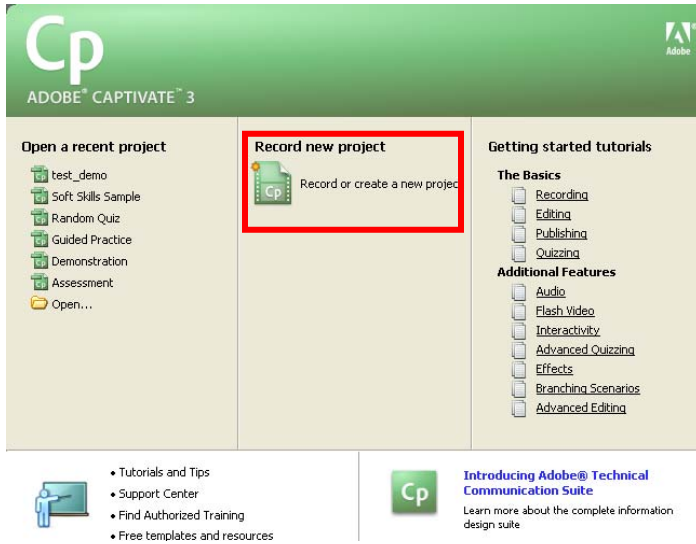


How to Record Screens, Save, and Publish Your Project in Captivate 3

Step	Recording Projects
1	<p>Set Screen Resolution for Captivate capture</p> <ol style="list-style-type: none"> a. Click Start and select Control Panel. b. Select Display from the Control Panel window. c. Select the Settings tab in the Display Properties window. d. Set the Screen Resolution to 1024 x 768. e. Click Apply, then click OK. If the Monitor Settings Confirmation window appears, click Yes. Your monitor display will reset to the new resolution. <p>Adobe recommends 1024 x 768 resolution for usability with a variety of PC users. Higher screen resolutions increase the Captivate file size.</p>
2	<p>Launch the program you would like to capture.</p> <p>We will use Microsoft Word for this demonstration. Open Microsoft Word by double clicking the icon on your Desktop</p> <p>OR</p> <p>Select Microsoft Word from the Start Menu.</p> <p>Note: In preparation for recording a Captivate movie, click the Restore Down button (left of the X) in the upper right corner of Microsoft Word. This resizes the window to the middle of your Desktop.</p>
3	<p>Launch Captivate</p> <p>Open Captivate 3 software by double clicking on the icon on your Desktop.</p> <p>OR</p> <p>Select Captivate 3 from the Start Menu.</p>

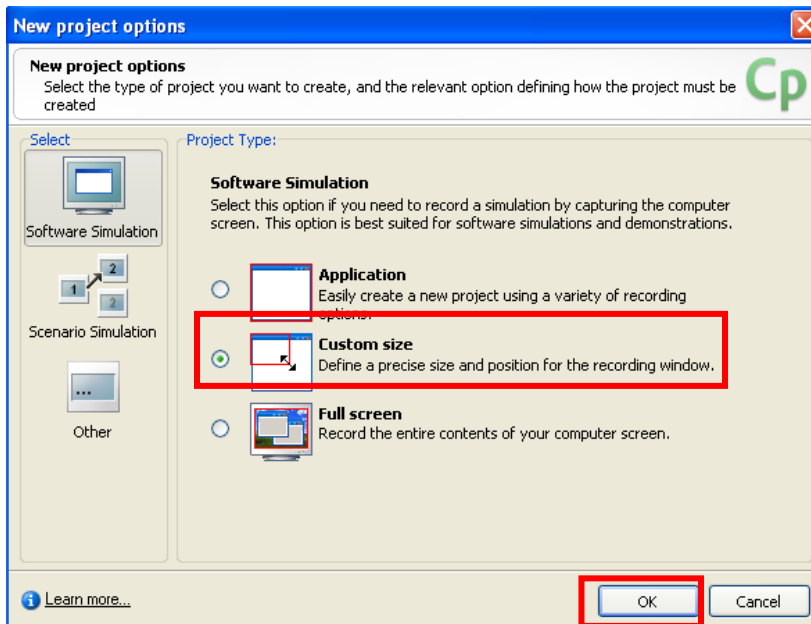
4 **Launch a new project**

From the Captivate main screen, click “Record new project - Record or create a new project.”



5 **Select project options**

Choose the radio button “Custom Size” and select the “OK” button.

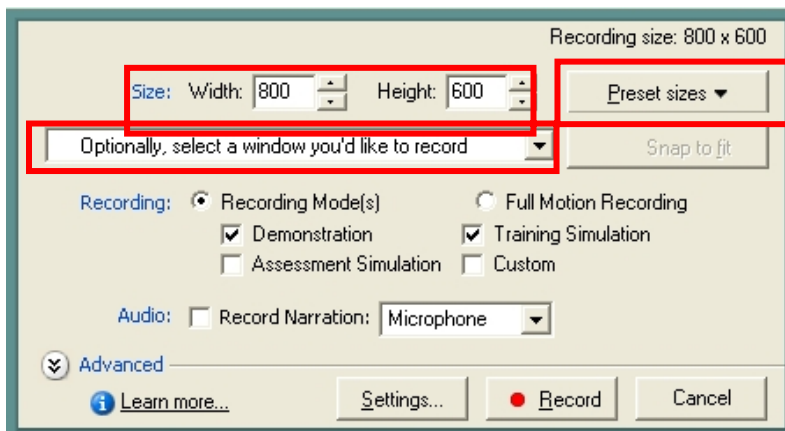


A recording window will open.

6 **Set window capture options**

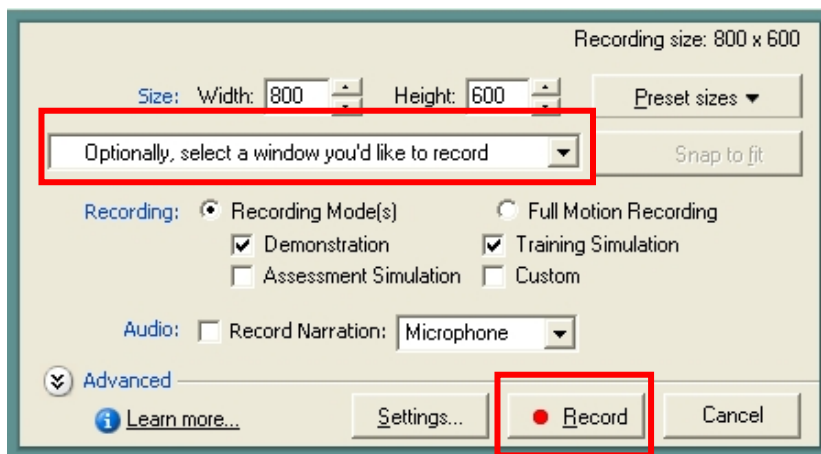
- a. Click the **“Preset sizes”** button, a drop-down menu will open containing window sizing options.
- b. Select the **“800 Width X 600 Height”** size. You will see a red box open, this is the capture area, the size of the window you will capture your screens. This is a default capture size and works best with most Learning Management Systems.
- c. Next, you’ll need to select the window to record. From the drop-down box shown under the Size area; select the **“Optionally, select a window you’d like to record”** if not already selected.

Note: You will notice that all open windows will be listed in the drop-down menu. You can select Microsoft Word from this list, if you do; the “Snap to fit” button will become active. *Do not* click the “Snap to fit” button as it will size the window so that it captures the whole window including the Menu and Status bars, which we will not be recording for this demonstration.



6 **Set window capture options**

- d. Under **Recording**, select “**Recording Mode(s)**” and then select the click boxes to the left of “**Demonstration**” for a passive demo capture, or “**Training Simulation**” for a guided practice capture.
- e. Adjust the Microsoft Word window so that the capture area, the area inside the red box, includes only the page with the right hand scroll bar. The right hand scroll bar needs to be included to allow space for the Playback Controls when the movie is published.
- f. Finally, select the “**Record**” button.



7 **Record the task**

Now that Captivate is recording, perform the task in the software.

Each time you perform an action on your computer, you will hear a camera noise indicating that you have recorded a screen.

You may need to take extra screens of your capture if drop-downs are available. To make sure that the drop-down list is captured, when the drop-down menu is displayed, click **Print Screen** on your keyboard to manually capture the screen.

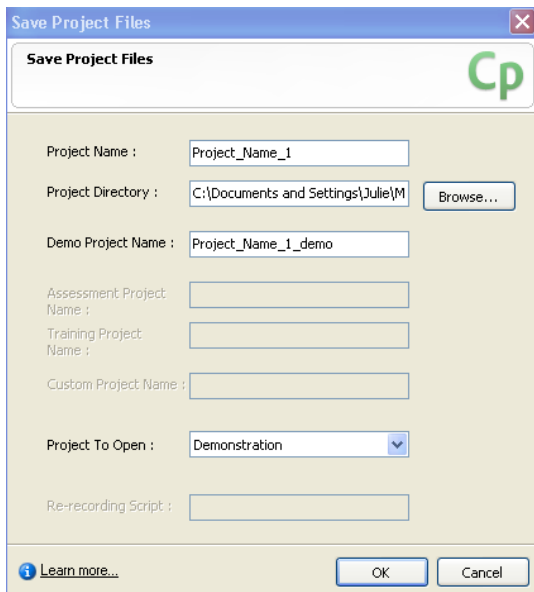
When you have completed capturing screens for that task, select the “**End**” key on your keyboard.

8 Save your project

A project will build and a window will open asking you to save your project.

Type in the name of the file under “**Project Name**”. Adobe does not recommend the use of spaces in file names. However, you may prefer to use underscores instead of spaces in your file names for readability.

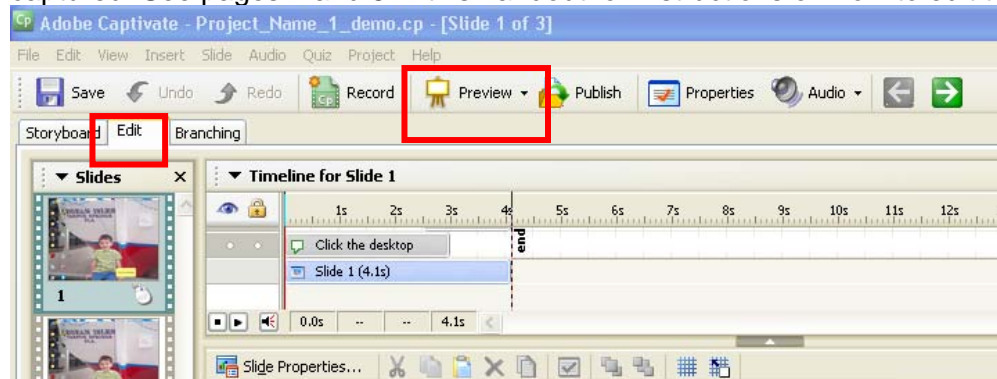
Then select the “**Browse**” button and locate the folder you will save this project to on your local drive. Click “**OK**”.



Note: Captivate adds “demo” to the end of the Demo project name. For your information, Captivate adds “training” to the end of project name if you captured a training simulation.

9 Confirm capture and close Captivate

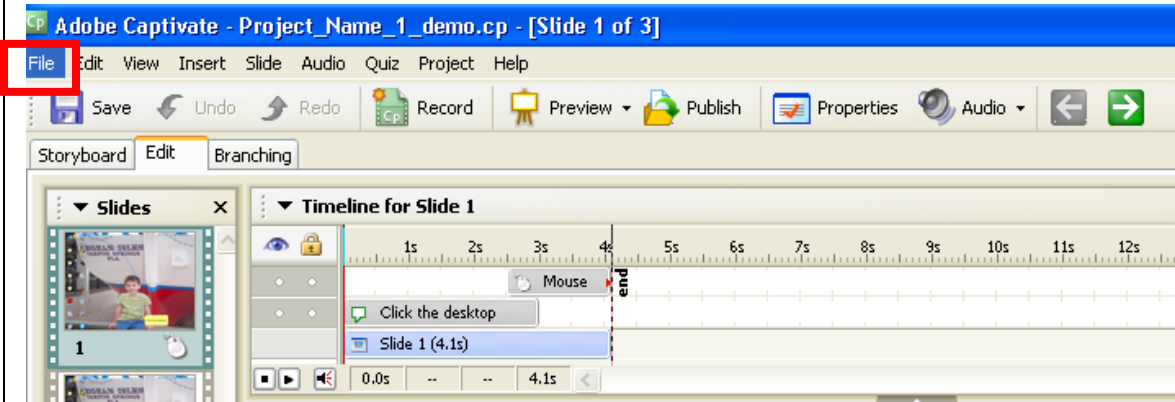
By default, Captivate opens in the Storyboard view, but you will want to revise your slides under the Edit tab. Once in the Edit view, select **Preview – Project** to review the slides you just captured. See pages 7 and 8 in this handout for instructions on how to edit text captions.



10 **Exit and Save Captivate project**

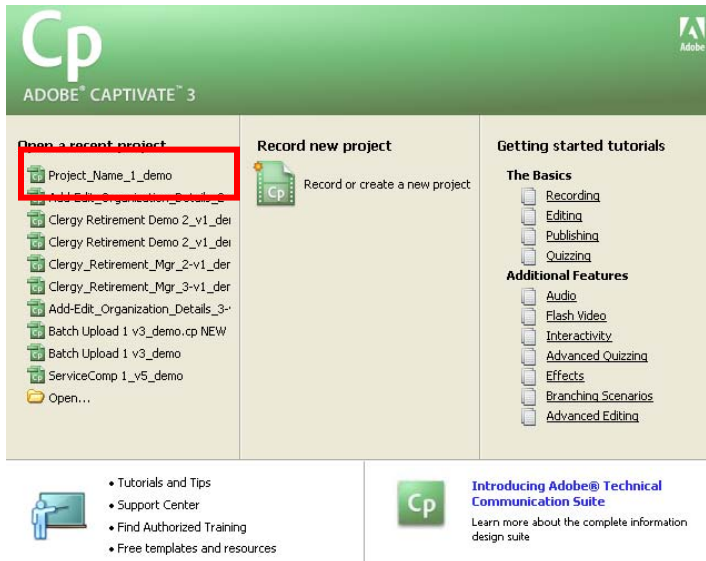
To exit and save your Captivate project, select **Close** on the **File Menu**.

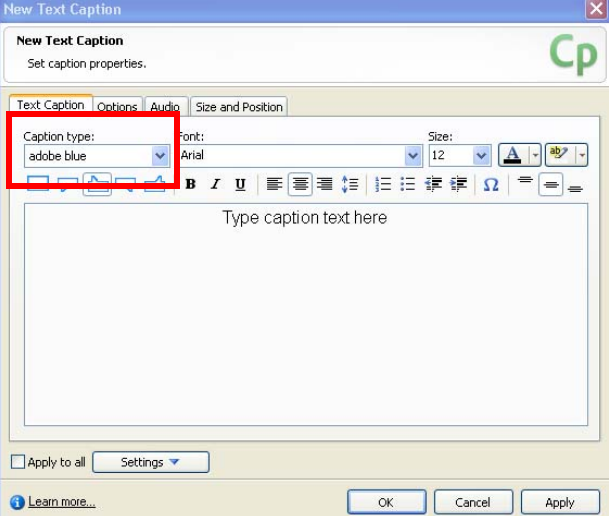
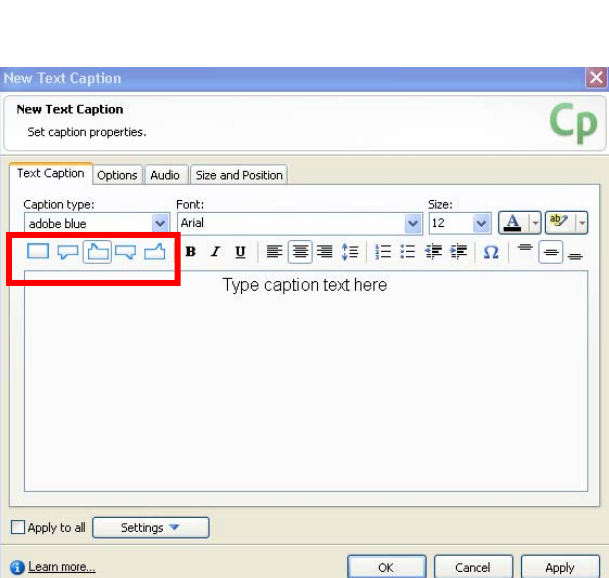
After exiting your Captivate project, you will be returned to the Captivate home page.

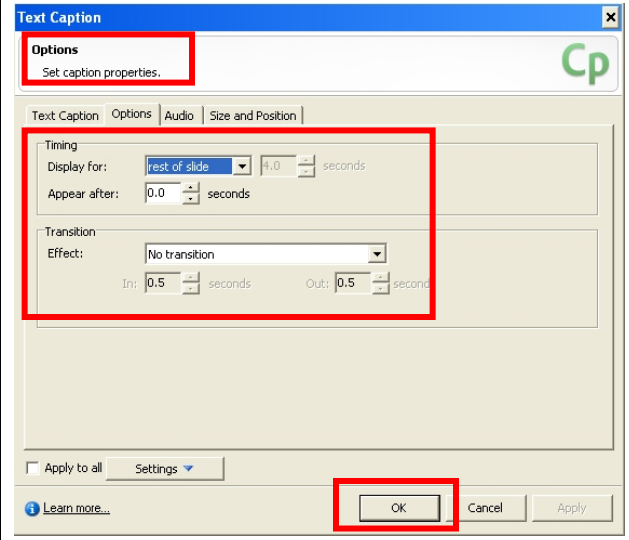
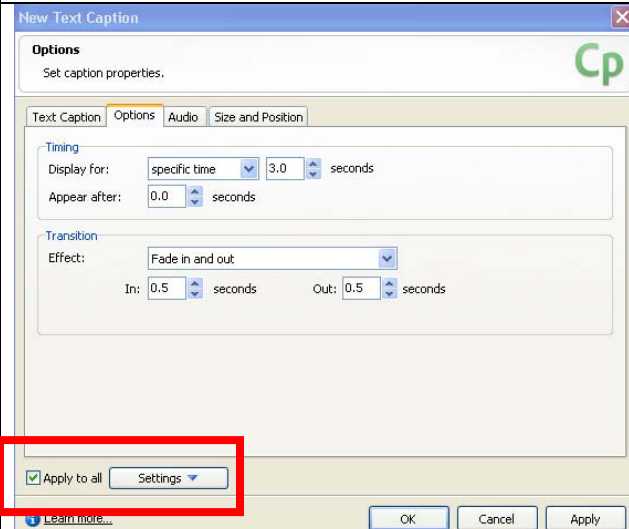


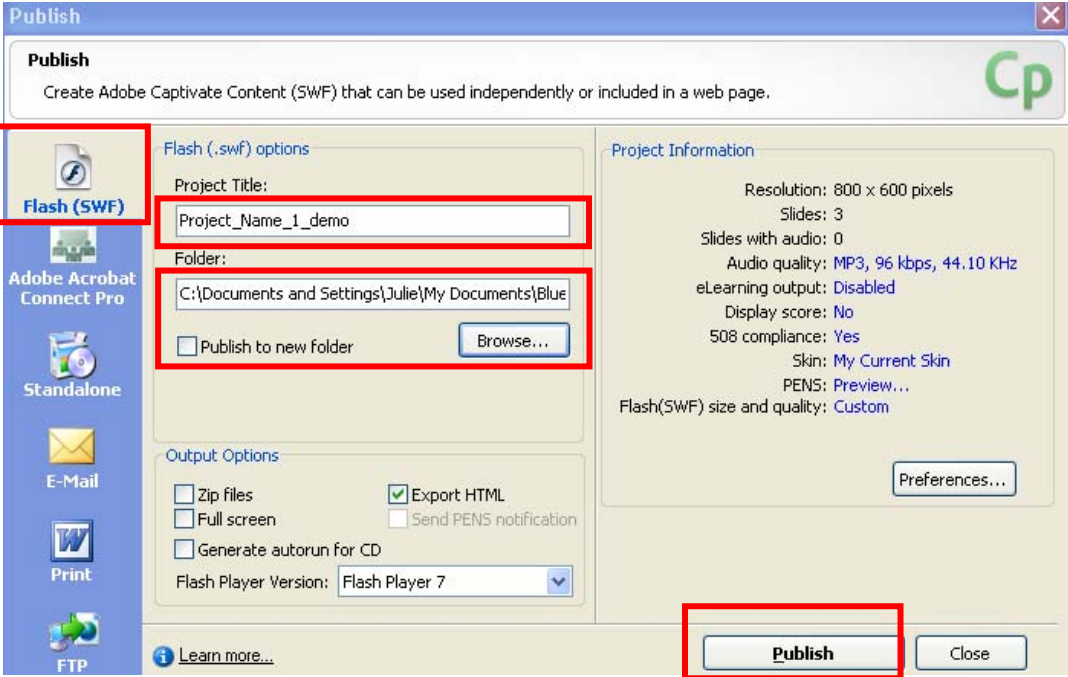
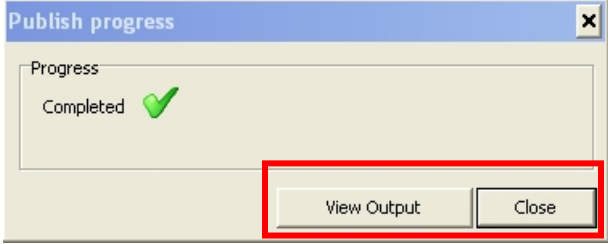
11 **Project has been saved**

You will see the saved project in the **Recent Projects** section of the left side of the screen.



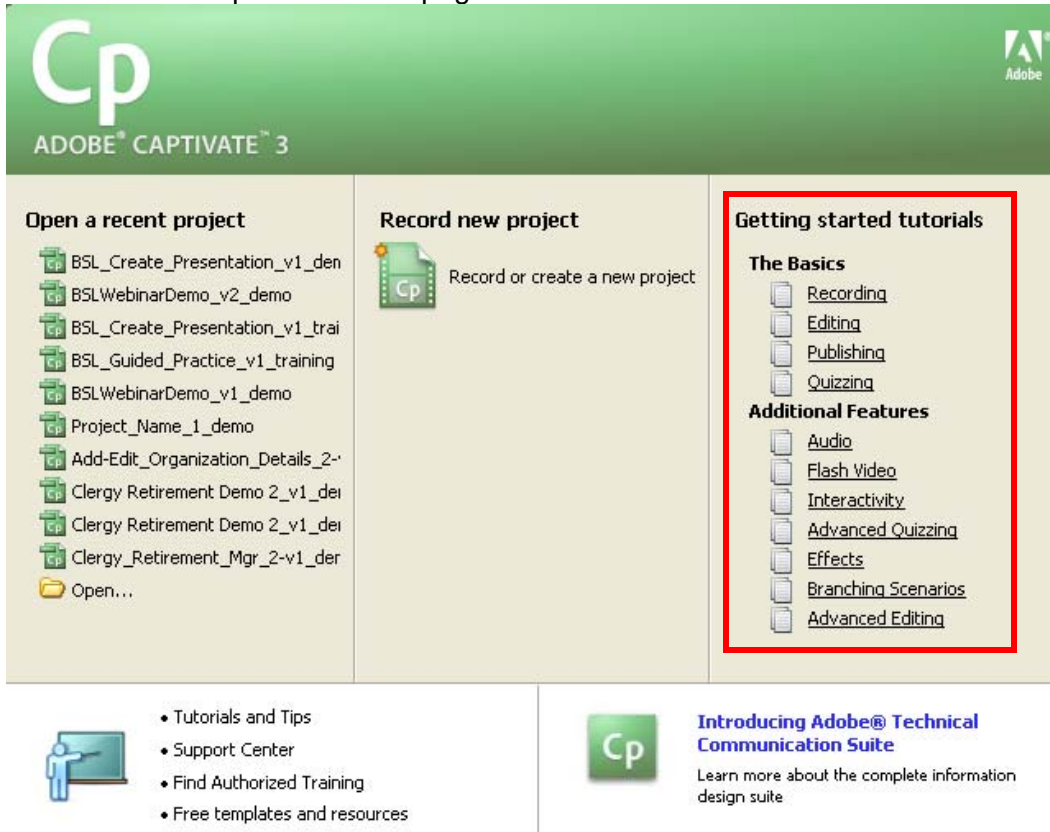
Step	Edit Text Caption Settings	
1	<p>Open the Text Caption window, double click on the text caption box on the slide.</p> <p>For this example, we will select the following options.</p> <p>Text Caption tab, under Caption type: select the adobe blue.</p> <p>If not already selected, select Font: Arial, Size 12.</p>	
2	<p>Select the appropriate Call-out or plain Caption box.</p> <p>Note: The direction of the call-out box is determined by the element it needs to point to on the screen. Such as, upper right, lower right, upper left or lower left.</p>	

<p>3</p> <p>In the Options tab you will need to change the default setting to the following settings;</p> <p>Under Timing: select the Display for: drop-down menu, then click on rest of slide</p> <p>Under Transition: select the Effect: drop-down menu, click on No transition</p> <p>Click OK</p>	 <p>The screenshot shows the 'Text Caption' dialog box with the 'Options' tab selected. The 'Display for' dropdown menu is set to 'rest of slide' and the 'Effect' dropdown menu is set to 'No transition'. The 'OK' button is highlighted with a red box.</p>
<p>4</p> <p>Repeat this process for each text caption/call-out box on each screen of the project.</p> <p>If you need to make a change to a caption box that applies to all captions in your project, you can use the global change ability.</p> <p>To make global changes, click the Settings button at the bottom of the Text Caption window and make the appropriate selections.</p>	 <p>The screenshot shows the 'New Text Caption' dialog box with the 'Options' tab selected. The 'Apply to all' checkbox is checked and the 'Settings' button is highlighted with a red box.</p>

Step	Publish the Project	
1	<p>Publishing Configurations and Settings Setting Flash Options</p> <ol style="list-style-type: none"> 1. Click the Publish icon on the Menu bar, the Publish window opens. 2. Select the Flash tab in the left bar, if not already active. 3. Enter the Project Title; this will be the name of the SWF file after the project is published. The name of the Captivate project should appear in this field by default. 4. Browse to the Folder location where the published SWF file is to be saved. 5. Click the Publish button. 	
2	<ol style="list-style-type: none"> 1. When the publishing process is complete, a Publish progress window will open. 2. To review the output, click the View Output button. 3. Or click Close. 	

Adobe Captivate Resources

1. Adobe Captivate 3 Start page



2. Adobe Captivate Website

<http://www.adobe.com/products/captivate/>

3. Workbook: Essentials of Adobe Captivate 3 by Iconlogic

<http://www.iconlogic.com/Captivate3.htm>

ISBN: 1932733175

4. BlueStreak Learning offers custom Captivate training. For more information, please contact Jennifer De Vries at (630) 842-1865 or Jennifer@bluestreaklearning.com.