



v092510
pc: 218
isbn: 1932733-39-6

Notice: Although IconLogic makes every effort to ensure the accuracy and quality of these materials, all material is provided without any warranty.

Copyright: 1994-2010 by IconLogic, Inc., 3320 Breckenridge Way, Riva, MD 21140, 410.956.4949. This document, or any part thereof, may not be reproduced or transmitted in any form or by any means, electronic or mechanical, including photocopying, recording, storage in an information retrieval system, or otherwise, without the prior written permission of IconLogic.

Trademarks: IconLogic, Inc. and the IconLogic logo are registered trademarks of IconLogic. All companies and product names are trademarks or registered trademarks of their respective companies. They are used in this book in an editorial fashion only. No use of any trade name is intended to convey endorsement or other affiliation with IconLogic books.

Adobe Captivate 5: Beyond the Essentials

“Skills and Drills” Learning

Kevin A. Siegel



Contents



About This Book

About the Author..... v
About IconLogic Books v
Book Conventions..... vi
Confidence Check vi
System Requirements vi
Acrobat.com and Data Files vii
 Download the Windows Data Files vii
 Download the Mac Data Filesviii
Need More Books? ix
Special Thanks..... x

Module 1: Essential Skills With a Twist

To Review or Not to Review... 2
Planning eLearning Projects 3
The Development Process..... 4
Resolution and Recording Size..... 7
 Rehearse a Script..... 9
 Edit Captivate’s Preferences..... 11
 Set Recording Keys 13
Custom Recordings..... 14
 Record a Custom Simulation 14
Text Caption Pre-Editing..... 18
 Edit a Text Capture Template..... 18

Module 2: Working With PowerPoint and Rescaling

PowerPoint 24
 Import a PowerPoint Presentation..... 24
 Round-Trip PowerPoint Edits 26
PowerPoint Collaboration 28
 Synch With Source 28
Rescaling Projects 30
 Rescale a Project..... 30

Module 3: Custom Styles, Branching and Aggregating

Custom Styles..... 34
 Create a Text Caption Style 34
 Apply a Style Globally 37
 Export and Import a Style 38
Combining Projects..... 40
 Label a Slide..... 40
 Copy/Paste Project Assets 42
Branching..... 44
 Use Buttons to Create a Branch..... 44
 Explore the Branching Tab..... 46
Slide Groups..... 49
 Create a Slide Group 49
Aggregator 51
 Publish SWFs 51
 Aggregate SWFs 53

Module 4: Question Pools

- Pools and Random Question Slides56
- Insert a Question Slide56
- Rename and Create Question Pools59
- Add Questions to Question Pools.....61
- Insert Random Question Slides.....63

Module 5: Accessible eLearning

- Accessibility and Captivate66
- Set Document Information67
- Enable Accessibility68
- Accessibility Text69
- Add Accessibility Text to Slides69
- Import Slide Audio70
- Shortcut Keys.....73
- Add Shortcut Keys73
- Closed Captioning76
- Add Closed Captions76

Module 6: Variables and Widgets

- Variables82
- Add Project Information.....82
- Insert a System Variable83
- Edit a System Variable86
- Create a User Variable.....88
- Use a Variable to Gather Data89
- Widgets.....93
- Insert and Format a Widget93

Module 7: Reviewing and Background Editing

- Acrobat.com Shared Review 100
- Send a Project for Review 101
- Add Review Comments..... 103
- Reply to Comments..... 107
- Background Editing 111
- Create an Image Mask 111
- Edit a Slide Background..... 113
- Work With Photoshop Layers 114
- Delete a Slide Background 114
- Import Layers 115
- Work With Photoshop Layers 116

Module 8: Master Slides and Project Templates

- Master Slides 120
- Add an Image to a Master Slide 120
- Apply a Master Slide to Project Slides 121
- Edit a Master Slide 122
- Unlink a Master Slide 123
- Project Templates 126
- Create a Project Template..... 126
- Copy/Paste Project Assets..... 127
- Export/Import Project Assets..... 129
- Create a Mask 131
- Template Placeholders..... 132
- Insert a Text Animation Placeholder 132
- Create a Project From a Template 134





Module 9: Reporting Results

Acrobat.com as an LMS Alternative	136
Configure Acrobat.com as an LMS	136
Post Results to Acrobat.com	138
Use the Quiz Results Analyzer	141
Review and Chart Quiz Data	143
LMS Reporting Options	144
Set Quiz Reporting Options	145
Manifest Files.....	147
Create a Manifest File	147
Advanced Interaction	149
Report a Button Interaction	149
Adjust Slide Object Interaction.....	150
Content Packages.....	152
Publish a Content Package.....	152
Uploading to an LMS.....	153
Create an Inquisiq LMS Account	154
Create an LMS Lesson.....	156
Create an LMS Course.....	158
Create an LMS Curriculum	159
Test an eLearning Course	161

Module 10: Actions

Standard Actions.....	164
Create a User Variable	164
Insert Variables Into a Text Caption.....	166
Create Rollover Slidelets	169
Control Object Visibility	173
Create Standard Actions.....	176
Copy and Delete Standard Actions	178
Conditional Actions	180
Create More User Variables.....	180
Duplicate and Label Slides	182
Create a Conditional Action.....	184
The Value of Naming Objects	188
Insert and Name Text Captions	188
Create a Conditional and Standard Action Combo	190
Name a Decision Block.....	193
Add Multiple IF Statements.....	194
Create an Action to Show a Button	196
Attach Actions to Objects	197



ICONLOGIC

"Skills and Drills" Learning

About This Book

About the Author



Kevin Siegel is the founder and president of IconLogic, Inc. He has written more than 100 step-by-step computer training books, including *Essentials of Adobe Captivate 5*, *Essentials of Adobe Captivate 4*, *Adobe Captivate 4: Beyond the Essentials*, *Essentials of Adobe Captivate 3*, *Essentials of Adobe Captivate 2*, *Essentials of Macromedia Captivate*, *Essentials of RoboDemo 5*, *Essentials of Adobe RoboHelp 8*, *Essentials of Adobe RoboHelp 7*, *Essentials of Adobe Dreamweaver CS3*, *QuarkXPress 8: The Basics*, *Essentials of Adobe InDesign CS3*, *Camtasia Studio 7: The Essentials* and *Camtasia Studio 6: The Essentials*.

Kevin spent five years in the U.S. Coast Guard as an award-winning photojournalist and has more than two decades experience as a print publisher, technical writer, instructional designer and eLearning developer. He is a certified technical trainer, has been a classroom instructor for more than 20 years and is a frequent speaker at trade shows and conventions. Kevin holds multiple certifications from companies such as Adobe and the CompTIA. You can reach Kevin at ksiegel@iconlogic.com.

About IconLogic Books

IconLogic books are unique! They are created by instructors with years of software training experience. Before IconLogic books, our instructors rarely found a book that was perfect for a classroom setting. If the book was beautiful, odds were that the text was too small to read and hard to follow. If the text in a book was the right size, the quality of exercises left something to be desired.

Finally tiring of using inadequate materials, our instructors started teaching without any books at all. Over the years, we've had many students ask if the in-class instruction came from a book. If so, they said they'd buy the book. That sparked an idea. We asked students—just like you—what they wanted in a training manual. You responded, and the results appear in this book.

We hope you enjoy the book. If you have any comments or questions, please see page ix for our contact information.



Book Conventions

This book has been divided into several modules. Because each module builds on lessons learned in the previous module, we recommend that you complete each module in succession. During every module, you will be guided through lessons step by step. Instructions for you to follow will look like this:

- ☐ instructions for you to follow will look like this

If you are expected to type anything or if something is important, it will be set in bold type like this:

- ☐ type **9** in the box

When asked to press a key on your keyboard, the instruction will look like this:

- ☐ press [**shift**]

Confidence Check

You will also come across the little guy at the right. He indicates a Confidence Check. Throughout each module you will be guided through hands-on exercises. But at some point, you'll have to fend for yourself. That is where Confidence Checks come in. They're very important. You must be sure to complete each of them because some exercises build on completed Confidence Checks.



System Requirements

The Adobe Captivate 5 software does not come with this book. The software can be purchased directly from Adobe (<http://www.adobe.com>). You can also download a trial version of Captivate from Adobe. There are no limitations on the trial, and it will last for 30 days from the day you install it on your computer. Here are Adobe's system requirements for installing and using Captivate 5.

Windows: Adobe Captivate 5, 1GHz or faster processor, Intel Pentium 4, Intel Centrino, Intel Xeon, or Intel Core Duo (or compatible) processor, Microsoft Windows XP with Service Pack 2 (Service Pack 3 recommended); Windows Vista Home Premium, Business, Ultimate, or Enterprise with Service Pack 1; or Windows 7, 1GB minimum RAM (2GB recommended), 3GB of available hard-disk space for installation; additional free space required during installation (cannot install on flash-based storage devices), DVD-ROM drive, 1,024x576 display (1,280x1024 is recommended) with 16-bit video card, Broadband Internet connection required for online services.

Mac: Adobe Captivate 5, Multicore Intel processor, Mac OS X v10.5.7 or v10.6, 1GB minimum RAM (2GB recommended), 3GB of available hard-disk space for installation; additional free space required during installation (cannot install on a volume that uses a case-sensitive file system or on flash-based storage devices), DVD-ROM drive, 1,024x576 display (1,280x1024 is recommended) with 16-bit video card, Broadband Internet connection required for online services.

You will also need Microsoft Office 2003 or newer on your computer. PowerPoint is used during activities beginning on page 24. If PowerPoint 2003 or newer is not installed, you will not be able to complete all of the activities.

Acrobat.com and Data Files

Acrobat.com

Acrobat.com is a suite of free applications from Adobe that allows you to create, store and share documents and PDF files over the Web. You will need a free account with Acrobat.com to complete some of the activities in this book (the first activity appears on page 9 and there is another on page 136). Go to www.acrobat.com and set up an account now.

Windows and Mac Data Files

The data files that support the lessons presented in this book can be downloaded from the IconLogic website. If you are using Windows, complete the activity below. Mac users, complete the activity on the next page.

Student Activity: Download the Windows Data Files

- Download the student data files necessary to complete the lessons presented in this book.
 - start a web browser and go to the following web address:
www.iconlogic.com/pc.htm
 - click the **Captivate 5: Beyond the Essentials** link

Note: If the address above isn't working or is running slowly, the data files for this book (it's an EXE) can also be downloaded from our backup data files server located at the web address below.

<http://files.me.com/iconlogic/oj1hap>

On most browsers, a dialog box will appear asking if you want to Save, Run or Open the file.

- click the **Save** button, and save the file to your desktop
- After the file downloads, close the web browser.
 - Extract the data files.
 - find the **Captivate5BeyondEssentialsData.exe** file you just downloaded to your desktop and then double-click the file to open it

The file is an EXE file containing the zipped data files. You will likely receive a security message when you open the file. If so, click the **Run** button.

- confirm **C:** appears in the **Unzip to Folder** area
- click the **Unzip** button and then click the **OK** button
- click the **Close** button after the files have been extracted to your hard drive

The data files you will need for this book have now been installed to your hard drive (within a folder named **Captivate5BeyondEssentialsData**). As you move through the lessons in this book, you will be working with these files.

The next activity is only for Mac users.





Student Activity: Download the Mac Data Files

1. Download the student data files necessary to complete the lessons presented in this book.
 - start a web browser
 - go to the following web address: <http://www.iconlogic.com/mac.htm>
 - click the **Captivate 5: Beyond the Essentials** link

The zipped data files will be downloaded to your **Downloads** folder and automatically extracted into a folder.

Note: If the address above isn't working or is running slowly, the data files for this book (a zip file) can also be downloaded from our backup data files server located at the web address below.

<http://files.me.com/iconlogic/67v59j>

2. Move the data files folder to your desktop.
 - drag the **Captivate5BeyondEssentialsData** folder from the **Downloads** folder to your desktop
3. You can now close the **Downloads** folder and the web browser.

Need More Books?

We are proud to offer books on the following subjects:

Editing and Grammar

Abrams' Guide to Grammar: Second Edition

Editing With MS Word 2007

eLearning

Adobe Captivate versions 4 through 5

Techsmith Camtasia Studio versions 6 through 7

Help Authoring

Adobe RoboHelp HTML versions 6 through 8

PowerPoint

Microsoft PowerPoint 2008: The Essentials (for Mac)

Microsoft PowerPoint 2007: The Essentials (for Windows)

Contact Information and Ordering

IconLogic, Inc.

3320 Breckenridge Way | Riva, MD 21140 | 410.956.4949

Web: www.iconlogic.com | Email: orders@iconlogic.com





Special Thanks

I'd like to thank Lori Smith for her contributions to this book. Lori wrote the activities on Actions that you will find beginning on page 163.

Lori is IconLogic's lead programmer and an Adobe Certified Expert (ACE) in Adobe Captivate. Lori has a bachelor's degree in electrical engineering from MIT, as well as a master's in electrical engineering from George Mason University. She has been working in the field of software engineering for more than 20 years. During that time she worked on embedded software systems at Raytheon (E-Systems) and ARINC.



Rank Your Skills

Before starting this book, complete the skills assessment on the next page.



ICONLOGIC
Adobe Captivate 5

Skills Assessment

How this assessment works

Below you will find 10 course objectives for *Adobe Captivate 5: Beyond the Essentials*. **Before starting the book:** Review each objective and rank your skills using the scale next to each objective. A rank of ① means **No Confidence** in the skill. A rank of ⑤ means **Total Confidence**. After you've completed this assessment, go through the entire book. **After finishing the book:** Review each objective and rank your skills now that you've completed the book. Most people see dramatic improvements in the second assessment after completing the lessons in this book.

Before-Class Skills Assessment

- | | | | | | |
|--|---|---|---|---|---|
| 1. I can edit a Text Capture Template. | ① | ② | ③ | ④ | ⑤ |
| 2. I can create a Slide Group. | ① | ② | ③ | ④ | ⑤ |
| 3. I can aggregate published SWFs. | ① | ② | ③ | ④ | ⑤ |
| 4. I can create Question Pools. | ① | ② | ③ | ④ | ⑤ |
| 5. I can add Accessibility Text to slides. | ① | ② | ③ | ④ | ⑤ |
| 6. I can create a background mask. | ① | ② | ③ | ④ | ⑤ |
| 7. I can create a User Variable. | ① | ② | ③ | ④ | ⑤ |
| 8. I can create a Master Slide. | ① | ② | ③ | ④ | ⑤ |
| 9. I can create a Conditional Action. | ① | ② | ③ | ④ | ⑤ |
| 10. I can create a Manifest File. | ① | ② | ③ | ④ | ⑤ |

After-Class Skills Assessment

- | | | | | | |
|--|---|---|---|---|---|
| 1. I can edit a Text Capture Template. | ① | ② | ③ | ④ | ⑤ |
| 2. I can create a Slide Group. | ① | ② | ③ | ④ | ⑤ |
| 3. I can aggregate published SWFs. | ① | ② | ③ | ④ | ⑤ |
| 4. I can create Question Pools. | ① | ② | ③ | ④ | ⑤ |
| 5. I can add Accessibility Text to slides. | ① | ② | ③ | ④ | ⑤ |
| 6. I can create a background mask. | ① | ② | ③ | ④ | ⑤ |
| 7. I can create a User Variable. | ① | ② | ③ | ④ | ⑤ |
| 8. I can create a Master Slide. | ① | ② | ③ | ④ | ⑤ |
| 9. I can create a Conditional Action. | ① | ② | ③ | ④ | ⑤ |
| 10. I can create a Manifest File. | ① | ② | ③ | ④ | ⑤ |



Module 1: Essential Skills With a Twist

In This Module You Will Learn About:

- Planning eLearning Projects, page 3
- The Development Process, page 4
- Resolution and Recording Size, page 7
- Custom Recordings, page 14
- Text Caption Pre-Editing, page 18

And You Will Learn To:

- Rehearse a Script, page 9
- Edit Captivate’s Preferences, page 11
- Set Recording Keys, page 13
- Record a Custom Simulation, page 14
- Edit a Text Capture Template, page 18



To Review or Not to Review...

I've created this book as a companion to my *Adobe Captivate 5: The Essentials* book that I released in mid-2010. During the writing of that book, my goal was to get you up and running using Captivate 5 as quickly as possible. The finished book tipped the scales at over 200 pages. After completing that book, readers had a fair grasp of how both to record and produce eLearning lessons using Adobe Captivate.

However, there was a ton of stuff that just wouldn't fit into that book, nor was it appropriate to include many of those lessons into a beginner, or essentials, book.

In this book, I'm going to teach you many of the features and functions that I wasn't able to cover in the *Adobe Captivate 5: The Essentials* book. But where to start? My assumption is, that if you've purchased this book, you already have most of the essential Captivate skills under your belt. But that could be a very bad assumption. Maybe you've forgotten all of the cool stuff I taught you in that book. Maybe you've taught yourself Captivate and have skipped the *Adobe Captivate 5: The Essentials* book and have started with this book.

Again, I've got to ask the question: where do I start? Instead of jamming the advanced concepts down your throat, let's spend some time reviewing the essential information about Adobe Captivate, the production process and use Captivate to record a video or two.

Some of the information you are about to read in this first module is taken directly from the first few modules in my essentials book, where I made a concerted effort to get you comfortable with the Captivate interface and recording modes.

Before you skip ahead to the second module, I urge you to read through this module and complete the activities... it will be well worth your time (especially when you get to the last few activities in the module, where I teach you how to pre-edit the text captions created when you record a lesson... something that was not taught in the *Adobe Captivate 5: The Essentials* book).

What Is Adobe Captivate?

Using Adobe Captivate, you can create eLearning lessons from just about anything you can access from your computer. The lessons you create can be interactive—you can add captions, rollovers, slidelets, clickable areas, typing areas, animation, Flash Video, widgets, variables, sound effects and more.

Captivate projects can be published as Small Web Format (SWF) files, executable files, Word documents and PDFs. The published SWFs will be cross-platform, meaning they can be viewed on just about any computer platform via a web browser (such as FireFox, Internet Explorer, Safari or Chrome).

Planning eLearning Projects

eLearning lessons you create with Captivate can be as interactive as you design them to be. However, just because you can create technically solid Captivate lessons does not necessarily mean those lessons are effective learning vehicles. If you want to create good, useful projects, you have to plan ahead. Before starting Captivate and recording your first lesson, you should ask yourself the following questions:

- Who is my audience?
- What do I want my lessons to teach my audience?
- Is my audience multi-generational?
- Is my audience educated?
- Is my audience hearing challenged?
- Do I want my projects to contain images and background music? If so, where will I get them?
- Will there be captions (written instructions and descriptions)? If so, who will provide or write the captions?
- Will I use a storyboard or script? (**Storyboards** are rough sketches that show the general content of your project, slide by slide. If your projects contain more screen shots of an application than captions, a storyboard is a good idea. **Scripts**, which are detailed step-by-step procedures, are ideal if your project will contain a significant number of captions.)
- Do I want my projects to be demonstrations, assessments or a combination of both?

When planning projects, keep in mind that the most useful projects contain the following basic elements:

- Title slide (telling the audience what they are going to learn)
- Credits and Copyright slide
- Narration, music and other sound effects
- Images and animations
- Interactivity (click boxes, text entry boxes and buttons)
- An ending slide (reviewing what the audience learned)





The Development Process

I agree with people who say that Captivate seems to be an easy program to learn and use. Compared with programs like Adobe Photoshop or Flash, learning to use the essential tools you'll find in Captivate is easy. However, there's a whole development process you need to go through if you intend to produce effective eLearning, and mastering Captivate is only part of that process. Getting a handle on the eLearning development process isn't easy. It takes a lot of practice, experience and, above all, patience.

I've listed the typical eLearning development process below. This list includes a skill level number indicating the level of difficulty for each task. The numbers go from 1 to 10, with 10 indicating the most difficult task.

- Write It:** If you're not a writer, you'll need someone to write the step-by-step instructions (also known as a script or storyboard) necessary to record the project in Captivate. You'll typically find technical writers doing this kind of work, and I consider this the most important process. Without a good script, you don't have a movie. Think I'm kidding? What do *Battlefield Earth*, *Barb Wire*, *Godzilla*, *Heaven's Gate*, *Popeye* and *Ishtar* have in common? *(Skill Level: 10)*
- Rehearse It:** Take the completed script and go through it with the software you'll be recording in front of you. Don't skip any steps. You'll be able to see if the written steps are incomplete or inaccurate before you attempt to record the movie in Captivate. *(Skill Level: 2)*
- Reset It:** After rehearsing the steps, be sure to "undo" everything you did. Few things are more frustrating than recording your movie only to find a step you intend to demonstrate has already been performed. *(Skill Level: 1)*
- Record It:** If rehearsals went well, the recording process should as well. *(Skill Level: 1)*
- Clean It:** This is where you use Captivate to add highlight boxes, captions, text entry fields, buttons, click boxes, animation, question slides, audio, etc. If the project is large and each slide needs your attention, you should budget 7-10 hours to get the project "cleaned." *(Skill Level: 8)*
- Publish It:** While not a difficult task, if your project is large, this could take a great deal of time. You cannot do any work in Captivate while your project is publishing. *(Skill Level: 1)*
- Post It:** This is a broad category. Posting your project will mean different things, depending on where your finished lessons are supposed to go. For instance, if your lessons are supposed to end up inside a Learning Management System (LMS), you will have to set up the reporting features for your project, publish the project and then upload or install it into the LMS. After the lesson has been uploaded, you will need to test the lesson to ensure that it scores as expected. If you plan to simply add the lessons to your website, Posting may be as simple as using Captivate's FTP feature to upload the published files to your web server. *(Skill Level: 2 or 3... or higher if your LMS is difficult to use)*

- Test It/Review It:** This task isn't difficult, but it could take time. If you find a problem, you've got to go back and clean it, publish it and retest it. I'd also encourage you to have team members access the lesson and test it. The more eyes on the lesson, the better. Some people argue that this step belongs above the Publish It process. I cannot argue with that logic. However, after testing the project, you'll still need to Publish it and, as I mentioned above, if you're working with an LMS, upload it and test again. Maybe it should be Test It, Publish It, Test It. See how easy I am? (*Skill Level: 2*)
- Republish, Repost, Retest:** If something didn't work when you tested the posted version of your lesson, you'll have to return to Captivate and fix the problem. After that, you'll Publish, Post and Test again. While this may not be a difficult process, it could take time. (*Skill Level: 2 or 3... or higher if you can't resolve the problem*)

Budgeting Considerations

Many new Captivate developers underestimate development time needed to produce projects. The following table should help.

Project Size	Number of Development Hours
Small Projects (1-25 slides)	1-4 hours of production
Medium Projects (26-75 slides)	4-7 hours of production
Large Projects (80-150 slides)	8-10 hours of production
Bloated Projects (more than 150 slides)	Consider splitting projects this large into smaller projects.

I bet you're wondering what "production" means, especially considering the fact that most of the projects you create will likely be in the large category (80-150 slides) and take you, on average, 10 hours to produce.

Production Does Not Include

To begin, let's consider what "production" does **not** include. As mentioned on page 3, you'll need a script and/or storyboard.

- Storyboards:** Rough sketches that show the general content of your project, slide by slide. If your projects contain more screen shots of an application than captions, a storyboard is a good idea.
- Scripts:** Detailed step-by-step procedures. These are ideal if your project will contain a significant number of captions.

A typical one-hour eLearning course consists of 12, five-minute lessons. It could take at least three hours to write the script (or create the storyboard) for each of those lessons. Therefore, you should budget at least 36 hours to write the script for the one-hour eLearning course. Depending on how fast you write, you could easily double those hours, meaning you may need to budget 80 hours for writing, which has nothing at all to do with Captivate production.

Production won't include creating a Captivate project template, a completed shell project that you will use as the basis of all of your projects. It's not difficult to create a template, but it will take time. An ideal template will contain placeholders, an introduction slide, transitional slides, a conclusion slide, a skin and appropriate Start





and End Properties (while these terms may seem foreign to you now, you will learn about many of them as you move through lessons presented in this book).

Finally, production does not include writing, recording or editing the audio (voiceovers), making corrections to the script post-rehearsal, resetting the stage prior to recording, or recording the lessons using Captivate (the recording time should take the exact same amount of time as the process being recorded).

What Does Production Include?

So what's left? As I mentioned on page 5, it's going to take 10 hours (on average) to produce each Captivate project. What's included in the production process?

You'll spend a lot of time working with text captions. You'll be adding interactive objects (click boxes, buttons and text entry boxes) on several of your slides.

During the production process, you'll likely be adding audio clips to the project's background, individual slides and even objects on the slides.

During the production process, you'll be publishing the project into any one of several output formats and possibly uploading those files to a server (LMS) and testing for scoring or interactivity errors. After that, you'll need to fix problems you run across (don't worry, there will be plenty of problems that need to be fixed). After fixing those problems, you'll need to republish, repost and then retest.

Add it all up, and your budget looks something like this (keep in mind that the timing below does not include the time it will take to record and edit your own voice-overs or narrations):

- 40-80 hours to write a script or create the storyboard to support 12, five-minute lessons for a one-hour course.
- 120 hours to edit, produce and test 12, five-minute lessons for a one-hour eLearning course.
- 40-80 hours to write a narration script to be used by your narrator.
- Up to 100 hours to record and enhance voice narration (much less if you use Text to Speech, which I covered in my Essentials book).

So there it is, a mere 400 hours (give or take) is all that stands between you and your eLearning course. Are you tired yet? No, not you... and not me. Here's the deal: while creating eLearning lessons in Captivate takes a lot of work (likely more work than you thought prior to reading the past few paragraphs), the work will actually be fun... and rewarding. I've gotten much satisfaction watching students move through my eLearning lessons and learning, and had more fun creating the lessons, than just about anything I've done in my career. I wish the same for you.

Resolution and Recording Size

During this module, you will use Adobe Captivate 5 to record a software simulation. During the recording process, you will perform several commands on your computer and, provided Captivate is running and recording, every click you make with your mouse will result in one screen capture (also known as a screen shot).

Prior to recording, you should be aware of two things that control how sharp and how large your Captivate screen captures will be: display resolution and recording area.

Display Resolution

A computer monitor is measured in pixels (a pixel is a little square that is the basic component of any computer graphic). If a monitor is set to show more pixels, it is known as increasing the resolution. At a higher resolution, graphics and text will look sharper, but smaller. The fewer pixels you request, the lower the resolution, and the larger the screen elements appear.

Consider the following web browser statistics (compiled by www.w3schools.com/browsers/browsers_stats.asp): First, Mozilla Firefox is currently the most popular web browser with just under 47% of the market; Microsoft's Internet Explorer is second at 31%; and the newest entry, Google Chrome, is up and coming with just under 17%. Second, the trend in monitor display resolution is trending higher. For instance, only 20% of computer users use 1024x768 pixels; the vast majority of users use a higher setting.

If your computer is set to a higher resolution (such as 1280x1024) when you record screen captures using Adobe Captivate, a customer viewing your published project at a lower display resolution (such as 800x600) will have to scroll significantly to see the action you recorded.

In contrast, if your computer is set to a lower display resolution (such as 1024x768) when you record your lesson, a customer with a higher screen resolution will have no trouble viewing your project. However, if you record your projects at too low of a screen resolution, you may not be happy with the appearance of the screen icons and fonts (they may be too big and not as sharp as they would appear at the higher screen resolution). I know what you're thinking, "So many display resolution concerns, so little time!" I'd like to say that display resolution is your only worry. Sorry, there's more. How big of a Recording Area are you going to use?

Recording Area and Types

The Recording Area is not the same thing as Display Resolution (although the two settings are constantly confused). The Display Resolution is controlled via your computer's Display settings.

In contrast, the physical Recording Area is set from within Captivate and is the physical amount of the screen that you will be capturing during the recording process. There are several preset sizes available within Captivate from 208x176 up to 1024x768, and you can specify your own.

With so many choices, what should you do? I recommend that you set your computer's Display Resolution to 1024x768 (so that the appearance of icons and screen fonts isn't too small). In addition, I recommend a Captivate Recording Area of no larger than 800x600 if possible (so that your learners do not have to scroll excessively as they work through your lesson).





Generally speaking, Captivate projects consist of slides, similar to Microsoft PowerPoint. You can create a blank Captivate project and insert slides, just like PowerPoint. If you need pictures of a software application, you can use any one of several programs to create screen captures. For instance, I use TechSmith SnagIt (www.snagit.com) and Inbit FullShot (www.fullshot.com) all the time. In fact, FullShot was used to create most of the screen captures shown throughout this book. Any screen captures you create using a screen capture application can easily be inserted onto a slide as a background image.

However, most people who create Captivate projects elect to use Captivate to create the screen captures. When using Captivate to create the screen captures, there are two recording types: Auto Recording and Manual Recording.

When you create projects using the Manual Recording type, you are responsible for pressing a specific key on your keyboard each time you want Captivate to create a screen capture (the default key is the Print Screen key). The problem with recording projects using the Manual Recording method is that you'll have to be diligent about pressing the Print Screen key on your keyboard. You could easily get distracted and miss important screens.

If you use Captivate's Auto Recording type, Captivate automatically captures the steps you take on your computer by creating a screen capture every time you click your mouse (you can left-click or right-click to get a screen capture). There are four capture modes: Demonstration, Assessment Simulation, Training Simulation and Custom. I covered all of the modes in my Essentials book. I'll stick with the Custom mode during this module.

Scripts and Rehearsals

As mentioned on page 4, the **Write It** or script development phase is the most important and difficult part of the eLearning development process. After the Write It phase, you should rehearse the script to ensure that the script is accurate.

Here's the scenario: you have been asked to create an eLearning course that will teach new employees how to use the free services available at Adobe's acrobat.com. I've been using acrobat.com more and more these days. In a word, it's awesome. You can use acrobat.com to store and share documents. You can create and collaborate online using documents, tables, and presentations, create PDF files, and even host web meetings. Did I mention the best part of acrobat.com? It's free!

Using Captivate, you have been asked to create an interactive simulation that will teach new acrobat.com users how to upload, share and then delete a document. Here is an example of the kind of script you might create, or receive from a Subject Matter Expert (SME). The text explains, in detail, how to upload a file to acrobat.com and then delete it. (Don't perform the steps outlined below just yet... you will have a chance to follow the steps during the student activity on the next page):

Steps to record using Captivate: (Note, these steps assume that you have already logged into acrobat.com. You will be uploading a PowerPoint file named **TCS**. That file is among your **Captivate5BeyondEssentialsData** files.)

1. Click the **Upload** button.
2. Navigate to the **Captivate5BeyondEssentialsData** folder.
3. Double-click the **TCS.pptx** file to Open the file and upload it.

4. Click the **Share File** button located in the lower left of the window.
5. Click the **Close** button.
6. Click the arrow to the right of the **TCS.pptx** file that you just uploaded.
7. Choose the **Delete** command.
8. Click the **OK** button.

The script above sounds simple. However, you will not know what kind of trouble you are going to get into unless you step through the script prior to recording in Captivate. Let's get started and run a rehearsal now.

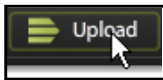
Note: You should have downloaded your workbook data files (see page vii). Also, if you have not already done so, browse over to **www.acrobat.com** and set up a free account. You will need that account for the activities that follow. In addition, acrobat.com figures prominently later in this book when you learn how to upload data directly into acrobat.com (page 138).

Student Activity: Rehearse a Script

1. Using your web browser, go to **www.acrobat.com** and log in (if you do not have an acrobat.com account, create one now).

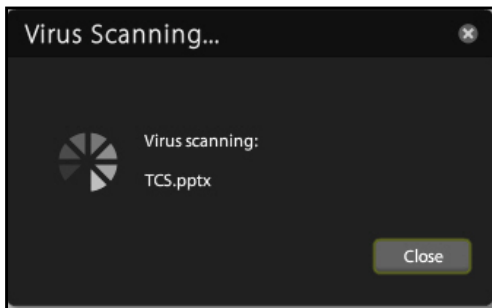
2. Upload a file into acrobat.com.

- click the **Upload** button



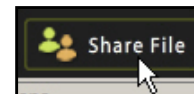
The Select files(s) to upload by acrobat.com dialog box opens.

- navigate to the **Captivate5BeyondEssentialsData** folder
- double-click the **TCS.pptx** file to open it and begin the Upload process



3. Share a file.

- with the TCS.pptx file you just uploaded highlighted in the Workspace panel, click the **Share File** button located in the lower left of the window



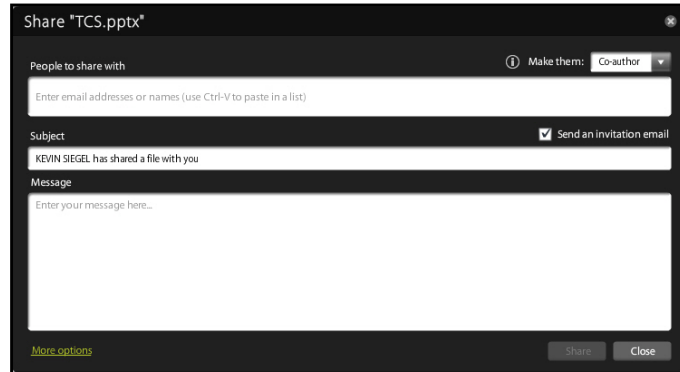
Note: Don't click the file to highlight it. If you need to highlight the TCS file, use the arrow keys on your keyboard. If you click the file, it will be assumed that you want to download the file.





- select **Share it with individuals** from the menu that appears

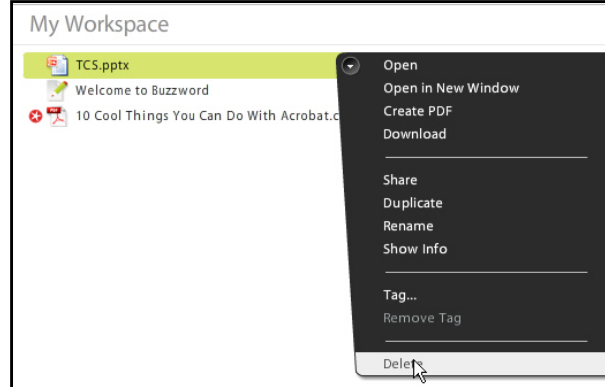
The Share dialog box appears. At this point, all you would need to do is type the appropriate email addresses into the People to share with field, type a message and click the Share button. For the sake of this example, you are simply going to close the dialog box.



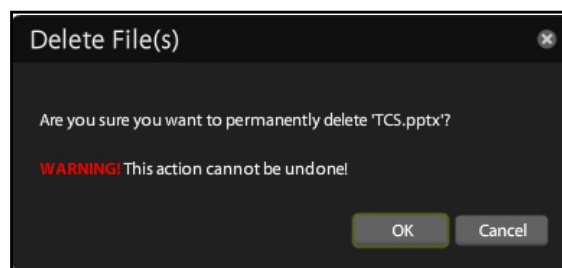
- click the **Close** button

4. Delete an uploaded file.

- click the drop-down menu to the right of the TCS file
- choose the **Delete** command



- click the **OK** button to confirm the deletion



Hey, look at that! The script worked perfectly. You are now ready to record the steps using Captivate.

Student Activity: Edit Captivate's Preferences

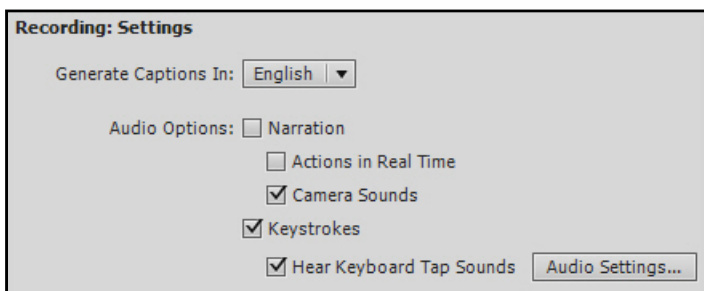
1. Start Adobe Captivate 5 (stay logged in to acrobat.com).
2. Set the Recording Preferences.
 - if you are using Windows, choose **Edit > Preferences**; if you are using a Mac, choose **Adobe Captivate > Preferences**

The Preferences dialog box opens. There are two main categories at the left: Global and Recording.

- from the **Recording** category, select **Settings**

There are several options available in the Recording area.

- from the Generate Captions In area, ensure that **English** is selected from the drop-down menu
- from the Audio Options area, deselect **Narration** and **Actions in Real Time** if necessary; leave **Camera Sounds** selected
- if necessary, select **Keystrokes** and **Hear Keyboard Tap Sounds**



The **Narration** option allows you to record audio at the same time that you record the lesson. Because you will not be using audio for the lesson you just rehearsed, you won't need this option. However, this feature could prove useful if you are relying on a subject matter expert to record the lesson and provide the narration. Instead of creating the lesson and the narration on different days, both can be created at the same time. Nevertheless, I typically work with professional audio talent and import audio files into my Captivate projects later during production (I covered audio at length in my Essentials book).

If you select **Actions in Real Time**, Captivate will set the slide timing for your project slides to match the time it took you to complete a process. For instance, if you waited 10 seconds from one click to the next, Captivate would set your slide timing to match. I typically do not use this feature.

With **Camera Sounds** selected, you will hear a sound much like a camera shutter every time Captivate creates a screen capture.

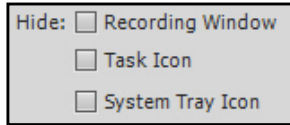
With **Keystrokes** selected, Captivate will create a video within your project that literally shows what you type, as you're typing—typos and all. Instead of typing during the recording process, I create Text Entry Boxes and allow my learners to type text directly into my simulations. Since I typically don't record the process of typing, leaving the Keystrokes option selected does no harm.





3. Set the Hide options.

- from the Hide area, deselect **Recording Window**, **Task Icon** and **System Tray Icon** (Mac users, deselect **Recording Window** and **Dock Icon**)



Windows Mac

If you had selected **Recording Window**, **Task Icon** (or **Dock Icon**) and **System Tray Icon**, you would hide all evidence of Captivate during the capture process. These items would only get in the way if you were capturing your desktop and the Captivate application icon was on the screen. Since I tend to create software simulations within specific application windows, I typically leave these three options deselected.

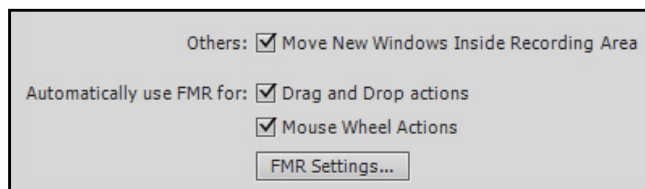
4. Ensure that new windows always appear in the Recording Area.

- from the Others area, ensure that **Move New Windows Inside Recording Area** is selected

The **Move New Windows Inside Recording Area** option could prove useful if a pesky window tried to appear outside of your recording area. In that case, Captivate would automatically move the window into your Recording Area. Without this feature, you would have to pause the movie, drag the window into the Recording Area and continue. I typically enable this feature.

5. Enable Full Motion Recordings (FMR).

- from the Automatically use FMR for area, ensure that both **Drag and Drop actions** and **Mouse Wheel Actions** are selected



These final two options deal with Full Motion Recordings (FMR). Generally speaking, FMRs are useful when you want to demonstrate a complex mouse motion.

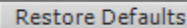
During the recording process, clicking your mouse will create a single screen shot. However, if you drag your mouse instead of simply clicking, Captivate will create a full motion clip (an animation within a slide).

Student Activity: Set Recording Keys

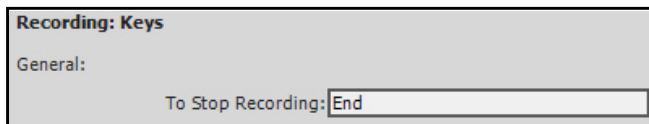
1. The Preferences dialog box should still be open (**Edit > Preferences**; or if you are using a Mac, **Adobe Captivate > Preferences**).
2. Reset the key(s) required to Stop Recording.

from the **Recording** category, select **Keys**

from the lower left of the dialog box, click the **Restore Defaults** button

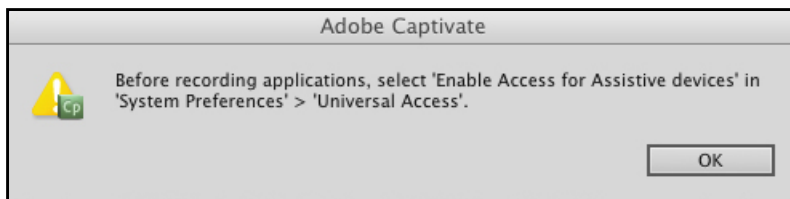


Observe the keys listed in the **To Stop Recording** area. This important key is what you will need to press on your keyboard when you are finished recording the video. If you are using a Mac, consider changing the "To Stop Recording" key to **[End]** so that the instructions used in this book match your system. If you cannot find the **[End]** key on your keyboard (some Mac keyboards simply do not have an **[End]** key), leave the default. However, make a note of the keys you will need to press and keep in mind that instructions to stop the recording process will be referenced as the **[End]** key in this book.



click the **OK** button

Windows users, hold on tight, you are now ready to record a video. You can move to the activity on page 14. **Mac users**, if you attempt to record a video you'll likely see into a dialog box instructing you to **Enable Access for Assistive Devices**. To avoid the stress of seeing that dialog box just as you're ready to record your first video, let's enable the feature.



3. **Mac users only:** Enable access for assistive devices.

from the Apple menu, choose **System Preferences**

from the **System** group, double-click the **Universal Access** button



The Universal Access window opens.

select **Enable access for assistive devices**

close the Universal Access window

Enabling access for assistive devices is something that you will only have to do once. You are now ready to record your first video. Go ahead and return to Adobe Captivate (if necessary).





Custom Recordings

You can create software demonstrations or simulations using Captivate. Typical demonstrations include text captions that explain what's about to happen, and then a mouse automatically moves across the screen to perform the action.

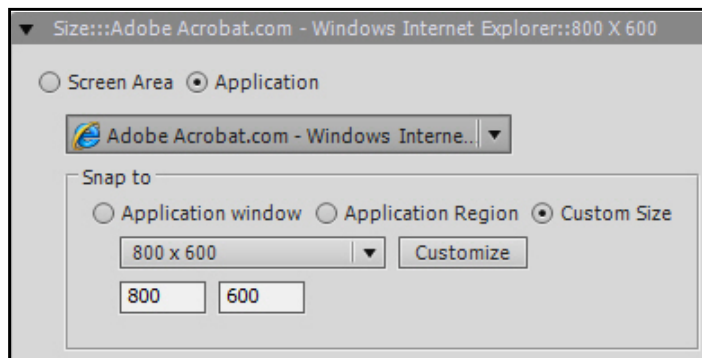
With a simulation, you can have a text caption explaining the concept, just like a demonstration, but you can include interactive hotspots (click boxes) that will let the user actually perform the required steps.

Between demonstrations and simulations, I recommend you create simulations, especially if you are working by yourself and don't have the resources to create both a demonstration and simulation for the same lesson. Why are simulations better? It's always better to let a user perform the step-by-step process you're trying to teach instead of allowing them to passively watch the steps.

When recording, I recommend you use Captivate's Custom recording mode. This mode effectively combines Captivate's Demonstration and Simulation modes. Using the Custom recording mode when you record, Captivate will automatically add text captions and click boxes throughout the lesson that will engage your learner.

Student Activity: Record a Custom Simulation

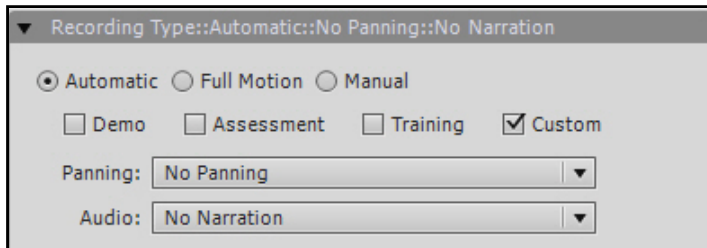
1. Record the custom simulation.
 - from the **Create New** area of the Welcome screen, click **Software Simulation** (or choose **File > Record new project**)
 - from the top of the control panel, select **Application**
 - from the drop-down menu that appears beneath Application, select **Adobe Acrobat.com** window
2. Specify a recording size.
 - from the Snap to area, select **Custom Size**
 - from the next drop-down menu, select **800 x 600**



3. Select a Recording Mode.
 - from the Recording Type area of the Control panel, select **Automatic** (if necessary)
 - select **Custom** from the list of modes and ensure that the remaining three modes are **deselected**

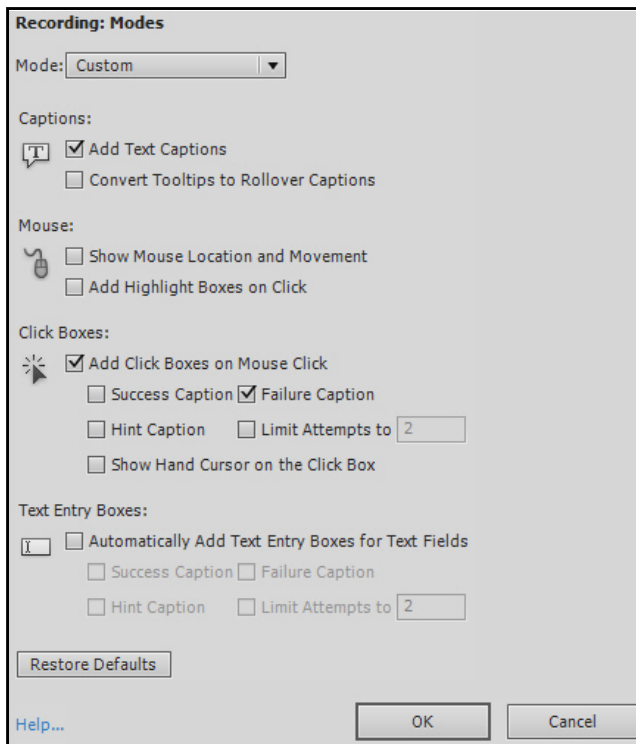
4. Disable Panning and Audio Narration.

- ensure that Panning is set to **No Panning** and that Audio is set to **No Narration**



5. Set the Custom mode recording options.

- click the **Settings** button
- from the **Recording Modes, Mode** drop-down menu, select **Custom**
- click the **Restore Defaults** button at the bottom of the dialog box
- from the Captions area, select **Add Text Captions**
- from the Click Boxes area, select **Add Click Boxes on Mouse Click**
- select **Failure Caption**



You have selected **Add Text Captions** so that the captions will be created for you. *Nice*. And, since the captions are written in the active voice, you may be able to use them in the new lesson with little editing. *Nicer*. Everything else has been left deselected except for **Click Boxes** and **Failure Caption**. As a result, this will be a highly interactive simulation. *Nicest!*

- click the **OK** button





6. Record the Custom simulation.
 - click the **Record** button and, once the Countdown goes away, click the **Upload** button in the acrobat.com window
 - navigate to the **Captivate5BeyondEssentialsData** folder
 - double-click the **TCS.pptx** file to open it and begin the Upload process
 - with the TCS.pptx file you just uploaded selected in the Workspace panel, click the **Share File** button located in the lower left of the window
 - select **Share it with individuals** from the menu that appears
 - click the **Close** button
 - click the drop-down menu to the right of the TCS file
 - choose the **Delete** command
 - click the **OK** button to confirm the deletion
7. Stop the recording by pressing [**End**] on your keyboard (the default for stopping the recording process on the Mac is [**Command**] [**Enter**]... not to be confused with [Command] [Return]).

Note: If you can't get Captivate to stop recording via your keyboard shortcut, you can always manually stop the recording process by clicking the Captivate icon in the System Tray (Windows users) or the Dock (Mac users).
8. Save the project to the **Captivate5BeyondEssentialsData** folder as **UploadToAcrobat**.
9. Preview the project. (**File > Preview > Project**)

As you move through the lesson, notice that there are Text Captions (they are not perfect and will need editing, but they've been added for you just the same). Also notice that there are Click Boxes (hot spots) in the correct place that make this lesson 100 percent interactive.
10. When finished previewing the lesson, close the preview and then save and close the project.

Confidence Check

You have been asked to bookmark the acrobat.com web site so it can be accessed quickly in the future. The process of creating a bookmark (a Favorite) varies depending on the browser you are using. For instance, if you are using **Internet Explorer**, you could choose the **Favorites** menu, click the **Add to Favorites** button and then click the **Add** button. If you are using **Google Chrome**, you could click the **Bookmark** button and then click the **Add** button. In **Firefox**, you could choose **Bookmarks > Bookmark This Page**. And finally, Mac users running **Safari** could show the Menu bar and then choose **Bookmarks > Add Bookmark**, and then click the **Add** button.



1. Using your browser of choice, use the **Custom** recording mode to create a video that simulates the process of creating a Bookmark (Favorite) for acrobat.com.

Not sure how to proceed or what exactly to record? Use Captivate to open the project named **Bookmarking.cptx** (you can find it within the **Captivate5BeyondEssentialsData** folder). Preview the project and you'll see that I've created a video of the bookmarking process in each of the browsers mentioned above. You need to do the same in any browser you want.

2. When finished recording, save the new project to the **Captivate5BeyondEssentialsData** folder as **CreateFavorite**.
3. Preview the project.

Notice that there are text captions and interactivity, which is wonderful. However, none of the captions contain **end of sentence punctuation**. While I am personally not a fan of end of sentence punctuation, many corporate style guides insist on end of sentence punctuation.

Believe it or not, it is possible to "pre-edit" the text captions and change, among other things, the text that actually appears in the captions and how Captivate treats end of sentence punctuation. You'll delve into that next. This little bit of wizardry just might save additional hours of editing down the road.





Text Caption Pre-Editing

As you have just seen when you recorded a lesson using the Custom mode, Captivate created the text captions for you. Those captions were written in the active voice, which was great. However, there are a couple of ways to write an instruction. For instance, if you want to instruct a user to select the New command from a menu, here is how the instruction could be written:

1. Select the New menu item.
2. Choose the New command.

If you elected to go with the first option, you would be done because that's the way Captivate automatically writes instructions when it creates the text captions. However, if you wanted to update the text caption to reflect the second option, you'd have to make the change manually. While not difficult, this kind of editing is very labor-intensive. And as I mentioned on the previous page, end of sentence punctuation is a debatable topic. Do you or don't you? I don't, but you might not agree.

To save a significant amount of text editing during post-production, you pre-edit the text captions by editing one of the CaptureTextTemplates files that are stored in the Captivate application folder on your hard drive. Captivate uses these files during the recording process when it creates the text captions.

Student Activity: Edit a Text Capture Template

1. Exit (Quit) Captivate.
2. Locate the file that controls the text that appears in automatic text captions.
 - navigate to the folder where **Adobe Captivate 5** has been installed on your computer (typically [InstallDirectory]/Adobe/Adobe Captivate 5)
 - find (but do not open) **CaptureTextTemplates_English.rdl** file

Note: During the next step, you will be copying the rdl file to the clipboard and then pasting it into the folder. You must have read/write privileges to the folder before you can paste or alter the file.

3. Make a backup copy of the CaptureTextTemplates_English.rdl file.

This is possibly the most important step—if you make a mistake in the CaptureTextTemplates_English.rdl file during the steps that follow, you could always replace the original file with the copy (using the name of the original file).

- Windows users, select the **CaptureTextTemplates_English.rdl** file and then **copy** and **paste** it into the Captivate 5 folder; Mac users, **duplicate** the rdl file instead of copying and pasting



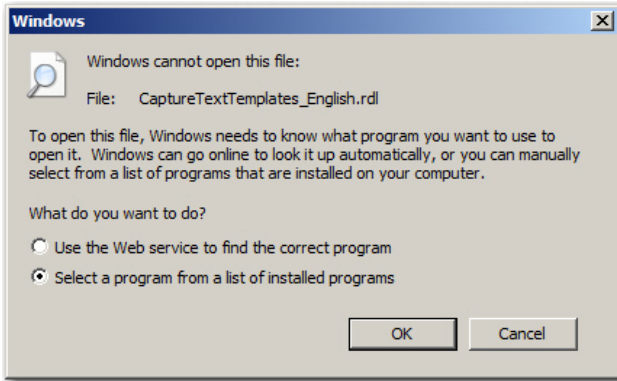
The name of the copied/duplicated RDL file will vary between Windows XP, Vista, Windows 7 and the Mac OS. The image at the left is the file as it appears in Vista.

4. Open CaptureTextTemplates_English.rdl with **NotePad** (Windows) or **TextEdit** (Mac).

- Windows users: right-click the **CaptureTextTemplates_English.rdl** file and choose **Open**; Mac users, double-click the file

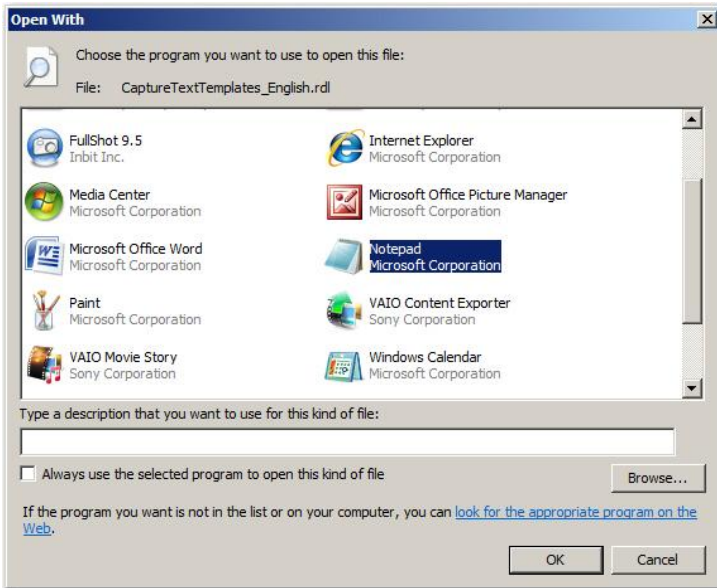
If the file does not open in NotePad (Windows) or TextEdit (Mac) by itself, you may need to lend a helping hand.

- Windows users: if a “Windows cannot open this file” dialog box (or similar) appears, select **Select a program from a list of installed programs** and then click the OK button; Mac users, select **Choose Application**



The Open With dialog box will appear.

- Windows users, select **Notepad** from the list of available programs and click **OK**; Mac users, select **TextEdit**



The file will open in your text editor. If you are familiar with programming languages like HTML or XML, you will likely recognize the tags used in the document. If you do not have programming experience, no worries, you will be able to edit the template either way.





5. Edit the template.

- scroll down to the part of the document shown below (if you have trouble finding the text, use the Find feature available in both Notepad and TextEdit to find **Object Name="Menu"**)

```
<Object Name="Menu" DefaultTemplate="Select the %s menu">
```

This is the part of the document that controls the words "Select" and "menu item." If you edit the text in this part of the template, the automatic text captions created during the recording process will allow you to skip much of the editing process during the post-production phase. For instance, if you wanted the word "Choose" to appear in the text captions instead of "Select," you'd need only change the word "Select" to "Choose." And if you want each of the text captions to end with a period, all you'd need to do is add a period just to the left of the closing quote.

- click between the "u" in "menu" and the closing quote
- type a period

```
s menu.">
```

Confidence Check

1. In the image below, I've added periods to the end of several lines of text. Spend a few moments adding periods on your own.

```
<Object Name="Menu" DefaultTemplate="Select the %s menu.">
  <Event Name="LeftDBClick" Template="Double-click the %s menu."/>
  <Event Name="RightClick" Template="Right Click the %s menu."/>
  <Event Name="RightDBClick" Template="Double-click the %s menu."/>
  <Event Name="MiddleDBClick" Template="Double-click the %s menu."/>
  <Event Name="KeyPress" Template="Press %s key for %s menu."/>
</Object>

<Object Name="MenuItem" DefaultTemplate="Select the %s menu item.">
  <Event Name="LeftDBClick" Template="Double-click the %s menu item."/>
  <Event Name="RightClick" Template="Right Click the %s menu item."/>
  <Event Name="RightDBClick" Template="Double-click the %s menu item."/>
  <Event Name="MiddleDBClick" Template="Double-click the %s menu item."/>
  <Event Name="KeyPress" Template="Press %s key for %s menu item."/>
```



2. As an experiment, change the words **Select the %s menu item** to **Choose the %s command**.
3. Save and close the text file.

Note: Depending on your folder access privileges, you might run into trouble when trying to save the text file. If you have admin rights to the folder and are unable to save, try first saving the file to your desktop and then copying the file into the Adobe Captivate 5 folder.

4. Return to Captivate.
5. Using your browser of choice, use the Custom recording mode to create another video that simulates the process of creating a Bookmark (Favorite) for acrobat.com.
6. When finished recording, save the new project to the **Captivate5BeyondEssentialsData** folder as **CreateFavorite_CustomCaptions**.
7. Preview the project.

The text captions should now contain end of sentence punctuation. In addition, if you used a menu when creating the Favorite, the text in the captions where you selected a menu command should now begin with "Choose" instead of "Select" and end with "command" instead of "menu item."

Note: You can restore any changes you have made to the rdl file easily. Close Captivate. Delete the original rdl file that you edited (the one named **CaptureTextTemplates_English.rdl**). You should still have your backup rdl file. Simply rename the backup rdl file as **CaptureTextTemplates_English.rdl** and then restart Captivate.



