

Macromedia/Adobe Captivate Check List

As I travel the country teaching Captivate, I always spend the first 40 minutes going over a check-list students should go through before creating the first movie. I've been putting basically the same information up on the board for a few years. Much of the information is taken straight from my Essentials of Macromedia Captivate book. And some of it has evolved as I've created movie after movie for my own clients. Not long ago a student asked me if what I put on the board was written somewhere. I replied that some of it is in the book but that I'd put the list on my BLOG. As promised, here it is.

— Kevin A. Siegel

Steps to Recording Success

- Write/Storyboard It (hard, even if you are a writer)
- Rehearse It (easy if it was written well)
- Reset It (usually easy)
- Record It (easy if it was written well)
- Clean It (can be hard... depends on how interactive your movie is and the timing you have to set on the timeline)
- Publish It (easy)

How Much Time Will It Take to Get the Job Done?

Below is the time you can expect to spend creating a fully interactive "Let Me Try" Movie. The time does not include writing, rehearsing or recording. This is how long you can expect to take making one movie interactive and publishing it.

- Small Movies (1-25 slides), 2-4 hours
- Medium Movies (26-50 slides), 4-8 hours
- Large Movies (51-150 slides—anything bigger than 150 slides and I'm nervous... that's a big movie), 8-10 hours

Go through your Windows Properties and determine the following settings (right-click your desktop and choose Properties):

Ensure that each team member has identical settings.

- Theme
- Desktop
- Appearance
- Settings

General Questions to Ask:

1. Who is your audience (answering this will help you determine the best publish format)?
2. What kind of movie are you going to create (Demonstration, Assessment, Combo)?
3. Where will your published movies be stored/deployed (answering this will help you determine the best publish format)
4. What will your screen resolution be (the national standard is now 1024x768)?
5. What will your capture area be (you should try to keep it to 800x600 or less)?

Captivate Settings

1. What Caption style will you be using?
2. What font/font size will you be using?
3. Will you be using punctuation in the captions?
4. I recommend you set the following preference as follows:
 - Captions should **Fade In** only
 - From the Options menu, turn **off** Calculate Caption Timing
 - While recording movies, turn off **Record Keystrokes**
 - Turn off Full Motion Recording
 - Under movie preferences, consider lowering the Frames per second (fps) down to 20. This could save you up to 30% on finished movie size. If you do not have animation in the movie, 20 fps works just fine.