Kennesaw State University

University Information Technology Services

Adobe Captivate 5.5

Creating an Adobe Captivate Project

University Information Technology Services

Training, Outreach, Learning Technologies and Video Production

Copyright © 2014 KSU Department of University Information Technology Services

This document may be downloaded, printed, or copied for educational use without further permission of the University Information Technology Services Department (UITS), provided the content is not modified and this statement is not removed. Any use not stated above requires the written consent of the UITS Department. The distribution of a copy of this document via the Internet or other electronic medium without the written permission of the KSU - UITS Department is expressly prohibited.

Published by Kennesaw State University – UITS 2014

The publisher makes no warranties as to the accuracy of the material contained in this document and therefore is not responsible for any damages or liabilities incurred from its use.

Captivate is a registered trademark of Adobe Systems Incorporated.

Microsoft, Microsoft Office, and Microsoft PowerPoint are trademarks of the Microsoft Corporation.

Captivate 5.5

Table of Contents

Introduction 5

Objectives 5

Getting Started 6

- Installing Captivate 6
- Checking Audio Devices 6
  - Manually Setting Your Audio Devices 6
- Launching Captivate 6

Starting a Project from a PowerPoint Presentation 7

- Importing Your PowerPoint into Captivate 7

Captivate Software Simulation Project 9

- Creating a Software Simulation 9

The Captivate Editing Environment 11

Project Properties and Settings 12

- Project Properties 12
- Audio Settings 13
  - Preparing Audio Settings 13

Editing Your Captivate Project 14

- Adjusting the Display Duration of All Slides 14
- Adjusting the Display Length of a Single Slide 14
- Moving Slides within Your Project 15
- Removing a Slide from Your Project 15
- Recording Additional Slides in Your Existing Project 16
- Showing the Mouse Cursor 17
  - Adding the Mouse Cursor to a Slide 17
  - Removing the Mouse Click Sound from All Slides 18

Inserting Images 18

- Inserting an Image into Your Project 19
- Inserting an Image Slide into Your Project 19

Inserting a Text Caption 20
Modifying the Appearance of a Text Caption 21
Modifying the Display Time of a Text Caption 21
Inserting a Highlight Box 22
Adding a Highlight Box to Your Slide 22
Recording Audio 23
Recording Audio for a Slide 23
Editing an Audio Track 25
Removing Parts of the Audio Track 26
Inserting Silence 26
Previewing Your Captivate Project 26
Removing Unused Elements from Your Captivate File 27
Publishing Your Captivate Project 28
Publishing Your Project in Flash Format 28
Publishing Your Project in Video Format 30
Uploading Your Project in Desire2Learn 31
Uploading Your Flash-format Project 31
Uploading Your MP4 Video-format Project 33
Additional Support 34

Introduction

Adobe Captivate® is designed to help you create instructional videos, also called screen casts.

This booklet explains how to create a Captivate project based on two primary methods:

- import your Microsoft PowerPoint® presentation, or
- record your screen in a Software Simulation.

Once you have recorded into a Captivate project via one of these methods, you can add text captions, highlights, images, and audio recording to the project.

The final output of your Captivate project will be either a Flash file (.swf) or an MP4 video (.mp4), both of which are platform-independent video files. These videos can be published to Desire2Learn, a Web site, or even YouTube (.mp4 only).

Objectives

This booklet will cover the following learning objectives:

- Beginning a new Captivate project by:
    - Creating from PowerPoint
    - Creating a Software Simulation from screen capture
- Editing your Captivate project, including:
    - Recording new slides
    - Deleting and moving slides
    - Adjusting slide length
    - Recording new slides
- Recording audio in your Captivate project
- Adding or editing Captivate objects on your slides, including:
    - Text captions
    - Highlight boxes
    - Mouse cursor
    - Images
- Previewing your Captivate project
- Publishing your Captivate project

Click here to download full PDF material