Kennesaw State University

University Information Technology Services

# Adobe Captivate 9

## Creating an Adobe Captivate Project

University Information Technology Services

Training, Outreach, Learning Technologies & Video Production

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# University Information Technology Services

## Adobe Captivate 9

## Creating an Adobe Captivate Project

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## 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:

- Importing your Microsoft PowerPoint® presentation, or
- Recording your screen in a Software Simulation.

## Learning Objectives

After completing the instructions in this booklet, you will be able to:

- Create a new Captivate project from a PowerPoint file or via Software Simulation
- Edit your Captivate project
- Record audio for your Captivate project
- Add and edit objects in your project
- Preview and publish your Captivate project

# Getting Started

## Checking Audio Devices

If recording audio for a project, you will need a microphone as well as speakers. You may use an external headset with microphone or another type of external microphone. Upon plugging in your microphone, your audio device settings should automatically change to the USB device. It is recommended that you plug in this device prior to opening Captivate.

## The Captivate Layout

Upon opening Adobe Captivate, you will be taken to the *Splash* screen. The layout is as follows:

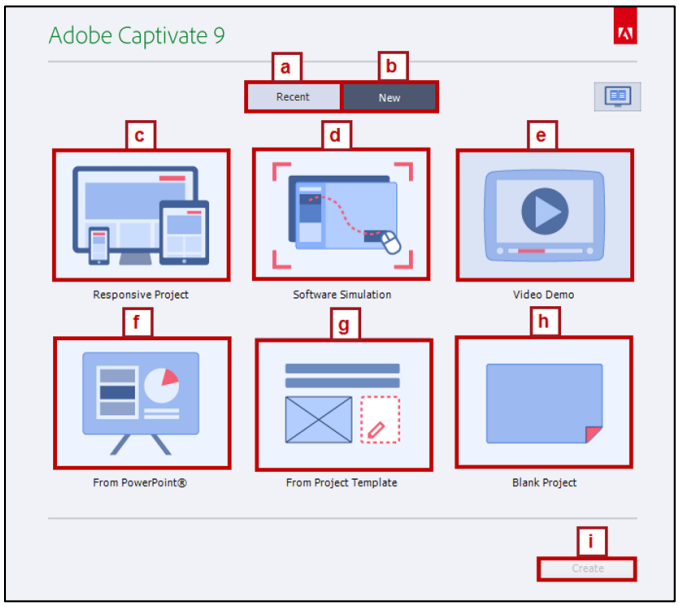


**Figure 1 - Splash Screen Layout**

| | |
|---|---|
| **a. Recent** | View and open recent Adobe Captivate projects |
| **b. New** | Provides options for new Captivate projects |
| **c. Responsive Project** | Create various projects for multiple device layouts such as desktops, tablets, and mobile devices |
| **d. Software Simulation** | Create a step by step simulation of software on your computer utilizing screenshots placed on separate sequentially placed slides |
| **e. Video Demo** | Creates a video demonstration that can be published directly as an MP4 file |
| **f. From PowerPoint** | Create a project from a Microsoft PowerPoint presentation |
| **g. From Project Template** | Create a Captivate project from a template |
| **h. Blank Project** | Start a blank project |
| **i. Create** | Starts the new Captivate project based on the option you selected |

**Note:** After creating your first recording, Captivate will default to *Recent* items when opening the program. You must click **New** to view the various presentation options.

## Starting a Project from a PowerPoint Presentation

Captivate allows you to create videos using Microsoft Office PowerPoint presentations. You can import PowerPoint slides into any project and add audio, captions, images, and highlight boxes to your project. The following explains how to import a PowerPoint presentation into Captivate.

### Importing Your PowerPoint

1. In the *Splash Screen u*nder the *New* tab, click the **From PowerPoint** button.

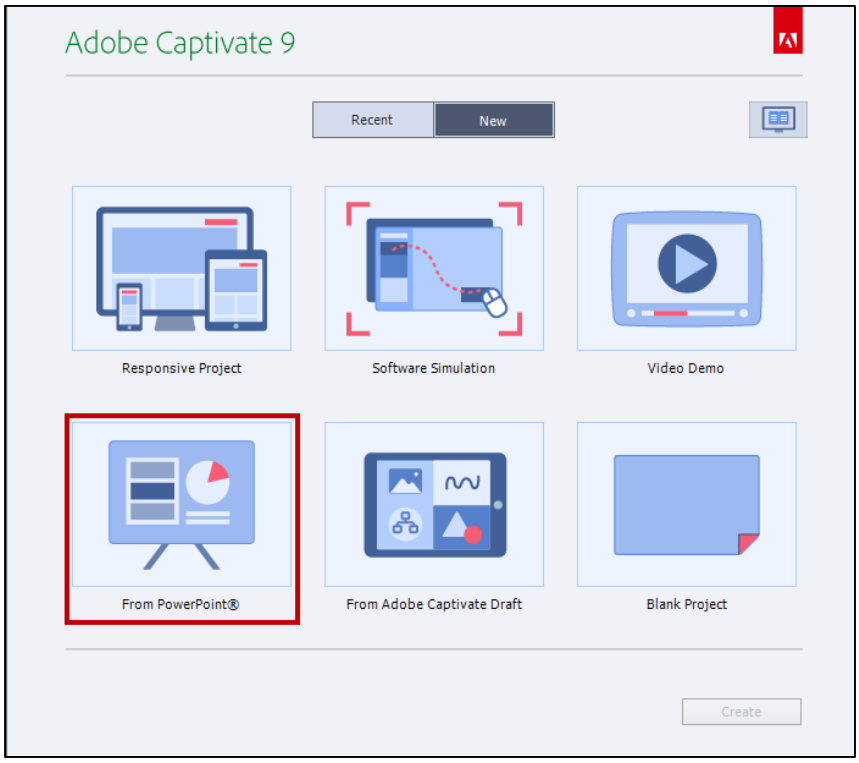


**Figure 2 - From PowerPoint**

2. Click the **Create** button.

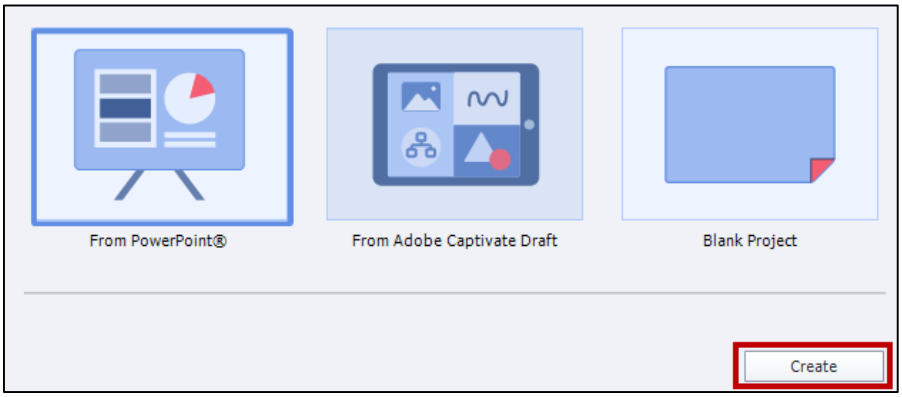


**Figure 3 - Create**

3. The *Open* window will appear. Select the PowerPoint file that you wish to convert.
4. Click **Open**. Captivate will begin importing your PowerPoint.

**Figure 4 - Click Open**

5. The *Convert Microsoft PowerPoint Presentations* window appears. The layout is as follows:

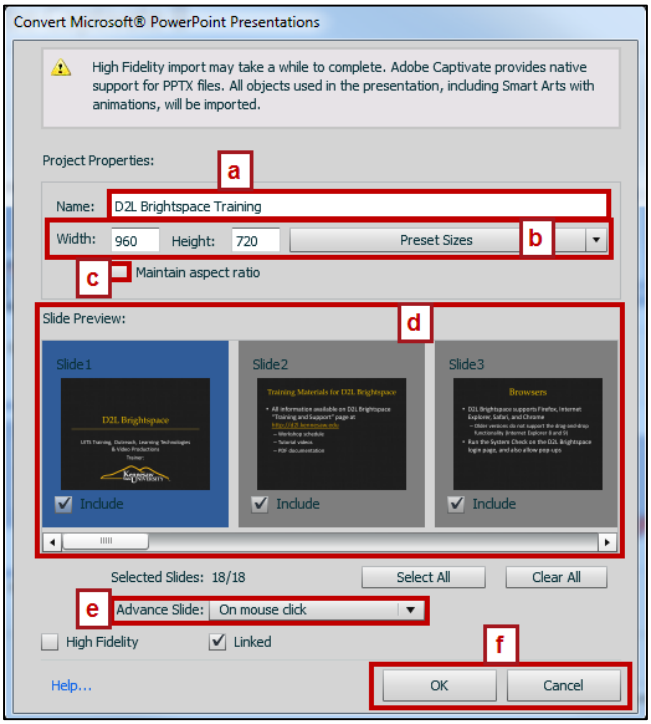


**Figure 5 - PowerPoint Conversion Options**

| | |
|---|---|
| **a. Presentation Name** | Name your Captivate project |
| **b. Project Dimensions** | Set the project dimensions |
| **c. Aspect Ratio** | Maintain the aspect ratio for the project |
| **d. Slide Preview** | Preview the slides being converted into the project |
| **e. Advance Slide** | Provides options on how slides advance, whether automatically or on mouse click |
| **f. OK/Cancel** | OK confirms your options and finishes the conversion. Cancel takes you out of the conversion |

6. Upon selecting your preferred import settings, click the **OK** button.

**Figure 6 - Click OK**

7. Your project will appear.

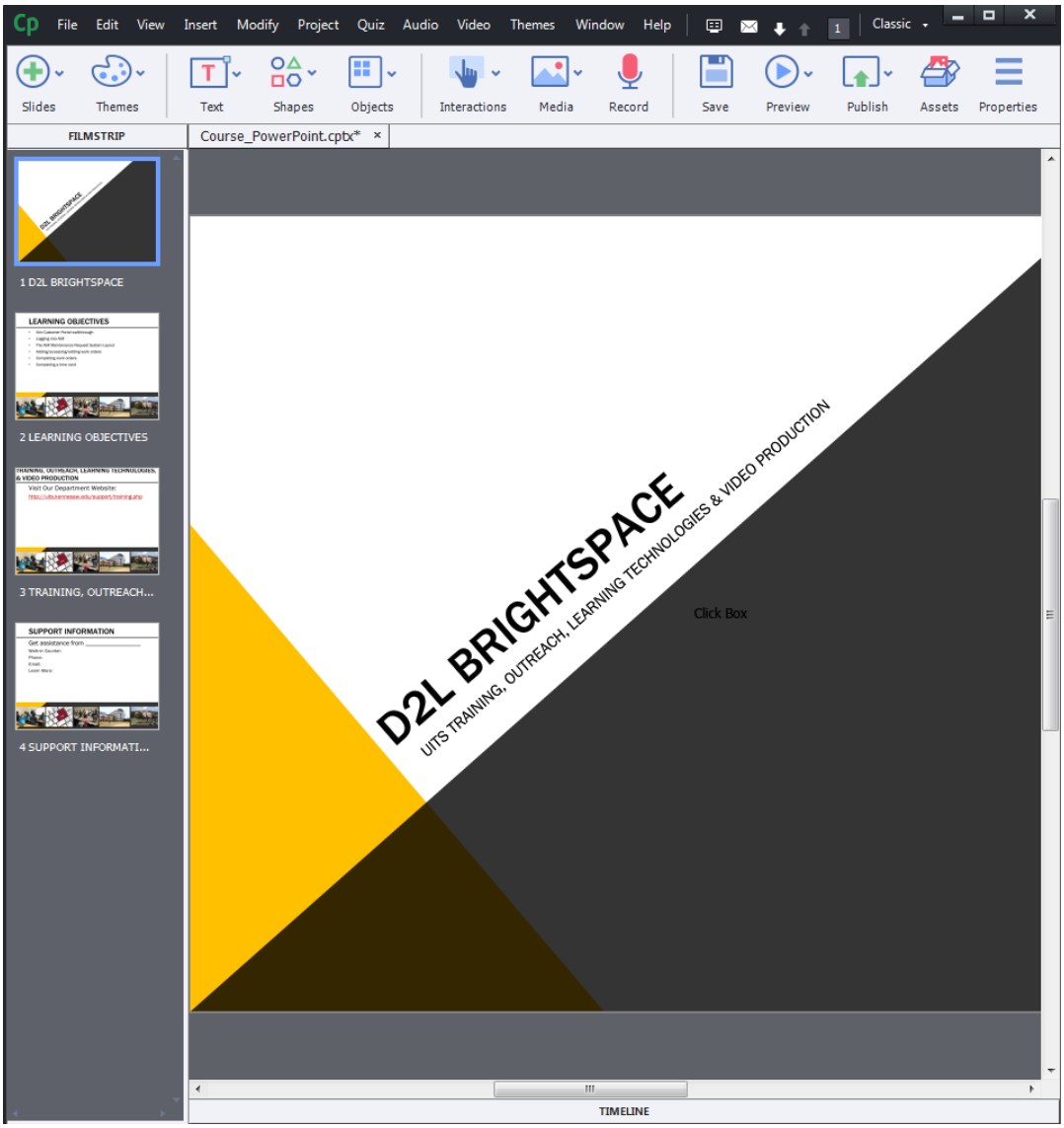


**Figure 7 - Converted PowerPoint**

8. Upon importing your PowerPoint file, you will be able to edit slide order, add Highlight and Callout boxes, as well as record audio. For more information on editing your PowerPoint Project in Captivate, refer to **The Captivate Editing Environment** section of this documentation.

## Captivate Software Simulations

Captivate allows you to create software simulations by capturing your screen as screenshots. After beginning a recording, Captivate captures your screen when you click and enter text. It also generates highlight boxes and text captions during the capture. You have full control to edit the capture after it is created. This includes deleting slides, recording new slides, modifying text captions, and adding audio.

## Creating a Software Simulation

The following explains how to create a new software simulation.

1. In the *Splash Screen*, click the **Software Simulation** button.

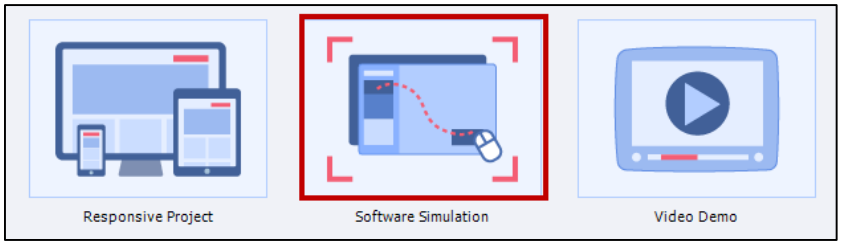


**Figure 8 - Software Simulation**

2. Click **Create**.

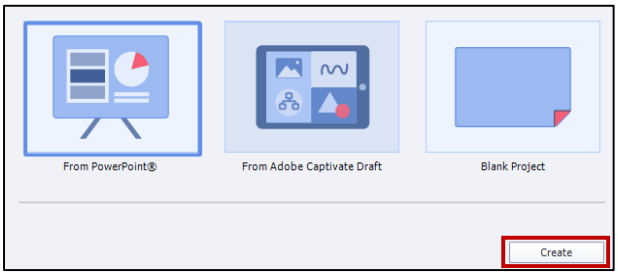


**Figure 9 - Create**

3. The *Software Simulation Settings Screen* will appear, along with a red box indicating the recording area.

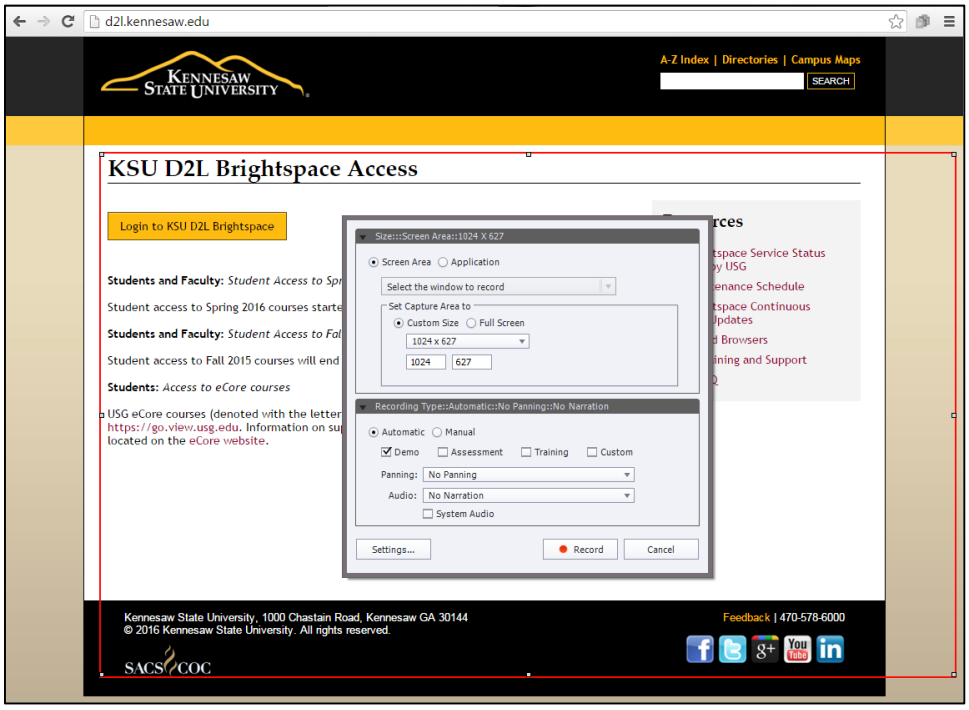


**Figure 10 - Recording Area**

4. Make the desired selections for your software simulation. The settings are as follows:

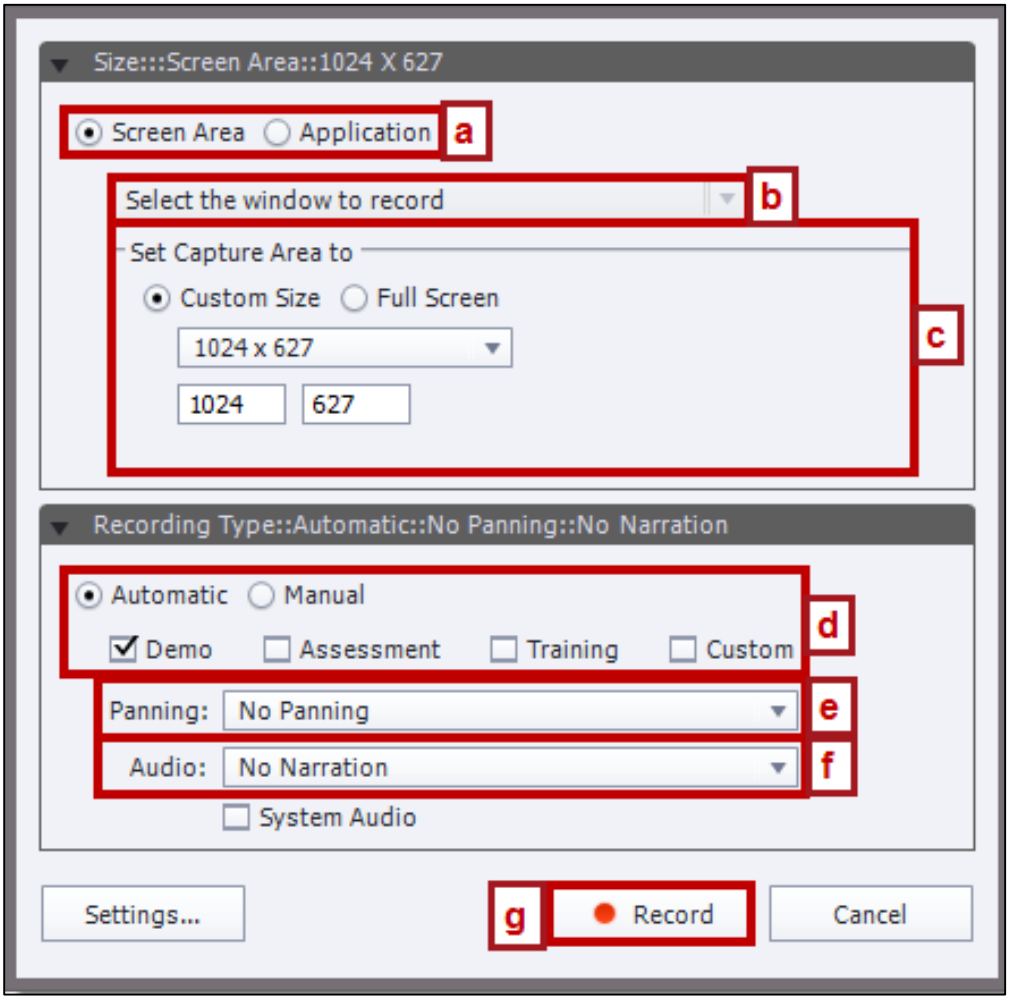


**Figure 11 - Software Simulation Options**

| | |
|---|---|
| **a. Capture Area** | Select whether you wish to capture just a portion of the screen or an entire open application window |
| **b. Window Selection** | Select which window to record |
| **c. Capture Area Size** | Set the size of the capture area. You can specify a custom size or select a preset size in the dropdown |
| **d. Recording Type** | Set whether you wish to have an automatic or manual recording. This determines whether you wish for Captivate capture screenshots automatically or if you wish to manually capture screenshots |
| **e. Panning** | Sets recording panning options. Useful when you wish to have the recording window follow the movement of your mouse across the screen |
| **f. Narration** | Select whether to include narrations during the recording. It is recommended that you set the audio to *No Narration* and that you import your audio files after the recording is complete |
| **g. Record** | Begins the recording |

5. Upon setting your preferred capture settings, click **Record**.
6. A 3-second countdown will appear. After the countdown, the recording will begin.

**Figure 12 - Recording Countdown**

**Note:** Upon the start of the recording, Captivate will capture all mouse clicks and keyboard presses.

7. On your computer, complete the steps you wish to demonstrate via this Captivate software simulation. Each time you click or enter text, Captivate will record that action.
8. To pause the recording, press the **Pause** key on your keyboard. Press **Pause** again to resume recording.
9. To end the recording, press the **End** key on your keyboard.
10. After pressing **End**, Captivate will process your software simulation into slides. This may take a few moments depending on the length of your capture.
11. When the software simulation has been processed into slides, they will appear in your Captivate window.

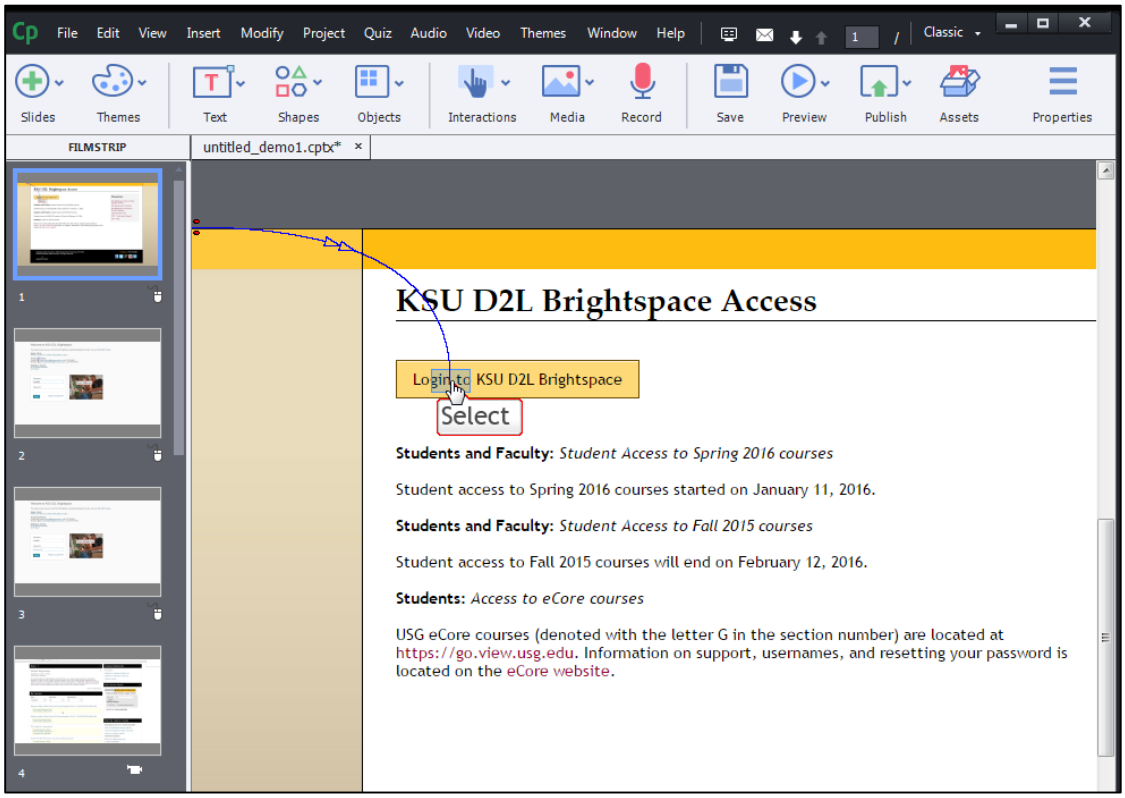


**Figure 13 - Software Simulation**

## The Captivate Editing Environment

The Captivate editing environment provides various panels, bars, and windows to help you arrange your Captivate slides. The editing environment, also known as the *Workspace*, will help you create a seamless presentation.

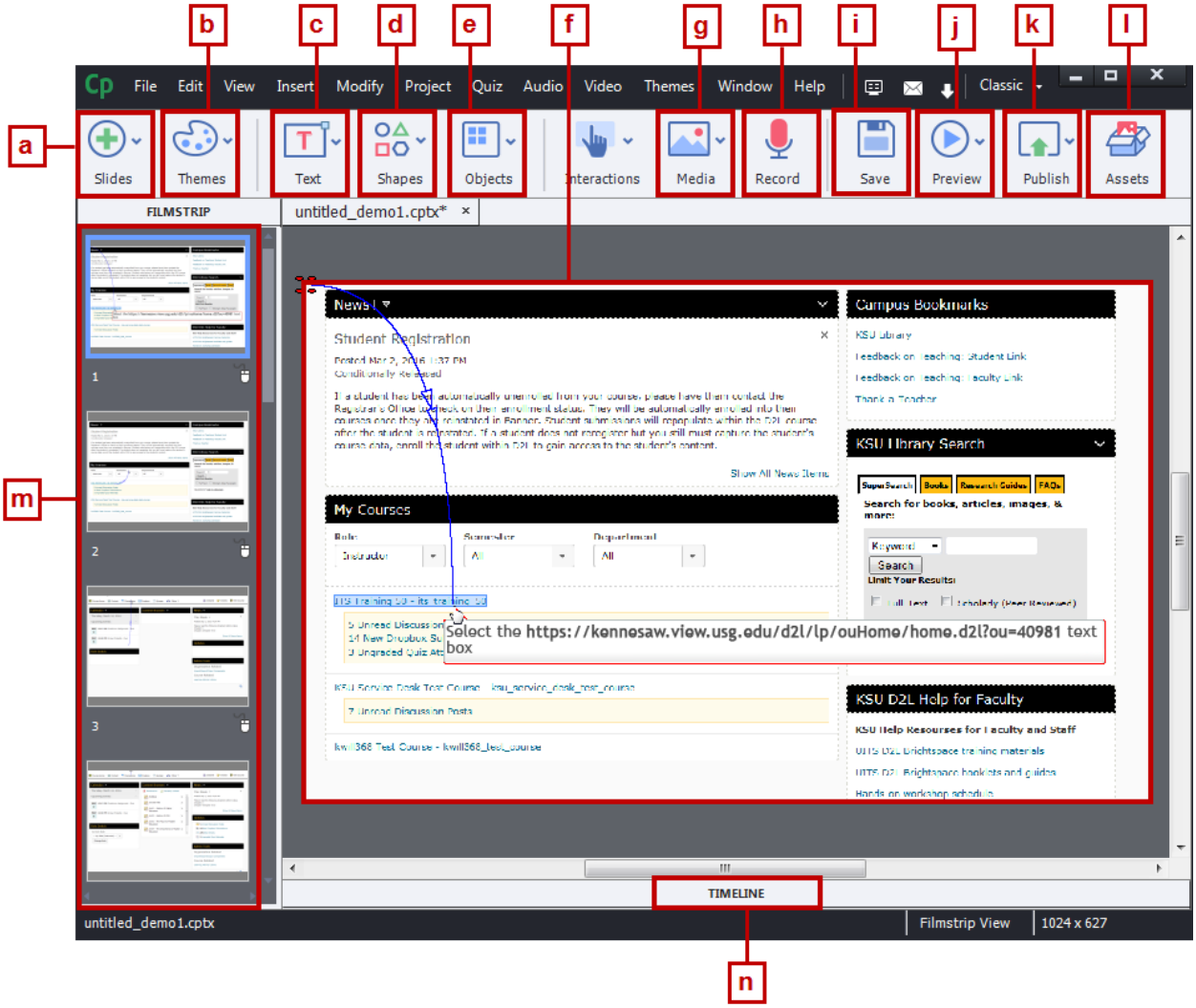


**Figure 14 - Captivate Editing Environment**

| | | | |
|---|---|---|---|
| **a. Slides** | Adds new slides | **h. Record** | Records additional audio |
| **b. Themes** | Changes project theme | **i. Save** | Save the presentation |
| **c. Text** | Adds text boxes | **j. Preview** | Previews the project |
| **d. Shapes** | Adds shapes | **k. Publish** | Publishes project |
| **e. Objects** | Adds objects (highlight box, etc) | **l. Assets** | Provides access to various layouts & templates. Requires membership. |
| **f. Workspace** | Work area for the project | **m. Slides Panel** | View/rearrange slide order |
| **g. Media** | Add images, audio files, etc | **n. Timeline** | View project timeline, allowing you to edit presentation timing |

## Project Properties and Settings

The following explains how to access and set your Captivate project information settings.

1. Click the **File** button.

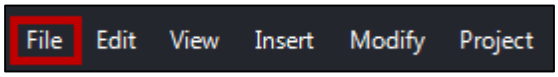


**Figure 15 - Click File**

2. Click **Project Info.**

**Figure 16 - Project Info**

3. Set the *Project name*, *Author*, *Company*, *Email*, Website, *Copyright*, and create a *Description* of your project.

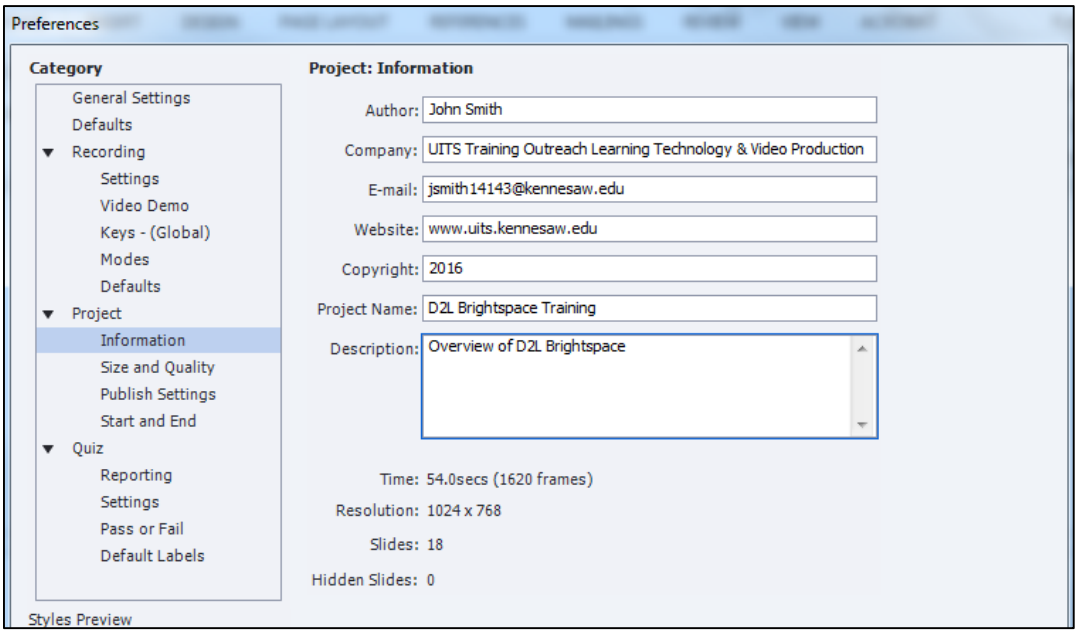


**Figure 17 - Preferences**

4. Click **OK**.

**Figure 18 - Click OK**

## Audio Settings

You may record audio in the slides of your Captivate project. The following explores the various audio settings in Captivate.

1. Click **Audio**.

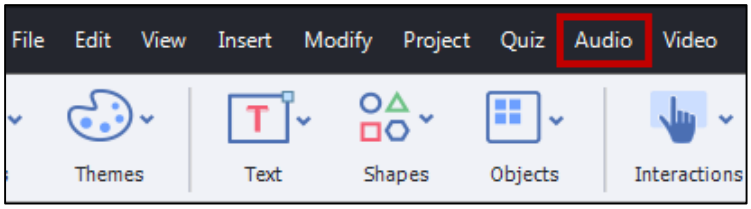


**Figure 19 - Audio**

2. Click **Settings**.

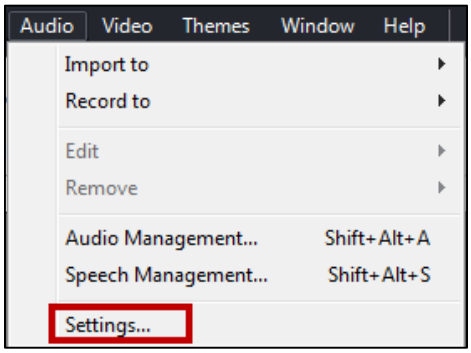


**Figure 20 - Settings**

3. The *Audio Settings* window appears.

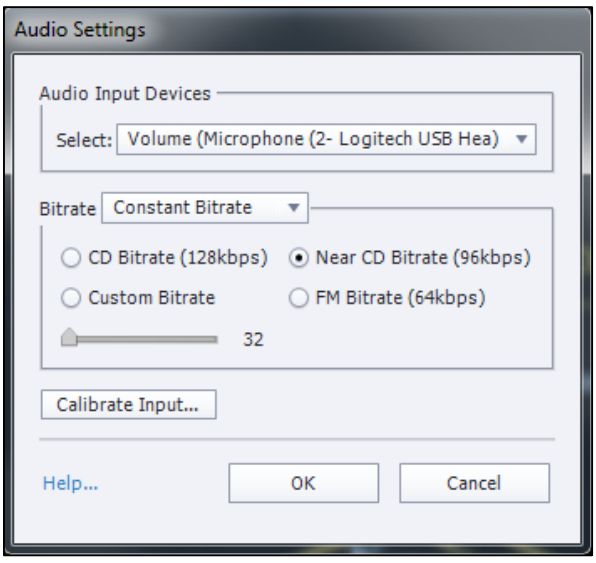


**Figure** 21 **- Audio Settings**

4. Select your microphone from the *Audio Input Devices* dropdown list.

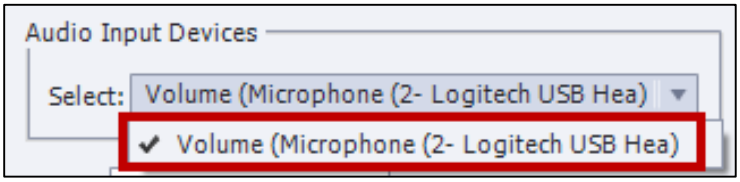


**Figure 22 - Audio Input Devices**

5. To calibrate microphone volume, click **Calibrate Input**.

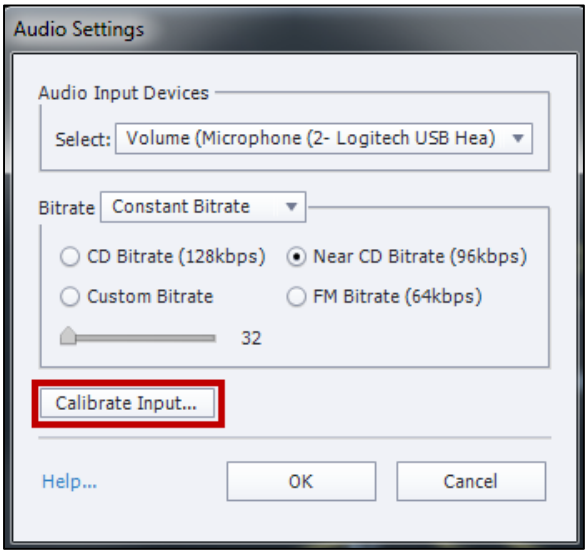


**Figure 23 - Calibrate Input**

6. Click **Auto Calibrate**. This step also appears when you have not calibrated audio for your current user session in Captivate.

**Figure 24 - Auto Calibrate**

7. The microphone will begin to calibrate. Speak into your microphone until *Input Level OK* appears.

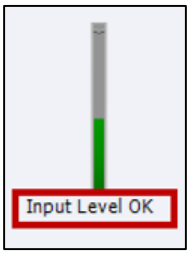


**Figure 25 - Input Level OK**

8. Click **OK** to accept the calibration.

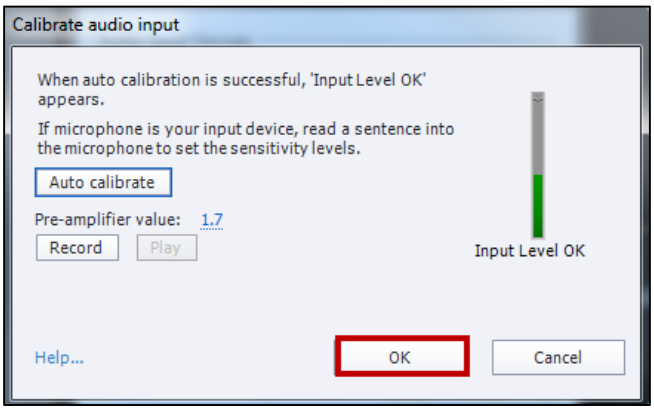


**Figure 26 - Click OK**

9. Click **OK** to close *Audio Settings*.

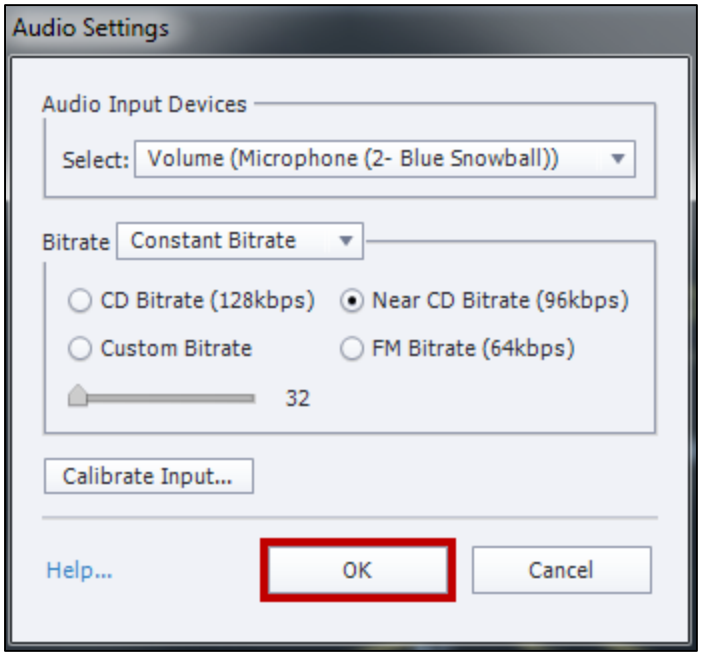


**Figure 27 - Click OK**

## Editing Your Captivate Project

After you have created a new Captivate project, you may wish to edit the project. These edits may include changing the display duration of slides, removing slides, recording new slides, or moving the slides. The following sections detail these adjustments.

### Adjusting the Display Duration of All Slides

When creating a new Captivate project, the default display duration of each slide is 3 seconds. The following explains how to change the default duration of **all** slides within your project.

1. Select all the slides in your *Filmstrip* by right clicking on any slide and clicking **Select All Slides**.

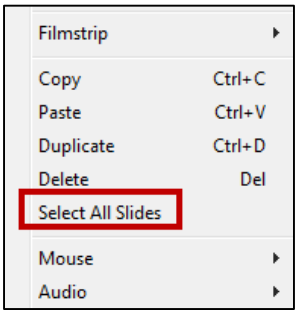


**Figure 28 - Select All Slides**

2. Click on **Properties**, located on the top menu bar.

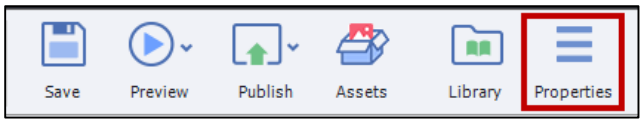


**Figure 29 - Properties**

3. The Properties window will appear. To access *Timing* options, click on **Timing**.

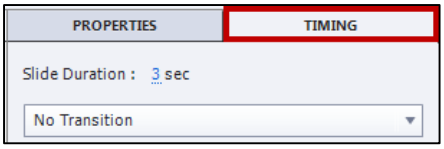


**Figure 30 - Timing**

4. Click on the number next to **Slide Duration:**

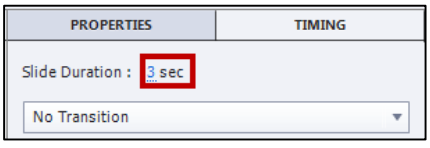


**Figure 31 - Slide Duration**

5. Enter your preferred slide duration time and press **Enter** on your keyboard. All selected slides now have the new display duration.

**Figure 32 - Slide Duration**

## Moving Slides within Your Project

The following explains how to move slides within your captivate project.

1. Locate the slide you need to move in the *Filmstrip* (See Figure 33).
2. Click and hold the mouse button on the slide to be moved (See Figure 33).
3. Holding down the mouse button, drag the slide to the new location (See Figure 33).
4. Release the mouse button in the slide's new location (See Figure 33).

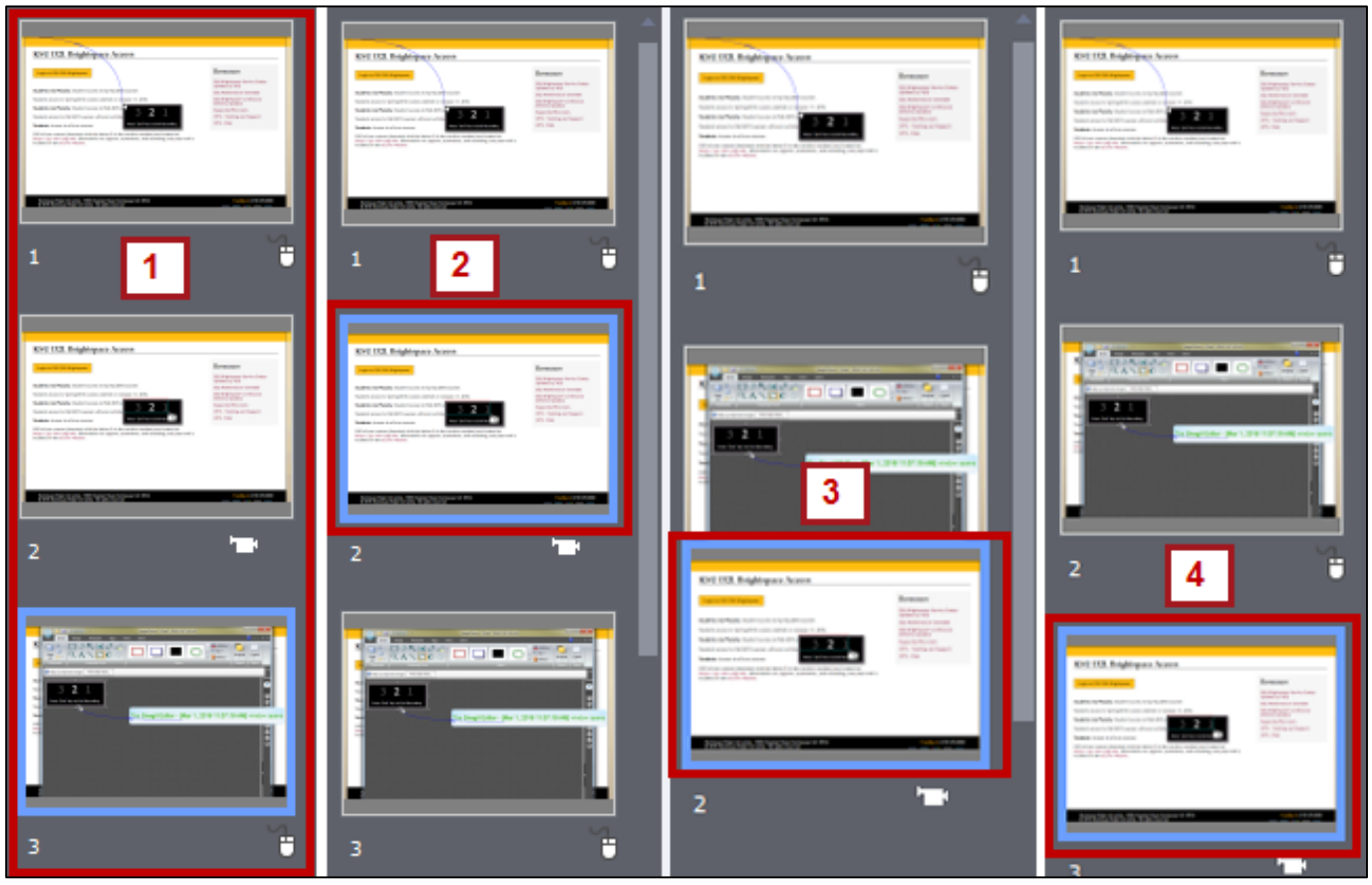


**Figure 33 - Moving Slides**

Once you release the mouse, your slide is moved to the new location.

## Removing a Slide from Your Project

To remove a slide from your Captivate Project, follow the steps below.

1. In the *Filmstrip,* right-click on the slide you wish to remove.

**Figure 34 - Right-Click on the Slide**

2. Click on **Delete** or press the **Delete** key on your keyboard.

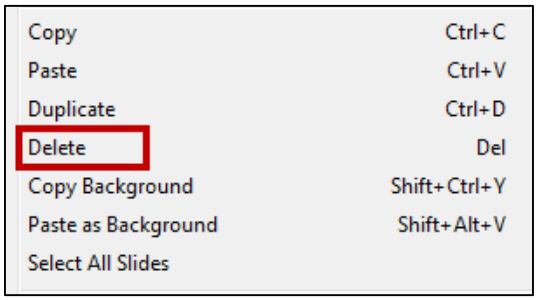


**Figure 35 - Click Delete**

3. Click **OK**.

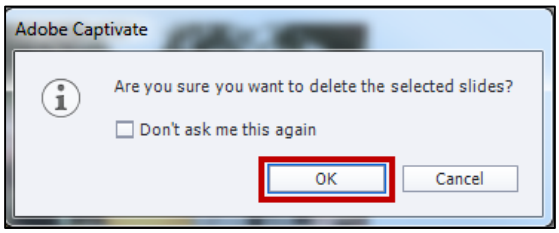


**Figure 36 - Click OK**

4. The slide is removed from your project.

## Recording Additional Slides in Your Existing Project

The following explains how to record additional slides to your Captivate Project.

1. Click on the slide after which you wish to record new material.

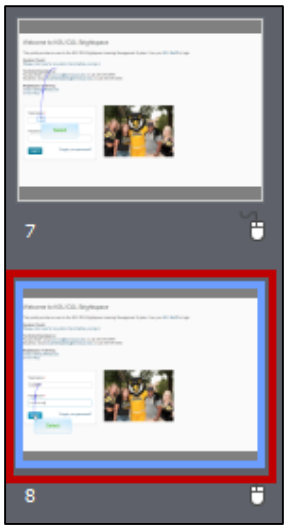


**Figure 37 - Select a Slide**

2. Click on **Slides**, located on the top menu bar.

**Figure 38 - Click Slides**

3. In the dropdown that appears, click on **Software Simulation**.

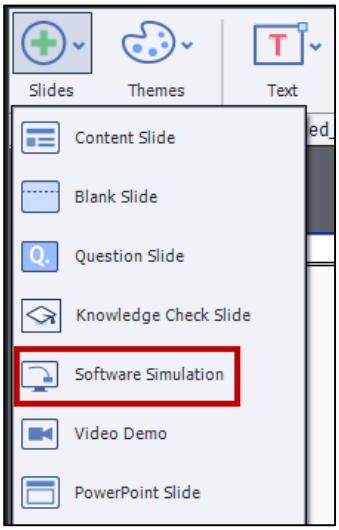


**Figure 39 - Select Software Simulation**

4. Confirm the location of the slide which the new recording will be added.

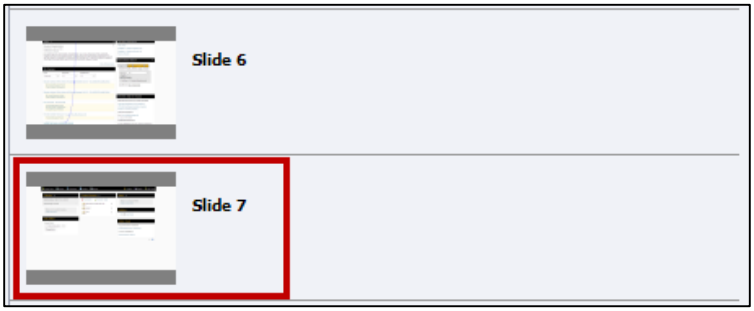


**Figure 40 - Confirm Location**

5. Click **OK**.

**Figure 41 - Click OK**

6. Click **Record**.

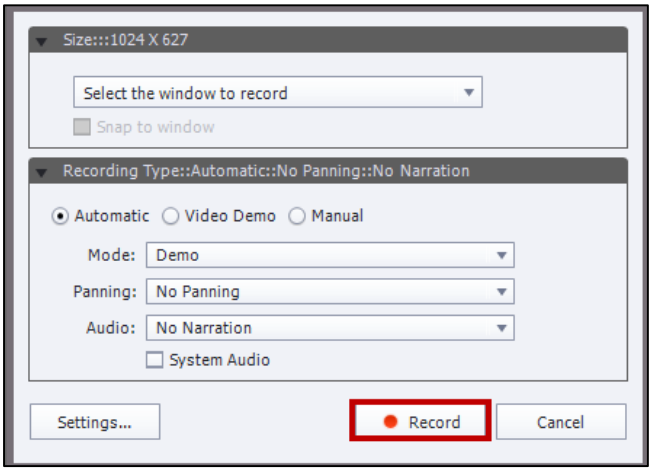


**Figure 42 - Click Record**

7. After a 3-second countdown, recording will begin.

**Figure 43 - Recording Countdown**

8. When you have finished recording your additional slides, press the **End** key on your keyboard. Your additional slides will appear in the spot you specified in your project's timeline.

## Showing the Mouse Cursor

In Software Simulations, you may wish to show or adjust the mouse cursor on your Captivate slides. The mouse cursor is usually displayed by default in a software simulation. However, you can add, remove, or adjust the mouse cursor.

## Removing the Mouse Click Sound from All Slides

By default, a "mouse click sound" is played whenever the mouse is clicked in your software tutorial. The following explains how to remove the mouse click sound from your project.

1. Select the slide you wish to remove the mouse click sound from.
2. Click the **Timeline** to display the project timeline.

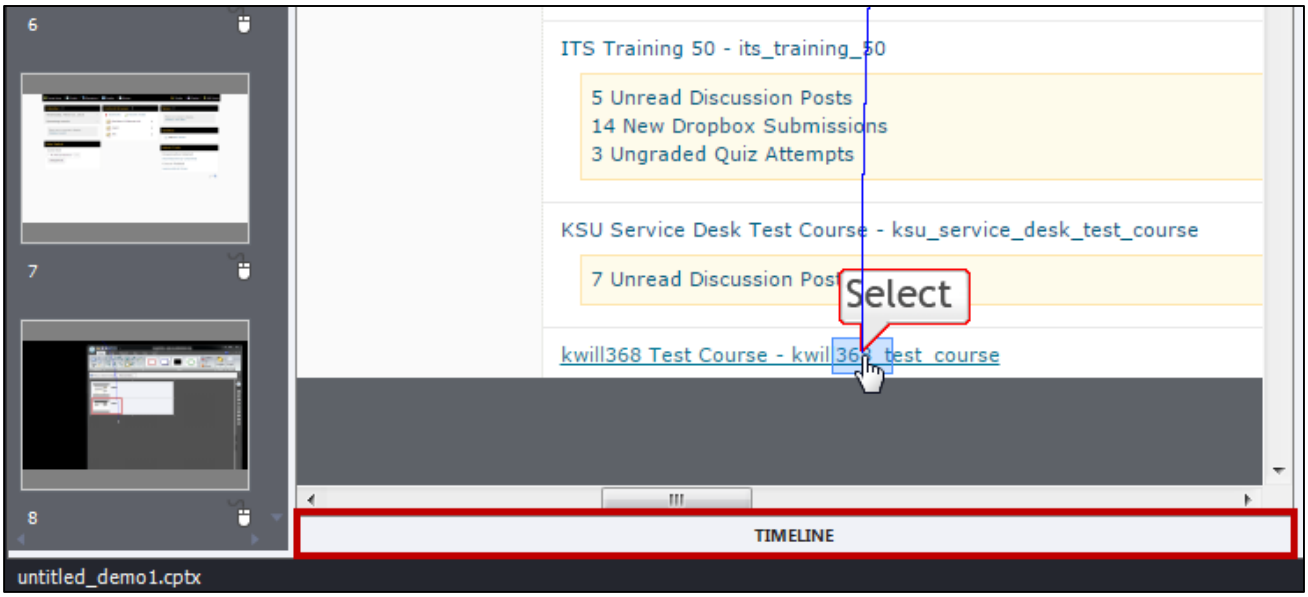


**Figure 44 - Click the Timeline**

3. Click the **mouse object** by selecting it in the slide timeline.

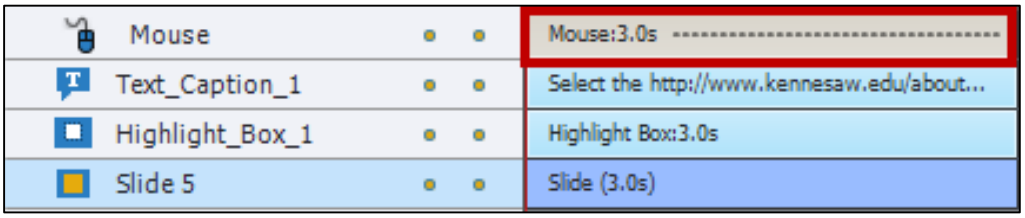


**Figure 45 – Mouse**

4. The mouse **Properties** will display in the Properties panel at the right.

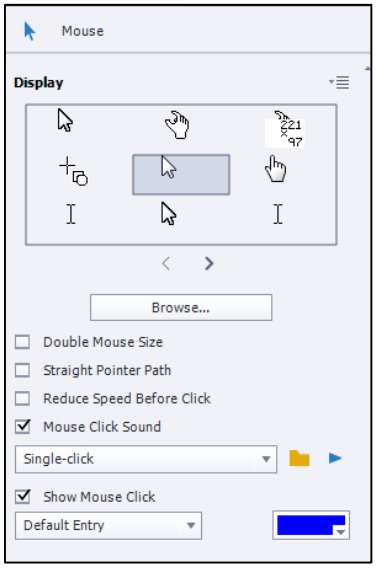


**Figure 46 – Mouse Properties**

5. Uncheck the **Mouse Click Sound** checkbox.

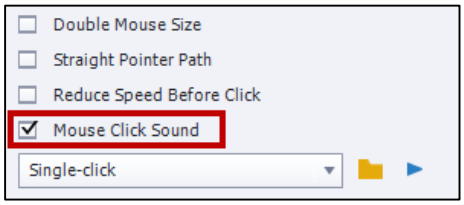


**Figure 47 - Mouse Click Sound**

6. The mouse click sound is now removed from your project's slides. To remove the mouse click from all slides, click on the **Apply to All** button.

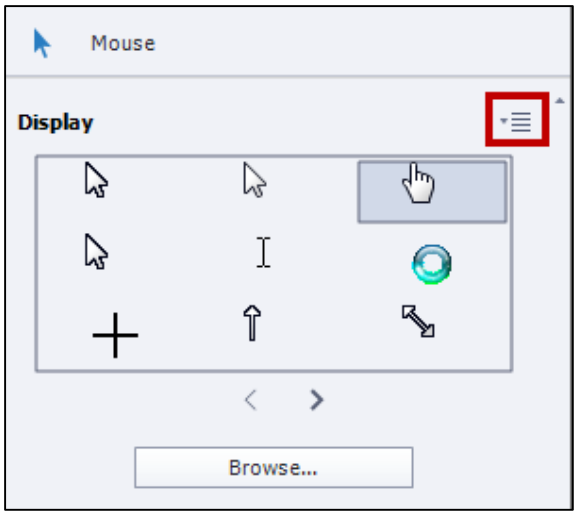


**Figure 48 - Apply to All**

7. Click **Apply to all items of this type**

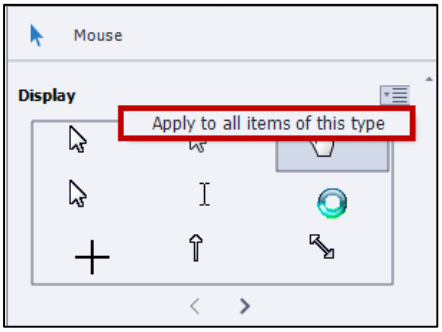


**Figure 49 - Apply to all items of this type**

## Inserting Images

Captivate enables you to insert images into your project. The image becomes an object on the slide timeline that can be manipulated.

### Inserting an Image into your Project

The following explains how to insert an image into your project.

1. From the top menu bar, click the **Media** button.

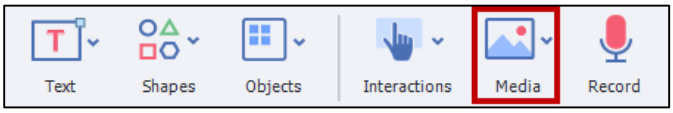


**Figure 50 – Media Button**

2. Click the **Image** button.

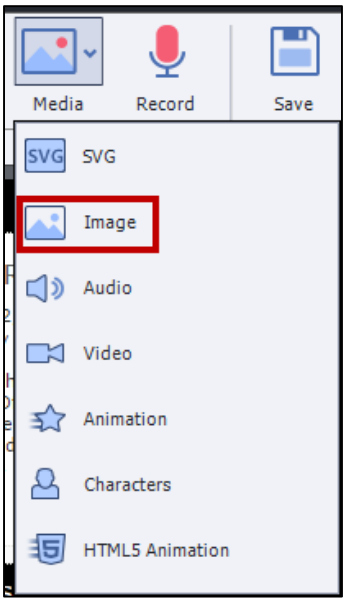


**Figure 51 - Click Image**

3. Navigate to and select the image.

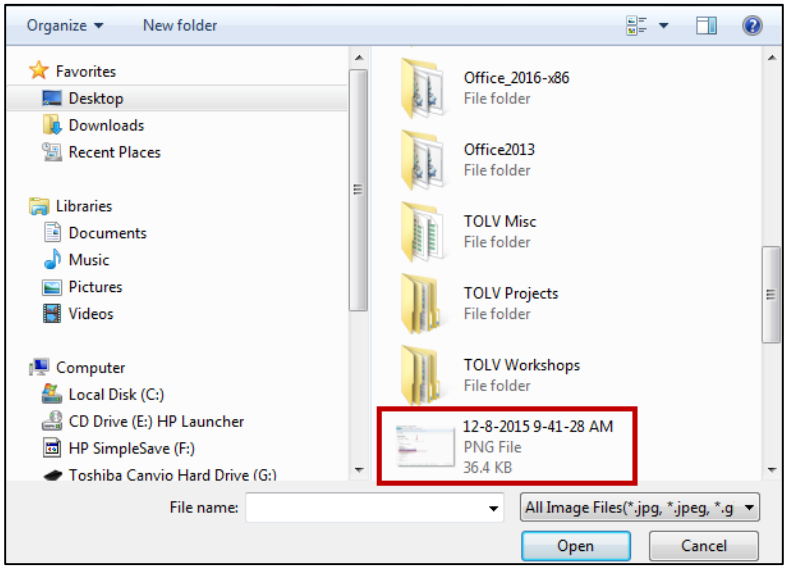


**Figure 52 - Select the Image**

4. Click **Open**.

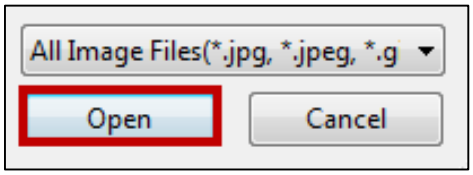


**Figure 53 - Click Open**

5. The image will appear on your Captivate project. From here, you may move the image around on the slide or resize the image via one of its anchor points.

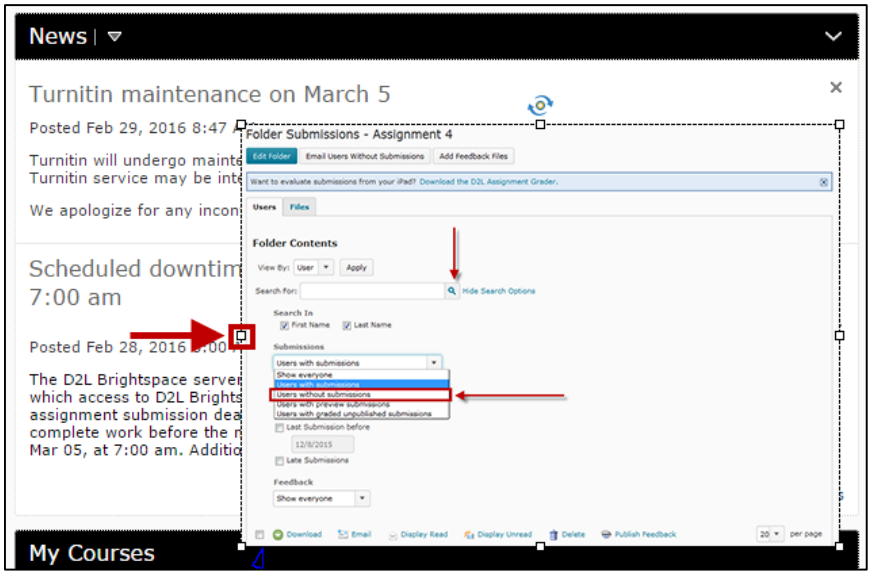


**Figure 54 - Anchor Points**

# Inserting Captions

A text caption is an object that displays text on your project slides. A caption can be formatted as plain text, a text box, or as a callout. Once added to your slide, the caption box appears on the slide's timeline like all other objects on the slide.

## Inserting Captions

The following explains how to insert captions into a slide.

1. Navigate to the slide that you wish to add a caption to.

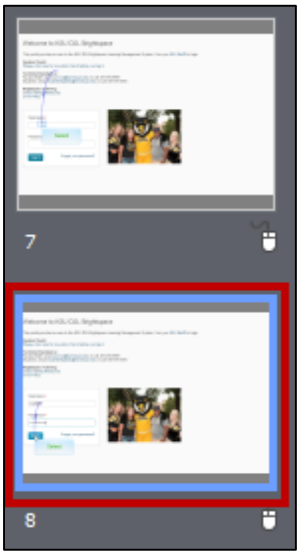


**Figure 55 - Navigate to the slide**

2. Click the Text button on the top menu bar.

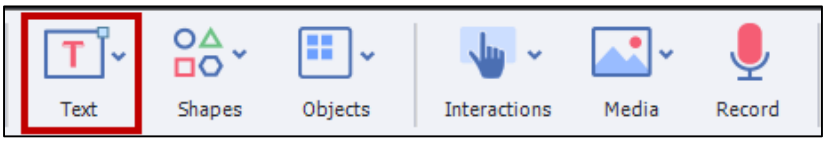


**Figure 56 - Click Text**

3. Click **Text Caption**.

**Figure 57 - Text Caption**

4. The new Text Caption will appear on your slide. From here, type your text for the caption.

**Figure 58 - Insert Caption**

## Modifying Text Appearance

When you add a text caption, you will see Text properties options on the right of the screen. Options include:

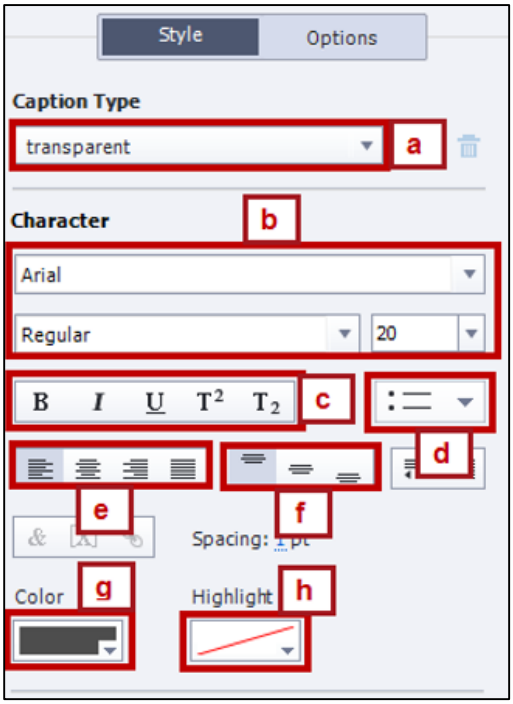


**Figure 59 - Text Options**

| | |
|---|---|
| **a. Caption Type** | Allows you to select your preferred caption type |
| **b. Font Options** | Allows you to change your font type and size |
| **c. Bold/Italics/Underline** | Set font as bold, italics, underline, etc. |
| **d. Bullets** | Add bullets to the caption |
| **e. Alignment Options** | Left, Center, or Right align text in the caption |
| **f. Additional Alignment Options** | Top, Center, or bottom align text in the caption |
| **g. Font Color** | Set the font color |
| **h. Highlight** | Highlight text in the caption |

## Modifying the Display Time of Objects via the Timeline

With Captivate, you also have the ability to modify the display time of your captions and all objects in the timeline. The following explains how to modify the display time of an object such as a *Text Caption* via the timeline.

1. Click on the object that you wish to modify in the *Timeline*.

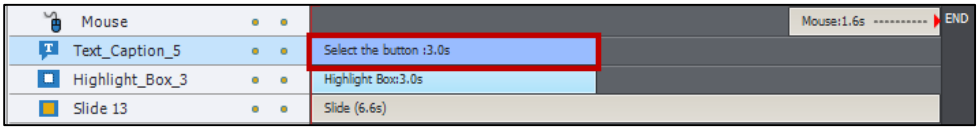


**Figure 60 - Click the Submission Button**

2. Click right edge of the object and drag to adjust the display time.

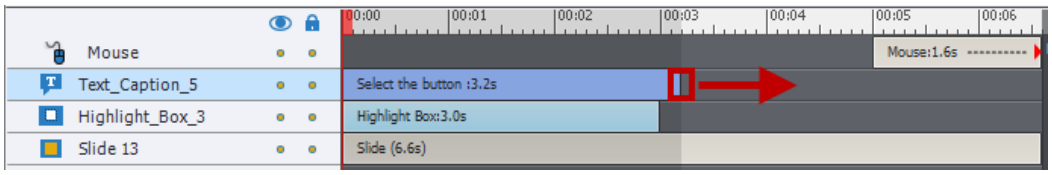


**Figure 61 - Adjust display time**

3. To move the object on the timeline, click and drag the caption and drag right or left.

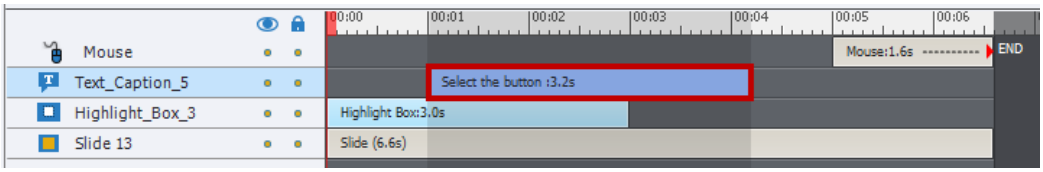


**Figure 62 - Moving Text Caption on the Timeline**

## Inserting a Highlight Box

A highlight box is an object that enables you to bring attention to areas of your slide. The highlight box appears on the timeline like all the other objects on your slide. You can edit the timing for the highlight box to appear and disappear.

### Adding a Highlight box to Your Slide

1. Select the slide where you want to add the highlight box.
2. Click **Objects** on the top menu bar.

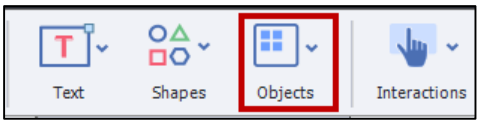


**Figure 63 - Click Object**

3. Click **Highlight Box**.

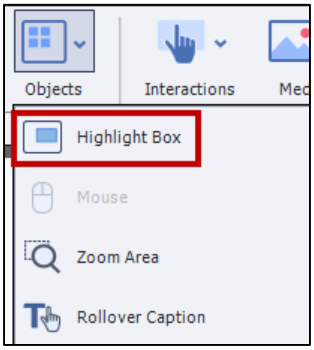


**Figure 64 - Click Highlight Box**

4. A *Highlight Box* will appear on your slide. Click and drag the **Highlight Box** to the desired location. You may resize the highlight box via one of the eight anchor points.

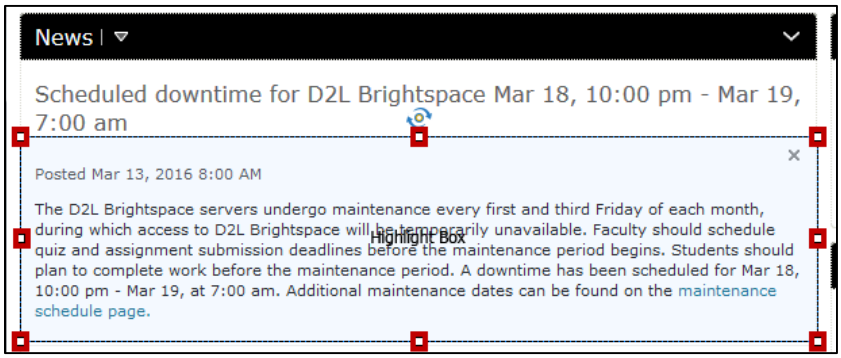


**Figure 65 - Highlight Box**

5. Set the frame color, frame width, fill color, and stroke settings via the style options that appear on the right menu.

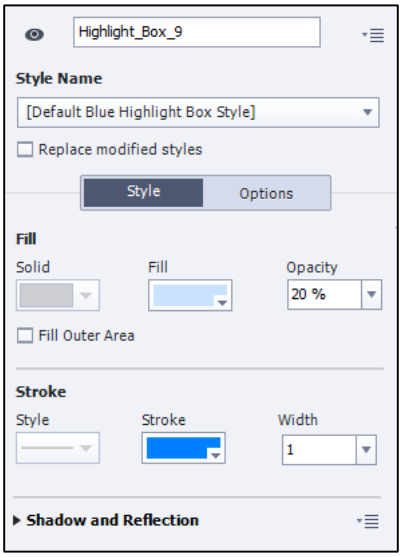


**Figure 66 - Highlight Box Properties**

6. Modify the highlight box's display time via the *Timeline*. For information on how to modify the display time of objects in the timeline, please refer to the **Modifying the Display Time of Objects via the Timeline** section of this document.

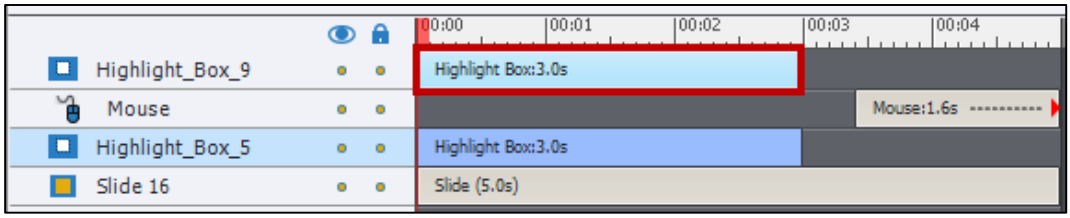


**Figure 67 - Highlight Box Timeline**

## Recording Audio

You can record audio for one slide, or you can record for the entire project splitting it for each slide after recording). In this document, we will record audio for one slide at a time.

### Recording Audio for a Slide

1. Select the slide for which you want to record audio.

**Figure 68 - Select the slide**

2. Click on the **Record** button located on the top menu bar.

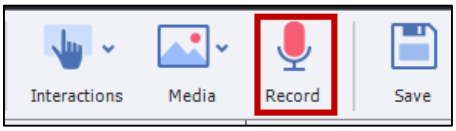


**Figure 69 - Click Record**

3. The *Object Audio* window appears. To record, click on the **Record Audio** button.

**Figure 70 - Click Record Audio**

4. The audio recording will begin after the three second countdown. If this is your first time recording since opening Captivate, you will be asked to calibrate your audio.

**Figure 71 - Countdown Recording**

5. Click the **Stop Recording** button when you are finished recording.

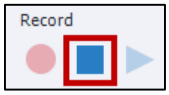


**Figure 72 - Click Stop Recording**

6. To hear the recorded audio, click the **Play** button.

**Figure 73 - Click Play**

7. If you are not satisfied with the recorded audio, click the **Record Audio** button to re-record.

**Figure 74 - Click Record Audio**

8. When you are satisfied with the recorded audio, click **Save**.

**Figure 75 - Click Save**

9. If the audio track is longer than the slide display time, you will be prompted to extend the display time of the slide. Click **Yes**.

**Figure 76 - Click Yes**

10. To exit the *Slide Audio* window, click on **Close**.

**Figure 77 - Click Close**

11. The audio is now attached to the slide. To adjust the audio timing, click and drag the audio file on the **Timeline**.

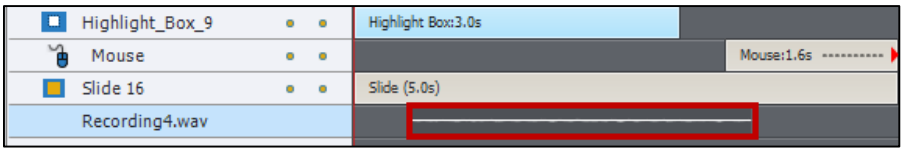


**Figure 78 - Click and drag the audio file**

## Editing an Audio Track

To edit your audio track:

1. Double-click the audio track in the slide *Timeline*.

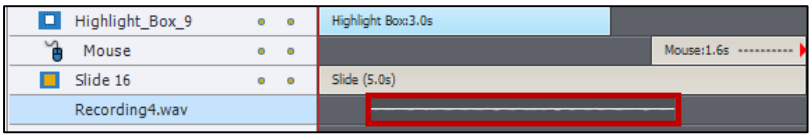


**Figure 79 - Click Timeline**

2. The *Edit Audio* window will open.

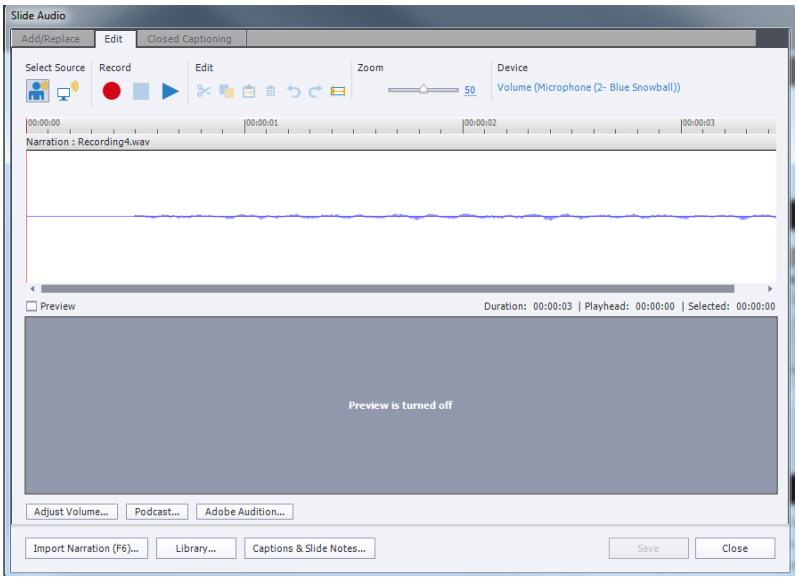


**Figure 80 - Edit Audio Window**

## Removing Parts of the Audio Track

The following explains how to edit your audio track.

1. In the *Edit Audio* window, click and drag to select the area of the audio track that you wish to remove.

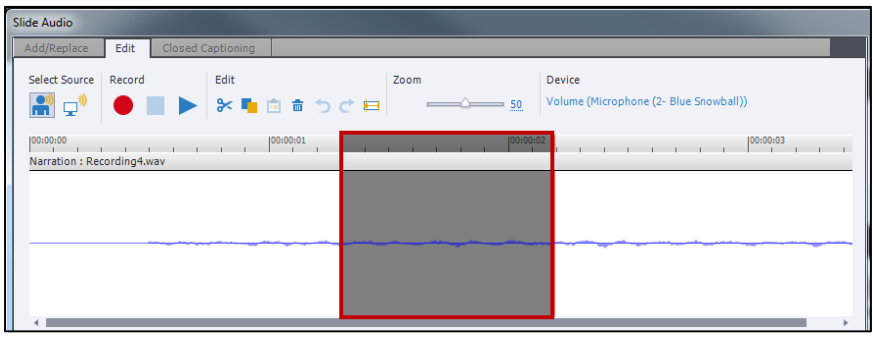


**Figure 81 - Select the area**

2. Click the **Cut** icon or use the keyboard command *Control-X* or Delete.

**Figure 82 - Click Cut**

3. Click **Save**.

**Figure 83 - Click Save**

4. Click **Close**.

**Figure 84 - Click Close**

## Inserting Silence

Inserting silence in an audio track is a great way to cover up distracting vocal artifacts. Because you are inserting silence on top of the noise, the length of your audio track remains the same. The following explains how to insert audio on top of noise.

1. In the *Edit Audio* window, click and drag the area of the audio track that you want to silence.

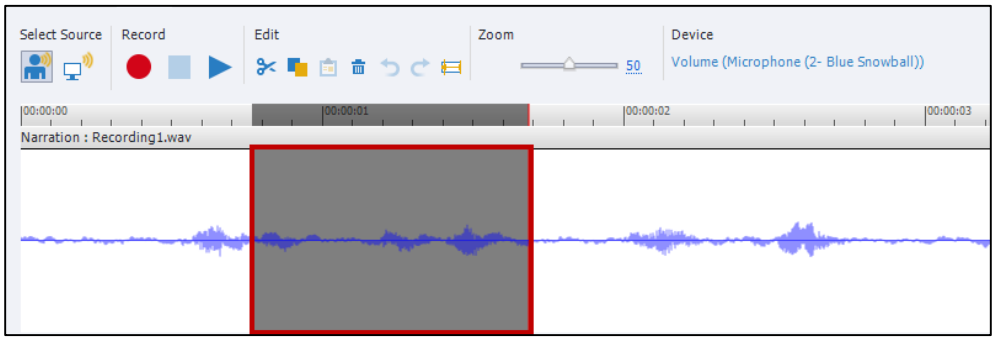


**Figure 85 - Click and drag the area**

2. Click the **Insert Silence** icon or use the keyboard *S* key.

**Figure 86 - Click Insert Silence**

3. Silence will be added over the selected audio. Click **Save**.

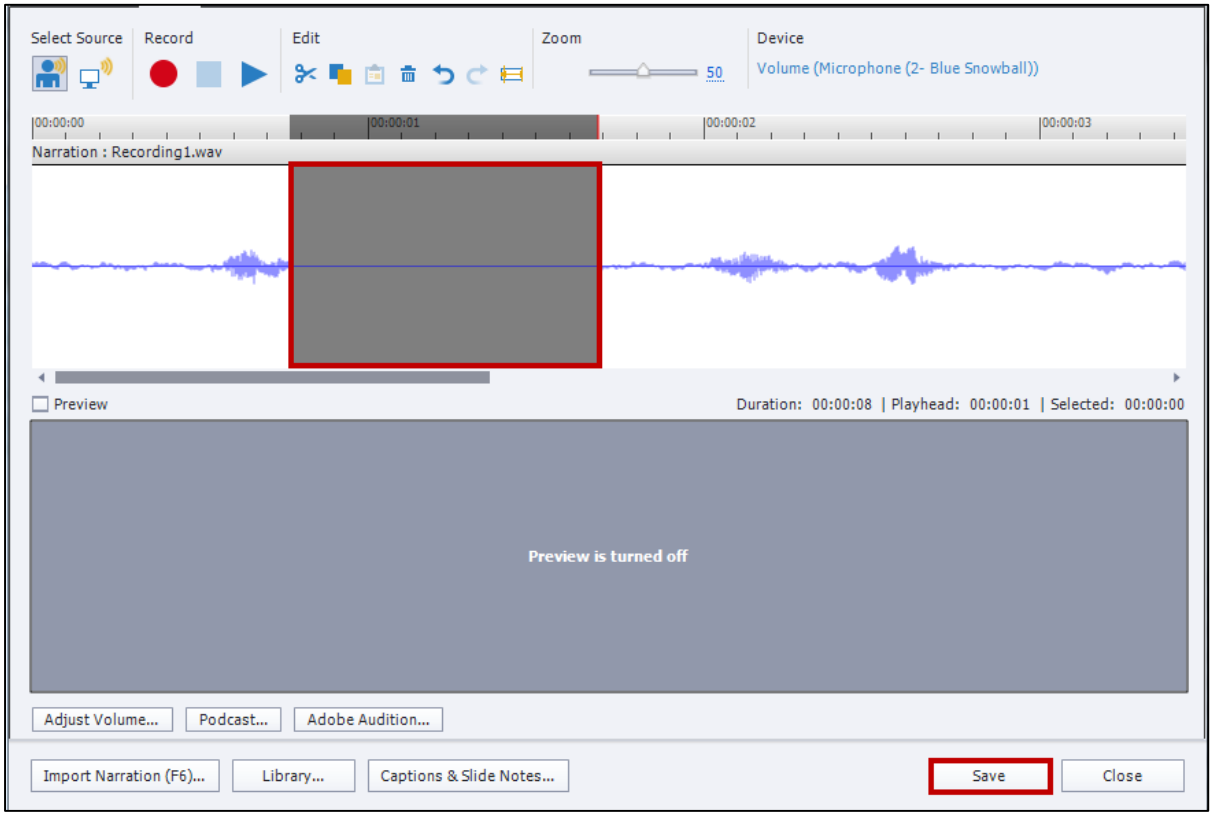


**Figure 87 - Click Save**

4. Click **Close**.

**Figure 88 - Click Close**

## Adjusting Slide Volume

The following explains how to adjust the volume of your audio track:

1. Double-click the audio track in the slide *Timeline*.

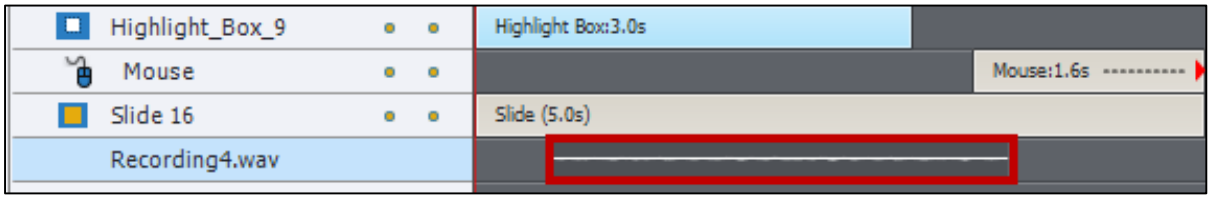


**Figure 89 - Click Timeline**

2. In the *Edit Audio* window, click the **Adjust Volume** button.

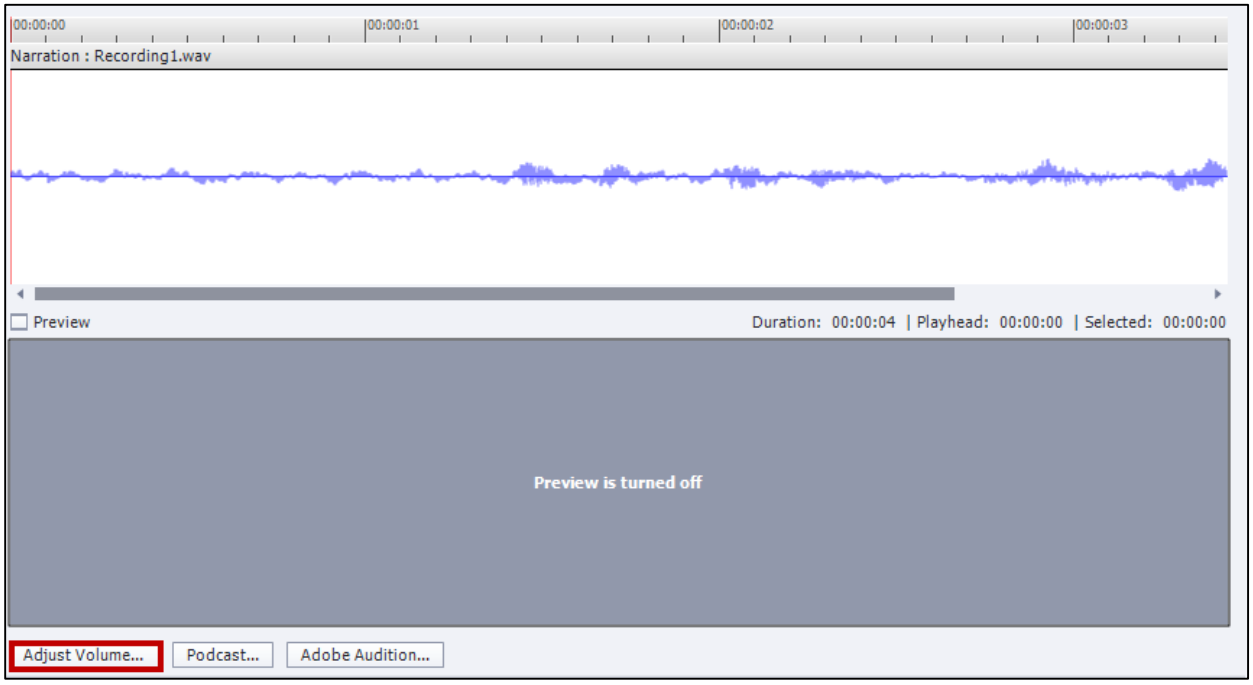


**Figure 90 - Adjust Volume**

3. The *Adjust Volume* window will open. To manually adjust the volume, use the **Volume** slider.

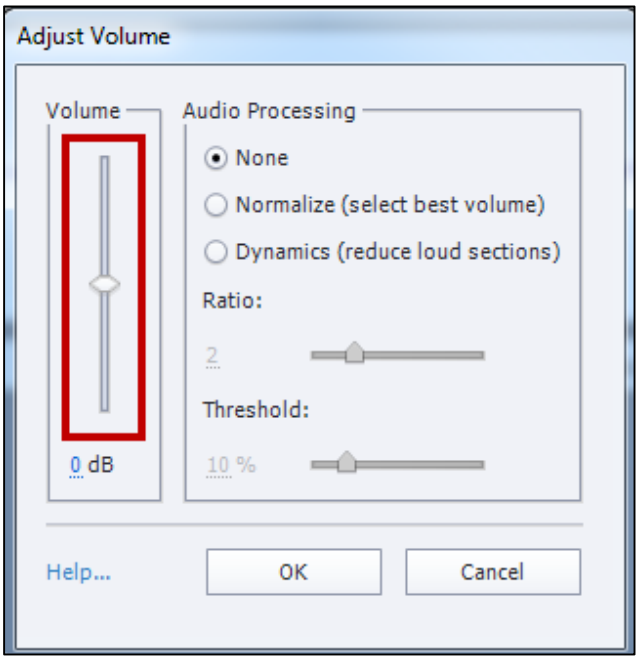


**Figure 91 - Volume Lever**

4. To select a preset audio processing option, use the options under the *Audio Processing* field.

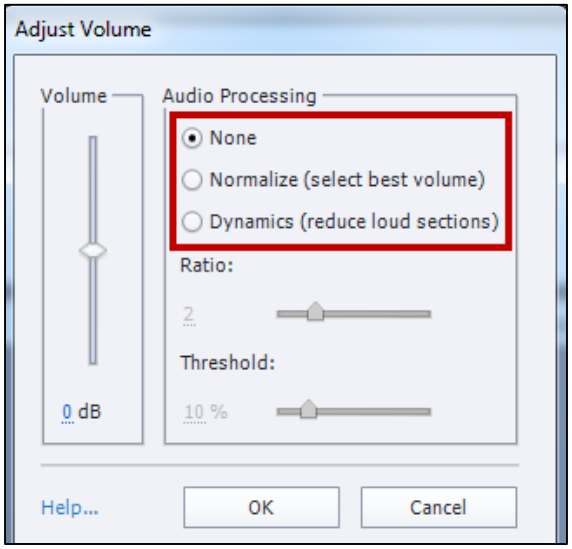


**Figure 92 - Audio Processing**

5. When you have completed adjusting the slide volume, click **OK**.

**Figure 93 - Click OK**

6. In the *Edit Audio* window, click **Save**.

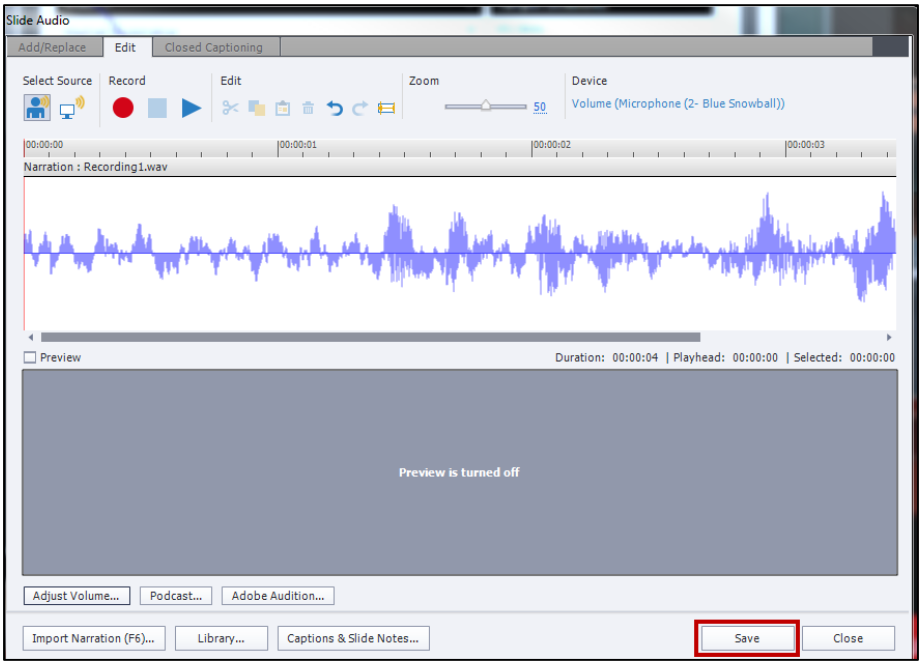


**Figure 94 - Click Save**

## Previewing Your Captivate Project

After you edit your Captivate project, you should utilize the preview options to verify the project is ready for publishing. Captivate allows you to preview your project or slides in several ways:

- The currently selected slide
- The entire project
- The entire project starting from the current slide
- The next 5 slides from the current slide
- Then entire project in a web browser

To preview the project:

1. Click the **Preview** button on the top menu bar.

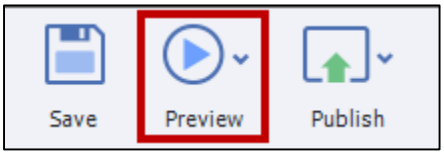


**Figure 95 - Click Preview**

2. Select the desired preview type.

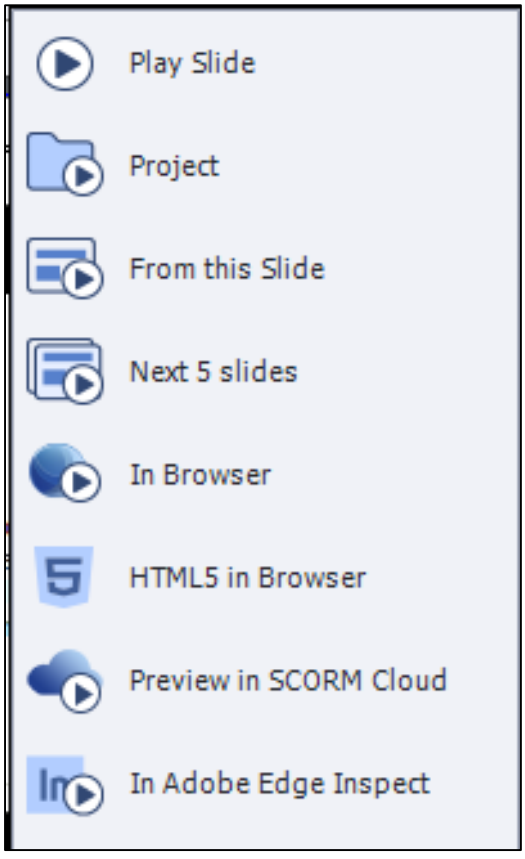


**Figure 96 - Select the desired preview type**

## Removing Unused Elements from Your Captivate File

As you work on your Captivate project, the program will save elements (e.g., images and audio) that you have deleted. This is helpful if you have deleted an element but need to re-add it to the project. This also makes your final captivate file larger in size. When you have finished your project and are sure that you do not need these items, it is recommended that you remove these files.

1. Click the **Library** panel in your Captivate project.

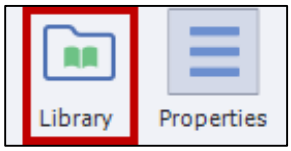


**Figure 97 - Library Panel**

2. Click the **Select Unused Items** icon.

**Figure 98 - Select Unused Items**

3. All the unused items will be highlighted. Click the **Delete** (trash can) icon.

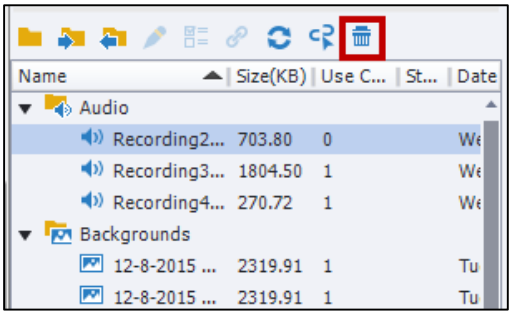


**Figure 99 - Click Delete**

## Publishing Your Captivate Project

When you are finished editing your project, you will need to publish it. When you publish a project, all of the slides and objects are rendered into a web-friendly format.

### Publishing Your Project in MP4 Format

1. Click the **Publish** button.

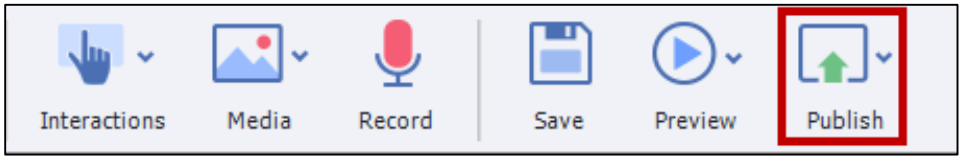


**Figure 100 - Click Publish**

2. Click **Publish to Computer**.

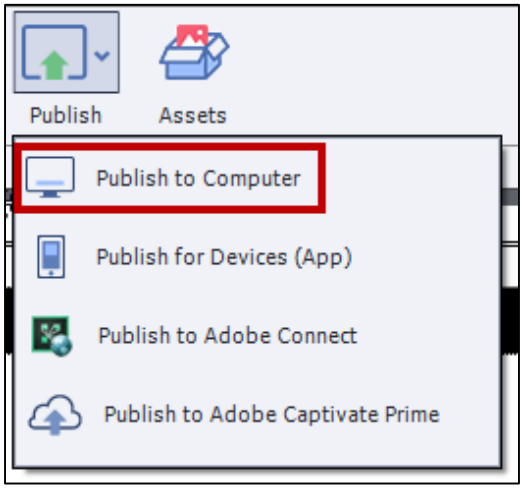


**Figure 101 - Click Publish to Computer**

3. The *Publish To My Computer* window appears. In the **Publish As** dropdown, select **Video.**

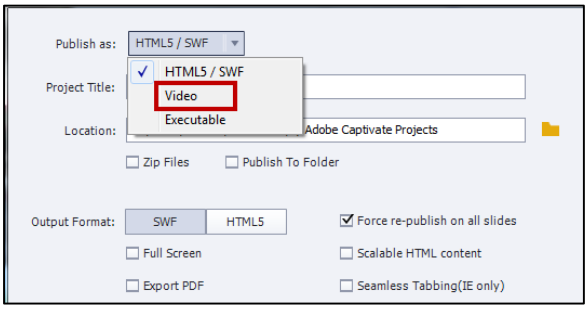


**Figure 102 - Click Video**

4. If you have named your project, enter a project name in the *Project Title* field.

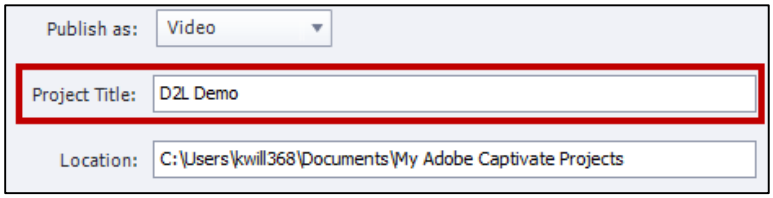


**Figure 103 - Click Project Title**

5. Select your desired *Save Destination* in the *Location Field*.

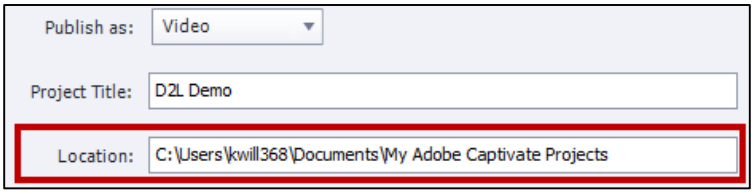


**Figure 104 - Location Field**

6. Click **Publish**.

**Figure 105 - Click Publish**

7. The *Publish Progress* window appears. Your project will begin publishing. This process can take several minutes depending on the size of the file.

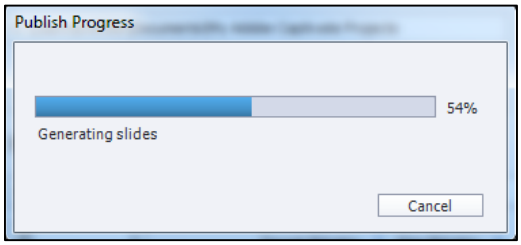


**Figure 106 - Publish Progress**

8. When the project has completed publishing, the *Adobe Captivate Video Publisher* window will appear. To open the video, click the **Open Published Video** button.

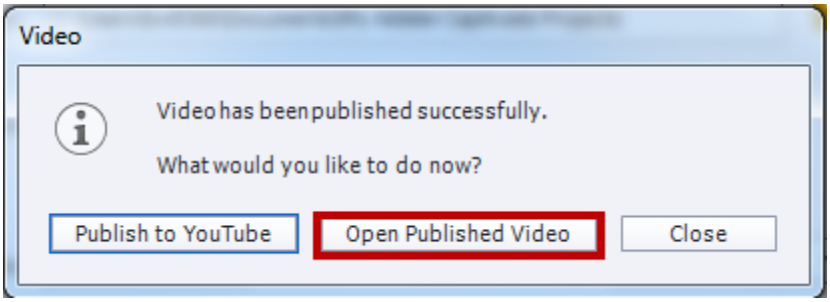


**Figure 107 - Open Published Video**

9. To close the window, click **Close**.

## Additional Help

For additional help, please contact the KSU Service Desk:

### KSU Service Desk for Faculty & Staff

- **Phone:** 470-578-6999
- **Email:** service@kennesaw.edu

You can learn more about the *KSU Service Desk* by visiting the UITS website: http://uits.kennesaw.edu