Creating Software Tutorials with Captivate v. 5

Overview:

Adobe Captivate allows a user to record actions taking place on a computer screen, which makes it especially useful for training users on software applications. These videos can be placed on the Internet and accessed by students on their own time to help them learn the software, making Captivate an excellent education tool in and out of the classroom.

This document covers the basics steps of recording, editing and publishing a Captivate movie. Also included are several best practice tips for developing the videos as well as extra topics such as placing the completed videos on the web. Although these instructions specifically cover the topic of creating Blackboard video tutorials, they can be manipulated for use in many other software applications (ie: Microsoft PowerPoint).

These instructions are designed for use with the following software:
- Adobe Captivate 5
- Internet Browser (ie: Mozilla Firefox)

Additional topics make use of:
- Web Development Software (ie: Adobe Dreamweaver)
- Image Editing Software (ie: Adobe Photoshop)

Setting up your PC:

Check to make sure your computer screen resolution is set to at least 1024x768 pixels. The resolution must exceed the size of the video you intend to record.
- In Windows XP, right-click the Desktop and select Properties, then the Settings tab to view your screen resolution.
- In Windows Vista and 7, right-click the Desktop and select Screen Resolution.

Setting up Mozilla Firefox (Web Browser):

1. Open Mozilla Firefox.
3. Right-click on top menu bar of Firefox and un-check all toolbars (ie: Navigation Toolbar). This increases the available recording area by hiding unnecessary information. (Note: F10 brings back the menu bars). Keep Firefox open while you configure Captivate.

**Configuring Captivate Settings:**
1. Open Adobe Captivate 5. Captivate opens, with a separate smaller window open on top.
2. In the smaller window, select Software Simulation from the Create New menu.
3. Select Application and choose Firefox from the list. (Firefox must be open.)
4. Select Custom Size and set the resolution to 640 x 480 or 800 x 600. The resolution should be smaller than the typical user’s screen. This prevents the user from needing to scroll to view the entire movie.
5. Select Demo.

![Custom Size and Resolution Settings](image)

**Recording:**
1. Click the **red record button** to begin recording. You will see a short countdown before the recording actually begins.
2. Using your mouse, execute the on-screen steps that you wish to record/capture. Slow, controlled movements are recommended to avoid errors. Note that the software generally only records mouse clicks and key presses rather than your actual cursor movement.
3. To stop recording, press the **End** key on your keyboard.
**Previewing:**

On the left you will now see a column of slides representing your finished movie. The bottom shows a timeline representing the timing of elements on the current slide. The middle area shows a close-up of one slide (whichever one is selected in the column). You will use this middle area to edit slides, but first you should preview your movie.

1. From the top menu bar, select **File**, then **Preview**.
2. Select **Project**.
3. Click on the **Play** button.

**Editing Slides:**

You can edit any elements on your slide. You may see text boxes in each slide. These were automatically created each time you mouse-clicked during recording. These are called Caption Text. First, we will edit one of these Caption Text boxes.

![Slide showing blue Caption Text box](image)

**Editing Caption Text**

1. Select a slide that has a Text Caption.
2. Double-click on the text box. A **Properties** window opens with many sub-sections.
3. To edit text itself, click inside the line of text and modify text just like PowerPoint.
4. Scroll down to the **Character** section and edit size and color.
5. Drag the Caption boundaries to resize and move the Caption. Alternatively, using the **Properties** window, scroll down to **Position** and **Size** and modify them to fit new text.

**Adding a new Caption**

You can also add new text boxes.

1. From the top menu, select **Insert**, then **Standard Objects**.
2. Select **Text Caption**.
3. Move the text box by left clicking on the outline of the textbox and dragging it.
4. Double-click on your text box to open the **properties** menu. Edit text, size, position, etc.
Editing a slide
Sometimes it is necessary to edit the timing of the slide. For example, you may wish for a text caption to linger longer on screen. To edit timing, you will need to use the Timeline. There are two tabs in the timeline. Be sure Timeline is selected. All the elements of your slide are represented as rows in the timeline (e.g., caption text, highlight box, mouse movement).

1. Left-click a row to highlight it.
2. Left-click on the end of the highlighted row and drag the mouse. This extends the duration of this element on screen.
3. Left-click on the middle of the row to change the timing location (but retain the same duration).
4. Preview your movie again.

Timeline (with Timeline tab selected)

Slide Element Timing
Slides should be timed such that the user can clearly see and understand each action. You need to make sure that enough time is given to display a clear movement and give user time to read the information. Don’t spend too much time on each action though, as the user will lose focus waiting. Using the Timeline, modify timing as follows by clicking the end of the elements and dragging to change length and position:

- 5.5 sec. – Display Slide (duration: 5.5 sec).
- 4.5 sec. – Display Text Caption (duration 3.5 sec).
- 5.0 sec. – Display Mouse Movement (duration 2 sec).

Standard Timeline for a Content Slide

Slides with a button or link click should include caption box to first tell the user what is being done, then show the action with mouse movement. Edit the slide as necessary to add these.
Capturing Scrolling
When a scroll is recorded two slides are actually saved within Captivate. The first can contain whatever action is desired, with the mouse moving to the scroll bar at the end of the slide. The second contains video capture of the slide movement. The mouse movement on the first slide should have a two second duration (same as other mouse movements).

Making Changes across all Slides
To set all buttons in your movie to use the same styling, apply the desired styles via the Properties window. The click the Arrow icon on the Properties window subsection and choose Apply to All. Also use the Object Style Manager found under the Edit menu to apply fonts and colors to all elements.

Adding a Title Slide
Add a title slide to your presentation. You will need an image, so create an image using image editing software (e.g., Adobe Photoshop) and save the image as a .JPG, .GIF or .PNG.

1. In Captivate, right-click the first slide and choose Insert, then New Slide.
2. Select the Insert menu and choose Image. Resize, reposition and apply timing and transition effects as desired.

Publishing as a Flash Movie:
All Captivate movies publish as Flash movies. This means your end-user will need to have either the Adobe Flash player or the Flash browser plug-in to view the movie.

1. Go to File and click Publish.
2. Enter a filename and folder location to save the document in.
3. Make sure Export HTML is checked, then click Publish. The Flash and HTML files can then be distributed to users to view or hosted online and links given to the users.
Hosting a Captivate Movie on the Web

In order to view an Adobe Captivate video on the Web you will need a Web Host on which to place your documents (SWF and HTML files) and then direct the users to those files on that host. The University of Hartford provides each student with web space on the http://uhaweb.hartford.edu server. Below are instructions for placing your Captivate document on this server and accessing it from the web.

1. Open Windows Explorer (ie: My Documents) and type in the address bar: ftp://uhaweb.hartford.edu
2. Enter your University of Hartford email Username and Password.
3. Drag and drop the HTML and SWF file created by Captivate into this folder.

To access the file, open a Web Browser (ie: Mozilla Firefox) and go to the address: http://uhaweb.hartford.edu/YourUserName/YourFileName.html

(Replace YourUserName with your University of Hartford email Username and YourFileName with the Captivate Movie name.)

Logging into the Uhaweb FTP Server
Getting Help with Technology at the University of Hartford

**Faculty Center for Learning Development (FCLD)**
FCLD provides consulting and instructional support to faculty and staff who are using technology in teaching and learning. The FCLD Faculty Lab in Mortensen 203a is available for faculty support and use and is equipped with instructional technology-related equipment including: PCs, Macs, scanners, and projectors as well as support staff. Faculty wishing to use the lab may contact FCLD.

**Phone:** (860) 768-4661  
**Email:** fcld@hartford.edu  
**Website:** [http://www.hartford.edu/fcld/](http://www.hartford.edu/fcld/)

**Information Technology Services (ITS)**
**ITS Help Desk – Computing Center**
For general computer and Internet/network support questions (not directly related to the classroom but rather passwords, Internet/email problems, Banner, campus Facebook).

**Phone:** (860) 768-5999  
**Email:** its@hartford.edu  
**Website:** [http://uhaweb.hartford.edu/its/](http://uhaweb.hartford.edu/its/)

**Media Technology Services (MTS) – Harry Jack Gray Center E113**
MTS maintains and installs classroom equipment, such as projectors, Sympodiums, and interactive white boards, delivers and sets up technology needed for classes such as laptops, overhead projectors, microphones, sound systems, DVD/VCRs, digital cameras, etc., and provides instruction on its use. MTS is also responsible for overseeing ECHO360 Lecture Capture classrooms and administers WebEx web conferencing accounts.

**Phone:** (860) 768-4643 (Main) or (860) 768-4662 (Tech Line)  
**Website:** [www.hartford.edu/mts](http://www.hartford.edu/mts)