

# Elements Animated Demonstrations

## Using Adobe Captivate® 3 Software

### Best Practices & Settings

**Purpose:** for use with demos that support Elements Courses including Assessment and Leadership

### Preparation

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**Roles of Content Developer(s)/Adaptor(s)** – Content developers and adaptors are responsible for adding or updating content. They will determine the scope of changes, modifications, and oversee all translation requirements. They will revise scripts as needed and prepare all final scripts and screenshots for either content entry into the MCMS system or print/CD version. They may collaborate with the RTA and/or the STs (or they may be one and the same).

#### **Content**

Work with Content developers and adaptors for content to be used in demonstrations. Depending on the demonstration – the content developer(s)/Adaptor(s) should provide the following support:

- Account information (Login IDs and Passwords) for capturing demonstrations
- Ensure all content is localized and ready in the online environment for demonstrations to be captured including content to be used to create demonstrations (i.e. text to be added to online tools and translated text captions)

**Note:** it is suggested to use the word scripts of the English Captivate demonstrations as a guide for localization.

#### **General Settings**

The following are the default settings for Captivate. Changing the default settings before beginning a project will allow new captions, etc. to be formatted as the demonstration is captured.

#### **Caption Type**

- Yellow Two
- Font: 12 pt. verdana black

The following steps will allow you to add the Yellow Two caption options for the Animated Demonstrations

1. Go to My Computer > Program Files Folder > Adobe Folder > Adobe Captivate 3 Folder > Gallery Folder > Captions Folder > More Folder
2. Select all five Yellow Two Files – these are for each of the caption positions
3. Right click on the selected items and select Move to Folder.
4. Navigate to the My Computer > Program Files Folder > Adobe Folder > Adobe Captivate 3 Folder > Gallery Folder > Captions Folder and save the images there
5. This will allow you to make changes to the backgrounds. Open up a text caption and apply the new formatting.
6. To update captions so they are adjusted as you are recording go to Edit> Preferences > Defaults and change the first captions from adobe blue to Yellow Two.

### Highlight Box

- Frame Color: Red 8, Green 96, Blue 168; Frame Thickness: 3
- Fill: Red 8, Green 96, Blue 168; 90% transparency

### Preferences

- Global: all default
- Defaults:
  - Text Caption: Yellow Two
  - Font: Verdana, 12
  - Color: Black

### Transitions

- Fade
- Highlight all slides, menu, slide, transition "Fade"

### Publishing

- Flash
  - .zip file
- Print (.doc)
  - Handouts, 2 slides per page
  - Use Tables in the output
  - Caption Text
  - Slide Notes
  - Blank Lines for Notes
  - Objects & Question slides

## Creating Demonstrations

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Editing an original Captivate can make localization easier. The following are reminders of areas to review when creating a demonstration.

1. Open Captivate File
2. Go to Edit > Preferences
  - a. Click on General. Review settings.
    - i. Change the title name to match the demo title and the description to match the demonstration objective.
    - ii. Verify Copyright and contact information
    - iii. Click **OK** to save changes.
3. Verify correct information on title slides (if needed, update information)
  - a. Go to File > Insert > Additional Slides > PowerPoint Slides.
  - b. Browse for PowerPoint template file
  - c. Select Insert slide
  - d. Review the slides you wish to import – confirm the following:
    - i. Import Slides as "Background Image"
    - ii. Advance Slide "Automatically"
  - e. Title font size is:
    - i. Intel Blue: Red 8, Green 96, Blue 168
    - ii. Verdana
    - iii. Size 42 (adjust accordingly so it looks appropriate)

### **Demonstration Screen Recording**

The following are helpful hints to have a successful demonstration. When ready open the site you are making the demonstration for and click **Record** to begin. Keep the following points in mind during the process:

- Minimize the browser toolbars to 1-2 lines max.
- Try to hide the project URL.
- When capturing screen interactions (the recording can always be shortened).
- Have patience for page loading – when navigating from page to page make sure each page fully refreshes before making the next click.
- Ensure Page says “Done” so page is fully loaded.
- Screen Resolution: 1024 x 768 (check to make sure your window size is consistent with the demonstration).
- Recording Resolution: 660 X 440.
- Save work often as you create the demonstration.

### **Publishing/Production Process**

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When ready publish as both a Flash (.SWF) and a Word (.doc) print version. The Print version is used for editing, reviews and to help with localization.

#### **Publishing to Captivate**

1. Publish the demonstrations Go to > File > Publish
2. See **Default Settings > Publishing** section below for additional details
3. Publish all of the following types:
  - a. Flash (SWF) – this will include the following files: HTML, SWF, Standard JF, and Skin
    - **Optional:** It is recommended to check the “Zip files and Export HTML” options during this process to contain all necessary files needed for publishing at once.
  - b. Print (Word document) – this method allows for a handout format to use during peer/editing review processes.

#### **Preparing the Files for Web Production**

Zip each ‘flash’ folder to send/ upload to desired location for Web contact to place on the download server.