Community Experience Distilled

Mastering Adobe Captivate 7

Create interactive SCORM-compliant demonstrations, simulations, and quizzes with Captivate 7

Foreword by Richard John Jenkins, eLearning Solutions Consultant at Adobe Systems

Damien Bruyndonckx

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BIRMINGHAM - MUMBAI

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Foreword

People have a thirst, an unrelenting thirst for knowledge, learning, and understanding; from the mundane how-tos of life, like changing the washer of a leaking faucet, to learning about the possibility of life on habitable exoplanets millions of light-years away. Computers, e-books, tablets, and smartphones with their access to the Internet have all changed the way we learn in incredible, simply amazing ways; here's a personal example of what I'm talking about.

I recently moved from sunny Ventura, California, to sub-zero degrees Myersville, Maryland, in the U.S. In Ventura, I rented a house with a fireplace I never used; however, in freezing cold Maryland, where I purchased my first home, the fireplace has become a huge deal to keep my family and me warm during extremely cold days and nights.

Renters know when something goes wrong with your rental, it's usually a matter of picking up the phone, calling your property manager who sends out a plumber, electrician, and so on to take care of the problem. This is not so when you're the home owner! As a home owner (if you're lucky enough to be handy), you start wearing dozens of tradesperson hats to fix stuff and perform maintenance on your home. And if you're anything like me, the do-it-yourself (DIY) type on a budget, you rush out and buy a bunch of DIY home repair books with a chapter titled, for example, *How to Unstop a Toilet in Three Easy Steps*, in order to save money.

However, what if your many DIY books don't cover some home maintenance you need insight on? Case in point, fireplaces and how to determine if I need to sweep out the build-up of explosive creosote (wood tar) after burning up cords of wood in the fireplace? So where did I turn to learn about fireplace maintenance? Did I make my way to another bookstore and hope for the best in finding another DIY guide that might cover fireplace maintenance? You know where I'm going with this. The Internet of course! Where thousands of websites, blogs, and videos abound, including wonderful YouTube how-to videos (many made with Adobe Captivate, which publishes directly to YouTube with a few mouse clicks), which provided me with the answers I was seeking in a matter of seconds; all viewable on my phone while sipping my beloved grande extra hot-whipped mocha at my local Starbucks!

I *love* books. Don't get me wrong, books are incredible (I purchase dozens and dozens each year). But in our short attention span and "blurry-eyed-glued-to-multiple-devices era," printed books must extend their reach from the printed page (such as e-book readers) to the Internet or suffer obsolescence in the future.

Thankfully, you hold in your hands a book that accomplishes this! A book that successfully bridges the gap of the printed page wonderfully to the exciting world—the futuristic world of eLearning and mLearning on the Internet and back to the printed page for all of your answers about the incredible world of eLearning and mLearning creation with Adobe's award winning Captivate 7!

As an eLearning solutions consultant for Adobe, I've seen countless incredible examples of what Captivate authors and developers have done with Adobe Captivate 7. From people working in our state, local, and federal government agencies, to K12 through higher education institutions, nonprofits, healthcare, finance, the military, and commercial enterprises worldwide, I'm always knocked out by the fantastic Captivate projects they share with me. And hands down, I've heard countless times a resounding, "I wanted a powerful solution to create my eLearning and mLearning projects, but I also needed the solution to be easy-to-use—both of which Captivate delivered to me."

I'm excited as heck to re-read this book cover to cover since Damien has jam-packed it with so many best practices, tips, and tricks, which even I don't know and it's *my job* to know! Don't delay, start your reading today, and jump into the wonderful world of the eLearning and mLearning authoring tool of choice used by your peers the world over.

Sitting by a safe cozy fire,

Richard John Jenkins

eLearning Solutions Consultant

Adobe Systems

About the Author

Damien Bruyndonckx is a trained elementary school teacher and began his career teaching French as a foreign language in two elementary public schools of Louisiana, USA. In 2001, he returned to his home country, Belgium, and began working as an IT trainer. He soon acquired the title of Adobe Certified Instructor on Dreamweaver, Coldfusion, Acrobat, and Captivate, which allowed him to work for various Adobe-authorized training centers in Europe and participate in many web- and eLearning-related projects for countless customers. In 2009, he went back to teaching in a school. He now works at IHECS, a higher education school of communications, based in Brussels, where he teaches Multimedia and serves as the eLearning Coordinator of the school. Thanks to his work at IHECS, Damien became an Adobe Education Leader in November 2011. Damien also owns a company that provides Adobe Training and eLearning consultancy. He authored *Mastering Adobe Captivate 6* and *Adobe Captivate 7 for Mobile learning*, published in August 2012 and August 2013, respectively, by Packt Publishing. He lives in Thuin (Belgium) with his fiancée and his two children. Damien is a big music lover and occasionally works as a sound and light technician in the entertainment industry. You can follow him on Twitter at `@damienbkx` and contact him by visiting his website at `http://www.dbr-training.eu`.

Acknowledgments

With the release of *Mastering Adobe Captivate 7*, a new adventure comes to an end. This one was a very smooth adventure thanks to the awesome team that has worked with me to make this book a reality.

The first people I would like to thank are the readers of *Mastering Adobe Captivate 6*. Thank you for the extraordinary feedback you gave me through your e-mails, tweets, and comments on my blog. I tried to incorporate your great comments and suggestions in this book and I think it makes it much stronger.

A special mention of the reviewers that have worked on this title with me: Anita, Joe, Chris, James, and Jack, I feel blessed that I could work with you on this project. You are among the best **Captivaters** out there. Your comments and suggestions have made this book much stronger than what it was after the first draft.

I also want to thank the Captivate team in India for putting together such an awesome eLearning application. Special thanks to Allen, Pooja, Vish, and Richard, the extraordinary team of Adobe Captivate evangelists I had a chance to meet and/or work with.

Also, special thanks to the Packt Publishing team that has trusted me once again and allowed me to be a published author for the third time! Big thanks to Priyanka, Harsha, Edwin, Kapil, and their respective teams for this smooth project.

Finally, the one thing that makes this book very special to me is the cover picture. It was taken by my sweet Céline three years ago when we were on holiday in Florida. Céline and I got engaged during that trip, just the day before the picture was taken. I'm so glad that the Packt Publishing team has accepted to use it as the cover of this book.

As you can see, there is a lot of hard work, passion, and love that has gone into this title. I hope you will enjoy reading it as much as I enjoyed writing it for you.

About the Reviewers

Joe Ganci is an eLearning consultant with a long track record. Joe's design approaches and innovative use of tools, such as Adobe Captivate, Presenter, and Acrobat, have caused many to rethink how they design and develop their eLearning and to implement new and better methods. Joe's personal and hands-on style of consulting has kept his services constantly in demand, and he is privileged to have been visited by many clients from all over the world.

He is the President of eLearning Joe, LLC, a custom training and learning company located in Ashburn, VA, right outside Washington D.C. Since 1983, he has been involved in every aspect of learning development. Joe holds a degree in Computer Science and is a published author, having written several books and many articles about eLearning. He is widely considered a guru for his expertise in eLearning development and conducts classes and seminars at commercial companies, government facilities, leading universities, and at many industry conferences. He is on a mission to improve the quality of eLearning with practical approaches that work.

His company, eLearning Joe, LLC, covers all aspects of eLearning analysis, design and development, and evaluation. They help organizations get started in implementing cost savings and higher retention in eLearning using the best combination of design approaches and development tools. They are experts in various tools, including Captivate, Storyline, Raptivity, Roleplay, and ZebraZapps, among others.

Anita S. Horsley is passionate about all forms of teaching and education. She has been conducting instructor-led and train-the-trainer courses since 1998. As a firefighter, she was a State- and National-level Instructor III and as a personal trainer, she received national and international train-the-trainer fitness certifications. As the Training and Development Specialist for the Oregon State Fire Marshal, she implemented, since inception in 2009, the eLearning track and designed and developed eLearning courses for adult learners. She has a Master's degree in Education and is an Adobe Certified Expert in Captivate.

She is the founder and President of CALEX Learning Consultants, LLC. CALEX Learning Consultants, LLC, provides technology-based training solutions to business and local, state, and federal agencies. They provide creative eLearning project design, course/curriculum development, and management of education efforts that are focused on customers' direct goals. Additionally, they train customers on how to build eLearning through the use of Adobe Captivate by offering on line instruction and instructor-led training. Moreover, they provide consultation and project planning and deployment. Their key focus is to develop exceptional engaging and interactive adult educational programs that positively affect agency goals and objectives.

She authored *Fast Track to Adobe Captivate 6*, *Packt Publishing*, a tutorial course with 40 3 to 5 minute videos that teach you the fundamentals of using Adobe Captivate.

She writes a blog, *Crazy About Captivate*, that provides written and video tutorials on Adobe Captivate. She also provides webinars for ASTD and Adobe and presents at conferences. She is a technical reviewer for Packt Publishing and Adobe. She works with the Charleston Animal Society to teach elementary schools kids about the humane treatment of animals. So also volunteers at Charleston Area Therapeutic Riding to work with kids who have various disabilities riding horses.

James Lang has been an educator for over 15 years, initially as a classroom teacher and now working in corporate education. Currently, James works as a training specialist, developing and delivering a wide variety of training programs including instructor-led and synchronous and asynchronous eLearning for a proprietary software program. He has always had a passion for helping others learn and improve their performance. You can learn more about him on his blog or contact him through his website, `jwlang.com`.

I would like to thank those who have come before me and lifted me to where I am today.

Jack Massa is the Principal of Guidance Communications, Inc. (`www.guidancecommunications.com`), where his mission is to make complex information clear. He has designed, developed, and delivered training and eLearning solutions for organizations such as Unisys, Equifax, The Home Depot, InterCall, Digital Insight/Intuit, and many others.

He has a Master's degree in Creative Writing and certificates in Learning Design and Computer Programming. He is an associate fellow at the Society for Technical Communication and was the Vice President of Technology at Greater Atlanta ASTD.

Chris Petrizzo is the Founder of CLIQ Instructional and Performance Solutions, which helps organizations leverage their people by developing and delivering creative, logical, integrated, quality training, both online and in the classroom.

He has developed and facilitated training on personal effectiveness, project management, mind mapping, thinking skills, train-the-trainer courses, communication skills, customer service, management, leadership, and a wide gamut of custom and off-the-shelf software applications. He has worked in sectors including information technology, nonprofit, finance, retail, education, and government.

He holds a Bachelor's degree in Interpersonal Communication and a Master's in Instructional and Performance Technology. He is an Adobe Certified Expert in Captivate and has been using it to develop engaging eLearning for almost 15 years.

He lives in Broomfield, Colorado, which provides him with easy access to the cultural opportunities of Denver, the spiritual richness of Boulder, and the wildness of the Rocky Mountains.

You can contact him through his website, `www.cliq.biz`.

I would like to thank my wife Joni for providing that perfect balance of support and pushiness, and knowing when I need to hear I'm doing great and when I need to hear the opposite. There's nobody else I'd rather journey with.

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Preface

Adobe Captivate is the industry-leading solution for authoring highly interactive eLearning content. With Adobe Captivate, one can capture the on-screen action; enhance eLearning projects; insert SCORM, AICC, and Tin Can-compliant quizzes; and publish work in various formats (including Adobe Flash and HTML5) for easy deployment on virtually any desktop and mobile device.

Mastering Adobe Captivate 7 is a comprehensive, step-by-step learning guide to creating SCORM-compliant demonstrations, simulations, and quizzes with Adobe Captivate. The sample projects demonstrate virtually every feature of Adobe Captivate, giving you the expertise you need to create and deploy your own professional-quality eLearning courses.

Mastering Adobe Captivate 7 will guide you through the creation of full-featured eLearning projects including a demonstration, simulation, video demo, and SCORM-compliant quiz.

What this book covers

Chapter 1, *Getting Started with Adobe Captivate*, introduces Captivate as an eLearning solution. It takes you through the tool icons and panels of the Captivate interface. At the end of this chapter, you will be walked through the finished sample applications that you will build during the course of the book.

Chapter 2, *Capturing the Slides*, shows you how to use the screen capture engine of Captivate to capture the slides of your projects. You will also learn how to choose the right size for the projects you have to make.

Chapter 3, *Working with Standard Objects*, explains how to use the standard objects of Captivate to enhance the slides captured in the previous chapter. The standard objects discussed in this chapter include the Text Captions, the Highlight Boxes, the Images, and the Mouse movements.

Chapter 4, *Working with Styles, Master Slides, Themes, and Templates*, focuses on the cosmetic part of the project. You will learn about themes; create styles and master slides, save them into themes, and create and use templates. This will ensure visual consistency both within a given project and across projects.

Chapter 5, *Adding Interactivity to the Project*, introduces the objects that bring interactivity into the project. These objects include the Rollover objects, the new Drag and Drop Interaction, the Click Box, the Text Entry Box, and the Button. These objects will be used to convert a demonstration into a simulation and to discuss branching.

Chapter 6, *Working with Audio*, explains how to add sound effects on objects, voice-over narration on slides, and background music to the entire project. You will use the text-to-speech engine of Captivate to generate some of the needed audio clips and you will add Closed Captions for enhanced accessibility.

Chapter 7, *Working with Quizzes*, discusses the powerful quizzing engine of Captivate. You will import questions into your Captivate project using various techniques, review each and every question type of Captivate one by one, and integrate them into question pools to generate random quizzes. In the second part of this chapter, you will see how these interactions can be reported to a SCORM, AICC, or Tin Can-compliant LMS for easy tracking of your student's performance.

Chapter 8, *Finishing Touches and Publishing*, in the first part, shows you how to ready your projects for publishing by modifying project-level options and preferences. One of these options is the Skin Editor that will let you customize the playback controls and the table of contents of your projects. In the second part of this chapter, you will make your projects available to the outside world by publishing them in various formats including Adobe Flash, HTML5, video, and PDF.

Chapter 9, *Using Captivate 7 with Other Applications*, will explore the relationship between Captivate and other Adobe and third-party applications. First, you will convert a PowerPoint presentation into a Captivate project. You will then export some Captivate data to Microsoft Word in order to localize a Captivate project. You will also import an Adobe Photoshop file and export the project to Adobe Flash.

Chapter 10, *Reviewing a Captivate Project*, discusses the distribution of the project to a team of reviewers. The reviewers will use the Adobe Captivate Reviewer to comment on your work. Finally, you will import the reviewers' comments into Captivate and address them one by one.

Chapter 11, *Variables, Advanced Actions, and Widgets*, discusses how you can unleash the true power of Captivate. It explains the variables, the advanced actions, the widgets, and the smart learning interactions. These features will help you design and develop highly interactive eLearning content that proposes a unique experience to each and every learner.

What you need for this book

- Adobe Captivate 7 (available as a free 30-day trial on the Adobe website).
- Some exercises require the free Captivate 7.0.1 update patch available on the Adobe website.
- Adobe Media Encoder CS6 or CC (AME CS6 is part of the Captivate 7 download).
- The Adobe Captivate Reviewer and the Adobe Captivate Quiz Result Analyzer, both of which are included in the standard Captivate download. These applications require the AIR runtime to be installed on your system to work. The AIR runtime is available as a free download on the Adobe website.
- A modern web browser with the latest version of Flash Player installed.
- Microsoft PowerPoint 2003 or higher (optional).
- Microsoft Word 2003 or higher (optional).
- Adobe Photoshop CS3 or higher (optional).
- Adobe Flash CS6 or CC (optional).

Who this book is for

If you fit any of the following profiles/criteria, this book is for you:

- A teacher wanting to produce highly interactive eLearning content for your students
- An instructional designer, eLearning developer, or human resources manager working in a training department wanting to implement eLearning in your company
- You use a SCORM, AICC, or Tin Can-compliant LMS and want to produce eLearning content and track the performances of your students
- A webmaster in need of a fun and interactive way to produce an FAQ or a support site
- Interested in eLearning

A basic knowledge of your operating system (Mac or Windows) is all it takes to author the next generation of eLearning content.

Conventions

In this book, you will find a number of styles of text that distinguish between different kinds of information. Here are some examples of these styles, and an explanation of their meaning.

Code words in text, database table names, folder names, filenames, file extensions, pathnames, dummy URLs, user input, and Twitter handles are shown as follows: "Delete all the `.flv` files present in the `videos/MOV` folder of the exercise."

New terms and **important words** are shown in bold. Words that you see on the screen, in menus or dialog boxes for example, appear in the text like this: "In the **Click Boxes** section, tick the **Add Click Boxes on Mouse Click** option. Also, tick the **Failure Caption** and **Hint Caption** boxes."

Warnings or important notes appear in a box like this.

Tips and tricks appear like this.

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1
Getting Started with Captivate

Since its introduction in 2004, Captivate has always been the industry-leading solution for authoring eLearning content. In the beginning, it was a very simple screen-capture utility called FlashCam. In 2002, a company named eHelp acquired FlashCam and turned it into an eLearning authoring tool called RoboDemo. In 2004, another company called Macromedia acquired eHelp, changed the name of the product once again, and **Macromedia Captivate** was born. A few months later, Adobe acquired Macromedia and, consequently, Macromedia Captivate became **Adobe Captivate**.

As the years passed, Adobe released Captivate 2, Captivate 3, and Captivate 4, adding tools, objects, and features along the way. One of the most significant events in the Captivate history took place in July 2010, when Adobe released Captivate 5. For the release of Captivate 5, Adobe engineers rewrote the code of the entire application from the ground up. As a result, Captivate 5 was the first version to be available on both Mac OS and Windows. Captivate 5 was also equipped with a brand new user interface similar to that of other Adobe applications, not mentioning an impressive array of new and enhanced tools.

Version 6 was another milestone for Captivate as it was the first version to propose an HTML5 publishing mechanism. Prior to Captivate 6, the main publishing option was Adobe Flash.

As of today, the latest version of Captivate is Version 7. Captivate 7 comes with improved HTML5 support, an enhanced interactions library, good drag-and-drop interaction, the ability to record system audio, and tons of other (not so) small enhancements. With all this power sitting one click away, it is easy to overcharge your projects with lots of complicated audiovisual effects and sophisticated interactions that can ultimately drive the user away from the primary objective of every Captivate project: teaching.

While working with Captivate, one should never forget that Captivate is an eLearning authoring tool. At the most basic level, it simply means that you, the developer of the project, and your audience are united by a very special kind of relationship: a student-teacher relationship. Therefore, from now on, and for the rest of the book, you, the reader of these pages, will not be called "the developer" or "the programmer," but "the teacher." And, the ones who will view your finished applications will not be the "users" or the "visitors," but will be called "the learners" or "the students." You will see that this changes everything…

In this chapter, we shall:

- Discuss the available options to obtain Captivate
- Discuss the general steps of the Captivate production process
- Tour the Captivate interface
- Work with panels and workspaces
- View the finished sample applications

Obtaining Captivate

There are three ways to obtain Captivate:

- **The Captivate perpetual license**: This is the old-fashioned way of obtaining the software. You buy Captivate and get a serial number to activate your installation. Once activated, Captivate will be permanently available on your computer, even when you won't need it. With this option, you get all the core functionalities of Captivate and you can start working on your eLearning projects right away! This book works flawlessly with the Captivate perpetual license.

  See the Captivate page on the Adobe website at `http://www.adobe.com/ap/products/captivate.html`.

  You can download and use this version of Captivate free of charge for 30 days. It should be more than enough to go through the exercises of this book. Be aware though that once the trial expires, you will not have access to Captivate unless you convert your trial to a licensed version. This can be a perpetual or a subscription license.

  Download your Captivate 30-day trial from `http://www.adobe.com/downloads/`.

- **The Captivate subscription**: With this new licensing model, you subscribe to Captivate on a monthly basis. This means that you pay a certain amount of money each month to keep using Captivate.

  The main benefit of the subscription model is that you automatically get all the updates as they are released. The subscription model is the best way to ensure that you always have the latest version of Captivate installed on your system. Subscribed customers also have early access to great new features. Note that the subscription is just another licensing model. With the exception of the subscription-only exclusive updates, the software is identical to the perpetual licensing model.

More information on the Captivate subscription model can be found at `http://www.adobe.com/products/captivate/buying-guide-subscriptions.html`.

  Although the Captivate subscription model is very similar to the way Adobe Creative Cloud works, Captivate is, at the time of this writing, not part of the Creative Cloud.

Captivate and the Creative Cloud

If you already have a Creative Cloud subscription, you'll need another separate subscription for Captivate.

- **Captivate in the Technical Communication suite**: The **Technical Communication Suite** (**TCS**) is yet another bundle of applications from Adobe. It is designed to create technical content such as help files and user guides. The Technical Communication Suite includes applications such as Adobe RoboHelp, Adobe FrameMaker, Adobe Acrobat Professional, and of course, Adobe Captivate.

For more information on the Technical Communication Suite, visit `http://www.adobe.com/products/technicalcommunicationsuite.html`.

A glance at the Captivate production process

Producing content with Captivate is a three-step process, or to be exact, a four-step process. But only three of the four steps take place in Captivate. That's why I like to refer to the first step as "Step zero"!

Step zero – the preproduction phase

This is the only step of the process that does not involve working with the Captivate application. Depending on the project you are planning, it can last from a few minutes to a few months. Step zero is probably the most important of the entire process as it is where you actually create the scenarios and the storyboards of your teaching project. This is where you develop the pedagogical approach that will drive the entire project. What will you teach the students? In what order will you introduce the topics? How and when will you assess the students' knowledge? These are some of the very important questions you should answer before opening Captivate for the first time. Step zero is where the teacher's skills fully express themselves.

Blog post – Scenario-based training

Make sure you read this series of posts on the official Adobe Captivate Blog. Dr Pooja Jaisingh shares her experience in creating scenario-based training. These posts clearly stress the importance of *Step zero* and give you the first high-level approach to the Captivate production process. The first post of the series can be found at `http://blogs.adobe.com/captivate/2012/03/my-experience-with-creating-a-scenario-based-course-part-1.html`.

Step one – capturing the slides

When you know exactly where and how you will lead your students, it is time to open Captivate. During this first phase, you will use one of the most popular Captivate features: the ability to record any action you perform on-screen. You will simply use your mouse to perform actions on your computer. Behind the scenes, Captivate will be watching and recording any action you do using a sophisticated screen capture engine based on screenshots. This first step can be compared to shooting a movie. The goal is to acquire the needed images, actions, and sequences. In the movie industry, the raw material that comes out of the shooting is called *rushes*. It is not uncommon for a movie director to discard lots of rushes along the way so that only the very best sequences are part of the final release.

Step two – the editing phase

This phase is the most time-consuming phase of the process. This is where your project will slowly take shape. In this step, you will arrange the final sequence of actions, record narrations, add objects to the slides (such as Text Captions and Buttons), arrange those objects in the Timeline, add title and ending slides, develop advanced interactions, and so on. At the end of this phase, the project should be ready for publication.

Sometimes, the Captivate project you will be working on will not be based on screenshots. In such a case, you will create the slides entirely in Captivate or import them from Microsoft PowerPoint. Importing PowerPoint slides in Captivate will be covered in *Chapter 9*, *Using Captivate 7 with Other Applications*.

Step three – the publishing phase

This is where you make your project available to the learners, and this is where Captivate really is awesome! Captivate lets you publish your project in the popular Adobe Flash format. This is great since it makes the deployment of your eLearning courses very easy—only the Flash player is needed. The very same Flash player that is used to read flash-enabled websites or YouTube videos is enough to read your published Captivate projects.

Captivate can also publish the project as standalone applications (`.exe` on Windows and `.app` on Macintosh) or as video files that can be easily uploaded to YouTube and viewed on a tablet or smartphone.

When Captivate 6 was released, one of the most significant new features was the ability to publish projects in HTML5. By publishing in HTML5 format, you make your eLearning content available to mobile devices that do not support the Flash technology. The door is open for the next revolution of our industry: Mobile Learning (or mLearning).

Blog post

Make sure you read this wonderful blog post by Allen Partrige, *The How & Why of iPads, HTML5 & Mobile Devices in eLearning, Training & Education* at `http://blogs.adobe.com/captivate/2011/11/the-how-why-of-ipads-html5-mobile-devices-in-elearning-training-education.html`.

Touring the Captivate interface

In this book, we shall cover the three steps of the process requiring the use of Captivate. You will discover that Captivate has specific tools to handle each of the three steps. Actually, each step requires so many options, tools, and features that Captivate has a very large numbers of icons, panels, dialog boxes, and controls available. Therefore, when developing Captivate, Adobe's designers were confronted with a very significant issue—how to display all those tools, features, boxes, and controls on a single computer screen.

To address the issue, the designers at Adobe decided that:

- Depending on the production step you are working on, you do not need the same set of tools at all times
- Some tools relevant for a given project are useless in another
- Each teacher has different working habits, so each teacher should be able to display the tools of Captivate as he/she sees fit
- While some Captivate users have large screens, others have much smaller display areas

These simple considerations helped the Adobe design team create a very flexible user interface.

If you already use other Adobe applications, you'll be on known ground, as the Captivate user interface works the same way as the user interface of the most popular Adobe applications.

The first look at the Captivate interface

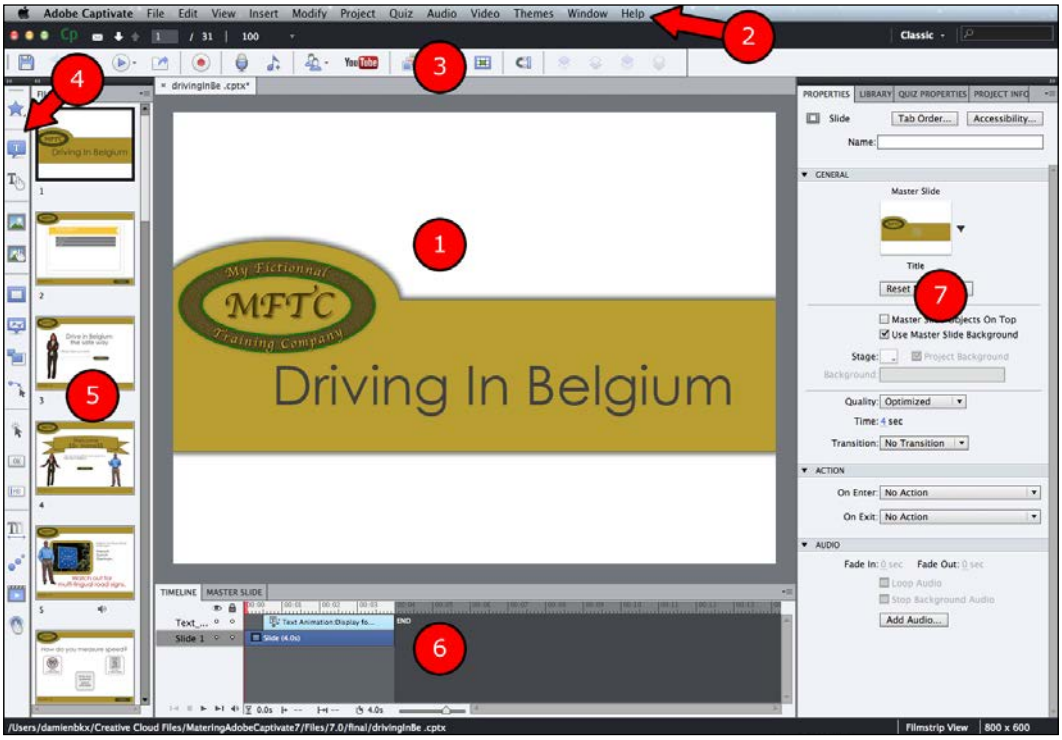
When you open the application for the first time, you'll have a default set of tools available. Let's check them out using the following steps:

1. Open Captivate.
2. On the left-hand side of the Welcome screen, click on the open icon.
3. Navigate to the `final/drivingInBe.cptx` file situated in the exercise folder.

Downloading the example code

You can download the example code files for all Packt books you have purchased from your account at `http://www.packtpub.com`. If you purchased this book elsewhere, you can visit `http://www.packtpub.com/support` and register to have the files e-mailed directly to you.

4. Your screen should look similar to what is seen in the following screenshot:



The Captivate user interface is composed of panels laid out around the **stage (1)**. The stage is the main area of the screen. It is where you will lay out the objects that make up each slide of the project.

At the very top of the screen is the menu bar **(2)**. The menu bar gives you access to every single feature of Captivate.

Right below the menu bar is the main options toolbar **(3)**. Each icon of the main options toolbar is a shortcut to a feature that also exists in the menu bar.

A special toolbar spans across the left-hand side of the screen from the top down. This is the object toolbar **(4)**. The object toolbar lets you insert new objects on your Captivate slides. This is one of the most important toolbars of Captivate, and one you will use a lot during the course of this book.

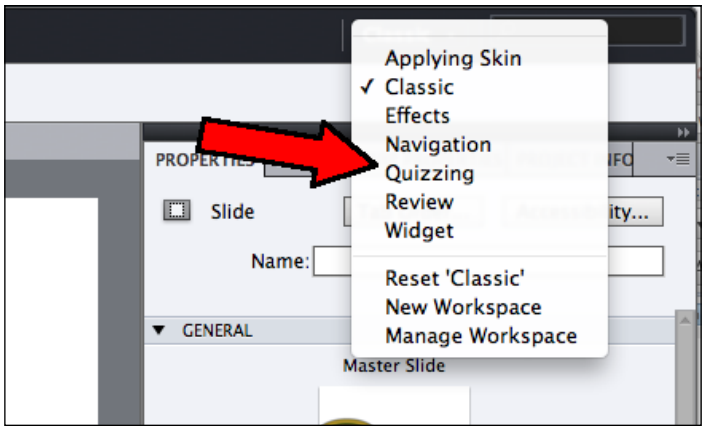
The next panel is called the **Filmstrip (5)**. It shows the sequence of slides that makes up your Captivate project. The primary use of the **Filmstrip** is to enable navigation between the slides of the project, but it can also be used to perform basic operations on the slides such as reordering or deleting slides.

At the bottom of the screen is another important panel: the **Timeline (6)**. As its name implies, this panel is used to arrange the objects of the slide as per time. This panel is also used to set up the stacking order of the objects.

The right-hand side of the screen shows a group of five panels. The **Properties** panel **(7)** is displayed by default, while the **Library** panel, the **Quiz Properties** panel, the **Project Info** panel, and the **Swatches** panel are hidden. The **Properties** panel is a dynamic panel. This means that its content depends on the currently selected item.

Such a set of panels is known as a **workspace**. Depending on the project you are working on, the size of your computer screen, your working habits, and so on, this basic workspace might fit your need…or not. The name of the workspace in use is displayed at the top-right corner of the screen. Currently, the **Classic** workspace is the one in use.

5. Click on the word **Classic** in the top-right corner of the screen to reveal a list of available workspaces.
6. In the workspace switcher, choose the **Quizzing** workspace.

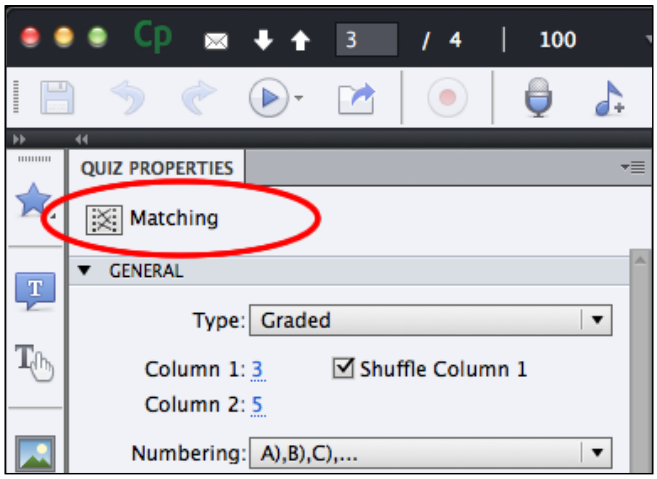


When done, take a close look at the screen. The set of available panels is not exactly the same as before. First of all, the **Filmstrip** panel is displayed at the bottom of the screen, where the **Timeline** panel used to be. The **Timeline** panel is still there but hidden by default, while two new panels (**Master Slide** and **Question Pool**) are shown between the **Filmstrip** and the **Timeline** panels. The left-hand side of the screen has also changed. Right where the **Filmstrip** panel used to be, a big empty panel called **Quiz Properties** is now displayed.

This example clearly shows what a workspace is: a set of panels arranged in a specific layout. While the **Classic** workspace you explored earlier was perfect to perform some basic tasks, the **Quizzing** workspace currently in use is perfect when developing a Captivate Quiz.

7. At the bottom of the screen, click on the **Question Pool** tab to open the **Question Pool** panel.
8. The **Question Pool** panel displays six question slides. Click on each question slide one by one while taking a look at the **Quiz Properties** panel on the left-hand side of the screen.

As you go through each of the question slides listed in the **Question Pool** panel, the **Quiz Properties** panel displays the properties relevant to the currently selected question slide. Note that at the very top of the **Quiz Properties** panel is the type of the active question slide (**Matching**—as shown in the next screenshot—Sequence, Hot spot, and so on).



This demonstrates what a dynamic panel is. The **Quiz Properties** panel displays information relevant to the current selection. As the selected item changes, so does the content of the **Quiz Properties** panel. Many panels of Captivate (including the **Properties** panel) work the same way.

9. Reopen the Workspace switcher at the top-right corner of the screen.
10. In the list of available workspaces, choose **Navigation**.

The **Navigation** workspace is applied and, again, the panels are rearranged. This time, the **Branching** panel pops up and covers most of the available screen area. The **Branching** panel is known as a floating panel, because it floats freely on the screen and is not attached (docked) anywhere.

Branching is an important concept in Captivate. When you ask the students to perform an action, they might do either the right or the wrong action. The teacher can make Captivate perform one action when the student does the right thing and another action when the student does the wrong thing. As a result, students experience the Captivate application differently (in other words, take different branches) based on their actions and answers. The branching panel offers a visual representation of this concept.

11. At the top-right corner of the screen, reopen the Workspace switcher.
12. Choose the **Classic** workspace to reapply the original default workspace.

Thanks to these little experiments, you have been exposed to some important basic concepts about the Captivate interface. Before moving on, let's summarize what you have learned so far:

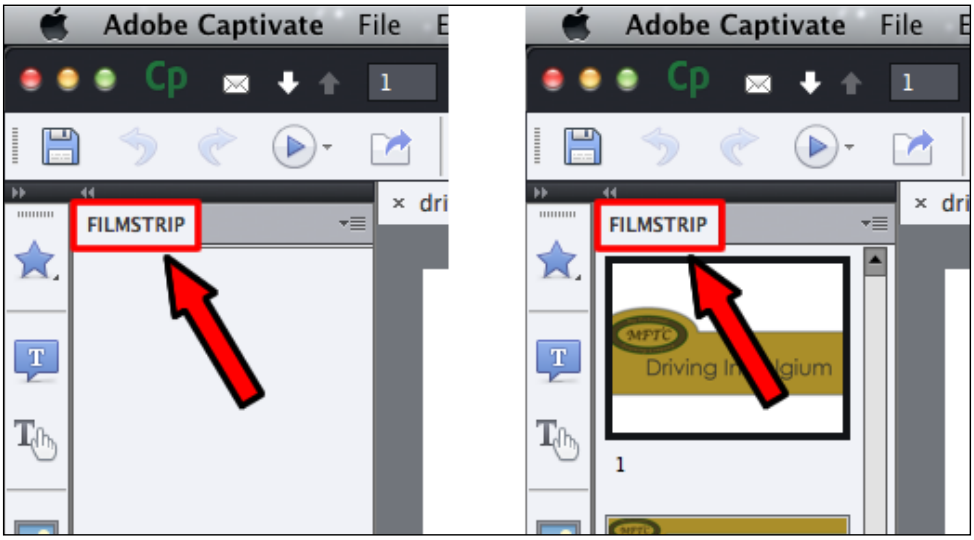
- The Captivate interface is composed of panels laid out around the main editing area called the stage.
- A workspace is a selection of panels in a specific arrangement. No workspace shows every available panel, so there are always tools that are not shown on the screen.
- Captivate ships with seven different workspaces. These workspaces are available in the Workspace switcher in the top-right corner of the screen.
- When you open Captivate for the first time, the **Classic** workspace is applied by default.

You have rapidly inspected three of the workspaces available in Captivate. It is a good idea to take some time to inspect the remaining workspaces. Just make sure you reapply the **Classic** workspace when you are done.

Working with panels

Captivate has a very flexible user interface. You can move the panels around, open more panels, or close the ones you don't need. You can enlarge and reduce the panels or even turn them into icons to gain some space on your screen:

1. Double-click on the **Filmstrip** tab at the top of the **Filmstrip** panel. This collapses the **Filmstrip** panel.
2. Double-click on the **Filmstrip** tab again to expand the panel.



3. Do the same experiment with the other panels of the screen including the **Timeline** (at the bottom) and the **Properties** panel (on the right-hand side).
4. When you are done, reset the **Classic** workspace to its original state by navigating to **Window** | **Workspace** | **Reset Classic**.

Collapsing and expanding panels is very simple, and is the first tool at your disposal to customize the Captivate interface. The second tool you will experiment with is the very small double-arrow icon that is displayed on top of every panel or groups of panels. For the **Properties**, **Library**, **Quiz Properties**, **Project Info**, and **Swatches** panel group, this very small icon is located at the far right side of the interface.

5. Click on this double arrow to turn the **Properties**, **Library**, **Quiz Properties**, **Project Info**, and **Swatches** panel group into a set of five icons (see the following screenshot).
6. Click on the **Properties** icon to reveal the **Properties** panel. Click on the same icon again to hide the **Properties** panel.

7. Reveal and hide the **Library**, **Quiz Properties**, **Project Info**, and **Swatches** panels by clicking on their respective icons.
8. Click on the double arrow to toggle the panel group back to its original state.

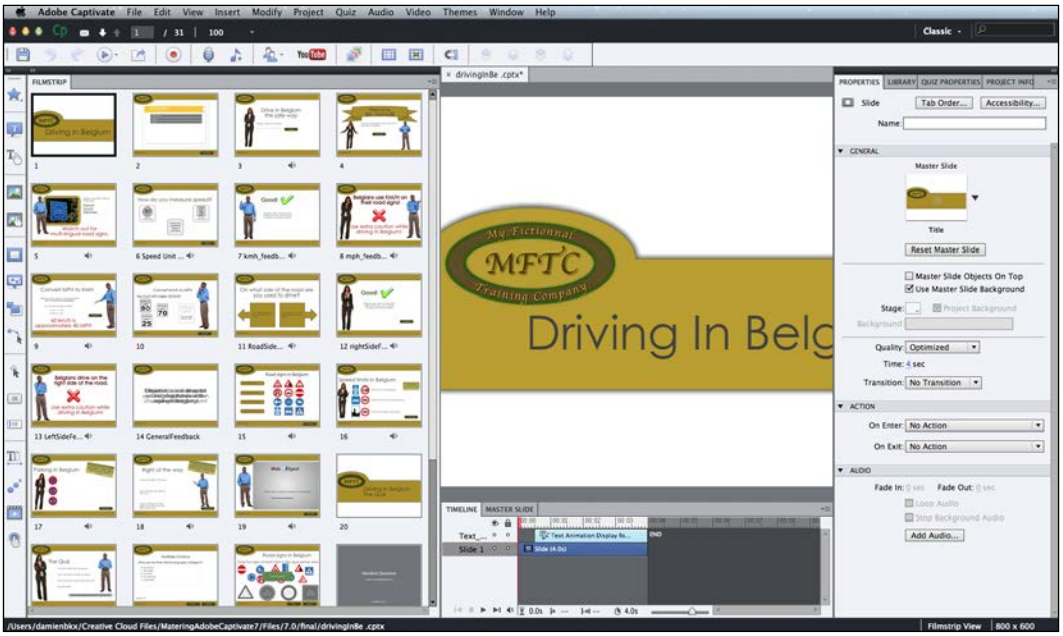
The **Swatches** panel shown in the preceding screenshot is a new feature of Captivate 7.0.1. If the **Swatches** panel does not appear on your screen, make sure you have applied the latest available update patch for Captivate. More info on how to download and install the latest Captivate updates can be found at `http://www.adobe.com/support/captivate/downloads.html`.

If you have a small screen, turning panels into icons is a very simple and effective way to optimize your screen real estate. Note that a similar double-arrow is available at the top of the objects toolbar. Clicking on that one toggles the objects toolbar between a two-column and a single-column display.

Another way to customize the interface and optimize the screen real estate is to change the size of the panels present on the screen. This is particularly interesting when working with the **Filmstrip** panel.

9. Place your mouse above the vertical line that separates the **Filmstrip** panel from the stage until the mouse pointer turns to a double arrow.

10. Click-and-drag the vertical separator to the right until the **Filmstrip** panel covers more or less half of the screen, as shown in the next screenshot:



The layout shown in the preceding screenshot helps you see the big picture more efficiently. It can be compared to the Slide Sorter view of Microsoft PowerPoint.

Of course, the other panels can be resized the same way. Take **Timeline** for instance. Resizing **Timeline** might be very interesting if you have a large number of objects on a given slide.

11. Open the **Window** menu and navigate to **Workspace | Reset Classic**. This resets the current workspace to its default state.
12. In the **Filmstrip** panel, select slide **16**.

Slide 16 contains a large number of objects. If you take a look at the **Timeline** panel, you'll note that it is not high enough to display all objects present on the slide. A vertical scrollbar appears on the right-hand side of the **Timeline** panel. In order to have a clearer view of the objects that compose this slide and of their timing, you will now enlarge the **Timeline** panel.

13. Place your mouse above the horizontal separator that spans between the **Timeline** panel and the stage until the mouse pointer turns into a double arrow.
14. Click-and-drag the horizontal separator toward the top of the screen until the **Timeline** panel is high enough to display all the objects of the slide.

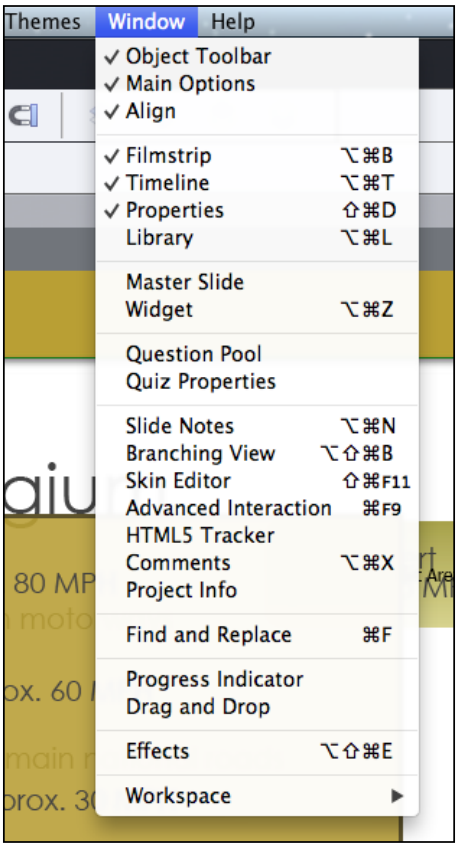
You now have a much clearer view of the stack of objects present on slide 16.

Adding and removing panels

So far, the panels that you have manipulated were already displayed in the **Classic** workspace. You will now use the **Window** menu to add new panels on the screen:

1. Open the **Window** menu.

The **Window** menu is a list of all the panels that exist in Captivate. When a checkmark is displayed in front of a panel name, it means that the corresponding panel is already displayed on the screen.



2. Click on **Slide Notes** to add the **Slide Notes** panel to the workspace. It should appear at the bottom of the interface, right next to the **Timeline** panel.

This is the first time you see this panel. This illustrates the fact that some panels are simply hidden from the default workspace unless you explicitly ask Captivate to display them. If you are looking for a tool that you cannot find on the screen, there is a good chance that the tool you are looking for is available in a panel that is currently hidden. In such a case, simply open the **Window** menu and tick the panel you want to see.

Of course, the same is true when you want to hide a panel.

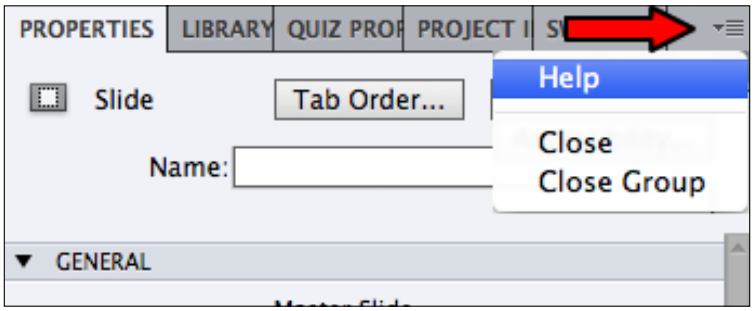
3. Open the **Window** menu again.
4. Click on the **Filmstrip** menu item to hide the **Filmstrip** panel from the screen.

The **Filmstrip** panel is now completely gone. To reopen it, the only solution is to go back to the **Window** menu and turn the **Filmstrip** entry back on.

Another way to close a panel (or even an entire panel group) is to use the small menu associated with every group of panels.

5. Click on the small icon associated with the **Properties**, **Library**, **Quiz Properties**, **Project Info**, and **Swatches** panel group (see the following screenshot).
6. Choose **Close Group** from the available options.

This operation removes the whole group (five panels) from the interface.



7. Navigate to **Window** | **Properties** to turn the **Properties** panel back on.

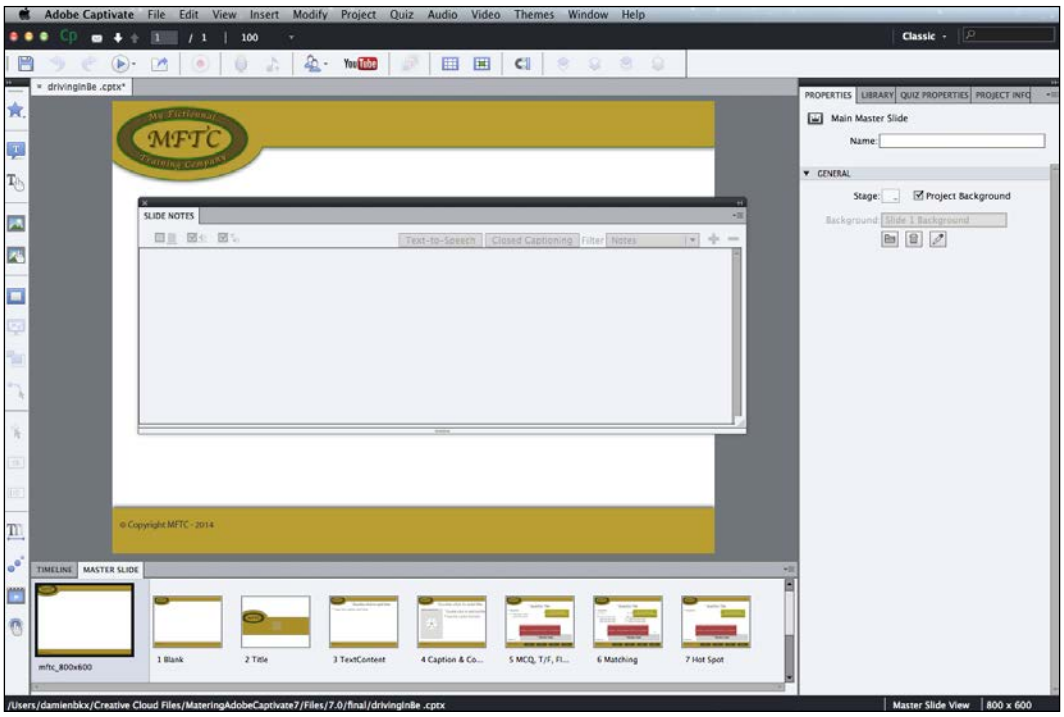
Note that this operation restores the entire panel group (five panels).

Moving panels around

The last thing to learn about panels is how you can move them around. The **Slide Notes** panel is currently displayed at the bottom of the screen. In the **Classic** workspace, this is its default-predefined location:

1. Place your mouse on the **Slide Notes** tab located at the top of the **Slide Notes** panel.
2. Click-and-drag the **Slide Notes** panel away from its current location.
3. Release the mouse when the panel floats in the middle of the screen.

Your screen should look similar to what is shown in the following screenshot:



Unlike the other panels that are docked, the **Slide Notes** panel now floats in the middle of the screen. This is known as a floating panel. Captivate allows panels to be either docked or floating.

4. Place your mouse on the **Slide Notes** tab again.
5. Click-and-drag the **Slide Notes** panel toward the left-hand side of the screen until you see a blue line spanning across the entire height of the window.
6. When the blue line appears, release the mouse.

7. The **Slide Notes** panel should now be docked to the left-hand side of the screen, where the **Filmstrip** panel used to be.

Feel free to move other panels around before proceeding to the next topic. For example, take the **Properties** panel at the right-hand side of the screen and make it float. Then, try to dock it at the bottom of the screen before moving it back to its original location. When a panel is moved above a possible docking location, a blue bar appears on the screen. Releasing the mouse at that moment docks the panel at the location highlighted by the blue bar.

8. When you are done, reset the **Classic** workspace to its original state by navigating to **Window** | **Workspace** | **Reset Classic**.

This concludes your exploration of the Captivate panels. Let's look at a quick summary of what has been covered in this section:

- Double-click on the panel tab to open, expand, or collapse it.
- Use the small double-arrow icon to turn a panel (or a set of panels) to icons. This helps in optimizing the screen real estate if you have a smaller screen at your disposal.
- The **Window** menu shows a list of all the available panels. Use it to display a panel that is not present on the screen or to completely remove a panel from the interface.
- The panels can either be docked or floating.
- To dock a panel, move the panel around with the mouse and release the mouse button when a blue line appears.
- If your screen becomes messy, navigate to **Window** | **Workspace** | **Reset XXX** to change the current workspace back to its original state.

Creating a custom workspace

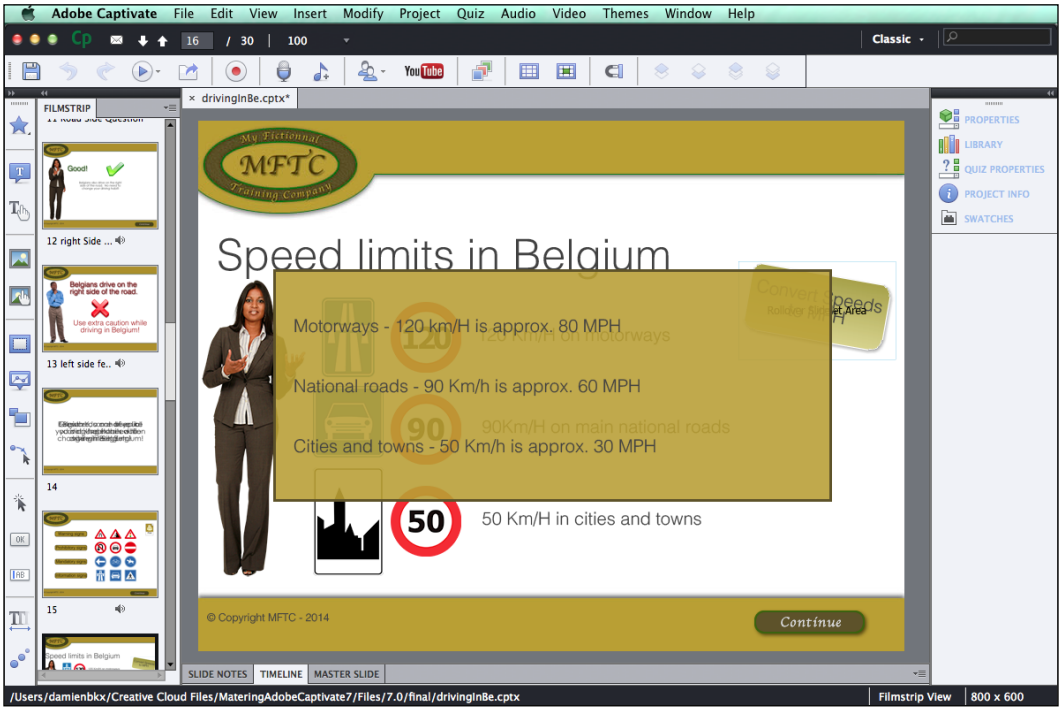
By hiding, showing, and moving panels on the interface, you actually create new workspaces. Captivate allows you to save these new workspaces, so when you come up with a workspace you like, save it, give it a name, and reapply it later.

Make sure you have reset the **Classic** workspace to its original state before doing this exercise:

1. Open the **Window** menu and click on **Slide Notes** to display the **Slide Notes** panel at the bottom of the screen next to the **Timeline** panel.
2. Click on the **Timeline** tab to make it the active panel of the bottom panel group.

3. Double-click on the same **Timeline** tab to collapse the **Timeline** panel.
4. Click on the small double arrow associated with the **Properties** panel to turn the **Properties**, **Library**, **Quiz Properties**, **Project Info**, and **Swatches** panels to icons.

When done, your screen should look similar to what is shown in the following screenshot:



Let's pretend that this new panel layout makes you so happy that you want to save it as a new workspace.

5. Navigate to **Window** | **Workspaces** | **New Workspace**.
6. In the box that pops up, give the workspace your first name and click on **OK**.

When done, take a look at the Workspace switcher at the top-right corner of your screen. Your name should appear there, indicating that the workspace currently in use…is your very own customized workspace!

7. Click on the Workspace switcher to reveal the list of available workspaces.
8. In the list, choose any workspace but the one that bears your name. The chosen workspace is applied and the screen is rearranged.
9. Open the Workspace switcher again.
10. Click on your name to reapply your custom workspace!

Awesome! You now have a way to create custom workspaces and have Captivate look exactly the way you want.

Renaming and deleting custom workspaces

If you need to rename or delete a custom workspace, execute the following steps:

1. Navigate to **Window** | **Workspace** | **Manage Workspace**.
2. In the box, choose the workspace to delete/rename.
3. Click on the **Rename** or **Delete** button. In this example, click on the **OK** button to close the box without any changes.
4. Open the Workspace switcher one last time to reapply the **Classic** workspace before moving on to the next topic.

There is no menu item to update an existing workspace. If you want to update an existing workspace, use the **New Workspace** command and give the new workspace the name of the existing workspace you want to update.

Also, note that you cannot delete or rename the default workspaces of Captivate.

Before moving on to the next topic, these are the key points to keep in mind when creating custom workspaces:

- When you make changes to your interface, you actually create new workspaces
- Navigate to **Window** | **Workspace** | **New Workspace** to save the current panel layout as a new workspace
- Navigate to **Window** | **Workspace** | **Manage Workspace** to rename or delete your custom workspaces
- To update an existing workspace, use the **New Workspace** command and give the new workspace the same name as the workspace you want to update
- The default workspaces of Captivate cannot be deleted or renamed

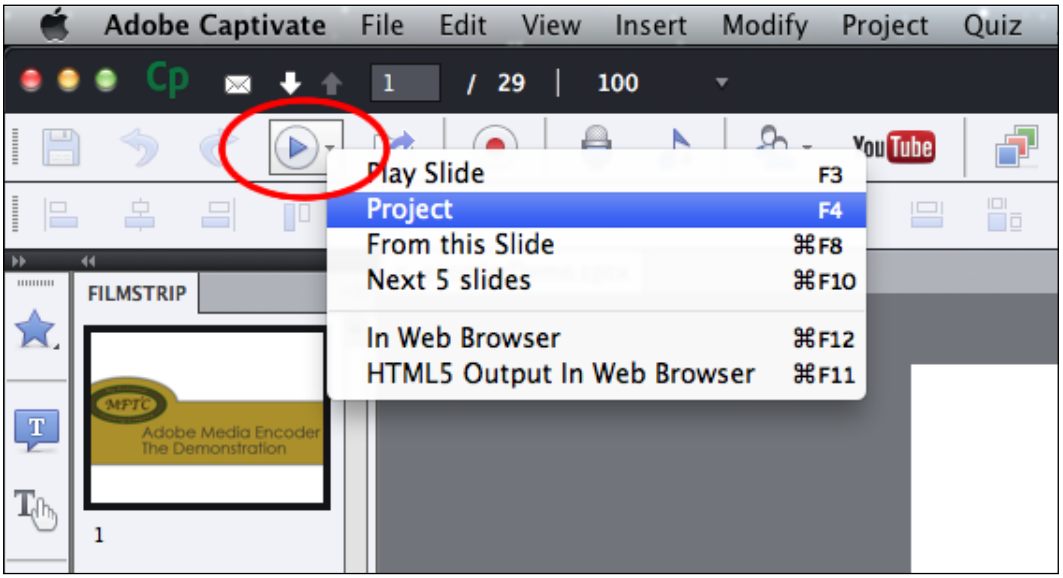
Exploring the sample applications

Now that you know a bit more about the Captivate interface, take a look at the sample applications you will build during the course of this book. These applications have been designed to showcase almost every single feature of Captivate. Use them as a reference if there is something unclear during one of the exercises.

Experiencing the Encoder demonstration

The first application that you will explore is a typical Captivate project. It uses the screen capture engine of Captivate to create a screenshots-based movie:

1. Navigate to **File** | **Open** to open the `encoderDemo_800.cptx` file in the `final` folder, situated in the exercise folder you downloaded from the Web.
2. The file opens as a separate tab in the Captivate interface.
3. In the main options toolbar, right next to the slide navigator, click on the Preview icon.
4. In the drop-down list, choose the **Project** item to preview the entire project.



Take a closer look at the Preview icon (see the preceding screenshot). It will be one of the icons you'll use the most during the course of this book. It has six options to control which part of the project you want to preview and how you want to preview it. Note that each of these options is associated with a keyboard shortcut that depends on the system you work on (Mac or Windows).

Let's look at the Preview icons in detail:

- **Play Slide**: This option plays the current slide in the Captivate interface. It is the only preview option that does not open a floating preview pane. Consequently, this preview option is not able to render all the features of Captivate. Previewing a single slide is a good option to quickly test the timings of the objects.
- **Project**: When choosing this option, Captivate generates a temporary flash file and plays the entire project in the **Preview** pane.
- **From this Slide**: Captivate opens the **Preview** pane and plays the project from the currently selected slide to the end. This option generates a temporary Flash file, so every single feature of Captivate is supported in this preview mode.
- **Next 5 Slides**: Captivate opens the **Preview** pane to play a temporary flash file containing five slides, starting from the currently selected slide. It is a great option to quickly test a specific sequence of the project.
- **In Web Browser**: Captivate generates a temporary flash file as well as a temporary HTML file. It then plays the entire project in the default browser. Using this preview option, you will the project in a context very close to the one that will be used by your learners.
- **HTML5 Output in Web Browser**: When using this option, the project is published in HTML5, JavaScript, CSS, and images. It is then played in the default web browser. Note that some features and objects of Captivate are not supported in the HTML5 output. If you plan on publishing your project in HTML5, make sure you use this preview option to ensure that the features, animations, and objects you used in your project are supported in HTML5.

Floating and Modal panels

In Captivate, a panel can be floating or docked. When a panel floats, the tools and switches situated on other panels are still active. But when the **Preview** panel is open, only the buttons of that panel are active, while the tools of the other panels are not active anymore. The **Preview** pane is said to be a **Modal** floating panel because it disables every tool situated on other panels. Also, note that the **Preview** panel cannot be docked.

In this case, you clicked on the **Preview** project option. Captivate generates a temporary flash file and opens it in the floating **Preview** pane. Follow the on-screen instructions to go through the project. This puts you in the same situation as a learner viewing the eLearning course for the first time.

This project begins with a short welcome video followed by a pretest of three questions. The pretest is made to check if the student really needs to take this particular training. Students that fail the pretest must take the course, while those who pass can skip the course if they want to. To fully understand this feature, it is necessary to take the course twice. Try to answer the questions of the pretest correctly the first time and incorrectly the second time to see how you experience the project in both situations.

The second part of this first sample application (after the pretest) is known as a demonstration. As the name suggests, a demonstration is used to demonstrate something to the learner. Consequently, the learner is passive and simply watches whatever is going on in the Captivate movie. In a demonstration, the mouse object is shown. It moves and clicks automatically.

This particular demonstration features some of the most popular Captivate tools such as Text Captions and Highlight Boxes. You have experienced sound in the Captivate demonstration as well as in the close-captioned sound-enabled slides.

Experiencing the Encoder simulation

You will now open another sample application. Actually, it is not a real "other" application, but another version of the Encoder demonstration you experienced in the previous topic:

1. Navigate to **File** | **Open** to open the `encoderSim_800.cptx` file in the `final` folder, situated in your exercise folder.
2. Once the file is open, click on the Preview icon in the main toolbar and choose to preview the entire project.
3. The **Preview** pane opens and the Encoder simulation starts to play.

Slide 4 contains a YouTube video. This video will not work in the default **Preview** pane of Captivate. If you want to see this slide playing correctly, you must ensure that the following two conditions are met. First, you need to be connected to the Internet. Second, navigate to **Preview** | **In Web Browser** instead of **Preview** | **Project**.

When the animation reaches slide 5, the playhead stops moving and waits for you to interact with the movie. This is the main difference between a demonstration and a simulation.

In Captivate, a simulation is a project in which the learner is active. In a simulation, the mouse object is hidden as learners will use their own mouse to click around the screen in order to progress toward the end of the movie. The very fact that the students are active implies a whole new level of complexity as the learners can perform either the right or the wrong action. In each case, the application must react accordingly. This concept is known as branching, that is, each student experiences the application based on his/her actions.

4. Follow the on-screen instructions and try to perform the right actions. The application has been set up to give you two chances to perform each action correctly.
5. When you are through, close the **Preview** pane.

In order to experience the branching concept hands on, preview the entire movie again, but this time, give yourself a break and perform the wrong actions at each and every step of the simulation (don't worry, it is not graded!). You will see that the application reacts differently and shows you things that were not shown when the right actions were performed! That's branching in action!

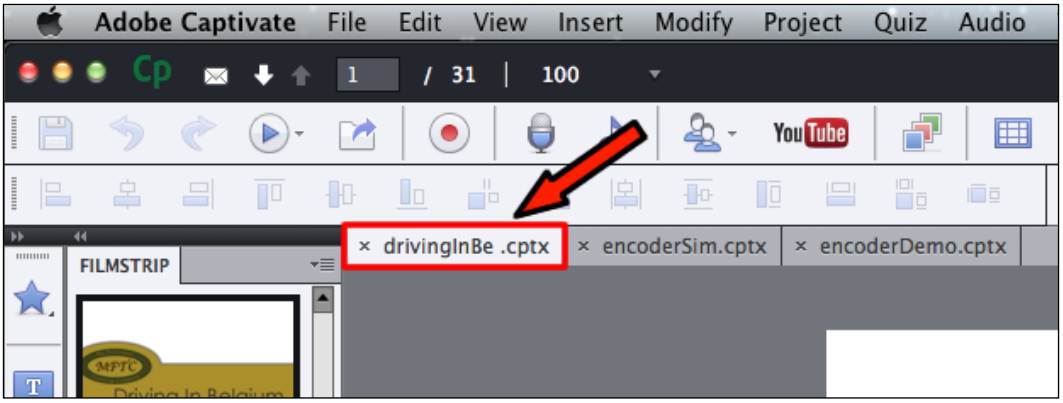
This particular simulation features pretty much the same Captivate objects as the demonstration you experienced earlier, only the mouse had to be replaced by interactive objects. Three of those interactive objects have the ability to stop the playhead and wait for the learner to interact with the movie. All these interactive objects can implement the branching concept. Using these interactive objects will be covered in *Chapter 5*, *Adding Interactivity to the Project*.

Both the Encoder demonstration and simulation are based on screenshots. To create these sample applications, the first two steps of the production process described earlier have been used:

- In step one (the capture phase), the actions have been actually performed in the real Adobe Media Encoder; they were recorded by Captivate behind the scenes.
- In step two (the post-production phase), the movie has been edited in Captivate. Sound and closed captions were added, video was imported, the title and ending slides were created, the timing was adjusted, and so on. We even imported a slide created in Microsoft PowerPoint!
- Step three (the publishing phase) has not (yet) been performed on these files.

Experiencing the Driving In Belgium sample application

You will now preview the third sample application. Normally, it should already be open in Captivate as a tab in the main area. Click on the `drivingInBe.cptx` tab to make it the active file.



If the file is not open, navigate to **File** | **Open** to open the `drivingInBe.cptx` file in the `final` folder, situated in your exercise folder you downloaded from the Web.

When the file is open and active, use the Preview icon to preview the entire project. Follow the on-screen instructions as a student would. When done, close the **Preview** pane, then use the Preview icon again to preview the entire project a second time. Answer the question differently from the first time. You will have yet another experience of the branching concept.

Slide 19 of this project will not work as intended if you are not connected to the Internet while viewing the application.

This third sample application is very different from the previous projects you have experienced so far. It is not really a demonstration, nor a simulation. It is none of it and a bit of both at the same time. As you can see, the borderline between a demonstration and a simulation is sometimes very difficult to spot!

When it comes to sound, this movie makes use of the text-to-speech engine of Captivate. Text-to-speech is a great alternative to quickly create the sound clips you need, but the quality of the speech is not as good as when a real human being speaks in front of a good old microphone!

This application is not based on screenshots and does not teach software-related skills. Instead, each slide has been created one by one in Captivate or imported from an existing PowerPoint presentation.

This application is also much more sophisticated than the Encoder applications. Advanced Actions and Variables are used throughout the project to power dynamic features such as the name of the student appearing in a Text Caption. It also features the certificate interaction on the last slide (only if you pass the quiz!) and uses the built-in collection of Characters to spice up the training with a human touch! But the most impressive feature of this particular project is probably the **Quiz**, one of the biggest and most appreciated tools of Captivate.

The project contains eight Question Slides. Six of these are stored in the **Question Pool** panel. Each time the project is viewed, one question is asked to the student and a second one is randomly chosen from the question pool. That's why the second time you previewed the application, you did not experience the exact same Quiz as the first time.

Experiencing the Encoder Video Demo

The **Video Demo** mode is a special recording mode of Captivate that is used to produce `.mp4` video files. These files can easily be uploaded to online services such as YouTube, Vimeo, or Daily Motion for playback on any device (including iPad, iPhone, and other Internet-enabled mobile devices):

1. Navigate to **File | Open** to open the `encoderVideo.cpvc` file in the `final` folder, situated in your exercise folder.