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Essentials of Adobe Captivate 3

“Skills and Drills” Learning

Kevin A. Siegel



ICONLOGIC

"Skills and Drills" Learning



Contents



About This Book

About the Author v
About IconLogic Books..... v
Book Conventions vi
Confidence Checks vi
System Requirements and Data Files vii
 Download Data Files From the Web..... vii
Need More Books? ix

Module 1: Introducing Adobe Captivate

Set General Preferences..... 7
Explore a Project..... 10
Navigate Projects 11
Preview a Project 13
Zoom Closer to a Slide..... 14
View the Library and Timeline 15

Module 2: Recording Projects

Step Through a Script..... 18
Set the Recording Type and Options 20
Record a Project Manually 22
Record a Demonstration..... 25
Record an Assessment Simulation 28
Record a Training Assessment..... 31
Record a Custom Project 35

Module 3: Text Captions & the Timeline

Duplicate a Slide and Hide the Mouse..... 40
Insert, Resize and Move Text Captions 41
Change Text Caption Properties 44
Change an Object’s Slide Position and Size 47
View the Timeline..... 49
Change a Slide’s Display Time..... 50
Change Timeline View Settings 51
Use the Timeline to Set Text Caption Display Times 52
Show/Hide Timeline Objects 53
Use Options to Control Object Timing..... 54
Set Mouse Properties 57
Check Spelling 58
Align Slide Objects 60

Module 4: Images

Insert and Delete Slides 66
Insert an Image 68
Set Image Size and Slide Position..... 70
Use the Library 71
Manage Unused Images 73
Create an Image Transparency 74
Create an Image Watermark..... 75
Replace an Image 76
Set Image Timing Options and Transition Effects 77
Work With Image Stacks..... 79
Add a Visual Mouse Click and Click Sound..... 81

Module 5: Pointers, Buttons and Highlight Boxes

- Change the Pointer Path84
- Change the Pointer Type.....85
- Edit a Slide and Object Display Times87
- Insert a Text Button.....88
- Set a Button’s Options.....90
- Insert an Image Button91
- Insert and Format a Highlight Box.....92

Module 6: Converting Demonstrations Into Simulations

- Hide the Mouse98
- Replace Phrases99
- Insert a Click Box 102
- Set Click Box Options 104
- Change a Slide’s Display Time 107
- Set a Text Caption Transition 108
- Insert a Text Entry Box 110

Module 7: Rollovers and Zoom Areas

- Insert a Rollover Caption 114
- Set Rollover Area Properties..... 116
- Insert a Rollover Image..... 118
- Insert a Zoom Area..... 120
- Insert a Rollover Slidelet..... 121
- Set Rollover Slidelet Properties..... 122
- Format and Position a Slidelet 123
- Insert a Caption Into a Slidelet..... 124
- Insert an Image Into a Slidelet..... 125

Module 8: Slide Labels, Notes and Audio

- Add a Slide Label..... 128
- Add a Slide Note..... 130
- Add Sound to an Object..... 132
- Add Background Audio 134
- Calibrate a Microphone..... 137
- Record a Slide Note 138
- Add Audio to a Slide..... 140
- Edit an Audio File..... 143
- Insert Silence..... 146

Module 9: Animation and Flash Video

- Change a Project’s Frame Rate 150
- Add Animation to a Slide 152
- Change an Animation’s Slide Position 153
- Insert Text Animation..... 154
- Insert Flash Video..... 157
- Set Flash Video Properties 158

Module 10: Importing and Branching

- Import PowerPoint Files..... 162
- Resize a Project..... 166
- Import Project Slides and Objects 169
- Label a Slide 170
- Explore the Branching Tab 173
- Export the Branching View 174
- Create a Slide Group..... 175





Module 11: Skins and Templates	
Apply a BMP Playbar	180
Apply a Skin	181
Edit and Save a Skin	182
Delete a Skin	183
Add a Loading Screen	184
Create a Project Template	186
Create a New Project From a Template.....	188
Record Additional Slides	189
Edit a Template	191
Module 12: Compliant Movies, Bandwidth and Publishing	
Enable 508 Compliance	197
Add Accessibility Text	198
Add Closed Captions	200
Link to a Web Site	204
Set Project Information	206
Check Bandwidth	207
Publish a Flash (SWF)	209
Publish Word Handouts	213
Export Captions	216
Perform a "Round Trip"	218
Module 13: Quizzes	
Set Quiz Preferences	220
Insert a Question Slide	222
Add an Image to a Question Slide.....	225
Reuse a Slide Background	226
Format the Question Title	227
Use the Slide Grid	228
Format the Progress Indicator.....	229
Create and Rename Question Pools	235
Add Questions to Question Pools	237
Insert Random Question Slides	240
Module 14: MenuBuilder	
Publish a Standalone Project.....	244
Create a MenuBuilder Project.....	246
Add Text Items to a Menu	247
Format Styles	249
Edit Text Items	251
Export a MenuBuilder Project	253
Module 15: Learning Management Systems	
Set Reporting Options.....	259
Create a Manifest File	261
Adjust Slide Object Interaction.....	263
Publish a Content Package.....	265
Create an LMS Account	267
Create an LMS Lesson.....	269
Create an LMS Course	271
Create an LMS Curriculum	273
Test an E-Learning Course.....	275

Find and Replace

While you can use Captivate's Find and Replace dialog box to find any control in your project (including images, animation and Flash video), you will find it to be the most useful as a tool for finding and replacing words or phrases in your Text Captions. Without this ability, the process of making global text changes in a project would be very tedious.

During the following activity, you will use Captivate's Find and Replace feature to replace passive phrases with active phrases—an important component of simulations.

Student Activity: Replace Phrases

1. **CreateNewFolder_LetMeTry.cp** should still be open.
2. Go to Slide 3.

Notice that the text in the Text Caption (**Watch as the File menu is selected**) is written in the passive voice. While writing in the passive voice is acceptable for demonstrations, the most effective way to write interactive instructions is in the active voice. If you would like to learn a bit more about writing effective CBTs, visit <http://www.iconlogic.com/WritingLabs.htm> for some free challenge exercises.

3. Replace a phrase in Text Captions.

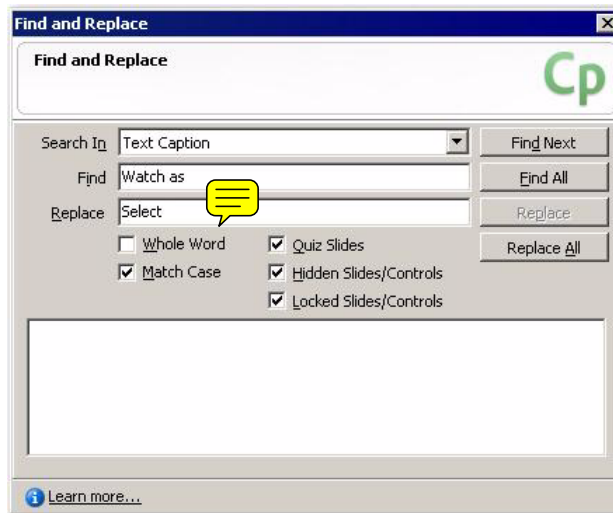
- choose **Edit > Find and Replace**

The Find and Replace dialog box appears.


- select **Text Caption** from the Search In drop down menu
- type **Watch as** into the Find field
- type **Select** into the Replace field

Ensure you typed both entries exactly as written above and have matched the case.

- select **Match Case** from the two options at the left of the dialog box
- ensure your options match the picture at the right
- click **Find Next**



Student Activity: Set Reporting Options

1. Open **LMS_Me.cp** from the **Captivate3Data** folder. 

2. Enable Reporting for the project.

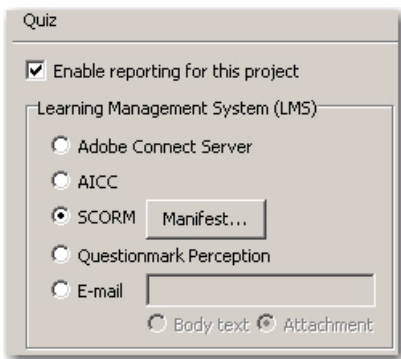
choose **Quiz > Quiz Preferences**

The Preferences dialog box appears. Reporting is selected from the Quiz category.

from the Quiz area, select **Enable reporting for this project**

select **SCORM** from the **Learning Management System (LMS)** area

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



3. Set the Report Pass/Fail options.

select **Report Complete/Incomplete** from the **Report Pass or Fail** area

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

4. Set the Report Data.

select **Slide Views only** from the **Choose Report Data** area

ensure the **Slide View Completion** is set to **100%**

