Adobe Captivate 4:
Beyond the Essentials

"Skills and Drills" Learning

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

Book Conventions

This book has been divided into several modules. Since each module builds on lessons learned in a 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:

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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

If you are expected to press a key on your keyboard, the key will be in brackets like this:

❐   press [**ctrl**]

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.
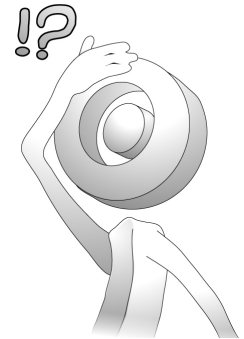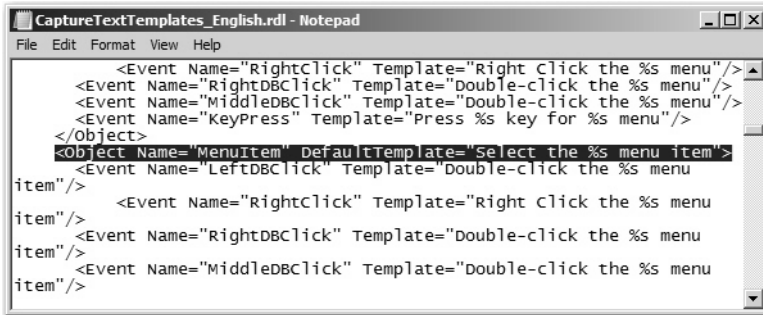
System Requirements

To complete the lessons presented in this book, you will need the following software and hardware: Adobe Captivate 4, 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) or Windows Vista Home Premium, Business, Ultimate, or Enterprise with Service Pack 1 (certified for 32-bit editions); 512MB of RAM (1GB recommended); 1.5GB of available hard-disk space; additional free space required during installation (cannot install on flash-based storage devices); DVD-ROM drive; 800x600 screen resolution (1,024x768 recommended).

The Adobe Captivate 4 software does not come with this book. The software can be purchased directly from Adobe (**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 compu

You will also need Microsoft PowerPoint installed on your computer. If PowerPoint is not installed, you will not be able to import PowerPoint presentations into Captivate (which you will learn to do during the activities that begin on page 26).

5. Edit the template.

 ❑ scroll down to the part of the document shown below

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.

 ❑ replace the word **Select** with **Choose**

 ❑ replace the words **menu item** with **command**

Your changes should match the picture below.

6. Save and close the Notepad file.

Working With PowerPoint

If you have created a presentation using Microsoft's PowerPoint, you can import the presentation into an existing Captivate project, or create a new project that uses the PowerPoint slides. That capability is nothing new to Captivate.

One welcome new feature in Captivate 4 is the ability to create a link between Captivate and PowerPoint. Using this workflow, any changes made to the original PowerPoint presentation can be shown in the Captivate project. In older versions of Captivate, there was no link between the two programs and changes made in the original PowerPoint presentation required a fresh import into Captivate.

> **Note:** As mentioned in the System Requirements section on page vi, Microsoft PowerPoint must be installed on your computer before you can import PowerPoint presentations into Captivate.

Student Activity: Import a PowerPoint Presentation

1. Create a new project from a PowerPoint presentation.

   ❑ from the **Create Project area** of the Welcome Screen, click **From MS PowerPoint**
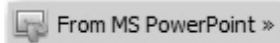
   The Open dialog box appears.

   ❑ if you own PowerPoint 2007, open **PowerPointPresentation.pptx** from the Captivate4_BeyondEssentialsData folder; if you own an older version of PowerPoint, open **PowerPointPresentation_v97-2003.ppt** from the PowerPoint2003File folder

   The PowerPoint presentation is loaded and the Convert PowerPoint Presentations dialog box appears, offering a few controls over how the presentation is imported.

   The presentation consists of 43 slides, all of which contain transitions, builds and, to be quite honest, an annoying sound effect (you won't hear the sound until you preview the project, which you will do soon enough).

2. Set the import options.

   ❑ ensure that **Selected Slides: 43 of 43** appears at the bottom of the dialog box (if not, click the Select All button now)

   ❑ from the **Advance slide** drop-down menu, select **On mouse click** (if necessary)

   ❑ at the lower right of the dialog box, ensure **Linked** is selected ☑ Linked

4. Remove the sound effect from a PowerPoint presentation.

    If you are using **PowerPoint 2007**:

    ❐ select the **Animations** tab at the top of the window

    ❐ at the right of the Ribbon, select **[No Sound]** from the Transition Sound drop-down menu

    ❐ click the **Apply to All** button
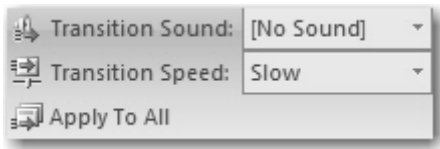
    If you are using **PowerPoint 2003**:

    ❐ choose **View > Task Pane**

    ❐ from the **Slide Transition Panel** at the right of the window, choose **Sound > No Sound**

    ❐ click the **Apply to All Slides** button

5. Save the PowerPoint changes.

    ❐ click the **Save PPT** button

    The changes you just made to the PowerPoint presentation are saved, the presentation is closed and the slides are automatically reimported into Captivate.

6. Preview the Captivate project.

    Ahhh, that's much better. The annoying sound effect is gone. However, you probably noticed that there is an equally annoying click sound as you move from slide to slide. Let's go ahead and get rid of that.

7. Close the preview (keep the project open).

4. Attach a combination shortcut to a click box.

    ☐ go to Slide 3

    ☐ on the Timeline, right-click the Click Box and choose **Properties**

    ☐ on the Click Box tab, click the **Select keys** button

    ☐ select **Attach a shortcut**

    ☐ select **ALT**

    ☐ select **F** from the Letter drop-down menu
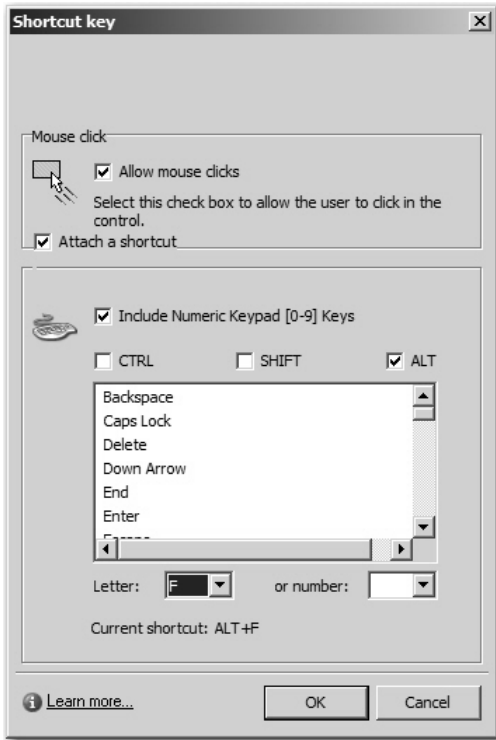
    ☐ click **OK**

    ☐ click **OK**

5. Test the shortcut keys.

    ☐ select Slide 1

    ☐ press [**F10**] on your keyboard to preview five slides

    ☐ when the first slide appears, press [**Enter**] to go to the next slide

    ☐ when the second slide appears, press [**Enter**] to go to the next slide

    ☐ when the third slide appears, press [**alt**] [**f**] to go to the next slide

    The keys should have worked as expected. Let's see what happens if you play the lesson through a Web browser.

6. Close the preview.

7. Preview via a Web browser.

   ❒ press [**F12**] on your keyboard to preview in a Web browser

   ❒ when the first slide appears, press [**Enter**] to go to the next slide

   ❒ when the second slide appears, press [**Enter**] to go to the next slide

   ❒ when the third slide appears, press [**alt**] [**f**] to go to the next slide

   Ooops! The [**alt**] [**f**] keys probably worked and you advanced to the next slide. However, it's also possible that the [**alt**] [**f**] keys opened the File menu in your Web browser. Since you cannot stop keys from activating Web browser functions, it's probably best to change the key to simply the letter **f**.

8. Close the browser window and return to the Captivate project.

9. Edit assigned shortcut keys.

   ❒ go to Slide 3

   ❒ on the Timeline, right-click the Click Box and choose **Properties**

   ❒ on the Click Box tab, click the **Select keys** button

   ❒ select **Attach a shortcut**

   ❒ deselect **ALT** (remove the check mark from the box)

   ❒ ensure **F** is still selected from the Letter drop-down menu

   ❒ click **OK**

   ❒ click **OK**

10. Save your work.

11. Preview the project in a Web browser and ensure the shortcut keys work as expected.

12. Close the browser window and return to the Captivate project.

Custom Buttons

During the Confidence Check on the previous page, you learned how to add a Perpetual button widget to your project. As cool as they are, Perpetual buttons have a down side: you have no way of altering the appearance of the buttons unless you have Adobe Flash (and know how to use it).

It's a good bet that you have also already discovered how to insert both Text and Image buttons (via Insert > Standard Objects) onto project slides. Also, in the course of that discovery, you have likely come to the realization that Text buttons work well enough but aren't the greatest looking things in the world. Image buttons, while nicer looking than Text buttons, are somewhat limiting given the fact that Captivate only ships with a handful of sample buttons; and you cannot edit them (unless you have Photoshop or similar image editing application). In an ideal world, you could create image buttons quickly, on-the-fly... and for free.

Note: If you are unable or unwilling to create your own buttons via the button generator site mentioned during the activity on this page, you will find three custom buttons in your data files folder that you can use instead. The buttons are located in the CustomButtons folder (within the Images folder).

There's good news ahead for you. During the activities that follow, you will learn how to create three custom buttons. Each button will contain a different word: **Start**, **The** and **Lesson**. Because buttons in Captivate include a rollover behavior by default, when you interact with your button during playback, the first thing you will see is the word **Start**. As you roll over the button with the mouse, the text will change to **The**. And as you click the button, the word will change a final time to **Lesson**.

Student Activity: Create Custom Buttons

1. Access a button generator site on the Web.

   ❑ using any Web browser, go to **www.buttongenerator.com**

   If you do not want to create your own buttons, or are unable to access the buttongenerator site, see the **Note** in the margin of this page.

   If the **buttongenerator.com** Web site is down, try accessing **http://cooltext.com/Buttons** instead. While the steps to create the buttons will be a bit different on this site, they will be similar enough for you to create a few buttons for use in Captivate.

2. Select a generator.

   ❑ click the **Web Button Generator** link from the **Select a generator** area

   ❑ select **Only Free Buttons** from the **Show** drop-down menu

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4. Explore the project to confirm that changes have been made.

    ❏ go to Slide **2**

    The Caption Type and Font size now match those you specified in the template.

    ❏ go to Slide **3**

    The appearance of the highlight box has been fixed as well.

    Just as interesting as the changes that you might have been expecting in the FixMe project, notice that the font used in the buttons (on Slides 1 and 2), and the failure captions throughout the project have all been updated. While the appearance has been changed, the font used in those objects is Arial, the default font used in the Design template. Since you did not update those objects, the default template properties for all of the template's objects have been applied to all of the objects in the FixMe project. In the future, it would be a good idea to set all of the properties of a Design template object prior to applying the template to a project.

5. Save your work and close the project.

Confidence Check

1. Open your Design template (**File > Open**).

2. Go to Slide 3.

3. Show the Properties of the failure caption and change the Font attributes to **Verdana 10**.

4.   Go to Slide 4.

5. Show the Properties of the button and change the Font attributes to **Verdana 10**.

6. Go through the rest of the template making changes as you see fit (generally speaking, the Font attributes of the objects should be Verdana 10.

7. Save and close the template.

8. Open the FixMe project.

9. On Slide 1, notice that the button's Font attributes have not been updated, even though you updated the template.

10. Go to Slide 3 and notice that the Font attributes in the failure caption have not been updated.

    While it might seem that the template isn't working, keep in mind that there isn't a live link between the project and its template. If you want the changes to appear in the project, you'll need to reapply the Design template.

11. Apply your Design template to all of the slides in your project.

12. Scroll through your slides and notice that the buttons and failure captions have updated and now match the formatting from your template.

13. Save and close the project.

Student Activity: Create an Inquisiq LMS Account

1. Create a user account in Inquisiq.

   ☐ using a Web browser go to **www.inquisiq-ex.com**

   ☐ from the **Create Trial System** area, click the **Get Started** button

   The End-User License Agreement screen appears.

   ☐ review the **End-User License Agreement**

   ☐ scroll down and select **I agree to the terms of this agreement**

   ☐ click **Next**

   The Site/Organization Information screen appears.

2. Specify a Domain Name and Password.

   ☐ fill in the **Domain Name/Account Name** area as you see fit (you can use **any name**—if you cannot think of a name, consider using your **firstlast** name, but don't use spaces)

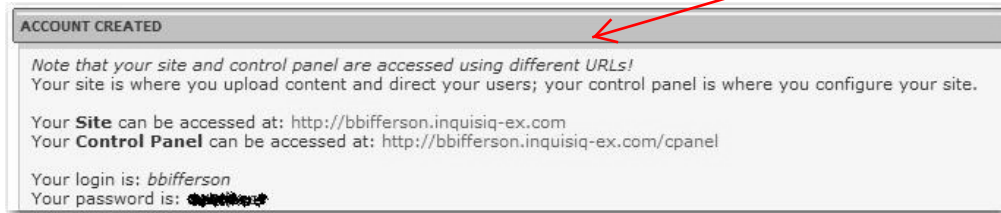   ☐ fill in the **Account Password** area as you see fit

   Pay particular attention to the Domain Name and Account Password. You will need to remember this information to log in to the LMS during your 30-day trial period. The Domain name becomes your user ID. The password must contain at least six characters and cannot be the word **password**.

   ☐ click **Next**
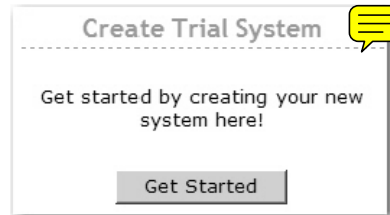
A screen appears confirming your username and password (you should write both bits of information down in the margin of this page so you won't forget them).
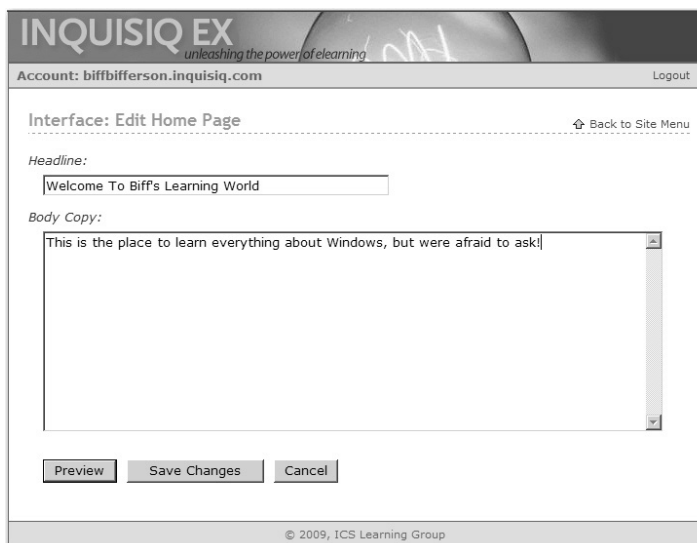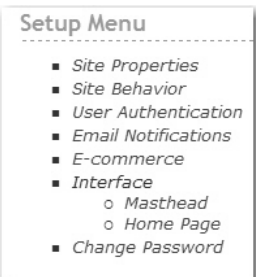
ACCOUNT CREATED

Note that your site and control panel are accessed using different URLs!
Your site is where you upload content and direct your users; your control panel is where you configure your site.

Your **Site** can be accessed at: http://bbifferson.inquisiq-ex.com
Your **Control Panel** can be accessed at: http://bbifferson.inquisiq-ex.com/cpanel

Your login is: bbifferson
Your password is: ~~●●●●●●●●~~

❏ click **Continue**

The Site Menu screen appears.

3. Set up the Home Page.

   ❏ click **Home Page** from the Setup Menu area

   ❏ fill in the Headline and Body Copy areas as you see fit (customers who access the LMS will see the information you type here)

Setup Menu
- Site Properties
- Site Behavior
- User Authentication
- Email Notifications
- E-commerce
- Interface
   o Masthead
   o Home Page
- Change Password

INQUISIQ EX
unleashing the power of elearning

Account: biffbifferson.inquisiq.com   Logout

Interface: Edit Home Page   ⇧ Back to Site Menu

Headline:
Welcome To Biff's Learning World

Body Copy:
This is the place to learn everything about Windows, but were afraid to ask!

Preview   Save Changes   Cancel

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   ❏ click the **Save Changes** button

   ❏ click the **Back to Site Menu** link (the link is in the upper right of the page)

⇧ Back to Site Menu

4. Logout from the Inquisiq control panel.

   ❏ click Logout [Logout] in the upper right of the window