Kennesaw State University

University Information Technology Services

Adobe Captivate 5.5

Creating an Adobe Captivate Project

University Information Technology Services

Training, Outreach, Learning Technologies and Video Production

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Captivate 5.5

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Introduction

Adobe Captivate® is designed to help you create instructional videos, also called screen casts.

This booklet explains how to create a Captivate project based on two primary methods:

- import your Microsoft PowerPoint® presentation, or
- record your screen in a Software Simulation.

Once you have recorded into a Captivate project via one of these methods, you can add text captions, highlights, images, and audio recording to the project.

The final output of your Captivate project will be either a Flash file (.swf) or an MP4 video (.mp4), both of which are platform-independent video files. These videos can be published to Desire2Learn, a Web site, or even YouTube (.mp4 only).

Objectives

This booklet will cover the following learning objectives:

- Beginning a new Captivate project by:
    - Creating from PowerPoint
    - Creating a Software Simulation from screen capture
- Editing your Captivate project, including:
    - Recording new slides
    - Deleting and moving slides
    - Adjusting slide length
    - Recording new slides
- Recording audio in your Captivate project
- Adding or editing Captivate objects on your slides, including:
    - Text captions
    - Highlight boxes
    - Mouse cursor
    - Images
- Previewing your Captivate project
- Publishing your Captivate project

Getting Started

When you create a Captivate project, the files will be identified by a ".cptx" extension. By default, they will be saved to a folder in My Documents called "My Adobe Captivate Projects," though you can choose to save to any other location on your computer. Note that projects created in Captivate 5.5 cannot be opened in older versions of Captivate.

Installing Captivate

Captivate 5.5 is a licensed software. If you have purchased Captivate and need assistance installing it, please contact the KSU Service Desk at x6999 (770-423-4999) or service@kennesaw.edu.

Checking Audio Devices

If you are going to record audio for your project, you will need a microphone and speakers. You may use an external headset with microphone or another type of external microphone.

When you plug in your headset or microphone, your audio device settings should automatically change to the USB device. It is best to plug in this device prior to opening Captivate.

Manually Setting Your Audio Devices

If your headset or microphone is not automatically recognized, follow these steps to enable the device.

1. Go to the **Start** menu.
2. Select the **Control Panel**.
3. Select **Sound** in the Control Panel.
4. Make sure that *Playback* and *Recording* are set to the devices that you wish to use (see Figure 1 and Figure 2).

Figure 1. Playback settings in Sound control panel.

Figure 2. Recording settings in Sound control panel.

Launching Captivate

To open Captivate, go to **Start** → **All Programs**, and select **Adobe Captivate 5.5**.

Starting a Project from a PowerPoint Presentation

Captivate allows you to create videos using Microsoft Office PowerPoint presentations. You can import PowerPoint slides into any project and add audio, captions, images, and highlights in Captivate.

Importing Your PowerPoint into Captivate

Follow the steps below to import an existing PowerPoint presentation into Captivate.

1. Open Captivate.
   The splash screen should appear (Figure 3):

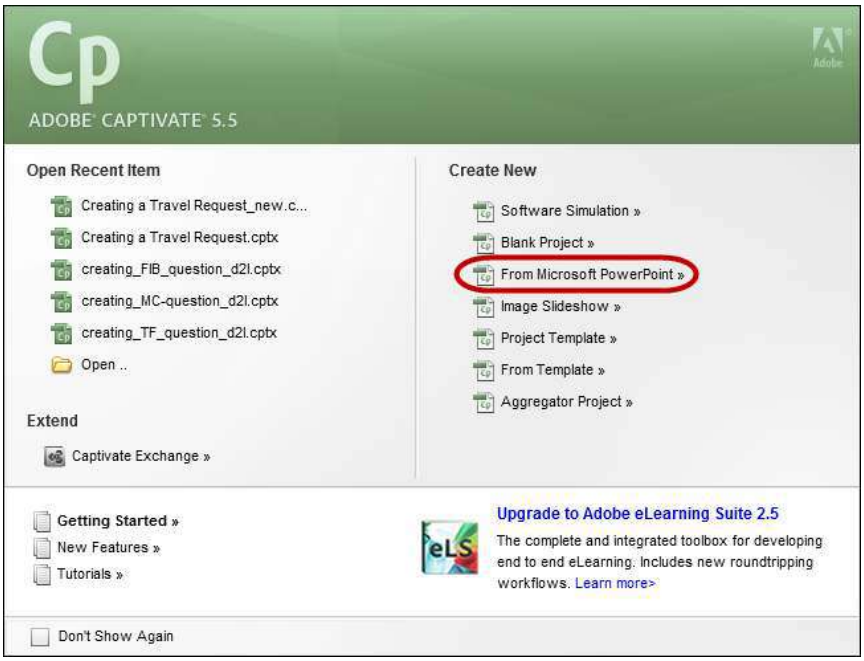


Figure 3. Creating a new Captivate project from an existing PowerPoint file.

2. Under *Create New*, select **From Microsoft PowerPoint**.

Note: If the splash screen does not appear, select the **File** menu → **New Project** → **Project from MS PowerPoint**.

3. Browse to and select the PowerPoint presentation on your computer.
4. Click **Open**.
5. Name your project.
6. Set the dimensions for your project (Figure 4).

Best Practice: Projects intended for the Web are usually sized between 800x600 and 1024x768. Captivate imports PowerPoint slides at their native size. You may resize the project, depending on how you plan to publish your project.

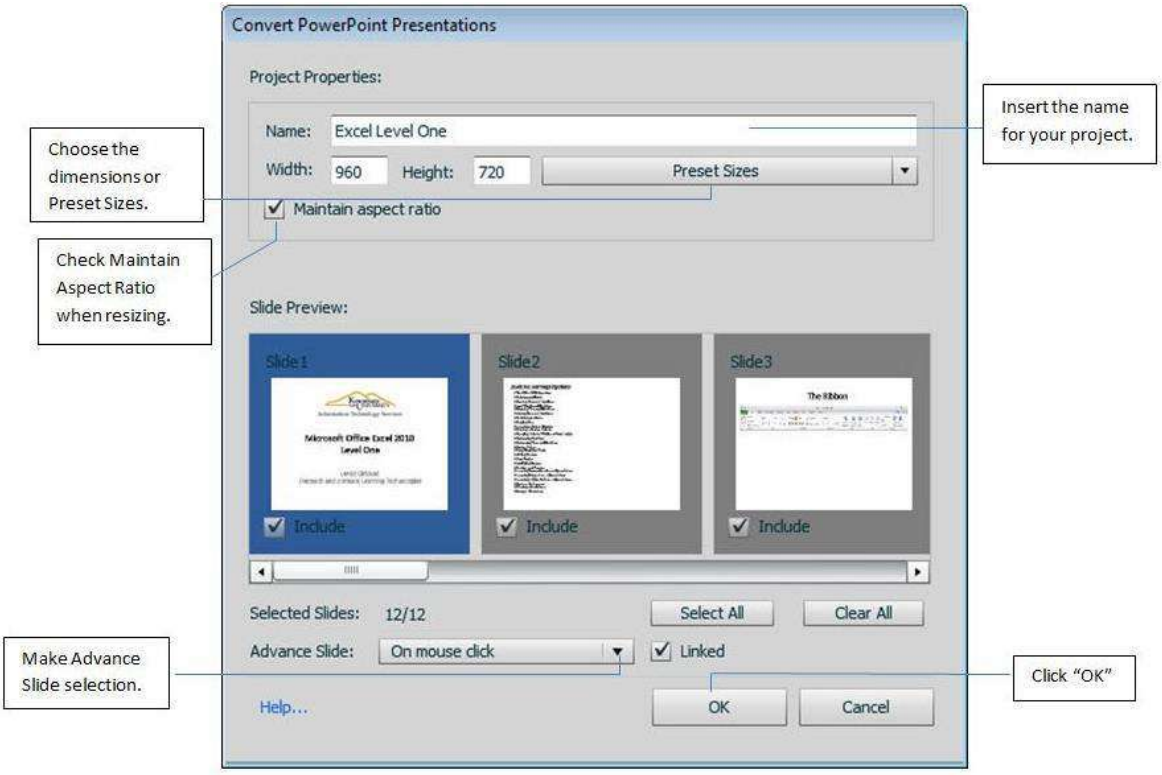


Figure 4. Selecting size options for your Captivate project.

a. Check *Maintain aspect ratio* if you change the size of your imported PowerPoint slides. This ensures that the slide images are not distorted as you change the resolution.
b. Select one of the *Preset Sizes* depending on which medium you plan to use to publish your project. Many Preset Sizes are available, including original PowerPoint size, Apple iPad, Apple iPhone, YouTube widescreen HD, and multiple screen resolutions.
c. Select the method for advancing slides by clicking the *Advance Slide* dropdown.
    i. *On mouse click* advances slides only when the viewer clicks the mouse button.
    ii. *Automatically* advances slides after a set period of time. This time limit is 3 seconds by default but can be adjusted later.

7. Click **OK**.
8. Captivate will import your PowerPoint, creating 1 Captivate slide per selected PowerPoint slide.
9. Save your Captivate project so far by selecting the **File** menu → **Save**.

The next section of this document describes how to create a software simulation instead of a PowerPoint-based project. Skip to the section The Captivate Editing Environment to continue your PowerPoint-based project.

Captivate Software Simulation Project

Adobe Captivate 5.5 allows you to create software simulations by capturing you screen. After you begin recording, Captivate captures your screen when you click or enter text. Captivate also generates highlight boxes and text captions during the capture. You have full control to edit the capture after it is created, including deleting slides, recording new slides, modifying text captions, and adding audio.

Creating a Software Simulation

Follow the steps below to create a new software simulation.

1. Open Captivate.
   The splash screen should appear (Figure 5):

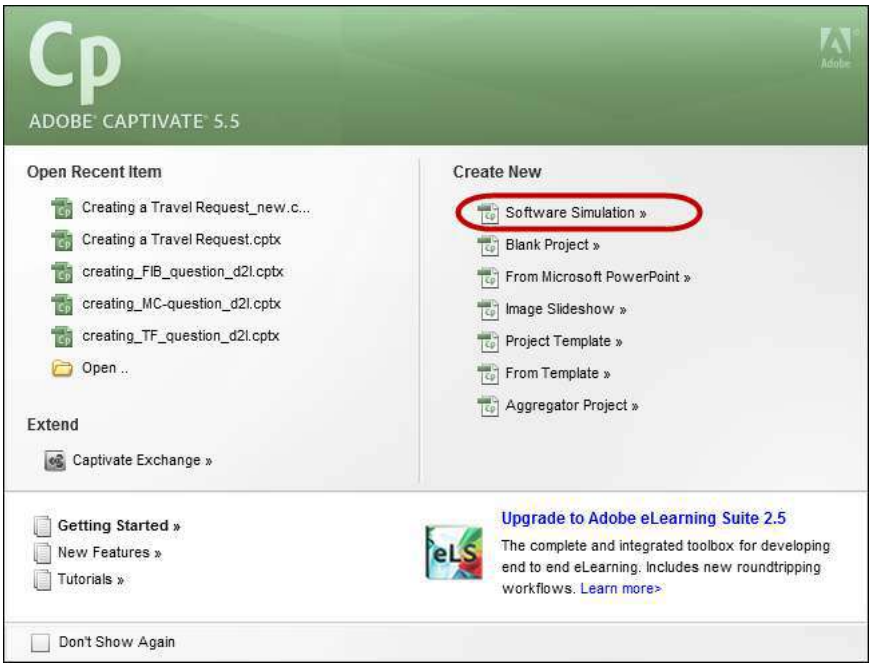


Figure 5. Select Software Simulation from the splash screen.

2. Under *Create New*, select **Software Simulation** (Figure 5).

Note: If the splash screen does not appear, select the **File** menu → **Record New Project.**

3. The Software Simulation settings screen will appear, along with a red box indicating the recording area (Figure 6).

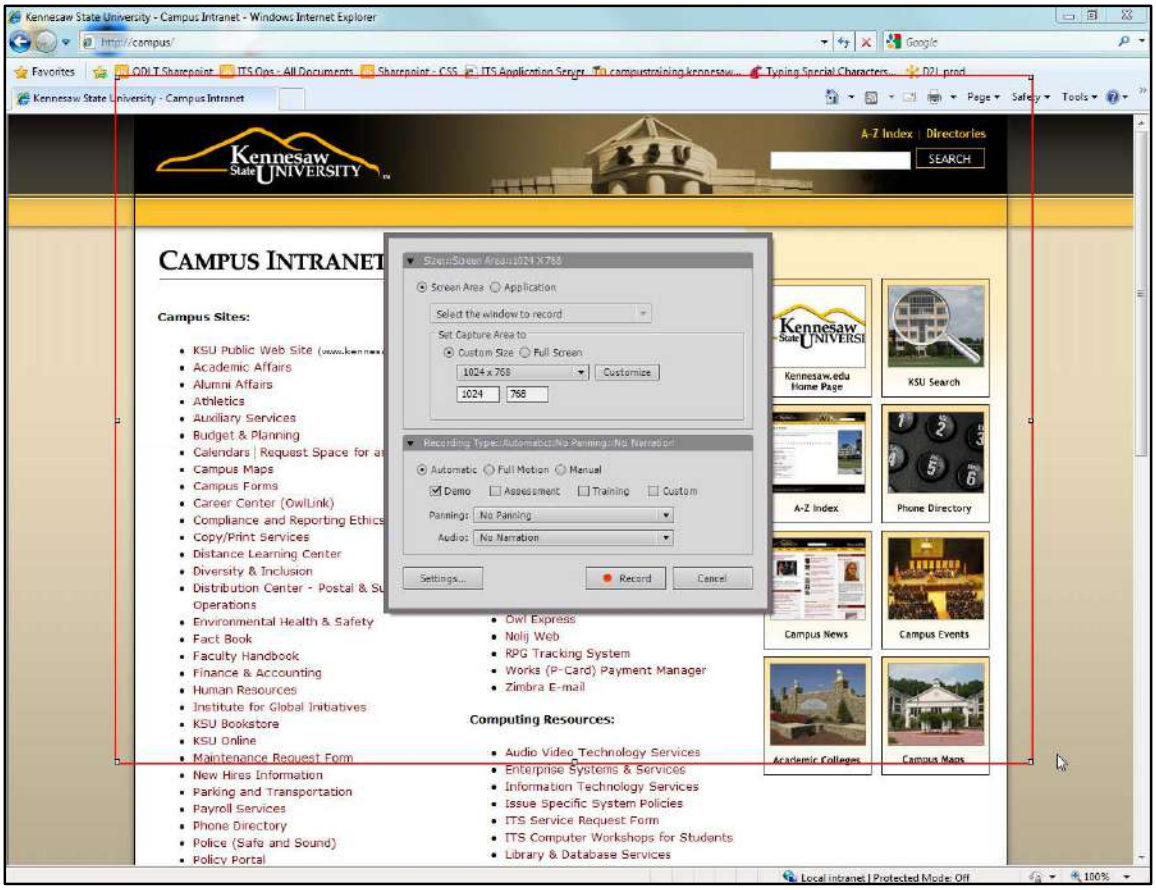


Figure 6. Software Simulation settings and recording area, indicated by a red box.

4. Make the desired selections for your software simulation. Recommended settings:
    a. Set the size of the screen area to be captured. Many presets are available in the Custom Size dropdown; this tutorial will use the 1024 x 768 size.
    b. Under Recording Type, choose **Automatic** and check the **Demo** box.
    c. Make sure **No Panning** is selected.
    d. Make sure **No Narration** is selected. (Audio will be recorded separately.)
5. Resize your application window to fit within the red rectangle.

Best Practice: Hide distracting toolbars while recording, such as your Favorites or Bookmarks. This will also open up more screen room for the content of your software simulation.

6. Click the **Record** button.
7. After a 3-second countdown, recording will begin.
8. On your computer, complete the steps you want to demonstrate via this Captivate software simulation. Each time you click or enter text, Captivate will record that action.
9. To pause recording, press the **Pause** button on your keyboard. Press **Pause** again to resume recording.

10. To end recording, press the **End** button on your keyboard.

11. After you press End, Captivate will process your software simulation into slides. This may take a few moment, especially if your capture was long.
12. Save your Captivate project so far by selecting **File → Save**.

After creating your Software Simulation, you can modify it to your needs.

The Captivate Editing Environment

The Captivate editing environment provides various panels, bars, and windows to help you arrange your Captivate slides. The editing environment, also known as the *Workspace*, will help you create a seamless presentation (Figure 7).

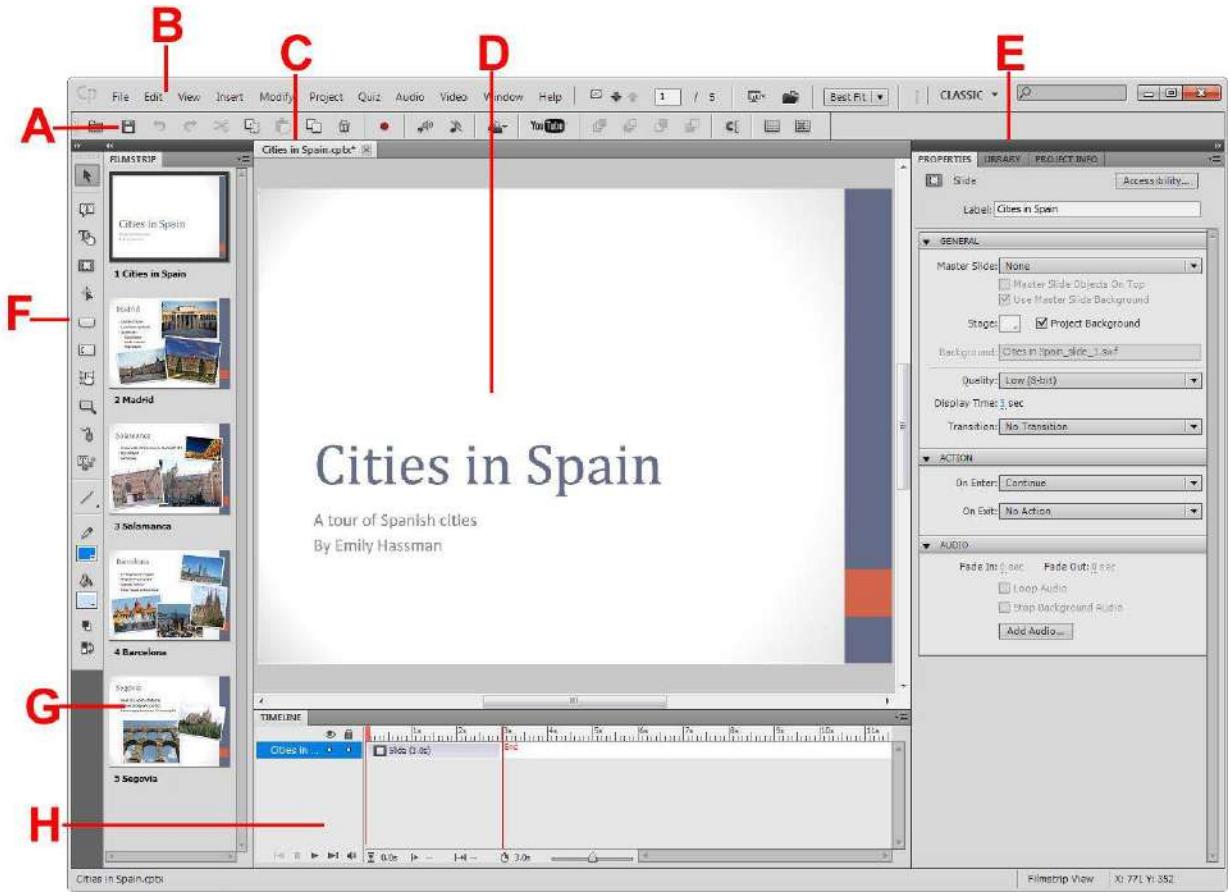


Figure 7. The Captivate editing environment.

A. *Save* – Quickly save your project.
B. *Application Bar* – Contains various application menu such as File, Edit, View, etc.
C. *Tabbed Document Window* – Allows you to view multiple projects simultaneously.

D. *Current Slide* – View the currently selected slide.
E. *Inspector* – Allows you to manipulate slide properties such as transitions and appearance.
F. *Object Toolbar* – Tools to insert text, highlighting, and navigation effects are listed here.
G. *Filmstrip* – Displays all the current slides in your project. Use the filmstrip to navigate within your Captivate project.
H. *Timeline* – Displays slides in a timeline which can be adjusted to meet your needs.

Project Properties and Settings

Captivate is a complex application with many properties, preferences, and settings. Listed below are some of the properties and settings that affect your Captivate project.

Project Properties

Set the properties for your Captivate project by following the steps below.

1. Go to **File → Project Info**
2. Set the Project name, Author, Company, Email, Website, Copyright, and create a Description of your project (Figure 8).

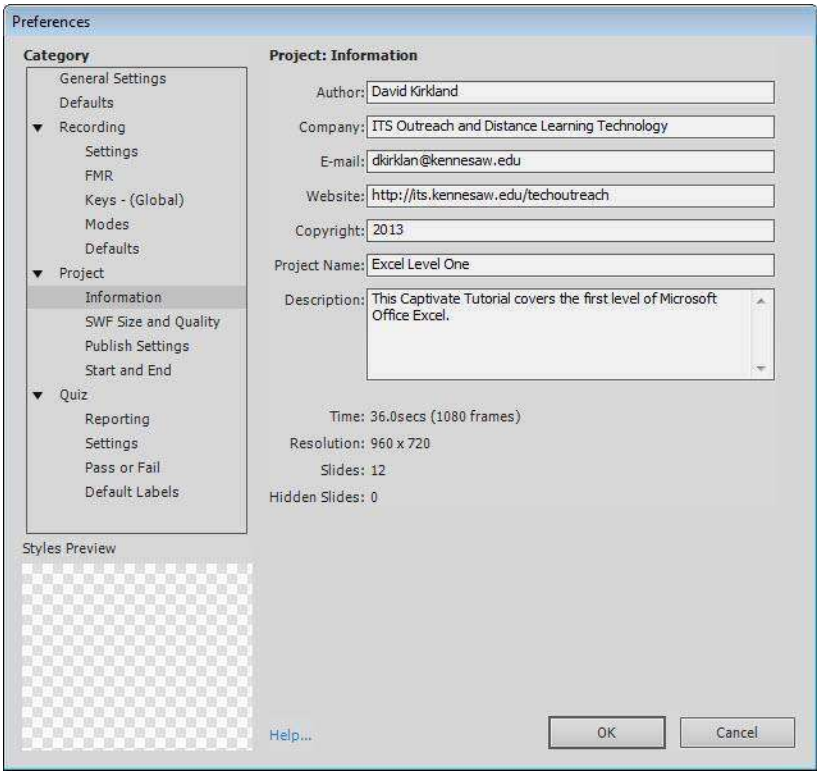


Figure 8. Project properties.

3. Click ***OK***.

Audio Settings

You may record audio in the slides of your Captivate project. Next, we will explore the audio settings.

Preparing Audio Settings

1. Go to the **Audio** menu, then select **Settings**. The *Audio Settings* window will appear (Figure 9).

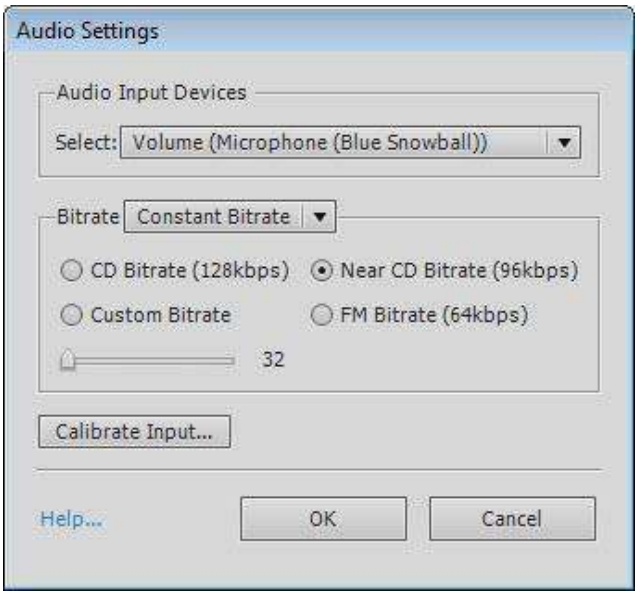


Figure 9. Audio settings window.

2. Make sure your microphone is selected in the *Audio Input Devices* dropdown.
3. Select **Calibrate Input**.
4. The *Calibrate audio input* window appears. Select **Auto calibrate** (Figure 10).

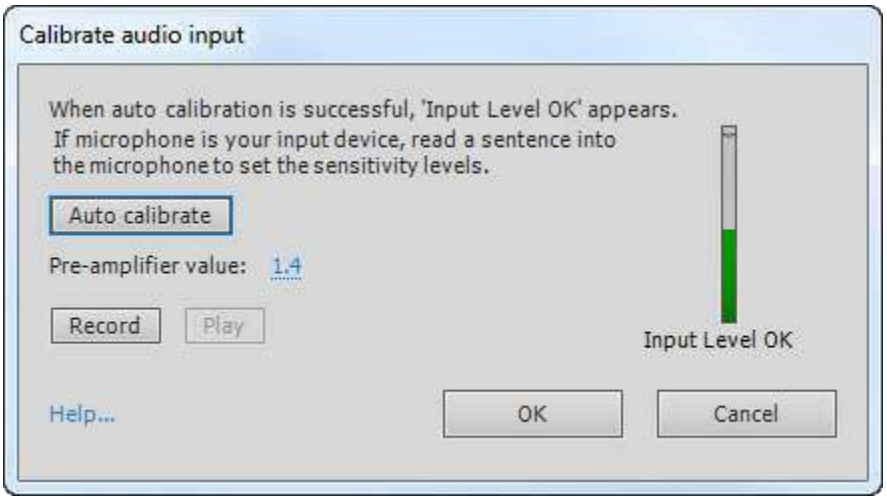


Figure 10. Calibrating audio.

5. Speak into your microphone until *Input Level OK* appears.
6. Click **OK** to accept the calibration.
7. Click **OK** to close your *Audio Settings*.

Editing Your Captivate Project

After you have created a new Captivate project, you may wish to edit the project. These edits may include changing the display duration of slides, removing slides, recording new slides, or moving the slides. The following sections detail these adjustments.

Adjusting the Display Duration of All Slides

When you create a new Captivate project, the default display duration of each slide is 3 seconds. Follow the steps below to change the default duration for **all** slides within your project.

1. Select all the slides in your *Filmstrip* by right-clicking on any slide and clicking **Select All Slides**.
2. Select the **Properties** panel on the right side of the screen (Figure 11).

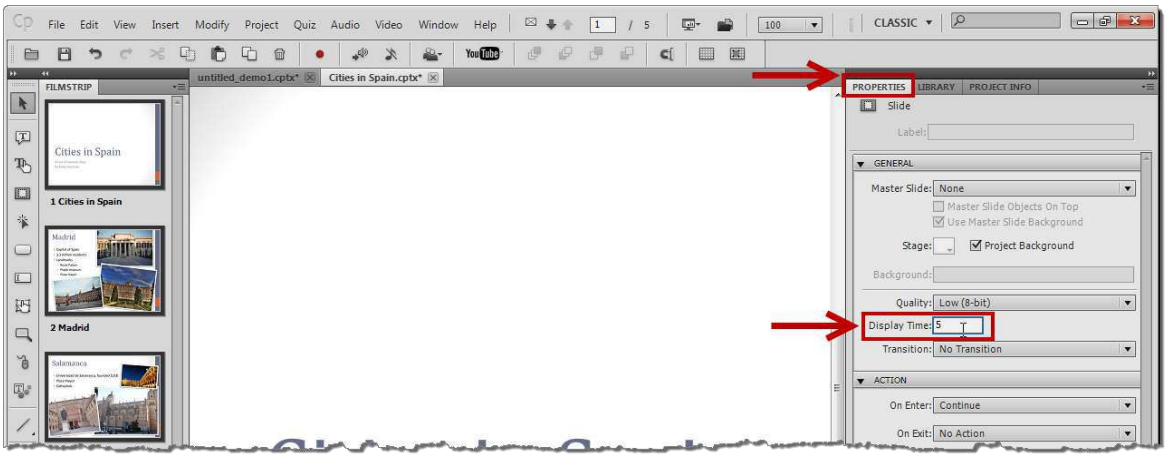


Figure 11. Changing the display time for all slides.

3. Type in the desired **Display Time** in seconds.
4. Hit the **Enter** key on your keyboard.

All selected slides now have the new display duration.

Adjusting the Display Length of a Single Slide

When you create a new Captivate project, the default display duration of each slide is 3 seconds. Follow the steps below to change the duration for *single* slides within your project.

1. Select the slide you want to adjust in the *Filmstrip*.
2. Find the **Slide** item in the *Timeline* (Figure 12).

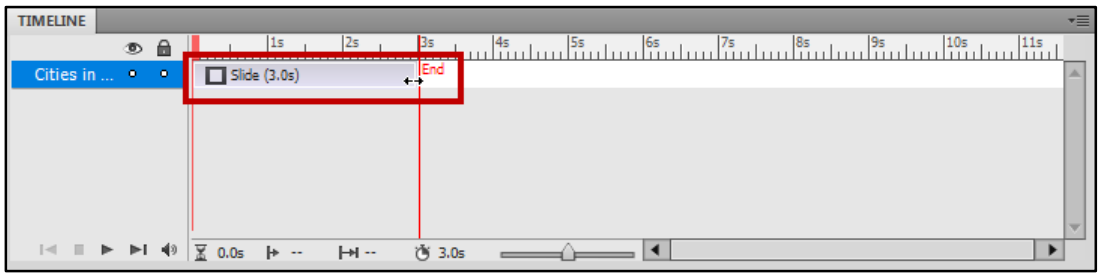


Figure 12. Expand slide duration in the slide's Timeline.

3. Click and drag the right end of the slide's timeline entry to the right until you reach the desired duration for the slide.

This selected slide now has the new display duration.

Moving Slides within Your Project

To move a slide within your Captivate project, follow the steps below (Figure 13).

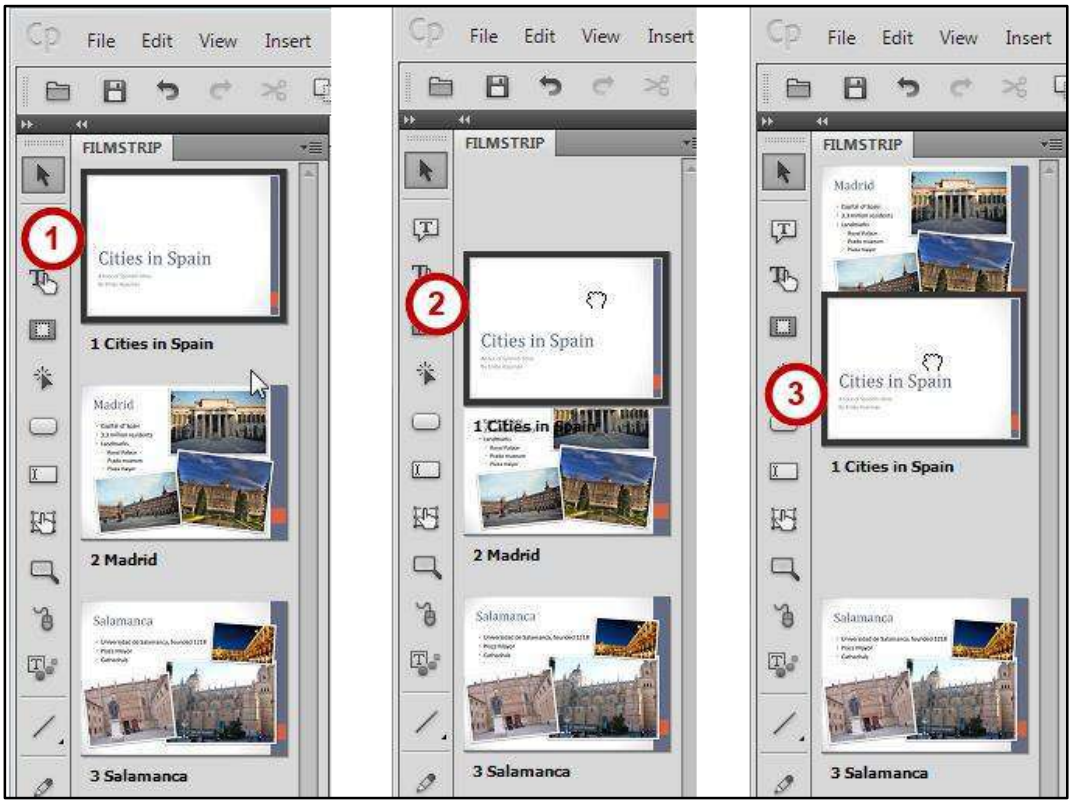


Figure 13. Moving a slide by dragging on the Filmstrip.

1. Locate the slide you need to move in the *Filmstrip*.
2. Click and hold the mouse button on the slide to be moved.
3. Holding down the mouse button, drag the slide to the new location.
4. Release the mouse button in the slide's new location.

Once you release the mouse button, your slide is moved to the new location.

Removing a Slide from Your Project

To remove a slide from your Captivate project, follow the steps below.

1. In the *Filmstrip*, right-click on the slide you need to remove.
2. Select **Delete** in the dropdown menu (Figure 14).

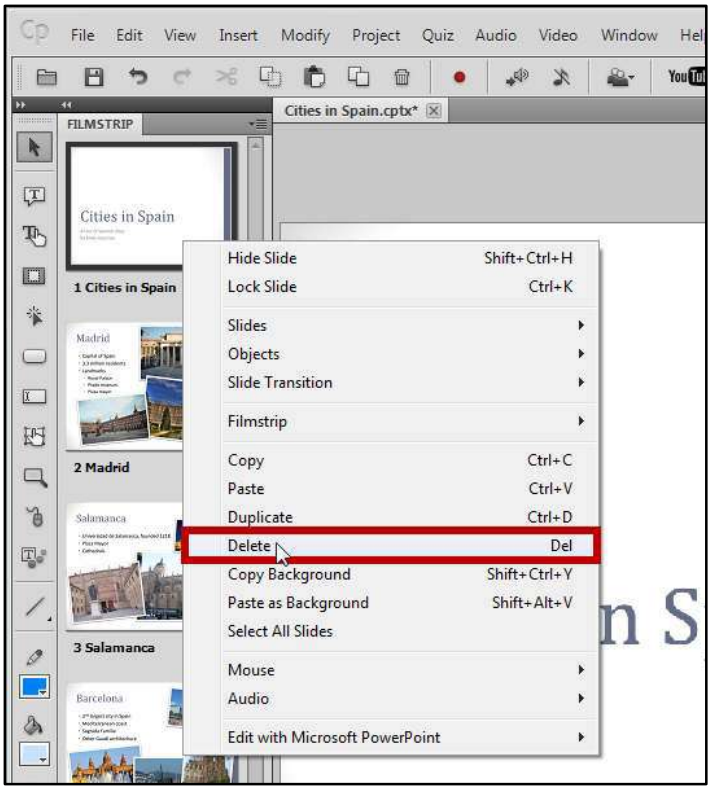


Figure 14. Deleting a slide.

3. Click **OK** at the prompt (Figure 15).

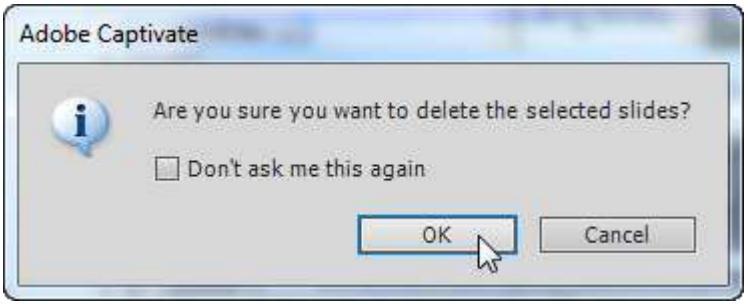


Figure 15. Deleting selected slide(s).

The slide is removed from your Captivate project.

Recording Additional Slides in Your Existing Project

It is easy to record additional slides at any place within your existing project.

1. In the *Timeline*, select the **slide** after which you want to record new material.
2. In the top toolbar, select the red **Record** icon.
3. Confirm that you have chosen the correct slide after which the recorded slides should be inserted (Figure 16).

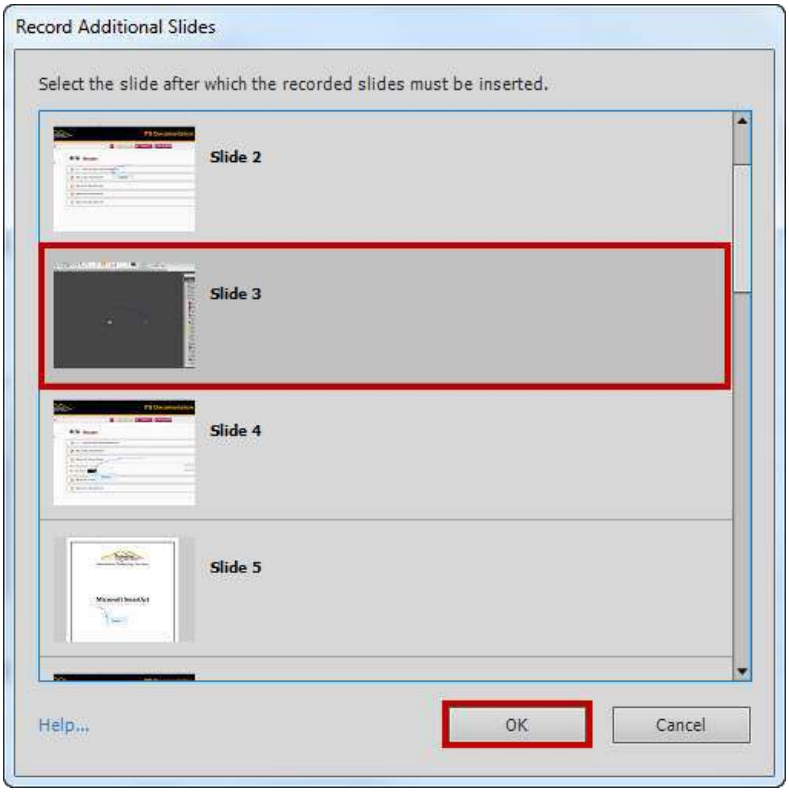


Figure 16. Record Additional Slides.

4. Click **OK**.
5. Click **Record**.
6. After a 3-second countdown, recording will begin.
7. When you have finished recording your additional slides, hit the **End** button on your keyboard.

Your additional slides will appear in the spot you specified in your project's Timeline.

Showing the Mouse Cursor

In software simulations, you may wish to show or adjust the mouse cursor on your Captivate slides. The mouse cursor is usually displayed by default in a software simulation. However, you can add, remove, or adjust the mouse cursor.

Adding the Mouse Cursor to a Slide

To add the mouse cursor to a slide, follow the steps below.

1. In the toolbar, select the **Insert Mouse** icon.
   Note: If the Insert Mouse icon is grayed out, the mouse is already shown on the slide and does not need to be added. Proceed to step 3.
2. The mouse cursor will appear on your slide.
3. Click and drag the mouse cursor to move its location on the slide.

Removing the Mouse Click Sound from All Slides

By default, a "mouse click sound" is played whenever the mouse is clicked in your software tutorial. If you want to remove this noise from your project, follow the steps below.

1. Select any **slide** where the mouse is shown.
2. Select the **mouse**, either by clicking it on the displayed slide or selecting it in the slide timeline.
3. The mouse **Properties** should be displayed in the Properties panel at the right (Figure 17).

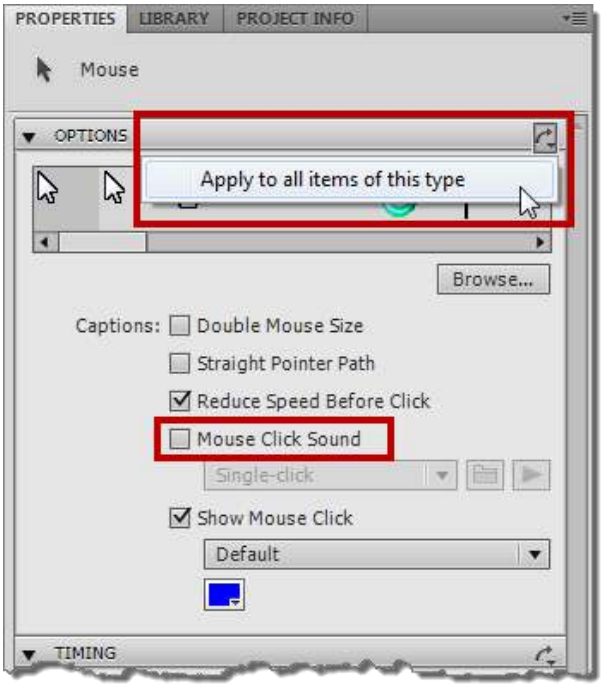


Figure 17. Removing the Mouse Click Sound from All Slides.

4. Uncheck the **Mouse Click Sound** checkbox.
5. In the top-right corner of the Options bar, click the **arrow** icon.
6. Select **Apply to All Items of This Type**.

The mouse click sound is now removed from your project's slides. **Remember to repeat these steps if you record additional slides.**

Inserting Images

Captivate enables you to insert images into your project. The image becomes an object on the slide timeline that can be manipulated. You can get images for your project from the web, from a digital camera, from a scanned photograph, or from a screen capture saved as an image file.

Images can be inserted into your Captivate project two ways. One method allows for resizing of the image on the slide, and one fills a slide completely with the image.

Inserting an Image into Your Project

1. From the **Insert** menu, select **Image**.
2. Choose the image on your computer that you would like to upload and click **Open**.

The new image is now inserted in your Captivate project as an object. It can be re-sized by dragging one of the corners (see Figure 18).

Figure 18. Resize an image by dragging a corner.

You can also move the image on the slide by clicking and dragging it.

Inserting an Image Slide into Your Project

1. From the **Insert** menu, select **Image Slide**.
2. Choose the image on your computer that you would like to upload and click **Open**.
3. If the image is smaller than your project's slide size, the image will automatically be placed in the center of a new slide (see Figure 19).

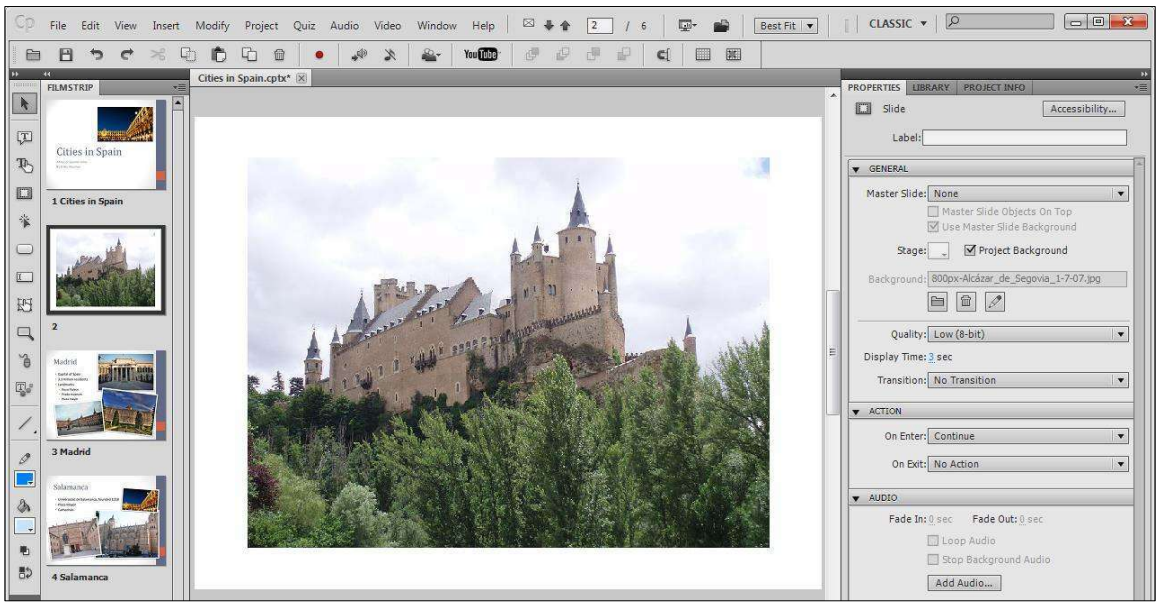


Figure 19. Image placed in the center of a slide.

4. If the image is larger than your project's slide size, you will receive the *Resize/Crop Image* window. You can then customize the image before placing it into the slide (see Figure 20).

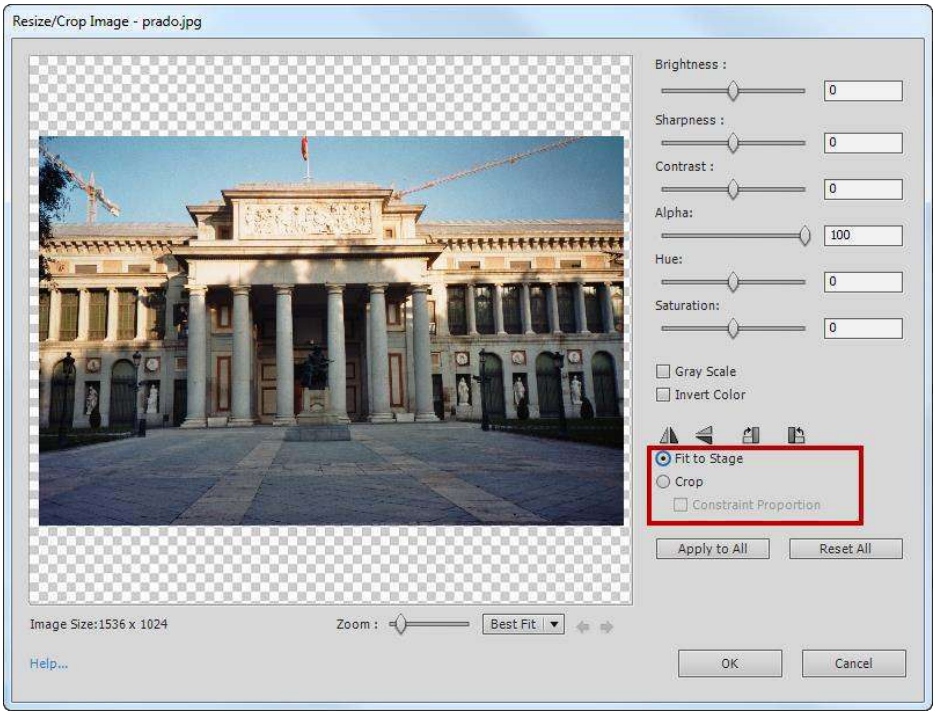


Figure 20. Resize/Crop Image window.

   a. Choose to *Fit to Stage* to automatically fit you image on the slide, or
   b. Choose *Crop* to crop your image.
   c. Click **OK**.

Inserting a Text Caption

A text caption is an object that displays text on your project slides. A caption can be formatted as plain text, a text box, or a callout. Once added to your slide, the caption box appears on the slide's timeline, like all the other objects on the slide.

Follow the steps below to add a text caption to your slide.

1. Select the slide to which you want to add the caption.
2. Click the **Insert Text Caption** icon in the *Toolbar*.
3. The new Text Caption will appear in the center of your slide (Figure 21).
4. Type your text for this caption.

Figure 21. A new Text Caption.

Modifying the Appearance of a Text Caption

Use the *Properties* tab to modify the appearance of a text caption (Figure 22).

You can change the following properties:

a. **Caption type**—change the color and style of the caption.
b. **Callout type**—choose a rectangle text box or a speech bubble with directional tail.
c. **Font**—change the font and font appearance, including size, color, and text effects.
d. **Alignment**—choose left, center, or right alignment.
e. **Numbering**—choose numbering or bullets for a list.

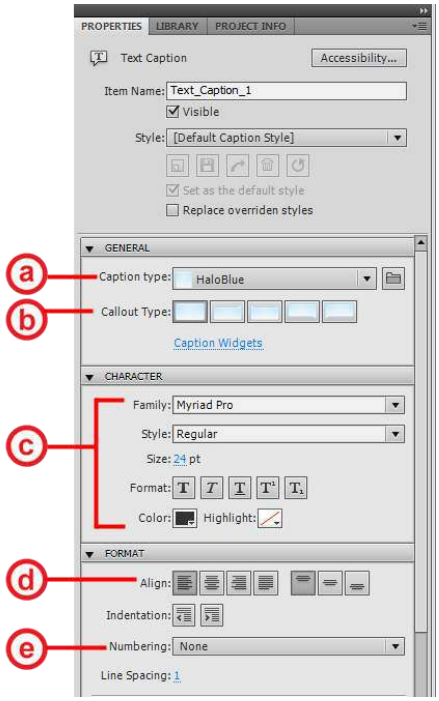


Figure 22. Properties of a text caption.

Modifying the Display Time of a Text Caption

The text caption box becomes another object on the slide timeline, usually with a default display time of 3 seconds. You can edit the timing for the caption to appear and disappear.

1. Click to select the text caption in the *Timeline*.
2. Click and drag from side to side to move the caption on the timeline (Figure 23).

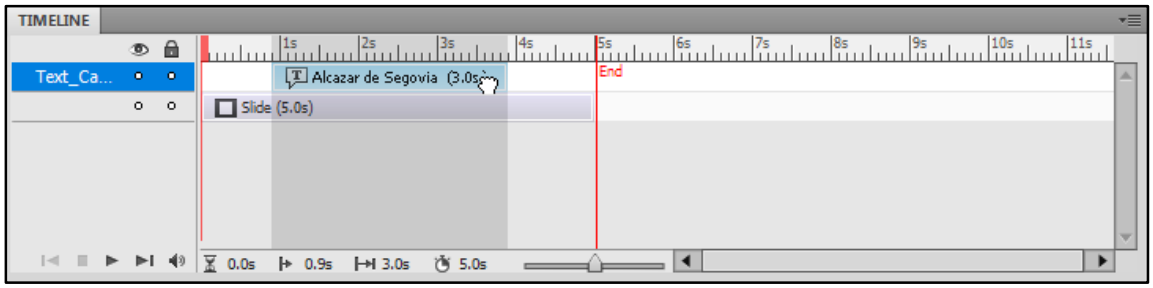


Figure 23. Move the caption on the timeline with the hand icon.

3. Hover at the start or end of the text caption, then click and drag to expand the display time (Figure 24).

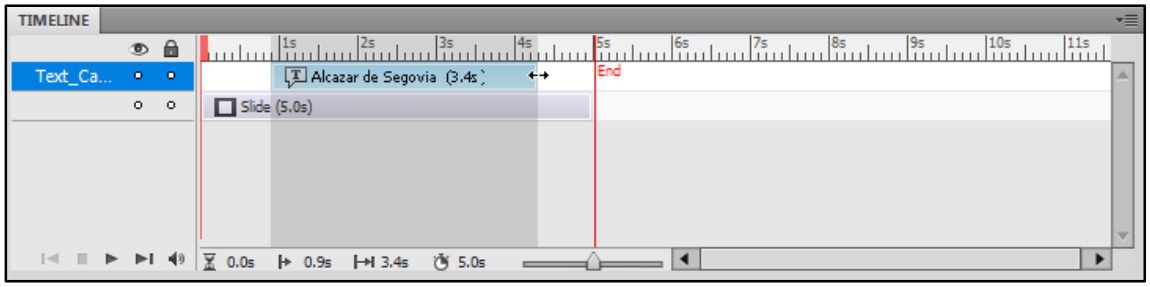


Figure 24. Expand the display time on the timeline with the arrow icon.

4. Right-click and select **Show for the rest of the slide** to extend the caption for the remainder of the slide display time (Figure 25).

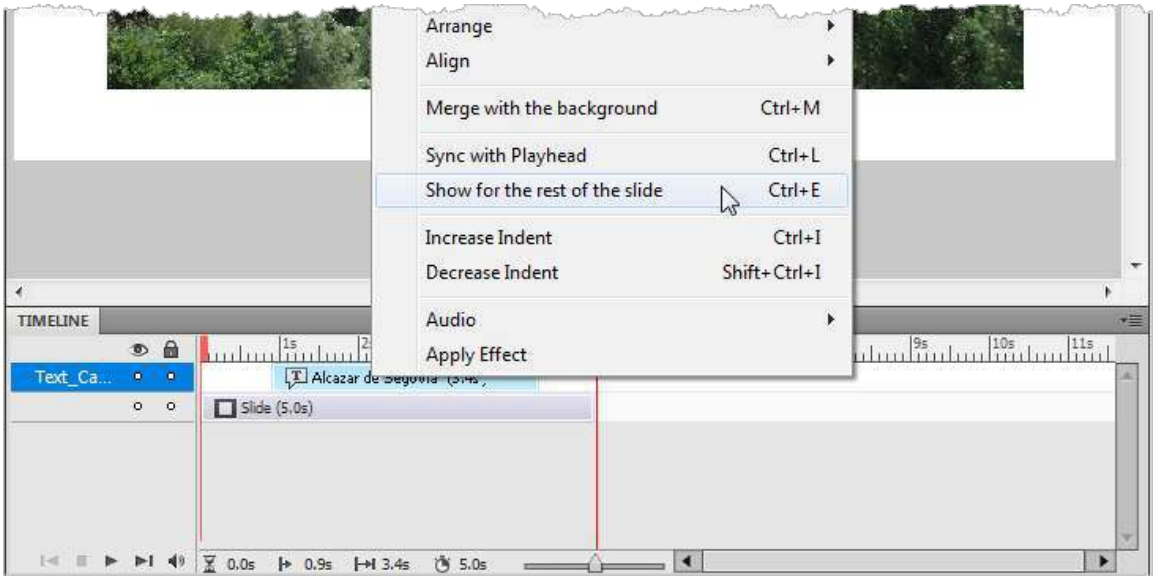


Figure 25. Show the text caption for the rest of the slide.

Inserting a Highlight Box

A highlight box is an object that enables you to bring attention to areas of your slide. The highlight box appears on the timeline like all the other objects on your slide. You can edit the timing for the highlight box to appear and disappear.

Adding a Highlight Box to Your Slide

1. Select the slide where you want to add the highlight box.
2. Click the **Insert Highlight Box** icon in the *Toolbar.*
3. Click and drag to move the highlight box on your slide (Figure 26).
4. Click and drag the corners of the highlight box to resize it appropriately.
5. Set the frame color, frame width, fill color, fill (color and transparency), and stroke settings.
6. Modify the highlight box's display time on the Timeline as described in the previous section, Modifying the Display Time of a Text Caption.

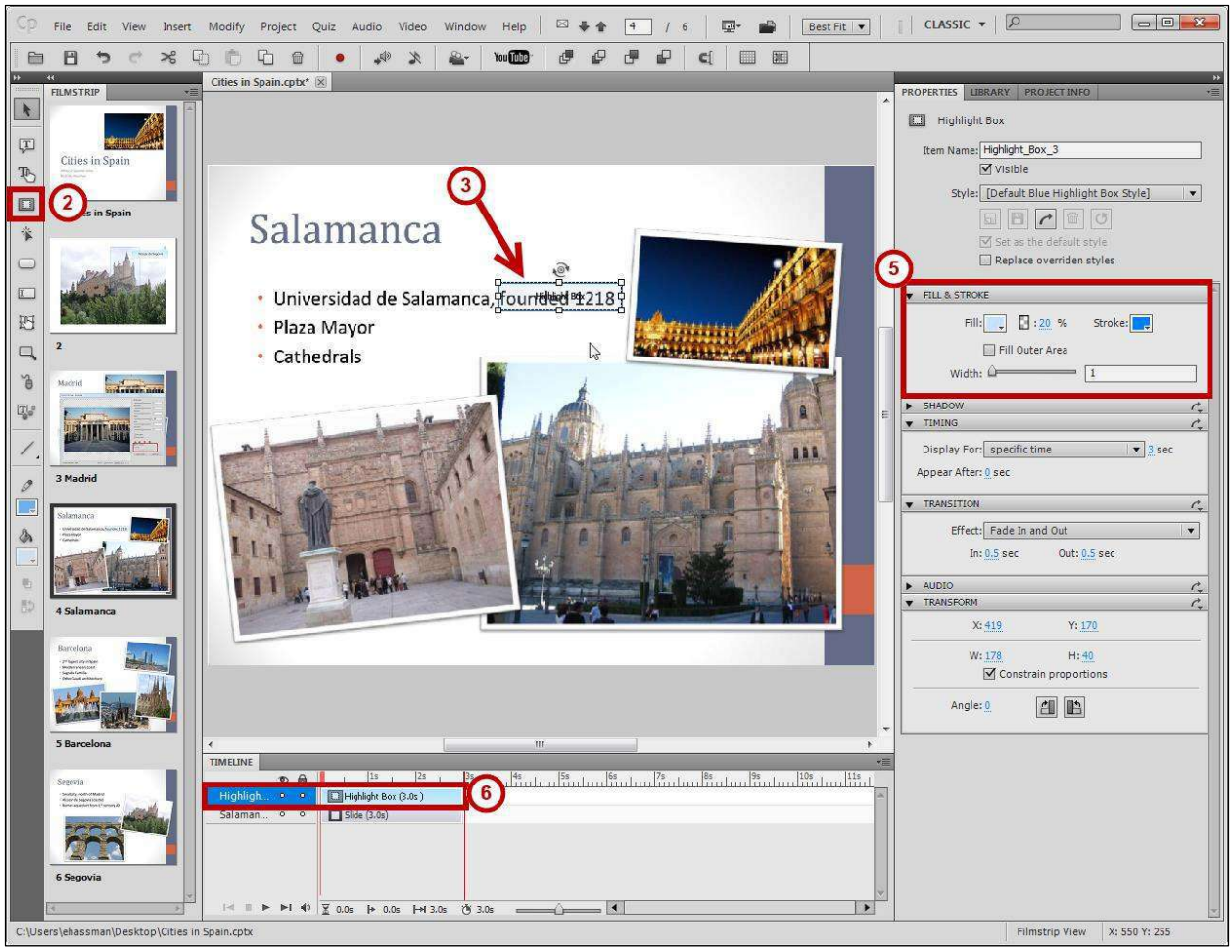


Figure 26. Inserting and modifying a Highlight Box.

Recording Audio

You can record audio for one slide, or you can record audio for the whole project and split it for each slide after the fact. In this document, we will record audio for one slide at a time.

Note: Be sure to set up your audio devices. Refer to the *Getting Started* section of this document for instructions.

Recording Audio for a Slide

1. Select the slide for which you want to record audio.
2. Click on the **Record Audio** icon in the top toolbar.
3. The Slide Audio window will appear (Figure 27).

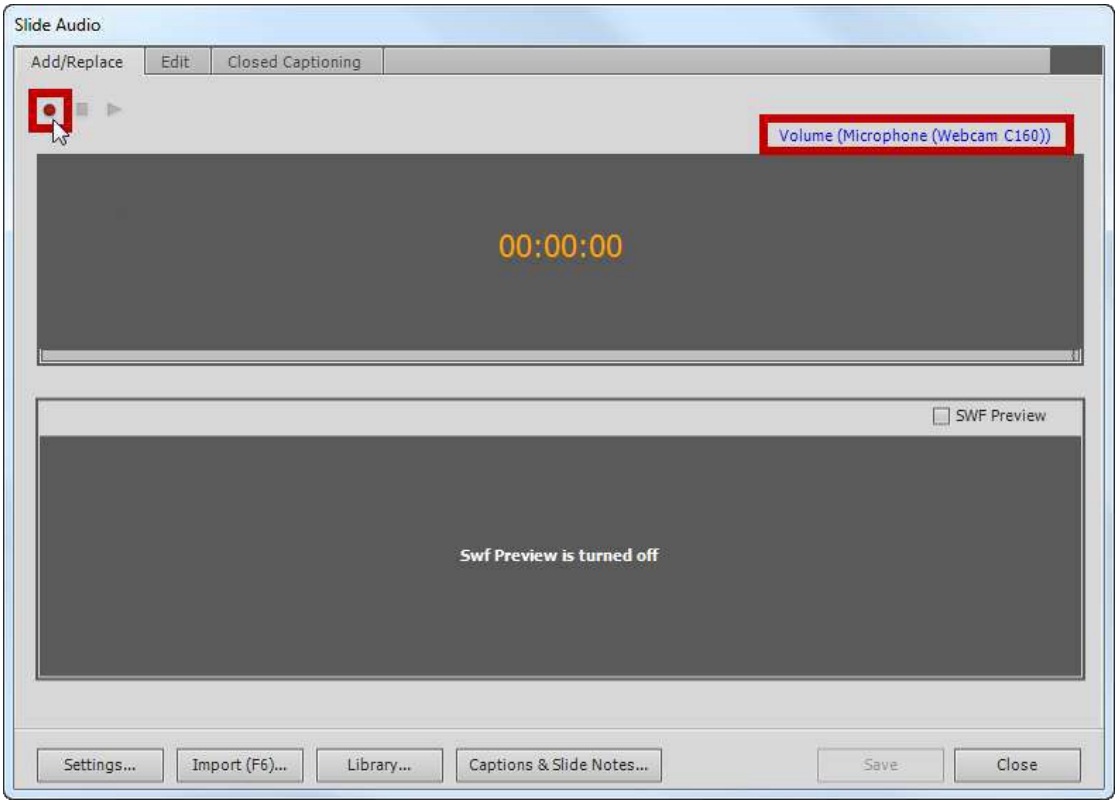


Figure 27. Slide Audio window.

4. Verify that the correct audio device is selected (top right).
5. Click the red **Record Audio** icon .

   Note: If you have not calibrated your audio input, you will be prompted to do so. Refer to the instructions in the *Preparing* Audio Settings section of this document for instructions.

5. The audio recording will begin after a three second countdown (Figure 28).

Figure 28. Countdown to recording.

6. Click the **Stop recording** icon when you are finished recording.
7. To hear your recorded audio, click the **Play** icon.
8. If you are not satisfied with the recorded audio, click the red **Record Audio** icon to re-record.
9. When you are satisfied with the record audio, click **Save**.
10. If the audio track is longer than the slide display time, you will be prompted to extend the display time of the slide (Figure 29). Click **Yes**.

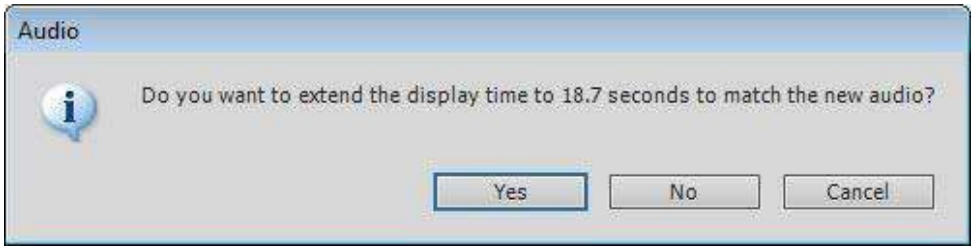


Figure 29. Extend the display time of the slide for longer audio tracks.

The audio is now attached to the slide.

11. The audio is added to the slide *Timeline*. You can click and drag the audio file to adjust the audio timing on the slide (Figure 30).

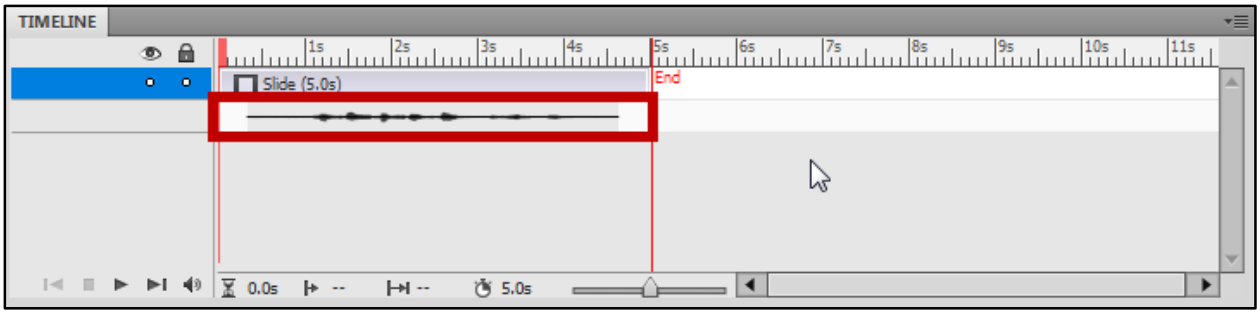


Figure 30. Audio track shown on the slide Timeline.

Best Practice: Always set the slide to display slightly longer than the audio track. This prevents your audio track from being cut off. You can grab the right end of the slide timeline and drag to the right to extend the slide display time.

Editing an Audio Track

To edit your audio track, follow the steps below.

1. Double-click the audio track in the slide Timeline.
2. The *Edit Audio* window will open.

This window enables you to edit the audio track (Figure 31).

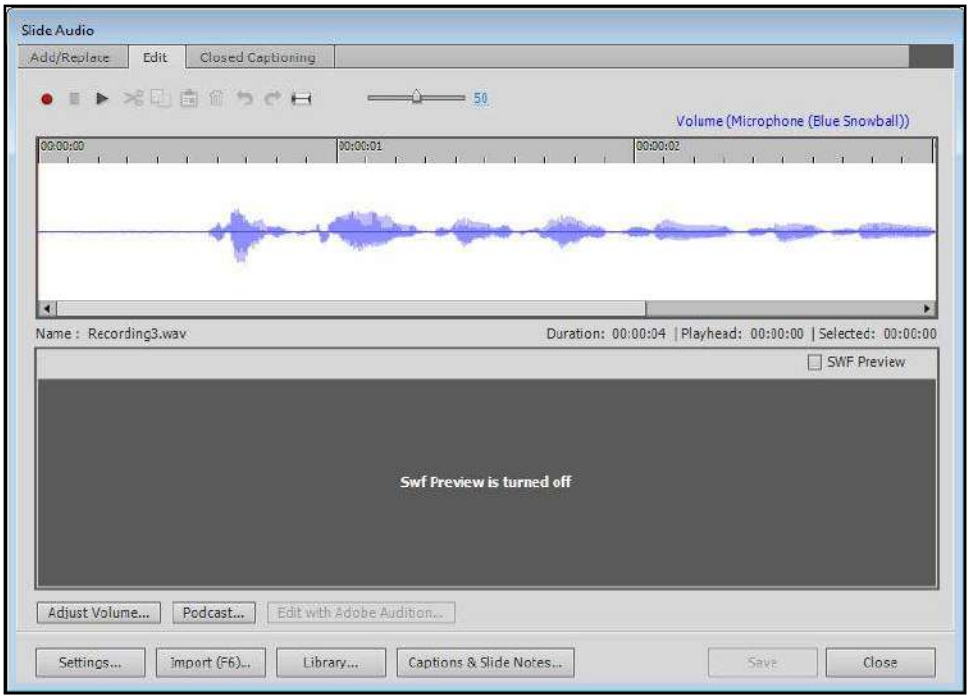


Figure 31. Edit slide audio.

Best Practice: If your track requires more than light editing, it may be easier to re-record the track. Most edits will involve only inserting silence or removing clips.

Removing Parts of the Audio Track

1. Click and drag to select the area of the audio track you need to remove.
2. Click the **Cut** icon or use the keyboard command *Control-X*.
3. Click **Save**.
4. Click **Close**.

Inserting Silence

Inserting silence in an audio track is a great way to cover up distracting vocal artifacts, such as mouth noises or audible inhales. Because you are inserting silence on top of the noise, the length of your audio track remains the same.

1. Click and drag the area of the audio track that you would like to silence.
3. Click the **Insert Silence** icon or use the keyboard *S* key.
4. Click **Save**.
5. Click **Close**.

Previewing Your Captivate Project

After you edit your Captivate project, you should preview it to ensure the edits are acceptable.

Captivate allows you to preview your slides or project in several ways:

- The currently selected slide
- The entire project
- The entire project starting from the current slide
- The next 5 slides from the current slide
- The entire project in a web browser

To preview your project, follow the steps below.

1. Click the **Preview** icon on the main toolbar.
2. Select the desired type of preview (Figure 32).

Figure 32. Previewing your project.

Removing Unused Elements from Your Captivate File

As you work on your Captivate project, Captivate saves the elements (e.g., images and audio) that you have deleted. This is helpful if you have deleted an element but need to add it back. However, this also makes your .cptx file much larger. Captivate may even prompt you when opening an in-progress project, "The following project(s) have many unused items." (Figure 33).

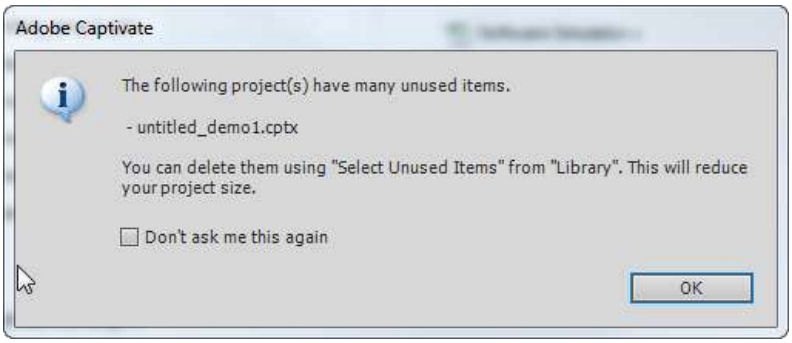


Figure 33. Unused items in a Captivate project contribue to bloated file size.

Follow the steps below to remove the unused items from your project.

Best Practice: You should only remove the unused items when you are finish up your project and are sure that you will not need those items.

1. Go to the **Library** panel in your Captivate project (Figure 34).

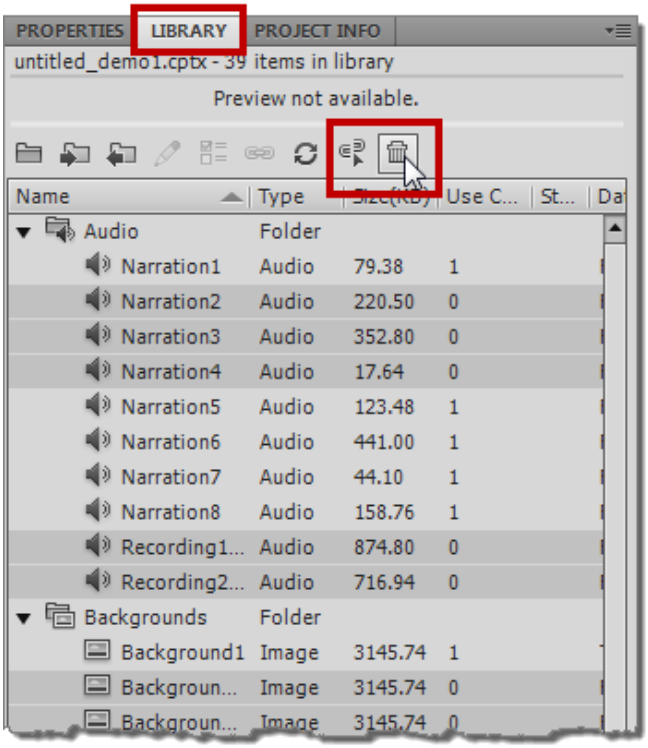


Figure 34. Deleting unused items from your project library.

2. Click the **Select Unused Items** (broken link) icon.
3. All the unused items will be highlighted.
4. Click the **Delete** (trash can) icon.

The unused items are now removed from your project. Next time you save, the file size will be reduced.

Publishing Your Captivate Project

When you are finished editing your project, you will need to publish it. When you publish a project, all of the slides and objects are rendered into a web-friendly format.

This document will discuss 2 publishing options: Flash (.swf) or video (.mp4). See the next 2 sections for information about each publishing option.

Best Practice: You should always keep the original .cptx file so that you can make changes and re-publish if needed.

Publishing Your Project in Flash Format

If you have any interactive elements in your Captivate project, you will want to publish in Flash format. Flash will maintain interactive elements, such clicking to advance slides, or allowing user input.

To publish your project in Flash, follow the steps below.

1. Click the **Publish** icon on the main toolbar, or select the **File** menu → **Publish**.
2. On the left side of the *Publish* window, make sure the **Flash (SWF)** option is selected (Figure 35).

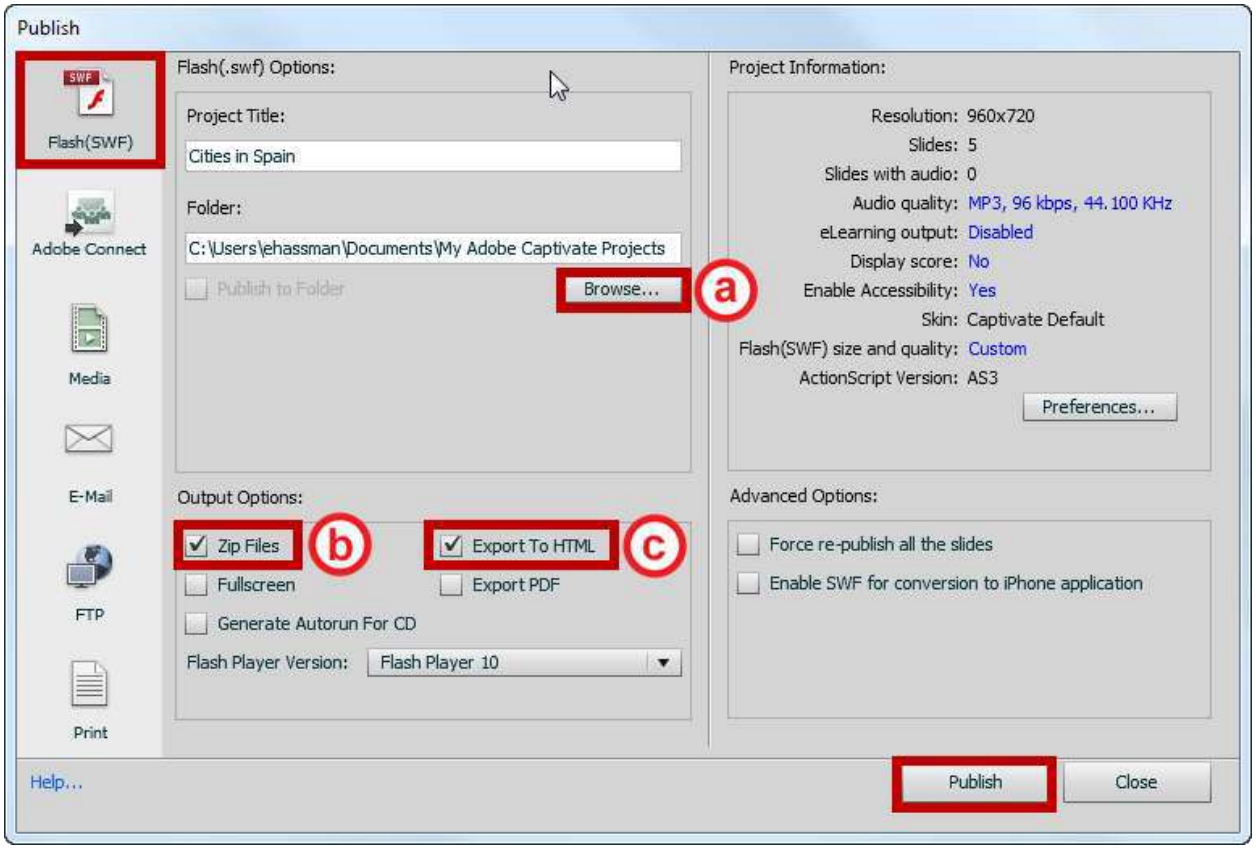


Figure 35. Publishing to Flash.

3. Select the following options (refer to Figure 35):
    a. Click the **Browse** button to choose the folder on your computer where you wish to publish this project (such as My Documents or Desktop).
    b. Select the **Export to HTML** checkbox under *Output Options*.
    c. Select the **Zip Files** checkbox under *Output Options*.
4. Click the **Publish** button.

A zipped folder will be created. The zipped folder contains 3 files (Figure 36):

Figure 36. Published Flash component files.

- Main Flash file (.swf), which is the core output of your project and the largest file.
- JavaScript file (.js), which is needed for your project display correctly in the Web browser.
- HTML file (.htm) in which your project is embedded. This is the file you will link to on a Web site. Sizing and display properties are also embedded in this file.

You will need **all 3 files** to publish your Flash project online.

Publishing Your Project in Video Format

If your Captivate project does not include interactive elements, you can publish it as a video file (.mp4). It is mobile-friendly, so it can be viewed from a device like an iPad.

To publish your project as a video, follow the steps below.

1. Click the **Publish** button on the main toolbar, or select the **File** menu → **Publish**.
2. On the left side of the *Publish* window, select the **Media** option.
3. Select the following options (refer to Figure 37).

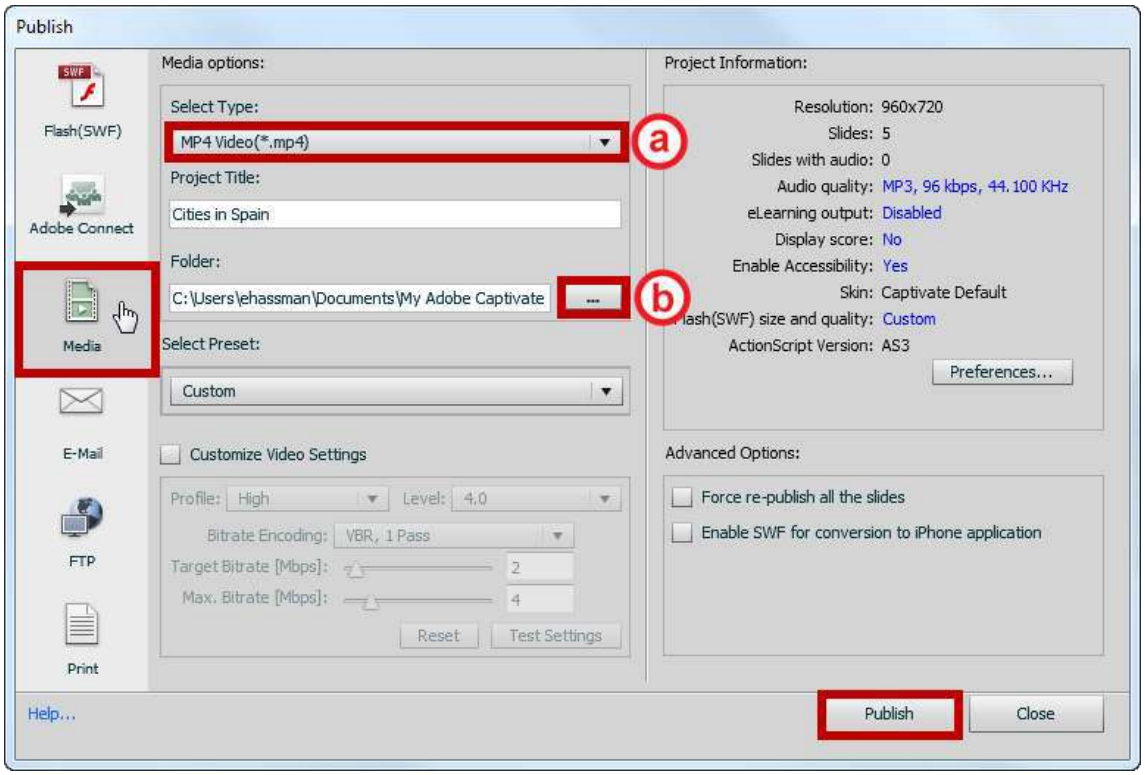


Figure 37. Publishing as an MP4 Video file..

   a. In the *Select Type* dropdown, choose **MP4 Video (*.mp4).**
   b. Click the **…** (Browse) button to choose the folder on your computer where you wish to publish this project (such as My Documents or Desktop).
4. Click **Publish**.

Your project will be published as a single MP4 video file in the location you specified.

Uploading Your Project in Desire2Learn

After publishing your project from Captivate (see the previous sections on Flash or Video/MP4), you can upload your project output in a Desire2Learn course section.

Uploading Your Flash-format Project

1. Open your Desire2Learn course.
2. Go to the **Content** menu item.
3. Select **Table of Contents** from the left menu in the Content area (Figure 38).

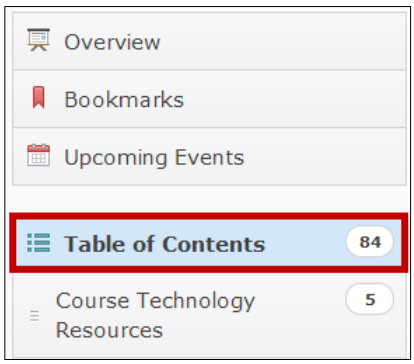


Figure 38. Accessing Table of Contents.

4. Select the **Related Tools** button (Figure 39).

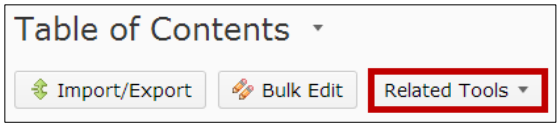


Figure 39. Related Tools button.

5. From the dropdown that appears, select **Manage Files** (Figure 40).

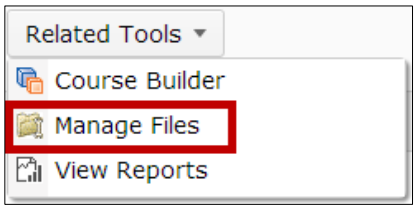
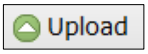


Figure 40. Manage Files in the Related Tools dropdown.

6. Select the **New Folder**

icon to create a folder for your project.
7. Enter a **Name** for the folder and click **Save**.
8. Click on the name of the new folder to enter that folder.
9. Click the **Upload** 

icon.
10. Click **Browse.**
11. Locate your zipped, published Captivate project on your computer and select it.
12. Click **Open**.
13. Click **Upload**.

14. Your zipped folder will be uploaded to your course's Desire2Learn files.
15. Hover to the right of your .zip file, and a dropdown arrow will appear (Figure 41). Click the **dropdown arrow**.

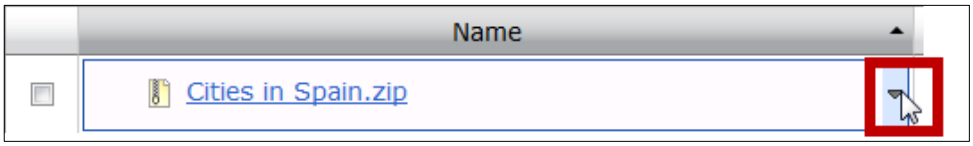


Figure 41. Dropdown arrow appears when you hover next to an item in Manage Files.

16. Select **Unzip** from the dropdown menu (Figure 42).

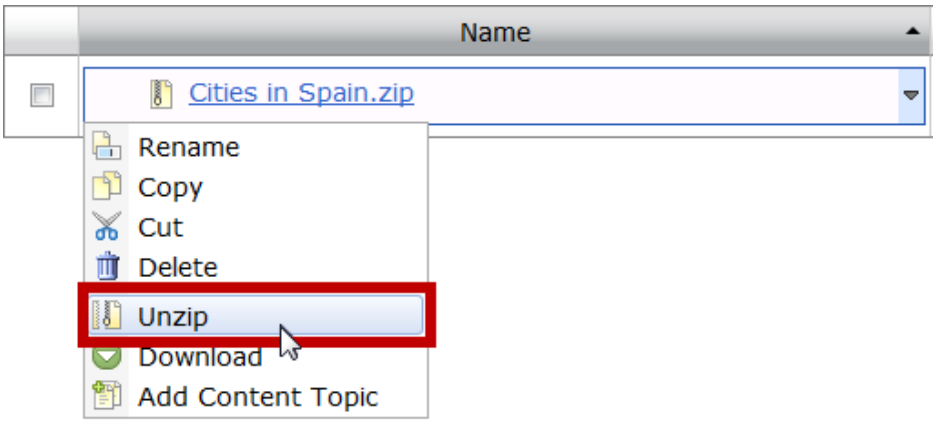


Figure 42. Unzip the zipped folder in Manage Files.

17. The .htm, .swf, and .js files will unzip into the folder you created in Step 6.
18. Hover to the right of the .htm file; a dropdown arrow will appear. Click the **dropdown arrow**.
19. Select **Add Content Topic** (Figure 43).

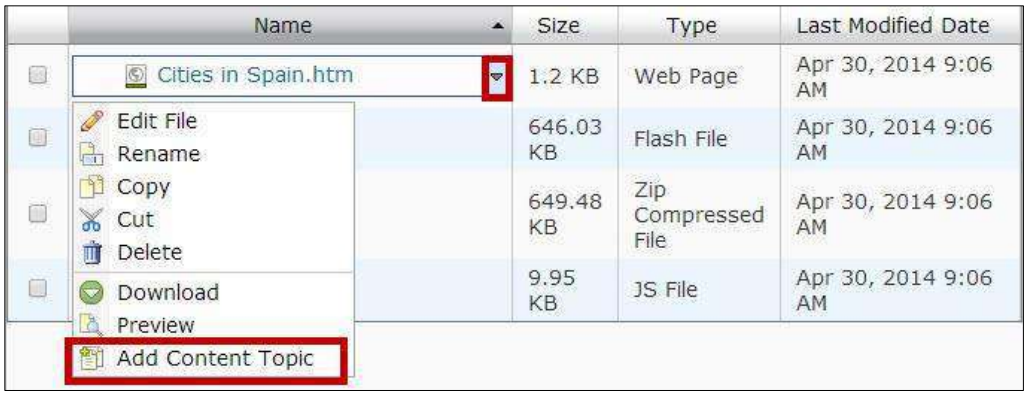


Figure 43. Select Add Content Topic for the HTML file.

20. The *Add Multiple Topics* screen will appear (Figure 44). Make the following selections:

Figure 44. Selections to add your Flash project to a module.

a. Choose a **Parent Module**, or click **[add module]** to create a new module.
b. Change the *Topic Title*, if desired.
c. Click **Add**.

The Flash project is now accessible for your students.

Uploading Your MP4 Video-format Project

1. Open your Desire2Learn course.
2. Go to the **Content** menu item.
3. Select the desired **Module** from the left menu in the Content area (Figure 45).

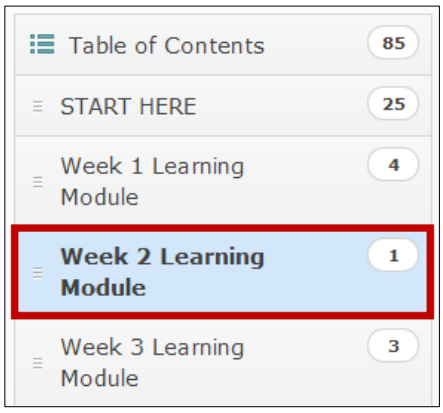


Figure 45. Choose a module.

4. Select the **New** button.

5. Select **Upload Files** .

6. The *Add a File* screen will appear. Either drag and drop your MP4 video to this screen (Figure 46), or click the **Upload** button and select the MP4 file from your computer files.

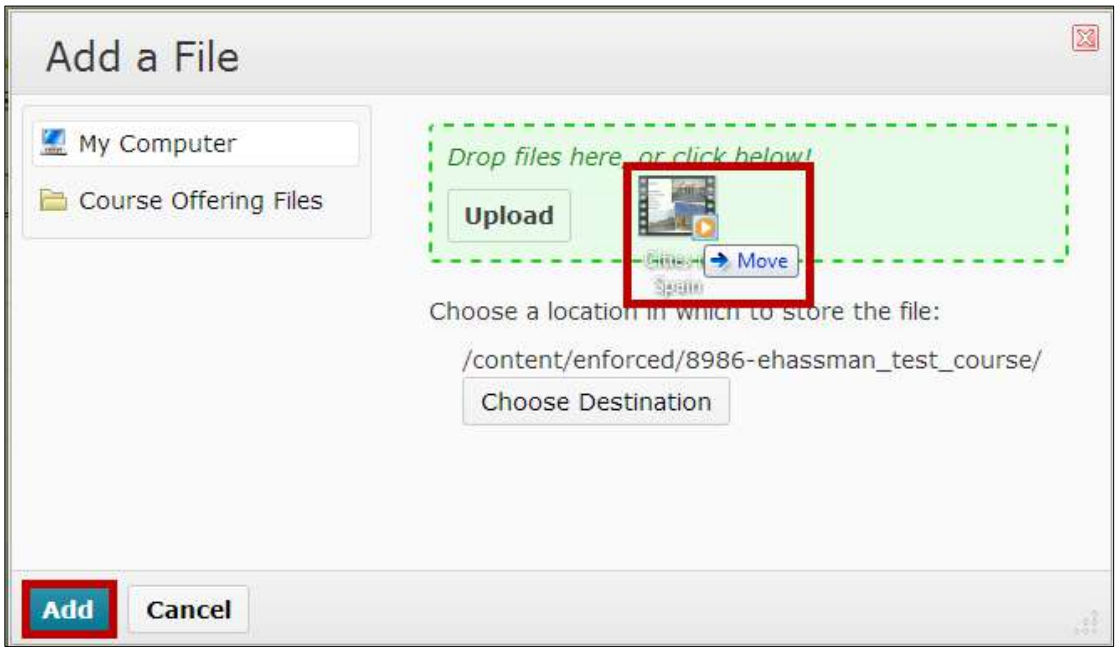


Figure 46. Add a File to the module.

7. Click **Add**.

The video is now available for your students to view.

Additional Support

To receive additional assistance with Captivate, contact the *KSU Service Desk* either by phone or email:

- **Phone** – 470-578-6999
- **Email** – service@kennesaw.edu