

ICONLOGIC PRESS

Articulate Storyline 360: Beyond the Essentials

3rd Edition



Kevin Siegel & Kal Hadi



v102821

214

9781944607821 (Perfect Bound Book)

9781944607838 (Coil Bound Book and PDF)

9781944607845 (eBook)

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Articulate Storyline 360: Beyond The Essentials (3rd Edition)

Kevin Siegel
Kal Hadi

Official

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About This Book

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The Authors

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Kevin has spent decades as a technical communicator, face-to-face and virtual trainer, eLearning developer, publisher, and keynote speaker. Kevin has written hundreds of books for adult learners. Some of his best-selling titles include "Adobe Captivate: The Essentials," "Articulate Storyline: The Essentials," and "TechSmith Camtasia: The Essentials."

Kal Hadi is a CTT and COTP with more than 20 years of experience in computer graphics, imaging, and electronic publishing. Kal is a graduate of the Rochester Institute of Technology Electronic Publishing graduate program. He is also the author of many books and papers in graphics and web publishing, including multiple books on Articulate Storyline.



IconLogic

Founded by Kevin in 1992, IconLogic is a training, development, and publishing company offering services to clients across the globe.

As a **training** company, IconLogic has directly trained tens of thousands of professionals both on-site and online on dozens of applications. Our training clients include some of the largest companies in the world including Adobe Systems, Inc., Urogen, Agilent, Sanofi Pasteur, Kelsey Seybold, FAA, Office Pro, Adventist Health Systems, AGA, AAA, Wells Fargo, VA.gov, American Express, Lockheed Martin, General Mills, Grange Insurance, Electric Boat, Michigan.gov, Freddie Mac, Fannie Mae, ADP, ADT, Federal Reserve Bank of Richmond, Walmart, Kroger, Duke Energy, USCG, USMC, Canadian Blood, PSA, Department of Homeland Security, and the Department of Defense.

As a **development** company, IconLogic has produced eLearning and technical documentation for Duke Energy, World Bank, Heineken, EverFi, Bank of America, Fresenius Kabi, Wells Fargo, Federal Express, Fannie Mae, American Express, Microsoft, Department of For-Hire Vehicles, DC Child and Family Services, DCORM, Canadian Blood, Cancer.org, MLB, Archrock, NEEF, CHUBB, Canadian Natural Resources, and Hagerty Insurance.

As a **publishing** company, IconLogic has published hundreds of critically acclaimed books and created technical documents for both print and digital publication. Some of our most popular titles over the years include books on HTML, Dreamweaver, QuarkXPress, PageMaker, InDesign, Word, Excel, Access, Publisher, RoboHelp, RoboDemo, iSpring, Presenter, Storyline, Captivate, and PowerPoint for eLearning.

You can learn more about IconLogic's varied services at www.iconlogic.com.

Book Conventions

In our experience, humans learn best by doing, not just by watching or listening. With this concept in mind, instructors and authors with years of experience training adult learners have created IconLogic books. IconLogic books typically contain a minimal amount of text and are loaded with hands-on activities, screen captures, and challenge exercises to reinforce newly acquired skills. This book is divided into modules. Because each module builds on lessons learned in a previous module, it is recommended that you complete each module in succession.

Lesson Key

Instructions for you to follow look like this:

☐ choose **File > Open**

If you are expected to type anything or if something is important, it is set in bold type like this:

☐ type **9** into the text field

If you are expected to press a key on your keyboard, the instruction looks like this:

☐ press **[shift]**

Confidence Checks

As you work through this book, you will come across the Confidence Check image at the right. Throughout each module, you are guided through hands-on, step-by-step activities. To help ensure that you are understanding the book's content, Confidence Checks encourage you to complete a process or steps on your own—without step-by-step guidance. Because some of the book's activities build on completed Confidence Checks, you should complete each of the activities and Confidence Checks in order.



Hardware and Software Requirements

To complete the lessons presented in this book, you will need a modern computer (laptop or desktop), and Articulate Storyline versions 3 or 360 installed on your computer. While Storyline does not come with this book, a free trial version can be downloaded from Articulate.com.

You will also need to download this book's project assets (data files) that have been created specifically to support this book and this version of Storyline (See the next section below).

Also, you'll be hearing audio during some of the lessons so you'll either need a headset or speakers.

Storyline Projects and Asset Files (Data Files)

You're probably chomping at the bit, ready to dive into Storyline and begin working through this book. As you'll learn as you move through activities, all you need to create eLearning lessons on your own is Articulate Storyline, this book, and a little imagination. You'll also need images, and audio files, and Storyline projects.

If you have not used Storyline beyond the beginner level before (and this book assumes you have not), we don't believe that you should learn how to use Storyline on the fly as you create your own projects. Learning by discovery isn't necessarily a bad thing, but it will take, and possibly waste, a lot of time. We've got a better idea. You provide the computer and Storyline (the trial version of the software is fine), and we'll provide all of the project files and supporting





assets (such as images and audio files) you need. During the following activity, you will download those assets (data files) from the IconLogic website.

Download the Book's Data Files/Project Assets

1. Download the student data files necessary to complete the lessons in this book.

☐ start a web browser and visit the following web address:
<http://www.iconlogic.com/pc>

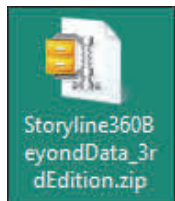
☐ click the **Articulate Storyline 360: Beyond the Essentials (3rd Edition)** link

Beyond the Essentials: Data Files for our Articulate Storyline versions 3 or 360 Books

- Articulate Storyline 360: Beyond the Essentials (3rd Edition)
- [Articulate Storyline 3 & 360: Beyond the Essentials \(3rd Edition\) Data Files](#)
- [Articulate Storyline 3 & 360: Beyond the Essentials ZIP file \(2nd Edition\)](#)
- [Articulate Storyline 3 & 360: Beyond the Essentials \(1st Edition\)](#)
- [Articulate Storyline 3 & 360: Beyond the Essentials ZIP file \(1st Edition\)](#)

2. Save the file to your computer. (Note the location of the file download for step 4 below.)
3. After the file fully downloads, close your web browser.
4. Extract the data files.

☐ find the **Storyline360BeyondData_3rdEdition.zip** file you just downloaded to your computer



☐ right-click the file and unzip/extract it to your desktop (or other preferred location)

There should be an unzipped folder on your computer. As you move through the lessons in this book, you will be working with these files.



How Software Updates Affect This Book

Articulate releases updates to the Articulate 360 suite of applications which may cause a mismatch between what is shown in this book and onscreen.

If something on your screen does not match what we show in this book, visit our Articulate Storyline page on the IconLogic website for possible updated instructions at: www.iconlogic.com/articulate-storyline-360-beyond-essentials-third-edition-workbook.html.

Should you get stuck, email Kevin or Kal directly for help. You can reach Kevin at ksiegel@iconlogic.com and Kal at kal@amananet.com.

Contacting IconLogic

Web: www.iconlogic.com

Email Kevin: ksiegel@iconlogic.com

Email Kal: kal@amananet.com

Phone: 410.956.4949, ext 711





Notes

Lined area for taking notes, consisting of 30 horizontal lines.



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"Skills and Drills" Learning

Rank Your Skills

Before starting this book, complete the skills assessment on the next page.

Skills Assessment

How This Assessment Works

Ten course objectives for *Articulate Storyline 360: Beyond The Essentials (3rd Edition)* are listed below. **Before starting the book**, review each objective and rank your skills using the scale next to each objective. A rank of ① means **No Confidence** in the skill. A rank of ⑤ means **Total Confidence**. After you've completed this assessment, work through the entire book. **After finishing the book**, review each objective and rank your skills now that you've completed the book. Most people see dramatic improvements in the second assessment after completing the lessons in this book.

Before-Class Skills Assessment

1. I can record a software simulation.	①	②	③	④	⑤
2. I can use a conditional trigger to show a player button.	①	②	③	④	⑤
3. I can create a motion path.	①	②	③	④	⑤
4. I can reset slide properties.	①	②	③	④	⑤
5. I can publish a SCORM-compliant package.	①	②	③	④	⑤
6. I can create a virtual reality project.	①	②	③	④	⑤
7. I can create a randomized quiz.	①	②	③	④	⑤
8. I can reference a variable.	①	②	③	④	⑤
9. I can add accessibility text to an image.	①	②	③	④	⑤
10. I can add closed captions to a project.	①	②	③	④	⑤

After-Class Skills Assessment

1. I can record a software simulation.	①	②	③	④	⑤
2. I can use a conditional trigger to show a player button.	①	②	③	④	⑤
3. I can create a motion path.	①	②	③	④	⑤
4. I can reset slide properties.	①	②	③	④	⑤
5. I can publish a SCORM-compliant package.	①	②	③	④	⑤
6. I can create a virtual reality project.	①	②	③	④	⑤
7. I can create a randomized quiz.	①	②	③	④	⑤
8. I can reference a variable.	①	②	③	④	⑤
9. I can add accessibility text to an image.	①	②	③	④	⑤
10. I can add closed captions to a project.	①	②	③	④	⑤



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"Skills and Drills" Learning

Module 1: Themes and Templates

In This Module You Will Learn About:

- Themes, page 2
- Templates, page 19
- Variables, page 25
- Progress Indicators, page 27

And You Will Learn To:

- Create a Theme, page 2
- Format a Master Slide, page 6
- Create Layouts, page 11
- Save a Theme, page 17
- Load a Theme, page 18
- Add Slide Navigation to the Slide Master, page 19
- Create Variables, page 25
- Add Triggers for a Progress Indicator, page 27
- Create and Use a Template, page 34



Themes

A theme is a collection of colors, fonts, objects, and master slides. Themes allow you to maintain a consistent look across slides, scenes, and projects. You can only use a single theme in a project. However, you can apply custom design properties to master or individual slides throughout a project that supersede default theme properties.

Guided Activity 1: Create a Theme

1. Using Storyline, open the **golf-rules** project from the **Storyline360BeyondData_3rdEdition** folder.

2. Preview the project.

Notice the consistent design used throughout the project. During this module, you will build the template used to create this project (including the theme colors, fonts, and master slides).

There is also a round progress indicator at the bottom left of most of the slides. You will create the variables and triggers required to get this cool effect to work.

3. Close the Preview.
4. Close the project. (Don't save the project if prompted.)
5. Create a new project.

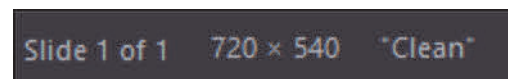
☐ at the left of the Storyline **Welcome** screen, click **New Project**

By default, the new project contains a single untitled Scene with a single untitled slide.

6. Observe the default appearance of the slide.

☐ open the **Untitled Slide**

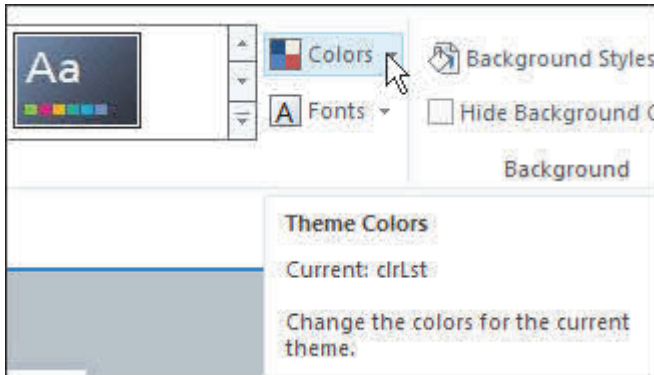
Although the slide is blank, it's actually following a default theme known as "Clean." Observe the bottom left of the Storyline window and you'll see the current theme's name. The slide size values and the word "Clean" are clickable. Clicking the size values, displays the Slide Size dialog box. Clicking the word "Clean" displays the Master Slide View.



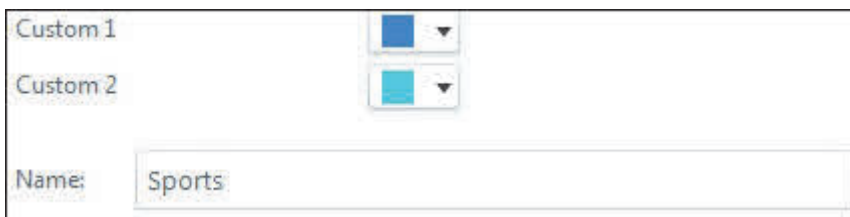
The Clean theme does not have anything on the background and uses basic colors and fonts. In the coming steps, you will customize the look of the theme and save it with a custom name for future use.

7. Save and customize a theme.

- ☐ on the **Ribbon**, select the **Design** tab
- ☐ at the right of the **Themes** group, click the **Colors** drop-down menu



- ☐ from the bottom of the menu, choose **Create New Theme Colors**
- ☐ in the **Name** field, change the name to **Sports**



- ☐ spend a few minutes selecting colors from the assorted drop-down menus (any colors that you think work well together are fine)

As you select your colors, you can see how well they work together via the **Sample** at the top right of the dialog box.

- ☐ click the **Save** button

Note: Choosing colors that work well together isn't as easy as it sounds. If colors aren't your thing, no worries. There are websites available that will help you select complementary colors. One site that we can recommend is **Adobe Colors CC** (<https://color.adobe.com/>).

You can change the colors in a theme at any time by right-clicking the theme color name in the Colors drop-down menu and choosing **Edit**.

When selecting colors, consider accessibility. You'll find an article about selecting colors that work well for learners with visual disabilities on the IconLogic blog: <https://blog.iconlogic.com/weblog/2021/07/accessible-colors-for-elearning-strategies-for-selecting-appropriate-color-palettes.html>

8. Test the theme colors.

- ☐ with the slide open, select the **Insert** tab on the **Ribbon**
- ☐ using the **Shape** tool, draw a shape on the slide
- ☐ with the shape you just drew selected, click the **Format** tab on the Ribbon



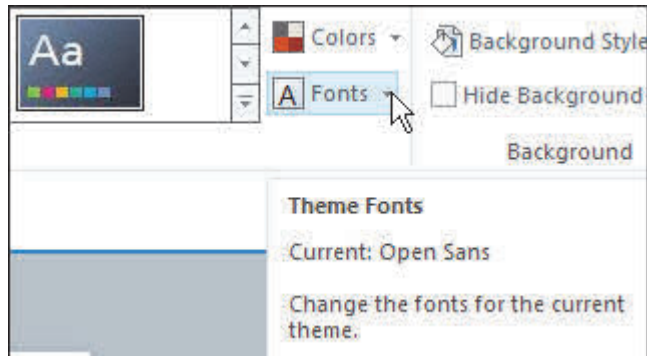
NOTES

- ☐ expand the **Shape Styles**

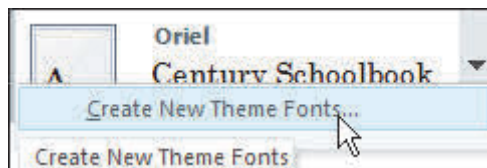
Each of the available colors has come from the Sports theme you just created. In addition to the Shape Style colors, the colors available for fills and outlines are also based on the theme colors.

9. Create theme fonts.

- ☐ on the **Ribbon**, select the **Design** tab
- ☐ to the right of the **Themes** group, click the **Fonts** drop-down menu

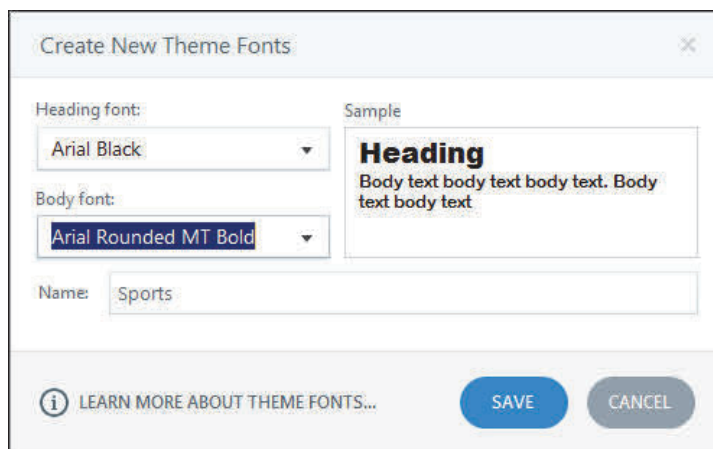


- ☐ from the bottom of the menu, choose **Create New Theme Fonts**



The Create New Themes Fonts dialog box opens.

- ☐ name the Theme Fonts **Sports**
- ☐ from the **Heading font** drop-down menu, choose **Arial Black**
- ☐ from the **Body font** drop-down menu, choose **Arial Rounded MT Bold**

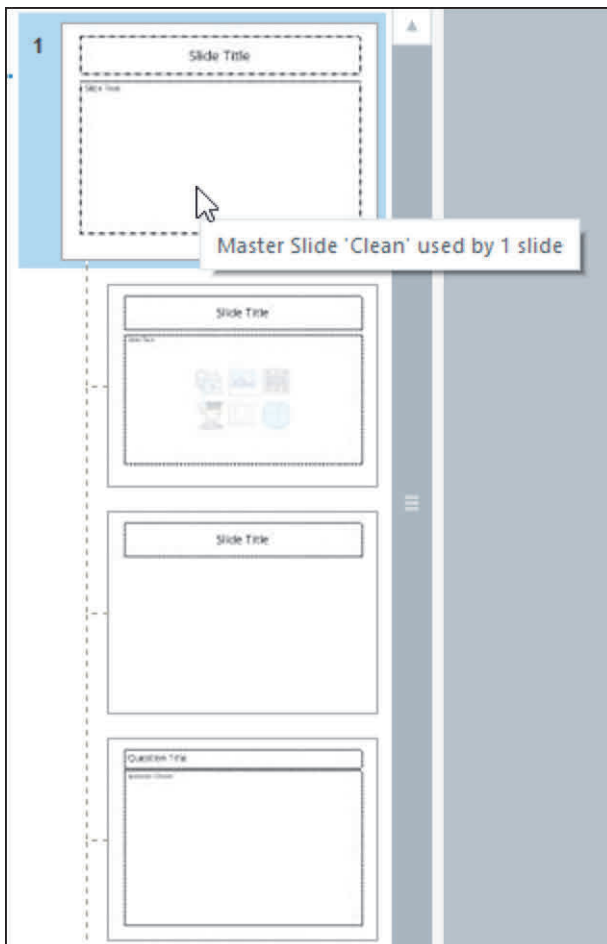


- ☐ click the **Save** button

Note: Similar to Theme Colors, you can edit the fonts in the Theme Fonts by right-clicking the Theme Fonts name in the **Theme Fonts** drop-down menu and choosing **Edit**.

10. Review the Heading and Body font usage on the master slide.

- ☐ select the **View** tab on the **Ribbon**
- ☐ from the **Views** group, click **Slide Master**
- ☐ select the **Master Slide** (the first slide)



Notice that the placeholders on the Master Slide are using the fonts you specified for the Heading and the Body.

Note: You can also access the slide masters by clicking the name of the theme on the lower right of the Storyline window.

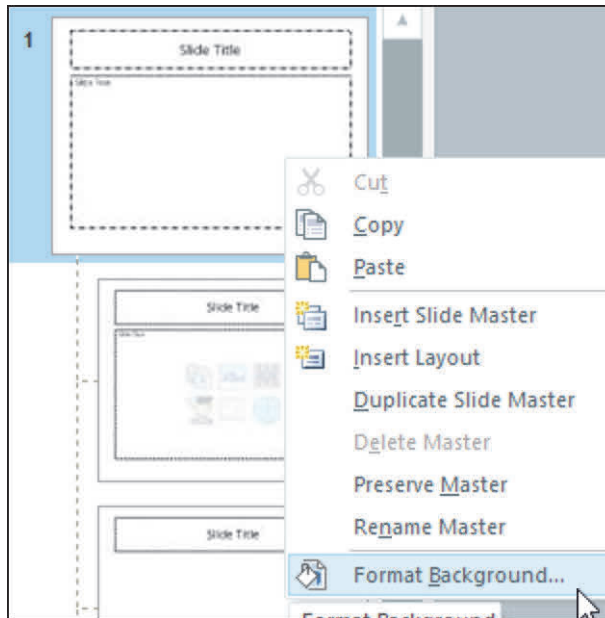




Guided Activity 2: Format a Master Slide

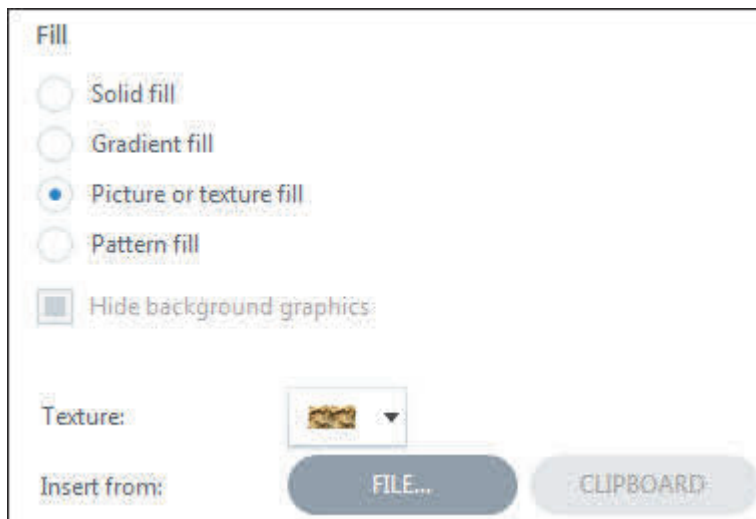
1. Add a background image to the slide master.

- ☐ right-click the **Master Slide** and choose **Format Background**



The Format Background dialog box opens.

- ☐ from the **Fill** area, select **Picture or texture fill**
- ☐ from the **Insert from** area, click the **File** button



- ☐ from the **Storyline360BeyondData_3rdEdition**, open the **assets** folder
- ☐ open **sports-field-bg**
- ☐ click the **Close** button

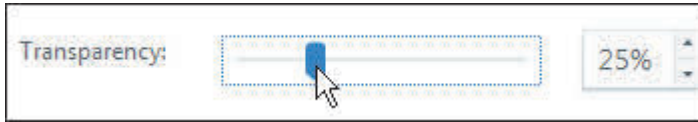
Because you added the image to the background of the Master Slide, the image is also added to all of the slides.

2. Increase the transparency of a background image.

☐ right-click the **Master Slide** and choose **Format Background**

The Format Background dialog box reopens.

☐ from the bottom of the dialog box, drag the **Transparency** slider **right** to **25%**



Note: The higher the transparency, the less of the background image you will see on the slide. If you had made the transparency 100%, the image would have disappeared from the slide completely.

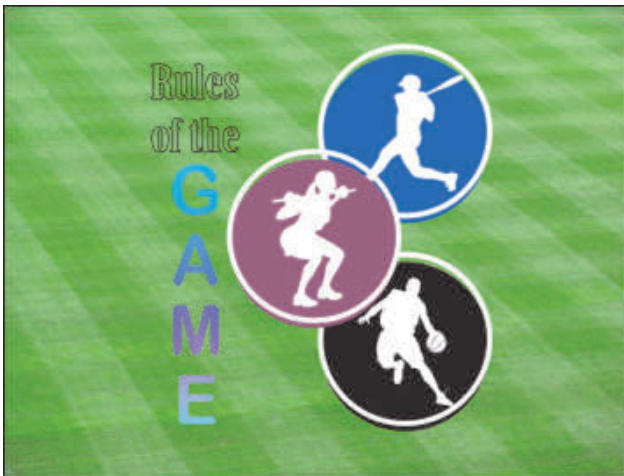
☐ click the **Close** button

3. Use a keyboard shortcut to insert an image on the slide master.

☐ on your keyboard, press [ctrl] [j]

The **Insert Picture** dialog box opens. (If keyboard shortcuts aren't your thing, you can insert a picture via the **Insert** tab on the **Ribbon**.)

☐ from the **Storyline360BeyondData_3rdEdition**, **assets** folder, open **sports-logo**



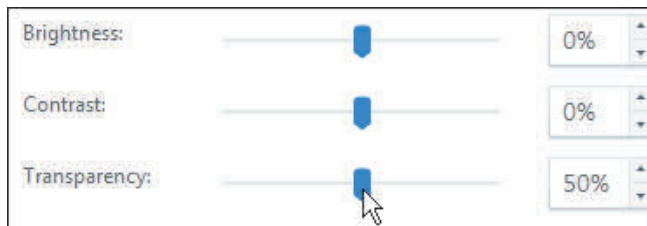


Master Slide Confidence Check

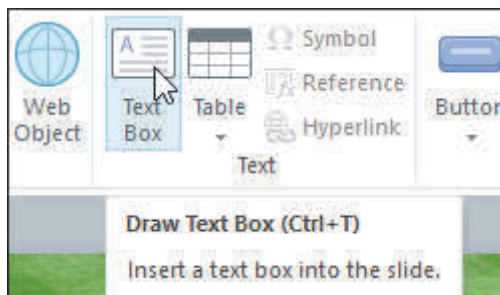
1. Still working on the slide master, resize and move the **logo** you just imported to the upper right of the slide until your slide looks similar to the image below.



2. Right-click the logo and choose **Format Picture**.
3. Increase the Transparency of the logo by **50%**.

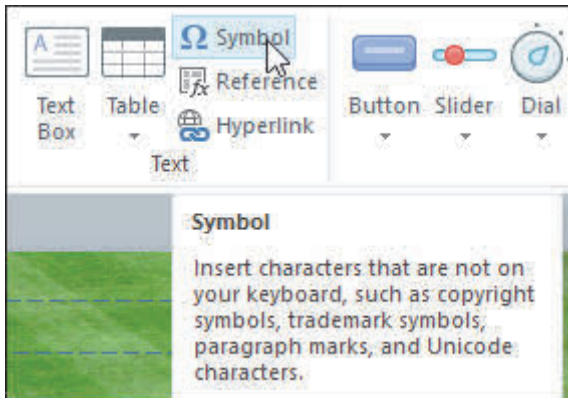


4. Delete both of the Slide Title and Slide Text placeholder boxes from the Master Slide.
5. Using the **Insert** tab on the Ribbon, select the **Text Box** icon and draw a text box on the Slide Master.

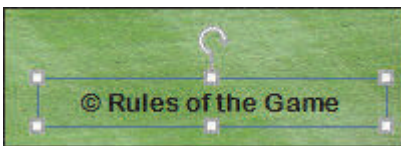


6. With the new text box selected, click the **Insert** tab on the Ribbon.

7. From the **Text** group, click **Symbol**.



8. Select **Arial Rounded MT Bold** as the Font.
9. Select the **Copyright symbol** and then click **Insert**.
10. Type the following text after the Copyright symbol: **Rules of the Game**.



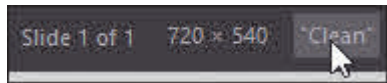
11. On the **Home** tab of the Ribbons, change the font size used in the text box to **10**.
12. Change the font color to **white**.
13. Change the paragraph alignment to **Right**.
14. Drag the text box to the lower right of the slide as shown in the image below.



NOTES

15. Return to Slide View.

Note: Clicking the theme's name on the Storyline status bar is a quick way to switch between Slide View and Slide Master View. In the first image below, Slide Master View is active and clicking the word "Clean" toggles back to Slide View. The second image displays the subtle difference in the status bar once you are back in Slide View.



16. Save the project as **MyDesign**
17. Close the project.

Guided Activity 3: Create Layouts

1. Open the **ThemeMe** project from the **Storyline360BeyondData_3rdEdition** folder.

This project is similar to the project you closed a moment ago.

2. Access Slide Master View.

- ☐ from the Storyline status bar at the bottom of the window, click the word “Clean”



The top, larger slide is the **Master Slide**. The smaller slides are all known as **layouts**.

3. Delete layouts.

- ☐ select the first **layout slide** (the first layout slide is actually the second slide on the filmstrip)
- ☐ press the **[ctrl]** key on your keyboard and then click the **second, third, and fourth layout slides** (the layout slides are slides **3, 4, and 5**)
- ☐ release the **[ctrl]** key

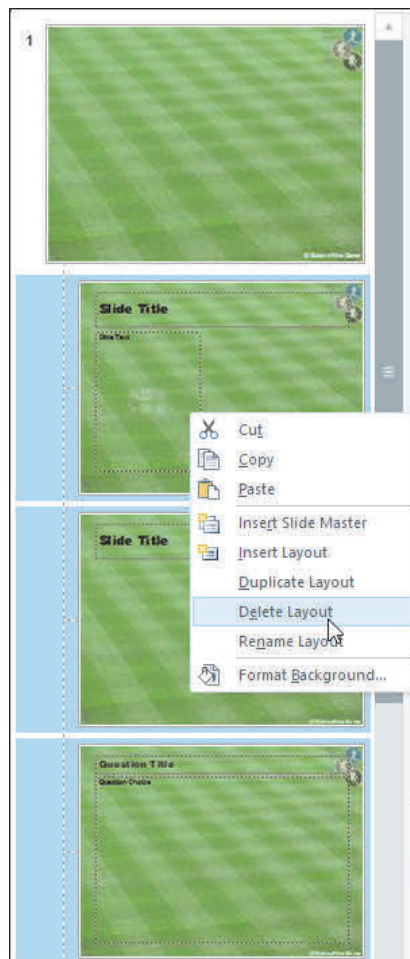
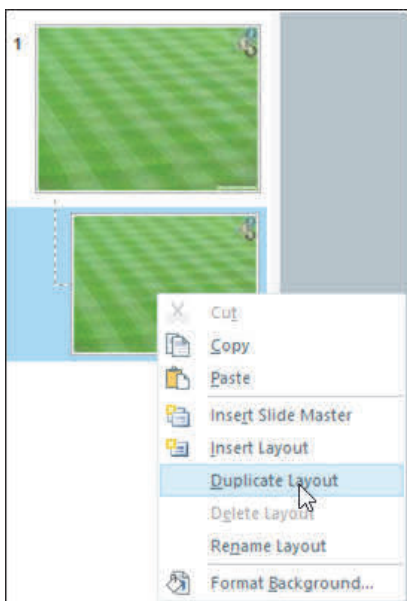
The Master Slide (the first slide) and the last layout slide should not be deselected.

- ☐ right-click any one of the selected layout slides and choose **Delete Layout**

The highlighted layouts are deleted. The Master Slide and one layout slide remains.

4. Duplicate a layout.

- ☐ right-click the layout (the second slide) and choose **Duplicate Layout**



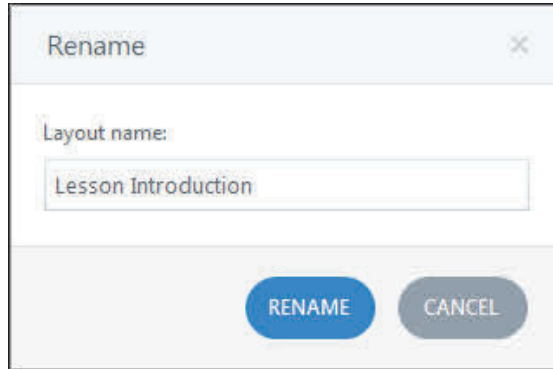
NOTES

5. Rename a layout.

- ☐ right-click the **third layout** and choose **Rename Layout**

The Rename dialog box opens.

- ☐ change the name of the layout to **Lesson Introduction**



- ☐ click the **Rename** button

The layout's name does not appear. However, if you hover above the layout, you'll see the name. Layout names are useful when applying layouts to slides. (Something you will do soon.)



6. Enable the guides.

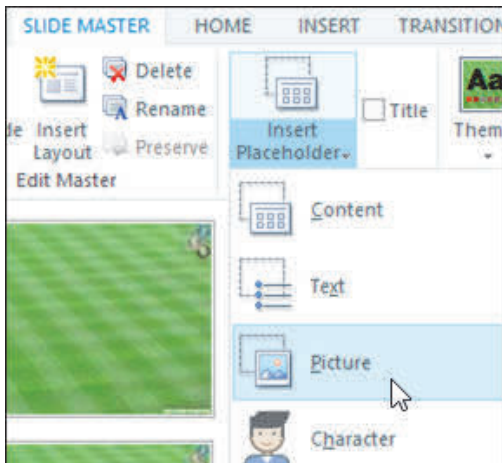
- ☐ select the **View** tab on the **Ribbon**
- ☐ from the **Grid and Guides** group, click **Guides**

Two guides appear on the layout. You will use the guides for precise positioning of a placeholder.

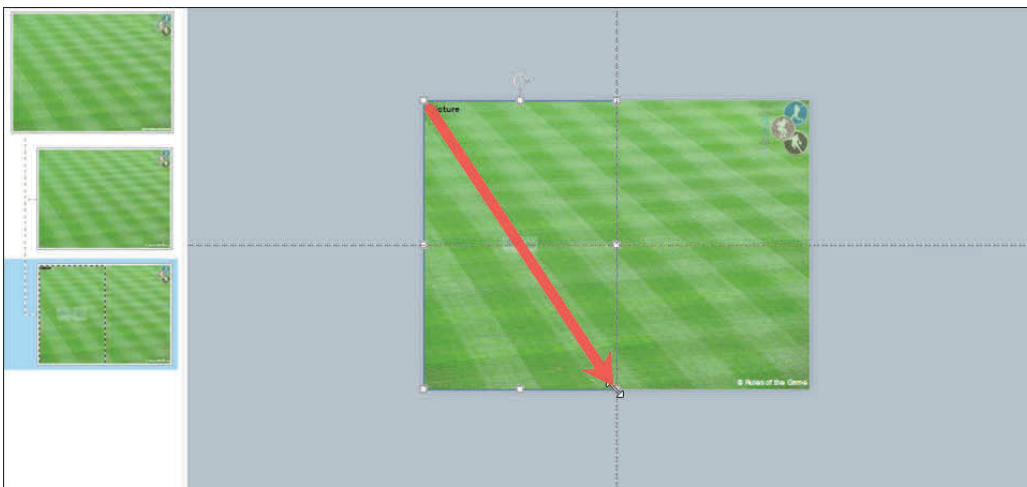


7. Insert a placeholder.

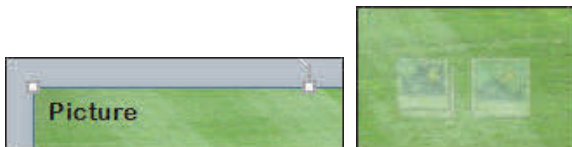
- ☐ select the **Slide Master** tab on the **Ribbon**
- ☐ from the **Master Layout** group, click the **Insert Placeholder** drop-down menu and choose **Picture**



- ☐ beginning in the top left of the **Lesson Introduction** layout, draw a large rectangle that takes up half of the slide



At the top of the placeholder that you just drew, notice the word “Picture,” which indicates that the object is a placeholder. Notice also that there are two picture icons in the middle of the placeholder.



What's the difference between a placeholder and a standard item? A placeholder can only be added to a master slide. When you apply a layout to a project slide, the placeholder object can be edited and its content replaced with appropriate content—an image for example. If you insert a standard object onto a slide master, such as a logo, the object appears on standard slides but is not editable.



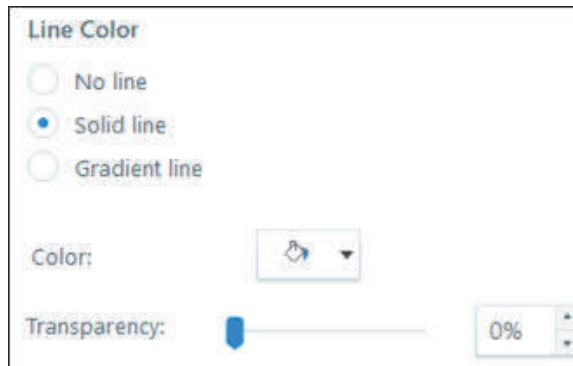
NOTES

8. Format a placeholder.

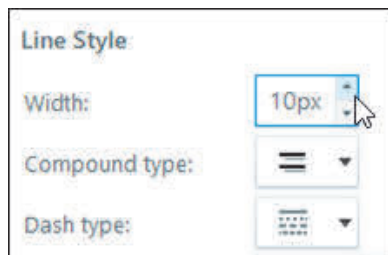
- ☐ right-click the placeholder and choose **Format Shape**

The Format Shape dialog box opens.

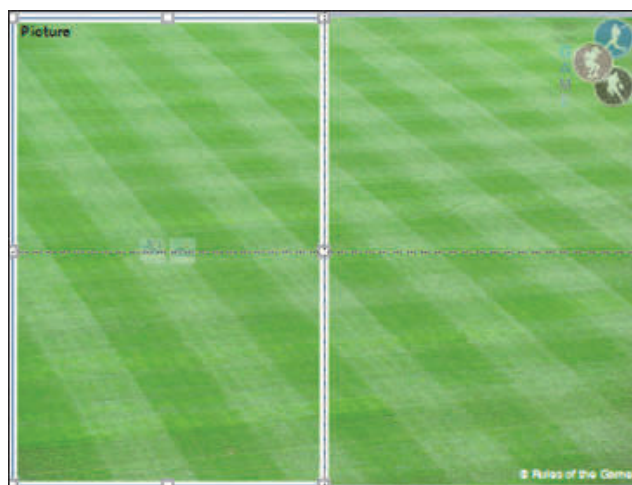
- ☐ select the **Line Color** category
- ☐ from the **Line Color** area, select **Solid line**
- ☐ from the **Color** area, choose **White**



- ☐ select the **Line Style** category
- ☐ change the **Width** to **10px**



- ☐ click the **Close** button



Custom Layouts Confidence Check

1. Still working on the **ThemeMe** project and the **Lesson Introduction** layout, right-click the picture placeholder and choose **Size and Position**.
2. On the **Size** category, change the **Width** to **350** and the Height to **530**.



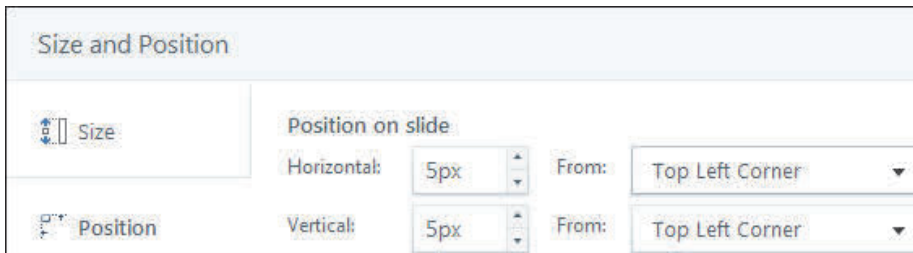
Size and rotate

Width: 350px Height: 530px

Rotation: 0°



3. Select the **Position** category and change the **Horizontal** to **5**.
4. Change the **Vertical** to **5**.
5. Ensure that **From** is set to **Top Left Corner**, which is the default, and then click the **Close** button.



Size and Position

Size

Position on slide

Horizontal: 5px From: Top Left Corner

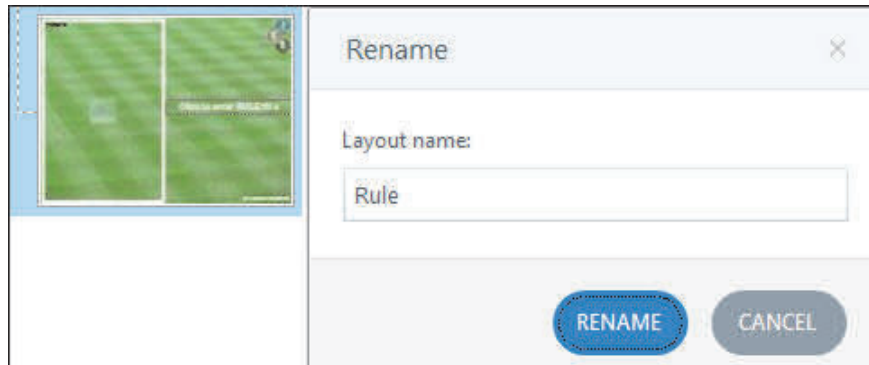
Vertical: 5px From: Top Left Corner

6. Insert a **Text Placeholder** onto the **Lesson Introduction** layout.
7. With the Text Placeholder selected, replace the existing text with **Click to enter RULE title**.
8. Change the text and object attributes as you see fit. (Fonts, sizes, and colors are up to you.)
9. Position the text placeholder similar to the image below.

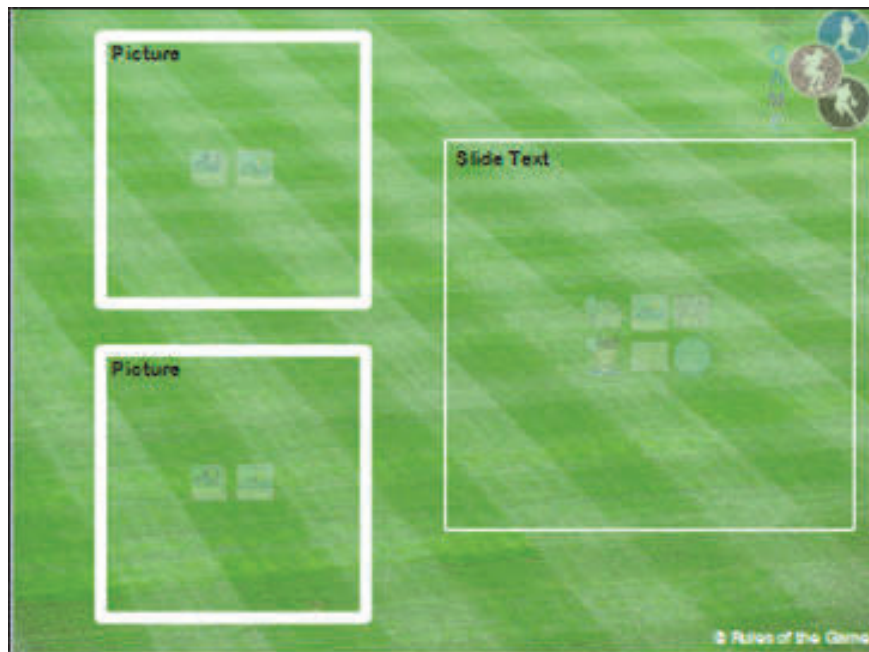


NOTES

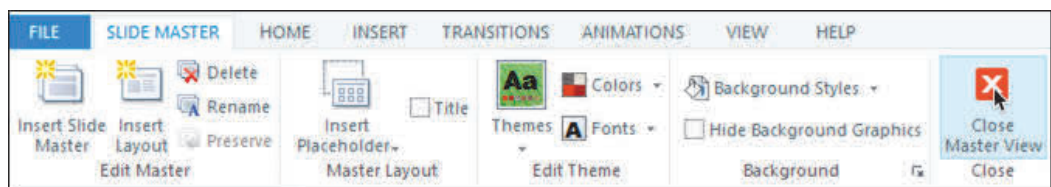
10. Duplicate the **Lesson Introduction** layout.
11. Rename the layout as **Rule**.



12. Edit the **Rule** layout so that it is similar to the image below. (Duplicate the **Picture** placeholder, delete the **Text** placeholder, and insert a **Content** placeholder.)



13. Close the Master View.



Guided Activity 4: Save a Theme

1. Ensure that the **ThemeMe** project is still open.

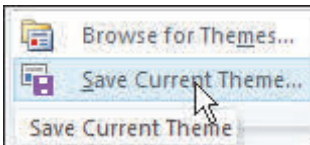
2. Save a theme.

☐ select the **Design** tab on the **Ribbon**

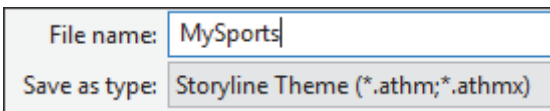
☐ from the right side of the **Themes** group, click to **Expand** the project Themes



☐ from the bottom of the Themes list, click **Save Current Theme**



☐ name the theme **MySports**



☐ browse to and open the **Storyline360BeyondData_3rdEdition** folder

☐ click the **Save** button

3. Save and close the ThemeMe project.





Guided Activity 5: Load a Theme

1. Create a new project.

Like all new projects, the fonts, colors, and layouts are defaults.

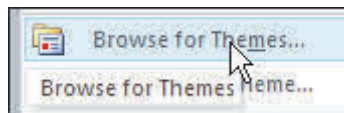
2. Load a theme.

- ☐ select the **Design** tab on the **Ribbon**

- ☐ from the right side of the **Themes** group, click to **Expand** the project Themes

Notice that the sports theme you saved a moment ago isn't listed among your Themes.

- ☐ from the bottom of the Themes list, click **Browse for Themes**



- ☐ browse to the **Storyline360BeyondData_3rdEdition** folder

- ☐ open the **MySports** theme

Two things happen within your project. First, the lone slide in your project takes on the look of the theme. Second, the **MySports** theme and its layouts are now a part of the new project.

3. Apply theme layouts to slides.

- ☐ open slide **1.1**

- ☐ right-click the slide and choose **Apply Layout > Lesson Introduction**

The slide immediately takes on the look of the Lesson Introduction layout.

4. Close the project without saving.

Templates

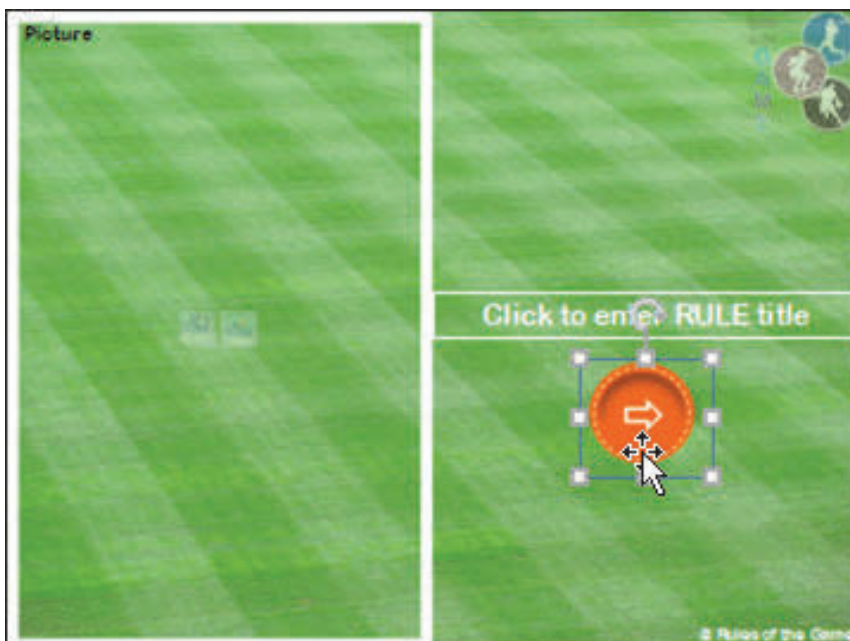
A template is a base file that allows you to create consistent Storyline projects. Typical templates include multiple layouts, color schemes, multiple placeholders, variables, triggers, animations, slide navigation, player controls, and more.

Guided Activity 6: Add Slide Navigation to the Slide Master

1. Open the **TemplateMe1** project from the **Storyline360BeyondData_3rdEdition** folder.
2. Go to Slide Master View.
 - ☐ choose **View > Slide Master**
3. Select the **Lesson Introduction** Layout (the third slide).
4. Use a keyboard shortcut to insert an image.
 - ☐ press **[ctrl] [j]** on your keyboard

The Insert Picture dialog box opens.

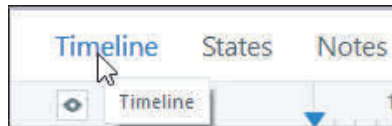
- ☐ open the **Storyline360BeyondData_3rdEdition** folder
 - ☐ open the **assets** folder
 - ☐ open **continue-arrow**
5. Position the continue-arrow image similar to the picture below.



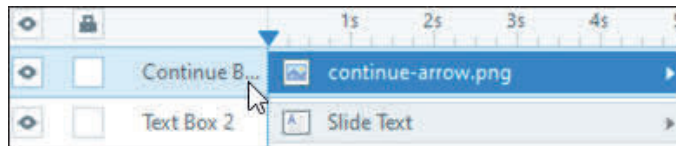
NOTES

6. Rename an image.

- ☐ with the **continue-arrow** image selected, click **Timeline** (located at the bottom of the Storyline window)

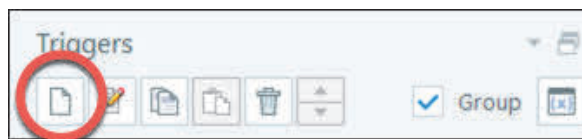


- ☐ on the **Timeline**, double-click the phrase **Picture 1** to highlight the name
- ☐ change the name to **Continue Button**



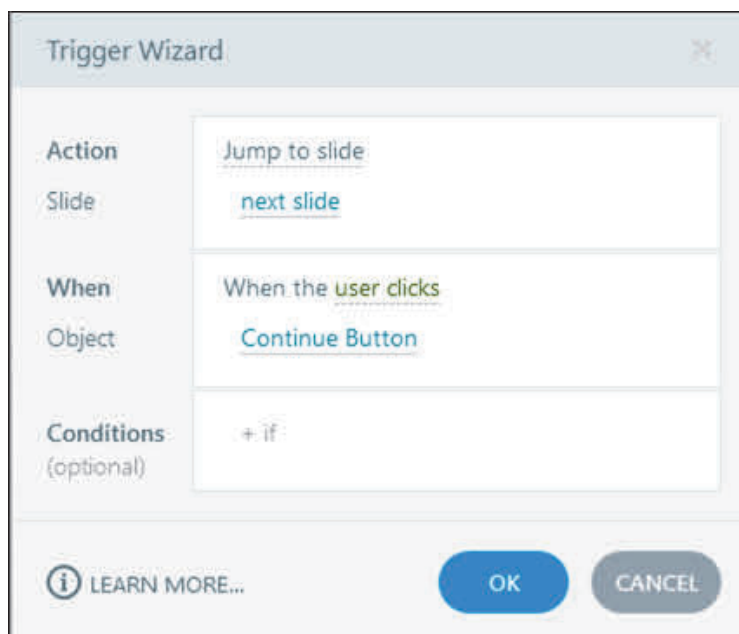
7. Create a trigger that takes learners to the next slide when they click the **Continue** button.

- ☐ with the **Continue Button** selected, go to the **Triggers** window and click the **Create a new trigger** icon



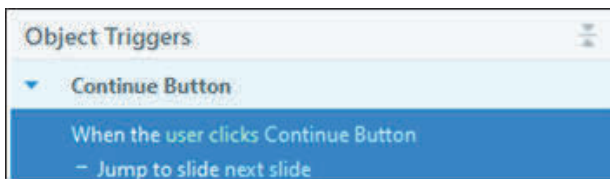
The Trigger Wizard opens.

- ☐ ensure that the **Action** option is set to **Jump to slide**
- ☐ ensure that the **Slide** option is set to **next slide**



- ☐ click the **OK** button

The new trigger appears on the Triggers window.



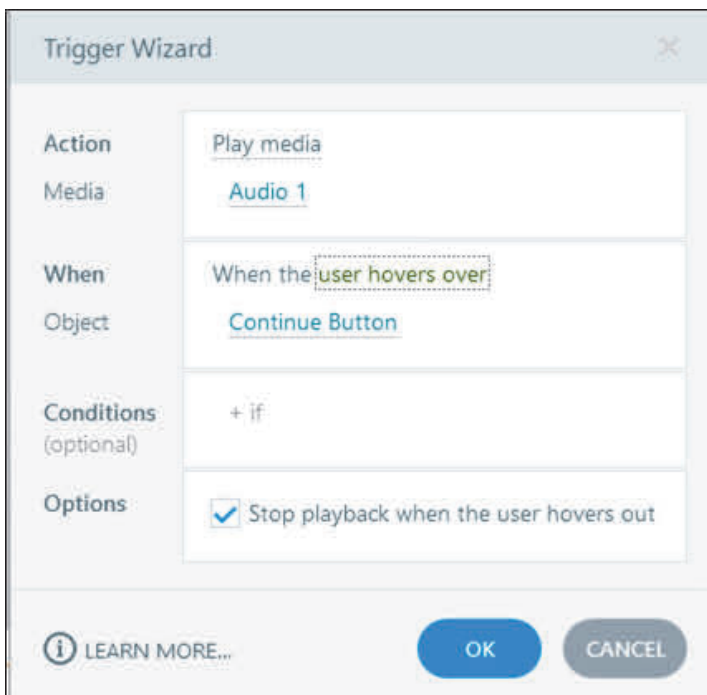
8. Create a trigger that plays a sound when learners hover above the **Continue Button**.

- ☐ with the **Continue Button** still selected, go to the **Triggers** window and click the **Create a new trigger** icon



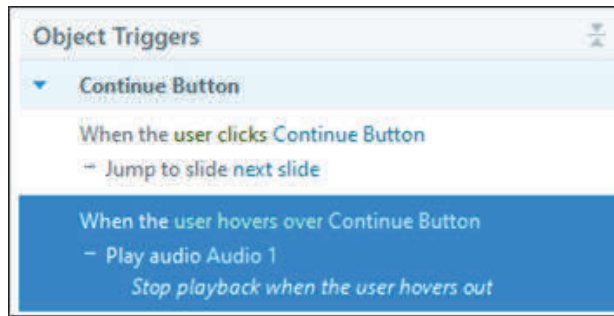
The Trigger Wizard opens.

- ☐ click the **Action** link
- ☐ from the **Media** group, choose **Play Media**
- ☐ from the **Media** drop-down menu, choose **Audio from File**
- ☐ open **Storyline360BeyondData_3rdEdition > assets**
- ☐ open the **audio** folder and then open **hover-sound**
- ☐ click the **When** link and choose **Mouse hovers over**
- ☐ from the **Object** area, ensure **Continue Button** is selected



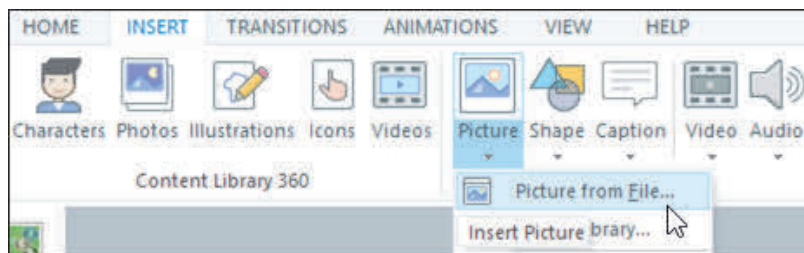
NOTES

- ☐ click the **OK** button

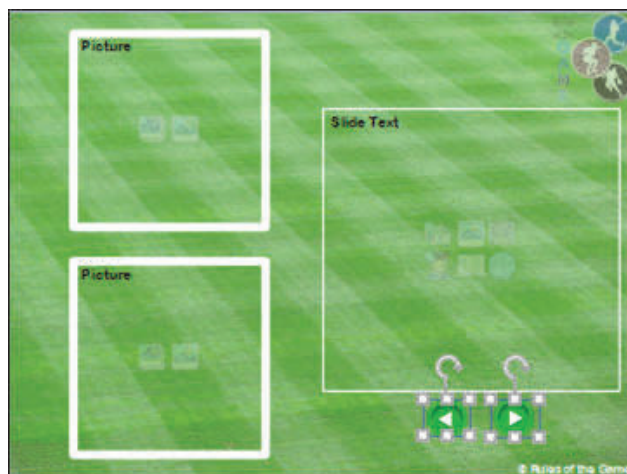


Navigation Confidence Check

1. Still working in the **TemplateMe1** project, and in the **Slide Master** View, select the **Rule** layout.
2. From **Storyline360BeyondData_3rdEdition > assets**, insert the following pictures: **next-arrow** and **previous-arrow**.



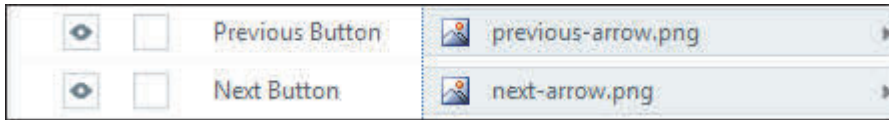
3. Position both images so that your Rule layout looks similar to this:



- On the Timeline, name the two images as follows:

Next Button

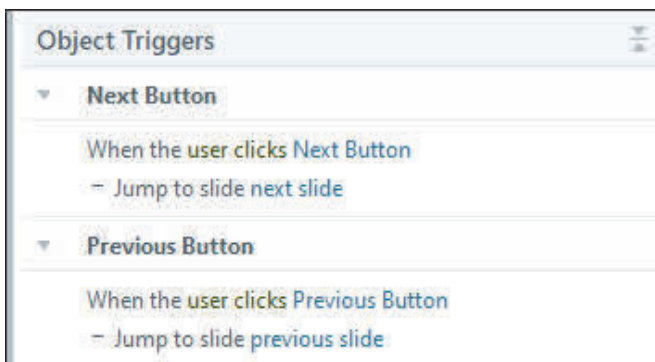
Previous Button



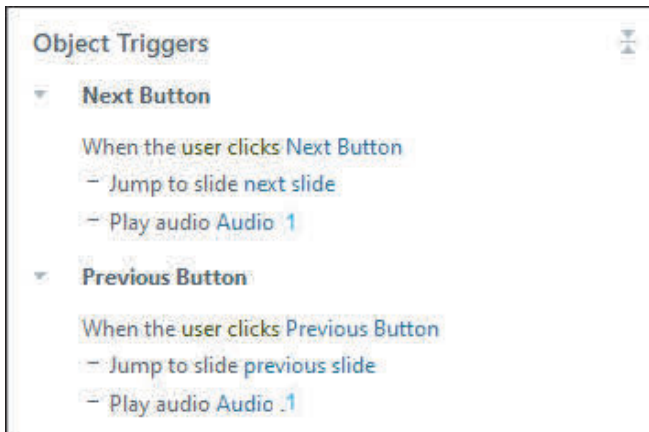
- Create a new trigger for each button.

The Next button should **Jump** the learner to the **next** slide

The Previous Button should **Jump** the learner to the **previous** slide.



- Create a new trigger to each button that plays the **click-sound** audio file (located in the assets folder) when the learner clicks either button.



Note: You can copy an existing trigger and paste it on another object by right-clicking and choosing Copy and right-clicking and choosing Paste.

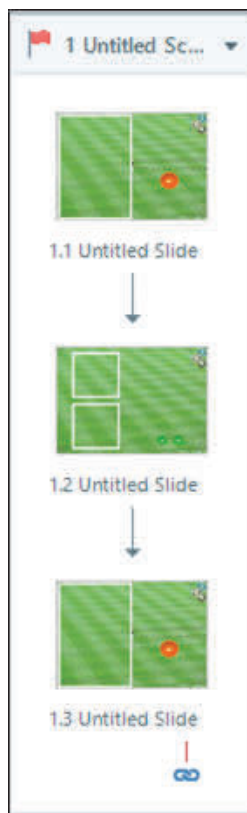
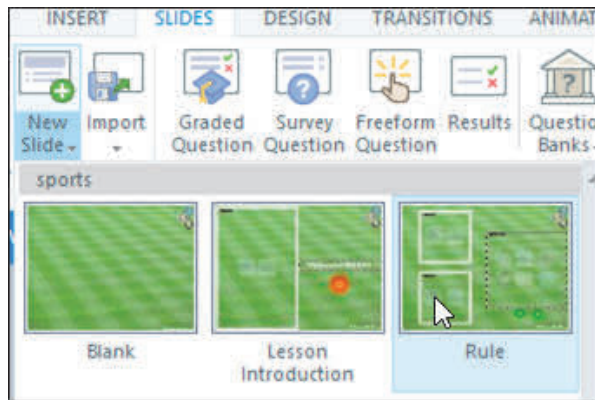


NOTES

7. Close the Slide Master View.

Notice that the first slide in the scene is already using the **Lesson Introduction** Layout. As such, the slide already has the **Continue Button**.

8. Insert a few slides that use the **Lesson Introduction** and **Rule** layouts.



9. Save and close the project.

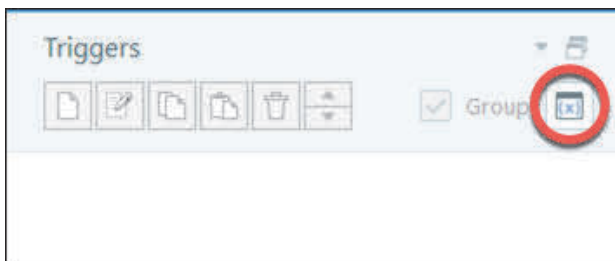
Variables

Variables serve as buckets for data. The data can be used to provide feedback to the learner and/or allow you as the developer to create conditional scenarios. For instance, you could use a variable to capture a learner's name. Once the name has been "stored" by the variable, the name can be displayed over and over again throughout the lesson. In a gaming scenario, variables allow you to calculate the score for each player and display content based on a certain set of conditions. When those conditions are met, you can set it so something else happens, such as an image appearing or a video playing. The possibilities are endless.

Guided Activity 7: Create Variables

1. Open the **TemplateMe2** project from the **Storyline360BeyondData_3rdEdition** folder.
2. Create a True/False Variable.

- ☐ on the **Triggers** window, click **Manage project variables**



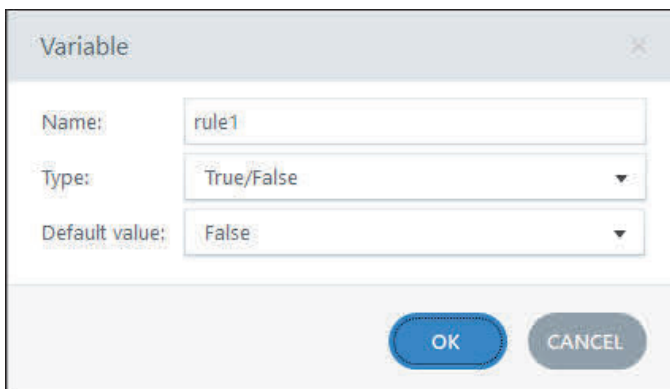
The **Variables** dialog box opens. There are two tabs: Project and Built-In.

- ☐ on the **Project** tab, click the **Create a new variable** icon



The Variable dialog box opens.

- ☐ name the new Variable **rule1**
- ☐ from the **Type** drop-down menu, choose **True/False**
- ☐ from the **Default Value** drop-down menu, choose **False**



- ☐ click the **OK** button





Variables Confidence Check

1. Still working in the **TemplateMe2** project and in the **Variables** dialog box, create **three** more Variables called **rule2**, **rule3**, and **rule4**.
2. For each new **Variable**, the Type should be **True/False** and the Value should be **False**.
3. Create another new Variable named **progress**.
4. Change the Type to **Number** and ensure that the Value is **0**. (Click the OK button when finished.)



The project should have the following project variables.

Name	Type	Default Value	Use Count
progress	Number	0	0
rule1	True/False	False	0
rule2	True/False	False	0
rule3	True/False	False	0
rule4	True/False	False	0

5. Save the project.

Progress Indicators

A progress indicator helps the learner understand how much of the project is complete and how much remains. In the activities that follow, you will create a progress indicator that indicates when the learner completes 25% of the lesson, 50%, 75%, and when the lesson is 100% complete.



Guided Activity 8: Add Triggers for a Progress Indicator

1. Ensure that the **TemplateMe2** project is still open.
2. Explore the states that have been added to an object.

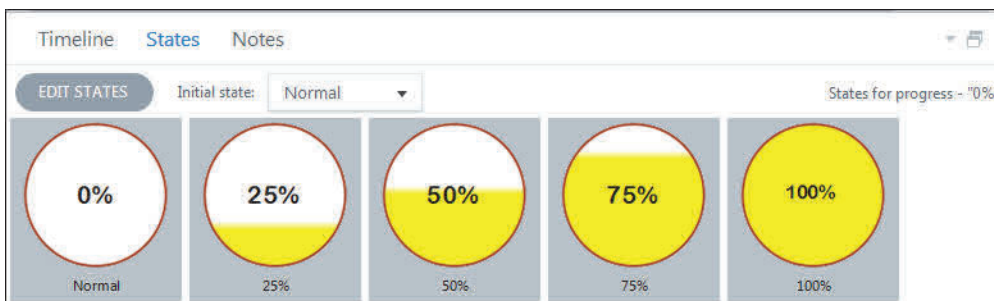
☐ open slide **1.2**

To the left of the slide, notice that there is an object that we've created for you (named **progress** on the Timeline).

☐ select the **progress** object

☐ from the bottom of the **Storyline** window, click **States** (located to the right of **Timeline**)

Notice that the progress object has five States: Normal, 25%, 50%, 75%, and 100%. Each of the states shows the object filled with more and more yellow.



During the steps that follow, you will use triggers and variables to change an object's state based on the learner's specific slide location within the lesson.

3. Drag the **progress** object onto the lower left of the slide similar to the image below.



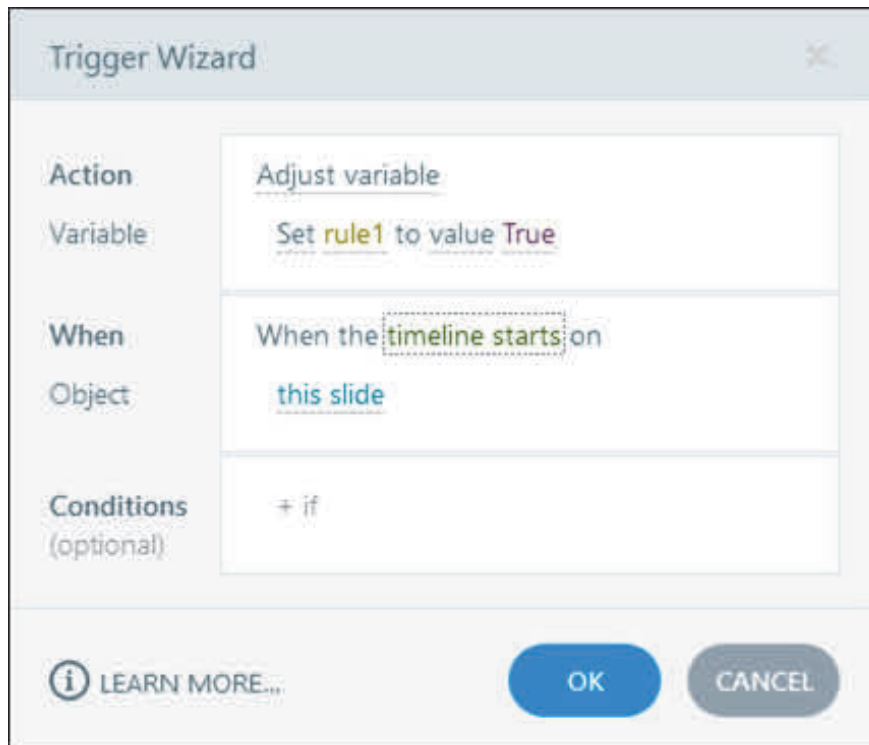
NOTES

4. Create a slide trigger that will change a variable value from **False** to **True**.

- ☐ ensure that **nothing** on slide **1.2** is **selected**
- ☐ on the **Triggers** window, click the **Create a new trigger** icon

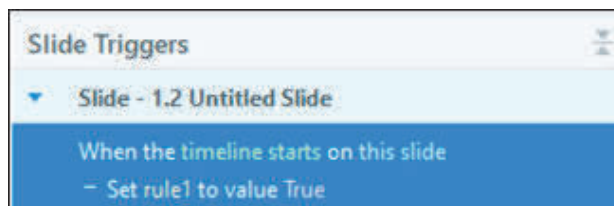
The Trigger Wizard opens.

- ☐ using the image below as your guide, set up the new trigger



Because nothing was selected on the slide, the new trigger will automatically be assigned to the slide instead of a slide object. And by selecting **timeline starts** from the **When** area, the trigger will execute as soon as slide 1.2 appears on the learner's display.

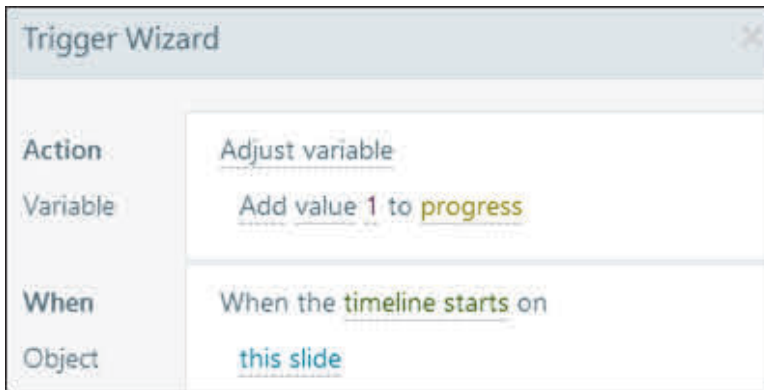
- ☐ click the **OK** button



Next you will create a trigger that increments the **progress** variable you created earlier. This trigger is necessary to ensure that each slide counts only once toward the learner's overall progress. If the learner rewinds the lesson and views it more than once, the progress indicator will not be affected.

5. Create a slide trigger to increment a variable.

- ☐ ensure that nothing on slide **1.2** is selected
- ☐ on the **Triggers** window, click **Create a new trigger**
- ☐ using the image below as your guide, set up the new trigger (keep the trigger open for step 6 below)

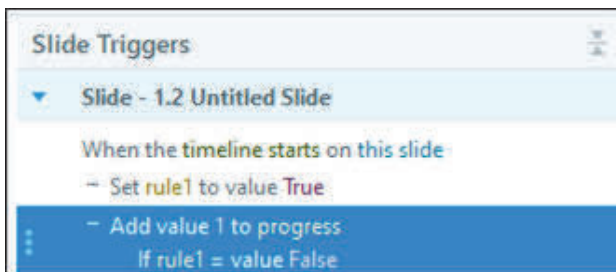


6. Add a condition to a trigger.

- ☐ from the **Conditions** area at the bottom of the Trigger Wizard, click **+if**
- ☐ choose **rule1** from the menu
- ☐ click the **Operator** link (the = sign) and choose **=Equal to** (if necessary)
- ☐ click the link to the right of **value** and choose **False** (if necessary)



- ☐ click the **OK** button



Next you will create a trigger that changes the **state** of the progress object from **0%** to **25%** if the learner visits the slide.

NOTES

7. Create a conditional trigger that changes the state of an object.

- ☐ ensure that nothing on slide **1.2** is selected
- ☐ on the **Triggers** window, click **Create a new trigger**
- ☐ using the images below as your guide, set up the new conditional trigger

Action	Change state of
Object	progress - "0%"
State	to 25%

Conditions (optional)	If progress = value 1
	+ If

- ☐ click the **OK** button

Currently you have three Slide Triggers on slide 1.2. Sometimes the order of triggers on the Triggers window can be important. Because triggers execute from top to bottom, the ability to reorder them is important. In this instance, you need the "Add value 1 to progress" trigger to execute before the other triggers so you'll move it higher in the list.

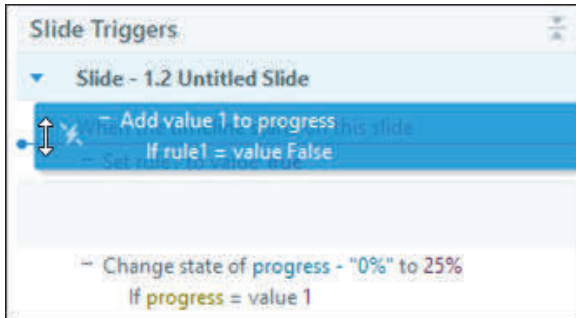
Slide Triggers	
▼ Slide - 1.2 Untitled Slide	
When the timeline starts on this slide	
-	Set rule1 to value True
-	Add value 1 to progress
	If rule1 = value False
-	Change state of progress - "0%" to 25%
	If progress = value 1

8. Reorder triggers.

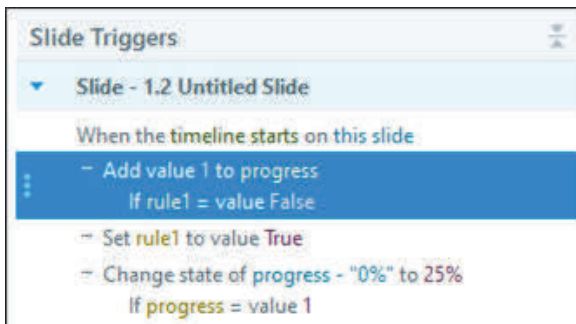
- ☐ on the **Triggers** window, select the **Add value to 1 trigger**

Note: You may find it easiest to select a trigger by clicking the white space at the right of the trigger. Clicking within the trigger itself may display editing options that you don't want at this time.

- ☐ drag the trigger up into **first** position



Ensure that the order of your triggers matches the image below.



9. Preview the project.

10. Click the **Continue** button on the first slide.

Once you are on the second slide, the **progress** object should show 25% because you have viewed one of the four remaining slides (the introduction slide was intentionally left out of the progress).

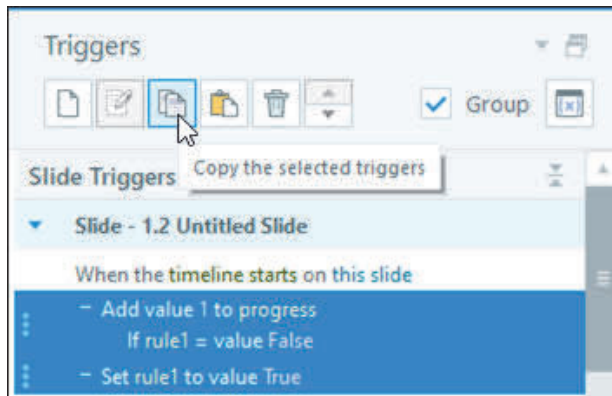


NOTES

11. Close the preview.
12. Copy and paste triggers onto different slides.
 - ☐ on the **Triggers** window for slide **1.2**, select the **first trigger**
 - ☐ press **[ctrl]** and click the second trigger
 - ☐ release the **[ctrl]** key

Two triggers should now be selected.

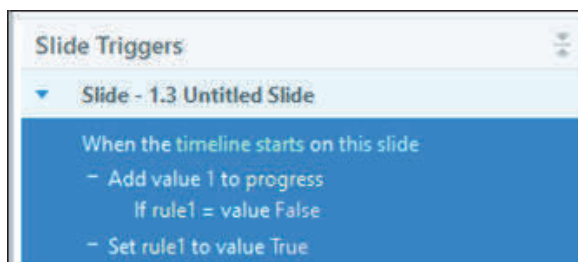
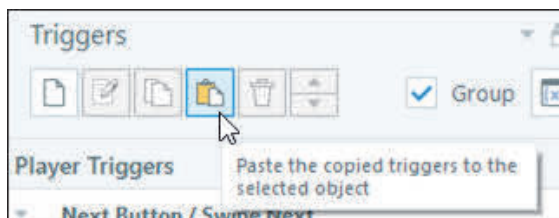
- ☐ on the **Triggers** window, click the **Copy the selected triggers** icon



- ☐ select slide **1.3**

in the Triggers window, notice that the triggers created on slide 1.2 are not on slide 1.3.

- ☐ ensure that nothing on the slide is selected
- ☐ on the Triggers window, click the **Paste the copied triggers to the selected object** icon

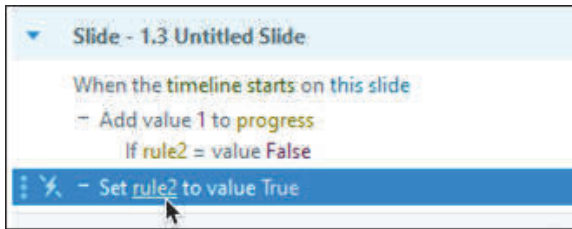


13. Edit a trigger.

- ☐ on the **Triggers** window for slide **1.3**, click the **rule1** link in the **first** trigger and change **rule1** to **rule2**

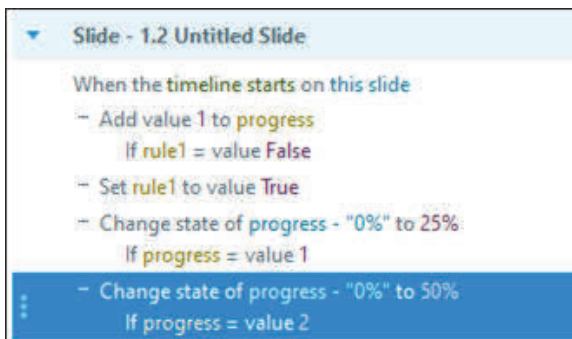


- ☐ on the **Triggers** window, click the **rule1** link in the **second** trigger and change **rule1** to **rule2**



Reuse Triggers Confidence Check

- Go back to slide **1.2**.
- Copy and paste the third slide trigger ("Change state of progress...") onto slide 1.2.
- Edit the pasted trigger: change the **state** to **50%** and the **value** to **2**.



- Preview the entire project and click the **Continue** button on the first slide.
Once you are on the second slide, the **progress** object should again show 25%.
- Click the **Next** button to go to slide 1.3 and then click the **Previous** button to return to slide 1.2.

Because you have visited slides 1.2 and 1.3 (50% of the required slides), the Progress indicator displays 50%.



- Close the preview and then save and close the project.

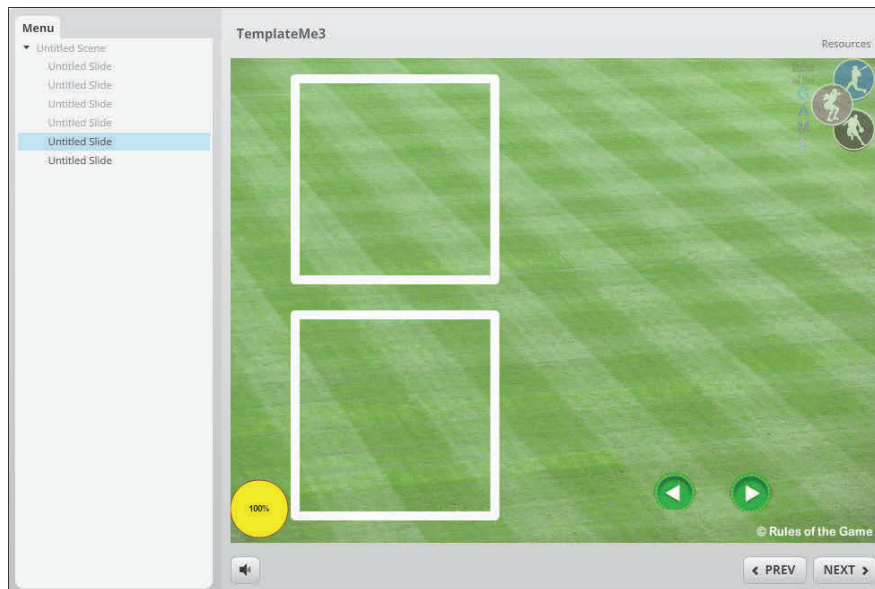


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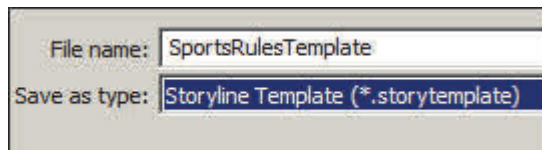
Guided Activity 9: Create and Use a Template

1. Open the **TemplateMe3** project from the **Storyline360BeyondData_3rdEdition** folder.
2. Preview the project.

As you go from slide to slide, notice that this project is similar to the project you just closed. The Progress indicator, states, and triggers have been added to slides 1.3, 1.4, and 1.5. The Progress indicator works even when you jump around the lesson.

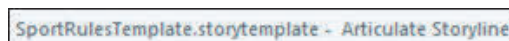


3. Close the preview.
4. Save a project as a Template.
 - ☐ choose **File > Save As**
 - ☐ change the name to **SportRulesTemplate**
 - ☐ from the **Save as type** drop-down menu, choose **Storyline Template**



- ☐ ensure that you are saving to the **Storyline360BeyondData_3rdEdition** folder
- ☐ click the **Save** button

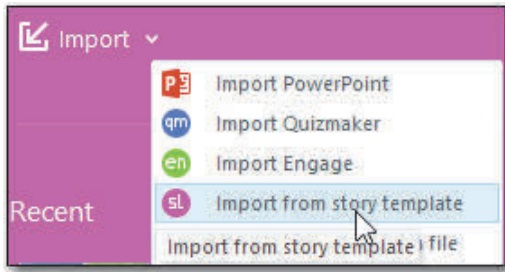
Notice that the project gets a **.storylinetemplate** extension (as opposed to a .story extension found on standard Storyline projects).



5. Close the template.

6. Create a new project based on a template.

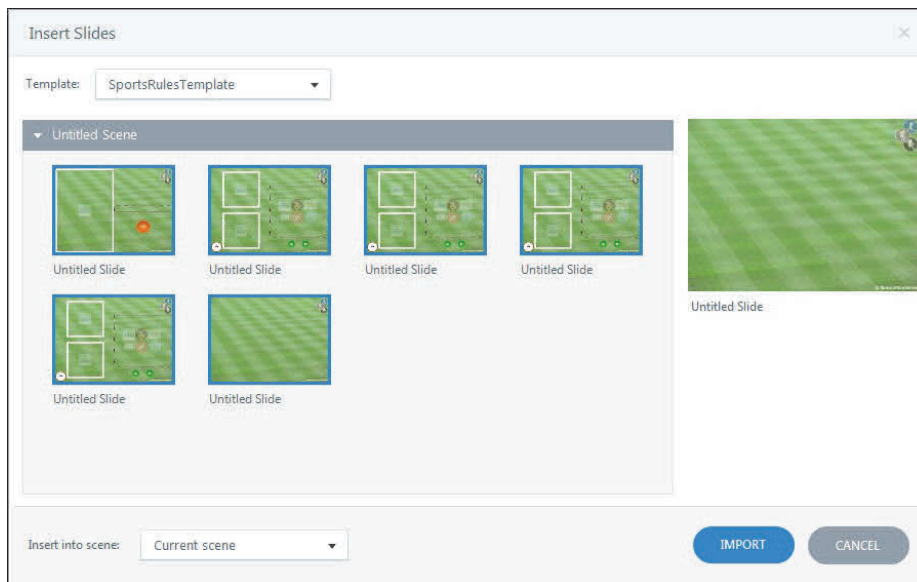
- ☐ from the Storyline Welcome screen, click **Import**
- ☐ choose **Import from story template**



- ☐ from the **Storyline360BeyondData_3rdEdition** folder, open the **SportRulesTemplate** that you just created

The Insert Slides dialog box opens.

- ☐ select all of the slides (you can select multiple slides pressing **[shift]** on your keyboard and clicking the slides)



- ☐ click the **Import** button

The new project has all of the slides, triggers, layers, variables, placeholders, slide master layouts in the template. And just like that, you are ready to work on the lesson's content. If you use the template, any projects you create from this point forward will have a consistent look and feel.

7. Close the project without saving.



Notes

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.