

All Digital Instructor Kits will be initially created in MS PowerPoint and then converted to Articulate Storyline for final production.

Structure of PowerPoint Files

A PowerPoint file template has been created for creating the lessons for Digital Instructor's Kits. This template file is called "PowerPoint DIK Lesson Template.pptx" and has been customized for creating DIK lessons and importing them into Storyline. Use this file for all new Digital Instructor Kits.

Notes for PowerPoint:

- Lesson index slide should be designed in PowerPoint – **Create a separate template file called "PowerPoint DIK Front-End Master.pptx" for the DIK title slide, lesson index, etc.**
 - o The version number should be shown in the lower left corner of the lesson index screen
- The "GDT ETI09.ttf" font should be used for any GD&T symbols (in text fields)
- Only import images that are saved to a file (such as a PNG, JPEG, etc.) It is preferred to use images saved in a PNG format (with transparency set to White.) Do not copy and paste images from the internet or other software applications. This often causes one of the following problems:
 - o Additional information (such as web links – when an image was copied from the internet) is now included in the PowerPoint file.
 - o Important information is not displayed correctly in PowerPoint (such as missing or misinterpreted information from a drawing created in various software applications)
- Animations should be exported in SWF (Shockwave Flash) format.

Template file for new DIK PowerPoint Presentations

Filename: "PowerPoint DIK Lesson Template.pptx"

This PowerPoint template file is used for creating the lesson content used in Digital instructor's Kits. It has been setup with a common background, text balloons, navigation controls used for all lessons. This file contains slides for most of the different sections (Goal/Objectives, general slides, definition, bullet-item slide, topics covered, etc.) that are used in the DIK.

Instructions on using this template are shown on the first slide.

After all of the technical content has been created for, this file should be saved as a new file and then imported into Storyline and should be used for all new Digital Instructor Kits.

Importing PowerPoint into Storyline

- Prior to importing the PowerPoint presentation into Storyline, make sure to set the “Story Size” to 720 x 405 pixels. *NOTE: Be sure to uncheck the “Lock Aspect Ratio” checkbox prior to making this change.*
- Use the “PowerPoint DIK Lesson Template.pptx” file for the lessons.
- Use the “PowerPoint DIK Front-End Template.pptx” file for the front-end portion.
- Each PowerPoint presentation should be imported into its own scene in the storyline (.story) master file

Structure of Storyline Files

- The storyline (.story) file will be the “master file” for the Digital Instructor’s Kit
- The “starting scene” will always be the “front-end” scene
- Each scene will be a separate lesson that gets hyperlinked to from the starting scene
- Each scene should be labeled with its lesson name
- Commonize and remove unused slide master. Each time a PowerPoint file is imported into a Storyline file, the slide masters for that PowerPoint file are also imported, creating a separate slide masters for each file imported
- Remove the shadow-text style from the text in the balloons
- Add slide numbers to each lesson scene
- Add functionality (triggers) for navigation controls (on the slide master), slide reveals, next slide indicator
 - o Type of triggers used for reveals
 - Left Mouse-Click
 - Space Bar
 - Period (.) key
 - “a” key – reveals everything on a slide
 - Comma (,) key – backwards reveal
- Each lesson exercise should be in their own scene

Publishing Storyline file

- Make sure the ETI player is selected
- Use the Publish to CD option

Final Packaging

- Published storyline files will be packed in All-In-One Protector

Questions / Items to consider

- How are changes made when the DIK is already in production
- Are we having code numbers for slides?
- Animation controls, do we use the ones created in PowerPoint, or create new ones in Storyline

PowerPoint to Storyline conversion

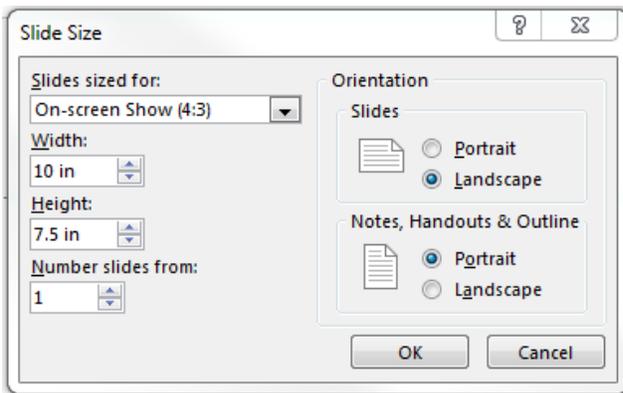
When creating a PowerPoint presentation that will be converted into Storyline, there are two things to keep in mind:

1. “Slide Size” vs. “Story Size”
2. Shapes and text conversion

“Slide Size” vs. “Story Size”

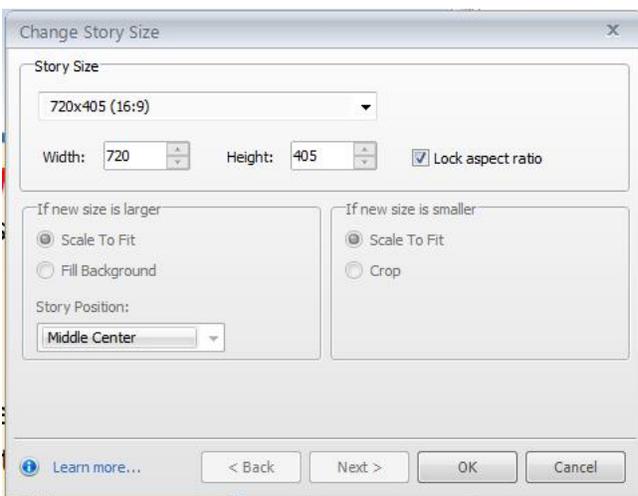
When creating a presentation in PowerPoint that will be converted into Storyline, it is important that the Slide Size in PowerPoint must match the Story Size in Storyline.

To change the slide size in PowerPoint 2013, choose “Slide Size” pull-down menu button in the “Design Ribbon” and choose “Custom Slide Size...”



Note:
The sizes for the Width and Height are in inches

To change the story size in Storyline, choose “Story Size” pull-down menu button in the “Design Ribbon”

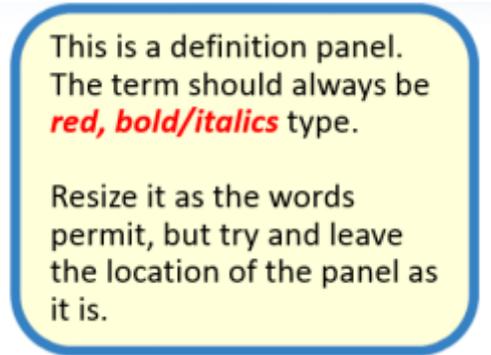


Note:
The sizes for the Width and Height are in pixels

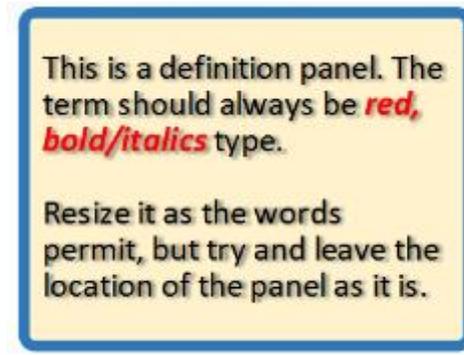
Make sure to convert the “inches” to “pixels” prior to entering the story size in Storyline

Shapes and text conversion

Certain shapes created in PowerPoint don't always appear the same after the slide is imported into Storyline. For example, a rounded-corner rectangle created in PowerPoint looks one-way in PowerPoint and imports another way in Storyline



Rounded-Corner rectangle in PowerPoint



Rounded-Corner rectangle imported in Storyline

In PowerPoint, you have the ability to adjust the radius of the corners, but in Storyline, the radius of the corners is fixed. If text is typed within a shape, like a rectangle and then imported into Storyline, the "Shadow Text" attribute has been added and needs to be removed.

The transparency setting for a text field does not transfer into Storyline. All text that is created on a slide in PowerPoint and then imported into Storyline will be imported at 0% transparency (100% opacity).

Dashed list items created in PowerPoint will import as (circle) bullet list items in Storyline.

Things to consider when importing a PowerPoint into Storyline

The following items below are taken from the Articulate website in regards to how Storyline treats an imported PowerPoint presentation. The words in blue text are hyperlinks to the Articulate website for more explanation. CTRL+ click these hyperlinks to for more information

- **Embedded fonts:** Storyline does not support embedded fonts from PowerPoint. If a font used in the PowerPoint presentation is not installed on your computer, Storyline will apply the default Articulate font to the imported text. [Click here for details.](#)
- **Animations and slide transitions:** PowerPoint entrance and exit animations are supported in Storyline and will be imported—though some will be converted to Fade animations. Similarly, some PowerPoint slide transitions are supported in Storyline, while others get converted to Fade transitions. Emphasis animations and motion paths are not supported and will not be imported into Storyline. [Click here for details.](#)
- **SmartArt Graphics** will be imported as images. [Click here for details.](#)
- **Tables** will be imported as images. [Click here for details.](#)
- **Equations** will be imported as images. [Click here for details.](#)
- **Slide numbers** will not be imported into Storyline. [Click here for details.](#)
- **3-D rotation:** [Objects with 3-D rotation will be imported as images without 3-D rotation.](#)
- **GIF images:** [Animated GIFs will be imported as static images.](#)
- **Line thicknesses:** [Border and line widths may appear slightly different in Storyline.](#)