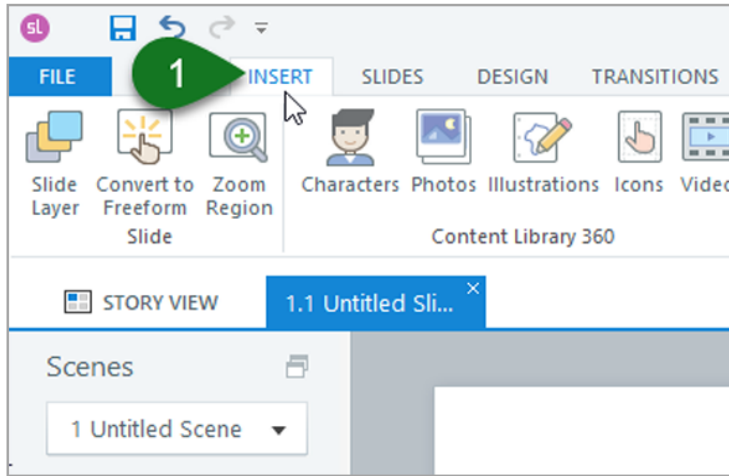


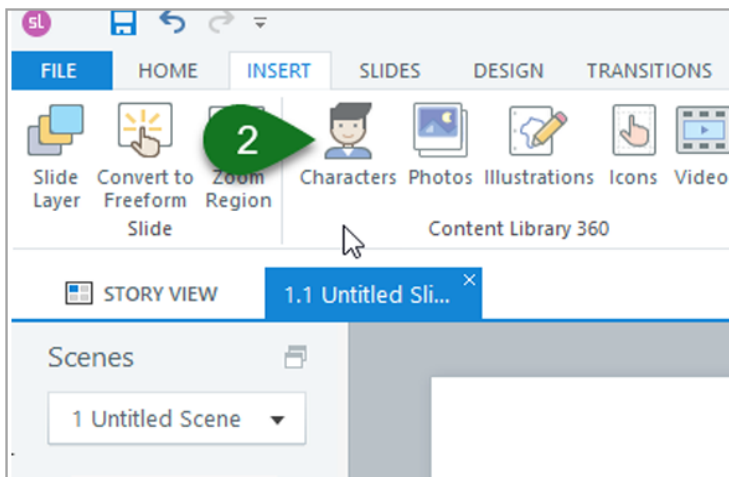
Adding Characters to Your Storyline 360 Project

Using Formatting, States, and Triggers



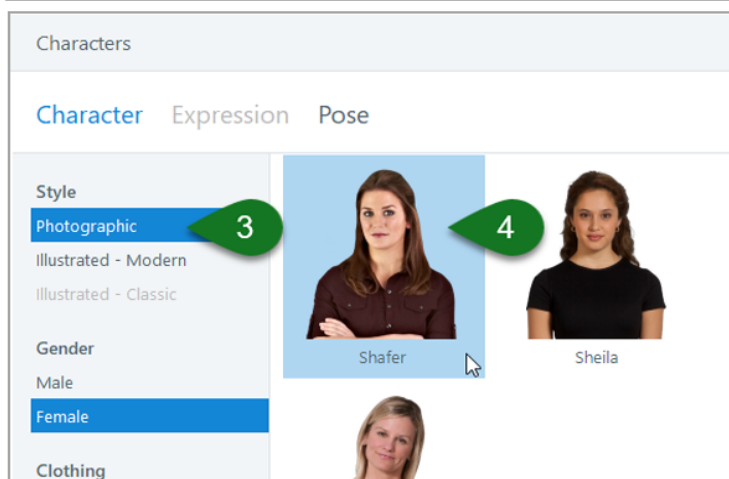
Step 1:

Click **Insert** from the Storyline menu bar at the top of the screen.



Step 2:

Click the **Characters** option from the **Insert** menu.



Step 3:

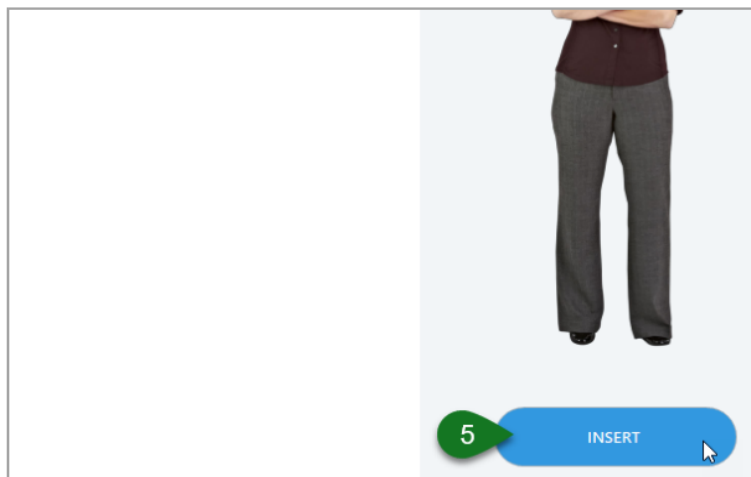
Select **style, gender, etc.**, on the left to customize your character.

Step 4:

Choose your character by clicking on the image.

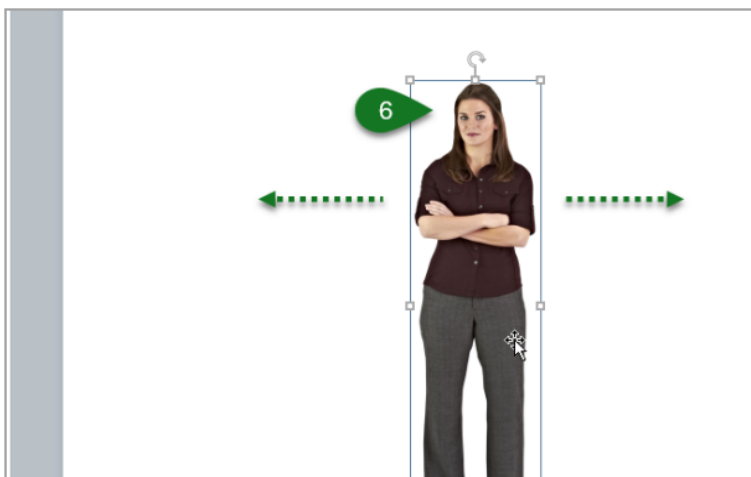
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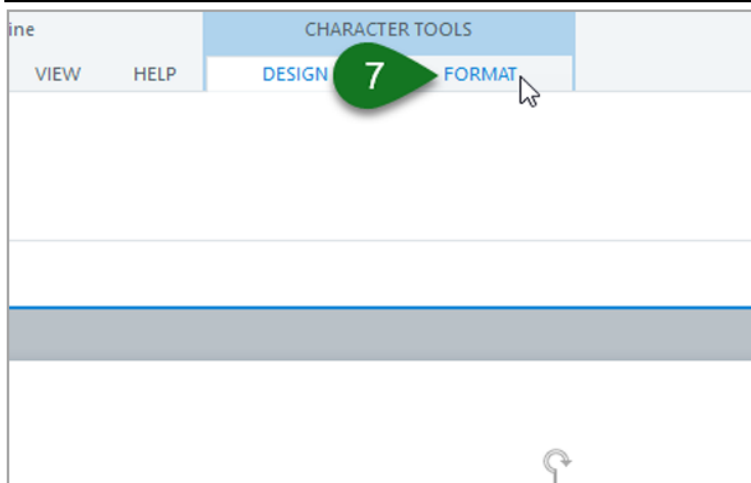
Step 5:

Click the **Insert** button on the lower right hand side to finish adding your character.



Step 6:

To adjust the position of your character, **click and drag** it to any position on the slide.

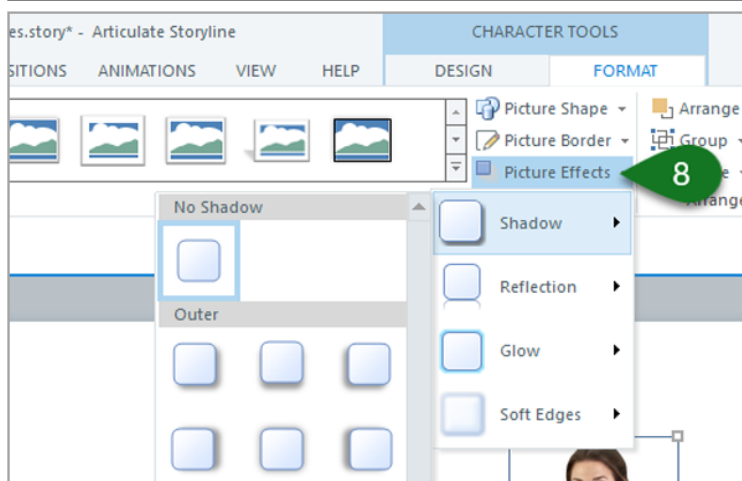


Step 7:

With your character still selected, click on the **Format** option under **Character Tools** on the toolbar.

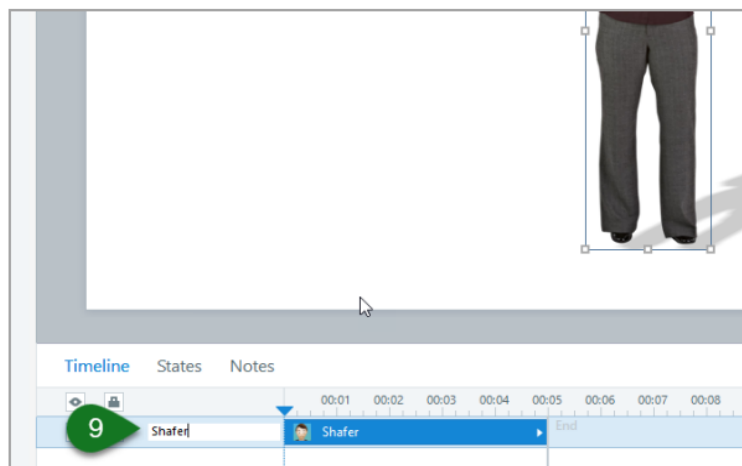
Adding Characters to Your Storyline 360 Project

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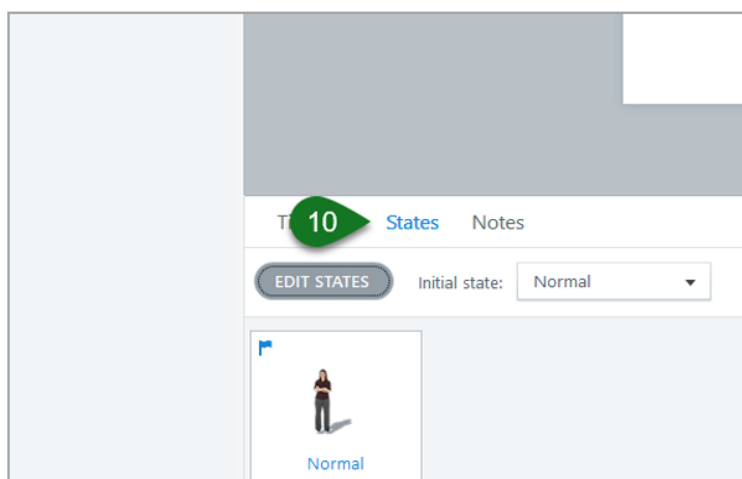
Step 8:

Under the **Picture Effects** format option, select **Shadow** to give your character depth on the page.



Step 9:

On the **Timeline**, located at the bottom of the slide, **double-click** the character's default title and type a custom name, then press **Enter**.

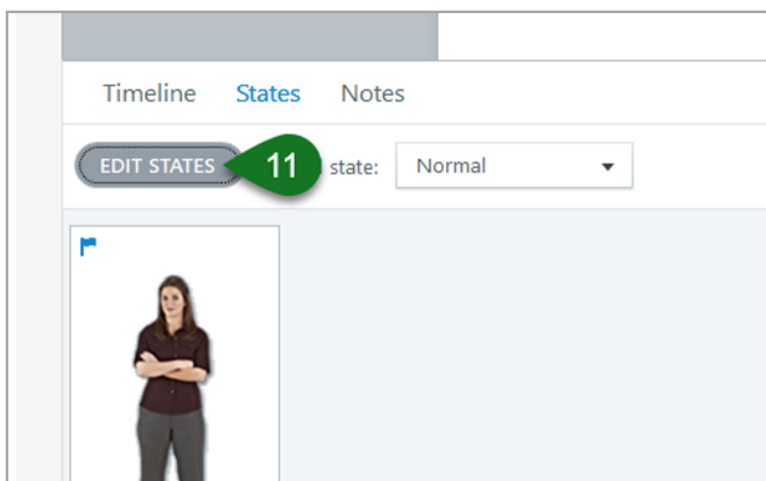


Step 10:

Click on **States**, located to the right of the **Timeline**, to create an additional pose and expression for your character.

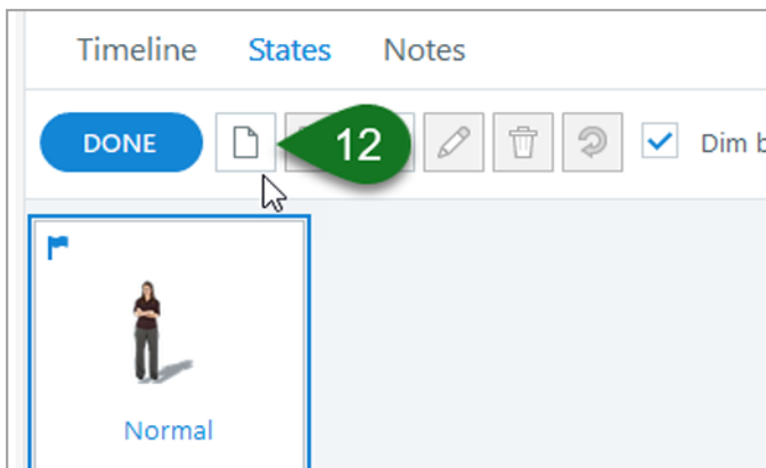
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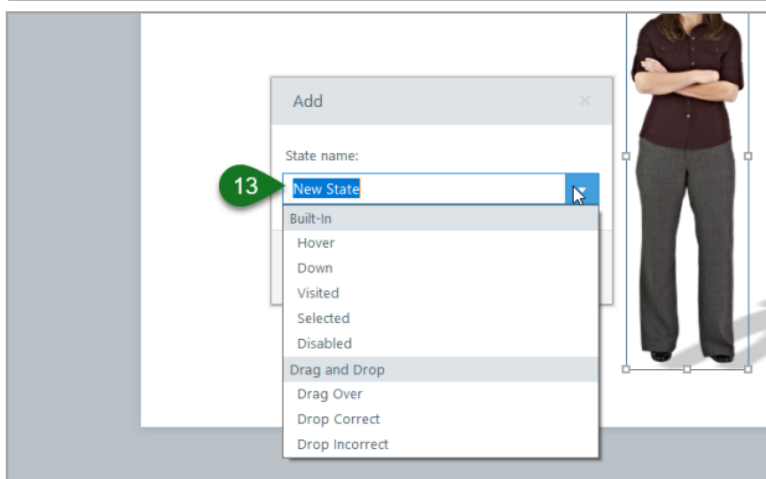
Step 11:

Under the **States** menu, click on the **Edit States**.



Step 12:

From the **States** menu, click on the **document icon** directly above the Normal State to create a **New State**.

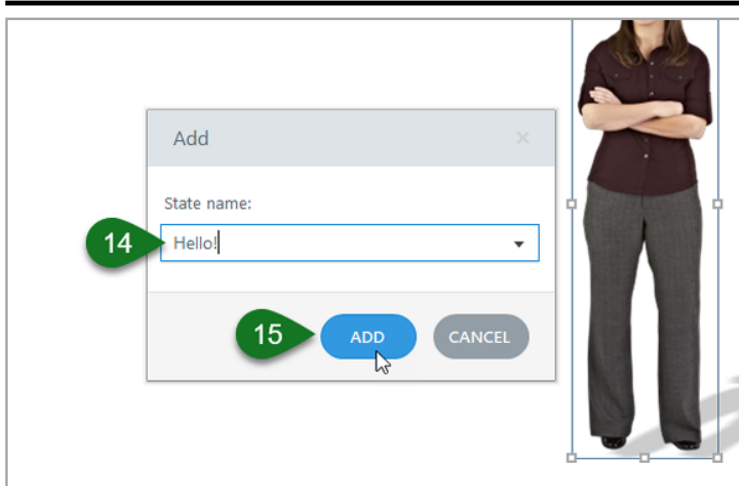


Step 13:

From the **State Name** drop-down menu, you have the option to use State presets or you can create a custom description.

Adding Characters to Your Storyline 360 Project

Using Formatting, States, and Triggers

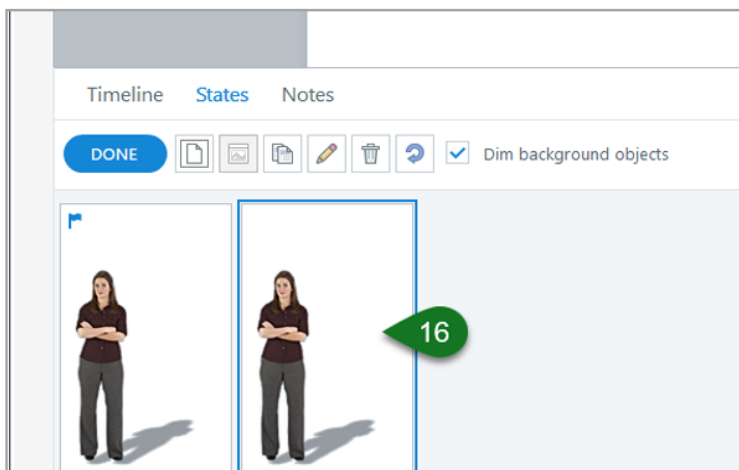


Step 14:

To create a custom state, click directly on the **State Name** field and start typing.

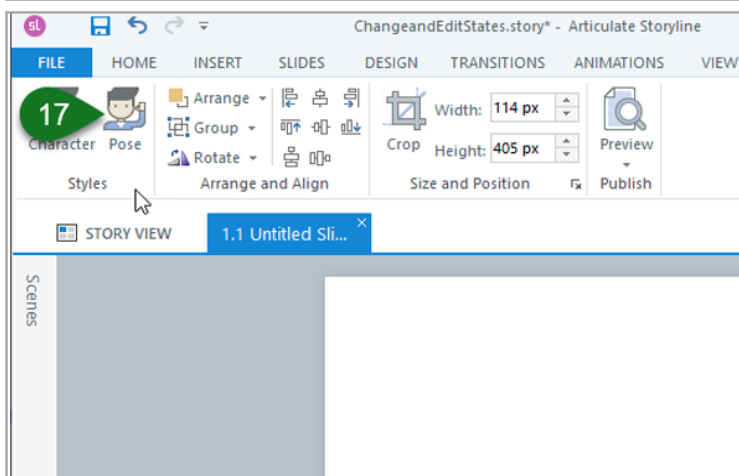
Step 15:

Click on **Add**.



Step 16:

The newly created **"Hello!"** state appears to the right of the default, **"Normal"**, state.

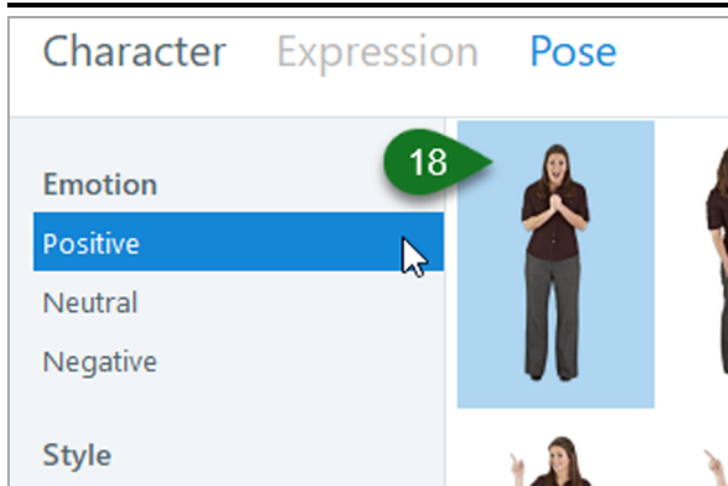


Step 17:

With your character still selected, click on **Pose** from the menu bar.

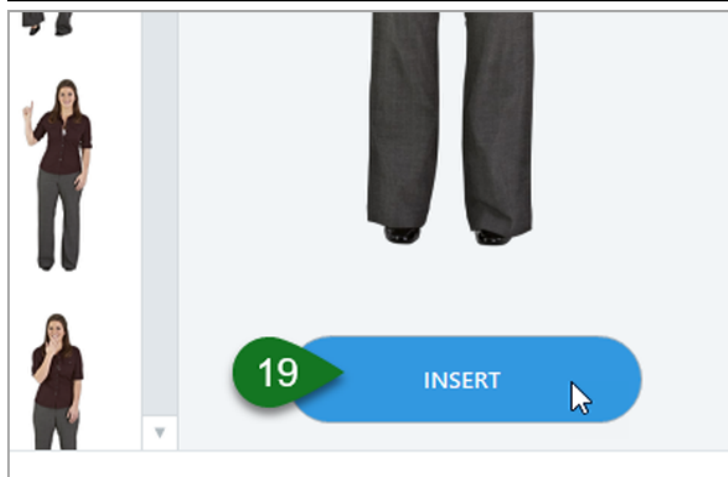
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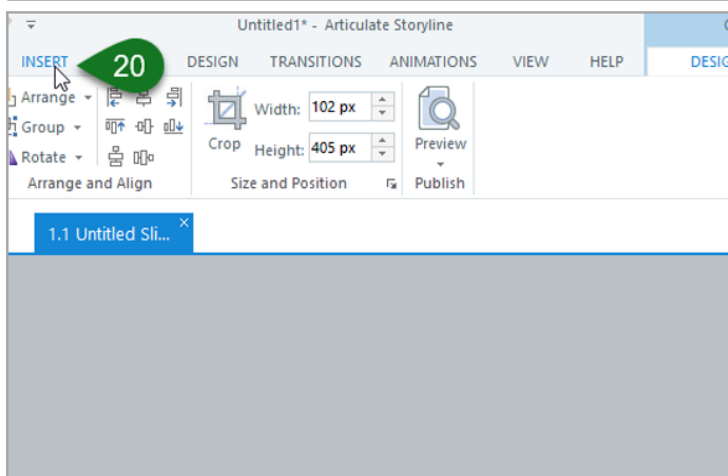
Step 18:

From the **Pose settings** area on the left hand side, choose a different emotion and pose for the new **"Hello!"** state.



Step 19:

To add the new settings, click on **Insert** in the lower right hand corner of the Pose settings.



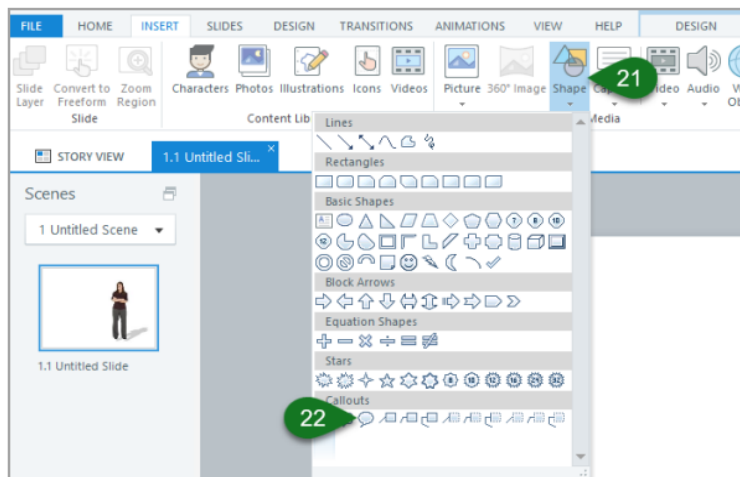
Step 20:

From the Shapes tool, a **Callout** can be added to the **Hello** state to make it look like the character is talking.

With the character still selected, click on **Insert** on the toolbar to access the **Shape** tool.

Adding Characters to Your Storyline 360 Project

Using Formatting, States, and Triggers



Step 21:

Click on **Shapes**.

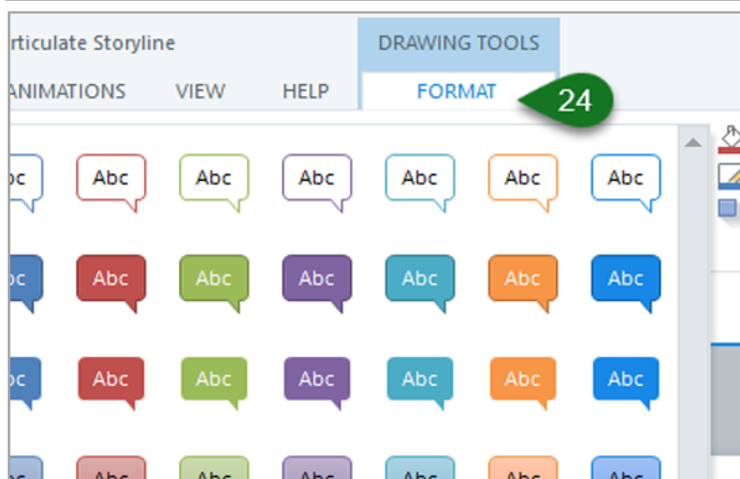
Step 22:

From the Shapes drop-down menu, choose one of the **Callout** options.



Step 23:

Position the **Callout shape** so that it is pointing to the character.

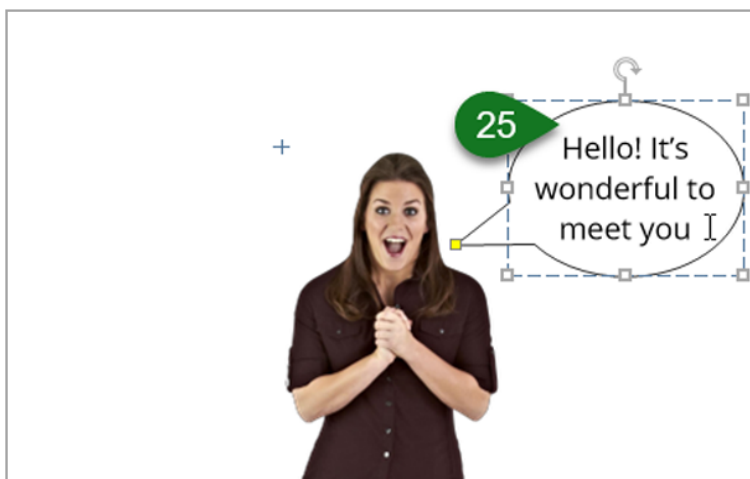


Step 24:

With the **Callout shape** still selected, click on **Format** from the **Drawing Tools** menu option, and select a preset style and color.

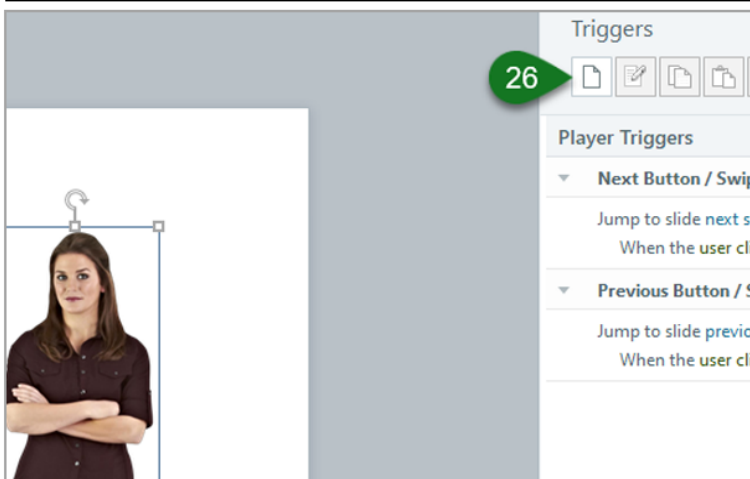
Adding Characters to Your Storyline 360 Project

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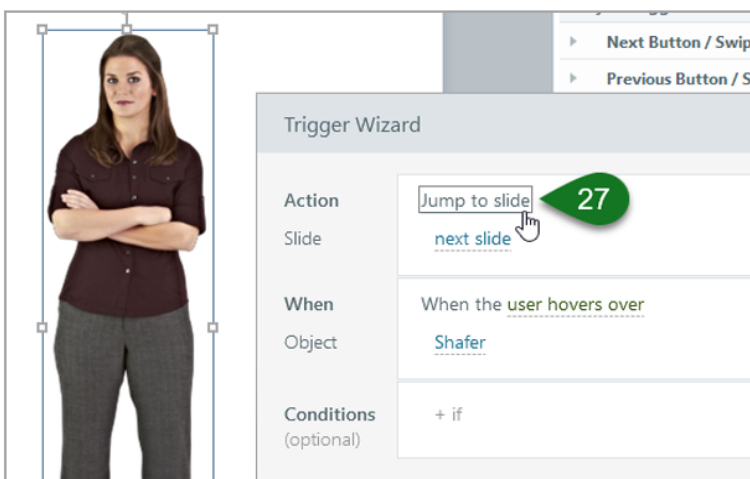
Step 25:

Click and type in **Callout shape** to customize what the character says in the "Hello!" state.



Step 26:

Under the **Triggers** menu on the left, click on the **document icon**.

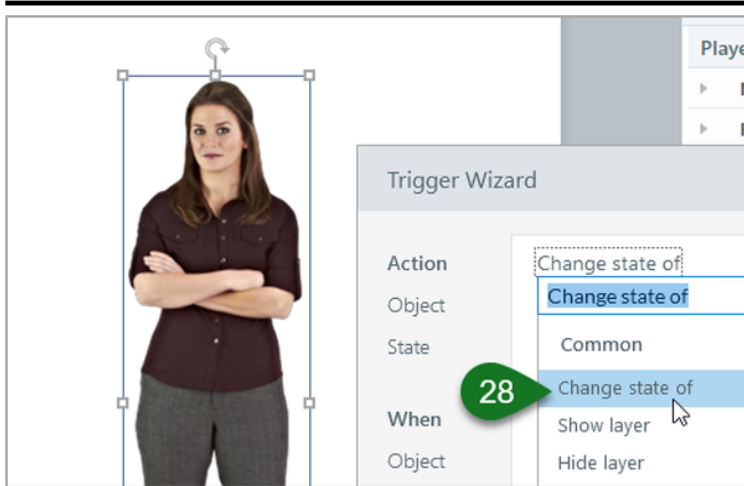


Step 27:

In the **Trigger Wizard**, click on the "Jump to slide" link to open up the **Action** drop-down menu.

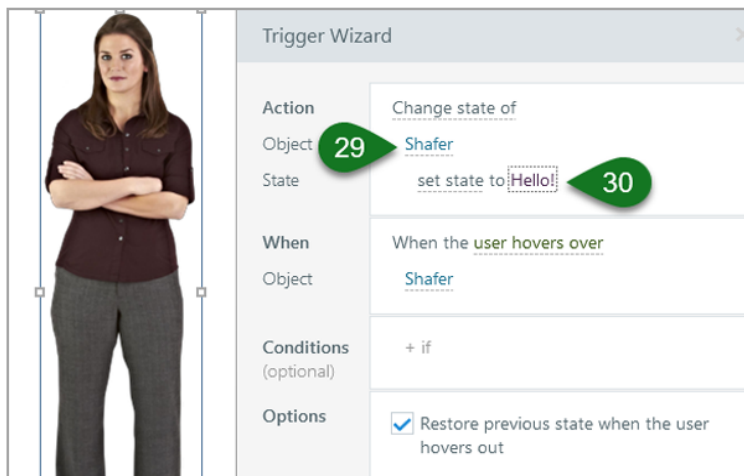
Adding Characters to Your Storyline 360 Project

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Step 28:

From the **Action** drop-down menu, select "**Change state of**".

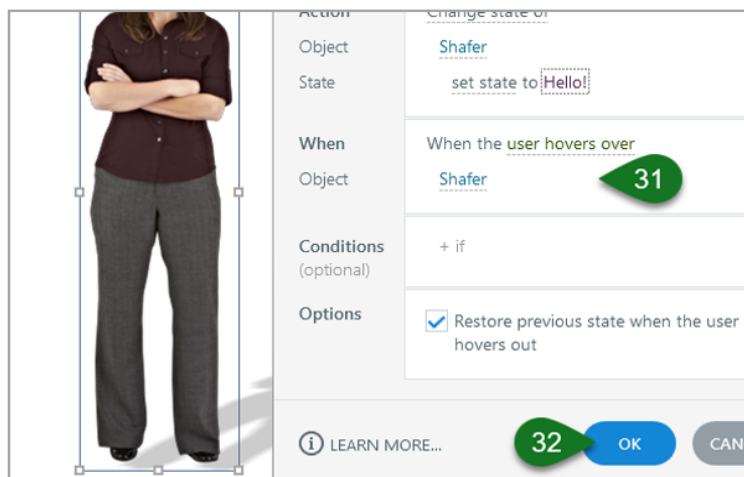


Step 29:

Change **Object** to **Shafer** if it is not already selected.

Step 30:

Change **State** to **Hello!**.



Step 31:

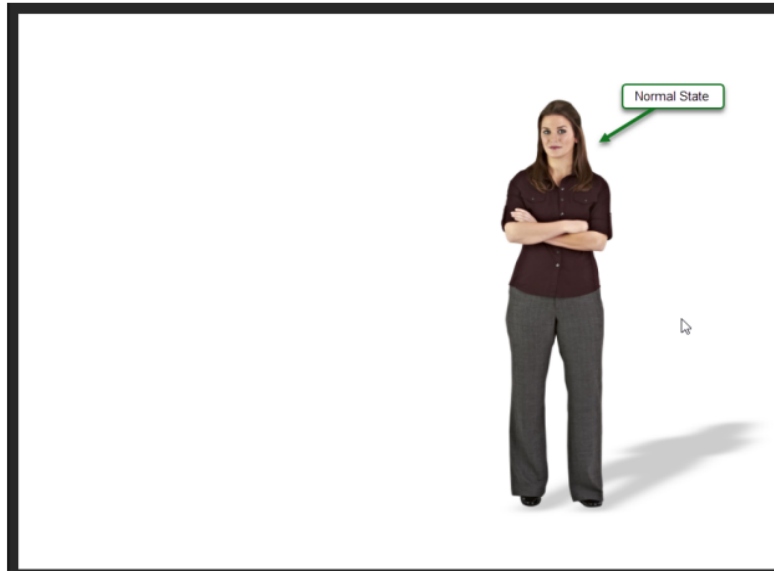
For **When**, chose **user hovers over** the **Object** Shafer.

Step 32:

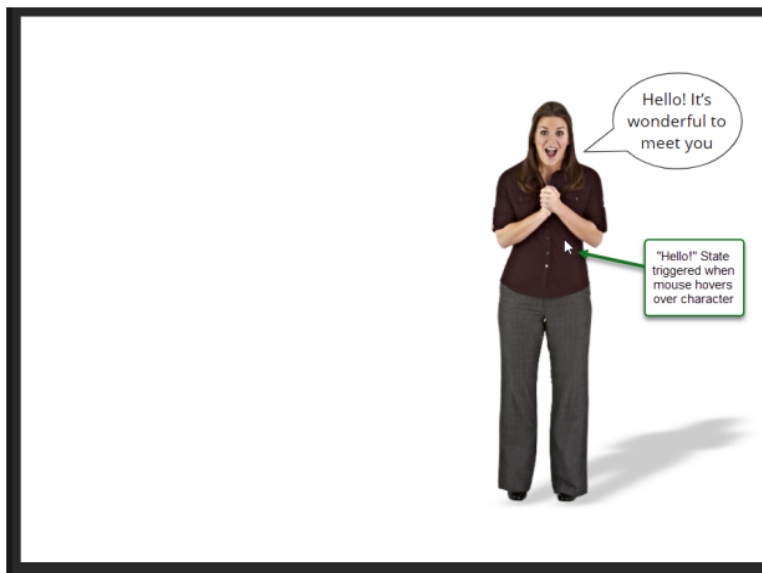
Click **Ok** to save the changes you have made.

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Step 33: By default, your character will appear in the default, **Normal** state.



Step 34: When hovering the mouse over the character, the Hello state is triggered.