

**University of Maryland Libraries  
User Education Services and the Guides Group**

**Creating Interactive Tutorials  
using  
Adobe Captivate 3  
A Training Manual**

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The Guides Group is sponsored by User Education Services  
at the University of Maryland Libraries

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2113 McKeldin Library

[www.lib.umd.edu/UES/index.html](http://www.lib.umd.edu/UES/index.html)

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# 1. Introducing Adobe Captivate

Reference and instruction librarians are always looking for new and innovative ways of delivering content to users. Our objective is to create a new generation of user guides and instructional materials to develop and enhance the information literacy skills of our users. There are many benefits to using streaming media in education. It is more engaging and interactive for students than the common static print guide or web page. Other benefits to using *Adobe Captivate* include:

- Students who are part of the Digital, Millennial or Google Generation frequently use Internet technology for education (i.e. information and research purposes), communication, entertainment, and self-expression. They prefer to be interactive and want to be users *not just* viewers or listeners.
- Studies have shown that students receiving streaming instruction in addition to traditional instruction show dramatic improvements in achievement.
- Captivate files are viewable virtually anywhere, anyplace, thus an unlimited number of users can be reached.
- They can be viewed multiple times, and can accommodate slower learners.
- Captivate files can be indexed so parts can be watched and re-watched as often as desired.
- And, Adobe's Captivate software offers a simple, low-cost alternative to creating streaming audio and video content.

We invite you now to review this *Training Manual* and learn how to use *Adobe Captivate* to produce meaningful learning objects for users.

## 2. Important Things to Consider Before Getting Started

### LIBRARIES' KEYSERVER:

*Adobe Captivate* is made available through the Libraries' Keyserver, which is maintained by ITD or the Information Technology Division. Through the KeyServer, various software applications are made available to library staff on a first come first served basis. Call the ITD Help Desk at 301-405-9188 to have *Adobe Captivate* linked to your workstation's desktop; please have your workstation number ready.

### COMPUTER SPEAKERS:

You will need to have speakers connected to your workstation. If you do not have any, contact User Education Services to borrow one; call 301-314-5889.

### USB MICROPHONE:

You will need a USB microphone to record audio or voice overlays. Call User Education Services at 301-314-5889 to borrow one.

### ADOBE CAPTIVATE MANUAL

User Education Services owns a copy of the "Essentials of Adobe Captivate 3" manual, ISBN 1-93273317-5. You may borrow it by calling 301-314-5889.

### BEST PRACTICES:

The Libraries' *Guides Group*, a team sponsored by User Education Services, develops and oversees standardized procedures for creating and maintaining general and subject-specific *Guides to Information Resources*. In Spring 2008, this group expanded its mission to review all guide tutorials designed using Adobe Captivate. These *Best Practices* are contained in this document.

### QUALITY CONTROL:

Guides designed using Adobe Captivate need to be built 'offline' in WebSpinner's JUNK directory. Guides cannot 'go live' until they have been reviewed by the appropriate *Guides Group* representative, see: [www.lib.umd.edu/guides/group/ggmembers.html](http://www.lib.umd.edu/guides/group/ggmembers.html)

### 3. Best Practices Using Adobe Captivate

These best practices were developed by the Libraries' *Guides Group*. They may be applied to tutorials or other products developed using TechSmith's Camtasia.

#### **KNOW YOUR USER:**

Identify your users before getting started. Is the audience students, faculty or staff? Design with users in mind.

#### **ARTICULATE the LEARNING GOALS:**

Establish the goal. What is/are the most important information to be conveyed? Articulate what you want users to learn. Be realistic about your learning goals; avoid squeeze in too many learning objectives. Tutorials designed using Captivate need be short and to the point. They should not be designed to completely replace comprehensive subject guides or in-class presentations. Use Captivate to help design a tutorial that would emphasize certain points or features (i.e., of a database, a web site) that are difficult to grasp without visualization.

#### **DEVELOP A SCRIPT or STORYBOARD:**

Writing a clear and concise script is key to the success of your project. Using Captivate, you are creating a tutorial that puts together a number of short segments that join to make up a scene. This scene is intended to convey a specific message or set of learning outcomes to users. To be effective, the message, script or storyboard needs to be well planned. The script articulates the goals and acts as a guide for the entire production. Without a well defined script, the job to create a meaningful tutorial will become unmanageable.

#### **PRODUCTION LENGTH:**

The Guides Group recommends that Captivate tutorials be produced for no more than 3.5 minutes in length.

#### **NAVIGATION:**

Create a clear visual navigation. Logically navigate the user through the desired features on a screen, web pages or steps. Avoid jumping around a page and going too quickly or slowly. Should you want users to move from one web page to another, alert users when linking away to another page, or be clear about their need to click on a link to move forward.

#### **NARRATION:**

The narrator needs to speak clearly. Avoid speaking too slowly or quickly. Solicit feedback from colleagues on the pace of your narration. The Captivate tutorial author does not necessarily need to be the narrator. Include layperson's definitions for technical or librarian terminology. Avoid using acronyms. Tighten the language to be as clear and concise as possible, using clear and simple language.

***Continued...***

## STANDARD ELEMENTS:

To maintain a consistent look and feel with all Captivate tutorials, guide authors need to include:

### AUDIO INTRODUCTION:

Captivate tutorials need to begin with the following audio introduction:

*Welcome to the University of Maryland Libraries' Guide to [insert name of guide]*

### DESIGN ELEMENTS:

Captivate tutorials need to conform to these design standards:

**Fonts:** Verdana  
**Font Sizes:** 14 pt.  
**Text/Callout box colors:** Adobe Blue

#### Important considerations about text:

- Include as few words as possible so text can be easily scanned by users.
- Left-justify all text.
- Avoid overusing italics; they are difficult to read on a computer screen.
- Avoid overuse of all-caps.

### LINKS:

Captivate tutorials need to include standard forms of information when linked:

[Learning to navigate the Libraries' Home Page \[2.5 minutes\]](#)

If you cannot view this tutorial, learn how to [enable Javascript and download Adobe Flash \(free\)](#).

#### HTML Code:

```
<p><a href="insert your link">Learning to navigate the Libraries' Home Page</a>  
[2.5 minutes] <br><font size="-2"> If you cannot view this tutorial, learn how to <a  
href="pagetobe developed">enable Javascript and download Adobe Flash  
(free)</a>.</font></p>
```

### NAMING FILES

Give meaningful names to your files. Follow Web Services' guidelines on file naming, see: <http://libi.lib.umd.edu/naming-directories-files-and-links>.

Use this: [www.lib.umd.edu/guides/annotated\\_bibliographies.swf](http://www.lib.umd.edu/guides/annotated_bibliographies.swf)

Instead of: [www.lib.umd.edu/guides/annotbibcaptivate.swf](http://www.lib.umd.edu/guides/annotbibcaptivate.swf)

*Continued...*

## **PROOFREAD and SPELL CHECK**

Proofread and spell checks your text boxes. Have someone else review your production and text for flow, transition, grammar and content.

## **QUALITY CONTROL:**

Captivate tutorials need to be built in WebSpinner's JUNK directory. Guides cannot go live and be linked to the Libraries' Web site until they have been reviewed by the appropriate *Guides Group* representative, see: [www.lib.umd.edu/guides/group/ggmembers.html](http://www.lib.umd.edu/guides/group/ggmembers.html) Guide authors will need to use the Guide Notification Form (or yellowsheet) to submit guides for review: [www.lib.umd.edu/UES/yellowform.html](http://www.lib.umd.edu/UES/yellowform.html)

## **ONGOING MAINTENANCE:**

As is the case with all other guides, authors will be required to review their Captivate tutorials every year by the beginning of each Fall semester (<http://www.lib.umd.edu/guides/group/ggcreating.html>).

- The guide's author will receive a reminder to revise the tutorial.
- If no revision has been made by the date supplied by the Guides Group, the tutorial will be de-linked from Research Port and the Guides home page. It will be put in the JUNK directory making it unavailable to the public.
- The tutorial will be "relinked" again by User Education Services once notification of revision has been received.

### **Ongoing Maintenance Suggestions from Web Services:**

<http://libi.lib.umd.edu/ongoing-maintenance>

- **Keep the information up-to-date:**  
Read through your pages regularly and make minor edits as needed.
- **Keep contact information current:**  
Make sure all names, phone numbers, and e-mail addresses are correct
- **Don't be afraid to start fresh:**  
Here are some good reasons to get rid of your tutorial and start anew:
  - Your skill level may have gone up since you made the original tutorial.
  - You may have inherited an untidy tutorial from someone else.
  - Some design and formatting standards may have changed since the tutorial's original creation date.

## 4. Getting Started

Take a few minutes to review the sample Captivate tutorial produced by User Education Services (UES). It was designed to illustrate how this software could be used to instruct users. UES' *Homepage Tutorial* is referenced throughout this *Training Manual*:

[www.lib.umd.edu/UES/homepage.swf](http://www.lib.umd.edu/UES/homepage.swf)

Have you thoroughly incorporated the best practices for using Captivate into your planning process? Review the following:

### 1. What is/are your learning objectives?

#### For Example:

When User Education Services designing the *Homepage Tutorial*, the objective was to provide a concise introduction to the Libraries' homepage. While we could have discussed a number of features, we made sure to stick to the most important points.

### 2. Who is your audience?

#### For Example:

The User Education Services 'homepage' tutorial was aimed at incoming undergraduate students who are generally unfamiliar with the Libraries' homepage.

### 3. What are the main points that you want to cover in your tutorial?

### 4. Begin writing your script or storyboard. Keep these points in mind:

- Set aside some uninterrupted time to write out exactly what you would like to say or narrate in your tutorial. You will want to actively navigate the page that you are describing as you create your script.
- Begin by walking through the page and thinking of what you would like to point out to users, paying attention to the logical flow of topics introduced. (Tip: you don't want to jump around the page erratically; users will not be able to follow these jumps). Creating your script is much like structuring the content for a class or presentation.
- Once you've walked through the ideas covered, you can begin taking notes and including the words that you will use to narrate your tutorial.
- Just as our guides all have a unified header, we want to be sure that all tutorials built using Captivate or Camtasia have a standardized introduction as well.

- Include the following introduction:

**For Example:**

Welcome to the University of Maryland Libraries' guide to *[insert name]*.

- You might not be the most appropriate person to narrate this tutorial, even though you are designing it. For the final recorded version you might wish to solicit the help of a colleague or graduate student who you feel can speak with a smooth and easily understandable voice.
- After recording your draft on paper you will want to walk through these steps again to see if you have left anything out and to determine whether all of the materials are coming together.
- Once you believe you have covered all your goals, read the script and time your narration. As you read the script, be sure to take a very slow and steady approach to your narration. The voice that you use to narrate these tutorials should be much slower than that which you would use in regular conversation.
- Your goal is to cut your presentation down to 3 minutes or less. You will need to edit your script numerous times in order to make sure that you have been both clear and concise.
- During the editing process make sure that you remove all jargon and acronyms from your script.

**For Example:**

Say "inter-library loan" instead of "ILL."

- After each revision of the script, read through it and time it again until you have made it concise enough to fit within the recommended timeframe.
- Once you believe that you have condensed your main points into this framework, we recommend reading your script aloud to someone else in order to make sure that they are able to follow your presentation and give feedback.

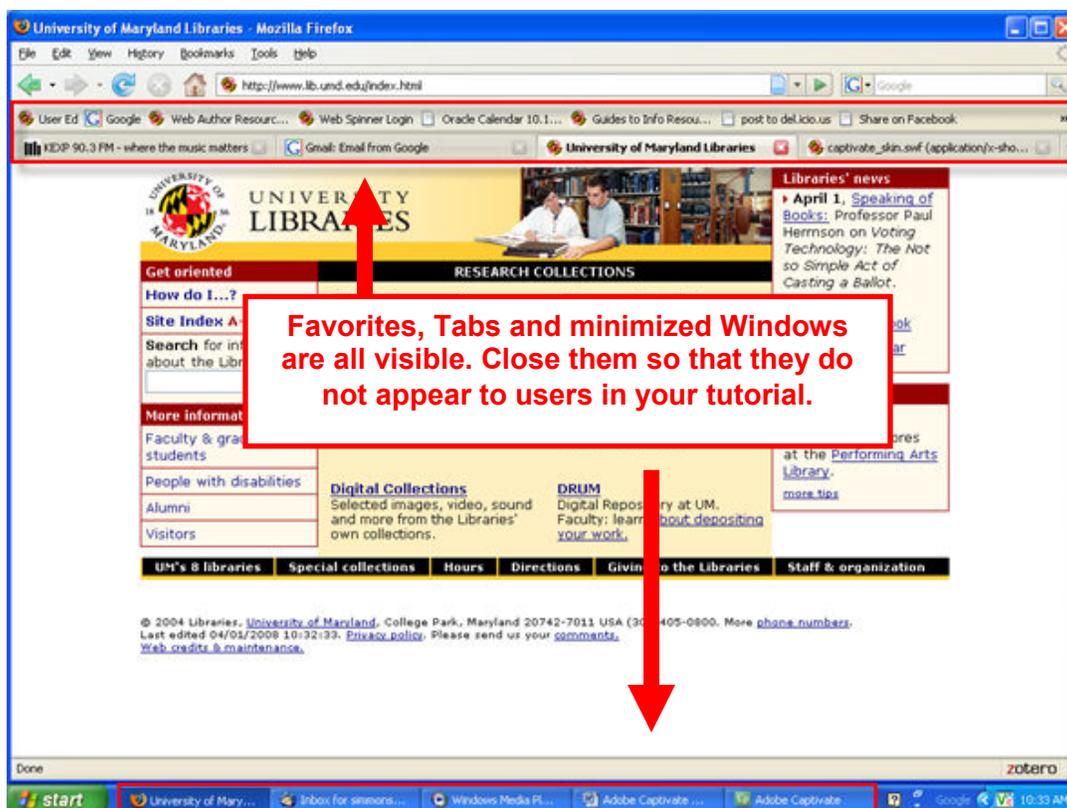
- **In summary:**

Blocked out some time to work on your project;  
Decide on the content you want to cover;  
Figure out the best way to cover each learning objective 'navigation-wise';  
Begin creating a draft script;  
Read through your script at least 10 times, editing it along the way;  
Time each reading;  
Add points of clarification (if appropriate) and edit out all unnecessary elements

## 5. The Recording (Screen Capturing) Process

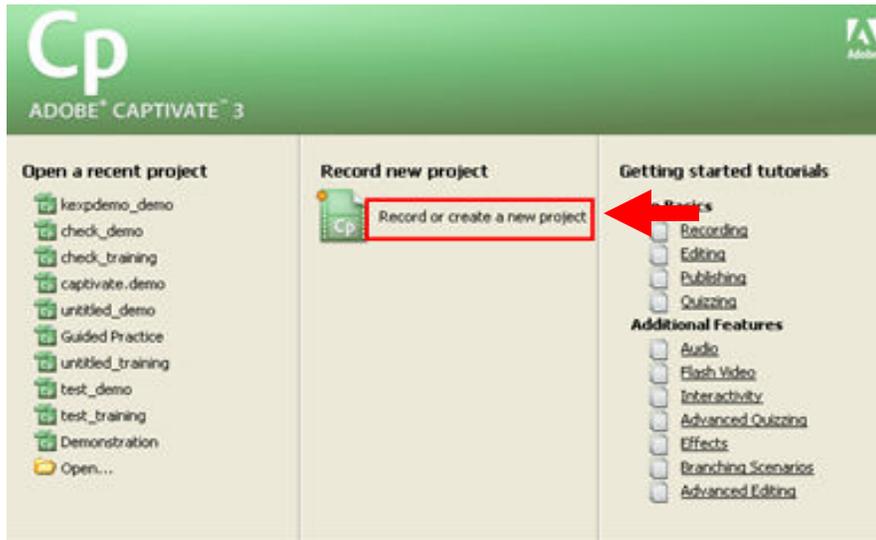
Throughout this *Training Manual*, ‘**record**’ means to ‘**screen capture**.’ It does not mean to record your voice or audio record; this is covered in section 7 – The Audio Process, page 29.

- Turn on your computer’s speakers.
- Before opening Captivate, close all unnecessary software applications on your desktop other than the one you wish to record. This is an important step because Captivate will record any pop-ups, such as e-mail notifications that suddenly appear.
- Make sure that you close unnecessary tabs in your web-browser. If you want to screen capture or record activity within the entire web browser, users will be able to see any open tabs or favorites buttons that are customized on your computer.

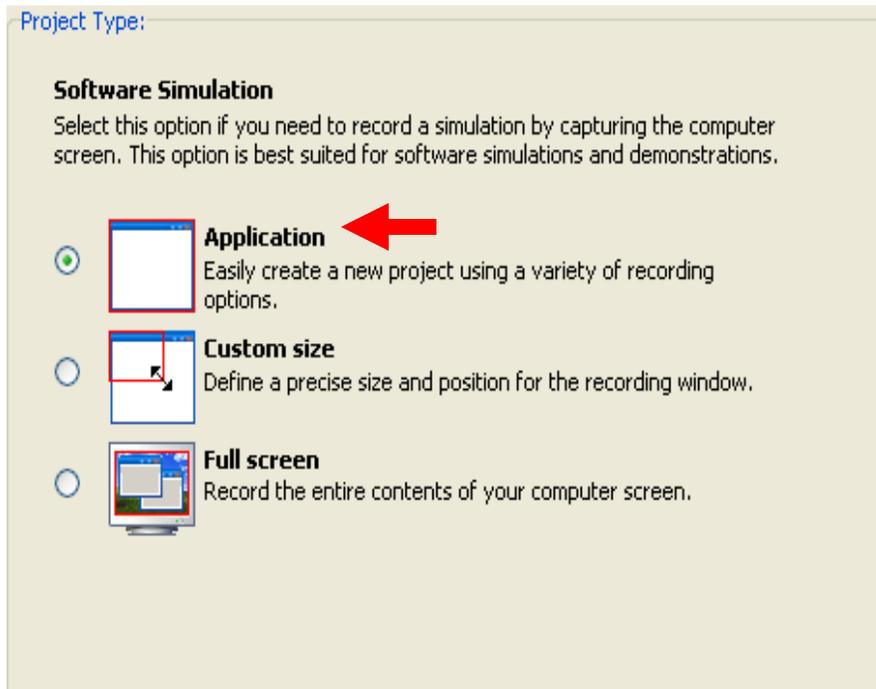


- Click on the **Adobe Captivate** icon on your desktop.

- Click **Record** or create a new project:



- The **New project options** window which now opened will allow you to screen capture a portion of the screen.
- To screen capture within your web browser, click **Application** and click **OK**:



- After you click **Application**, a pop-up window will appear asking you to select the window or screen you would like to record or capture.
- Reviewing the illustration below, **Select the window you'd like to record** from the drop-down menu. Click • **Record** button once you are ready to begin:



- You are now in recording mode.
- **Very important considerations. Read this:**

What do you plan on showing users in your tutorial? Will you be showing or teaching users how to use the features on one single web page? If yes, then you will simply need to capture one single image of that page, then exit out of recording mode.

Will you want to navigate users throughout a number of web pages? If yes, you will need to capture screenshots of each one.

**For Example:** In recording the screenshots for the User Education Services' *Homepage Tutorial*, it was necessary to record the following 3 pages, as these were the 3 web pages featured in the tutorial:

1. Libraries' Homepage;
2. How Do I...? page;
3. Return back to the Libraries' homepage

No matter how many pages you incorporate into your tutorial, be sure to go slow enough so that Captivate has time to record each and every web page.

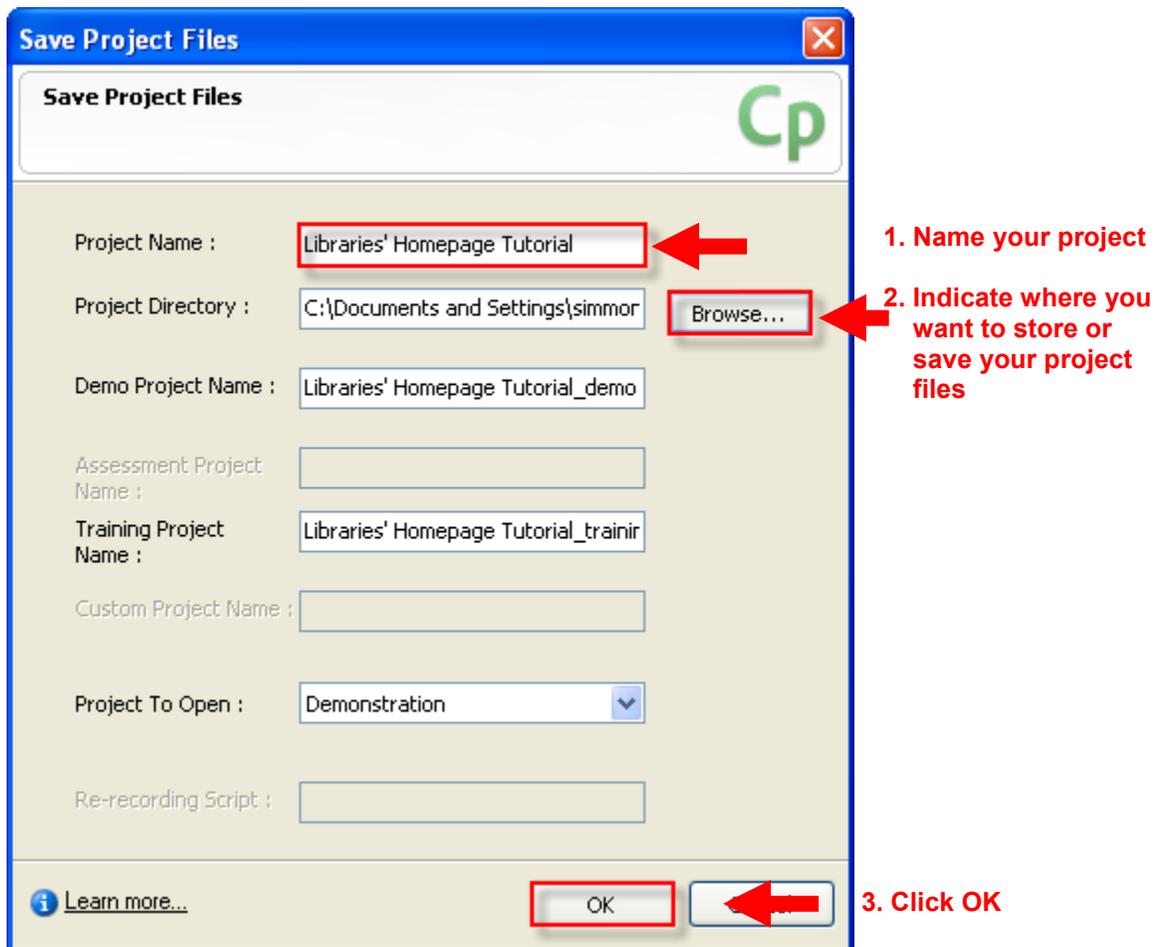
Pause after recording or screen capturing a web page. You will hear a camera-shutter like sound which indicates a 'screen capture' has been made.

Keep in mind that Captivate does not work like Snag-it. Using Captivate, you will be able to add text boxes, mouse pointers, mouse clicks and highlight box to the web pages you capture *later on* during the **Editing Process**, see page 17.

- Once you have finished navigating the web pages that you are incorporating into your tutorial, you will want to exit recording mode. Click on the Captivate window that's been minimized at the bottom of your screen.
- A Captivate pop-up box will appear informing you that **Your capture session is ending**. Click **OK**.

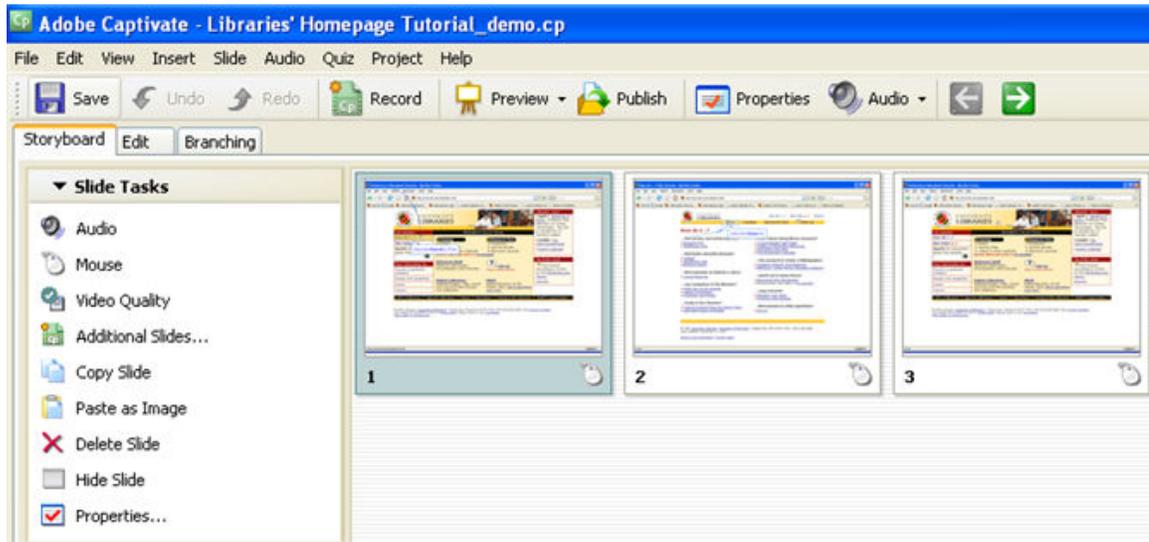


- A **Save Project Files** window now appears. You will need to give your project a name and indicate the directory in which you want to store your project files.
- Save your files to your **M:** or **Z:** drives, and not to your desktop.



- Click **OK**.

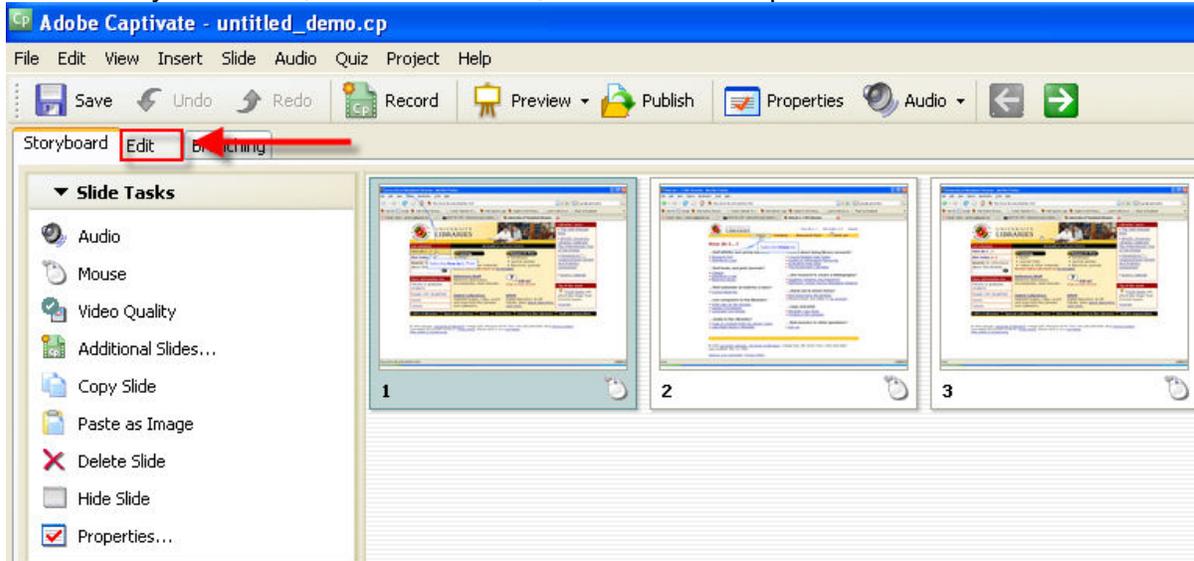
- Once you have saved your project files, your slides will automatically appear, displayed as a storyboard, or series of screen captures.



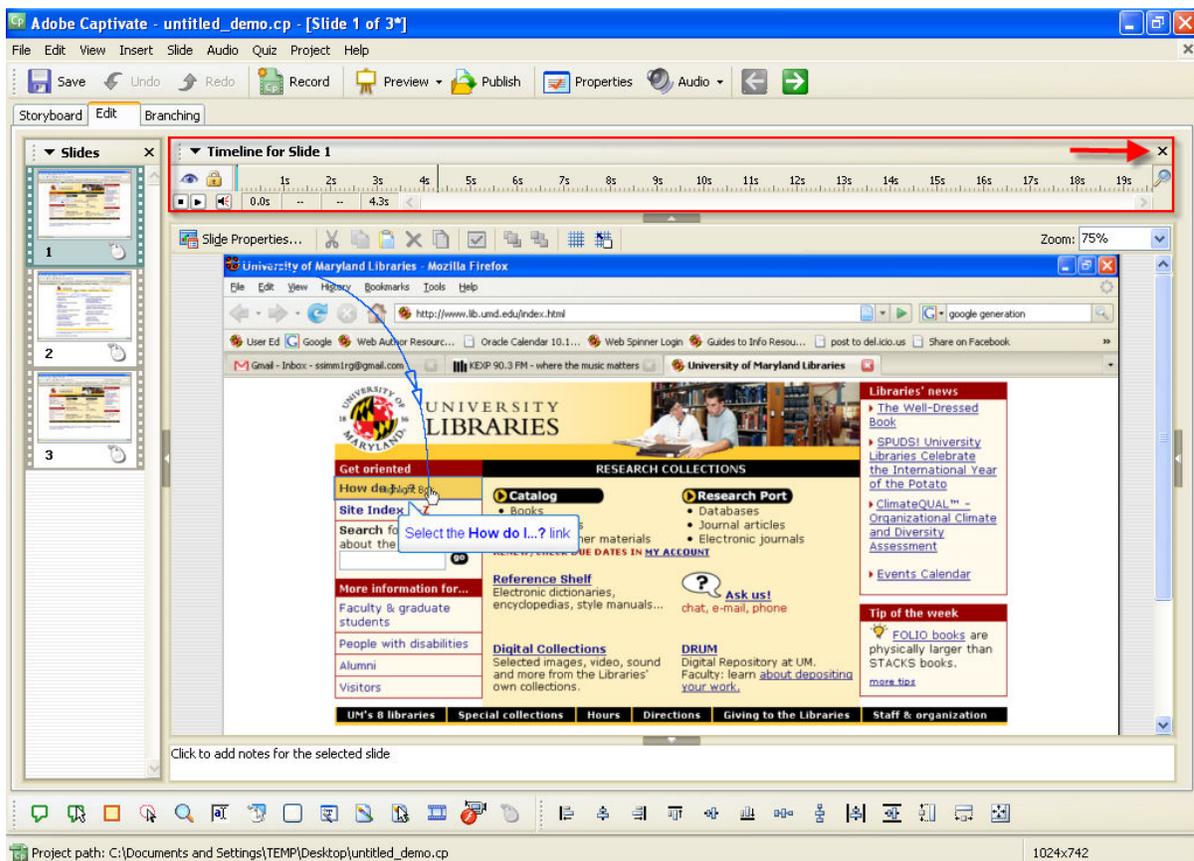
- Review your slides to make sure that all the web pages you need for your tutorial were captured.
- Are you missing screen captures for particular web page? If yes, you will need to go back to the start of the recording process (see page 12) and record or capture your screenshots again. Be sure to advance through the web pages slowly enough so that Captivate is able to record each and every screen.
- Have all of your web pages been recorded? If yes, then you are ready to move on to the editing phase; see section 6 – The Editing Process.

## 6. The Editing Process

- To edit your tutorial, click the **Edit** tab, located on the top left corner of the screen:

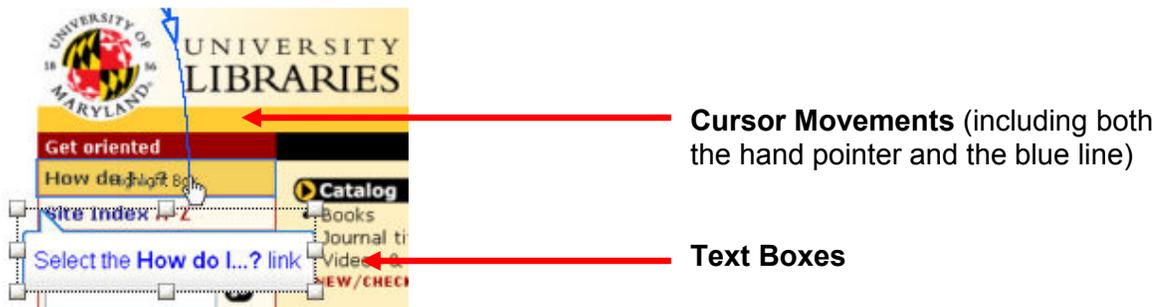


- If the **Timeline** appears, close it by clicking the black X in the upper right portion of its window:

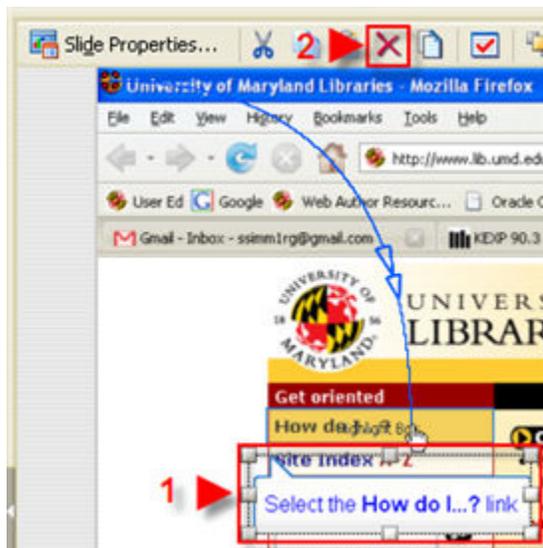


- Click on your first slide to begin customizing your presentation.
- Annoyingly, Captivate automatically adds sample default elements to your slides to show you the kinds of features you can add to enhance your presentation. These include: text boxes, mouse pointers, mouse dragging actions, etc.
- You will want to remove these default elements from your slides so that you may begin customizing your slides to illustrate to users the particular features you want to include. Single-click on each of these default elements one by one; a dotted box will then appear around each element. Press the **delete** key on your keyboard.

### Examples of default elements:



### To remove default elements:



1. Right click on the element you wish to remove (square handles will appear).
2. Click on 'X', found in the editing toolbar, or right click and select 'Delete' to remove the element.
3. A Captivate pop-up box will appear (see below) asking if you are sure you want to delete the caption. Click on yes.



- Now, look at your script to determine how much content relates to each of your slides. Before adding anything, you need to determine how to break up this content.

**For example:**

If you want to show users 5 different features on one web page, you will need to create 5 copies of that web page, then introduce each feature one by one to users.

- Below you will find the script that User Education Services created for the *Homepage Tutorial*. From start to finish, we introduced users to 10 different features on 3 web pages. Therefore, we made 10 separate slides to illustrate each point:

**User Education Services' script for the *Homepage Tutorial*:**  
[www.lib.umd.edu/UES/captivate\\_skin.swf](http://www.lib.umd.edu/UES/captivate_skin.swf)

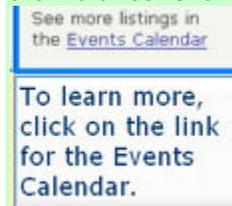
**SLIDE 1:**

***Narration or Audio:***

Welcome to the University of Maryland Libraries home page. This is your gateway to information about the Libraries and its resources.

**SLIDE 2:**

Starting in the upper right corner, you will find some news about the latest exhibits taking place in the Libraries. Click on the link for the **Events Calendar** to learn more.



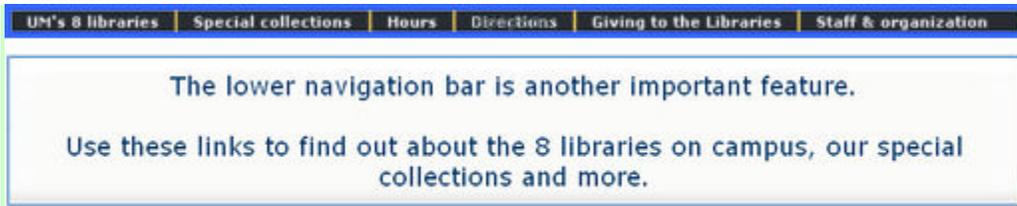
**SLIDE 3:**

The "**Tip of the Week**" help you learn to how to make the most about your library experience.



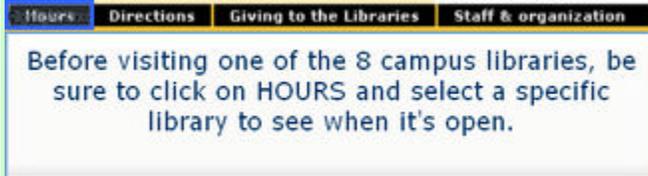
**SLIDE 4:**

The **lower navigation bar** is an important feature. Use these links to find out about the 8 libraries on campus, our special collections, and more.



**SLIDE 5:**

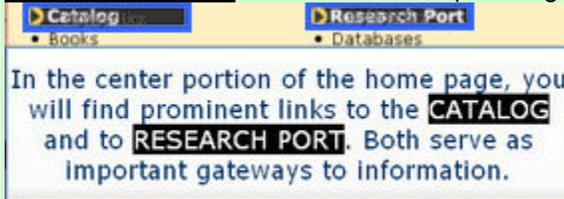
Before visiting one of the 8 campus libraries, be sure to click on **HOURS** and then on a link for a specific library to learn when it's open.



It is important to keep in mind that the resources linked to the Libraries home page are available 7 days a week, 24 hours a day. Let's take a minute now and introduce them to you.

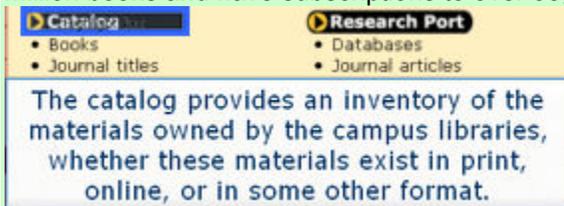
**SLIDE 6:**

In the center portion of the home page, you will find prominent **links to the CATALOG and to RESEARCH PORT**. Both serve as important gateways to finding information.



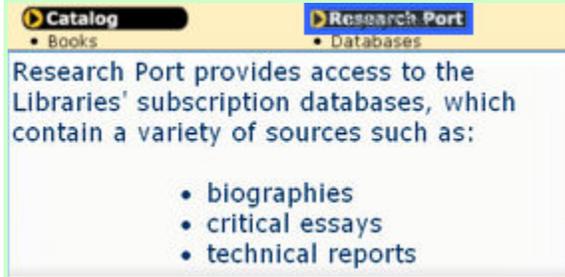
**SLIDE 7:**

**The Catalog** provides an inventory of the materials owned by the campus libraries, whether these materials exist in print, online, or some other format. Currently the Libraries own over 3 million books and have subscriptions to over 33,000 journal titles, and more.



**SLIDE 8:**

**Research Port** provides access to the Libraries subscription databases, which contain a variety of sources such as: biographies, critical essays, technical reports, as well as articles from newspapers, magazines and peer-reviewed journals. At present, the Libraries subscribes to over 300 databases.



Both are excellent resources to use when you need to find information for your research topics.

Now, let's move to the top left corner of the home page. Here you will find the "**How do I..?**" link. Click on this link.



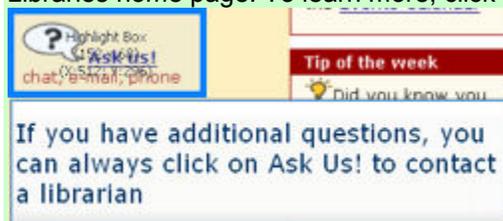
**SLIDE 9:**

Here you will learn the answers to a number of frequently asked questions, such as "**How do I - print in the library, borrow items, find materials on course**" reserve, and more. Click on HOME to return.



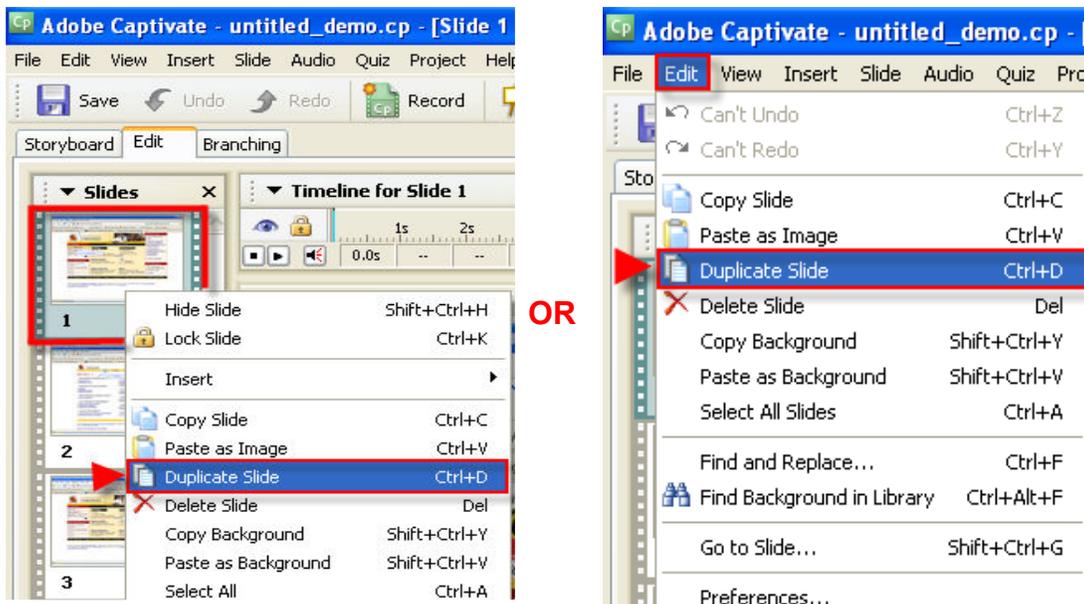
**SLIDE 10:**

We hope this brief introduction has increased your confidence in your ability to navigate the Libraries home page. To learn more, click on **Ask Us!**



## In summary from the example illustrated above:

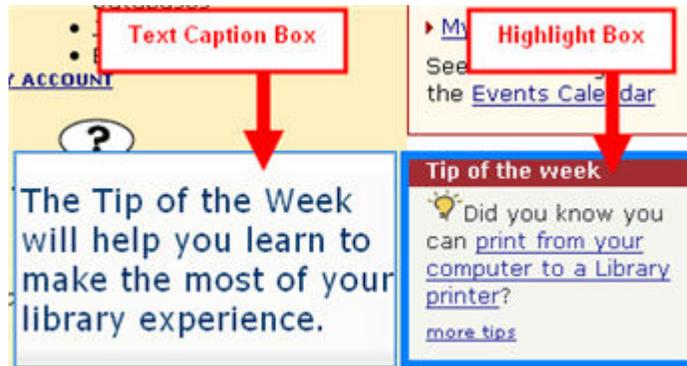
- User Education Services created 8 slides of the Libraries homepage. Why 8 slides? Since we introduced 8 different features on the Libraries' homepage, we made 8 separate slides of this page. We made 1 slide of the second web page which was the "How Do I...?" page, then concluded with 1 slide of the third web page, which was our return to the Libraries' home page.
- It is important to have your script finalized at this point in order to determine how many features you are covering and how many slides you will need to generate.
- Once you have determined how many copies you will need of each slide, insert duplicate slides. To do this, **right click** on the slide you want to copy and select **Duplicate Slide**, or click **Edit** at the top of the screen and click **Duplicate Slide**.



- Repeat this step several times until you have added the appropriate number of duplicate slides for each screen capture. Return to slide 1 to begin customizing each of your screen captures; see next section.

## Customizing Screen Captures

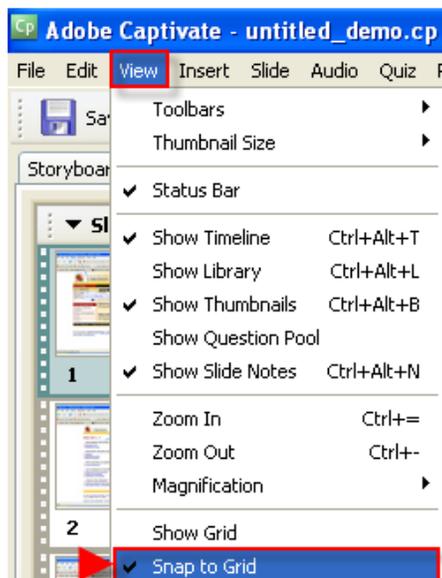
- In this section, your aim is to balance content with design elements. There are a number of options for customizing your slides with text caption and highlight boxes. Let's cover these now.
- Text Caption and Highlight Boxes can be used in tandem to help identify specific areas on the screen that you want to draw users' attention to.



- Use varying combinations of these design elements on each slide, but be careful not to include too many of either on an individual slide.

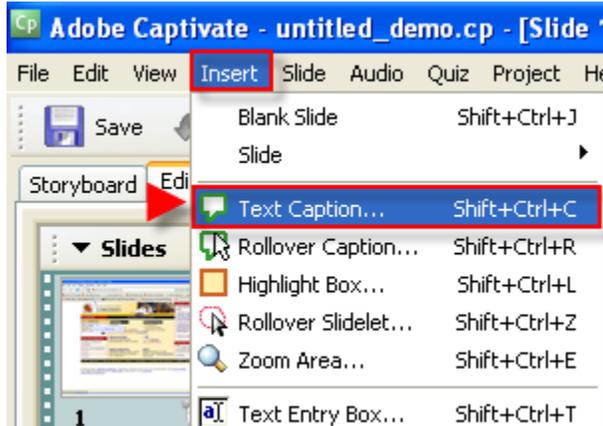
### Text Caption Boxes:

- Text Caption Boxes are used to highlight key points from your script. Keep the amount of Text included in these boxes to a minimum.
- Before attempting to insert a text caption box on a slide, click **View** at the top of the screen. If **Snap to Grid** has a check mark next to it, click to uncheck it. Unchecking  this design feature will allow you to move these boxes more easily around the screen.

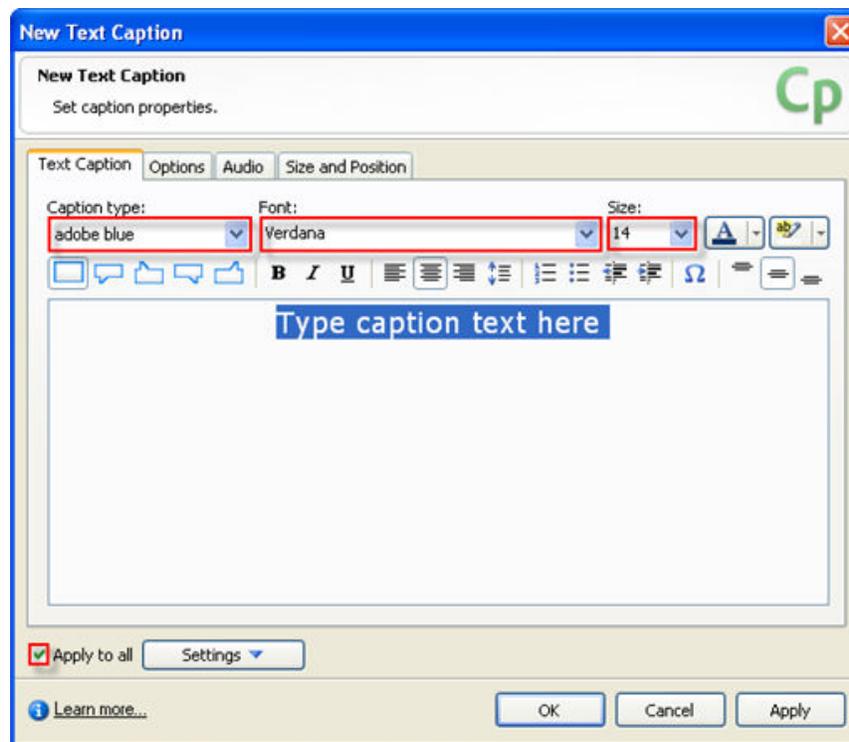


Click to uncheck

- To add a text caption box, click **Insert** then **Text Caption**:



- In the **New Text Caption** box enter your text. Use the standard font type: **Verdana** and font size: **14 pt**. The dropdown box under **Caption Type** allows you to select the display style of your textbox; use the standard caption type: **Adobe Blue**.



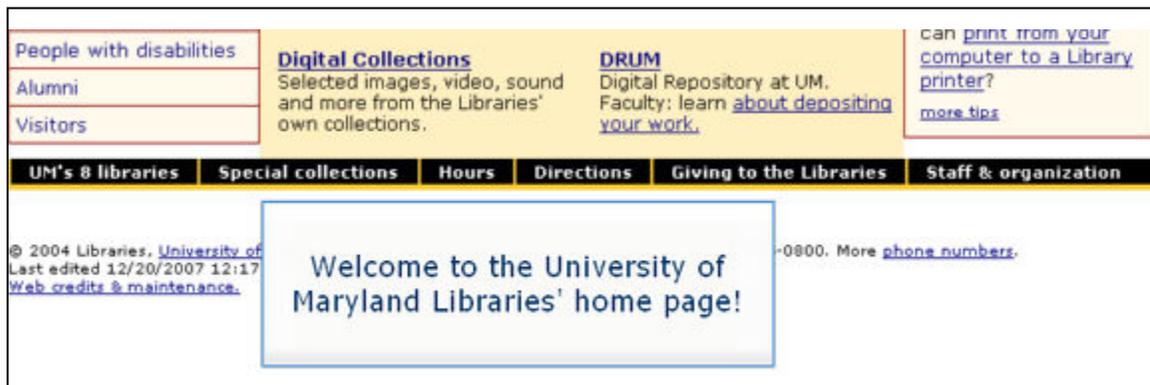
- Be sure to check the **Apply to all** box in the lower left corner of the **New Text Caption** box. Checking this box will ensure that Captivate applies these settings to subsequent text captions.
- Once you have entered your caption and selected the appropriate color scheme, font and font size, click **OK**.

- Your text caption box will now appear on the slide. Position this box on the appropriate part of the slide. Should you wish to move it around the screen, left-click on the text caption box and drag it.
- To adjust the size of the text caption box, click on it and pull one of the square handles.



- **Important Consideration:** take some time to maneuver the positioning of your text caption boxes so that it blends in nicely with the other items on the screen, i.e. other text, images, colors.

Which looks better? Maybe this one where the text caption box covers only part of the footer?

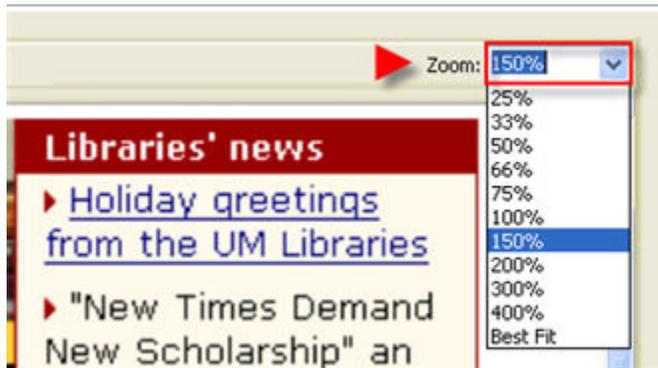


Or, this one where the text caption box is stretched to cover the entire footer?



**Answer:** From User Education Services' point of view, the second choice makes the page less cluttered because it covers up unnecessary competing text.

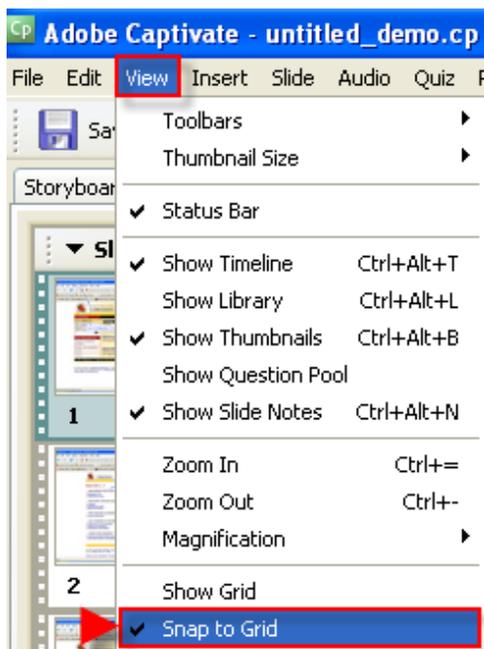
- When placing text and highlight boxes on the slide you may find it helpful to zoom in and out. The **zoom feature** is located at the top right corner of the editing window:



- Zooming in (ex. 150%) will help you to better align text and highlight boxes with existing elements.
- Zooming out (ex. 66%) will give you a better idea of what viewers will see when watching the completed tutorial.
- Remember to save your project files. Click **File** then **Save As...**

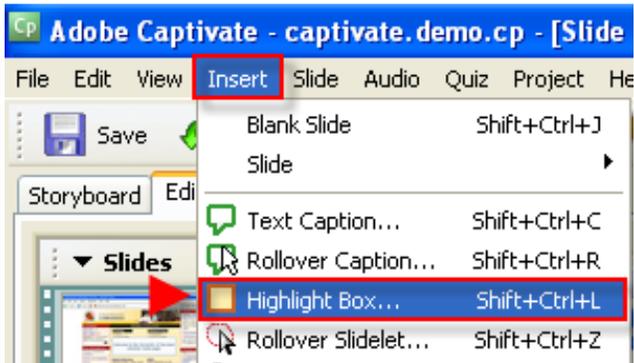
## Highlight Boxes:

- It is important to introduce features of a web page individually; don't overwhelm viewers.
- Highlight boxes allow you to draw the viewer's attention to particular elements.
- Before attempting to insert a highlight box, click **View** at the top of the screen. If **Snap to Grid** has a check mark next to it , uncheck it.

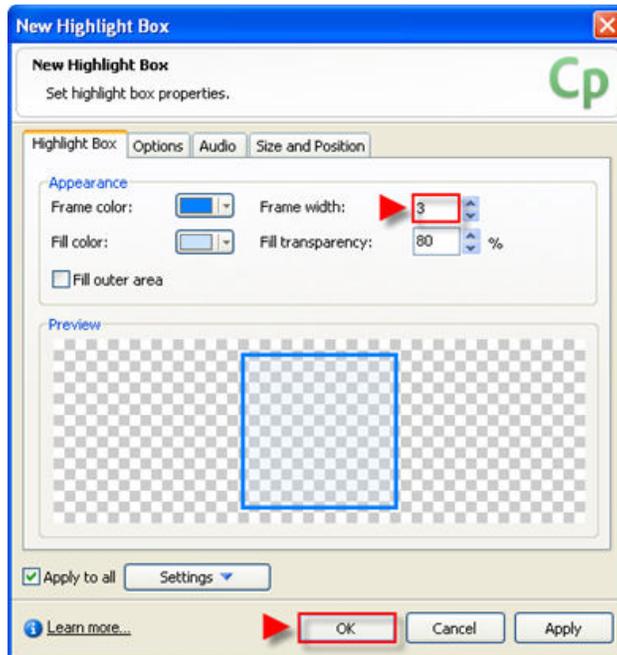


**Click to Uncheck**

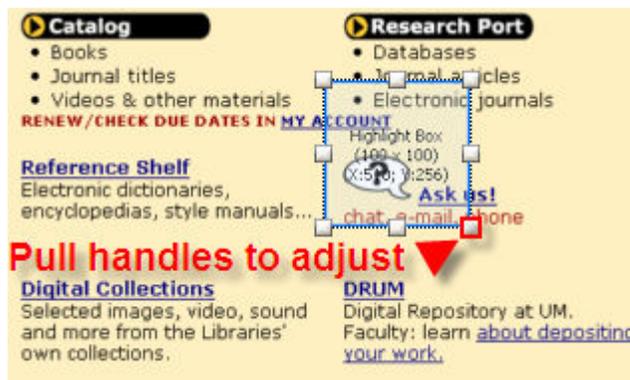
- To add a highlight box, click **Insert**, then **Highlight Box**:



- In the **New Highlight Box** window select a **Frame width** value between **3 and 5**. Click **OK** and the highlight box will appear on your slide.



- Similar to moving text caption boxes, you may drag the highlight box to the appropriate area of the slide. You can adjust the size by dragging the handle bars.



- Remember to save your project files. Click **File** then **Save As...**

## Mouse Click Boxes:

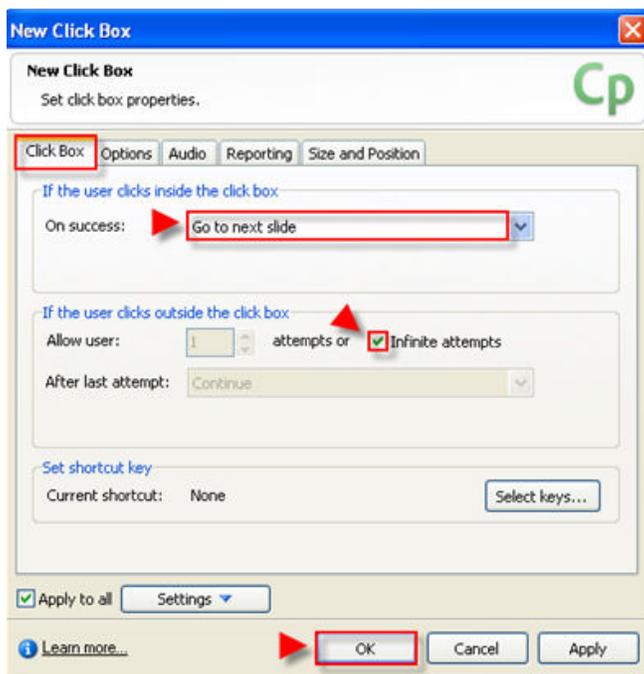
Mouse click boxes are used to actively engage the user in navigating the tutorial. When you incorporate this element into a slide, the tutorial will come to a complete stop until the user clicks on the indicated area. It will be important for you to include specific directions for your users to click on a certain area:

### For Example:

Now, let's move to the top left corner of the home page. Here you will find the "[How do I..?](#)" link. Click on this link.

Including mouse click boxes into your production will allow the user to more readily remember how to navigate a page through hands on experience.

- Before attempting to insert a mouse click box, click **View** at the top of the screen. If **Snap to grid** has a checkmark  next to it - uncheck it.
- To add a mouse click box, click **Insert** then **click box**. A **New Click Box** window will appear.
- On the **Click Box** tab, use the drop down menu next to **On success** and select go to next slide.

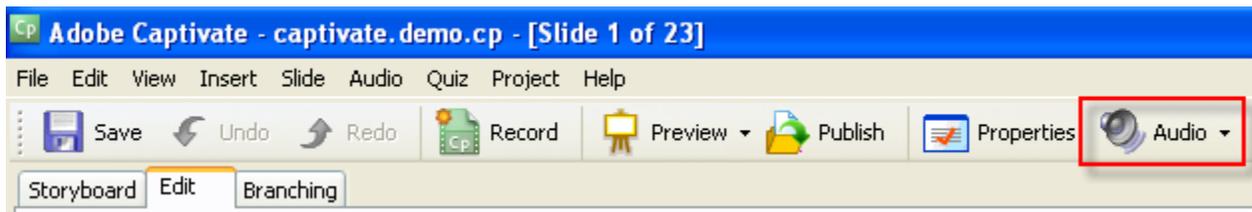


- The default setting allows users infinite attempts click on the desired link. After this option has been unchecked you can select other options.
- Once you are satisfied with your settings, click **OK**. Remember to save your project files. Click **File** then **Save As...**

## 7. The Audio Process

When you are satisfied with the visual elements of your tutorial, it is time to add audio or voice overlays. If you have not already borrowed a USB microphone, call User Education Services at 301-314-5889 to borrow one. These microphones simply plug into the USB port on your computer's CPU tower. These devices are plug and play, which means no special software is required. Audio is added to each individual slide. Recording your audio in small chunks has its advantages, as you will not have to record the entire presentation in one sitting, and will not have to re-record the entire presentation if you make a mistake while narrating.

- Starting at your first slide, click **Audio** from the top menu bar.



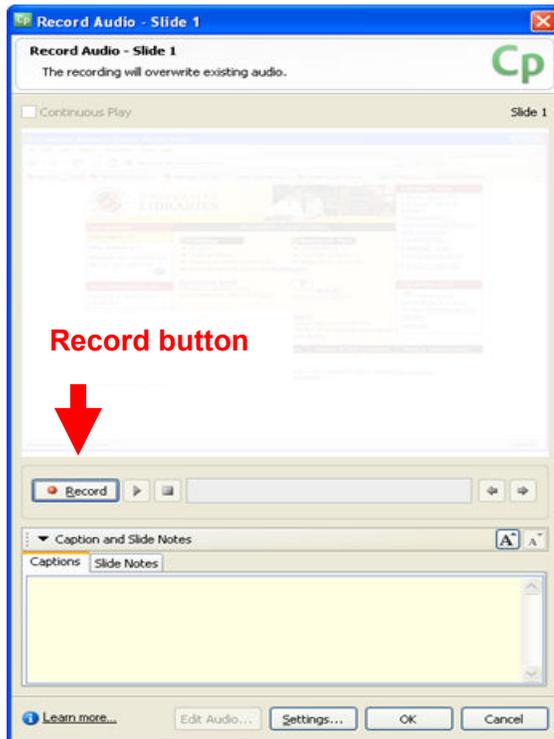
- Click **Record this slide**.



- A **Generating Preview for Recording Audio** window appears very briefly



- It is followed by the **Record Audio – Slide 1** window:



- Before clicking the **Record** button, take a moment to consider the following:

Are you in a quiet location?

Do those around you know that you should not be interrupted?

Are you free from interruptions?

Have you read through the script recently?

To get the best quality recording, make sure that your microphone is not directly next to your keyboard or mouse (whichever one you will use to start and stop the recording). Every sound you make will be picked-up by the microphone.

Think of your first recording as a trial run. You can record as many times as you need to. It may take a few attempts to familiarize yourself with the process and become comfortable using it.

- Turn on the USB microphone.
- When you click on the **Record** button, a pop-up box will appear saying **Adobe Captivate must establish audio input and recording sensitivity levels to create the best audio quality. Do you want to continue testing audio levels?**

- Click **Yes**.



- A **Calibrate audio input** box will appear. In order to check the input level of the microphone you will need to read the sentence displayed in this box, and keeping the microphone about 18" away from your mouth:

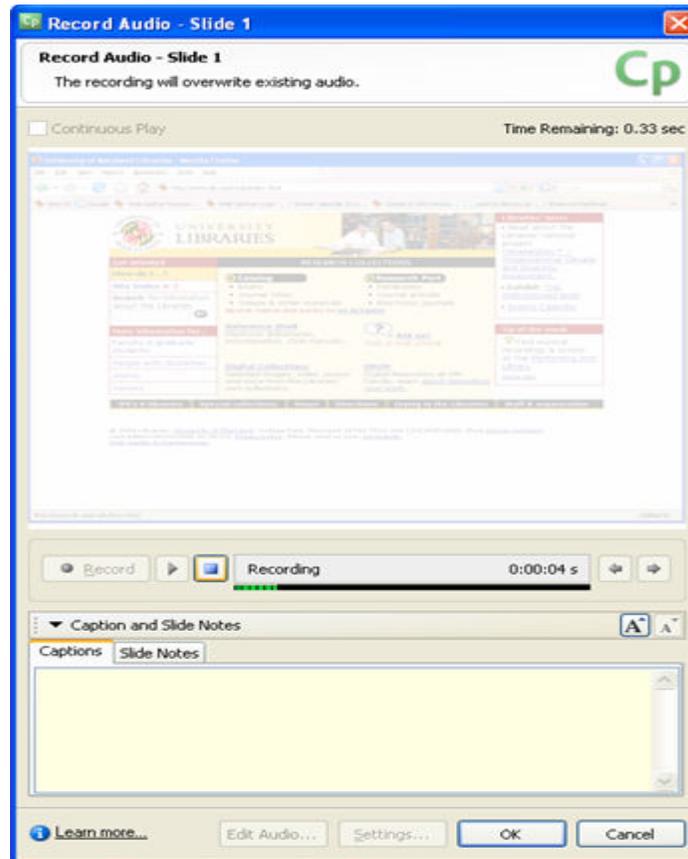
***"I am setting my microphone recording level for use with Adobe Captivate"***



- Once the microphone has been successfully calibrated and the **Input level OK** message appears, click **OK** to initiate the recording process

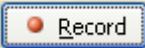
(NOTE: recording will begin as soon as you click on **OK**):

## Record Audio Window:



## Close Up of Record/Playback Controls:



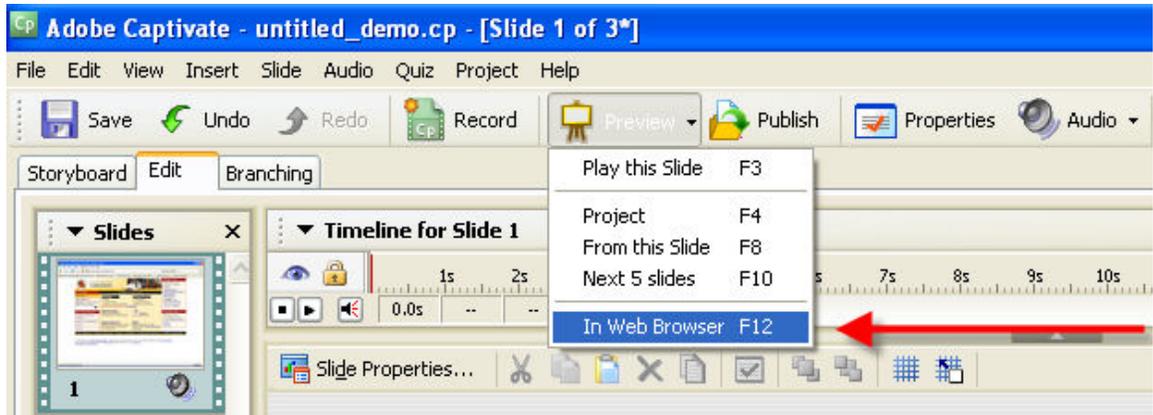
- If the recording process begins automatically, but you are not yet ready to begin narrating, simply click on the stop button: 
- Once you are ready to begin again, press record: 
- Once you have finished narrating the slide, click on the stop button: 

- To preview your recording, press the play button: 
- Record the audio for each slide as many times as you like. Captivate will use the most recent version of the recording in your tutorial. To overwrite the current file, simply click on record and repeat the steps listed above.
- Captivate estimates the display time for each slide based upon the amount of text added to each slide. If your narration is significantly longer than the text added to the screen, you may need to adjust the timing for the slide (this is covered in the next section).
- Once you are satisfied with the audio recording, click **OK**.
- Your audio recording will now be associated with your slide.
- Repeat this process to add audio to each of your slides.
- If you decide at a later time that you would like to re-record the audio for a particular slide, click **Audio** then **Record this slide**, and repeat the process.

## Preview your Tutorial on the Web:

Once you have added audio recordings to your slides, you will want to preview the tutorial to see how the presentation is flowing, and see how users will view it. Keep in mind that you will need to adjust the timing of your slides, so do not feel discouraged if your first preview provides a less than seamless presentation.

- To preview your entire tutorial in a web browser, click **Preview** icon at the top of the screen, and click **In web browser**:



- While you are watching the preview, take note of any slides needing adjustments
- Once you have finished watching the preview, close the browser to return to Captivate and begin making the necessary adjustments.

## Troubleshooting Slide Timing:

- While watching the preview of your tutorial, you will likely notice some timing problems.
- All of these problems can be solved by adjusting the display time of the slide and/or the individual items.
- To make these adjustments, you will need to watch the preview again and make a note of the first occurrence of a timing issue. Once you have identified a slide which needs adjustment, pause your preview, go back to the editing screen within Captivate and follow the proceeding instructions for adjusting timing.
- Captivate determines the default length of each slide based on the amount of content you have added. This best guess may leave too much dead air at the end of your slide. Don't worry! This is easy to adjust.
- As a default Captivate will display each of your text captions and highlight boxes as soon as the slide begins playing. You may want these items to pop up at the precise moment that you mention them. Again, this is fairly easy to adjust.

- The goal of adjusting the timing of your slides and the various items which appear on them is to have all elements working together to best explain the features highlighted.
- Your slides should be just a bit longer than your narration (by 1-2 seconds) to give viewers time to absorb what you've said.

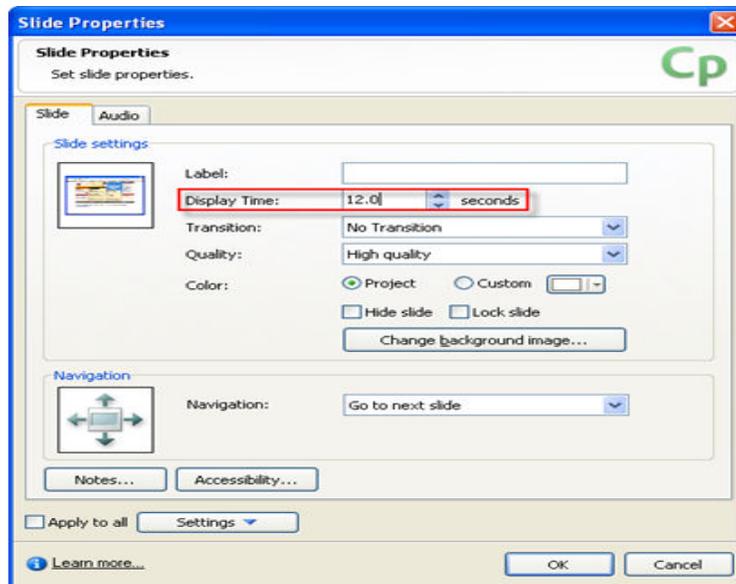
### Problem 1: Slide continues playing after the narration has ended

- If your slide is running long, you can easily adjust the display time
- As an example we'll adjust the following slide, which is displaying for 18 seconds, even though the narration ends after 12 seconds.



## Solution: Adjust the display time for the slide

To adjust the display time for the slide, double-click within the slide and the **Slide Properties** window will appear:



- Adjust the duration of the slide by changing the value in the **Display Time** field. e.g., you want your slide to display for twelve seconds, so enter 12.0 in the Display Time field.
- Click **OK**.

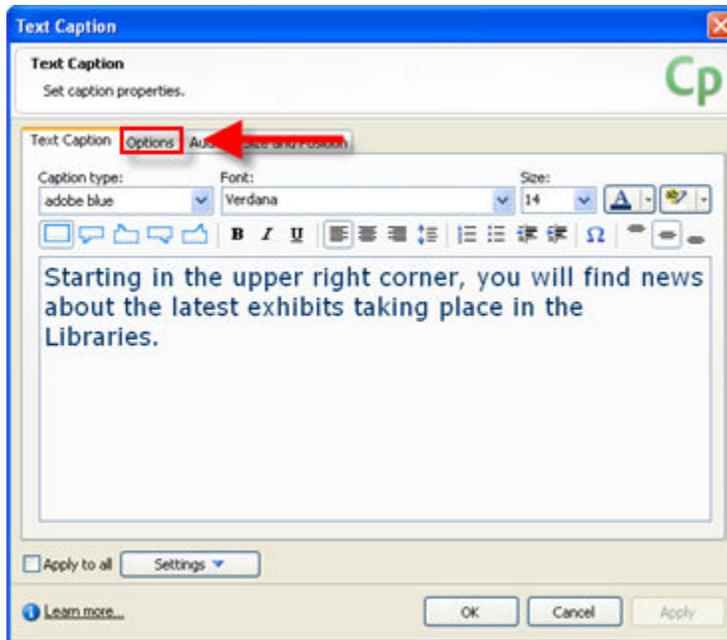
**Problem 2: Text Caption or highlight box does not display at the proper time, or the for the right amount of time**

- Double-click within the text caption or highlight box



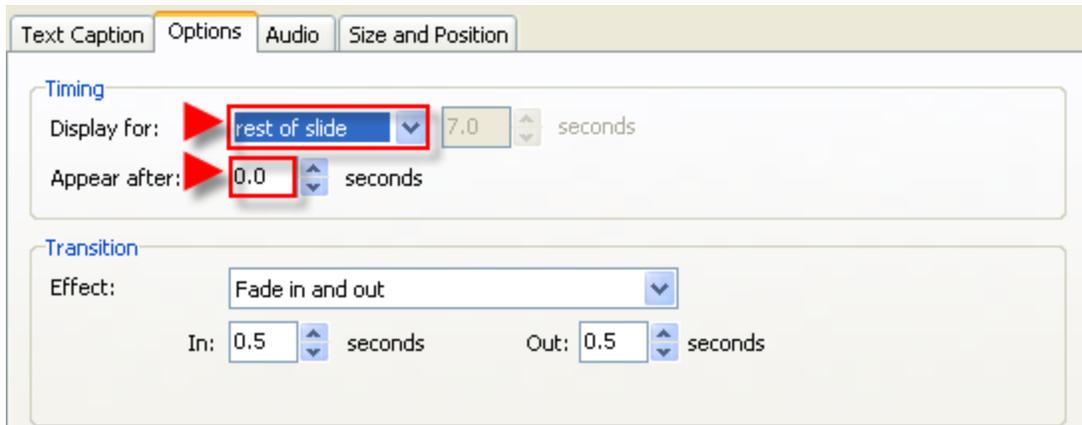
The **Text Caption or Highlight Box** window appears (note: these steps are the same for text captions and highlight boxes).

- Click the **Options** tab:



The options tab allows you to indicate when you would like your Text Caption Box to appear and how long you would like it to stay on the screen:

**If you want the text caption or highlight box to display for the entire length of the slide, use the following settings:**

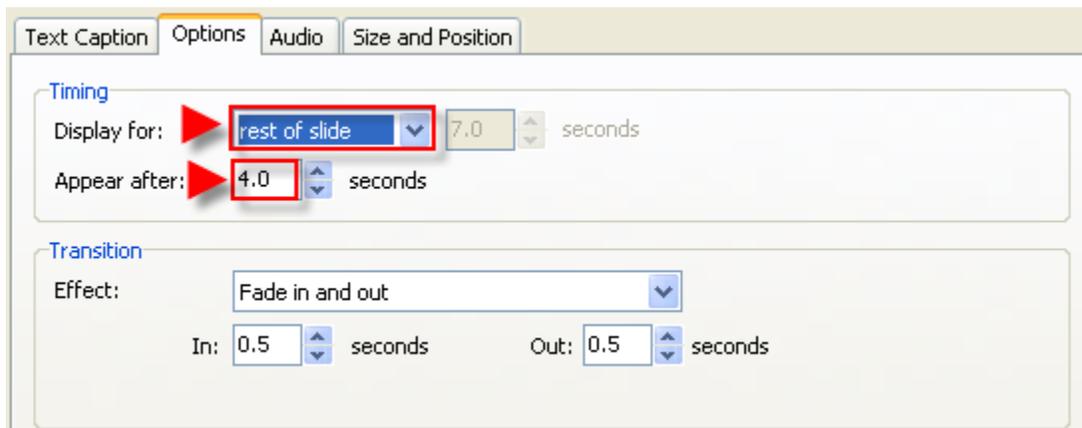


In this instance we want the text box to appear for the duration of the slide so we have selected Display for: 'rest of slide' and Appear after: '0.0 seconds'. Here's an example of when you would want to use these settings:

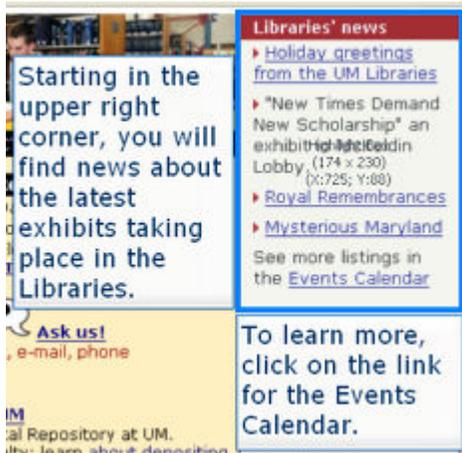


When creating my introductory slide, I wanted the text caption to display for the entire length of the slide.

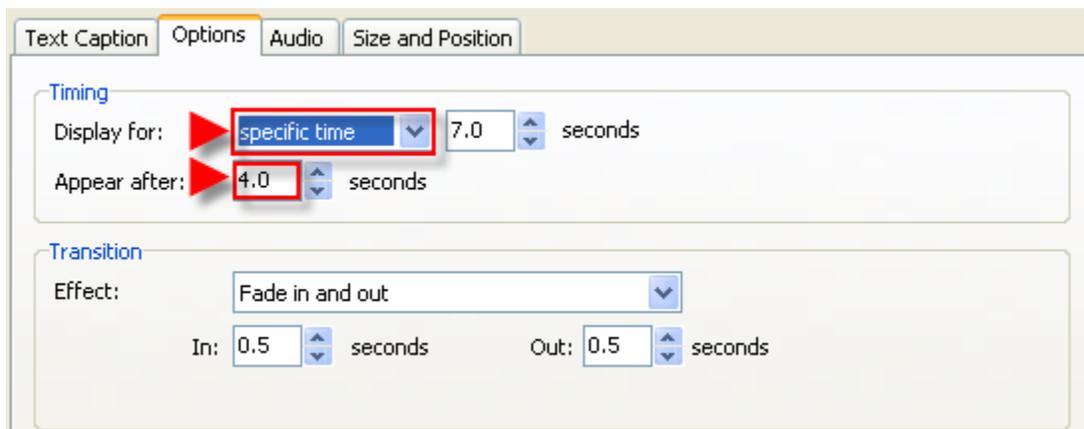
**If you want the text caption or highlight box to appear after a certain number of seconds and then display for the rest of the slide, use the following settings:**



Here's an example of when you want to use these settings:



If you want the slide to appear after specific number of seconds for a certain length of time, use the following settings:



Here's an example of when you would want to use these settings:



When creating this slide I wanted the text box to display the entire time, *but* I didn't want the highlight box surrounding 'hours' to appear until it was mentioned at the four second mark.

**In Summary:**

Once you have made adjustments to your slide, use the preview feature to see if you are now happy with the timing.

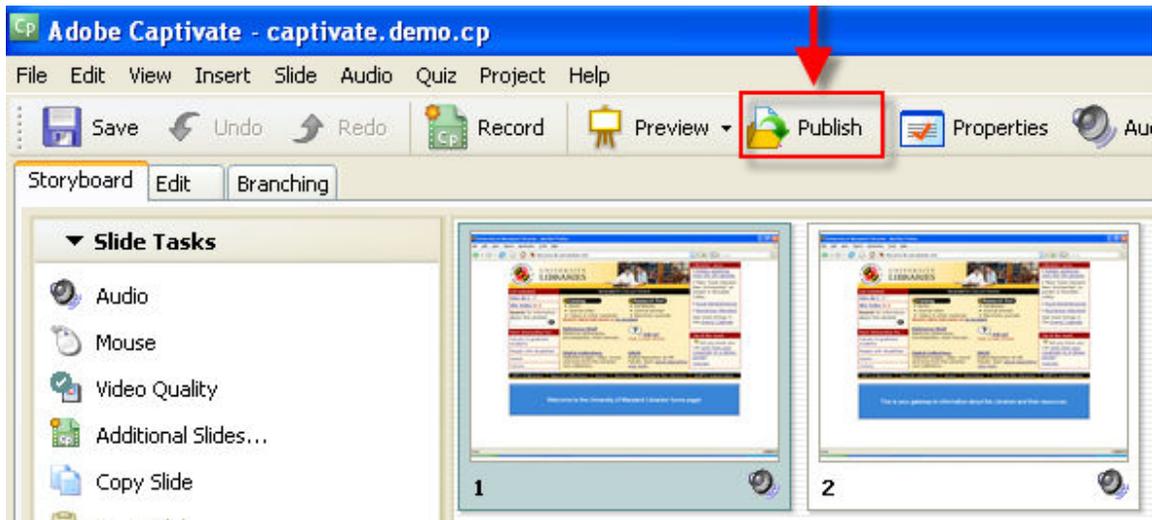
Advice: be advised that this review process will take some conscientious thought and effort on your part. Try not to get frustrated if it takes multiple attempts to get the timing issues worked out.

This is time well spent because once the tutorial is approved by the Guides Group and goes live hundreds of users will be looking at it 24/7.

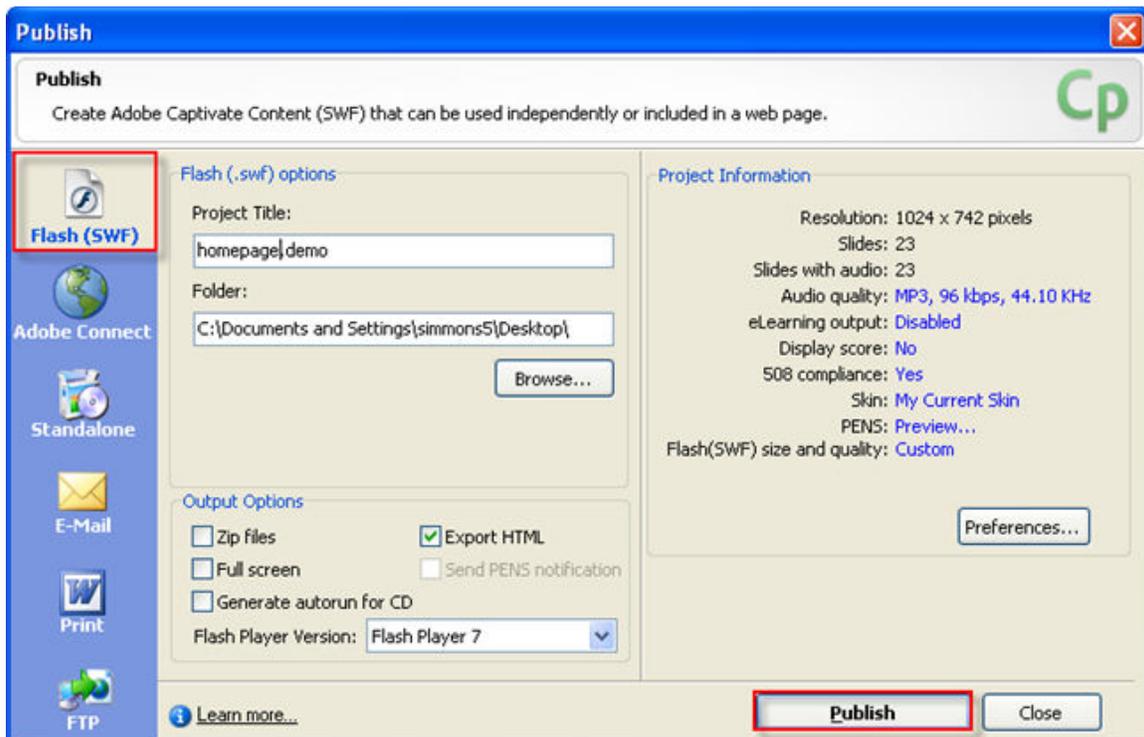
## 8. Publishing your Tutorial and Getting it Online

Once you have finished editing your slides, you are ready to publish the finished project.

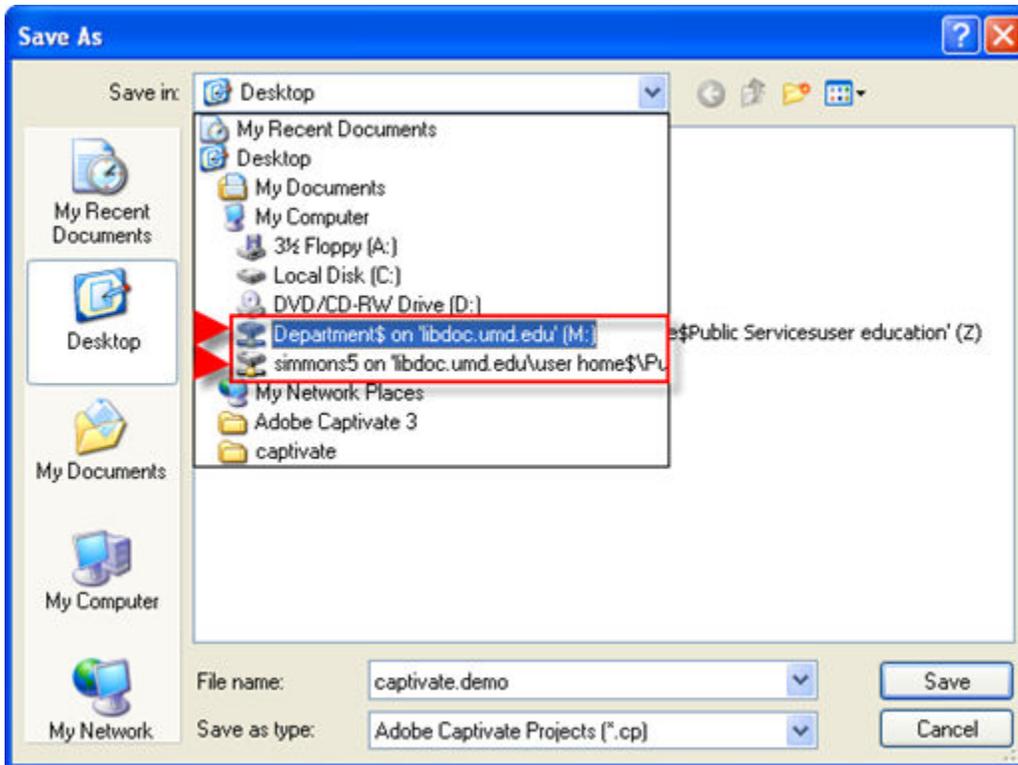
- Click on the **Publish** button found in the Captivate toolbar:



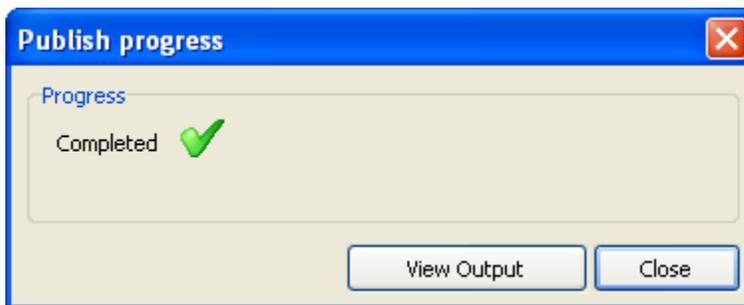
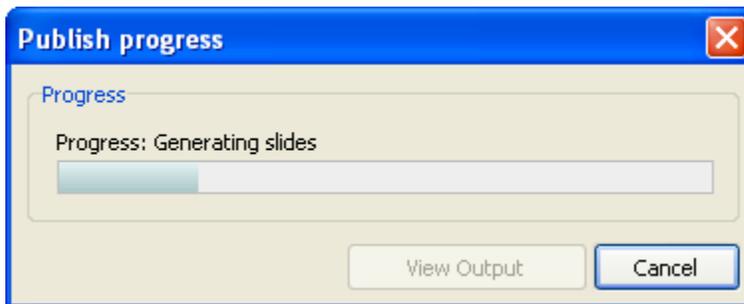
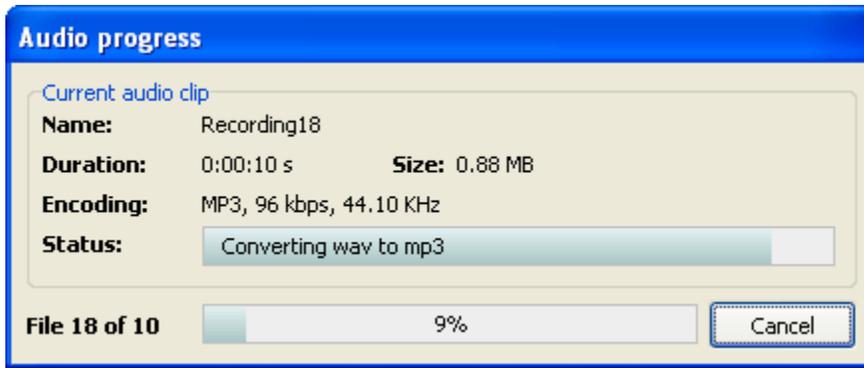
- When the Publish window appears, Captivate automatically selects a flash (SWF) file output:



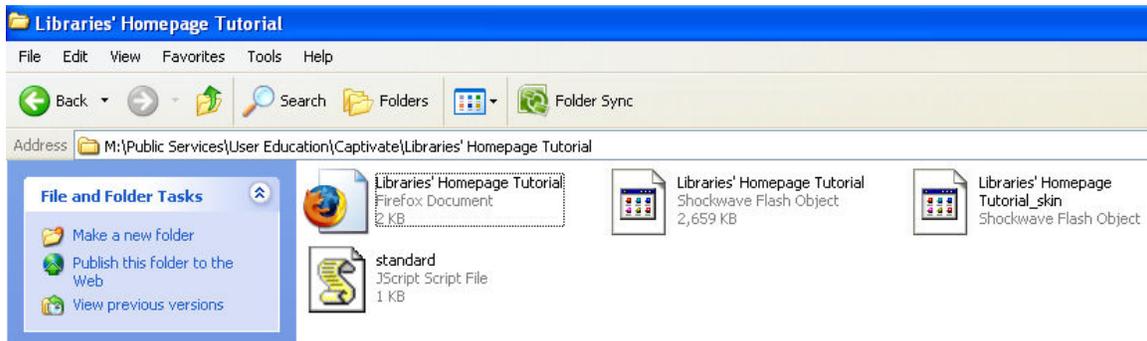
- You will now generate flash (SWF) files that can be posted online using WebSpinner.
- Before proceeding, check the folder location. This is where your project files will be stored. If you wish to select another folder, use the **Browse** button to select a location.
- Be sure to save these files on your **M:** or **Z:** drive and NOT your desktop. These files are large enough that storing them on your desktop will cause delays when loading your profile each day.



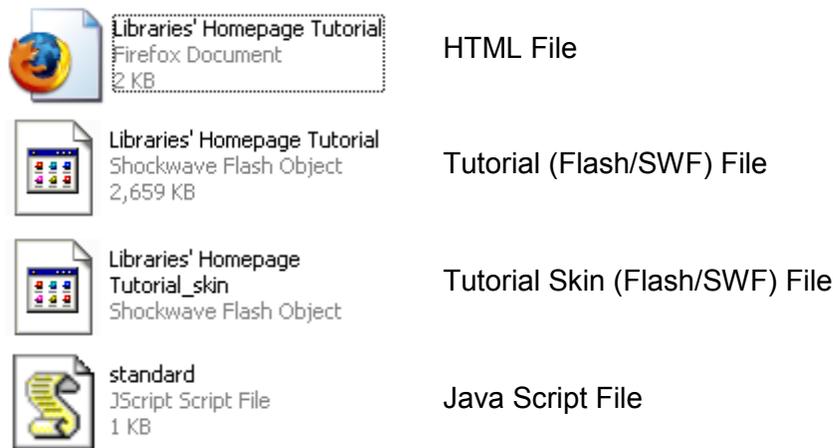
- Click **Publish** button.
- You will see the following windows will appear as Captivate generates your project files:



- Once the publishing process is complete, open the folder containing your project files:



You will see that the publishing process generated four files (left to right):



In order to submit your tutorial for review by your Guides Group representative, you will need to load your files to the JUNK folder in WebSpinner. This will allow you to access your tutorial directly via a URL.

For example, the Libraries' Homepage tutorial can be accessed directly at:  
[lib.umd.edu/UES/homepage.swf](http://lib.umd.edu/UES/homepage.swf)

## Loading Tutorial Files in WebSpinner:

Sign into WebSpinner: [www.lib.umd.edu/cgi-bin/WebSpinner](http://www.lib.umd.edu/cgi-bin/WebSpinner)

Select the JUNK directory and click on 'Go to directory':



- Once you are in the JUNK directory you will need to load the Flash/SWF files.

### For example:

I will need to upload the Flash file and the Flash skin file to WebSpinner using the following file names selected when publishing the project in Captivate (NOTE: the HTML file and Java Script file do **not** need to be uploaded):

#### **captivate.swf**



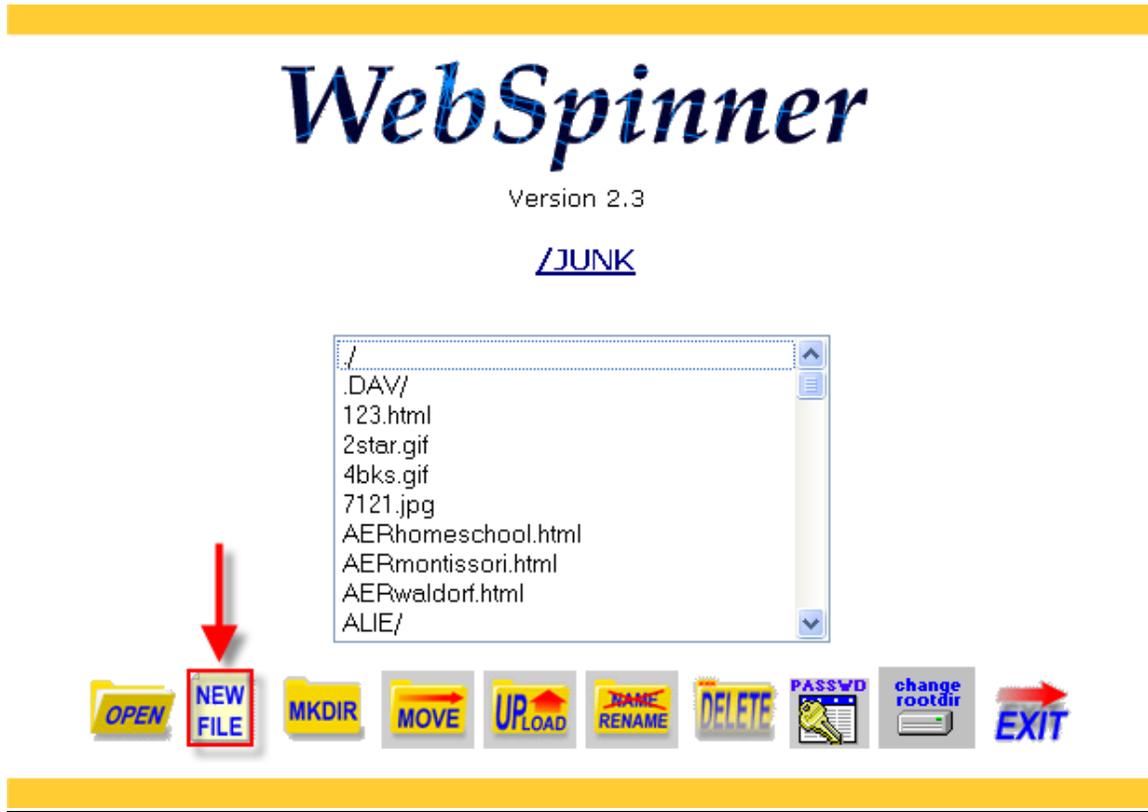
Libraries' Homepage Tutorial  
Shockwave Flash Object  
2,659 KB

#### **captivate\_skin.swf**



Libraries' Homepage  
Tutorial\_skin  
Shockwave Flash Object

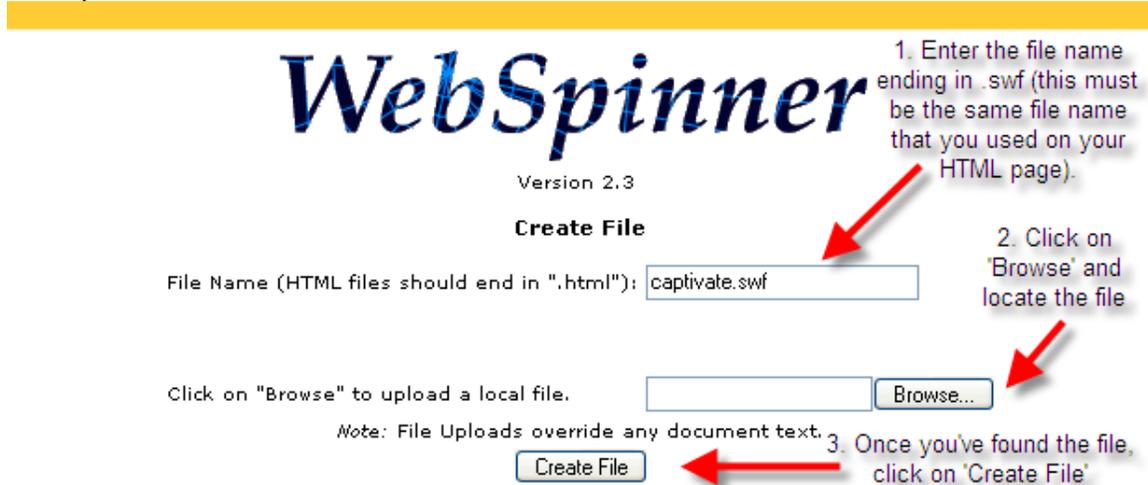
To load the first Flash file in WebSpinner Select 'New File':



To load your file you will need to:

1. Enter the file name (Make sure it ends in .swf and matches the file name you used when creating your HTML page).
2. Click on 'Browse' and locate the file
3. Click on Create File

Example:



Repeat the above steps to load your Flash skin file:

**WebSpinner** 1. Enter the file name ending in `_skin.swf`

Version 2.3

**Create File**

File Name (HTML files should end in ".html"):  2. Click on 'Browse' and locate the file.

Click on "Browse" to upload a local file.

*Note: File Uploads override any document text.*

3. Click on 'Create File'.

**OR**

Enter the document's text... (*Note: You may cut and paste from another editor*)

You should now be able to view your tutorial using the following URL template:  
[www.lib.umd.edu/JUNK/filename.swf](http://www.lib.umd.edu/JUNK/filename.swf)

For example, if my tutorial had been uploaded to the JUNK directory, it would be accessible at: [www.lib.umd.edu/JUNK/homepage.swf](http://www.lib.umd.edu/JUNK/homepage.swf)

NOTE: The homepage tutorial is accessible at [www.lib.umd.edu/JES/homepage.swf](http://www.lib.umd.edu/JES/homepage.swf) because it has already been reviewed and approved.

## 9. Contacting your Guides Group Representative:

Once your tutorial is accessible online you can submit it to your Guides Group representative for approval using the the Guide Notification form:

[www.lib.umd.edu/UES/yellowform.html](http://www.lib.umd.edu/UES/yellowform.html)

The image shows a web form titled "Guide Notification Form" on a yellow background. The form is divided into two sections: "GENERAL INFORMATION" and "GUIDE INFORMATION".

**GENERAL INFORMATION**

- Your Name: [text input]
- Team/Unit: [text input]
- Phone: [text input]
- E-mail: [text input]

**GUIDE INFORMATION**

- Title of Guide: [text input with value "Libraries' Homepage Tutorial", highlighted with a red box and a red arrow pointing left]
- Old Title (if applicable): [text input]
- Status: [dropdown menu with value "New", highlighted with a red box and a red arrow pointing left]
- Date of Last Revision: [text input] (e.g., January 2005)
- Recipient: [dropdown menu with value "Choose one"]
- Format: [dropdown menu with value "Web", highlighted with a red box and a red arrow pointing left]
- URL of Guide: [text input with value "www.lib.umd.edu/JUNK/homepage.swf", highlighted with a red box and a red arrow pointing left]
- Type of Guide: [radio buttons]
  - General (e.g., Book Reviews)
  - Subject (e.g., Nutrition and Food Science)
  - Interactive Tutorial (e.g., Libraries' Homepage Tutorial), highlighted with a red box and a red arrow pointing right

- To submit your tutorial for review, you will need to fill in your name and contact information in addition to the information highlighted above.
- Once submitted your tutorial will be reviewed to ensure that it meets the best practices outlined in the beginning of this manual.
- If any changes need to be made to bring the tutorial in line with these best practices, your Guides Group representative will contact you with further information.

- Once your guide is approved, it will be linked to the appropriate subject guide, or linked separately from the 'Guides to Information Resources' page:  
[www.lib.umd.edu/UES/library\\_guides.html](http://www.lib.umd.edu/UES/library_guides.html)

