape, click 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 click 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 click 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, click the **Format** tab > **Change Shape** > select a new shape type. Keep in mind 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, click 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.

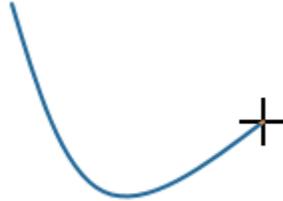


Curves

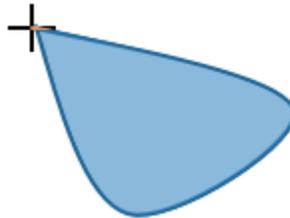
To draw a curve, click the **Insert** tab or the **Home** tab > **Shapes** > **Lines & Arrows** > **Curve** . As soon as you select **Curve**, the cursor changes into a crosshair . Click anywhere on the Canvas to set the start point. Then, move the mouse to a different position to form a line.

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.

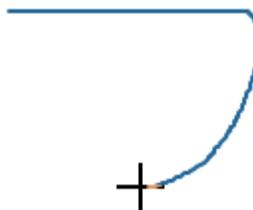


Freeform Shapes

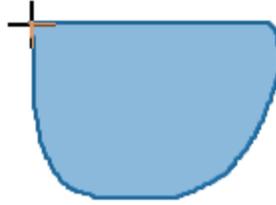
The **Freeform: Shape** tool has a dual capability as it allows drawing both straight and freeform lines.

To use this tool, click 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, click 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.



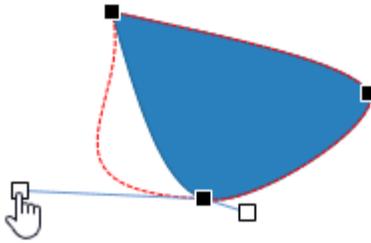
If you want an open scribble, just release the mouse button at any time. Otherwise, move the mouse to the start point and release it to get a closed scribble.



Editing Freeform

To edit a freeform drawing, right-click on 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.

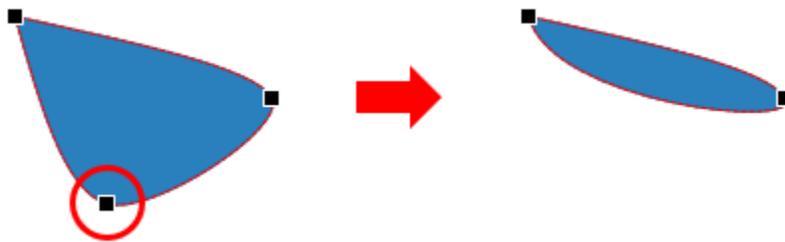
You can click and drag an anchor point to sharpen or smooth a corner or a curve. Alternatively, simply drag a control point. A red dashed line will appear immediately to indicate the change.



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.

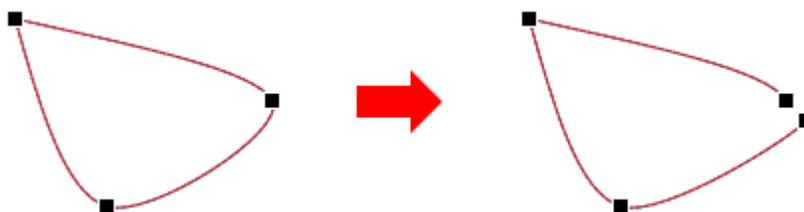


Opening and Closing Paths

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.

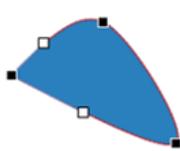


Otherwise, select **Open Path** to open a closed shape right at the selected point.

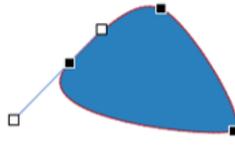


Changing Point Types

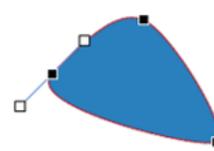
In the edit mode, right-click on an anchor point and select one of the following options: **Corner Point**, **Straight Point**, or **Smooth Point**.



Corner Point



Straight Point



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**.

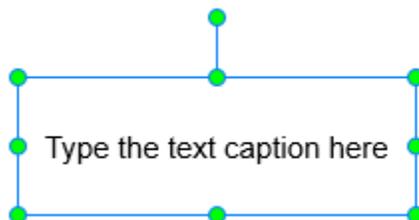
Ending Edit Point

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, click 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.

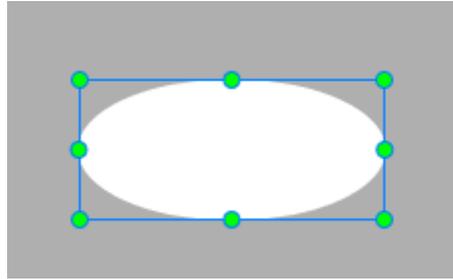


Text caption is a variant of shapes in which only text is seen while its **Fill** and **Line** properties are invisible by default. Therefore, all properties of **shapes** are applied to text captions. You can also customize the text caption in the same way you customize shapes.

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, click 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

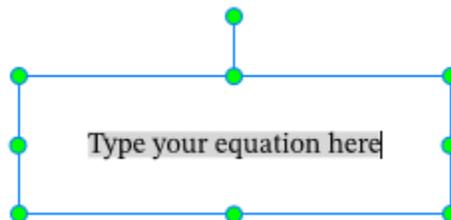
To insert a built-in equation, in the **Insert** tab or the **Home** tab, click the drop-down arrow of the **Equation** button, then select an equation you want from the list.

Area of Circle
$A = \pi r^2$
Binomial Theorem
$(x + a)^n = \sum_{k=0}^n \binom{n}{k} x^k a^{n-k}$
Expansion of a Sum
$(1 + x)^n = 1 + \frac{nx}{1!} + \frac{n(n-1)x^2}{2!} + \dots$
Fourier Series
$f(x) = a_0 + \sum_{n=1}^{\infty} \left(a_n \cos \frac{n\pi x}{L} + b_n \sin \frac{n\pi x}{L} \right)$
Pythagorean Theorem
$a^2 + b^2 = c^2$

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.

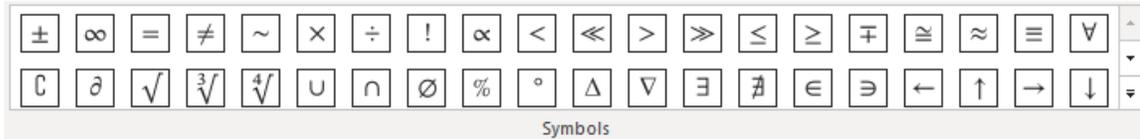
Writing and Editing Equations

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 . 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.

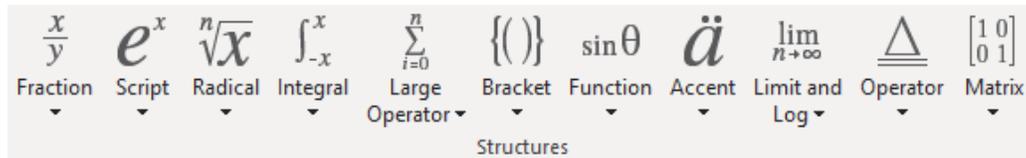


Do one of the following:

- Click the **Equation** button π 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.

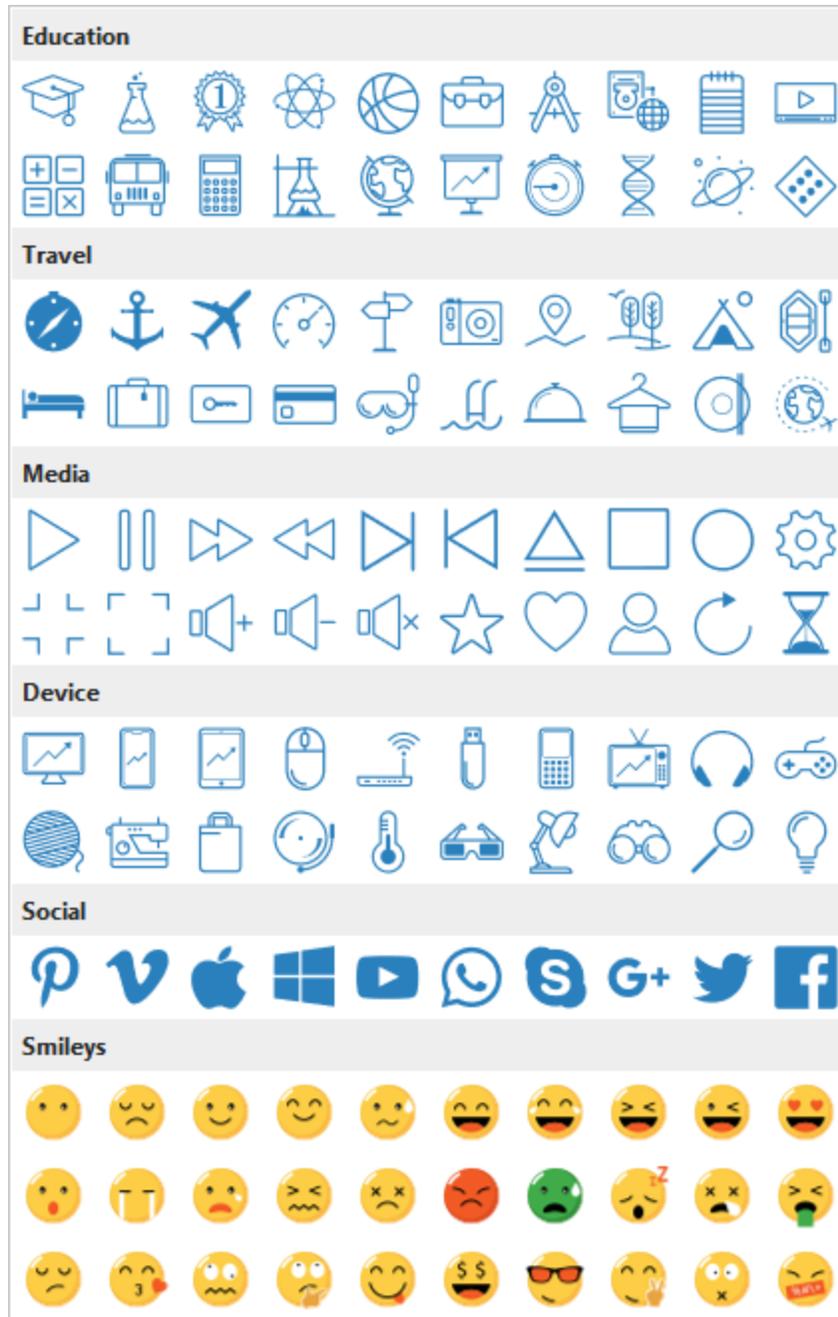


- To edit an equation on a slide, just click the equation, open the **Equation** tab, then replace the current structures or symbols with new ones.

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, click the **Insert** tab > **Icons** \times > select an icon.

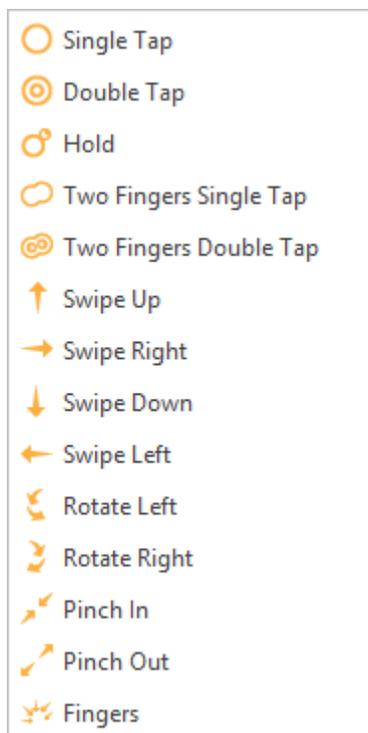


Note that some icons are actually groups of freeform shapes, so you can edit them in the same way as how you edit **groups**. An icon is also a variant of shapes. Hence, all properties of shapes are applied to icons. You can also customize icons in the same way you customize shapes.

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, click the **Insert** tab > **Gesture Effects** 🐞 > select an effect from the list.

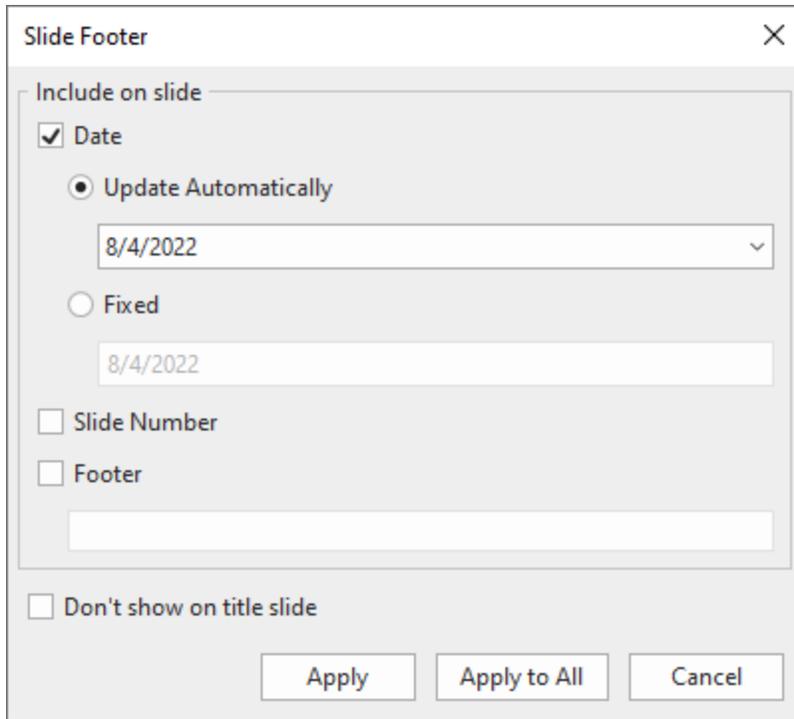


To change a gesture effect, click the **Properties** pane > **Size & Properties** > **Gesture Effects** > select a new gesture effect from the **Type** drop-down list.

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, click 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

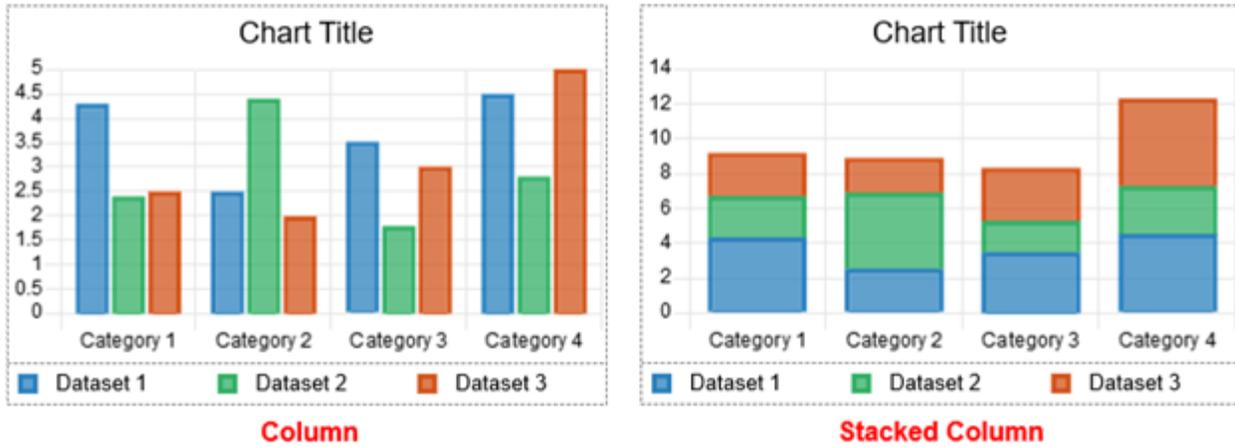
ActivePresenter supports up to 10 major chart types with variations on each type for you to choose from.

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**.

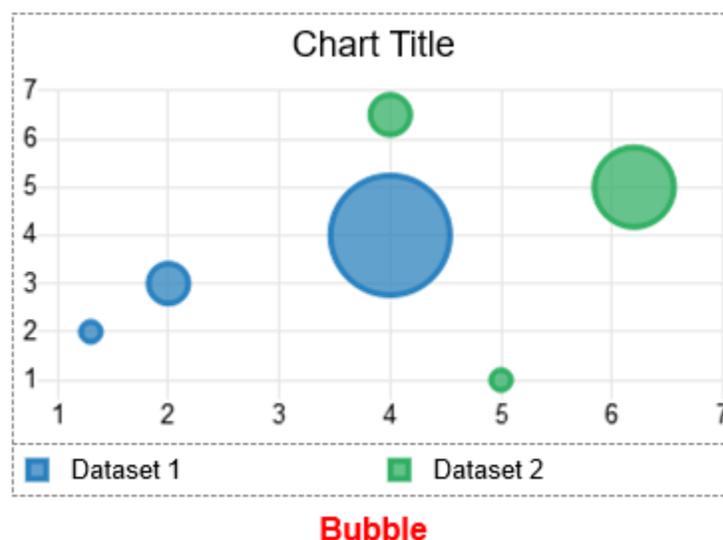


- The **Column** chart type: Compares individual data values in the same category or across categories, and displays them vertically.
- The **Stacked Column** chart type: Compares the total of data values across categories as well as shows the relative contribution of each data value to the total by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

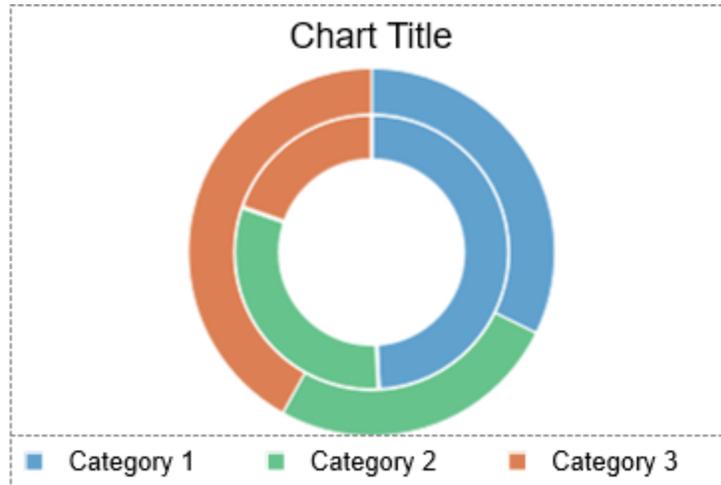
There is one type of bubble chart: **Bubble**.



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**.



Bar



Stacked Bar

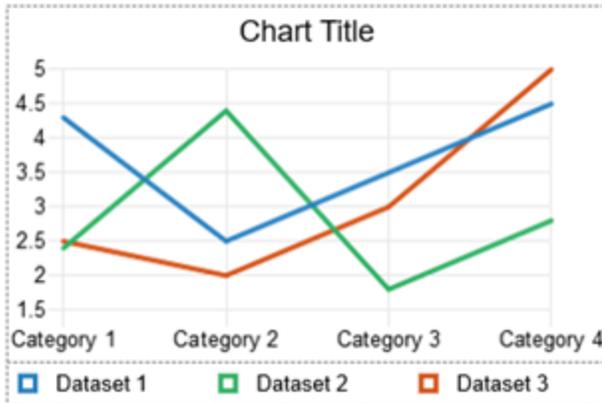
- The **Bar** chart type: Compares individual data values in the same category or across categories, and displays them horizontally.

- 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.

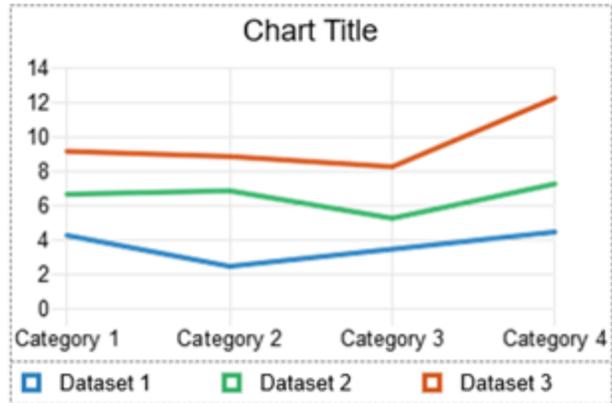
Line Charts

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**.



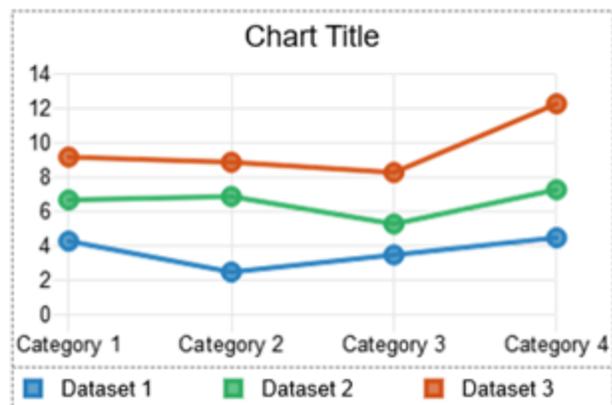
Line



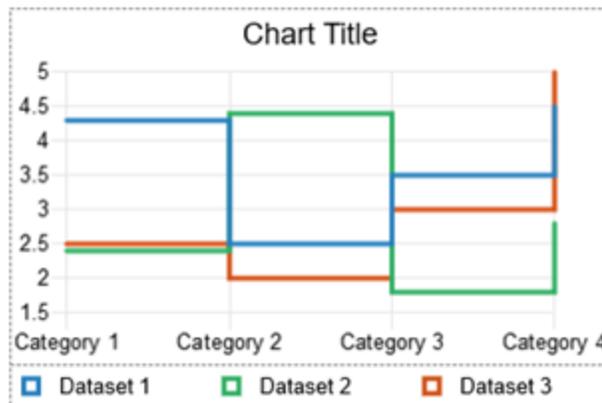
Stacked Line



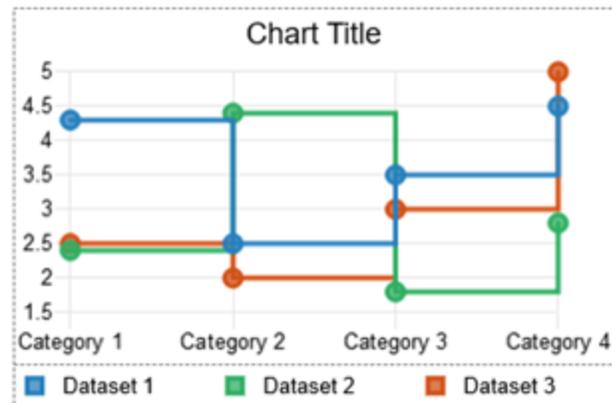
Line with Markers



Stacked Line with Markers



Stepped



Stepped with Markers

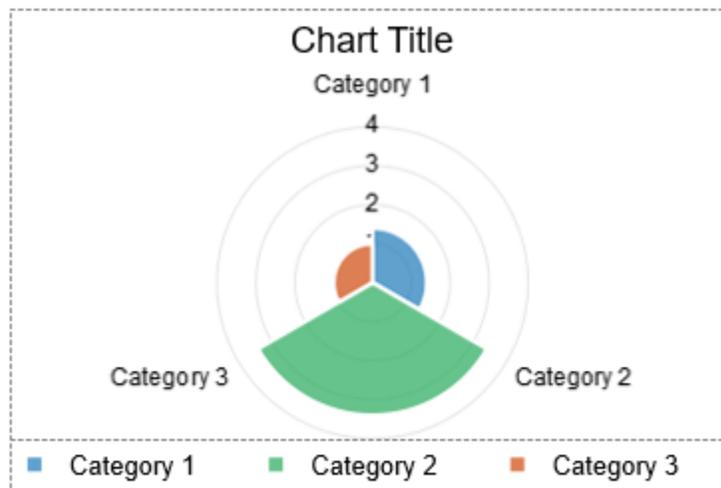
- The **Line** chart type: Presents values over time across evenly spaced categories on straight lines or curve lines.
- The **Stacked Line** chart type: Shows values that are cumulative at each category on straight lines or curves.
- The **Line with Markers** chart type: Plots the **Line** chart type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

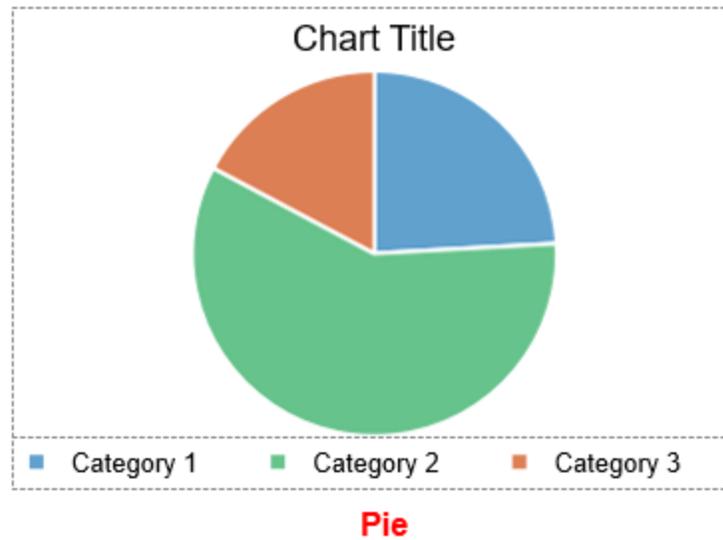


Polar Area

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.

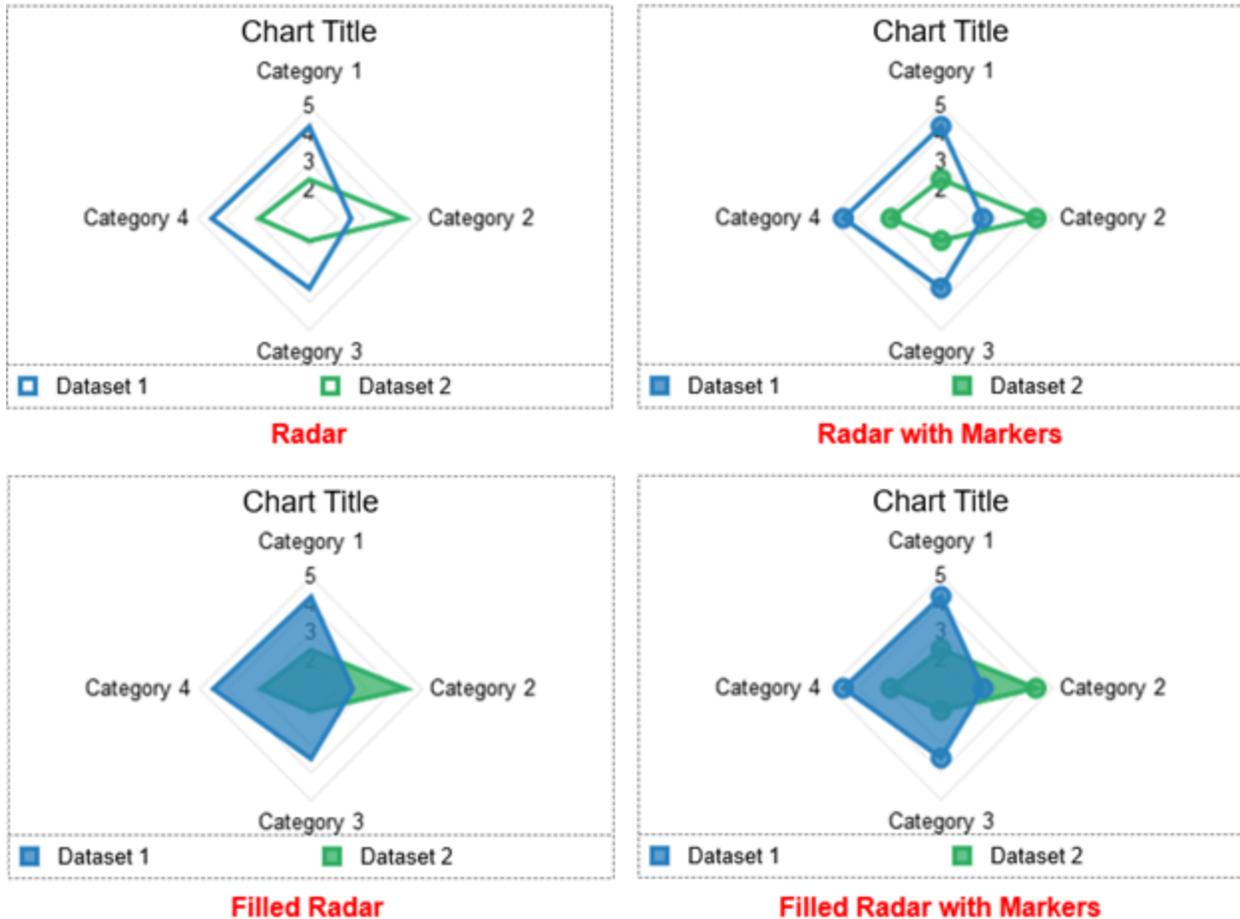
There is one type of pie chart: **Pie**.



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**.

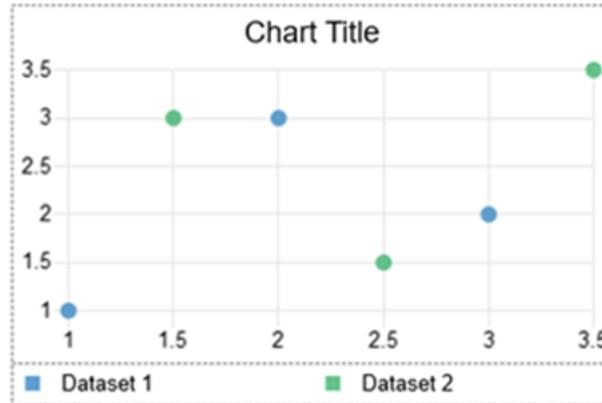
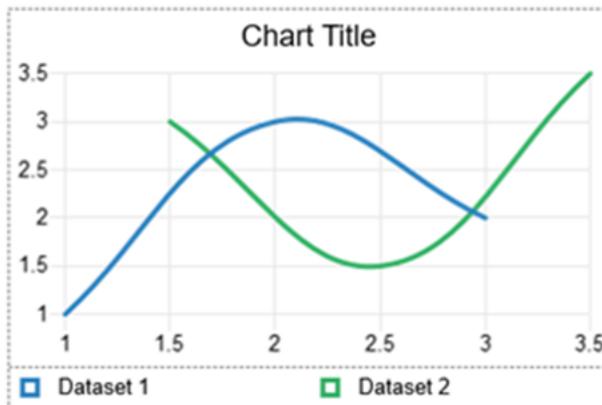
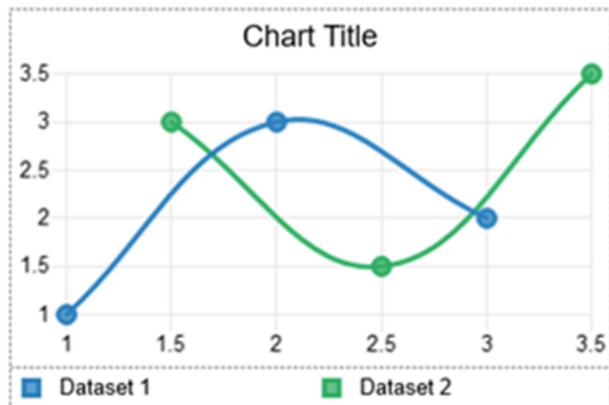


- The **Radar** chart type: Presents the changes in values from the center point across multiple angular axes (categories).
- The **Radar with Markers** chart type: Plots the **Radar** chart type with markers. Markers are used to visually indicate individual data values.
- The **Filled Radar** chart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

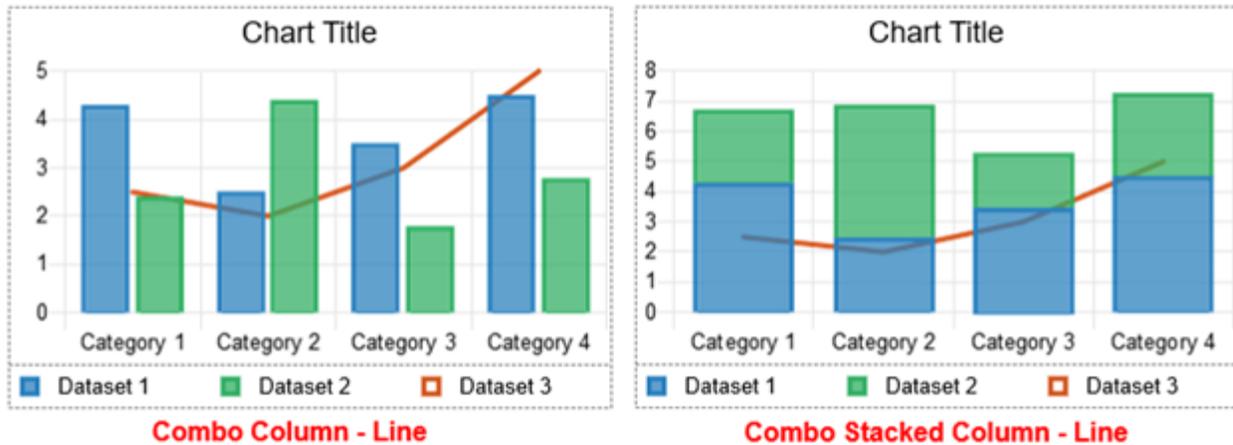
- The **Scatter** chart type: Depicts data points to compare pairs of values.
- The **Scatter with Smooth Lines** chart type: Connects data points by a smooth curve.
- The **Scatter with Smooth Lines and Markers** chart type: Connects data points by a smooth curve in which data points are visually shown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

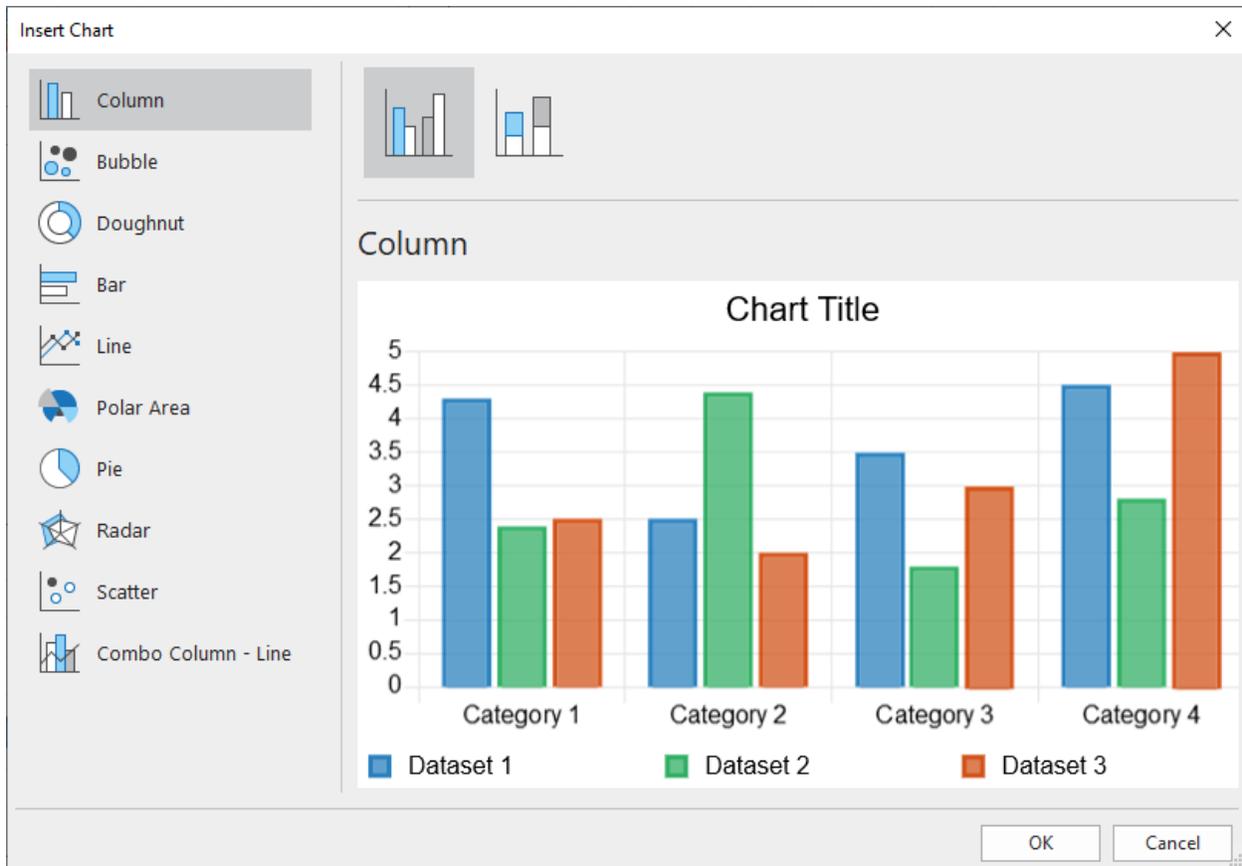


- The **Combo Column-Line** chart type: Shows data values in a combination of **columns** and **lines**.
- The **Combo Stacked Column-Line** chart type: Shows data values in a combination of **stacked columns** and **lines**.

Inserting Charts

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

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



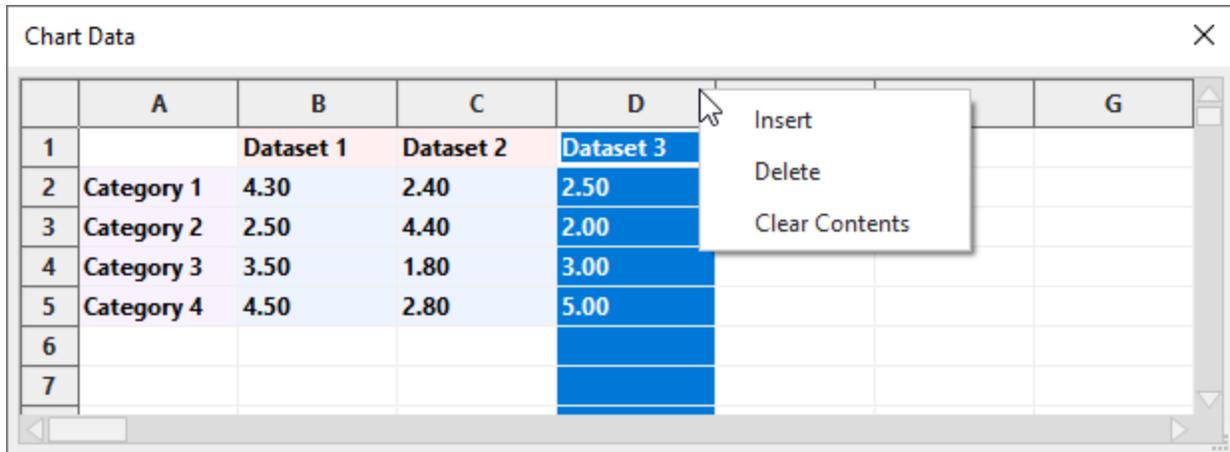
2. Select and preview any available variations of each type at the top of the dialog.
3. Click **OK** to finish.

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		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	5.00		
6						
7						

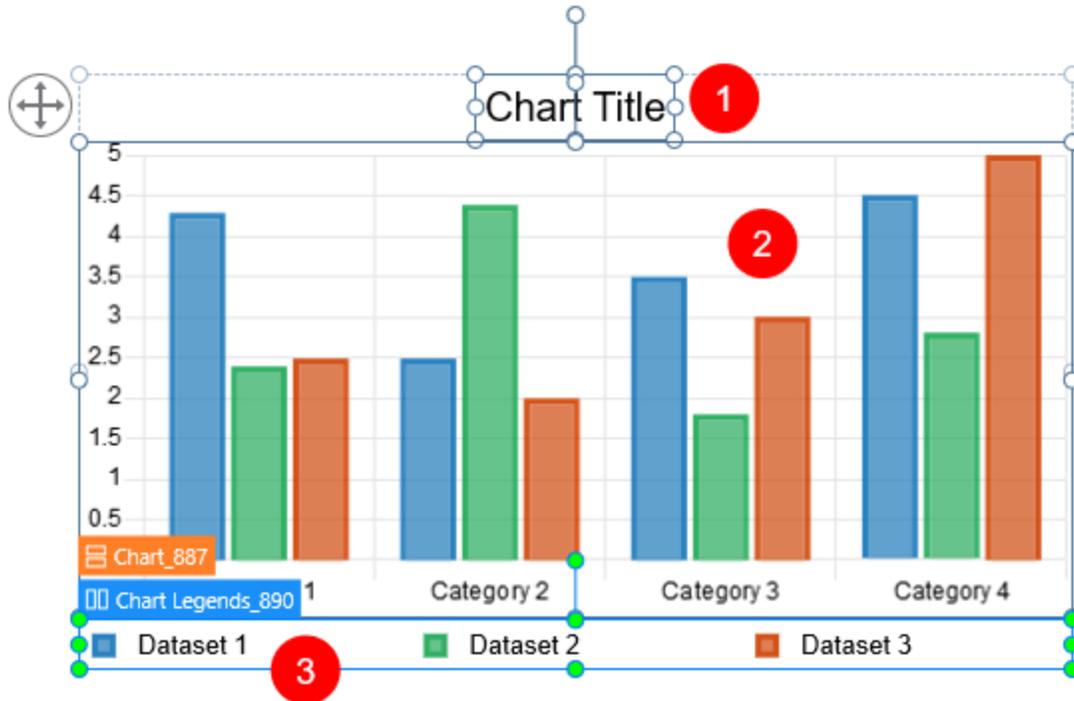
- **Insert:** Insert a new column/row to the left/above the selected column/row.
- **Delete:** Delete the selected column/row. Note that you can select multiple columns/rows and delete them at once.
- **Clear Contents:** Clear all cell content in the selected column/row. Alternatively, you can press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

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

Modifying Charts

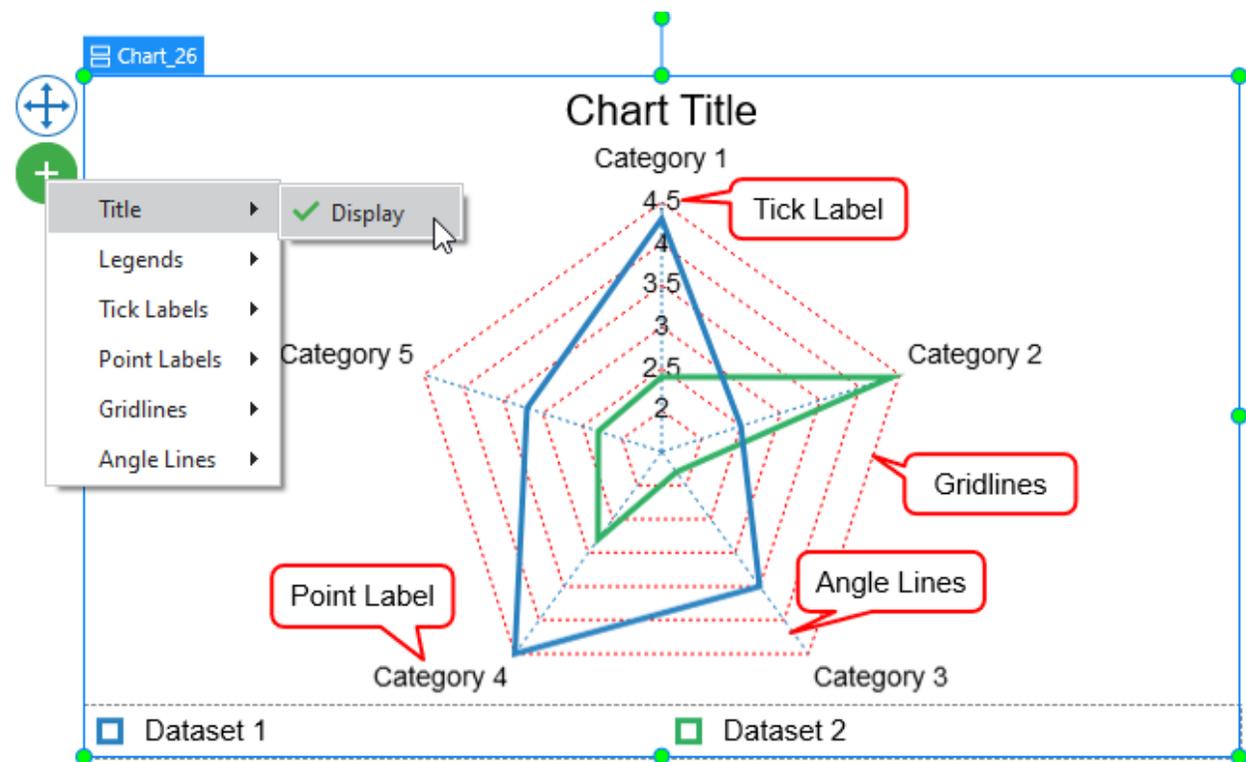
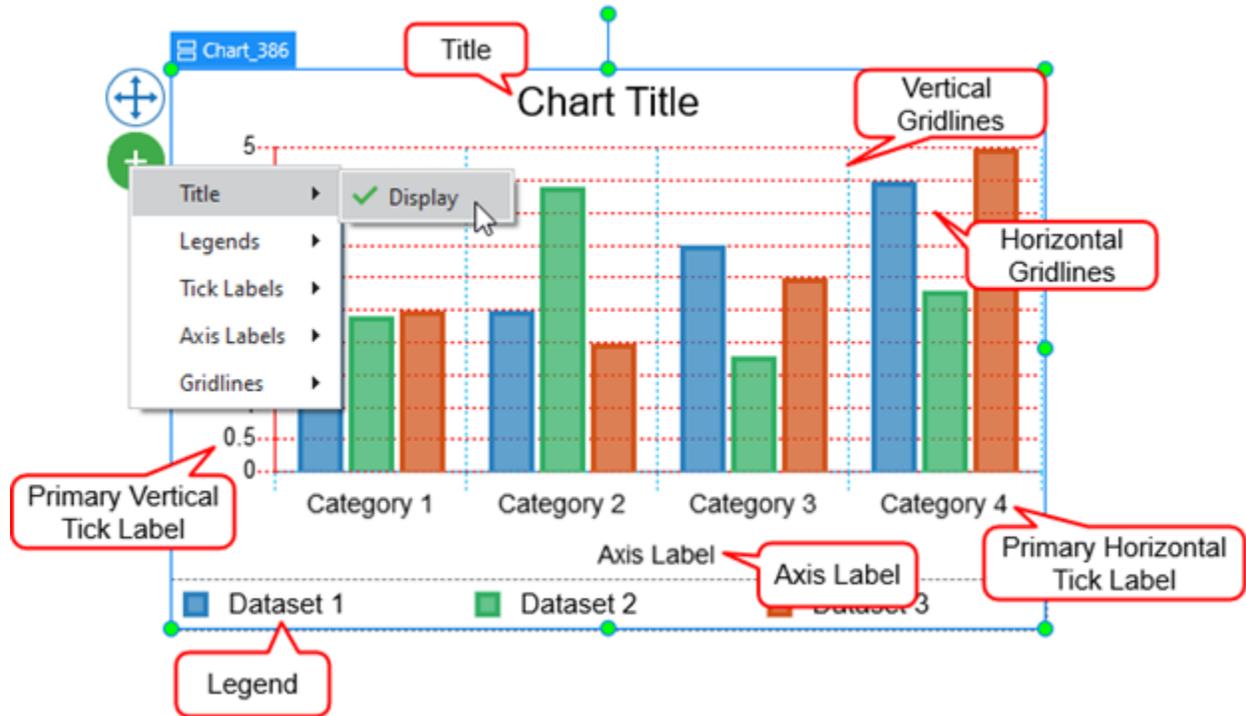
There are several ways to modify and customize your charts. ActivePresenter lets you change chart size, adjust chart container layout, and show/hide chart elements. Do the following:

- **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

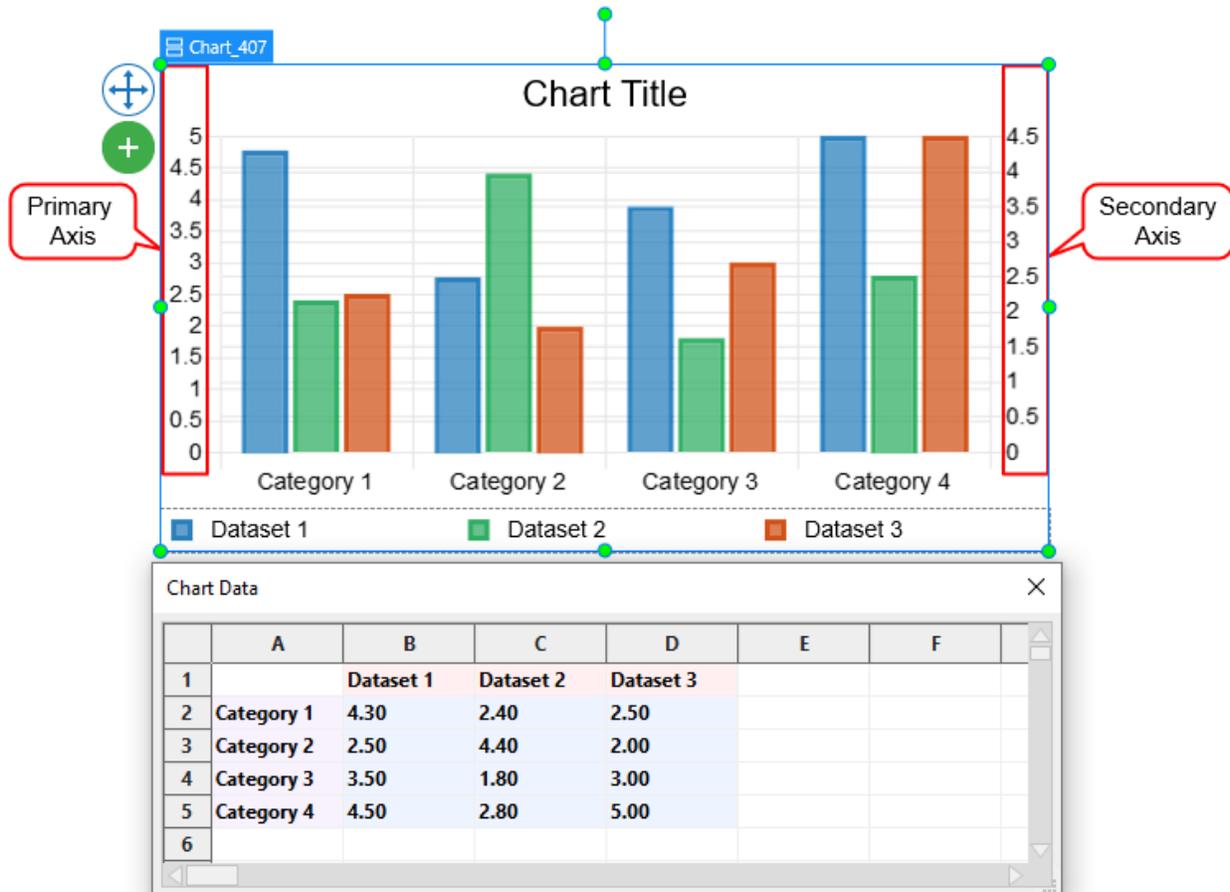
The **Dataset** means data values presented in colored vertical/horizontal bars/bubbles. Click the drop-down **Dataset** list to switch to any dataset you want to style.

The screenshot shows a configuration panel for a chart dataset. At the top, there is a dropdown menu labeled 'Dataset 1'. Below it, the 'Fill' section has two radio buttons: 'No Fill' and 'Solid Fill', with 'Solid Fill' selected. To the right of these is a color picker showing a blue square and a numerical 'Opacity' field set to 190 with a slider. The 'Line' section has two radio buttons: 'No Line' and 'Solid Line', with 'Solid Line' selected. It also has a color picker, an 'Opacity' field set to 255 with a slider, and a 'Width' field set to 3 with a spinner. At the bottom, the 'Plot Dataset On' section has two radio buttons: 'Primary Axis' and 'Secondary Axis', with 'Primary Axis' selected.

- **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 Dash ▾

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 ▾

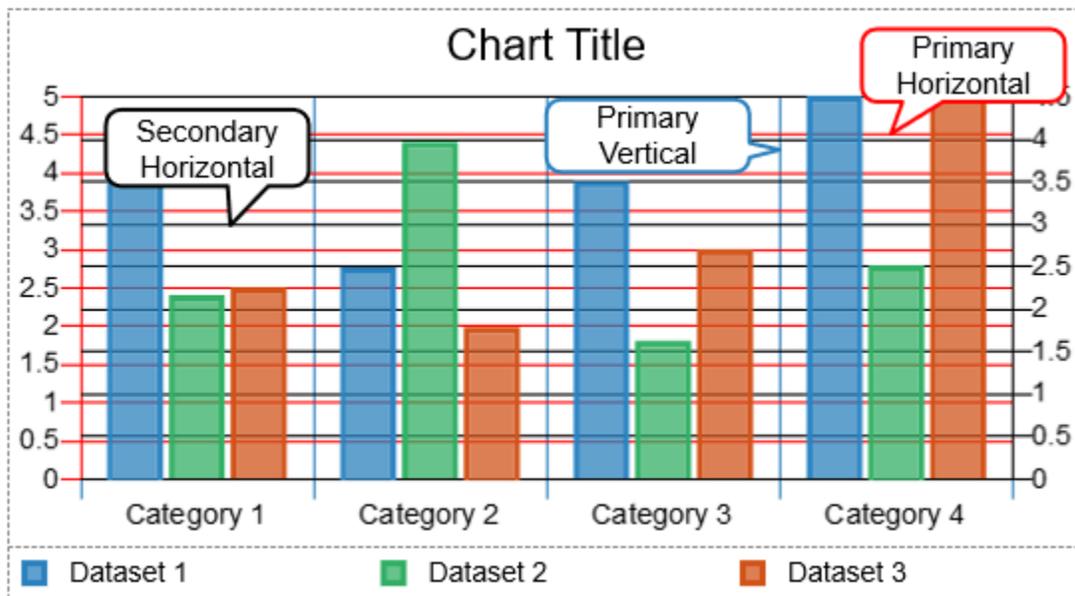
Text

Font Name Arial (Body) ▾

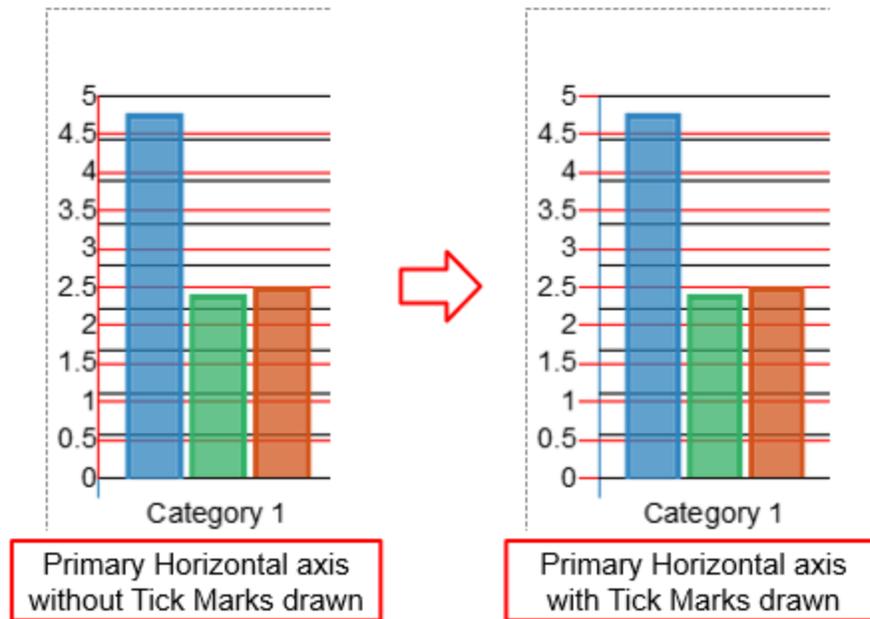
Font Size 16 ▾

Bold Italic

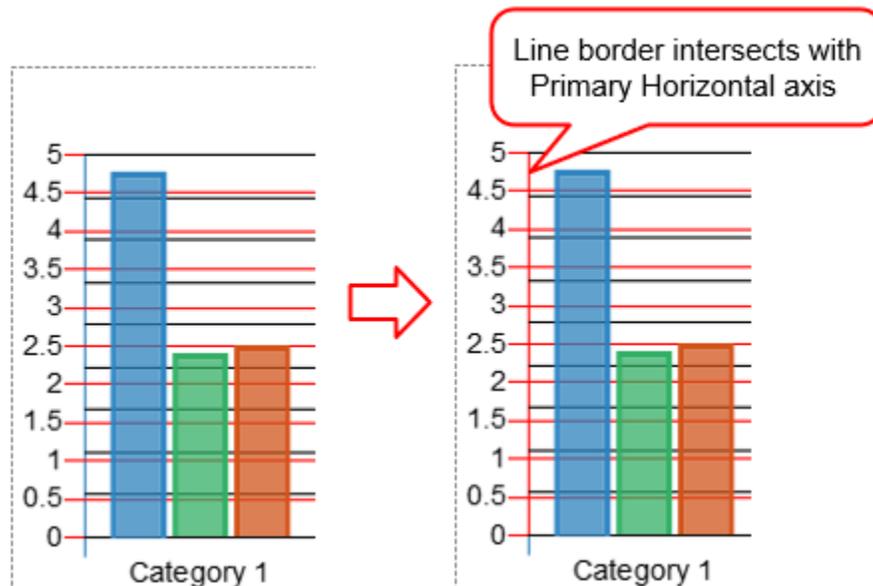
- **Gridlines:** You can set the following properties for gridlines:
 - **No Line:** Do not draw gridlines on the chart area.
 - **Solid Line:** Draw gridlines with a single color. To do that, click the color picker > select a color > change the color Opacity by dragging the slider or entering a number 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.

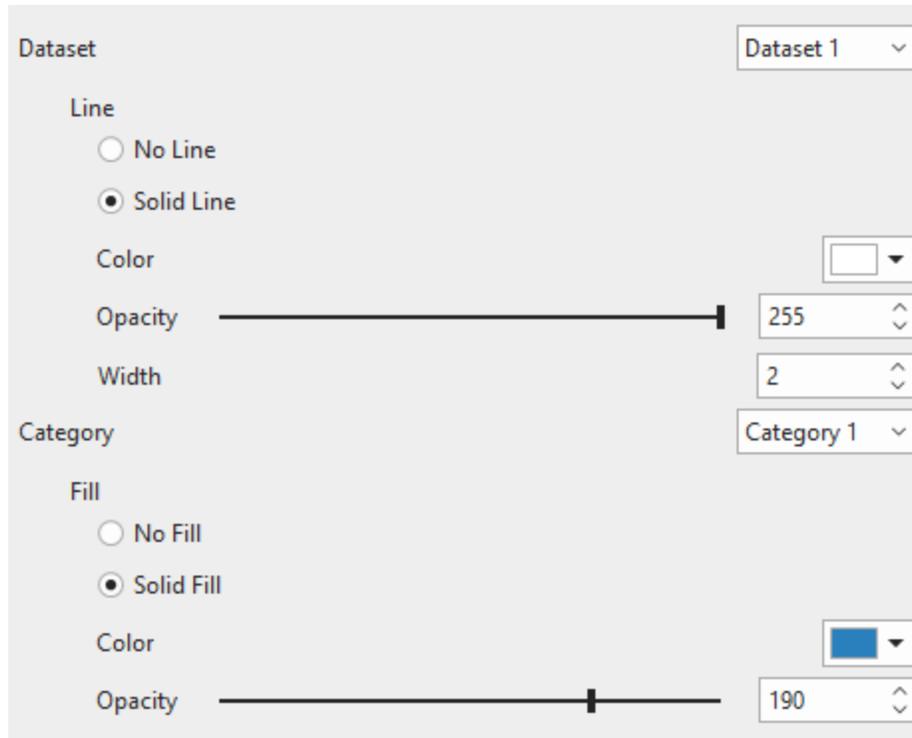
Customizing the Doughnut, Pie, and Polar Area Chart Styles

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.

Scale Option

Gridlines

No Line

Solid Line

Color 

Opacity  255

Width 1

Dash Pattern Dash

Angle Lines

No Line

Solid Line

Color 

Opacity  255

Width 1

Dash Pattern Dash

Tick Labels

Text No Fill

Text Solid Fill

Color 

Opacity  255

Font Name Arial (Body)

Font Size 16

Bold Italic

Point Labels

Text No Fill

Text Solid Fill

Color 

Opacity  255

Font Name Arial (Body)

Font Size 16

Bold Italic

- **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

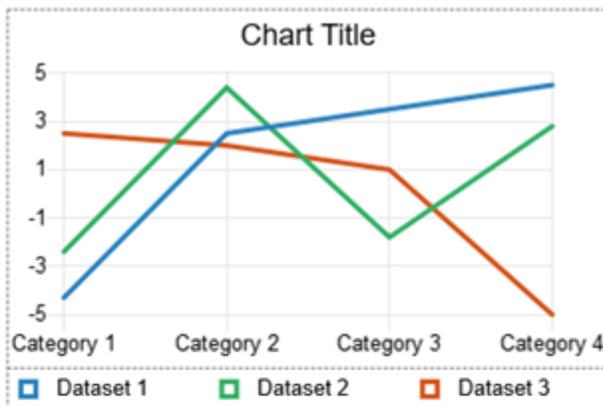
The **Line**, **Scatter**, and **Radar** charts can show data values with or without markers. Apart from the customization of the background fill of markers, you can also edit styles for interpolation lines.

a. Dataset

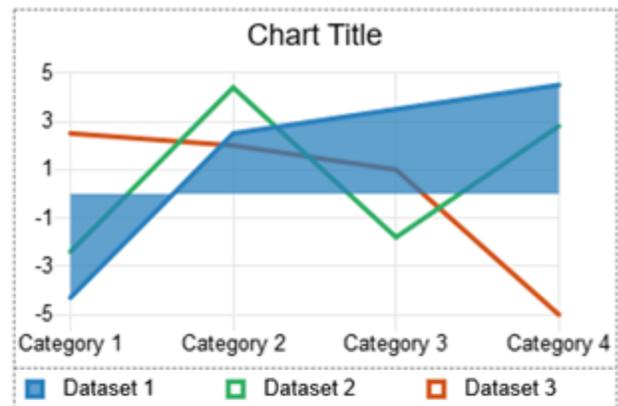
Click the drop-down **Dataset** list to switch to any dataset you want to make changes to.

- **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.

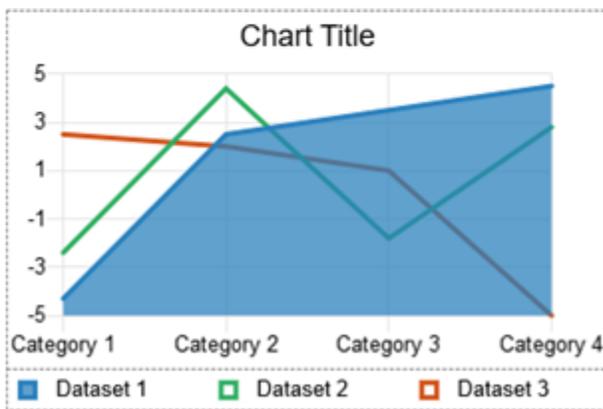
- **Solid Line:** Draw the dataset's interpolation lines/line borders with a single color. To do that, click the color picker > select a color > change the color Opacity by dragging the slider or entering a number in the **Opacity** spin box. Moreover, you can set the line width the way you want.
- **Cap 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.



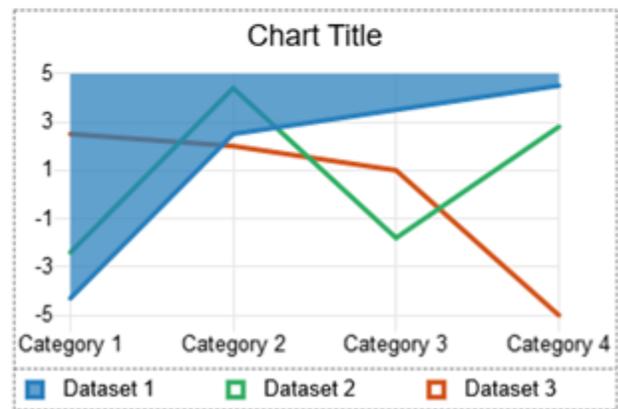
None



Origin



Start

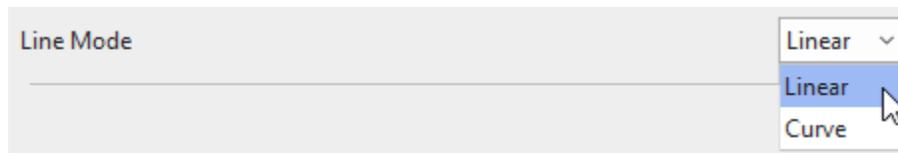


End

- **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

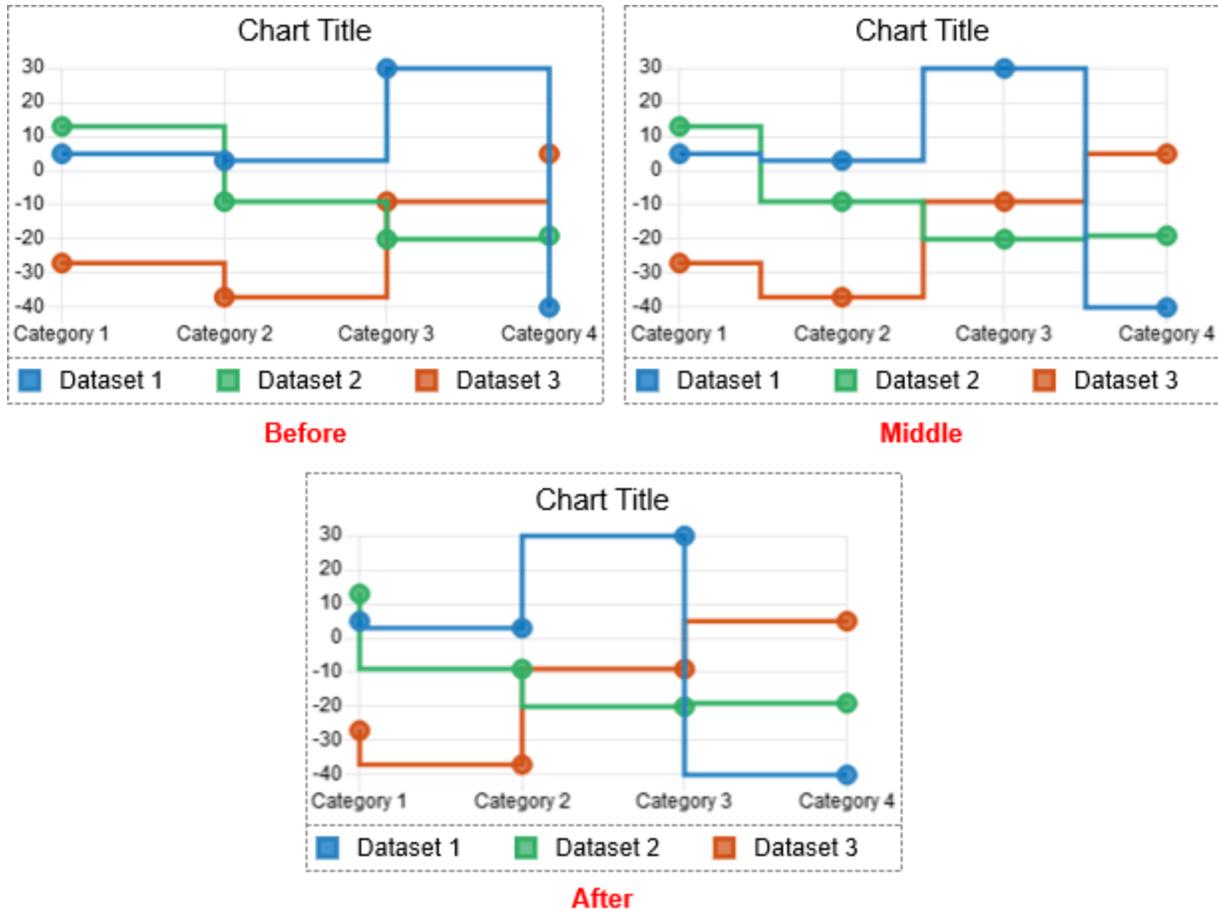
You can plot the **Line/Stacked Line with or without Markers** charts or the **Scatter** charts with straight lines or smooth lines.



- **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:** 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 ▾

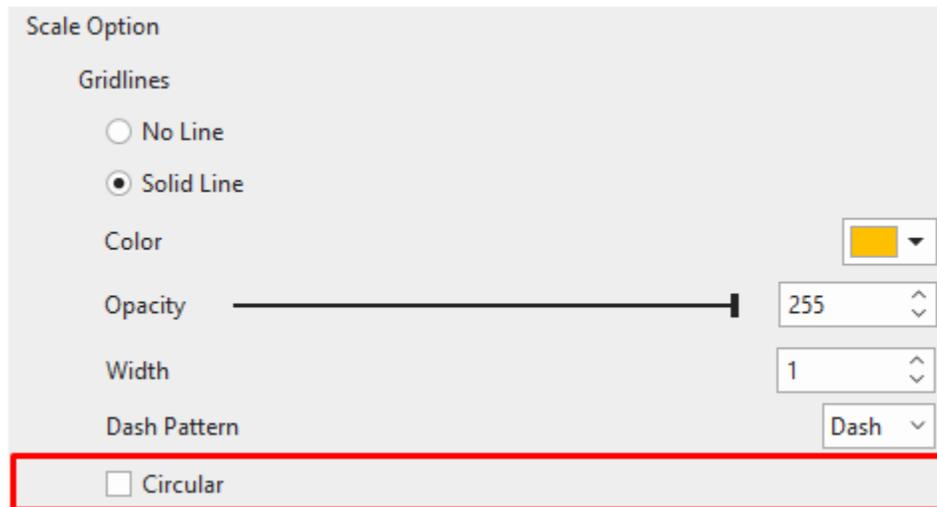
Size 5 ▾

- **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.



Changing Chart Type

To replace the existing chart type with another one, you select that chart first, and click 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.

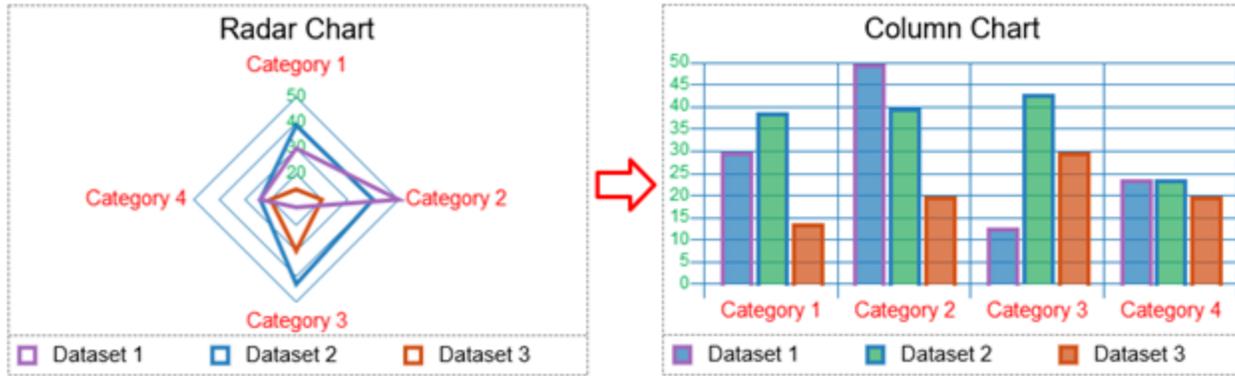
	A	B	C	D	E	F
1		Dataset 1	Dataset 2	Dataset 3		
2	Category 1	30.00	39.00	14.00		
3	Category 2	50.00	40.00	20.00		
4	Category 3	13.00	43.00	30.00		
5	Category 4	24.00	24.00	20.00		
6						



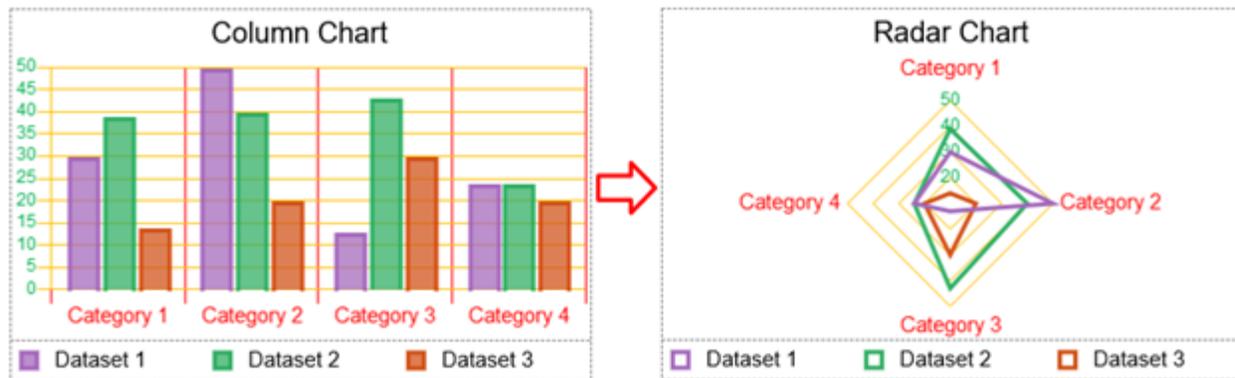
	A	B	C	D	E	F
1	Dataset 1 (X)	Dataset 1 (Y)	Dataset 2 (X)	Dataset 2 (Y)	Dataset 3 (X)	Dataset 3 (Y)
2	1.00	30.00	1.00	39.00	1.00	14.00
3	2.00	50.00	2.00	40.00	2.00	20.00
4	3.00	13.00	3.00	43.00	3.00	30.00
5	4.00	24.00	4.00	24.00	4.00	20.00
6						

- 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.

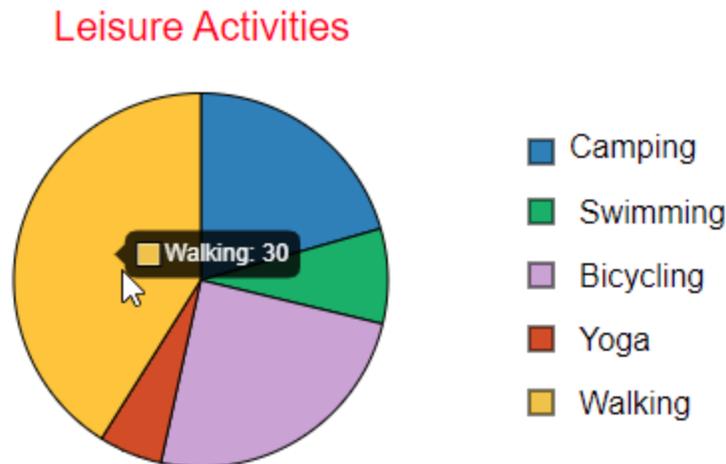


Because the **Radar** and **Polar Area** chart types are plotted with the same elements, switching between these two chart types will maintain the elements' styles.



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.

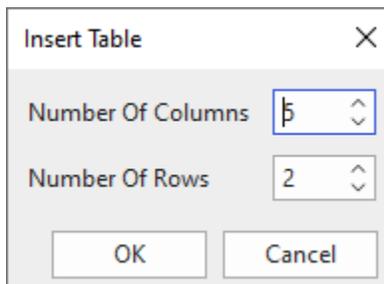


Table

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

Inserting Tables

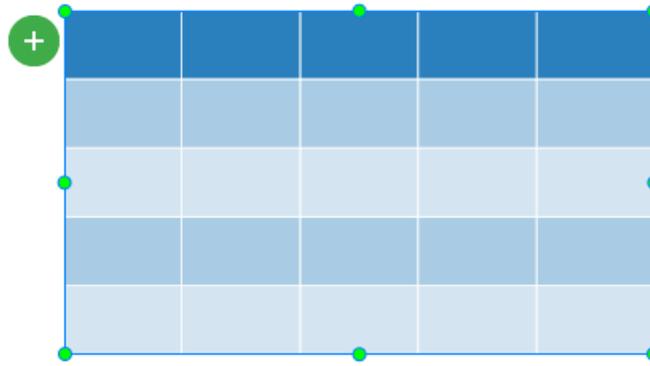
To insert a table, click the **Insert** tab > **Table** . The **Insert Table** dialog appears as follows:



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.

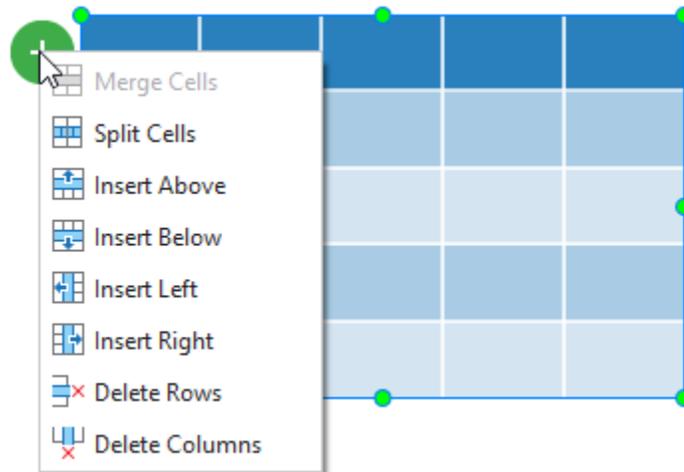
Click **OK**. Then, the cursor turns into a crosshair. Drag the mouse to draw the table on the Canvas or click anywhere on the Canvas to insert the table.



Modifying Tables, Columns, Rows, and Cells

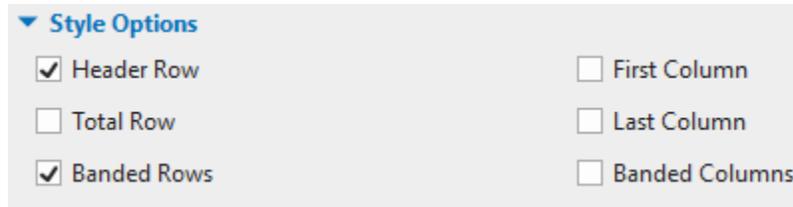
As soon as you insert a table, you can modify the table the way you want:

- **Change table size:** Drag the resizing handles to resize a table. Alternatively, select a table and click 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 green plus button and select the desired option.

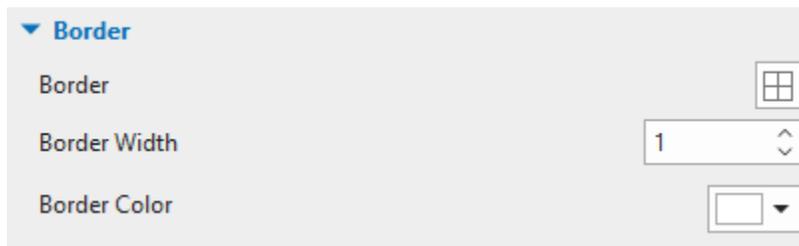


- **Resize columns, rows, cells:** Rest the mouse on the line inside the table until it turns into a bidirectional arrow, then drag the table line until it is the desired size. Alternatively, select the column/row/cell and click the **Properties** pane > **Table** > **Cell Size** > enter specific values 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 click 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, click 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, click 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, click 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

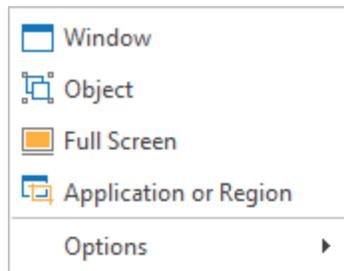
To insert an image, do the following:

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

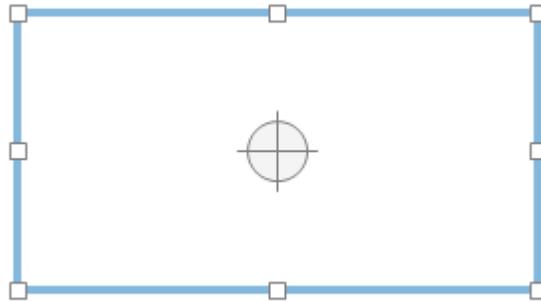
Full Screen

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.

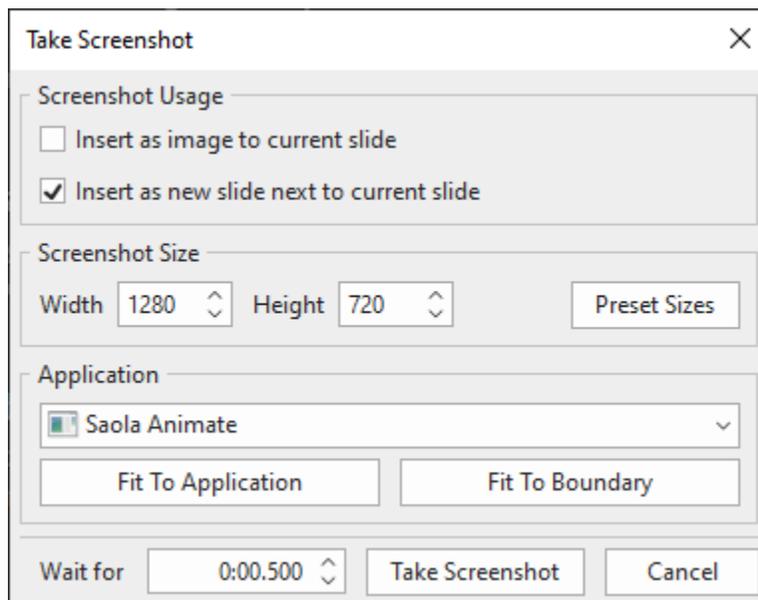
A screenshot will be placed on the current slide. Normally, it is very likely to be larger than your slide. If you resize it to fit the slide size, the details in the screenshot may get blurred and users may not be able to read specific details.

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:

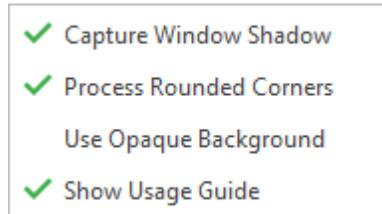


1. **Screenshot Usage:**
 - **Insert as image to current slide:** Insert a screenshot as an image into the current slide.
 - **Insert as new slide next to current slide:** Insert a screenshot as a **background image** into a new slide (The new slide will be inserted below the current slide).
2. **Screenshot 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, click 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, access the **Format** tab > **Crop** or **Crop to Shape**. In case you select **Crop**, you can drag the red frames directly on the Canvas to specify the cropped area. Meanwhile, when you go with **Crop to Shape**, you can re-adjust the area to be cropped in the image's **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, or right-click the image or access the **Format** tab > **Reset Crop**.

- **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.
- **Further edit images:** Right-click an image > **Edit Image...** to open the **Image** editor and the **Drawing** tab. While editing an image, once you click **Save** 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

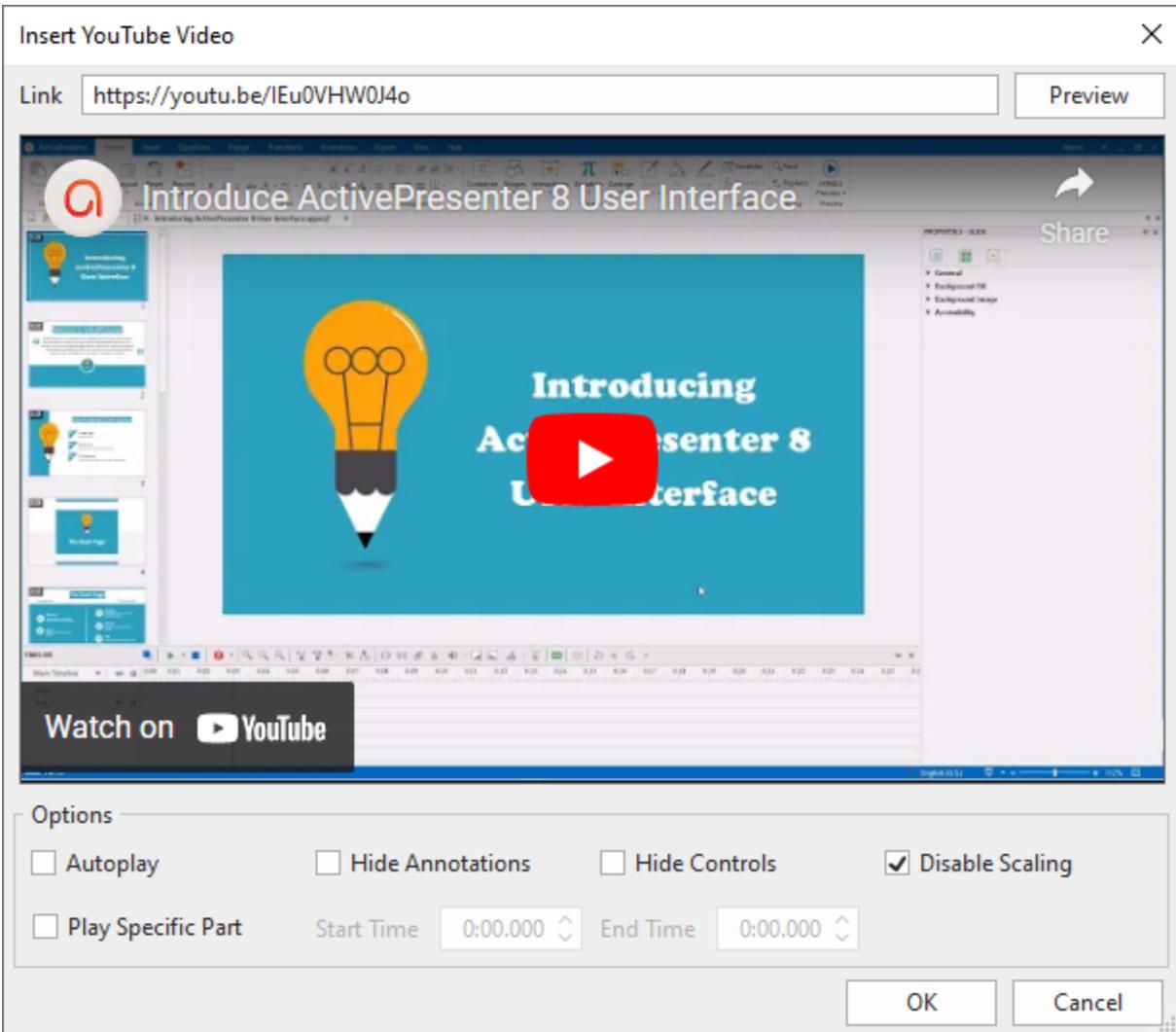
ActivePresenter allows you to export images to 3 supported file formats, which are PNG, JPG, and BMP.

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. Click 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 20th second to the 60th 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

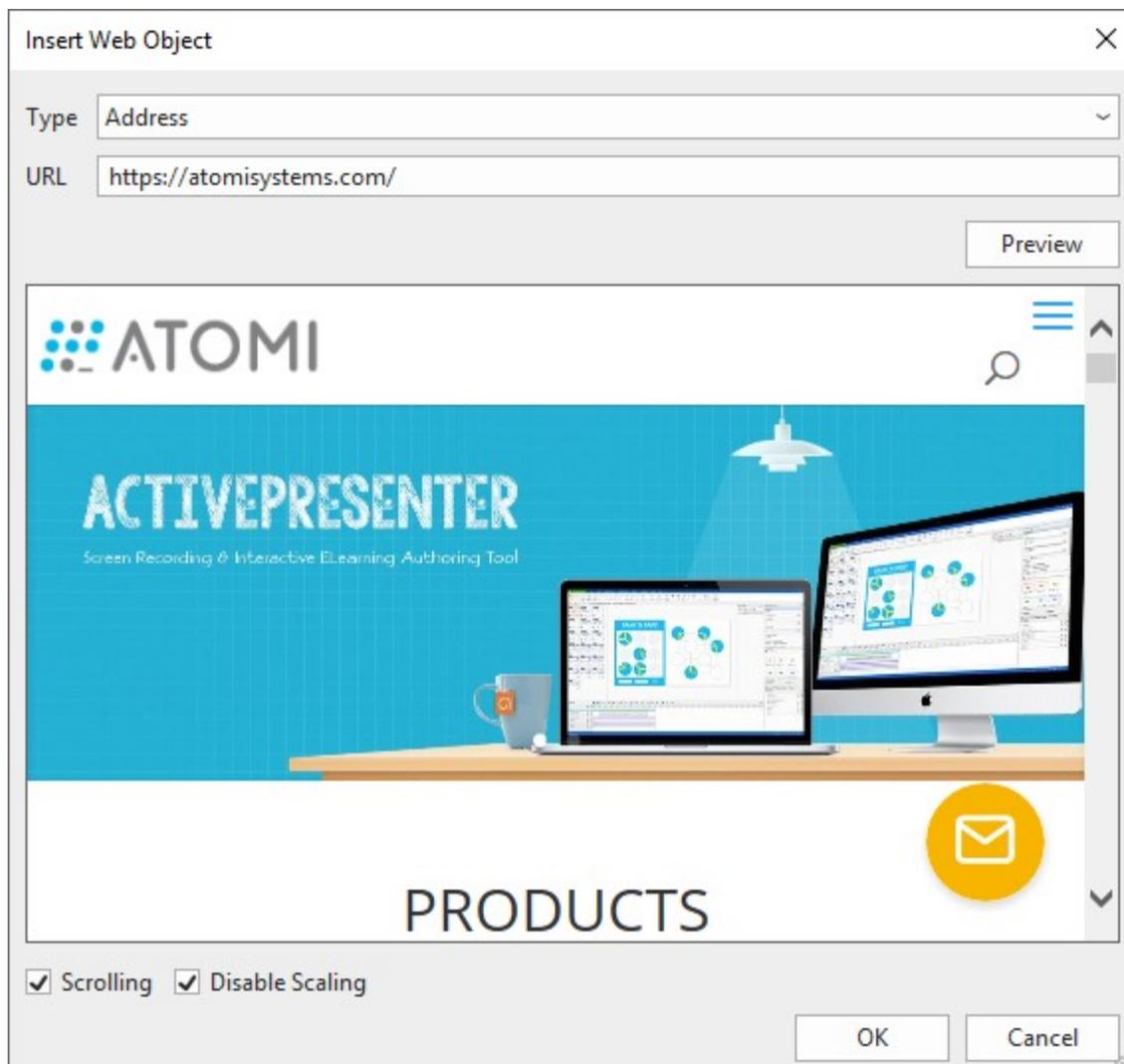
Web objects allow you to embed a website or an HTML package directly in a slide. They can help enhance your project with web-based resources such as websites, games, social media, and reference material. Embedding web objects helps increase the interactivity level of your project. For example, when you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

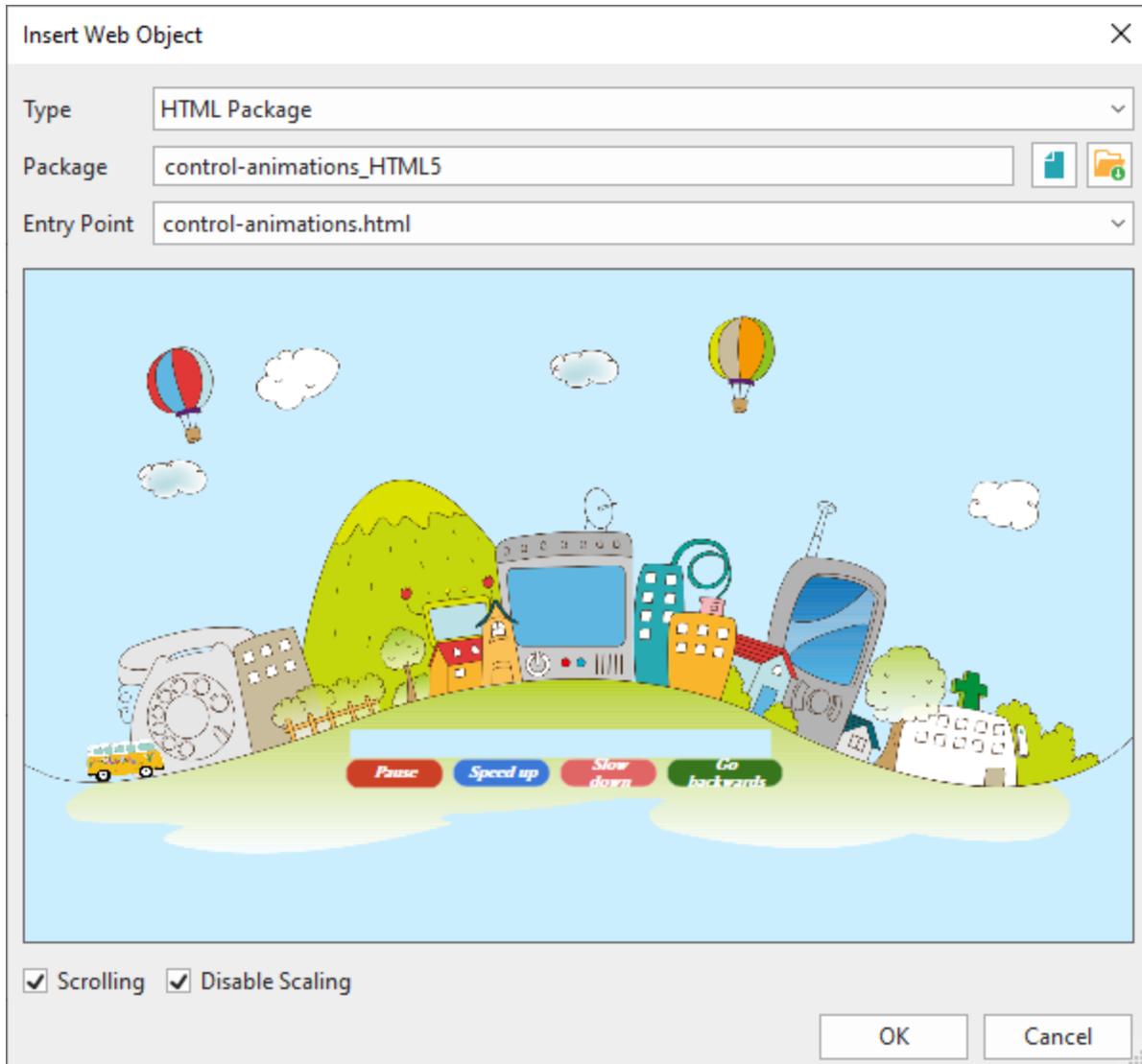
1. Click the **Insert** tab > **Web Object** . A dialog appears, letting you add a web object.
2. Select **Address** or **Embed Code** from the **Type** drop-down list to embed a webpage or a piece of code respectively.
3. Enter the URL of a webpage into the **URL** text box or type a piece of code in 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. Click 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.



4. 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**.

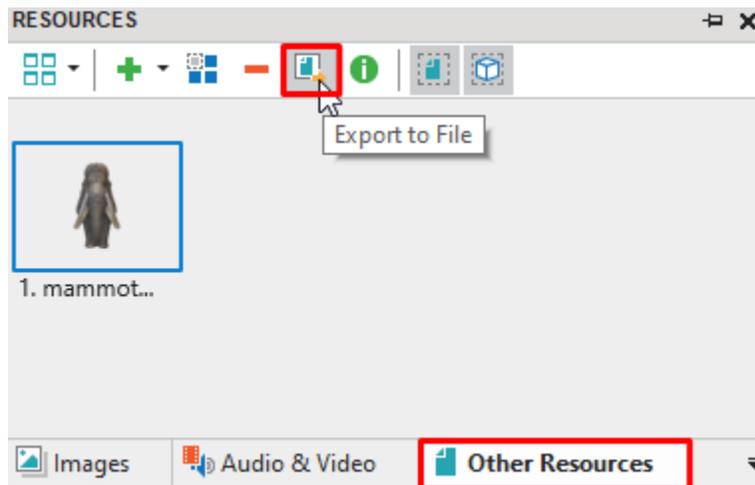
3D Model

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.

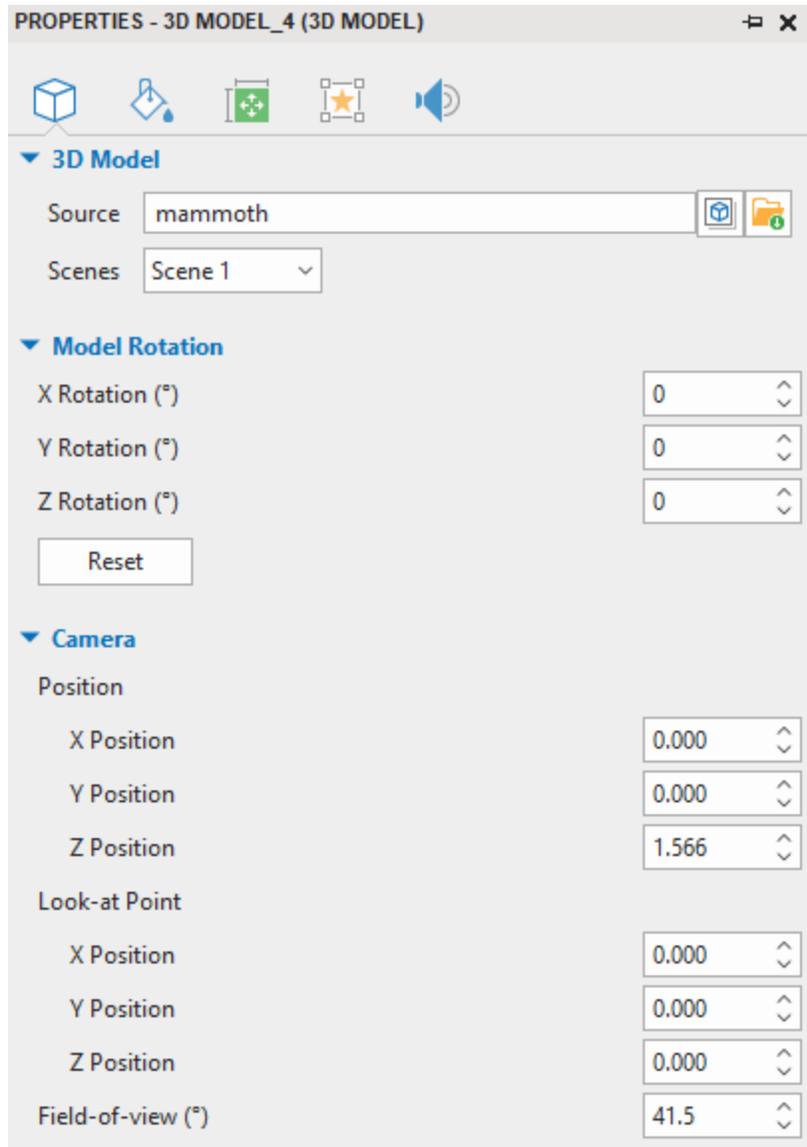
The imported 3D models can be found in the **Resources** pane > **Other Resources** tab. From here, you can drag them to any slide in your project for further editing. You can also export them to files with *.glb format. Just right-click a 3D model and select **Export to File...** Or, select one or multiple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

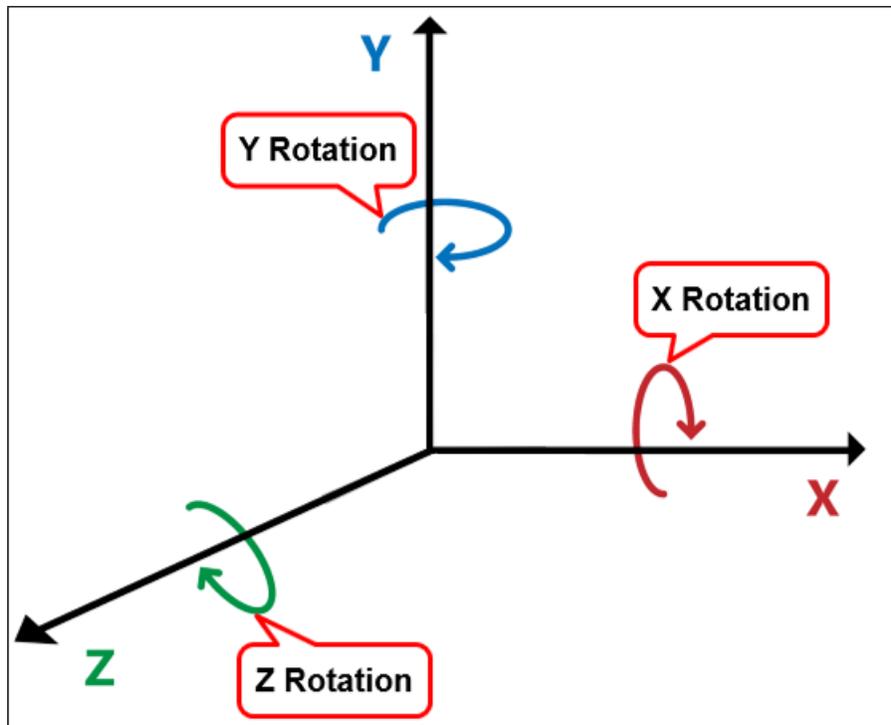
Customizing 3D Models

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:

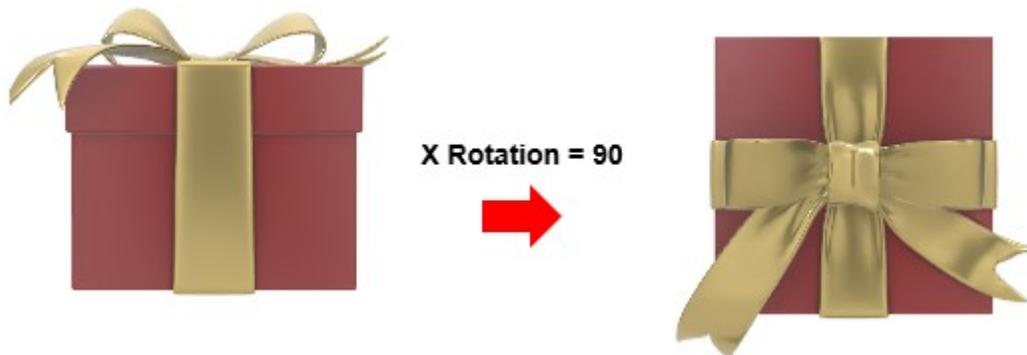


- **X Rotation:** Rotate a model on the horizontal axis (the X-axis).
- **Y Rotation:** Rotate a model on the vertical axis (the Y-axis).
- **Z Rotation:** Rotate a model on the Z-axis.

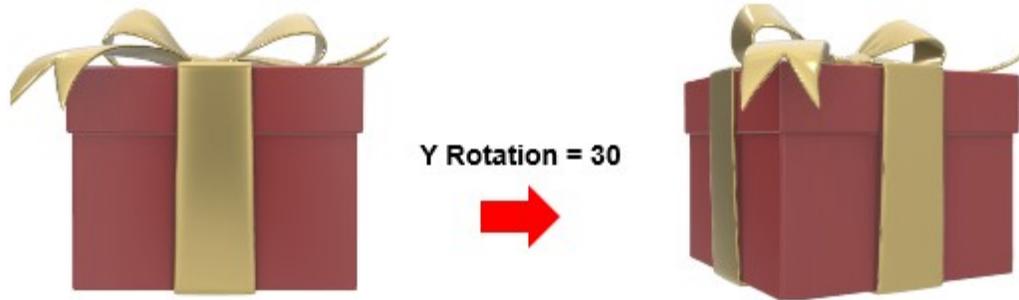
Just enter any integer value in the corresponding spin boxes and then it will automatically convert to a value in the range [0;359].

Take a look at the following examples:

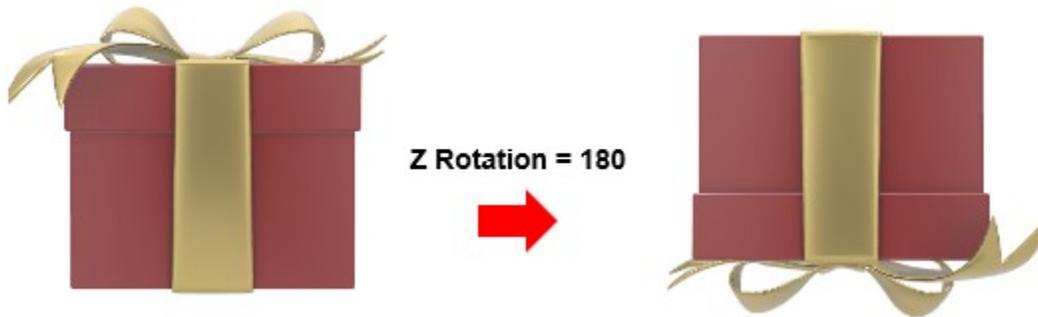
- If **X Rotation** = 90, the model will be rotated 90 degrees downwards:



- 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.

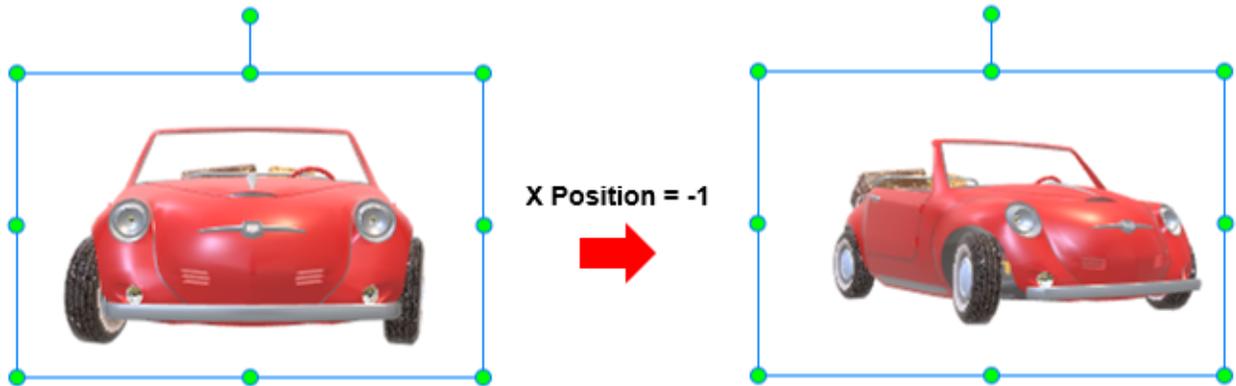
Enter a number value from -50 to 50 in the corresponding spin boxes to change the X, Y, Z coordinates of the camera:

- **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 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.

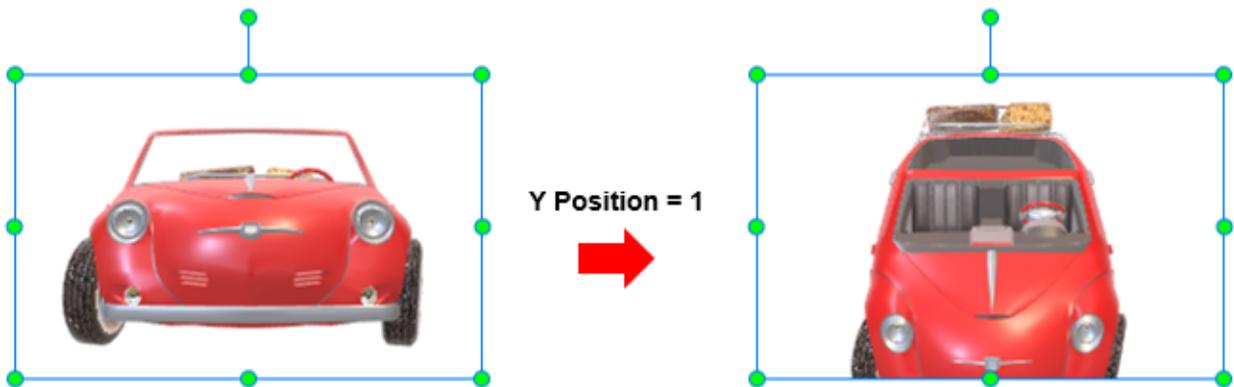
- $Z > 0$: The greater the value is, the farther the camera moves from the model along the Z-axis and the smaller the model image becomes. You will see the front of the model.

See the images below:

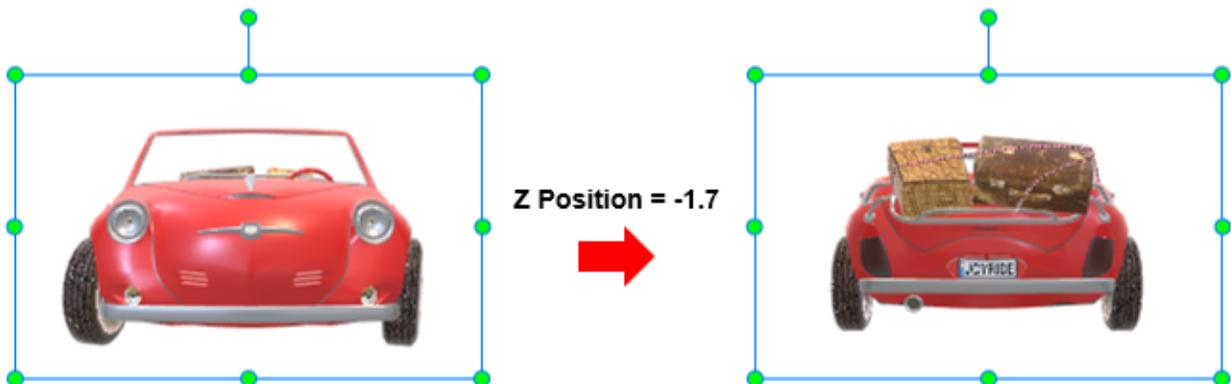
- **X Position = -1:**



- **Y Position = 1:**



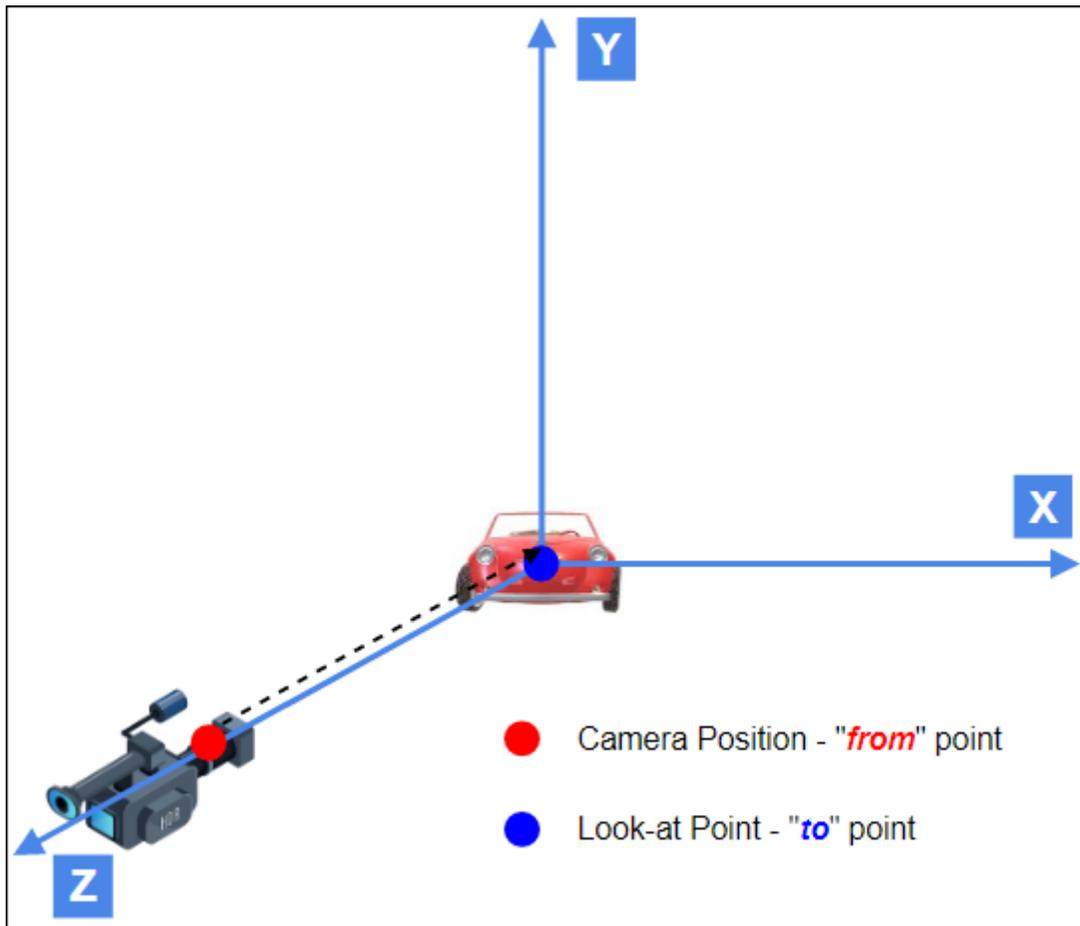
- **Z Position = -1.7:**



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.



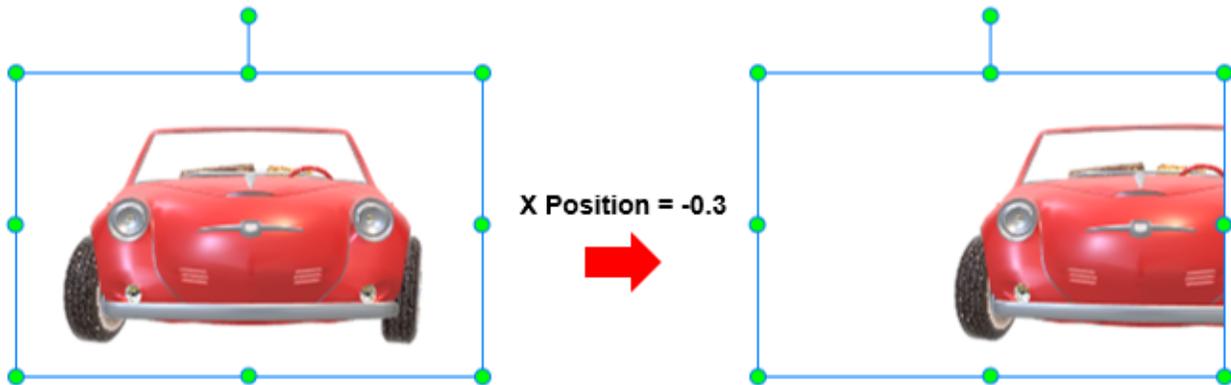
Enter a number value from -50 to 50 in the corresponding spin boxes to change the X, Y, Z coordinates of the look-at point.

- **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 ≥ 0**
 - If the Z value of the look-at point ($Z \geq 0$) is smaller than the Z value of the camera position ($Z \geq 0$): 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.

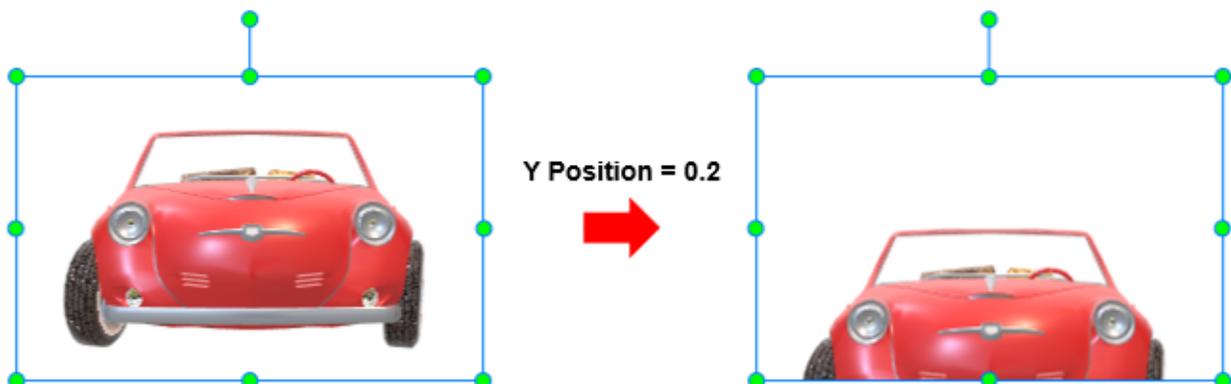
- If the Z value of the look-at point ($Z \geq 0$) is equal to or greater than that of the camera position ($Z \geq 0$): The look-at point will move along the Z-axis behind the camera. So, the model will no longer appear in the field-of-view.
- If the Z value of the look-at point ($Z > 0$) is greater 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:**

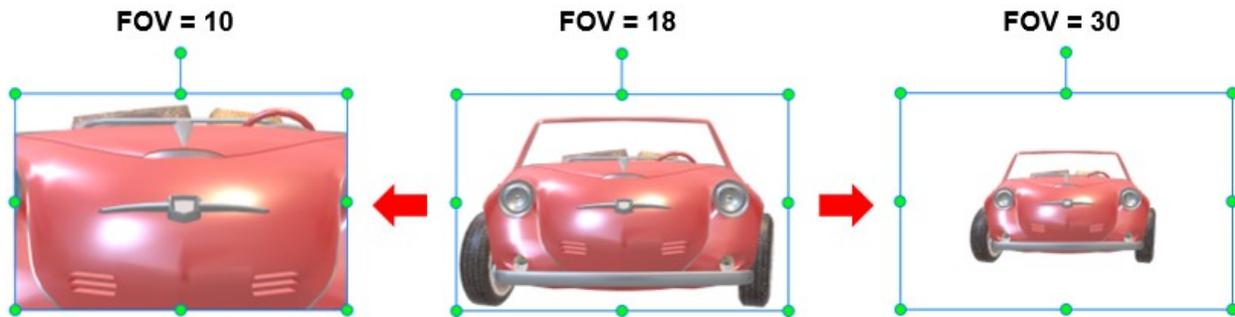


Camera Field-of-view

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:

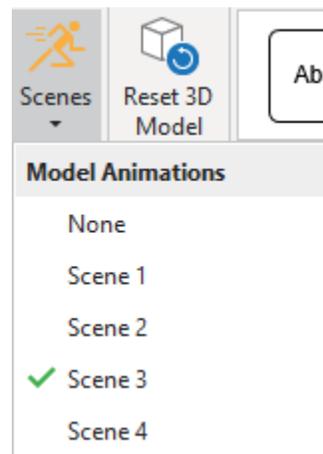


When you adjust other values such as X, Y, Z coordinates of the look-at point, sometimes, you realize that the model no longer appears in the field-of-view. In this case, you should adjust the field-of-view value properly to make the model appear again.

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**.

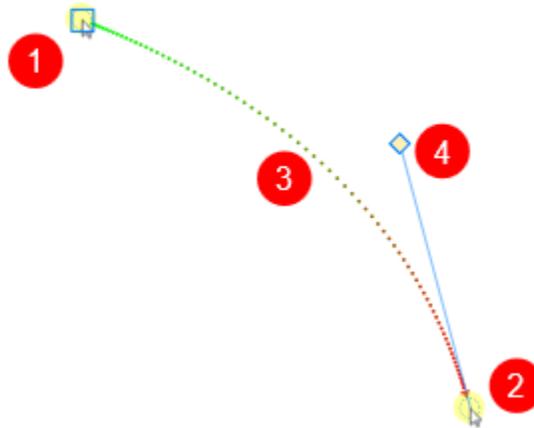


Previewing 3D Models

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.

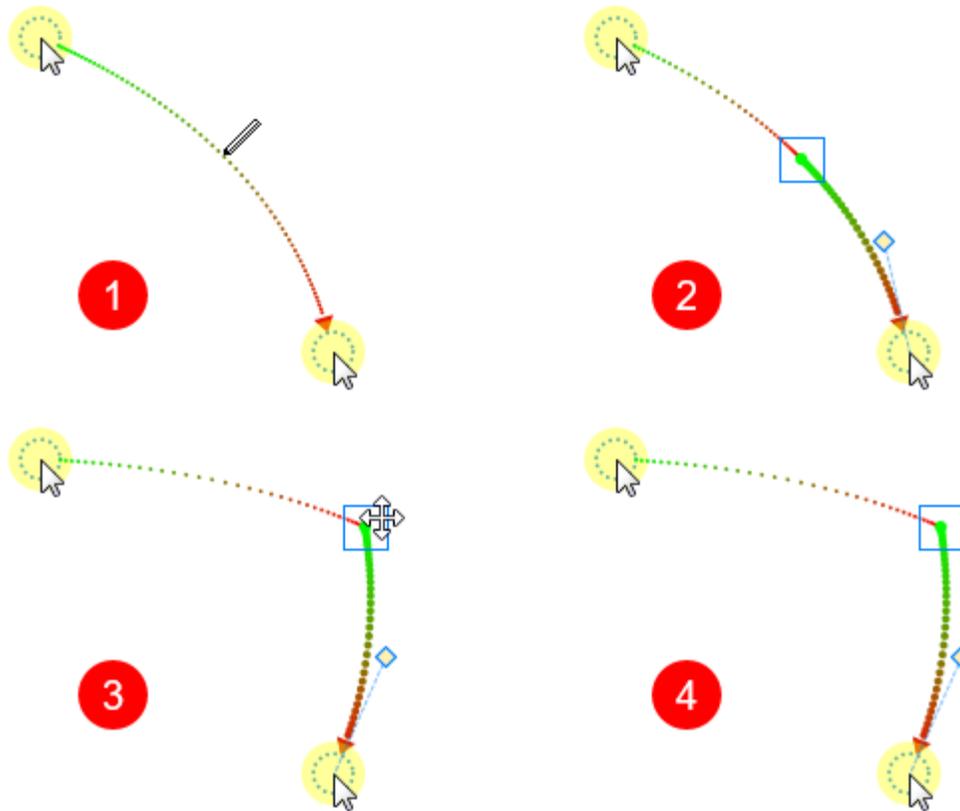
In practice, cursor path objects are generated in two different ways:

- 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. Click 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).



- 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.

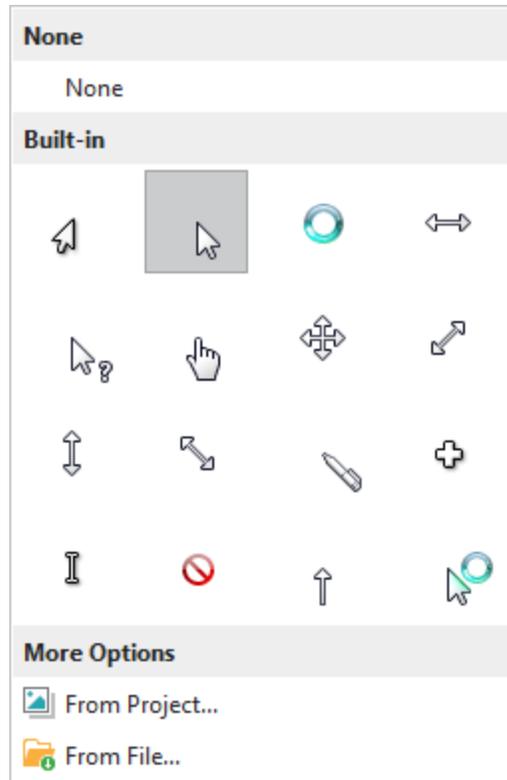
Tip:

- 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.

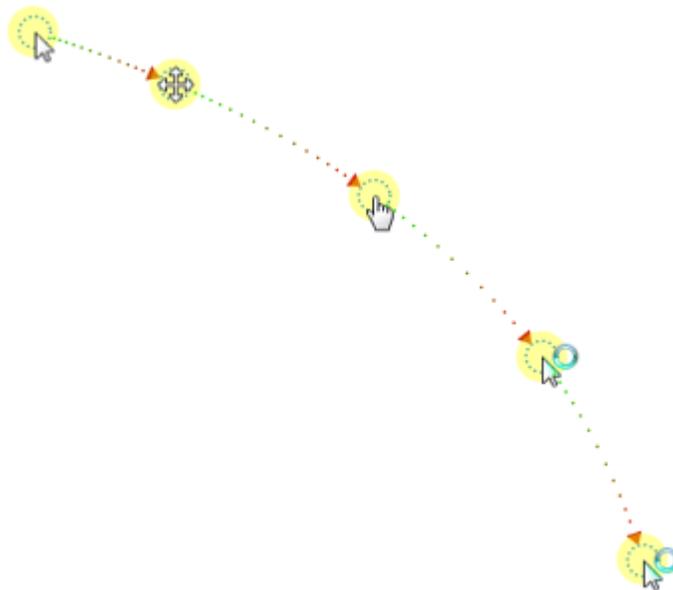
Changing Cursor Styles

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

- 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**.
- 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.



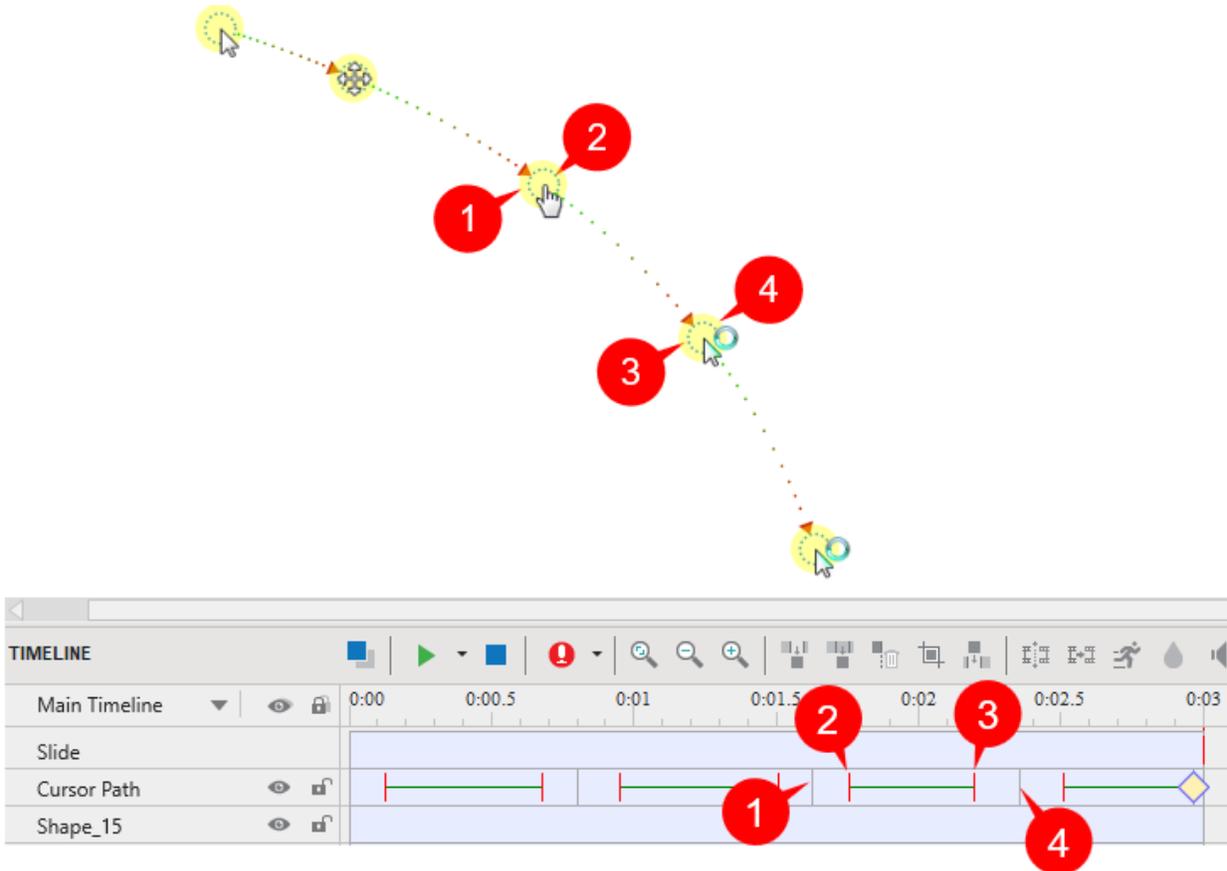
In the following example, several points are added to the original path. The cursor for each of those interim points is also changed. When rendered, this path will keep changing the cursor shape along the way.



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

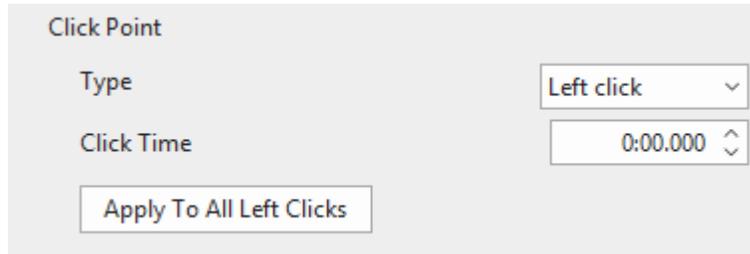
- The gray vertical line (1) starts the life of the segment.
- The instant when the cursor starts moving is marked with a red vertical line (2).
- During the 1→2 gap, the cursor is at rest (there is no movement). This is the start duration of the cursor.
- The instant when the cursor stops moving is marked with a second red vertical line (3).
- During the 3→4 gap, the cursor is at rest (there is no movement). This is the stop duration of the cursor.
- The green horizontal line indicates the moving duration of the cursor.
- The second gray vertical line (4) denotes the end of the segment.
- The yellow diamond  represents a click point. This is where ActivePresenter simulates a click by creating a click sound and click effect.

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

Adding Click Points

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

1. Click a point.
2. Click the **Properties** pane > **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
Cursor Image	Change the cursor shape or cursor image (from the project or your computer).
Apply Style To All Cursors	Apply the style of the selected cursor path to all cursor path objects in the current project.
Position	Change the position of each dot on the dotted line of the cursor path.
Timing	Change the timing of the cursor movement.
Start Duration	The duration which is counted from the beginning point of the cursor segment (the time when the cursor appears) to the point when the cursor starts moving. During this time, the cursor has no movement.
Stop Duration	The duration which is counted from the point when the cursor stops moving to the end point of the cursor segment. During this time, the cursor has no movement.
Moving Duration	The duration in which the cursor has movement.
Speed	The speed of the cursor movement.
Fixed Speed	The movement speed is fixed. Select this checkbox to disable the option to set the moving duration.

Click Point	Change the click point's timing.
Type	Select the click type to add and customize it (Left-click, Right-click, and Left double-click).
Click Time	The duration from the time that the cursor appears to the time it starts moving. If that cursor is the last one, it is the cursor's showing time.
Apply To All	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**.

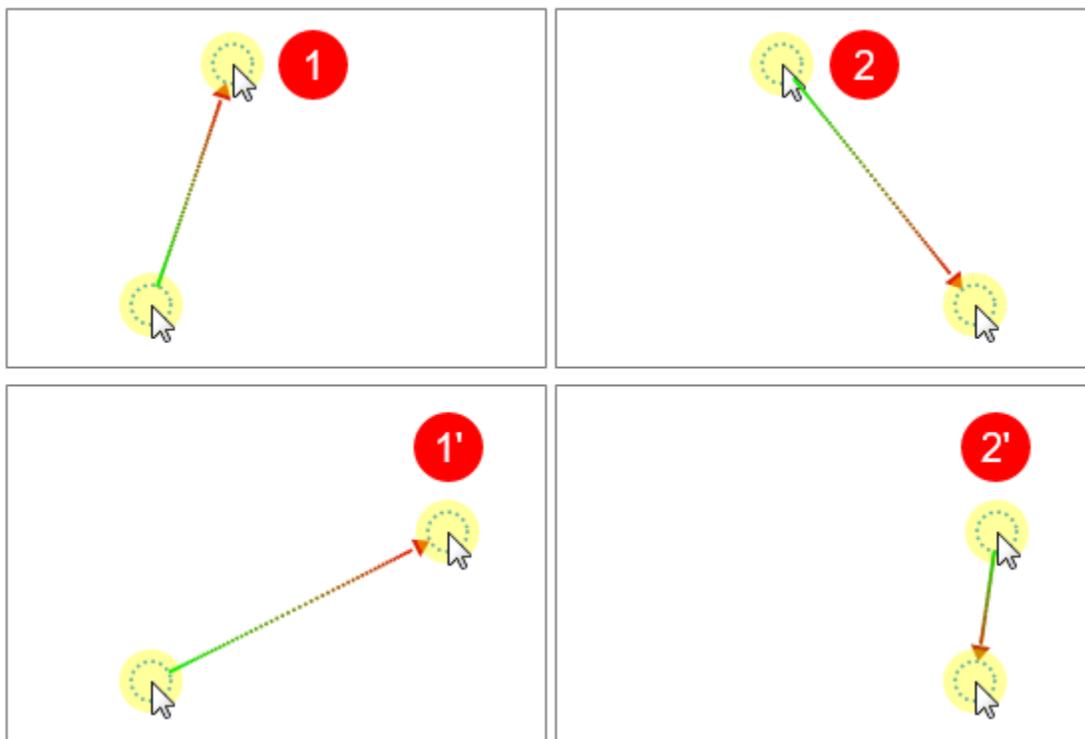
Properties	Function
Highlight	Type of the highlight effect. You can select from: None, Circle, and Square.
Size	Size of the highlight effect. It is the radius of the circle in the Circle Highlight or half of the square width in the Square Highlight.
Color	The color is used to draw the highlight.
Opacity	The opacity is used to draw the highlight.
Left-Click/ Right-Click/ Left Double-Click Effects	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, click the **View** tab and turn off **Cursor Snapping** .

Let us explain this with an example. In the following figure, the end point of the cursor path (1) 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:

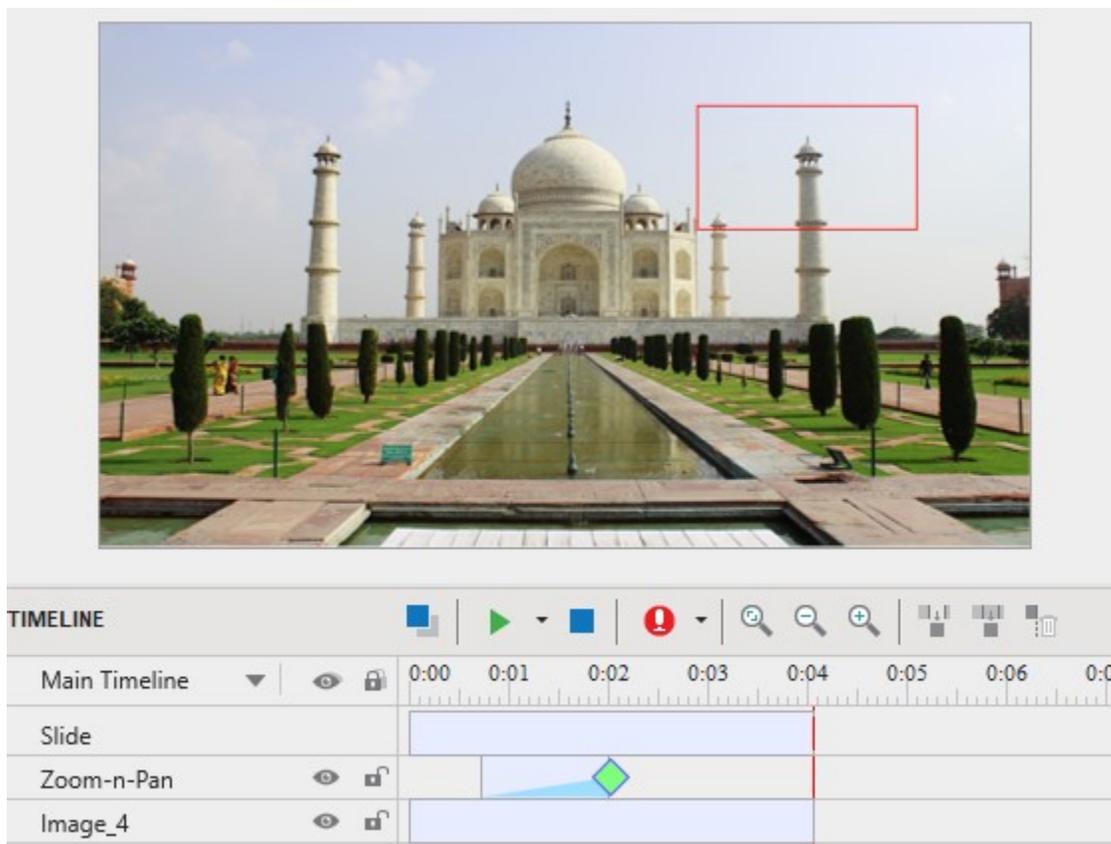
- Avoid showing the mouse all the time. It is OK if the mouse vanishes from the scene for a while.

- 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 screenshot, the image of the Taj Mahal occupies the entire screen. Now imagine you were standing on the right minaret. You would like to zoom in that minaret.



Creating Zoom-In Effects

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

1. In the timeline, position the **Playhead** where you want the effect to start.
2. Click the **Insert** tab > **Zoom-n-Pan** . The zoom area appears on the Canvas. This resizable rectangle must always have the same aspect ratio as slides.

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

3. 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.
4. By default, zoom-n-pan objects only appear in the Demonstration and Tutorial modes. To change the operation modes for showing them, click the **Properties** pane > **Sizes & Properties** > **Show In Mode**.

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

Creating Panning Effects Using Multiple Zoom Areas

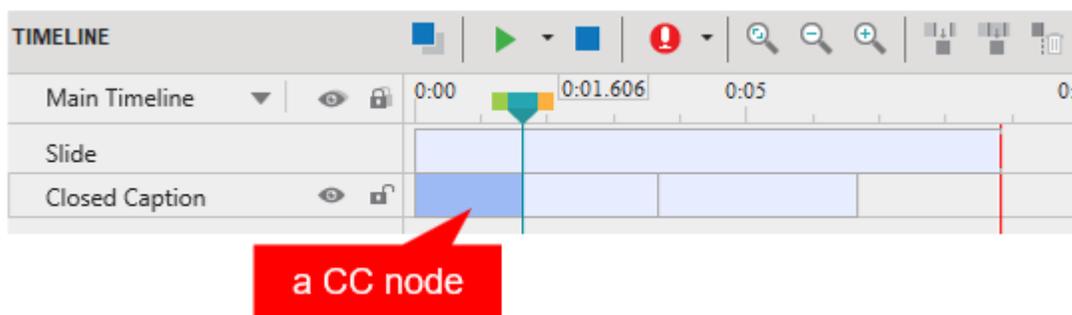
You can create a continuous panning effect using multiple zoom areas. Just position the zoom areas at different places on a slide. In the timeline, place the zoom time bars so that the effect occurs as desired.

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.

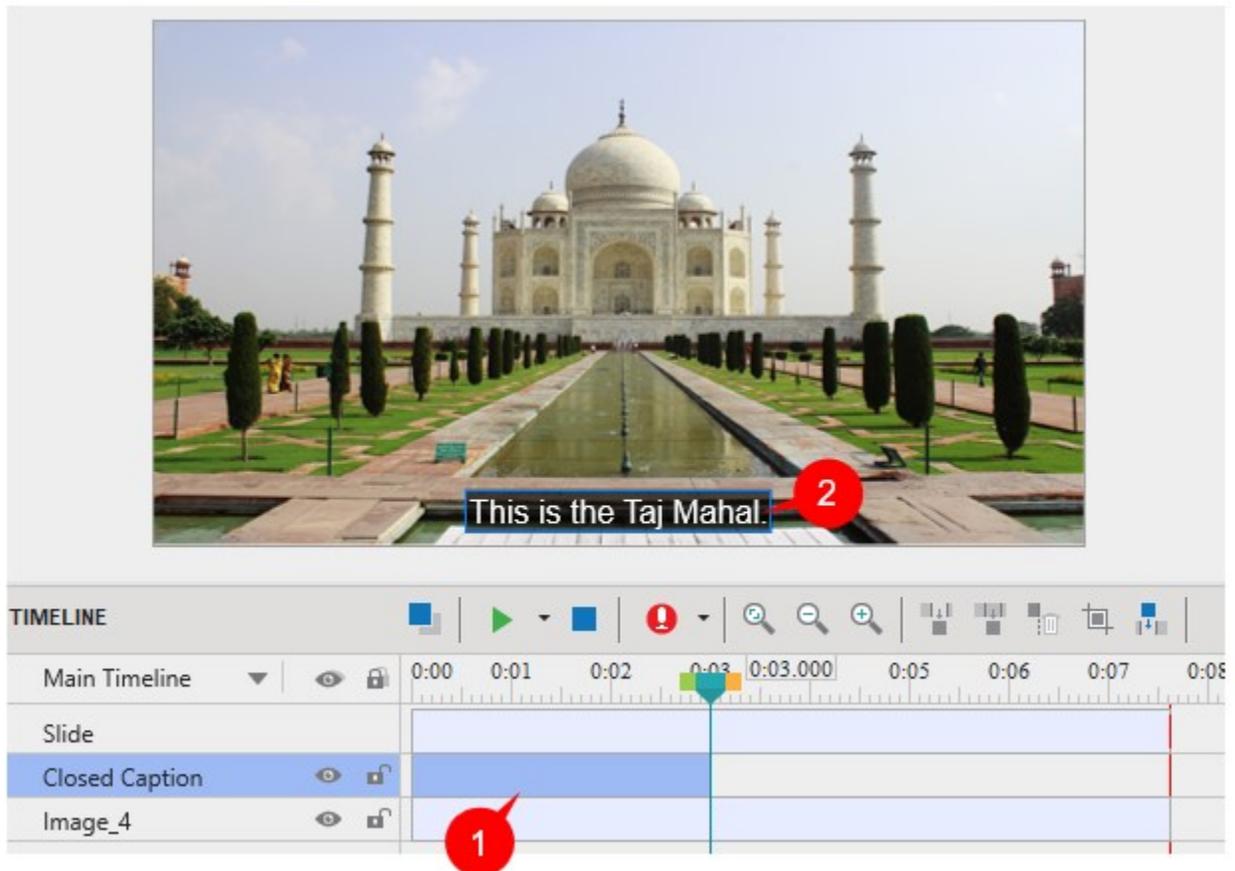
Adding and Importing Closed Captions

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** **CC** 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.
5. 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.

1. In 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.
2. Closed captions will be added to the timeline from the beginning. Click the **Preview** button to review.

Formatting Closed Captions

To format closed captions, do the following:

1. 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 that 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:

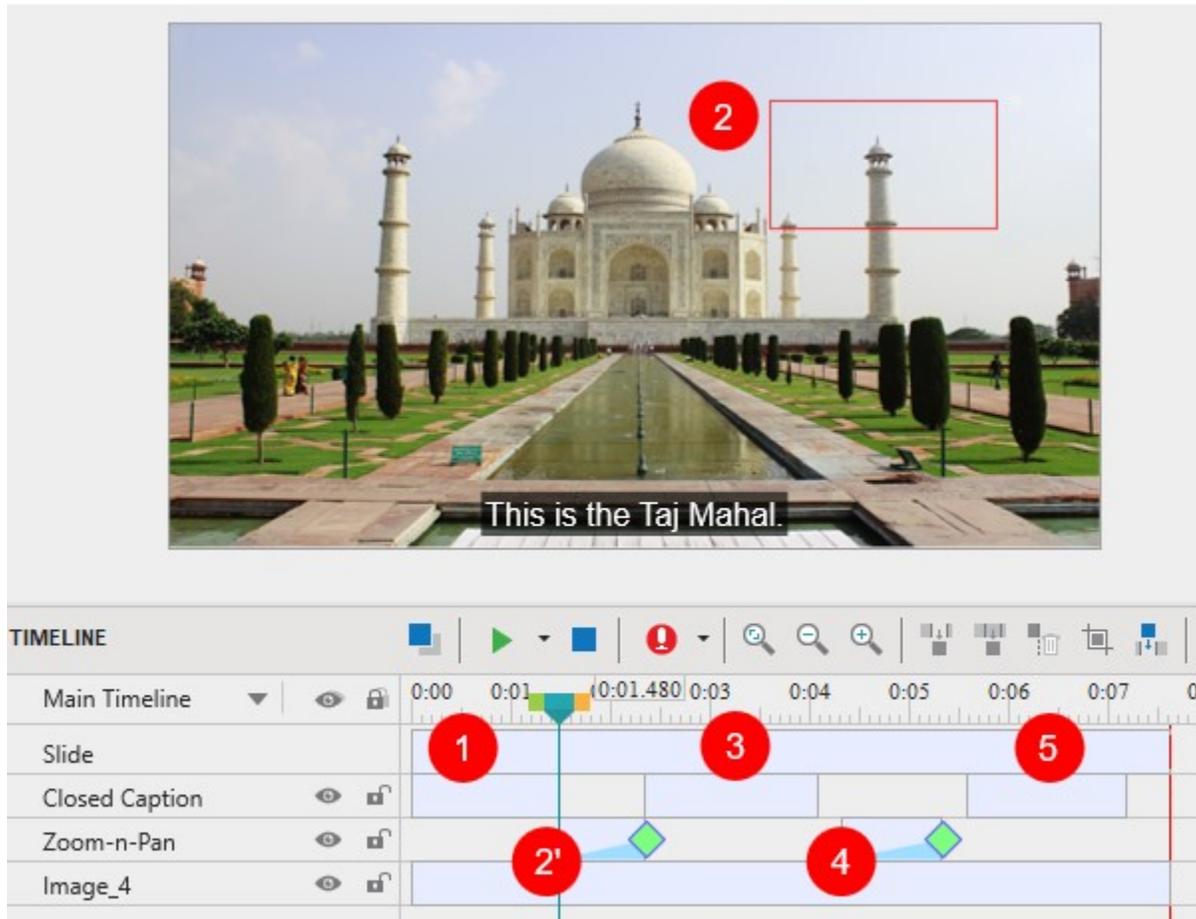
- The CC may run into the subsequent scene which has no relation to what the CC is talking about.
- The converted audio may interfere with an audio embedded within the slide during the capture phase.
- The converted audio may overlap with TTS audio of other objects (shapes, for example).
- The converted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

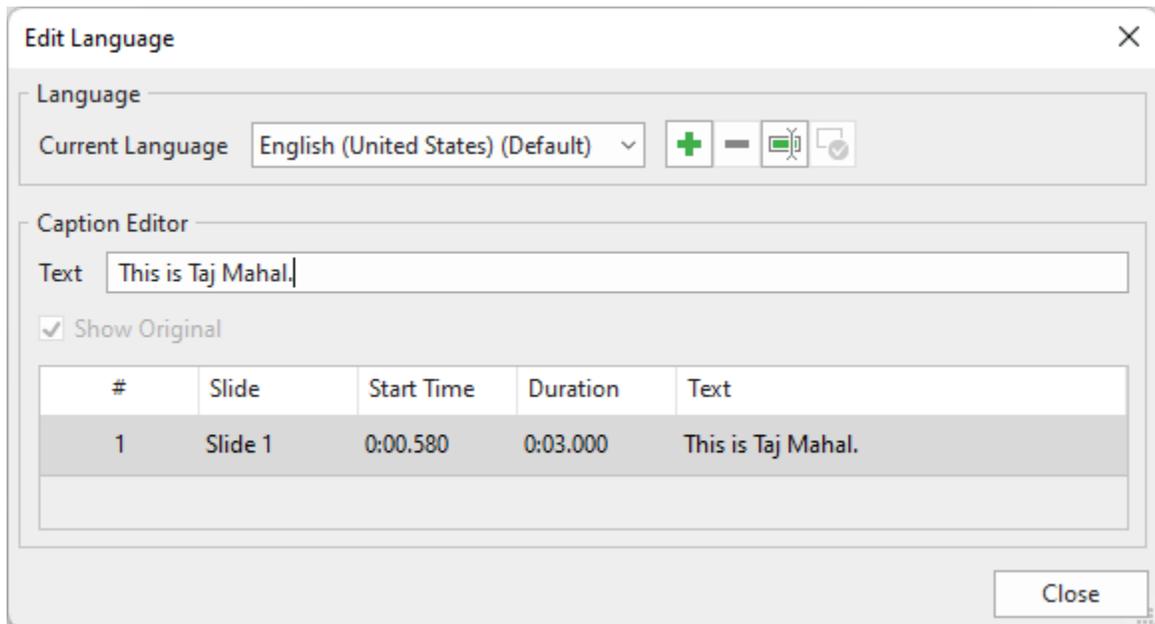
Adding Multiple Languages for Closed Captions

ActivePresenter now supports adding multiple languages for a closed caption. It can be useful when the content is conveyed in different languages other than just the default language. After adding the closed captions, you can add further languages to them, do the following:

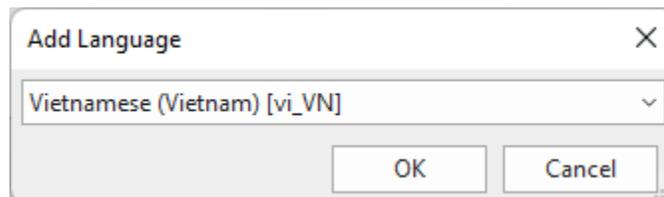
- Go to the **Insert** tab > click the drop-down arrow next to the **Closed Caption** button > **Multiple Languages**.

Alternatively, in the **Properties** pane > **Size & Properties** > **General** >  **Edit Language**.

- In the **Edit Language** dialog that appears, in the **Current Language** section:

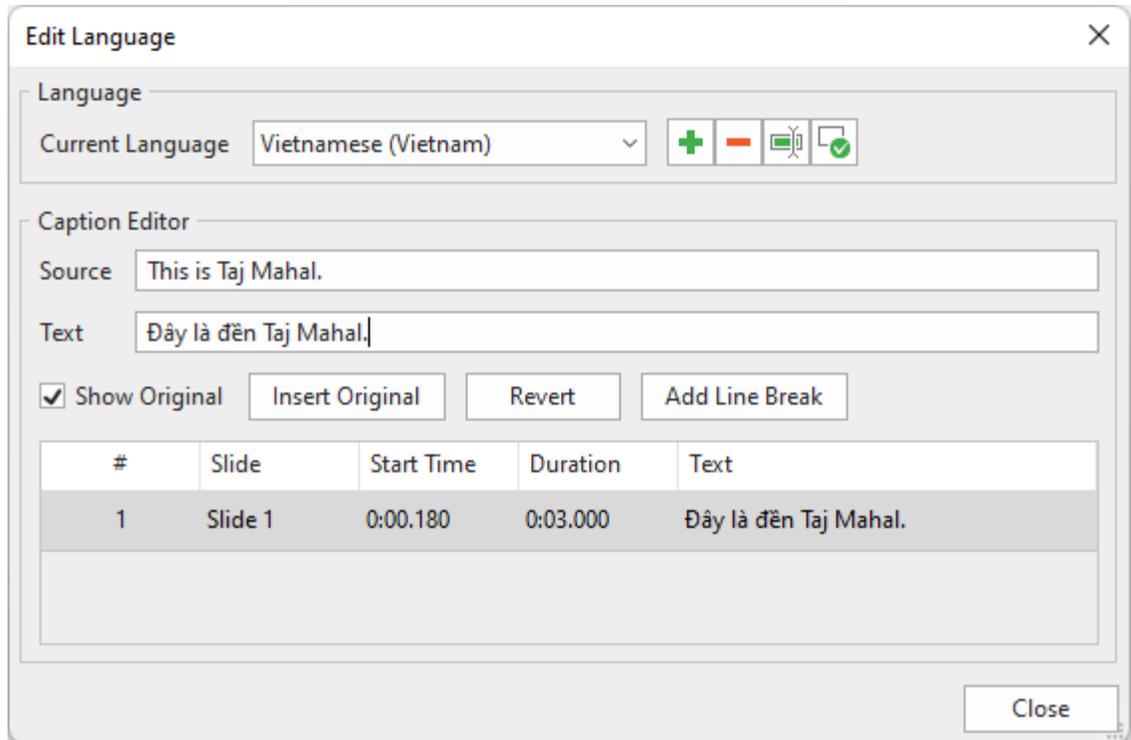


Click the **Add New Language**  button to add a new language. In the pop-up **Add Language** dialog, choose one from the drop-down list. Then click **OK** to apply.



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.
- In the **Caption Editor** section, type closed captions of the new language in the **Text** field.



- **Show Original:** Select this checkbox to show CC of the default language.
- **Insert Original:** Add the CC of the original language into the CC of the new language. Thereby, both of them will be simultaneously shown in the same CC.
- **Revert:** Revert CC of the new language to the original one.
- **Add Line Break:** Add the
 tag to a text to break it into different lines.

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, you simply right-click a CC node in the **Timeline** pane > **Export Closed Captions To File**. Alternatively, 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

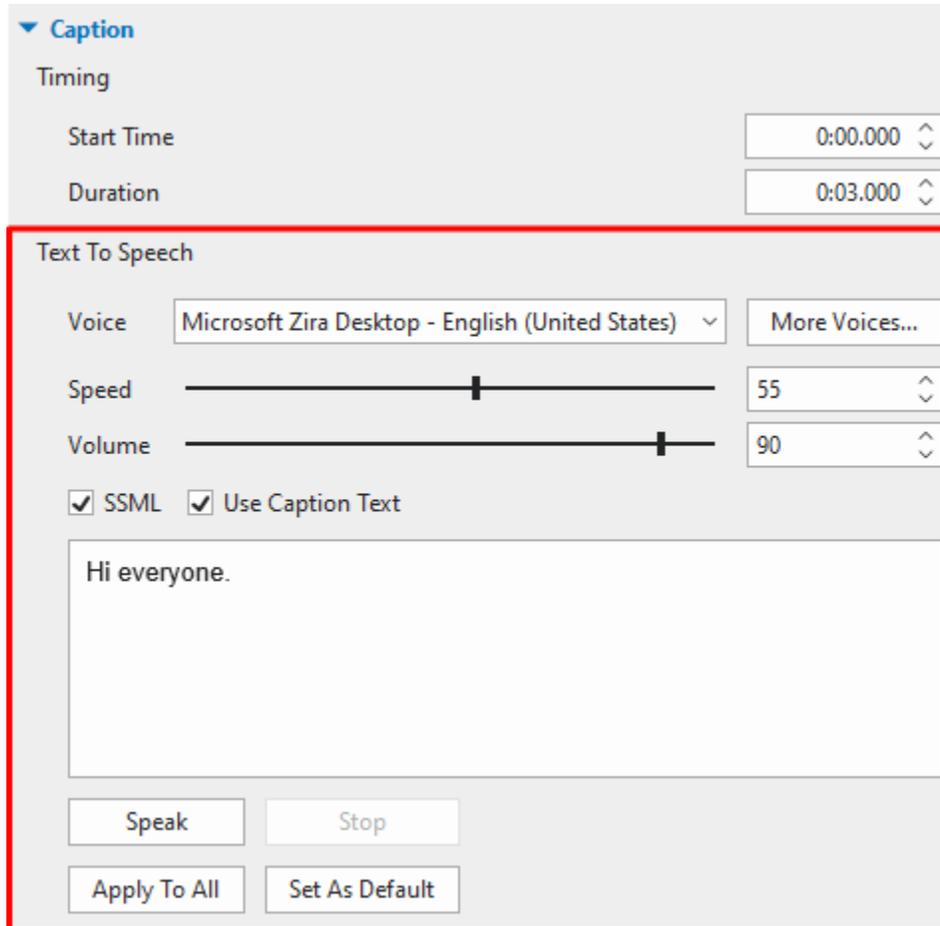
ActivePresenter lets you convert closed captions to speech using the Text to Speech feature (also TTS). When converted, all CC nodes in the Timeline produce a single audio object. This audio object works just like other audio objects, meaning that you can use the built-in audio tools to edit it.

ActivePresenter also allows you to use **different voices**, speeds, and volumes for each CC node. This is useful when you want to make conversations, for example. Besides, you're enabled to do a batch operation to generate audio from closed captions 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:

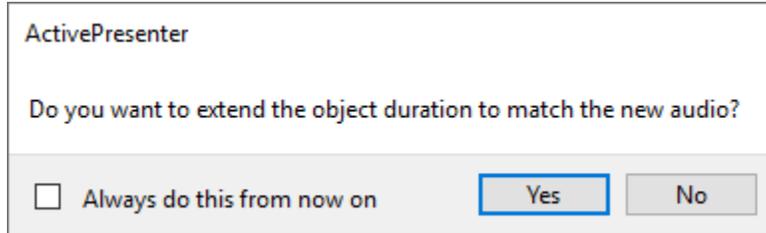
1. Click the **Properties** pane > **Size & Properties** > **Caption**.



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.

- 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.



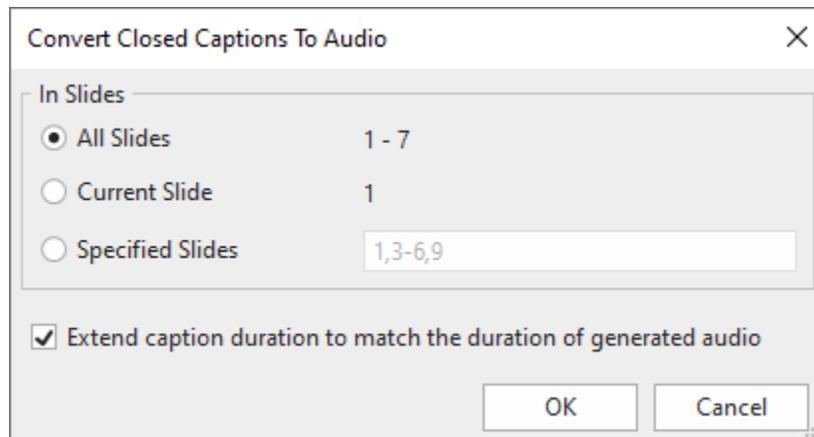
Regardless of your choice, the TTS audio will be generated and placed right below the CC object in the timeline.

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 **ActivePresenter** 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 3rd, 4th, 5th, and 6th slides.

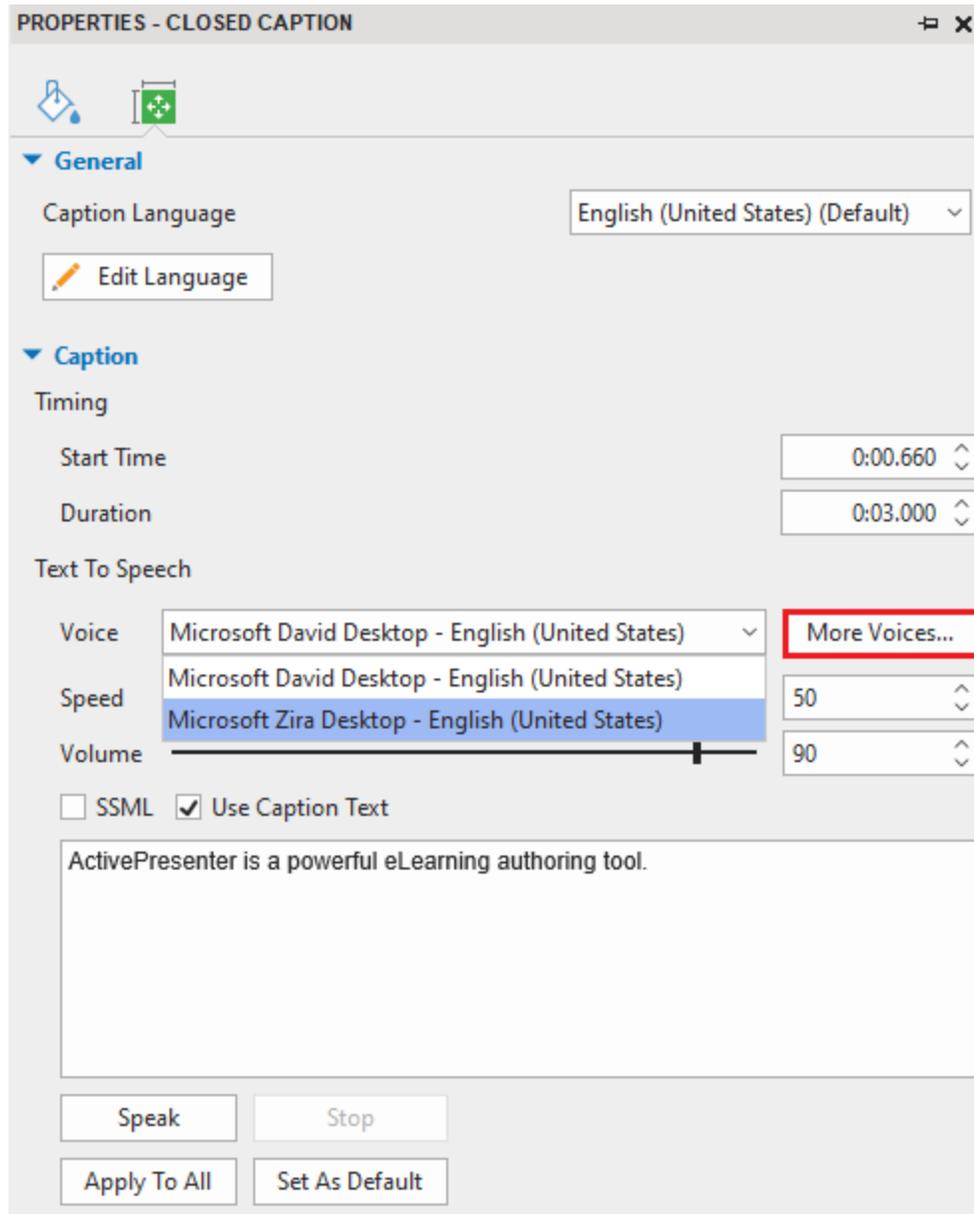
Select **Extend caption duration to match the duration of generated audio** if needed. This may cause sync problems, so you have to check out the project carefully.

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

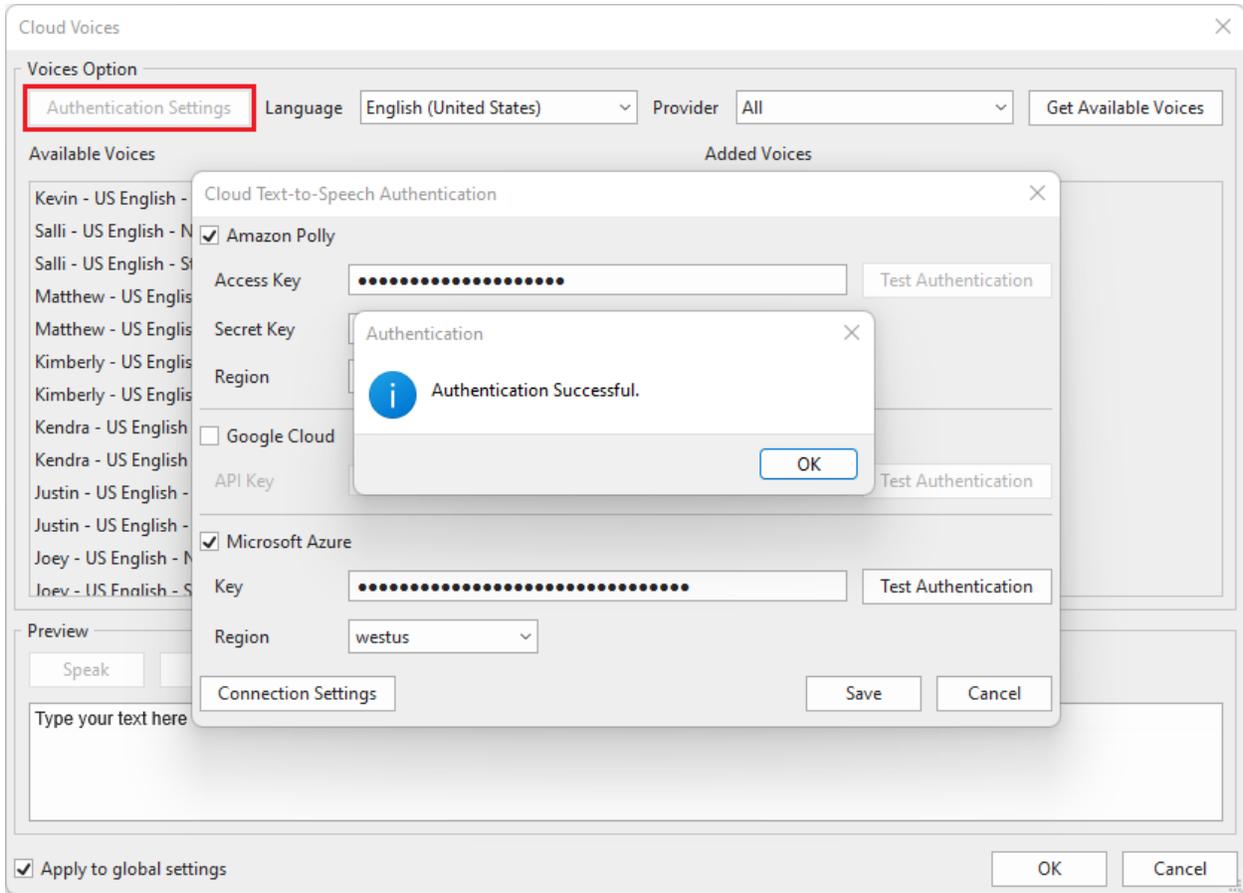
Getting More Text-to-Speech Voices from the Third Parties

ActivePresenter allows you to access external voices from voice providers, including Amazon Polly, Google Cloud, and Microsoft Azure. These providers provide you with more text-to-speech voices to choose from. 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:

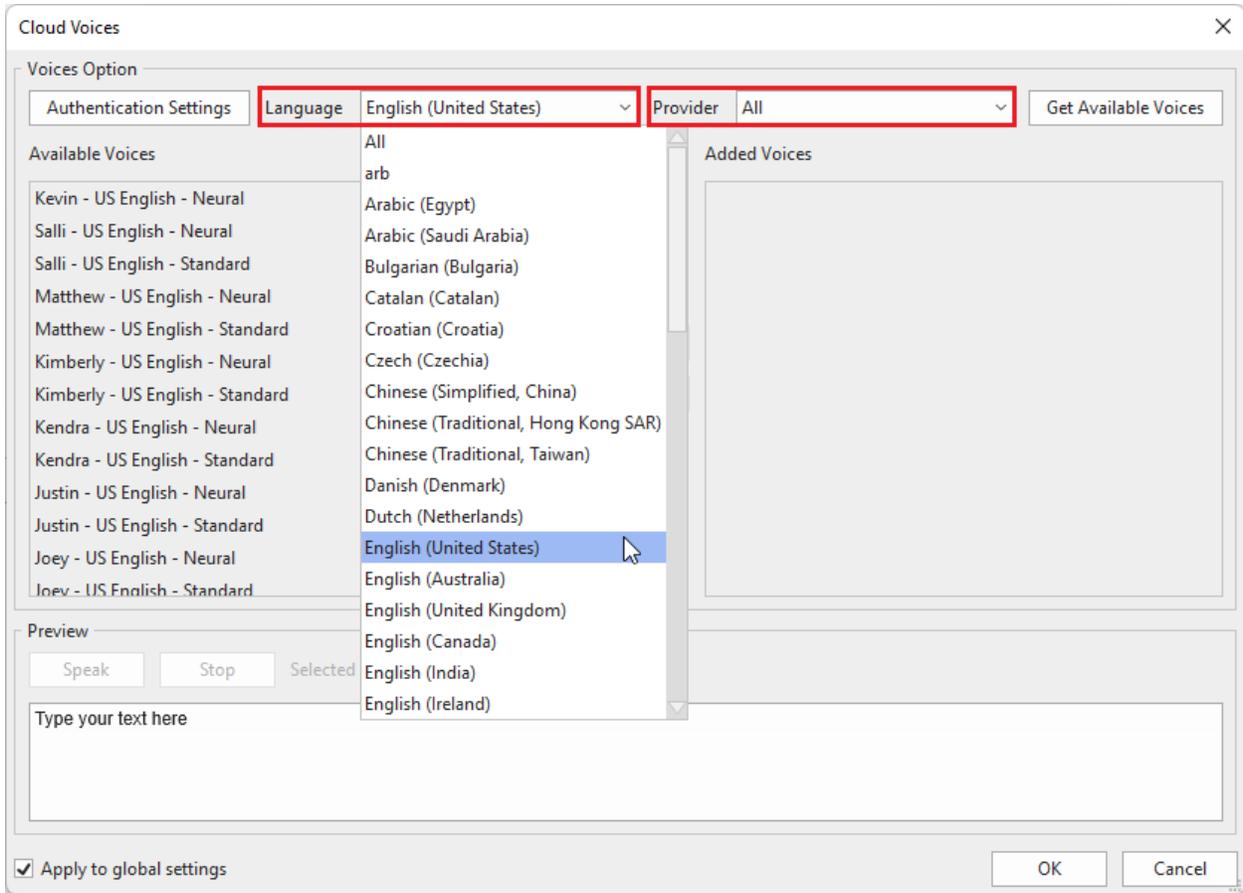


Then, the **Cloud Voices** dialog will appear. You need to click on the **Authentication Settings** button to open the **Cloud Text-to-Speech Authentication** dialog to do some settings before you can select a favorite voice from the list:

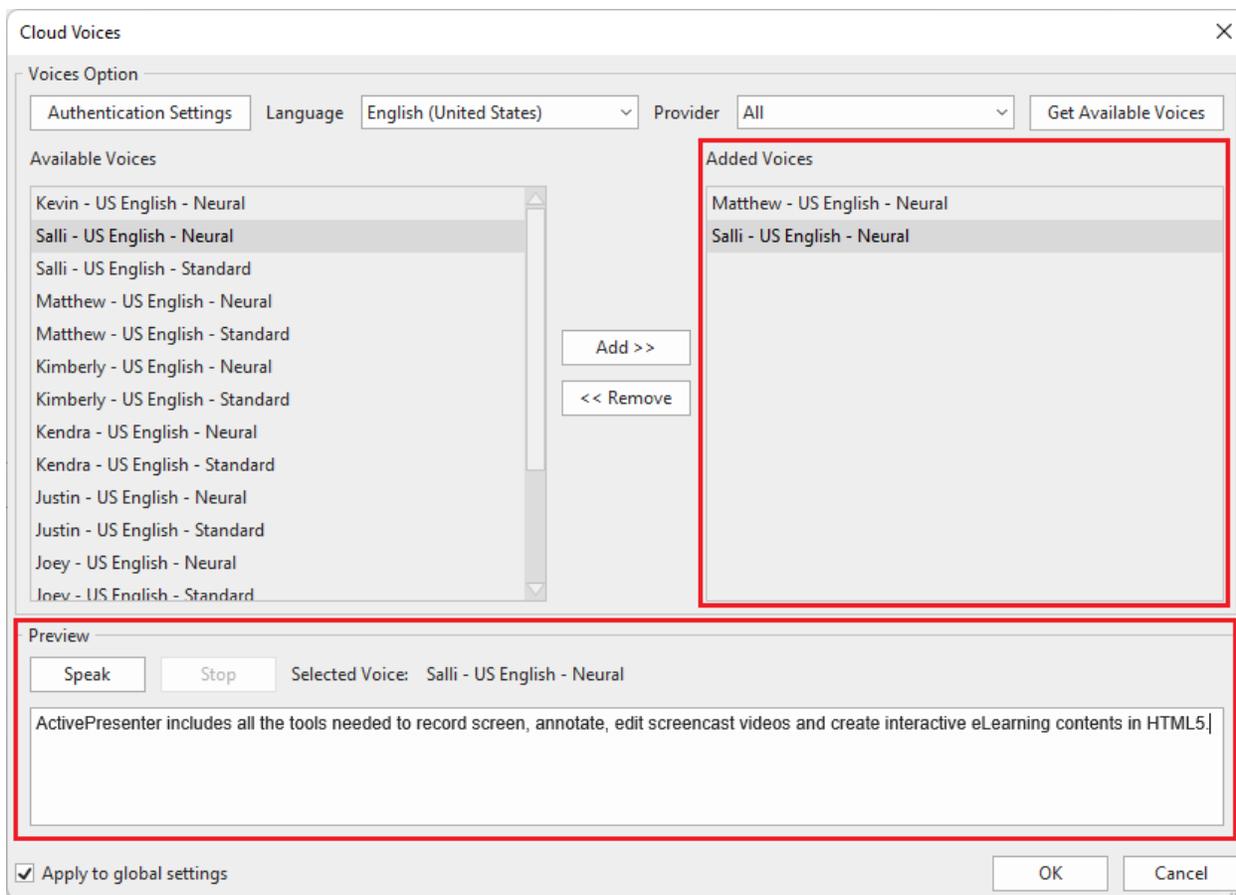


In this dialog, select the voice provider(s), then enter authentication information (such as key, region) to get authentication from the voice provider. After that, click the **Test Authentication** button to check whether your keys are valid or not. When the authentication is successful, click **OK** and **Save** to get the provider’s voices.

Now, you can select one or all voice providers from the **Provider** drop-down list. Then, select a language that you want from the **Language** list:

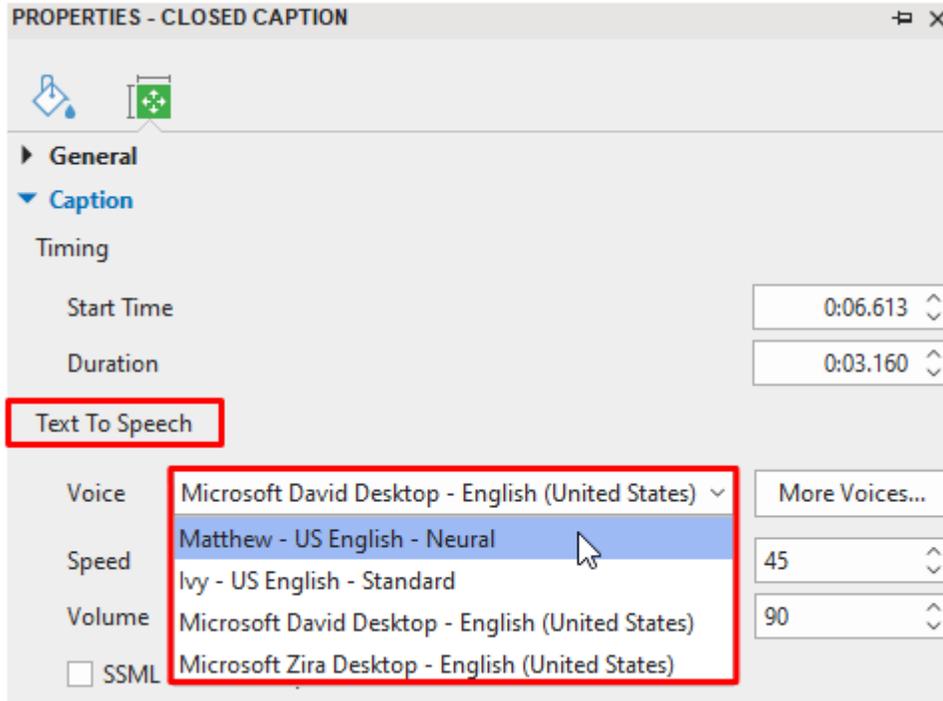


You can preview the voice by typing the text in the **Preview** text box and clicking **Speak** to listen to that voice:

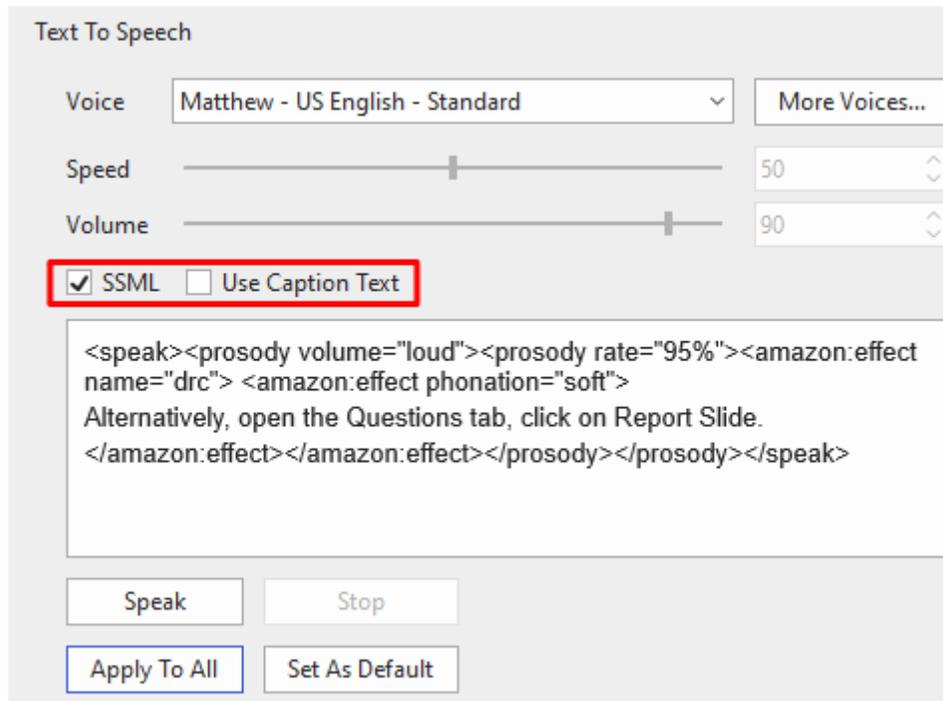


If this voice satisfies you, click the **Add** button to make that voice appear in the **Added Voices** section. Note that if you want to apply the current settings for future projects, remember to select **Apply to global settings**.

When 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:



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:

- Always ensure correct spellings.
- Use words that match the actual voice narration. Do not try to paraphrase; otherwise, the audience may find it hard to read the CC.
- Use **punctuation** to clarify the meaning. If a sentence ends normally, use the appropriate mark (.?!) at the end. However, a sentence that is left unfinished should end with an ellipsis (...).
- Translate foreign words in parenthesis ().
- Use *italics* (or ALLCAPS) to denote a new word or a heavily emphasized part of speech.
- Show music or other sound effects in square brackets, such as [music], [door slams], [crowd at the bar], or [laughter].
- Use square brackets to describe any mood conveyed through voice modulation, such as [whispers], [shouts], [menacingly], [croons], [sobs]. Always use the appropriate word to convey the degree of intensity of 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

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.

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:

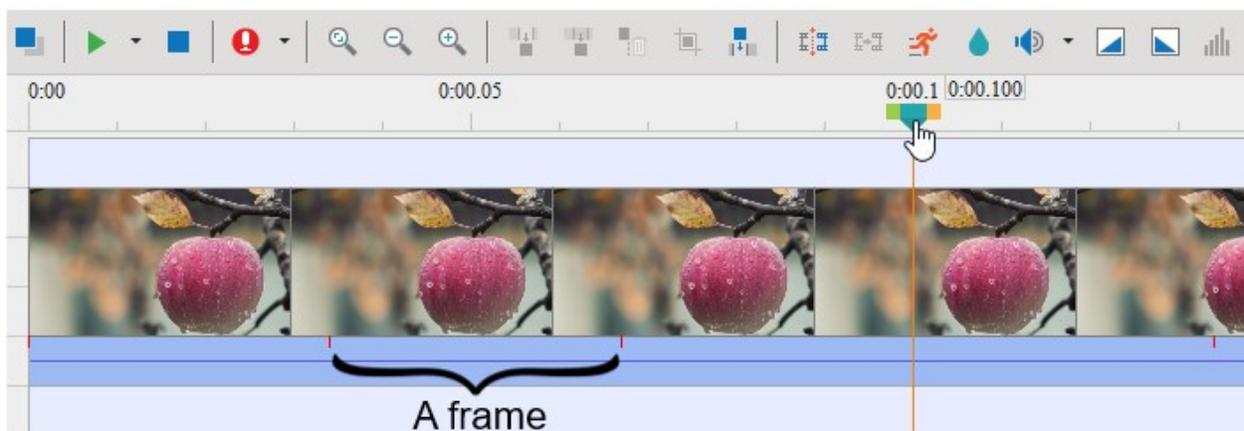
1. Click the **Insert** tab > **Audio** > **Create New** to create an empty audio object.
2. Navigate to the **Properties** pane > **Media** > **Audio**. From here, you can record your voice using the Recording part or generate TTS voice using the Text To Speech part.

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, click 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.

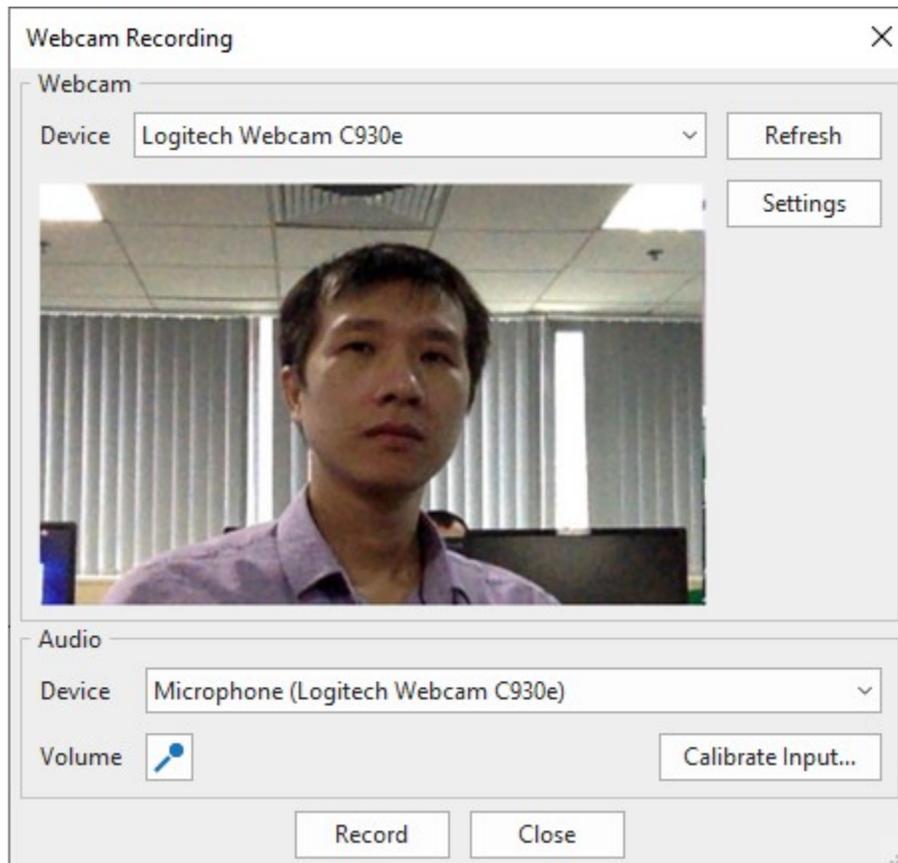
After that, you can resize the video to the size you want. If you want to revert to the original size, right-click on the video > **Restore Original Size**.

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

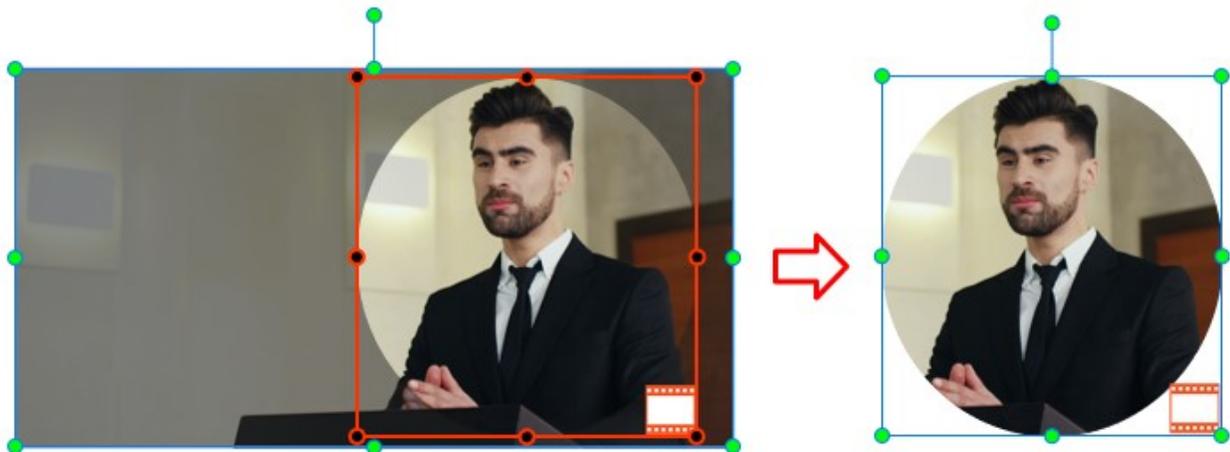
In case you select the **Crop** command, to adjust the area to be cropped, you drag the red frames directly on the Canvas. Then once you click outside the video, it will be cropped instantly.

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

▼ **Crop**

Left (%) <input style="width: 80%;" type="text" value="0.00"/>	Top (%) <input style="width: 80%;" type="text" value="0.00"/>
Right (%) <input style="width: 80%;" type="text" value="0.00"/>	Bottom (%) <input style="width: 80%;" type="text" value="0.00"/>

Click the **Crop** button and drag the red frames on the Canvas or 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.



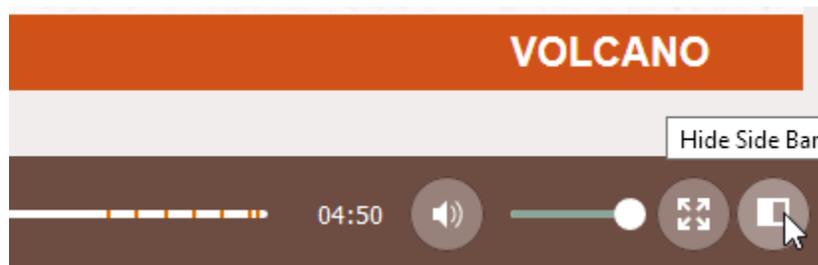
If you want to reset the cropped video back to the original one, just click the **Reset** button in the **Properties** pane, or right-click the video or access the **Format** tab > **Reset Crop**.

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

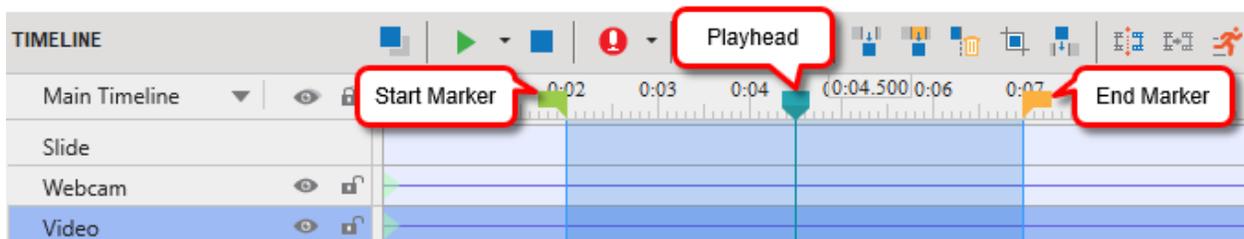
Range-Editing

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.

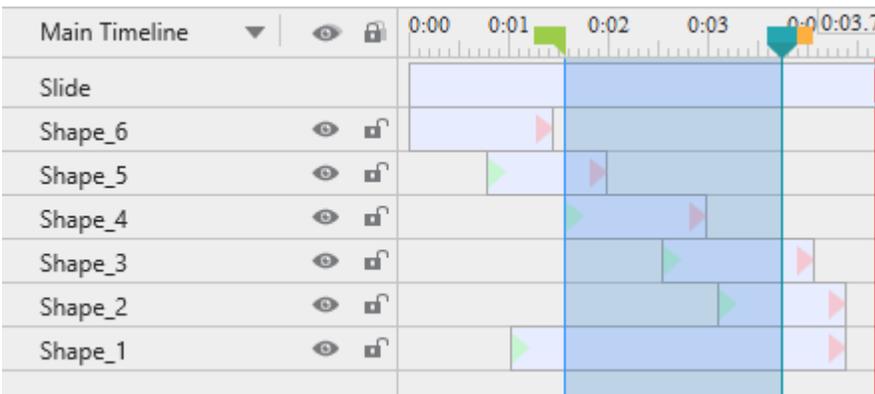
The following sections will show you how to cut, copy, delete, and crop a range. Consider these commands with the following examples, in which each command is used in two different circumstances: (a) when none of objects are selected, and (b) when some objects are selected.

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.

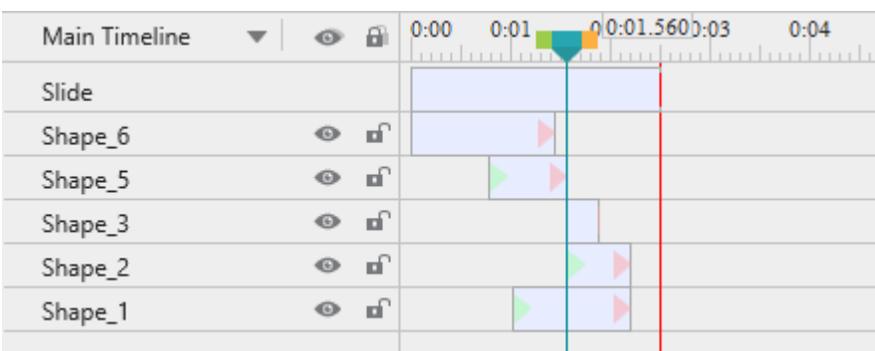
Cutting Ranges

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



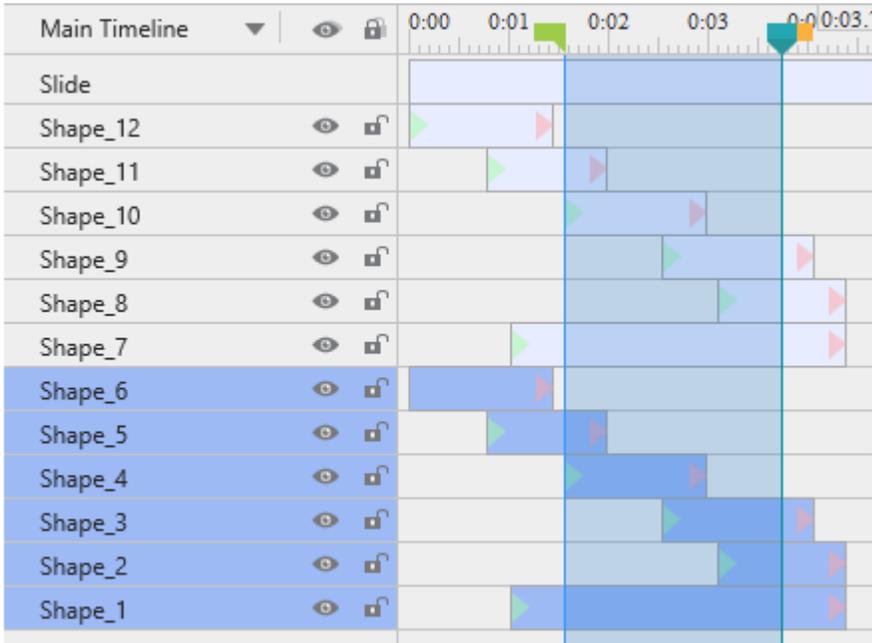
No objects selected

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.

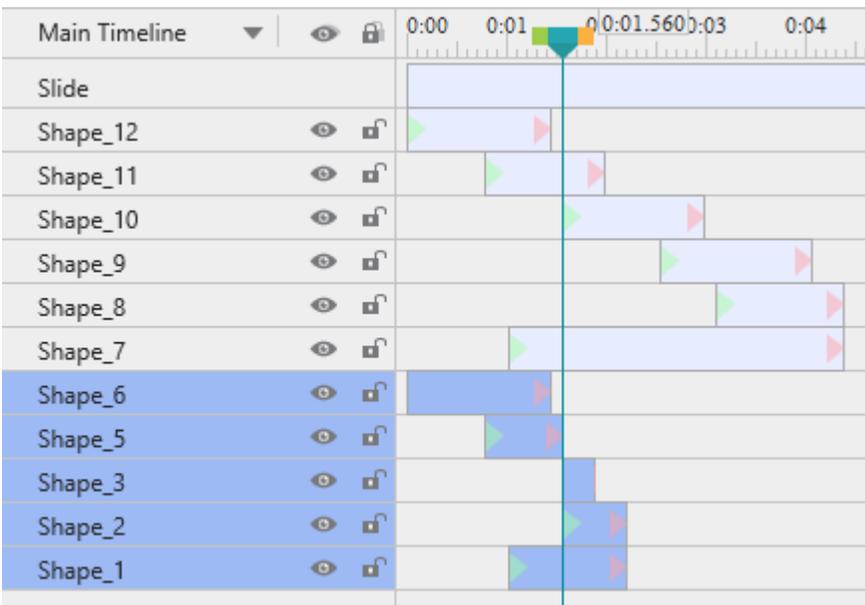
When some objects are selected, the command behaves differently, as shown in the following example:



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).

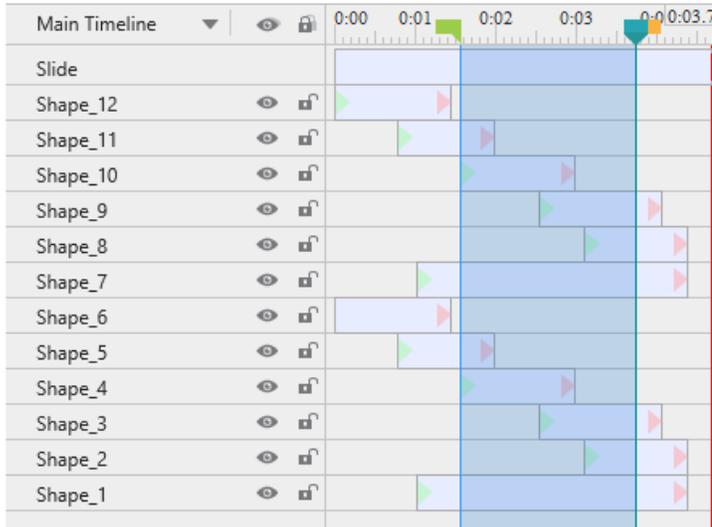
Copying Ranges

Click the **Copy Range** button  to copy parts of objects that fall inside the range and put them on the clipboard.

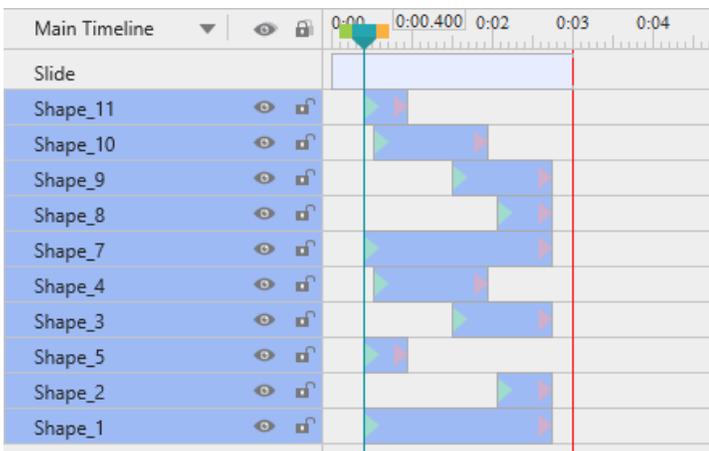
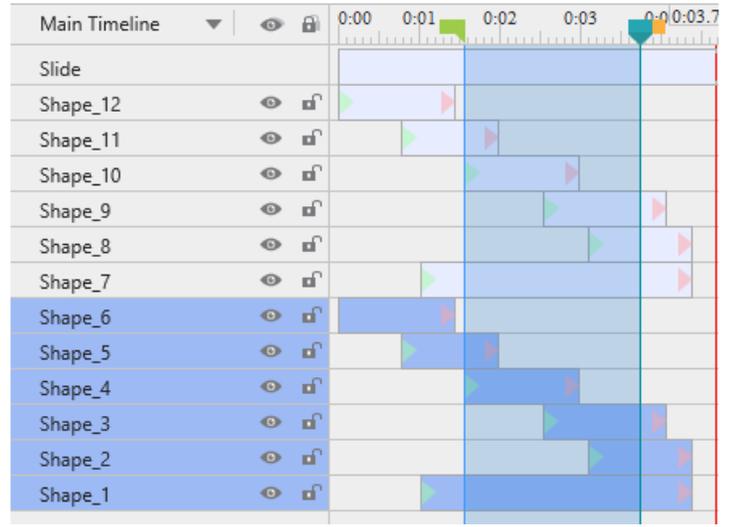
- If there is no selected object, the command checks all the objects on the slide.
- If there is at least one selected object, the command checks only these selected objects.
- If an object doesn't have any part inside the range, it isn't copied.

The following figure illustrates these conditions:

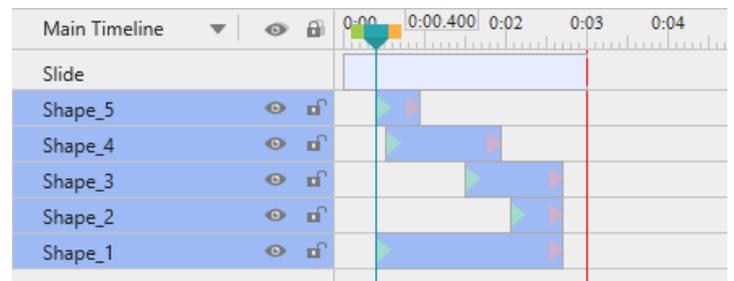
No object selected



Some objects selected



All the objects' paths falling inside the range are pasted at the **Playhead** position.



Only parts of selected objects falling inside the range are pasted at the **Playhead** position.

Note: The lower figures show fresh slides into which the clipboard content is pasted. Just imagine that a slice is taken out of the original slide, and placed at the **Playhead** position in the current or another slide.

Deleting Ranges

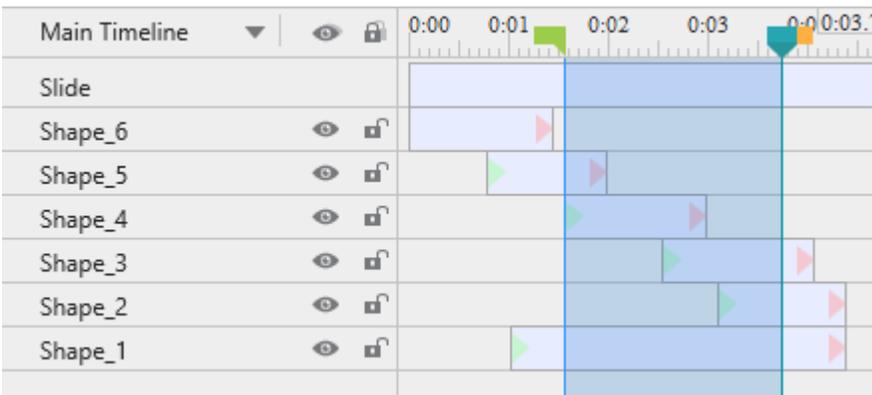
The **Delete Range** button  works just like the **Cut Range** button, except for one difference: While the former is used to delete the content inside the range, the latter “cuts” the content from the range and places it on the clipboard, then you can paste it where you want.

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

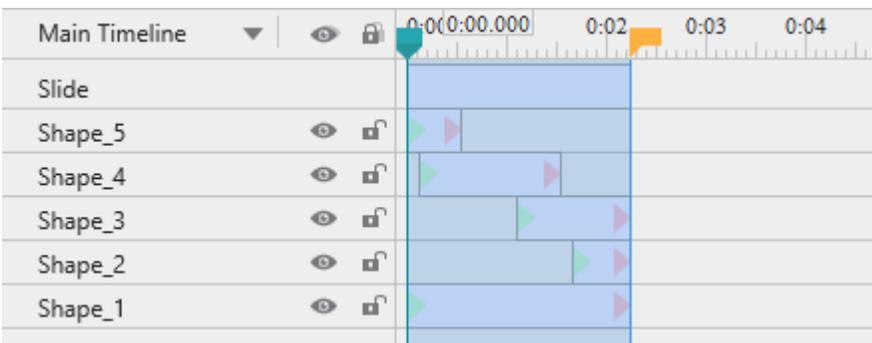
Note: You can also press **CTRL+DELETE** to delete a range.

Cropping to Ranges

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



Original slide

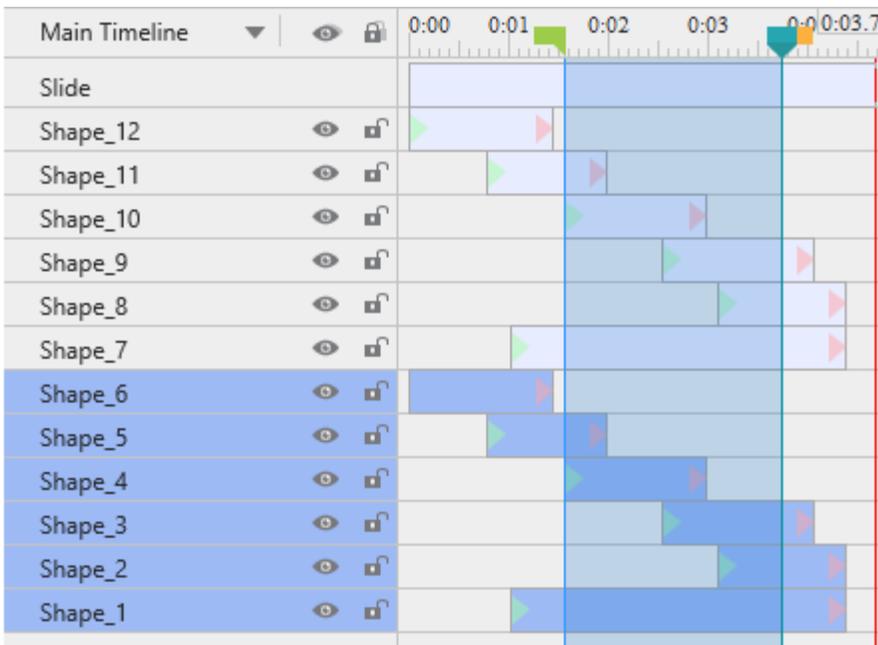


No object selected

Only the content falling inside the range is retained while the rest is deleted. Thus, the slide duration is reduced to the duration of the range.

If an object doesn't have any part inside the range, it is dropped. (Shape_6).

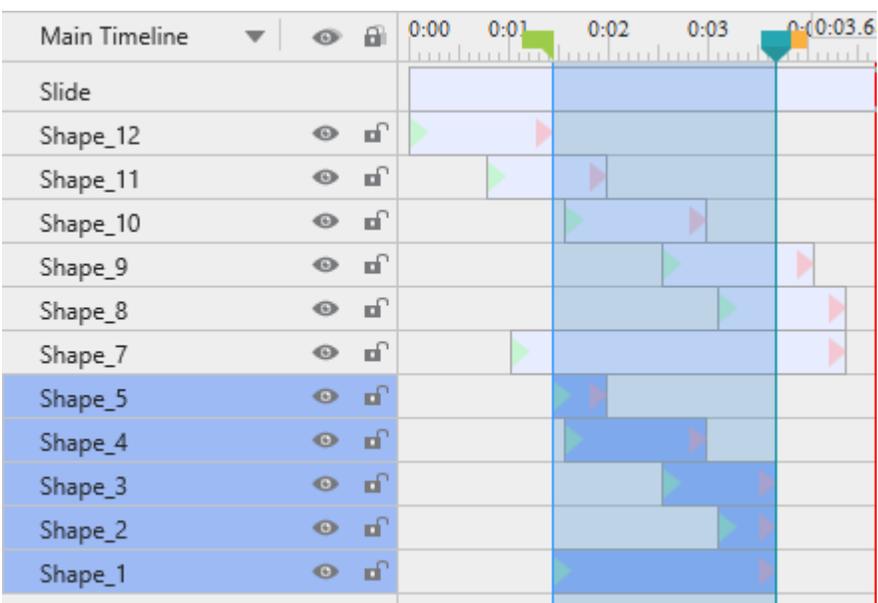
When there are some selected objects, the **Crop to Range** command behaves differently, as shown in the following example:



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).

Freezing the Frame

Sometimes, a video contains a significant scene, which lasts only for a few seconds. The scene is over before the audience has enough time to absorb the important information. If this were a live lecture, you would pause the video and explain various parts of the frozen scene to your audience. However, that is impossible in a self-running video.

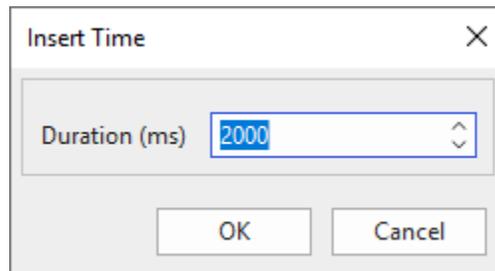
This is where the freeze-frame control comes in handy. It allows you to pause a video for a certain duration. You can extend this pause as long as you want and add a commentary track or annotations to analyze the frozen video frame.

Freeze-frame also works on audio objects. Normally you would only apply this control to a significant audio track that needs to be synchronized with the visual part of the presentation. A typical example is to re-sync a stand-alone commentary track with the rest of the slide by holding it off for a few seconds.

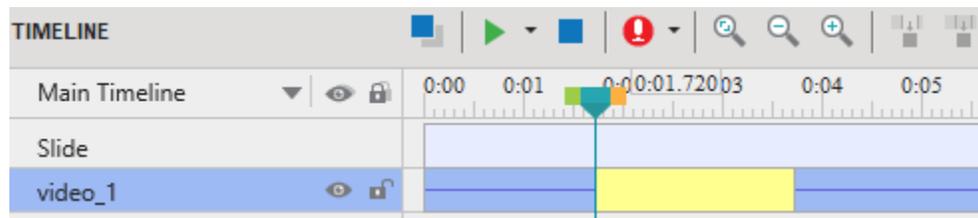
Inserting Freeze-Frames

To insert a freeze-frame, do the following:

1. Select one or more audio/video tracks.
2. Place the **Playhead** where you want to pause the track.
3. In the **Timeline** pane, click the **Insert Time** button .
4. In the dialog that appears, specify the duration of the control and click **OK** to finish.



A yellow 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.

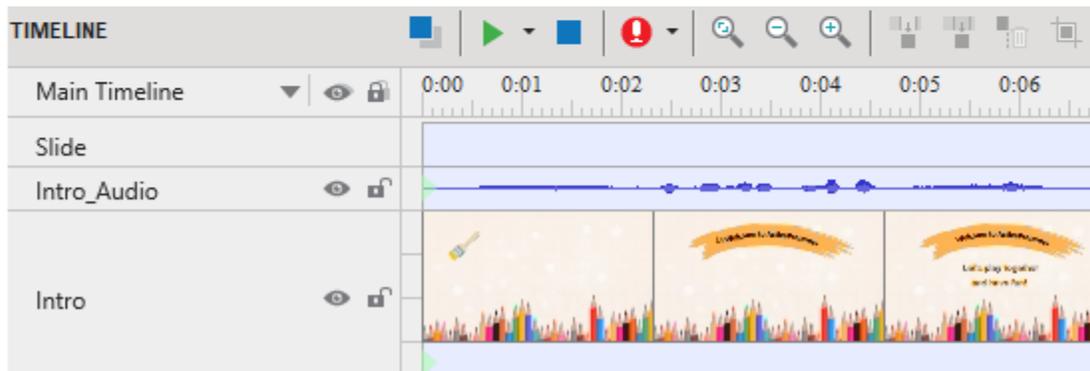
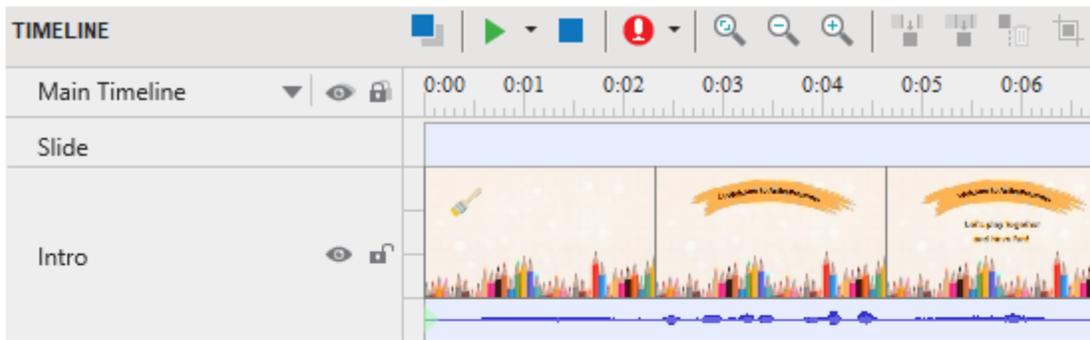
Removing Freeze-Frames

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

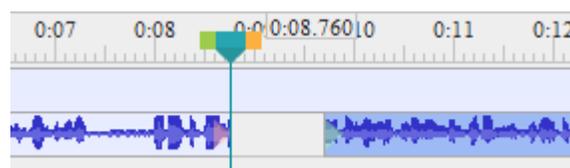
Splitting Audio Track from Video

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:

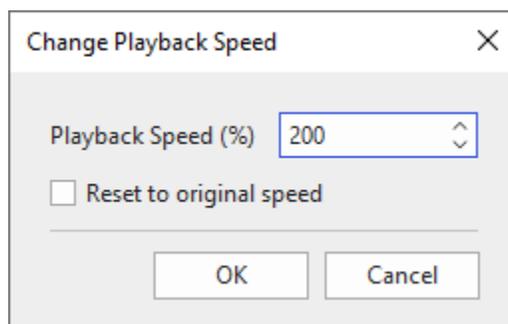
- If audio/video objects have the same start time, ActivePresenter will sort them by their z-orders in ascending order. The object with a lower stack order will appear before the one with a greater stack order.
- If audio/video objects don't have identical properties such as width, height, or resolution,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

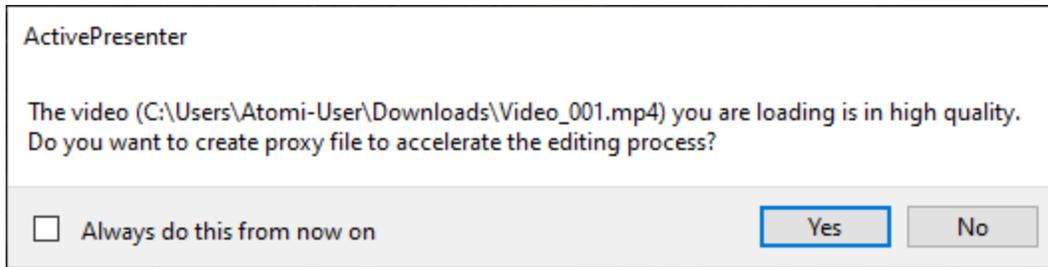
- When you adjust the volume of a range, the start and end points of the range are marked with red vertical marker lines. These markers cannot be moved within the time bar because they actually denote the range in which the volume is altered.
- When you adjust the volume, the original track isn't affected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

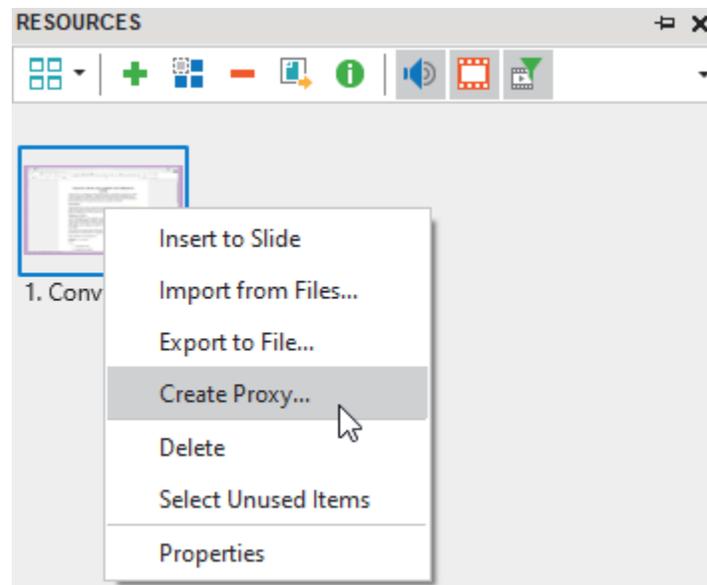
- When you insert a high-resolution video exceeding Full HD (1920x1080) into the editor, a pop-up dialog will appear asking if you want to create a proxy file.



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

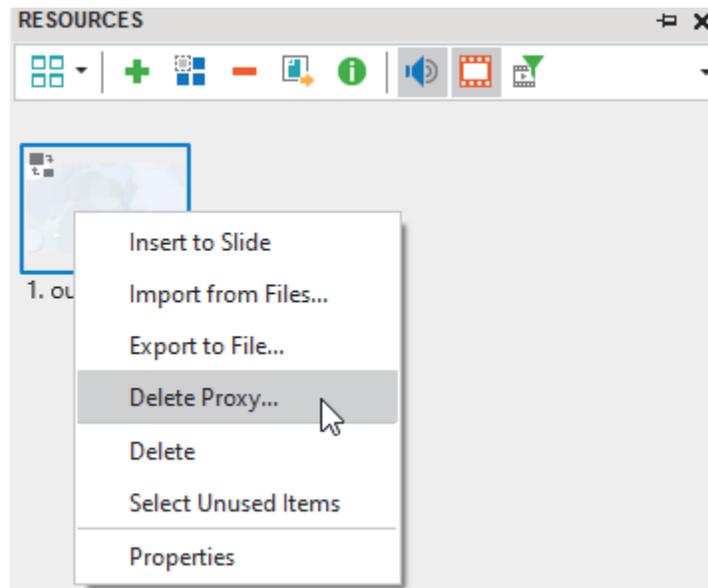
After creating a proxy file for your video, the proxy icon will appear next to the video name on the Timeline, allowing you to turn the proxy on or off while editing.



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...**



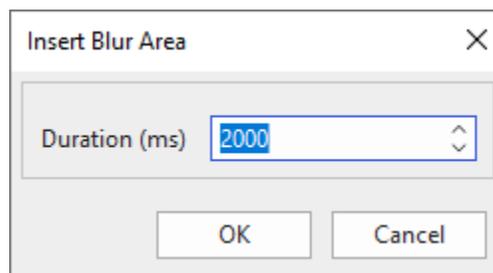
Video Blur Effects

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.

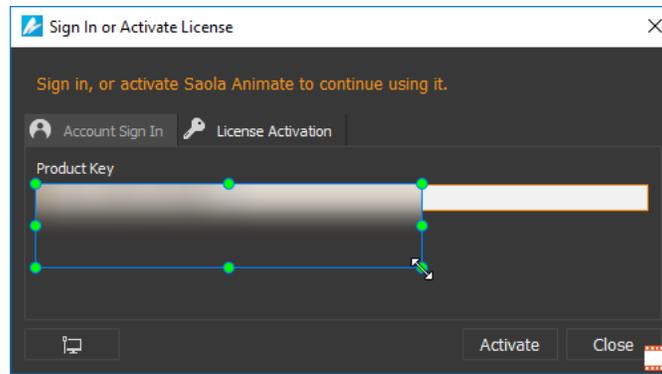
Applying Blur Effects

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

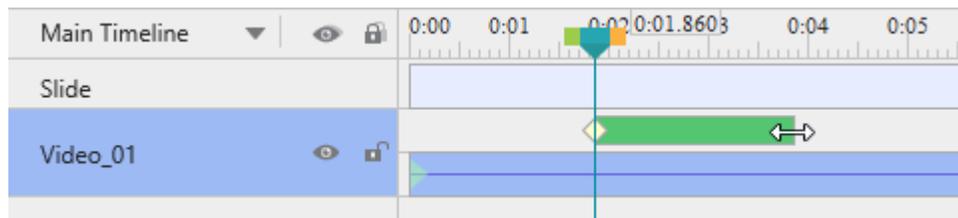
1. In the timeline, specify where you want the effect to start.
2. Click the **Insert Blur Area** button . In the dialog that appears, specify the effect duration and click **OK**. You can change the duration later, so don't worry too much about the choice you make at this moment.



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.



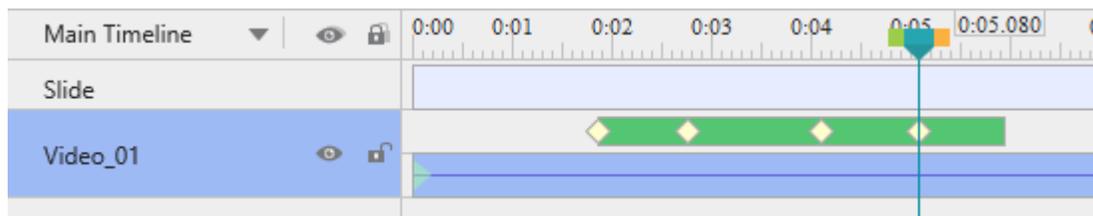
4. Click the **Properties** pane > **Media** > **Blur Effect** to make further adjustments to the blur area. Later, if you want to change these properties, select the blur area on the Canvas or the blur time bar in the timeline to open the section.
 - **Blurriness**: Specify the amount of blur. The higher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

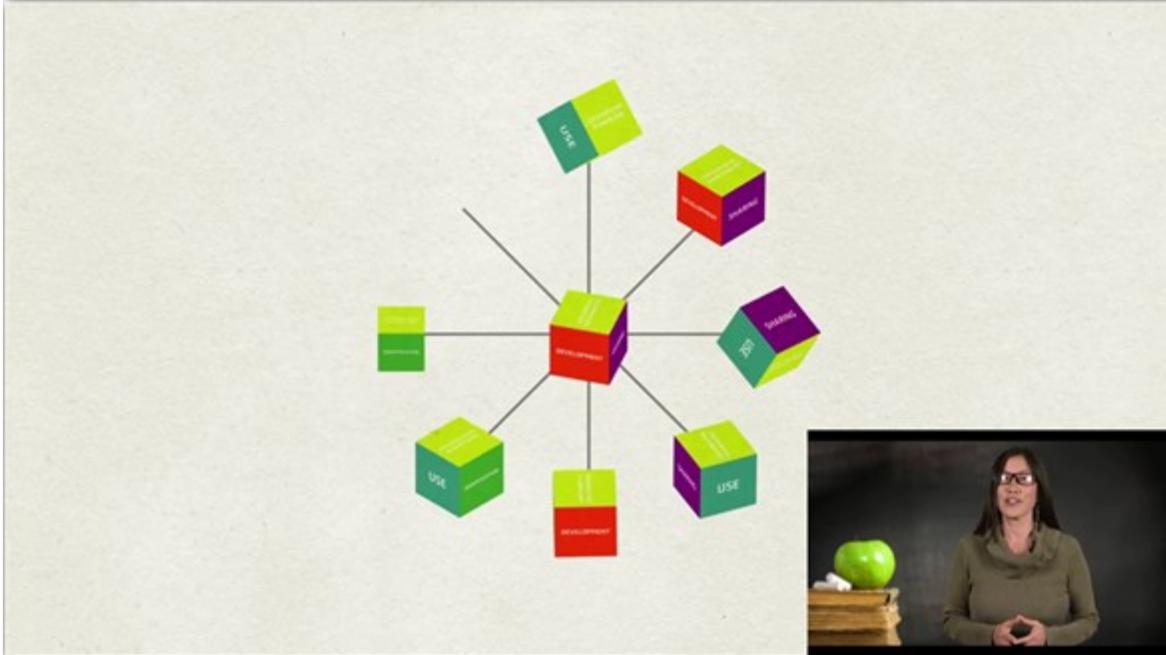
To apply a green screen effect, do the following:



1. Select a video object.
2. Click the **Properties** pane > **Media** > **Green Screen Effect**.
3. Specify a color you want to key out.
4. Move the **Tolerance** slider to adjust the range of color to key out. Higher values key out a wider range of color near the key color.
5. If you 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.

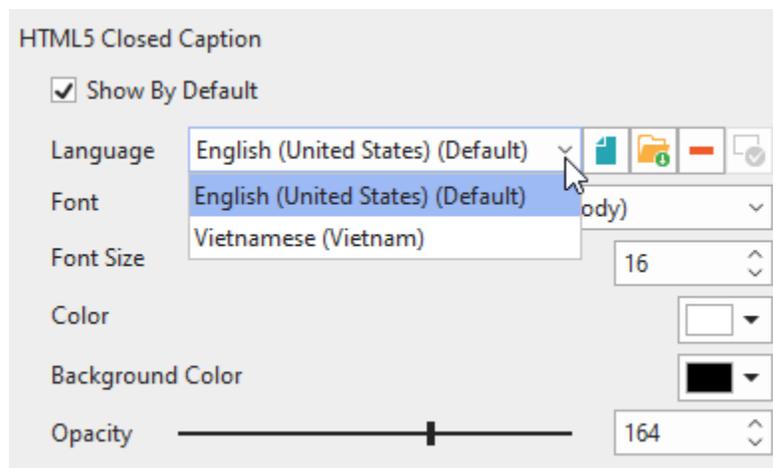
To change the cursor effects of a recorded video, select the video and click the **Properties** pane > **Media** > **Cursor Effects**. The cursor effects have the following options:

- **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.

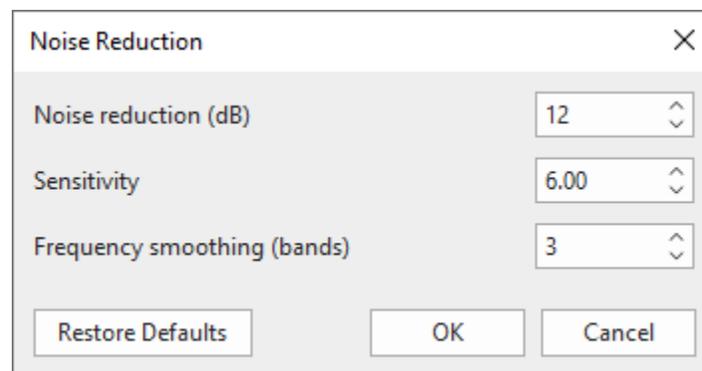
To apply audio noise reduction, do the following:

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.

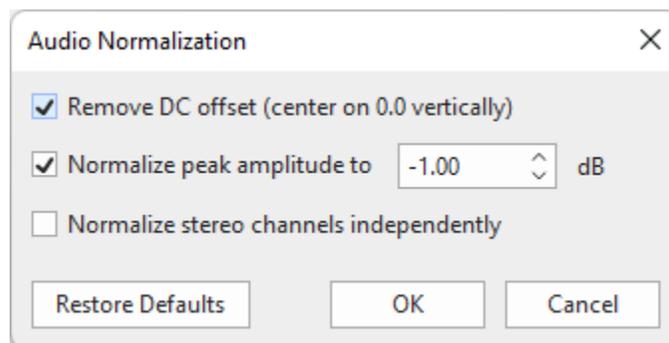
Audio Normalization

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.

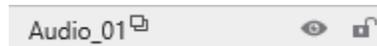
If you want to discard all changes, click **Restore Defaults** to go back to the original settings.

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
Mouse Click		Respond when users click in a predefined area. Use of modifier keys (ALT , CTRL , SHIFT) is also allowed.
Key Stroke		Respond when users press an individual key on the keyboard or a hotkey (such as CTRL+SHIFT+P).
Text Entry		Respond when users enter specific text (string).
Drop Area		Respond when users drop a drag source on it.
Button		Respond when users click it.
Checkbox		Respond when users click it.
Radio Button		Respond when users click it.
Slider		Respond when users slide it.
Dropdown		Respond when users select one option from the dropdown list.
Animated Timer		Count up the elapsed time or count down the remaining time in a running presentation.
Questions		<p>There are thirteen types of questions, namely 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, and Rating Scale (Likert).</p> <p>When you insert a question, the question and its answer options appear on the screen. Users are expected to respond within a predefined time. ActivePresenter can be programmed to take different actions depending on whether</p>

		the response is correct or incorrect; or if users fail to respond within the time limit.
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Mouse Click

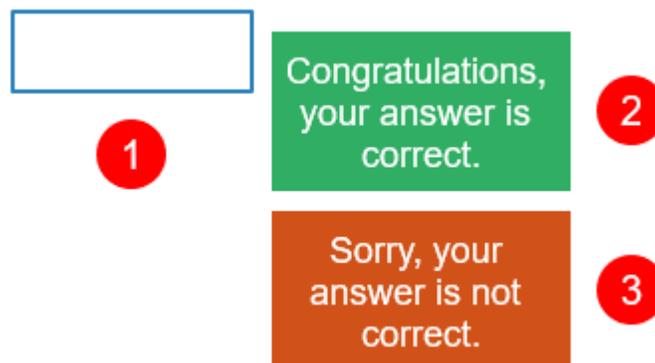
Mouse clicks are interaction objects placed at any area on a slide where users must click to trigger the next action. They are often used in software simulations to teach the use of applications. For example, place a mouse click object on a button or a menu where users must click to perform a certain 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.

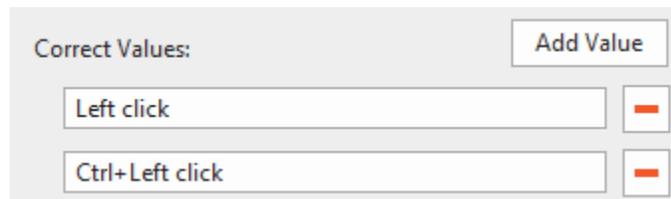
- You can make the target area invisible so that users cannot see the correct click area. To do that, set the outline of the target area to **No Line** (**Properties** pane > **Style & Effects** tab > **Line** > **No Line**). However, this is not recommended. Instead, you should use the **Show In Mode** 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:

- Select the target area.
- Click the **Properties** pane > **Interactivity** > **General** > **Correct Values** > **Add Value**.
- Place the cursor over the **Correct Value** text box and click the mouse button with or without the modifier keys.
- 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.

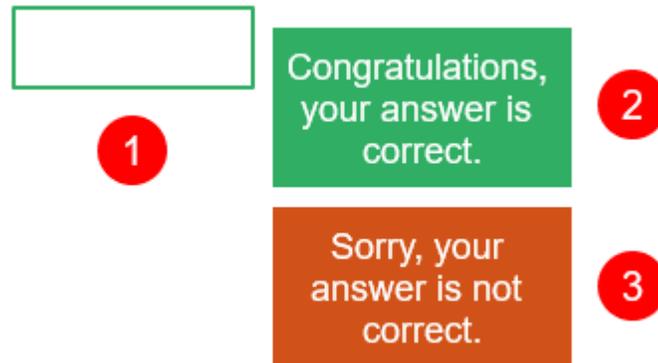
Key Stroke

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:

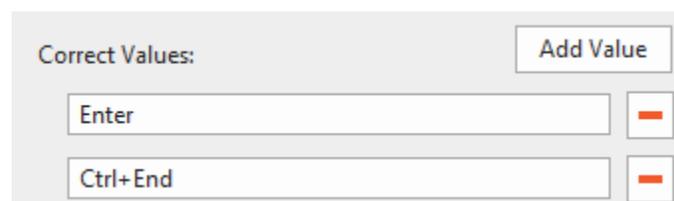
- You can add Timeout and Hint messages by selecting the target area > **Questions** tab > **Message**. To remove any message you don't want, select the message and press **DELETE**.
- For score and reporting settings, see **Score & Reporting**.
- To **add event – actions**, click the **Properties** 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. Click 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.



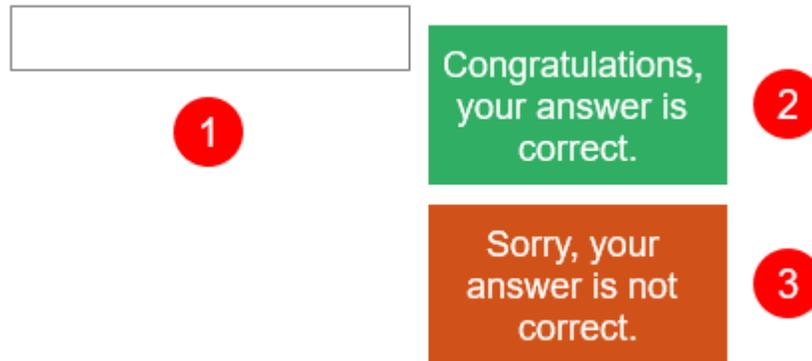
Text Entry

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:

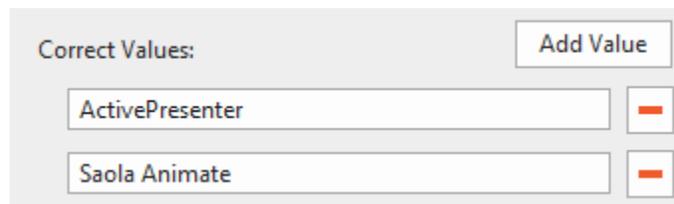
- When users enter a text string, it appears in real-time in the target area.
- If the entered text exceeds the area, the text is shifted so that the insertion point is always visible. You should resize the target area to an appropriate size so that all text can be visible.
- By default, text entries 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. Click the **Properties** pane > **Interactivity** > **General** > **Correct Values** > **Add Value**.
3. Type a text string in the **Correct Value** text box.
4. Click the **Remove** button  to remove a value you don't want.



Drop Area

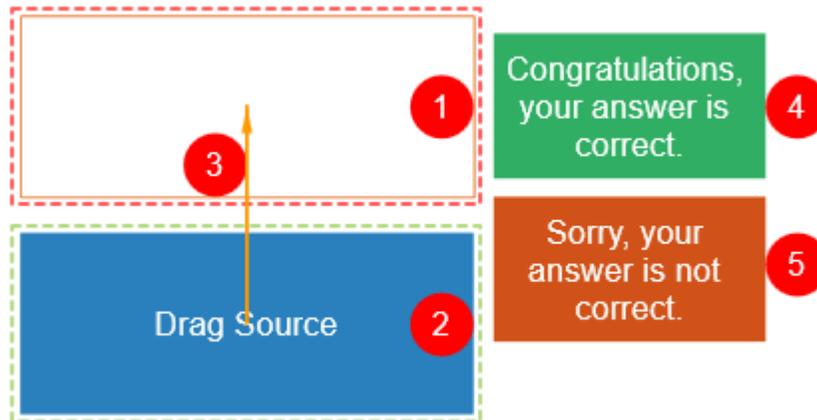
A drag-and-drop interaction involves a drag source and a drop target. It allows you to drag a drag source and drop it onto a drop target. A drop area is a special drop target that can assess, score, and keep track of users' responses instantly when they drop a drag source onto a drop target.

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.

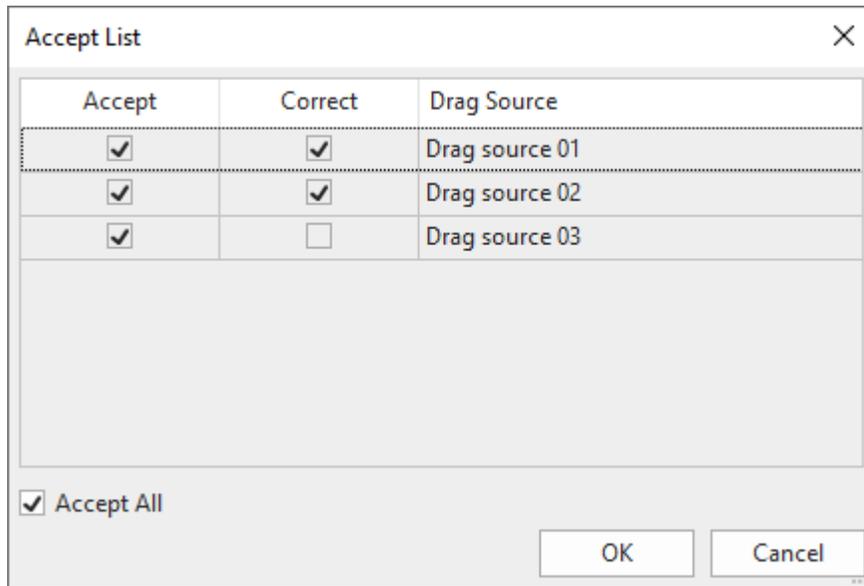
Note:

- 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.



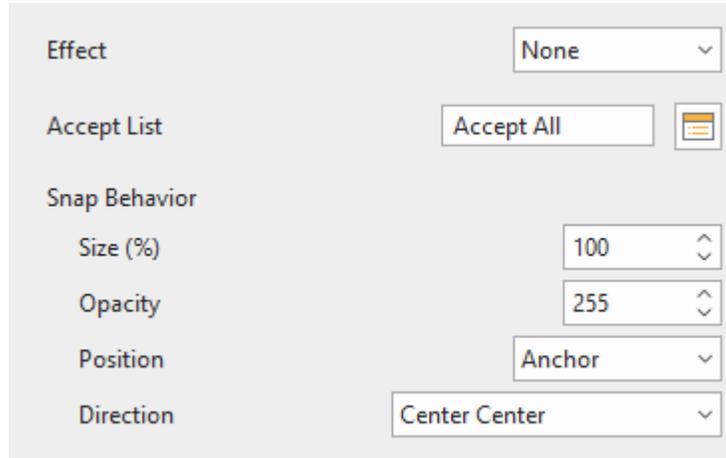
4. Define correct drag sources by selecting checkboxes in the **Correct** column. Note that an accepted drag source may not be the correct one.
5. Click **OK** to save changes.

Another way to set correct drag sources is to use the drag-n-drop connector. Just click the marker in the middle of a drag source and drag the mouse to the drop area. This creates a drag-n-drop connector that connects the two items.

To remove a drag source as a correct value, you can click the connector and press **DELETE** or right-click 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**.



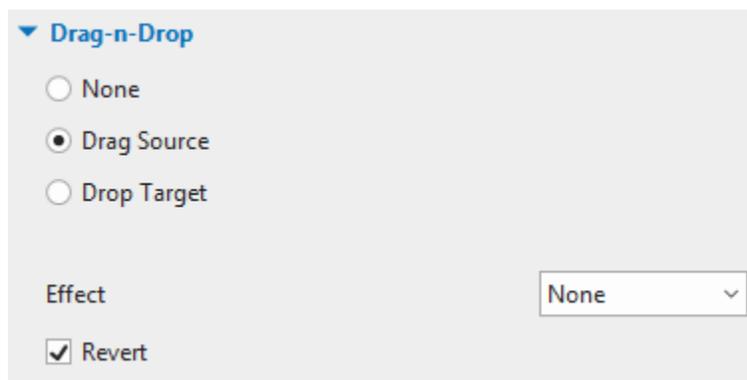
- **Effect:** Specify the effect that appears when users drag any drag source over the drop area.
- **Snap Behavior:** Specify properties of a drag source after it is dropped onto a drop area.
 - **Size (%):** Resize the drag source.
 - **Opacity:** Change the opacity for the drag source.
 - **Position:** 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. Click the **Properties** pane > **Interactivity** > **Drag-n-Drop** > **Drag Source**.



3. Specify properties for a drag source.

- **Effect:** Specify the effect that appears when users drag the drag source (**None**, **Zoom**, or **Highlight**).
- **Revert:** Determine whether the drag source is sent back to its original place if it's dropped outside the drop area.

Button

Interactive buttons allow you to do certain tasks when users click 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** .



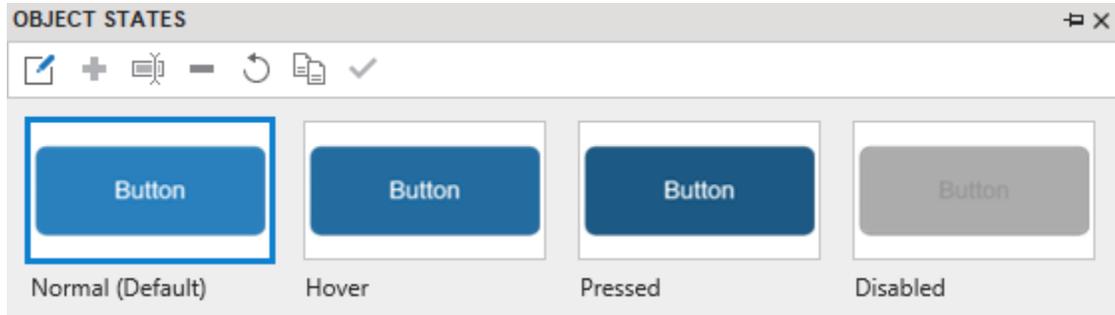
A button appears on the Canvas with default text. Give it a descriptive name by clicking the default text and entering your text. You can modify the text attributes in the same way that you normally modify text captions.

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

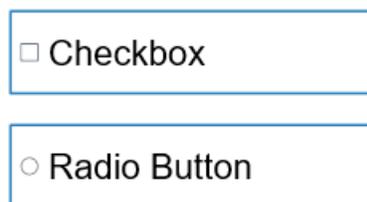
To **add event – actions**, click the **Properties** pane > **Interactivity** > **Events – Actions**. Add events and actions as you wish. Buttons can respond to both mouse and touch events. Normally, you want to add an **On Click** event to create actions when users click the button. Besides, other events 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** .



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**.

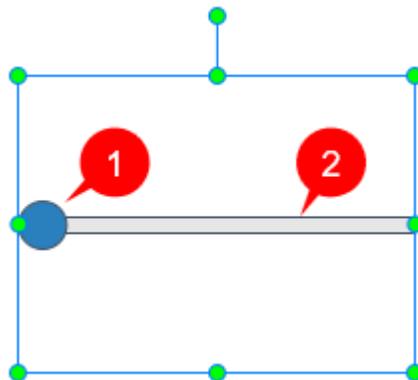
Slider

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.



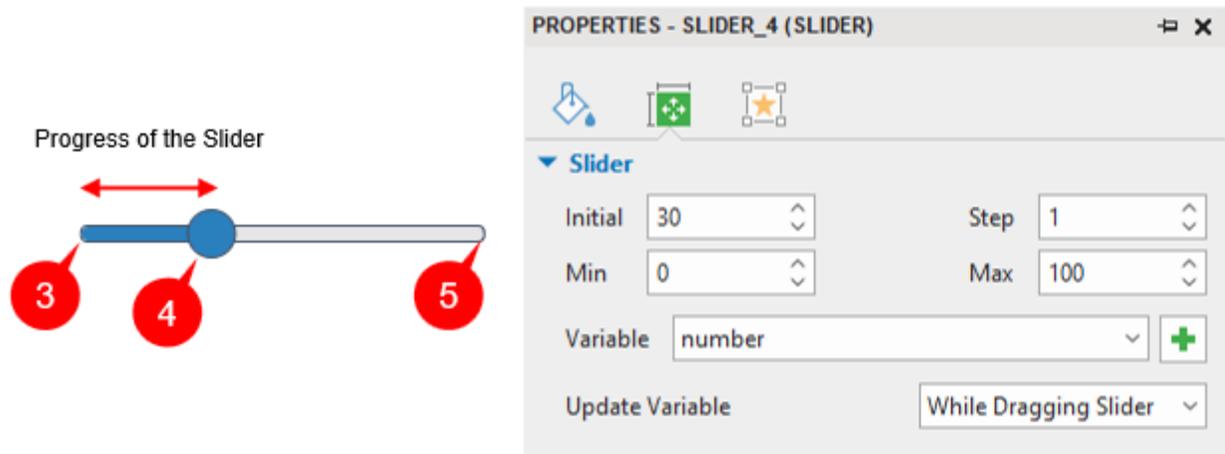
There are two parts in a default slider: Thumb (1) and Track (2). The thumb is a blue oval. Its initial position depends on the initial value in the **Properties** pane. The track is a gray bar. Its length depends on how long you draw it. When you drag the thumb along the track, the values

get updated. This makes changes to the associated variable or fire the **On Change** and **On Changing** event.

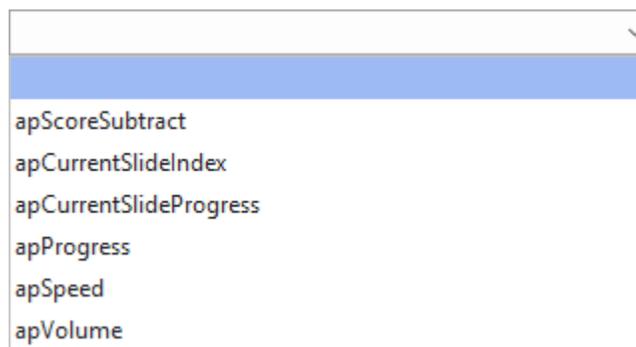
ActivePresenter allows you to set up a slider's properties, style, work with sliders and add events-actions to them.

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.



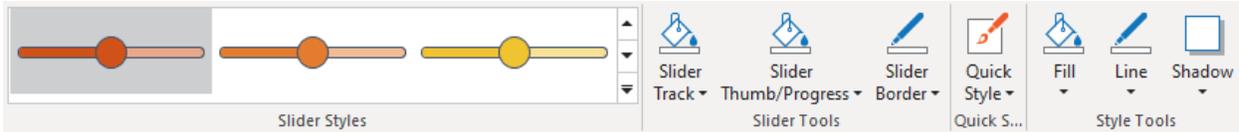
A slider includes 5 default events, namely **On Change**, **On Changing**, **On Timeout**, **On Rollover**, and **On Rollout**. Add as many actions to meet your needs.

- **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

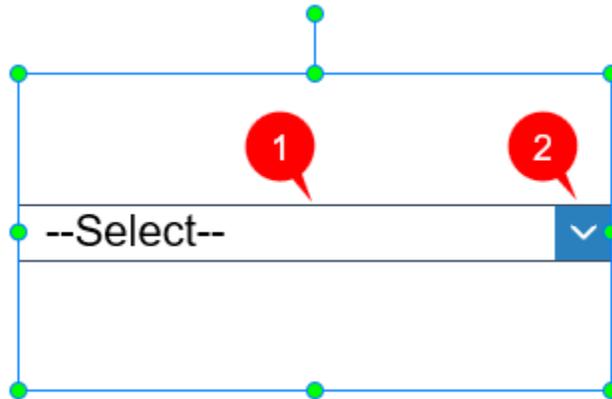
When you have a long list of content to show in menus, consider using dropdowns. They are helpful in both appearance and interaction. A dropdown can conserve screen space, which makes the projects look well-arranged. Users can interact with the dropdown at their convenience. Initially, it shows a single 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**.

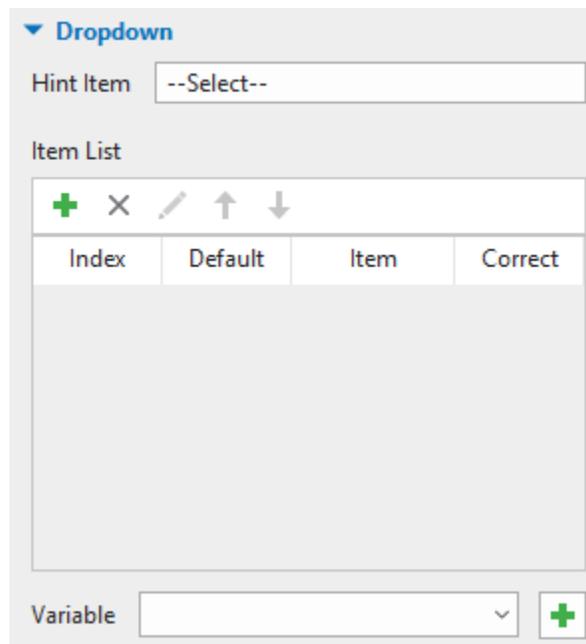
As soon as you select the dropdown button, the cursor turns into a crosshair. Click anywhere on the Canvas to insert a dropdown, or drag the mouse to draw one.



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.



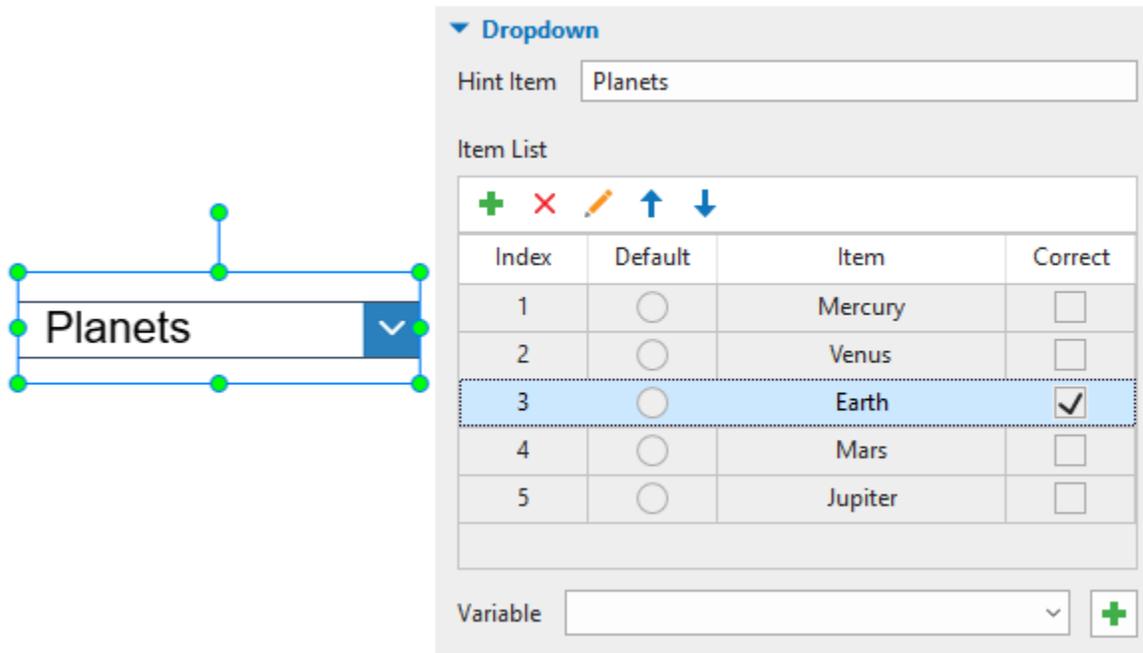
Here you can see **Hint Item**, **Item List**, and **Variable**.

- **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.



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** 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](#).

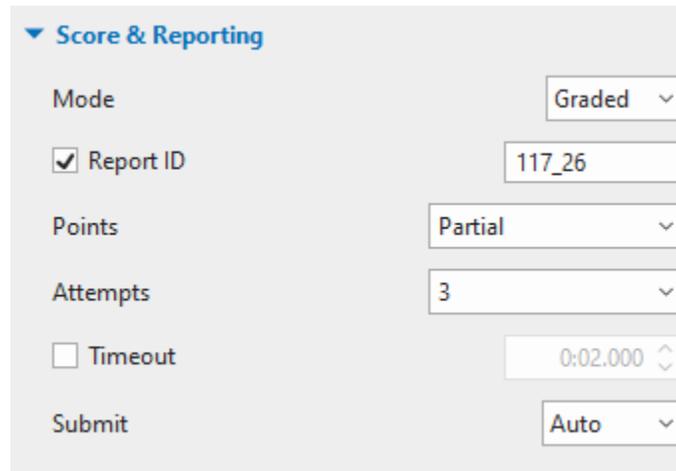
Setting Correct Values

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: 117_26

Points: Partial

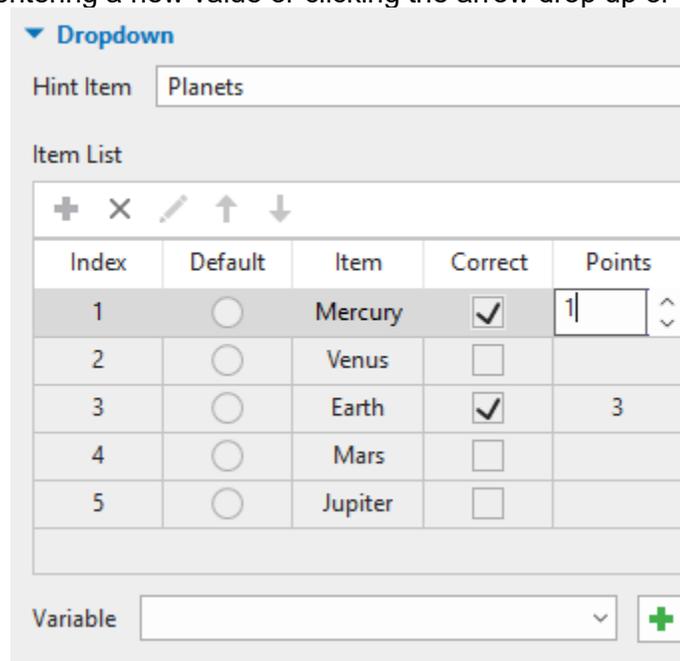
Attempts: 3

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 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"/>	

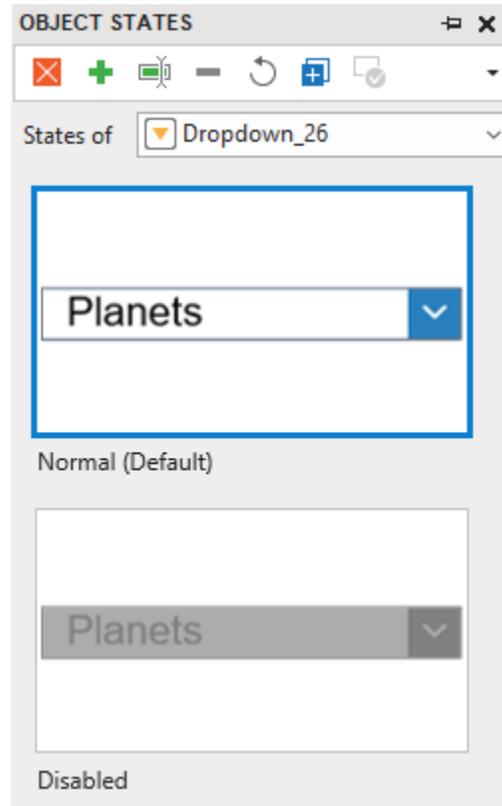
Variable:

- **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**.

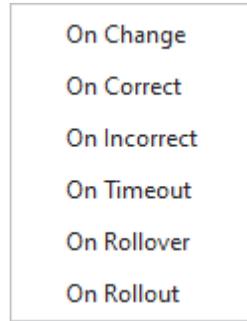


- **Normal (Default):** This is the default state of a dropdown.
- **Disabled:** This is the state that cannot respond to any user action.

Learn more at [Using Object States](#).

Making Dropdowns Work

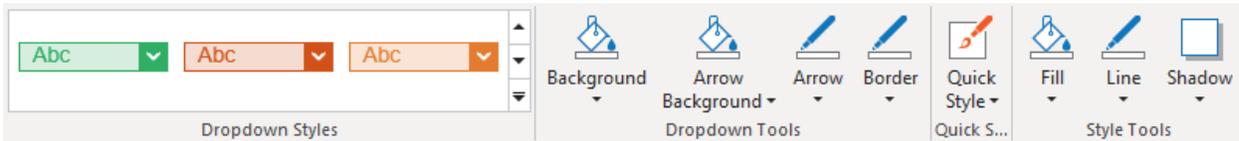
To make a dropdown work, navigate to its **Properties** pane > **Interactivity** tab > **Events – Actions** section to add **events-actions** to it. A dropdown has six events by default, namely **On Change**, **On Correct**, **On Incorrect**, **On Timeout**, **On Rollover**, and **On Rollout**. Add actions 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**.

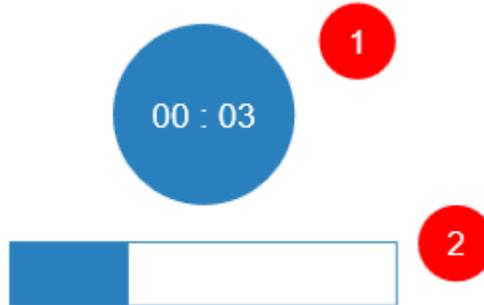
Animated Timer

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.

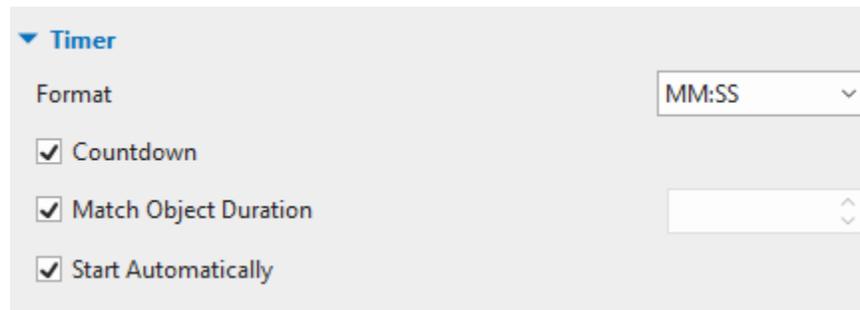
You can trigger an action when a timer is completed or timed out. For example, when learners don't provide an answer within a given time and the timer finishes the countdown, a message appears to tell them that there is no time left.

Inserting Timers

To insert a timer, click 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**.

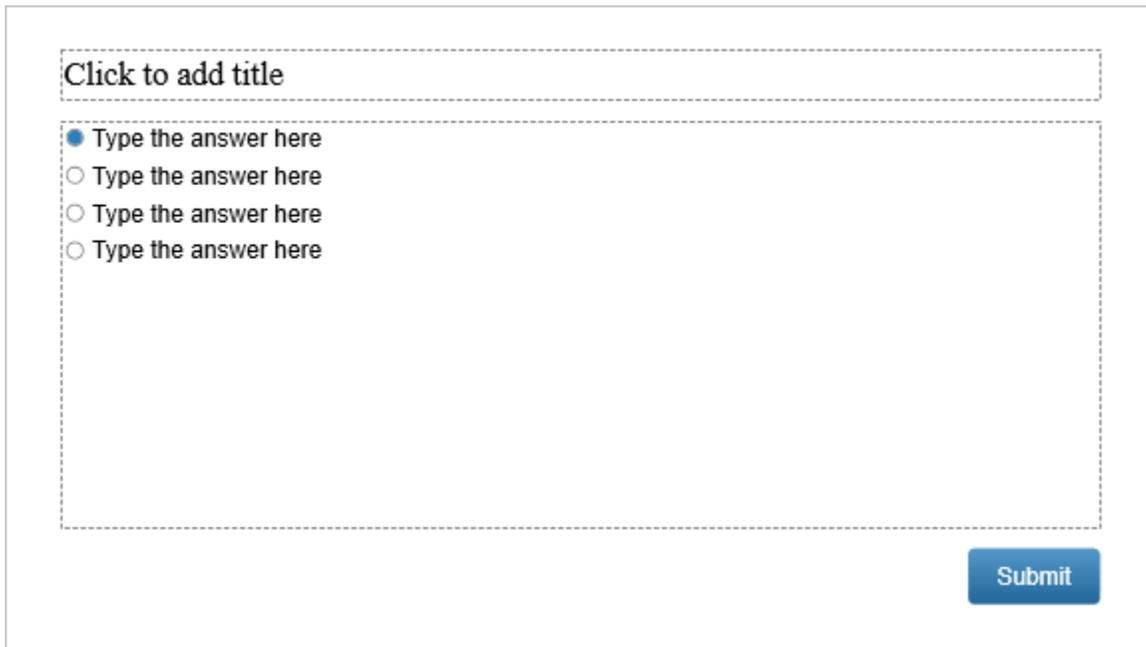
Creating Quizzes

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, click 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 **View** tab > **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
User validation	Correct/Incorrect/Incomplete	Complete/Incomplete
Score settings	Available	Not Available
Purpose	Assessing Performance	Gathering Information
Events	<ul style="list-style-type: none"> On Correct On Incorrect On Incomplete On Timeout On Change 	<ul style="list-style-type: none"> On Complete On Incomplete On Timeout On Change

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.

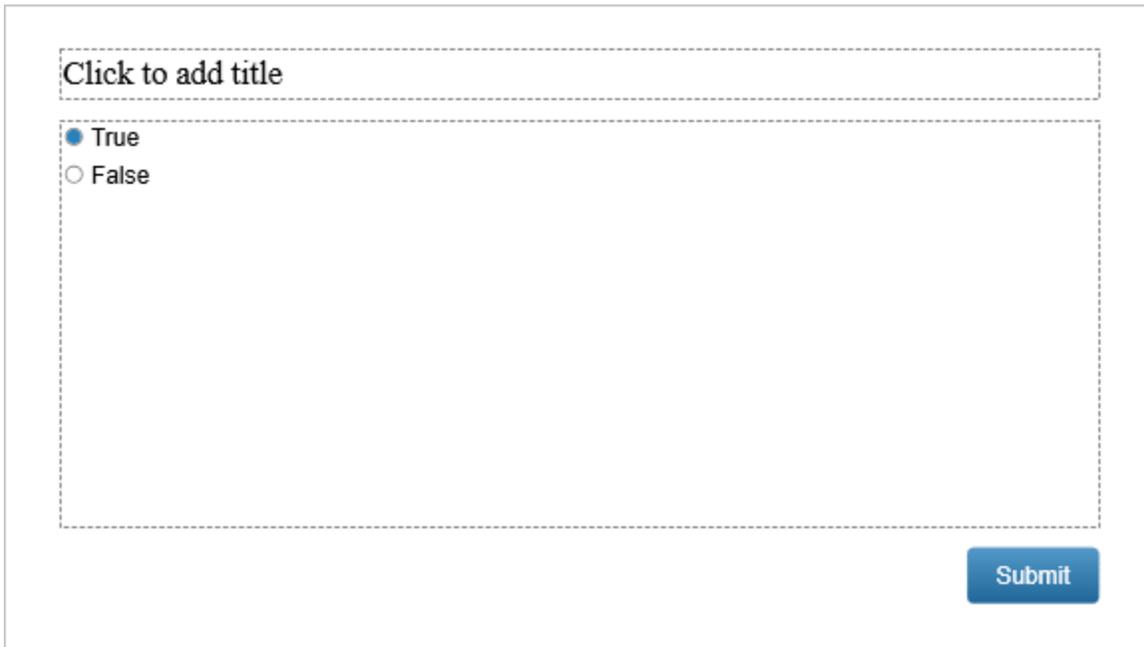


To create a question, open the **Questions** tab and click any question button. Or, you can click the **Home** tab > **Interactions** > select a question. After that, ActivePresenter will insert a new question slide into your project.

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:



The screenshot shows a rectangular question box on a canvas. At the top, there is a dashed-line border containing the text "Click to add title". Below this, there are two radio button options: "True" (with a blue dot) and "False" (with a white dot). At the bottom right corner of the question box, there is a blue button with the text "Submit".

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

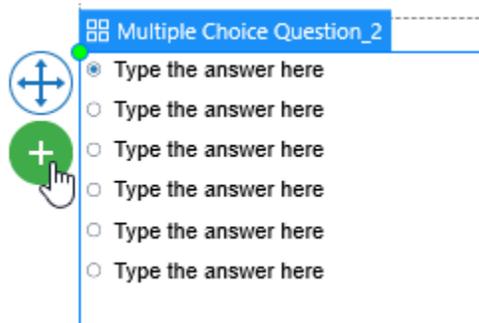
With a Multiple Choice question, learners can select only one correct answer option.

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:



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

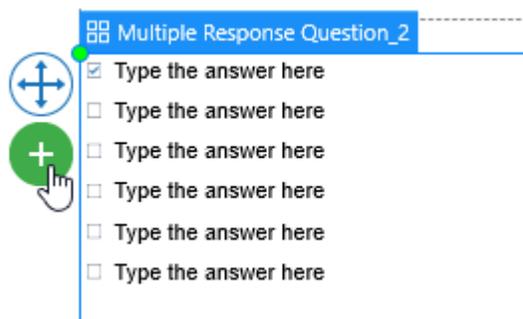
With a Multiple Response question, learners can select more than one correct answer option.

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:



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

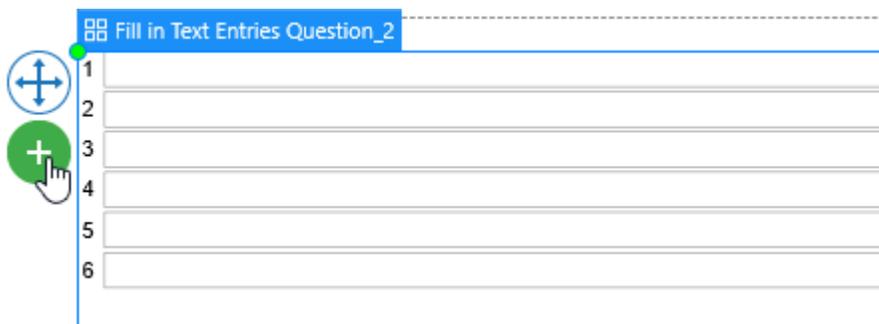
A Fill in Text Entries question contains four default single-line text boxes that allow learners to input text.

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:



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.

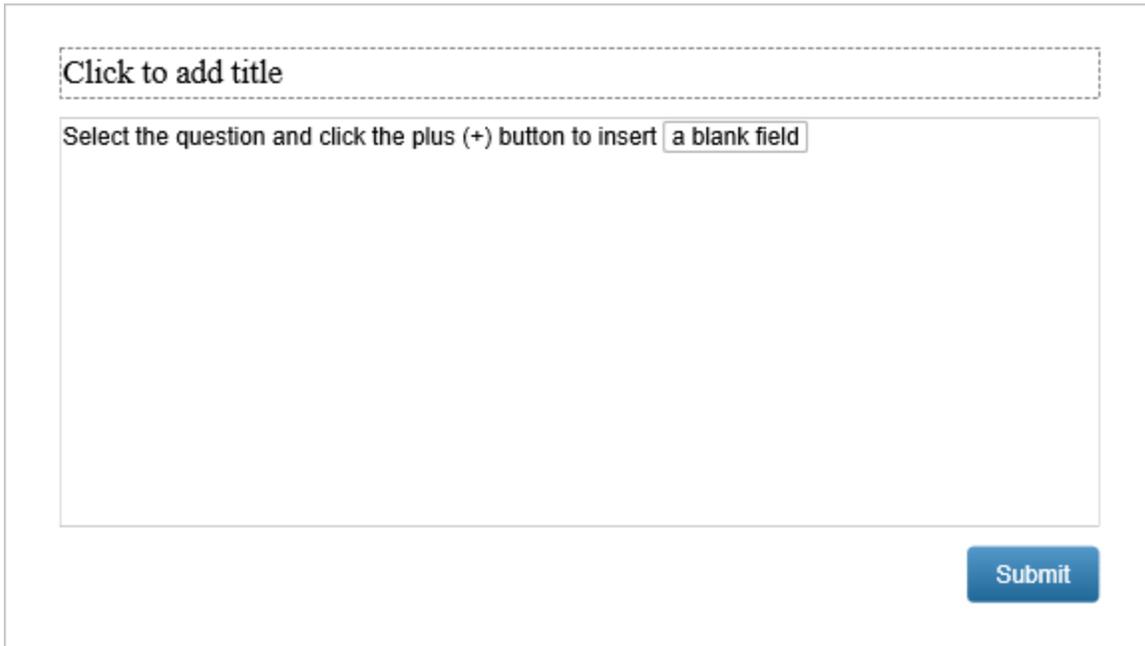
Click the **Properties** pane > **Interactivity** > **Events – Actions** to have more settings for question events and actions.

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.

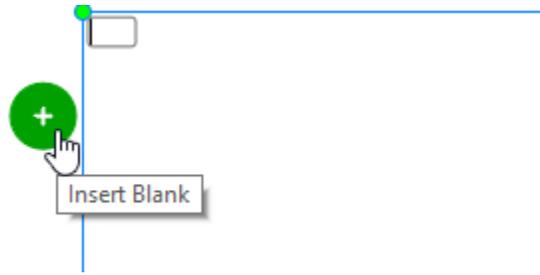
To insert a Fill in Blanks question, click the **Questions** tab > **Fill in Blanks** . Alternatively, click the **Home** tab > **Interactions**  > **Fill in Blanks** . The question will appear on the Canvas as follows:



The screenshot displays a question interface within a rectangular frame. At the top, there is a dashed border box containing the text "Click to add title". Below this is a larger rectangular area containing the text "Select the question and click the plus (+) button to insert" followed by a button labeled "a blank field". At the bottom right corner of the frame, there is a blue button with the text "Submit".

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**.

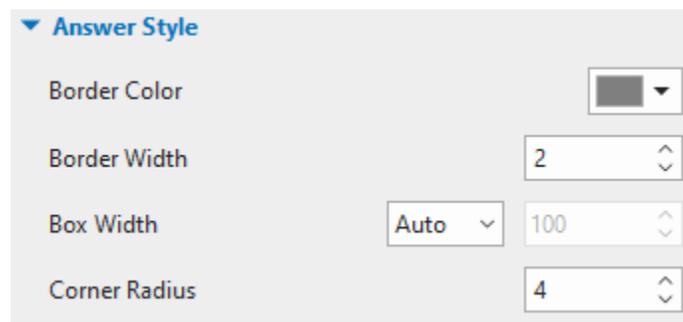


To set a correct answer for a blank, simply type the correct answer into it. Alternatively, select the blank, then go to the **Properties** pane > **Interactivity** > **Score & Reporting** > **Correct Values** > **Add Value**.

- **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.

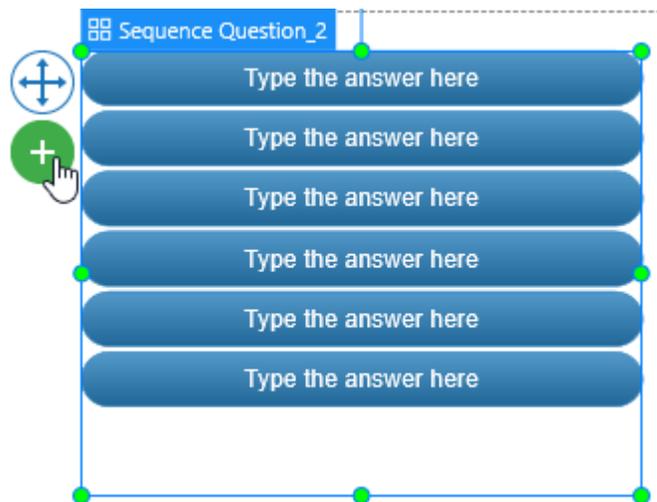
After creating and customizing a Fill in Blanks question, you can set it as a default question to use in the current project. To do that, right-click on the answer area > **Set as Default Fill in Blanks Question**. Alternatively, customizing this question type in the **View** tab > **Object Settings** > **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.

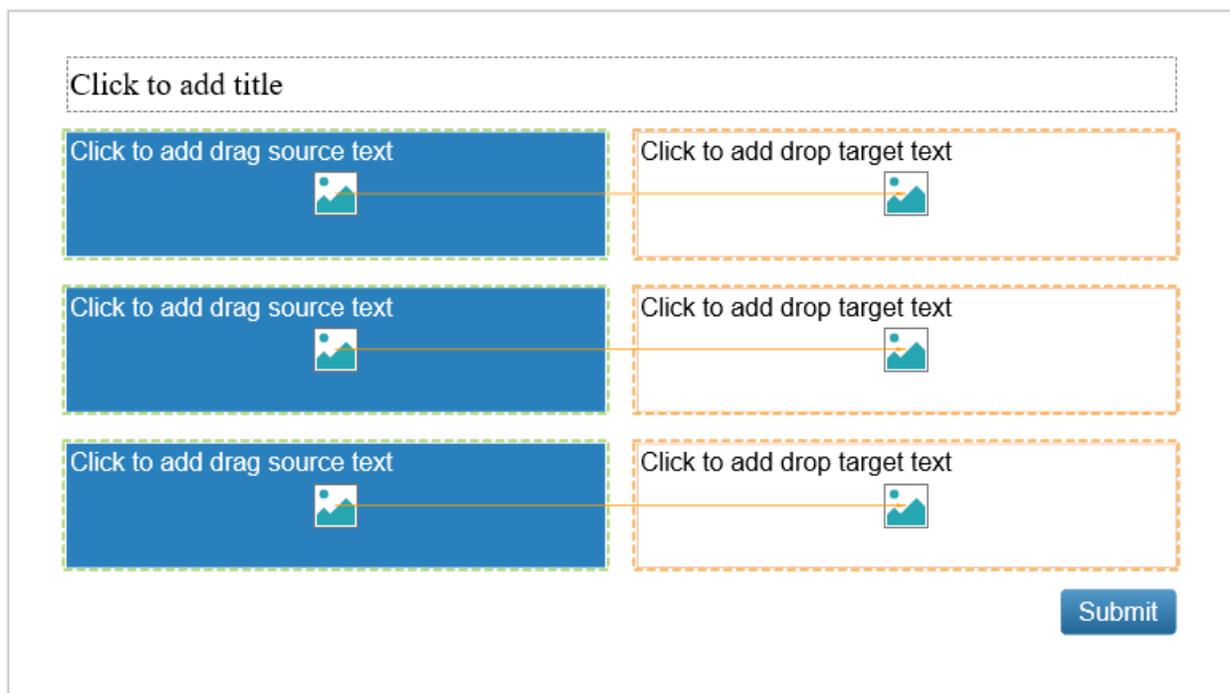
After creating and customizing a Sequence question, you can set it as a default question to use in the current project. To do that, right-click on the answer area > **Set as Default Sequence Question**. Alternatively, customizing this question type in the **View** tab > **Object Settings** > **Questions** > **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.

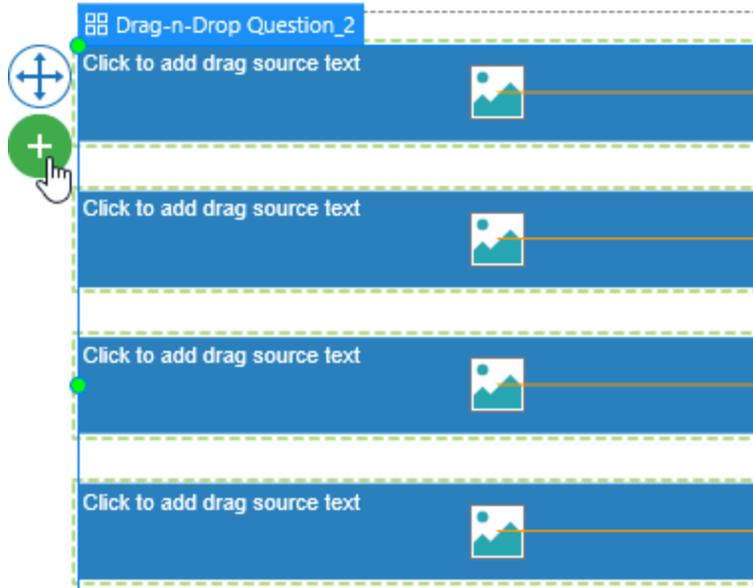
To insert a Drag-n-Drop question, click the **Questions** tab > **Drag-n-Drop** . Alternatively, click the **Home** tab > **Interactions**  > **Drag-n-Drop** . The question will appear on the Canvas as follows:



Both drag sources and drop targets are shapes with the default text and a clickable **Image** button  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**.

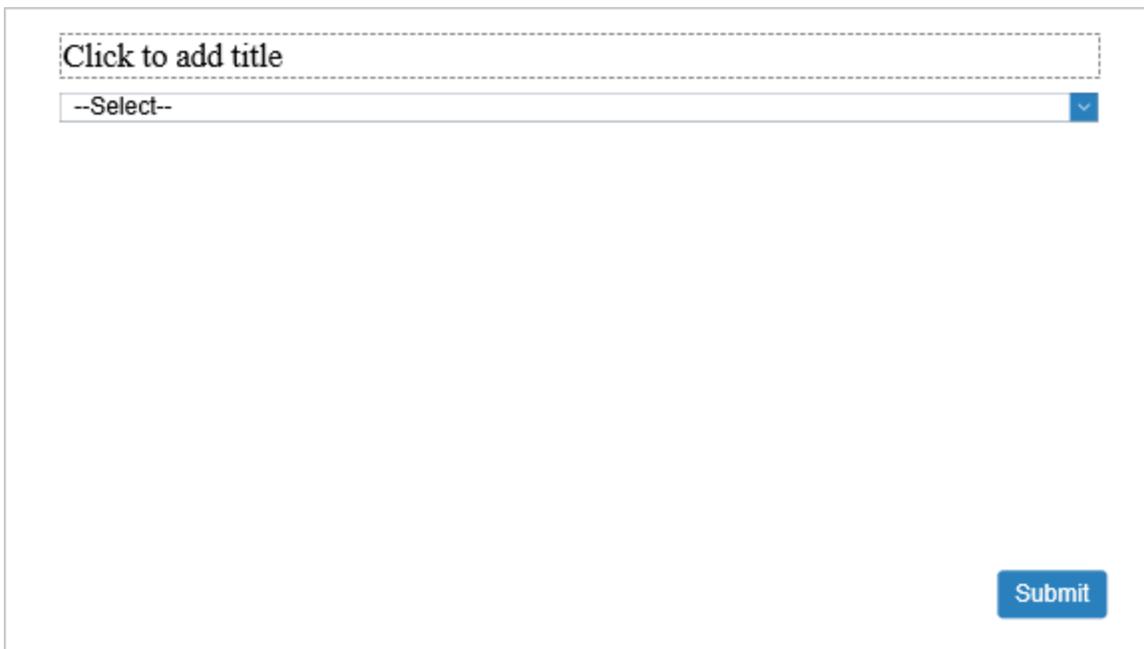
Click the **Properties** pane > **Interactivity** > **Score & Reporting** to select the question mode and set properties for it.

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:



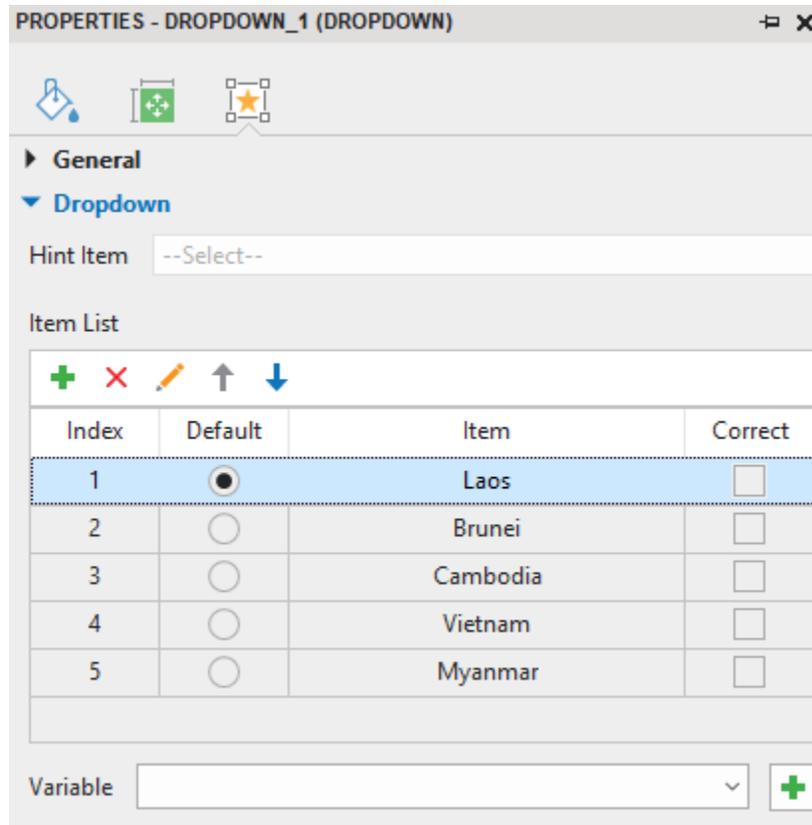
The screenshot shows a question box on a canvas. At the top, there is a dashed border containing the text "Click to add title". Below this is a dropdown menu with the text "--Select--" and a blue arrow pointing down. In the bottom right corner of the question box, there is a blue button with the text "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**).



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.

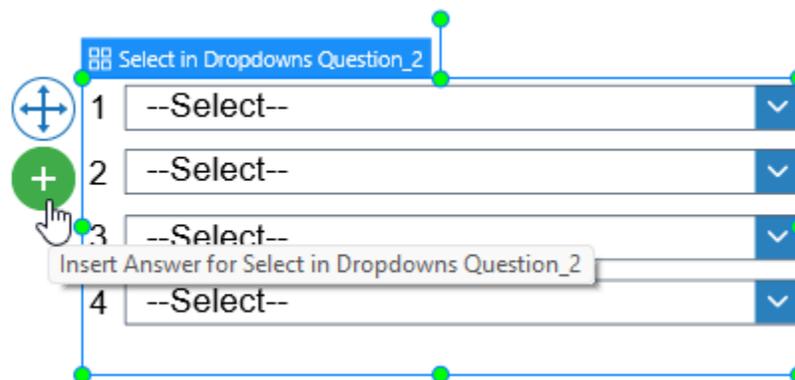
To insert a Select in Dropdowns question, open the **Home** tab > **Interactions**  > **Select in Dropdowns** , or open the **Questions** tab > **Select in Dropdowns** . After that, the new question slide appears like that:

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**.

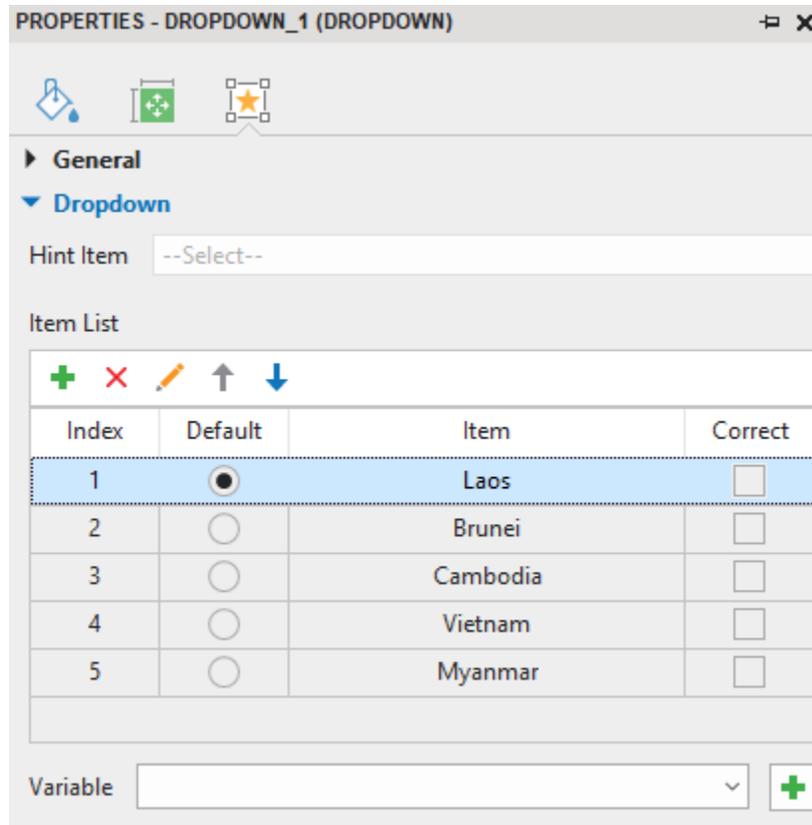
To change the container layout, select the answer area > **Properties** pane > **Size & Properties** tab > **Container Layout** section > select **None** or **Flex**.

To add more dropdowns, select the answer area and click the **Plus** button:



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**).



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.

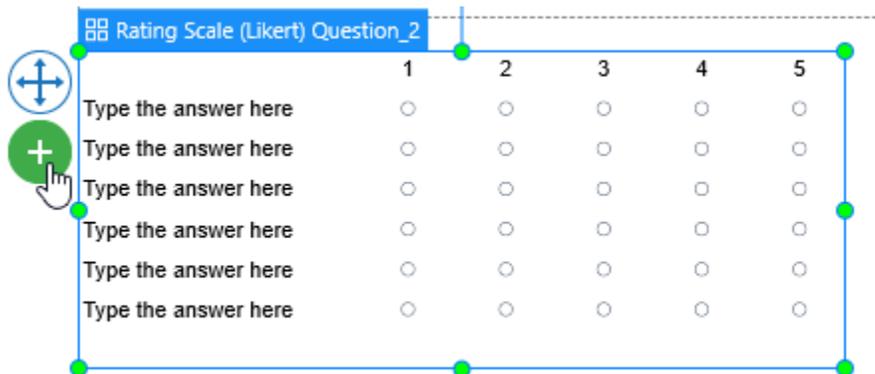
After creating and customizing a Select in Dropdowns question, you can set it as a default question to use in the current project. To do that, right-click the answer area > **Set as Default Select in Dropdowns Question**. Alternatively, customizing this question type in the **View** tab > **Object Settings** > **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:

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 on your keyboard or right-click on it and select **Delete**. Then, that answer label and its corresponding radio buttons are deleted simultaneously. If you want 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.

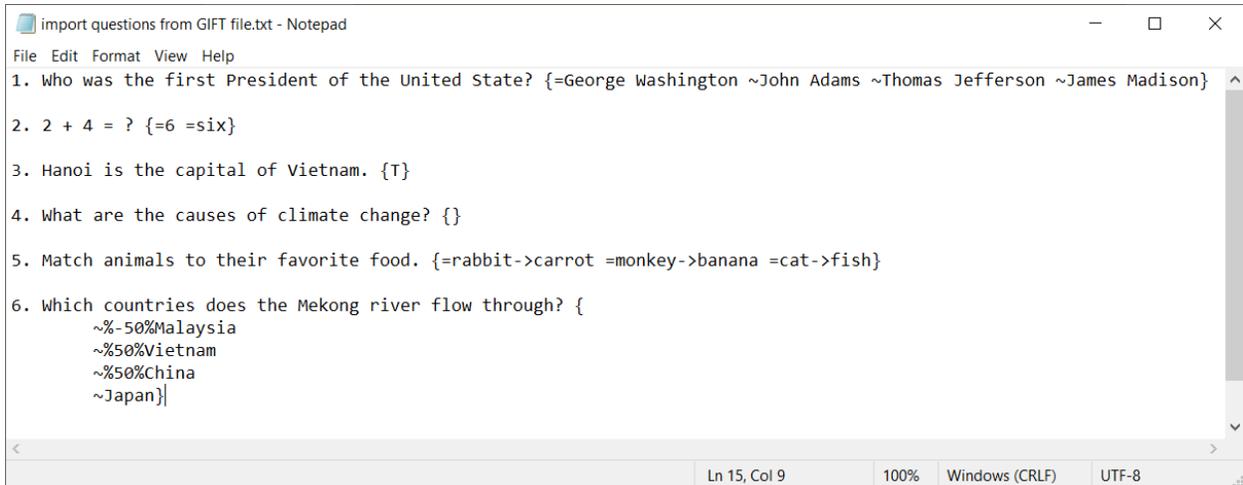
Question {Answer}

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}

```

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
Question Type	<p>Use the following characters to indicate the question type you want to create:</p> <ul style="list-style-type: none"> • TF – True/False • MC – Multiple Choice, Multiple Response • FIT – Fill in Text Entry • FITS – Fill in Text Entries • FIB – Fill in Blanks • SQ – Sequence • MAT – Drag-n-Drop • ES – Essay • SID – Select in Dropdown • SIDS – Select in Dropdowns • RS – Rating Scale (Likert)

Points	Enter a number here to set points for a question.
Question Title	Input the title for a question.
Answer Options	Create answers options and/or define correct answers for a question.

Note: Bear in mind 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 ActivePresenter.

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?

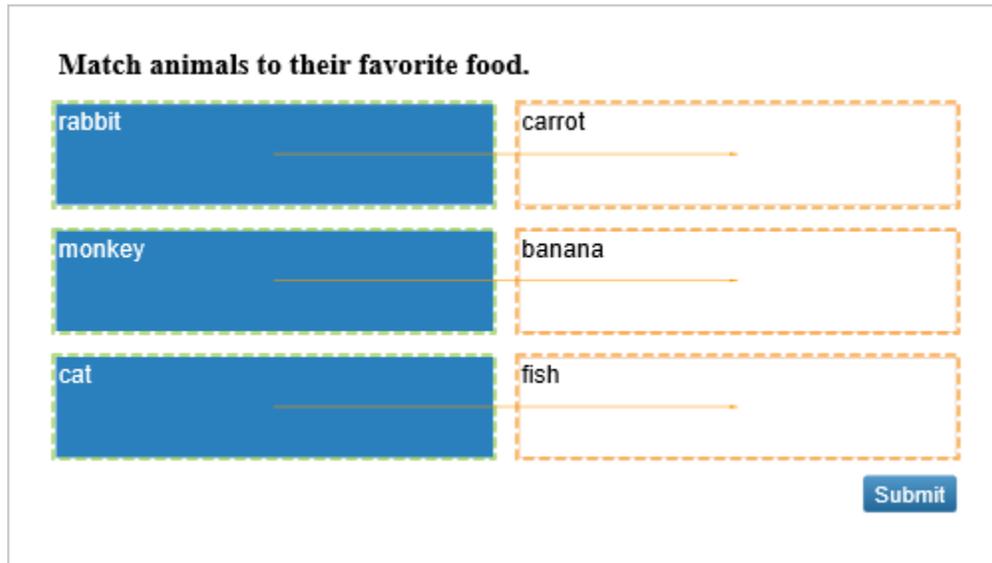
	Poor	OK	Good	Excellent
Service	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Decoration	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Food	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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**.



Match animals to their favorite food.

rabbit	carrot
monkey	banana
cat	fish

Submit

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

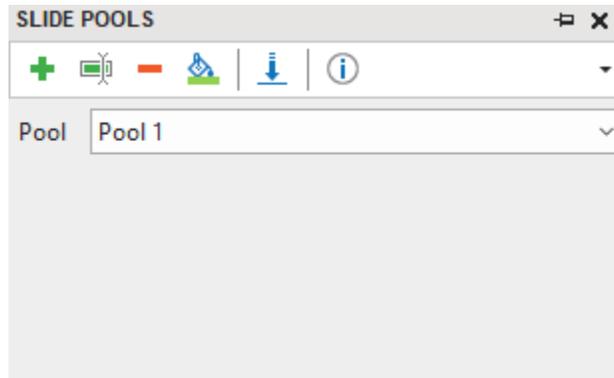
While creating quizzes, you may want to randomize the order of questions displayed to learners. ActivePresenter lets you do that using **Slide Pools** and **Random Slide** feature.

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.

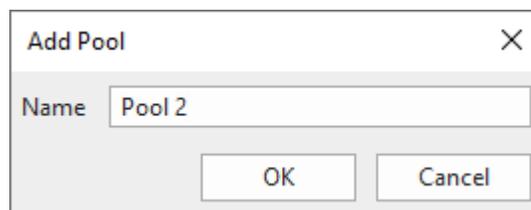
Creating Slide Pools

The **Slide Pools** pane is used to create and manage slide pools in a project. To open this pane, click the **View** tab > **Slide Pools**. By default, ActivePresenter automatically adds **Pool 1** without any slide. You can add slides to this pool or create new pools as you wish.



To create a new slide pool, in the **Slide Pools** pane, do the following:

1. Click **Add new pool** .
2. In the dialog that appears, enter a name for the new pool. Then, click **OK** to apply.



To manage slide pools, you can:

- **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.
- **Import slide pool from another project** : Import an existing pool from other projects.
- **More information about this pool** : See the number of slides in the current pool and the number of random slides linked to it.

Adding Slides to Slide Pools

There are two ways to add slides to a slide pool. First, create new slides directly in the **Slide Pools** pane. Second, move existing slides from the **Slides** pane to a slide pool. In addition, you can move slides from one pool to another if you wish.

Adding New Slides in Slide Pools

To add a totally new slide to a pool, you select a pool, then add new slides from the **Home** tab or the **Insert** tab. Or, right-click on the **Slide Pools** pane > **New Slide**. In fact, creating new slides in the **Slide Pools** pane is similar to **creating new slides** in your project.

Moving Slides from the Slides Pane to a Pool

ActivePresenter allows you to move existing slides from the **Slides** pane to a pool. To do that, in the **Slides** pane, select one or more slides and right-click on it/them > **Move Slide To** > select a pool. As the selected slides are moved to the pool, they no longer appear in the **Slides** pane.

Moving Slides from one Pool to Another

In the **Slide Pools** pane, select a pool. Then, select one or more slides and right-click on it/them > **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 Slides Pane

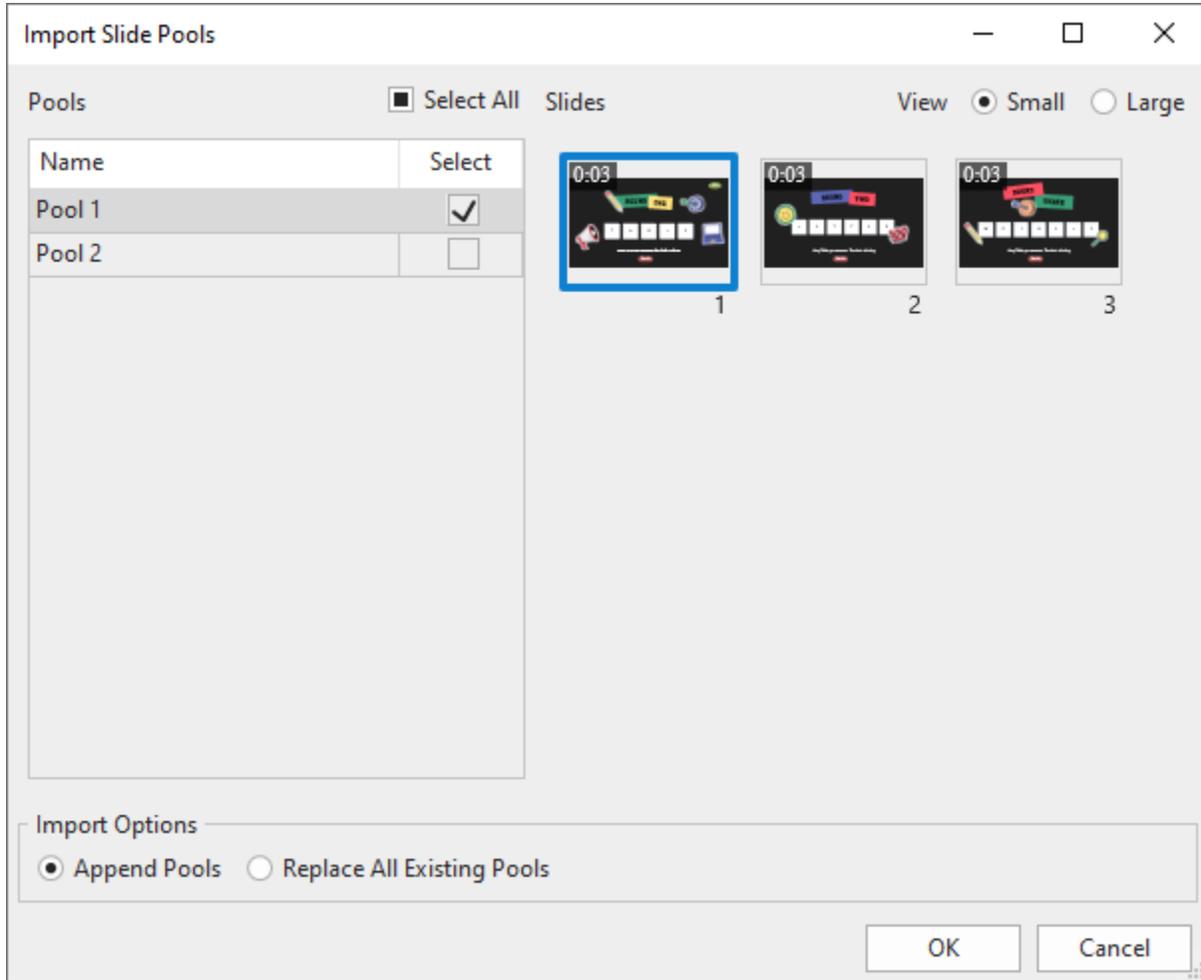
In the **Slide Pools** pane, select a pool. Then, select one or more slides and right-click on it/ them > **Move Slide To** > **Slides**. You can also copy slides from a pool and paste them into the **Slides** pane.

Importing Slide Pools

You can reuse existing slide pools across projects. Do the following:

1. In the **Slide Pools** pane > **Import slide pool from another project** .
2. Select a project file (*.aproj) that contains slide pools you want to reuse.

The following window appears having two panes. The **Pools** pane shows all slide pools in the selected project. The **Slides** pane shows all slides in each pool. To change the view mode, select the **Small** or **Large** radio button.



3. Select one or more checkboxes that correspond to slide pools you want to import.
4. Select an import option:
 - **Append Pools:** Import a pool as a new pool while keeping all previously created pools in the current project.
 - **Replace All Existing Pools:** Import a pool as a new pool while removing all previously created pools in the current project.
5. Click **OK** to apply changes.

Using Random Slides to Draw from Slide Pools

Random slides display slides that are randomly selected from a pool to which they are linked. Let's take an example. A random slide is linked to a pool containing five slides. In the output, the random slide will randomly display one of the five slides in the pool.

Compared with normal slides, random slides have some differences:

- In the HTML5 output, random slides will be replaced by slides in the pool to which they are linked.
- You neither insert anything into random slides nor insert random slides into **slide masters**.

Inserting Random Slides

To insert a random slide, click the **Home** tab or the **Insert** tab > **New Slide** > **Random Slide** . Alternatively, access the **Questions** tab > **Random Slide**. Then, a random slide is inserted below the current slide. A random slide whose background color is the color of the first pool in the list by default.



If you no longer need a random slide, just remove it. Click it and press **DELETE** or right-click on it > **Delete**.

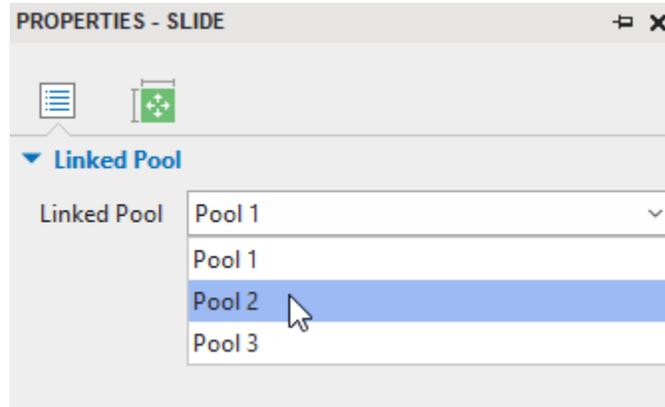
Drawing Slides from Slide Pools

Random slides come in handy to draw slides randomly from a slide pool. You can choose to display and randomize all slides in a pool or just its subset.

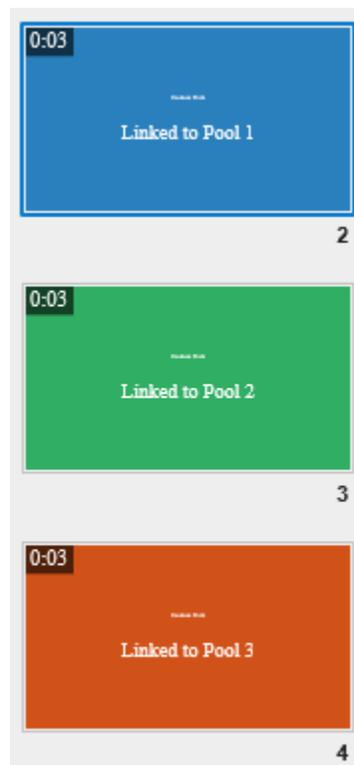
For example, a pool has five slides. To randomize all slides in that pool, insert five random slides into your project. Otherwise, if you just want to randomize three out of five random slides in that pool, only insert three random slides.

To draw slides from a slide pool, do the following:

1. In the **Slides** pane, select one or more random slides.
2. Click the **Properties** pane > **Slide Properties** > **Linked Pool** > select a pool.



Note: Each slide pool is assigned a different color, so the linked random slide will display the background color of the corresponding pool. Besides, it's possible for you to change the color of a slide pool. To do that, select a pool in **Slide Pools > Change pool color >** select the color you like.

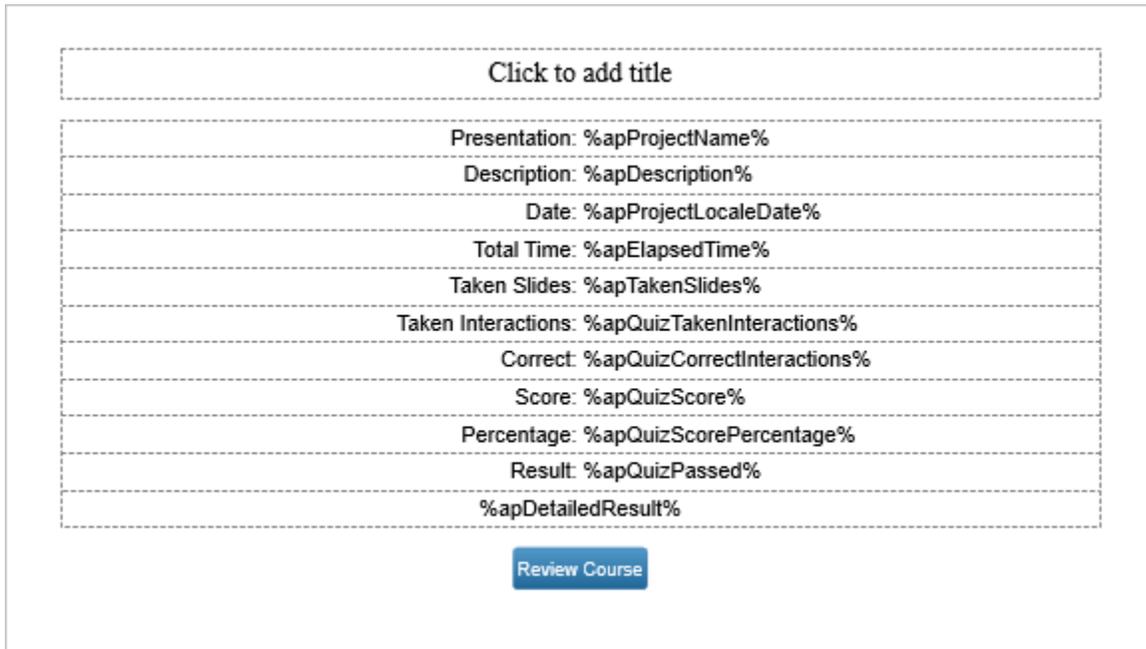


When randomizing questions, it's better to ensure each learner gets an equally difficult quiz. To do that, set the difficulty level for each question. Then, sort questions based on their degree of difficulty into separate pools. That way, you can have individual pools for each difficulty level with a certain number of questions, such as 10 difficult questions, 10 moderate ones, and 10 easy ones.

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:



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.

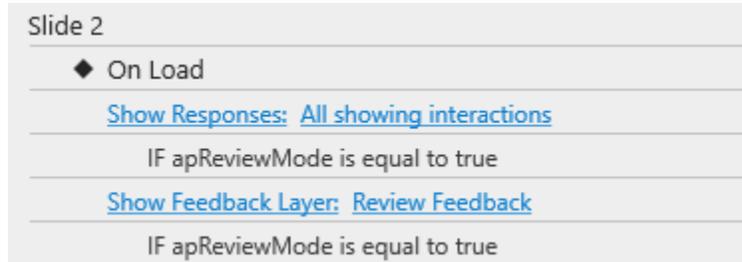
Note: To modify the look of the report slide, open the slide master view and adjust the report slide layout. For more details, see **Using Slide Masters**.

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.

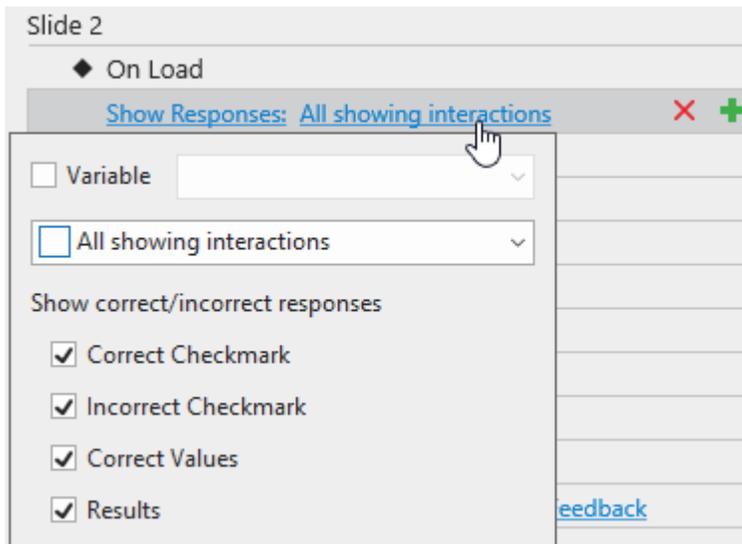


Here's how ActivePresenter creates and handles the review mode. At the beginning of a slide, ActivePresenter checks if a course is in the review mode using the read-only `apReviewMode` variable. If the course is in the review mode (the variable value is equal to `true`), ActivePresenter will show all correct/incorrect responses for graded interactions on the review feedback layer.

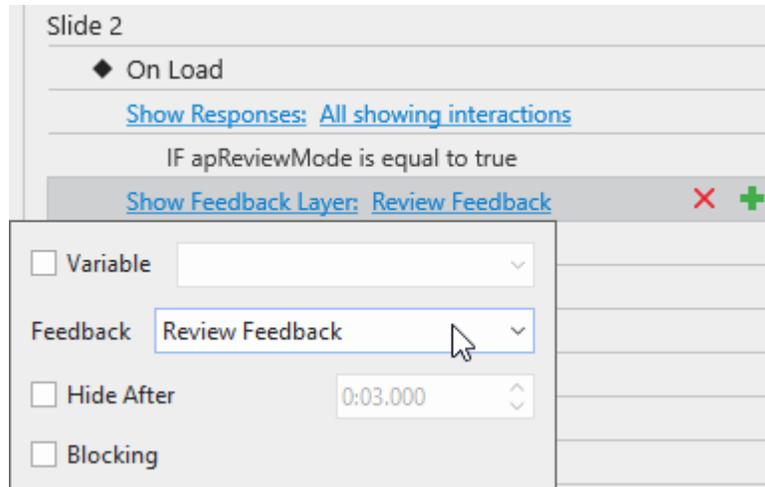


You can:

- 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:

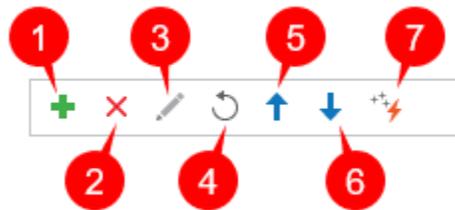
Select an interaction object/question/slide > **Questions** tab > **Event** ⚡.

Alternatively, you can select the slide containing the question or interaction object > **Properties** pane > **Interactivity** > **Events – Actions**.

- For projects:

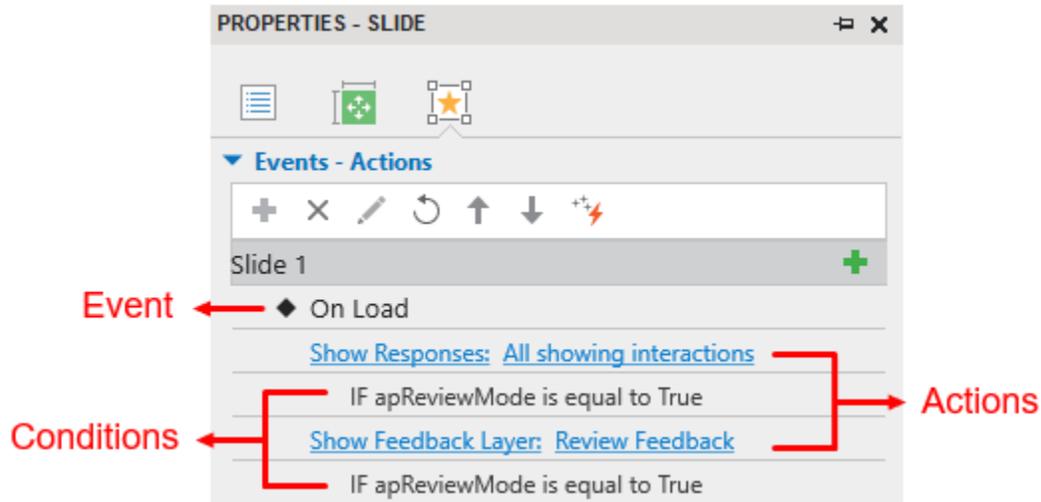
Click **ActivePresenter** > **Project** > **Properties**. In the **Properties** pane > **Interactivity** > **Events – Actions**.

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.

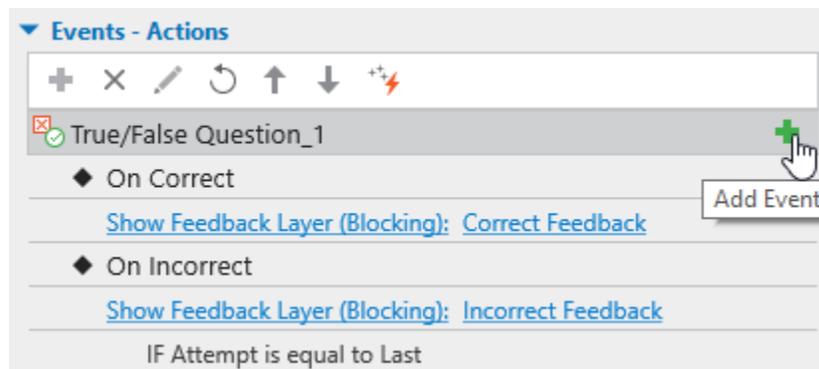
The next parts will explain how to add and remove them in detail.

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.

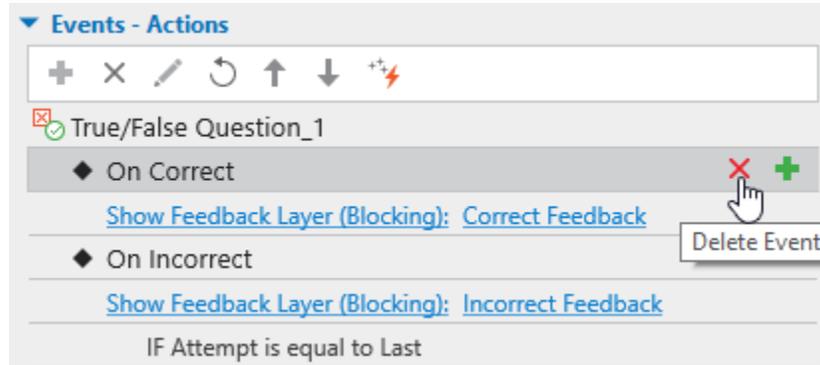
Adding and Removing Events

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.



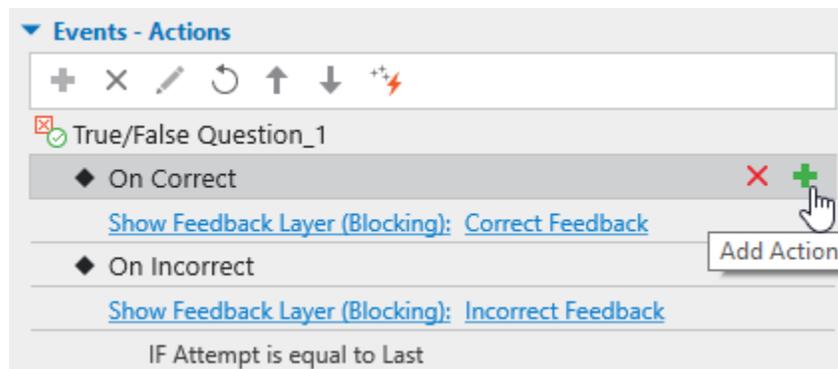
Besides, to remove an event, click the event entry > **Delete Event** **X**.



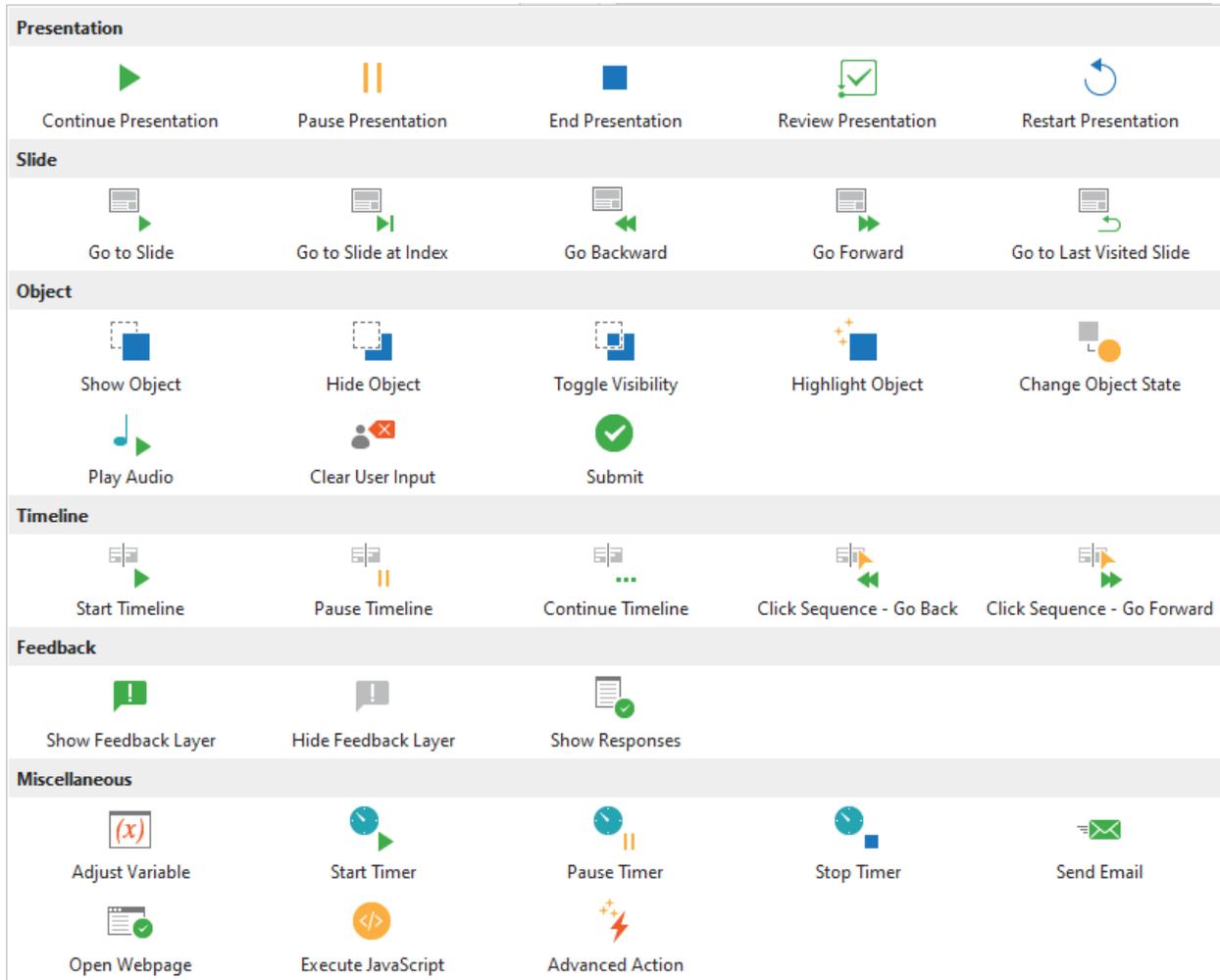
Adding and Removing Actions for Events

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.

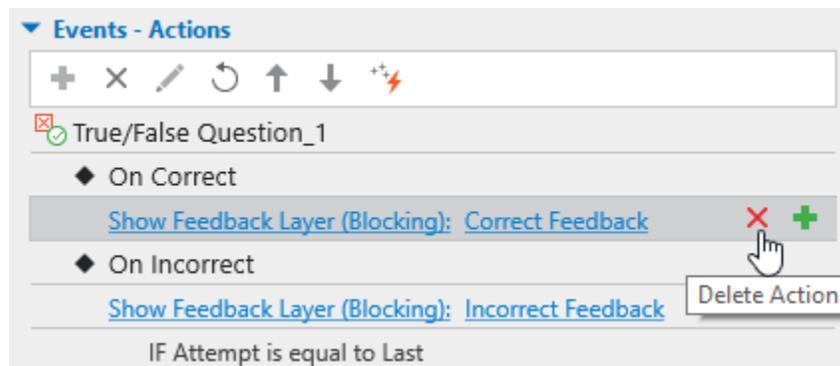


ActivePresenter will display the following action gallery:



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 .

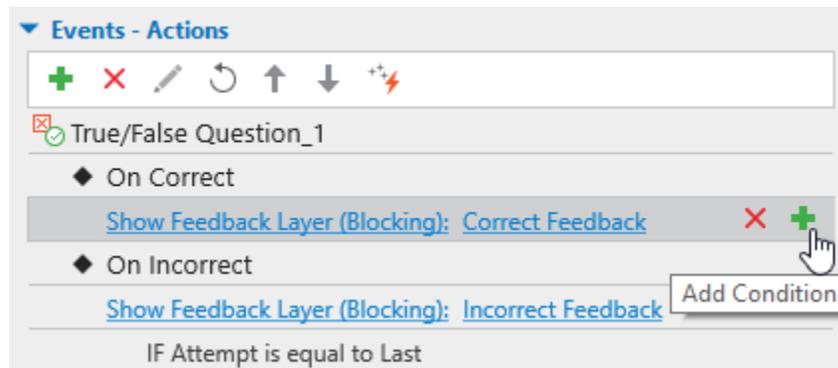


Note: The object on the Canvas will gain the highlight when you click its name, event, action, or condition from the drop-down list in the Events – Actions section. The highlight is a red line that borders the object to let you know which object you are selecting.

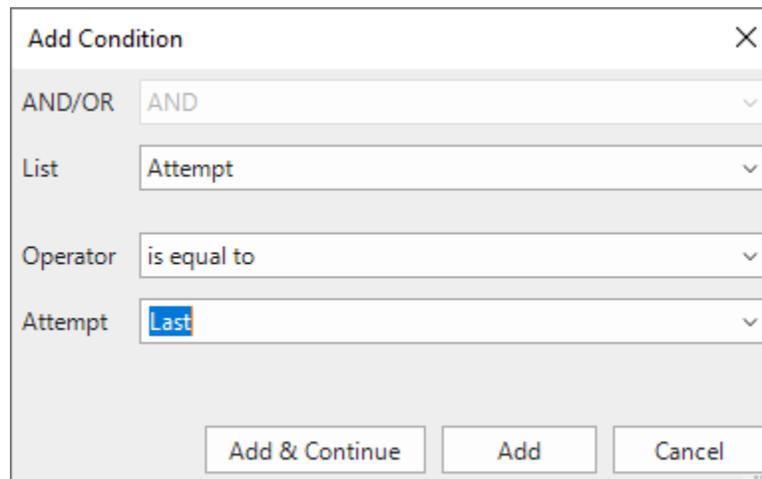
Adding and Removing Conditions for Actions

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:



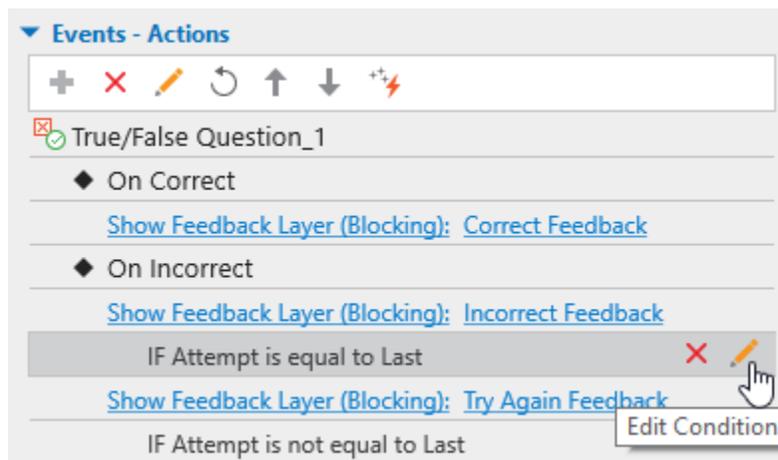
After adjusting the **Add Condition** dialog, click the **Add** button to complete the process. Click **Cancel** to cancel the condition and close the dialog. Click **Add & Continue** to add the condition and continue adding other ones. After that, a Condition entry will be added right below the Action entry.

Note: The content of this dialog will vary differently. It depends on which type of objects you are working with.

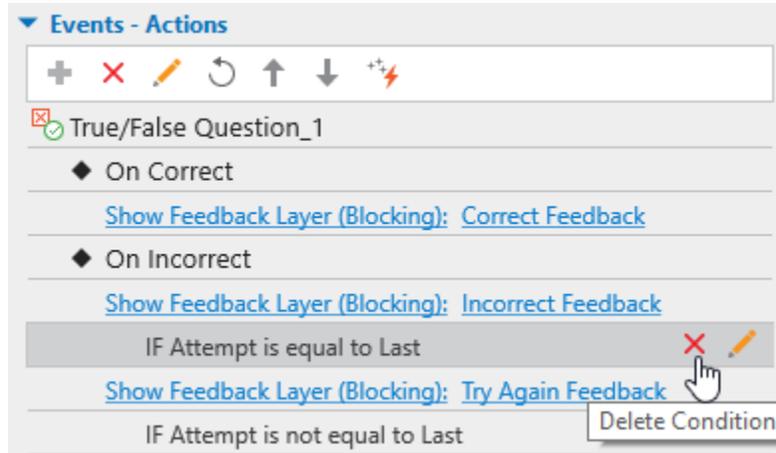
Parameter	Function
AND/OR	Use this to combine multiple conditions in an action.
AND	Execute the action if all conditions are true.
OR	Execute the action if there is at least one true condition.
List	The type of object to be compared in a condition.

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.



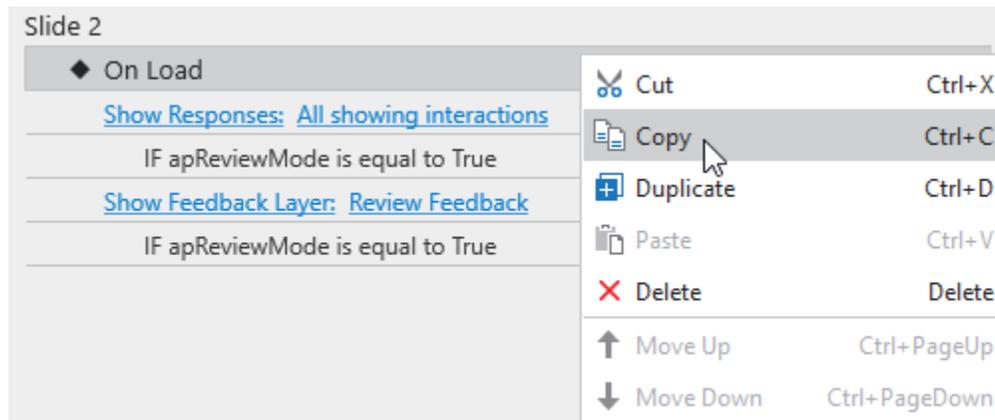
To delete a condition, select the condition entry and click the **Delete Condition** button .



Copying Events, Actions and Conditions

ActivePresenter allows you to copy events, actions, and conditions easily. To do that, right-click the event/action/condition entry > **Copy** . Then, right-click the destination object/event/action > **Paste** . 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:

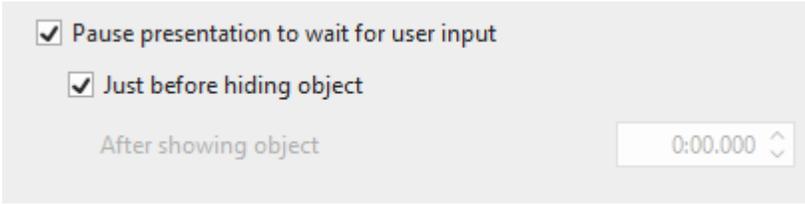
Event	Description
On Click	Occur when users click an object/a slide. Available for slides, mouse clicks, buttons, drag sources, drop targets (not including drop areas), animated timers, hotspot questions, shapes (including all message types), images, text captions, containers, equations and videos.
On Key Press	Occur when users press a key or combination of keys. Available for slides and key strokes. All keys except WINDOWS key are supported. You can define actions for each key stroke value using conditional actions . Note that there are different keyboards for different languages.
On Text Enter	Occur when users enter a text string. Available for text entry, fill in text entry, essay question. You can define actions for each entered text value using conditional actions .
On Check	Occur when users mark a checkbox or radio button. Available for checkboxes and radio buttons only.
On Uncheck	Occur when users uncheck a checkbox or radio button. Available for checkboxes and radio buttons only.
On Drag Start	Occur when a drag source is dragged from its location. Available for drag sources only.
On Drag End	Occur when users release the mouse button (end the dragging) while dragging a drag source. Available for drag sources only.
On Drag Out	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.
On Drag Enter	Occur when a drag source enters (by hovering over) a drop area or drop target. Available for drop areas and drop targets only.
On Drag Leave	Occur when a drag source leaves a drop area or drop target. Available for drop areas and drop targets only.
On Accept	Occur when any accepted drag source is dropped on a drop area or drop target. Available for drop areas and drop targets only.
On Reject	Occur when any rejected drag source is dropped on a drop area or drop target. Available for drop areas and drop targets only.
On Timer Complete	Occur when a timer is completed or timed out. Available for timers only.
On Correct	Occur when users give a correct response. Available for all graded interactions.

On Incorrect	Occur when users give an incorrect response. Available for all graded interactions.
On Complete	Occur when users answer a question or fill in a text box. Available only when the mode of the question or text box is survey.
On Incomplete	Occur when an answer is incomplete, for example: <ul style="list-style-type: none"> • 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). • Users leave <i>all</i> checkboxes or radio buttons unchecked in case of true/false, multiple choice, and multiple response. • Users leave <i>all</i> drop targets empty (contain no drag source) in drag-n-drop question.
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
Presentation	
Continue Presentation	<p>Depending on the current state of the presentation:</p> <ul style="list-style-type: none"> If the presentation is playing, this action doesn't change anything. If the presentation has been paused, this action will continue playing the presentation from the time it stops. <p>You can pause a presentation in two ways:</p> <ul style="list-style-type: none"> Click the Properties pane > Interactivity > General > Pause presentation to wait for user input for any interaction object. When the object is played, the presentation will pause. You can choose between pausing the presentation just before hiding the object or pausing it after showing the object for a specific amount of time.  <ul style="list-style-type: none"> Execute the Pause Presentation action (see below).
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 review mode 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>

Slide	
Go to Slide	Go to a specific slide. The link is made to a specific slide, so if you move that slide to a new position, the link will follow it and jump to the new position. If the target slide is deleted, the link gets dissolved automatically.
Go to Slide at Index	Go to a slide at a specific index. When you add, remove, or reorder slides, the order of slides may change. Regardless of that, this action will jump to the n^{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.
Object	
Show Object	<p>Show an initially hidden shape, image, audio, or video object. Objects can be shown with animation and hidden automatically with animation after an amount of time. If you want to allow users to manually hide the object, execute the Hide Object action.</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.
Play Audio	Play an audio resource or built-in sound in your project. This action should be used to play short audio. For long audio tracks, you're recommended to insert them into slides, make them initially hidden , and execute the Show Object action. After that, use the Hide After

	<p>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"> • Clear text in all text fields for text boxes and questions that contain text boxes. • Uncheck checkboxes or radio buttons for questions. • Send dropped drag sources to their original positions. • Return the default item of dropdowns.
Submit	Send whatever users entered in a specific interaction object to the presentation to evaluate.
Timeline	
Start Timeline	Start the playback of the target timeline.
Pause Timeline	Pause the playback of the target timeline.
Continue Timeline	Resume the playback of the target timeline.
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.
Feedback	
Show Feedback Layer	Show a feedback layer. You can choose to hide the feedback layer after an amount of time.
Hide Feedback Layer	Hide a feedback layer.
Show Responses	Show responses for all graded interactions. You can determine which object will show responses as well as which types of responses to be shown.
Miscellaneous	
Adjust Variable	Change the value of a variable . You can assign a value (or another variable value) to the target variable, toggle the value of true/false variables, and do basic math with number variables.

Start Timer	Make the timer start counting, do nothing if it is running. If the timer has finished, the action restarts it.
Pause Timer	Pause the timer but keep the current value, do nothing if it is paused.
Stop Timer	Stop the timer and reset its value.
Send Email	Launch the default email client program installed on user PC, and load the previously configured contents in the mail (including recipient address and subject line). Note that the email is <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 advanced action .

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
Slide	✓	✓			✓												✓	
Container		✓														✓	✓	
Shape		✓														✓	✓	
Text Caption		✓														✓	✓	
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				✓						✓	✓	✓	✓					

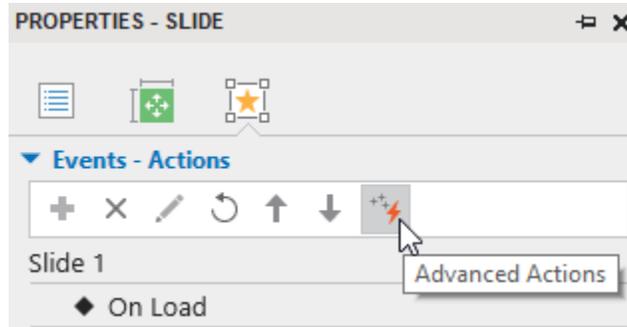
Question – Essay						✓							✓	✓	✓	✓	✓		
Question – Fill in Text Entry						✓							✓	✓	✓	✓	✓		
Question – Fill in Text Entries													✓	✓	✓	✓			
Question – Fill in Blanks													✓	✓	✓	✓	✓		
Question – Sequence				✓									✓	✓		✓			
Question – Drag-n-Drop				✓									✓	✓	✓	✓			
Question – Hotspot		✓		✓									✓	✓	✓	✓	✓	✓	
Question - Select in Dropdown				✓									✓		✓	✓	✓		
Question - Select in Dropdowns				✓									✓		✓	✓			
Question – Rating Scale (Likert)				✓										✓	✓	✓			

Adding Advanced Actions

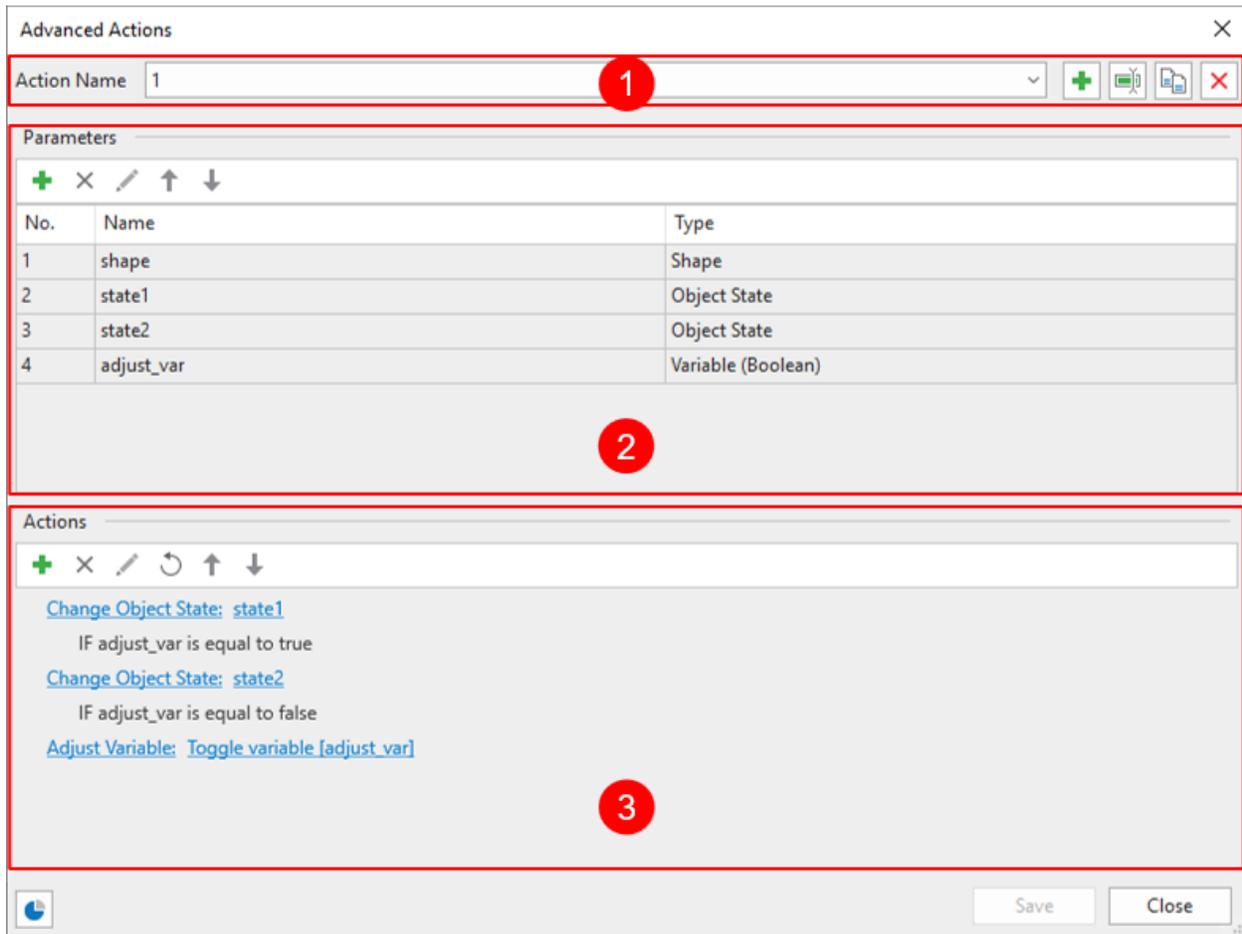
The Advanced Actions feature allows you to define complex actions and reuse them easily. An advanced action can contain normal actions and parameters, which is divided into three components: action name, parameters, and a list of actions. The action list can include both types of actions that use and 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** ⚡.

Alternatively, click the **Questions** tab > **Advanced Actions** ⚡.



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

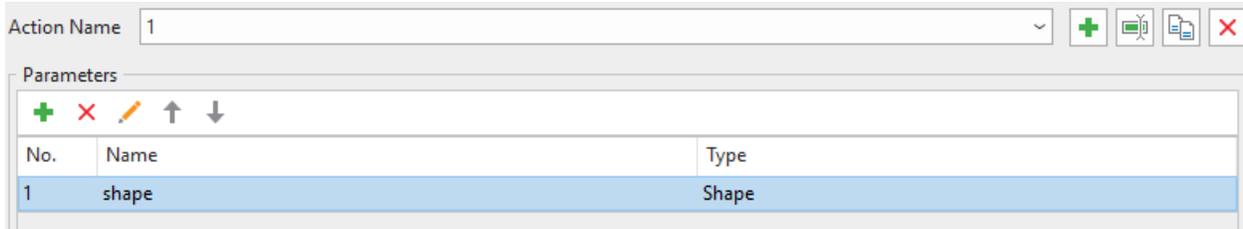
In the **Action Name** section, click the  button to create a new action.

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.

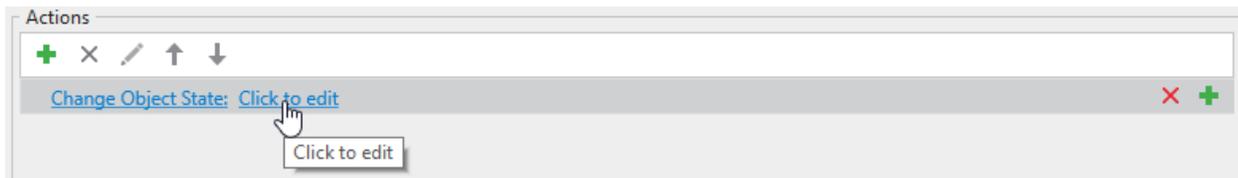


After adding a parameter, you can rename it by clicking the **Edit** button . Besides, to delete a parameter, select it and click **Remove** .

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:



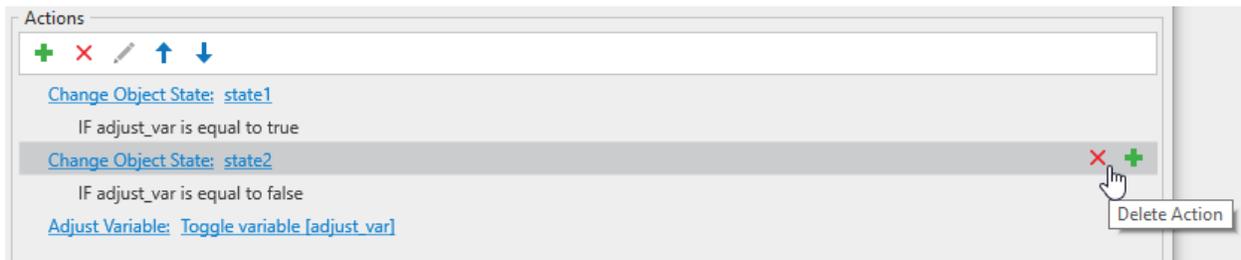
First, click the **Param** box to enable selecting parameters from the list that you created before.

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** **×**.

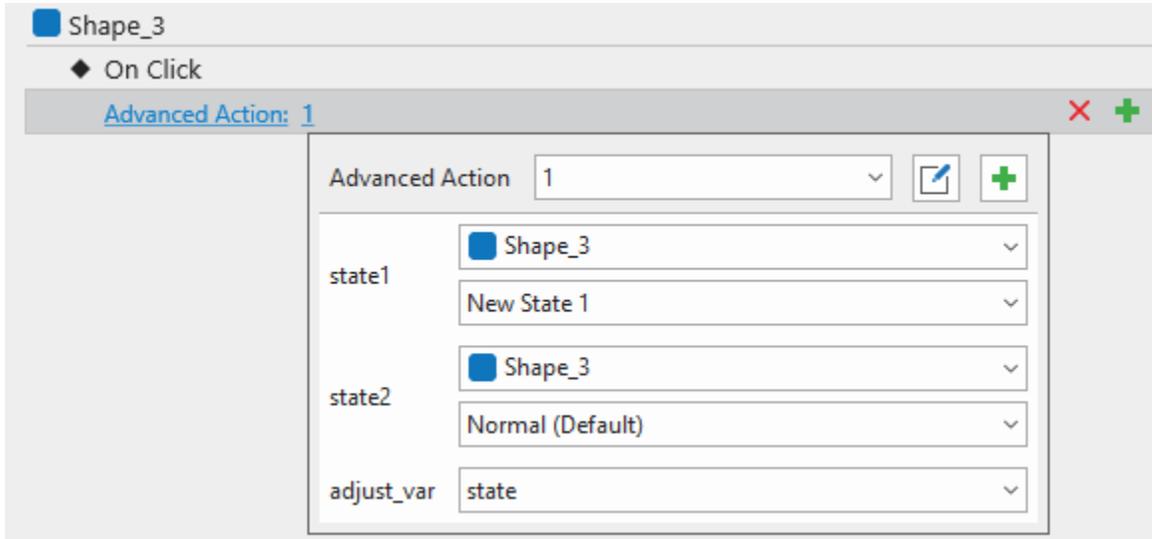


Adding Advanced Actions to Events

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.

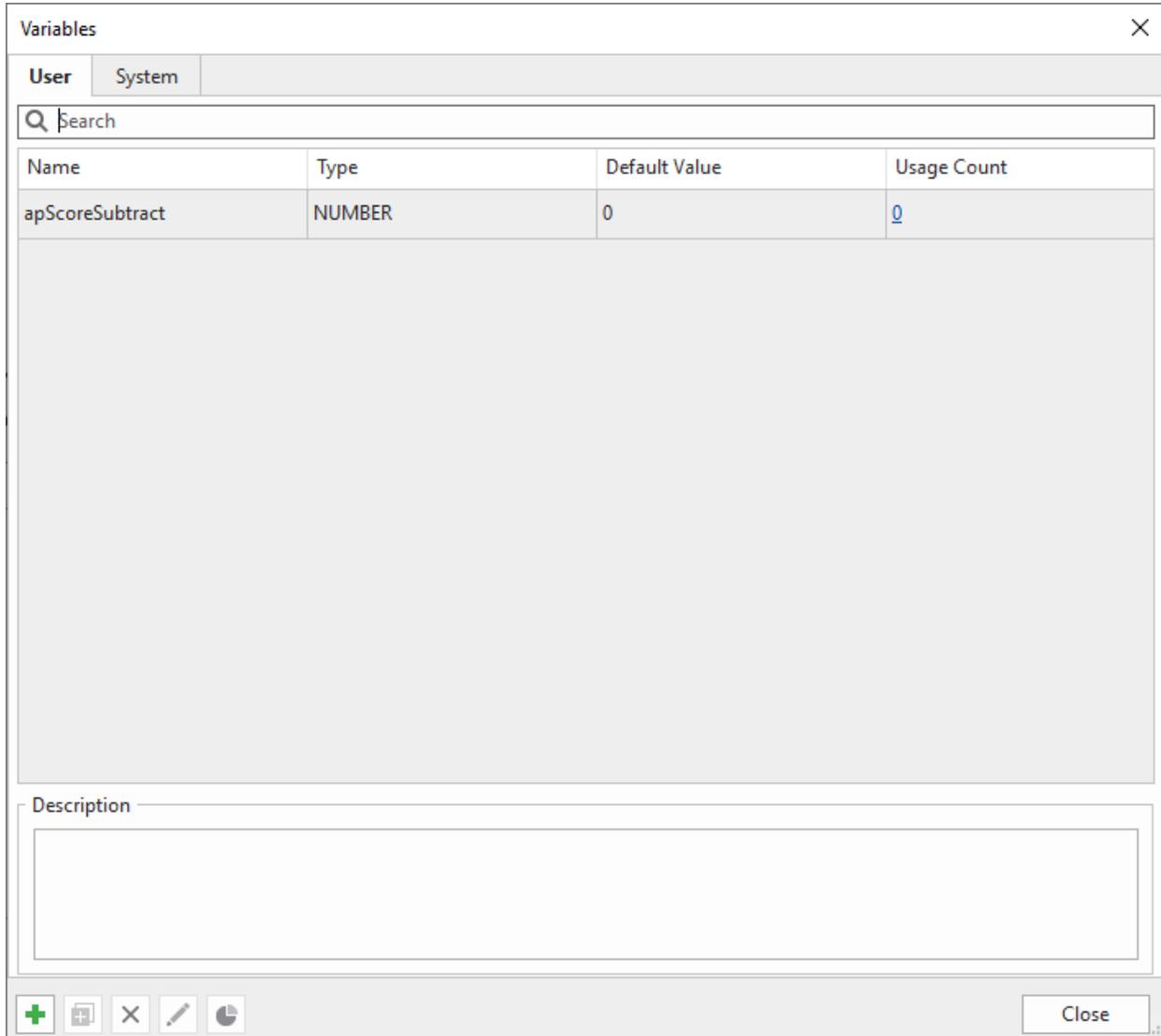
A variable can fall into three types:

- **True/false variables** (314p314 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

To create a new variable, do the following:

1. Click the **Home** tab > **Variables** to open the **Variables** dialog.



apScoreSubtract is a predefined User variable that is used to subtract scores when a learner performs a wrong action.

2. In the **User** tab, click **Add +** in the bottom toolbar. This opens the **Variable** dialog where you specify the variable name, type, initial value, and description (if any).

- **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.
 - **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.

Adding References to Variables

Variables store data. Variable references retrieve and display the data stored in variables. You can also use references to verify whether the variable is working correctly or not.

For example, you use a variable to get the learner'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.

Your name: %learnerName%

You can add a reference to any text captions, shapes, or other text-based objects. Do the following:

1. Click the text area of a text-based object to open the inline text editor.
2. Click the **Home** tab > **Reference**  to open the **Variables** dialog which contains all the system and user variable in your project.
3. Select a variable. Both system and user variables are available to add references.

- Click **OK** to finish. Then, a variable reference appears in your text as a placeholder that contains the variable name getting enclosed within two percent signs (%).

When you preview or publish the project to HTML5, ActivePresenter replaces the variable names with the actual values of the variables they reference.

- Optionally, adjust the formatting of the reference as normal.

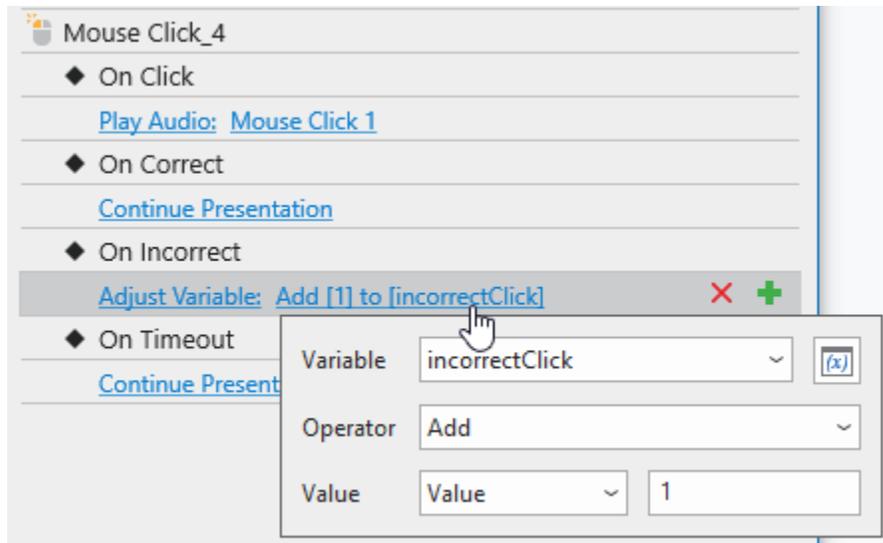
Note: If you remember exactly a variable name, you can type the name and put it between the % signs to reference that variable.

Using Actions to Adjust Variable Values

Variable values change depending on user input. For example, in the above example of the learnerName variable, each time a learner types his name, the variable value will update with the new entry.

Alternatively, you can use the Adjust Variable action to adjust variable values. Let's say you want to count the number of times that users click on the screen before they click the correct area. Do the following:

- Delete 2 feedback messages and add the **Adjust Variable** action to the **On Incorrect Event** of a **Mouse Click** object.
- Click *Click to edit* to open a dialog letting you change the variable.
- 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:



- 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.

Managing Variables

Duplicating Variables

To duplicate a user variable, in the **Variables** dialog > **User** tab, do the following:

1. Select the variable you want to duplicate.
2. Click **Duplicate**  in the bottom toolbar to make an exact copy of the variable.
3. In the user variable list, double-click the new variable to change its parameter.
4. Click **Update** to save changes.
5. Click **OK** to finish.

Removing Variables

You can delete only user variables. When you delete a variable, any references to this variable and actions that involve it still remain. Thus, you need to modify or delete those references and actions manually.

To delete a user variable, select it > **Remove**  in the bottom toolbar.

Editing Variables

You can edit the name, initial value, and description of a user variable at any time. The variable type cannot be changed. If you rename a variable, all references to the variable and actions that involve it will be updated automatically.

To edit a user variable, double-click it or select it > **Edit**  in the bottom toolbar. When you're done, click **Update** to save changes and click **OK** to finish.

Finding Variables

ActivePresenter makes it easy to find how many times and where a variable is used. You can double-click the hyperlinked number in the **Usage Count** column for the variable you want to find. Each time it is referenced by slide text or involved in an action will be counted. You can also select the desired variable and click **Usage**  in the bottom toolbar.

List of System Variables

All system variables are shown in the **Home** tab > **Variables** > **System** tab as in the figure below. Besides the variable name, type, and default value, the list also shows the number of times each variable is used.

Below is the list of system variables in ActivePresenter. Note that system variables have four types in total, namely true/false, text, number, and command. Command variables are system-specific variables used to control the player.

Name	Type	Description
<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 current progress of the presentation in milliseconds. Sets the

		value to a number to go to a specific time of the presentation.
<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.

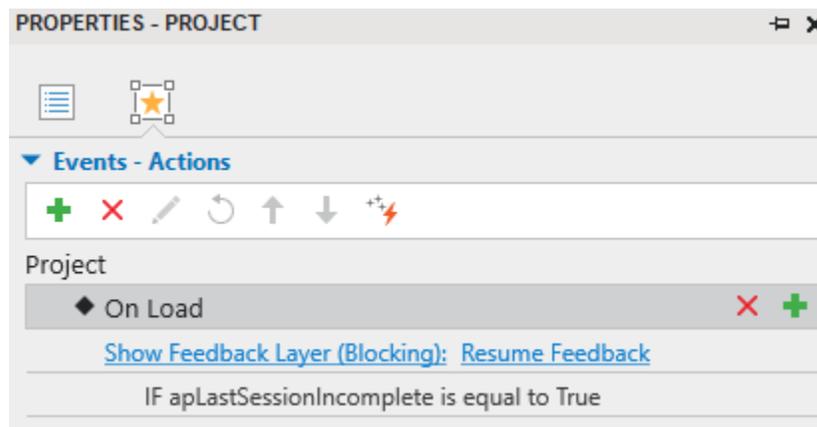
<code>apCmdRestart</code>	COMMAND	Sets the value to true to restart the presentation.
<code>apCmdShowAbout</code>	COMMAND	Sets the value to true to show the information dialog.

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. (**ActivePresenter** 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
<code>object (name)</code>	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.
<code>slideCount ()</code>	Returns the number of slides in the presentation.
<code>showSlideAt (index, time)</code>	Returns <code>false</code> if the index is out of range.

	<ul style="list-style-type: none"> • <i>index</i>: Slide index, starts from 1. • <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.
<p><i>showSlideAt(index, options)</i></p>	<p>Shows the slide with options.</p> <p>Options is an object with the following properties:</p> <ul style="list-style-type: none"> • <i>transition</i>: custom 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"> ○ NONE ○ CUT ○ FADE ○ PUSH ○ WIPE ○ ZOOM ○ COVER ○ UNCOVER ○ REVEAL ○ FLY_THROUGH • <i>duration</i>: transition duration, in milliseconds. • <i>direction</i>: Use any of the following values. (You need to add <i>AP.EffectDirection.</i> prefix for accessing these values.) <ul style="list-style-type: none"> ○ BOTTOM ○ LEFT ○ RIGHT ○ TOP ○ BOTTOM_LEFT ○ BOTTOM_RIGHT ○ TOP_LEFT • <i>slideTime</i>: seeks to this time in slide, default 0 <p>For example:</p> <pre>showSlideAt(2, { transition: AP.TransitionType.PUSH,</pre>

	<pre> 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.

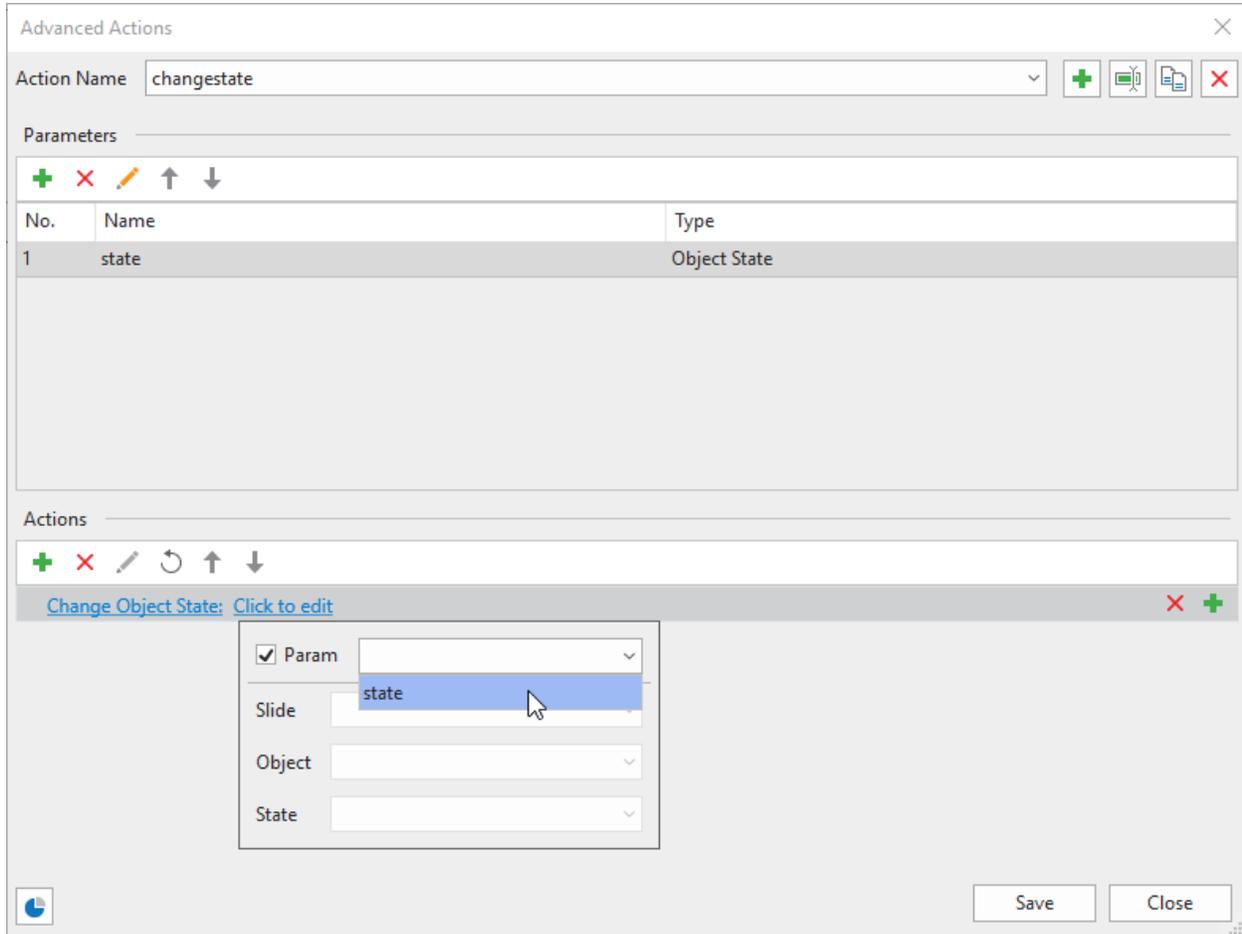
<code>time (time)</code>	Goes to the specified timestamp (in milliseconds) of the presentation.
<code>slideTime ()</code>	Returns the current timestamp of the current slide in milliseconds.
<code>slideTime (time)</code>	Goes to the specified timestamp (in milliseconds) of the current slide.
<code>duration ()</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 <i>true</i> if the main timeline is paused, <i>false</i> 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 <i>true</i> if the presentation is muted, <i>false</i> otherwise.
<code>mute (muted)</code>	Mutes or unmutes the presentation.
<code>closedCaptionVisible ()</code>	Returns <i>true</i> if the closed caption is shown, <i>false</i> otherwise.
<code>showClosedCaption (show)</code>	Shows the closed caption. If <i>show</i> equals <i>true</i> , 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 <code>isShow</code> equals <code>true</code> , otherwise hide table of contents.
<code>toolbarVisible()</code>	Returns <code>true</code> if the player toolbar is shown, <code>false</code> otherwise.
<code>showToolbar(show)</code>	Shows the player toolbar. If <code>show</code> equals <code>true</code> , 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 (<code>true</code> equals passed, and <code>false</code> equals failed).
<code>reportData()</code>	Returns the report object (see Report in JSON Format 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"> <code>name</code>: 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>.
<code>variable(name, value)</code>	Sets variable value. <ul style="list-style-type: none"> <code>name</code>: The string name of the defined variable.

	<ul style="list-style-type: none"> • <i>value</i>: Value of variable, can be a string, number, or boolean depending on the type of variable.
<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>	<p>Runs advanced actions by JavaScript.</p> <ul style="list-style-type: none"> • <i>name</i>: Advanced action name. • <i>paramsData</i>: Json data of parameter in advanced action. • <i>e</i>: Event action.

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
<i>name ()</i>	Returns the name of the object.
<i>getTimerValue ()</i>	Gets the remaining time of the timer (in milliseconds).
<i>getTimerDuration ()</i>	Gets the duration of the timer (in milliseconds).
<i>setTimerValue (val)</i>	Sets the value for the timer (in milliseconds).
<i>visible ()</i>	Returns the object's current visibility state. Note that child object is actually visible if it is <i>visible ()</i> and all its ancestors are <i>visible ()</i> .

<code>show()</code>	Shows the object.
<code>show(effectType, duration, options)</code>	<p>Shows the object with effect.</p> <ul style="list-style-type: none"> • <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"> ○ <code>FADE_IN</code> ○ <code>FLY_IN</code> ○ <code>PEEK_IN</code> ○ <code>FLOAT_IN</code> ○ <code>WIPE_IN</code> ○ <code>ZOOM_IN</code> ○ <code>GROW_TURN_IN</code> ○ <code>SHAPE_IN</code> ○ <code>SWIVEL_IN</code> ○ <code>BOUNCE_IN</code> ○ <code>EXPAND_IN</code> ○ <code>SPINNER_IN</code> ○ <code>STRETCH_IN</code> ○ <code>COMPRESS_IN</code> • <i>duration</i>: In milliseconds. • <i>options</i>: <code>AP.EffectDirection</code> or { <ul style="list-style-type: none"> <i>direction</i>: <code>AP.EffectDirection</code>, <i>callback</i>: Optional callback called when effect completes, callback is bound to the object ('this' is the object). <p>}</p> <p><code>AP.EffectDirection</code>: Use any of the following values. (You need to add <code>AP.EffectDirection.</code> prefix for accessing these values.)</p> <ul style="list-style-type: none"> ○ <code>BOTTOM</code> ○ <code>LEFT</code> ○ <code>RIGHT</code> ○ <code>TOP</code> ○ <code>BOTTOM_LEFT</code> ○ <code>BOTTOM_RIGHT</code>

	<ul style="list-style-type: none"> ○ TOP_LEFT ○ TOP_RIGHT ○ IN ○ OUT ○ CLOCKWISE ○ COUNTER_CLOCKWISE
<code>hide ()</code>	Hides the object.
<code>hide (effectType, duration, options)</code>	<p>Hides the object with effect.</p> <ul style="list-style-type: none"> • <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"> ○ FADE_OUT ○ FLY_OUT ○ PEEK_OUT ○ FLOAT_OUT ○ WIPE_OUT ○ ZOOM_OUT ○ GROW_TURN_OUT ○ SHAPE_OUT ○ SWIVEL_OUT ○ BOUNCE_OUT ○ CONTRACT_OUT ○ SPINNER_OUT ○ STRETCH_OUT ○ COLLAPSE_OUT • <i>duration</i>: In milliseconds • <i>options</i>: <code>AP.EffectDirection</code> or <code>{</code> <i>direction</i>: <code>AP.EffectDirection</code>, <i>callback</i>: Optional callback called when effect completes, callback is bound to the object ('this' is the object) <code>}</code> <p>See the values of <code>AP.EffectDirection</code> in the description of the <i>show</i> function.</p>

<p><i>animate(effectType, duration, options)</i></p>	<p>Animates the object.</p> <ul style="list-style-type: none"> • <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"> ○ PULSE ○ TEETER ○ SPIN ○ TRANSPARENCY ○ COMPLEMENTARY_COLOR ○ COMPLEMENTARY_COLOR2 ○ CONTRASTING_COLOR ○ DARKEN_COLOR ○ DESATURATE_COLOR ○ LIGHTEN_COLOR ○ PULSE_COLOR ○ BLINK • <i>duration</i>: In milliseconds. • <i>options</i>: <code>AP.EffectDirection</code> or <code>{ direction: AP.EffectDirection, callback: Optional callback called when effect completes, callback is bound to the object ('this' is the object). }</code> <p>See the values of <code>AP.EffectDirection</code> in the description of the <i>show</i> function.</p>
<p><i>html()</i></p>	<p>Returns html text (all variables are replaced by their actual values before returning).</p>
<p><i>html(htmlText)</i></p>	<p>Sets html text, returns this object.</p> <ul style="list-style-type: none"> • <i>htmlText</i>: HTML string.
<p><i>text()</i></p>	<p>Returns plain text (all variables are replaced by their actual values before returning).</p>
<p><i>text(plainText)</i></p>	<p>Sets plain text, returns this object.</p> <ul style="list-style-type: none"> • <i>plainText</i>: Plain text string.
<p><i>cursor(strCursor)</i></p>	<p>Sets cursor for object, <i>strCursor</i> is CSS cursor (“busy”, “crosshair”, “help”, etc.).</p>

<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 stateName
<code>fillSolid(color)</code>	Changes fill color of object. <ul style="list-style-type: none"> <code>color</code>: CSS color (e.g. 'red', '#FF0000', 'rgb(255, 0, 0)', 'rgba(255, 0, 0, 0.5)').
<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"> <code>deltaDegree</code>: Number in degree.
<code>translate()</code>	<p>Returns the current translate transform <code>{translateX, translateY}</code>.</p>
<code>translate(translateX, translateY)</code>	<p>Uses translate transform to move the object from its original position by an amount of <code>translateX, translateY</code> along X, Y axis, respectively.</p> <ul style="list-style-type: none"> <code>translateX, translateY</code> are numbers in pixels. Note that object position returned by <code>left(), top(), right(), bottom()</code> doesn't change.
<code>translateBy(deltaX, deltaY)</code>	<p>Uses translate transform to move the object from its current position by an amount of <code>deltaX, deltaY</code> along X, Y axis, respectively.</p> <ul style="list-style-type: none"> <code>deltaX, deltaY</code> are numbers in pixels. Note that object position returned by <code>left(), top(), right(), bottom()</code> doesn't change.
<code>scale()</code>	<p>Returns the current scale <code>{scaleX, scaleY}</code>.</p>
<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"> <code>scaleX, scaleY</code>: Scale value along x, y axis.
<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 $2 \times 3 = 6$.</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"> <code>translateX, translateY</code> are numbers in pixels. Note that object position return by <code>left(), top(), right(), bottom()</code> doesn't change. <code>degree</code>: Number in degree. <code>scaleX, scaleY</code>: Scale value along x, y axis.
<code>disabled()</code>	<p>Returns <code>true</code> if the object is disabled, <code>false</code> otherwise.</p>

<i>disable(disabled)</i>	<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"> • <i>disabled</i>: If true, disables object. Otherwise, enables object.
<i>submit()</i>	Submits the interaction object.
<i>clear()</i>	Clears the user input.
<i>score()</i>	Returns the object score.
<i>attempts()</i>	Returns the current attempts.
<i>maxAttempts()</i>	Returns the maximum allowed attempts.
<i>mediaPlayer()</i>	<p>Returns the media player associated with the object. The media player has the following methods:</p> <p><i>nativePlayer()</i>: Returns an HTMLMediaElement if the object is an audio or video, returns a YT.Player object if the object is a YouTube object.</p> <p><i>state()</i>: 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 (`AtomAP`) is a global object which has the following methods:

Method	Description
<i>open(prezUrl, containerId, options)</i>	Returns the new presentation object or <i>null</i> if browser isn't supported.

	<ul style="list-style-type: none"> • <i>prezUrl</i>: The URL of the presentation. • <i>containerId</i>: The ID of the presentation's container. • <i>options</i>: Can be omitted. Available options are playMode: 'Demo', 'Tutorial', 'Practice', or 'Test', etc.
<i>close</i> (<i>prez</i>)	<p>Closes the presentation object.</p> <ul style="list-style-type: none"> • <i>prez</i>: The presentation to close.
<i>find</i> (<i>containerId</i>)	<p>Finds the presentation object from container id.</p> <ul style="list-style-type: none"> • <i>containerId</i>: The ID of the presentation's container.

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 `AtomAP`.

Differences between version 6 and version 7, version 8, version 9 APIs:

Object	Version 6	Version 7, 8, and 9
Prez	<i>Prez</i> : presentation object.	<i>prez</i> : presentation object.
	<i>ShowSlide</i> (<i>index</i>)	<i>showSlideAt</i> (<i>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</i> (<i>objectName</i>)	<i>object</i> (<i>objectName</i>)
Slide	<i>GetObject</i> (<i>objectName</i>)	Access from <i>prez</i> object instead
Object	<i>SetText</i> (<i>htmlText</i>)	<i>html</i> (<i>htmlText</i>)
	<i>GetText</i> (<i>plaintext</i>)	<ul style="list-style-type: none"> • <i>plaintext</i> equal true:

		<code>text()</code> <ul style="list-style-type: none"> • <i>plaintext</i> equal false: <code>html()</code>
	<code>Show(show)</code>	<ul style="list-style-type: none"> • <i>show</i> equal true: <code>show()</code> • <i>show</i> equal false: <code>hide()</code>
	<code>IsShown()</code>	<code>visible()</code>
	<code>GetPosition()</code>	Using two functions to replace: <ul style="list-style-type: none"> • <code>top()</code> • <code>left()</code>
	<code>SetPosition(x, y)</code>	Using two functions to replace: <ul style="list-style-type: none"> • <code>top(x)</code> • <code>left(y)</code>

Exporting Projects

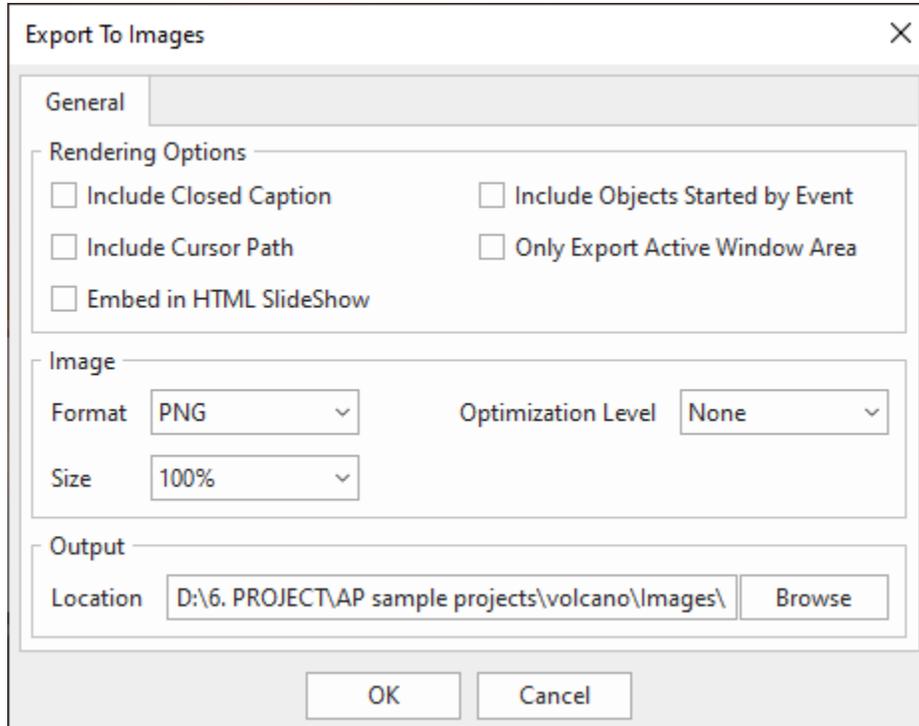
ActivePresenter allows you to export the presentation to many different formats, as described below:

Format	Description
Images	Export slides as images that can be used for purposes related to the presentation/training course. Each slide will be exported as an image.
Video	Export the presentation to a video. Use the video format when the interaction with audience isn't required.
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 (or LibreOffice Writer).
Microsoft Excel	Export slides to shapes, text, and images, and insert them in an *.xls/xlsx file. After that, this file can be edited further in Microsoft PowerPoint (or LibreOffice Calc).
Microsoft PowerPoint	Convert slides into PowerPoint slides. After that, this file can be edited further in Microsoft PowerPoint (or LibreOffice Impress).
HTML5	Export the presentation to a set of files (HTML, CSS, JavaScript, etc.) using the HTML5 standard so it can run on most modern browsers (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.
LMS	Publish your course with SCORM 2004 format directly to a learning management system (LMS) where you can track your quiz takers' results.

Exporting to Images

When you choose to export a project to images, each slide of the project will be exported as an image, which is great for creating brochures, handouts, and posters for the training.

To export the project to images, click the **Export** tab > **Images** . After that, ActivePresenter will display the following dialog:



Option	Description
Rendering Options	
Include Closed Caption	Export images along with closed captions (if any).
Include Cursor Path	Export images along with cursor path (if any).
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 events .
Only Export Active Window Area	The exported images only include the active window area and slide objects that are selected to export.
Image	
Format	<p>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.</p> <p>Thus, JPEG is best suited for pictures while PNG is best suited for computer-generated images (screenshots, drawings, etc.).</p>

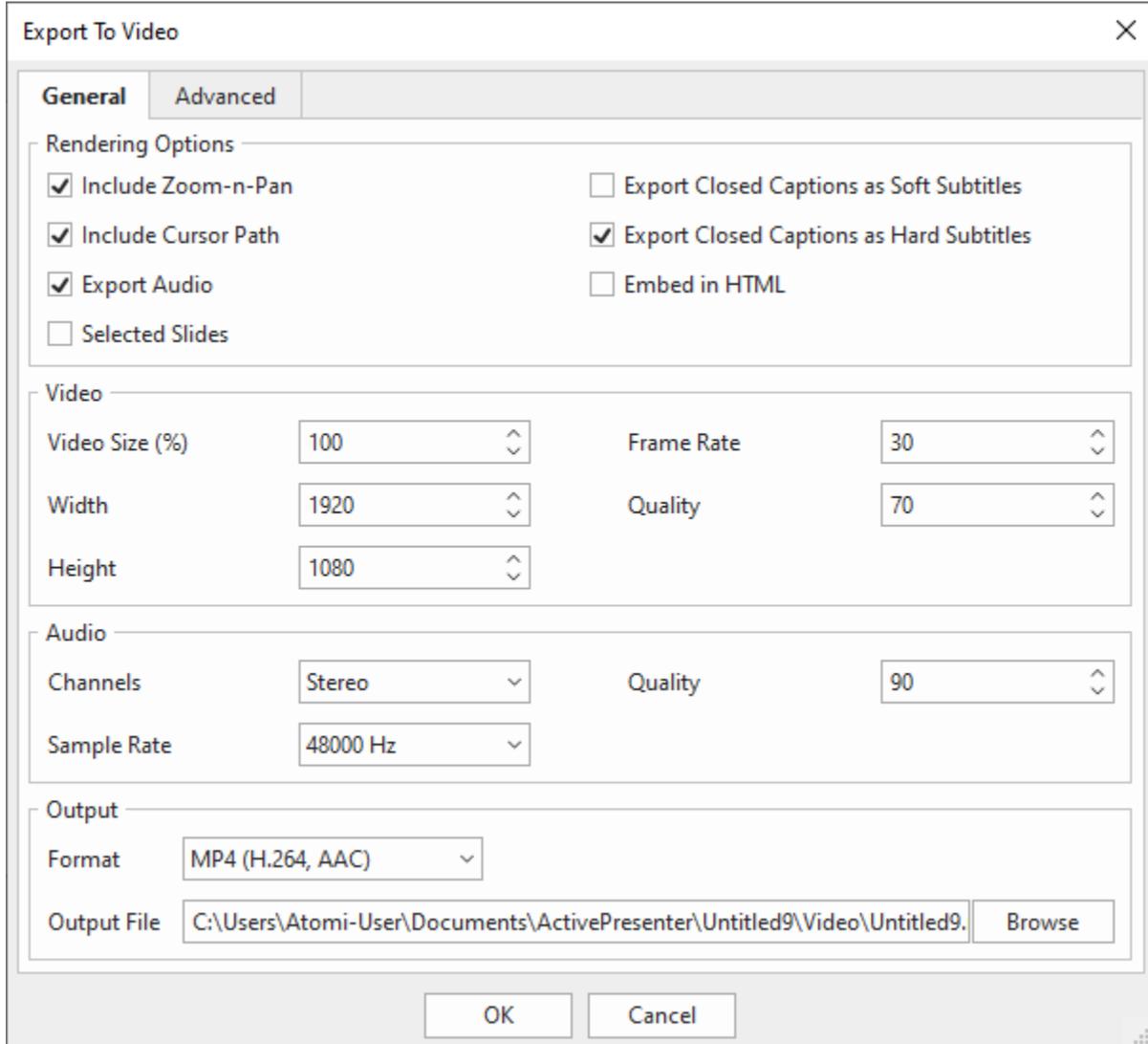
Size	Image size is relative to the slide size .
Optimization Level	Applicable to the PNG format only. This option specifies a relative compression level (none, low, normal, high, ultra). The higher the compression level, the smaller the output file size, and the longer it takes to export.
Quality	Applicable to the JPEG format only. Use this option to adjust the quality of images in a range of 1 – 100%.
Output	
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
Rendering Options	
Include Zoom-n-Pan	The exported video will include the zoom-n-pan effect that you have inserted in the project.
Include Cursor Path	The exported video will include the cursor path that you have inserted in the project.
Export Audio	Selected by default. Clear this 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 closed captions 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 HTML5 video – Wikipedia . The MP4 (AAC, H.264) format is widely supported than others.
Video	
Video Size (%)	Video size is relative to the slide size . If you change the video size, it will be scaled using bicubic interpolation.
Width	The width of exported video. When you specify the video size or height, the width will be automatically calculated based on the original size of project. Note that the aspect ratio cannot be changed.
Height	The height of exported video. When you specify the video size or width, the height will be automatically calculated based on the original size of project. Note that the aspect ratio cannot be changed.
Frame Rate	Set between 1 and 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.
Audio	
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.
Output	

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"> • MP4: H.264, AAC • 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.) • WEBM: VP8, Vorbis • WEBM: VP9, Vorbis • 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) • AVI: MPEG-4, WMA2 • WMV: WMV2, WMA2
Output File	Specify the file path and name of the exported video.

Advanced Tab

This tab allows you to set the thumbnail for the exported video when you choose to embed it in HTML. 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.

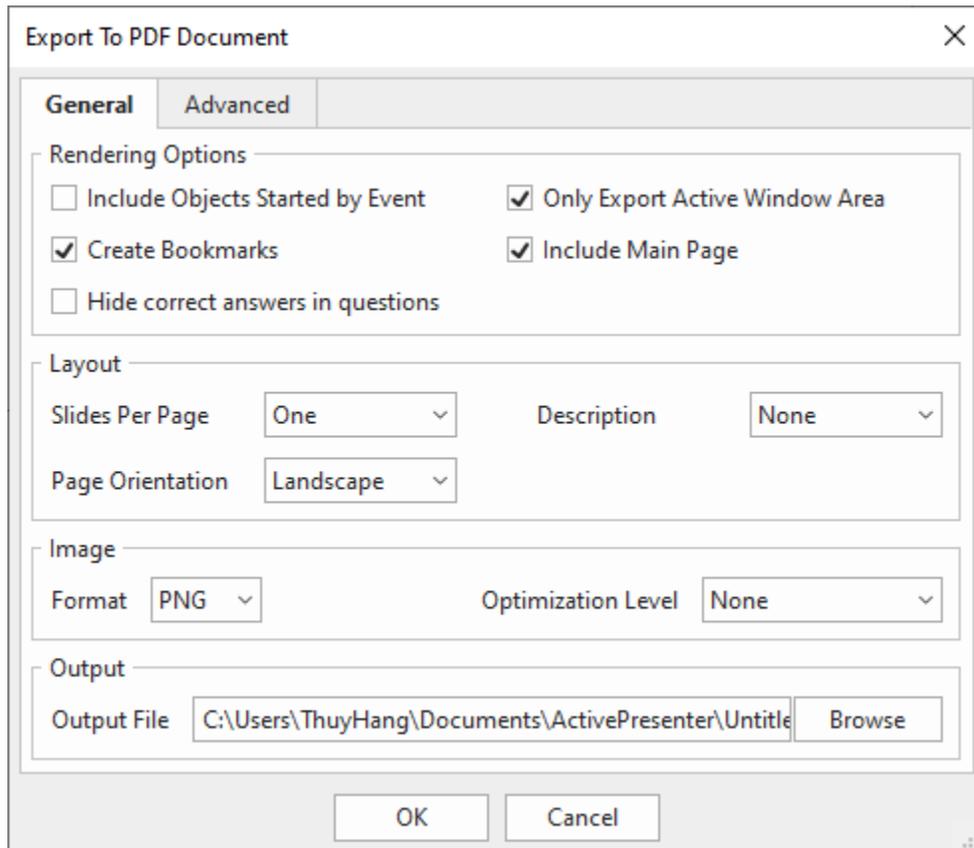
From version 9, ActivePresenter allows you to export one or multiple selected slides to video. To do that, you right-click a slide on the Canvas or in the **Slides** pane > **Save Slide As Video/Save Selected Slides As Video**. After that, you can adjust the output options in the **Export To Video** dialog.

Exporting to PDF Documents

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
Rendering Options	
Include Objects Started by Event	The exported file will include objects which are started by events .
Create Bookmarks	Bookmarks are created from slide names and each bookmark is linked to a corresponding slide image. In other words, ActivePresenter creates bookmark links to each slide.
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 active window 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.
Layout	

Slides Per Page	Specify the number of slides in one page: one (single slide per page), two (two slides per page (top, bottom)), or contiguous (the slides are written contiguously in a page until there isn't enough space, then it will be moved to the next page).
Page Orientation	Choose from landscape and portrait. The page size is fixed (A4). ActivePresenter uses fixed margins of 1" (2.54 cm) on all sides.
Description	Export slide description and specify which side of the slide to place it (top, left, right, or bottom). Select None to disable this option.
Image	
Format	Select either PNG or JPEG. JPEG compression is lossy while PNG is lossless. PNG retains crystal clear quality, but it doesn't compress well with pictures (very big file size) and its decoding (when viewing) is slower than JPEG's. Thus, JPEG is best suited for pictures while PNG is best suited for computer-generated images (screenshots, drawings, etc.).
Optimization Level	Applicable to the PNG format only. This option specifies a relative compression level (none, low, normal, high, ultra). The higher the compression level, the smaller the output file size, and the longer it takes to export.
Quality	Applicable to the JPEG format only. Use this option to adjust the quality of images in a range of 1 – 100%.
Output	
Output File	Specify the file path and name of the exported document.

Advanced Tab

Option	Description
Description: PDF document-related options.	
Title	Title of the PDF document. When you open the PDF in a viewer, the title appears in the windows bar (or in the tab in the case of a tabbed PDF reader).
Subject	Subject of the document. This is one of PDF document properties which can be seen in Document Properties in any PDF viewer.
Keywords	Keywords defined in the PDF document.
Protection: Security password for opening the PDF document.	

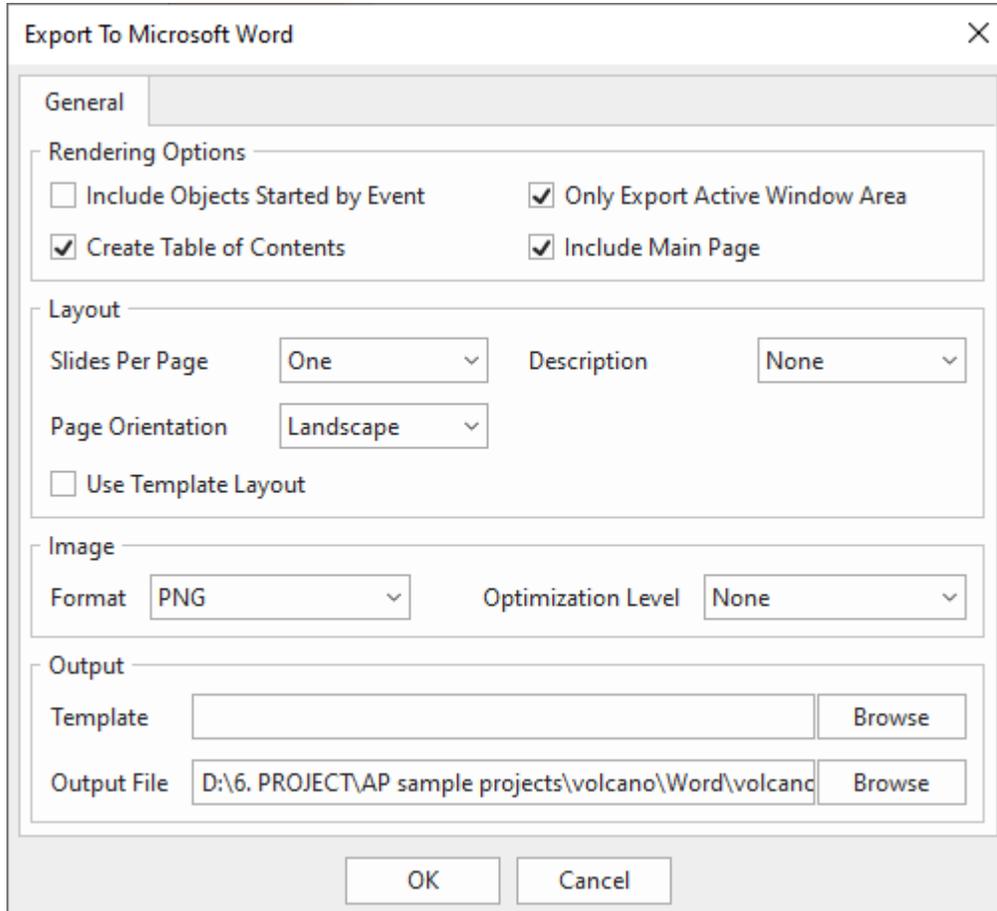
Opening Password	You can set a password for opening this PDF document.
Confirm Password	Enter the password again manually (no copy-paste from the previous field).
Slide Name: The name of the slide which is entered in the Properties pane > Slide Properties > General > Name .	
Font Size	Font size of the slide name.
Line Spacing	Space between lines of the slide name.
Text Color	Text color of the slide name.
Slide Description: The description of the slide which is entered in the Properties pane > Slide Properties > General > Description .	
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.



Option	Description
Rendering Options	
Include Objects Started by Event	The exported file will include objects which are started by events .
Create Table of Contents	Add a table of contents to the document with hyperlinks to slides.
Only Export Active Window Area	The exported area only includes the active window area and slide objects which are selected to export.
Include Main Page	The exported file will include a page which has a brief description of a project such as project name and author.
Layout	
Slides Per Page	Specify the number of slides in one page: one (single slide per page), two (two slides per page (top, bottom)), or contiguous (the slides are written contiguously in a page until there isn't enough space, then it will be moved to the next page).

Page Orientation	Choose from landscape and portrait. The page size is fixed (A4). ActivePresenter uses fixed margins of 1" (2.54 cm) on all sides.
Description	Export slide description and specify which side of the slide to place it (top, left, right, or bottom). Select None to disable this option.
Use Template Layout	Use the layout specified in the template. See Creating Custom Word Template to learn more about how to create a custom layout.
Image	
Format	Select either PNG or JPEG. JPEG compression is lossy while PNG is lossless. PNG retains crystal clear quality, but it doesn't compress well with pictures (very big file size) and its decoding (when viewing) is slower than JPEG's. Thus, JPEG is best suited for pictures while PNG is best suited for computer-generated images (screenshots, drawings, etc.).
Optimization Level	Applicable to the PNG format only. This option specifies a relative compression level (none, low, normal, high, ultra). The higher the compression level, the smaller the output file size, and the longer it takes to export.
Quality	Applicable to the JPEG format only. Use this option to adjust the quality of images in a range of 1 – 100%.
Output	
Template	Specify the location of the template file.
Output File	Specify the file path and name of the exported document.

Creating Custom Word Template

When exporting to MS Word Document, you can create your own Word template and let ActivePresenter use it to create the output document.

To create a custom layout template, you must have Word 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.

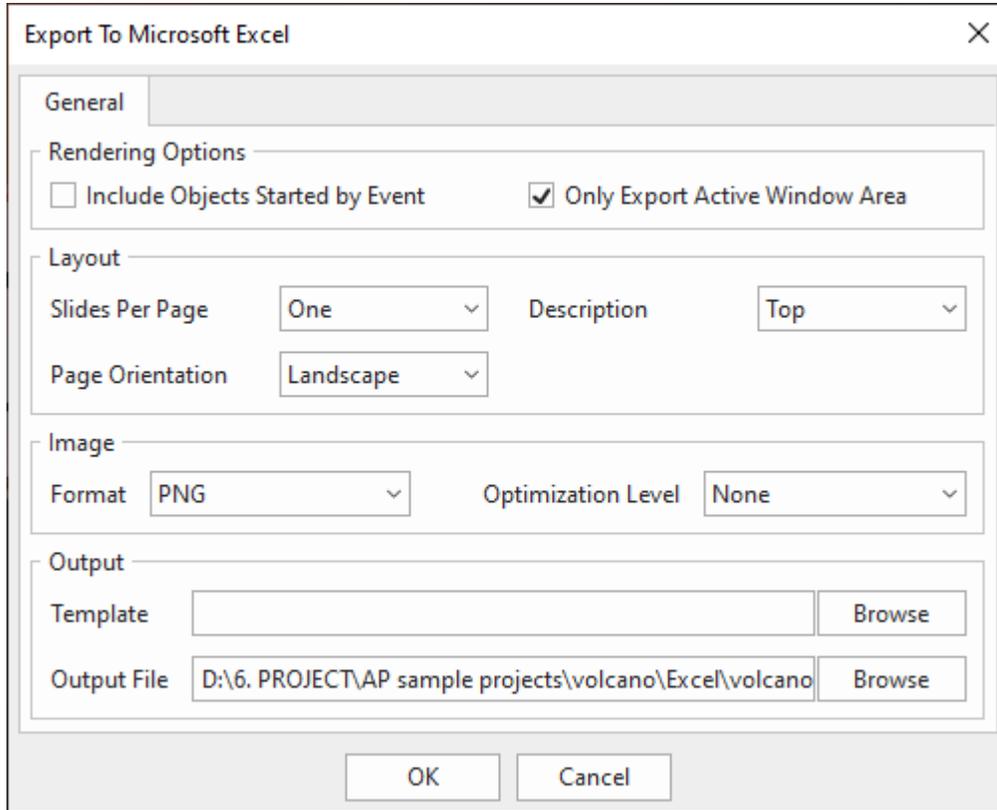
Step 6. Click **OK** to start exporting your project to Microsoft Word using the template you created.

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 (or LibreOffice Calc).

To export the project to Excel Worksheet, click the **Export** tab > **Microsoft Excel** .



Option	Description
Rendering Options	
Include Objects Started by Event	The exported file will include objects which are started by events .
Only Export Active Window Area	The exported area only includes the active window area and slide objects which are selected to export.
Layout	
Slides Per Page	Specify the number of slides in one page: one (single slide per page), two (two slides per page (top, bottom)), or contiguous (the slides are written contiguously in a page until there isn't enough space, then it will be moved to the next page).
Page Orientation	Choose from landscape and portrait. The page size is fixed (A4). ActivePresenter uses fixed margins of 1" (2.54 cm) on all sides.
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.
Image	

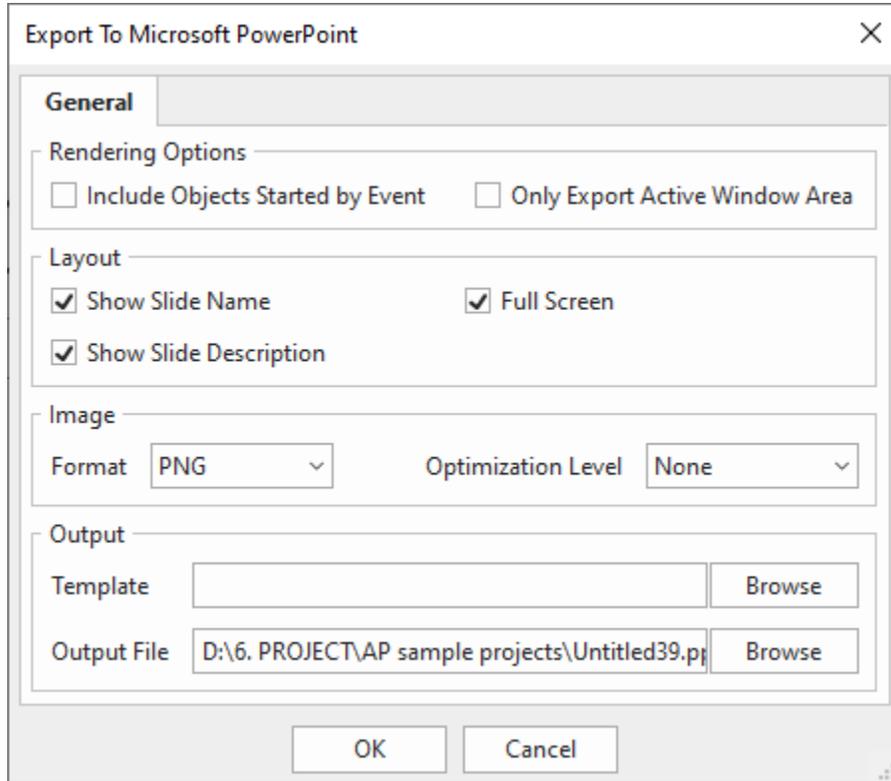
Format	<p>Select either PNG or JPEG. JPEG compression is lossy while PNG is lossless. PNG retains crystal clear quality, but it doesn't compress well with pictures (very big file size) and its decoding (when viewing) is slower than JPEG's.</p> <p>Thus, JPEG is best suited for pictures while PNG is best suited for computer-generated images (screenshots, drawings, etc.).</p>
Optimization Level	Applicable to the PNG format only. This option specifies a relative compression level (none, low, normal, high, ultra). The higher the compression level, the smaller the output file size, and the longer it takes to export.
Quality	Applicable to the JPEG format only. Use this option to adjust the quality of images in a range of 1 – 100%.
Output	
Template	Specify the location of the template file.
Output File	Specify the file path and name of the exported document.

Exporting to Microsoft PowerPoint Presentations

Using this feature, you are allowed to convert ActivePresenter slides into PowerPoint slides. After that, this file can be edited further in Microsoft PowerPoint (or LibreOffice Impress). After converting, charts, tables, 3D models will be converted into images.

To export the project to PowerPoint Presentation, access the **Export** tab > **Microsoft PowerPoint**





Option	Description
Rendering Options	
Include Objects Started by Event	The exported file will include objects which are started by events .
Only Export Active Window Area	The exported area only includes the active window area and slide objects which are selected to export.
Layout	
Show Slide Name	Display the slide name .
Show Slide Description	Render the slide description.
Full Screen	Open the presentation in full screen initially.
Image	
Format	Select either PNG or JPEG. JPEG compression is lossy while PNG is lossless. PNG retains crystal clear quality, but it doesn't compress well with pictures (very big file size) and its decoding (when viewing) is slower than JPEG's.

	Thus, JPEG is best suited for pictures while PNG is best suited for computer-generated images (screenshots, drawings, etc.).
Optimization Level	Applicable to the PNG format only. This option specifies a relative compression level (none, low, normal, high, ultra). The higher the compression level, the smaller the output file size, and the longer it takes to export.
Quality	Applicable to the JPEG format only. Use this option to adjust the quality of images in a range of 1 – 100%.
Output	
Template	Specify the location of the template file.
Output File	Specify the file path and name of the exported document.

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

Option	Description
Operation Modes	
Modes	Select which operation modes (Demonstration, Tutorial, Practice, and Test) to be exported and available to users.
Generate Index Page	Generate the HTML index page which contains the entry to open all the selected modes.
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.</p> <p>Due to SCORM specifications, take the following notes when the SCORM option is selected:</p> <ul style="list-style-type: none"> • In SCORM 1.2, the raw score submitted to LMS is a normalized value in the range [0, 100]. • 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.
Content	
<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>	
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 Details button to select the fonts to embed.
JPEG Quality (%)	Applicable to JPEG format only. This option specifies the quality of the images that are exported to JPEG format. The higher the quality, the larger the output file size.
PNG Optimization	<p>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.</p> <p>Images at 100% JPEG Quality and None PNG Optimization have no loss, which means images will not be recompressed. You can also</p>

	change these specifications for each image by right-clicking the image in the Resources pane then choosing Recompress .
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.
Output	
Location	Specify the location where the output will be saved.

Click the **Setting** button to open the following dialog and specify further output options:

- **Project ID:** An identifier for each project. This will be used to identify different projects if multiple projects are embedded within the same page.
- **Player:** Location for storing HTML5 player script and CSS files.
- **Project Resources:** Location for storing project images, audio, and video
- **Index Resources:** Location for storing index page images.
- **File Name Prefix:** File names of project-related files such as resources and project CSS and JavaScript files will begin with this prefix. This option may be used in the scenario that the system needs 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"> • No Report: Do not send the report. • HTTP: Send a report through the HTTP request.
Format	Choose between XML and JSON (JavaScript Object Notation).
HTTP Address	This is the HTTP address of a server-side script that will process the report data (the data is in either XML or JSON format).

Content of Report

The report can be formatted in various ways but the content generally consists of the following:

Property	Description
Name	Presentation name (also the project name).
Description	Presentation description (also the project description).
Date	The local time (based on the user computer date and time setting) when the report is created.
UserID	Identity of the user who takes the practice or test. When the user logs in to take the test, the server-side script should store a cookie 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"> For human-readable: Passed or failed For computer: True or false <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"> • Correct • Incorrect • Incomplete • (Empty)
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"> • Mouse Click • Key Stroke • Text Entry • Drop Area • Dropdown • 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

	<ul style="list-style-type: none"> • Rating Scale (Likert)
LearnerResponse	<p>Users' responses.</p> <p>Some examples for each interaction type:</p> <ul style="list-style-type: none"> • Mouse Click: <ul style="list-style-type: none"> ○ <i>Left-click</i> ○ <i>Click outside</i> ○ <i>Right-click</i> ○ <i>Left double-click</i> • Key Stroke: <ul style="list-style-type: none"> ○ <i>A</i> ○ <i>Ctrl+A</i> ○ <i>Ctrl+Shift+Alt+A</i> • Text Entry: <ul style="list-style-type: none"> ○ <i>This is a sample text</i> • Drop Area: <ul style="list-style-type: none"> ○ <i>Drop_area_report_id[.]Draggable_report_id</i> • Dropdown: <ul style="list-style-type: none"> ○ <i>This is a sample text</i> • True/False: <ul style="list-style-type: none"> ○ <i>Answer1_report_id</i> • Multiple Choice: <ul style="list-style-type: none"> ○ <i>Answer1_report_id</i> • Multiple Response: <ul style="list-style-type: none"> ○ <i>Answer1_report_id[.]Answer2_report_id</i> • Fill in Text Entry: <ul style="list-style-type: none"> ○ <i>This is a sample text</i> • Fill in Text Entries: <ul style="list-style-type: none"> ○ <i>Answer1_report_id[.]text_value1[.]Answer2_report_id[.]text_value2 [.]Answer3_report_id[.]text_value3</i> • Fill in Blanks: <ul style="list-style-type: none"> ○ <i>Answer1_report_id[.]text_value1[.]Answer2_report_id[.]text_value2 [.]Answer3_report_id[.]text_value3</i> • Sequence: <ul style="list-style-type: none"> ○ <i>Answer1_report_id[.]Answer2_report_id[.]Answer3_report_id[.]Answer4_report_id</i>

	<ul style="list-style-type: none"> • Drag-n-Drop: <ul style="list-style-type: none"> ◦ <i>Droppable1_report_id[.]Draggable1_report_id[.]Droppable2_report_id[.]Draggable2_report_id[.]</i> • Hotspot: <ul style="list-style-type: none"> ◦ <i>Answer1_report_id[.](% position)[.]Answer2_report_id[.](% position)</i> • Essay: <ul style="list-style-type: none"> ◦ <i>This is a sample text</i> • Select in Dropdown: <ul style="list-style-type: none"> ◦ <i>This is a sample text</i> • Select in Dropdowns: <ul style="list-style-type: none"> ◦ <i>Answer1_report_id[.]text_value1[.]Answer2_report_id[.]text_value2[.]Answer3_report_id[.]text_value3</i> • Rating Scale (Likert): <ul style="list-style-type: none"> ◦ <i>Answer1_report_id[.]0[.]Answer2_report_id[.]5</i>
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.

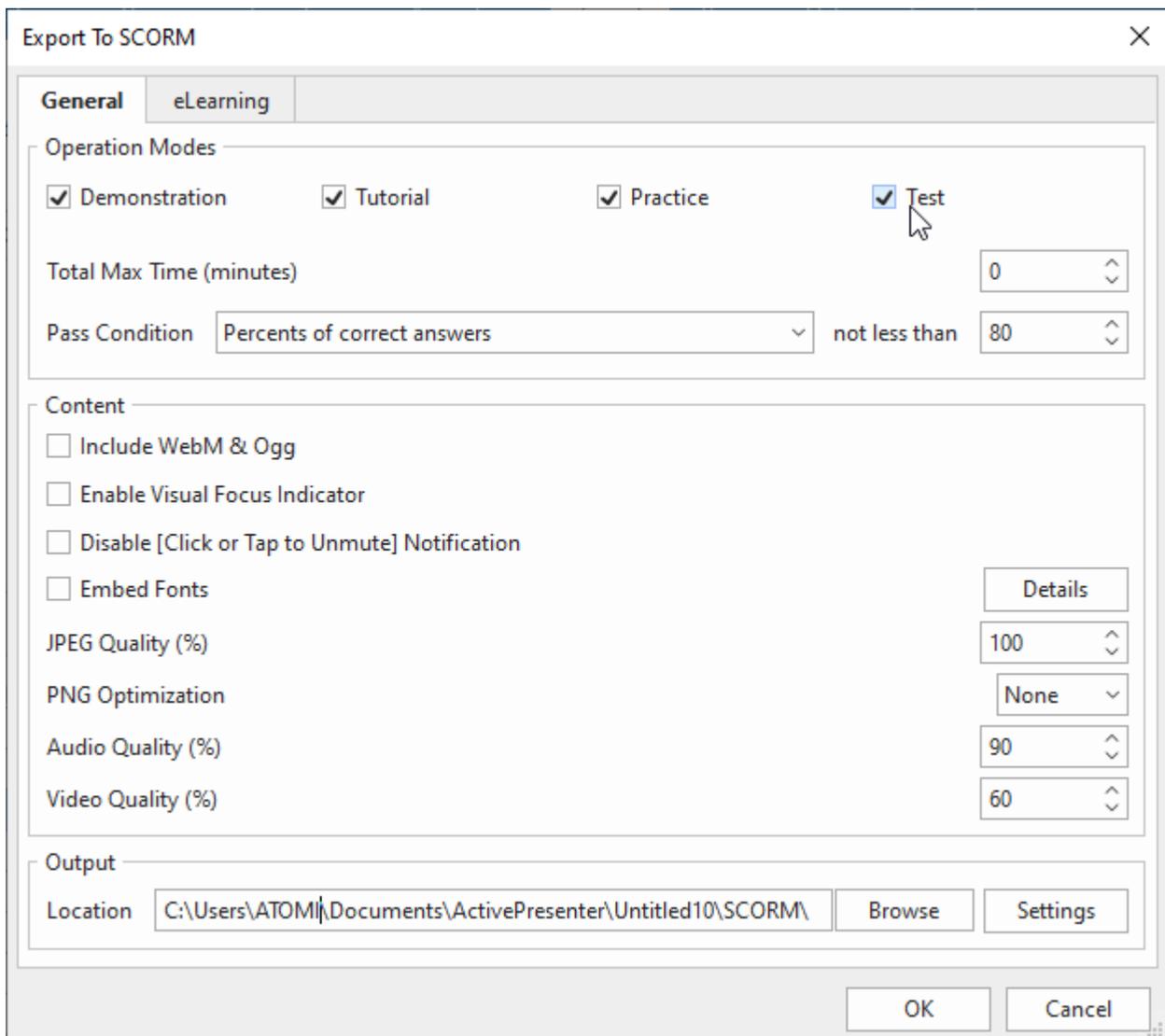
Exporting to SCORM

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 divided into three main sections: Operation Modes, Content, and Output.

- Operation Modes:**
 - Demonstration
 - Tutorial
 - Practice
 - Test
- Time and Pass Settings:**
 - Total Max Time (minutes): 0
 - Pass Condition: Percents of correct answers (not less than) 80
- Content:**
 - 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\ATOMI\Documents\ActivePresenter\Untitled10\SCORM\
 - Buttons: Browse, Settings

At the bottom right, there are 'OK' and 'Cancel' buttons.

eLearning Tab

Navigate to the **eLearning** tab of the **Export To SCORM** 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
SCORM 1.2 and SCORM 2004	
Identifier	Specify a name used by the LMS to identify different manifests (this value is generated automatically by ActivePresenter but you can change it if needed).
Version	Specify a version that can be used to differentiate manifests with the same identifier.

Organization Title	Specify a title for the organization 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.

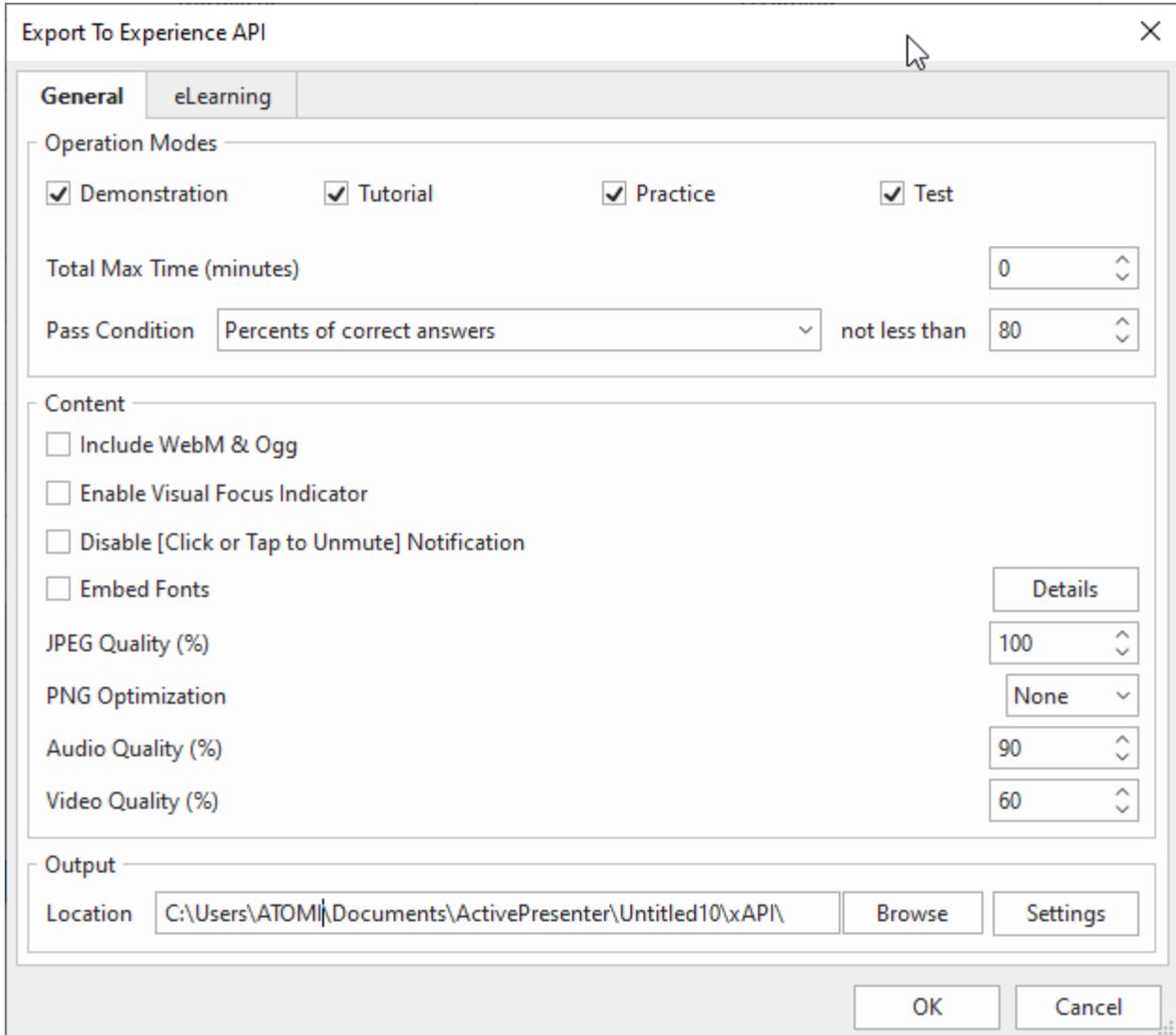
Exporting to Experience API

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
Experience API (xAPI)	
Identifier	Specify a name used by the LMS to identify different manifests. This value is generated automatically by ActivePresenter but you can change it if needed.
Title	The title of your project 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 LMS

With the **Publish to LMS** option, you can upload your course directly to **ActivePresenter Online** (<https://activepresenter.online/>). This is a learning management system that allows educators to publish and share online courses with a focus on interaction and the ability to track the quiz takers' results.

To publish a project to LMS, click the **Export** tab > **Publish LMS**  .

LMS Tab

LMS Tab allows you to set information and publish the course with SCORM 2004 standards directly to the LMS 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.

Publish To LMS

LMS Options



ActivePresenter Online - Free Course Sharing and Knowledge Exchange

<https://activepresenter.online>

Username

Password

Remember Me [Forgot Password?](#)

Sign In

Or

Don't have an account? [Sign Up!](#)

OK Cancel

Once you have signed in for the **ActivePresenter Online** site, a dialog with course details will appear like this:

Publish To LMS
✕

LMS
Options

T

[Phuong Thuy Le](#)

ActivePresenter Online - Free Course Sharing and Knowledge Exchange

<https://activepresenter.online>

Sign Out

Course Info

Action ▼
New course

Course Category ▼
Miscellaneous

Course Full Name
Word Pronunciation

Course Short Name
Pronunciation

Topic
Fruits

Lesson Name
Lesson 1

Make this course accessible to everyone

Storage: 12.4MB of 200MB used. Maximum upload file size: 100MB.

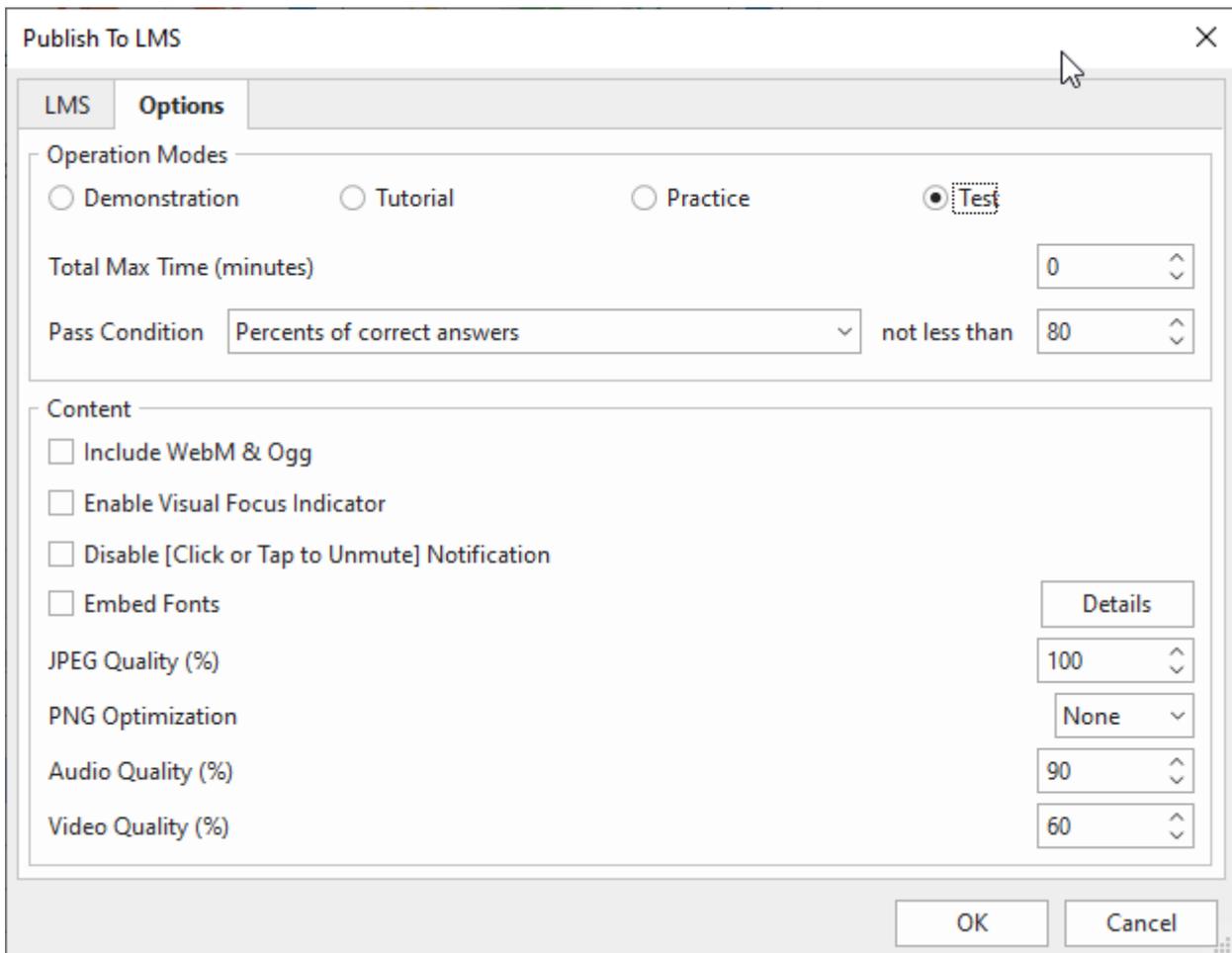
OK

Cancel

Option	Description
Course Info	
Action	Select one option (New course, Update lesson in existing course, Add lesson to existing course) to publish your course.
Course Category	Choose one subject that your course will be categorized from the list.
Course Full Name	Put in the full name of your course here. It is displayed at the top of each course page and in the list of courses.
Course Short Name	Put in the short name of your course here. It is displayed in the navigation and the subject line of course email messages.

Topic	Type the topic of your course.
Lesson Name	Type the lesson name.
Make this course accessible to everyone	Tick this checkbox to allow everyone to access the course without logging in. If the checkbox is not selected, only learners that are enrolling in or invited to the course can access it.

Options Tab

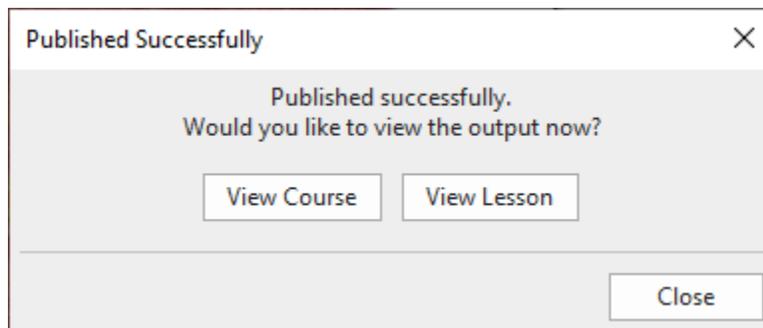


Option	Description
Operation Modes	
Modes	Select which operation modes (Demonstration, Tutorial, Practice, and Test) to be exported and available to users.

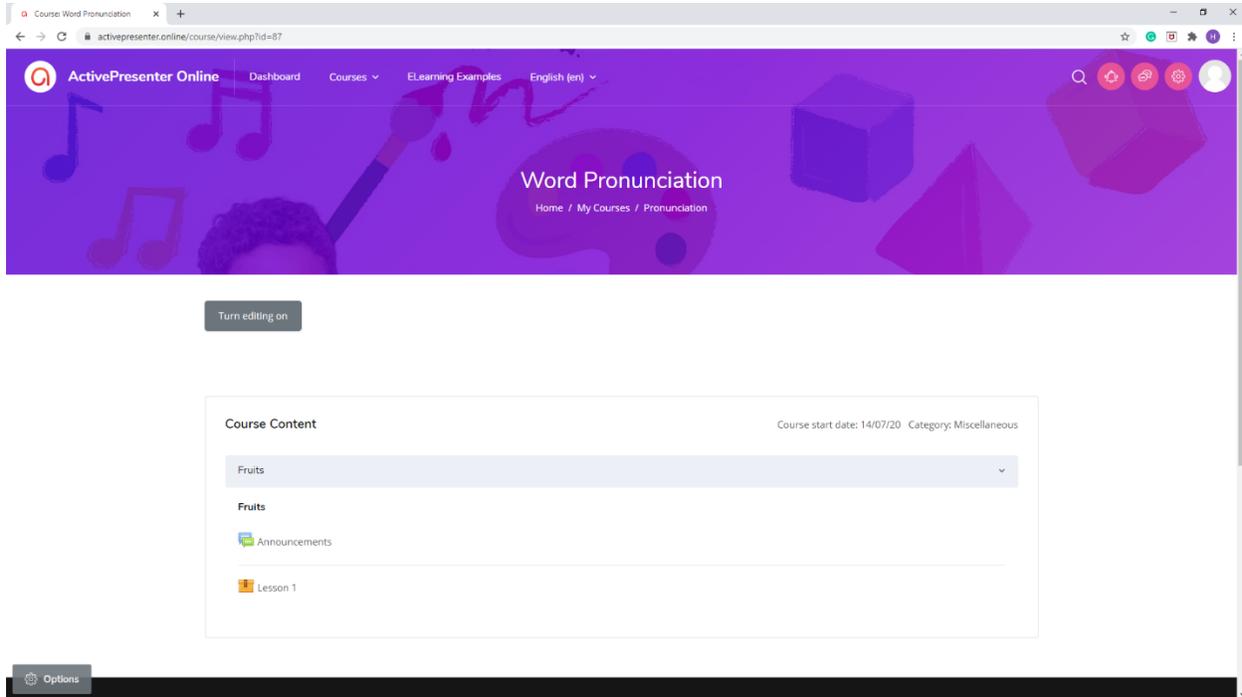
Total Max Time (minutes)	Applicable to the Tutorial, Practice, and Test mode. Set a time limit (in minutes) on an entire project. This is the total amount of time required for users to complete the project.
Pass Condition	<p>Determine the overall pass/fail result of users when they take a test. Choose between the following options: Percent of correct answers, Points gained, Number of correct answers, and Number of slides viewed.</p> <p>Due to SCORM specifications, take the following notes when the SCORM option is selected:</p> <ul style="list-style-type: none"> • In SCORM 1.2, the raw score submitted to LMS is a normalized value in the range [0, 100]. • 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.
Content	
<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>	
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 Details button to select the fonts to embed.
JPEG Quality (%)	Applicable to JPEG format only. This option specifies the quality of the images that are exported to JPEG format. The higher the quality, the larger the output file size.
PNG Optimization	Applicable to PNG format only. This option specifies the relative compression levels (none, low, normal, high, ultra). The higher the compression level, the smaller the output file size, and the longer it takes to export.

	Images at 100% JPEG Quality and None 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 Resources pane then choosing Recompress .
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.

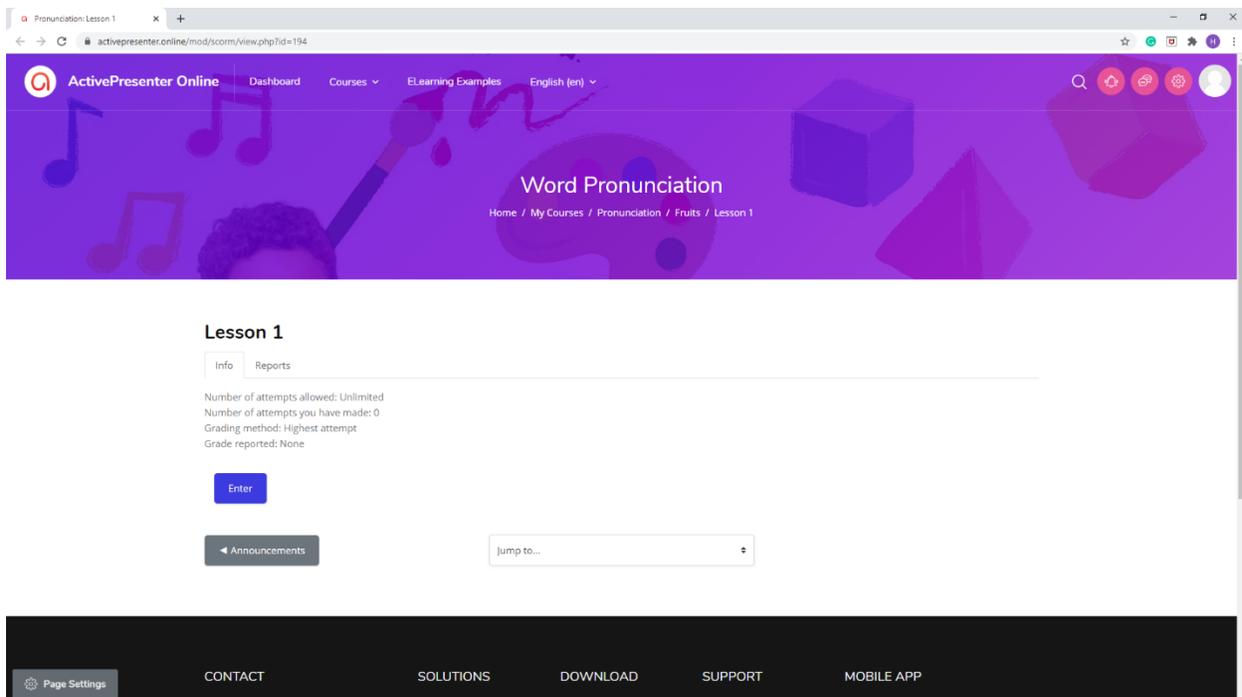
After specifying the course information, click **OK** to finish. Then, the course will be uploaded directly to **ActivePresenter Online** and the following dialog appears letting you **View Course** or **View Lesson**.



View Course: If you click this button, it will take you to the page where the course is located. This page shows general information such as course title, and course content. You can further edit the course if needed.

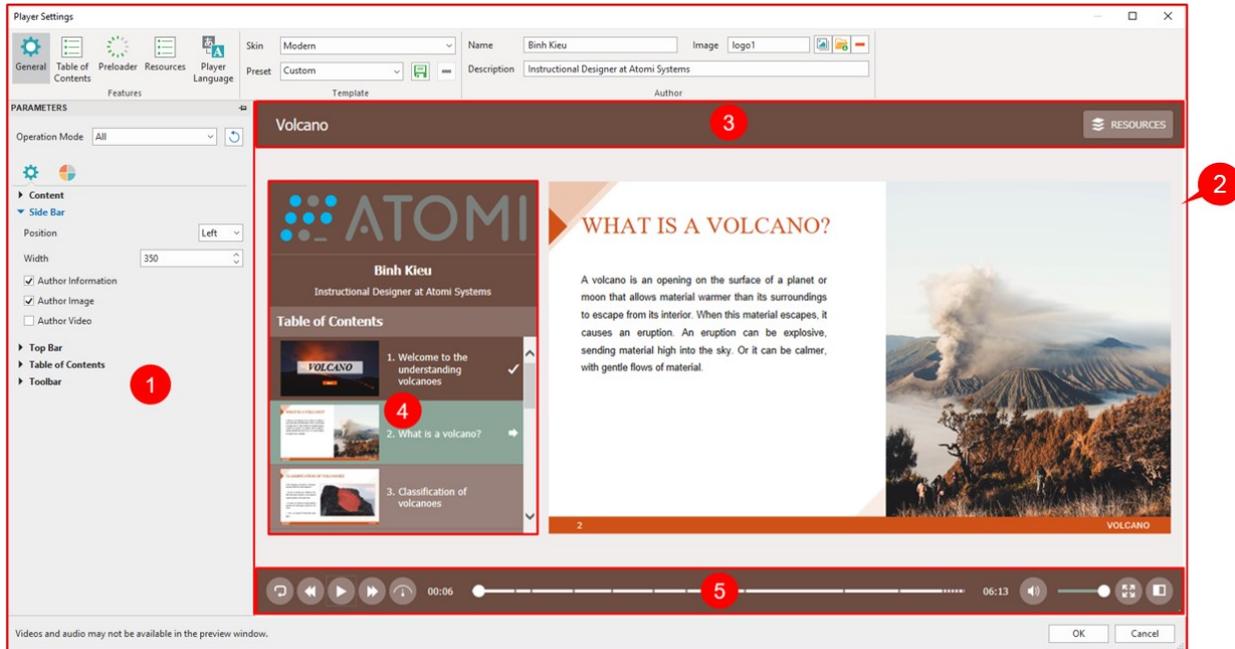


View Lesson: When selecting this button, you will see a course lesson with **Info** and **Reports** tabs. You can also try taking the course or customize it the way you want.



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.

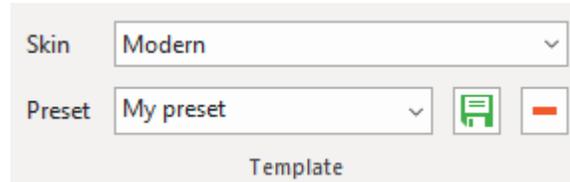
General Settings

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

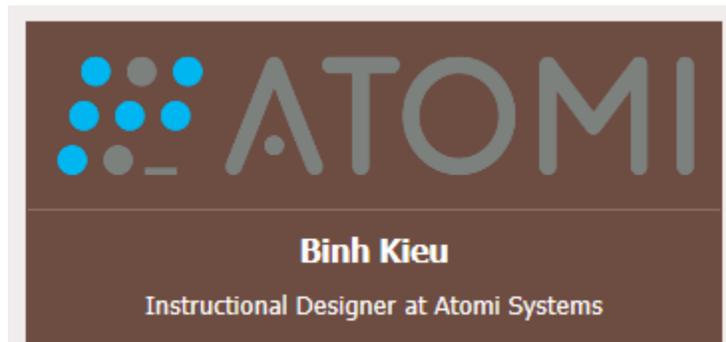
ActivePresenter provides you with several skins to define the layout of the player. Each skin comes with a variety of presets for you to choose from and make changes if you want. In addition, you can create your own custom preset and reuse it across projects.

Do the following:



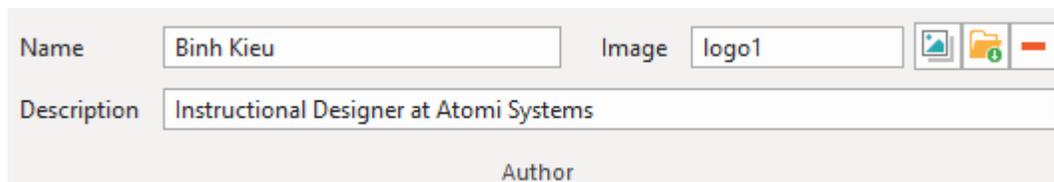
- **Choose skins:** Click the **Skin** combo box and choose the desired skin from the list.
- **Choose presets:** Click the **Preset** combo box and choose the desired preset from the list.
- **Modify presets:** Select a preset, then go to the **Parameters** pane > **Color Parameters** tab  to modify 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:



- **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 .

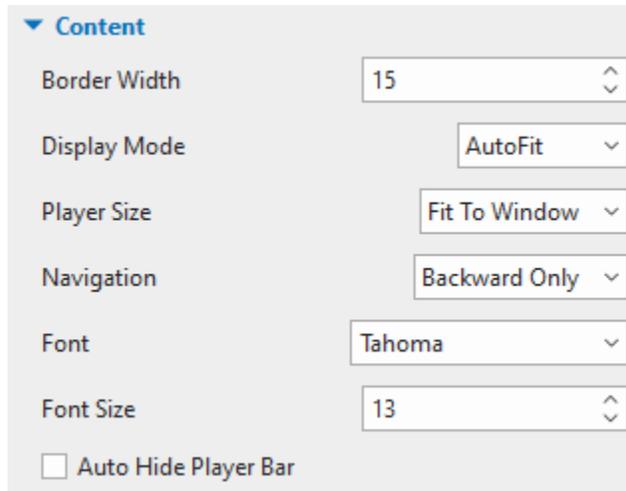
c. Changing General Parameters

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 .



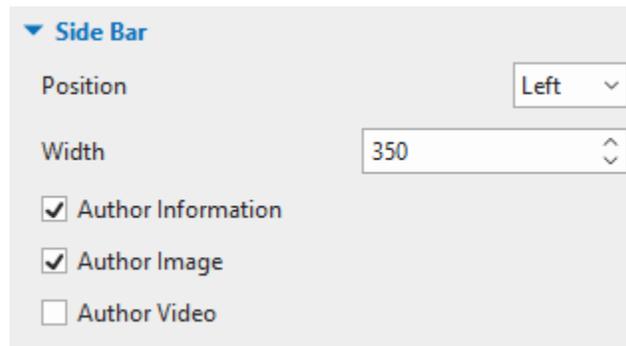
1. **Content** section allows you to customize the common properties of the player.



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"> 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. AutoFit: Automatically scale the content without changing the proportion to fit it into the player.
Player Size	Decide how the player will fit the size of the content and the window. <ul style="list-style-type: none"> Fit to Content: The player will wrap to fit the content size. Fit to Window: The player will fit the container or browser window. If the content is smaller than the window, more space will be added to the gap between the player and the content.
Navigation	Specify the navigation behavior for the presentation using the toolbar and the TOC.

	<ul style="list-style-type: none"> • None: Disable the content navigation so that users cannot navigate through the slides. • Backward Only: Allow users to navigate through the viewed slides. • Free: Allow users to navigate freely through the slides.
Font	Specify the font for the player elements, such as presentation title, author information, and table of contents.
Font Size	Specify the player font size.
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**.



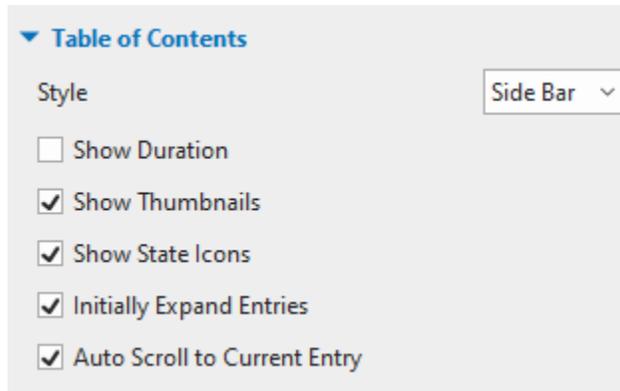
Option	Description
Position	Specify the position of the side bar on either the left or right side of the content. Select None if you don't want to display the side bar.
Width	The width of the side bar in pixels.
Author Information	Display the name and description of the author in the side bar.
Author Image	Display the image of the author in the side bar.
Author Video	Display the video of the author in the side bar.

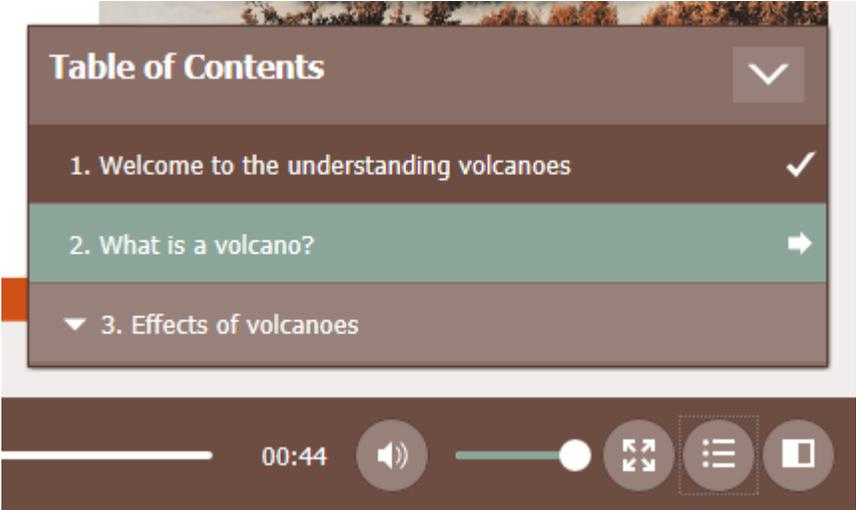
3. Top Bar at the top of the player displays the presentation title.



Option	Description
Show Top Bar	Show the top bar of the player. The top bar can display the presentation title and the Resources menu button.

4. Table of Contents (TOC) shows the content structure of the presentation and allows users to navigate through the presentation.



Option	Description
Style	<p>Select the display style for the table of contents.</p> <ul style="list-style-type: none"> • None: Hide the table of contents. • Overlay: Allow users to use the TOC button in the toolbar to open the TOC in an overlay.  <ul style="list-style-type: none"> • 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.

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.



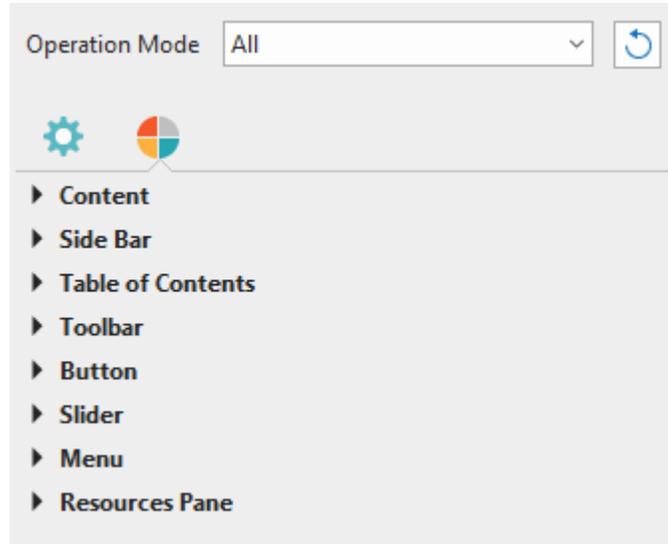
Option	Description
Show Toolbar	Show the toolbar at the bottom of the player.
Restart Button	Show the Restart Presentation button which allows users to reset the presentation to the original state and start from the beginning.
Exit Button	Show the Exit button which allows users to exit the presentation.
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 external content attached to the presentation.
Slide Markers	Show slide markers indicating the duration of slides in the progress bar.
Playback Position	Show the current playback position in the presentation in the toolbar.
Total Duration	Show the total duration of the presentation in the toolbar.

d. Changing Color Parameters

To change the colors of the player, you can customize the color parameters for each **operation mode** separately or for all the modes at once. Choose the operation mode you want by clicking the **Operation Mode** combo box. Later, if you want to go back to the original settings, click the **Restore Defaults** button .

You can also customize the color parameters and save the settings as a **custom preset**.



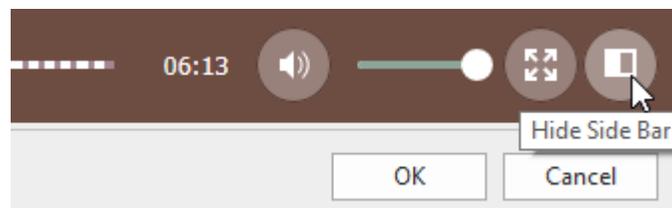
Option	Description
Content	Specify the colors for the background of the border and the page.
Side Bar	Specify the colors for the background and the text in the side bar.
Table of Contents	Specify the colors for the background and the text in the TOC. You can specify different colors for the background of
Toolbar	Specify the colors for the background and the text in the toolbar.
Button	Specify the colors for the buttons in the toolbar and the top bar.
Slider	Specify the colors for the progress bar and the volume bar in the toolbar.
Menu	Specify the colors for the background and the text in the menus that 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. During editing, you can enable **navigation** so that users can click a TOC entry to jump to the corresponding slide.

Table of Contents		
	1. Welcome to the understanding volcanoes	✓
	2. What is a volcano?	➔
	3. Classification of volcanoes	

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:

Title	 Slides
1. Welcome to the understanding volcanoes	<input checked="" type="checkbox"/> 1
2. What is a volcano?	<input checked="" type="checkbox"/> 2
_ What is a volcano?	<input type="checkbox"/> 3
3. Classification of volcanoes	<input checked="" type="checkbox"/> 4
_ What causes volcanoes?	<input type="checkbox"/> 5
4. What causes volcanoes?	<input checked="" type="checkbox"/> 5
_ What causes volcanoes?	<input type="checkbox"/> 6
_ What causes volcanoes?	<input type="checkbox"/> 7
_ Effects of volcanoes	<input type="checkbox"/> 8







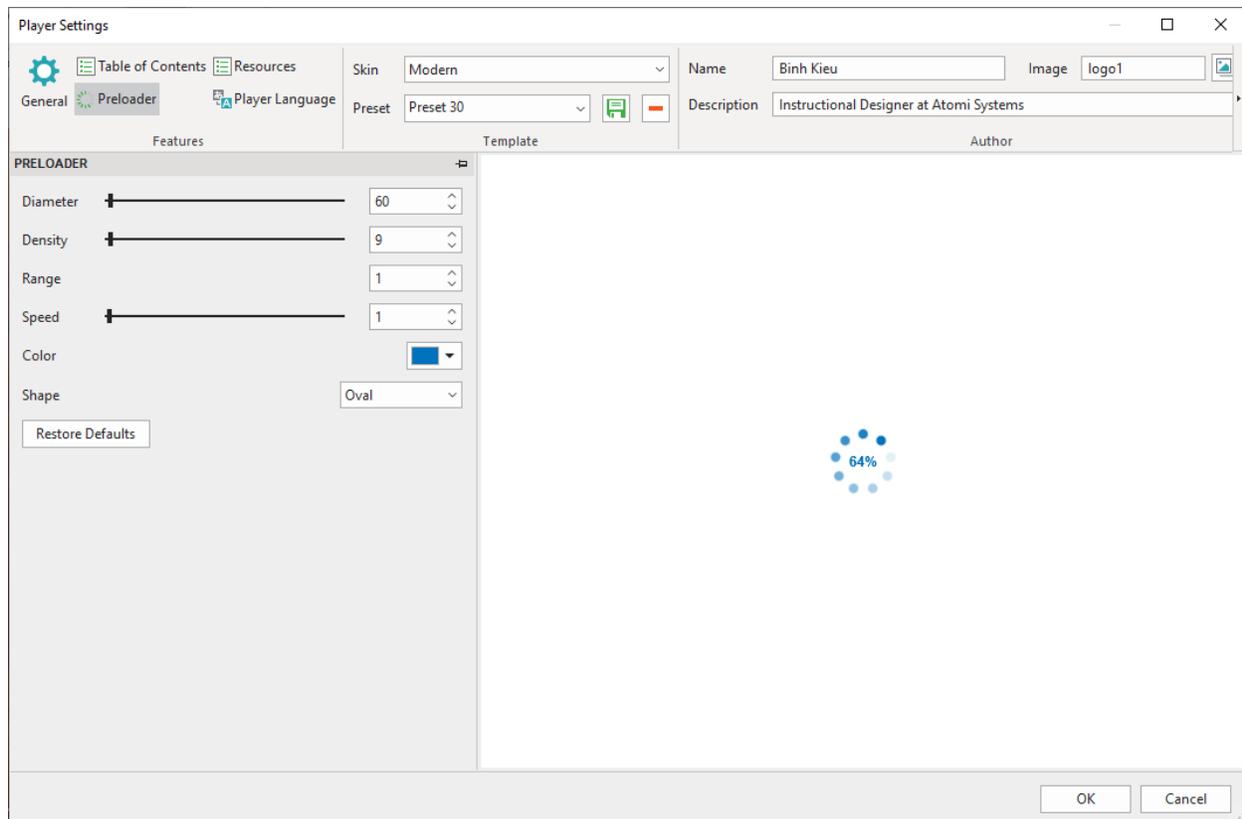



- **Add entries:** Click the  button to add a new entry right above the selected entry.
- **Remove entries:** Click the  button to remove a custom entry.
- **Hide entries:** Clear the status box to hide an entry. Click the  button to show or hide all entries. Note that hiding a TOC entry doesn't remove 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.

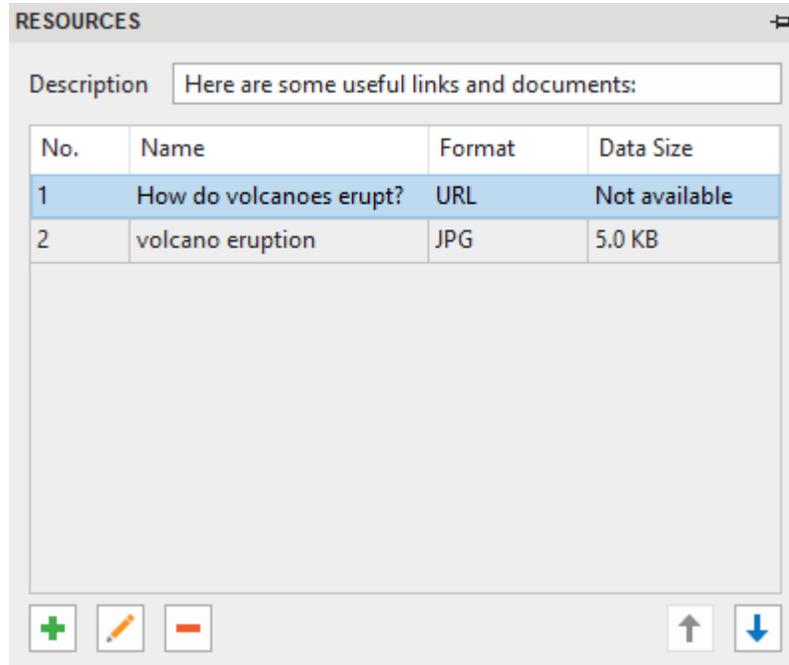
To customize the preloader, access the **Preloader** in the Player Settings window. The loading indicator has six editable properties. To adjust their values, you can drag the handle on the slider, scroll the mouse wheel, or enter a new value. All changes you make are immediately reflected in the preview 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.

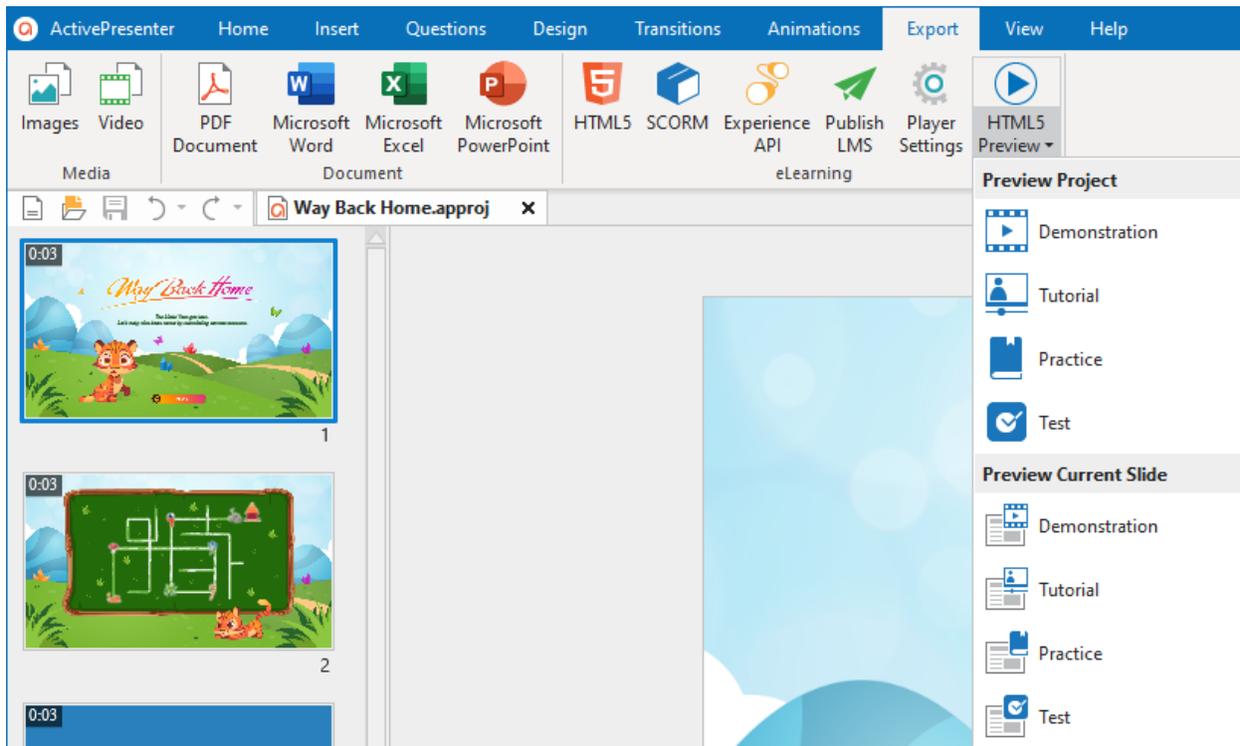
The editor provides the following properties:

- **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 **ActivePresenter** 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 version that the project is created.
- Add the **On Load** event.

The screenshot shows the 'PROPERTIES - PROJECT' dialog box with the following fields and values:

Field	Value
Project Name	Solar System
Description	Welcome to the presentation!
Author	Atomi
Copyright	
Home Page	
Language	English (United States) [en-US]
Slide Size	1280 x 720 <input type="button" value="Change Size"/>
Number of Slides	5
Total Duration	8m 30s
Location	C:\Users\Atomi-User\Documents\ActivePresenter\Solar System.approj
File Size	240.0 KB
Created	5/17/2022 11:41:30 AM
Modified	5/17/2022 11:41:30 AM
File Format Version	9.0.0

Project Properties Tab

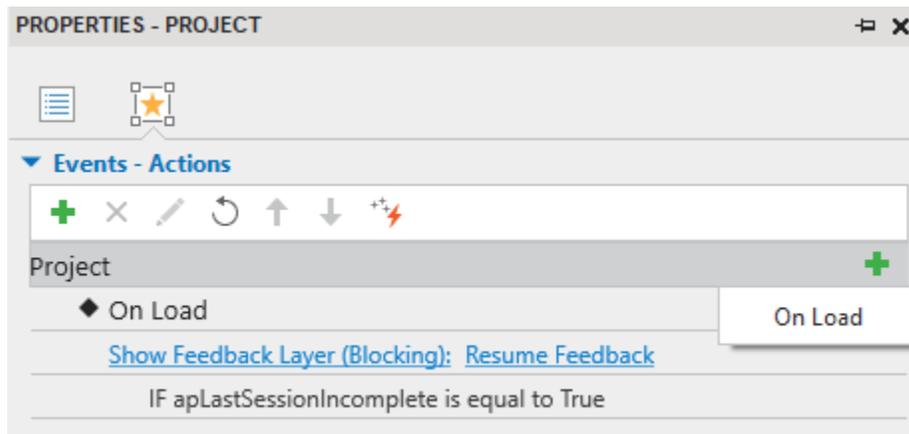
This tab gives you generic information and settings of the currently editing project. They are global settings that affect all slides in your project.

- **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.

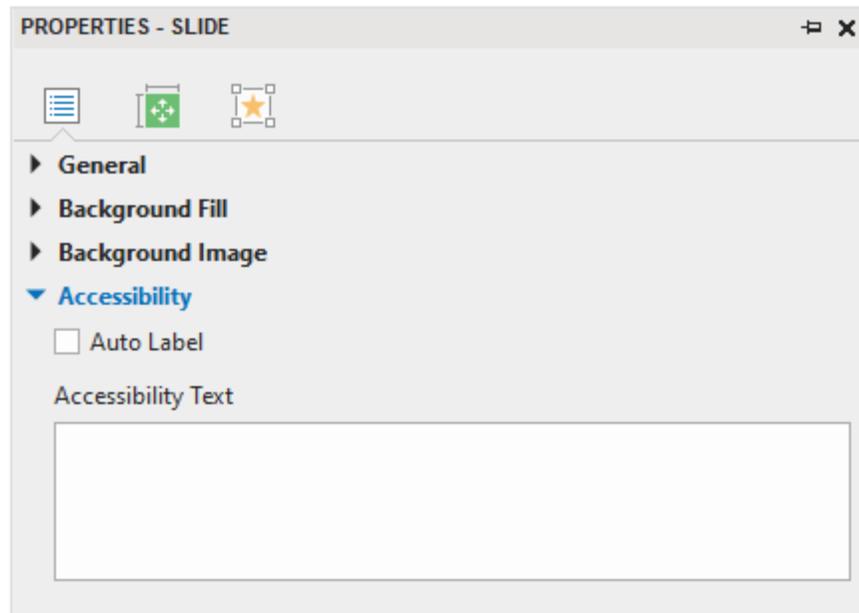
Tips for Creating Accessible Projects

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 easily thanks to the slide background replacement and the text translation features.

Localizing Process

Before doing localization, make sure that you have finished editing the original project (usually in English).

To localize your project, do the following:

1. Export text in your project to XLIFF format.
2. Translate text in the exported XLIFF file using any tool that supports XLIFF 1.2 (e.g. Swordfish Translation Editor).
3. Replace the original slide backgrounds with the new ones that are captured in the new language.
4. Import the translated XLIFF file into the project of which slide backgrounds have been replaced in step 3.
5. Test the localized version of your project, make sure that all screenshot images are replaced, and all texts are properly translated and displayed.

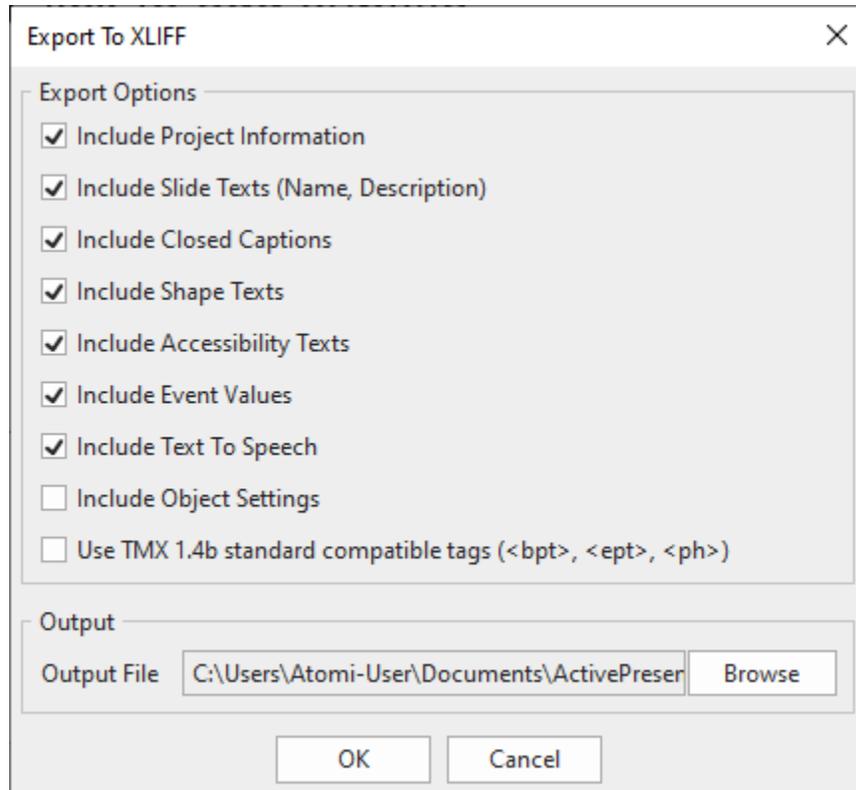
The next sections will describe each step in detail.

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 **ActivePresenter** 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 **ActivePresenter** button > **Save As....** If you copy it in File Explorer, make sure it isn't opening in ActivePresenter. The project copied from an open project may be corrupted.

2. Give the copied project a meaningful name. It is recommended that the project name has language code suffice, for example, *Skype_es.approj*. You can also create a folder for the new language and place the copied project there.

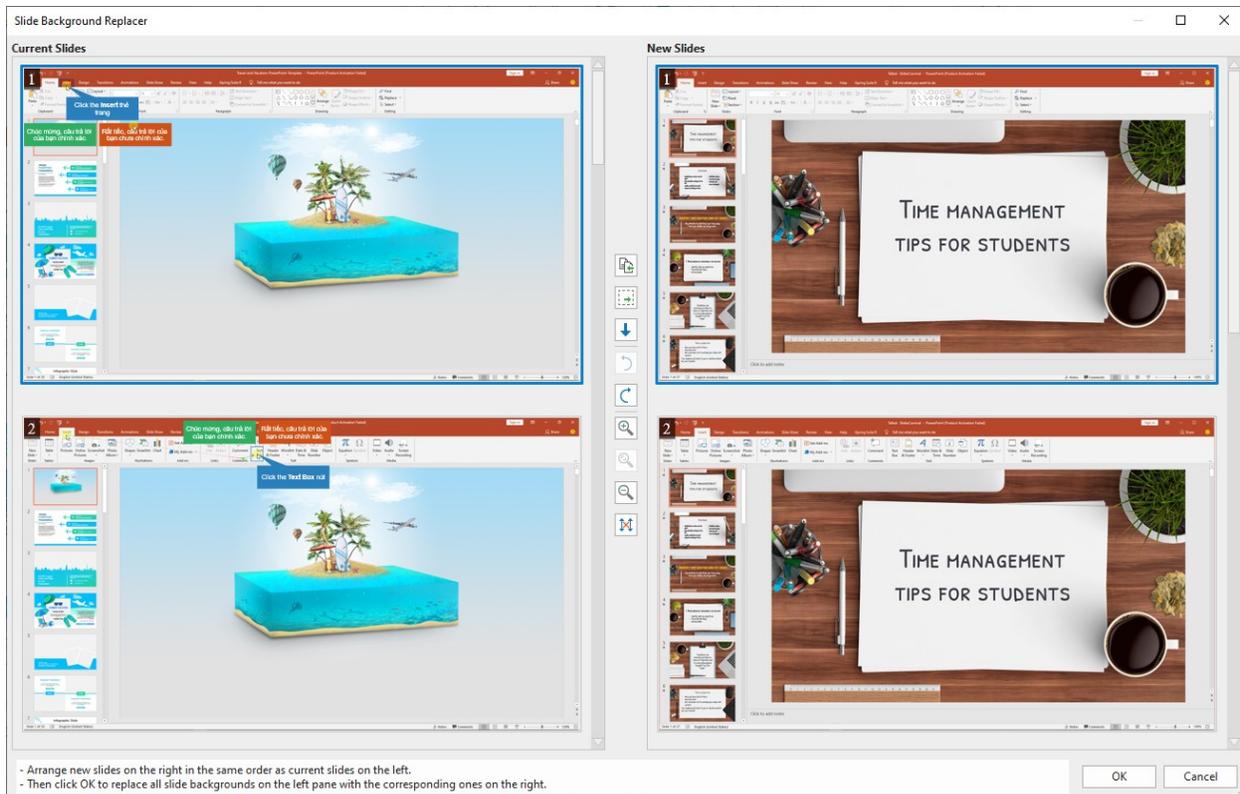
Step 2. Capture a new project for the new language.

1. Change language preferences and settings for the captured application to display the new language, if needed.
2. Use the same project size (width x height) as the size of the original project.
3. Name the new captured project a meaningful name. For example, you can name it *Skype_es_captured.approj*.

Step 3. Open the **Slide Background Replacer** window to replace slide backgrounds in the project copied in step 1 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 **ActivePresenter** 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 **ActivePresenter** 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.

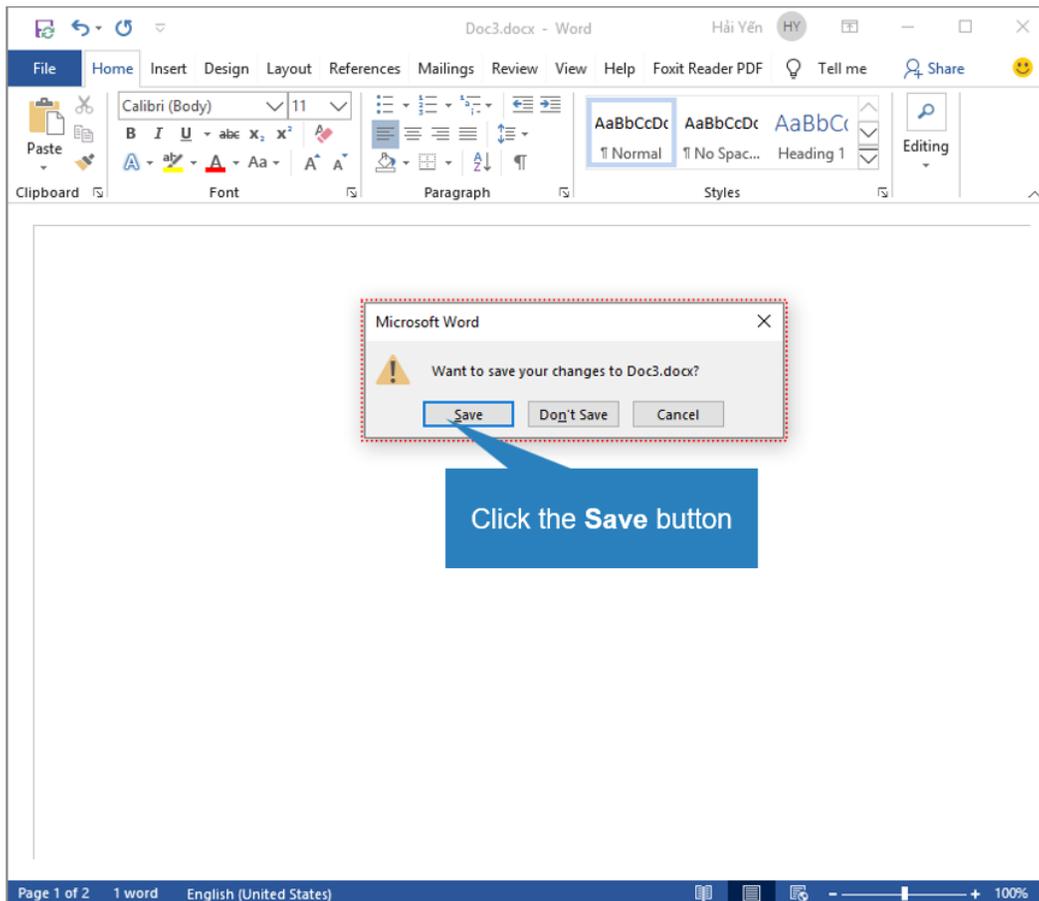
Active Window

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 view the active window, do one of the following:

- Access the **View** tab > **View Active Window** .
- Right-click the slide on the Canvas > **View Active Window**.

The following figure shows an active window area (in the red dashed border) in a captured slide:



In certain circumstances, the active window area detected while capturing doesn't fit the dialog/window. You can modify this area by opening the **View** tab > **Edit Active Window** , or right-clicking the slide on the Canvas and selecting **Edit Active Window**.

This enables the Edit Active Window Area tool. Then, you can resize the active window by dragging the red dashed border.

ActivePresenter Windows

Canvas

The Canvas in the center of the workspace displays all slide contents. It can also be called the working window.

- 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:

- 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.
- 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.

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.

Timeline Pane

Timeline Overview

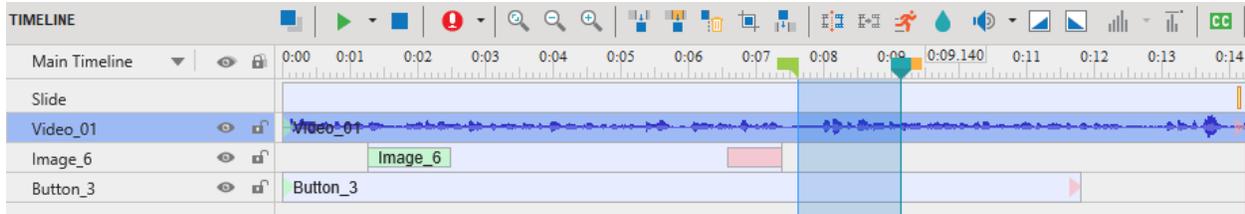
A timeline defines how multiple objects in a slide show or hide against time. By default, each slide has a Main Timeline which is run automatically when entering the slide. You can add more timelines to a slide. ActivePresenter now lets you create a Click Sequence timeline and many interactive timelines 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.

Using Multiple Timelines

To use multiple timelines, do the following:

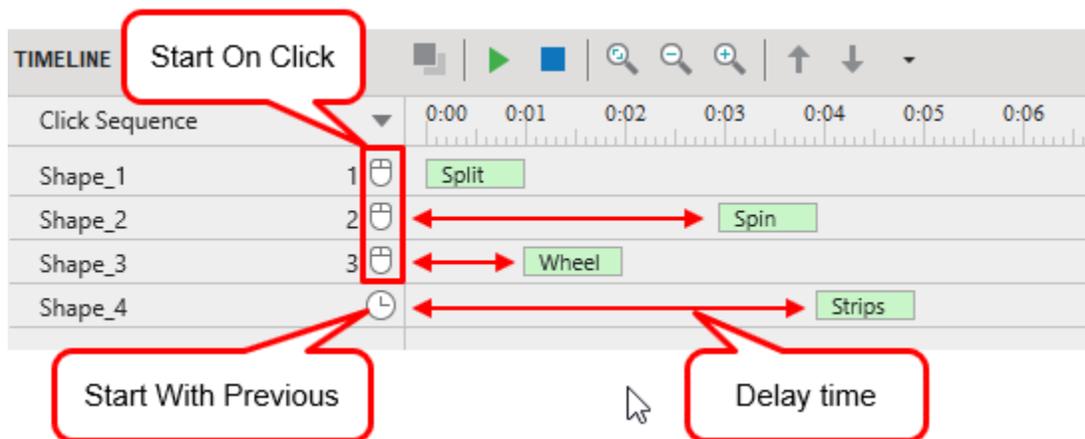
1. Add timelines.
2. Rename added timelines to a more meaningful name.
3. Add animations to objects. To **add animations** to objects in the selected timelines, select the object from the Canvas or **Selection** pane. Then, click the **Animations** tab and select entrance, exit, emphasis, and motion 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 1st click, **Shape 1** starts immediately.
 - After the 2nd click, **Shape 2** appears at 03:00 since it has a 3-second delay.
 - After the 3rd 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+PAGEUPDOWN**.
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.

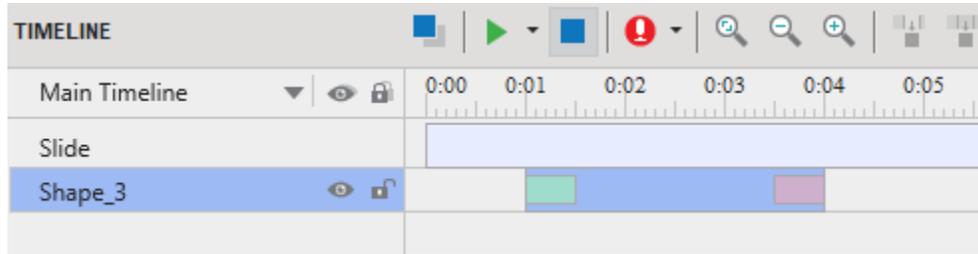
- **Click Sequence – Go Back** action allows you to:
 - Reset animations if they are running (Seek to start of these animations).
 - Go back and stop at the previous **Start On Click** animations.
 - Go back to the previous slide if there is no previous action.

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.

Object Time Bars

The time bar of an object represents its existence along the time axis. It is only available in the main timeline.

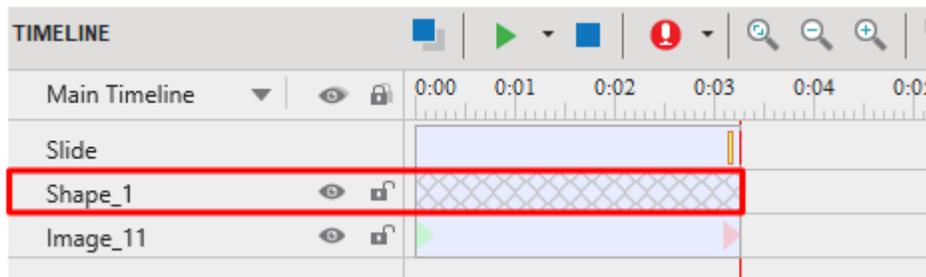


As indicated in the image above, Shape_3 will appear in the first second after the slide starts to play. Then, it will disappear at the 4th second, which means its duration is 3 seconds. The length of the object's time bar represents its duration.

The animation effects of Shape_3 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 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:

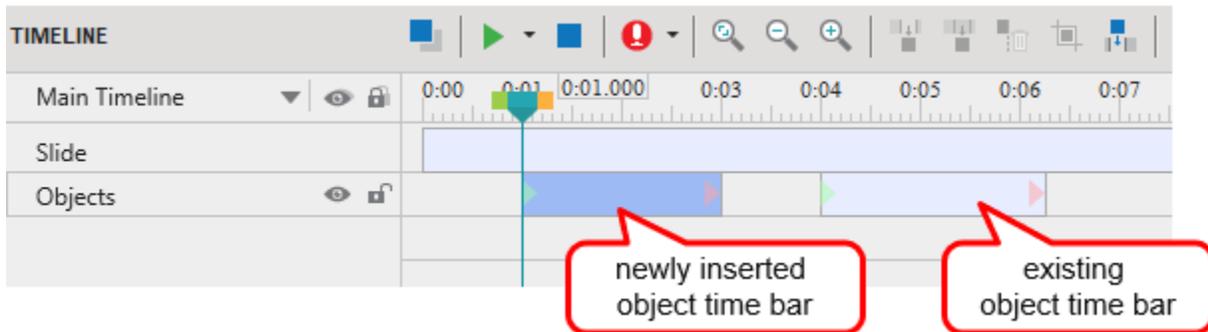
- Select the object time bar and drag it upward or downward to the new line. You can only drop the object time bar in the line which has enough available space between two object time bars for it. You can move multiple objects time bar together sideways, but you cannot move them up/down simultaneously 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

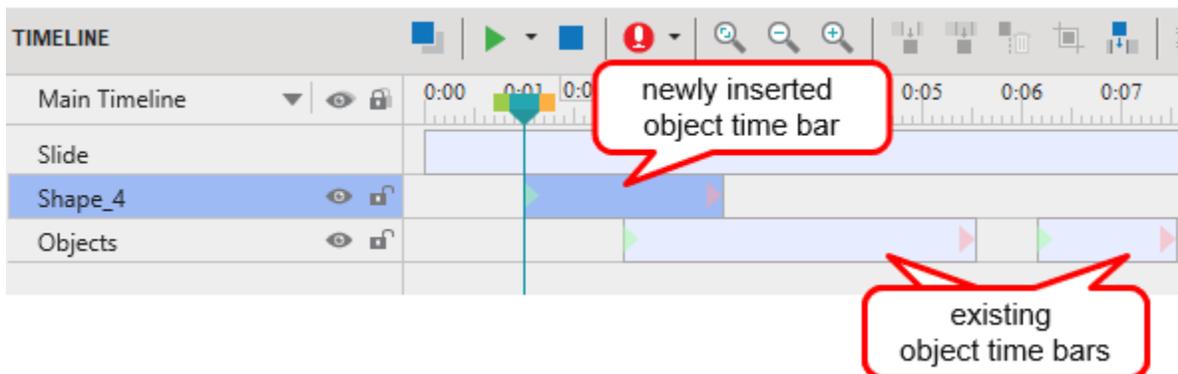
Note that the following description doesn't apply for cursor path, closed caption, and zoom-n-pan.

When you place the **Playhead** at a position in the timeline, the object will be inserted right at the **Playhead** position. And the object start time is the current time of the **Playhead**. For example, you place the Playhead at 0:01 in the timeline then, you insert an object. So, that object will be inserted at 0:01, and its start time is 0:01.

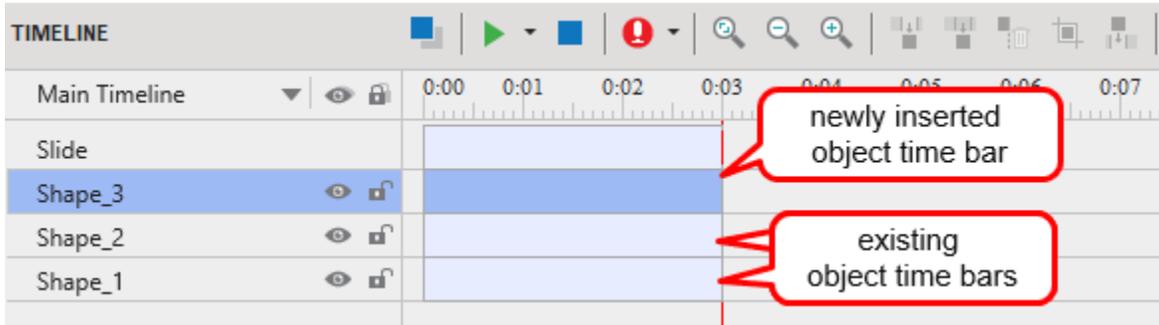
If there are any existing object time bar in a line and the duration of the newly inserted object time bar is smaller than the line duration, the new object time bar will be placed before existing object time bar in the same line. See the below image for easy understanding:



If there are any existing object time bar in a line, and the duration of the newly inserted object time bar is larger than the line duration, the new object time bar will be placed in the new line and above existing object time bars in the timeline, as long as the new line doesn't contain any object time bar that is overlapped in time with it. See the below image for easy understanding:

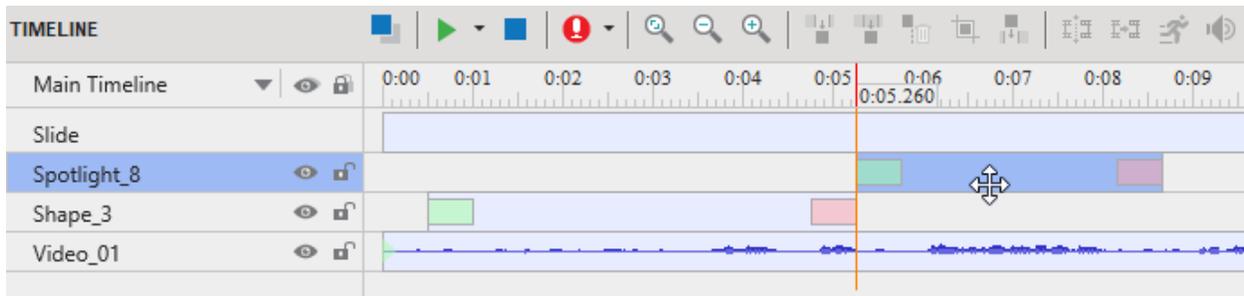


When you insert an object time bar in the timeline without the **Playhead**, the start time of the object time bar is set to 0, and its duration is stretched to the end point of the slide. The newly added object time bar will also be placed above existing object time bars in the slide. See the below image for easy understanding:



Timeline Snapping

ActivePresenter 9's **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
	Add Click Sequence Timeline		Add a Click Sequence timeline.
	Add Timeline		Add an interactive timeline. Additional timelines are triggered using actions .
	Remove Timeline		Remove the current timeline. You cannot remove the main timeline.
	Rename Timeline		Rename the current timeline. You cannot rename the main timeline and the Click Sequence timeline.
	Single Slide/All Slides		View the current slide or all slides in your project. The All Slides mode shows all slides in the timeline, which is useful to see the objects that span across multiple slides.
	Preview	SPACE BAR	<p>Switch the control to play, pause, or resume the preview, starting from the Playhead position. You can also right-click the Canvas > Play Preview. At the end of the preview, the Playhead returns to the start marker of the range.</p> <p>In addition, click the arrow next to the button and choose the following options:</p> <ul style="list-style-type: none"> • Preview All: Preview all slides in your project, from the first to the last. • Preview from Current Slide: Preview from the current position of the Playhead to the last slide. • Preview Selected Slides: Preview multiple slides that you have selected.
	Stop		Stop the preview if the timeline is playing. Otherwise, clicking this button clears the selected range.
	Record Narration	CTRL+SHIFT+R	Record audio while playing the slide simultaneously. To stop recording, click the Stop button  .

	Zoom Fit Timeline		Fit the entire slide duration into the available pane width.
	Zoom Out Timeline	CTRL+MOUSE DOWN	Reduce the time scale of the timeline.
	Zoom In Timeline	CTRL+MOUSE UP	Expand the time scale to see more details.
	Cut Range	CTRL+SHIFT+X	Cut the selected range and place it on the clipboard.
	Copy Range	CTRL+SHIFT+C	Copy the selected range and put it on the clipboard.
	Delete Range	CTRL+DELETE	Delete the selected range.
	Crop to Range	SHIFT+DELETE	Delete everything outside the selected range.
	Insert Time		Insert a period of silence/ freeze frame into the selected audio/video at the Playhead position. This function can be applied to other objects in ActivePresenter.
	Split Audio/Video Objects		Split the selected audio/video at the Playhead position.
	Join Audio/Video Objects		Join the selected audio/video objects.
	Change Playback Speed		Speed up or slow down the selected range of the audio/video.
	Insert Blur Area		Insert a blur area into the selected video.
	Adjust Volume		Adjust the relative volume of the selected range of the audio/video.
	Audio Fade In		Add a volume fade-in effect to the selected audio.
	Audio Fade Out		Add a volume fade-out effect to the selected audio.
	Audio Noise Reduction		Reduce background noise from the selected audio.

	Audio Normalization		Normalize audio throughout a project for consistent volume across all slides.
	Insert Caption		Insert a closed caption (CC) into a slide.
	Split Slide		Split the slide at the Playhead position.
	Go to Previous Keyframe		In editing blur effects , go to the previous keyframe.
	Add/Remove Keyframe		In editing blur effects , add or remove a keyframe.
	Go to Next Keyframe		In editing blur effects , go to the next keyframe.

Below are hotkeys you can use to speed up your work in the timeline. Only some of them are customizable using the **Preferences** dialog > **Hotkeys** tab.

Hotkey	Function
HOME	Move the Playhead to the beginning of the timeline.
END	Move the Playhead to the end of the timeline.
SPACE BAR	Play or pause the Playhead at any timestamp in the Timeline pane.
LEFT ARROW	If there are no selected objects, move the Playhead to the left. Otherwise, move the selected objects to the left.
CTRL+LEFT ARROW	Same as above, but 10 times faster (the CTRL key is x10 accelerator).
RIGHT ARROW	If there are no selected objects, move the Playhead to the right. Otherwise, move the selected objects to the right.
CTRL+RIGHT ARROW	Same as above, but 10 times faster (the CTRL key is x10 accelerator).
[Move the Playhead to the start marker of the selected range.
]	Move the Playhead to the end marker of the selected range.
SHIFT+[Set the start marker of the selected range at the Playhead position.
SHIFT+]]	Set the end marker of the selected range at the Playhead position.

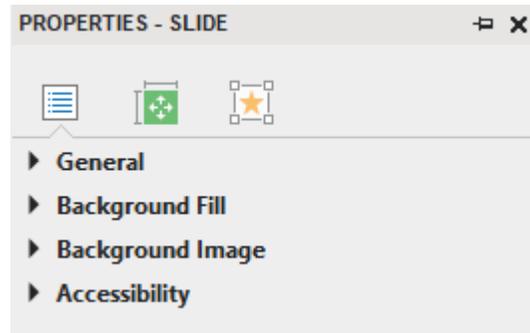
SHIFT+LEFT ARROW	If there are no selected objects, move the start point of the range to the left, increase the duration of the selected range. Otherwise, if an object is selected, reduce the duration of the selected object.
CTRL+SHIFT+LEFT ARROW	Same as above, but 10 times faster (the CTRL key is x10 accelerator).
SHIFT+RIGHT ARROW	If there are no selected objects, move the end point of the range to the right, increase the duration of the selected range. Otherwise, if an object is selected, increase the duration of the selected object.
CTRL+SHIFT+RIGHT ARROW	Same as above, but 10 times faster (the CTRL key is x10 accelerator).
CTRL+MOUSE UP/DOWN	Scroll the timeline horizontally.
CTRL+SHIFT+X	Cut the selected range and place it on the clipboard. (customizable)
CTRL+SHIFT+C	Copy the selected range and put it on the clipboard. (customizable)
CTRL+DELETE	Delete the selected range. (customizable)
SHIFT+DELETE	Delete everything outside the selected range. (customizable)
CTRL+SHIFT+R	Record audio while playing the slide simultaneously. (customizable)

Properties Pane

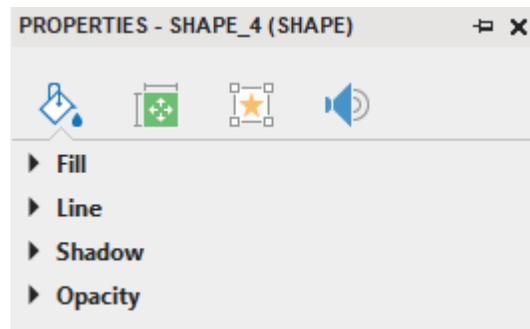
As its name implies, the **Properties** pane lets you view and customize the properties of selected slides or objects. If you close this pane accidentally, click **Properties**  in the **View** tab to toggle it on again.

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:



In another case, if you select a video object, you will see the presence of the **Media** tab. Similarly, the **3D Model** tab will only be available when 3D model objects are selected.

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 **ActivePresenter** 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
Name	The current order of the selected slide in the project. For example, Slide 1	This property displays the title of the selected slide. It will serve as a table of contents (TOC) entry in HTML5 and document outputs. It also appears as a brief description at the top-left of each slide in document outputs. The slide name comes in handy when planning navigational jumps among slides.
Description	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 (Top , Left , Right , Bottom) in all slides of that project.
Duration	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.
Auto Advance	Ticked	This checkbox is ticked by default. That means the presentation automatically jumps to the next slide when the current slide completes. If you untick it, consider using events – actions to advance slides. Note: This option is independent of the Pause presentation to wait for user input option.

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

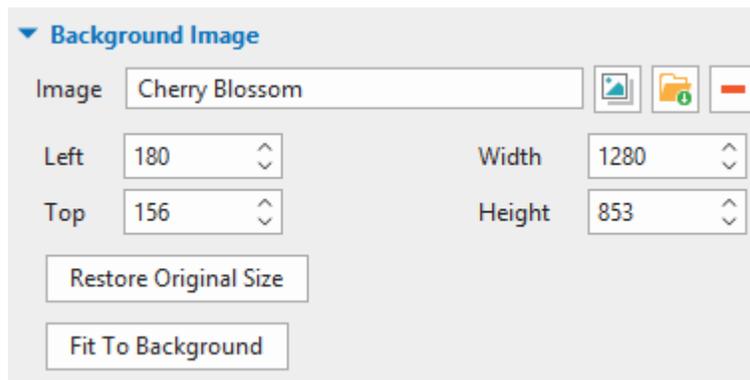
This section allows you to fill the slide background with a color or image.

Property	Function
----------	----------

No Fill	The selected slides are not filled with any specific color or image. Thus, their background becomes transparent.
Solid Fill	This option is selected by default. It lets you fill the slide background with a single color.
Gradient Fill	Fill the background of the slides with a color gradient.
Image Fill	Fill the background of the slides with an image.
Hide Background Objects	Hide the background objects originating from the slide master .
Apply to All	Apply the changes you've made to all slides in your project.
Reset Background	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.

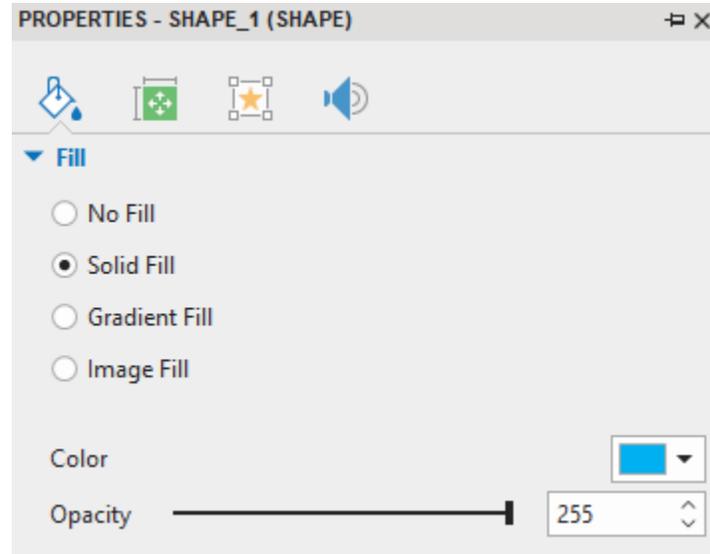
Property	Function
Auto Label	This checkbox is ticked by default. That means the accessibility text will be generated automatically from the slide name.
Accessibility Text	If you clear the Auto Label checkbox, this property is enabled. Input text that describes the selected slide in the text box. Later, 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 Customizing Accessibility Text for Slides .

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.



a. No Fill

The background of the selected objects becomes transparent.

b. Solid Fill

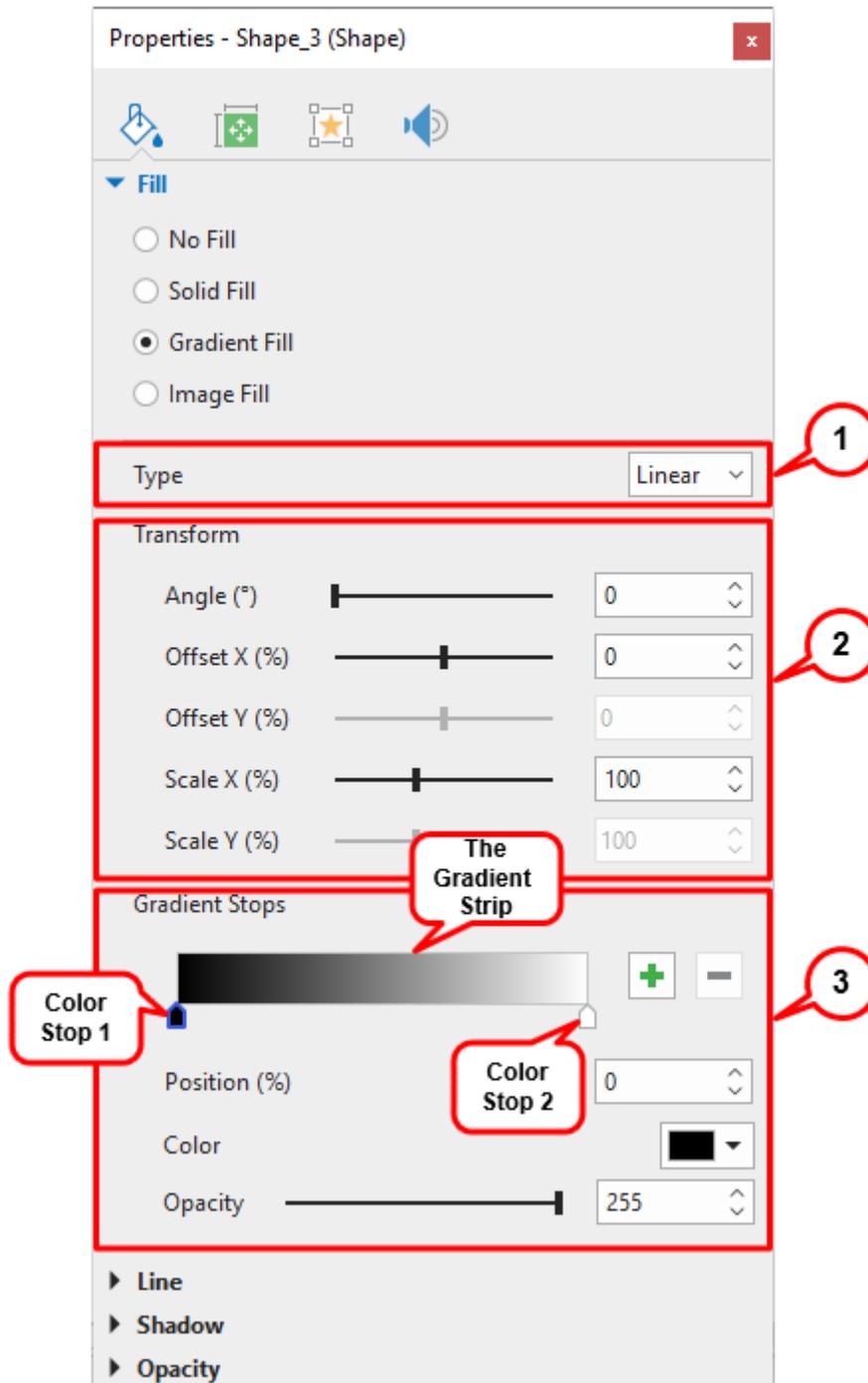
It is the default option. It fills the selected objects with a single color. Do as follows:

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.

c. 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

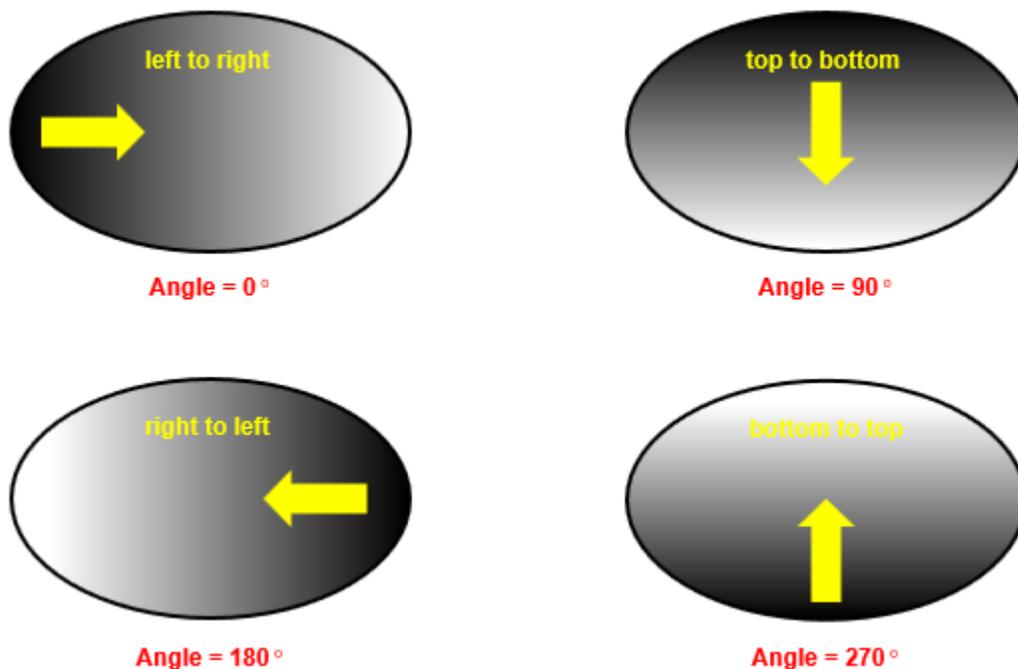
shows a live sample and lets you make changes to it in a visual manner. You can click any color stop to select it and drag it along the strip. To add more stops, click anywhere in the strip, the new one will be added at the point that you click. Alternatively, click the **Add** button  to get the same 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.

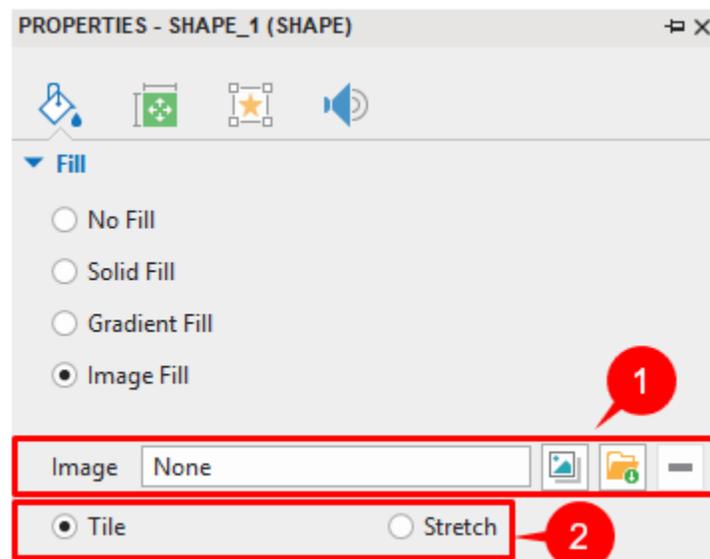
- **Offset X (%):** This property is used to change the position of the gradient along the X-axis. Its value ranges from -100 to 100%. Its default value is 0. When you increase or

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.

d. 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 (1):

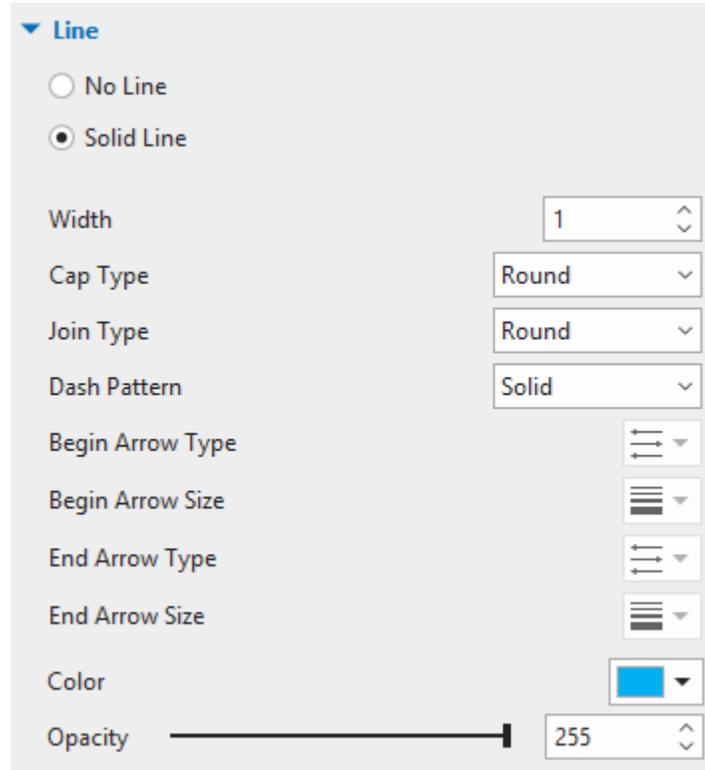


Apart from that, you can customize how the objects will be filled (2):

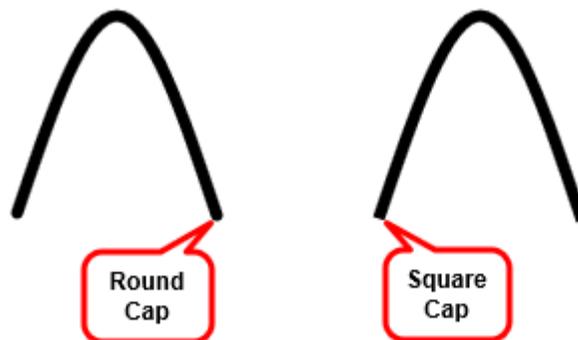
- **Tile**: The image will be replicated in the x- and y-axis to fill up the space. If the image is larger than the object, it will be clipped.
- **Stretch**: The image will be stretched in height and/or width to fill up the available space. If the image is larger than the object, it will be rescaled to fit the available space.

Line Section

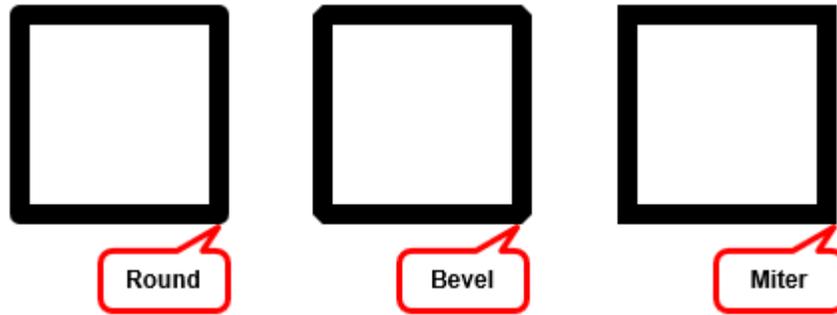
The first two options that you can see in this section are **No Line** and **Solid Line**. When you insert a new object into your current project, initially, it has no line. That means the first option is ticked by default. To create a solid line for the object, select the second option. It will let you customize many line properties:



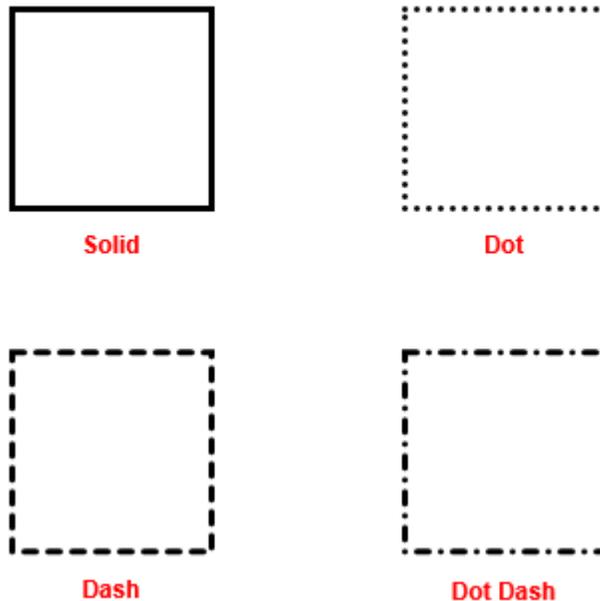
- **Width:** This property allows you to change the width of the line in the range of 0-500 (in pixel). Enter a value in the **Width** spin box. Or, click the up/down arrow to increase or decrease the value.
- **Cap Type:** This property only matters in an open curve, where you can see the end of a line. 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.



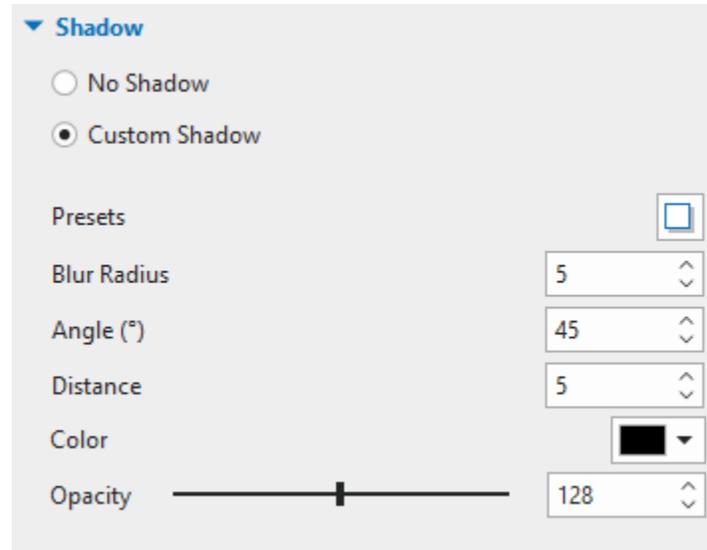
- **Dash Pattern:** This option lets you change the line pattern. Select either of the four types:
 - **Solid:** The border is the solid line.
 - **Dot:** The line is formed by dots.
 - **Dash:** The line is created by dashes.
 - **Dot Dash:** The line is formed by dots and dashes.



- **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 exists in all the above sections. It lets you customize the transparency of each separate property of the object like fill, line, and shadow. For example, the **Opacity** option in the **Fill** section helps you adjust the transparency of the object color, either solid or gradient color. However, if you fill the object with an image, this option is unavailable. Let's take another example. What if you want to adjust the transparency of text captions? In those cases, the **Opacity** section will come in handy. It lets you adjust the transparency of the whole selected object:



By default, the **Full Opacity** option is enabled. Select the **Custom Opacity** option if you want to customize this property. Then, feel free to 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.

Size & Properties Tab

Unlike the other ones, the **Size & Properties** tab is available for all object types. However, below are 6 popular sections that you will frequently work with:

- **Timing Section**
- **Transform Section**
- **Container Layout Section**
- **Text Box Section**
- **Show in Mode Section**
- **Accessibility Section**

Timing Section

This section defines when and how the selected object starts/stops displaying in the presentation.

- **Start Time:** Normally, when you insert a new object (without **Playhead**), its start time is also the slide's start time (0:00.000). There are two ways to adjust this value. First, you can change it in the **Start Time** spin box. Alternately, you can drag the left edge of its time bar in the timeline.

If you do not want the object to appear at the beginning of the slide, you can set another value right from start. Just place the **Playhead** at the desired timestamp in the timeline. Then, insert a new object. The timestamp where the **Playhead** is located is the start time of that object.

- **Duration:** The total time the object is present on the slide. This option is not set by default. That means the object appears until the end of the slide. You can adjust this value by deselecting the **Show to the End of Slide** checkbox. As a result, the **Duration** spin box is enabled and lets you change the value. Keep in mind that another way to change the object duration is to drag its 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

As you may know, 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.

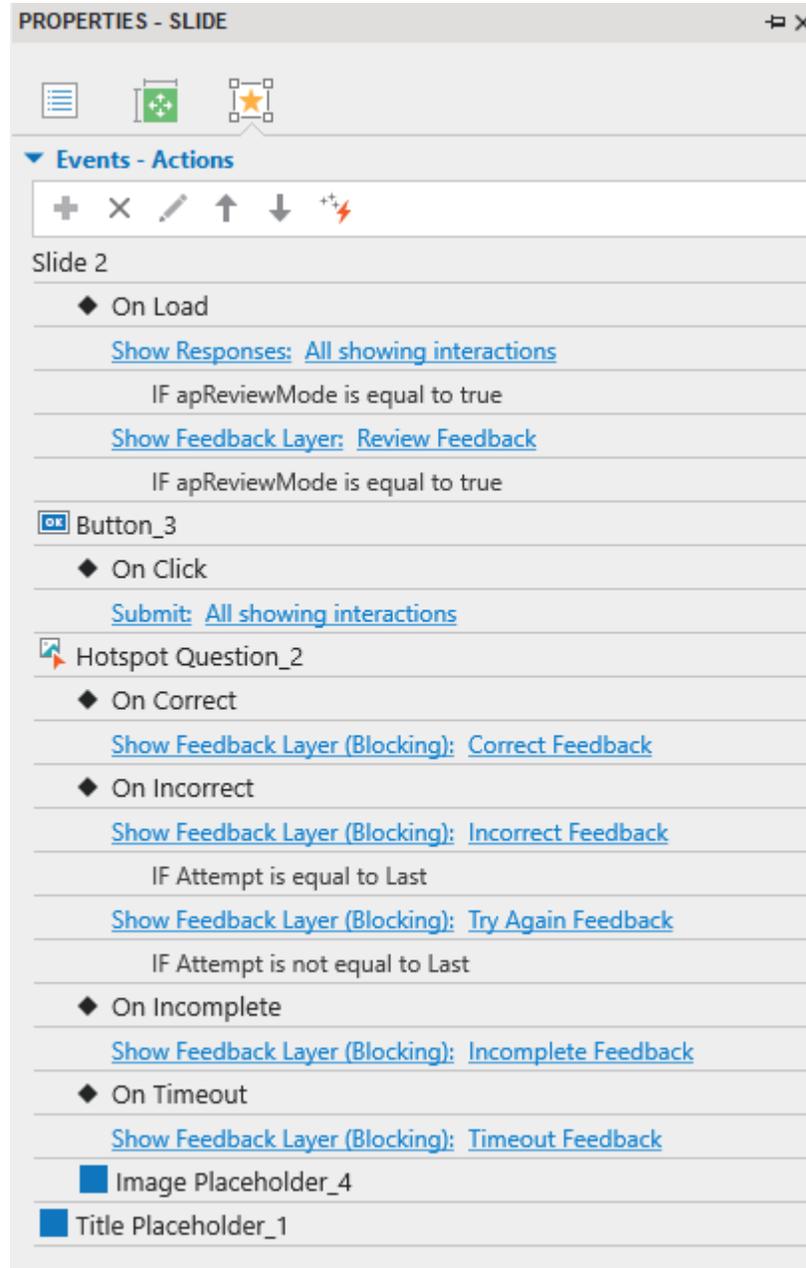
If you select **Drop Target**, refer to **Setting Correct Values** and **Setting Other Properties** to know how to adjust available properties. Besides, drop targets also have the following properties:

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.



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 **General**, **Recording**, **Text to Speech**.

General

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.

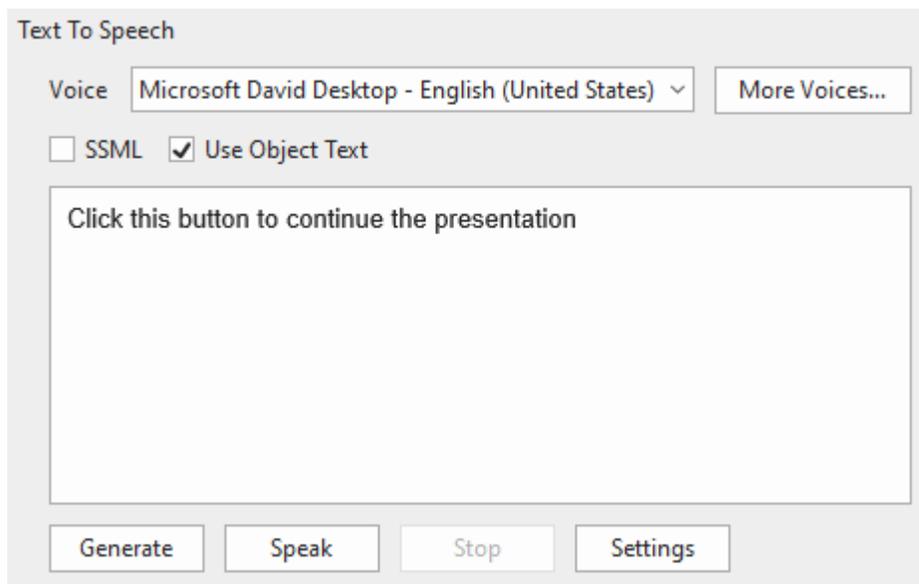
To record the sound, do the following:

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.

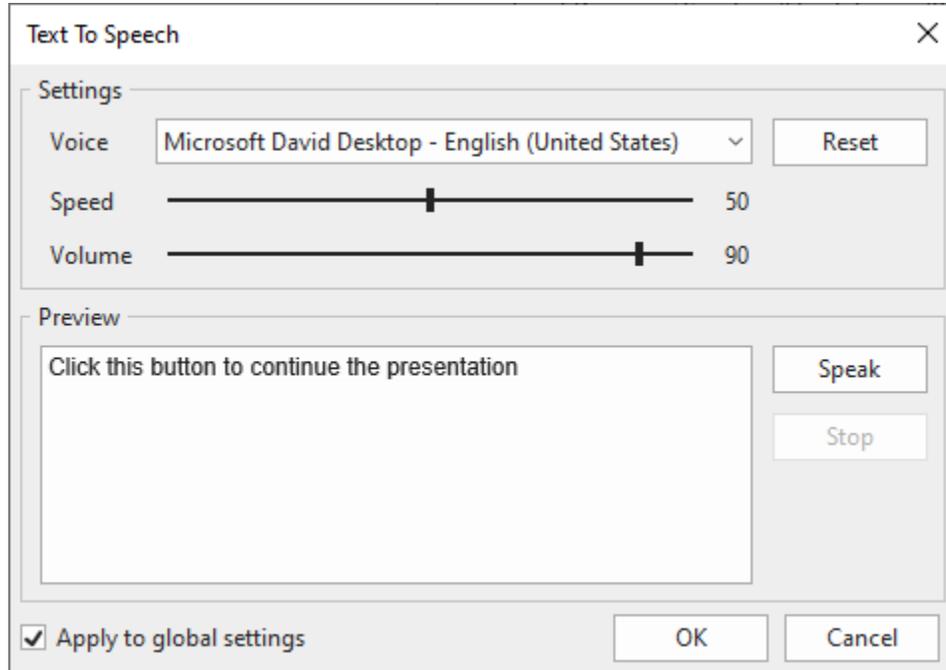
Note: You can **calibrate the input volume of the microphone** before starting the recording to make sure that the sound level is strong enough. To do this, click **Calibrate Input...** and scale the input volume in the dialog that appears.

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:

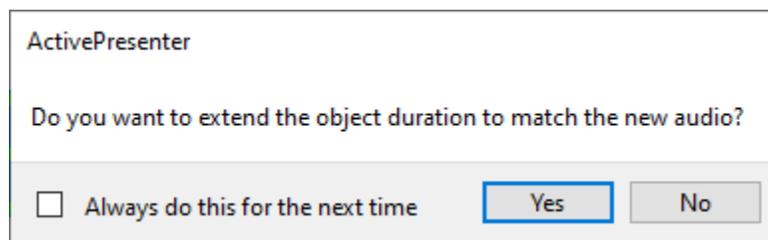


Adjust the voice, speed, and volume, and click **Speak** to listen to the voice.

- 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 **ActivePresenter** 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

a. General

This part shows the name and source of the audio file and its duration. It also contains playback buttons to control the audio playing.

- Click  to select audio from the current project or click  to import an audio file from your computer.
- Click the **Remove** button  to delete the audio from the object.

b. Recording

This part allows you to record your own audio track. Refer to the **Recording** for more detailed steps.

c. Text To Speech

This part features the same properties as the **Text to Speech** section of the **Audio** tab.

d. Playback Options

This section provides options to control how the audio is played. These options are available only for audio objects, not for the audio files attached to other objects types.

- **Loop:** Make the audio start playing again when playback is finished. When the **Playhead** reaches the end of the audio, it will return to the start point and continue playing. This feature is especially helpful for adding background music to a project.
- **Autoplay:** Make the audio play automatically when the slide loads and the **Playhead** reaches the start point of the audio 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:** 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

a. Video

- **General:** Show the name and source of the video file and its duration:
 - Click  to import a video from the current project or click  to import a video from your computer.
 - Click the **Remove**  button to delete a video from the object.
- **Playback Options:** Allow you to define the playing mode of the video:
 - **Loop:** Make the video replay continuously. When the **Playhead** reaches the end of the video, it will return to the start point and continue playing.
 - **Autoplay:** Make the video play automatically when the slide loads and the **Playhead** reaches the start point of the video time bar.
 - **Show Media Controls:** Display a media players bar for the video in HTML5 output, which allows users to control the playback.

- **HTML5 Closed Caption:** Allow you to embed/attach subtitle files into a video for displaying in the HTML5 output.

b. Cursor Effects

This section is used to change the **cursor effects** for the recorded videos.

c. Green Screen Effect

This section allows you to apply the **green screen effect** for videos.

d. Blur Effect

This section is activated only if your video has a **blur effect**.

Chart Tab

This newly added tab in ActivePresenter 9 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

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**.

Images Tab

The **Images** tab has the **Toolbar** and **Preview** section. The **Toolbar** section contains buttons for managing image resources:

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.
	Launch the image editor and load the image in it.
	This button triggers the Image Resource Properties dialog. You can also double-click the image thumbnail (or item) to open this dialog.
	Toggle the Slide Background 's visibility in the Images tab.
	Toggle the Object Background's visibility in the Images tab.

	Toggle the Cursor's visibility in the Images tab.
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The **Preview** section shows images either as thumbnails or items. The currently selected images have dark blue borders. You can directly drag any resources from here into the Canvas for use.

Audio & Video Tab

The **Audio & Video** tab also has the **Toolbar** and **Preview** section. The **Toolbar** section contains icons to manage the audio and video resources. The buttons work as follows:

Button	Function
	Select to view audio/videos either as thumbnails or as items.
	Add an audio/video clip from the computer (or LAN, etc.).
	Select the unused audio track(s)/video(s) in the current project.
	Remove the unused audio track(s)/video(s) in the current project.
	Export (save) the media as a file.
	This button triggers the Audio/Video Resource Properties dialog. Double-click an item to get the same result.
	Toggle the Audio's visibility in the Audio & Video tab.
	Toggle the Video's visibility in the Audio & Video tab.
	Toggle to hide or show the edited audio/video in the Audio & Video tab.

The **Preview** section shows audio/videos either as thumbnails or as items. The currently selected resource has a dark blue border. You can drag any resources from here into the Canvas for use.

Other Resources Tab

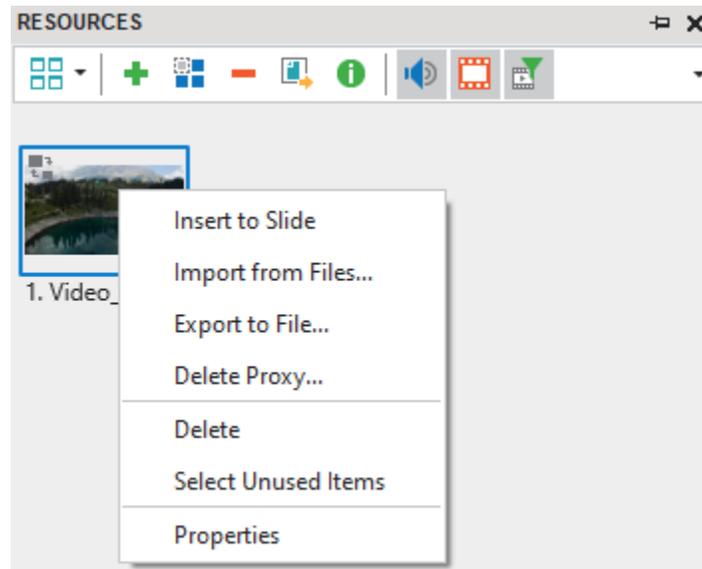
The **Other Resources** tab also has the **Toolbar** and **Preview** section. The **Toolbar** section contains icons to manage the resources. The buttons work as follows:

Button	Function
	Select to view resources either as thumbnails or as items.
	Add a resource from the computer (or LAN, etc.).
	Select the unused resources in the current project.
	Remove the unused resource(s) in the current project.
	Export (save) the media as a file.

	This button triggers the Rename dialog. Double-click an item to get the same result.
	Toggle the other resources' visibility in the Other Resources tab.
	Toggle the 3D model's visibility in the Other Resources 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			
All Objects			
Shape_9			
Text Caption_8			
Button_3			
+ Multiple Response Question_2			
Title Placeholder_1			

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. 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.
3. 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.

4. 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.

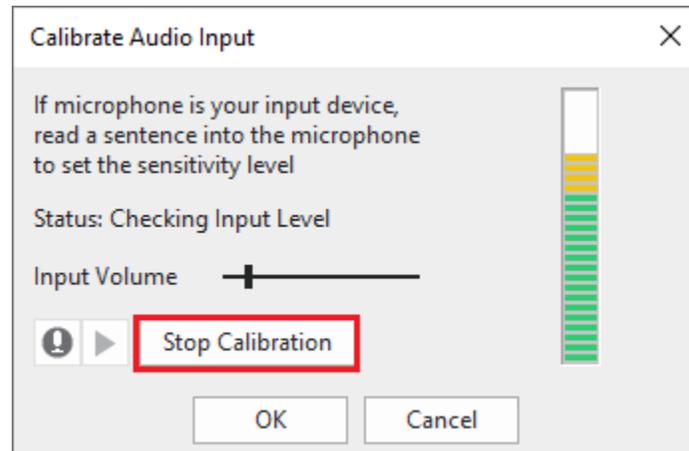
The **Master Lock** button  in the first line toggles the lock status of all the objects at once.

5. 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.
6. You can press the **UP ARROW** or **DOWN ARROW** to navigate between objects in the **Selection** pane.

- 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

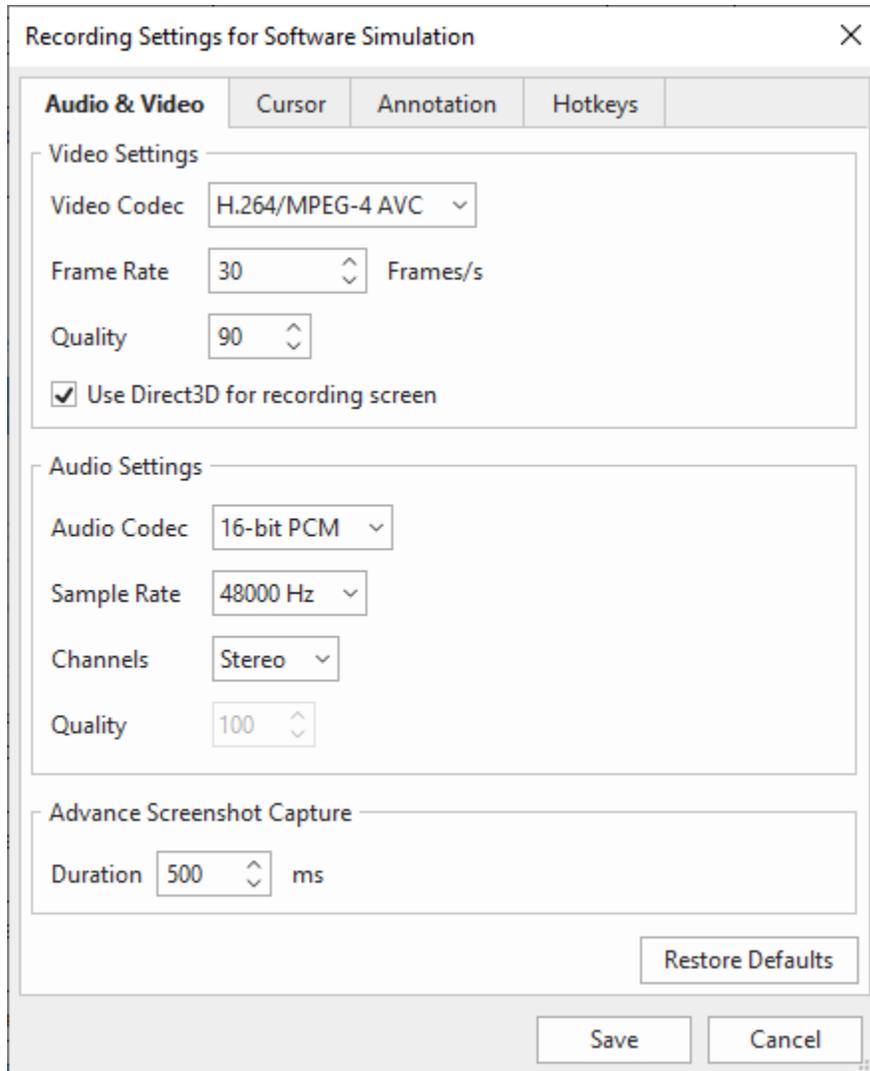
When you record a screen as a video or software simulation, ActivePresenter provides the **Recording Settings for Video** and **Recording Settings for Software Simulation** dialog correspondingly so that you can have settings for the audio/video/webcam quality and storage size.

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.

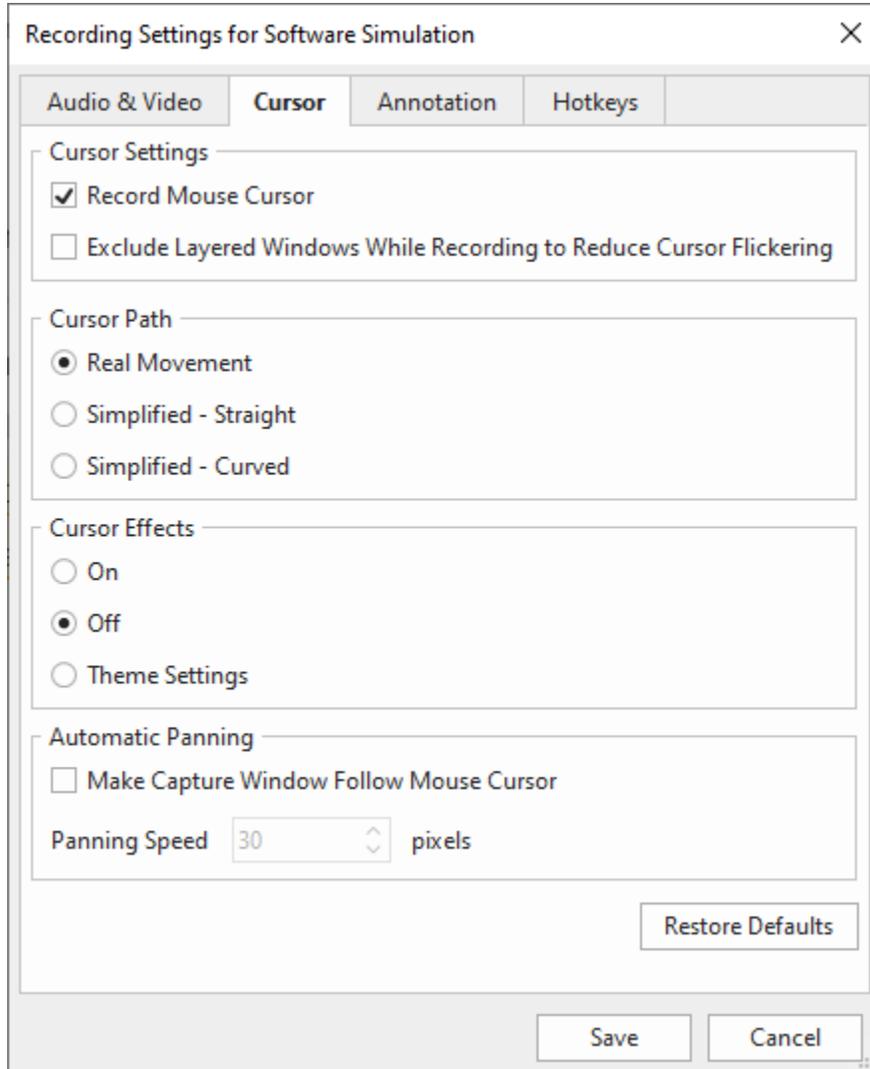
Advance Screenshot Capture

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.

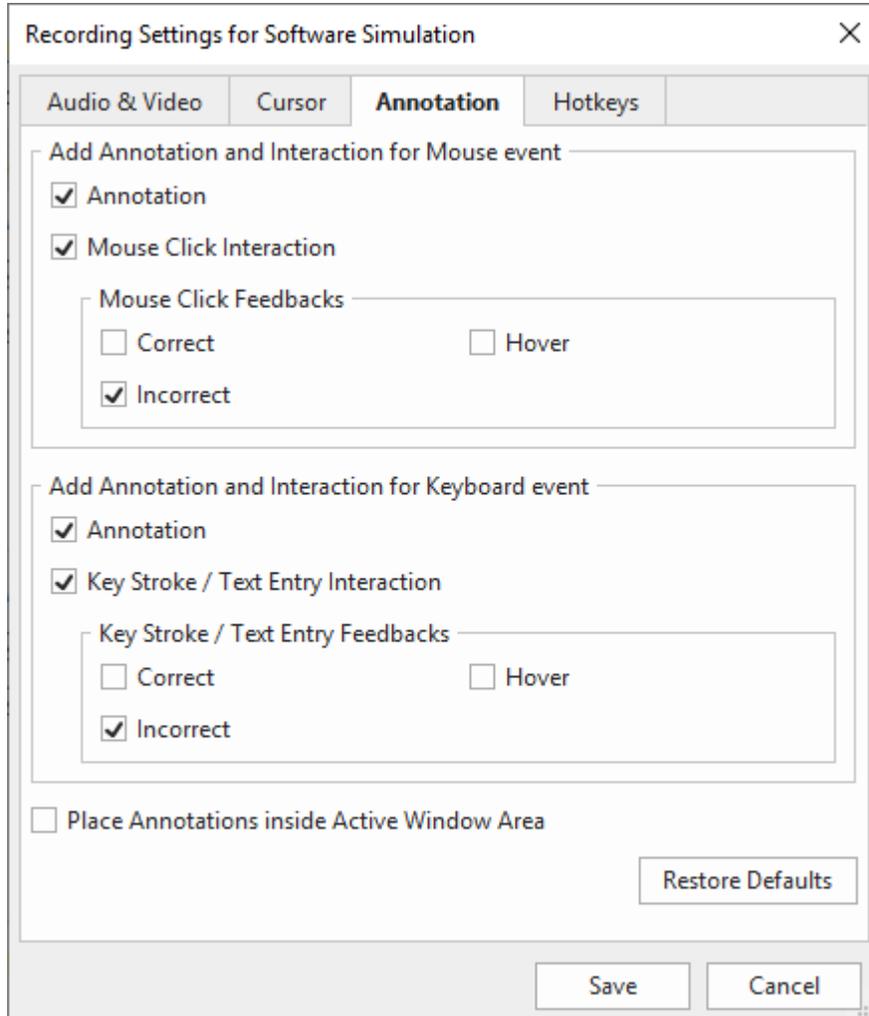
Automatic Panning Section

- **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).

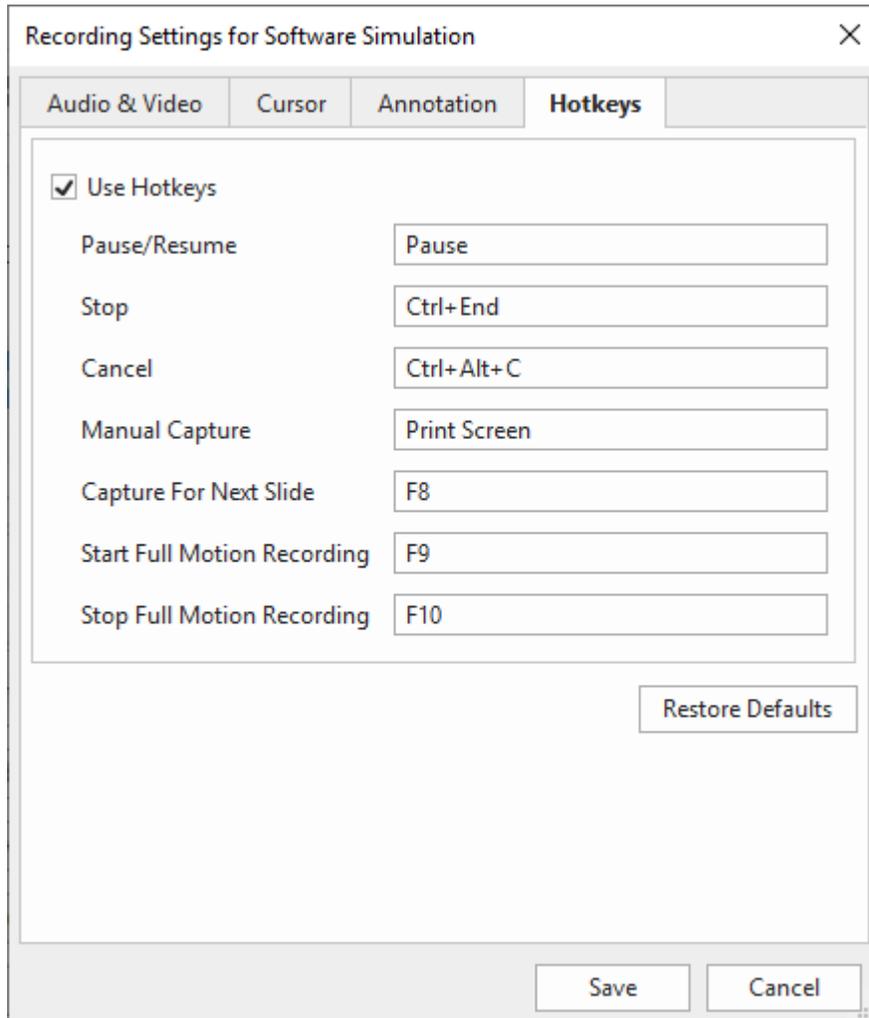
- The **Correct** message is displayed if the users' action is correct.
- The **Incorrect** message is displayed if the users' action is incorrect.
- The **Hover** message is displayed when users hover the mouse over the interaction object (e.g., mouse click, key stroke).

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.

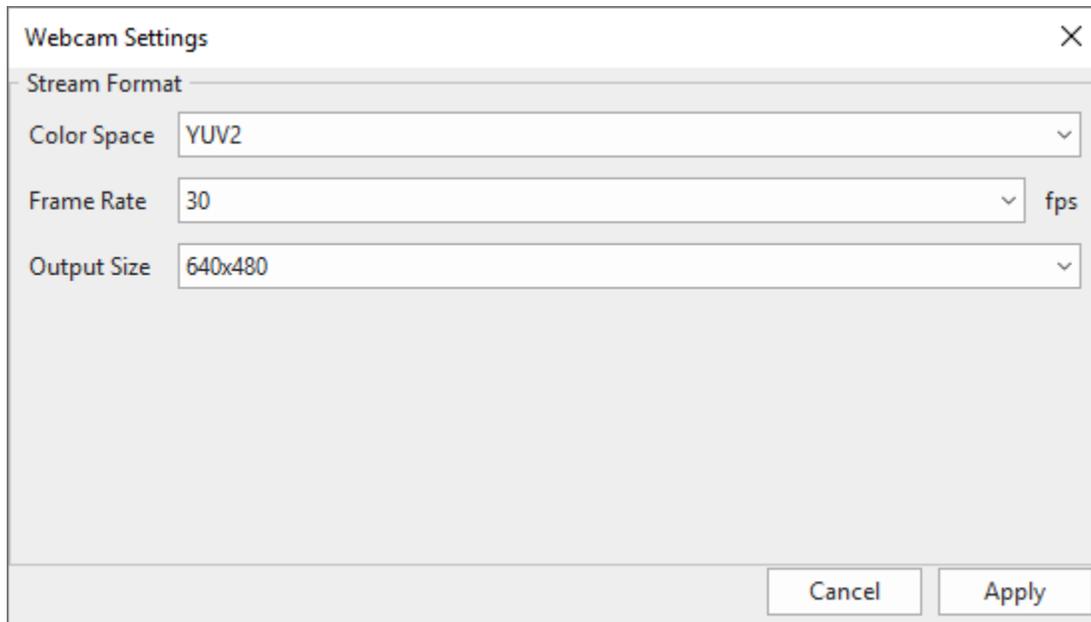
The **Capture For Next Slide** function is similar to the **Manual Capture** function except the captured screenshot will be used as background for the next steps. This function may be useful in some circumstances, for example when you want to capture a button in the normal state, not in the hover state.

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



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 **ActivePresenter** 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
	Blank Project		Create a new project using the blank theme.
	Record Screen as Video		Record the screen as a new video project.
	Record Interactive Simulation		Record an interactive simulation as a new project.
	Responsive Project		Create a new responsive project.
	Import PowerPoint		Create a new project from a PowerPoint presentation.
	Open Project...	CTRL+O	Open an existing project on your computer.
	Save	CTRL+S	Save the current project.
	Save As...		Save the current project under a new name and different types.
	Close		Close the current project.
	Project > Properties		Open the Project Properties to view and edit general information about the current project.
	Project > Convert to (Non-)Responsive Project...		Convert from a non-responsive project to a responsive one or vice versa.
	Project > Shrink...		Make a project compact.

	Project > Batch Operations > Insert Objects...		Insert an object type into multiple slides at once.
	Project > Batch Operations > Delete Objects...		Remove an object type from multiple slides at once.
	Project > Batch Operations > Convert Closed Captions to Audio		Convert closed captions to audio in specified slides or all slides in your project.
	Project > Batch Operations > Generate Slide Name From First Shape		Find the first shape in the slide and use its text for the slide name.
	Project > Localize		Localize a project to another language.
	Recent Projects		Open a list of recently opened projects.
	Preferences		View and edit the global settings.
	Start Page		Open the Start Page .
	Exit		Close the application.

Quick Access Toolbar

The Quick Access Toolbar includes a set of commands which are independent of the tabbed toolbar. This toolbar gives quick access to commonly used features like saving and opening. Note that you cannot move or add commands to the Quick Access Toolbar.

Icon	Command	Hotkey	Function
	Create Blank Project		Create a new blank project.
	Open Existing Project	CTRL+O	Open an existing project.
	Save Changes	CTRL+S	Save the current project.
	Undo Last Action	CTRL+Z	Reverse the last action. Click the Undo last action button.
	Redo Last Action	CTRL+Y	Restore the last “undo” action. Click the Redo last action 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	CTRL+X	Remove the selected items and place them on the clipboard.
	Copy	CTRL+C	Copy the selected items and place them on the clipboard.
	Paste > Use Destination Theme (default) 	CTRL+V	Paste the contents of the clipboard at the current location. Adapt the copied contents to match the destination theme.
	Paste > Keep Source Formatting 		Paste the contents of the clipboard at the current location. Keep the original theme format of the copied contents.
	Duplicate	CTRL+D	Duplicate the selected object(s).
	Format Painter		Apply the format of the selected object or slide to other(s).
	New Slide		Insert a new slide into a project. Click the arrow to select a slide.
	Layout		Change the layout of the current slide. Click the arrow to show the layout gallery.
	Reset		Reset the position, size and format of the slide placeholders to their default settings
	Record Screen > Record Screen as Video 		Record the screen as a new video slide.
	Record Screen > Record Interactive Simulation 		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	CTRL+]]	Increase the font size of the selected text or objects.
	Decrease Font Size	CTRL+[[Decrease the font size of the selected text or objects.
	Remove Format		Return the selected text or the text in the selected objects to its default formatting.
	Bold	CTRL+B	Make the selected text or the text in the selected objects bold.
	Italic	CTRL+I	Make the selected text or the text in the selected objects italic.
	Underline	CTRL+U	Underline the selected text or the text in the selected objects.
	Strikethrough	CTRL+SHIFT+S	Strike through the selected text or the text in the selected 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 Resources 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	CTRL+L	Align the selected text or the text in the selected objects left.
	Align Text Center	CTRL+E	Align the selected text or the text in the selected object center.
	Align Text Right	CTRL+R	Align the selected text or the text in the selected objects right.
	Justify	CTRL+J	Justify the selected text or the text in the selected objects.
	Text Vertical Align		Align 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.
	Container		Insert preset layouts into a slide. Insert groups of objects with grid/flex layout.
	Shapes		Insert a shape into a slide. Click the arrow to select a shape type.
	Interactions		Insert an interaction object into a slide. Click the arrow to select an interaction object type.
	Equation		Insert an equation into a slide.
	Arrange > Order		Change the order of the selected objects to the front or back of others.

	Arrange > Group		Group the selected objects to create a new group object.
	Arrange > Align		Align the selected objects.
	Quick Style		Quickly set the style (fill, line, shadow, and text) of the selected objects.
	Fill		Change the fill style of the selected objects.
	Line		Change the line style of selected objects.
	Variables		Create a variable.
	Reference		Add a reference to a variable.
	Find	CTRL+F	Find text.
	Replace	CTRL+H	Find and replace text.
	HTML5 Preview		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
	New Slide	Insert a new slide into a project. Click the arrow to select a slide.
	Container	Insert preset layouts into a slide. Insert groups of objects with flex/grid layout.
	Shapes	Insert a shape into a slide.
	Text Caption	Insert a text caption to explain the content.
	Spotlight	Insert a spotlight into a slide.
	Equation	Insert an equation into a slide.
	Icons	Insert an icon into a slide.
	Gesture Effects	Insert a gesture effect into a slide.
	Footer	Insert a footer into a slide.
	Chart	Insert a chart into a slide.
	Table	Insert a table into a slide.
	Image	Insert an image into a slide.
	Screenshot	Take a screenshot of windows, objects, the full screen, or an application or region.
	Audio	Insert audio from your computer or create an empty audio object for recording or text to speech.
	Video	Insert a video from your computer or by recording a webcam.

	YouTube	Insert a YouTube video into a slide.
	Web Object	Insert a web object into a slide.
	3D Model	Insert a 3D model into a slide.
	Mouse Click	Insert a mouse click into a slide.
	Key Stroke	Insert a key stroke into a slide.
	Text Entry	Insert a text entry into a slide.
	Drop Area	Insert a drop area into a slide.
	Button	Insert a button into a slide.
	Checkbox	Insert a checkbox into a slide.
	Radio Button	Insert a radio button into a slide.
	Slider	Insert a slider into a slide.
	Dropdown	Insert a dropdown into a slide.
	Animated Timer	Insert an animated timer into a slide.
	Cursor Path	Insert a cursor path into a slide.
	Zoom-n-Pan	Insert a zoom-n-pan into a slide.
	Closed Caption	Insert a closed caption (CC).

Questions Tab

The **Questions** tab allows you to insert all interaction objects and questions into slides.

Icon	Command	Function
	True/False	Insert a true/false question.
	Multiple Choice	Insert a multiple choice question.
	Multiple Response	Insert a multiple response question.
	Fill in Text Entry	Insert a fill in text entry question.
	Fill in Text Entries	Insert a fill in text entries question.
	Fill in Blanks	Insert a fill in blanks question.
	Sequence	Insert a sequence question.
	Drag-n-Drop	Insert a drag-n-drop question.
	Hotspot	Insert a hotspot question.
	Essay	Insert an essay question.
	Select in Dropdown	Insert a select in dropdown question.
	Select in Dropdowns	Insert a select in dropdowns question.
	Rating Scale (Likert)	Insert a rating scale question.

	From File	Insert a question from a GIFT file (*.txt) and CSV file (*.csv).
	Random Slide	Insert a random slide.
	Event	Open the Properties pane > Events - Actions section to add and manage actions.
	Advanced Actions	Manage advanced actions.
	Message	Insert a feedback message.
	Report Slide	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
	Themes gallery	Apply a theme to a project.
	Colors	Change the color of the current theme.
	Fonts	Change the font of the current theme.
	Background Styles	Change the background style of the current theme.
	Slide Size	Change the size of the slides in your project.

Transitions Tab

The **Transitions** tab contains a gallery of all slide transition effects. Use this tab to set up how a slide appears.

Icon	Command	Function
	Transition Gallery	Apply a transition effect to a slide.
	Effect Options	Choose a variant of the transition.
	Effect Duration	Specify the length of the transition.
	Slide Duration	Specify the length of the slide.
	Auto Advance	Jump to the next slide automatically when a slide completes. If you disable this feature, use actions to advance slides.

Animations Tab

The **Animations** tab contains all animation effects that can be applied to objects.

Icon	Command	Function
	Effect Gallery	Apply an animation effect (entrance/exit/emphasis/motion path) to an object.
	Effect Options	Choose a variant of the animation.
	Start Time	Specify the time when the animation starts playing.

	Duration	Specify the length of the animation.
	Add Animation	Apply an 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.

Export Tab

The **Export** tab lets you export a project to many different output formats.

Icon	Command	Function
	Images	Export slides as individual images.
	Video	Export a project as a video.
	PDF Document	Export a project as a PDF file.
	Microsoft Word	Export a project as a Microsoft Word file.
	Microsoft Excel	Export a project as a Microsoft Excel file.
	Microsoft PowerPoint	Export a project as a Microsoft PowerPoint file.
	HTML5	Export a project as HTML5.
	SCORM	Export a project as a SCORM package.
	Experience API	Export a project as an Experience API package.
	Publish LMS	Export a project and publish it to LMS.
	Player Settings	Customize the HTML5 player.
	HTML5 Preview	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
	Slides View	Show slides view.
	Slides in Column	Show slide thumbnails in the Slides pane in column.
	Slides in Grid	Show slide thumbnails in the Slides pane in grid.
	Slides in Titles	Show slide titles in the Slides pane.
	Slide Master	Open the slide master view.
	Feedback Master	Open the feedback master view.
	Object Settings	Open the object settings view allowing setting default objects or resetting default settings.
	Timeline	Show/hide the Timeline pane.
	Resources	Show/hide the Resources pane.
	Properties	Show/hide the Properties pane.
	Slides	Show/hide the Slides pane.
	Selection	Show/hide the Selection pane.
	Slide Pools	Show/hide the Slide Pools pane.
	Object States	Show/hide the Object States pane.
	Object Templates	Show/hide the Object Templates pane.

	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.
	Drag-n-Drop	Show/hide the markers that indicate drag sources, drop areas, and drop targets along with the connection between them.
	Tab Order	Show the tab order value of objects on the Canvas.
	Timeline Snapping	Enable/disable snap behavior in the timeline.
	Cursor Snapping	Make cursor paths move continuously between slides.
	Container Snapping	Enable/disable snap behavior in the container.
	Fit on Preview	Fit the slide into the available Canvas area during the preview.
	View Active Window	Show/hide the active window area.
	Edit Active Window	Enable/disable editing the active window area.
	Zoom	Set the zoom level of the Canvas.
	Zoom Fit	Fit the slide into the available Canvas area.
	Language	Set the GUI language.
	UI Theme	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.
	Product Homepage	Launch the default browser to access the ActivePresenter homepage.
	Support Center	Launch the default browser to access the user forum/FAQ.
	Activate Product	Enter the license information to activate ActivePresenter.
	Deactivate Product	Deactivate ActivePresenter on your computer.
	Check Updates	Check for available updates.
	About	Provide information about the current version.

Format Tab

The **Format** tab is a contextual tab that appears when an object is selected. Use this tab to format and organize objects.

Icon	Command	Function
	Change Shape	Change the shape of the selected objects.
	Quick Styles Gallery	Apply a built-in style to the selected objects.
	Fill	Change the fill style of the selected objects.
	Line	Change the line style of selected objects.
	Shadow	Change the shadow style of the selected objects.

	Order	Change the z-order of the selected objects.
	Group	Group the selected objects to create a new group object.
	Align	Align the selected objects.
	Rotate	Rotate the selected objects.
	Crop	Crop the selected images or videos on Canvas. This option is only available when you select an image or video object.
	Crop to Shape	Crop the selected images or videos on Canvas to specific shapes. This option is only available when you select an image or video object.
	Reset Crop	Reset the cropped images/videos back to the original ones.
	Scenes	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 objects.

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 Table group of the Table Tools 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.

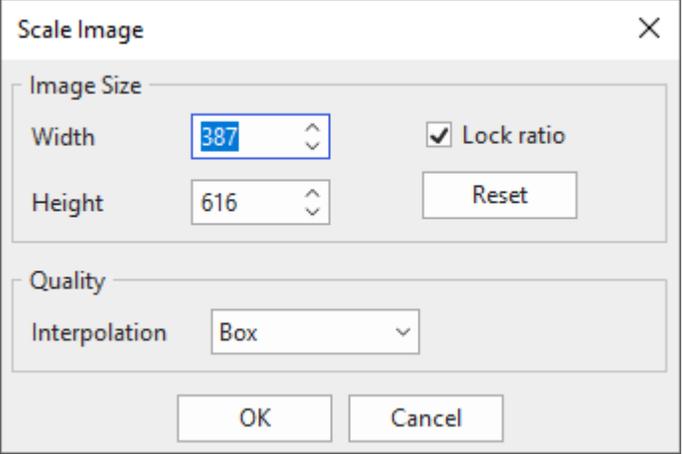
Equation Tab

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
	Equation	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"> • Image size: Specify the target width and height. • Lock ratio: Maintain the aspect ratio of the image. • Reset: Bring back the original size value. • Interpolation: Specify the algorithm used to scale an image (Box, Bilinear, Bicubic, 4th order b-spline, Catmull-Rom spline, and Lanczos3). <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.</p>

		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.
	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.
	Zoom	Set the zoom level of the Canvas.
	Zoom Fit	Adjust the zoom level automatically to fit the Canvas to the available space.

Slide Master Tab

The **Slide Master** tab appears when you open the slide master view (**View** tab > **Slide Master**). It contains commands for editing slide masters.

Icon	Command	Function
	Insert Slide Master	Add a new slide master to a project.
	Insert Layout	Insert a custom layout into a slide master.
	Delete	Delete a custom layout.
	Rename	Rename a layout.
	Preserve	Preserve a slide master so that it won't be deleted even if not used.
	Master Layout	Choose what to include in the master layout.
	Insert Placeholder	Insert a placeholder into a custom layout.
	Title	Show/hide the title placeholder on a custom layout.
	Footers	Show/hide the footer placeholders on a custom layout.
	Themes	Apply a theme to a slide master.
	Colors	Change the color of the current theme.
	Fonts	Change the font of the current theme.
	Background Styles	Change the background style of the current theme.
	Slide Size	Change the size of the layouts.
	Close Master View	Exit the slide master view and go back to editing slides.

Feedback Master Tab

The **Feedback Master** tab appears when you open the feedback master view (**View** tab > **Feedback Master**). It contains commands for editing feedback masters.

Icon	Command	Function
	Insert Layer	Add a new feedback layer to a feedback master.
	Delete	Delete a feedback layer.
	Rename	Rename a master layout or feedback layer.
	Title	Include the title placeholder in a master layout or feedback layer.
	Text	Include the text placeholder in a master layout or feedback layer.
	Button	Include the button placeholder in a master layout or feedback layer.
	Colors	Change the color of a master layout.
	Fonts	Change the font of a master layout.
	Background Styles	Change the background style of a master layout or feedback layer.
	Close Master View	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

Customizing Language

By default, the display language in ActivePresenter is set to English (United States). If you prefer another language, click the **View** tab > **Language** > select another language. Your change will be applied the next time you open the application.

Another way to customize the display language is to use the **Preferences** dialog. Do the following:

1. Click the **ActivePresenter** button > **Preferences**.
2. In the dialog, click the **General** tab > **Program** section > select a language.
3. Click **Apply** to submit changes. Your change will be applied the next time you open the application.

Customizing User Interface

ActivePresenter saves the project settings when you close a project. The next time you open the application, the settings of the last saved project will be applied to the new one. After customizing, if you want to go back to the original window layout, just click the **View** tab > **Reset Pane Layout** . Your change will be applied the next time you open the application.

Showing and Hiding Toolbar and Panes

You can collapse the tabbed toolbar by clicking the **Hide/Show Toolbar** button (double arrow) at the top-right corner of the application window. To show or hide panes, click the **View** tab and select the pane you want. In this tab, you can also:

- Change the slide view mode in the **Slides** pane (column, grid, titles).
- Open the slide master view and feedback master view to work on **slide masters** and **feedback masters**, respectively.
- Change the zoom level of the **Canvas**.

Changing Pane Position

You can drag panes, except the **Timeline** pane, from their current positions by dragging their title bars. Alternatively, click the **Floating** button at the top-right corner of a pane to undock it. After undocking a pane, you have two options:

- Make the pane free-floating by dragging it to an area that isn't a drop zone. The floating pane allows you to position it anywhere on 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.

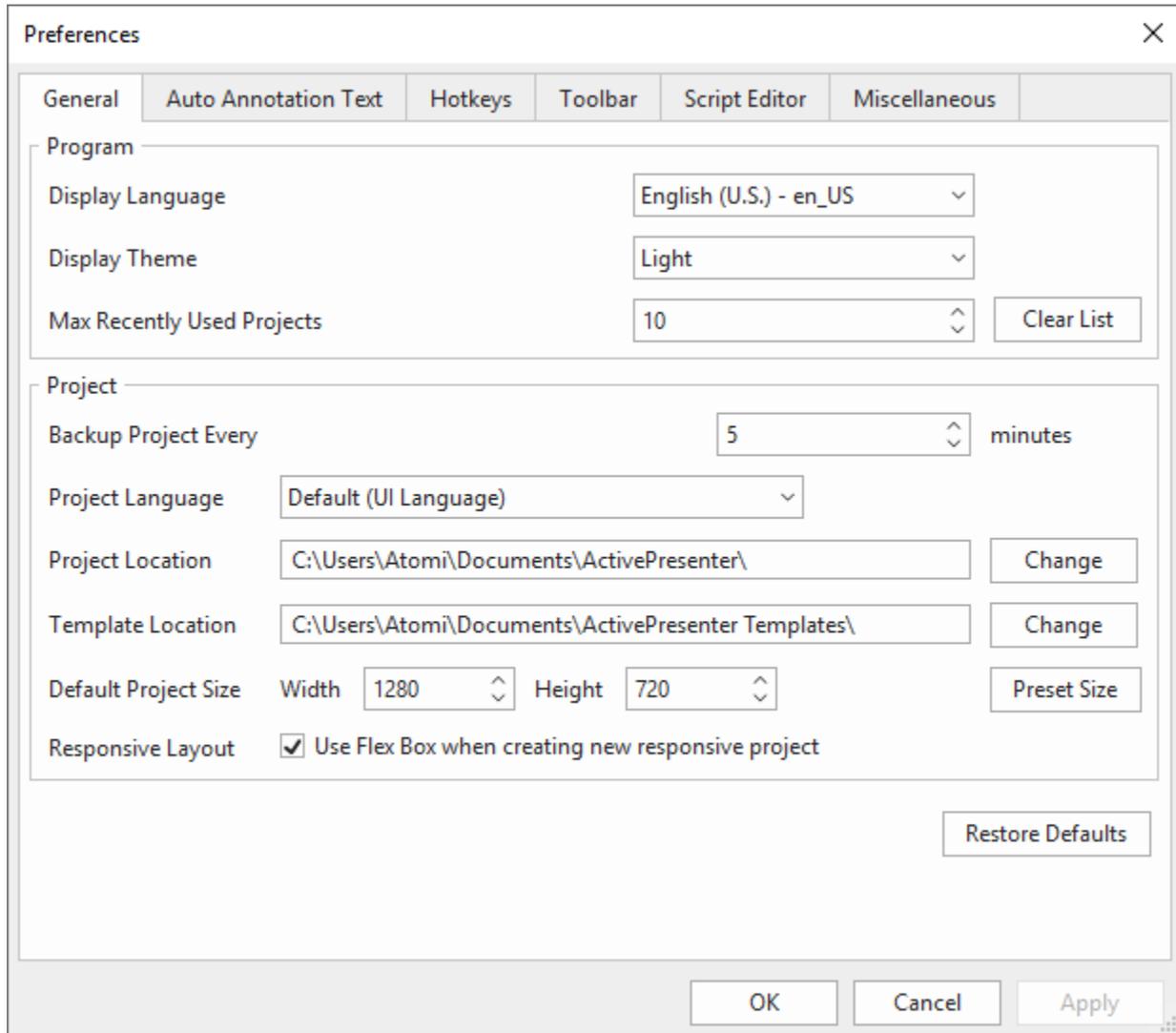
- To resize a docked pane, move the pointer over the left or right edge of the pane (for vertical panes) or the top edge of the pane (for horizontal panes). When the pointer turns into a resize pointer, drag the boundary to resize the pane to the dimensions you want.
- To resize a floating pane, hover over any edge or corner of the pane until the pointer turns into a resize pointer, then drag the boundary until the pane reaches the width/height you want.

Customizing Preferences

Use the **Preferences** dialog to set how you want ActivePresenter to operate. To open the dialog, click the **ActivePresenter** button > **Preferences**. The dialog has six tabs, each serves a different area. Select the relevant tab to change the relevant settings.

Tab	Category
General	General options 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

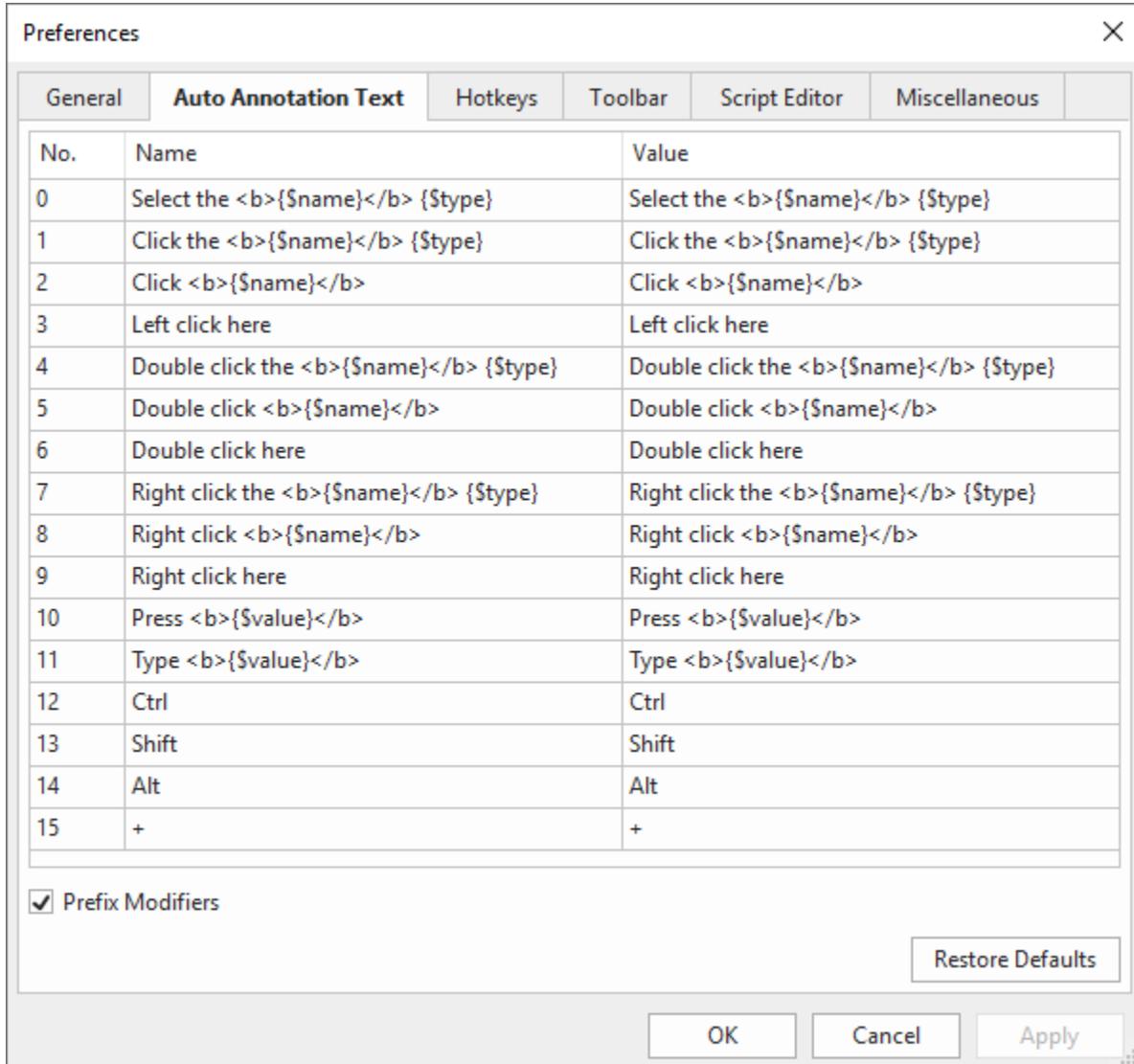


Control	Function
Program	
Display Language	Set the display language of the application.
Display Theme	Set the display theme of the application
Max Recently Used Projects	Set how many recently opened projects would be listed. Set to 0 to disable this control. Note that a large number isn't useful. Instead, 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.

Project	
Backup Project Every <i>n</i> Minutes	<p>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.</p> <p>Note that these aren't permanent back-ups. Back-ups are automatically removed when a project is closed.</p>
Project Language	Set the default project language.
Project Location	Set the default folder path where all new projects will be saved. You are allowed to change this folder each time you save a new project.
Template Location	Set the default folder path where all custom templates will be saved.
Default Project Size	Set the default project size. To change the size, enter a new value or choose from the Preset Size list.
Responsive Layout	Check the box to use Flex Box when creating a new responsive project.
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:

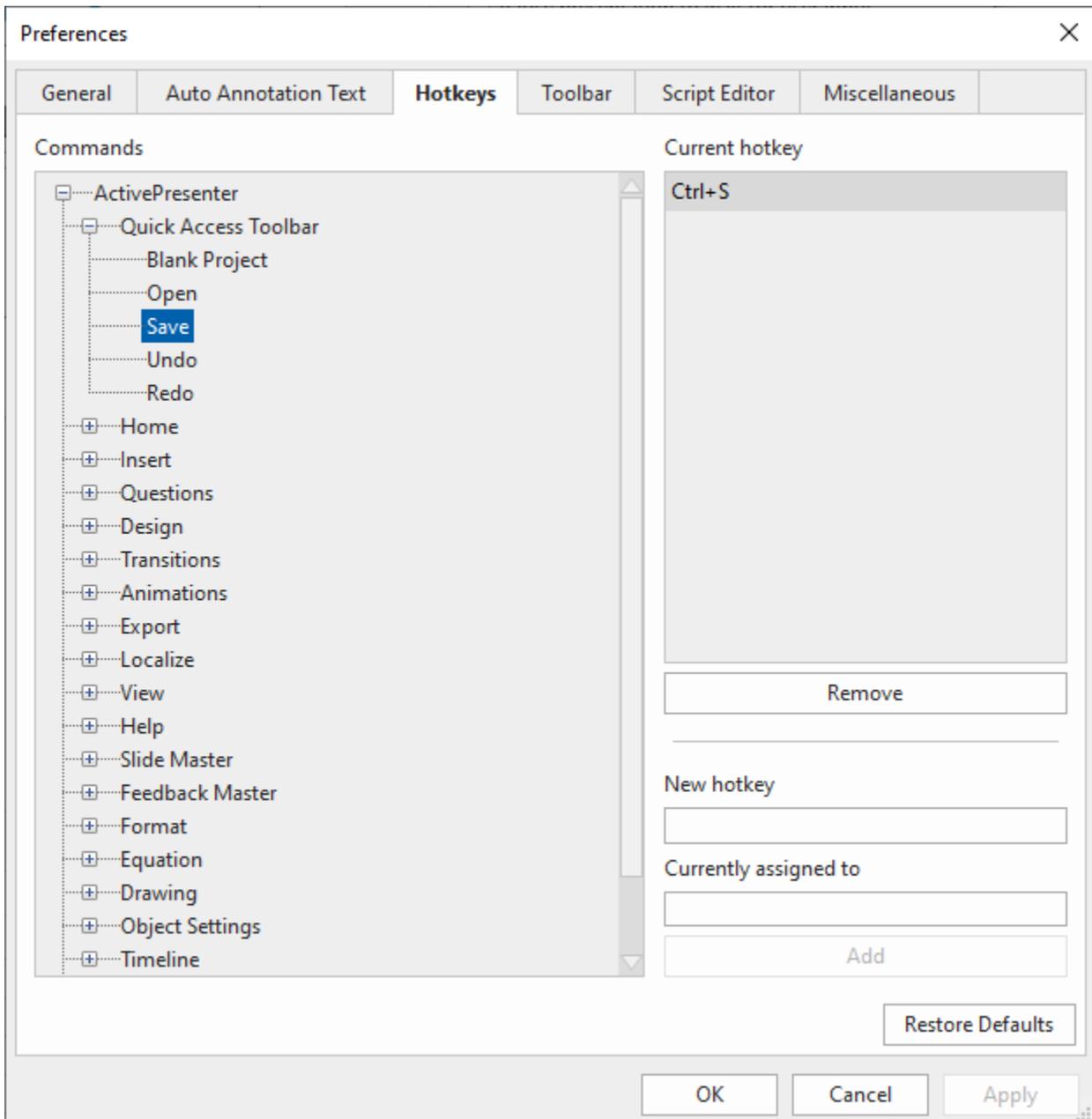
{ <i>\$name</i> }	Name of the item with which you are interacting while capturing. For example, when you enter your name on a log-in screen, the text box may have a name like “User Name”.
{ <i>\$type</i> }	Type of the item with which you are interacting while capturing. The item types are provided by 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”.

{\$value}	What you are entering while capturing. If you are pressing a key, the value is the key that you've pressed. If you are entering text into a text box, then the value is the text you've entered.
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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.

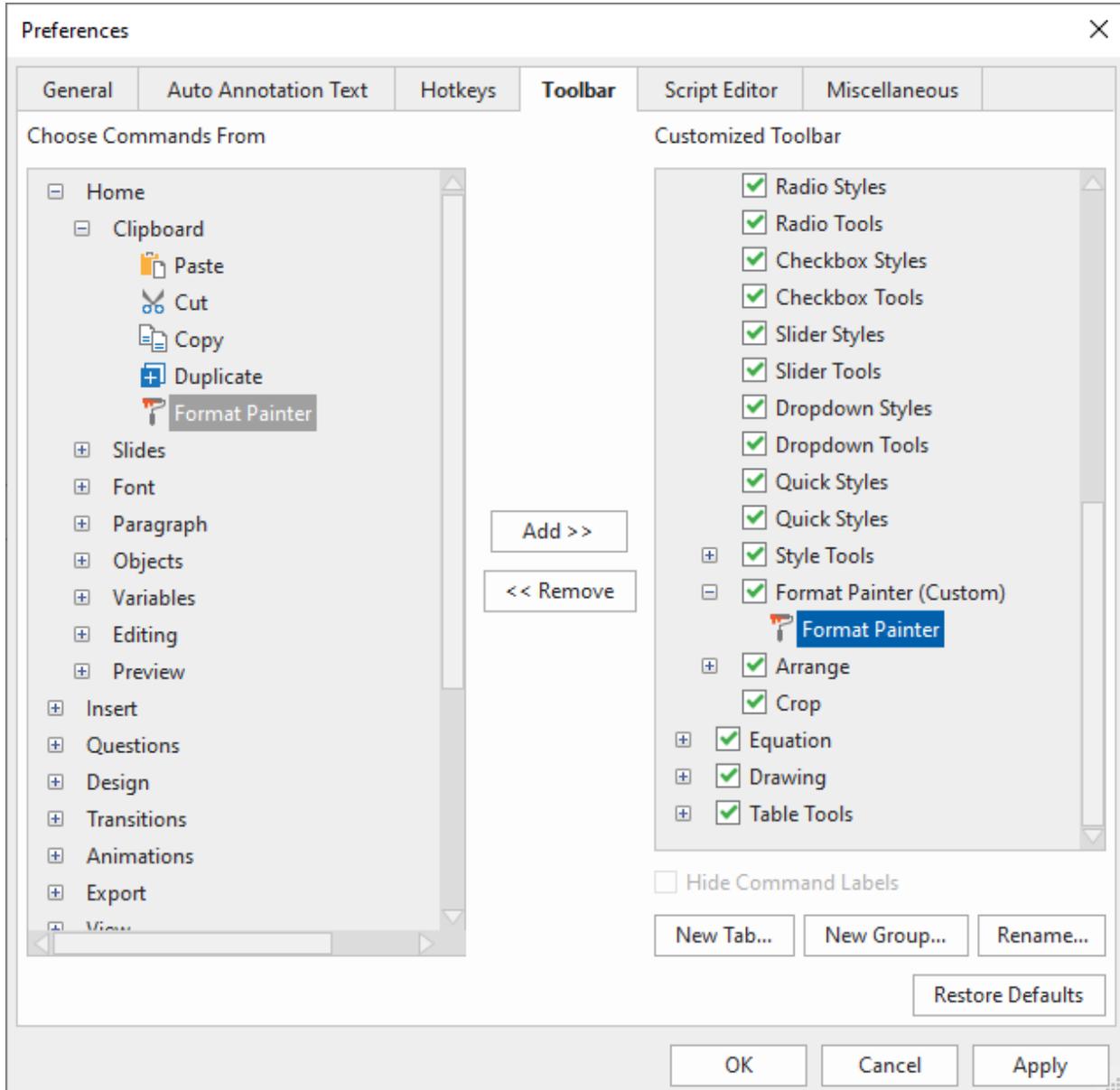
Removing Hotkeys

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.

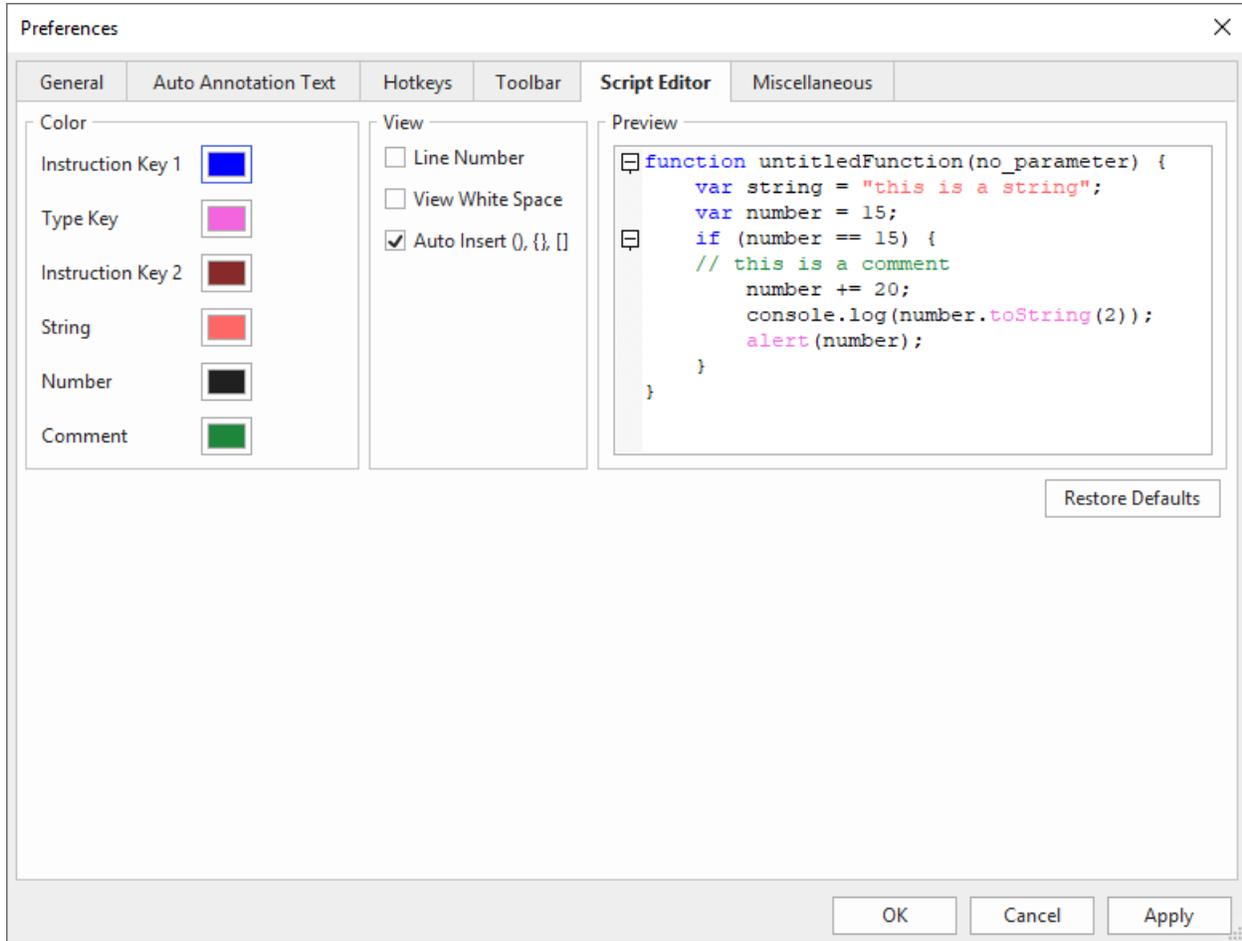
After creating a custom group, you need to add commands to it. Use the **Add** button to add commands from the left box.

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 coding preferences. The tab has three parts. The **Color** box to the left lets you change syntax highlighting preferences. The **View** box in the center lists some code view options. The **Preview** box to the right allows you to preview the coding content.



To customize syntax highlighting preferences, click the color rectangle next to each element and change the color. All changes you make are immediately reflected in the preview editor on the right side.

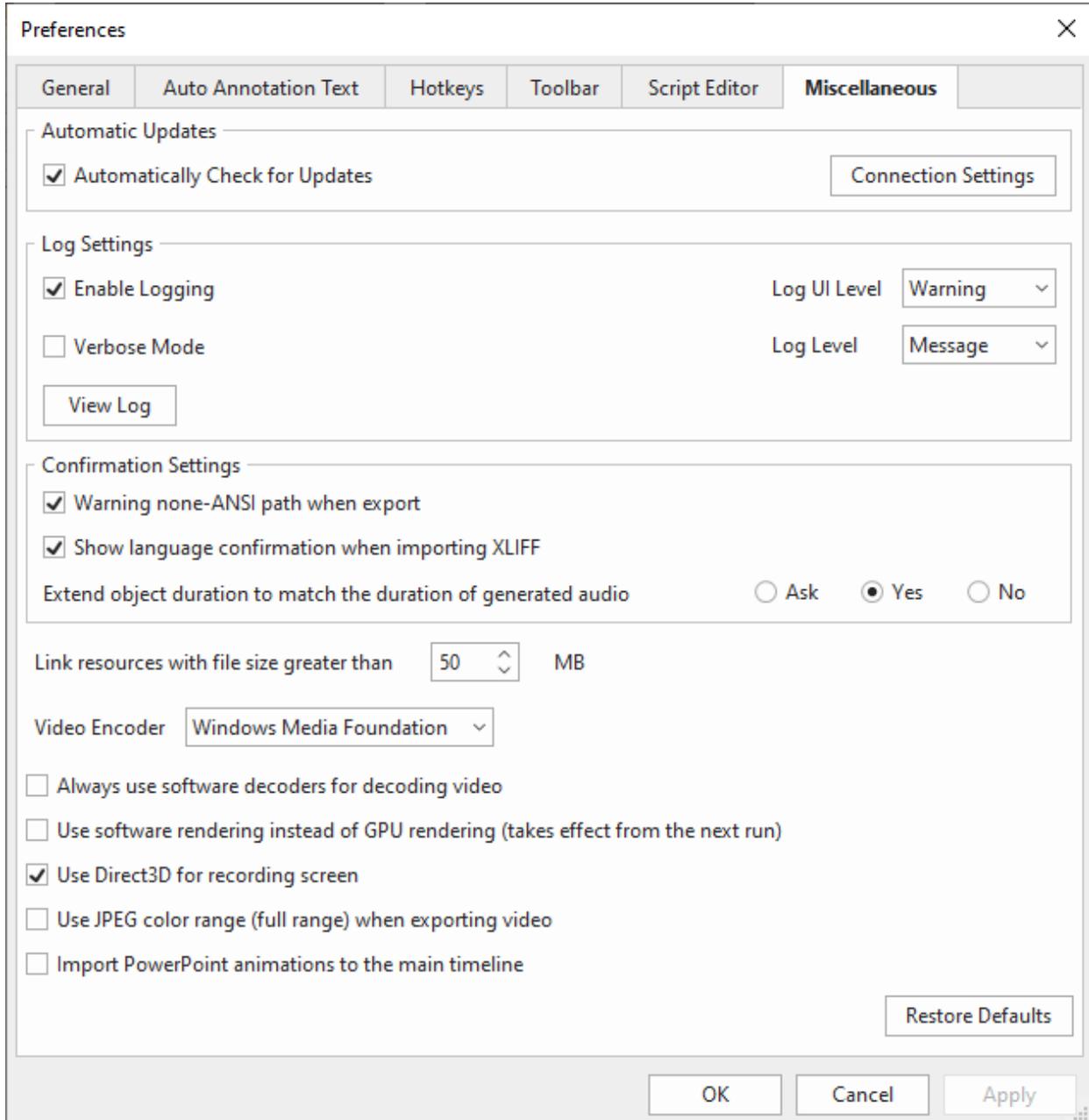
Below are the code view options:

- **Line Number:** Display line numbers along the side of the code.
- **View White Space:** Display dots in place of white space.
- **Auto Insert (), {}, []:** Selected by default. This option automatically inserts matching closing brackets to the code.

You can always go back to the default settings by clicking the **Restore Defaults** button. All your customization will be removed.

Miscellaneous Tab

This tab is a “catch-all” tab. It contains application options that could not be placed in other tabs.



Control	Function
Automatic Updates	
Automatically Check for Updates	Selected by default. ActivePresenter periodically checks for updates when it starts.
Connection Settings	Set connection settings to use a proxy (no proxy, use system settings (default), manual configuration. Check with your admin and set the value.

Log Settings	
Enable Logging	Selected by default. If you disable this option, no logs will be kept.
Log UI Level	Select the log level to show. Only log messages with the severity level higher or equal to the selected level are displayed. The other logs are written to the log file silently.
Verbose Mode	In verbose mode, more details are captured. This is better for troubleshooting.
Log Level	There are five levels: fatal error (most severe level), error, warning, message, status, and information. If you select any level, the log will be kept of that level and higher levels (if any). For example, selecting Warning keeps a log of the top three types of problems, but selecting Fatal Error keeps a log of fatal errors only.
View Log	Show the log file. The log file is automatically cleared and started over when its size reaches 2 MB.
Confirmation Settings	
Warning none-ANSI path when export	Selected by default. When you export your project, 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 converting text to speech : Should it display the dialog so that you can make further changes to the TTS settings before converting?
Save external resource	
Link resources with file size greater than <i>n</i> MB	When an external file is added to a project, ActivePresenter creates a copy of the file and stores it in that project (to ensure that even if you rename, move, or delete the original file, the inserted item will not be affected). If the original file is large, storing it directly in the project will consume more disk space than necessary, which severely reduces the performance and prone to errors that might corrupt the project.

	<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 Click Sequence timeline by default.
Restore Defaults	Click on this button to go back to the original settings.

Last updated: 2025/04/08