



ADOBE CAPTIVATE 8

Content Planning Guide



Summer 2014

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Using Captivate 8 on Your OnPoint Learning Platform

This job aid provides instructions for using *Captivate* version 8 from Adobe Systems Inc., a provider of world-class publishing technologies and services for multimedia eLearning, to create content for online and mobile delivery to OnPoint Digital's OPLS and CellCast Solution platforms. *Captivate* is an authoring software tool to design responsive HTML5 content that can be exported and deployed into OnPoint's OPLS and CellCast Solution platforms quickly and easily.

What are the Advantages and Disadvantages of Captivate?

The biggest standout for Captivate 8 is its feature to integrate screen-specific design choices for content. Authoring adaptive, responsive eLearning content without any programming knowledge is possible with Captivate 8. Another stand-out feature is that Captivate supports location based learning by giving course authors a simple tool to detect the global position (GPS) of a given learner's device and deliver the most appropriate content, at the best possible time, to the person learning in a specific location. As a disadvantage, if your workflow uses PowerPoint imports, there may be better approaches than Captivate for mobile usage because you cannot edit the PowerPoint content you imported.

Use Cases for Captivate - Where does it fit?

Adobe Captivate 8 software rapidly authors a wide range of interactive and responsive HTML5-based eLearning content without programming. Easily create application simulations, product demos, drag-and-drop modules, and soft skills and compliance training materials. Import Microsoft *PowerPoint* presentations into an array of features that Instructional Designers can leverage to create rapid eLearning digital courseware, performance support tools and interactive marketing materials for their online and mobile audiences. The following table summarizes the common use cases, supported communications methods and target devices OnPoint believes are best suited for *Captivate*-created materials.

Where Does Captivate Fit/Work?

| Supports | | | |
|---|--|----------------------------|----------------------|
| Common Use Cases | | | |
| Learning Features | <input checked="" type="checkbox"/> | | |
| Interaction and Engagement | <input checked="" type="checkbox"/> | | |
| Gaming Elements | <input checked="" type="checkbox"/> | | |
| Reference Materials/EPSS | <input checked="" type="checkbox"/> | | |
| Social Features | <input type="checkbox"/> | | |
| Communication Methods With LMS/TM Platforms | | | |
| Non-SCORM | <input checked="" type="checkbox"/> | | |
| SCORM v1.2 | <input checked="" type="checkbox"/> | | |
| SCORM v2004 | <input checked="" type="checkbox"/> | | |
| Tin Can/Experience API | <input checked="" type="checkbox"/> | | |
| Supported Devices | | | |
| Desktop | Mac/Windows/Linux: Microsoft Internet Explorer, Google Chrome, Mozilla Firefox, Apple Safari | | |
| Apple iPad Tablets | iOS5 iOS6 iOS7 | Apple iPhones & iPod touch | iOS5 iOS6 iOS7 |
| Android Tablets | V3.x - v4.x | Android Handsets | v2.3.7- v4.x |

Getting Started

To get started, you should have either purchased or signed up for a free 30-day trial account for Adobe *Captivate* authoring platform. *Captivate* is now available on the creative cloud subscription base, as well.

If you need to sign up for a new account:

1. Visit <http://www.adobe.com/products/captivate/buying-guide-subscriptions.html>
2. Confirm your [system requirements](#).

We also recommend that you watch Adobe's video, [Introduction to Captivate](#) before beginning your project.

So, What is HTML5?

HTML5 is a markup language used for structuring and presenting content for the World Wide Web. HTML5 improves the language with support for the latest multimedia while keeping it easily readable by humans and consistently understood by computers and mobile devices. It includes detailed processing models to encourage more interoperable implementations. It introduces markup and application programming interfaces (APIs) for complex web applications. For the same reasons, HTML5 supports cross-platform mobile applications. Many features of HTML5 have been built with the consideration of being able to run on low-powered devices such as smartphones and tablets.

And, Responsive Content?

Responsive content enables you to design, build and publish content once then publish it for delivery to desktop, tablets and smartphones. Responsive content automatically repositions itself based on the screen's space available and adapts to show using available screen size. Screens are optimized for the size of the screen, with the most appropriate alternative being selected to ensure content remains user-friendly and high quality. As you develop your content, think about how the content responds across the multiple delivery methods common among your target audience.



You can design each device's content, specific and uniquely to that device experience. This ensures the content is easily consumed by each device in its unique way. Selecting relative for grouped objects is useful for responding between multiple screen sizes.

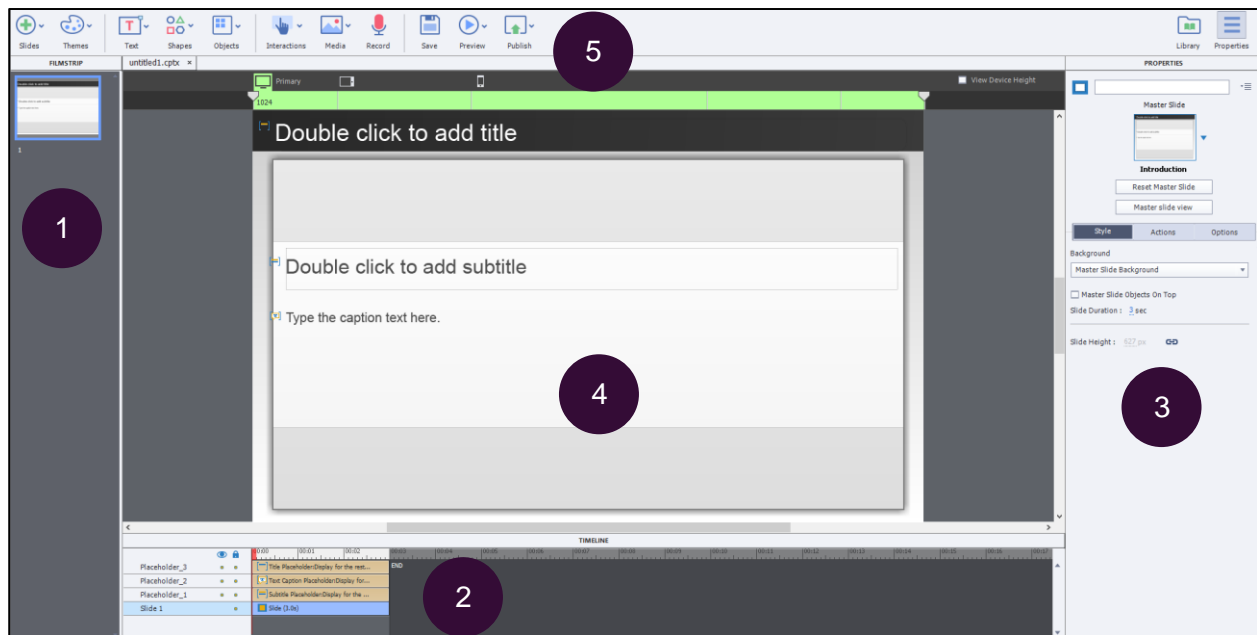
Working from a Template

When you want to create similar projects or similar modules in a project, use project templates to ensure consistency, efficiency, and company brand. Project templates are especially useful when multiple authors are working on different projects. Project templates help achieve the following:

- Consistency across Adobe *Captivate* projects.
- Reduced development time for multiple projects due to reuse of design.
- Reuse of project preferences across multiple projects.

In a collaborative environment where the designers work separately from the people creating the content, designers use templates to ensure consistency across projects. Content developers do not have to worry about the workflow of the project, the various standards involved, or the creation of the layout. All they have to do is follow the instructions in the template and provide the required content in the relevant placeholders. Creating a repository of templates requires a disciplined effort involving all stakeholders. However, the effort pays for itself over time in terms of reduced development time for projects. Use object styles along with the project templates to ensure a uniform appearance for your projects. To make a project template more effective, add slide notes providing information or instructions.

Authoring Interface



Captivate's interface consists of:

- **Film Strip:** This area allows you to see all your pages within your project.
- **Timeline:** This allows you to apply transitions to objects and audio.
- **Properties:** This panel has the available property options to assign the objects you have on your work area.
- **Work Area:** This area allows you to drag and drop, resize and move objects.
- **Toolbar:** All objects and media types you can drop in your work area are located in this area.

Converting from Existing Content Documents

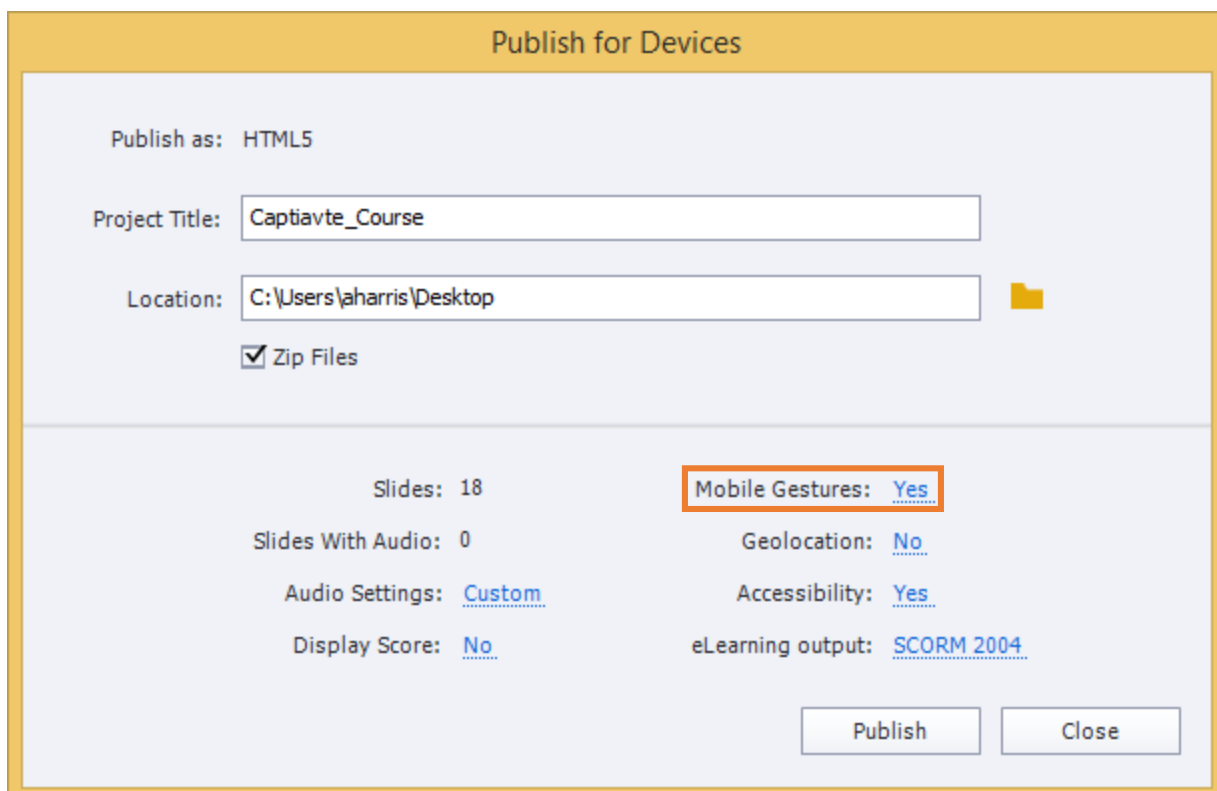
If you have existing Microsoft *PowerPoints*, Adobe *Captivate* allows you to import the slides into your project. However, the information is not imported as individual editable objects, rather a flattened image per slide. You can add additional objects over the PowerPoint imported content to add interaction. If you have older *Captivate* projects you want to convert for mobile, you may have to update some behaviors for mobile consumption. The desktop experience may not always translate to mobile devices. Objects in the project that are not supported in the HTML5 output get dynamically listed in the HTML5 Tracker. The primary behavior that is used a lot and does not transfer to the mobile experience is hover. You must add a fallback behavior of tap (click) for mobile.

Note: Imported Flash content will need to be re-engineered to work on mobile devices. Consider using Adobe Edge to create mobile-friendly animations and exercises that are supported in a multi-screen delivery environment.

Gestures



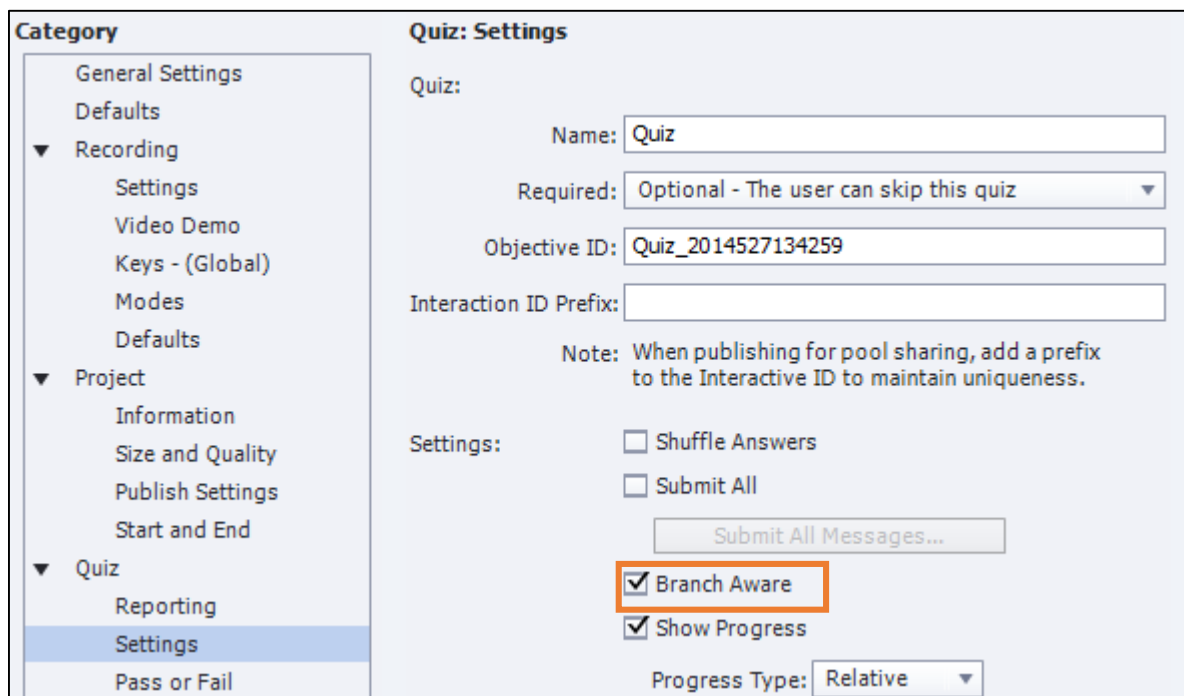
Device-centered user behavior, gestures, have been added to *Captivate* export packages. Enable gestures when you publish your project.



Branching

There are many additional features for creating branching scenarios using *Captivate* as an authoring solution. You can add interactivity and create scoring for your users. Additionally, with *Branching View* you can see all path variations.

To ensure reporting on branching, select **Branch Aware** in publish output.



The screenshot shows the 'Quiz: Settings' panel in the software interface. On the left is a 'Category' sidebar with a tree view containing: General Settings, Defaults, Recording (expanded), Settings, Video Demo, Keys - (Global), Modes, Defaults, Project (expanded), Information, Size and Quality, Publish Settings, Start and End, Quiz (expanded), Reporting, Settings (highlighted), and Pass or Fail. The main area is titled 'Quiz: Settings' and contains the following fields and options:

- Quiz: Name:
- Required:
- Objective ID:
- Interaction ID Prefix:
- Note: When publishing for pool sharing, add a prefix to the Interactive ID to maintain uniqueness.
- Settings: Shuffle Answers, Submit All
- Branch Aware (highlighted with an orange box)
- Show Progress
- Progress Type:
- Submit All Messages... button

Location-Based Learning

Geolocation provides a solution for location-based learning. This provides a lot of opportunities for training. Get creative! For example, if your company has multiple locations, you can now create location targeted supplemental learning for your users.



The screenshot shows a 'Variables' dialog box with the following fields and controls:

- Type:** A dropdown menu set to 'User'.
- Name:** A text input field containing 'DowningStreet'.
- Lat:** A text input field containing '51.5033'.
- Long:** A text input field containing '-0.1276'.
- Acc:** A text input field containing '12000'.
- Description:** A text area containing 'For users in Downing Street 10, UK'.
- Buttons:** A vertical stack of buttons on the right side: 'Add New', 'Update', 'Remove', 'Usage', and 'Unused Items'.
- Geolocation:** A checked checkbox at the bottom right.

Drag and Drop Interactions

Drag and drop interactions provide an engaging way of assessing your users' knowledge. This interaction lets users answer questions by dragging and dropping objects in the designated areas or objects. Create all your objects before adding the interaction of drag and drop. As you create the drag options, ensure your timing is not conflicting with display time of objects and do not have as appear after setting. Additionally, if you are designing this exercise for a specific device, use absolute sizing instead of scaling.

Gaming and Widgets

Although, widgets offer an easy solution to adding interactive objects, they are not always reliable and it is better to create interactive objects from scratch. If you want to leverage widgets, test before you add all your content to ensure it will work before spending a lot of time on production. With *Captivate 8*, Adobe added widgets for gaming. You may include instructions for viewing in landscape or portrait mode to have better reliability. For example, the *Catch the AlphaNums* game works well in portrait, but not landscape mode.

Note: Test on all devices to ensure layout is supported along with the interactions.

Timelines

With the Timeline, you can organize objects and precisely control the timing of objects. For example, on a slide that contains a caption, an image, and a highlight box, you can display the caption, then the image 4 seconds later, and then the highlight box 2 seconds after that. The Timeline also shows any audio associated with the slide or with objects on the slide. You can easily coordinate the timing of audio with the slide using the Timeline. It is a best practice to get your audio placed first, and then apply timings using your audio file.

Note: While testing, a common issue is objects not showing or going away too fast. This is because your object is not placed on the timeline for the full amount of time or incorrect start/end times.

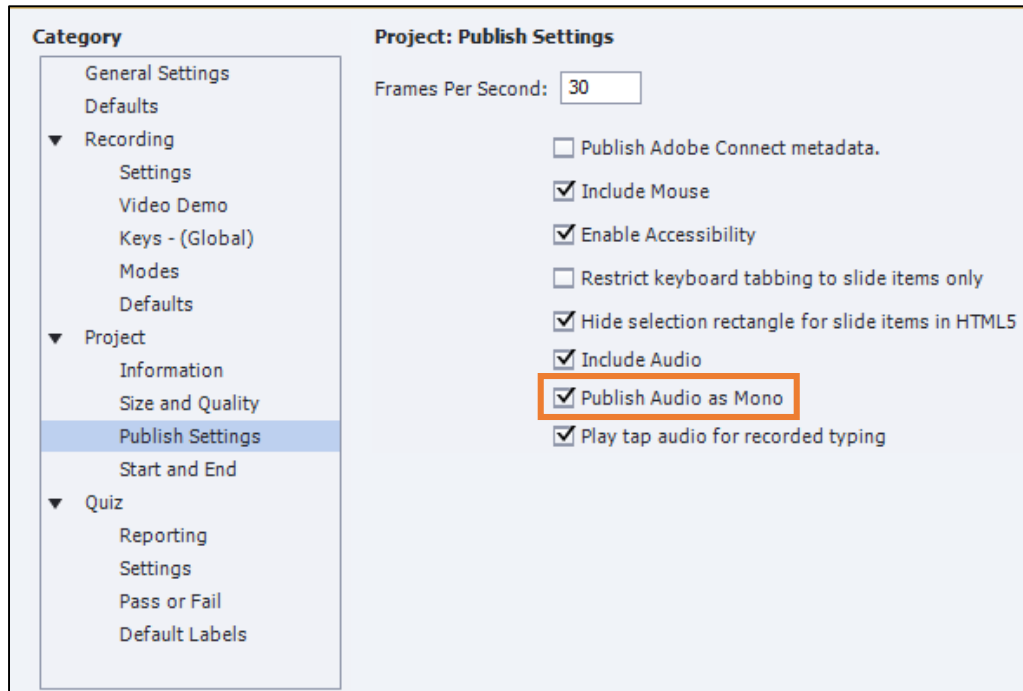
Content

Images

Saving photos at the smallest size possible while still maintaining visual quality, is the best way to ensure that images are responsive. Web images are saved as 72 DPI. Images should be in PNG format to ensure proper rendering in a mobile APP's UI Web View Browser.

Audio

Any Audio should be in MP3 format and compressed for fast load times. Additionally, when your project has audio, make sure to select **Publish Audio as Mono** in your publish output.



Video

Videos are most successful when they are 1-3 minutes in length. If your topic is longer, break into bite-size subtopic videos. This will allow smaller files sizes and ensure efficient load times for downloading the video. In addition to keeping videos short, ensure to compress the video to the smallest size while still maintaining quality to ensure proper load times.

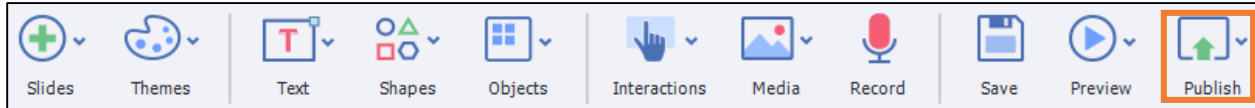
As a recommendation, the video should be sized at 480x320 as it still looks good when scaled up, but keeps the file size down. Video and animations must be MP4 files encoded using an H264 codec for widest device support.

Objects

Create specific, meaningful naming of all objects and make sure no naming is duplicated.

Publish

From the *Ribbon*, publish your course with **Publish for Devices** option.




Select **Zip Files** and enter **Project Title** information. Name your project a unique, meaningful name with no spaces or characters. You will select your advanced options for LMS output before clicking **Publish**.

Publish for Devices

Publish as: HTML5

Project Title:

Location: 

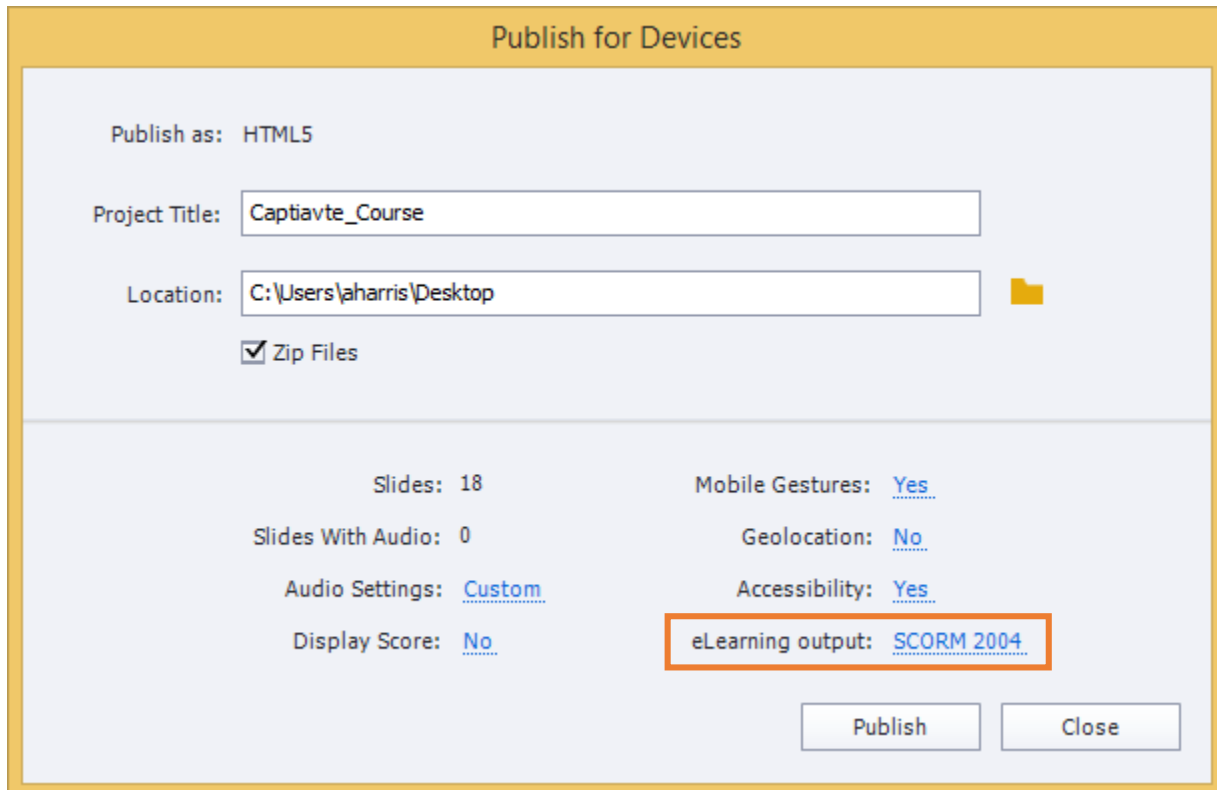
Zip Files

| | |
|--|--|
| Slides: 18 | Mobile Gestures: Yes |
| Slides With Audio: 0 | Geolocation: No |
| Audio Settings: Custom | Accessibility: Yes |
| Display Score: No | eLearning output: SCORM 2004 |

Depending on your communication type—SCORM, Tin Can xAPI—and interactions being used you will have advanced settings to select from to ensure your project’s output is successfully supported.

eLearning Compliant


From *eLearning Output*, you can choose your SCORM or Tin Can xAPI options. Name your project a unique, meaningful name with no spaces or characters.



Publish for Devices

Publish as: HTML5

Project Title:

Location: 

Zip Files

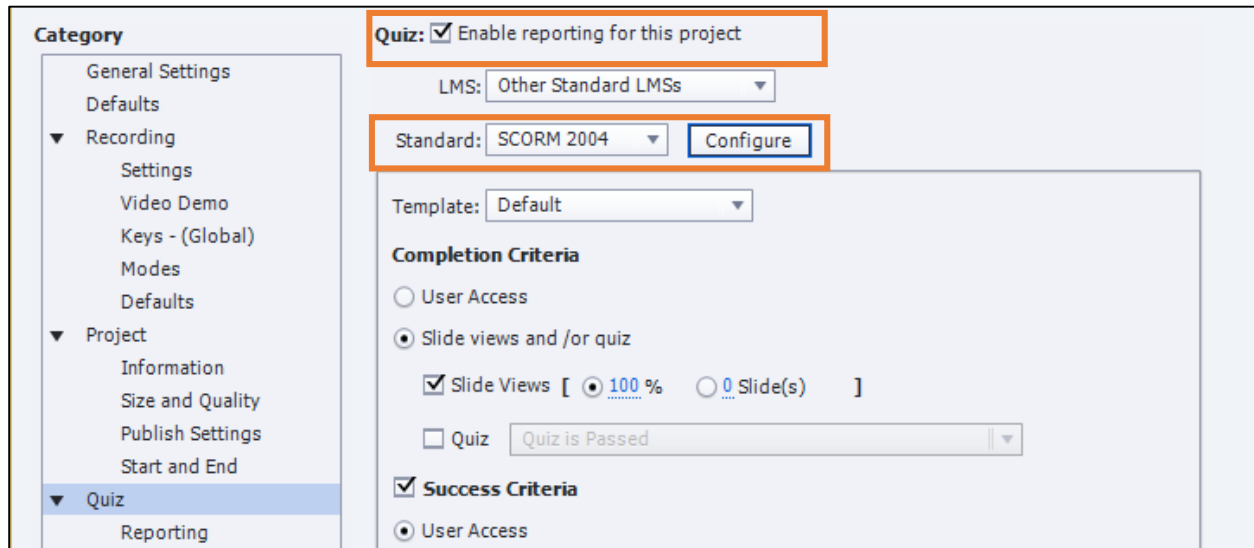
Slides: 18 Mobile Gestures: [Yes](#)

Slides With Audio: 0 Geolocation: [No](#)

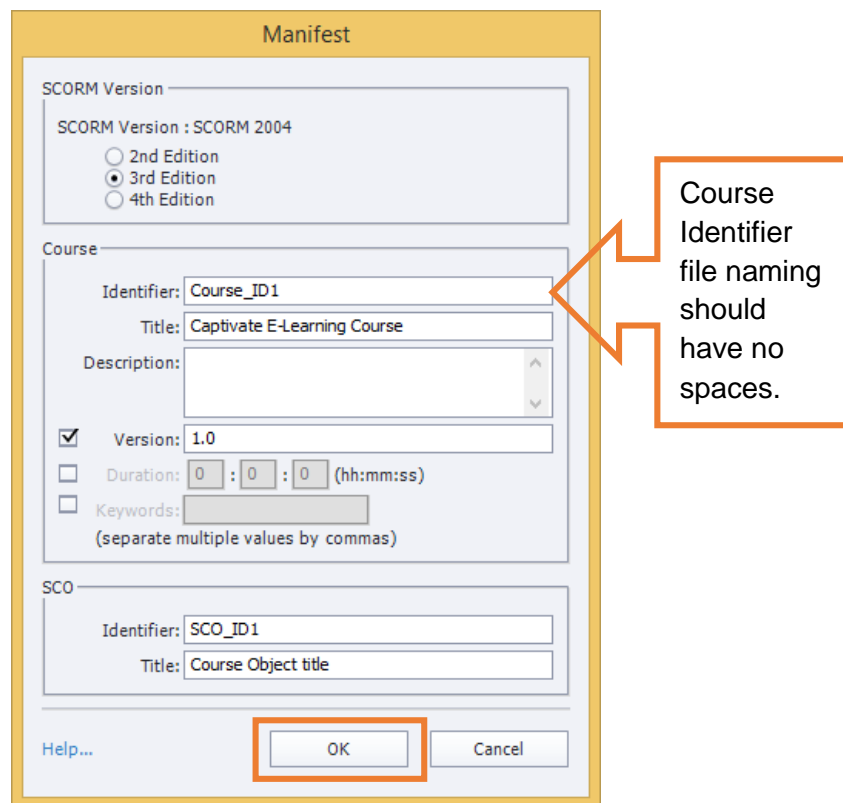
Audio Settings: [Custom](#) Accessibility: [Yes](#)

Display Score: [No](#) eLearning output: [SCORM 2004](#)

Once you have selected your eLearning output type, from *Quiz tab* you must **enable** reporting for this project. You will then be presented with all reporting setting options. Select your **Standard Communication** and **configure** its settings.

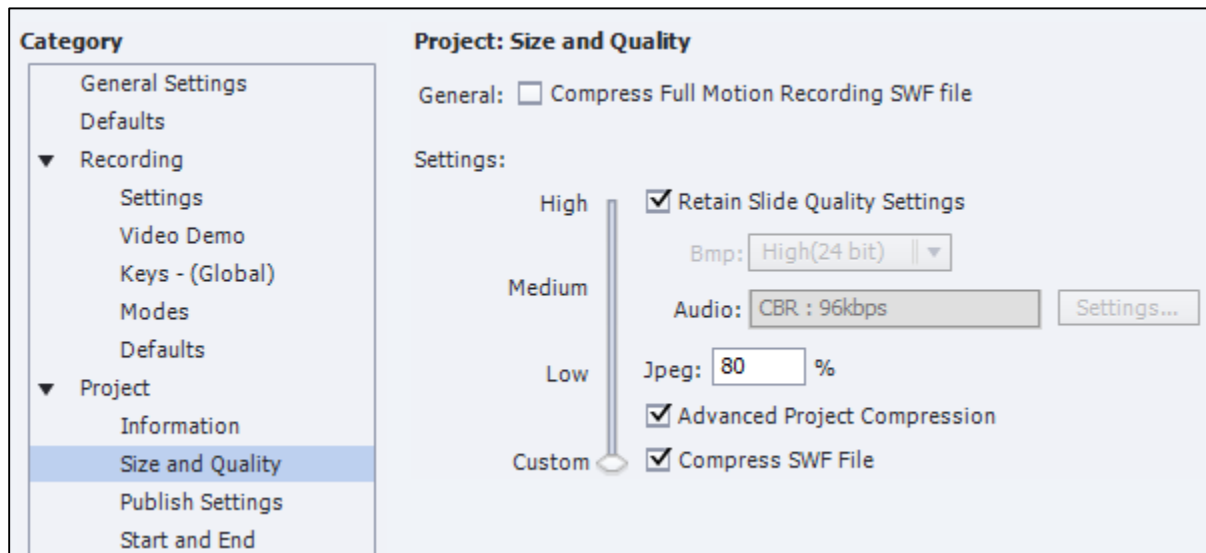


You will be presented with the manifest information. Give your course a unique **Identification**, enter **Course Title** and **Description**. Click **OK** when you have completed manifest information



Captivate has compression options to ensure fast download times. These settings will depend on your original source quality. The higher quality of the source, the more compression can be done without loss of quality showing. This is something you should test to ensure you maintain quality media.

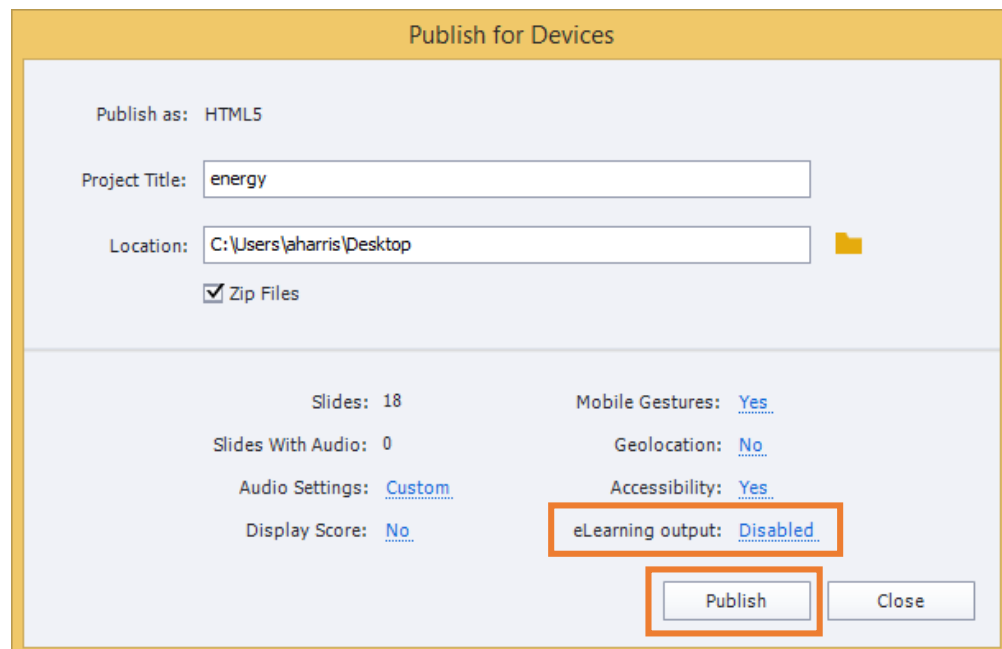
Once you have selected from available options, click **OK** to Publish.



HTML Package

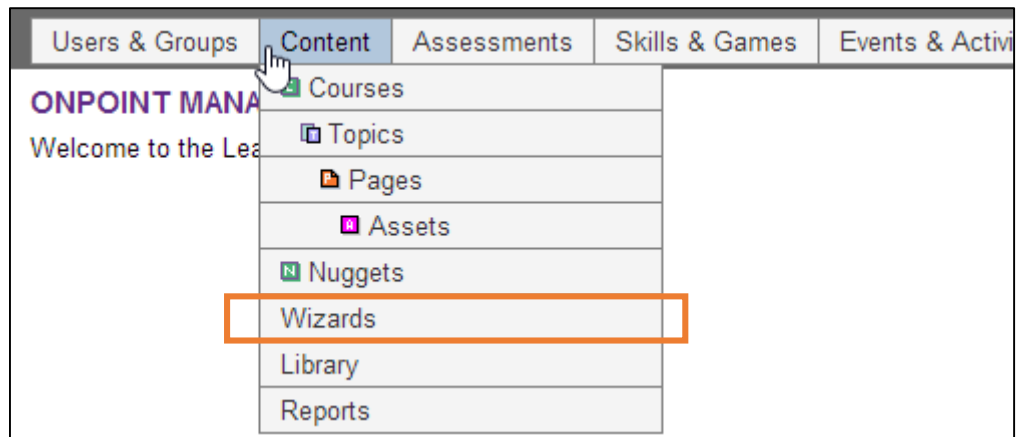
To create a HTML package, name your project a unique, meaningful name with no spaces or characters.

Disable eLearning output and click **Publish**.

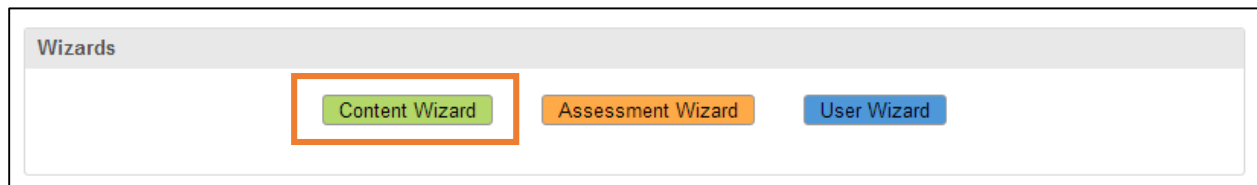


Import into OPLS/CellCast

From *Content Tab*, click **Wizards**.



The Wizards options screen will appear. Select **Content Wizard**.



Click **SCORM** or **HTML**, depending on file type, to begin upload options.

Select Content Type

What type of content do you have? (click to select)

| Course Type | Nugget Type |
|--------------------------------------|-------------------------------------|
| Flash (.zip package) | Audio/Podcast |
| HTML (.zip package) | Document (EPUB/PDF) |
| SCORM (.zip package) | Flash (.swf) |
| | HTML (single file) |
| | HTML5 (zip file) |
| | PowerPoint/Slides |
| | Video |

The *Information* screen will appear. Enter all the course information and click **Continue** when complete.

Course SCORM (.zip package)

Information

Title/Name:

Catalog Description:

Estimated Duration: Hours Minutes Seconds

Category:

Naming Prefix:

Topic Name:

Page Name:

Asset Name:

The name that will be used for the course

A description of the item for the course catalog.

The estimated Course duration.

Select an existing category for the Course or create a new one.

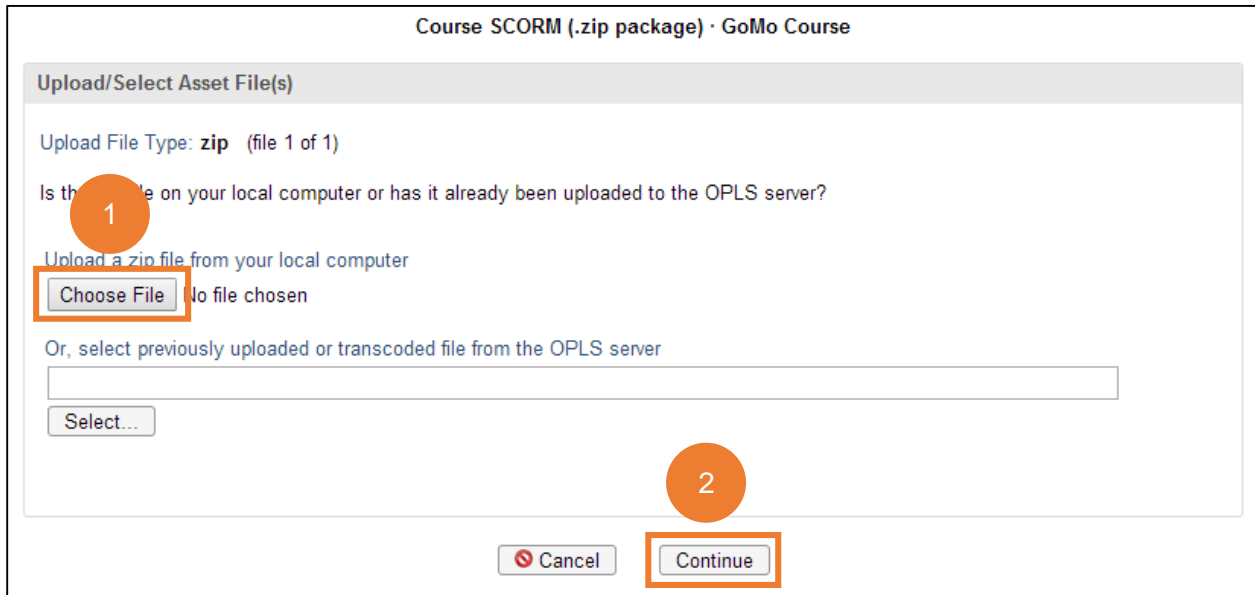
Used to distinguish the generated asset(s), page(s) and topics. The # character(s) will be replaced with the Course id number.

Used to distinguish the generated topic

Used to distinguish the generated page

Used to distinguish the generated asset

Browse for your ZIP package to upload course and click **Continue**.



Course SCORM (.zip package) · GoMo Course

Upload/Select Asset File(s)

Upload File Type: zip (file 1 of 1)

Is the file on your local computer or has it already been uploaded to the OPLS server?

Upload a zip file from your local computer

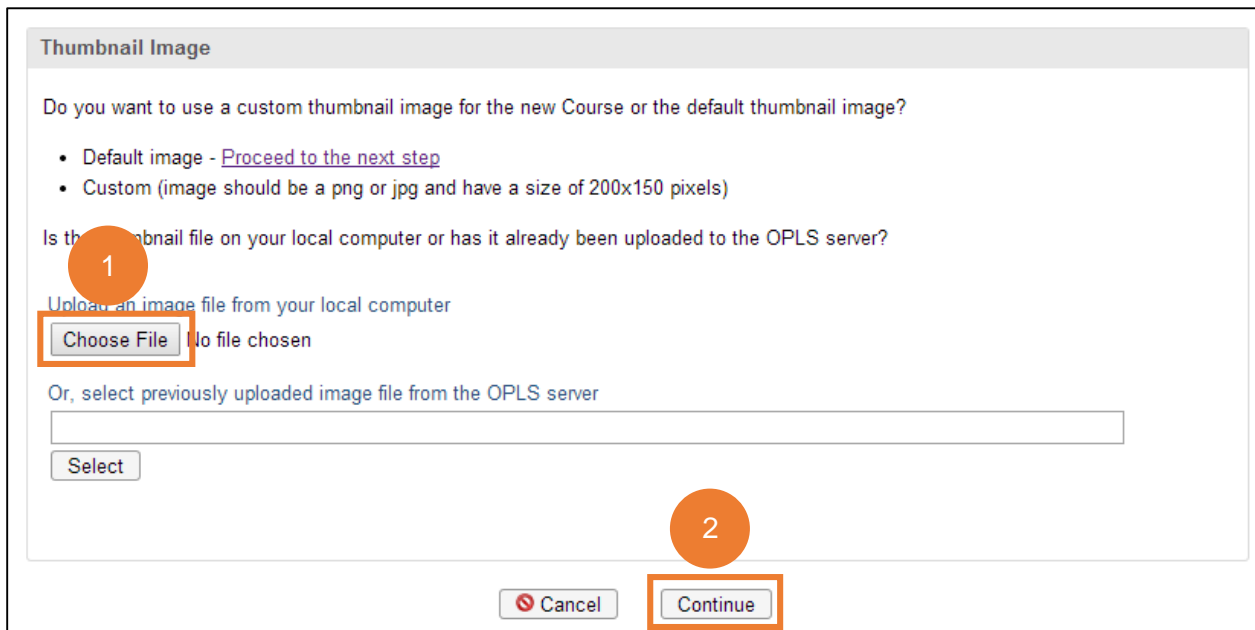
Choose File No file chosen

Or, select previously uploaded or transcoded file from the OPLS server

Select...

Cancel Continue

Browse for and upload your course thumbnail image and click **continue**, or click **Proceed...** and use default thumbnail.



Thumbnail Image

Do you want to use a custom thumbnail image for the new Course or the default thumbnail image?

- Default image - [Proceed to the next step](#)
- Custom (image should be a png or jpg and have a size of 200x150 pixels)

Is the thumbnail file on your local computer or has it already been uploaded to the OPLS server?

Upload an image file from your local computer

Choose File No file chosen

Or, select previously uploaded image file from the OPLS server

Select

Cancel Continue

Review course information and click **Generate Course**.

Generate Course

Title/Name: Upload Course
Catalog Description: This is a course.
Estimated Duration: 0 Hour(s), 5 Minute(s)
Naming Prefix: cs-#-
Asset File: scorm -> p282_2014_04_21_13-29-50.zip (uploaded)
Thumbnail: Default

Assessment: You will be given the opportunity to create a new assessment or assign an existing assessment to the Course after the generation process has completed.

Once the generation is complete, a pop-up will display—click **View and Publish Course**.

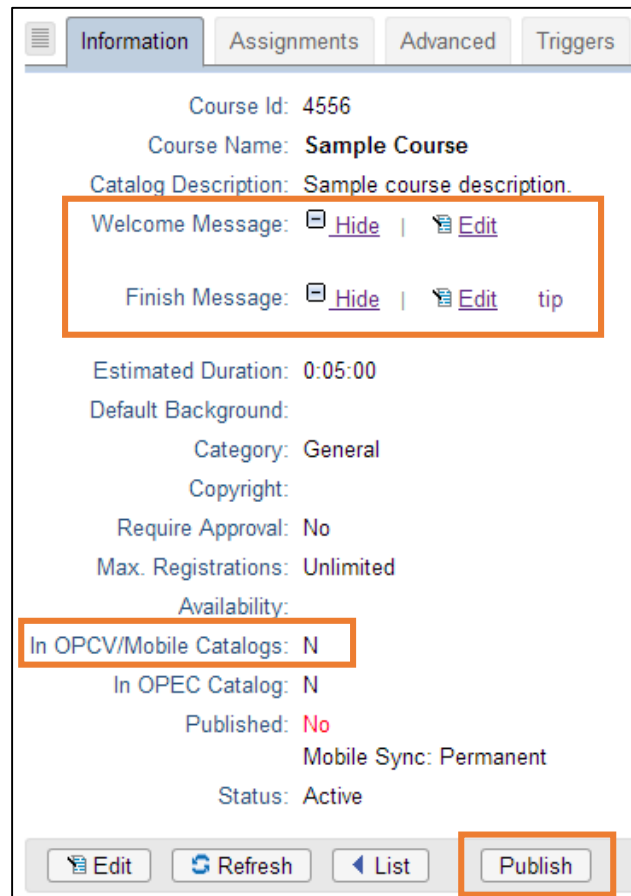
Generation Complete

The wizard has created the specified Course.

You can create and assign a new assessment (test, survey, feedback) using the 'Assessment Wizard' or go directly to the Course View.

From the Course View you can optionally assign an existing assessment, coordinators, and users or groups to the Course.

Hide the Welcome message so the user goes straight to your content. Additionally, if you do not want your content to be eligible for self-service enroll you must disable the OnPoint Content Viewer (“OPCV”) Catalog option by selecting **No**.

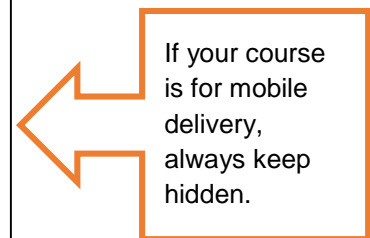


Information Assignments Advanced Triggers

Course Id: 4556
Course Name: **Sample Course**
Catalog Description: Sample course description.
Welcome Message: [Hide](#) | [Edit](#)
Finish Message: [Hide](#) | [Edit](#) tip

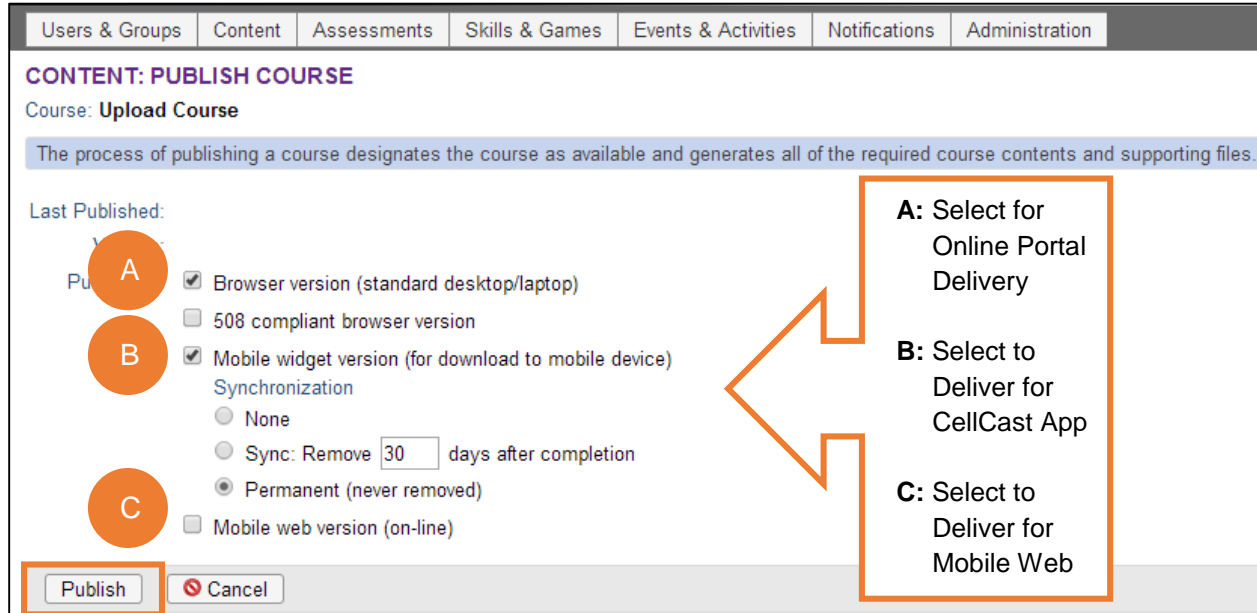
Estimated Duration: 0:05:00
Default Background:
Category: General
Copyright:
Require Approval: No
Max. Registrations: Unlimited
Availability:
In OPCV/Mobile Catalogs: N
In OPEC Catalog: N
Published: **No**
Mobile Sync: Permanent
Status: Active

[Edit](#) [Refresh](#) [List](#) [Publish](#)



If your course is for mobile delivery, always keep hidden.

Select your publish options for browser and mobile and click **Publish**.



CONTENT: PUBLISH COURSE
 Course: Upload Course

The process of publishing a course designates the course as available and generates all of the required course contents and supporting files.

Last Published:

A Browser version (standard desktop/laptop)
 508 compliant browser version

B Mobile widget version (for download to mobile device)

Synchronization

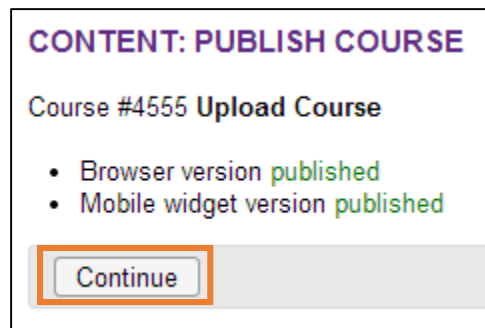
None
 Sync: Remove 30 days after completion
 Permanent (never removed)

C Mobile web version (on-line)

Publish

A: Select for Online Portal Delivery
B: Select to Deliver for CellCast App
C: Select to Deliver for Mobile Web

Your course is now published, click **Continue**.



CONTENT: PUBLISH COURSE

Course #4555 Upload Course

- Browser version published
- Mobile widget version published

Continue

Advanced Optional Features

There are advanced options to choose from to improve the user experience. One thing to think about is screen real estate. To maximize your content's real estate, you can choose settings in the *Advanced Tab*.

CONTENT: COURSE

Information Assignments **Advanced** Triggers

At the bottom of the page, click **Edit** to open setting options.

Information Assignments **Advanced** Triggers

Course Name: **Upload Course**

Course Banner:

OPPM Assignable: Y

User Validation: None

Start Notification: 0 days

Finish Notification: 0 days

Notification Interval: 1 days

Auto Archive: Never

User Comments: No

User Access: Unlimited

Scorm Controls: Normal

Compliance Duration: None

User Rating: Not allowed

Course Language: English


External Forum URL: Use OnPoint Forum

Require Acknowledgment: No

Minimum Time: 0 (% of estimated duration)

IE Compatibility: 8

Thumbnail Image: (click image to manage)

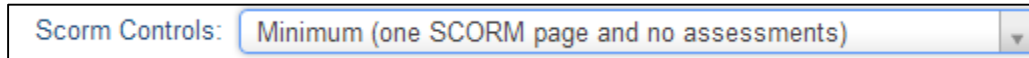


Author(s): [edit](#)

Course Type: Scorm

Edit

If you do not have an assessment or welcome page, a good setting to improve experience is set SCORM to **Minimum**. This will remove the top bar and menu from the viewable screen.



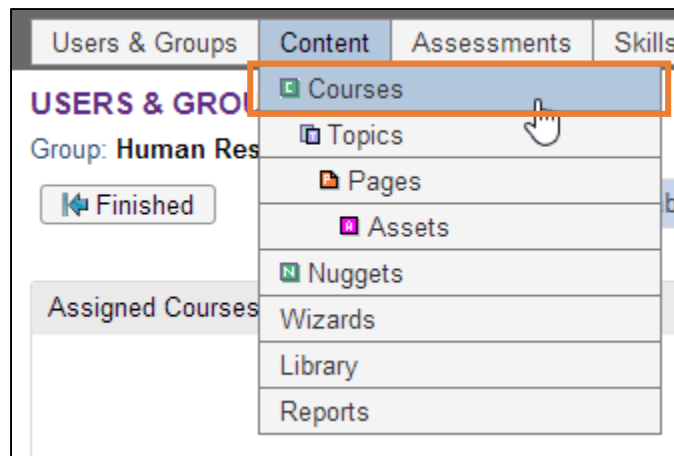
The most important setting to ensure is IE8 compatibility is disabled. This is set to true by default and must be unchecked.

Assigning Users and Groups

Once you have published your course, you can assign users or groups to be assigned to the course.

Assigning Users

From the *Content Tab*, select **Courses**.



A list of all courses will show. Select your **Course Name** from list.

CONTENT: COURSES

+ Add Course Course Wizard

Filter Category: All

| ID | Course Name (click to select) |
|----------------|-------------------------------|
| General | |
| 04554 | Test Upload SCORM Course |

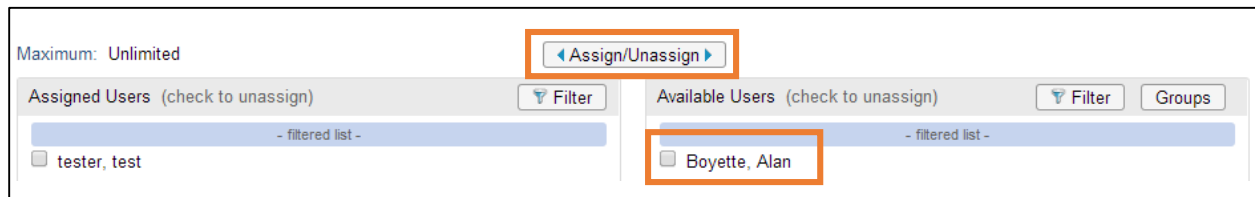
From *Assignments Tab*, click **Assign** in the *Assigned Users* section.

Information **Assignments** Advanced Triggers Prerequisites Outline

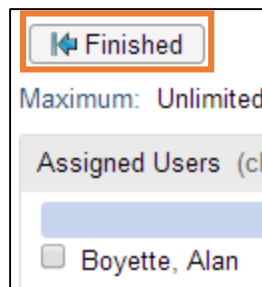
Course Name: Upload Course

| | |
|---------------------|---------------------------|
| Introduction Page | Assign |
| No welcome message | |
| Course Topics | Assign Sequence Add |
| cs-4555-topic | |
| Assessments | Assign |
| | |
| Course Coordinators | Assign |
| | |
| Assigned Users | Assign View Status |
| Assigned | |
| 1 | |

Select desired **User** from *Available Users* and click **Assign**.

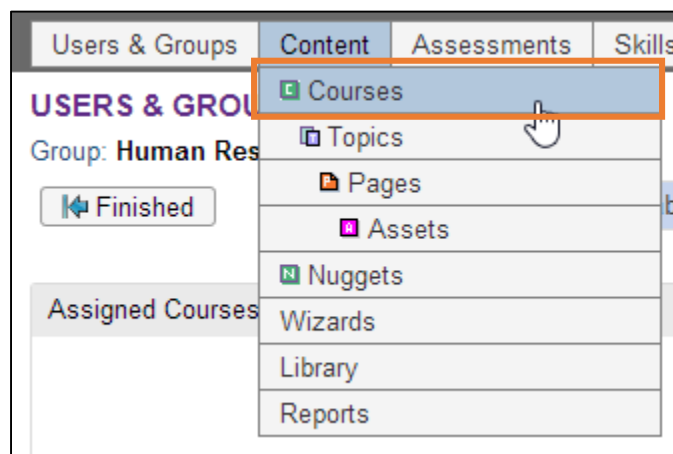


You will now see the user in the *Assigned Users* section. Click **Finished**.



Assigning Groups

From the *Content Tab*, select **Courses**.



Select **Course** from list.

CONTENT: COURSES

+ Add Course Course Wizard

Filter Category: All

| ID | Course Name (click to select) |
|----------------|-------------------------------|
| General | |
| 04554 | Test Upload SCORM Course |

From *Assignments Tab*, click **Assign** in the Assigned Users section.

Information **Assignments** Advanced Triggers Prerequisites Outline

Course Name: Upload Course

Introduction Page Assign

No welcome message

Course Topics Assign Sequence Add

cs-4555-topic

Assessments Assign

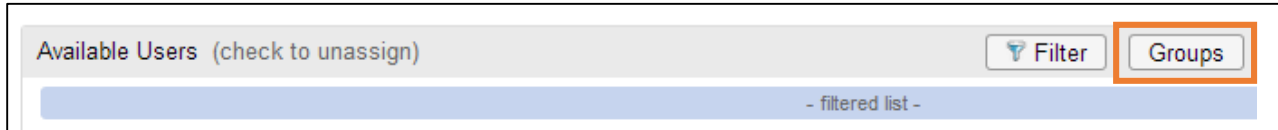
Course Coordinators Assign

Assigned Users **Assign** View Status

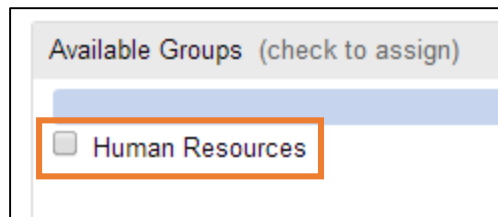
Assigned

1

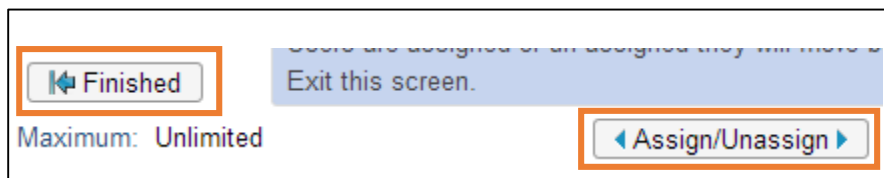
Click **Groups** to view the list of groups to choose from.



From the list of available groups, select your **Group**.



You will now click **Assigned** and **Finish**, as you did before to assign a user.



Additional Resources

For additional resources, visit *Captivate's* Blog site <http://blogs.adobe.com/captivate/>. For in-depth information of each of *Captivate's* components, you can search their [reference guide](#). Additionally, the Welcome screen has tutorials and trainings you can choose from.

Questions

If you have a question about this guide or would like OnPoint Digital's support team contact us at 912-898-9202 or email support@onpointlearning.com.