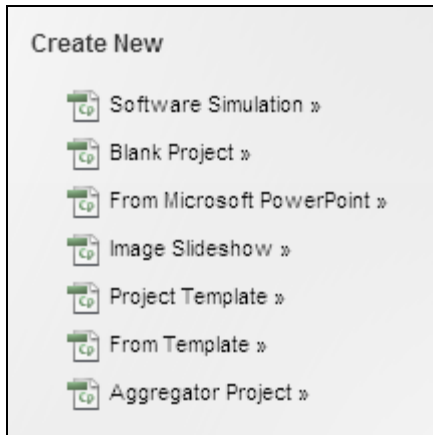


## Starting a Project

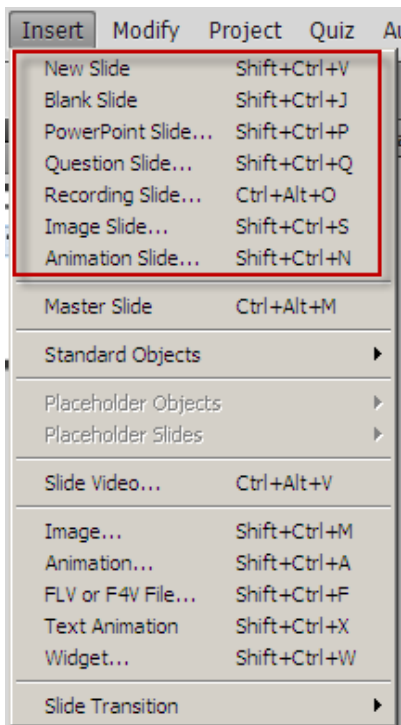
### Selecting the Type of Project

In the **Create New** column, click the type of project you want to create.



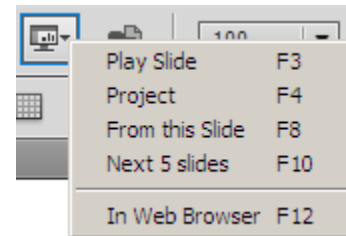
### Inserting a New Slide in a Captivate Project

On the **Insert** menu, click the type of slide you want to add.



## Previewing Your Project

On the main toolbar at the top of the window, click the **Preview** arrow and then click to preview one slide, a number of slides, or the entire project.

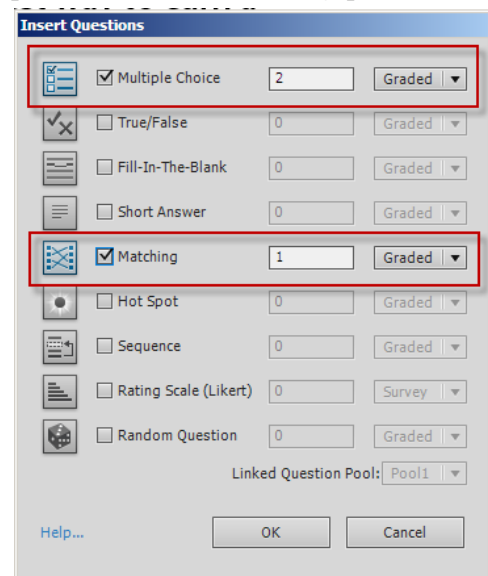


## Creating Quiz Slides

### Adding a Quiz Slide to a Project

1. On the **Insert** menu, click **Question Slide**.
2. Click the check box beside the type of question, type the number of that type of question, and select **Graded** or **Survey**.
3. Click **OK**.

*In the example below, you are inserting two multiple choice questions and one matching question.*



## Changing Quiz Properties

1. Click **Quiz Properties**.
2. Type the number of **Answers**.
3. Type the number of **Points** the question is worth.
4. Type the number of **Attempts** you want the learner to have to answer the question.
5. Select other settings for the quiz question.

*In the example below, the multiple choice question will have 3 answers, the answers will be shuffled, and the learner will have two attempts to answer the question.*

The screenshot shows the 'QUIZ PROPERTIES' dialog box for a 'Multiple Choice' question. The 'GENERAL' section is expanded, showing 'Type: Graded', 'Answers: 3', 'Points: 10', and 'Shuffle Answers' checked. The 'ACTION' section is also expanded, showing 'Attempts: 2' and 'On Success: Go to the next slide'. The 'REPORTING' section is partially visible at the bottom.

## Creating a Captivate Project or Slide from PowerPoint

- To create a new project from a PowerPoint slide deck, in the **Create New** column, click **From Microsoft PowerPoint**.
- To insert a slide in a Captivate project from an existing PowerPoint slide, on the **Insert** menu, click **PowerPoint** slide.

## Standard Objects

Captivate provides a number of standard objects used to create learner interactions. You can insert a standard object one of three ways:

- On the **Insert** menu, point to **Standard Objects**, and then click the object you want to insert.
- Use the keyboard shortcut to insert an object.
- Click the **Object Toolbar** button corresponding to object you want to insert.

Text Caption	Shift+Ctrl+C
Rollover Caption	Shift+Ctrl+R
Rollover Image...	Shift+Ctrl+O
Highlight Box	Shift+Ctrl+L
Click Box	Shift+Ctrl+K
Button	Shift+Ctrl+B
Text Entry Box	Shift+Ctrl+T
Rollover Slidelet	Shift+Ctrl+Z
Zoom Area	Shift+Ctrl+E
Mouse	Shift+Ctrl+U



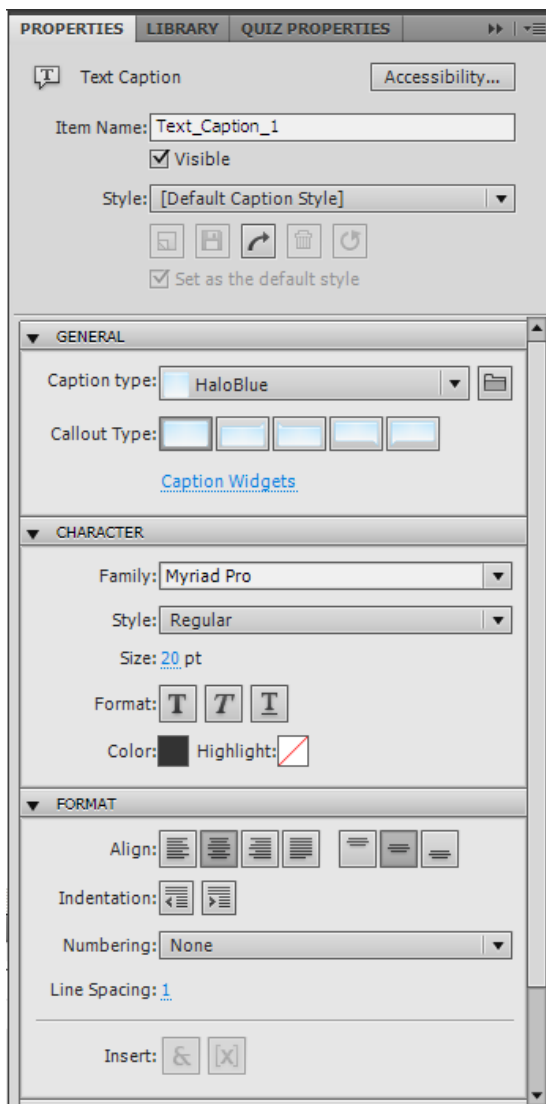
In this workshop, we are going to focus on five objects:

- Text Caption
- Highlight Box
- Rollover Caption
- Button
- Click Box

## Text Captions

Use a **Text Caption** to place text anywhere on the slide.

1. Insert a **Text Caption** (using the **Insert** menu, Object Toolbar button, or Ctrl+Shift+C).
2. Type the caption text. Move or resize the box.
3. Right-click the caption for other options.
4. Click **Properties** to change caption background color and arrow location (General), font (Character), and/or formatting (Format).

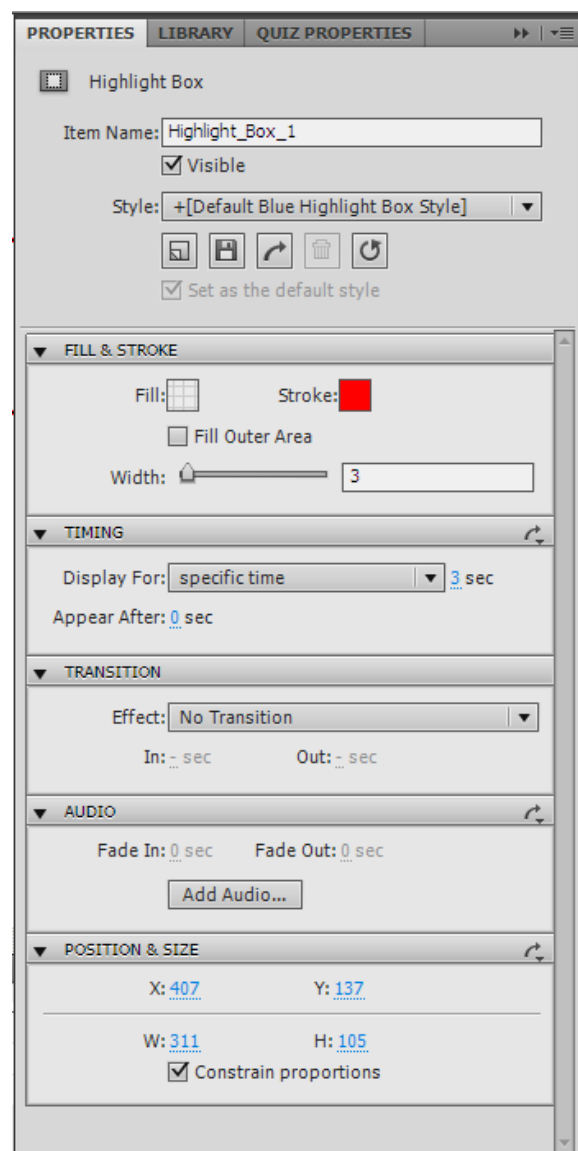


**Hint:** Set all of the properties you want for one caption. Then copy and paste that caption to other slides in the project. All you have to change is the text.

## Highlight Boxes

Use a **Highlight Box** to emphasize an area of the slide. For example, you might put a highlight box around an area where you want the learner to click.

1. Insert a **Highlight Box** (using the **Insert** menu, Object Toolbar button, or Ctrl+Shift+L).
2. Move or resize the highlight box.
3. Right-click the caption for other options.
4. Click **Properties** to change the box border color and width, fill color, timing of when the box appears, and transition effects.



## Rollover Captions

Use a **Rollover Caption** to create a learner interaction where the learner points to an area of the slide and pop-up text appears.

1. Insert a **Rollover Caption** (using the **Insert** menu, Object Toolbar button, or Ctrl+Shift+R).  
Result: Two objects appear – a **Rollover Area** and a **Rollover Caption**.
2. Move and/or resize the Rollover Area box to the location to which you want the learner to point.
3. Click **Properties** to change the box border color and width, fill color, timing of when the box appears, and transition effects. Note: These are the same properties as the Highlight Box properties.
4. In the Rollover Caption box, type the pop-up text you want to appear.
5. Click **Properties** to change caption background color and arrow location (General), font (Character), and/or formatting (Format). Note: These are the same properties as the Text Caption properties.

**Hint:** Do you want another rollover in your slide or project? If so, Copy and Paste the objects you've just formatted. Then move and resize the pasted Rollover Area to the new location. Move and resize the pasted Rollover Caption to the new location and type the pop-up text.

## Buttons

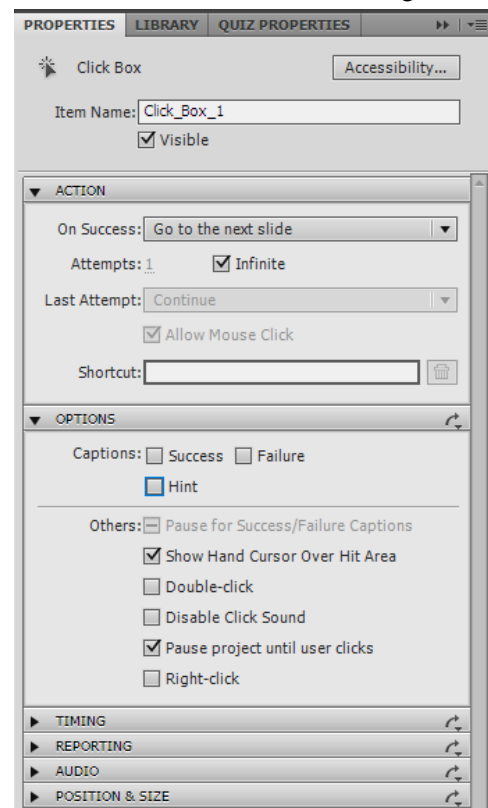
Use a **Button** to perform an action when the learner clicks the button.

1. Insert a **Button** (using the **Insert** menu, Object Toolbar button, or Ctrl+Shift+B).
2. Move and/or resize the Button to the location to which you want the learner to click.
3. Click **Properties** to change the Button caption, font, and action to take when the learner clicks the button.

## Click Boxes

Use a **Click Box** to create a click, double-click, right-click, or keyboard shortcut learner interaction.

1. Insert a **Click Box** (using the **Insert** menu, Object Toolbar button, or Ctrl+Shift+K).  
Result: Four objects appear – a **Click Box**, **Success Caption**, **Failure Caption**, and a **Hint Caption**.
2. Move and/or resize the Click Box to the location to which you want the learner to click, double-click, right-click, or press a keyboard shortcut.
3. Click **Properties**.
4. In the **Action** area, click the **On Action** arrow and then click the action you want to happen if the learner performs the correct action. The most common action is to go to the next slide in the project.
5. Is the learner supposed to press a keyboard shortcut? If so, in the **Action** area, click the **Shortcut** box and then press the keyboard shortcut.
6. In the **Options** area, turn on or off Captions. If you are using a **Text Caption**, you probably do not need the Success, Failure, or Hint captions.
7. In the **Options** area, use the check boxes if you want the learner to double-click or right-click.



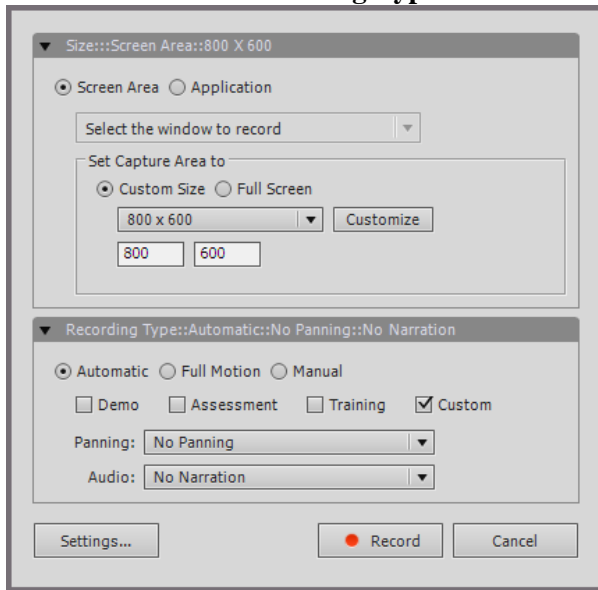
## Recording a Software Simulation

### Before You Begin

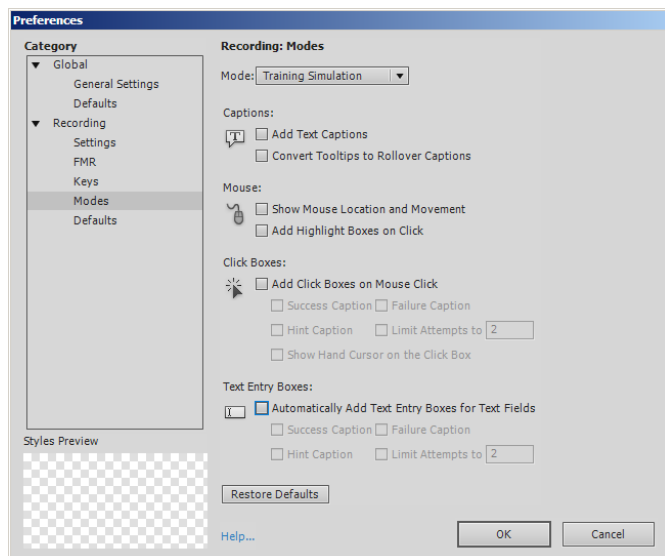
Before you capture a software simulation, rehearse the steps you want to capture.

### Starting a Software Simulation

1. In the **Create New** section of the Captivate main, click **Software Simulation**.
2. Select the **Size** and **Recording Type**.



3. Click **Settings**.  
**Result:** The **Preferences** window opens.
4. Use **Preferences** to select capture settings.



### Changing the Recording Area Location

A red rectangle indicates the recording area. Either move the window you want to capture within the rectangle or move the rectangle to the window you want to capture.

### Recording Keys

Use the following keys when recording a simulation:

- End – to stop the recording
- Pause – to pause the recording
- Print Screen – to add the current screen shot to the project

### Starting the Recording

Click the **Record** button.


### Stopping the Recording

Press the **End** key on your keyboard to stop the recording.

### Removing Slides

In the **Filmstrip** area, click a slide you want to remove and then press the **Delete** key. Or, right-click a slide to apply other slide options.

### Recording Additional Slides

Click the **Record** button.  Select the slide after which the recorded slides must be inserted.

### Completing the Simulation

Add Text Captions, Highlight Boxes, and Click Boxes to complete the simulation.

### Setting the Player Buttons (Skin Editor)

On the **Project** menu, click **Skin Editor**. Select the location and specific player buttons you want available for the learner to use when playing the simulation.

## Testing and Publishing

### Testing

1. Save the file.
2. To test the project, do either of the following:
  - To test the project in Captivate from the start, press **F4**.
  - To test the project in Captivate from the currently selected slide, press **F8**.
  - To test the project in Internet Explorer, press **F12**.
3. Test the project by walking through the procedure. Verify that click boxes work properly and that captions appear. Revise as needed.
4. If testing in Captivate, do either of the following:
  - Click **Edit** to revise the current slide.
  - Click **Close Preview** when done.

### Publishing to a Flash File

1. Save the Captivate file.
2. Click **Publish**.  
Result: The Publish window opens.
3. Verify that **Flash (SWF)** is selected on the left side of the window.



4. In the **Project Title** box, type a name for the file. Follow your project naming conventions.
5. Click **Browse** and select a location for the file.
6. Review/revise the following settings.

Field	Setting
Publish to new folder	Clear the check box, unless your project guidelines instruct you to place each file in a separate folder.
Export HTML	Select the check box
Flash Player Version	8 or current version used by your organization.

7. Click **Publish**.
8. When the message appears stating that publishing is complete, click **Close**.
9. Open the HTML file that you published.
10. Test the file to ensure that it published correctly and to the correct location.