

Working With Media

CHAPTER 8

Introduction

You've already learned how to add text and graphics. Now it's time to learn how to add other forms of media:

- **Audio:** Import or record sound such as narration, music, or sound effects.
- **Video:** Import or record video files, or embed them from popular video sharing sites such as YouTube and Vimeo.
- **Flash:** Import Flash animations or movies.
- **Web objects:** Insert live web pages that your students can interact with right in the course.

In This Chapter

- Audio
 - Closed Captioning
 - Video
 - Web Objects
 - Flash
-

[illegible]

Working With Audio

You can add audio to your course by importing an audio file you already have, recording it directly in Storyline, or generating narration using the text-to-speech feature.



POWER TIP

When you record or import audio, it is converted to **.mp3** format at 192 kbps (kilobits per second). When you publish your project, you can adjust the quality to help manage file size.



Publish Settings, p. 259

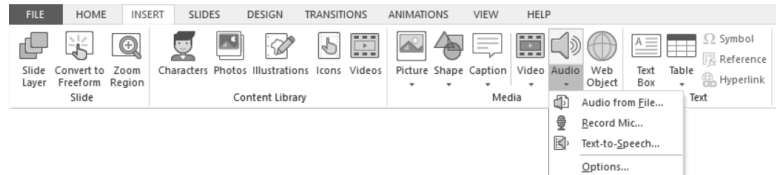
Audio File Types

.aac	.aif
.aiff	.m4a
.mp3	.ogg
.wav	.wma

Import Audio to a Slide

To import audio to a slide:

1. Go to the **Insert** tab.
2. Click the **Audio** drop-down button.
3. Select **Audio from File**.
4. Find and select the file you want.
5. Click the **Open** button.



BRIGHT IDEAS

- If you import a PowerPoint slide with audio recorded in PowerPoint or Articulate Presenter, the audio is imported and works like any other audio. If the audio was attached as a file in PowerPoint, it will not be imported.
- If you import an Engage file that contains audio, that audio plays in Storyline as well; however, like the rest of the Engage interaction, it cannot be edited in Storyline.

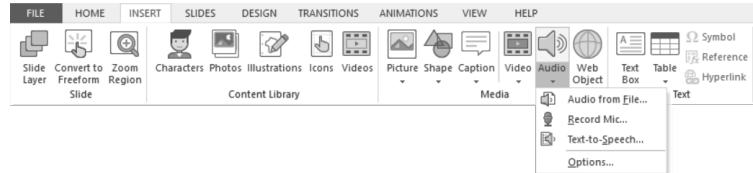


Import a Slide, p. 31

Record Audio in Storyline

To record audio in Storyline:

1. Go to the **Insert** tab.
2. Click the **Audio** drop-down button.
3. Select **Record Mic**.
4. Click the **Record** button. **(A)**
5. Speak into your microphone.
6. Click the **Stop** button. **(B)**
7. Click the **Save** button.



You have the following options before and after recording:

- **Narration script:** Click this button to bring up any text you have in the **Notes** panel for that slide.

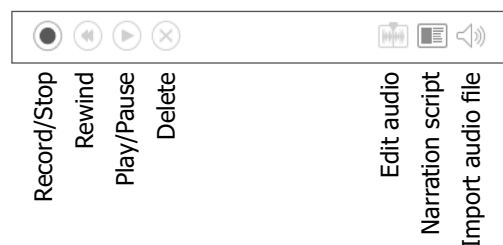
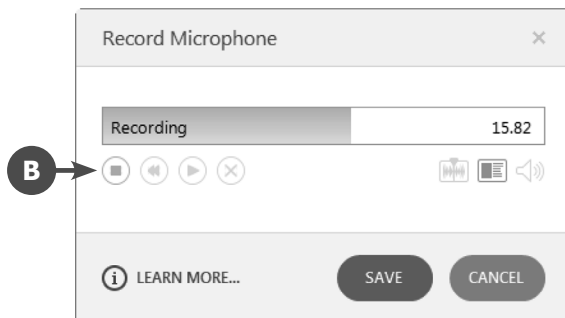
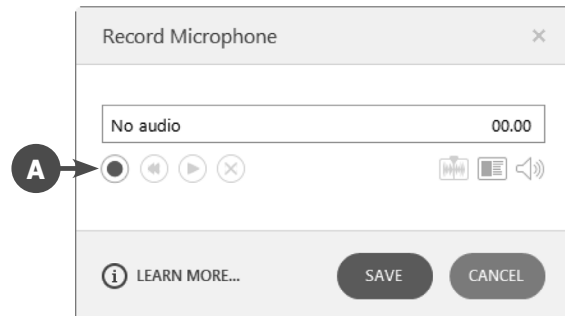


Slide Notes, p. 43

- **Import audio file:** This button works the same as the procedure on the previous page. If you have already recorded audio here, importing a new file will replace what you just recorded.

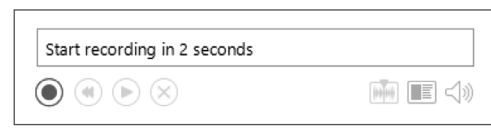
You have the following options after recording:

- **Record:** Click this button to re-record the audio over what you just recorded.
- **Play/Pause/Rewind:** Use these buttons to listen to what you've recorded.
- **Delete:** Click this button to delete the audio on the slide.
- **Edit audio:** Click this button to go to the audio editor, which you'll learn about on page 106.



CAUTION

When you click the **Record** button, the recording doesn't actually start for two seconds. Watch for the text prompts so that you don't start talking before the recording truly starts.

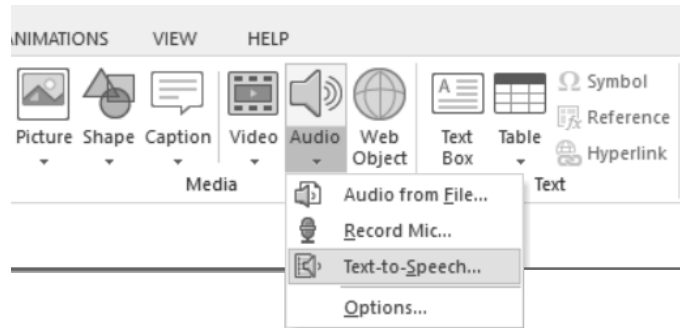


Converting Text to Speech

Rather than have a live human record your audio, you can add system-generated audio. With just a few clicks, you can take your text and turn it into a recording.

To convert text to speech:

1. Go to the **Insert** tab.
2. Click the **Audio** drop-down button.
3. Select **Text-to-Speech**.
4. Enter the text you want to convert to audio.
5. Select your options. (See below.)
6. Click the **Insert** button.

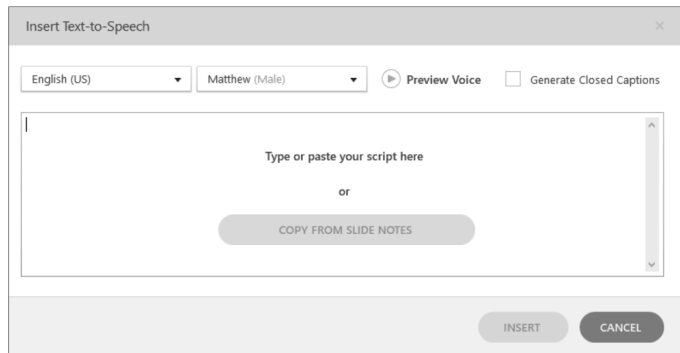


TIME SAVER

If you have your narration text in the **Slide Notes** panel, you can just click the **Copy from slide notes button** to paste that text here.



Slide notes, p. 43



Additional Options:

Select a Language (A)

Use this menu to select the language of your script to help with the proper pronunciation. In some cases, you can pick between different accents, such as the accent from Canada or France for the French language.

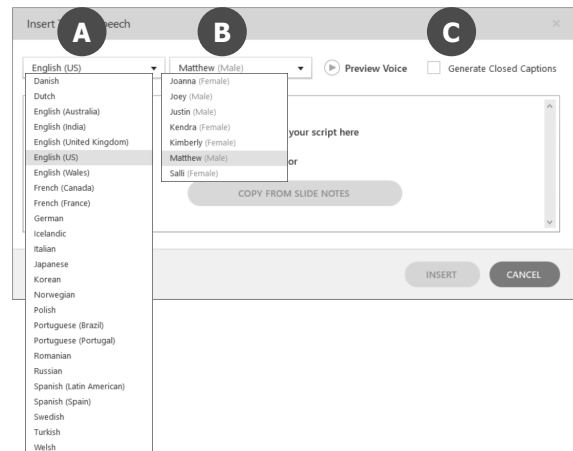
Note: This feature does not translate your script into another language. Selecting the language simply tells Storyline what phonetic rules to use when generating the speech.

Select a Voice (B)

Use this menu to select a voice to use for your script. There are several to choose from, both male and female. Click the **Preview Voice** button to find out what it will sound like.

Generate Closed Captions (C)

Select this option to automatically generate closed captions based on your script.

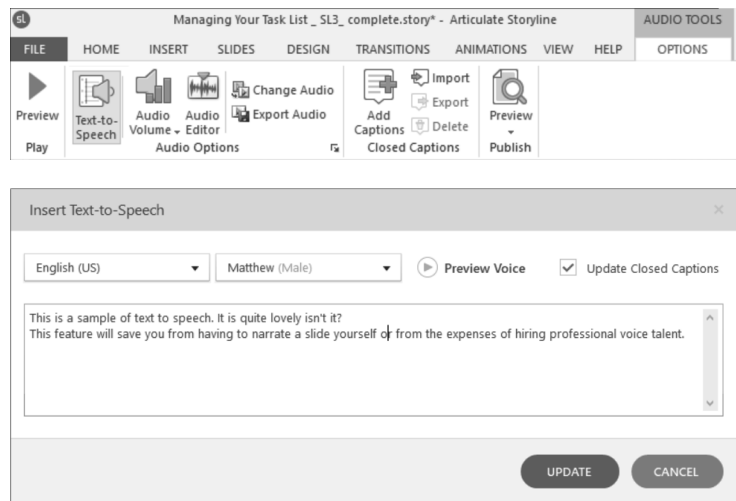


Closed captions, p. 109

Editing Text-to-Speech

To edit existing text-to-speech:

1. Select the audio file in the timeline.
2. Go to the **Options** tab.
3. Click the **Text-to-Speech** button.
4. Make your changes.
5. Click the **Update** button.



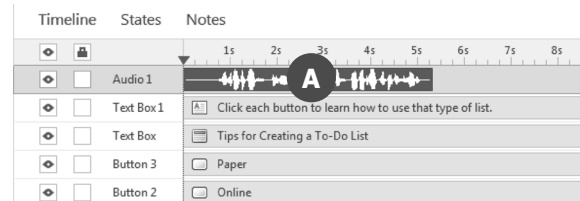
BRIGHT IDEA

The generated voice will sound a little bit robotic, and some students might not like it. However, the generated version can be great during review cycles while you are still making changes. Then you can swap the audio with the professional recording at the end.

Delete Audio From a Slide

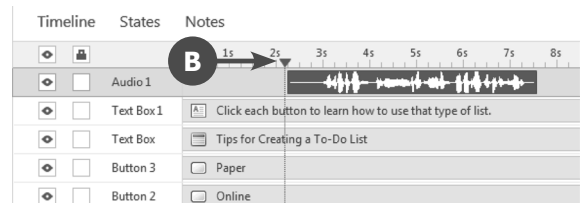
To delete audio from a slide:

1. Click the audio item in the timeline. **(A)**
2. Press the **Delete** key on your keyboard.



Adjust Timing of Audio

When you import or record audio on your slide, it appears at the playhead in the timeline. **(B)** If you want to change the starting point of the audio, simply click and drag the audio item left (earlier) or right (later) in the timeline.



POWER TIP

You can use triggers to have more control over when your media plays.



Play/Pause/Stop Media Actions, p. 152



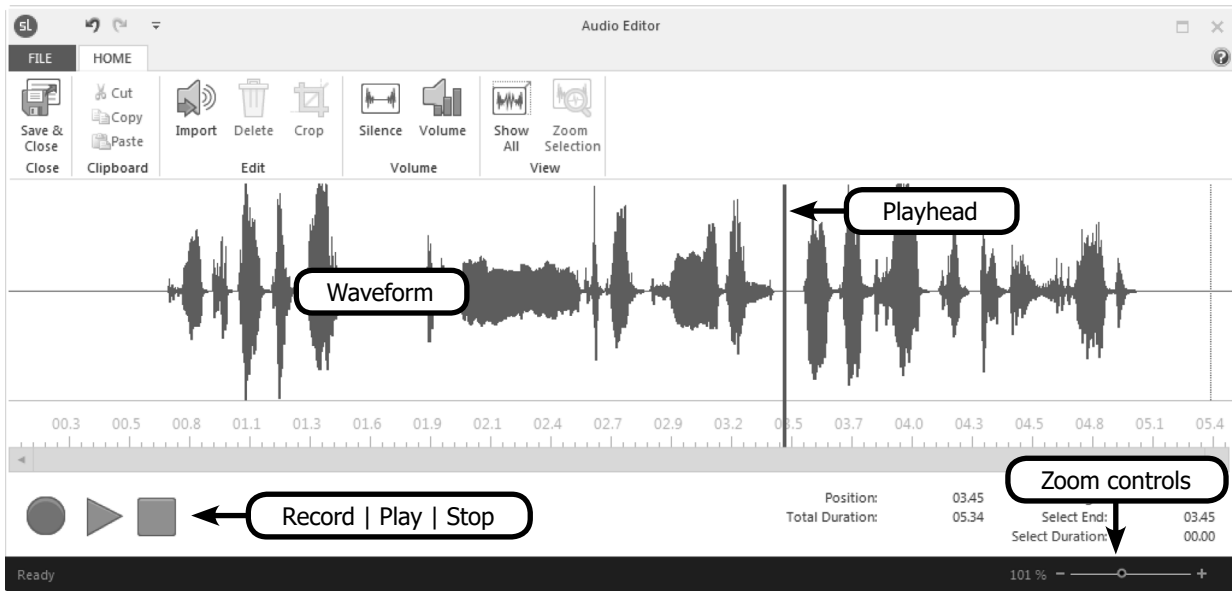
BRIGHT IDEAS

Tips for Working With Audio

The best way to get good quality audio is to start with the right recording environment.

- Use a unidirectional microphone with a foam windscreen. Unidirectional means it tries to pick up what's coming from your mouth but not what's coming from anywhere else around you. The windscreen helps reduce popping noises from "high breath" sounds such as "p" and "f."
- To avoid echo, record in a room with soft surfaces, if possible. A carpeted room with curtains would be better than a tiled room with large glass windows.
- To reduce static and hissing, avoid interference from air conditioners, fluorescent lights, and electronic equipment.
- If you have to re-record any of your audio, try to use the same recording environment, if possible.
- Don't record audio if you are congested. If you have to go back and record edits later when you are feeling better, it may be impossible to match the tone you had earlier.
- If you need to edit your audio, you can use the audio editor, or you can export it, edit it in third-party software (which may have more advanced editing features), and then import the new version.
- If you edit your audio, be sure to check the timing of your on-screen elements. The timing may not match anymore.

The Audio Editor



Working in the Audio Editor

- Click in the waveform to move the playhead.
- Click the **Play** button to play from the location of the playhead.
- Click and drag your mouse across the waveform to select a section of audio.
- Click the **Show All** button to zoom the waveform to view all the audio at once.
- Click the **Zoom Selection** button to zoom in to show only the selected audio.



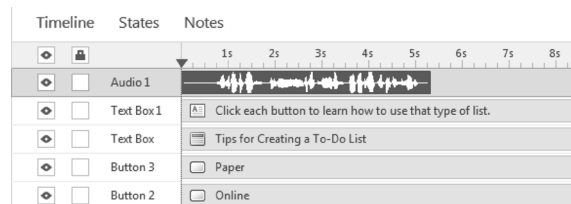
TIME SAVER

Press the **Space** bar on your keyboard to toggle between play and pause.

Edit Audio

To edit audio:

1. Double-click the audio in the timeline.
2. Make the changes you want. (See next page.)
3. Click the **Save & Close** button.



Audio Editing Options

To delete a section of audio:

1. Click and drag your mouse to select the part you want to *delete*.
 2. Click the **Delete** button.
- _____ or _____
1. Click and drag your mouse to select the part you want to *keep*.
 2. Click the **Crop** button.

To adjust the volume:

1. Select the section of audio you want to change.
2. Click the **Volume** button.
3. Click and drag the slider left (softer) or right (louder).
4. Click the **OK** button.

To insert silence:

1. Click in the waveform where you want to insert silence.
2. Click the **Silence** button.
3. Enter the number of seconds of silence you want to add.
4. Click the **OK** button.

To record new audio:

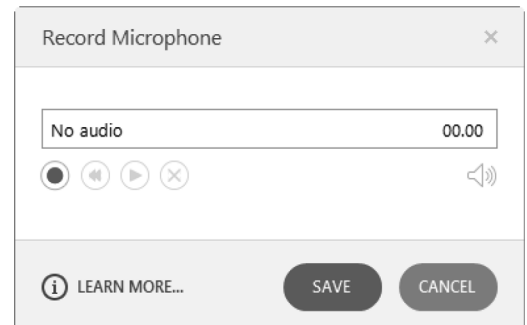
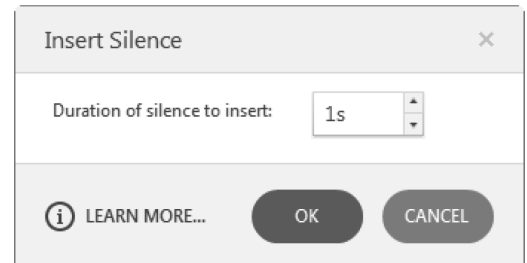
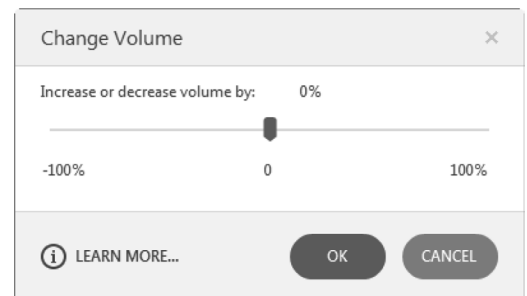
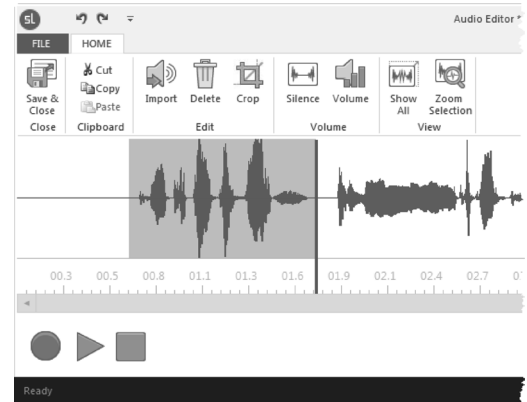
1. Click in the waveform where you want the audio to start or select the section you want the new audio to replace.
2. Click the **Record** button in the **Audio Editor**.
3. Click the **Record** button in the **Record Microphone** dialog box.
4. Speak into the microphone.
5. Click the **Stop** button.
6. Click the **Save** button.

To import new audio:

1. Click in the waveform where you want the audio to start or select the section you want the new audio to replace.
2. Click the **Import** button in the **Audio Editor**.
3. Find and select the file you want to import.
4. Click the **Open** button.

To cut or copy and paste audio:

1. Select the section you want to cut or copy.
2. Click the **Cut** or the **Copy** button.
3. Click in the waveform where you want to paste the audio, or select the section of audio you want to replace with the pasted audio.
4. Click the **Paste** button.



Audio Tools

The **Audio Tools: Options** tab, which is available when the audio is selected in the timeline, provides some of the same options as the audio editor, along with a few additional options.

To change volume for the selected audio:

1. Click the **Audio Volume** drop-down button.
2. Select the volume level you want.

To replace the current audio with a different file:

1. Click the **Change Audio** button.
2. Find and select the file you want to use.
3. Click the **Open** button.

To export the selected audio:

1. Click the **Export Audio** button.
2. Navigate to where you want to save the file.
3. Enter a name for the file.
4. Click the **Save** button.

You can save the file as **.wav**, **.mp3**, or both.

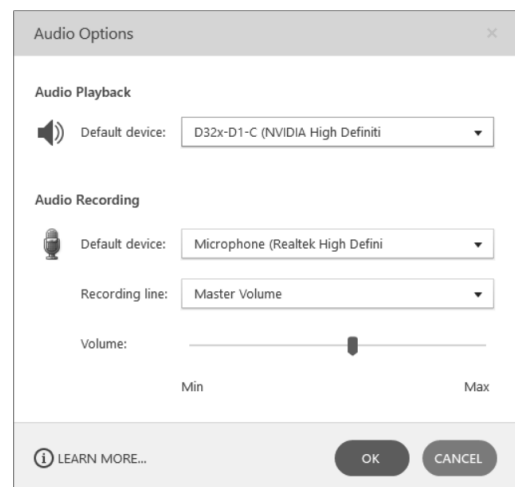
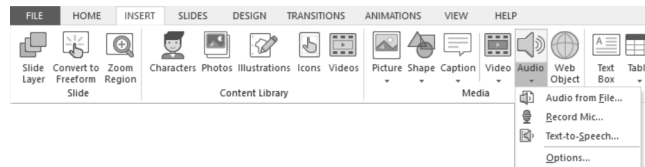
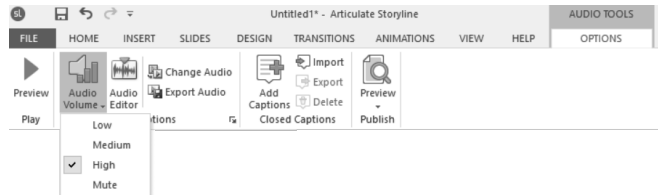
The **Audio Options** dialog box, which you can access from the **Audio** drop-down button, gives you options that affect the entire project.

- **Audio Playback: Default device:** Select which output device you want to use to listen to the audio playback.
- **Audio Recording: Default device:** Select which recording device you want to use when you record. For example, you could select your computer's built-in microphone or one that you plug in.
- **Recording line:** The recording line is for recording sounds that your computer makes. Use the volume slider to change the volume.



TIME SAVER

Double-click the speaker icon that appears to the bottom left of the slide to preview the audio. Right-click the icon to access many of the same features as are on the **Sound Tools** tab. Note that if you delete this icon, you delete the audio as well.

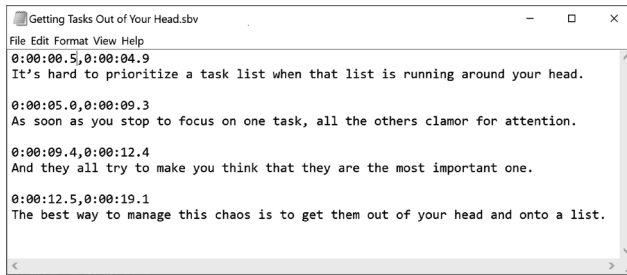


Closed Captioning

Articulate Storyline lets you add closed captioning to audio and video files. When you attach a closed caption file to a slide, a button appears in the player (A) that lets the learner toggle the synchronized captions on and off. There are two ways to add captions:

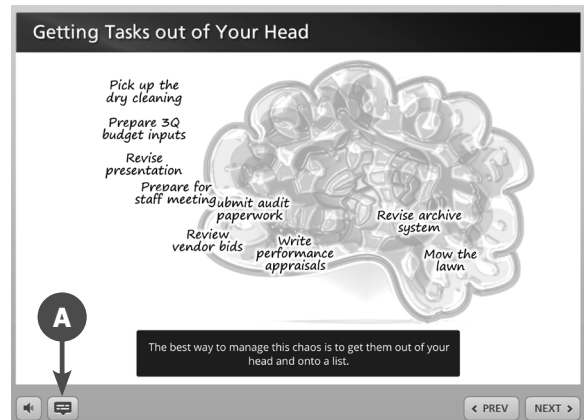
- Create/import a caption file. Storyline accepts these industry-standard formats: SRT, VTT, SBV and SUB. These are text files that include the text for each caption and the time stamps for when it should appear.
- Manually create your own captions in Storyline.

The closed captions can be controlled by the student in the player. This is covered in chapter 14.



Example SBV caption file

Finished course with captions showing >>



Import and Manage a Closed Caption File

To import a closed caption file:

1. Select the audio or video file you want.
2. Go to the **Options** tab.
3. Click the **Import** button.
4. Find and select the caption file you want to use.
5. Click the **Open** button.

To replace a closed caption file:

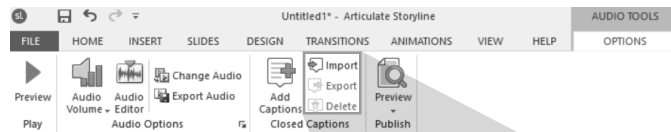
1. Select the audio or video file you want.
2. Go to the **Options** tab.
3. Click the **Import** button.
4. Find and select the caption file you want to use.
5. Click the **Open** button.

To delete a closed caption file:

1. Select the audio or video file you want.
2. Go to the **Options** tab.
3. Click the **Delete** button.

To export a closed caption file:

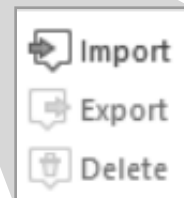
1. Go to the **Options** tab.
2. Click the **Export** button.
3. Designate a name and location for the file.
4. Click the **Save** button.



Import/Replace Caption

Export Closed Captions

Delete Captions



Manually and Edit Create Closed Captions

To manually create closed captions:

1. Select the audio or video file in the timeline.
2. Go to the **Options** tab.
3. Click the **Add Captions** button.
4. Click in a caption placeholder, and paste your caption text for that section of audio.
5. Add, delete, and resize caption placeholders, as needed. (See below.)
6. Click the **Save & Close** button.

To edit captions:

1. Select the audio or video file in the timeline.
2. Go to the **Options** tab.
3. Click the **Edit Captions** button.
4. Make your changes.
5. Click **Save & Close** button.

Options

The player controls **(A)** let you play and pause the audio and quickly jump to the next and previous captions.

The **Insert Caption** button **(B)** lets you manually insert a caption at the current playhead position.

The **Delete Caption** button **(C)** deletes the selected caption.

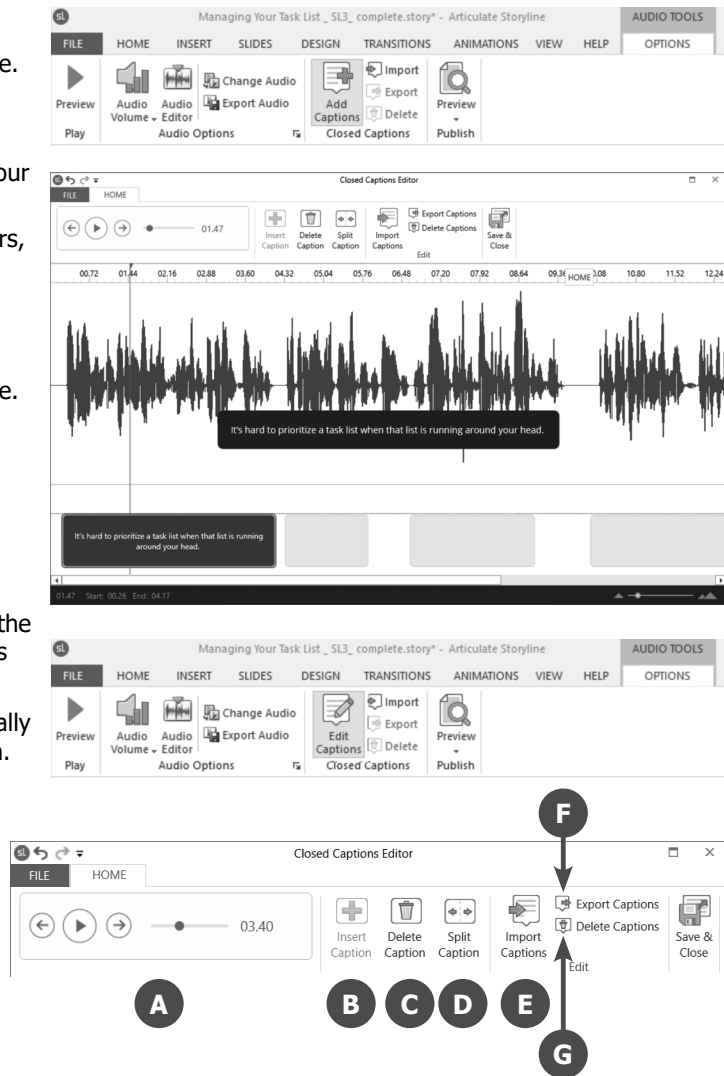
The **Split Caption** button **(D)** lets you split a single caption into two captions. This is useful for longer captions that take up too much space on screen.

The **Import Captions** button **(E)** lets you replace all the captions by importing a closed caption file such as **.srt**, **.vtt**, etc.

The **Export Captions** button **(F)** lets you save your captions as a **.vtt** file.

The **Delete Captions** button **(G)** deletes all the captions for the slide.

You can adjust the start time, end time, and length of a caption by clicking and dragging the right or left edge of the caption.



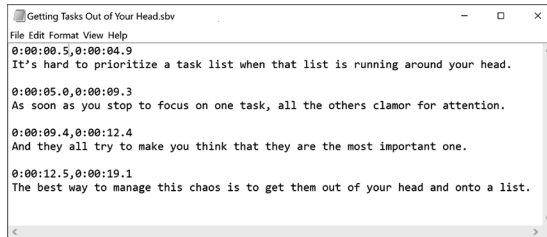
Tips for Working With Closed Captioning



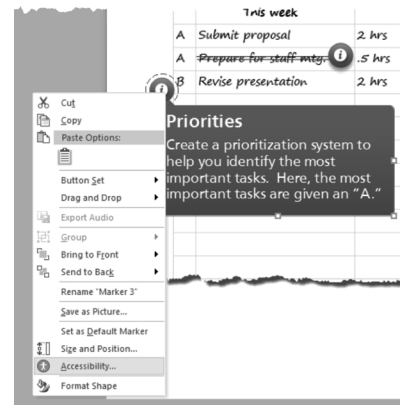
BRIGHT IDEAS

How do you get a caption file to import?

- Create and export captions from free services such as YouTube or Amara.
- Use a professional captioning service such as 3PlayMedia.
- Manually creating your caption files outside of Storyline can be helpful if you have team members who can help but who don't have a Storyline license.
- Manually create your own file in Notepad using the exact same formatting as the example shown here. After you save it, change the file extension from **.txt** to **.sbv**.



If you add audio to a marker, you can't select it to get an **Options** tab. If you right-click the marker and select **Accessibility**, you can add audio or video captions in a dialog box.



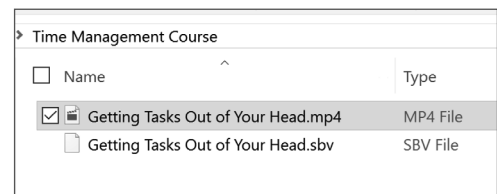
CAUTIONS

- If you are going to use closed captions, design your slides so that there is nothing critical in the space where the closed captioning will appear.
- Captions cannot be added to videos from a website or Flash movies. SWF files can have captions if you add them as a video instead of as a Flash movie.
- If your caption file includes formatting tags, then any bolding, underlining, and italics will be supported. Any other formatting tags, such as font or color, will be ignored. You can adjust the font in the **Player** dialog box.



TIME SAVER

When you import an audio or video file that has a corresponding caption file, Storyline will automatically import both when you add the video file. This works if both files are in the same location and have the exact same name.



Working With Video

As with audio, you can either import video or record it from within Storyline (if you have a webcam or other video camera attached to your computer). In addition, you can add a video from a website such as YouTube.

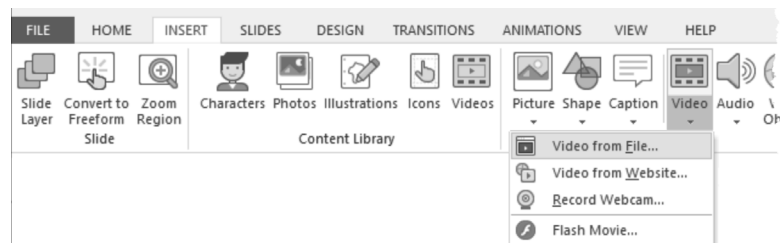
Video File Types

.3g2	.m1v	.mpeg
.3gp	.m2v	.mpg
.asf	.m4v	.qt
.avi	.mov	.swf
.dv	.mp4	.wmv
.flv	.mpe	

Import Video to a Slide

To import video to a slide:

1. Go to the **Insert** tab.
2. Click the **Video** drop-down button.
3. Select **Video from File**.
4. Find and select the file you want.
5. Click the **Open** button.



BRIGHT IDEAS

- You can search for free videos in the content library.



Content Library, p. 61

- If you import a PowerPoint slide that has video (added from either the PowerPoint **Insert** menu or from Articulate Presenter), the video is imported, appears on the Storyline timeline, and works like any other video.
- If you import an Engage file that contains video, the video plays in Storyline as well; however, like the rest of the Engage interaction, it cannot be edited in Storyline.



Import a Slide, p. 31

- Videos can be moved and resized just like graphics can.

Record Video in Storyline

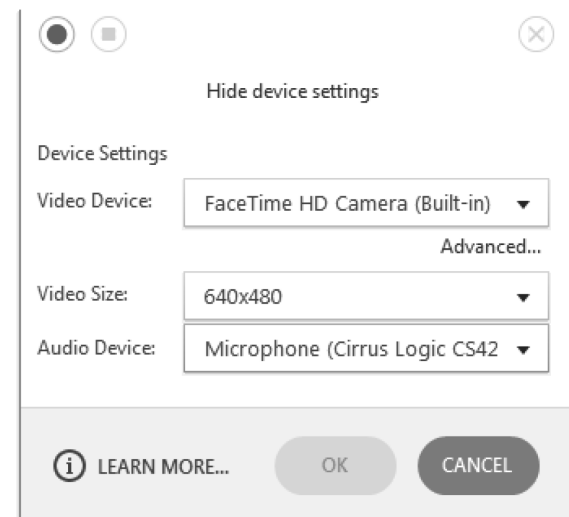
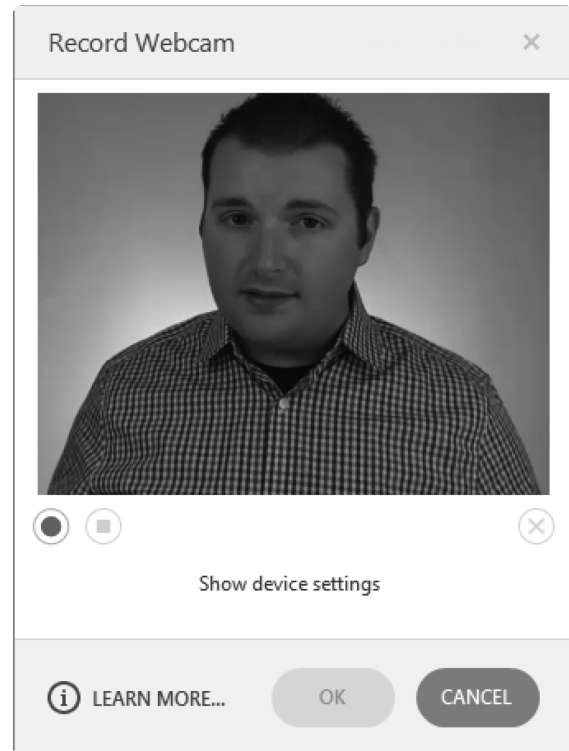
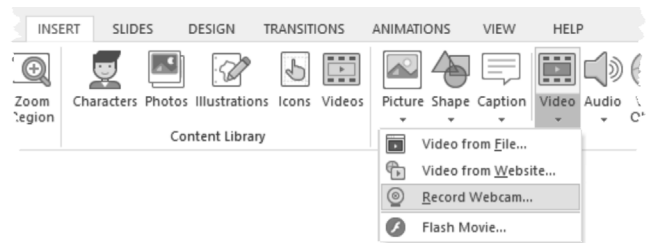
If you have a webcam or video camera attached to your computer, you can record video from within Storyline.

To record video in Storyline:

1. Go to the **Insert** tab.
2. Click the **Video** drop-down button.
3. Select **Record Webcam**.
4. Click the **Record** button.
5. Do whatever you plan to record.
6. Click the **Stop** button.
7. Click the **OK** button.

Click the **Show device settings** link for the following options:

- **Video Device:** Storyline automatically searches for a webcam on your computer. If one is not found, a **No Signal** message is displayed. If this happens, use this drop-down menu to select your webcam. You can also use this menu if you want to use a different webcam than the one that was automatically selected.
- **Advanced:** This link gives you access to any webcam management software that you might have on your system. It allows you to adjust the color, brightness, contrast, special effects, etc., independent of the Storyline settings.
- **Video Size:** This drop-down menu gives you options for the pixel size of the video to be captured, based on the settings available for your camera.
- **Audio Device:** From this drop-down menu, you can select which audio device is used to record audio in conjunction with the video. In most cases, there will be an audio option for your web camera.

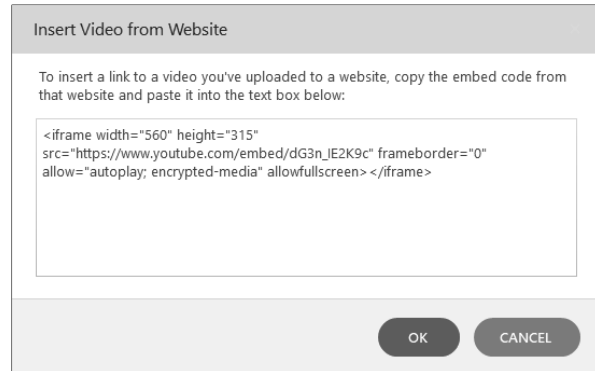
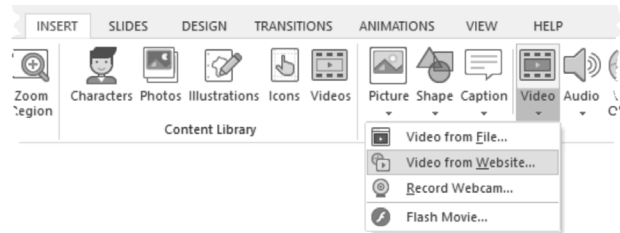


Embed a Video From a Website

You can add video to your slides from popular video sharing websites such as YouTube, Vimeo, or any other website that provides an embed code.

To embed a video from a website:

1. Go to the web page with the video you want to embed.
2. Find and copy the embed code. (See below.)
3. In Storyline, go to the **Insert** tab.
4. Click the **Video** drop-down button.
5. Select **Video from Website**.
6. Paste the embed code in the space provided.
7. Click the **OK** button.

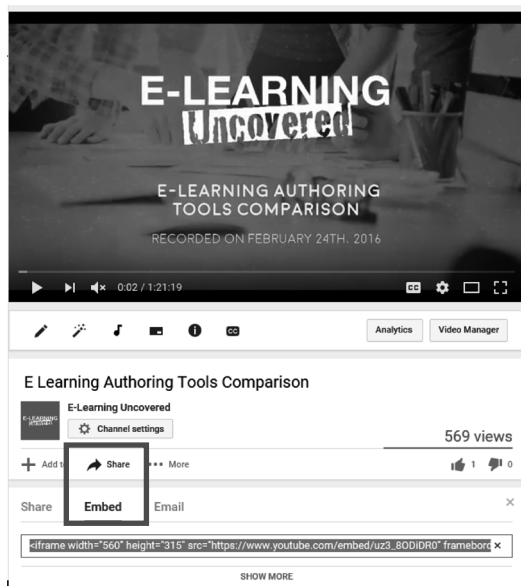


BRIGHT IDEA

How do you find the embed code? Here are the methods for two popular video-sharing sites (at the time of publication).

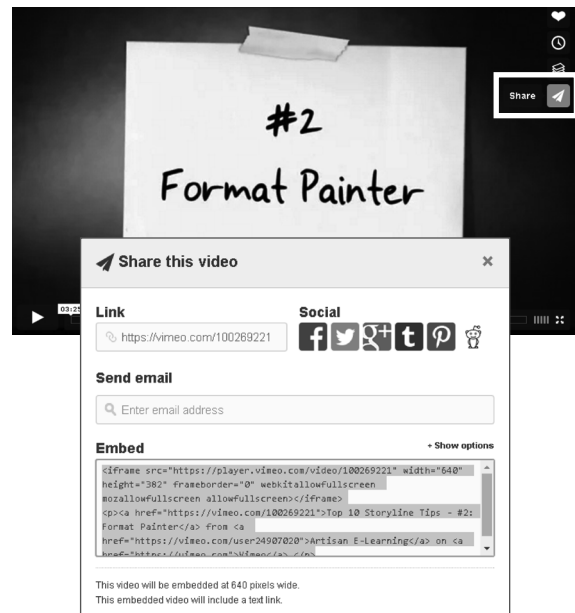
YouTube

1. Click the **Share** button below the video.
2. Click the **Embed** button.
3. Copy the code that appears below the video.



Vimeo

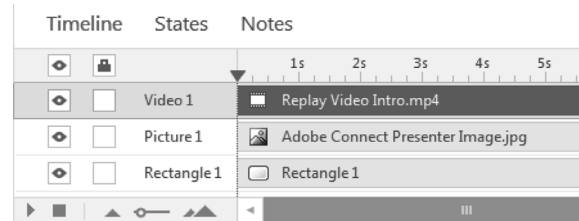
1. Hover your mouse over the video.
2. Click the **Share** icon.
3. Copy the embed code in the pop-up window.



Delete Video From a Slide

To delete video from a slide:

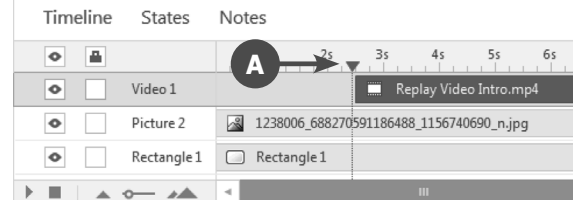
1. Click the video item in the timeline.
2. Press the **Delete** key on your keyboard.



Adjust Timing of Video

When you import or record video on your slide, it appears wherever the playhead is in the timeline. **(A)** If you want to change the starting point of the video, simply click and drag the video item left (earlier) or right (later) in the timeline.

If you shorten the length of the video in the timeline (either by adjusting the start or the end time), it cuts off the end of the video. For example, if you shorten the video by two seconds, two seconds are cut off from the end.



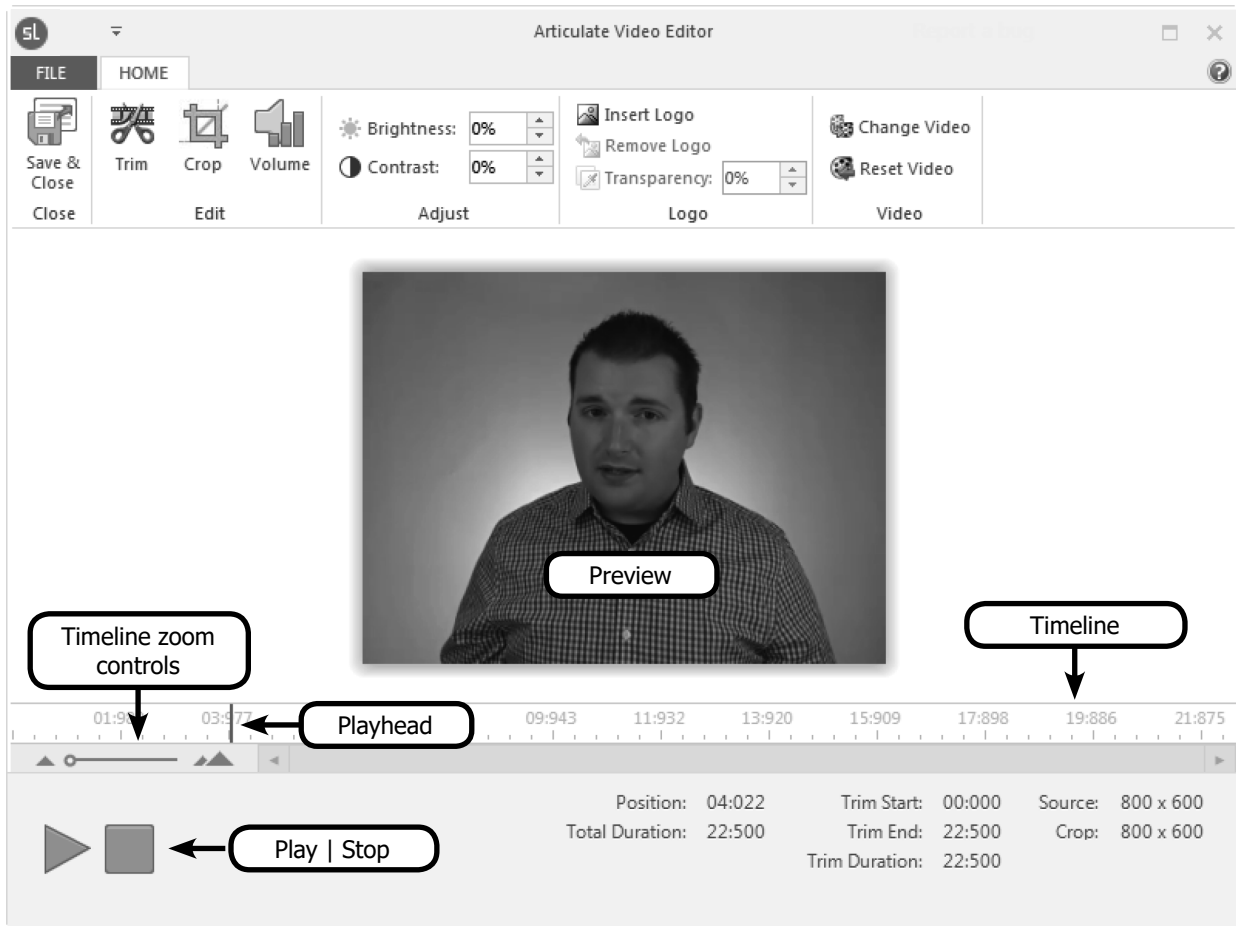
POWER TIP

You can use triggers to have more control over when your media plays.



Play/Pause/Stop Media Actions, p. 152

The Video Editor



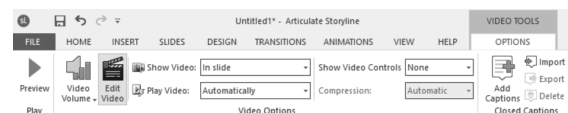
Working in the Video Editor

- Click in the timeline to move the playhead.
- Click the **Play** button to play from the playhead.
- To fast-forward through the video, drag the playhead indicator along the timeline.
- To zoom in or out of the video timeline, click and drag the zoom slider. This slider does not change the size of the video. Instead, it provides more or less detail on the timeline. Zoom in for precise placement of trim points, logos, etc.

Edit Video

To edit video:

1. Select the video in the timeline or on the slide.
2. Go to the **Options** tab.
3. Click the **Edit Video** button.
4. Make the changes you want. (See next page.)
5. Click the **Save & Close** button.



Video Editing Options

From the Video Editor:

To trim off the beginning or end of the video:

1. Click the **Trim** button.
2. Click and drag the edge of the blue shaded area on the left side of the timeline to where you want the published video to begin. **(A)**
3. Click and drag the edge of the blue shaded area on the right side of the timeline to where you want the published video to end. **(B)**
4. Click the **Save & Close** button.

To crop a video:

1. Click the **Crop** button.
2. Click and drag the corner handles to outline the area you want to include in your video. **(C)**
3. Click and drag the middle of the crop box to move it around.
4. Click the **Save & Close** button.



BRIGHT IDEAS

- The full video stays on the timeline, so you can make changes to the trim or crop at any time.
- If you don't want the trim or crop after all, click the **Trim** or **Crop** button again to remove the settings. The settings are saved if you ever decide to activate them again.

To change the volume of the video:

1. Click the **Volume** button.
2. Click and drag the slider left (lower volume) or right (higher volume).
3. Click the **OK** button.

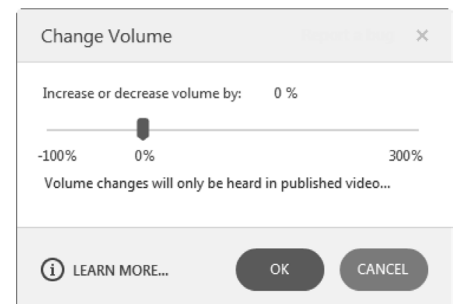
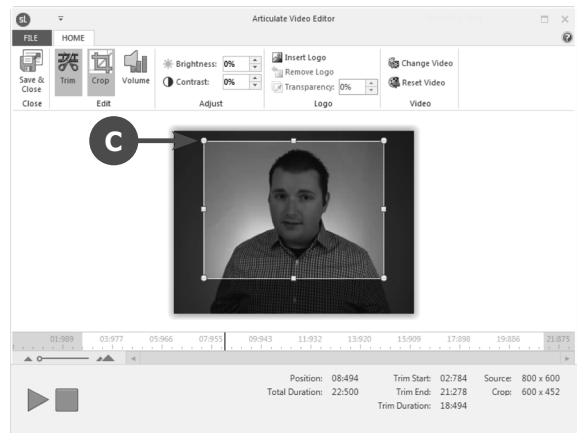
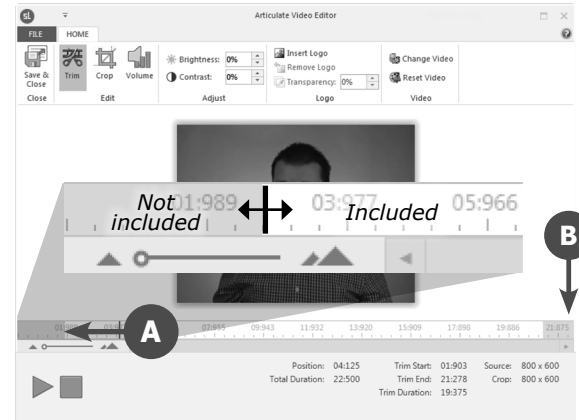
Note that the volume changes will only be heard when your project is published.

To change the brightness of the video:

1. In the **Brightness** field, enter a positive number (brighter) or negative number (darker) from -100 to 100.

To change the contrast of the video:

1. In the **Contrast** field, enter a positive number (more contrast) or negative number (less contrast) from -100 to 100.



DESIGN TIPS

- A small increase in brightness and contrast can help most "homemade" movies look sharper.
- In addition to using brightness and contrast for image correction, you can also use them for artistic effects. For example, an opening clip with full brightness and full contrast might create interesting color effects.

Video Editing Options (cont'd)

To add a logo to the video:

1. Click the **Insert Logo** button.
2. Find and select the image you want.
3. Click the **Open** button.
4. Click and drag the corner handles to resize the image.
5. Click and drag the image to reposition it.

Options

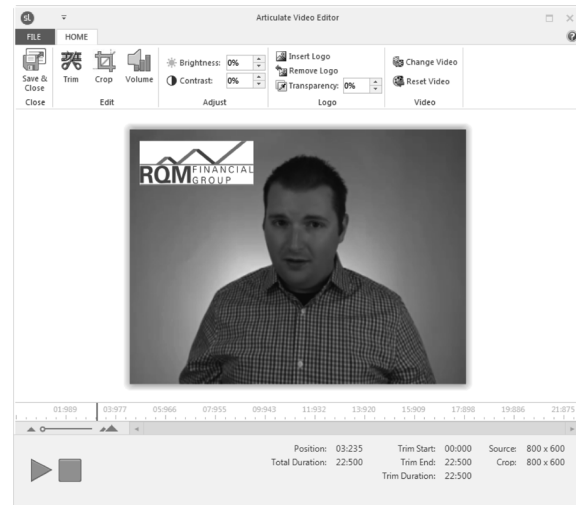
- You can remove the logo by clicking the **Remove Logo** button.
- You can create a watermarked logo by adjusting the transparency in the **Transparency** field.

To replace the current video with a new file:

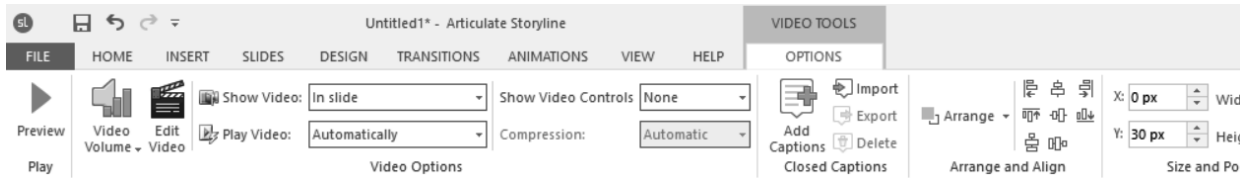
1. Click the **Change Video** button.
2. Find and select the video file you want.
3. Click the **Open** button.

To reset the video to its original settings:

1. Click the **Reset Video** button.



Video Tools



The **Video Tools: Options** tab is available when the video is selected.

To change volume for the video:

1. Click the **Video Volume** drop-down button.
2. Select the volume level you want.

Video Options

By default, the video plays on the slide, starts automatically, has no playbar or controls, and is automatically compressed. You can change any of these settings on the **Options** tab.

To open the video in a new browser window:

1. Click the **Show Video** drop-down menu.
2. Select **In new browser window**.

When you select this option, a thumbnail of the video stays on the slide. **(A)** When the student clicks the thumbnail, a new browser window opens that plays the video.

To play the video when clicked:

1. Click the **Play Video** drop-down menu.
2. Select **When clicked**.

When you select this option, the video plays independently from the timeline. The thumbnail appears when the timeline reaches the video object, but does not play until the student clicks it.

To play the video based on a custom trigger:

1. Click the **Play Video** menu.
2. Select **When triggered**.
3. Manually add a trigger using the **Play Media** action to control the video.

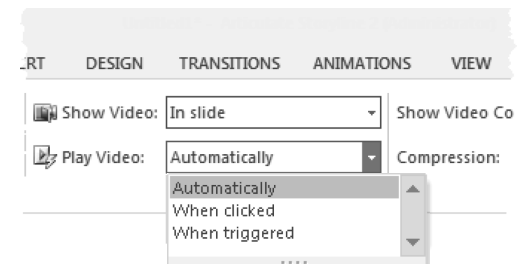
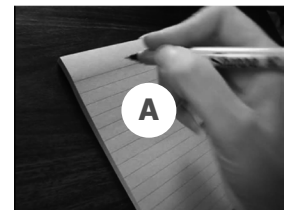
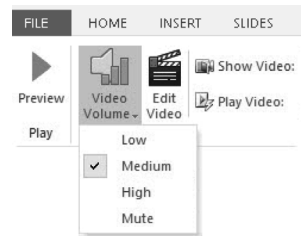


BRIGHT IDEA

You can also use triggers to pause, and stop your video.



Media actions, p. 152



Video Tools (cont'd)

Show Video Controls

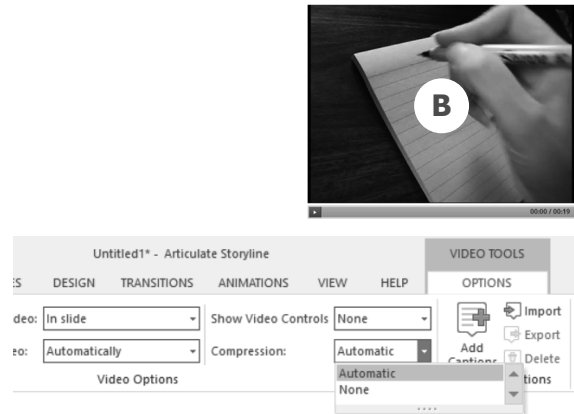
Select this option if you want to add a control toolbar that lets the student play and pause the video. **(B)**

Compression

By default, Storyline will compress the video when you publish the course. Select **None** to turn off automatic compression. This will maintain the video's file type, size, and resolution when published. This option is only available with **.mp4** videos.



Quality Settings, p. 259



Alt Text

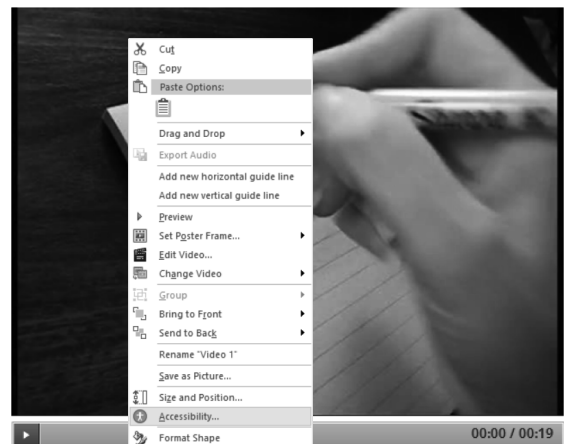
To make your course accessible to students with visual impairments using a screen reader, you can add alt text to your video. The screen reader will read the text in this field out loud to the student.

To add alt text to video:

1. Select the video.
2. Right-click the video.
3. Select **Accessibility**.
4. Type in **Alternate text** field. **(C)**
5. Click the **Close** button. **(D)**



Accessibility, p. 279

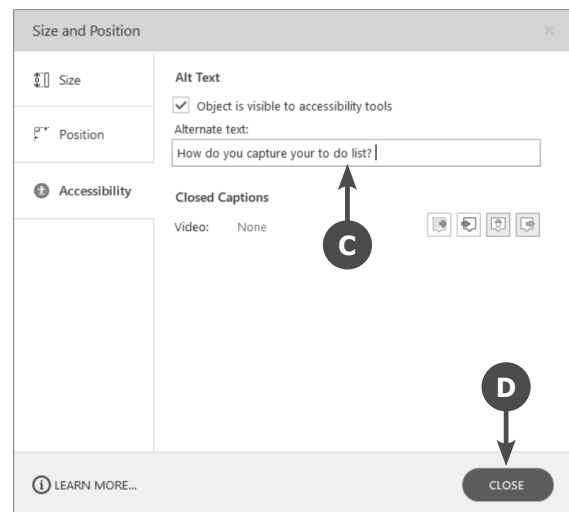


Captions

Just as with audio, you can add closed captioning to your video.



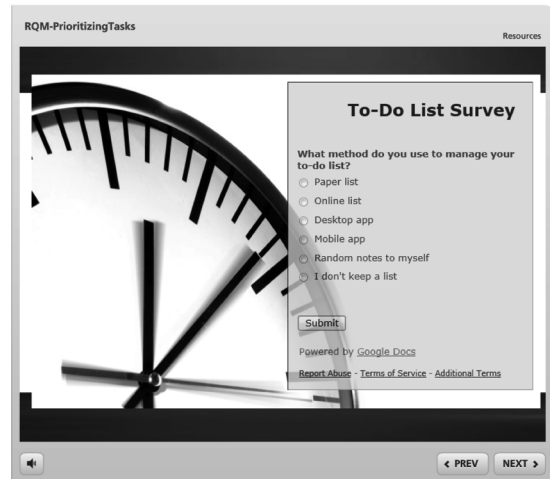
Closed Captioning, p. 109



Web Objects

You can use the **Web Object** feature to insert a functional web page into your course. While a hyperlink takes the student to a web page outside the course, a web object embeds the page into the course itself. This lets the student interact with the web page without ever leaving the course.

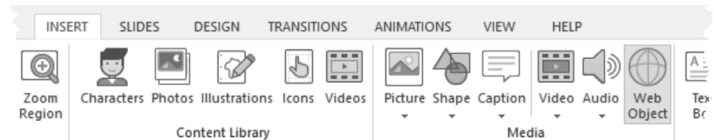
Google Docs survey embedded on a slide as a web object



Insert a Web Object

To insert a web object:

1. Go to the **Insert** tab.
2. Click the **Web Object** button.
3. Type the web address in the **Address** field.
4. Select the options you want. (See below.)
5. Click the **OK** button.



Options

Display

- **Display in slide:** This option, selected by default, embeds the web page into the slide, as described above.
- **Display in a new browser window:** Select this option if you would rather have the web page open in its own window.
- **Browser Controls** and **Window Size:** These options are available if you choose to display the web object in a new browser window. You can learn more about these options in chapter 10.

Behavior

- **Load web object automatically:** If you leave this selected, the web object is active as soon as it appears on the timeline. If you uncheck this option, the web object appears as a thumbnail that the student must click to activate the page.

Insert Web Object

Enter a web address

Address:

Test Link...

How do you want to display this web object?

☒ Display in slide
☐ Display in a new browser window

Browser Controls:

Default

Window Size:

Default

How should this web object behave?

☒ Load web object automatically

OK

CANCEL



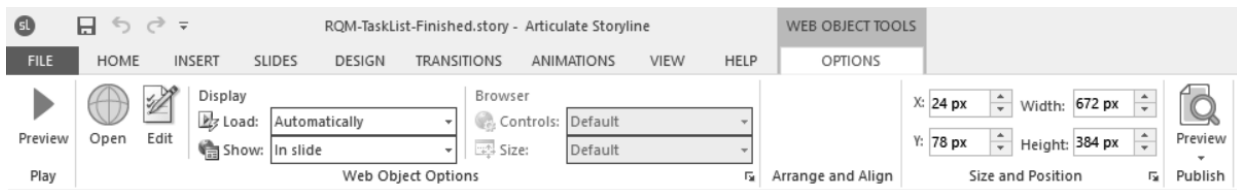
DESIGN TIP

Displaying a web object in a new window is similar to the **Jump to URL/File** action. With a web object, the link opens when the object is reached in the timeline. With the action, the link opens when the action is triggered (such as from clicking a button).



Jump to URL/File trigger, p. 154

Web Object Tools



The **Web Object Tools: Options** tab (which is available when the web object is selected) provides some of the same options as when you initially set up the web object, as well as some of the arranging options available for most objects.

Preview

Click the **Preview** button to see what the live web object will look like. Click the button again to return to edit mode.

Open

Click this button to open the webpage in a new browser window.

Edit

Click this button to bring up the same dialog box that appeared when you added the web object. (See previous page.)

Display and Browser

These two sections let you change the settings you made when you first inserted the web object.

Arrange and Size

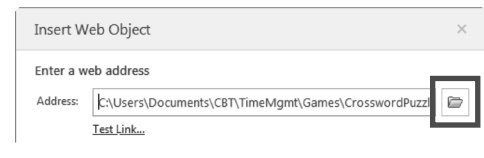
Use these tools to position the web object on the slide.



POWER TIP

You can also use a web object to display a webpage stored locally on your computer or a shared drive, even if it isn't accessible from a network.

Instead of typing in a web address, click the **Browse** button and locate the **index.htm** or **index.html** file for the webpage you want to insert.



Adding Flash Files

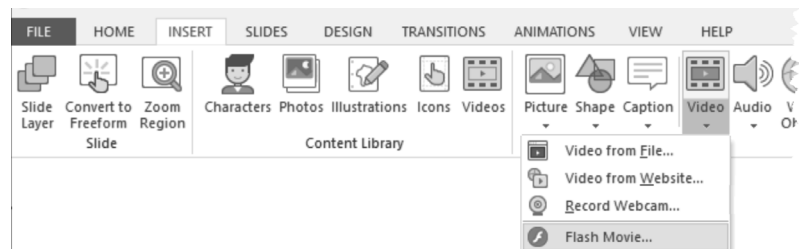
Flash files include an animation or interaction created in Adobe Flash or any number of other software packages that publish to Flash, such as Raptivity or Captivate. These files have an extension of **.swf**.

Once inserted, Flash files play much like video files: you can have them play automatically with the timeline or use the **Options** tab to play them in a separate window, play when the student clicks them, etc.

Insert a Flash File

To insert a Flash file:

1. Go to the **Insert** tab.
2. Click the **Video** button.
3. Select **Flash Movie**.
4. Find and select the file you want.
5. Click the **Open** button.



CAUTION

If you add a Flash movie file (.flv) to your project, it will be converted to an HTML5 format when you publish. If you add a Flash .swf file, it will NOT be converted to an HTML5 format. Because of this, .swf files will not play on an iPad or iPhone.

[illegible]