



University Information  
Technology Services

# Adobe Captivate 9

Accessibility

University Information Technology Services

Learning Technologies, Training & Audiovisual Outreach

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# University Information Technology Services

## Adobe Captivate 9 Accessibility

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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 an Adobe Captivate project with accessibility.

## Learning Objectives

After completing the instructions in this booklet, you will be able to:

- Enable accessibility
- Add accessibility to multiple area to a project
- Setup shortcut keys for buttons
- Add text for slide notes
- Convert the slide notes for closed captioning
- Convert the slide notes to text-to-speech
- Configure the play bar to enable Closed Captioning

## Enable Accessibility

 The project has to have accessibility enabled for any accessibility options to work in captivate and with accessibility technology. The following explains how to enable accessibility.

1. On the *menu bar*, click **Edit**.
2. From the *Edit* menu drop-down, click **Preferences**.
3. From the *Preferences* dialog box, click **Publish Settings** (See Figure 1).
4. Check the box **Enable Accessibility** (See Figure 1).
5. Click the **OK** button (See Figure 1).

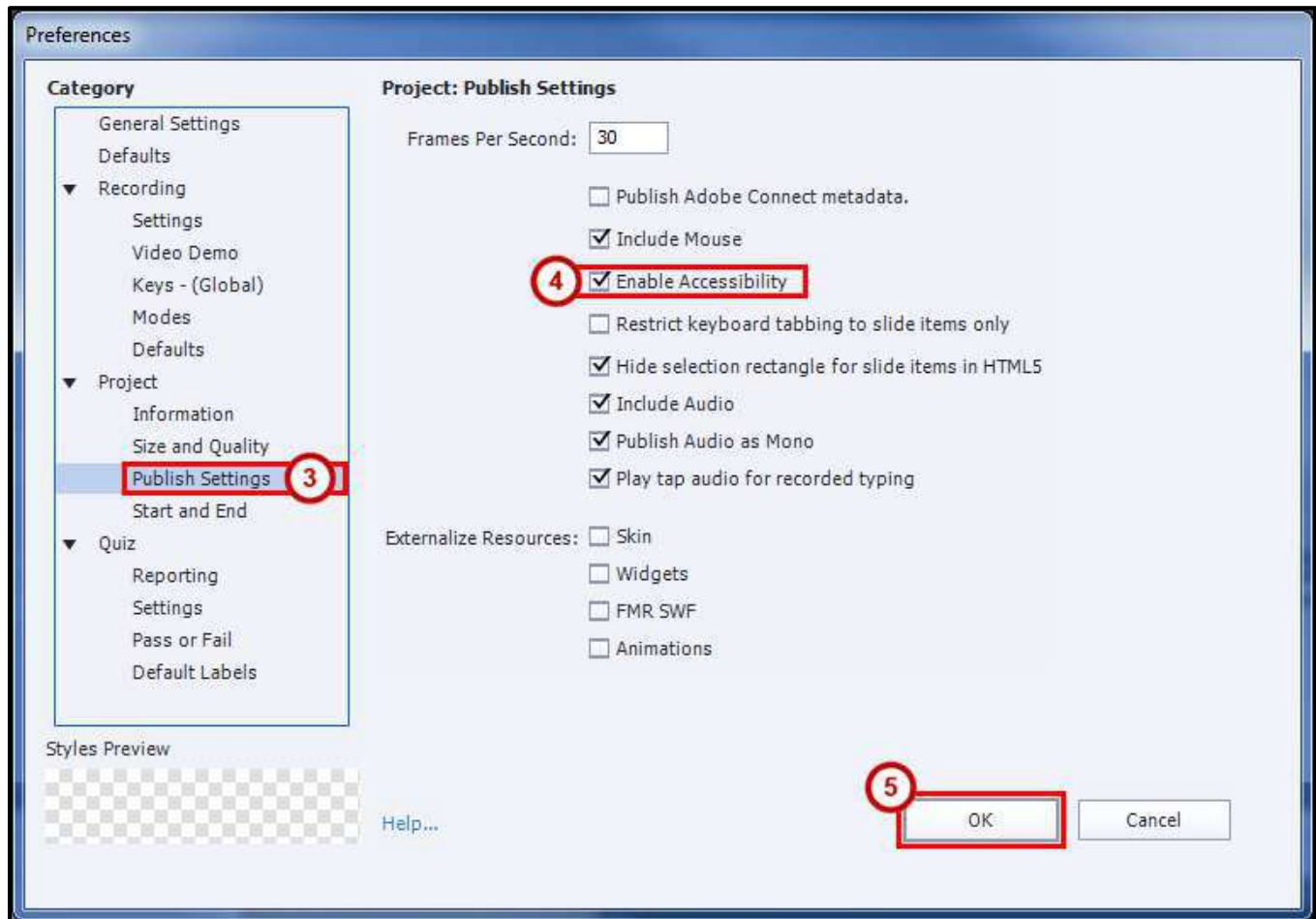



Figure 1 - Enable Accessibility

## Project Information

 Adding this information will provide the necessary information for the project and help those with screen readers.

1. On the *menu bar*, click **Edit**.
2. From the *Edit* menu drop-down, click **Preferences**.

3. From the *Preferences* dialog box, click **Information** (See Figure 2).
4. From the *Preferences* dialog box, enter the following information (See Figure 2).
  - a. **Author** - The department creating the captivate project.
  - b. **Company** - Kennesaw State University.
  - c. **E-mail** - E-mail address of the department or customer service desk.
  - d. **Website** - www.kennesaw.edu
  - e. **Copyright** - © 2016 Kennesaw State University. All Rights Reserved.
  - f. **Project Name** - The name of your captivate project.
  - g. **Description** - A description of your captivate project.
5. Click the **OK** button (See Figure 2)

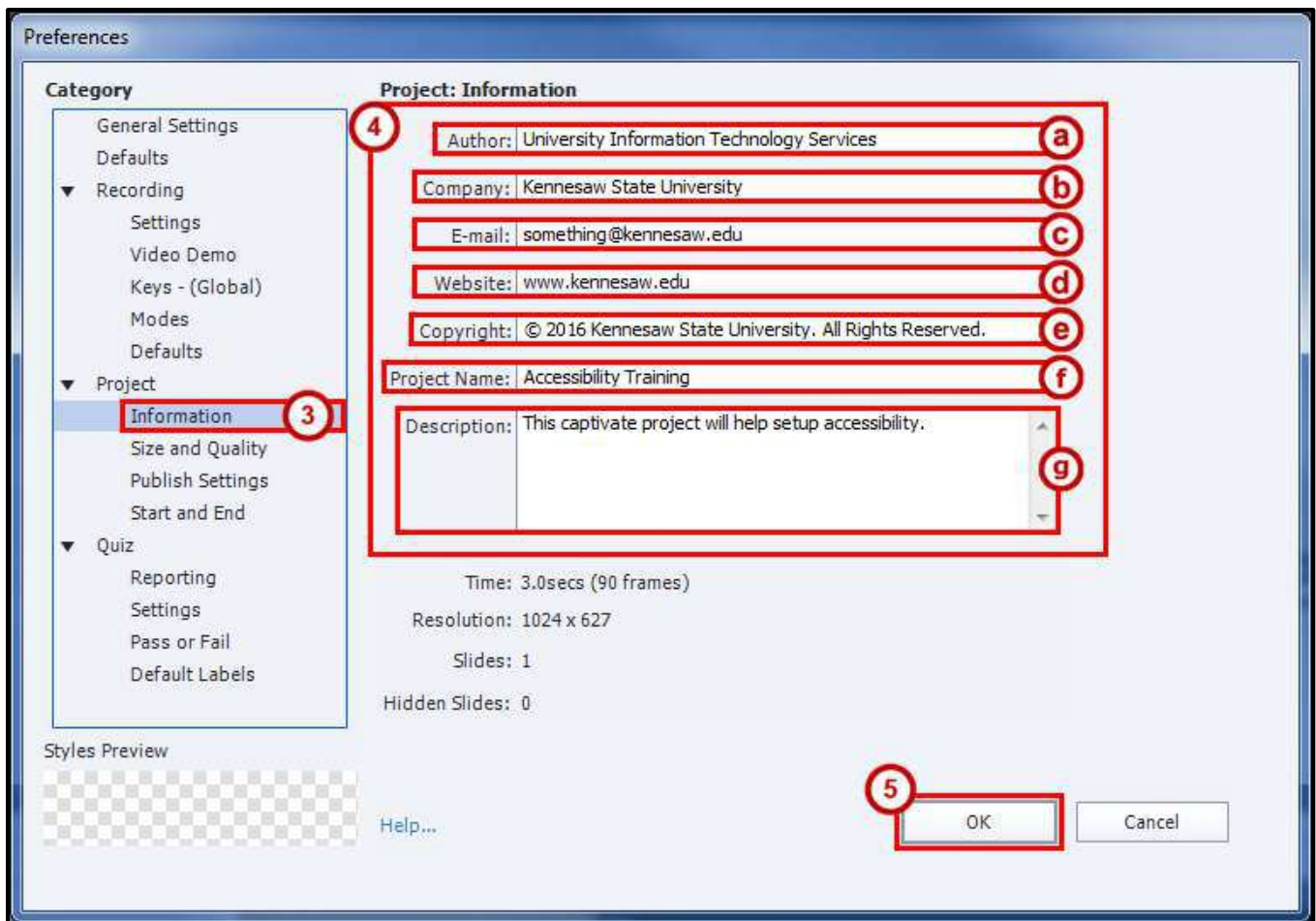


Figure 2 - Project Information

## Slide Label

1. On the *Filmstrip*, click a **slide** (See Figure 3).
2. On the *toolbar*, click **Properties** (See Figure 3).
3. In the *Properties* panel, click **Properties** (See Figure 3).
4. Type a **Slide Label** name (See Figure 3).

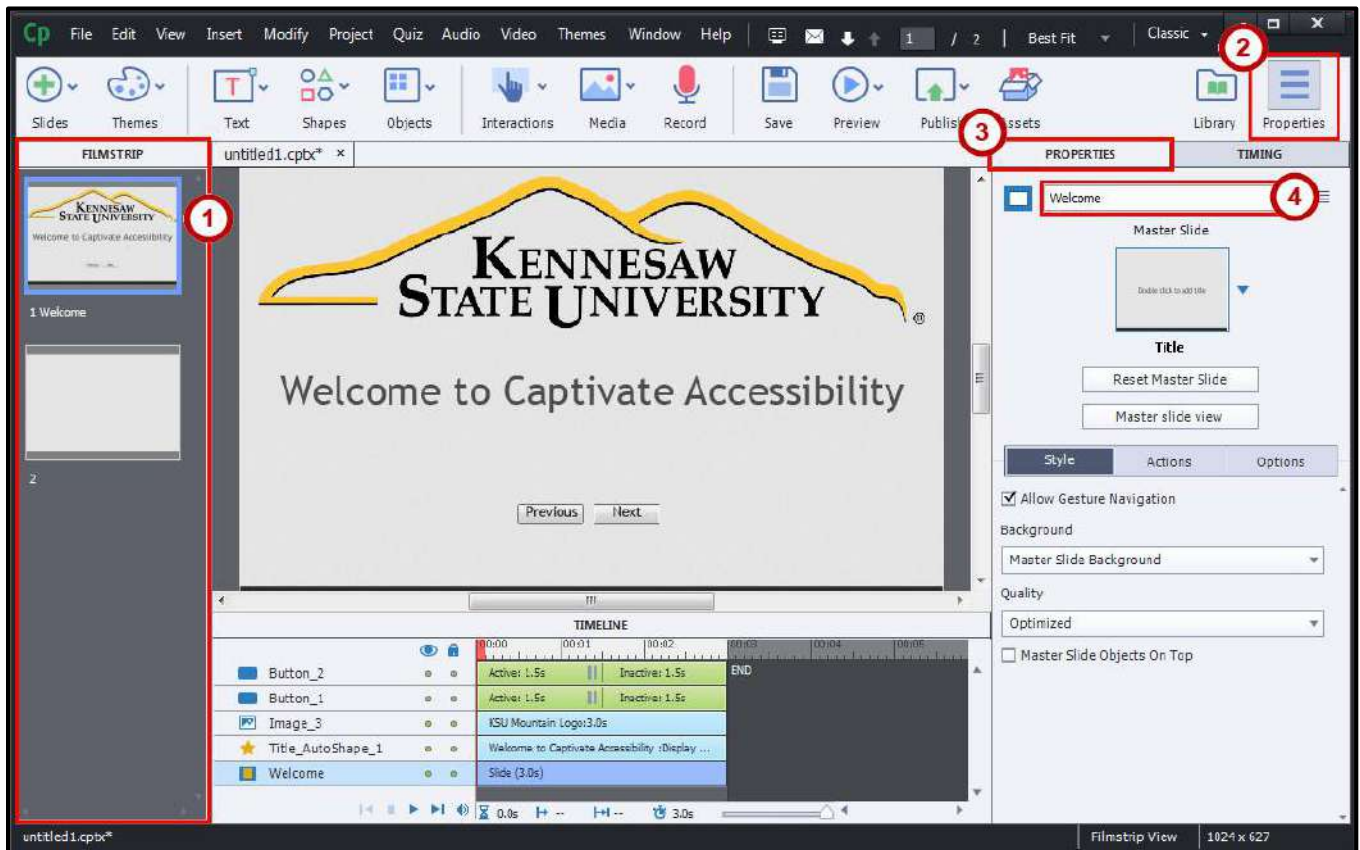


Figure 3 - Slide Label Name

# Slide Accessibility

1. On the *Filmstrip*, click a **slide** (See Figure 4).
2. On the *toolbar*, click **Properties** (See Figure 4).
3. In the *Properties* panel, click **Properties** (See Figure 4).
4. Click the **Accessibility** button (See Figure 4).
5. Click **Accessibility** (See Figure 4).

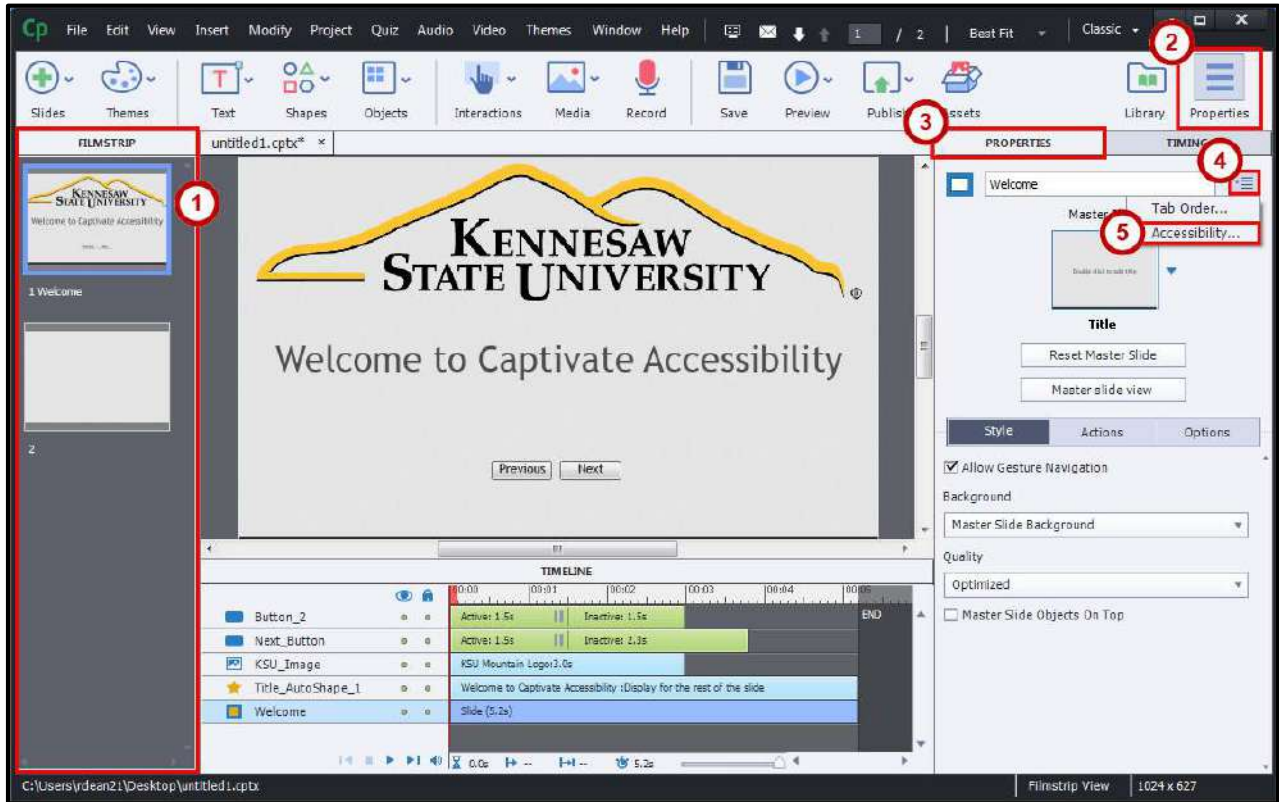


Figure 4 - Slide Accessibility Button

6. From the *Slide Accessibility* dialog box, type a **description** (See Figure 5).  
**Note:** If you have *Slide Notes* in your captivate project, you can import them.
7. Click the **OK** button (See Figure 5).

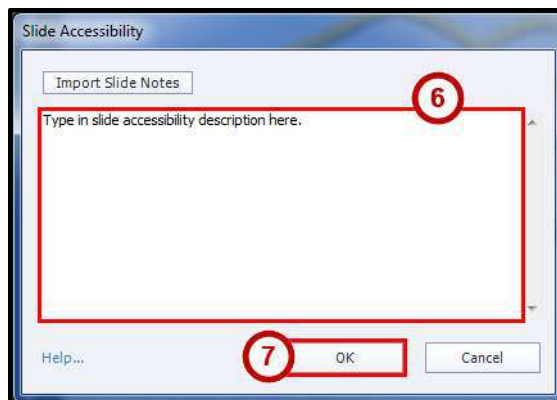



Figure 5 - Slide Accessibility Description



## Slide Tab Order

 The tab order of the interactive objects will set the order in which objects are read by a screen reader.

1. On the *Filmstrip*, click a **slide** (See Figure 6).
2. On the *toolbar*, click **Properties** (See Figure 6).
3. In the *Properties* panel, click **Properties** (See Figure 6).
4. Click the **Accessibility** button (See Figure 6).
5. Click **Tab Order** (See Figure 6).

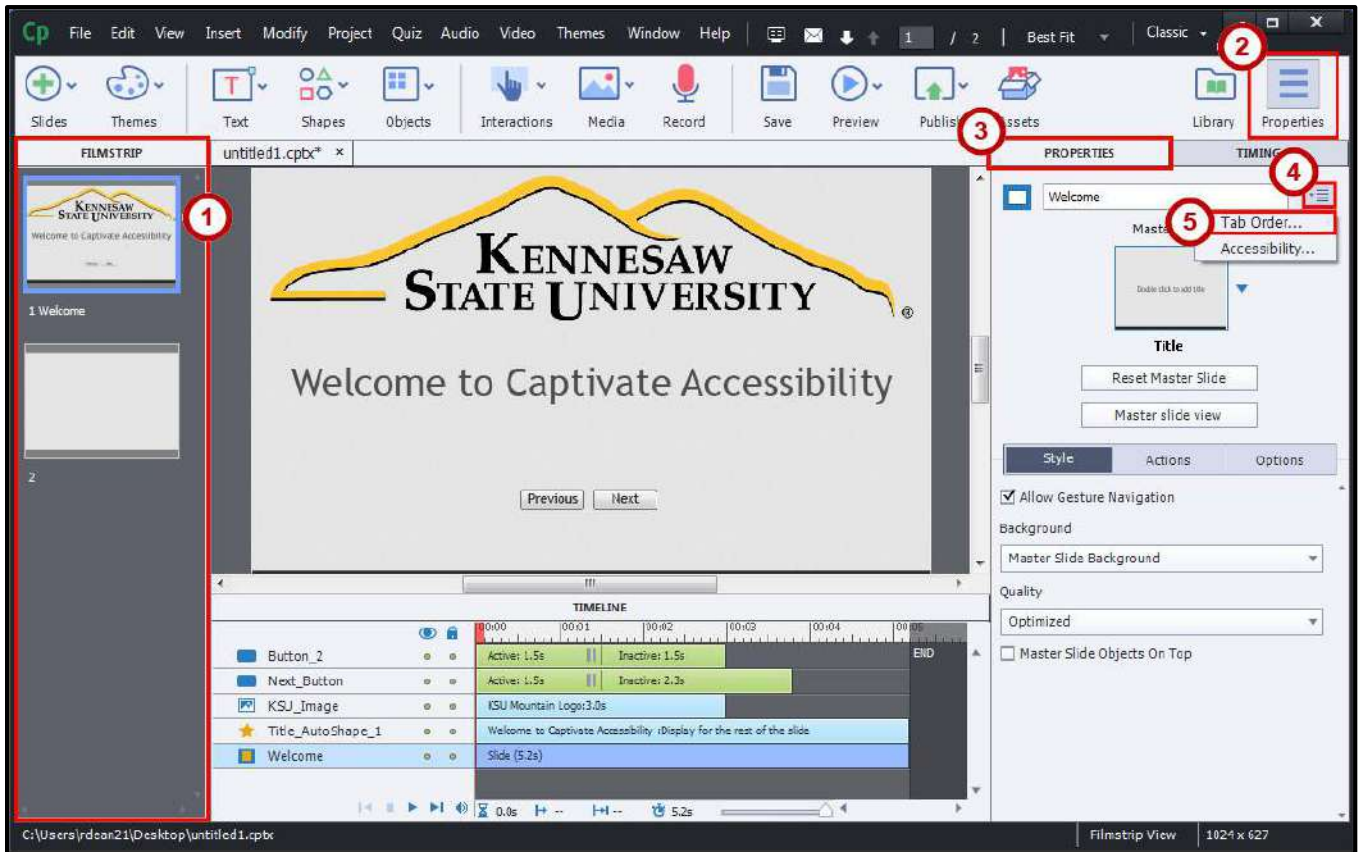


Figure 6 - Slide Accessibility Button

6. From the *Tab Order* dialog box, click a **Component** (See Figure 7).

**Note:** If you don't have any interactive objects on the slide you won't have anything to arrange in the *Component* list.

7. To change the *Tab Order* of the selected *Component*, click the **Move Selected Row Down** or **Move Selected Row Up** (See Figure 7).

8. Repeat steps 6 through 7 for the rest of the *Components*.

9. Click the **OK** button (See Figure 7).

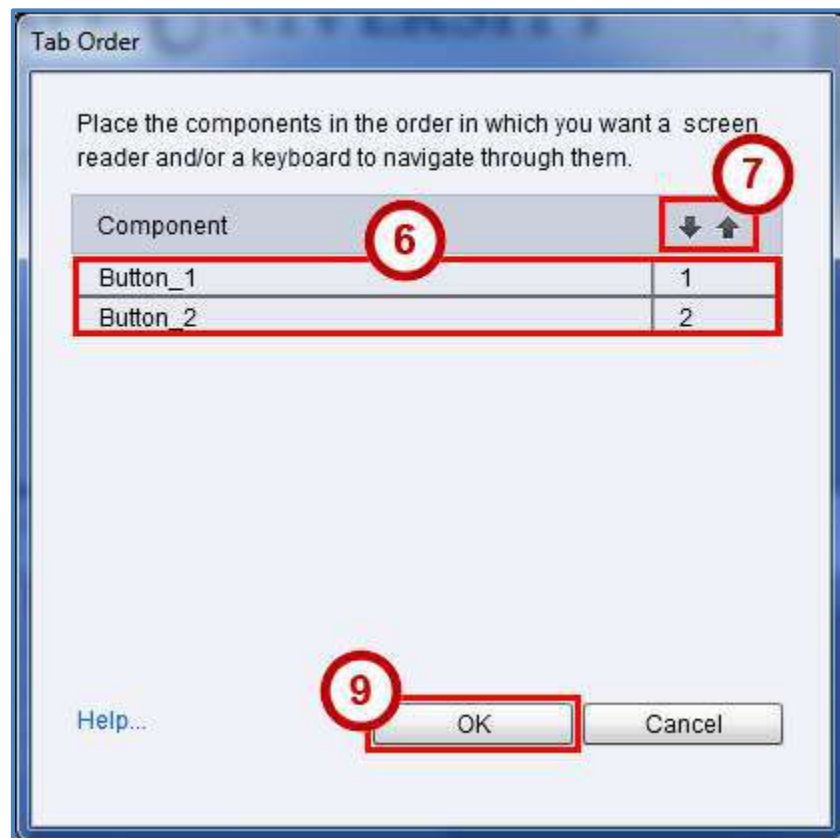


Figure 7 - Tab Order Arrangement

## Object Label

508 ✓ Objects are the items on each slide.

1. On the *Filmstrip*, click a **slide** (See Figure 8).
2. On the *slide*, click **an object** (See Figure 8).
3. On the *toolbar*, click **Properties** (See Figure 8).
4. In the *Properties* panel, click **Properties** (See Figure 8).
5. Type an **Object Label** name (See Figure 8).

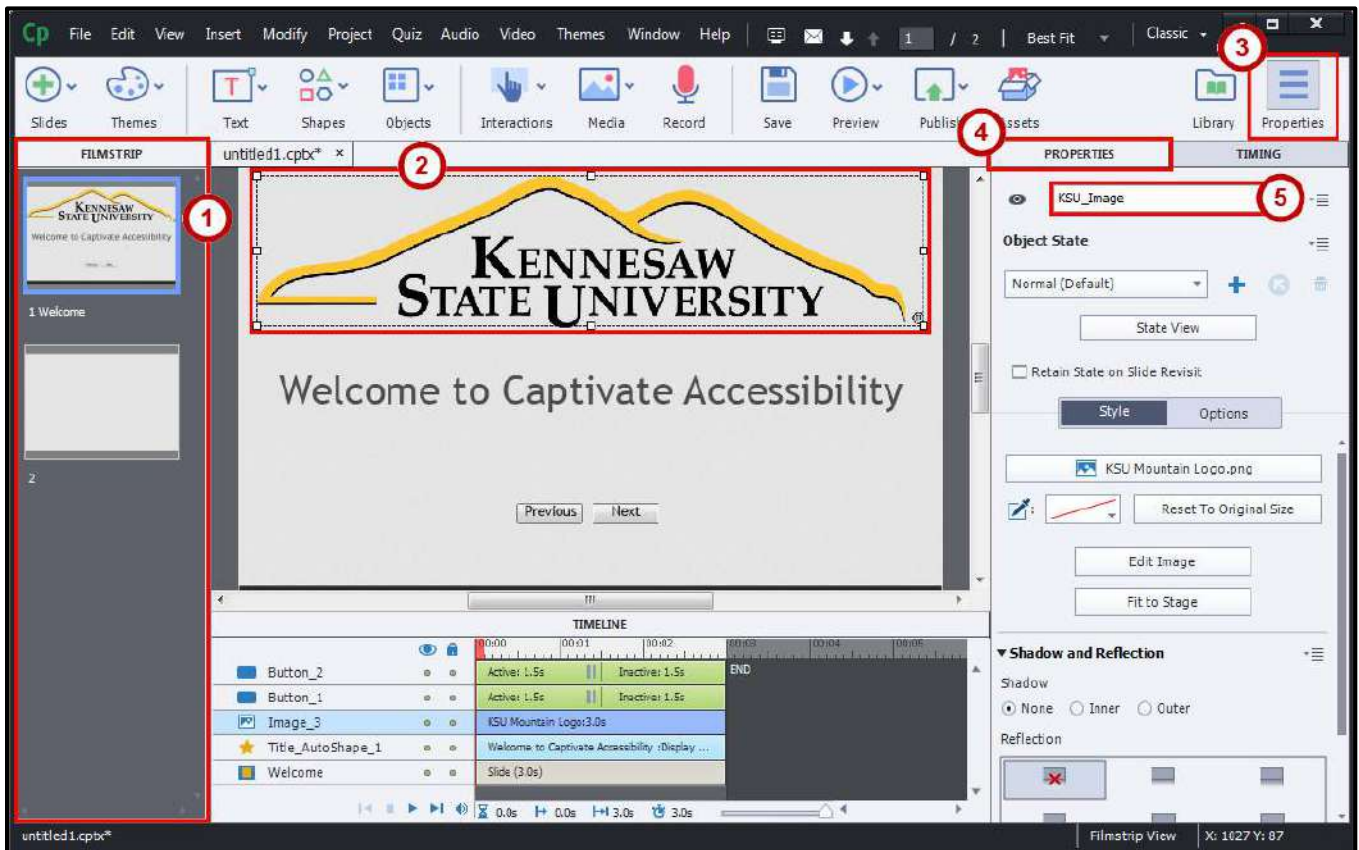


Figure 8 - Object Label Name

## Object Accessibility

1. On the *Filmstrip*, click a **slide** (See Figure 9).
2. On the *slide*, click an **object** (See Figure 9).
3. On the *toolbar*, click **Properties** (See Figure 9).
4. In the *Properties* panel, click **Properties** (See Figure 9).
5. Click the **Accessibility** button (See Figure 9).
6. Click **Accessibility** (See Figure 9).

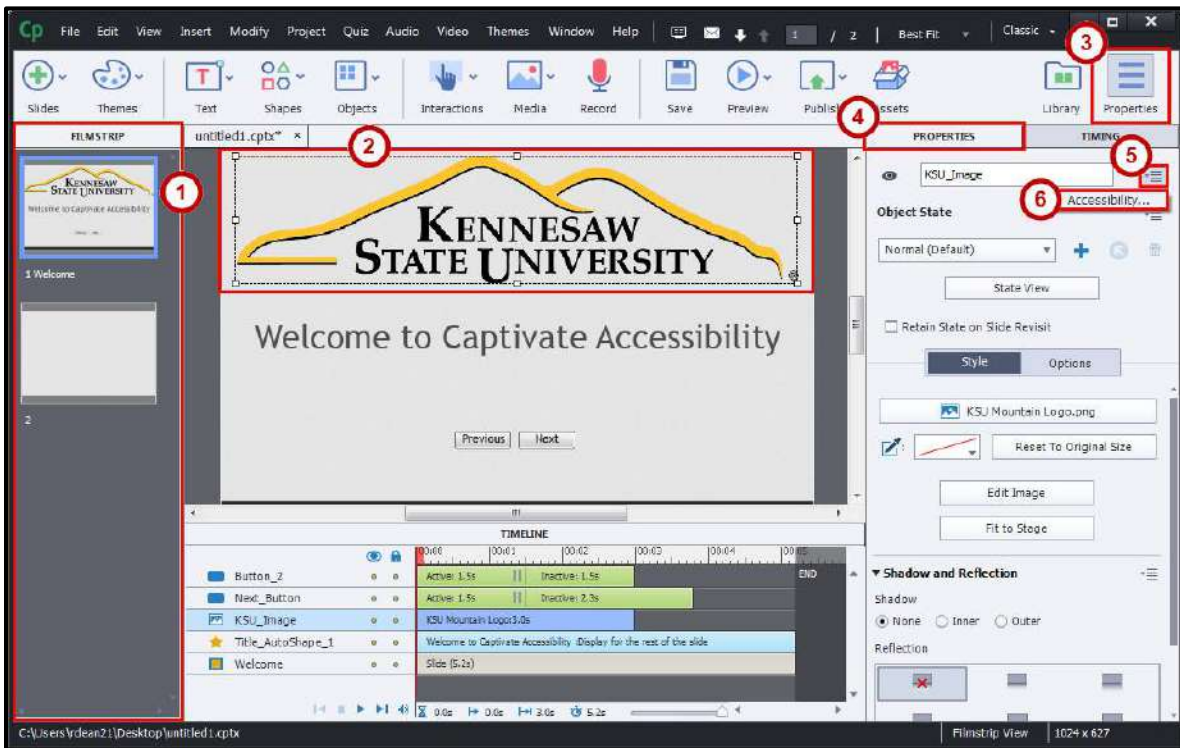


Figure 9 - Object Accessibility Button

7. From the *Item Accessibility* dialog box, un-check **Auto Label** (See Figure 10).
8. Type an **Accessibility Name** (See Figure 10)
9. Type an **Accessibility Description** (See Figure 10).
10. Click the **OK** button (See Figure 10).

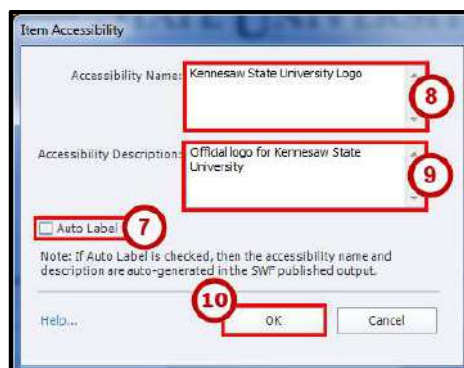



Figure 10 - Object Accessibility Name & Description

## Keyboard Shortcut

508  Shortcut keys provide a quicker way to navigate using the keyboard.

1. On the *Filmstrip*, click a **slide** (See Figure 11).
2. On the *slide*, click **an interactive object** (See Figure 11).

**Note:** An interactive object is an item you are able interact with (e.g. Button).

3. On the *toolbar*, click **Properties** (See Figure 11).
4. In the *Properties* panel, click **Properties** (See Figure 11).
5. Click the **Actions** tab (See Figure 11).
6. Apply a keyboard **Shortcut** (See Figure 11).

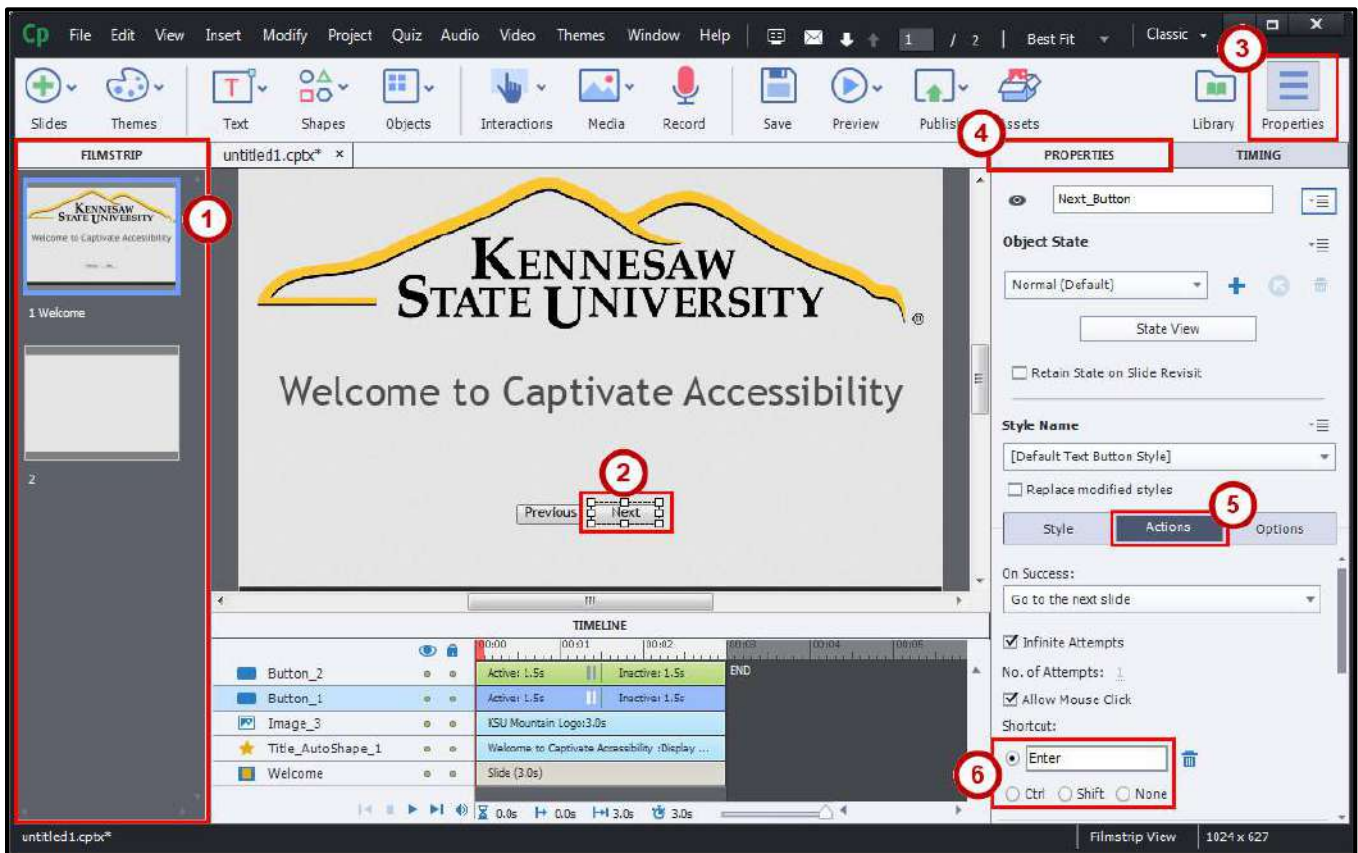



Figure 11 - Keyboard Shortcut

## Slide Notes

 You can add slide notes to each slide and be able to use those for closed captioning, text-to-speech, and as a transcript when recording your audio.

### Adding Notes

1. On the *menu bar*, click **Window**.
2. From the *Window* menu drop-down, click **Slide Notes**.
3. On the *Filmstrip*, click **a slide** (See Figure 12).
4. In the *Slide Notes* panel, click the **Plus (+)** button (See Figure 12).
5. Type the **Note** (See Figure 12)
6. Repeat steps 3 through 5 for the rest of the notes.

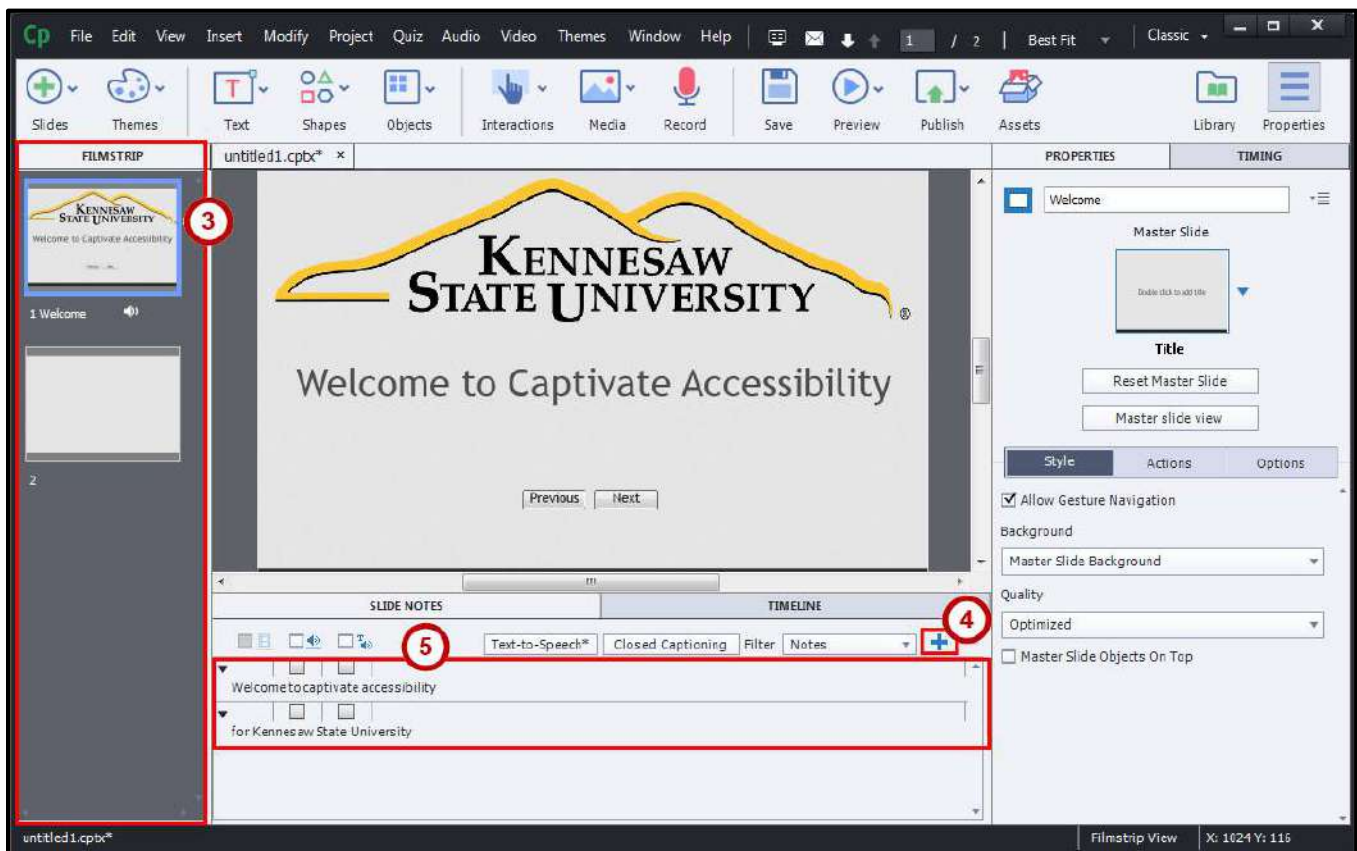


Figure 12 - Adding Slide Notes

## Removing Notes

1. On the *Filmstrip*, click a **slide** (See Figure 13).
2. In the *Slide Notes* panel, click the **Note** (See Figure 13).
3. Click the **Minus (-)** button (See Figure 13).

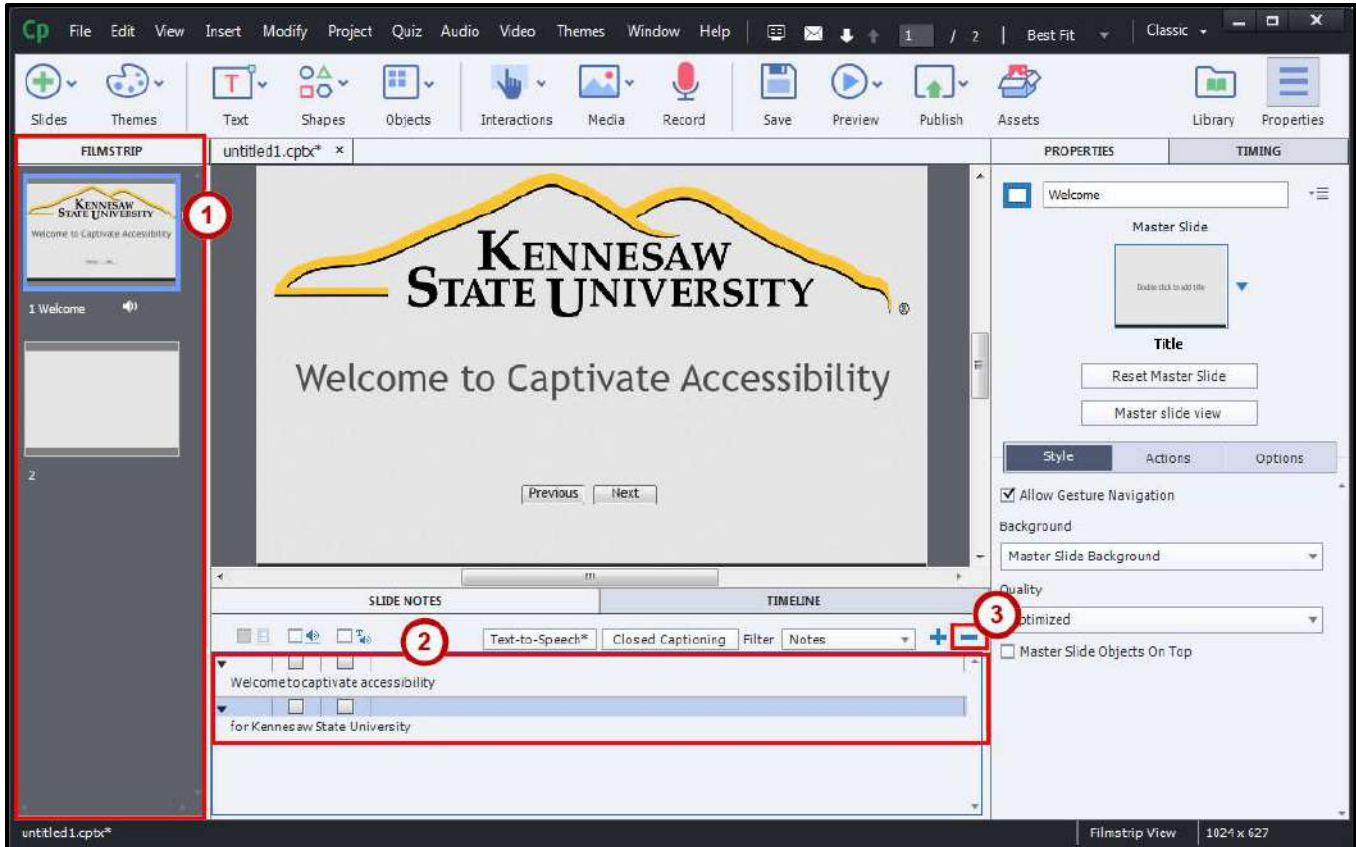



Figure 13 - Removing Slide Notes

## Closed Captioning

 If you have audio in your captivate project, you can have text displayed when the audio plays.

## Adding Captions

1. On the *menu bar*, click **Window**.
2. From the *Window* menu drop-down, click **Slide Notes**.

3. On the *Filmstrip*, click a **slide** (See Figure 14).
  4. In the *Slide Notes* panel, check the **Closed Captioning** check-box (See Figure 14).
- Note:** You need to have an audio file on the slide to be able to enable the *Closed Captioning*.

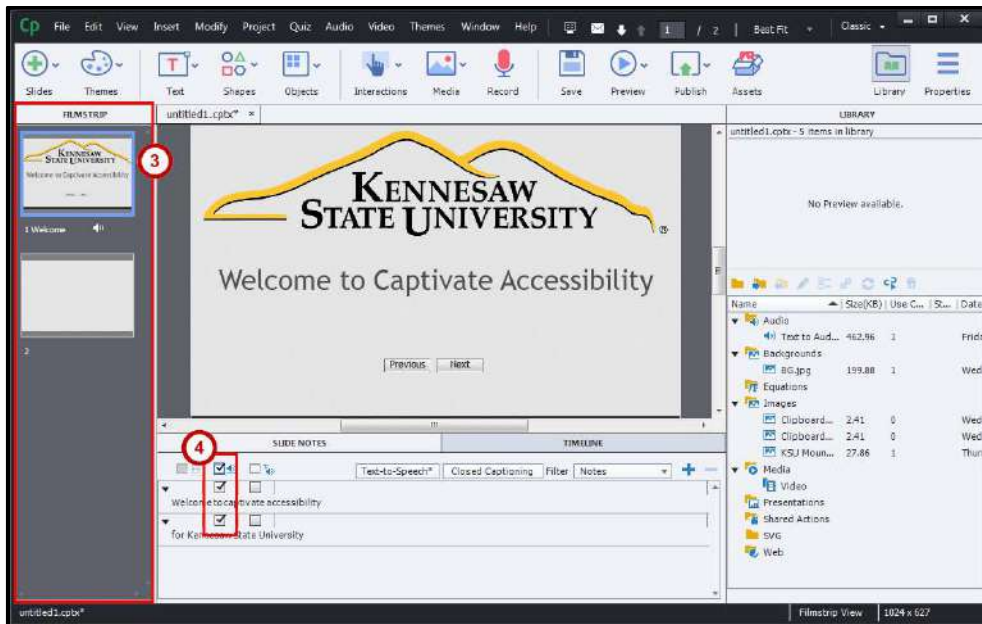


Figure 14 - Adding Closed Captioning

### Adjusting Caption Display Time

1. On the *menu bar*, click **Window**.
2. From the *Window* menu drop-down, click **Slide Notes**.
3. On the *Filmstrip*, click a **slide** (See Figure 15).
4. In the *Slide Notes* panel, click the **Closed Captioning** button (See Figure 15).

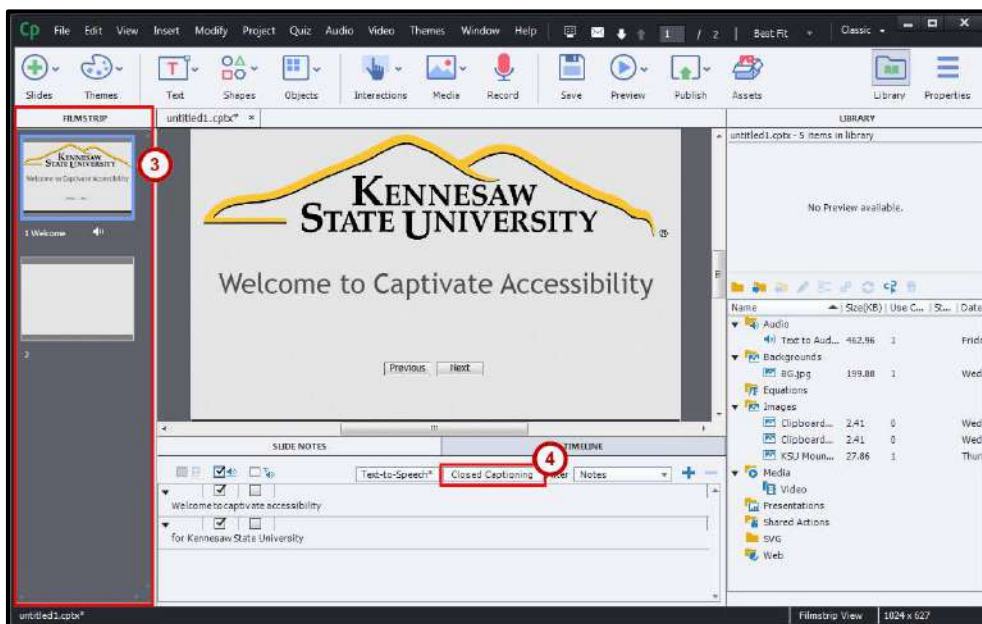


Figure 15 - Closed Captioning



- In the *Slide Audio* dialog box under the *Closed Captioning* tab, in the audio timeline find the **caption marker** you want to adjust.

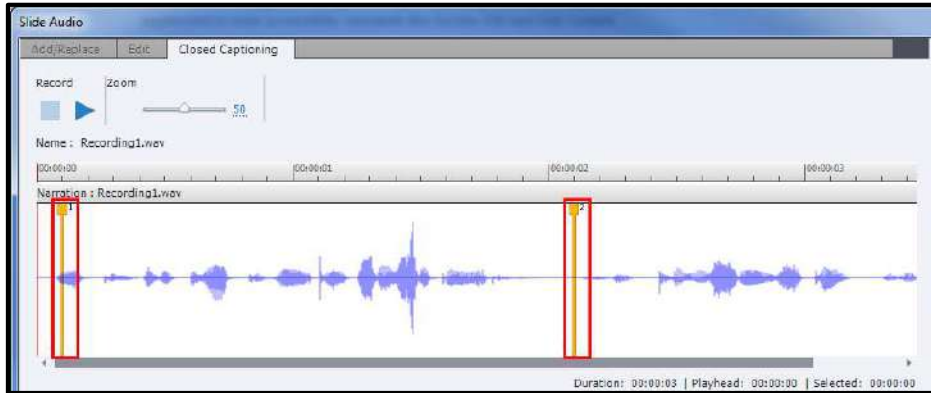


Figure 16 - Caption Marker

- Left-Click and Hold** the *caption marker*.

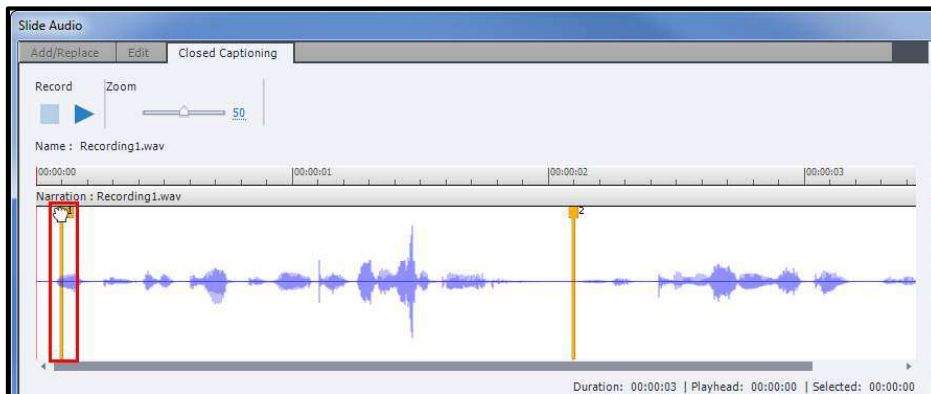


Figure 17 - Move Caption Marker

- Drag** the *caption marker* to the desired location.
- Let go of the **Left-Click**.

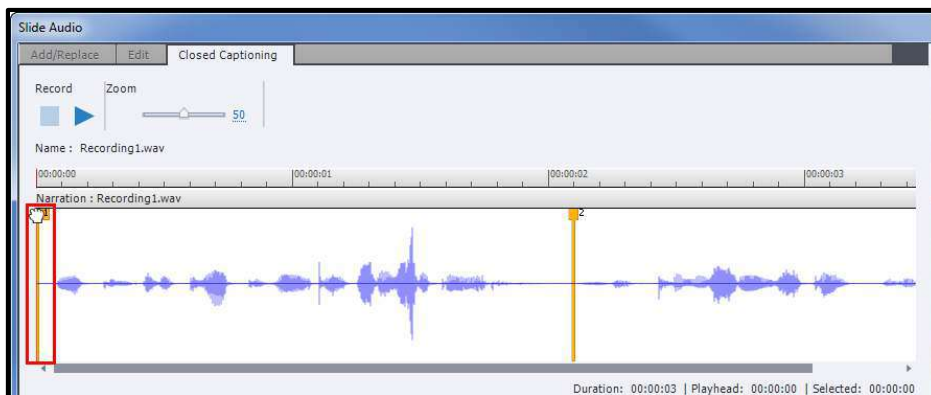


Figure 18 - Drop Caption Marker

- Click the **Save** button.

## Removing Captions

1. On the *Filmstrip*, click a **slide** (See Figure 19).
2. In the *Slide Notes* panel, un-check the **Closed Captioning** check-box (See Figure 19).

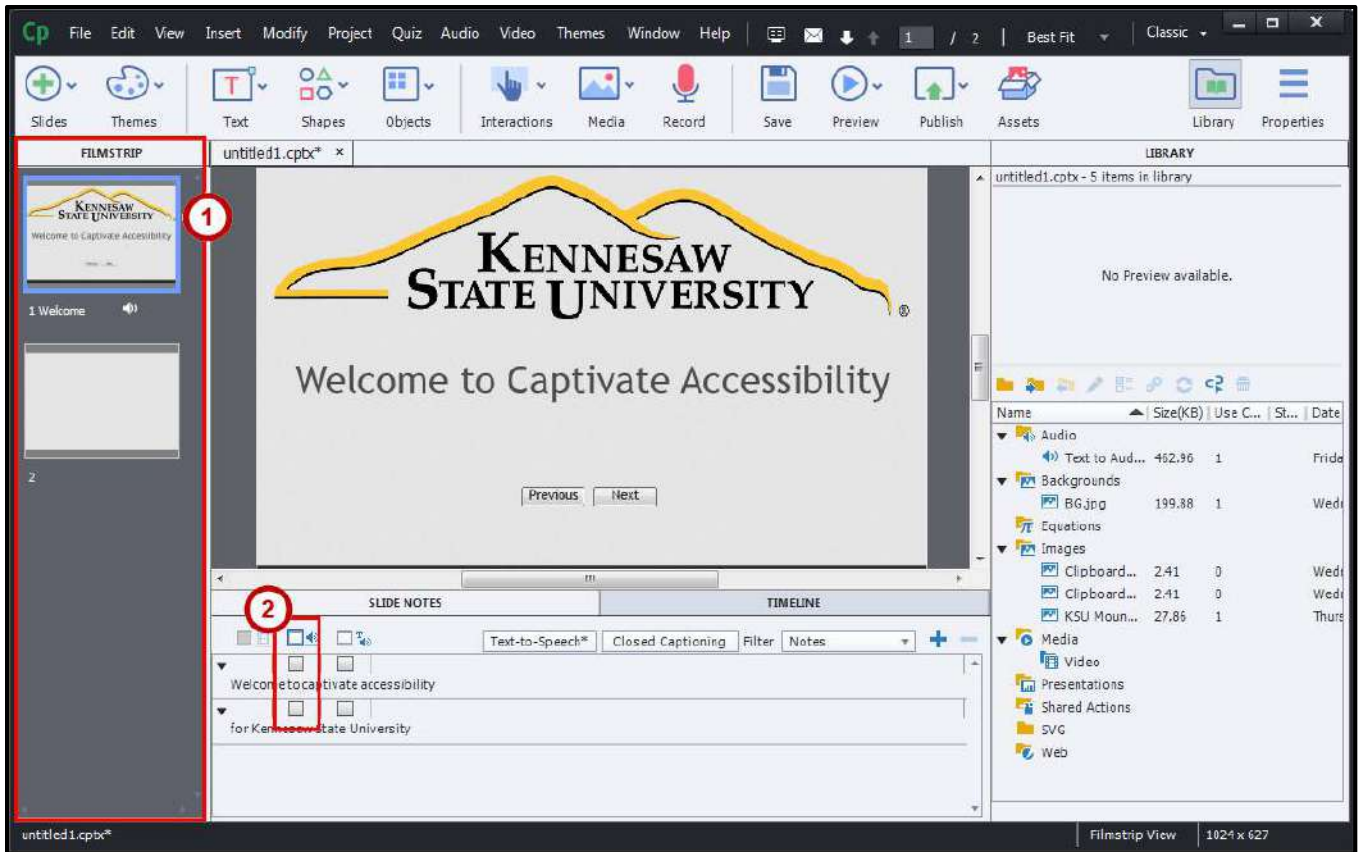



Figure 19 - Removing Captions

## Text-to-Speech

 Use Text-to-Speech to generate an audio file of the slide notes. All slide notes are generated into a single audio file.

## Adding Text-to-Speech

1. On the *menu bar*, click **Window**.
2. From the *Window* menu drop-down, click **Slide Notes**.

3. On the *Filmstrip*, click a **slide** (See Figure 20).
4. In the *Slide Notes* panel, check the **Text-to-Speech** check-box (See Figure 20).
5. Click the **Text-to-Speech** button (See Figure 20).

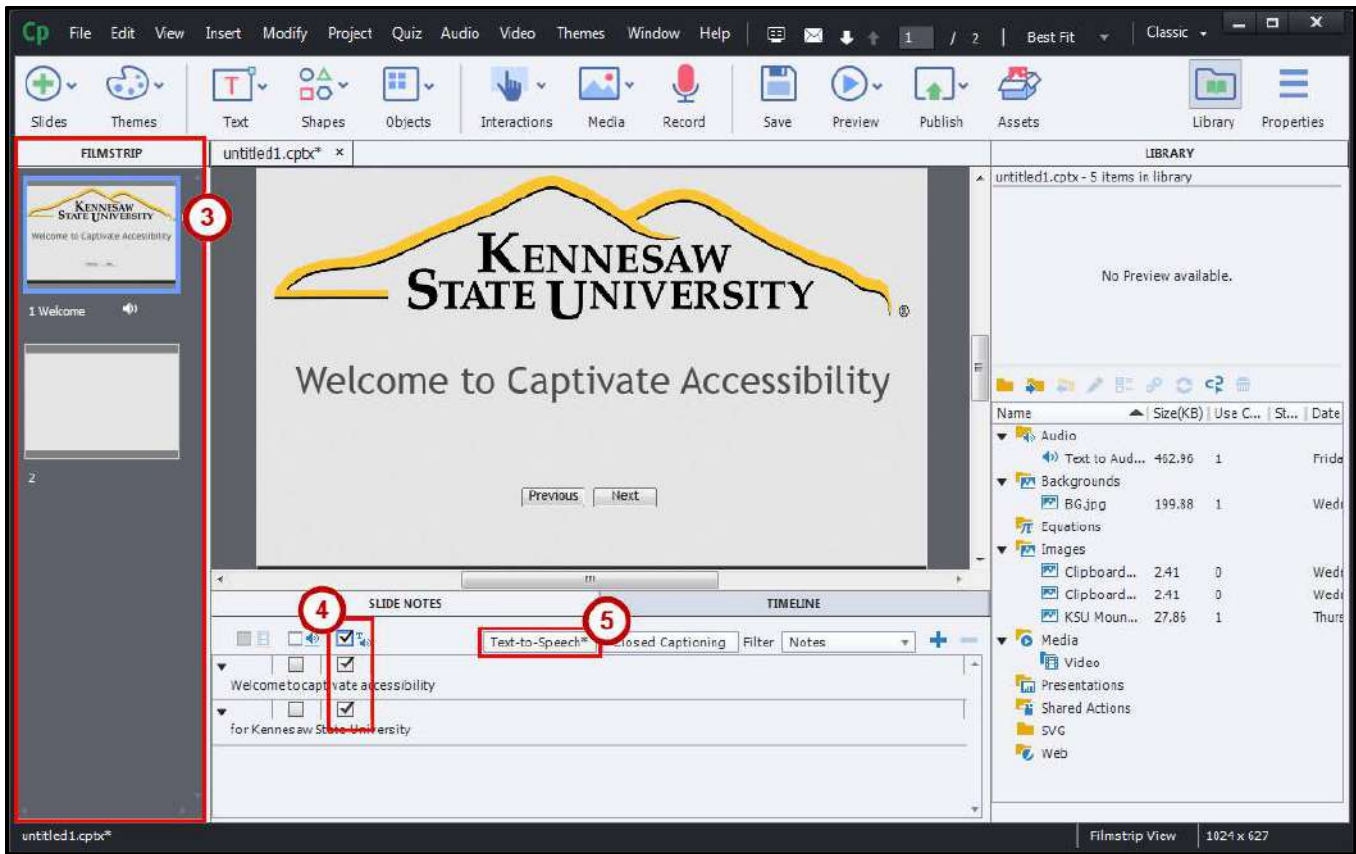


Figure 20 - Adding Text-to-Speech

6. From the *Speech Management* dialog box, click the **Generate Audio** button.

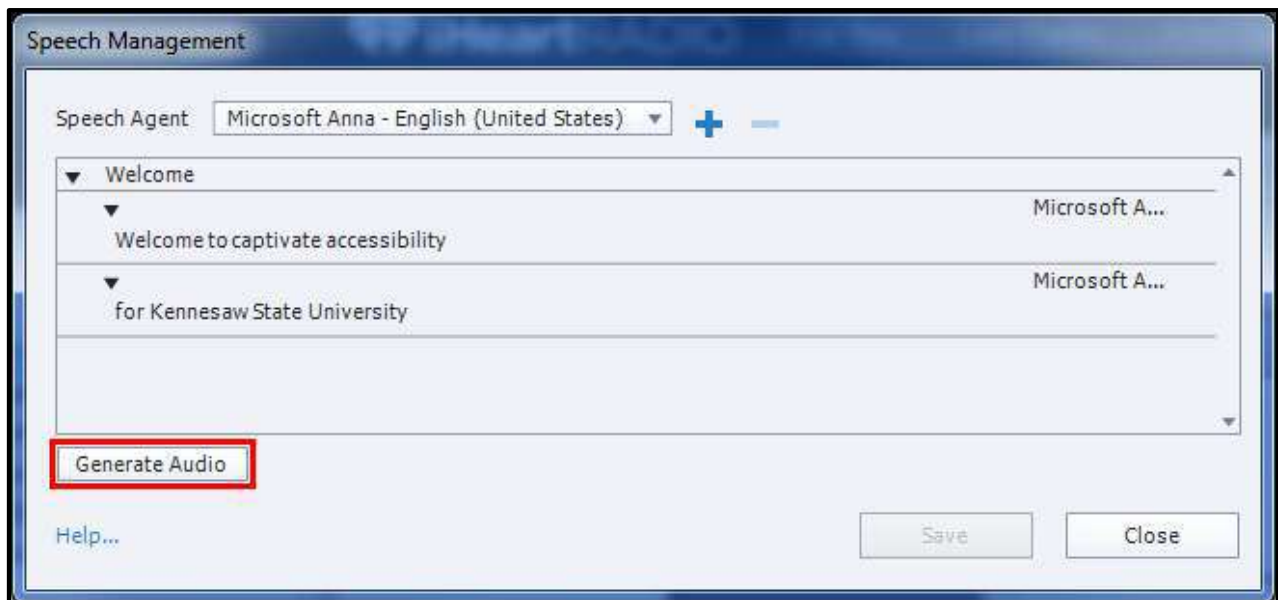


Figure 21 - Generate Audio

## Changing the Speech Agent

1. On the *Filmstrip*, click a **slide**.
2. In the *Slide Notes* panel, click the **Text-to-Speech** button.
3. From the *Speech Management* dialog box, click a **Caption**.

**Note:** To select multiple captions at the same time, hold down the **Ctrl** button on the keyboard while clicking each caption.

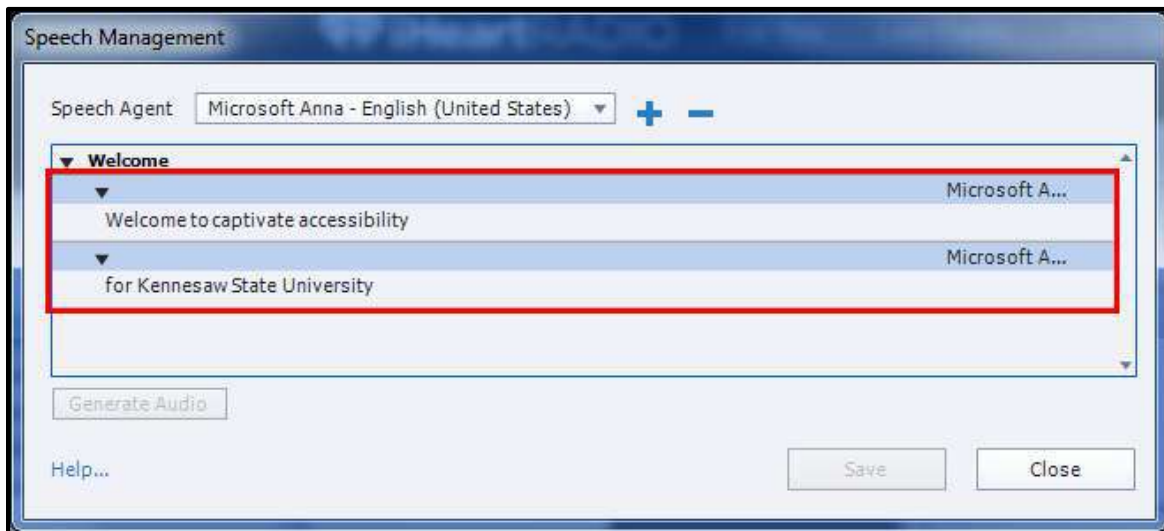


Figure 22 - Text-to-Speech Captions

4. Click the **Speech Agent** drop-down (See Figure 23).
5. From the *Speech Agent* drop-down, click a **Name** (See Figure 23).

**Note:** The *Microsoft Anna – English (United States)* is installed by default. To be able to select other *Speech Agents* you must install them. To install other *Speech Agents* go to the UITS Documentation Center and search for *Adobe Captivate 9 NeoSpeech*.

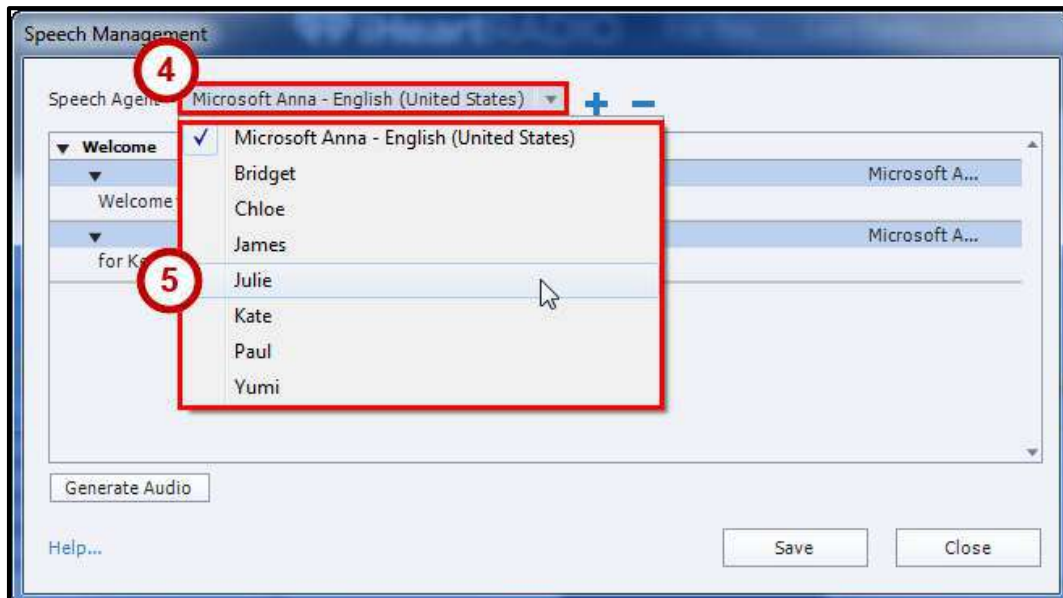


Figure 23 - Speech Agent

6. Click the **Generate Audio** button.

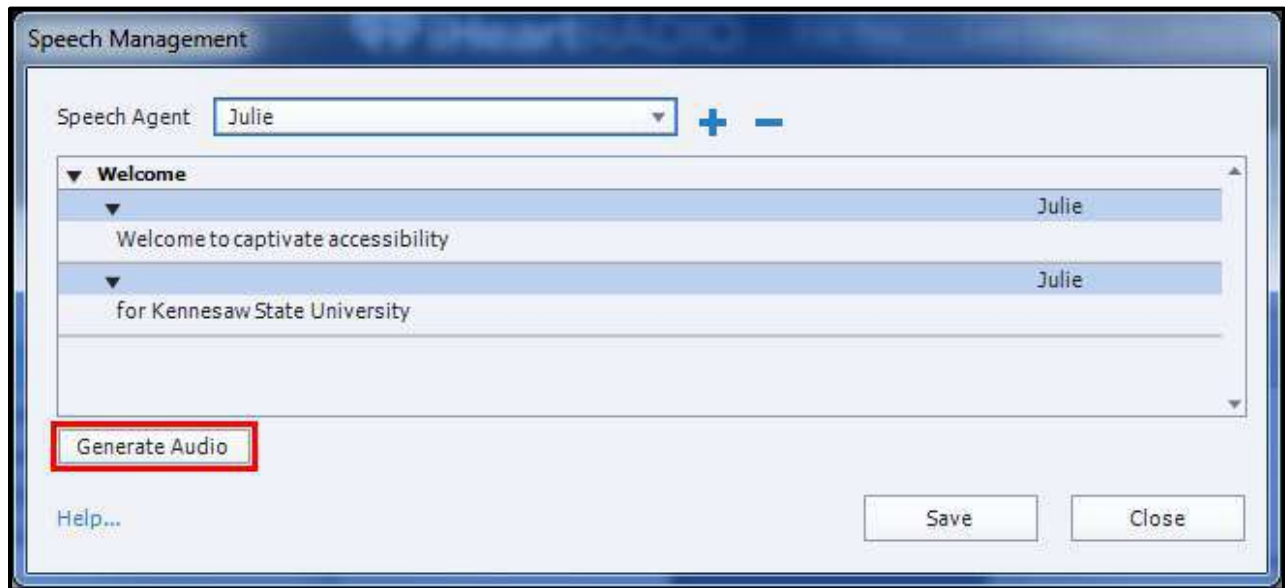


Figure 24 - Generate Audio

## Removing Text-to-Speech

1. On the *Filmstrip*, click a **slide** (See Figure 25).
2. In the *Slide Notes* panel, un-check the **Text-to-Speech** check-box (See Figure 25).

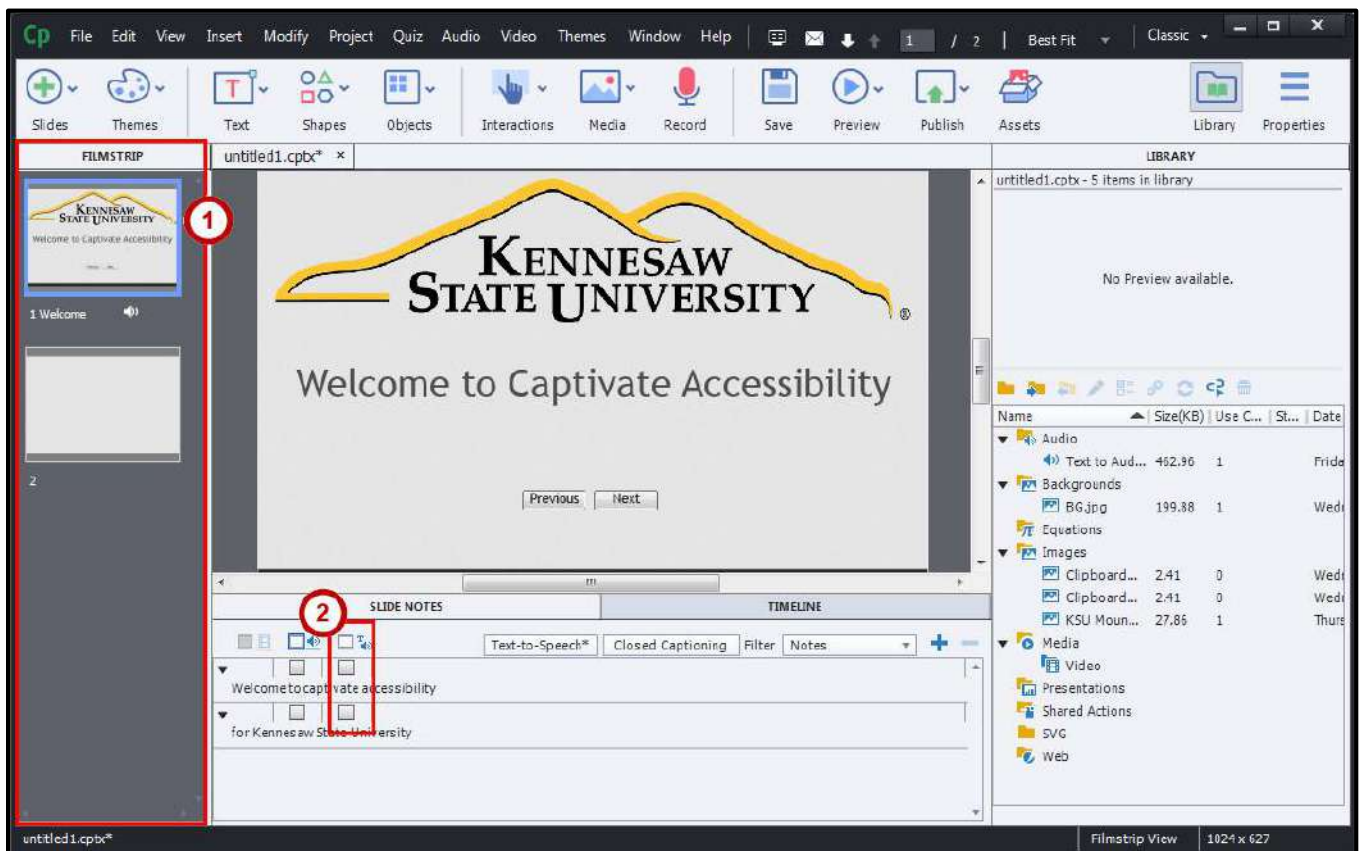



Figure 25 - Removing Text-to-Speech

## Play Bar Closed Caption

 The closed caption button on the play bar is disabled by default. You must enable it before this feature can be used. You can also change how the closed captioning is displayed when turned on.

### Enable Closed Captioning

1. On the *menu bar*, click **Project**.
2. From the *Project* menu drop-down, click **Skin Editor**.
3. From the *Skin Editor* dialog box, check the **Closed Captioning** check-box.

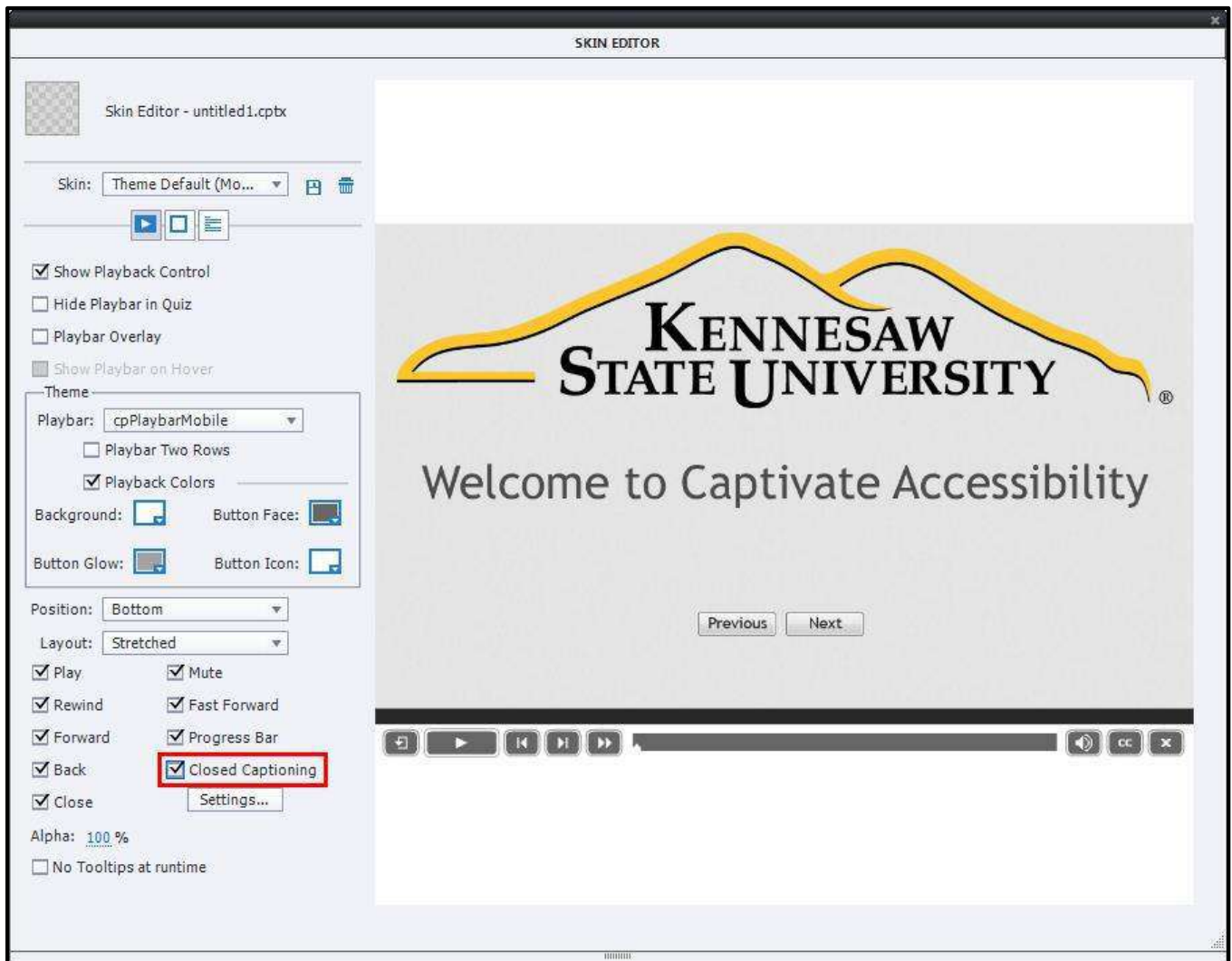


Figure 26 - Skin Editor Closed Captioning

## Configure Closed Captioning

1. On the *menu bar*, click **Project**.
2. From the *Project* menu drop-down, click **Skin Editor**.
3. From the *Skin Editor* dialog box, click the **Settings** button.

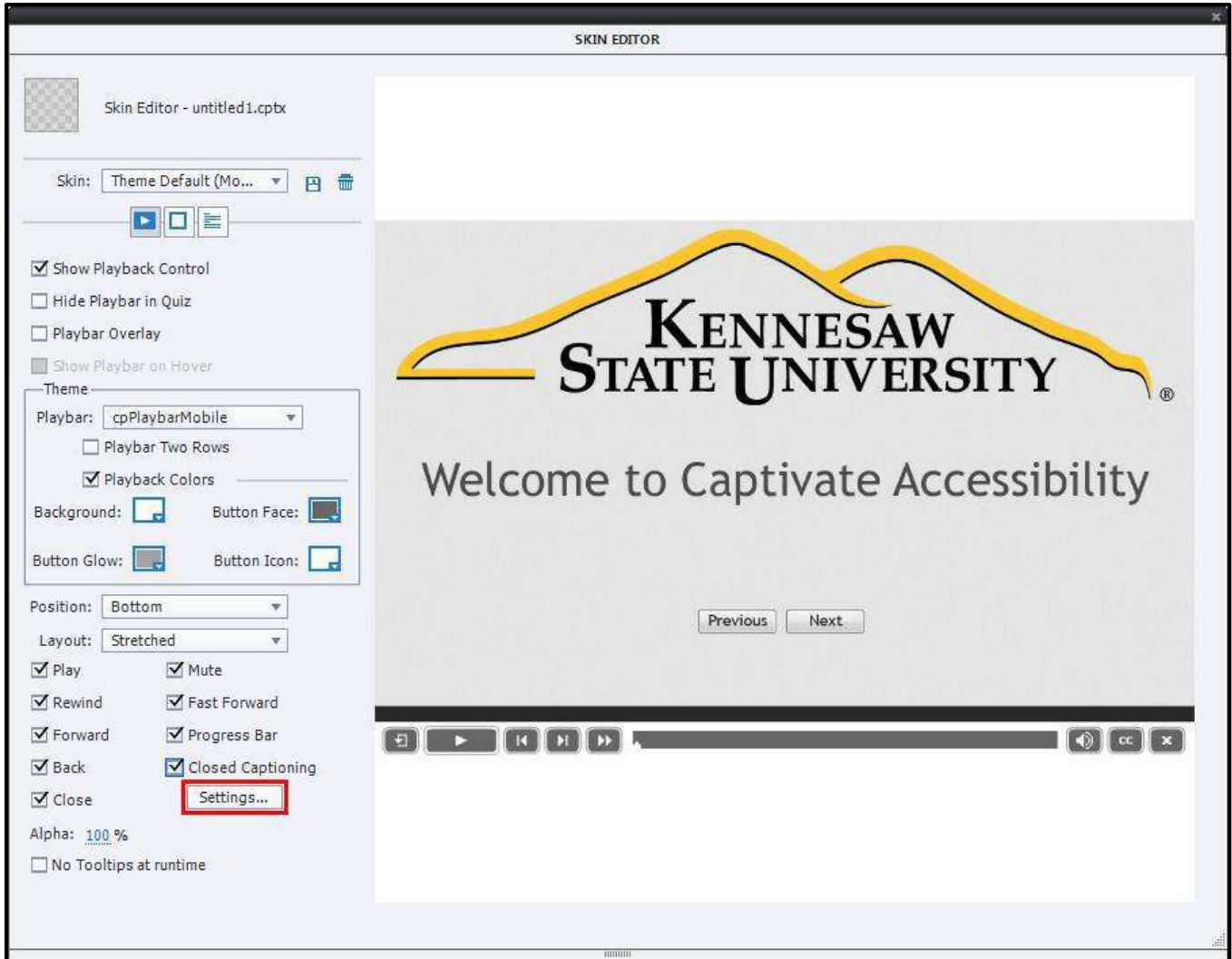


Figure 27 - Skin Editor Closed Captioning Settings

6. From the *CC Project Settings* dialog box, you can change the following (See Figure 28).
  - a. **Lines** - Choose how many lines of text to display at once.
  - b. **Background** - Change background color or transparency behind the text.
  - c. **Family** - Choose the font.
  - d. **Size** - Choose the font size.
  - e. **Color** - Choose the font color.
7. Click the **OK** button (See Figure 28)

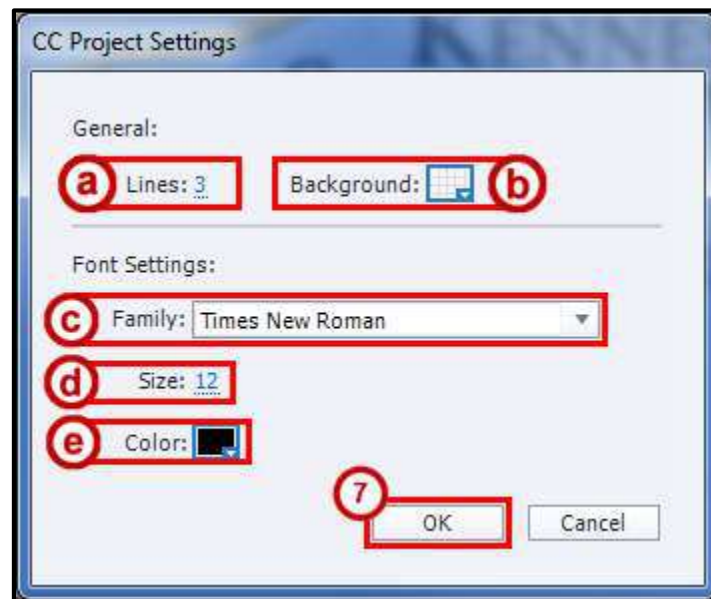


Figure 28 - CC Project Settings

## Additional Help

For additional support, please contact the KSU Service Desk:

### KSU Service Desk for Faculty & Staff

- Phone: 470-578-6999
- Email: [service@kennesaw.edu](mailto:service@kennesaw.edu)
- Website: <http://uits.kennesaw.edu>

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- Phone: 470-578-3555
- Email: [studenthelpdesk@kennesaw.edu](mailto:studenthelpdesk@kennesaw.edu)
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