



ICONLOGIC

3320 Breckenridge Way
Riva, MD 21140
410.956.4949 | Fax: 443.782.2366

Essentials of Captivate 5 Lab Pack

The Essentials of Captivate 5 lab series will help you review many of the skills and processes you learned by working through the modules in our Adobe Captivate 5: The Essentials book. In this lab scenario, you have been presented with a former colleague's demonstration recording. You have been asked to convert it from a demonstration to a simulation. You also decide to add a few nice extras along the way. Each lab will lead you through some steps to make the project better. When you get to the end of lab 5, you will have a great complete project to present.

Essentials of Captivate 5 Lab 1

Begin by previewing the project you will start with.

- Open EssentialsLab1.cptx
- Preview the project.

It looks like this project will need a lot of work. You'd better jump right in!

- Save the project as MyLab1.cptx

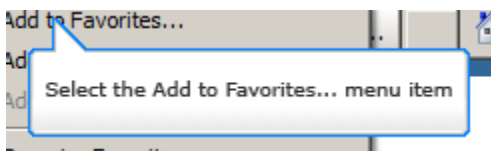
Step 1: Change Default Caption Style

Wow, what were those wacky captions? The fonts are way too elaborate and difficult to read. Let's make them readable and standard.

- Change the default caption style to use Adobe Blue, Verdana, size 10, Fade In Only.

(Hint: Use the Object Style Manager)

Your captions should now resemble the picture below.



- Preview your project to make sure all captions were changed and if not, go back and correct them now.

Ah, now that looks much better already! Great start.



ICONLOGIC

3320 Breckenridge Way
Riva, MD 21140
410.956.4949 | Fax: 443.782.2366

Step 2: Hide the Mouse

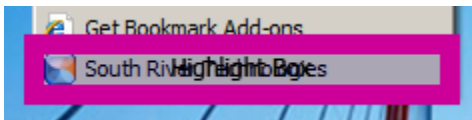
Demonstrations use the mouse to show the learner exactly what is happening. Simulations on the other hand do not display the mouse as they are intended to have the learner interact fully with the lesson. Since you are changing this from a demonstration to a simulation, you need to get rid of that pesky mouse pointer that is showing on every slide.

- Remove the mouse pointer from every slide.
- Preview the project again and see how you like it.

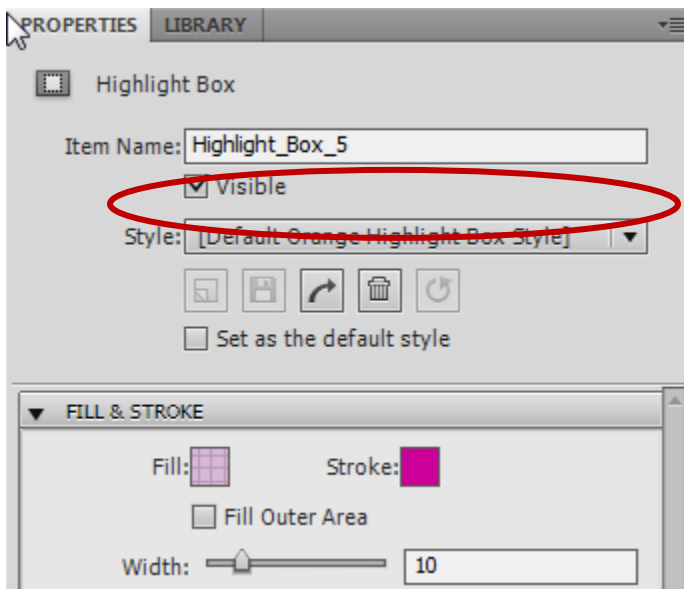
As you go, don't forget to save your work.

Step 3: Fix highlight box

The project is looking better already, but did you see that purple highlight box on slide 10? Yuck-oh! You definitely need to change that to something more appealing.



I'm sure you can think of many different ways to correct the purple highlight box. Take a look at the properties of the highlight box. It looks like the default Orange Highlight Box Style was used, but that highlight box is certainly NOT orange and the stroke width is huge.





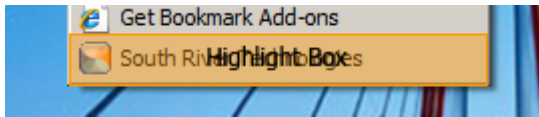
ICONLOGIC

3320 Breckenridge Way
Riva, MD 21140
410.956.4949 | Fax: 443.782.2366

- Correct the Default Orange Highlight Box Style

(Hint: Use the Object Style Manager again – it is probably becoming your best friend by now!)

Your highlight box should now look much more appealing resembling the picture below.





ICONLOGIC

3320 Breckenridge Way
Riva, MD 21140
410.956.4949 | Fax: 443.782.2366

Essentials of Captivate 5 Lab 2

This lab will help you continue to review many of the skills and processes you learned by working through the modules in Essentials of Captivate 5 book. In this lab scenario, you have been presented with a former colleague's demonstration recording. You have been asked to convert it from a demonstration to a simulation.

Begin by previewing the project you will start with.

- Open EssentialsLab2.cptx
- Preview the project.
- Save the project as MyLab2.cptx

Step 4: Insert Interactivity – Click Boxes

You probably noticed there is no student interaction in this project. Let's change that. On slide 2, you are telling the student to select the Favorites menu item. You need a clickbox here so the student can truly click it just as she would if she were actually creating the bookmark.

- Insert a click box on Slide 2
- Resize and place the clickbox over the Favorites menu item
- Ensure the settings of the click box are: Visible, Go to next slide, Infinite attempts, Failure and Hint captions, Pause for Success/Failure Captions, Show Hand Cursor Over Hit Area, Pause project until user clicks, Display for rest of slide

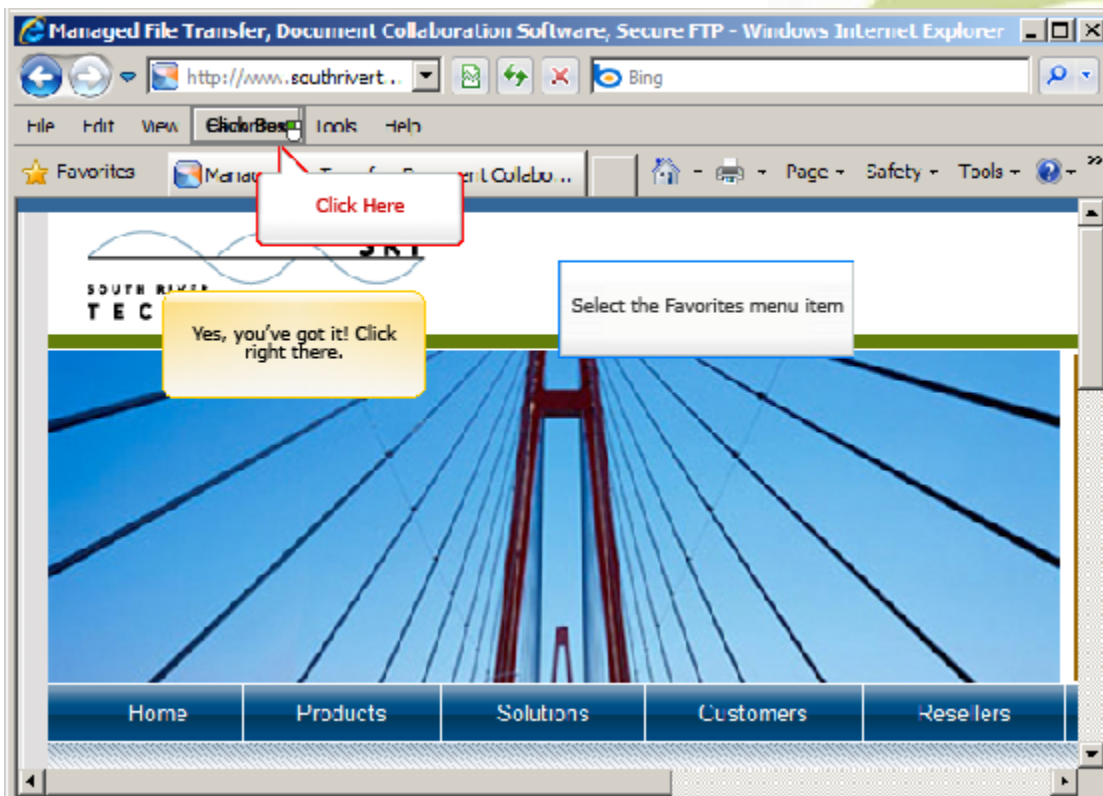
Seriously? What was your colleague thinking? He has set some very strange captions for the click box. Check out that failure caption and the hint caption. Those styles are just crazy! I think your colleague was having fun playing with fonts. Correct the default caption styles so any more click boxes you add in the project will turn out right. (Hint: head to the Object Style Manager under the sub type of Captions)



ICONLOGIC

3320 Breckenridge Way
Riva, MD 21140
410.956.4949 | Fax: 443.782.2366

- Change the Default Failure Caption Style to: Adobe Red, Verdana size 10, Text Color Red, Fade In Only
- Change the Default Hint Caption Style to: Halo Yellow, Verdana size 10, Text Color Black, Fade In and Out
- Fix the layout and caption text to resemble the picture below.
- Save your work



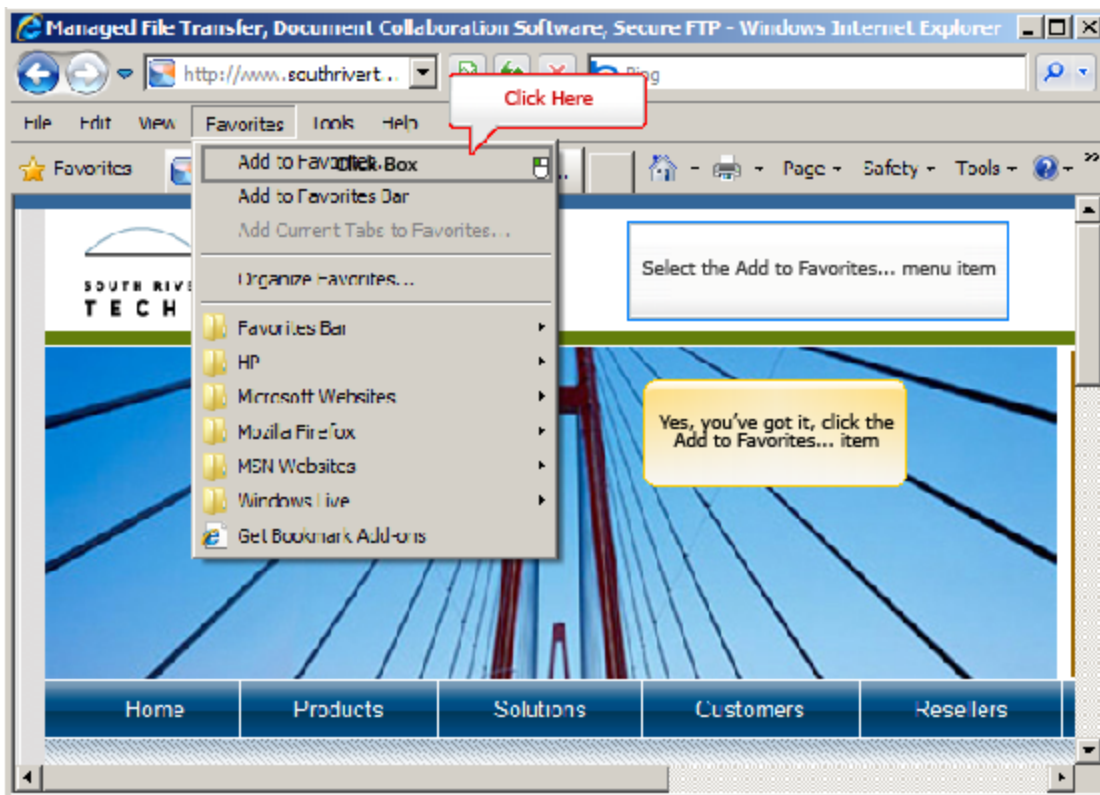
Your project is really starting to take shape! You've already fixed a number of bizarre default object styles so going forward your work will be much easier.



ICONLOGIC

3320 Breckenridge Way
Riva, MD 21140
410.956.4949 | Fax: 443.782.2366

- Add a clickbox on slide 3 and match the layout below. Make sure you are using the same settings as the clickbox you added to slide 2 above.
- Save your work as you go



Slide 9 needs the same interactivity as slide 2 and their backgrounds are identical. You can make short work of slide 9 edits by reusing slide 2.

- Duplicate slide 2
- Replace slide 9 with the duplicate slide

Your duplicate of slide 2 has now replaced the old slide 9. What a time saver that was!



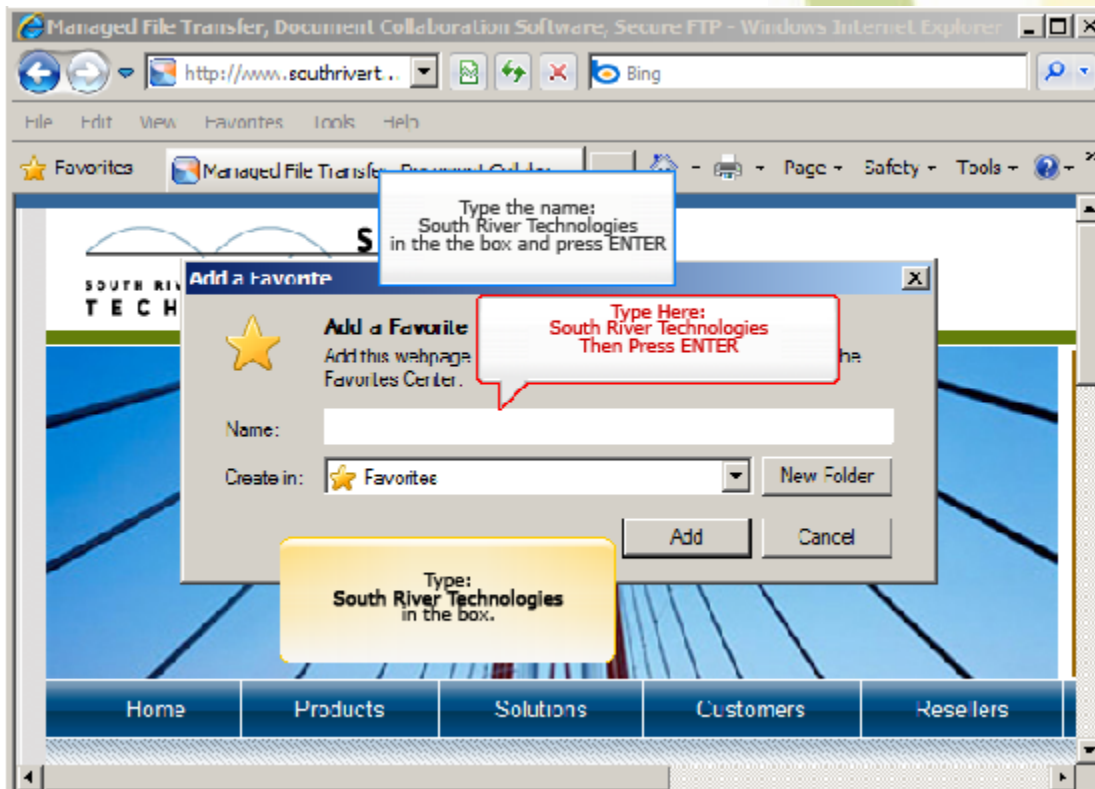
ICONLOGIC

3320 Breckenridge Way
Riva, MD 21140
410.956.4949 | Fax: 443.782.2366

Step 5: Insert Interactivity – Text Entry Box

Examine slide 6. The demonstration of typing in to a text box is shown. You don't need this in your simulation. You want your learner to type the information in himself.

- Delete the Typing Text (Hint: You can find it on the timeline)
- Insert a Text Entry Box for the learner to type in to.
- Ensure the Text Entry Box's settings are:
 - o Correct Entry: South River Technologies
 - o Validate User Input, Verdana size 10, Go to next slide, Shortcut: Enter, Failure caption, Hint caption, Pause for Success/Failure Captions, Pause after 1.5 seconds, No Transition, Display for Rest of Slide
- Place the Text Entry Box in the Name field of the slide
- Add a text caption to direct the learner on the slide
- Change all of the caption text and the layout so that your slide resembles the picture below.



Are you remembering to save your work? You would hate to lose all that good progress...



ICONLOGIC

3320 Breckenridge Way
Riva, MD 21140
410.956.4949 | Fax: 443.782.2366

Essentials of Captivate 5 Lab 3

This lab will help you continue to review many of the skills and processes you learned by working through the modules in Essentials of Captivate 5 book. In this lab scenario, you have simulation that needs some sprucing up.

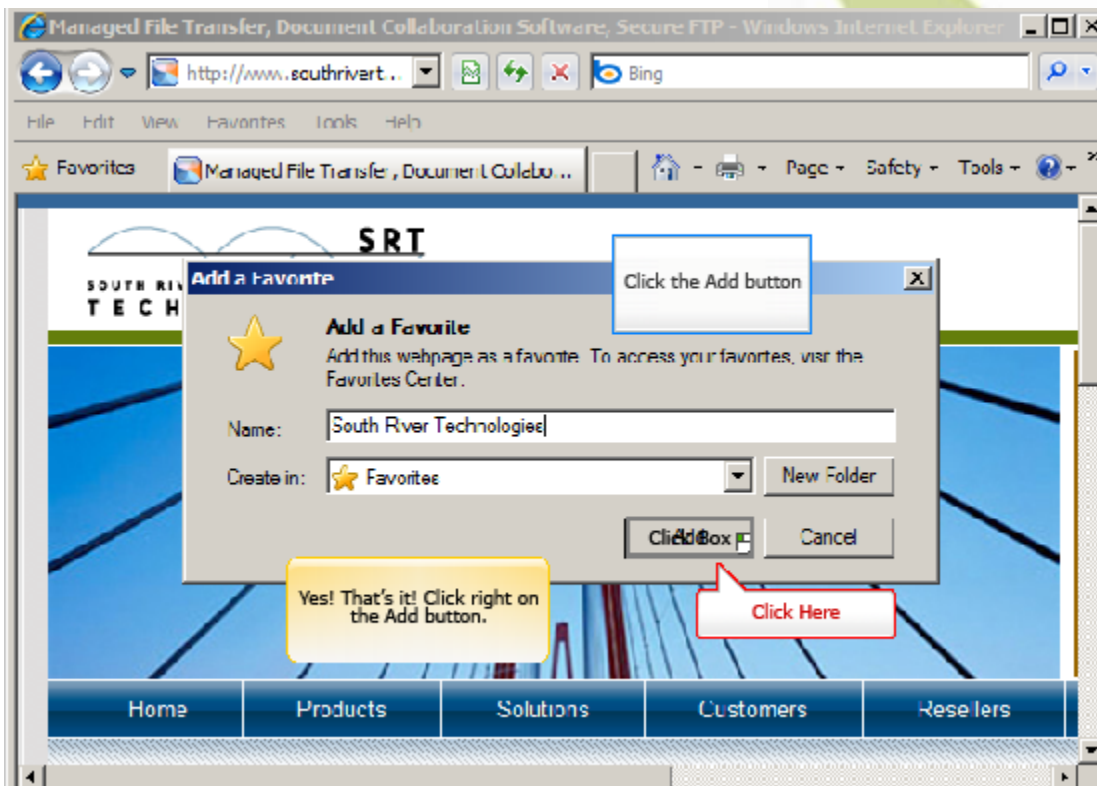
Begin by previewing the project you will start with.

- Open EssentialsLab3.cptx
- Preview the project.
- Save the project as MyLab3.cptx

Step 6: Insert More Interactivity

Take a look at slide 7. You are directing the user to select the **Add** button. Looks like you need another clickbox!

- Insert a clickbox with the same properties as before and place it over the Add button.
- Rearrange your slide, adding text where necessary so your slide now looks like:





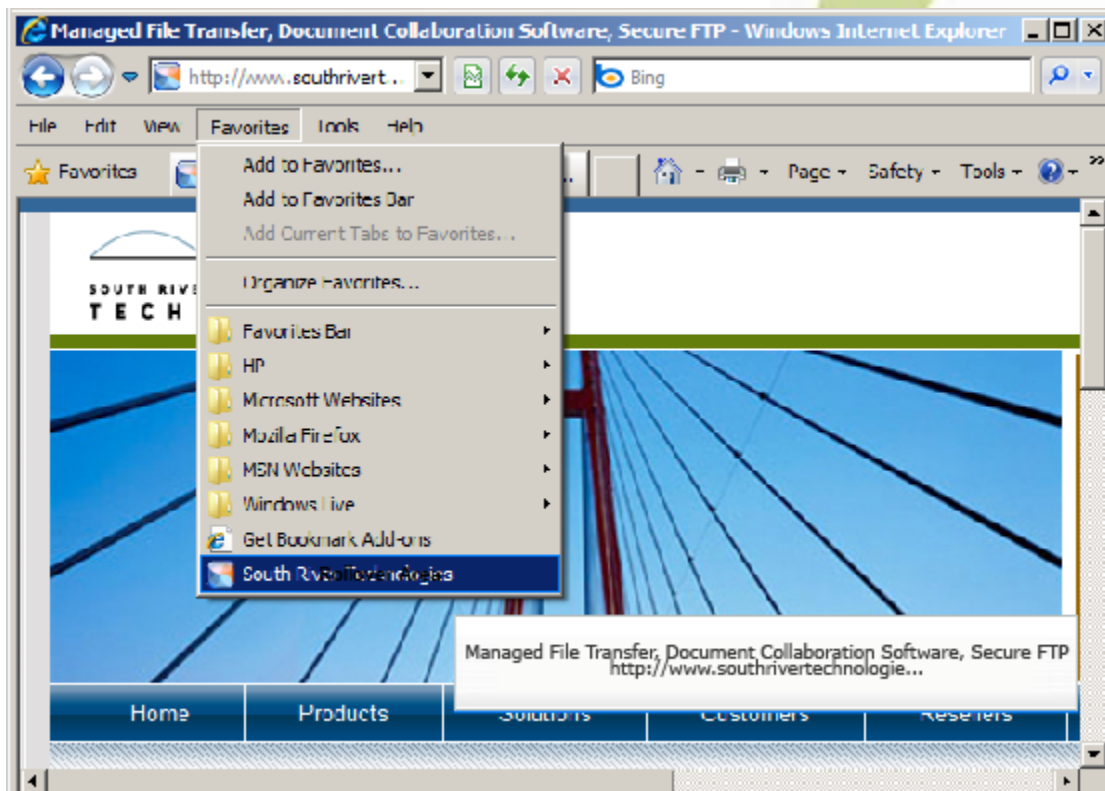
ICONLOGIC

3320 Breckenridge Way
Riva, MD 21140
410.956.4949 | Fax: 443.782.2366

You are so close...so close....Add one more bit of interactivity for the student – a rollover just as you would get in your browser if you rolled over the choice selected.

- On slide 11, Insert a Rollover Caption
- Position the rollover area over the South River Technologies favorite
- Type the following in to the rollover caption: Managed File Transfer, Document Collaboration Software, Secure FTP <http://www.southerntechnologies.com>
- Ensure that your Rollover Caption properties are set as follows: Fill none, Stroke Royal Blue Width 1, Display for rest of slide, Appear after 0 seconds, Fade in Only
- Add a text caption telling the student to try the rollover.

Your final slide should resemble this picture:





ICONLOGIC

3320 Breckenridge Way
Riva, MD 21140
410.956.4949 | Fax: 443.782.2366

Step 7: Library Cleanup

Just a little clean up and your project will be perfect. You may have noticed every time you opened one of the lab projects, you received a warning about unused library items. Time to clean up the library so that warning goes away and the project size can be smaller.

- Removed any unused items from the Library

You can compare your finished project to the data file EssentialsLab4.cptx found in your data folder.





ICONLOGIC

3320 Breckenridge Way
Riva, MD 21140
410.956.4949 | Fax: 443.782.2366

Essentials of Captivate 5 Lab 4

You have worked your way through the first 3 labs, but what's that you say? You want more? You want to make it better?! Okay, no problem! Let's add a welcome slide with a little animation, some voice, and a button. Ready? Then here we go....

Begin by previewing the project you will start with.

- Open EssentialsLab4.cptx
- Preview the project.
- Save the project as MyLab4.cptx

Step 8: More...Insert Slide

You'll need a nice background instead of the boring old white. Let's just use the same one as on slide 2.

- Replace the new slide 1 background with slide 2's background (Hint: you can copy and paste backgrounds)

You are remembering to save periodically, aren't you?





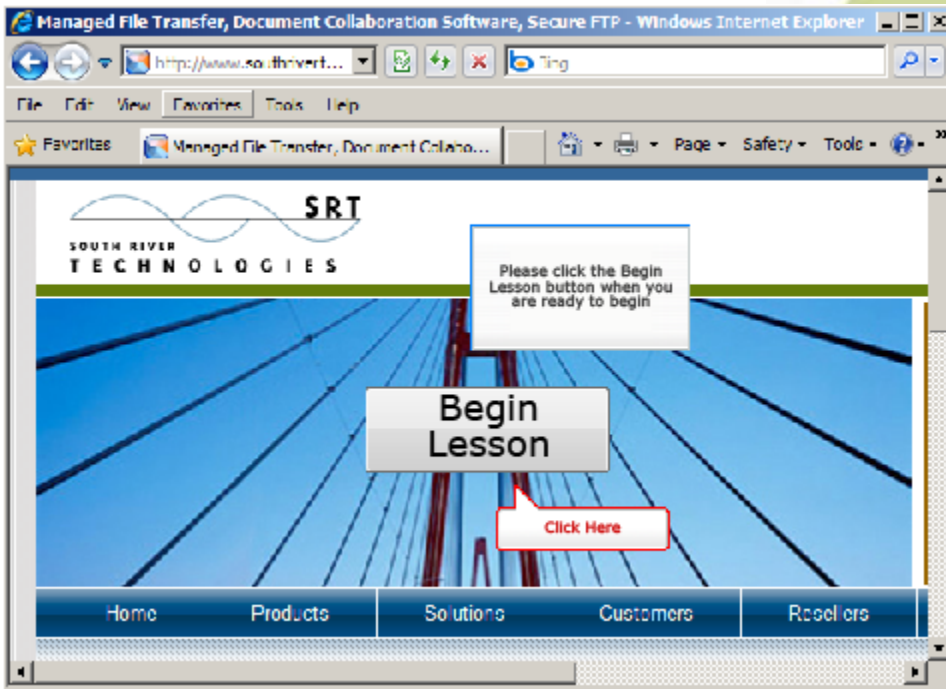
ICONLOGIC

3320 Breckenridge Way
Riva, MD 21140
410.956.4949 | Fax: 443.782.2366

Step 9: Insert a Button

A begin button on the very first slide would be a great way to start off the lesson.

- Insert a button.
- Set the Button properties as follows: Type Text Button, Caption Begin Lesson, Verdana size 24, Text Color Black, Go to the next slide, Failure Caption, Pause for Success/Failure Captions, Show Hand Cursor Over Hit Area, Display for rest of slide, Pause after 1.5 seconds.
- Add a text caption giving the learner direction on what to do.
- Arrange objects and edit captions on your slide until it resembles the picture below



Step 10: Insert Animation

Are you a little worried that your student won't know what to do when they begin the lesson? No problem, let's add animation to help with that.

- Insert a Green Motion Downright Arrow
- Size and position the animation as follows: X: 175 Y: 200 W: 120 H: 123



ICONLOGIC

3320 Breckenridge Way
Riva, MD 21140
410.956.4949 | Fax: 443.782.2366

Step 11: Insert Text To Speech Audio

Still not enough you think? Really? You are sure your learners will need as much direction as you can give? Alright....let's add some audio direction as well.

- Add a slide note that says: *Please click the Begin Lesson button when you are ready to begin the lesson. Thank you.*
- Convert the text to speech
- Preview your project

Other than a sledge hammer, that's about all you can do to grab your learner's attention and direct what to do.





ICONLOGIC

3320 Breckenridge Way
Riva, MD 21140
410.956.4949 | Fax: 443.782.2366

Essentials of Captivate 5 Lab 5

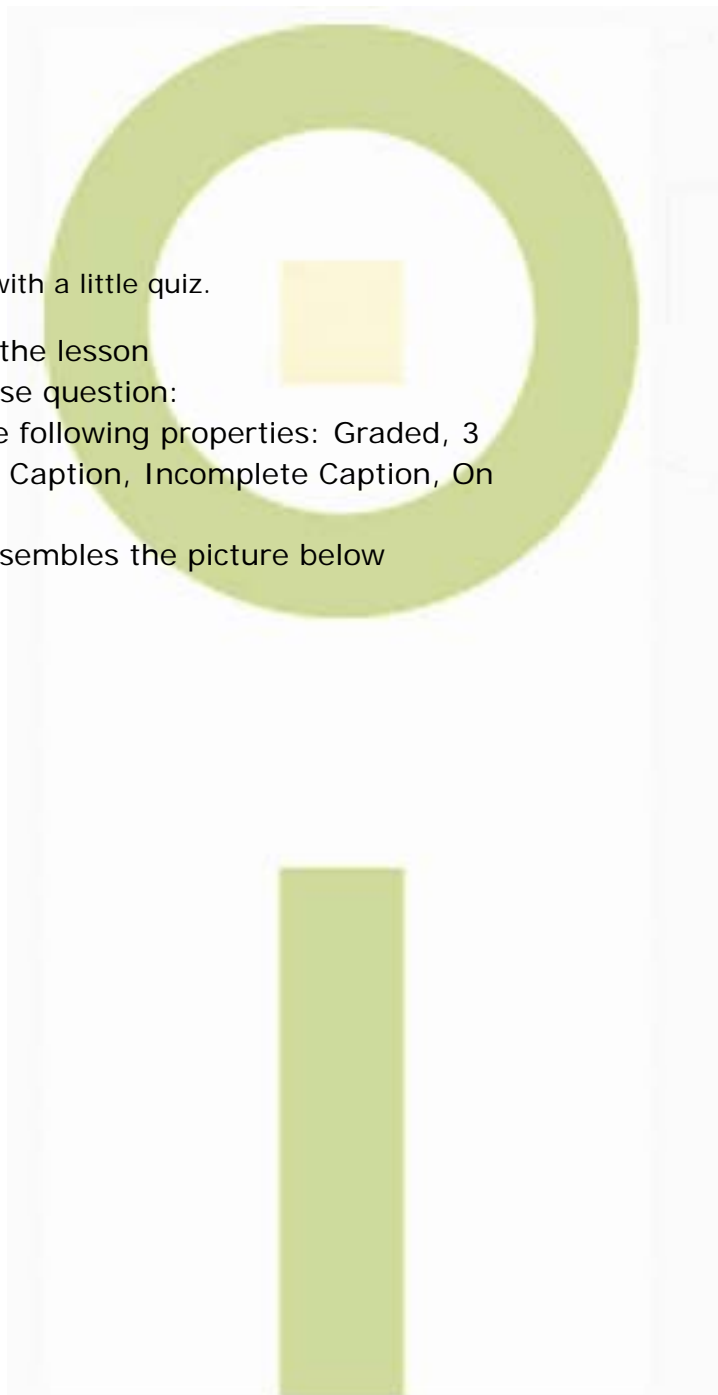
Fantastic, your project has some really nice features now. Let's complete it by adding a quiz and a table of contents. Lastly, add a touch of your personal style with a cool skin. As before, begin by previewing the project.

- Open EssentialsLab5.cptx
- Preview the project.
- Save it as MyLab5.cptx.

Step 12: Insert Quiz

Now, let's test what your student learned in the course with a little quiz.

- Insert a Question Slide after the last slide in the lesson
- Choose one multiple choice and one True/False question:
- The Multiple Choice Question should have the following properties: Graded, 3 Answers, 50 points, Numbering ABC, Correct Caption, Incomplete Caption, On Success Go to the next slide, 1 Attempt
- Insert text and arrange the slide so that it resembles the picture below





ICONLOGIC

3320 Breckenridge Way
Riva, MD 21140
410.956.4949 | Fax: 443.782.2366

Multiple Choice

Today you learned how to create a

- A) Link
- B) Favorites
- C) Website

Correct - Click anywhere or press 'y' to continue.

Incorrect - Click anywhere or press 'y' to continue.

You must answer the question before continuing.

Submit

Question 1 of 2

- Ensure your True/False question properties are set to: Graded, 50 points, Numbering ABC, Correct Caption, Incomplete Caption, On Success Go to the next slide, 1 Attempt
- Insert text and arrange the slide so that it resembles the picture below



ICONLOGIC

3320 Breckenridge Way
Riva, MD 21140
410.956.4949 | Fax: 443.782.2366

True/False

Today you made the South River Technologies homepage a favorite.

- A) True
- B) False

Correct - Click anywhere or press 'y' to continue.

Incorrect - Click anywhere or press 'y' to continue.

You must answer the question before continuing.

Submit

Question 2 of 2

Still remembering to save your work? Good.

- Preview your project.



ICONLOGIC

3320 Breckenridge Way
Riva, MD 21140
410.956.4949 | Fax: 443.782.2366

Step 13: Fix Runaway Slides

Uh oh, looks like there is one small problem on slide 11. It moves on without student interaction and he may not have time to try out the rollover caption. To solve this, you need to put something on the slide that will hold the action. Many items can do this, but let's use a button in this situation.

- Add text to your direction text caption: *Once you are finished trying the rollover, please click the continue button to move forward.*
- Insert a button with the following properties: Button Type Text Button, Caption Continue, On Success Go to the next slide, Show Hand Cursor Over Hit Area, Display for rest of slide, Pause after 1.5 sec, location X: 400 Y: 256 size W: 104 H: 33
- Preview your project again.

Step 14: Table of Contents

To make your table of contents complete, you should really add an ending slide would be a nice addition to the project and you will certainly need to add some slide labels.

- Create a final slide by using slide 1 as the example (Hint: Duplicate Slide 1 and move it to the end)
- A text caption on the slide should read: Thank you for taking our lesson
- Remove any unnecessary object from the ending slide (Hint: the button and animation)
- Change the audio to say: *Thank you for taking the lesson. Have a nice day.* (Hint: you'll need to change the slide notes AND regenerate the audio)
- Label the slides for inclusion in the table of contents as follows:

1: Welcome
11: Lesson End
12: Quiz
15: Thank You

Now you are ready to create the Table of Contents.

- Create the Table of Contents (Hint: check the Show TOC box)
- Only put the labeled slides in your Table of Contents
- Fill in your project information (Hint: use the Info... button on the TOC)



ICONLOGIC

3320 Breckenridge Way
Riva, MD 21140
410.956.4949 | Fax: 443.782.2366

Your preview should now basically resemble the picture below. The skin may be different. No worries, you'll fix that next.

My Lab Project
Biff Bifferson
Super Mega Captivate Guru
biff@srt.com
www.southernrivertechnologies.com
[More Info>>](#)

★ Slide Title	Duration	Status
○ Welcome	00:32	
○ Lesson End	00:03	
○ Quiz	00:09	
○ Thank You	00:05	



Step 15: Skin

While you're here, you might as well change the skin to something you like.

- Choose a skin that you like. Can't decide? How about SpaceBlue, it's very soothing.
- Set your playback controls to the options you most prefer for your project.
- Change the border options and colors to suit your liking.
- Preview your project one last time.

Have you saved recently? I hope so....Finally...

- Publish your project and try it in your web browser.

Your lab work is complete, but feel free to edit and make changes as you like. After all, you are a Captivate developer now!