



v072610

pc: 254

isbn: 1932733388

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## **Adobe Captivate 5: The Essentials**

“Skills and Drills” Learning

Kevin A. Siegel

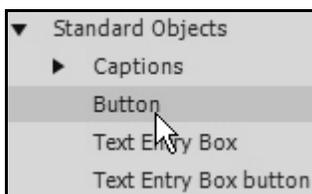
## Student Activity: Insert a Text Button

1. ButtonHighlightMe.cp should still be open and you should still be on **Slide 1**.

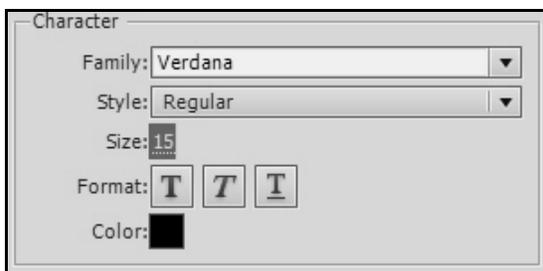
You are about to add a button to the slide that will freeze the project on Slide 1 until your learner clicks the button. Once clicked, the button will jump the learner to the next slide in the lesson.

2. Edit the button style for a Text button.

- choose **Edit > Object Style Manager**
- at the far left of the dialog box, click the triangle to expand the **Standard Objects** group
- select **Button**



- from the middle column, select [**Default Text Button Style**]
- from the Character group at the right, change the font Family to **Verdana**
- change the Size to **15**



- ensure that the Color is **black**
  - click the **OK** button
3. Insert a Text button.
    - choose **Insert > Standard Objects > Button**

The new button appears in the middle of the slide.

4. Save your work.

5. Add a caption to the button.

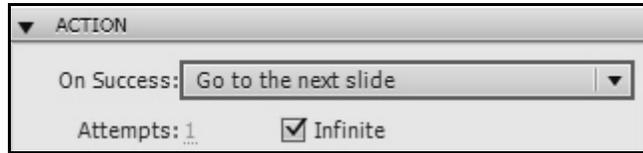
- double-click the button to show the Properties panel
- from the General group, change the Caption to the word **Begin**





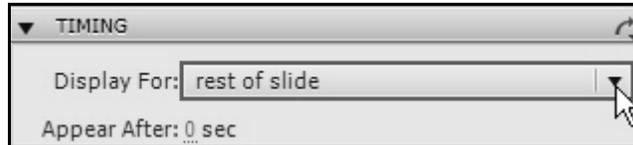
6. Set the button's Action. 

- on the Properties panel, scroll down to the **Action** group
- from the **On Success** drop-down menu, select **Go to the next slide**



7. Set the button's Timing.

- on the Properties panel, scroll down to the **Timing** group
- from the **Display For** drop-down menu, select **rest of slide**
- ensure that **Appear After** is set to **0 sec**



8. Drag the button until its position is similar to the picture below.



9. Save your work.

10. Preview the next 5 slides.

- press [**F10**] on your keyboard (Mac users, press [**Command**] [**F10**])

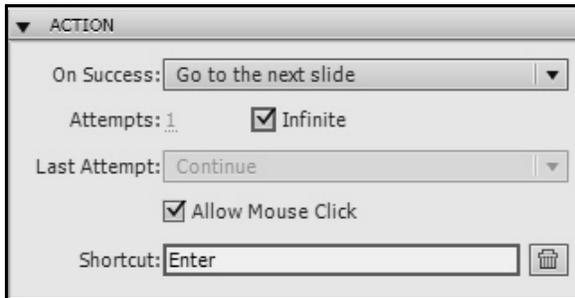
As the first slide plays, notice that the action stops too soon—not all of the images have had a chance to appear. You will fix that problem next.

11. Close the preview.

4. Attach a keyboard shortcut to the button.

- on Slide 1, double-click the Image Button to display the **Properties** panel
- from the **Action** group, select the Shortcut field
- press [**Enter**] on your keyboard

The word **Enter** appears in the Shortcut field. And just like that, you've made the [Enter] key the shortcut your learners can use to activate the button.



- 5. Starting on Slide 1, preview the next five slides (**File > Preview**).
- 6. Run your mouse over the button on Slide 1 and notice the "rollover" effect that is part of the Image button.
- 7. Press [**Enter**] on your keyboard and, thanks to the keyboard shortcut you attached to the button, you should end up on Slide 2.
- 8. Close the preview and save your work.



## Click Boxes

Instead of telling and then showing a learner how to perform an action, you can insert Click Boxes that allow the learner to perform actions such as clicking a menu or menu command.

### Student Activity: Insert a Click Box

1. The ConvertMeToSimulation project should still be open.
2. Preview the project.

There is an interactive button on the first slide. Clicking the button will take you to Slide 2. From this point forward, there is no interactivity in the project.

3. Close the preview.
4. Insert a Click Box on Slide 3.

- go to Slide 3
- choose **Insert > Standard Objects > Click Box**

A new Click Box appears in the middle of your screen. The mouse badge on the lower right of the Click Box, while small, contains valuable information. If you look closely, you will see a green icon on the left side of the mouse badge indicating that the Click Box will be activated with a left click. You can use the Click Box Properties to set the box to the right-clickable, in which case the right side of the mouse badge would be green.



5. Change the On Success action for the Click Box.

- double-click the Click Box to display the Properties panel
- from the top of the **Action** group, **On Success** drop-down menu, choose **Go to the next slide**
- from the **Attempts** area, ensure that **Infinite** is selected

The screenshot shows the 'ACTION' and 'OPTIONS' sections of the Click Box Properties panel. In the 'ACTION' section, 'On Success' is set to 'Go to the next slide', 'Attempts' is set to 'Infinite', and 'Last Attempt' is set to 'Continue'. In the 'OPTIONS' section, 'Captions' has 'Failure' checked, and 'Others' has 'Pause for Success/Failure Captions', 'Disable Click Sound', and 'Pause project until user clicks' checked.

6. Add a Failure Caption to the Click Box.
  - ensure that the Properties panel for the Click Box is still open
  - from the Options group, Captions area, select **Failure**
  - ensure that the remaining options match the picture at the right

The **Failure Caption** option will insert a Failure Caption on the slide for you. This is the caption that will appear if the learner does not click on the Click Box.



## Student Activity: Set the Quiz Preferences

1. The **QuizMe** project should still be open.
2. Go to Slide 10.

You'll be adding a quiz after this slide.

3. Set the Quiz Preferences.

- choose **Quiz > Quiz Preferences**

The Preferences dialog box opens with the Quiz > Reporting Category already selected.

- select **Settings** from the **Quiz** category
- from the **Quiz** area, change the Name of the Quiz to **Folders Quiz**
- from the Required drop-down menu, select **Answer All - The user must answer every question to continue**

Quiz:

Name:

Required:

- from the **Settings** area, ensure your options match the picture below

Settings:

Shuffle Answers

Show Progress

Progress Type:

Allow Backward Movement

Show Score at the End of the Quiz

Allow User to Review the Quiz

If you had selected **Shuffle Answers**, the answers would appear in a different order on each Question Slide when users take the quiz. The **Show Progress** option will insert a counter on each Question Slide so that learners know where they are in the quiz. **Allow backward movement** will allow learners to go back and answer skipped questions. By selecting **Show score at end of quiz**, Captivate will add an additional slide at the end of the Question Slides that will summarize how the learner did on the quiz. The **Allow User to Review the Quiz** option will allow learners to go back and see how they answered the questions. However, once the answers are submitted for scoring, learners will not be able to change their answers.

