Adobe Captivate allows you to author eLearning content with software and scenario simulations, and other engaging experiences with no programming or multimedia skills required. Captivate allows you to record a sequence of events on your computer in order to demonstrate a specific piece of software or other electronic resource.

Captivate represents a much better way to think about software demonstrations and screen captures. Traditionally, screen captures are video files that are just an exact linear recording of the actions that took place. Digital video files are not the most Internet friendly distribution method due to their file size and often have to be scaled and compressed so much that they lose their ability to convey the proper information. When Captivate records you, it’s intelligently analyzing your actions and using that information to create a highly detailed recreation of those events in a very small, easily distributed Flash file. This Flash file can be played by around 95% of all Web browsers in use today. Since it’s Flash based, it can also include interactivity and branching, allowing your presentations to have a greater impact on your viewers.

Creating a New Project

1. Complete a test run of the process you intend to capture on your computer. (This will let you move dialog boxes and find any problems we may not be expecting.)

2. Resize any windows you will be using to smaller dimensions. (The new dimensions will be perfected before you begin recording.)

3. Move any dialog boxes that appear inside the window you will be recording.

4. Open Captivate.

5. In the Create Project section, choose the best option for the project you are creating.

7. Select the application from the dropdown menu you wish to record.

8. Click OK.

9. A rectangular area with red borders called the recording window indicates the recording area. You will see the **Recording Settings** Icon box appear. Choose a recording mode to alter the settings to customize your project.

10. Click the **Record** button.

11. Captivate is now recording your every move. Demonstrate what you wish to record.

   *Hint - Be sure to make your movements slow and deliberate. This will let Captivate do a better job analyzing your capture, as well as keep you from going too fast for your viewers. You should also wait for a few seconds at the beginning and end, just to let things “sink in”.*
12. When you are finished, press the **End** key on your keyboard to stop the capture. (The End key is located above the arrows on your keyboard.)

   *Note: Alternatively, click the task icon or the system tray icon to stop recording.*

13. A **Save Project Files** dialogue box will appear. Type in the project name and specific project directory, and then click ok.

14. Captivate will generate the frames necessary to recreate your actions and open them in the Storyboard window.

**The Storyboard View**

The **Storyboard** window shows you each key-frame in your project. Each frame is a specific action that you performed during the recording. The window below is an example of **Storyboard View**.
On the left, you should see the Storyboard tools. Highlights include:

- Audio – There are three ways to add audio to any frame in your project. It is possible to record your narration at the time of capture. You can also create your narration in a separate session and then add the narration to your project through the import or record feature. Captivate also gives you many options for adjusting the timing of the audio at the project level or the frame level.

- Mouse – Since the cursor movement is animated, you can really have any type of mouse cursor doing the action. You can customize this here. You can also use this to improve the reality of your capture (by adding hour-glass cursors etc).

- Properties – Adjust properties of the frame as whole. Notice that you can also change aspects that are found in the other tools as well (such as Audio). Captivate is filled with crossover in terms of menus. Also, notice the label area where you can give each frame a name. This is useful for your own organizational purposes as well being crucial for interactivity. Also, note the accessibility button, which will allow you to add subtitles for section 508 compliance.

The Edit View
The Edit window is a full sized view of the current frame. This is where you do the majority of your editing. Click on a frame to open it in the Edit window. On the left you’ll see a list of all the frames for quick access. At the bottom of your frame is a timeline that represents the progress of that particular frame. Each element appears in the timeline.

Enhancing Your Project

Modifying Text Captions
1. Find a frame with a text caption.
2. Single-click on it to highlight it. Notice that you can resize and move the caption box all around the frame.
3. Double-click on it to edit the text of the caption box. To see the properties of the caption, click on the Show Properties Dialog icon. Use the properties to
change the look of the box and the text in the box. You can change how the box appears and disappears and attach audio to the box. Also, notice the checkbox that allows you to apply changes to all of your caption boxes for consistency.

**Insert a Text Caption**

You can also add captions to frames.
1. Click on the **Insert** menu and choose **Standard Objects**.
2. Select **Text Caption**.
3. You will be given a properties menu, make additional settings and add text.
4. Click **OK**. The caption will be added to the currently selected frame.

**Insert a Highlight Box**

Use highlight boxes to spotlight areas within a slide.
1. Click on the **Insert** menu and choose **Standard Objects**.
2. Select **Highlight Box**.
3. Adjust the properties and click **OK**.
4. Captivate creates a **Highlight Box** of a generic size in the center of the screen. Just resize and drag it to the desired position.

**Insert a Blank Slide**

1. Click on the **Insert** menu and choose **Standard Objects**.
2. Select **Blank Slide**.

**Insert an Image**

1. Choose **Insert** from the top menu bar.
2. Select **Image**.
3. The Open dialog window will appear. Navigate to the image you wish to insert.
4. Click **Open**.
5. If the image is bigger than the size of the frame, double click the image to open the **Image dialog** box to either crop the image (remove the excess area) or resize (make the current image fit).
6. Click **OK**.
**Insert a Button**

1. Click on the **Insert** menu and choose **Standard Objects**.

2. Select **Button**.

3. The New Button dialog box will appear. Adjust the text of the button near the top of the dialog box.

4. In the New Button dialog box select the **Options** tab.

5. Make sure the **Pause After…** box is checked.

6. You can also add captions to the button that give instructions about the button. Add a hint caption and click **OK**.

7. The button and the hint caption will now appear on the slide. Remember that the hint caption will only appear when your mouse is over the button on the finished product.

**Insert a Rollover Caption**

1. Click on the **Insert** menu and choose **Standard Objects**

2. Select **Rollover Caption**.

3. Format and type text in the New Rollover caption dialog box.

4. Click **OK**.

**Insert Audio**

1. Choose a frame in which you wish to add audio. Click **Audio** from the top menu bar and select **Record**.

2. A Record Audio window will appear. Click **Record** to record narration to this frame.

**Import Audio**

To import a sound file that has been pre-recorded, select **Audio** from the top menu bar, then choose **Import**.
**Previewing your File**

To view the project, click the **Preview** button in the toolbar and click on the project option.

![Image of the Preview button](image)

**Saving Your File**

What you have been saving is a Captivate file (.cp) which is perfect for picking up where you left off while creating your presentation, but is not the file you will distribute to viewers. The Publish function takes care of that and will guide you through each step. Just choose a format to get its particular options. Highlights include:

- **Flash (.swf)** – This is the best choice most of the time and the clear choice for distributing your project on the Internet. Captivate will also create the HTML web page with the presentation already embedded and will zip the two together for you. This is necessary to use the files directly in Blackboard. Just upload as a package and choose the html file as the entry point.

- **Standalone** – Standalone presents you with three options (Executable, Linux Projector or Macintosh Projector), which turns your project into programs that can be run just by double clicking. This is a good option for distributing on a CD, but requires you export all three versions if you want everyone to be able to watch.

- **Word** – The Word option is a way to look at the contents of the project away you’re your computer. It exports each frame as an image and adds the frame notes (added manually using the Frame Properties dialog).

![Image of the Publish window](image)

1. Choose a format.
2. Enter a project title.
3. Locate a destination to save your movie file.
4. If desired, choose additional output options.
5. Make additional settings with the Preferences… button.
6. Click Publish.
Uploading a Captivate Presentation to JMUtube and Blackboard

You can now upload and deliver your project from any web server. Uploading your project to JMUtube is a great choice for delivering your project. The first step is to upload the project to JMUtube. Make sure you made use of the Zip option when publishing your project in Captivate and then do the following:

1. Go to the following web address: http://jmutube.cit.jmu.edu.
2. Click the Sign In button, then log into JMUtube using your JMU e-id and password.
3. Select the Upload tab.
4. Select Browse, find the zipped file on the computer, then select Open.
5. Click Submit.

If you would like to post the project to Blackboard after uploading it to JMUtube, follow the steps below:

6. In JMUtube, select the Presentations tab.
7. Find your presentation in the list, then right-click on the Link option.
8. Select the Copy Shortcut or Copy Link option.
9. In Blackboard, select Add External Link in any content area from the Control Panel.
10. Enter the Name, then right-click and Paste the link into the URL field.
11. You may also want to add a description of the presentation in the Text field.
12. Click Submit.

Facilities

Adobe Captivate is available at JMU in several different ways. The Center for Instructional Technology has recording rooms in both Carrier Library and the East Campus Library that have all of the hardware and software necessary to create a Captivate Project. The CIT location in the East Campus Library also has a full recording studio that can be used for creating instructional project in conjunction with the Media Services staff. Adobe Captivate is also available for purchase at JMU at an educational discount for individuals who prefer to work on projects in their own offices or at home.

For more information about recording online presentations, you can contact: Nicole Wilson at wilso2rn@jmu.edu or by calling 540-568-2591 or Joshua Mathews-Ailsworth at ailswojl@jmu.edu or by calling 540-568-4840.