

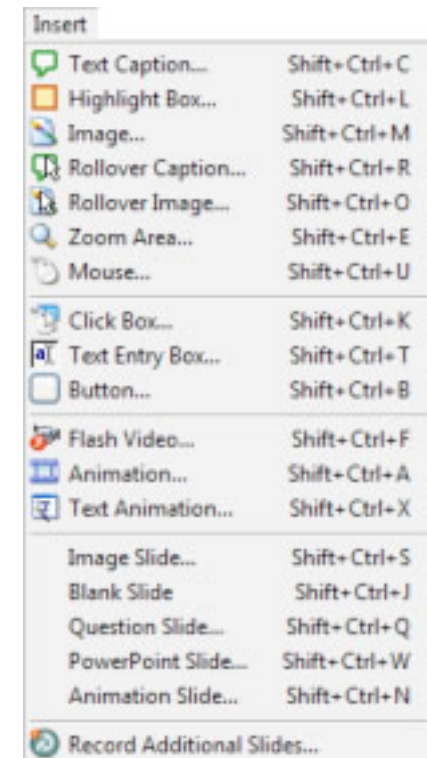
Adding, Duplicating and Deleting Slides

Adding, duplicating or deleting slides is easy.

Should you need to, click the 'edit' tab to view the edit mode.

To add a slide, from the 'Insert' menu select the type of slide you wish to insert – 'Image Slide' (see lesson 04), 'Blank Slide', 'Question Slide' (see lesson 31), 'PowerPoint Slide' (see lesson 04) or 'Animation Slide' (see lesson 14).

Depending upon your selection, you may need to follow additional steps, or in the case of inserting a 'Blank Slide', your new slide will be inserted following the slide you have currently selected.



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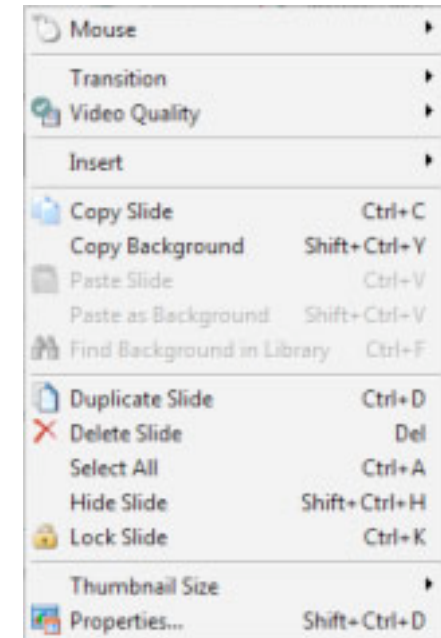
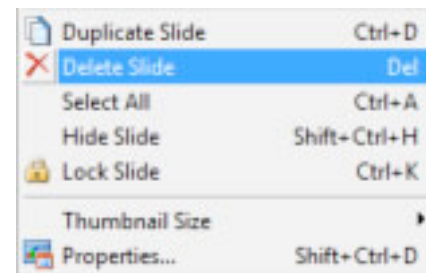
An Introduction to Adobe® Captivate™ 2

To duplicate a slide, first select it in the slides pane on the left of the screen.

Right click and select 'Duplicate Slide' from the pop-out menu (or press Ctrl + D on the keyboard).

The slide will be duplicated.

To delete a slide, simply select it in the slides pane on the left of the screen, right click and select 'Delete Slide' from the pop-out menu (or press the 'delete' key on the keyboard).



A dialog box will appear asking you if you are sure.

Click Yes.

The slide will be deleted.

