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Essentials of Adobe Captivate 2

“Skills and Drills” Learning

Kevin A. Siegel

System Requirements and Data Files

To complete the lessons presented in this book, you will need the following software and hardware: Intel® Pentium® III 600MHz processor or equivalent, Windows 2000 or Windows XP; 256MB of RAM (512MB recommended); 100MB of available hard-disk space; 800x600 screen resolution (1,024x768 recommended); Adobe Captivate 2, Microsoft Internet Explorer 6.0 or newer; Flash Player 8 or newer; Microsoft Word and PowerPoint 2000 or newer (see **note** at the right), microphone to record audio; speakers and sound card. If you would like to purchase Captivate, the software can be purchased directly from Adobe at www.adobe.com.

The data files that support the lessons presented in this book can be downloaded from our Web site. Instructions for downloading the data files appear below.

Student Activity: Download Data Files From the Web

1. Download the student data files necessary to complete the lessons presented in this book.
 - start Internet Explorer (we recommend you use Internet Explorer version 6 or newer)
 - go to the following Web address: <http://www.iconlogic.com/>
 - click the **data files** link
 - click the **PC** link
 - find and click the **Captivate 2, Essentials of** link

A dialog box will appear asking if you want to Save or Open the data files.

- click **Save**
 - navigate to your desktop
 - click **Save**
2. After the file downloads, close Internet Explorer.
 3. Extract the data files.
 - find the **Captivate2Data.exe** file you just downloaded to your desktop
 - double-click the file to open it

The WinZip Self-Extractor appears.

- confirm **C:** appears in the Unzip to folder area
- click **Unzip**

Several files will be extracted.



Note:

Word and PowerPoint are used during the Importing, Exporting and Branching module which begins on page 141.

PowerPoint is used again during the MenuBuilder module which begins on page 209.

If these programs are not installed, you will not be able to complete the activities.



Lab

You have been tasked with creating a project that will teach how to change the Font and Font Size of text using WordPad.



1. Create a **Script** (you learned about scripts on page 3) to serve as the foundation of a project.

The Script can be created in any program, such as MS Word, and must include the detailed steps necessary to accomplish the tasks. In case you have never done it, you can change font and font size in WordPad by first selecting the text and then choosing **Format > Font**.

Note: There is a file inside the Captivate2Data folder called SampleScript.doc that you can use as the basis of your script. If you want to use the SampleScript, use Microsoft Word to open the file.



2. Start WordPad. (One way to start WordPad is to choose **Start > Run**. Type **wordpad** and then click **OK**)
3. From the Captivate2Data folder, open **WordPadFile.doc**.
4. Practice the steps you wrote in the Script. Make any changes necessary to the Script and practice the steps again. The steps you wrote out should be very detailed. If you left anything out, add it. The process you are going through now will help create the project's narration very soon. Take your time and be thorough.
5. Create a new project that uses the following options:

Demonstration Mode (you learned how to use this mode on page 20).

Select **Record Narration**. You have not learned to use this option during the lessons in this book, but if your Script is detailed, you will be able to read right from the script and use the Record Narration feature to create the audio at the same time that you record the project.

When you begin recording the project, you will see a countdown, beginning with 3 and working down to 1, that is supposed to prepare you for your narration. It would be a good idea to clear your throat during this countdown.

6. Save the project to the Captivate2Data folder as **MyRecordNarrationLab**.
7. Add captions to your project's slides as necessary.
8. Edit the audio on your slides as necessary.
9. Make any Timeline adjustments necessary.



click **View Output**

The handout opens in Microsoft Word. Since you selected **Caption text, Blank lines** and **Slide notes**, the images are very small.

Notice that the Notes you added to slide 3 have been published.

3. Close the Word document.

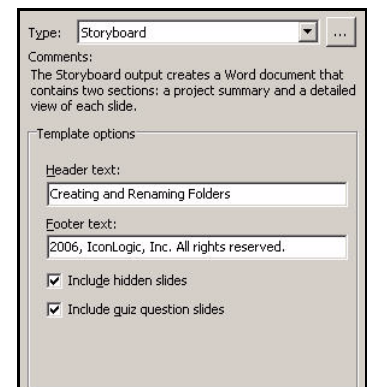
Confidence Check



1. Back in Captivate, choose **File > Properties**.
2. Change the Project name to **CreateRenamingFolder**.
3. Fill in the remaining information as you see fit and then click **OK**.



4. Publish the project as a Print document again—except this time, change the Project title to **CreatingAndRenamingFolders_Storyboard** and change the Type to **Storyboard**.
5. Type **Creating and Renaming Folders** into the Header area (Headers in Word appear on the top of every page of the Word document. You can use spaces in this area.)
6. Type **any information you like** into the Footer area (Footers in Word appear on the bottom of every page of the Word document. You can use space here too.)
7. View the document after you publish it.
8. Notice the beginning of the document contains a detailed Project summary.
9. Also notice that the document contains the Header and Footer information you specified earlier.
10. Save and close the document.
11. Return to Captivate.





Skins

Captivate skins perform much the same function in a project as your clothes perform for you. Visit the top Web sites during the holidays (amazon.com, google.com, etc.) and you'll see that the "skin" used on the site reflects the season. Bored during the day? Maybe changing your clothes would be enough to change your attitude.

The older version of Captivate provided limited control over how the finished movies looked. You could control the appearance of the captions, add animation and highlight boxes, but that was just about it. If you wanted to wrap your Captivate movie within a slick interface, or create a custom playbar, you had to export your Captivate movie into Flash.

Captivate includes a Skin Editor where you can control, among other things, the Playback Control, add Borders, add a Menu, and add information about the project.

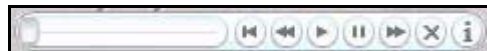
Playback Controls

There are two types of playback controls, BMP Playbars and Skin Playbars. Between the two, the Skin Playbars offer more features (such as Mute and Closed Captioning buttons). If you use BMP Playbars, you can select from a list of packaged playbars. In addition, you can control if the playbar appears at the bottom or top of the project, and force the playbar to appear at the center, left or right of the slide.

Student Activity: Apply a BMP Playbar to a Project

1. Open **FinTouch** from the Captivate2Data folder.
2. Preview the project.

Notice that there is a playbar at the bottom center of the screen.



3. Close the preview.
4. Change the playbar.
 - choose **Project > Skin**

The Skin Editor appears.

- ensure **BMP Playbars** appears in the Skin area
- select **Techno** from the Playbar list
- change the Position to **Top**
- select **Top Left** from the Layout area



Student Activity: Set Reporting Options

1. Open **LetMeTry** from the **Captivate2Data/MenuBuilderFiles** folder.
2. Save the file to the **Captivate2Data** folder as **CreateNewFolder_LMS**.
3. Enable SCORM Reporting Options.
 - choose **Project > Quiz Manager**
 - on the **Reporting** tab, select **Enable reporting for this project**
 - select **SCORM** from the **Learning Management System** area

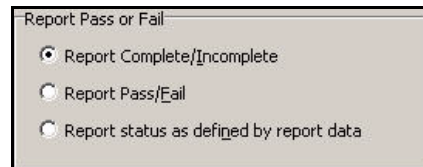
The Manifest button activates. You'll come back to this later.



4. Set Reporting options.
 - select **Report Complete/Incomplete** from the **Report Pass or Fail** area (if necessary)



Your movie isn't a quiz at all. However, you can still post it to the LMS and have the LMS track how a user interacts with the movie.



- select **Report Slide Views only** from the **Choose Report Data** area
- ensure the **Slide View Completion** is set to **100%**

