

# Adobe Captivate Introduction

## Learning outcomes:

By the end of the course you will be able to:

- Record a screencast
- Insert/import PowerPoint slides into a Captivate project
- Create and edit text clouds and text animations
- Insert audio and FLV video files
- Create a quiz using pre-set Captivate quiz templates
- Produce a tutorial in SWF and HTML formats



# Adobe Captivate Training for Library Staff

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# What is Adobe Captivate?

Adobe Captivate is an eLearning tool for creating and editing interactive eLearning content. It can be used to create online demonstrations, software simulations, branched scenarios, and interactive quizzes.

It is an Adobe product and therefore compatible with Adobe Design Suite programs, which enables flexibility in creating, editing and combining rich media files.

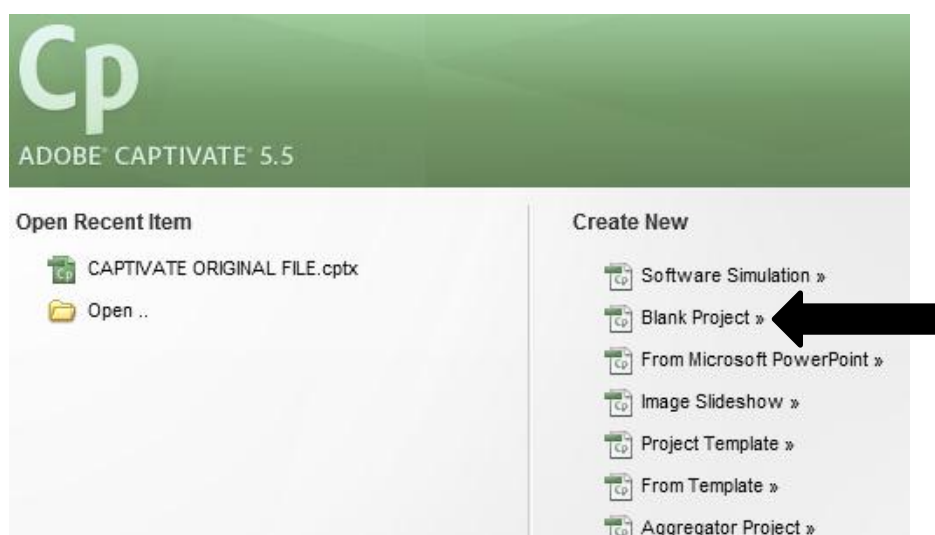
## How to access Adobe Captivate from your computer

Go to **Start > All Programs > Adobe Captivate 5.5**

If Adobe Captivate is not installed on your PC, please email [servicedesk@auckland.ac.nz](mailto:servicedesk@auckland.ac.nz) and request to install it.

## 1. Starting a blank Captivate project

1. Open Adobe Captivate program and from the start menu select **Blank Project**:



**NOTE:** When creating/starting new Captivate file or project, you may use the following Create New options:

- **Software Simulation** for recording screen action, audio/voiceovers;
- **Blank Project** to open blank Captivate project slide, without any prior recording;
- **From Microsoft PowerPoint** to start new project by inserting PowerPoint slides;
- **Image Slideshow** to start new project by inserting image or images into the Captivate workspace area and editing them with comparable Photoshop tools;
- **Project Template** to create a reusable project template applicable to multiple Captivate projects;
- **From Template/ Aggregator Project** to work with existing Captivate project templates downloadable from: <C:\Program Files\Adobe\Adobe Captivate 5.5\Gallery> OR from the website: <http://www.adobe.com/cfusion/exchange/index.cfm?s=5&from=1&o=desc&cat=240&l=-1&event=productHome&exc=22>

- From the pop-up menu select the dimensions (screen resolution) of the online tutorial or project.

**New Blank Project**

Create a project with a blank slide, without recording any slides initially.

Select: 640 x 480

Width: Custom

Help...

Exchange

208 x 176

220 x 176

320 x 240

640 x 480

790 x 545

800 x 600

1024 x 576

1024 x 768

Apple iPad (1024 x 768)

Apple iPhone 3 (640 x 480)

Apple iPhone 4/Apple iPod (1280 x 720)

YouTube Widescreen HD (1280 x 720)

YouTube Widescreen SD (640 x 360)

YouTube XGA (1024 x 768)

Select smaller screen resolution for small size tutorials.

Select large screen resolution for web-based and/or full screen tutorials.

You may use the pre-set screen resolutions for tutorials you'd like to set to be accessible via iPhone, iPad or YouTube.

Standard screen resolution used for most currently produced UoA Library videos.

- You may notice the blank workspace area in the newly opened Captivate project.

## 2. Adobe Captivate tools and workspace

Audio editing tools, quiz design & tools, object/file insert

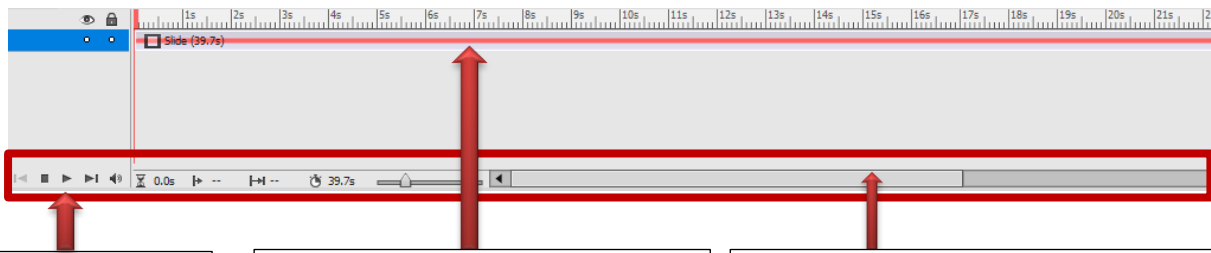
**Captivate project/workspace area.**

Text editing and interactive design tools

Adobe Captivate project timeline (includes video timeline) for editing slide duration, audio duration and sequence /order of interactive elements.

Video editing tool, text animation tool, quiz editing tool, Captivate library of objects (storage of inserted items), graphic editing tools.

## 2.1 Captivate timeline



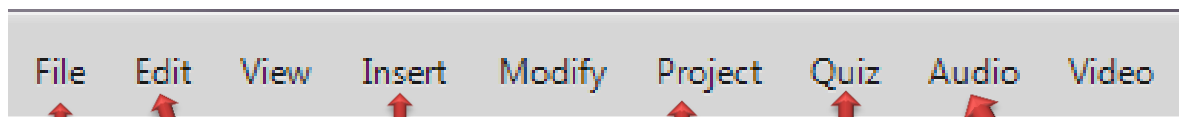
Preview/ replay slides  
& adjust volume level

Use top bar to select parts of the  
slide you'd like to remove/delete

Use scrollbar to navigate from start to the  
end of timeline.

## 2.2 Captivate editing tools

Adobe Captivate provides editing tools enabling you to insert graphics, text, record and edit audio/voiceovers in the same manner as other screencast recording and editing applications do, such as Camtasia Studio and BBFlashBack. These tools are located at the top of the Captivate workspace:



Use File > **Publish** functionality to produce final SWF project file. **Captivate ONLY produces SWF/FLV files.**

**Undo** function-ality:  
**Edit > Undo**

**Insert >** Image file, animation, transitions, video

Use **Project > Table of Contents** to add TOC to the video/tutorial. The TOC will be displayed next to the final & published version of the project.

Use Quiz tools to create/add quiz to your video and/or tutorial. See- **8. How to create a quiz using Captivate**

Use **Audio > Import to** functionality to insert audio/music file to your video recording or tutorial. Use **Audio > Record > To Slide** to record voiceovers.

### 3. Comparison between BBFlashBack and Adobe Captivate 5.5

Adobe Captivate	BBFlashBack
<ul style="list-style-type: none"><li>Record and edit a screencast</li><li>Insert text, images, audio &amp; videos</li><li>Edit text, audio</li><li><b>Produce FLV/SWF videos</b></li></ul>	<ul style="list-style-type: none"><li>Record and edit a screencast</li><li>Insert text, images, audio &amp; videos</li><li>Edit text, audio</li><li><b>Produce WMV, AVI, FLV/SWF, MOV videos</b></li></ul>
<b>Adobe Captivate</b> contains a screencast recording and editing functionality, however it is primarily a software enabling you to design interactive online tutorials containing quizzes, animations, interactive buttons, animated widgets, etc.	<b>BBFlashBack is ONLY</b> a screencasting tool with basic video editing functionalities. It is also suitable for recording/extracting videos from web, YouTube and/or a desktop.
<ul style="list-style-type: none"><li>Embed and edit PowerPoint slides</li><li>Embed Flash animations</li><li>Create text animations</li><li>Rollover slidelets</li><li>Animated widgets</li><li>Interactive quiz templates</li></ul>	
<ul style="list-style-type: none"><li>User interactive hotspots (e.g. type in text, click on a button)</li><li>Graphic design of the background</li></ul>	

### 4. Insert PowerPoint slides into Captivate project

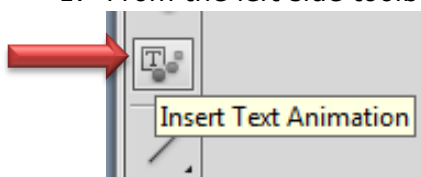
Adobe Captivate enables you to insert PowerPoint slides as new Captivate slides and continue editing them in Captivate. In this tutorial, we will create project title page by inserting pre-designed PPT slide.

1. Go to File > Import > PowerPoint Slides
2. Click OK on the pop-up menu
3. Select Desktop > CLASS ACTIVITY FOLDER > Slide 1. pptx
4. Click OK if a warning message appears on your screen
5. The inserted PPT slide will appear as new Captivate slide – have a look at the FILMSTRIP at the left hand side in Captivate workspace.

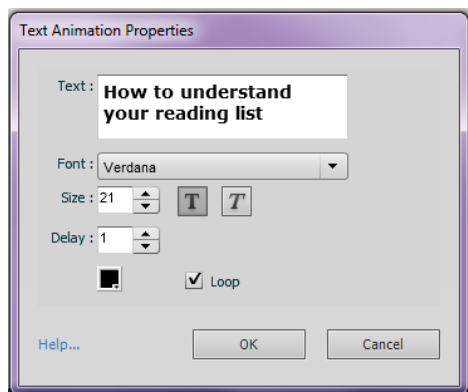
### 5. Insert text animations

From here you can start adding objects, images, text, graphics, animations and sound.

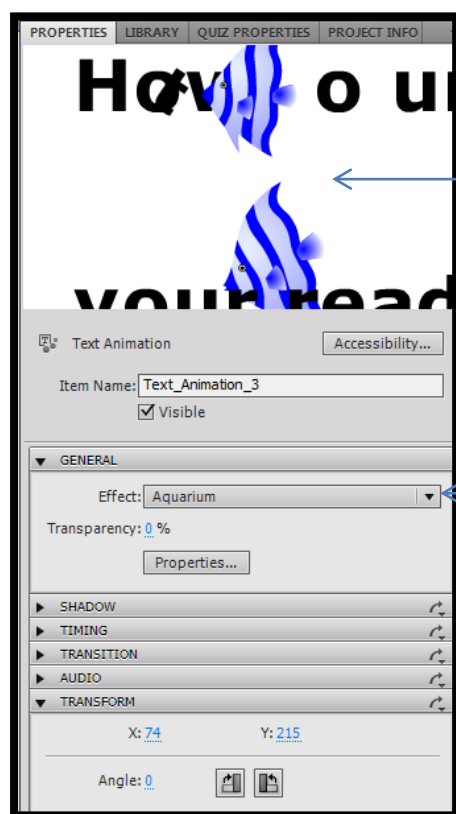
1. From the left side toolbar select **Insert Text Animation** tool.



- On the pop-up menu type in the text (e.g. title of the online tutorial – *How to understand your reading list*), select the font type, size and colour and click OK.



- To continue editing text and animation, click ONCE at the text appearing on the slide. You will notice the animation editing menu appearing at the right side of the screen:



Preview text animation here– the animation will appear AFTER the complete Captivate project is produced / published as SWF file. Text animations DO NOT APPEAR in the Captivate workspace.

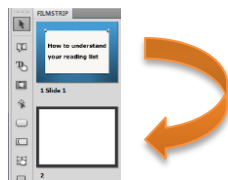
You may select different types of text animations from this drop-down list.

You can use these options to adjust animation timing, add audio to the text animation, set text appearance (fade in/fade out).

- To preview the Captivate slide with added text animation, go to: **File > Preview > From this slide...**

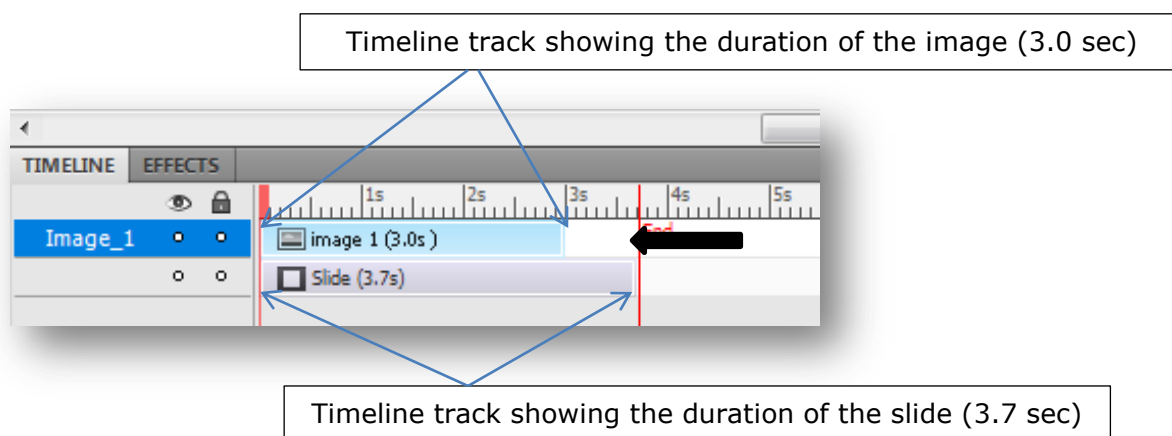
## 6. Insert images

To arrange the adequate sequence of Captivate slides, select the top blank slide from the Filmstrip and drag-and-drop it below the PPT title slide.



Inserting images and text into the blank Captivate slide is exactly the same as inserting images and typing in text into a blank PowerPoint slide.


1. In Captivate, go to **Insert > Image** and navigate to the folder and image you'd like to insert. For the purposes of this workshop, you may select: **Desktop > CLASS ACTIVITY FOLDER > Image 1.jpg**
2. Click ONCE on the imported image and have a look at the image editing menu appearing at the right side of the Captivate work area. You may use the functionalities available here to further edit the image.
3. You may also notice that the bottom slide timeline has changed – an additional, 'image' track has appeared.

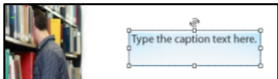


4. You may adjust the duration of both the slide and image by selecting and drag-and-dropping each timeline strip. To preview the appearance and duration of the image, go to **File > Preview > From this Slide**.

## 7. Insert text clouds

1. To insert a text cloud to the same slide, select Insert Text Caption tool at the left

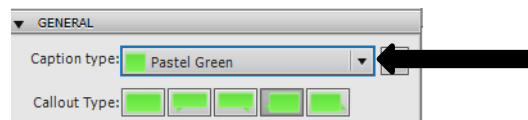
hand side: 

2. A text box will appear. . You can drag-and-drop it to position anywhere in the Captivate workspace area. Type in the text, for example:

*"Oh my gosh! I've been searching and searching for this book for three days now and I still can't find it anywhere! I give up!"*

3. Use the right side text editing toolbox to select the textbox colour, font type and shape.



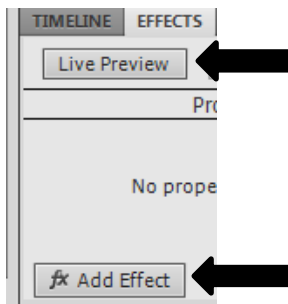


## 8. Create animation effects

1. To add animation effect to any of the objects added to the Captivate workspace area, click once on them to select, and at the bottom timeline click on EFFECTS



2. Now select ADD EFFECT button at the very bottom of your screen and select animation effect. To preview the selected animation or motion, click on LIVE PREVIEW button.

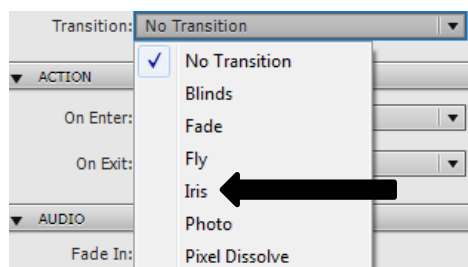


3. Once you are happy with all changed, click SAVE icon at the very top of the Captivate workspace area.

## 9. Setting up transitions between Captivate slides

There are two Captivate slides now in our project. As you continue to build the tutorial further, more Captivate slides will be created in the similar fashion slides are added to a PowerPoint file. You can set up transition animation between each slides.

1. Select the second slide from the Filmstrip.
2. The slide transition toolbar will appear at the right side menu.
3. Select the type of transition from the drop-down:




4. Go to **File > Preview > Project** to preview all added effects.

## 10. Inserting FLV video files

Adobe Captivate enables you to embed FLV video files. Since it is Adobe Flash – based software – you can **ONLY** work with FLV video files within Captivate. Therefore, other video file formats (WMV, AVI, MOV, MP4) will have to be converted into FLV file format before inserting into Captivate.


1. Go to **Insert > Blank slide** to create new slide in Captivate
2. Click on the newly added slide to select it
3. Go to **Insert > Slide Video**, click **Browse** on the pop-up window and select **Desktop > CLASS ACTIVITY FILE > REFERENCE FLV.flv**. Click **OK**.
4. To preview the video, go to **File > Preview > From this Slide**.
5. Click Save.

## 11. Recording screencasts

1. To record a screencast video, click on  button located at the top of the Captivate toolbar.
2. Select the slide after which the new video will be inserted/positioned in your Captivate project/tutorial.
3. Open your browser, position and resize the red square (recording area and video screen resolution) and click **Record**.

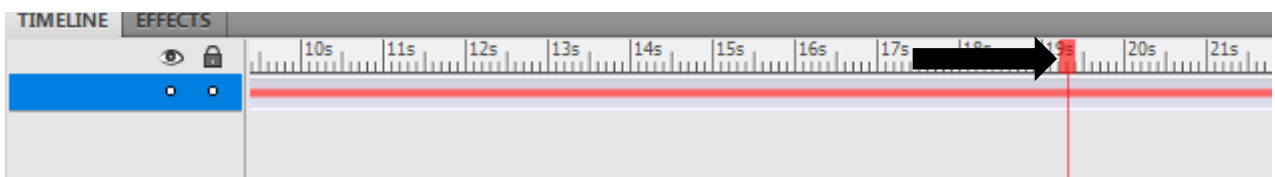


**NOTE:** For the purposes of this tutorial, you may record **Library Search > Catalogue search – type in *Belich making peoples*** – to show how to search for a book in the Catalogue.

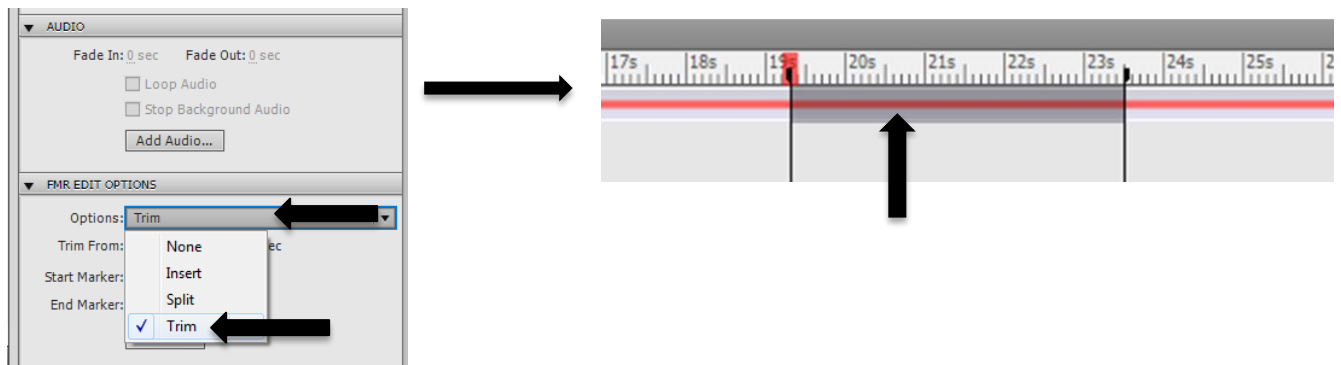
4. To stop recording, click on  button showing at the bottom of your desktop.
5. The new video will automatically be inserted as a new slide in your Captivate project.
6. Click Save.

### 11.1 Deleting/removing parts of the video

1. To select parts of the video you would like to trim/delete, place your cursor at the bottom timeline bar where you'd like to start deletion and click on it.



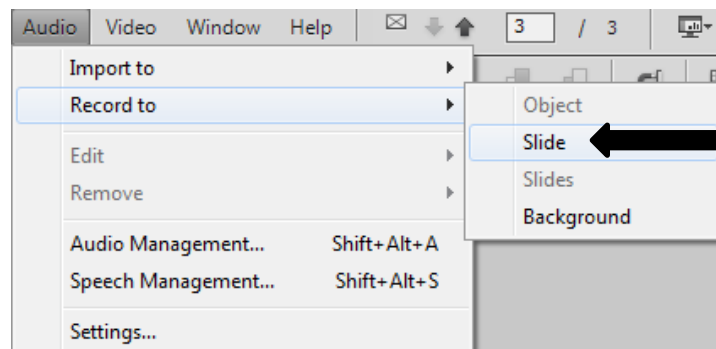
2. From the right side menu, select **Trim**. The black strips will appear on the timeline bar. You can adjust/move them along the timeline to select the exact video area for trimming/removal.



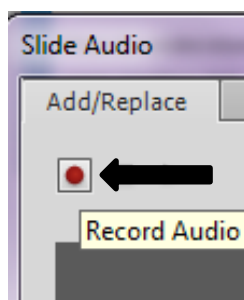
Click **Trim** button at the bottom of the right side menu and the selected video frame will be removed.

## 12. Recording voiceovers

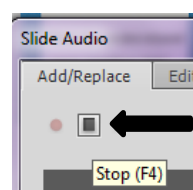
1. To record a voiceover in Captivate, click on a slide (to select it) that you'd like to add audio.
2. At the top Captivate toolbar. Select **Audio > Record to > Slide**.



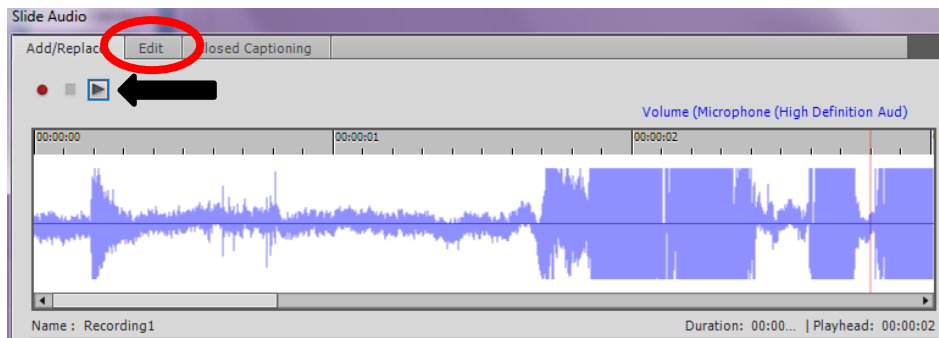
3. Make sure your headphone/microphone set is plugged in correctly and audio settings adjusted on your PC.
4. To start recording, click on the red Record button on the audio recording pop-up window.



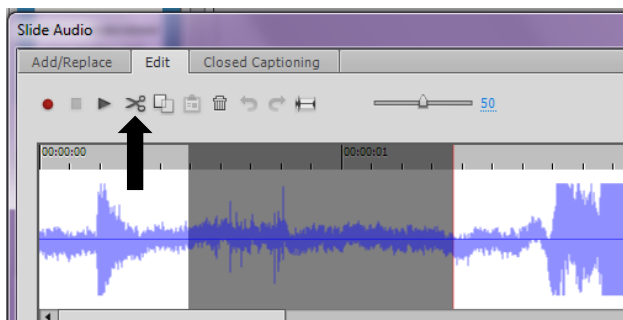
**NOTE:** For the purposes of this tutorial, you may record your voice and explain to students (audience) how to search for the book (***Belich Making peoples***) in The Catalogue.



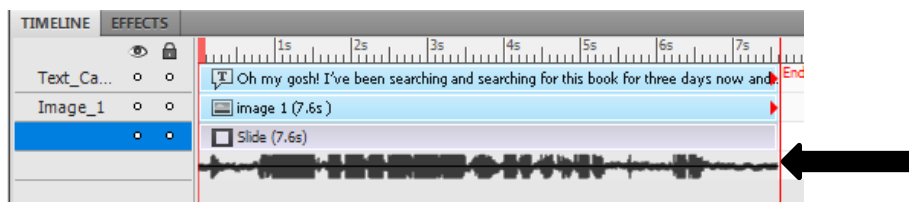
5. To stop recording, click on the Stop button:
6. To Hear the recording click Play:



7. To edit your audio recording and remove unwanted sequences, select Edit tab.
8. Select the sequences to delete by drag-and-dropping your cursor. Click CUT button (scissors) to delete selected audio.



9. Once all edits are done, click Save.
10. The new audio track will appear in the slide timeline bar.



### 13. Inserting an audio track

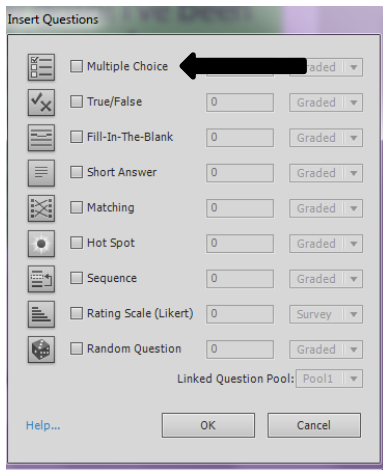
1. To insert an audio track to the Captivate project the slide you'd like to insert it to, and go to **Audio > Import to > Slide**.

**NOTE:** If you wish to add background soundtrack to your complete Captivate project, AND NOT ONLY ONE SLIDE, select **Audio > Import to > Background**.

2. Navigate to **Desktop > Class Activity Folder > Ababa.mp3**
3. You can use the pop-up audio editing menu to adjust/edit the audio file BEFORE importing into Captivate. Click Save.

### 14. How to create a quiz in Adobe Captivate

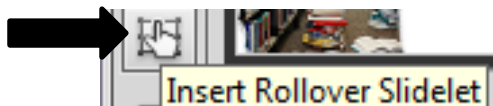
1. Go to Quiz > Question Slide and from the quiz pop-up menu select the quiz type you'd like to employ. For the purposes of this tutorial, we'll select Multiple Choice. Click OK:



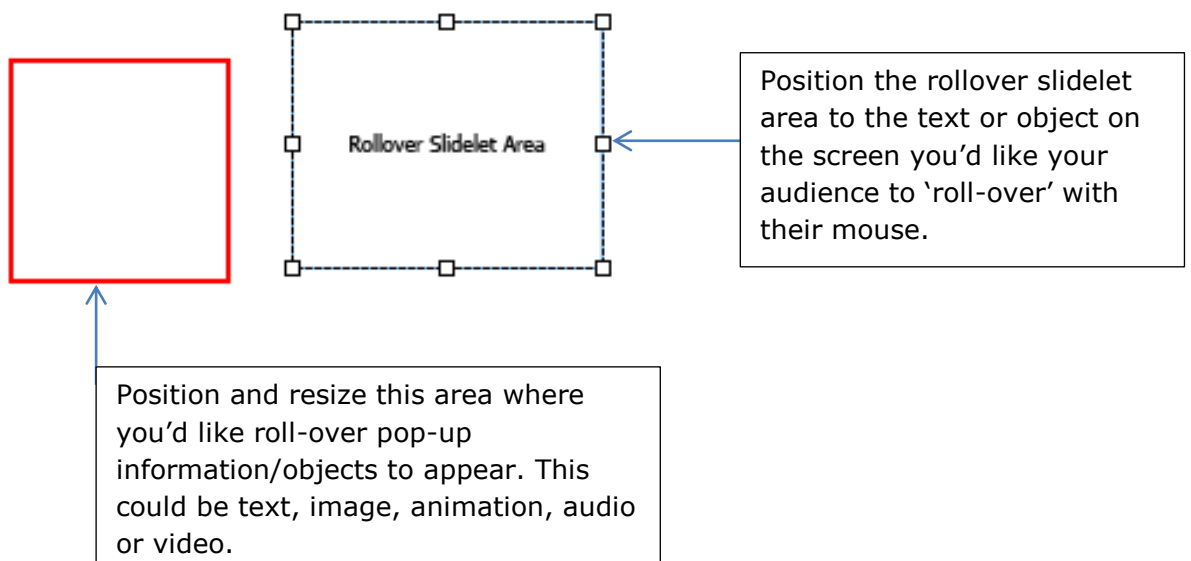
2. A new quiz slide will appear. Select and drag-and-drop it along the Filmstrip to position it correctly within the tutorial.
3. Now you can start editing the slide – you may add background image, text, question, answers, etc.
4. Use Quiz Properties on the right hand side to select type of answers, sequence of question within the slide, etc.
5. To preview the quiz, go to **File > Preview > From this Slide.**
6. Once all changes are in place, click Save.

## 15. How to create rollover slidelets

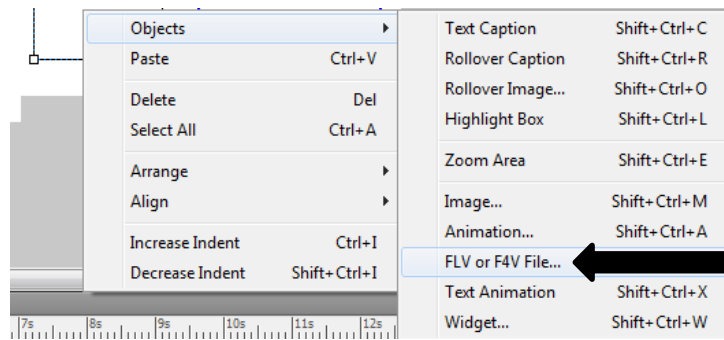
1. Select the slide
2. Click on **Insert Rollover Slidelet** button at the left side toolbar.



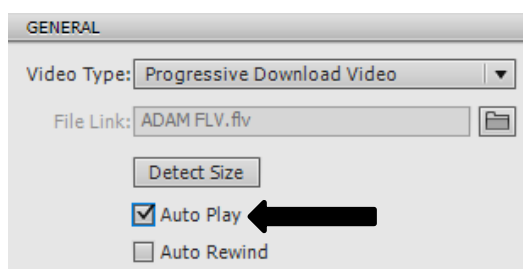
3. Position the **Rollover Slidelet Areas** accordingly.



4. Right click on the red square and select **Objects > FLV file**



5. Navigate to **Desktop > CLASS ACTIVITY FOLDER > ADAM FLV.flv**
6. Click **OK**.
7. **PLEASE NOTE:** To ensure the video will automatically play as a rollover slidelet, click on it and from the Properties menu at the right side select **AUTO PLAY**.



8. To preview the rollover slidelet, go to **File > Preview > From this Slide**
9. Click **Save**.

### 15.1 Adding Flash animations and Captivate templates

1. To insert Flash animations readily available as Captivate templates, go to **Insert > Animations** and select the relevant one.
2. To preview ALL Captivate animations and templates, check **your C drive / Program Files/ Adobe/ Captivate 5.5/ Gallery** folder.

## 16. Producing and publishing Captivate online tutorial

To produce final Captivate tutorial and make it ready for web upload and use, make sure you have saved all changes, edit and go to **File > Publish**. From the pop-up menu, select the folder to save final product and its format according to purpose: PDF, HTML, FLV, SWF. Click Publish to complete the process.

**PLEASE NOTE:** Captivate produces the final project as SWF VIDEO file and creates a copy of it in HTML, PDF and EXE format according to your preferences.

## 17. Adobe Captivate online tutorials and manual

Getting started (basic instructions):

<http://www.adobe.com/support/captivate/gettingstarted.html>

Adobe Captivate manual (online):

<http://www.adobe.com/support/captivate/advanced/blank.html>

Weekly online *Ask Adobe eLearning Team* community gathering:

<http://rjacquez.com/introducing-a-weekly-online-community-gathering-ask-the-adobe-elearning-team/>

Adobe Captivate advanced features: <http://tv.adobe.com/show/add-multimedia-audio-video-graphics-and-animation-/>

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