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# Adobe Captivate 2019: Beyond the Essentials

Third Edition



Kevin Siegel



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## **Adobe Captivate 2019: Beyond the Essentials (Third Edition)**

“Skills and Drills” Learning

Kevin Siegel



# Official

IconLogic Certified Adobe Captivate Developer

# courseware



Get certified from the people who **literally**  
wrote the book on Adobe Captivate

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## Errata



#### Errata Detail

**First version** of this book (as indicated on the inside cover): v032521 published in March 2021.

**Second version** of this book: v111021 published in November 2021. The corrections made to this version included an updated screenshot and misleading text removed.

- Guided Activity 34, page 102: The drag and drop interaction asset mentioned on this page has been removed from the software by Adobe. This required a tweak to the instructions to select any drag and drop interaction along with a new screenshot.
- Guided Activity 74, page 213. A reference to an LMS that is no longer featured in the book was removed.



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Notes

Lined area for taking notes, consisting of multiple horizontal lines.



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"Skills and Drills" Learning

# About This Book

## **This Section Contains Information About:**

- The Author, page viii
- IconLogic, page viii
- Book Conventions, page ix
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- Software and Asset Requirements, page ix
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## The Author

**Kevin Siegel** is the founder and president of IconLogic, Inc. He has written hundreds of step-by-step computer training books on applications such as *Adobe Captivate*, *Articulate Storyline*, *Adobe RoboHelp*, *Adobe Presenter*, *Adobe Technical Communication Suite*, *iSpring Suite*, *Adobe InDesign*, *Microsoft Word*, *Microsoft PowerPoint*, *QuarkXPress*, and *TechSmith Camtasia*.



Kevin spent five years in the U.S. Coast Guard as an award-winning photojournalist and has three decades' experience as a print publisher, technical writer, instructional designer, and eLearning developer. He is a certified technical trainer, certified master trainer, a veteran virtual instructor, and a frequent keynote speaker at conferences. Kevin holds multiple professionals credentials from organizations such as Adobe, CompTIA, and the International Council for Certified Online Training Professionals. You can reach Kevin at [ksiegel@iconlogic.com](mailto:ksiegel@iconlogic.com).

## IconLogic

Founded in 1992, IconLogic is a training, development, and publishing company offering services to clients across the globe.

As a **training** company, IconLogic has directly trained tens of thousands of professionals both on-site and online on dozens of applications. Our training clients include some of the largest companies in the world including Adobe Systems, Inc., Urogen, Agilent, Sanofi Pasteur, Kelsey Seybold, FAA, Office Pro, Adventist Health Systems, AGA, AAA, Wells Fargo, VA.gov, American Express, Lockheed Martin, General Mills, Grange Insurance, Electric Boat, Michigan.gov, Freddie Mac, Fannie Mae, ADP, ADT, Federal Reserve Bank of Richmond, Walmart, Kroger, Duke Energy, USCG, USMC, Canadian Blood, PSA, Department of Homeland Security, and the Department of Defense.

As a **development** company, IconLogic has produced eLearning and technical documentation for Duke Energy, World Bank, Heineken, EverFi, Bank of America, Fresenius Kabi, Wells Fargo, Federal Express, Fannie Mae, American Express, Microsoft, Department of For-Hire Vehicles, DC Child and Family Services, DCORM, Canadian Blood, Cancer.org, MLB, Archrock, NEEF, CHUBB, Canadian Natural Resources, and Hagerty Insurance.

As a **publishing** company, IconLogic has published hundreds of critically acclaimed books and created technical documents for both print and digital publication. Some of our most popular titles over the years include books on HTML, Dreamweaver, QuarkXPress, PageMaker, InDesign, Word, Excel, Access, Publisher, RoboHelp, RoboDemo, iSpring, Presenter, Storyline, Captivate, and PowerPoint for eLearning.

You can learn more about IconLogic's varied services at [www.iconlogic.com](http://www.iconlogic.com).

## Book Conventions

In our experience, humans learn best by doing, not just by watching or listening. With this concept in mind, instructors and authors with years of experience training adult learners have created IconLogic books. IconLogic books typically contain a minimal amount of text and are loaded with hands-on activities, screen captures, and challenge exercises to reinforce newly acquired skills. This book is divided into modules. Because each module builds on lessons learned in a previous module, it is recommended that you complete each module in succession.

## Lesson Key

Step by step instructions in this book for you to follow look like this:

☐ choose **File > Open**

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

☐ type **9** into the text field

If you are expected to press a key on your keyboard, the instruction looks like this:

☐ press **[shift]**

## Confidence Checks

As you work through this book, you will come across the image at the right (which indicates a Confidence Check). Throughout each module, you are guided through hands-on, step-by-step activities. To help ensure that you are understanding the book's content, Confidence Checks encourage you to complete a process or steps on your own (without step-by-step guidance). Because some of the book's activities build on completed Confidence Checks, you should complete each of the Confidence Checks in order.



## Software and Asset Requirements

To complete the lessons presented in this book, you will need Adobe Captivate **version 2019, 11.5.5** for the Mac or PC installed on your computer. Captivate does not come with this book but a free trial version can be downloaded from Adobe.com.

You will need to download this book's resources (data files) that have been created specifically to support this book and this version of Captivate (See the "Data Files" section below).

You'll be listening to voiceover audio during some of the lessons, so you'll either need a headset or speakers.







## Data Files (Book Project and Support Assets)

You're probably chomping at the bit, ready to dive into Captivate and learn all of the advanced stuff. Not so fast! Do you have some sample projects? What about graphics? Audio files? No? Don't panic. I've got everything you need—I call them data files—and they can be downloaded from the IconLogic website for free.

### Download the Free Book Assets

1. Download the student data files necessary to use this book.
  - ☐ use a web browser and go to <https://www.iconlogic.com/data.html>
  - ☐ select your platform (PC or Macintosh)
  - ☐ click **Captivate 2019: Beyond the Essentials (Third Edition, Captivate version 11.5.5)**

A dialog box may open, asking if you want to Save or Open (or Run) the file. On some computers and browsers, the file simply downloads to your Downloads folder without question.

2. If necessary, download/save the file to your computer.
3. After the file downloads, you can close the web browser.
4. Locate the **Captivate2019BeyondData\_3rdEdition.zip** file you just downloaded and then unzip/extract it.

**Note:** Downloaded files *typically* go to the Downloads folder. On the Mac, zipped files tend to extract automatically.

5. Move the unzipped/extracted **Captivate2019BeyondData\_3rdEdition** folder to your **desktop**.

## Captivate's Application Preferences

Adobe Captivate is awesome. But like most computer applications, it can misbehave. I've found that when Captivate gets sluggish on my computer or crashes it's frequently because I've got too many applications running and/or not enough system resources (limited hard disk space and/or memory are the primary culprits). In those instances, closing all nonessential applications solves the problem.

However, there are times when nothing I do seems to help improve Captivate's performance (not even a system reboot). In those rare instances, I've found that resetting all of Captivate's Preferences cures what ails the program.

If you need to reset Captivate's Preferences, you'll appreciate an obscure utility that ships with Captivate that will reset all of the Preferences for you. Prior to beginning the first module in this book, I encourage you to reset your Captivate **Preferences** so that your Captivate settings match those shown in the book.

### Reset Captivate's Preferences

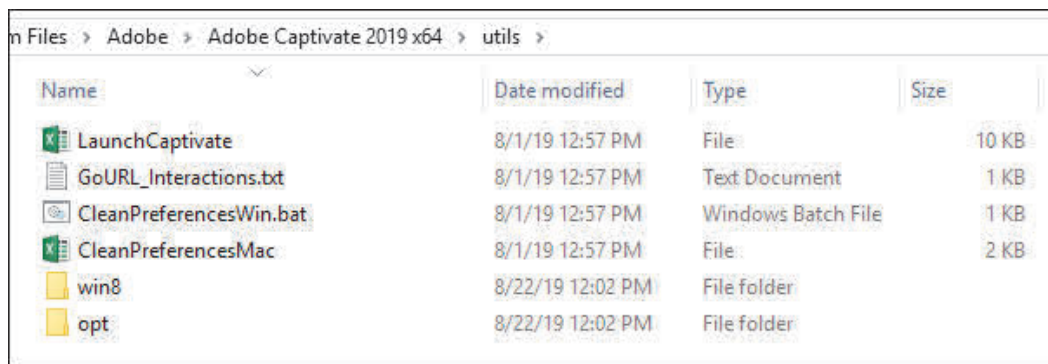
1. Ensure that Adobe Captivate **is not** running.
2. Reset Captivate's Preferences.

☐ navigate to the folder where Captivate is installed on your computer

**Note:** On Windows, the default location is typically **C:\Program Files** or **Program Files (x86)\Adobe\Adobe Captivate 2019**. On a Macintosh, the default location is typically **Applications > Adobe Captivate 2019**.

☐ open the **utils** folder

You'll find two files of particular interest within the **utils** folder: **CleanPreferencesWin.bat** and **CleanPreferencesMac**.



☐ double-click the **CleanPreferences** file appropriate for your operating system

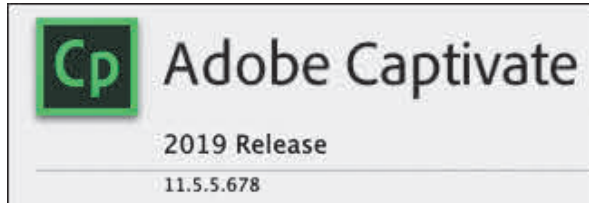
All of Captivate's application Preferences will be reset to the way they were the first day Captivate was installed on your computer.





## How Vendor Software Updates Affect This Book

This book was written specifically to teach you how to use Adobe Captivate 2019 Release. The specific version used for the creation of this book was originally **11.1**, and this book has been updated twice. The most current release, the 3rd edition, was published in March 2021 to fully support the changes introduced by Adobe with Captivate 2019 version **11.5.5**. (The image below shows Captivate for the Mac. The numbers after the second **.5** will likely be different between Macs and PCs. The most important thing is the 11.5.5 part.)



With each major release of Captivate, my intention is to write a new book to support that version and make it available within 30-60 days of the software being released by Adobe. From time to time, Adobe makes service releases/patches of Captivate available for customers that fix bugs or add functionality. Usually these updates are minor (bug fixes) and have little or no impact on the lessons presented in this book. However, Adobe sometimes makes significant changes to the way Captivate looks or behaves, even with minor patches. (Such was the case when Adobe updated Captivate from version 5 to 5.5—about a dozen features were added, and a few panels were renamed, throwing readers of those books into a tizzy.)

Because it is not possible for me to recall and update printed books, some instructions you are asked to follow in this book may not match the patched/updated version of Captivate that you are using. If something on your screen does not match what I am showing in the book, please visit the Adobe Captivate 2019 book product page on my website for possible updates (<http://www.iconlogic.com/adobe-captivate-2019-beyond-essentials-workbook.html>). You can also contact me directly using the information below.

## Contacting IconLogic

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# Rank Your Skills

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

# Skills Assessment

## How This Assessment Works

Below you will find 10 course objectives for *Adobe Captivate 2019: Beyond The Essentials (Third Edition)*. **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 responsive project using Fluid Boxes.	①	②	③	④	⑤
3. I can create a virtual reality project.	①	②	③	④	⑤
4. I can add interactivity to a video.	①	②	③	④	⑤
5. I can add accessibility text to slides.	①	②	③	④	⑤
6. I can create a responsive project using Breakpoints.	①	②	③	④	⑤
7. I can create a User Variable.	①	②	③	④	⑤
8. I can edit 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 for an LMS.	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 responsive project using Fluid Boxes.	①	②	③	④	⑤
3. I can create a virtual reality project.	①	②	③	④	⑤
4. I can add interactivity to a video.	①	②	③	④	⑤
5. I can add accessibility text to slides.	①	②	③	④	⑤
6. I can create a responsive project using Breakpoints.	①	②	③	④	⑤
7. I can create a User Variable.	①	②	③	④	⑤
8. I can edit 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 for an LMS.	①	②	③	④	⑤



**ICONLOGiC**

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# Module 1: Software Simulations and Caption Pre-Editing

## In This Module You Will Learn About:

- Screen Recording Rehearsals, page 2
- Custom Simulations, page 4
- Caption Pre-Editing, page 11

## And You Will Learn To:

- Rehearse a Script, page 3
- Recording Preferences, page 4
- Record a Simulation, page 7
- Edit a Text Capture Template, page 11



## Screen Recording Rehearsals

You have been asked to create an eLearning course that teaches new employees at your company how to use the utilities on the computer such as **Notepad** (Windows) or **TextEdit** (Macintosh). One of the lessons you plan to record using Captivate includes how to change the page orientation within Notepad or TextEdit.

Here is a sample script showing the kind of detailed, step-by-step instructions you need to create or receive from a Subject Matter Expert (SME). You are expected to perform each step written below in either Notepad or TextEdit.

Dear Captivate developer, using either Notepad or TextEdit, record the process of changing the Page Orientation from Portrait to Landscape and then back again (from Landscape to Portrait). Create the recording using a capture size of 1280 x 720. Thanks. Your pal, the Subject Matter Expert.

1. Click the File menu.
2. Click the Page Setup menu item.
3. Click the Landscape orientation button.
4. Click the OK button.
5. Click the File menu.
6. Click the Page Setup menu item.
7. Click the Portrait orientation button.
8. Click the OK button.
9. Stop the recording process.

The script sounds simple. However, you will not know what kind of trouble you might get into unless you rehearse the script prior to recording the process written in the script with Captivate. Let's run a rehearsal, just as if you were a big-time movie director and you were in charge of a blockbuster movie.

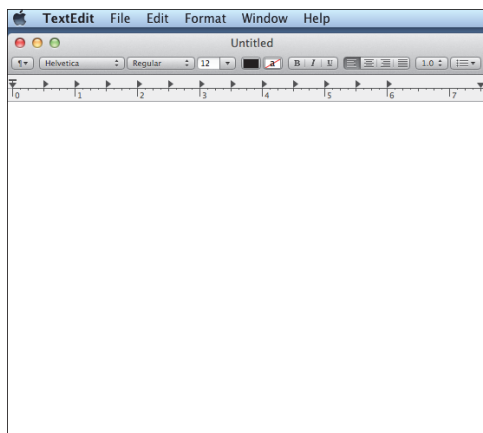
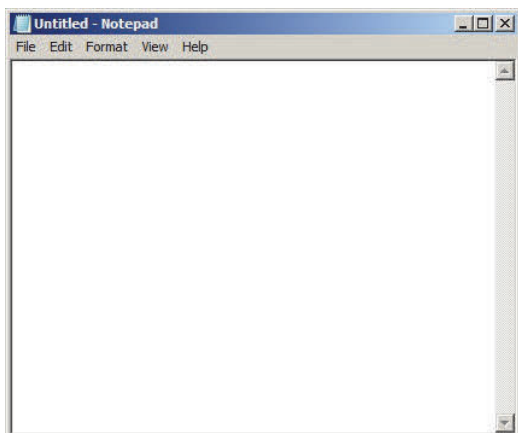
Places everyone, and quiet on the set!

## Guided Activity 1: Rehearse a Script

1. Start either Notepad (Windows) or TextEdit (Mac).

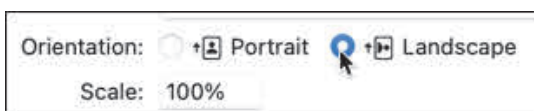
The process of starting either Notepad or TextEdit varies slightly, depending on your operating system. For instance, if you are using Windows, use the **Search** feature to start Notepad. If you are using a Mac, choose **Go > Applications**. Locate and open **TextEdit** and then click the **New Document** button.

In the images below, Notepad is pictured at the left; TextEdit is at the right.



2. Rehearse the script.

- ☐ using either Notepad or TextEdit (not Captivate), click the **File** menu
- ☐ click the **Page Setup** menu item
- ☐ from the **Orientation** area, click **Landscape**



- ☐ click the **OK** button
- ☐ click the **File** menu
- ☐ click the **Page Setup** menu item
- ☐ click the **Portrait** orientation button
- ☐ click the **OK** button

Even though there were no visual changes made to the document that indicate that the page orientation has changed, the steps you took based on the script worked perfectly (there were no surprises).

You will perform these exact steps again in a moment—for real. As you do, Captivate will record the steps by creating a screen capture each time you click the mouse.







## Custom Simulations

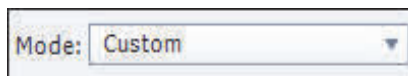
You can record software demonstrations, simulations, or videos using Adobe Captivate. Typical software demonstrations include text captions that explain what's about to happen and a mouse that moves across the screen to perform the described action. With an assessment simulation you typically include interactive hotspots (click boxes) allowing the learner to perform each step.

Between passive demonstrations and interactive assessment simulations, I recommend simulations because, in my experience, effective eLearning begins and ends with learner engagement. By creating a simulation, the learner performs each step as you're teaching the concept and remains consistently immersed in the lesson—and engaged.

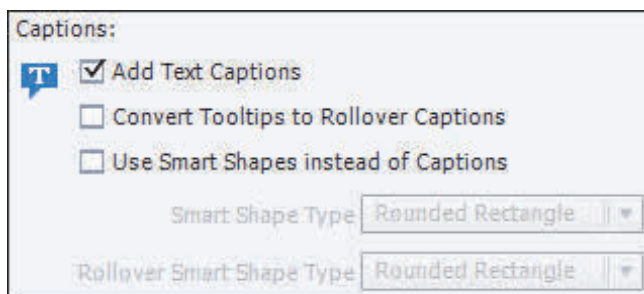
When recording the screen, I recommend you use Captivate's **Custom** recording mode. This mode effectively combines Captivate's Demonstration and Assessment Simulation modes. Using the Custom recording mode when you record, Captivate automatically adds text captions and click boxes throughout the lesson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

## Guided Activity 2: Recording Preferences

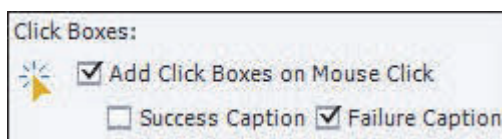
1. Ensure that either Notepad or TextEdit is running and start **Adobe Captivate**.  
(No projects should be open at this point.)
2. Set the Custom Mode Preferences for the simulation you are about to record.
  - ☐ Windows users, choose **Edit > Preferences**;  
Mac users, choose **Adobe Captivate > Preferences**
  - ☐ from the **Recording** category at the left of the dialog box, click **Modes**
  - ☐ from the **Mode** drop-down menu, choose **Custom**



- ☐ from the **Captions** area, select **Add Text Captions**



- ☐ from the **Click Boxes** area, select **Add Click Boxes on Mouse Click**
- ☐ from the **Click Boxes** area, select **Failure Caption**

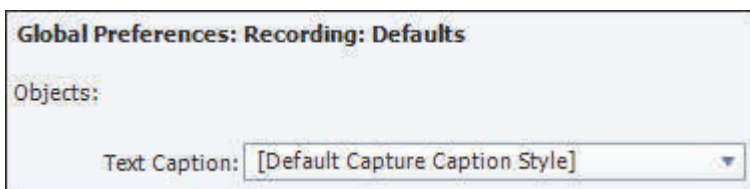


You selected **Add Text Captions** so that the Text Captions are added for you during the recording phase. *Nice*. And because the captions are written in the imperative, you may

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**. These two settings result in a highly interactive software simulation out of the box. *Nicest!*

3. Select a caption to use during the recording process.

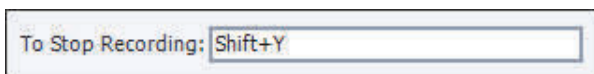
- ☐ from the **Recording** category at the left of the dialog box, click **Defaults**
- ☐ from the **Text Caption** drop-down menu, ensure **[Default Capture Caption Style]** is selected



Each of the text captions that get created during the recording process will use the Default Capture Caption Style. You will soon use the Object Style Manager to control the look of the Default Capture Caption Style.

4. Customize the “To Stop Recording” keyboard shortcut.

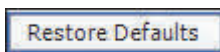
- ☐ from the **Recording** category, select **Keys - (Global)**
- ☐ click in the **To Stop Recording** field and press the **[shift] [Y]** keys on your keyboard



If you were to move forward and record a lesson using Captivate, you would press **[shift] [Y]** on your keyboard to end the recording process. You can customize the fields in this dialog box to suit your needs. For Windows users, the default key (**[End]**) works great.

5. Reset the default Recording Keys.

- ☐ still in the **Keys - (Global)** area, click the **Restore Defaults** button



**Mac users:** The default **To Stop Recording** shortcut keys **[Cmd] [Enter]** works on my MacBook Pro only when I’m using an external extended keyboard. When I’m on the road and I don’t have that keyboard, I change the keyboard shortcut to **[control] [e]** (e for END) and things work perfectly. I would suggest that you experiment and find a keyboard shortcut that works best for you.

- ☐ click the **OK** button

6. Use the Object Style Manager to format the Default Capture Caption Style.

- ☐ choose **Edit > Object Style Manager**

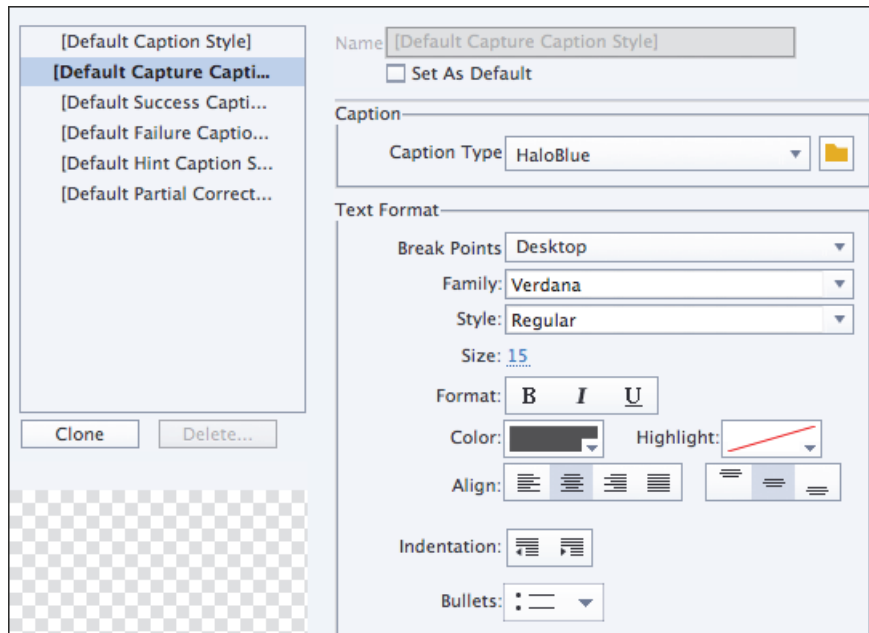
The Object Style Manager dialog box opens.

- ☐ from the middle of the dialog box, select **[Default Capture Caption Style]**





- ☐ from the **Caption** drop-down menu, choose any **Caption Type** you like
- ☐ from the **Text Format** area, select any font (**Family**), **Size**, and **Align** you like



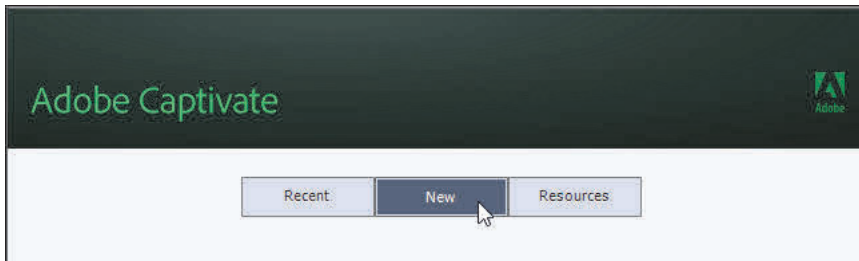
- ☐ click the **OK** button

Now that you've gotten some settings out of the way, it's time to record the software simulation.

## Guided Activity 3: Record a Simulation

1. Determine what Captivate records.

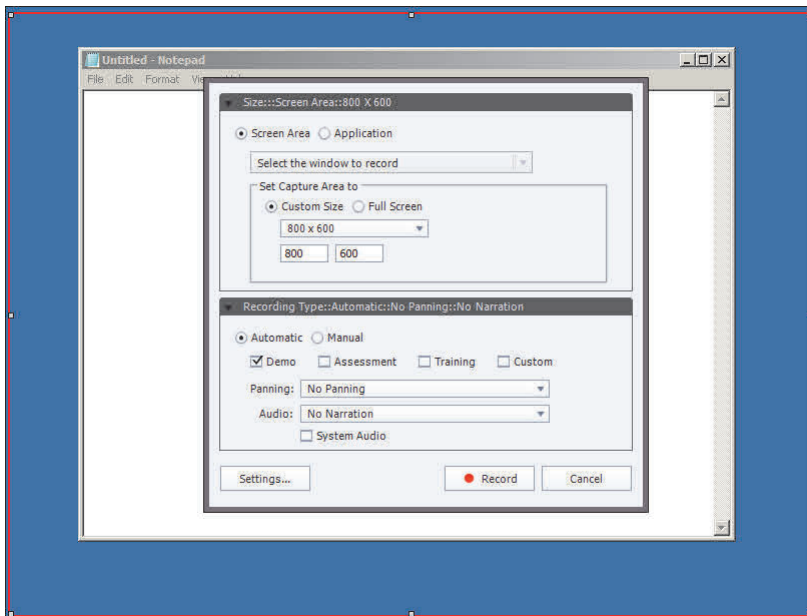
☐ on Captivate's Welcome screen, click the **New** tab



☐ double-click **Software Simulation**



On your computer display, notice two things besides Notepad or TextEdit. First, there is a large red-bordered box. This is Captivate's **recording area**. Second, there is a control panel containing **Size** and **Recording Type** areas. (Pictured below is a Windows-based desktop that shows Notepad, Captivate's control panel, and the red-bordered recording area.)

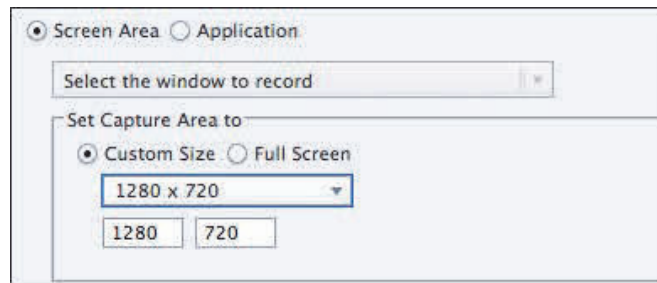


☐ from the top left of the Captivate control panel, select **Screen Area**

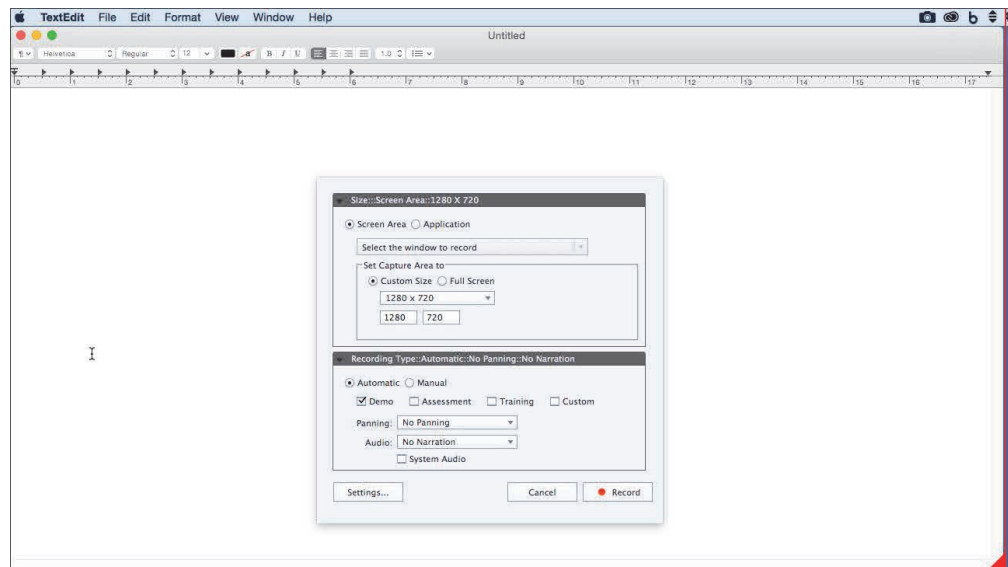


## NOTES

- from the **Set Capture Area to** area of the Control panel, select **Custom Size** and then choose **1280 x 720** from the drop-down menu



- move the Captivate recording area so that it covers Notepad or TextEdit
- resize Notepad or TextEdit so that the program window fits nicely within the Captivate recording area (Mac users, consider moving the recording area over the TextEdit menus as shown below. Also, if you want to see the TextEdit ruler shown in the image below, choose **Format > Make Rich Text** from within TextEdit.)

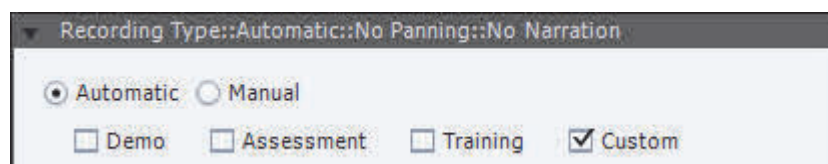


### 2. Select the recording mode.

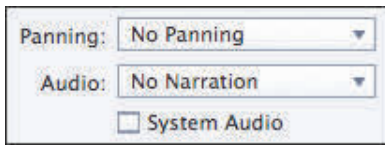
- from the **Recording Type** area of the Captivate control panel, select **Automatic**

With Automatic selected, every click of your mouse during the recording process creates a screen capture. In contrast, had you selected Manual mode, you would need to use a keyboard shortcut to capture each click you make.

- from the **Recording Type** area, select **Custom**
- deselect the other modes as necessary



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



Panning is appropriate when you want to record an action outside of the recording area. It's not something you need to use in your upcoming recording. And because there's no voiceover audio needed for this lesson, you've left Audio set to No Narration.

### 3. Record screen actions.

- ☐ on the Captivate control panel, click the **Record** button
- ☐ once the 3-2-1 countdown goes away, use your mouse to click the **File** menu within Notepad or TextEdit

If your computer has sound capabilities, you will hear a screen-capture sound every time you click that sounds like the shutter of a camera.

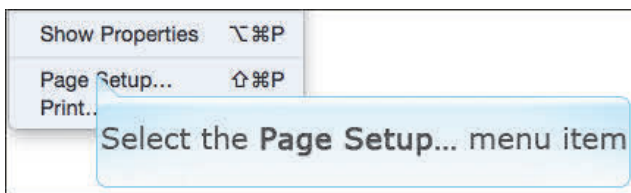
- ☐ click the **Page Setup** menu item
- ☐ from the **Orientation** area, click **Landscape**
- ☐ click the **OK** button
- ☐ click the **File** menu
- ☐ click the **Page Setup** menu item
- ☐ click the **Portrait** orientation button
- ☐ lick the **OK** button

### 4. Stop the recording process using the **Stop Recording** key (discussed on page 5).

**Note:** If the recording doesn't end after pressing your Stop Recording keys, an alternative technique for stopping the recording process is to click the Captivate icon on the System Tray (Windows) or Dock (Mac).

### 5. Preview the project. (**Preview > Project**)

As you move through the recording, there are Click Boxes (hot spots) that make this lesson interactive. Also notice that the Text Captions are written in the imperative to encourage learner interactivity. There may be one or two captions you need to edit, and some of the background objects are likely misnamed, especially on the Mac side. Nevertheless, much of the work has been done for you.



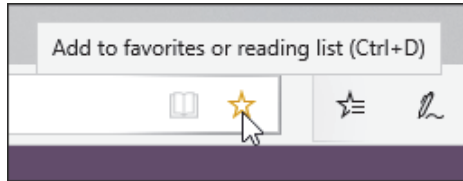
### 6. When you are finished previewing the project, close the preview and then close the project (there is no need to save it).



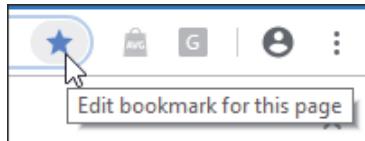
## NOTES

### Custom Recording Confidence Check

You have been asked to bookmark a website so it can be accessed quickly in the future. The process of creating a bookmark (also known as a Favorite) varies depending on the web browser you are using and your operating system. For instance, if you are on a PC and you're using **Microsoft Edge** or **Internet Explorer**, click the **Favorites** icon (which looks like a star) and click **Add**.



If you are using **Google Chrome** or **Firefox**, click the **Bookmark** tool (like Edge and Explorer, the tool looks like a star), and then click the **Done** button.



On **Safari** for the Mac, choose **Bookmarks > Add Bookmark**.

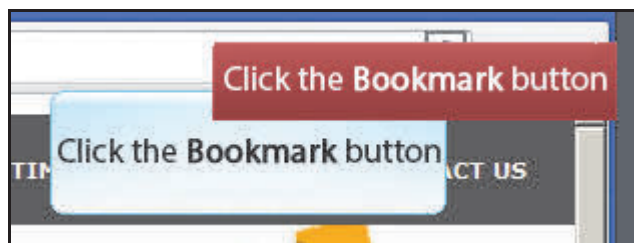
Now that you know how to bookmark a web page, here's your challenge:

1. Use Captivate's **Custom** recording mode to create a software simulation for creating a Bookmark/Favorite for any website that you like (use your favorite browser).

Forgotten how to record a Custom software simulation? See page 7.

2. When finished recording, save the new project to the **Captivate2019BeyondData\_3rdEdition** 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. Although I am not a fan of end-of-sentence punctuation, many corporate style guides insist on end-of-sentence punctuation.



While you could easily add the period at the end of the caption now, it would have been nice if Captivate had put the punctuation in for you when the captions were created. Believe it or not, it is possible to "pre-edit" the text captions and change, among other things, the text that appears in the captions and the way Captivate treats end-of-sentence punctuation. You'll delve into that next. This little bit of wizardry just might save hours of content editing.





## Caption Pre-Editing

When you record screen actions, Captivate automatically creates the text captions (provided you ensure **Add Text Captions** is selected via the Mode preferences). The text in those automatic captions is written in the imperative, which is fine. However, there are a couple of ways to write an instruction. For instance, if you want to instruct a learner to *select the New command* from a menu, you could lead the instruction with the word “Select” or “Choose.” In effect, the text in the caption could be written two ways: “**Select** the New menu item” or “**Choose** the New menu item.”

By default, Captivate uses the word “Select” when it creates the text captions. If you want the captions to instead use the word “Choose,” you will have to make the change manually after the recording process is complete. Although not difficult, this kind of editing is labor intensive.

What about end-of-sentence punctuation? For instance, should the captions end with a period or nothing? It’s a debatable topic. Do you or don’t you? I don’t, but you might.

To cut down on text editing in Captivate once the recording process is complete, you can pre-edit the text captions by modifying one of the language template files that are stored in the Captivate application folder on your hard drive. Captivate uses text capture template files to create the text captions.

## Guided Activity 4: Edit a Text Capture Template

1. Minimize/Hide Adobe Captivate.
2. Locate the file that controls the text that appears in automatic text captions.
  - ☐ using Windows Explorer or Finder, navigate to the folder where **Adobe Captivate 2019** is installed on your computer (Windows users, the path is typically **C:\Program Files** or **Program Files (x86)\Adobe\Adobe Captivate 2019**; Mac users, Captivate is typically in **Applications > Adobe Captivate 2019**.)
  - ☐ find (but do not open) **CaptureTextTemplates\_English.rdl** file

This next step is possibly the most important. You are going to create a **copy** of the English RDL file. If you mess up the duplicate RDL file, no worries because you can throw it away. The changes you are about to make to the duplicate RDL file won’t impact the original RDL file nor negatively impact Captivate in any way.

3. Make a copy of the CaptureTextTemplates\_English.rdl file.
  - ☐ select the **CaptureTextTemplates\_English.rdl** file and then **copy** and **paste** it into the Captivate application folder (the current folder)

**Note:** You may be prompted to confirm the action, which you should do. Because you are pasting a file directly within the application folder, you may be blocked completely because of limited read/write access to the application folder. In that case, you may need someone from your IT team to grant you read/write access to the Captivate application folder on your computer.

You might also be able to first save the file to your **Desktop**, make the upcoming edits, and then copy/paste the RDL file into the application folder. If you are unable to make changes to the RDL file and get it into the Adobe Captivate 2019 application folder, you will not be able to complete the remaining steps in this module.





## NOTES

4. Rename the duplicate RDL file.

- ☐ change the name of the duplicate RDL file to **CaptureTextTemplates\_YourFirstName.rdl**

Check for typos in your new file name. In the image below, notice that Biff has created an RDL file named **CaptureTextTemplates\_Biff.rdl**. You will be editing your personal RDL file next.



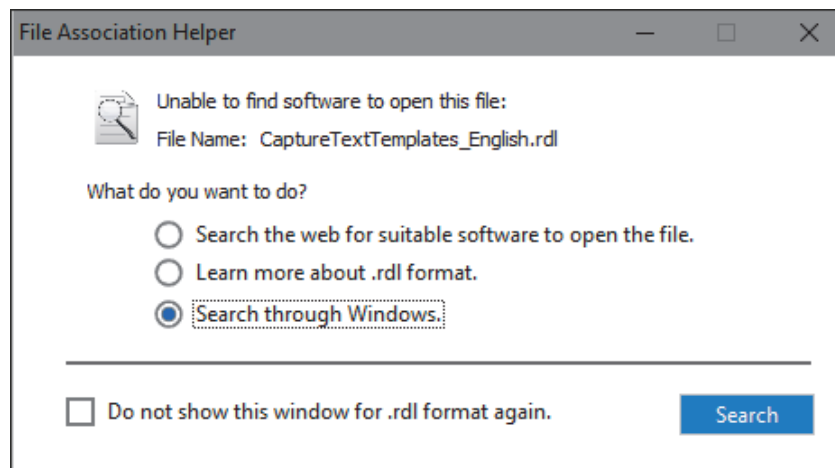
5. Open CaptureTextTemplates\_YourFirstName.rdl with **Notepad** (Windows) or **TextEdit** (Mac).

- ☐ double-click your **RDL** file

If the file does not automatically open within Notepad (Windows) or TextEdit (Mac), you will need to lend a helping hand.

Windows users, a “File Association Helper” dialog box (or similar) will open. Choose **Search through windows** or **Select a program from a list of installed programs** and then click the **Search** or **OK** button. (You might also see a message that says “How do you want to open this file?” If so, click “More apps.”)

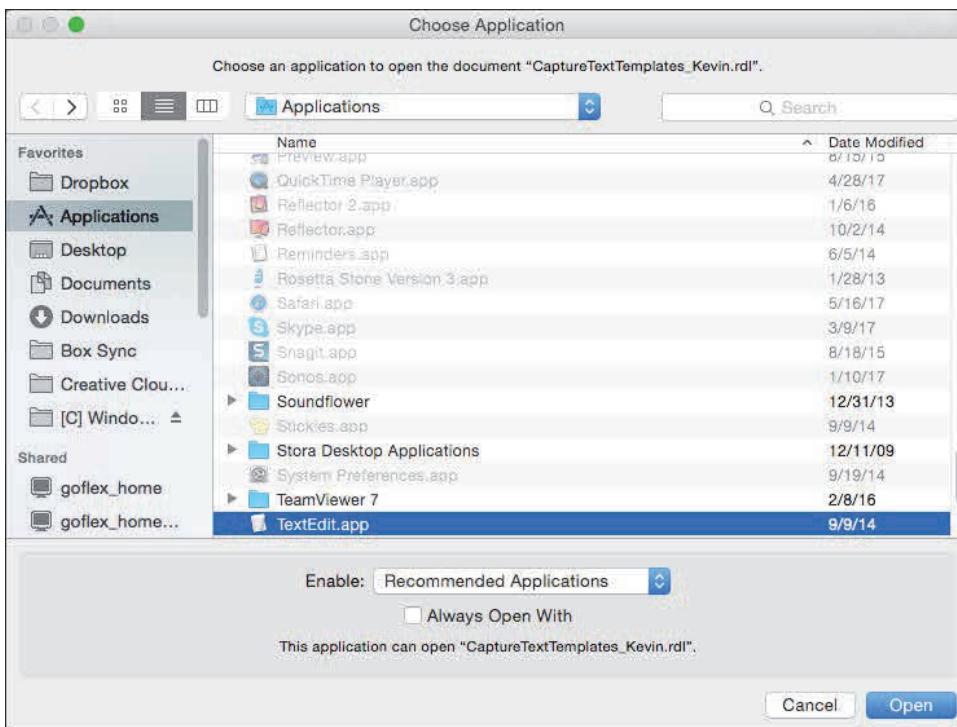
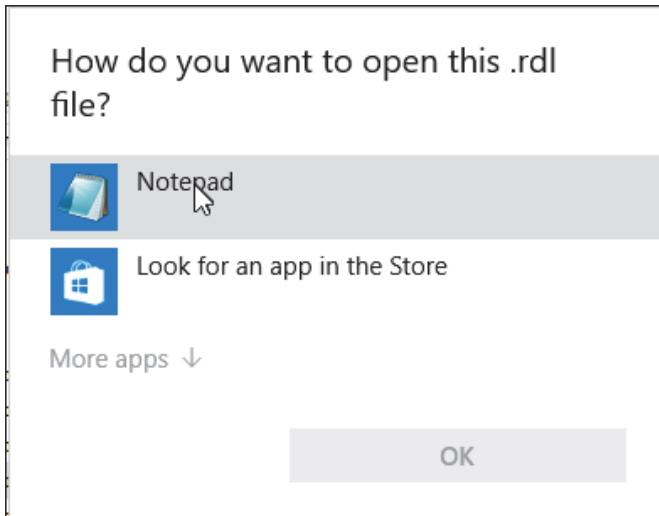
Mac users, select **Choose Application**



The **Open With** dialog box (Windows) or **Choose Application** dialog box (Mac) appears.

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

In the images below, the Windows 10 options are shown first; the Macintosh **Choose Application** dialog box is shown second.



The RDL file opens in the 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.



## NOTES

6. Edit the RDL file.

- ☐ 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">
```

If you edit the text in this part of the template appropriately, you might be able to eliminate some text editing in all of your Captivate projects later. For instance, if you want the word **Choose** to always appear in Captivate's text captions instead of the word **Select**, you'd change the word **Select** to **Choose** in the template prior to recording. And if you want the text captions to end with a period, all you'd need to do is add a period to the left of the closing quote.

- ☐ at the end of the **Object Name="Menu"** line, click between the **u** in the word **menu** and the **closing quote**
- ☐ type a period (.)

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

7. Save your work. (Keep the file open.)

**Note:** If you have trouble saving the RDL file to your hard drive, you may succeed by first saving the RDL to the desktop. From there, try to copy/paste the RDL file into the Adobe Captivate application folder.

## RDL Editing Confidence Check

1. In the image below, notice that 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**. (During the recording process, let's see if this has any effect on the text that appears in the text captions.)

3. Save and close the text file.

**Note:** If you had to work on the text file via your desktop, remember to **copy** the file and **paste** it into the Captivate application folder. If the edited RDL file isn't located within the Captivate application folder, your RDL file will not appear in the **Generate Captions In** drop-down menu as shown below.

4. Return to Captivate and open Captivate's **Preferences** dialog box.
5. Select the **Recording** category from the list at the left.
6. Select your name from the **Generate Captions In** drop-down menu.



7. Using your browser of choice, use the **Custom** recording mode to create another simulation that covers the process of creating a Bookmark (Favorite) to any website you like. During the recording process, also select a menu or two and a menu item.

Need help recording screen actions using Custom mode? See page 4.

8. When finished recording, save the new project to the **Captivate2019BeyondData\_3rdEdition** folder as **CreateFavorite\_CustomCaptions**.
9. 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**.

10. Close the preview.
11. Save and close all open projects.

**Notes:** Changes made to an RDL file will have no effect on existing Captivate projects. Only new recordings that specifically use your RDL file will be affected. And you can elect to go back and use the original English RDL file at any time. Prior to recording new screen actions, display the **Preferences** dialog box, **Recording** category. Choose **English** from the **Generate Captions In** drop-down menu.



## Notes

[illegible]