

Creating a process/step-by-step

What you'll need:

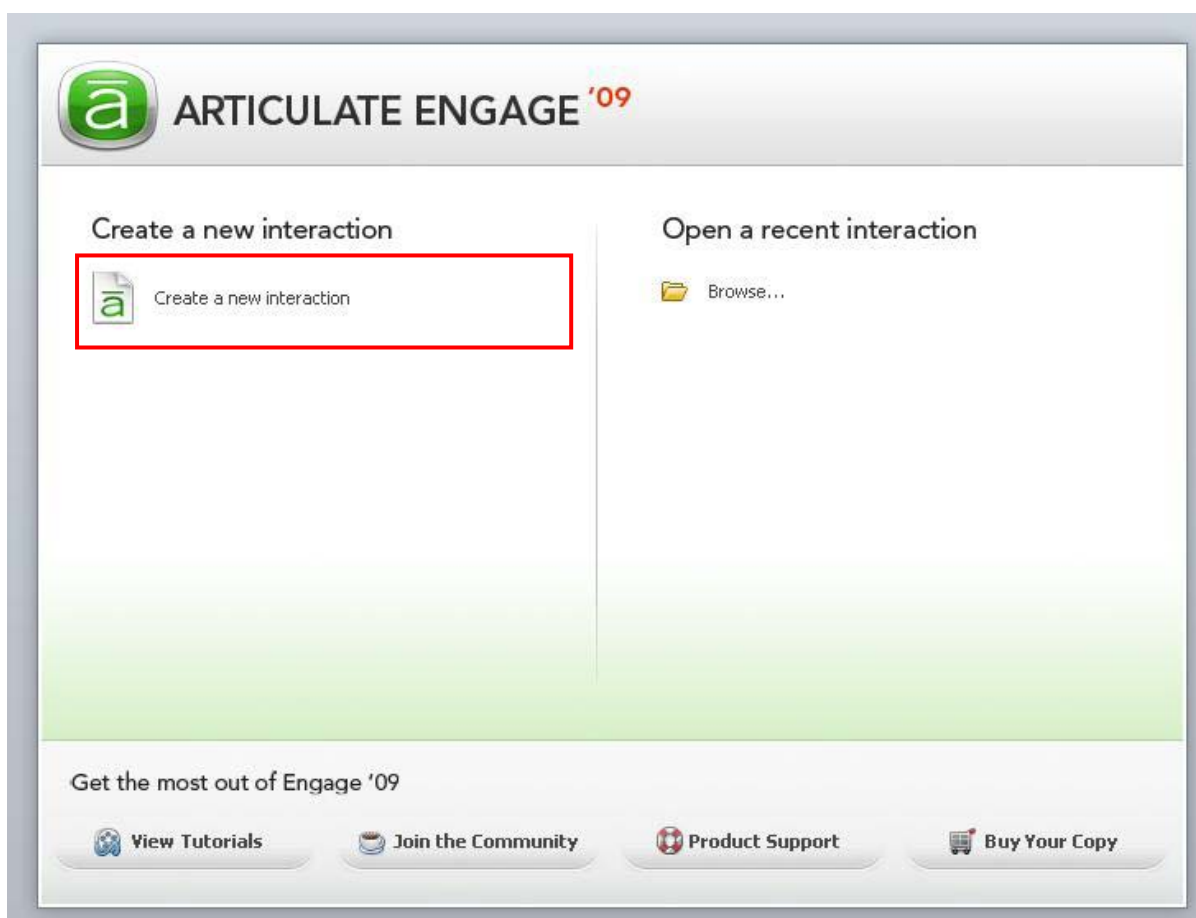
- *Articulate Engage* software
- A process that can be explained in a linear sequence

Use this tool to:

- Illustrate the steps of a process
- Walk users through a series of related items
- Explain a workflow or procedure

Step 1 of 10: Create a new interaction

Open *Articulate Engage '09* software and select 'Create a new interaction'.



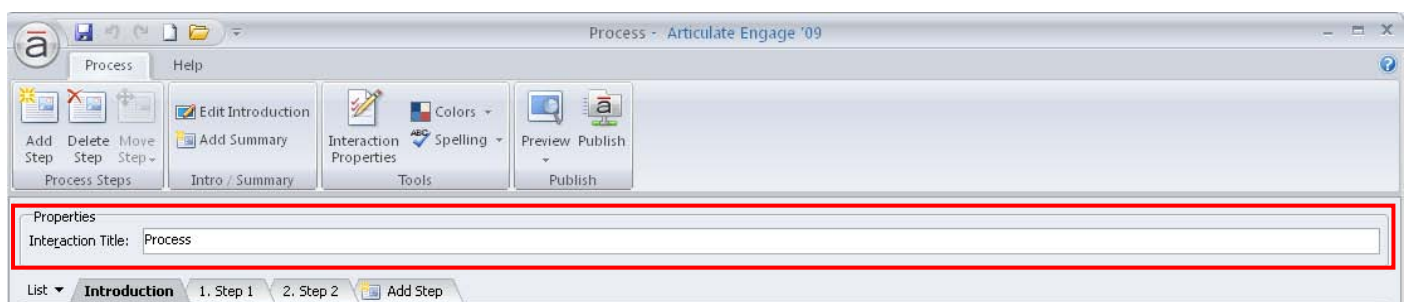
Step 2 of 10: Create a process

From the list of options provided select the 'Process' option on the left and then select 'ok'.



Step 3 of 10: Entering your title

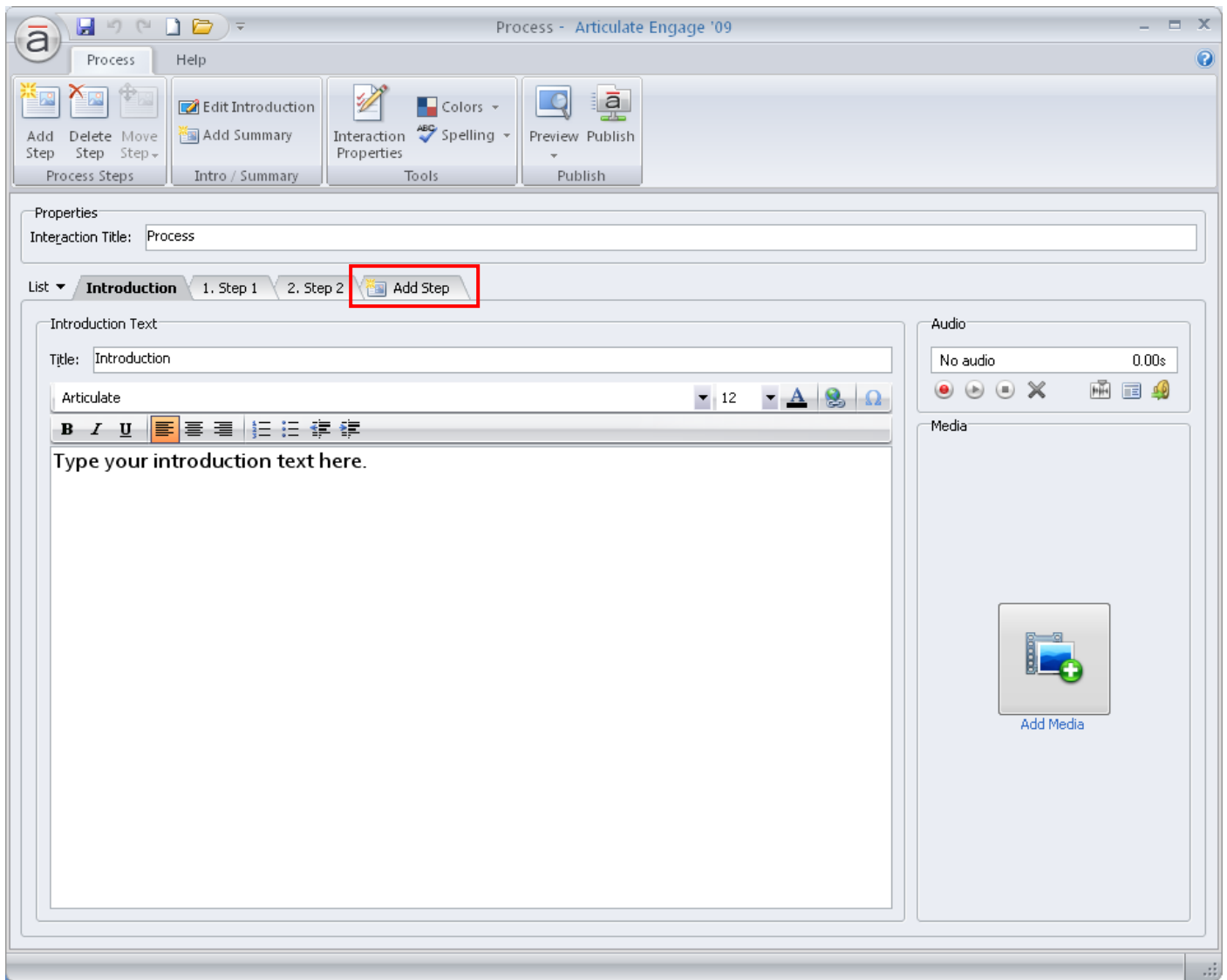
Articulate will load up a process template for you to alter that is much like a series of MS PowerPoint slides. The first step is to give your process a meaningful title. You can do this by completing the 'Interaction Title' field.



Step 4 of 10: Creating Your Tabs

Each step in your process will require a 'tab' to display the information that further explains that step in more detail. By default there will already be an 'Introduction' tab, and two steps already available. To add further steps you can click on the 'Add Step' tab. This will automatically create the next step in sequence and will be ready for content to be entered.

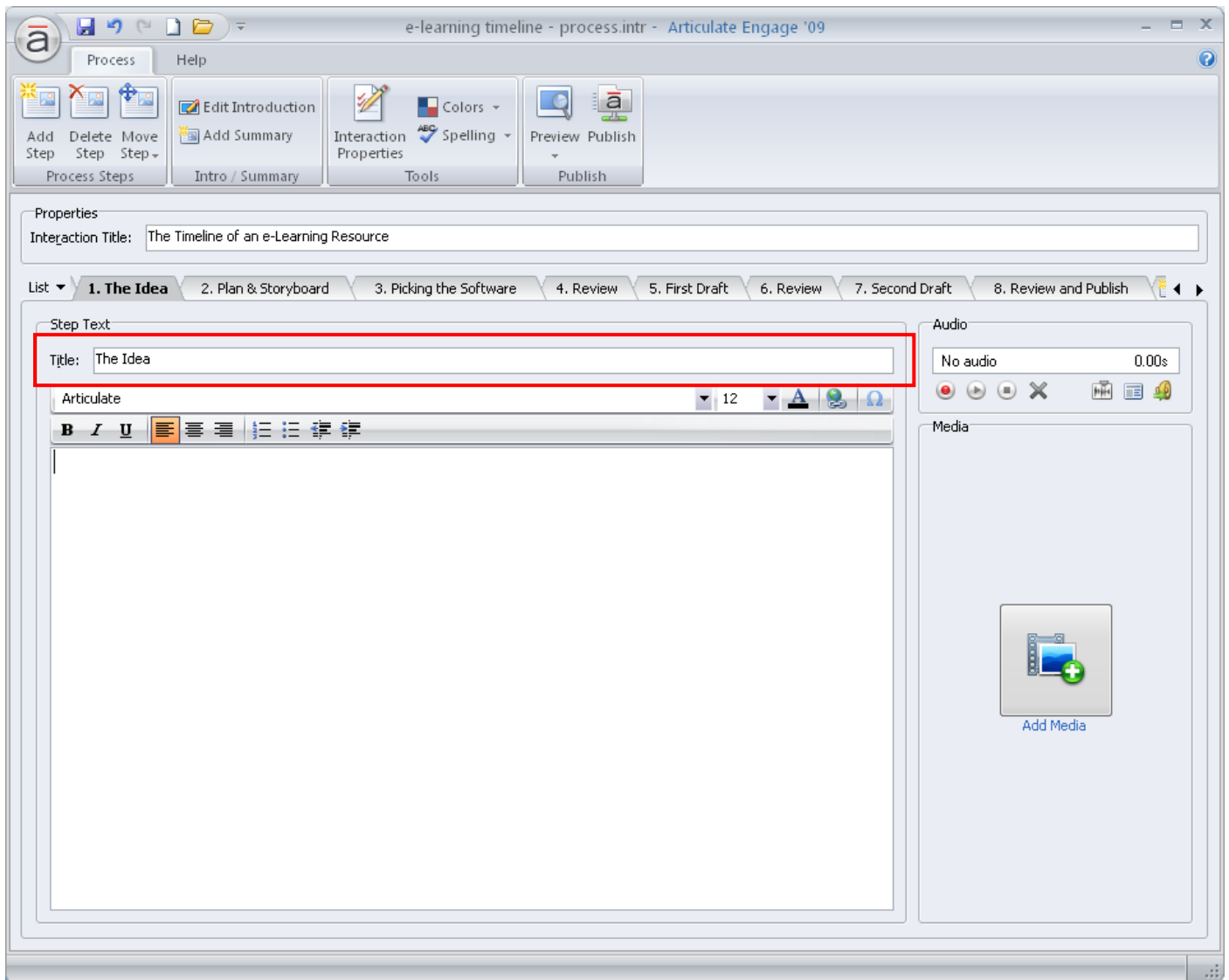
You can re-arrange your tabs in a different order by selecting the tab, and then moving it to the new desired location.



Step 5 of 10: Give each step a meaningful title

Each step in your process should be given a meaningful title that gives a clear outline of what the step will involve. The title can be entered into the 'Title' box that is displayed below the selected tab for each specific step.

Now would be a good time to **save your file**.

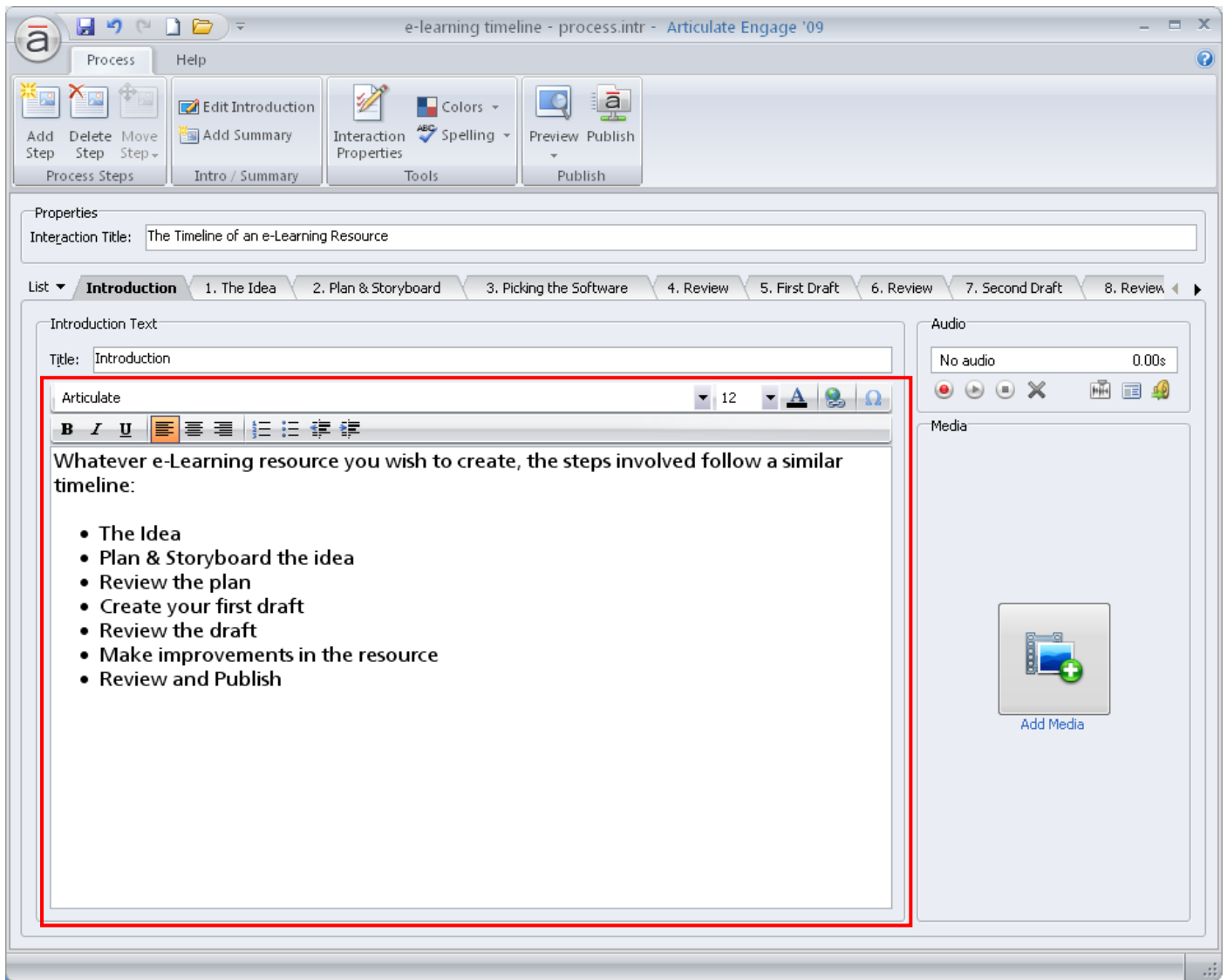


Step 6 of 10: Add your content to each step

Now that it is clear what each step in your process is for it is now time to fill each step with your content. The text and images should be clear and concise and relevant to the step's title.

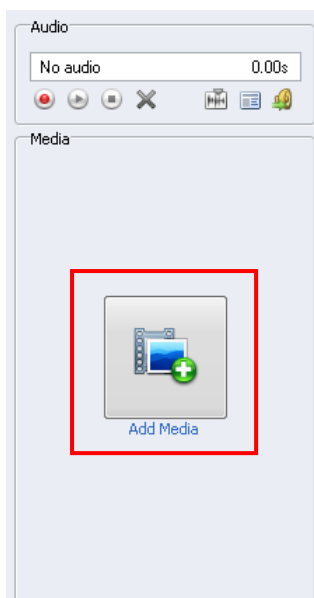
The content can be filled in using the text editing window. This tool gives you much of the same functionality that is available in a word processor. You are able to choose your font, add bullet points and do some basic formatting.

Remember to regularly **save your file**.



Step 7 of 10: Adding images to your step

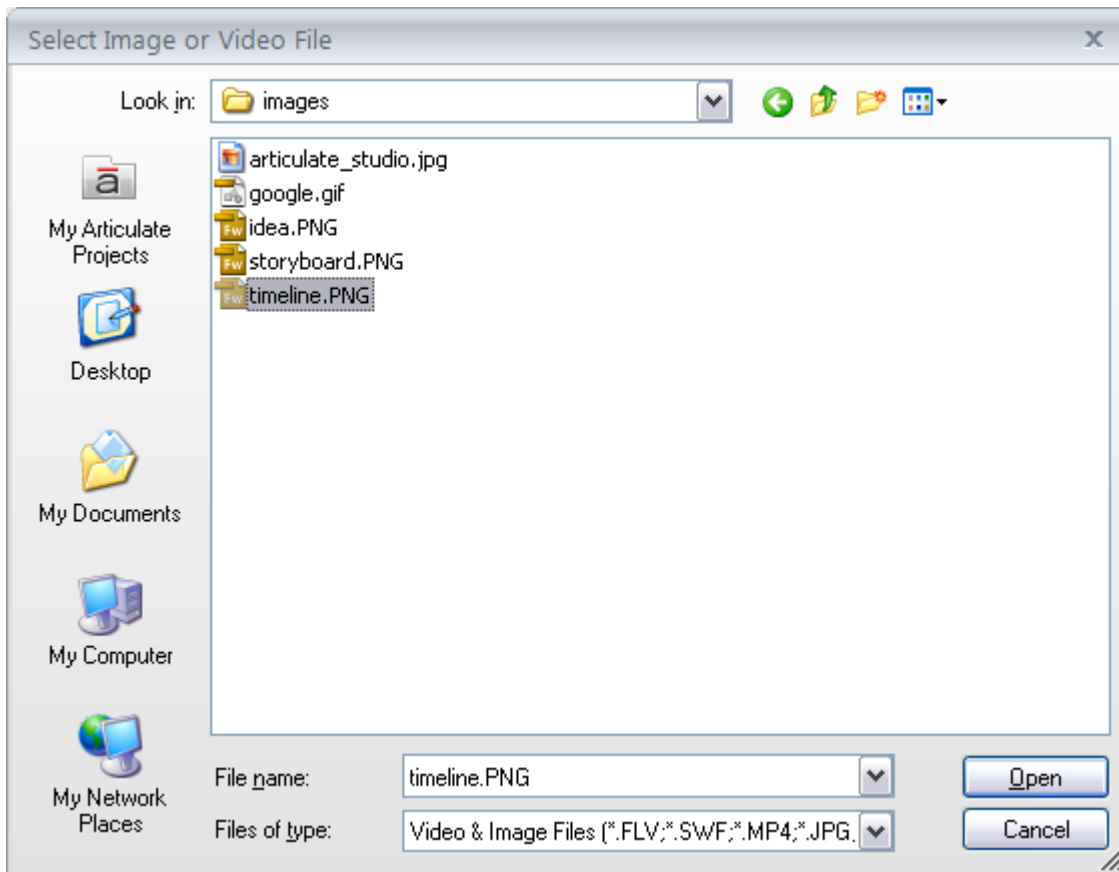
Images can add an extra level of detail to your process. Each step can have its own image to help further explain the content further.



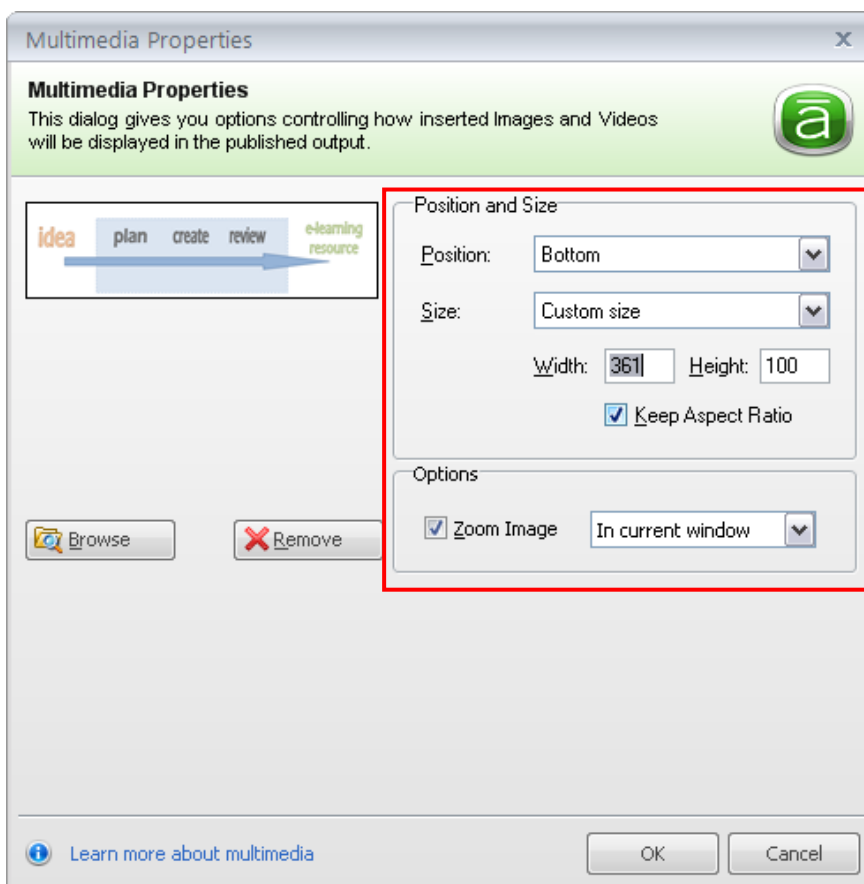
To add an image to your selected step you need to click on the 'Add Media' button.

This will open a dialog box that gives you the option to select which file that you would like to include on this page.

You are able to select images, videos, and flash components in this section.



Once you have selected your file you will be presented with options for how you would like your media to be displayed within the step page. This can be modified on each step to suit the type of media that you have imported.



The options available to you after you have added your media file include being able to choose where the image appears on screen, setting the size, and enabling a zoom function for the media.

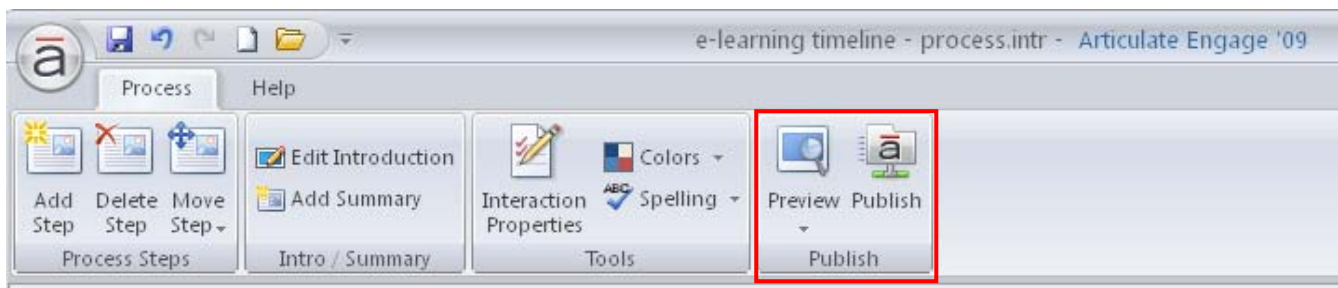
Positioning gives you the options to place the file in the; top, bottom, left, or right side of the page.

You have the option of allowing *Engage* to choose the correct size for your image, or you can change the dimensions manually.

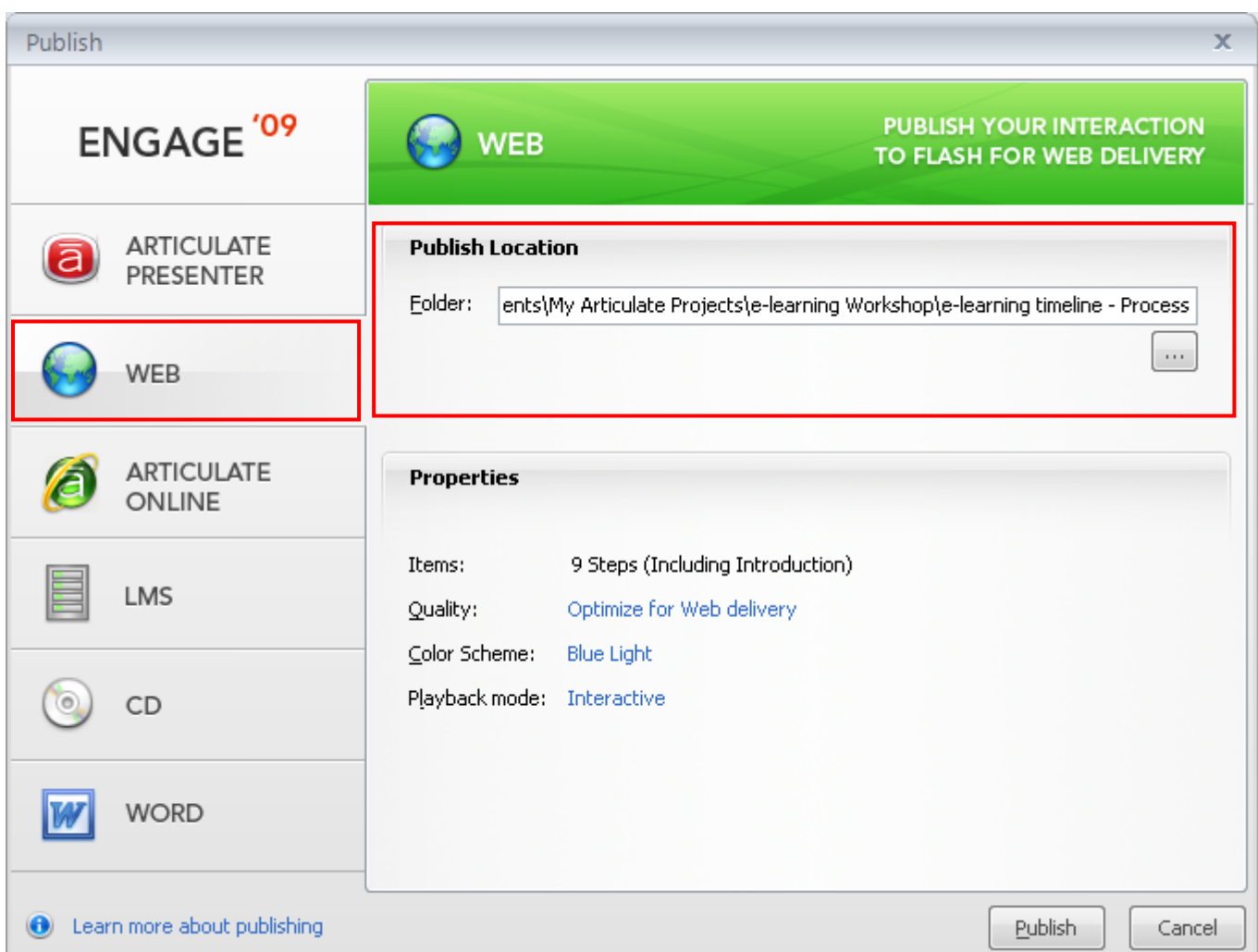
The zoom function allows large images to be clearly viewed without having to compromise on space for your text content,

Step 8 of 10: Preview and Publish

Once you have created all of your tabs and filled each step with your content and media you can see how the final version of the process will look once it's been published. You can click on the 'Preview' button at any time to see how the interactive will look.

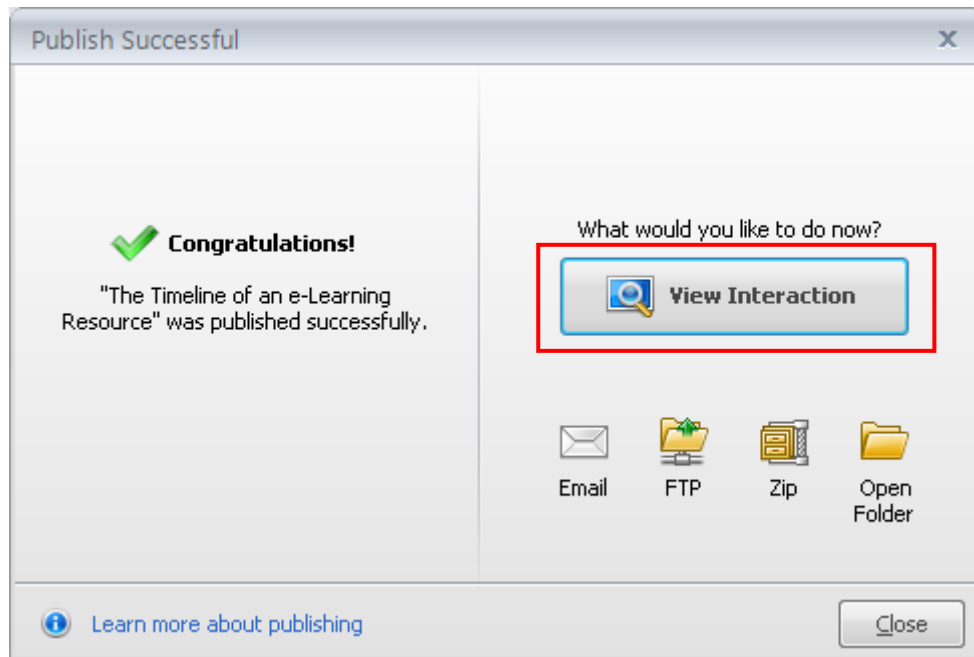


If you are happy with your preview select the 'Publish' button to publish your interaction, this will open a dialogue box where you can choose where you would like to publish you interaction. Select 'Web' from the pop-up dialogue box and select your location, and then click 'Publish'.



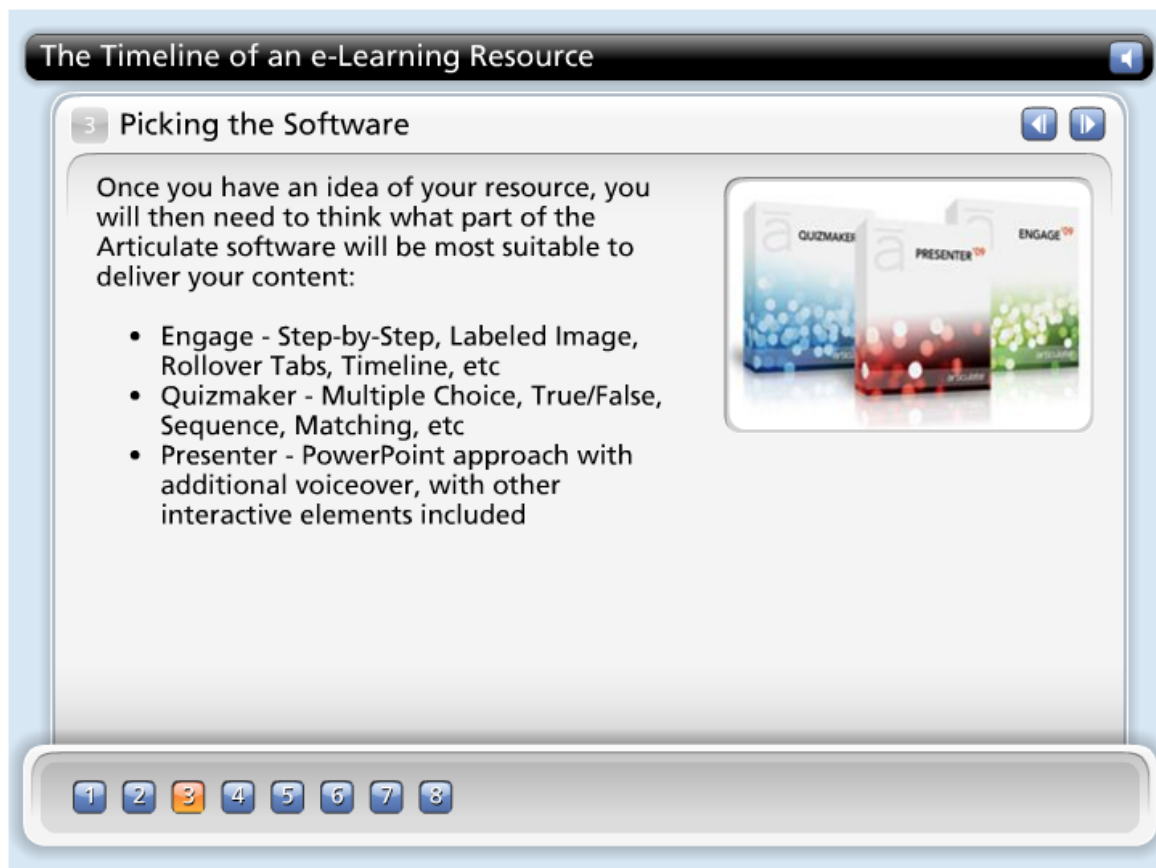
Step 9 of 10: Viewing your interaction

After you select publish you will be able to view your interaction.



Step 10 of 10: Completion!

Well done, you have completed your labelled graphic interaction!



Creating a labelled Graphic

What you'll need:

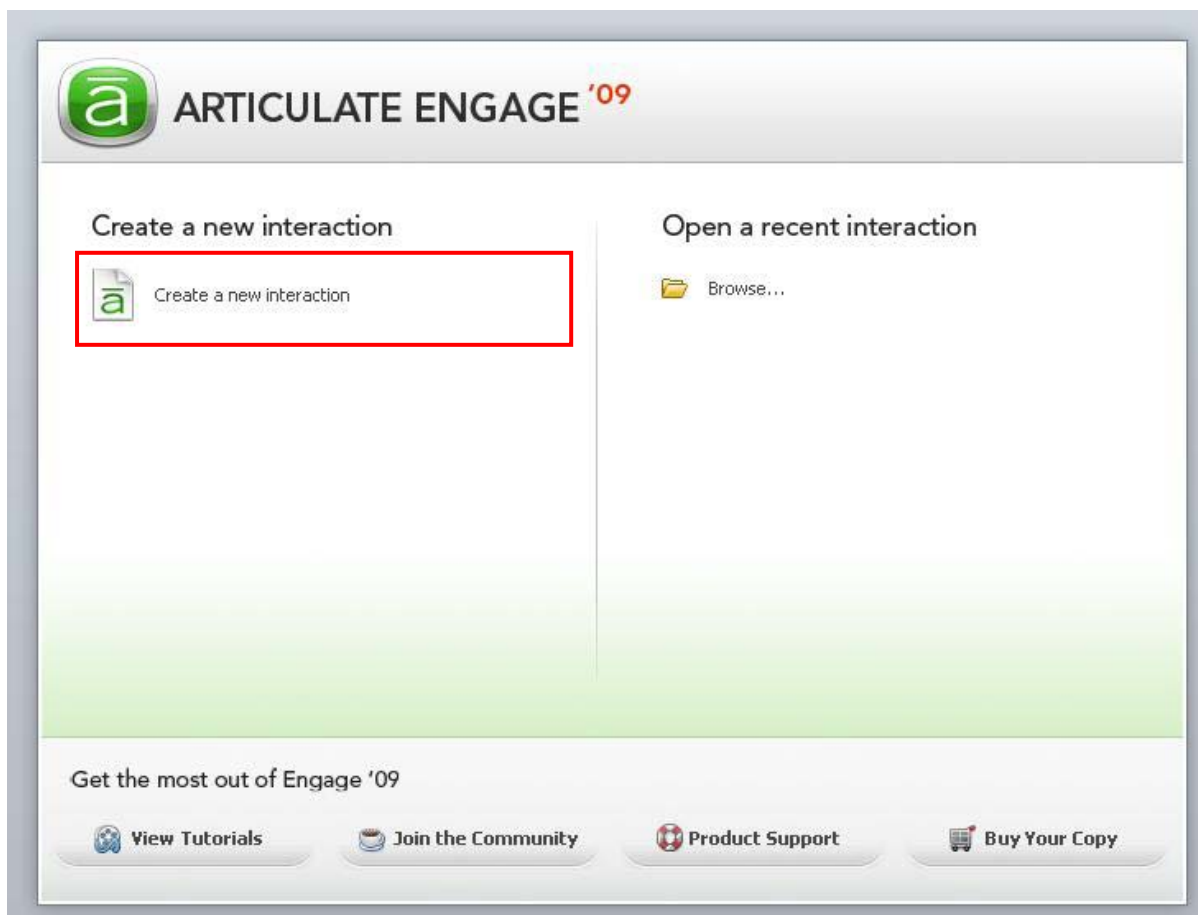
- *Articulate Engage* software
- 1 Copyright free graphic

Use this tool to:

- Allow users to identify the key elements of an image
 - Highlight details of a photo
 - Explain features of a software screenshot
-

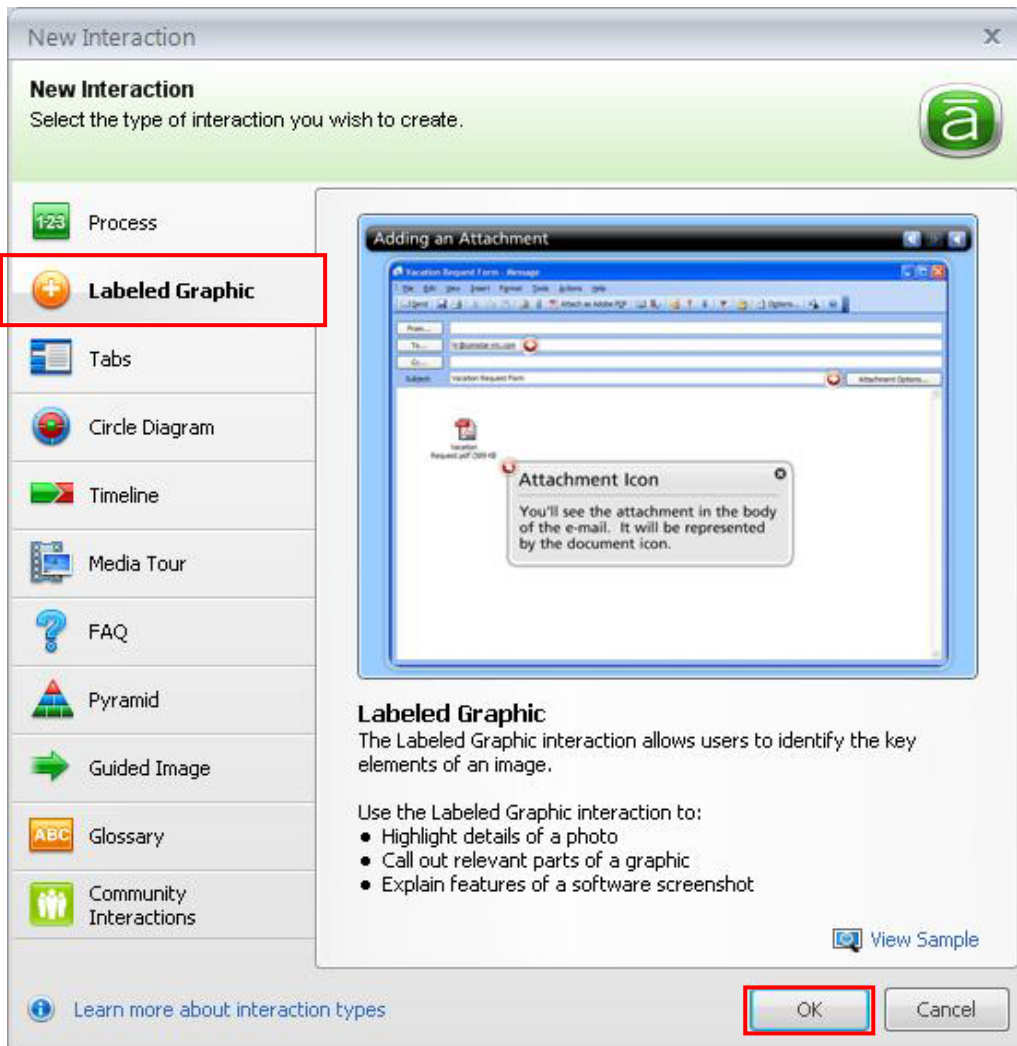
Step 1 of 10: Create a new interaction

Open *Articulate Engage* '09 software and select 'Create a new interaction'.

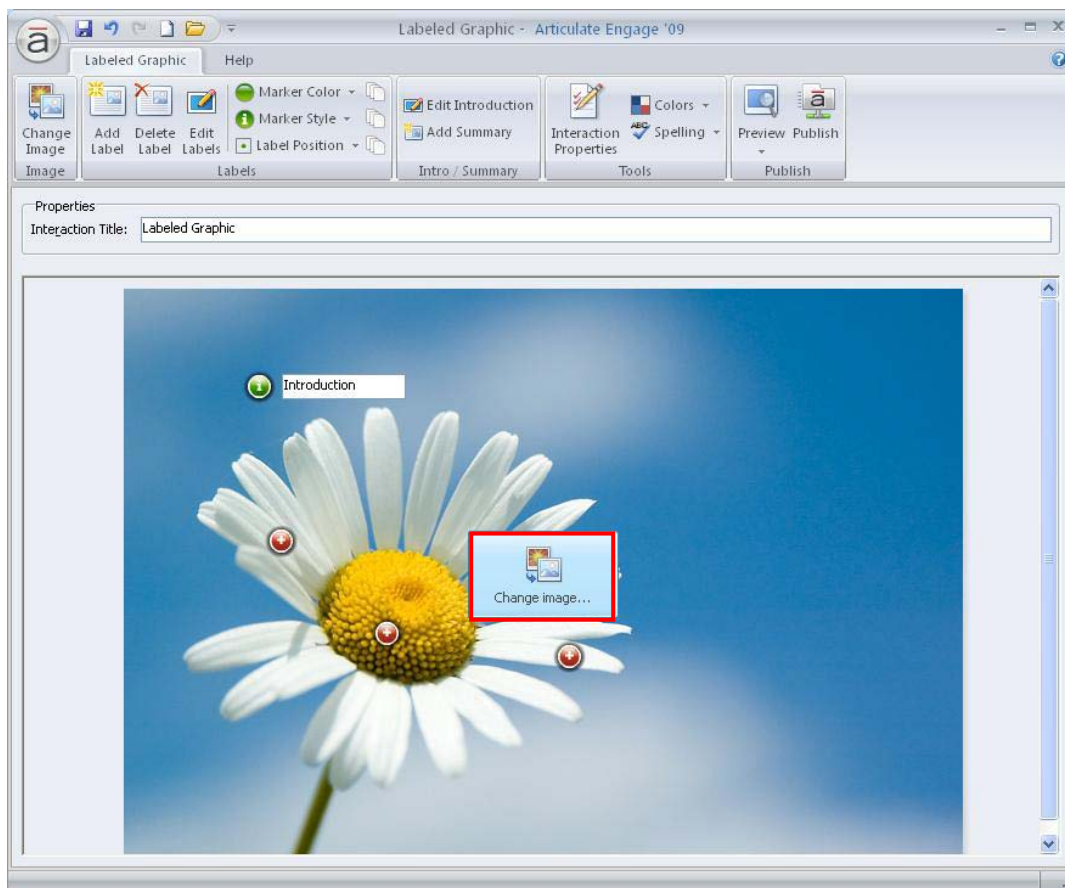


Step 2 of 10: Create a labelled graphic

From the list of options provided select the 'Labeled Graphic' option on the left and then select 'ok'.



Step 3 of 10: Changing the image

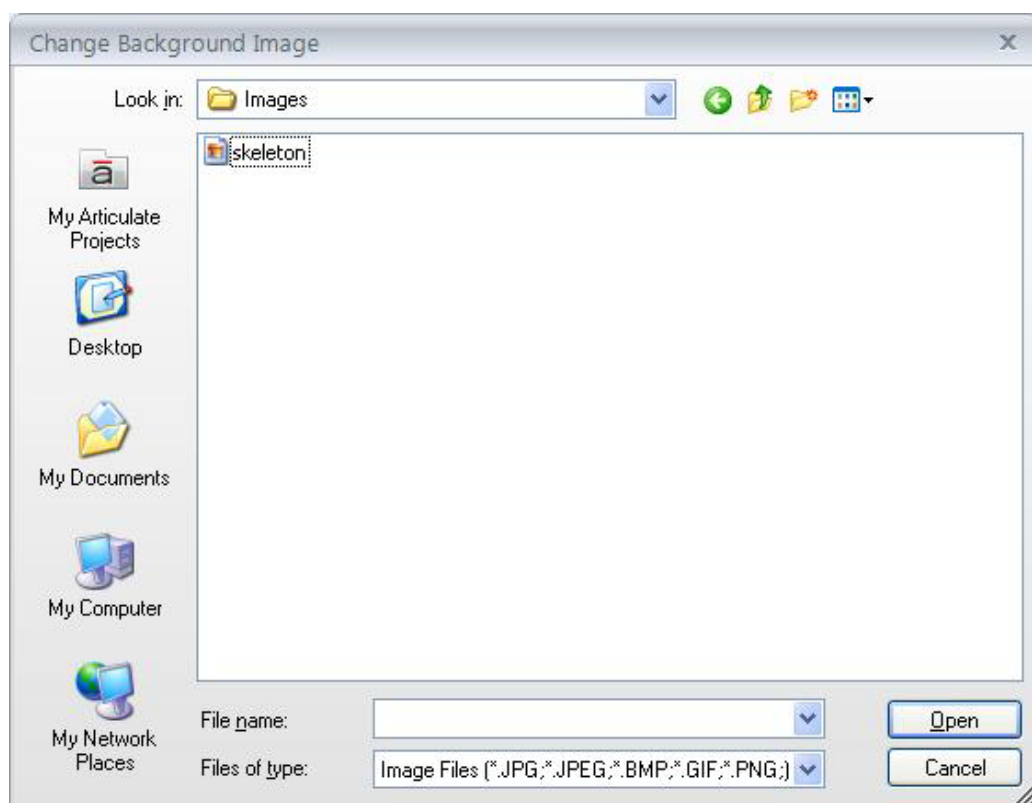


Articulate will load up a partially created image template for you to alter. To add your own image, select the 'Change image' button in the centre of the screen.

Step 4 of 10: Selecting your image/Image types

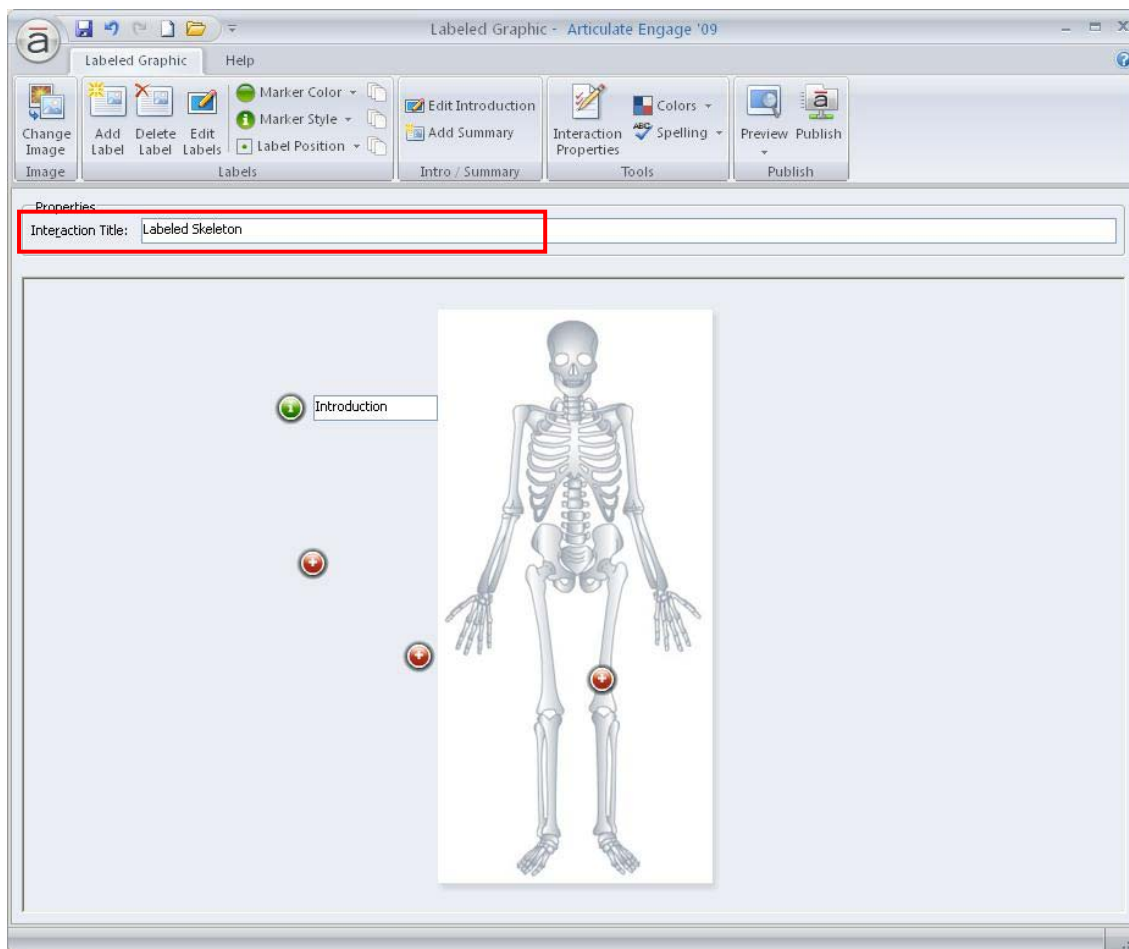
In the file browser window select your chosen image file and select 'Open'. You do not need to resize your selected image as *Articulate* software resizes it to fit the screen size. The following image file types are supported:

File types	Definition	File Extension
JPEGs	Joint Photographic experts group standard	.jpg, .jpeg
Bitmaps	Map of bits	.bmp
GIFs	Graphics Interchange Format	.gif
PNGs	Portable network graphics	.png
SWFs	Small web format, Shockwave flash	.swf



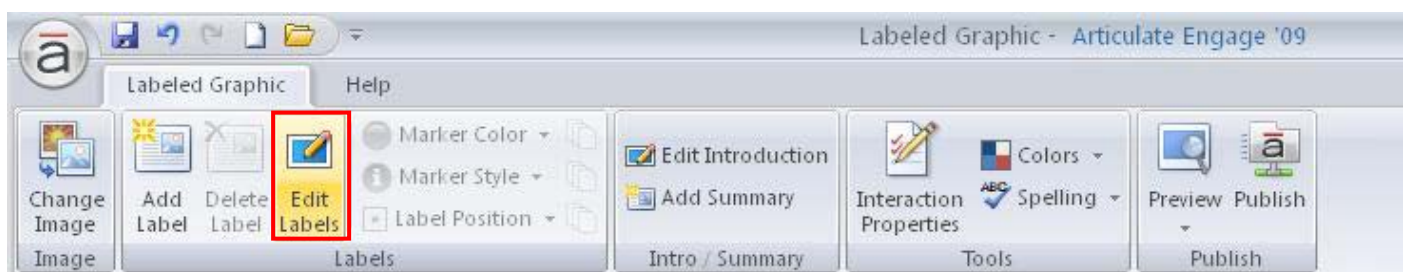
Step 5 of 10: Entering a title

Once you have selected your file it will be shown in the screen below with default labels already added. Enter a title for your Interaction in the 'Interaction title' box shown below, then **save your project**.

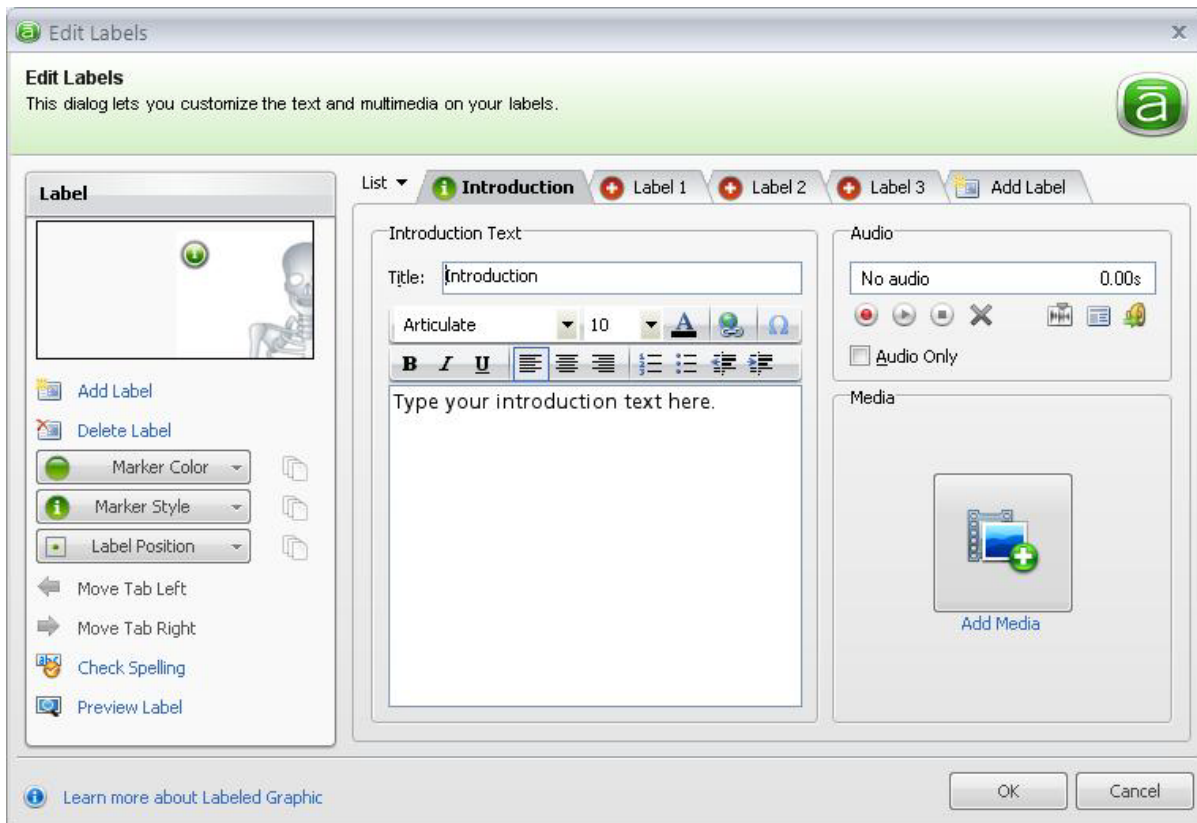


Step 6 of 10: Editing labels

To edit labels for the image select the 'Edit Labels' button from the top menu bar. You can also select the labels on the image by double clicking them.

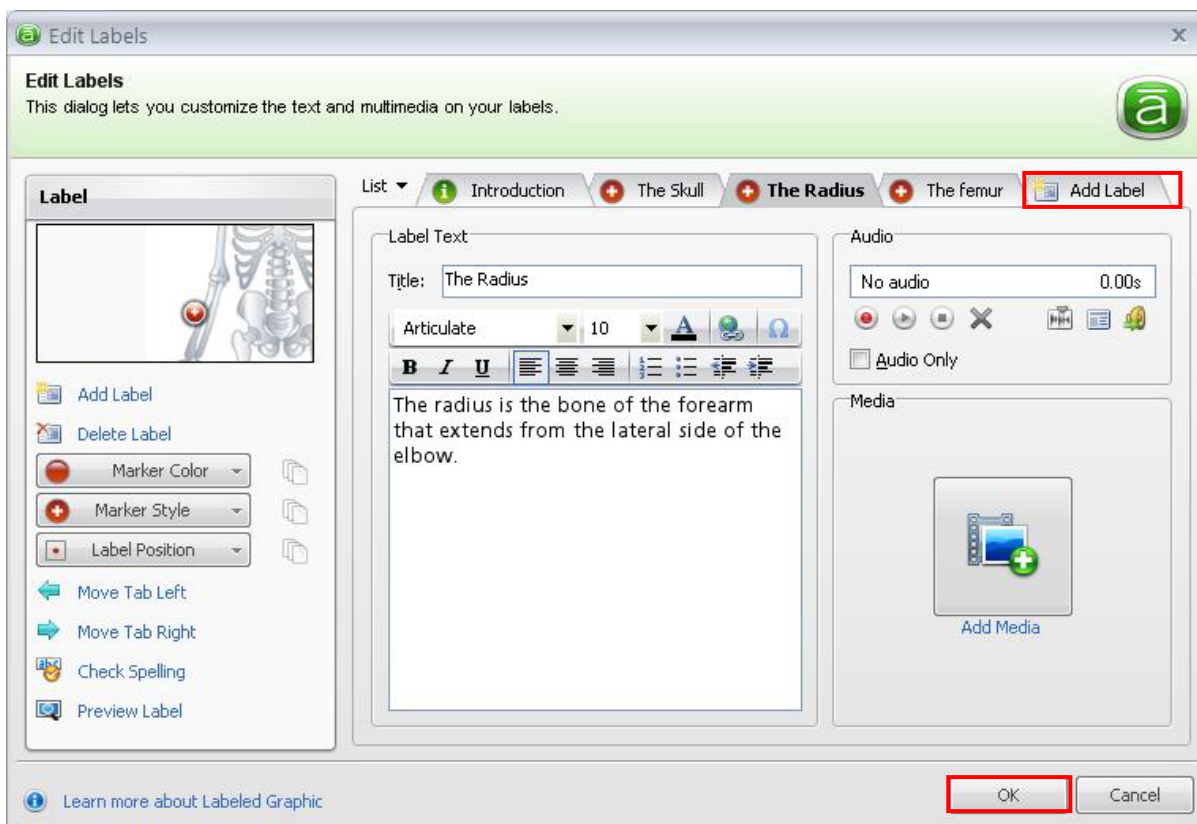


This will open the dialogue box below which shows the default labels and introduction. Each label consists of a title and description, to edit your labels click through the tabs and change the titles and descriptions for each.



Step 7 of 10: Adding new labels

If you wish to add a new label select the 'Add label' tab at the end of your labels.



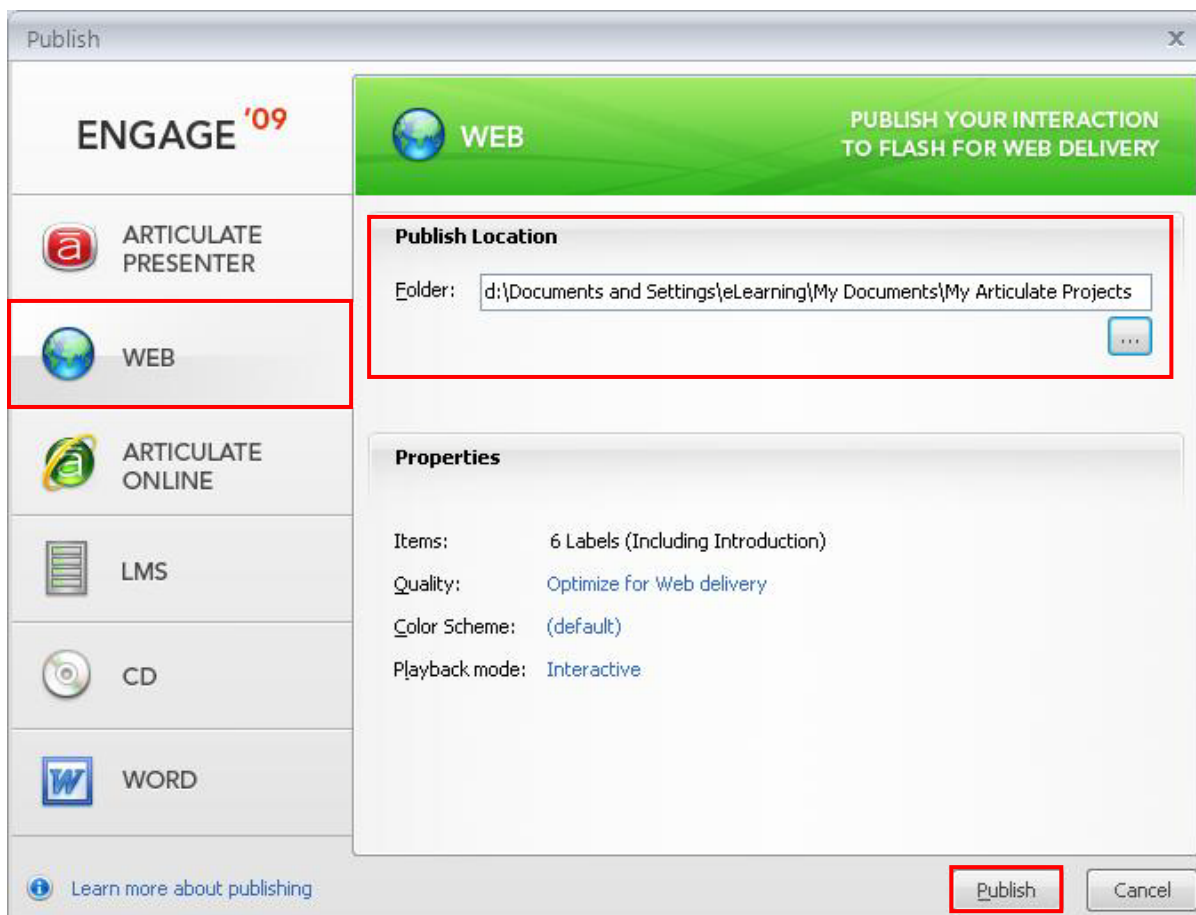
Once you have finished editing the content of your labels you will need to reposition them over the image. To do this click the 'OK' button to close the dialogue box and then select the labels with your mouse and drag them to the correct position on the image.

Step 8 of 10: Preview and Publish

Once you have positioned your labels you should preview your interaction by clicking the button shown below. This will open a new window showing your interaction. To return to editing your interaction, simply close this window to continue.

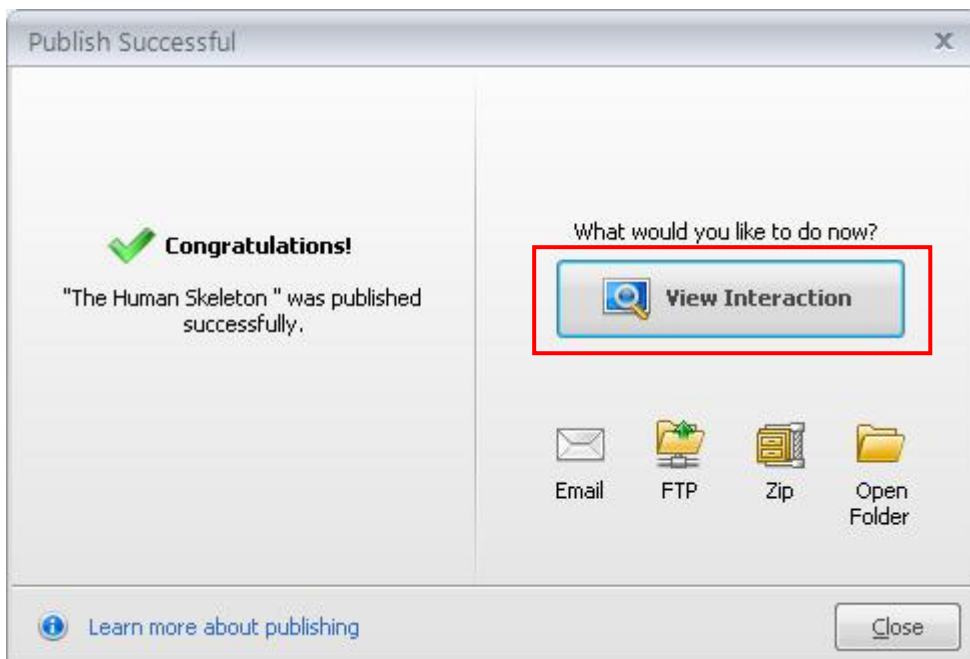


If you are happy with your preview select the 'Publish' button to publish your interaction, this will open a dialogue box where you can choose where you would like to publish you interaction. Select 'Web' from the pop-up dialogue box and select your location, and then click 'Publish'.



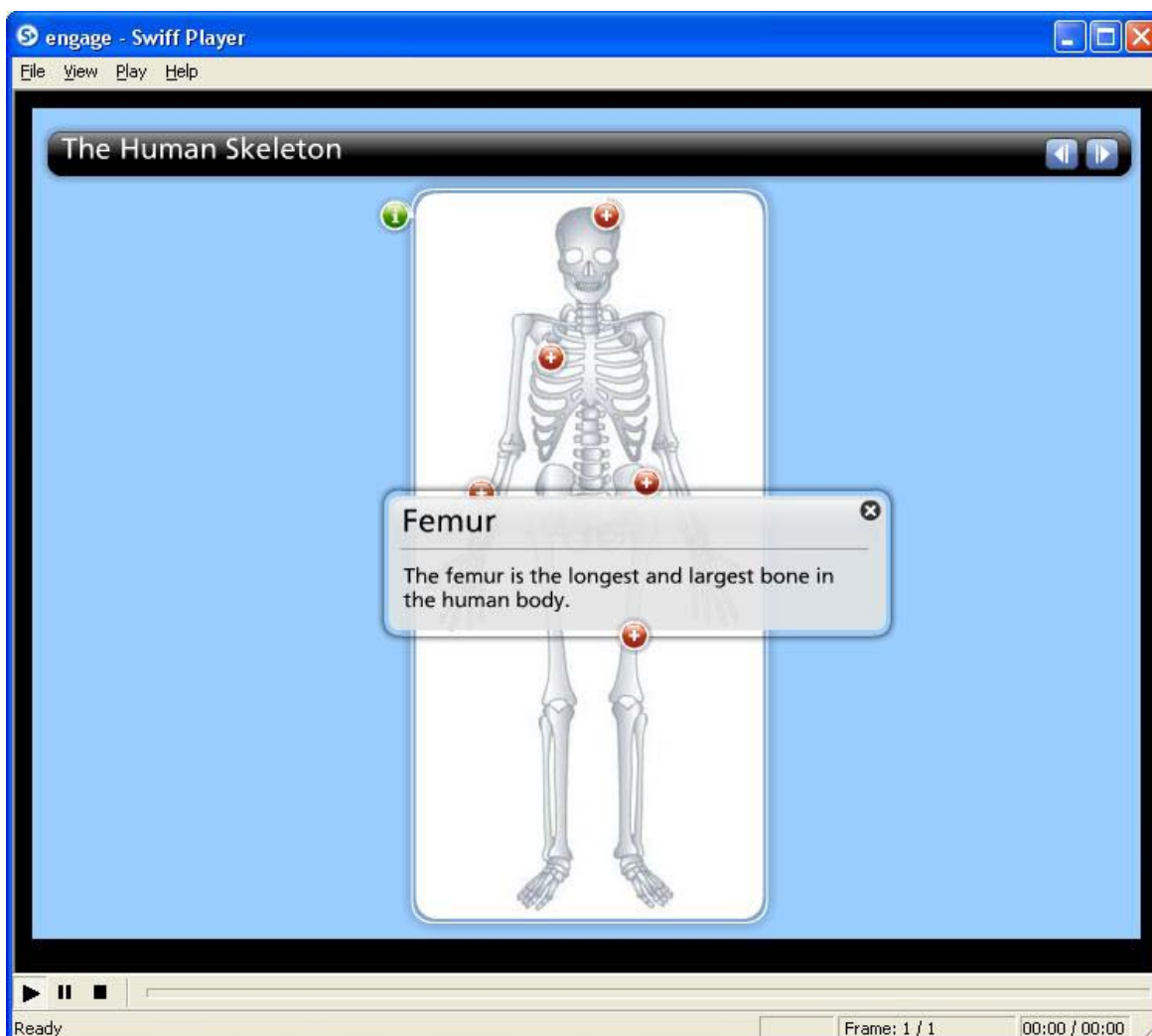
Step 9 of 10: Viewing your interaction

After you select publish you will be able to view your interaction.



Step 10 of 10: Completion!

Well done, you have completed your labelled graphic interaction!



Creating a Tabs Resource

What you'll need:

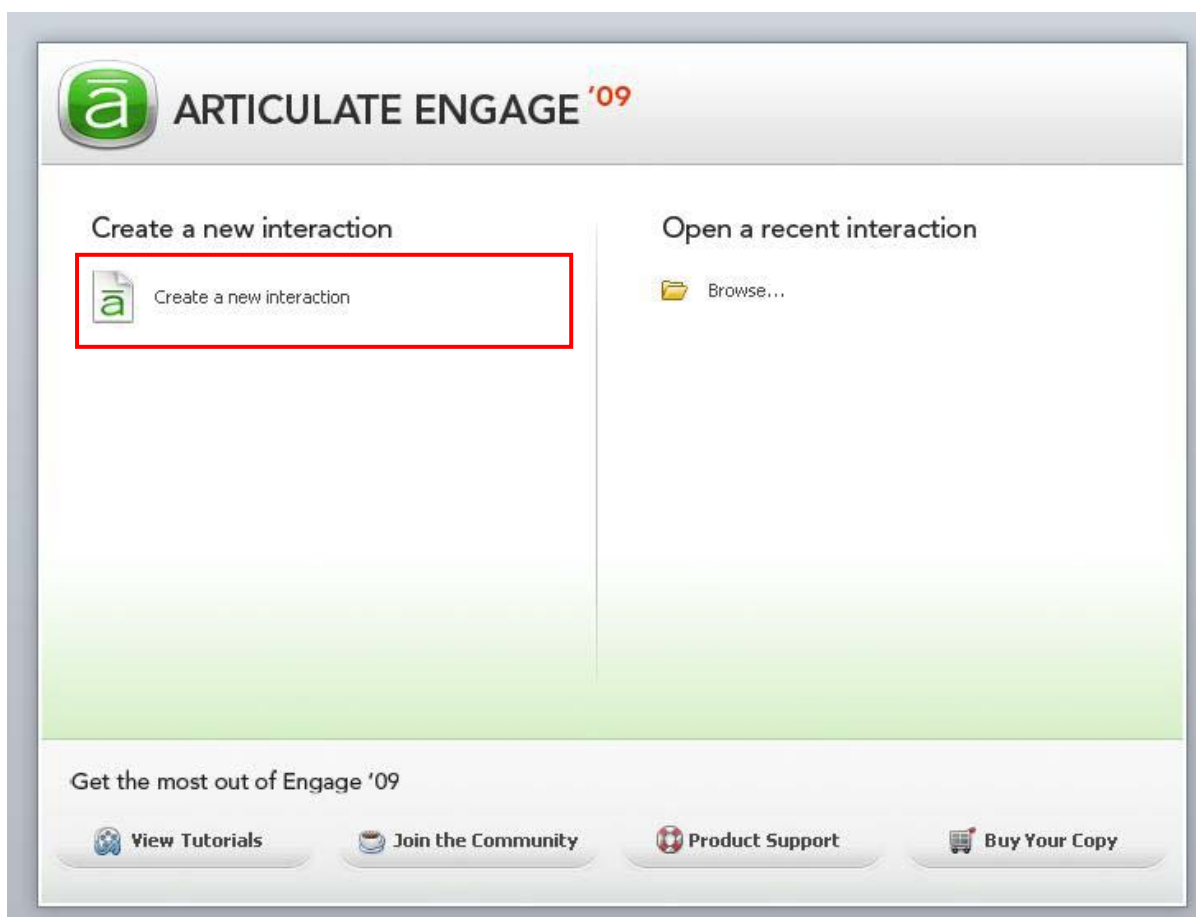
- *Articulate Engage* software
- A topic that can be broken down into clear terms and requires extra definition

Use this tool to:

- Break down a complex topic into smaller sections
 - Replace a bullet list and offer more explanation for each term
 - Create an interactive tool to make a topic easier to understand
-

Step 1 of 11: Create a new interaction

Open *Articulate Engage '09* software and select 'Create a new interaction'.



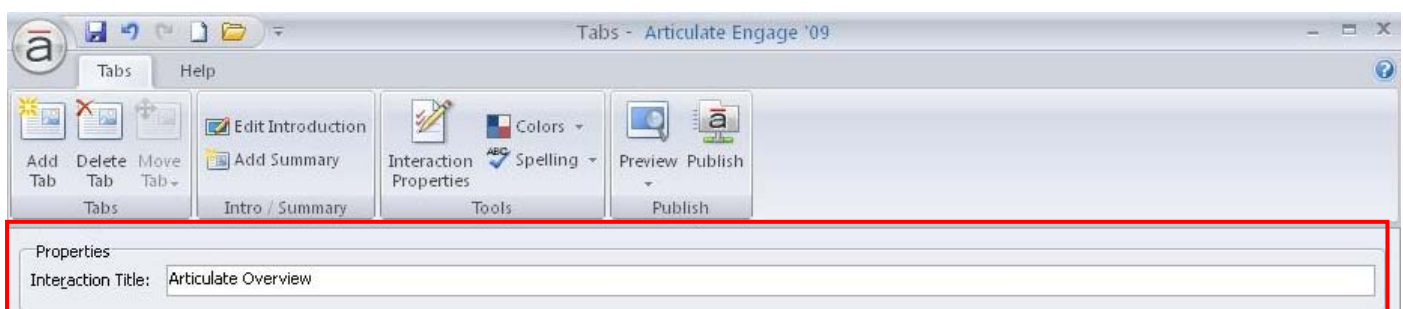
Step 2 of 11: Create a process

From the list of options provided select the 'Tabs' option on the left and then select 'ok'.



Step 3 of 11: Entering your title

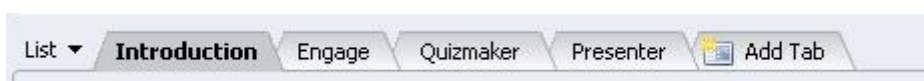
Articulate will load up a tab template for you to alter that is much like a series of MS PowerPoint slides. The first step is to give your resource a meaningful title. You can do this by completing the 'Interaction Title' field.



Step 4 of 11: Creating Your Tabs

By default your tab resource will be created with an Introduction slide and 3 blank tabs. If you have planned your resource in advance, you can simply create enough tabs to meet your needs by clicking on the 'Add Tab' button.

You can re-arrange your tabs in a different order by selecting the tab, and then moving it to the new desired location.



Step 5 of 11: Give each tab a meaningful title

Each tab in your resource should be given a meaningful title that gives a clear outline of what content will be explained in detail when a user clicks on the tab. The title can be entered into the 'Title' box that is displayed below the selected tab for each specific tab.

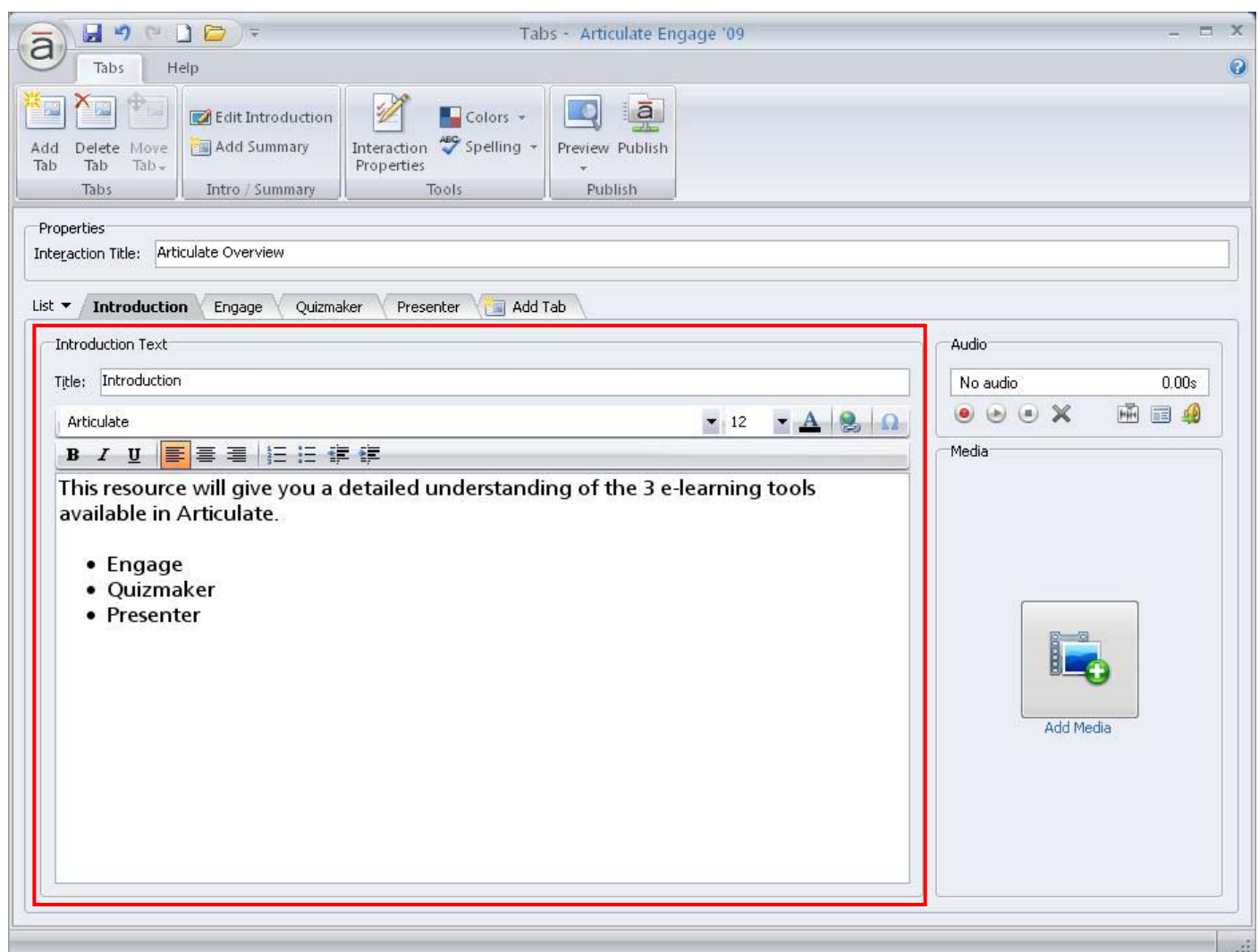
Now would be a good time to **save your file**.

Step 6 of 11: Add content to Introduction

The introduction slide will appear when the resource is started. It is a useful slide to summarise all of the tabs, and what a user might expect to gain from using this resource.

The content can be filled in using the text editing window. This tool gives you much of the same functionality that is available in a word processor. You are able to choose your font, add bullet points and do some basic formatting.

Remember to regularly **save your file**.

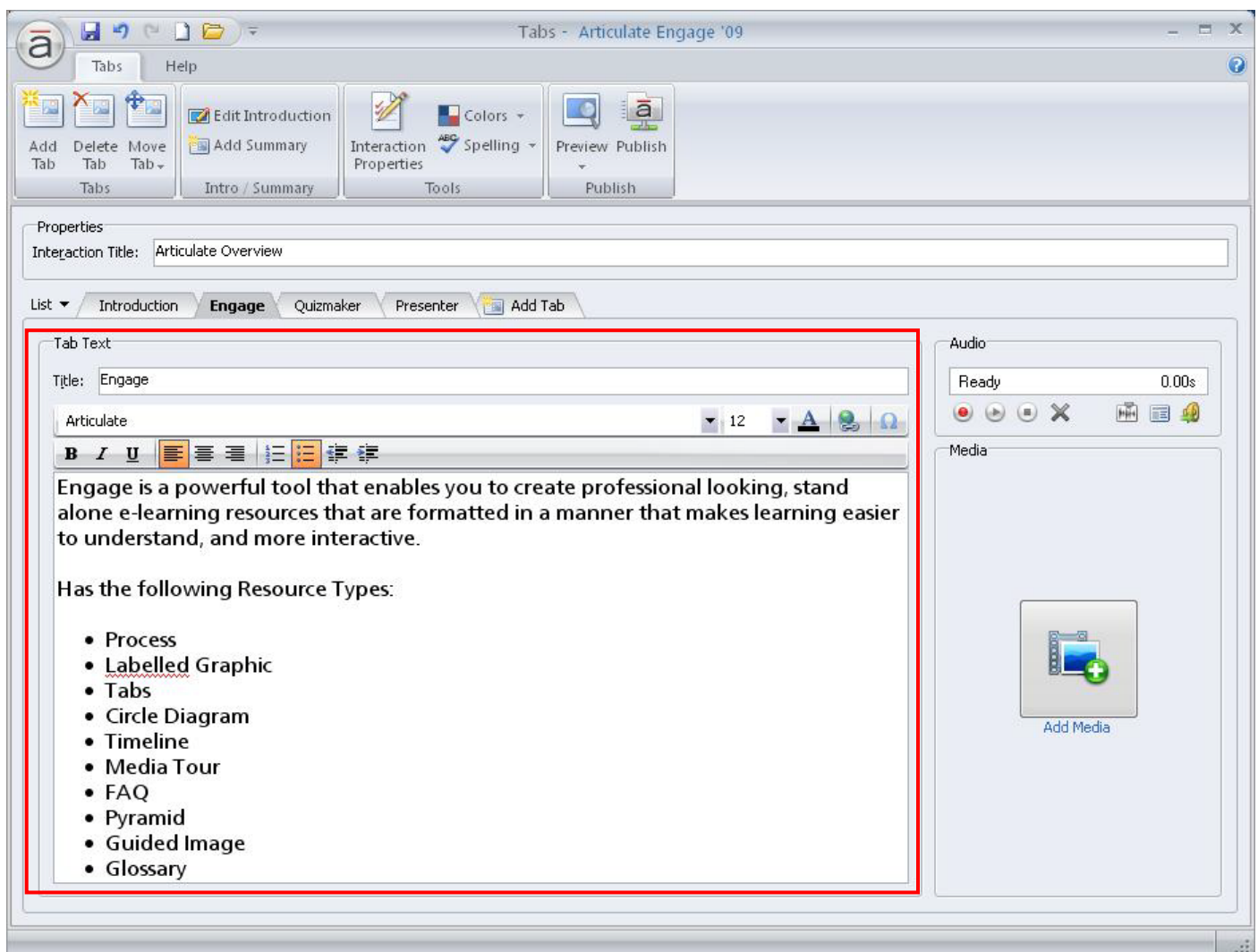


Step 7 of 11: Add content to your Tabs

You are now ready to start adding content to your tabs. The content in the tab is used to give a further explanation and definition to the material highlighted in the tab title.

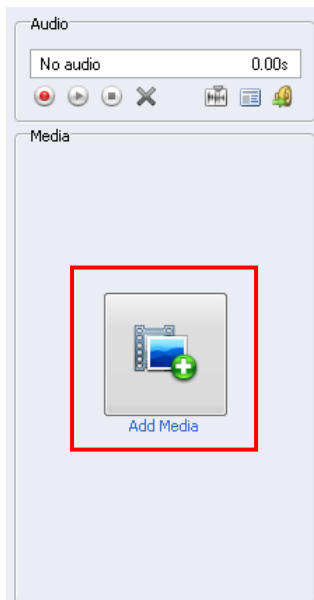
The content can be filled in using the text editing window. This tool gives you much of the same functionality that is available in a word processor. You are able to choose your font, add bullet points and do some basic formatting.

Remember to regularly **save your file**.



Step 8 of 11: Adding images to your tab

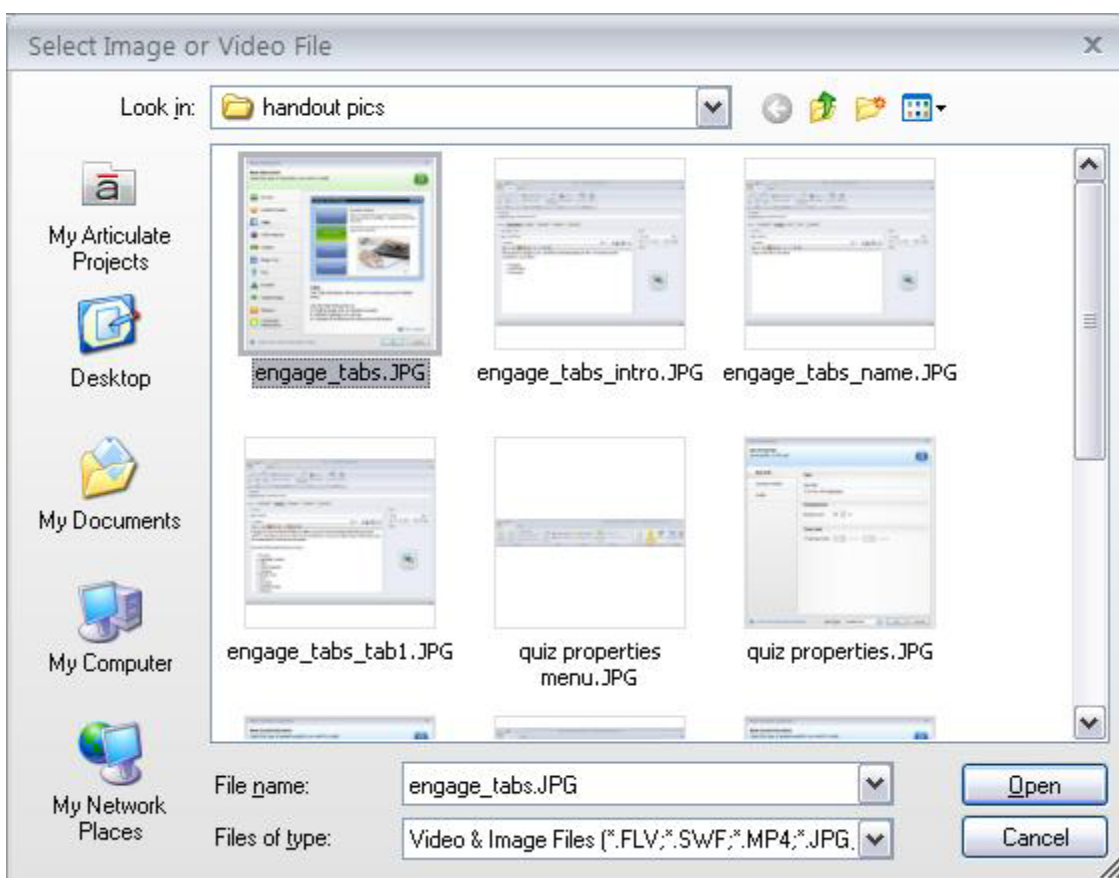
Images can add an extra level of detail to your process. Each tab can have its own image to help further explain the content further.



To add an image to your selected tab you need to click on the 'Add Media' button.

This will open a dialog box that gives you the option to select which file that you would like to include on this page.

You are able to select images, videos, and flash components in this section.



Once you have selected your file you will be presented with options for how you would like your media to be displayed within the tab page. This can be modified on each tab to suit the type of media that you have imported.



The options available to you after you have added your media file include being able to choose where the image appears on screen, setting the size, and enabling a zoom function for the media.

Positioning gives you the options to place the file in the; top, bottom, left, or right side of the page.

You have the option of allowing *Engage* to choose the correct size for your image, or you can change the dimensions manually.

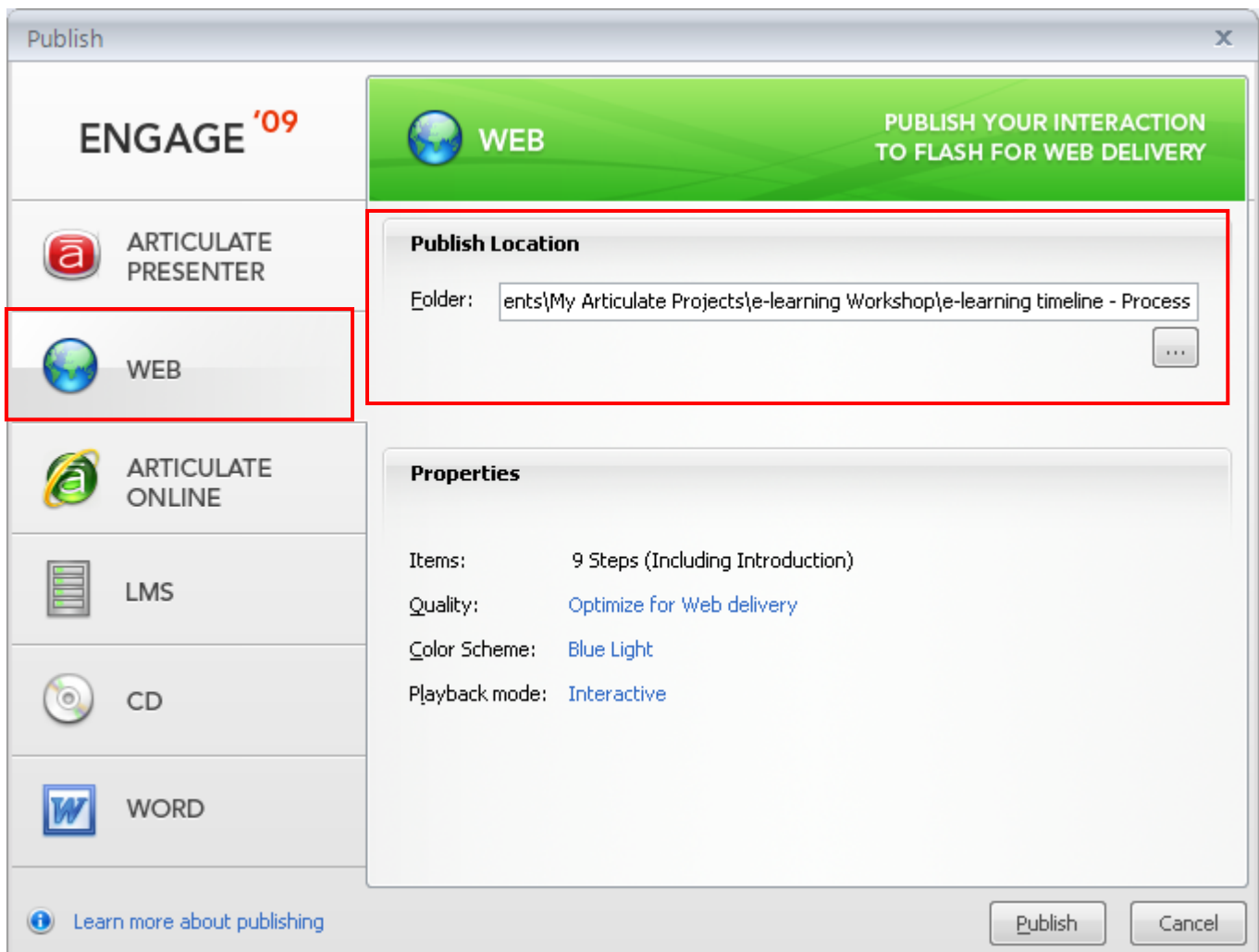
The zoom function allows large images to be clearly viewed without having to compromise on space for your text content,

Step 9 of 11: Preview and Publish

Once you have created all of your tabs and filled each page with your content and media you can see how the final version of the resource will look once it's been published. You can click on the 'Preview' button at any time to see how the interactive will look.

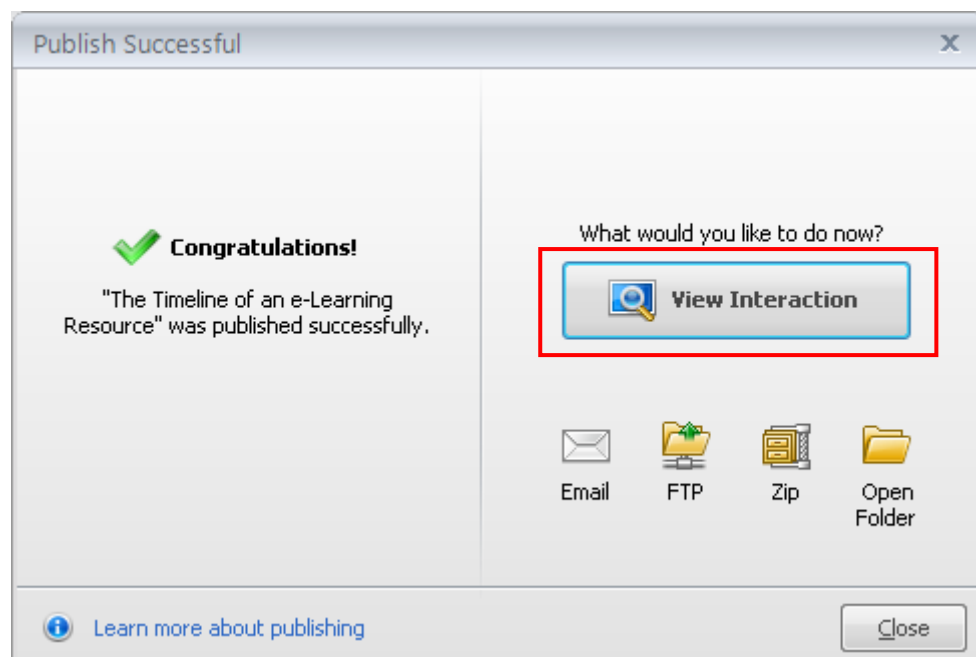


If you are happy with your preview select the 'Publish' button to publish your interaction, this will open a dialogue box where you can choose where you would like to publish you interaction. Select 'Web' from the pop-up dialogue box and select your location, and then click 'Publish'.



Step 10 of 11: Viewing your interaction

After you select publish you will be able to view your interaction.



Step 11 of 11: Completion!

Well done, you have completed your labelled graphic interaction!

Articulate Overview

Engage

Quizmaker

Presenter

Engage

Engage is a powerful tool that enables you to create professional looking, stand alone e-learning resources that are formatted in a manner that makes learning easier to understand, and more interactive.

Has the following Resource Types:

- Process
- Labelled Graphic
- Tabs
- Circle Diagram
- Timeline
- Media Tour
- FAQ
- Pyramid
- Guided Image
- Glossary

