

Introduction to Adobe Captivate 5.0



Introduction to Adobe Captivate 5

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What is Captivate?

- Developed by eHelp Corporation as RoboDemo
- eHelp acquired by Macromedia in Nov 03 and released new version as Captivate 1.0
- Macromedia acquired by Adobe in Nov 05
- RoboDemo 1.0:
 - software demonstrations and simple tutorials
- Captivate 5.0:
 - powerful and rapid eLearning for software applications
 - SCORM and AICC compliant



What kinds of eLearning is Captivate suited to?

- Teaching tasks based on interaction with a software application
- Rapid application training
- Large audiences



- Captivate can also be used for “scenario-based” training



Three distinct modes of presentation to the Learner

- **Demonstration**
 - Learner **watches** a task
 - Passive
 - Mouse pointer moves and makes selections automatically
 - Typing happens automatically
- **Simulation**
 - Learner **participates** in a task
 - Active
 - Learner uses own mouse pointer to make selections
 - Learner types any required input
- **Quiz**
 - Learner answers questions
 - Active

Captivate's 3-step development process



- 1 Record your application**
 - Complete the task in the usual way
 - Captivate sits in the background recording what you do
- 2 Annotate, enhance, and edit (.cptx)**
 - Captions, audio, and images
 - Flash animations and video
 - Interactions with branching and scoring
 - Highlights, hyperlinks, rollovers, and more
- 3 Publish (.swf)**
 - Publish to Intranet, website, or CD-ROM

Creating demonstrations from screenshots

- Capture a procedure using screenshots of key stages



- Play back:

- **Demonstration:** Captivate “fills in” the mouse movement between screenshots



- **Simulation:** static screens, and user controls mouse pointer to make selections

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Other key features of Captivate

- Audio
 - can be used to reinforce or even replace text captions
 - requires Learner to have soundcard + speakers or headphones
- Quiz
 - Many different question types (multiple choice, matching, etc.)
 - Questions may be randomised
 - Score data can be stored in a Learning Management System (LMS)
- Import
 - Link to PPT slides (preserving animations)
 - slides from other Captivate movies
- Import/export
 - Text captions to Word for editing or translation
 - Text captions to XML for translation

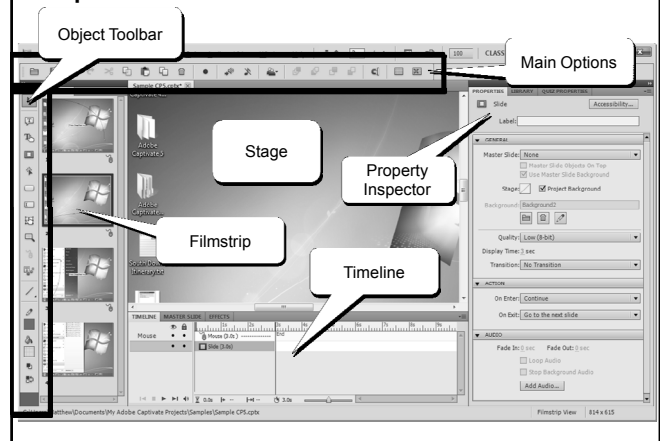
Key new features of Captivate 5.0

- Revised user interface
 - More in line with other Adobe products
- Master slides
 - Similar concept to Slide Masters in PowerPoint
 - Used for applying a consistent background to text-based slides
- Object styles
 - Styles for captions, buttons, highlight boxes, rollover areas, etc.
 - Can be exported and imported into other projects (.cps)
- Quiz enhancements
 - Acrobat.com or an internal server can be used for reporting
 - Add multiple Question Slides in a single operation
- Image manipulation
 - Flip, rotate, crop, and change the colour of images

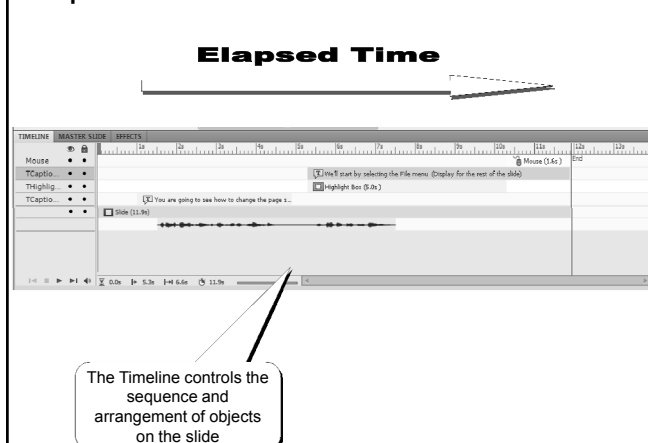
My Top Captivate Tips

- Keep your movies short
- Demonstrations
 - Demonstrations are OK for awareness-raising and selling
 - Enable the user to control the pace
 - Aim to make the demonstration as real and convincing as possible
 - Use visual effects to support mouse clicks
- Simulations
 - If you want the user to learn, always include **interaction**
 - Aim to make the simulated user experience as close as possible to the experience of using the real application

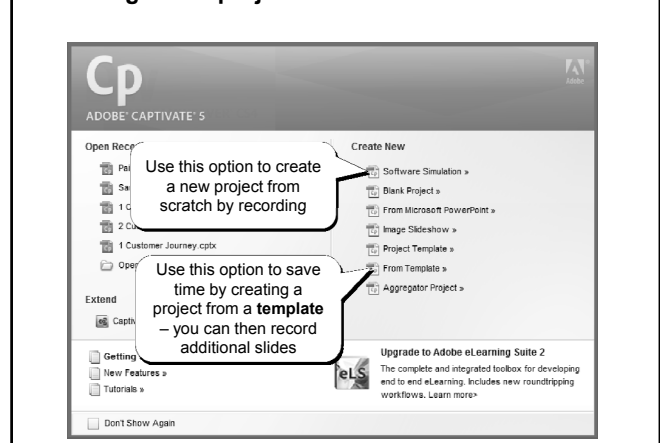
Captivate's user interface – Classic view



Captivate's user interface – the Timeline

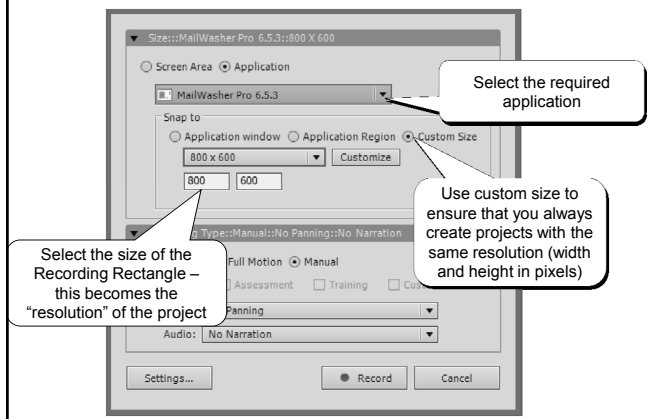


Creating a new project



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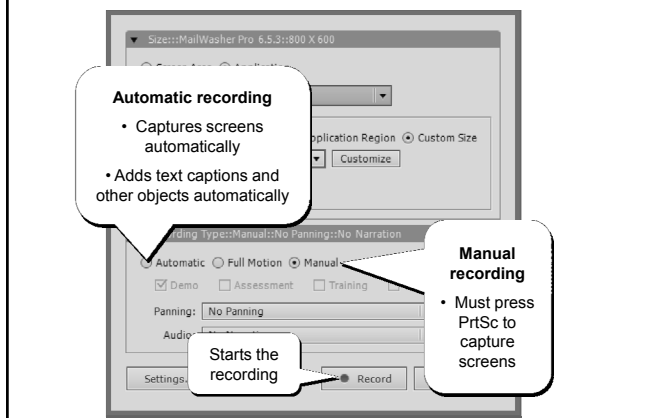
Creating a new project



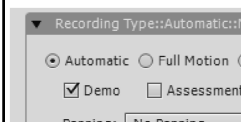
Choosing an appropriate resolution

- Select a resolution that is no bigger than the lowest possible resolution that your users may have – this will ensure that the resulting movie fits on the screen and does not require scrolling
- Don't forget to allow for the vertical space taken up by the toolbars in the user's browser
- Always use the same resolution – this means that you can easily import slides between projects
- 790 x 545 is a good conservative choice

Creating a new project



Automatic recording



- Automatic or Manual Recording?
 - comparable to automatic or stick shift vehicle
- Panning?
 - only if movie needs to be presented on small viewer
- Record Narration
 - why would you?
- Multiple Modes
 - can save time (though remember that errors are duplicated)
 - only available for Automatic Recording without use of Project Template

Advantages of Automatic Recording

- Can be quicker/easier (no need to think about when to press <PrintScreen>)
- Enables you to use Multi-Mode recording (unless you are recording additional slides)
- Optionally provides Text Captions that may be adequate for "quick and dirty" movies
- Automatically provides mouse click audio and visual
- Enables you to capture menu transitions
- Enables you to capture mouse-down events (such as button-presses) easily
- For simulations: optionally inserts Click Boxes and Text Entry Boxes

After Automatic Recording, you may need to:


- Change the mouse click visual effect
- Change the timing of some slides
- Delay some mouse clicks by a single slide
- Adjust the position of the mouse pointer (for no movement, use "Align to Previous Slide")
- Change the mouse pointer for some slides
- Edit text captions
- Adjust text entry boxes

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Advantages of Manual Recording

- Enables you to pick and choose the screens that you want to capture
- Sometimes enables you to record a more complete and accurate user experience (for example: mouse-over events)
- Doesn't distract you with bland and unhelpful text captions
- Enables you to add objects in precisely the way you want from scratch

Manual recording

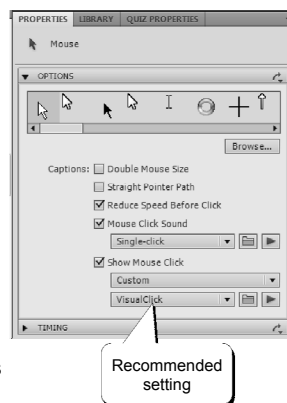
1. Click  to start the recording
2. Use the Print Screen button to capture screens
 - Keystrokes are captured automatically
 - Drag-and-drop operations are captured automatically as full-motion video
3. Press End to finish the recording

Tips

- Press <PrtSc> each time the screen changes (including mouse-over effects)
- Record more screens than you need, rather than fewer
- Don't worry about precise positioning of the mouse
- Important difference in Captivate 5: mouse movement *starts* from mouse position at capture time

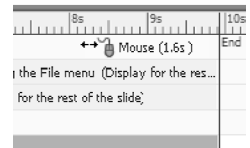
Setting the mouse movement and properties

- On slide 1:
 - Drag the four red dots to the required start point
 - Drag the mouse pointer to the required end point
- On every other slide:
 - The mouse starts from where it ended on the previous slide
 - Drag the mouse pointer to the required end point
- Click either the mouse pointer or the mouse bar on the timeline to access its properties



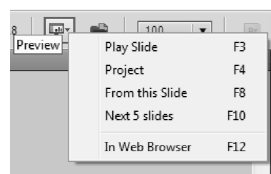
Controlling the timing

- Speed up or slow down the mouse movement by shortening or lengthening the mouse bar on the timeline
- Change the overall duration of the slide by shortening or lengthening the slide bar (the bottom bar) on the timeline
- To change the length of a bar:
 - Hover your mouse over the end of the bar until the pointer changes to a double arrow
 - Click and drag




Previewing the project

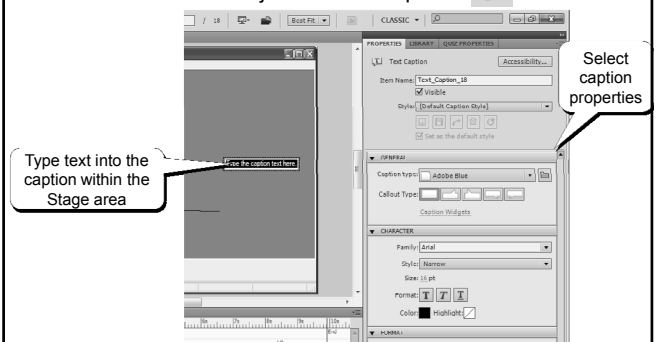
- Previewing enables you quickly to all or part of your movie as your users will see it



- Play this Slide (F3): Previews in stage area (not recommended for simulations)
- Project (F4): Previews entire project in separate window
- From this Slide (F8): Previews from current slide
- Next 5 slides (F10): Previous current and next 5 slides - Useful

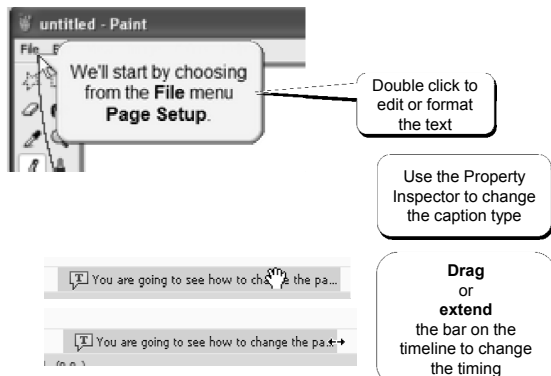
Adding text captions

- Use text captions for all text on slides (except fancy titles)
- Insert > Standard Objects > Text Caption 



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Text captions

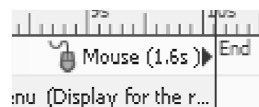


Working with object styles

- A style is a named combination of object properties
- For text captions, a style defines:
 - Caption type (but not Callout type)
 - All Character Properties
 - All Format Properties (except Indentation)
 - Transition Effects
- I recommend creating a small number of different styles that you will use for all your text captions:
 - Slide heading
 - Introduction
 - Bullet item
 - Information caption
 - Instruction caption
- See <http://tinivurl.com/object-styles> for further information

Timeline tricks

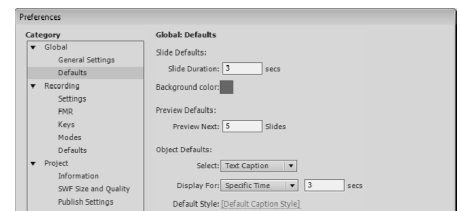
- Anchor objects to the end of the slide by simply drag them to the end of the slide – a small red arrow head appears



- Right click a bar and select **Show for the rest of the slide** to ensure that the object extends to the end of the slide – I use this technique on almost every slide I create!

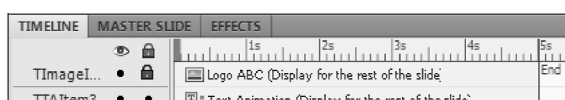
Inserting text slides

- Insert > Blank Slide
- Use text captions with the Transparent caption style to add text directly to the slide
- Use Text Animations to add fancy title text
- Set the background colour from here:
 - Edit > Preferences > Global > Defaults > Background color



Inserting images

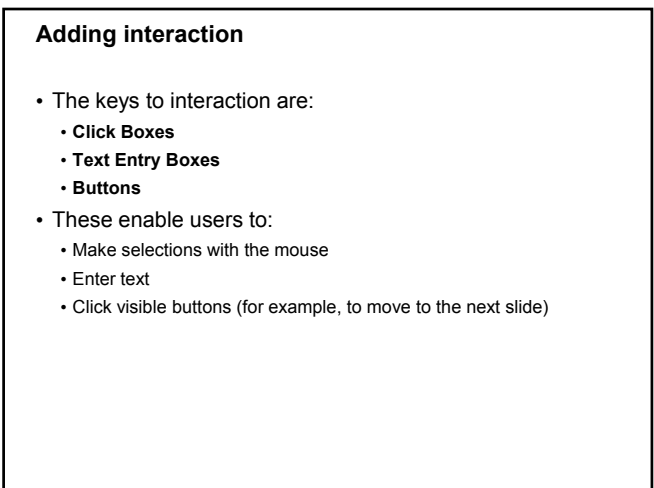
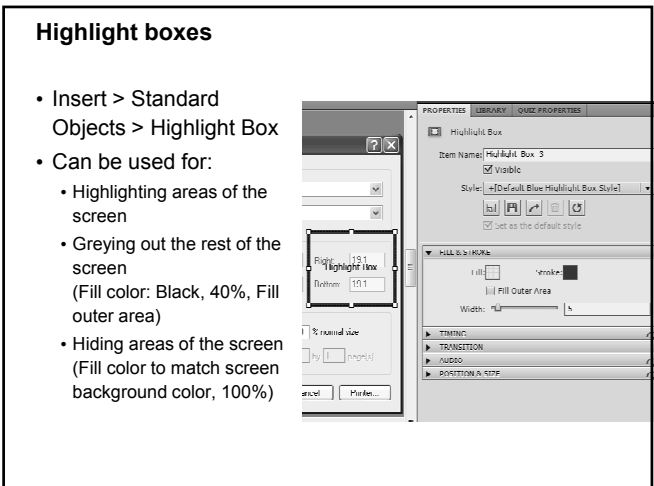
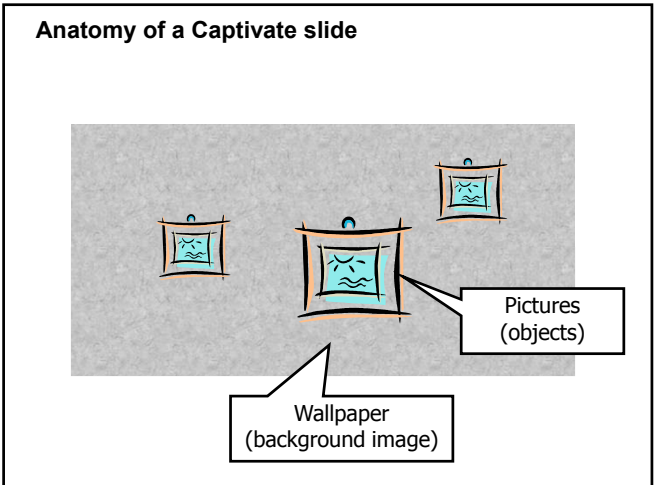
- Insert > Image
- Browse anywhere on your PC for an image file
- The best file type to use is .bmp (but .png, .png, .jpg are also fine)
- You can move and resize the image as required
- You can lock the image on the timeline to avoid changing it accidentally



Master Slides

- Similar to Slide Masters in PowerPoint
- Used to place images, captions, and rollovers on multiple slides – these objects should normally have **No Transition**
- Master Slides have no Timeline
- Insert > Master Slide to create a new master slide
- Use the Property Inspector (General section) to apply a master slide to a slide

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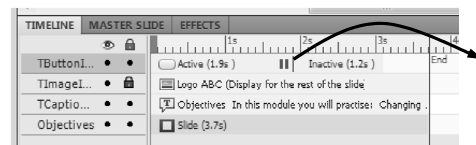
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Buttons: examples of use

- Providing control to the user over the pace of demonstration/information slides
- Enabling the user to select a route through a movie (for example, skip a section)
- Enabling the user to view additional information
- Enabling the user to choose between two or more options

Button phases

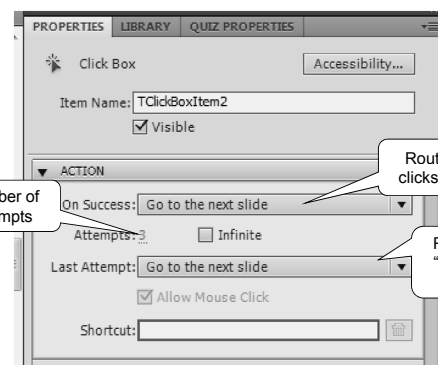
- Buttons have two phases:
 - Active
 - Inactive
- Normally the inactive phase is redundant since "Go to next slide" bypasses it



Navigation buttons

- Consider setting the "After last attempt" action to be the same as the "On success" action
- Set a keyboard shortcut of Enter
 - this enables the learner to press *any* key to proceed

Click boxes



Text Entry Boxes

- User types text, then...
 - Either: presses specified key (such as Tab or Enter)
 - Or: Clicks on button
- Risk: User types text and waits...
- Possible solution: Time delayed hint

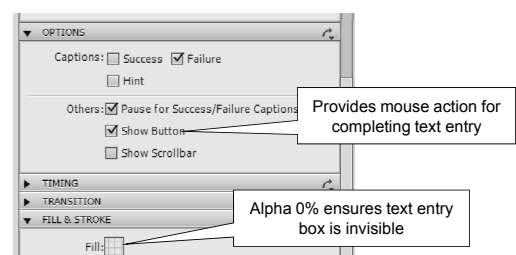


Text Entry Boxes (contd.)

- Remove the typing for the text entry by:

1. Replacing with Text Animation
2. Deleting the Text Animation

Text Entry Box properties:



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Tips

- In general, insert only one interactive object (Button, Click Box, or Text Entry Box) per slide
 - unless user has to make a choice between two or more options
- Use Failure Captions
 - (but probably not Success or Hint Captions)
- Avoid requiring additional keystrokes (such as Enter) that are not part of the real user experience
- Where possible, allow all valid methods
 - (example: mouse and shortcut key)

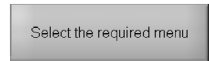
Tips (continued)

- Consider providing high-level instructions that require the learner to think through what they are doing

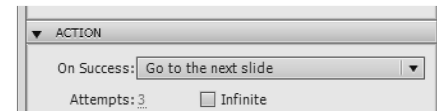
Instead of this:



Consider this:



- "Go to next slide" is usually preferable to "Continue"

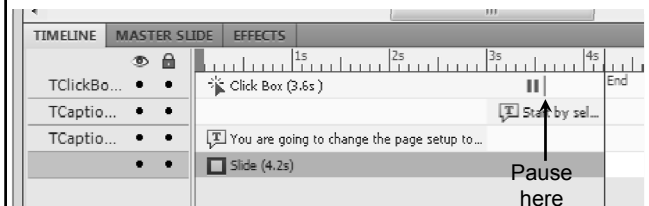


Tips (continued)

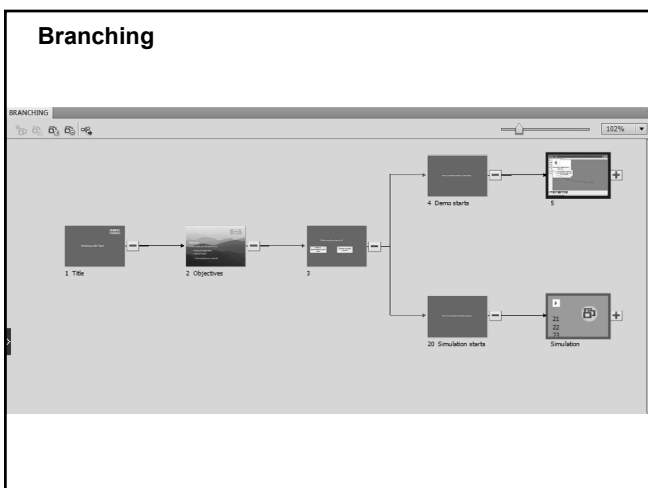
- To avoid learners getting "stuck" consider any of the following tactics:
 - Move automatically to the next screen after a specific period of time
 - Provide a proactive hint (such as a flashing arrow) after a specific period of time
 - Provide an "on-request" hint

Tips (continued)

- The position of the "pause point" on the time line is critical
 - For click boxes and text entry boxes in training simulations, ensure that the text caption (containing the instruction) is still visible when the movie pauses



Branching



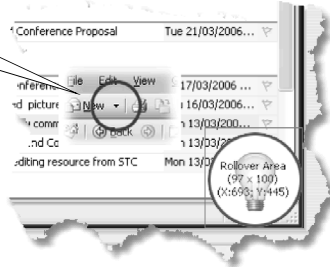
How to provide "on-request" hints

- Don't use Captivate's Hint captions (user needs to know where to click in order to receive the hint)
- Instead provide a hint facility in a consistent screen location
- Use a Rollover to ensure the user can view the hint as many times as required
- Position the Rollover on a hint icon, such as a light bulb
- Consider also/instead displaying a Hint caption automatically after a specific time delay

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Hint example 1 – Rollover Image

Hint displays image that identifies required control



Hint example 2 – Rollover Text Caption

Hint displays text that provides useful additional information



The Library

- Shows all the multimedia files that are embedded in your project (contained within the .cp file)
 - Background images
 - Images
 - Audio
 - Media (animations)
 - PowerPoint
- Also shows PowerPoint files that are **linked** from your Captivate project
- Any files (images, animations) that you add to a slide are automatically added to the Library
- The Library may also contain files that are not used on any slide

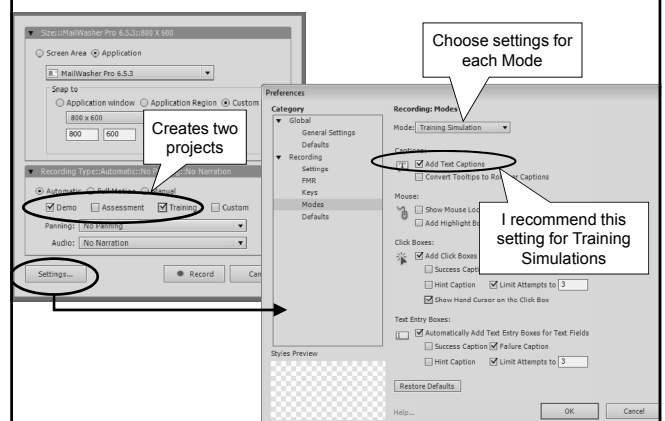
Useful Library actions

- Drag images on to slides
- Drag background images on the Filmstrip
- Show in Library
- Delete Unused Items

Minimize the number of times you do a task to create a multiple projects

- Either
 - Make a neutral "stripped-down" recording
 - Save, and import as the basis for demonstrations and/or simulations
 - Show/hide keystrokes as required (note: you can't edit keystrokes)
- Or
 - Use Multi-Mode Recording
 - Enables you to create multiple projects of different types from a single recording
- Or
 - Use a Re-Recording Script (Advanced)

Multi-Mode recording



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Special note after installation of Captivate 5 patch

- This patch fixes the problem of automatically-recorded simulations showing the result of an action before the action takes place
- However, the fix is **not** applied automatically
- To apply the fix:
 1. Open capturePatch.ini (in the Adobe Captivate installation folder) within a text editor
 2. Change the value of Use Mouse Move Snapshot to 1
 3. Save the file

Audio

- Audio can greatly enhance the users' assimilation of information
- In general, assign audio...
 - either to a slide
 - or to the objects on the slide
- ...but not to both
- In Captivate 5, you can convert slide notes to speech automatically
- Avoid making your movie reliant on audio
 - Reinforce with text captions containing key content or use Closed Captions

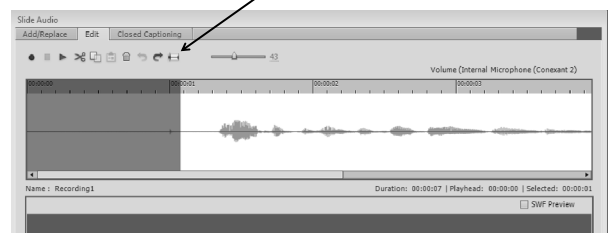
Audio files in the Library



- When you re-use a sound from the Library for another slide/object, Captivate 5 uses the same audio file
- Captivate 5 retains unreferenced audio files in the Library
- Tip: add frequently used sounds to the Library within a template

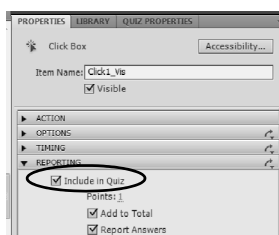
Edit Audio tab

- Use to:
 - trim leading and trailing silence
 - or to add periods of silence



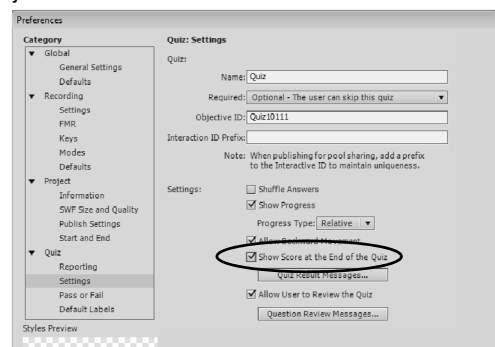
Captivate Quizzes

- A "Quiz" is simply a set of slides within a Captivate project that contain scores. Slides may be:
 - Quiz Question slides
 - Ordinary slides containing interactive objects (such as Click Boxes or Text Entry Boxes) that have been included in the Quiz



Quiz Results slide

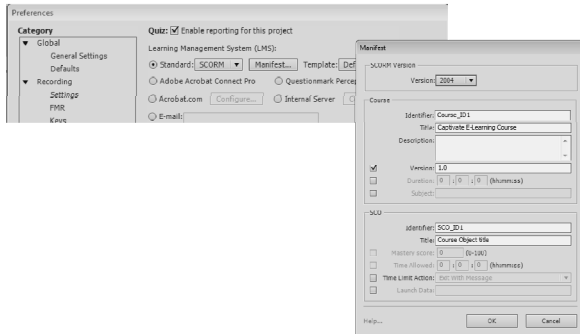
- A optional Quiz Results Slide can be included in the project



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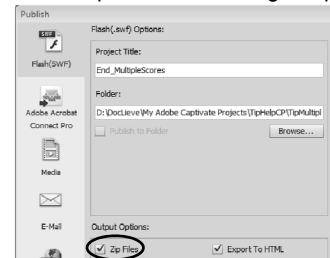
Reporting Quiz Results

- If you have a Learning Management System, you can report the results from Captivate



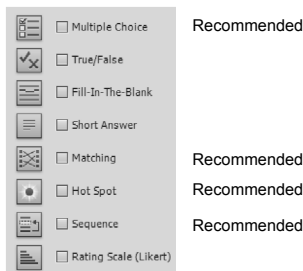
Publishing to SCORM

- When you enable reporting and select a SCORM LMS, Captivate will publish all the files required by the LMS, including the Manifest file (**imsmanifest.xml**)
- I recommend choosing the Zip Files option so that all the required files are compressed into a single .zip file



Question Slides

- A Question Slide is a special Captivate slide that contains a single question
- There are various types of Question Slide:



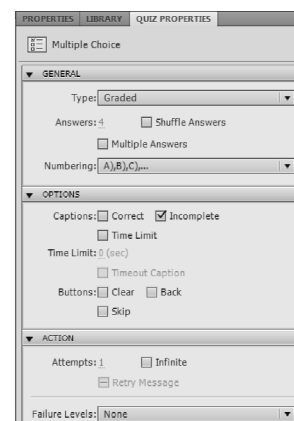
Quiz Question Slides and Question Pools

- Quiz Question Slides can be stored either within the normal slide sequence or in a Question Pool
- A Question Pool is a collection of related Question Slides that can be used to insert Random Questions
- Note: Learners do not see Questions Slides that are in a Question Pool unless you insert a Random Question within the normal slide sequence

Tips for creating Quiz Question slides

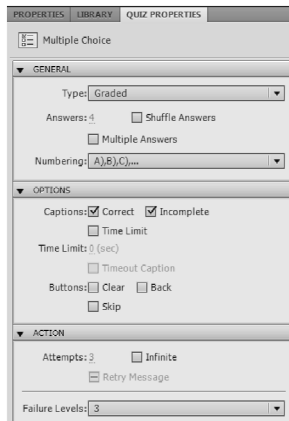
- Create sample question slides with your own required designs and layouts – then duplicate these to create additional questions
- Store the sample questions in a project template

Question slide settings for formal testing



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Question slide settings for learning



Project Template

- Basically a Captivate project that can be used as a starting point for new projects
- May contain “placeholder” objects
- Saved as .cptl file
- You cannot save an ordinary Captivate project as a project template – you have to create a project template

Advantage of using a Project Template to create a new project

- Avoids many tasks you would otherwise have to repeat each time you create a new project:
 - Set up Project Preferences
 - Create and design intro and summary slides
 - Create and design navigation slides
 - Create and design quiz slides

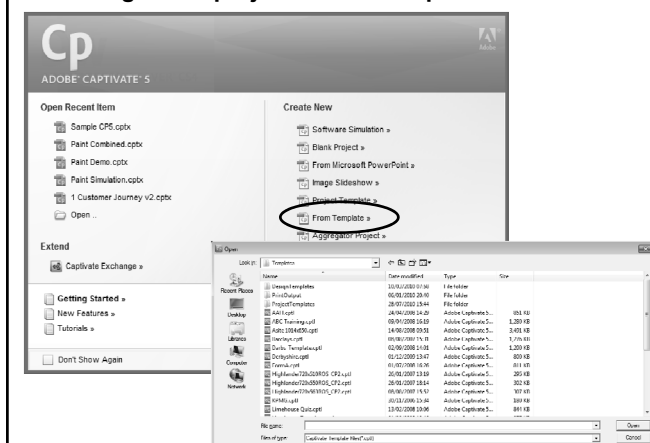
Disadvantage:

- You can't use Multi-Mode recording when you create a new project from a Project Template

What you should include in a Project Template

- Sample slides
 - Title, Objectives, Summary, “Show or Try?”, other branching slides, quiz questions)
 - May contain placeholder objects
- Project settings
 - Background Colour, Publish settings, Start and End
- Quiz preferences
- Library full of useful images, logos, backgrounds, audio
- "Resource" slides:
 - Light bulb with rollover caption
 - Other useful combinations of objects
- Placeholder slides

Creating a new project from a Template



Creating a new project from a Template

