

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<sup>®</sup> 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<sup>®</sup> 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:

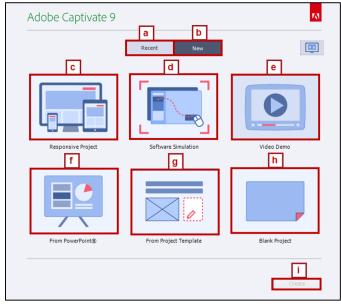


Figure 1 - Splash Screen Layout

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 under the New tab, click the From PowerPoint button.

Adobe Captivate 9		14
	Recent New	
Responsive Project	Software Simulation	Video Demo
From PowerPoint®	From Adobe Captivate Draft	Blank Project
		Create

Figure 2 - From PowerPoint

2. Click the **Create** button.

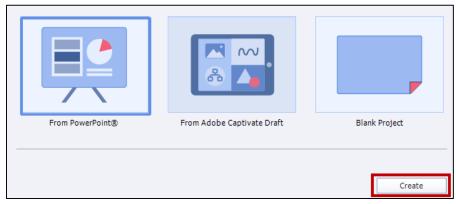


Figure 3 - Create

- 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:

onvert Micro	soft® PowerPoint Presentations					
su	High Fidelity import may take a while to complete, Adobe Captivate provides native support for PPTX files. All objects used in the presentation, including Smart Arts with animations, will be imported.					
Project Pro	perties: a					
Name:	D2L Brightspace Training					
Width:	960 Height: 720 Preset Sizes b 🔹					
С	Maintain aspect ratio					
Slide Previe	ew: d					
Slide 1	Slide 2 Slide 3 Taking Mandals in 101. Reglingue - 4 Avenues analda es 10. Reglingue 20. Reglinguage					
utti tura Z Inclu	the formula of the set of the se					
•						
	Selected Slides: 18/18 Select All Clear All					
e High Fi	Advance Slide: On mouse click					
Help	OK Cancel					

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.

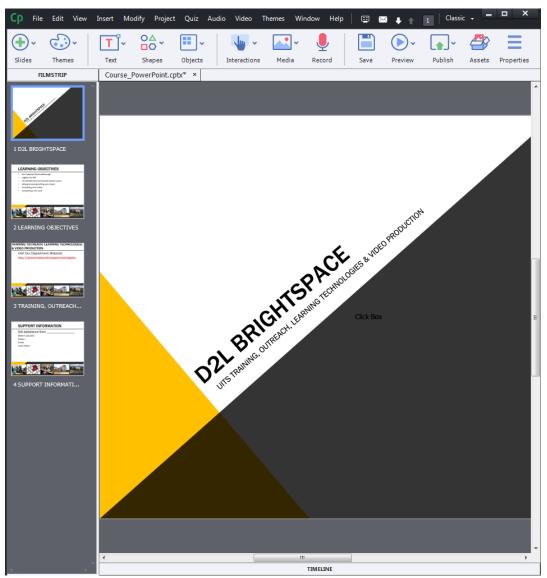


Figure 7 - Converted PowerPoint

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.

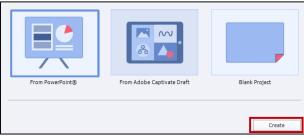


Figure 9 - Create

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

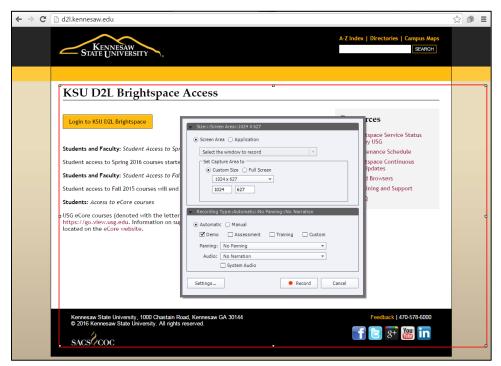


Figure 10 - Recording Area

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

<ul> <li>Size:::Screen Area::1024 X 627</li> <li>Screen Area  Application a</li> </ul>
Select the window to record   Select the window to record  Set Capture Area to  Custom Size Full Screen  1024 x 627  1024  627
<ul> <li>Recording Type::Automatic::No Panning::No Narration</li> <li>Automatic O Manual</li> <li>Demo Assessment Training Custom</li> </ul>
Panning: No Panning  e Audio: No Narration f System Audio
Settings g Record Cancel

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.

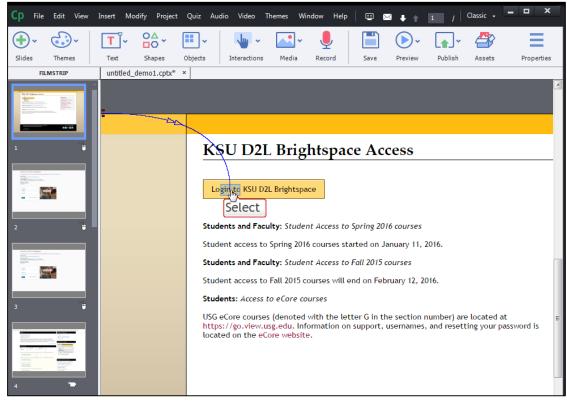


Figure 13 - Software Simulation

# **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.

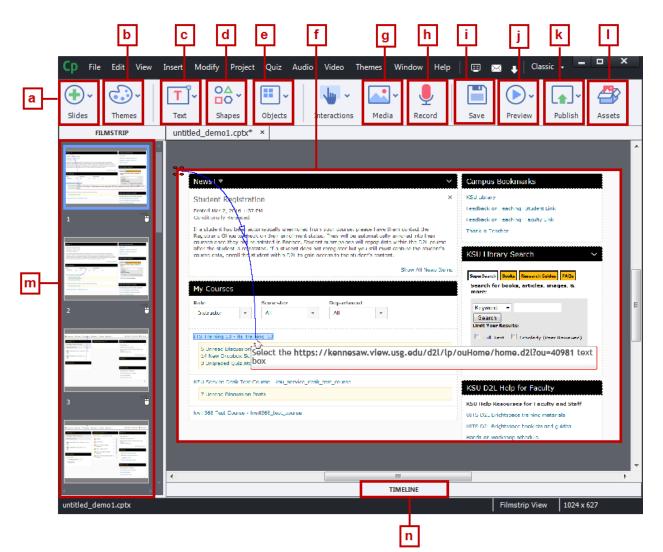


Figure 14 - Captivate Editing Environment

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

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.

egory	Project: Inform	ation
General Settings Defaults	Author:	John Smith
Recording	Company:	JITS Training Outreach Learning Technology & Video Production
Settings Video Demo	E-mail: 1	smith14143@kennesaw.edu
Keys - (Global)	Website:	www.uits.kennesaw.edu
Modes Defaults	Copyright:	2016
Project	Project Name:	D2L Brightspace Training
Information	Description	Overview of D2L Brightspace
Size and Quality Publish Settings Start and End	Description	
Quiz	-	
Reporting	Time: 5	54.0secs (1620 frames)
Settings	Resolution: 1	L024 x 768
Pass or Fail Default Labels	Slides: 1	18
	Hidden Slides: (	)

Figure 17 - Preferences

4. Click **OK**.

ОК	Cancel

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.

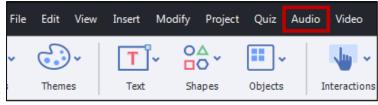


Figure 19 - Audio

#### 2. Click Settings.

Aud	io	Video	Themes	Window	Help
	Im	port to			+
	Re	cord to			+
	Ed	it			Þ
	Re	move			۱.
	Au	idio Mana	agement	Shift	+Alt+A
	Sp	eech Mar	nagement	. Shif	t+Alt+S
	Set	ttings			

Figure 20 - Settings

3. The Audio Settings window appears.

Audio Settings			
Audio Input Devices Select: Volume (Microphone (2- Logitech USB Hea) 💌			
Bitrate Constant Bitrate 💌			
○ CD Bitrate (128kbps) ④ Near CD Bitrate (96kbps)			
○ Custom Bitrate ○ FM Bitrate (64kbps)			
32			
Calibrate Input			
Help OK Cancel			

Figure 21 - Audio Settings

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

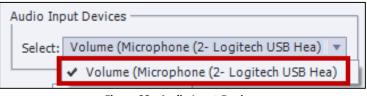


Figure 22 - Audio Input Devices

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

Audio Settings	
Audio Input Devices Select: Volume (Micropho Bitrate Constant Bitrate	ne (2- Logitech USB Hea) 💌
	<ul> <li>Near CD Bitrate (96kbps)</li> <li>FM Bitrate (64kbps)</li> </ul>
Calibrate Input	,
Help	OK Cancel

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.

Calibrate audio input	
When auto calibration is successful, 'Input Level OK' appears.         If microphone is your input device, read a sentence into the microphone to set the sensitivity levels.         Auto calibrate         Pre-amplifier value:         Record	Not Calibrating
Help OK	Cancel

Figure 24 - Auto Calibrate

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

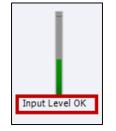


Figure 25 - Input Level OK

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

Calibrate audio input	
When auto calibration is successful, 'Input Level OK' appears.         If microphone is your input device, read a sentence into the microphone to set the sensitivity levels.         Auto calibrate         Pre-amplifier value:       1.7         Record       Play	Input Level OK
Help OK	Cancel

Figure 26 - Click OK

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

Audio Settings		
Audio Input Devices Select: Volume (Microphone (2- Blue Snowball))		
Bitrate Constant Bitrate  CD Bitrate (128kbps)  Near CD Bitrate (96kbps) Custom Bitrate 32		
Calibrate Input		
Help OK Cancel		

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.

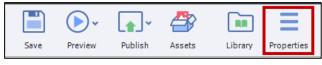


Figure 29 - Properties

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

PROPERTIES	TIMING
Slide Duration : <u>3</u> sec	
No Transition	T

Figure 30 - Timing

4. Click on the number next to Slide Duration:

PROPERTIES	TIMING
Slide Duration : 3 sec	
No Transition	•

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.

Slide Duration :	4	
No Transition		Ŧ

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.

Сору	Ctrl+C
Paste	Ctrl+V
Duplicate	Ctrl+D
Delete	Del
Copy Background	Shift+Ctrl+Y
Paste as Background	Shift+Alt+V
Select All Slides	

Figure 35 - Click Delete

3. Click **OK**.

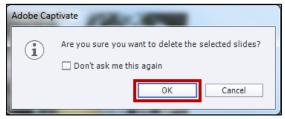


Figure 36 - Click OK

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**.

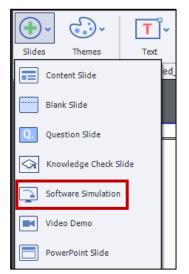


Figure 39 - Select Software Simulation

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

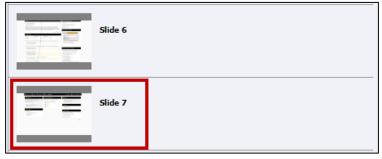


Figure 40 - Confirm Location

5. Click **OK**.

ОК	Cancel

Figure 41 - Click OK

6. Click Record.

▼ Size:::1024	X 627		
Select th	e window to record 🔹 🔻		
Snap to	window		
Recording 1	Type::Automatic::No Panning::No Narration		
<ul> <li>Automatic</li> </ul>	: 🔿 Video Demo 🔿 Manual		
Mode:	Demo	Ŧ	
Panning:	No Panning	Ŧ	
Audio:	No Narration	Ŧ	
	System Audio		
Settings	Record		Cancel

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.

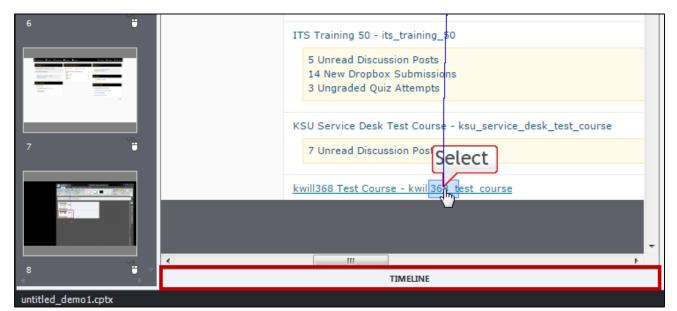


Figure 44 - Click the Timeline

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

Mouse	• •	Mouse:3.0s
Text_Caption_1	• •	Select the http://www.kennesaw.edu/about
Highlight_Box_1	• •	Highlight Box:3.0s
Slide 5	• •	Slide (3.0s)

Figure 45 – Mouse

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

1	Mouse		
Di	splay		*≣
	Ş	Ì	221 ×97
	+6	R A	₼
	I	<b>₽</b>	I
		< >	
		Browse	
	Double Mous	e Size	
	Straight Point	ter Path	
	Reduce Spee	d Before Click	
~	Mouse Click	Sound	
-	Single-click		- <b>-</b>
~	Show Mouse	Click	
(	Default Entry	Ŧ	<b>•</b>

Figure 46 – Mouse Properties

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

	Double Mouse Size
	Straight Pointer Path
	Reduce Speed Before Click
$\checkmark$	Mouse Click Sound
Si	ngle-click 🔹 🕨 🕨

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.

	Mouse			
Di	isplay		-	Ē
	2	ß	4	
	2	I	0	
	+	î	5	
		< >		
		Browse		

Figure 48 - Apply to All

7. Click Apply to all items of this type

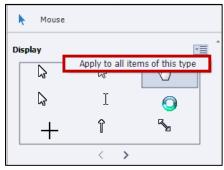


Figure 49 - Apply to all items of this type

#### **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.

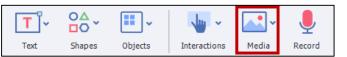


Figure 50 – Media Button

2. Click the **Image** button.



Figure 51 - Click Image

3. Navigate to and select the image.

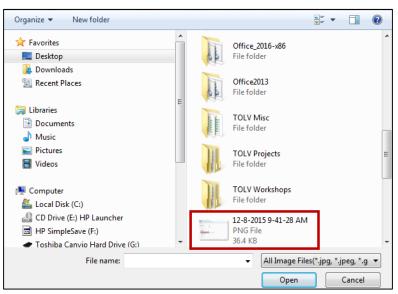


Figure 52 - Select the Image

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.

News   ▼
Turnitin maintenance on March 5       >         Posted Feb 29, 2016 8:47       Folder Submissions - Assignment 4       >         Turnitin will undergo mainter       Interface without Submissions - Assignment 4       >         Turnitin service may be interface without Submissions / Assignment Grader.       >       >         We apologize for any incom       Interface without Submissions / Assignment Grader.       >         Scheduled downtim       Yes by for       >       >
7:00 am Posted Feb 28, 2016 000 The D2L Brightspace server which access to D2L Brights assignment submission dea complete work before the ri Mar 05, at 7:00 am. Additie Freedback Freedback
© Countrade Stand ⊙ Display Keed 🔩 Display Unreed 👔 Delete 👻 Publish Freedback. 20 🔹 por page

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.



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:

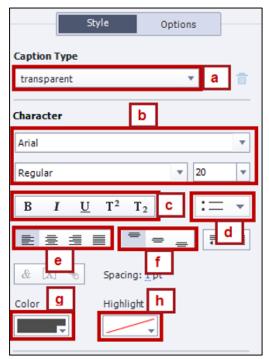


Figure 59 - Text Options

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

#### 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*.

Mouse	•	•		Mouse:1.6s END
Text_Caption_5	٠	•	Select the button :3.0s	
Highlight_Box_3	٠	•	Highlight Box:3.0s	
Slide 13	٠	•	Slide (6.6s)	

Figure 60 - Click the Submission Button

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

	۲	A	00:00 00:01 00:02 00:03 00:04 00:05 00:06
🍎 Mouse	٠	•	Mouse:1.65
Text_Caption_5	٠	•	Select the button :3.2s
Highlight_Box_3	•	•	Highlight Box:3.0s
Slide 13	٠	٠	Slide (6.6s)

Figure 61 - Adjust display time

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

	۲	•	00:00	00:01 00:02	00:03 00	:04	00:05	00:06
Mouse	•	•					Mouse:1.6s	) END
Text_Caption_5	٠	•		Select the button :3.2s				
Highlight_Box_3	٠	•	Highlight Box:3	.0s				
Slide 13	•	•	Slide (6.6s)					

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.

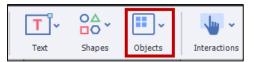


Figure 63 - Click Object

3. Click Highlight Box.

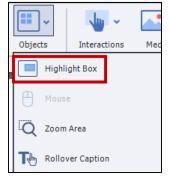


Figure 64 - Click Highlight Box

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.



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

0	Highlight_Box_9	•≣
Style Na	ame	
[Defaul	t Blue Highlight Box Style]	Ŧ
🗌 Repla	ace modified styles	
	Style Options	
Fill		
Solid	Fill Opacity	
	✓ 20 %	•
Fill O	uter Area	
Stroke		
Style	Stroke Width	
	- I	•
▶ Shado	w and Reflection	*≣

Figure 66 - Highlight Box Properties

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.

	۲	8	00:00 00:01 00:02	00:03	00:04
Highlight_Box_9	•	•	Highlight Box: 3.0s		
Mouse	•	•			Mouse:1.6s )
Highlight_Box_5	۰	•	Highlight Box:3.0s		
Slide 16	•	•	Slide (5.0s)		

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.



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



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**.

Save	close
Save	Close

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**.



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

Save	Close

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

Highlight_Box_9	۰	•	Highlight Box:3.0s	
Mouse	٠	•		Mouse:1.6s )
Slide 16	•	•	Slide (5.0s)	
Recording4.wav				-

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*.

Highlight_Box_9	٠	•	Highlight Box:3.0s		
Mouse	•	•			Mouse:1.6s )
Slide 16	•	•	Slide (5.0s)		
Recording4.wav				_	-

Figure 79 - Click Timeline

2. The Edit Audio window will open.

Slide Audio														
Add/Replace	Edit	Closed Ca	optioning											
Select Source	Record		Edit	i = 5	¢ ₽	Zoom ==		= <u>50</u>	Device Volume	(Microph	one (2- Blue	Snowball)	)	
00:00:00 Narration : Re	cording4.w	ı ı vav	1 1	00:00:01	1 1			00:00	:02	1 1	1 1	1 1	00:00:03	1 1
Preview									Duration:	00:00:03	Playhead:	00:00:00	Selected:	00:00:00
						Preview is	s turned off							
Adjust Volur	ne F	Podcast	Adobe	Audition										
Import Narra	tion (F6)	Lib	rary	Captions &	Slide Not	es						Save	Cl	ose

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.

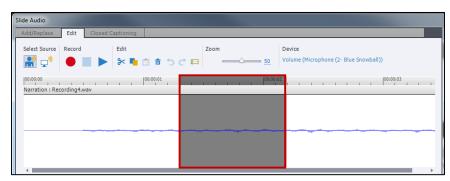
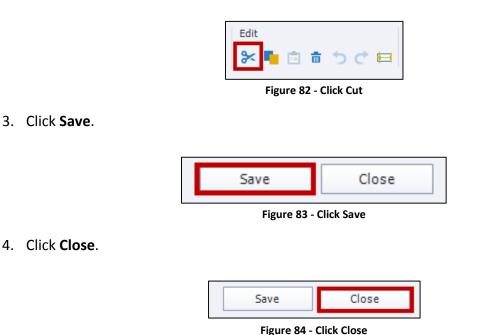


Figure 81 - Select the area

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



#### **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.

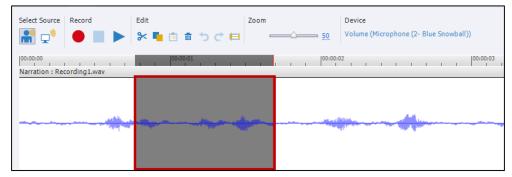


Figure 85 - Click and drag the area

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



Figure 86 - Click Insert Silence

Select Source Record Edit Zoom	Device Solution (2- Blue Snowball))
00:00:00 Narration : Recording1.wav	00:00:02
<ul> <li>✓</li> <li>✓ Preview</li> </ul>	Duration: 00:00:08   Playhead: 00:00:01   Selected: 00:00:00
Preview i	is turned off
Adjust Volume Podcast Adobe Audition	
Import Narration (F6) Library Captions & Slide Notes	Save Close

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*.

Highlight_Box_9	۰	•	Highlight Box:3.0s	
Mouse	٠	•		Mouse:1.6s )
Slide 16	٠	•	Slide (5.0s)	
Recording4.wav				 -

Figure 89 - Click Timeline

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

00:00:00 Narration : Recording1.wav	00:00:01	00:00:02		00:00:03
	100	A Market and	n - Developer	
▲ International		Duration: 00:00:0	4   Playhead: 00:00:0	IO   Selected: 00:00:00
	Preview is turned off			
Adjust Volume Podcast Adobe	Audition			

Figure 90 - Adjust Volume

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

Adjust Volume	
Volume	Audio Processing None Normalize (select best volume) Dynamics (reduce loud sections) Ratio: 2. Threshold:
<u>0</u> dB	10 %
Help	OK Cancel

Figure 91 - Volume Lever

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

Adjust Volum	e	
Volume —	Audio Processing	1
1	⊙ None	
	<ul> <li>Normalize (select best volume)</li> </ul>	
	<ul> <li>Dynamics (reduce loud sections)</li> </ul>	
Î	Ratio:	
	2.	
	Threshold:	
<u>0</u> dB	10.%	
Help	OK Cancel	

Figure 92 - Audio Processing

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

ОК	Cancel						
Figure 93 - Click OK							

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

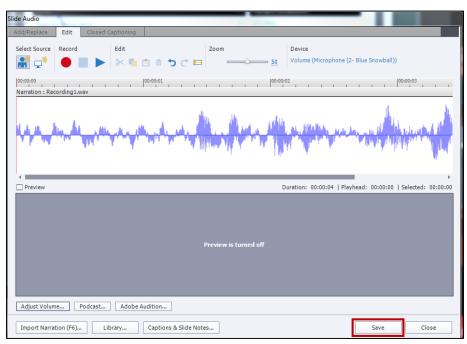


Figure 94 - Click Save

# **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.

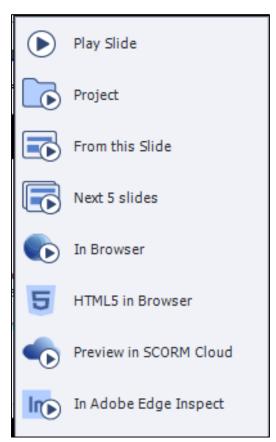


Figure 96 - Select the desired preview type

#### **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.



2. Click the Select Unused Items icon.



- 5
- 3. All the unused items will be highlighted. Click the **Delete** (trash can) icon.

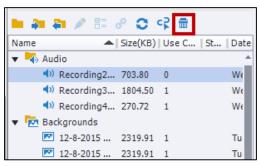


Figure 99 - Click Delete

#### **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.

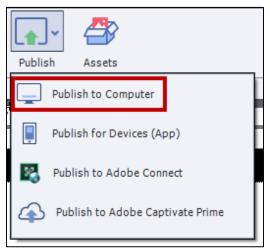


Figure 101 - Click Publish to Computer

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

Publish as: Project Title: Location:	HTML5 / SWF v HTML5 / SWF Video Executable	Adobe Captivate Projects	•
Output Format:	Zip Files     Publish To     SWF     HTML5     Full Screen     Export PDF	⊃ Folder ☑ Force re-publish on all slides ☐ Scalable HTML content ☐ Seamless Tabbing(IE only)	

Figure 102 - Click Video

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

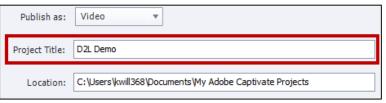


Figure 103 - Click Project Title

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

Publish as:	Video 💌
Project Title:	D2L Demo
Location:	C:\Users\kwill368\Documents\My Adobe Captivate Projects

Figure 104 - Location Field

6. 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.

Publish Progress	 -	-	
			54%
Generating slides			,
		Can	cel

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.

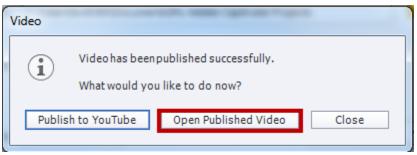


Figure 107 - Open Published Video

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