



Adobe Captivate

[Your Company Name]

Custom**Guide**

EVALUATION ONLY

© 2021 by CustomGuide, Inc. 3387 Brownlow Avenue, Suite 200; Saint Louis Park, MN 55426

This material is copyrighted and all rights are reserved by CustomGuide, Inc. No part of this publication may be reproduced, transmitted, transcribed, stored in a retrieval system, or translated into any language or computer language, in any form or by any means, electronic, mechanical, magnetic, optical, chemical, manual, or otherwise, without the prior written permission of CustomGuide, Inc.

We make a sincere effort to ensure the accuracy of the material described herein; however, CustomGuide makes no warranty, expressed or implied, with respect to the quality, correctness, reliability, accuracy, or freedom from error of this document or the products it describes. Data used in examples and sample data files are intended to be fictional. Any resemblance to real persons or companies is entirely coincidental.

The names of software products referred to in this manual are claimed as trademarks of their respective companies. CustomGuide is a registered trademark of CustomGuide, Inc.

Contents

Captivate Fundamentals	9
The Captivate Interface.....	10
Change the Zoom Level.....	12
Display the Properties Panel.....	12
Display the Library Panel.....	13
Unlock and Rearrange Panels	14
Create New Projects	16
Create a Blank Project.....	16
Create a Project from a Template.....	17
Open and Save Projects	18
Open a Project	18
Save a Project.....	19
Save a Copy of a Project.....	19
Create Slides.....	21
Create a New Slide	21
Copy a Slide	23
Move a Slide.....	23
Delete a Slide	24
Modify Objects.....	25
Copy and Paste an Object	25
Move an Object.....	26
Resize an Object.....	27
Modify an Object's Timing	27
Delete an Object	29
Use the Timeline	30
Display the Timeline.....	30
Zoom the Timeline	30
Move Objects on the Timeline	31
Sync an Object to the Playhead	32
Reorder Objects	33
Use the Master Slide	34
Turn On the Master Slide Panel	34
View and Modify the Main Master Slide	35

Create a Content Master Slide	36
Insert a Placeholder Object	37
Preview a Project.....	38
Play a Slide.....	38
Preview a Project.....	39
Preview a Project in a Web Browser	41
Work with Text.....	43
Insert and Format Text	44
Insert a Text Caption	44
Format a Text Caption	46
Text Alignment and Margins	47
Adjust Margins.....	47
Align Text	47
Use Text Styles.....	48
Apply a Text Style	48
Save a New Text Style.....	49
Set the Default Text Style	50
Insert a Text Entry Box.....	51
Add a Text Entry Box	51
Edit a Text Entry Box.....	52
Work with Shapes and Images.....	53
Insert and Edit Shapes	54
Insert a Smart Shape	54
Edit a Smart Shape.....	55
Add Text to a Smart Shape	56
Align and Arrange Objects.....	57
Align Objects.....	57
Arrange Objects.....	58
Snap Objects.....	59
Use Object Styles	60
Apply an Object Style.....	60
Save a New Object Style	61
Set the Default Object Style	62
Insert and Edit a Picture	63
Insert an Image.....	63
Resize and Move an Image.....	64

Edit an Image	66
Insert Characters.....	67
Insert a Character.....	67
Resize and Move a Character.....	69
The Project Library.....	70
View the Library	70
Import Assets into the Library	71
Add Assets to a Slide	73
View a File's Properties.....	73
Remove Unused Assets.....	75
Work with Objects	77
Adjust Object Timing.....	78
Adjust Object Timing on the Timeline	78
Display the Timing Properties Panel	79
Display an Object for the Rest of the Slide	80
Display an Object for the Rest of the Project.....	80
Display an Object for a Specific Time.....	81
Highlight Boxes	82
Insert a Highlight Box.....	82
Format a Highlight Box.....	84
Modify Highlight Box Timing.....	86
Mouse Animations.....	87
Insert a Mouse Animation.....	87
Adjust a Mouse's Path	87
Modify Mouse Properties	88
Configure the Mouse Click.....	89
Adjust Mouse Timing	90
Zoom Areas	91
Insert a Zoom Area.....	91
Edit a Zoom Area's Properties.....	93
Edit a Zoom Area's Timing	94
Work with Interactions	95
Buttons.....	96
Insert a Button	96
Change the Button Type	97
Change a Button Image.....	98

Edit a Button's Style.....	100
Adjust Button Timing.....	101
Edit Button States.....	103
Button Actions and Options	104
Change a Button's Action	104
Change Button Options	106
Smart Shape Buttons.....	108
Insert a Smart Shape	108
Convert a Smart Shape into a Button.....	109
Assign an Action	110
Edit Smart Shape Button States	111
Click Boxes	112
Insert a Click Box.....	112
Customize Click Box Captions.....	114
Toggle Click Box Captions	115
Click Box Options	115
Use Advanced Actions	116
Open the Advanced Actions Window.....	116
Create an Advanced Action	117
Edit an Advanced Action.....	119
Assign an Advanced Action to a Button or Click Box.....	121
Learning Interactions.....	122
Insert a Learning Interaction	122
Work with Media.....	125
Import Audio	126
Add Audio to a Slide	126
Add Background Audio	128
Add Audio to an Object	130
Record Audio	132
Record Audio to a Slide	132
Edit and Delete Audio.....	134
Adjust Audio Volume.....	134
Insert Silence	136
Trim Audio	138
Remove Audio	140
Export Audio	141
Export Audio from the Library.....	141

Export Audio from Audio Management.....	142
Use Text-to-Speech.....	144
Display and Enter Slide Notes	144
Create Text-to-Speech	145
Edit Text-to-Speech.....	147
Use Closed Captioning	149
Display and Enter Slide Notes	149
Add Closed Captioning.....	150
Edit Closed Caption Timing	151
Customize Closed Caption Appearance	152
Insert Video	155
Insert an Event Video	155
Insert a Slide Video	157
Edit Video Properties	159
Effects, Animations, and Transitions.....	161
Add Effects to Objects.....	162
Display the Timing Properties Panel	162
Add an Effect to an Object	163
Edit an Object Effect	164
Modify Object Timing.....	165
Text Animations	167
Insert a Text Animation.....	167
Edit Text Animation Properties.....	169
Use Transitions.....	170
Apply an Object Transition.....	170
Apply a Slide Transition.....	171
Remove a Transition	171
Quizzes.....	173
Insert Question Slides	174
Insert a Question Slide	174
Edit a Question Slide	176
Insert Knowledge Check Slides	178
Insert a Knowledge Check Slide	178
Edit a Knowledge Check Slide	179
Use a Question Pool.....	180
Add Questions to a Pool.....	180

Edit Questions in a Pool.....	182
Insert a Random Question Slide	183
Quiz Preferences	184
View and Modify Quiz Preferences	184
Publish Projects	185
Project Settings.....	186
View and Modify Project Settings	186
Modify the Project Skin	188
Open the Skin Editor.....	188
Edit the Playback Controls.....	188
Edit the Project Borders	189
Edit the Table of Contents	190
Publish a Project	192
Publish a Project	192

Captivate Fundamentals

To start, we'll cover some of the fundamentals of Captivate so you become familiar with the interface and basic functionality. You'll learn how to create a new project as well as how to open and save an existing project.

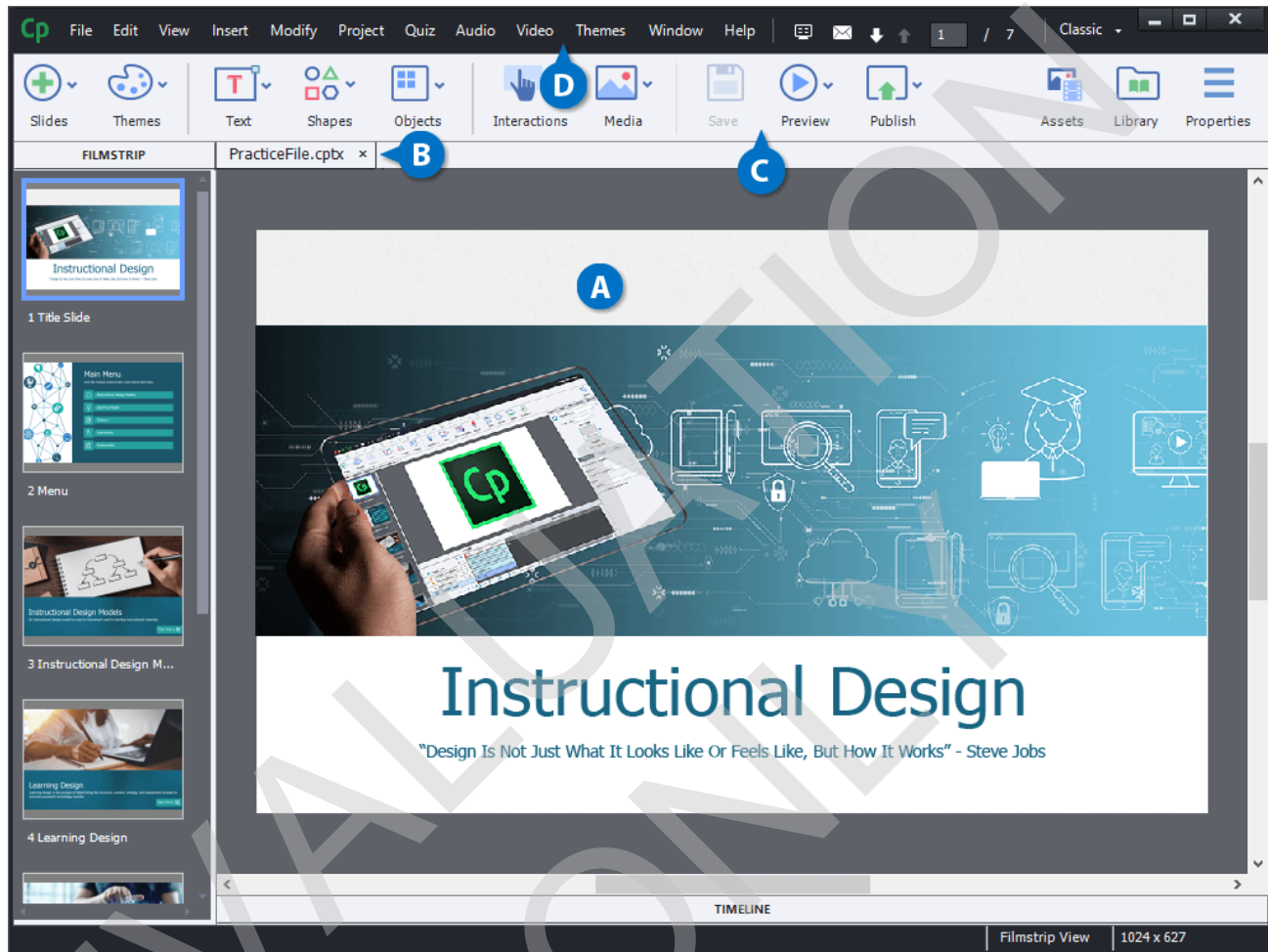
Next, we'll create new slides for a project and work with objects on the slides. We'll practice using the timeline and master slides. To wrap it up, we'll learn how to preview a project.

Objectives

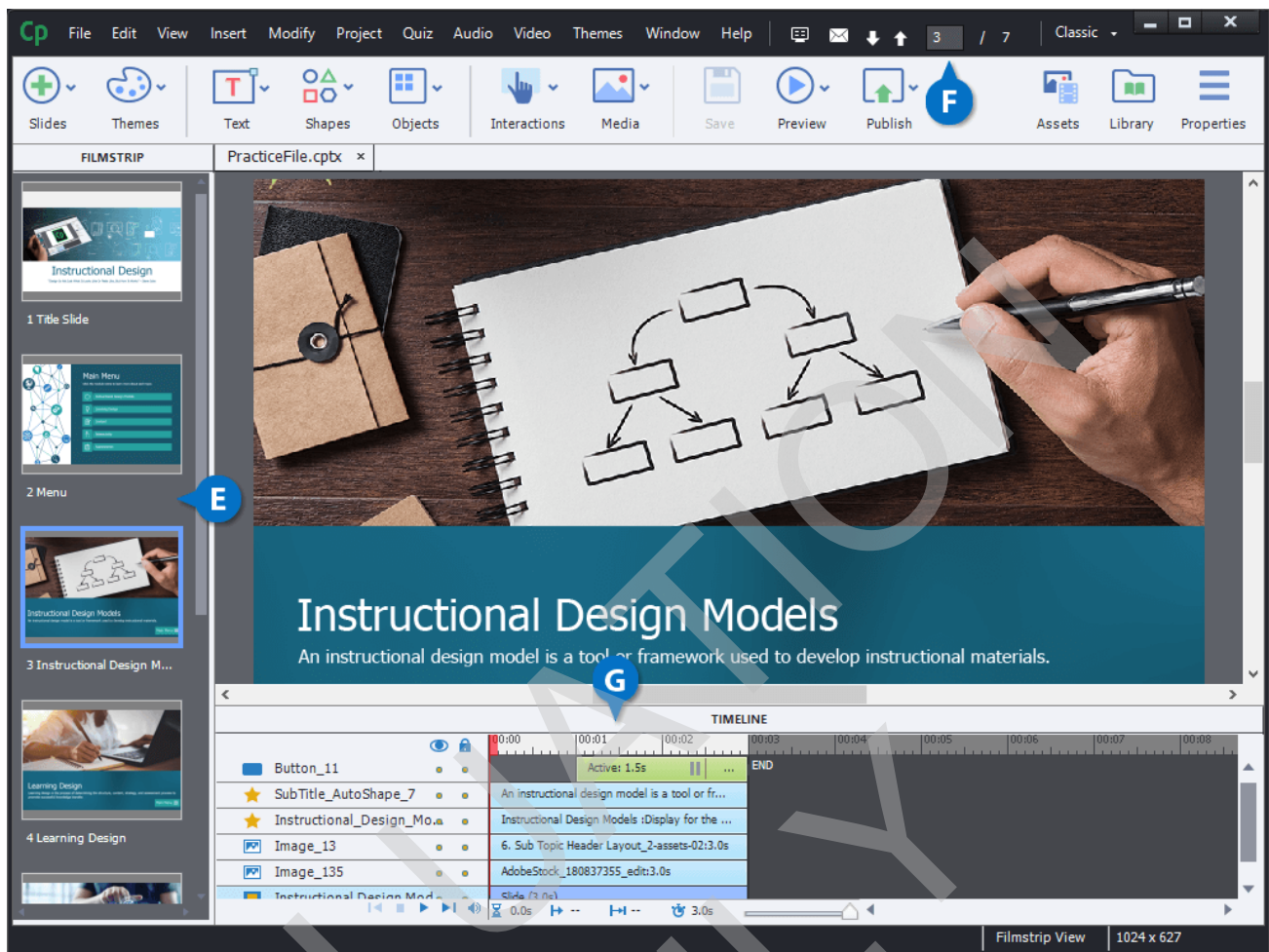
- The Captivate Interface
- Create New Projects
- Open and Save Projects
- Create Slides
- Modify Objects
- Use the Timeline
- Use the Master Slide
- Preview a Project

The Captivate Interface

Before we create a learning project in Captivate, let's take a minute to get used to the different parts of the Captivate screen.



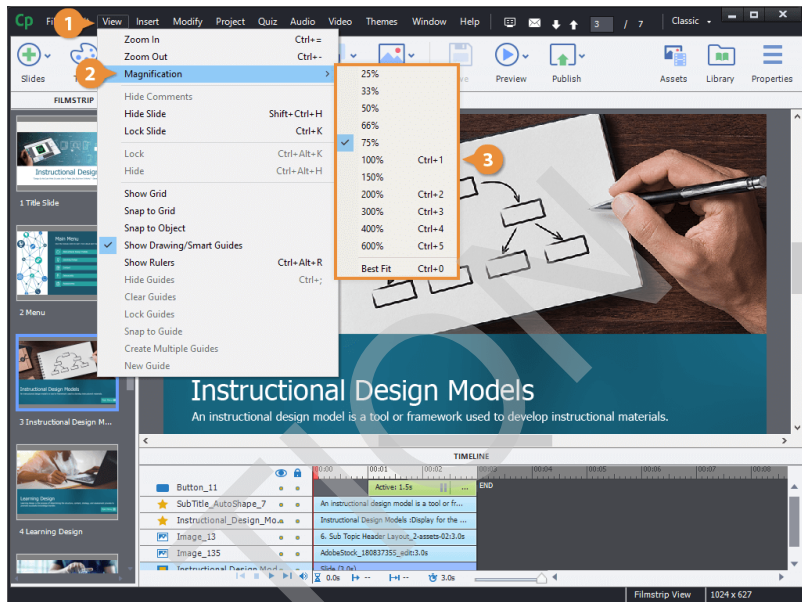
A	Main Stage: The Main Stage is where you'll do the most work. This is where you'll design the slide, adding and laying out objects, shapes, and text.	C	Main Toolbar: Above that is the main toolbar. You can use the commands here to add slides, objects, text, and interactions. You can also save, preview, and publish your project here.
B	Project Tabs: Above the main stage you'll see the current project's file name in a tab. If you have multiple projects open at once, each one will be represented by a tab. Just click a tab to switch to that project.	D	Menu Bar: Above the toolbar is the menu bar. Each menu contains a selection of commands that all relate to the menu's name.



E	Filmstrip Panel: The Captivate window's left pane includes the Filmstrip, which displays thumbnails of all of a project's slides. It's how you select which slide is displayed on the main stage for editing.	G	Timeline: Below the stage will be the timeline. Each object on the slide appears on the timeline as well.
F	Slide Navigation: You can also see which slide you're viewing, and how many slides your project has in total, up next to the menu bar.		

Change the Zoom Level

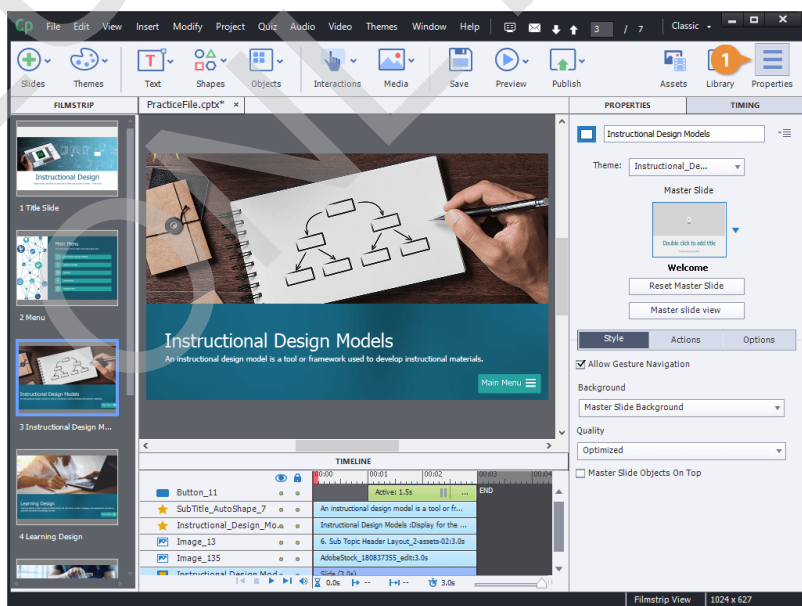
- 1 Click **View** on the menu bar.
- 2 Select **Magnification**.
- 3 Select a zoom level.



Display the Properties Panel

- 1 Click the **Properties** button on the toolbar.

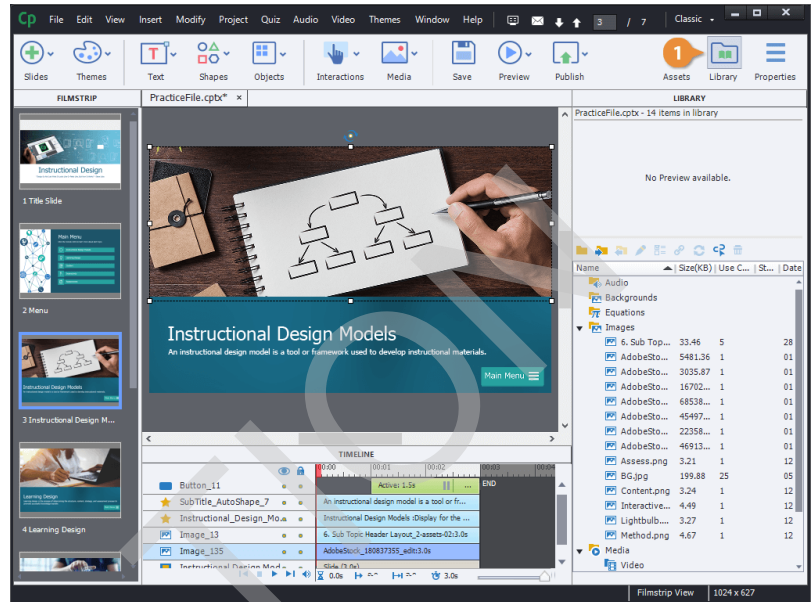
The Properties panel shows some information and settings for the current slide or selected object.



Display the Library Panel

- 1 Click the **Library** button on the toolbar.

The Library pane shows any assets you've imported into the project.

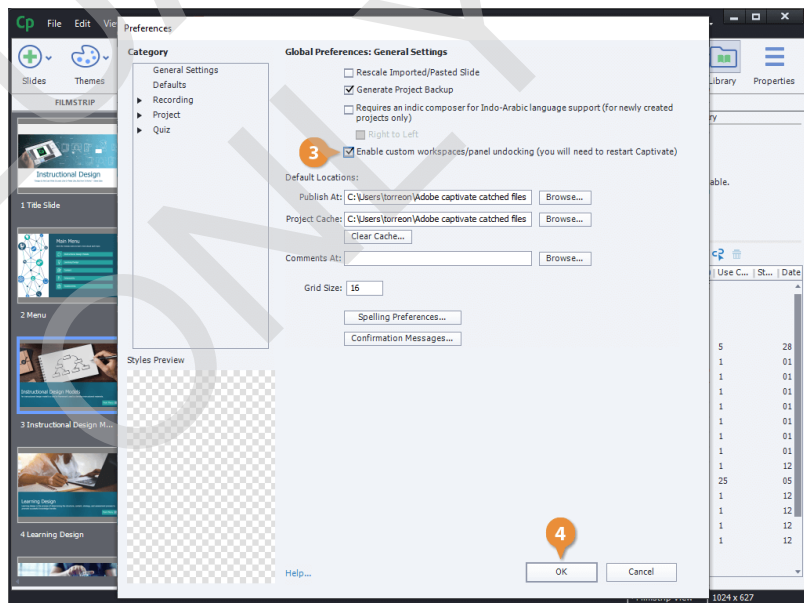
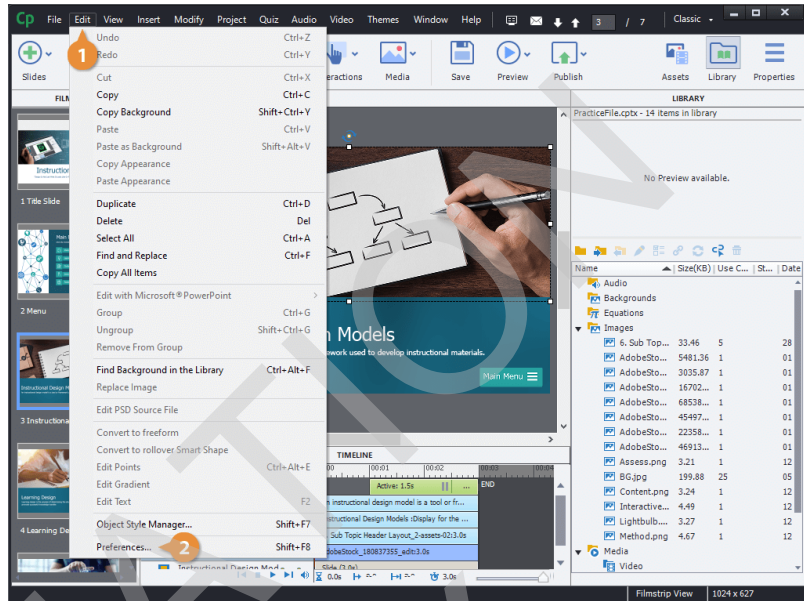


Unlock and Rearrange Panels

Once you've got a sense of the panels available in Captivate, you can start to rearrange them to fit your preferences.

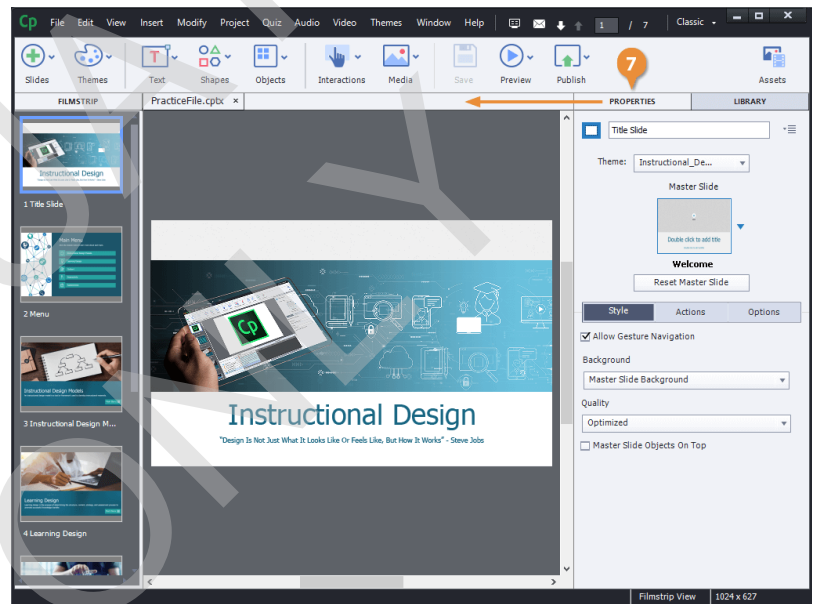
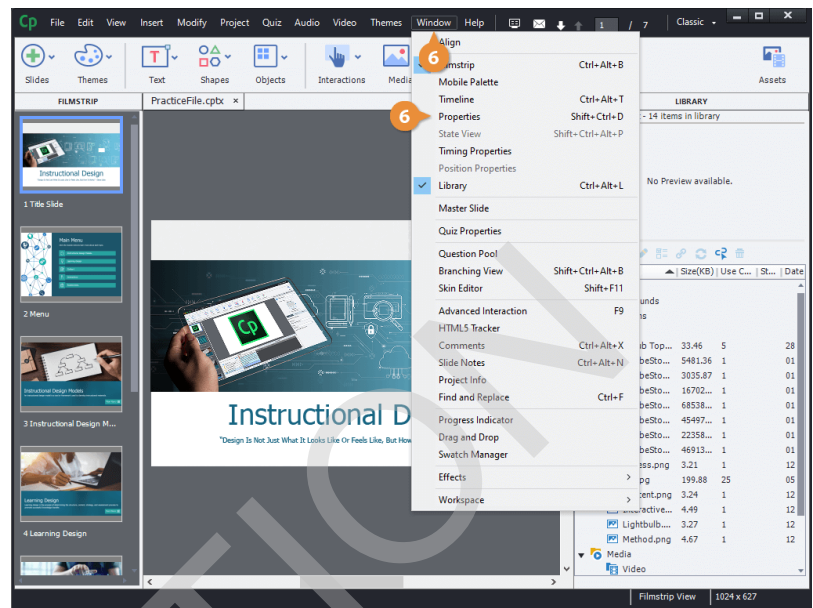
- 1 Click **Edit** on the menu bar.
- 2 Select **Preferences**.
- 3 Check the **Enable custom workspaces / panel undocking** checkbox.
- 4 Click **OK**.

You'll need to restart Captivate for this to take effect, but once you do, you'll have more freedom to change how these panels appear.



- 5 Restart Adobe Captivate.
- 6 Enable a panel.
- 7 Click and drag a panel to a new location.

You can snap a panel to one side of the window, group it with another panel by dragging it to another panel's title bar, or drag it anywhere else to create a free-floating panel.



Create New Projects

Create a Blank Project

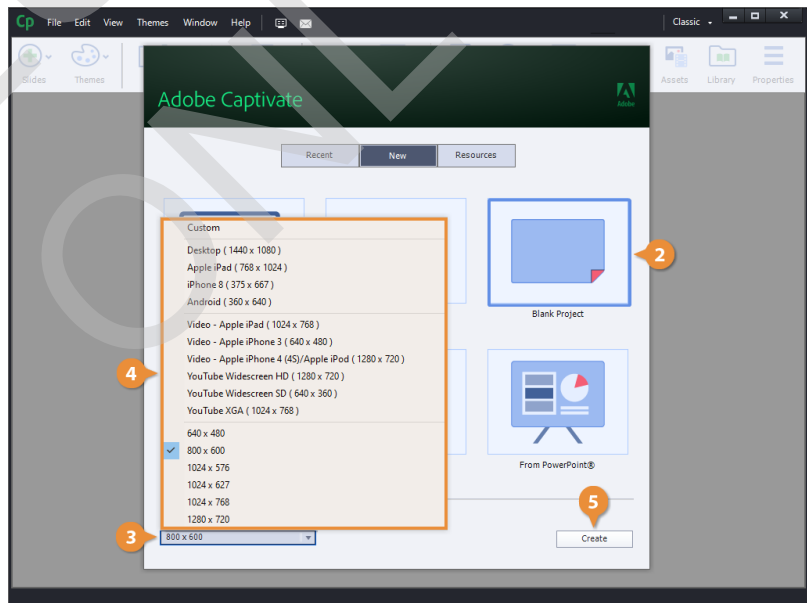
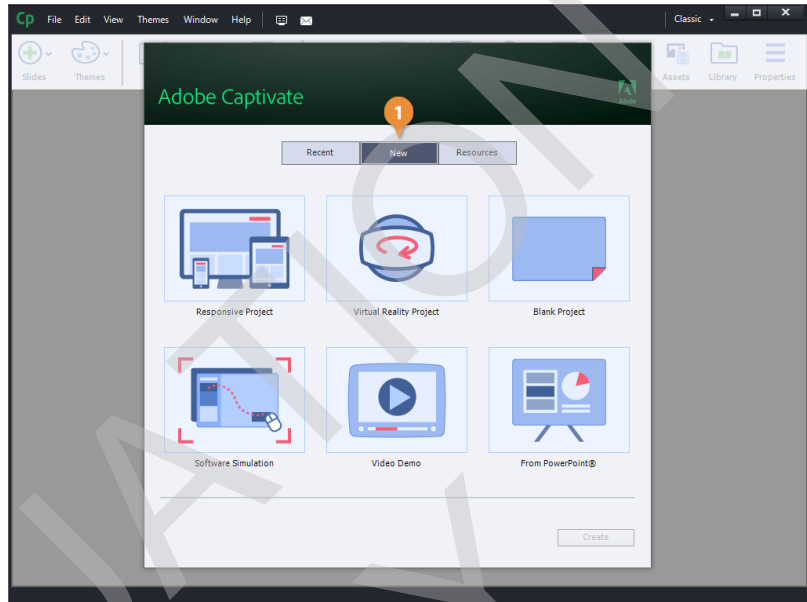
When you open Captivate, it presents you with the Welcome screen.

1

Click the Welcome screen's **New** tab.

Here you can choose from the most common types of Captivate projects:

- **Responsive:** This type includes extra features that allow a project's contents to automatically resize and reorganize depending on the screen size of the computer or mobile device viewing it.
- **Virtual Reality:** Creates a virtual environment, using 360-degree images and video with interactive hot spots.
- **Software Simulation:** Helps you by automatically taking screenshots and adding interactivity while you demonstrate software on your computer.
- **Video Demo:** Lets you record your screen as a video, then add objects and edit that video within Captivate.
- **From PowerPoint:** It turns all of the slides into animations that play in Captivate.



2

Click **Blank Project**.

3

Click the **Canvas** menu arrow.

4

Select a canvas size.

5

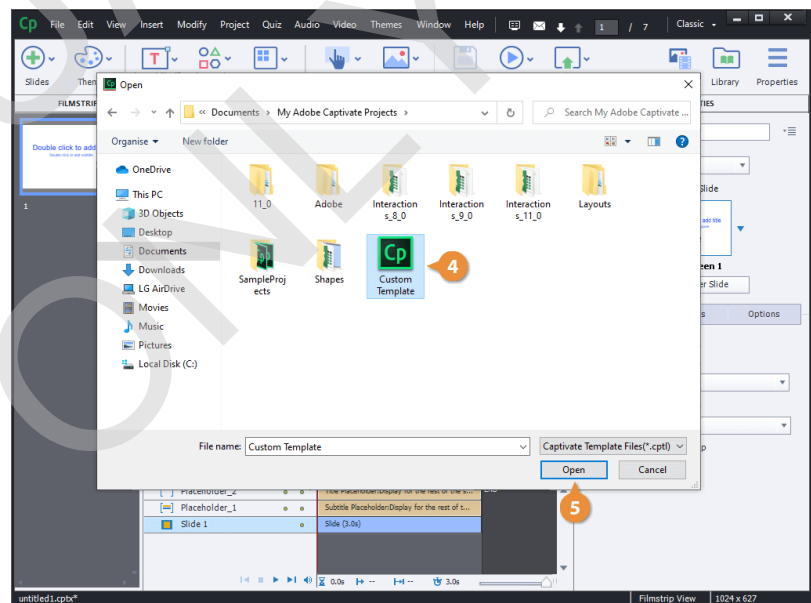
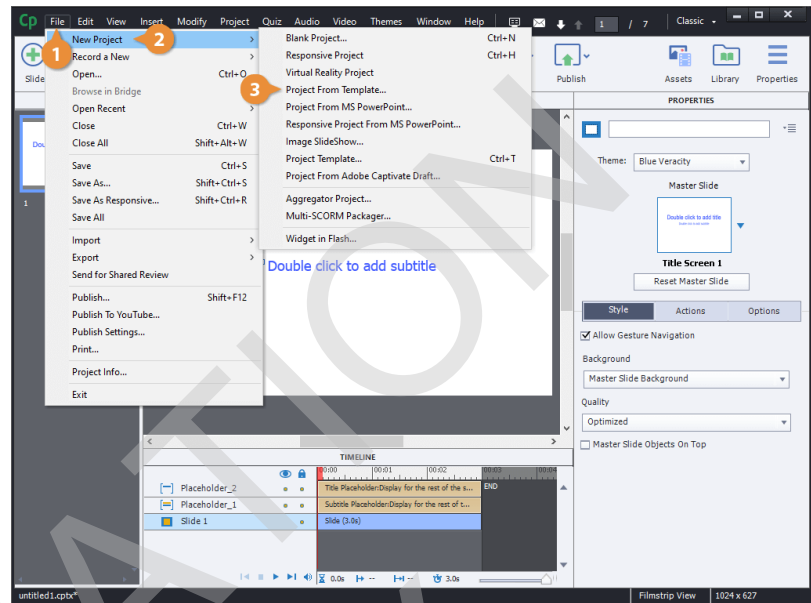
Click **Create**.

Create a Project from a Template

If you've got a template that you work with, you can use it to create new projects. Once you have a project open, the Welcome screen is no longer shown.

- 1 Click **File** on the menu bar.
- 2 Select **New Project**.
- 3 Select **Project From Template**.
- 4 Select the template you want to use.
- 5 Click **Open**.

Captivate starts a new project using the content from the template.

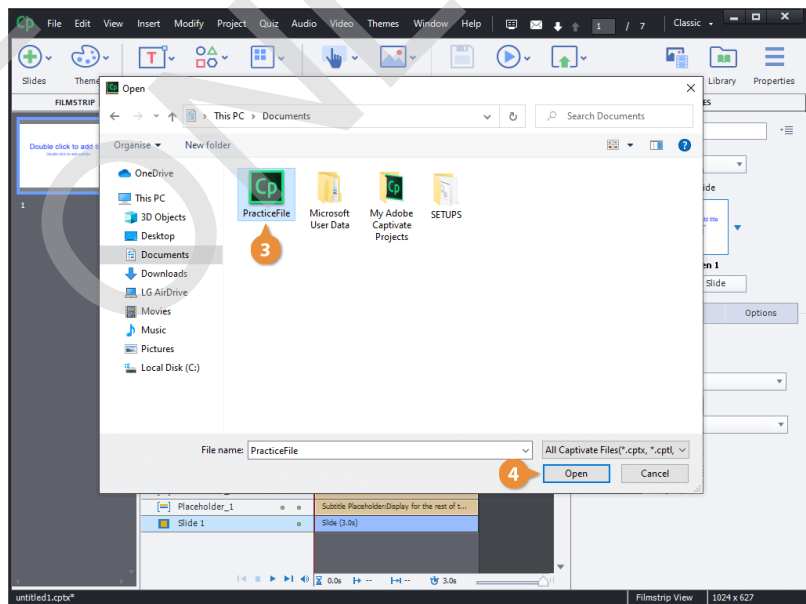
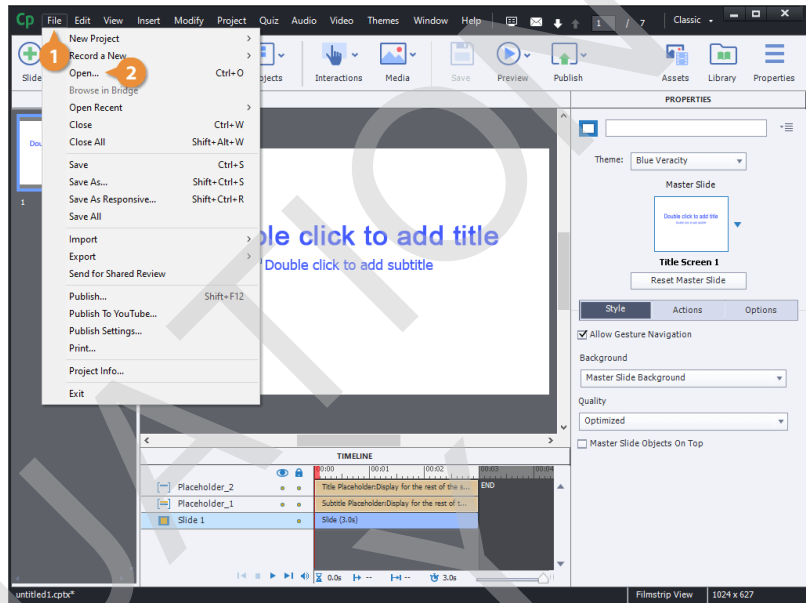


Open and Save Projects

Open a Project

While you can always open a Captivate project by double-clicking its icon, you can also open projects from within Captivate.

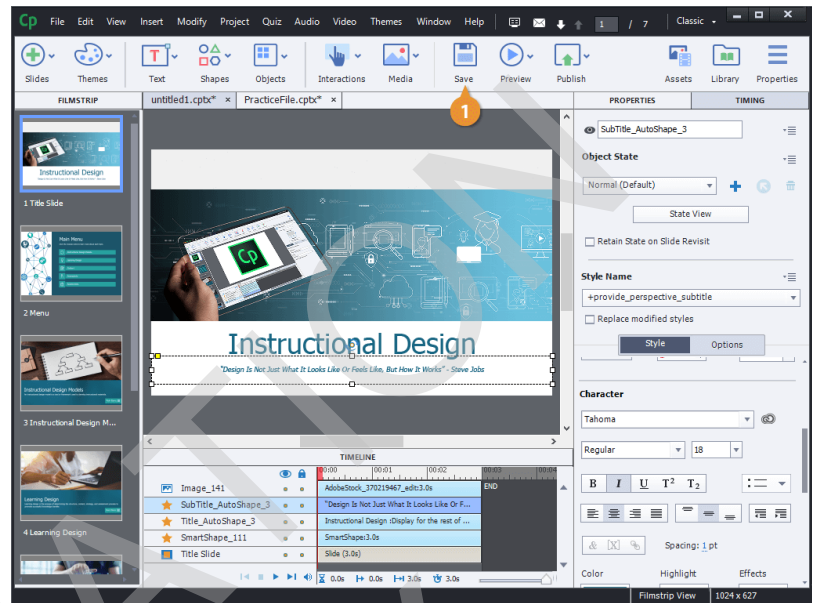
- 1 Click **File** on the menu bar.
If you're reopening one of the last few projects you've worked on, you may be able to find it in the Open Recent menu.
- 2 Select **Open**.
- 3 Find and select the project you want to open.
- 4 Click **Open**.



Save a Project

As you work in a project, you should make sure to save your changes frequently. Captivate does not automatically save for you, so you'll need to do it yourself.

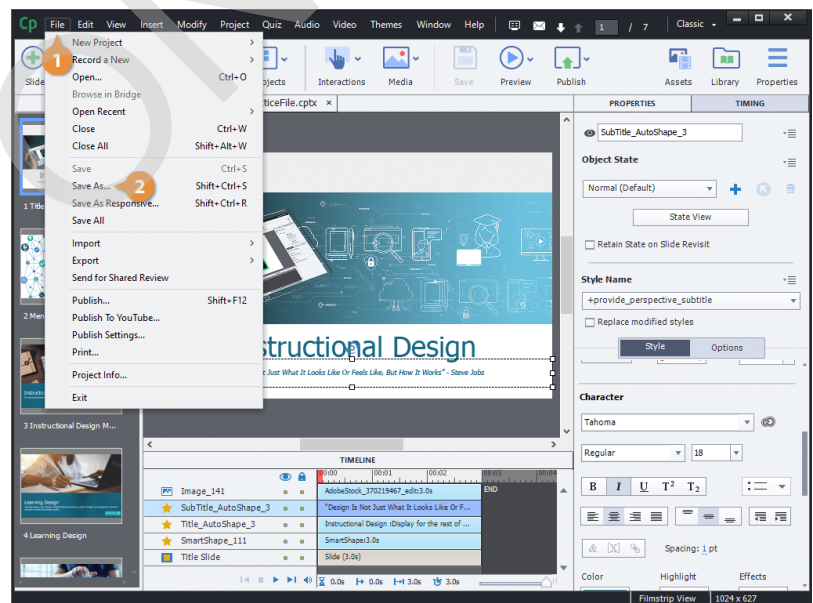
- 1 Click the **Save** button on the toolbar.



Save a Copy of a Project

Sometimes you may need to save another copy of a presentation with a different name, or to a different folder.

- 1 Click **File** on the menu bar.
- 2 Select **Save As...**

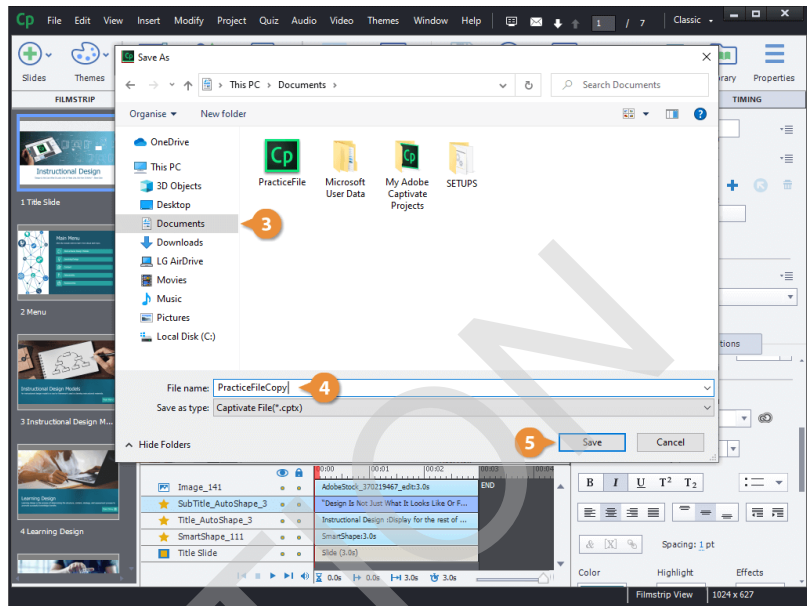


3 Navigate to the folder you want to save to.

4 Give the project a new file name.

5 Click **Save**.

The copy of the project is saved to the new folder. The version of the project that's open in Captivate also changes from the original to the copy, so any changes you make and save will be made to the new copy instead.



Create Slides

Whether you're creating a project from scratch or editing an existing one, you're going to need to know how to add in new slides.

Create a New Slide

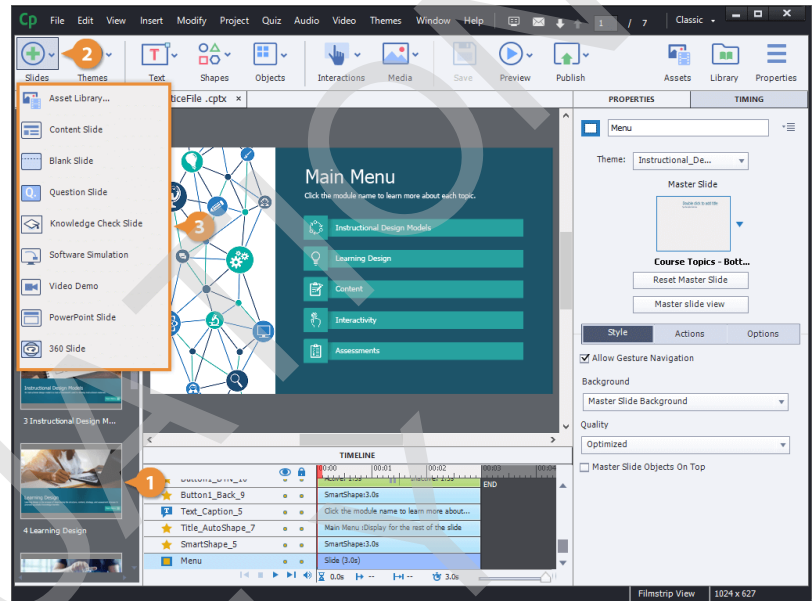
- 1 Select where you want to insert a slide.

New slides will always be added after the one that's selected.

- 2 Click the **Slides** button on the toolbar.

The Slides menu presents you with several different types of slides that you can insert:

- **Content:** Uses one of the layouts from the slide master, with placeholders you can use to insert text and graphics.
- **Blank:** Won't have any placeholders, leaving an empty canvas for you to work with.
- **Question:** Will include placeholders for a variety of question types. Responses to these questions can be checked and graded.
- **Knowledge check:** Is similar to a question slide, but without the grading of responses.
- **Software simulation:** Select this if you're working in a software simulation project, but need to add an extra slide for a step that you missed.
- **Video demo:** Select this to record additional video for one of those projects.



- **PowerPoint slide:** Imports PowerPoint slides into a project.
- **360 slide:** If you're making a VR project, select a three sixty slide to add another VR image.

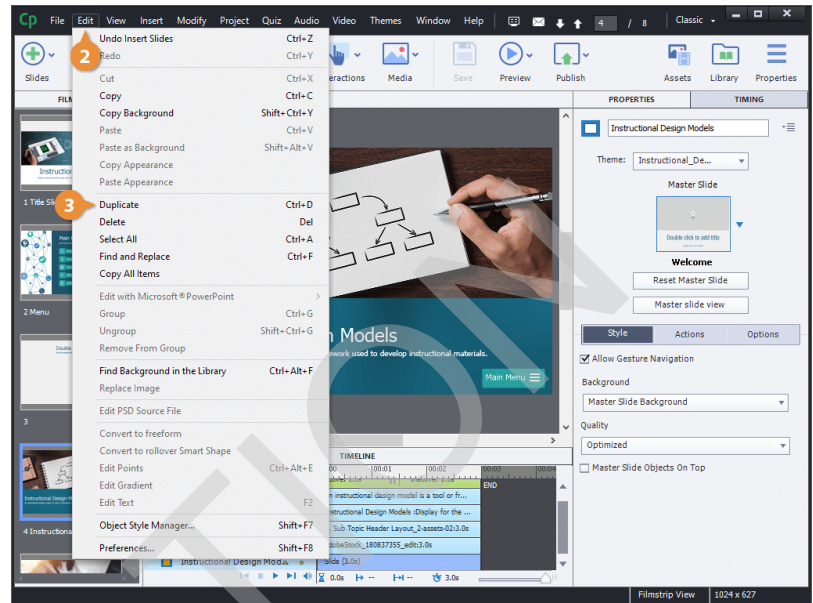
3 Select a type of slide.

A new slide is added, using the same layout as the slide we had selected.

Copy a Slide

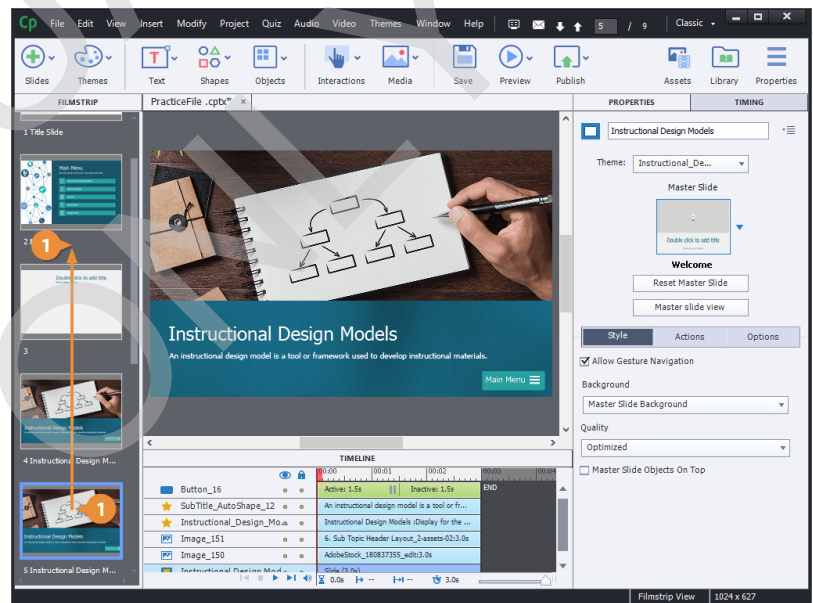
- 1 Select a slide.
- 2 Click **Edit** on the menu bar.
- 3 Select **Duplicate**.

A copy of the selected slide is added to the filmstrip pane.



Move a Slide

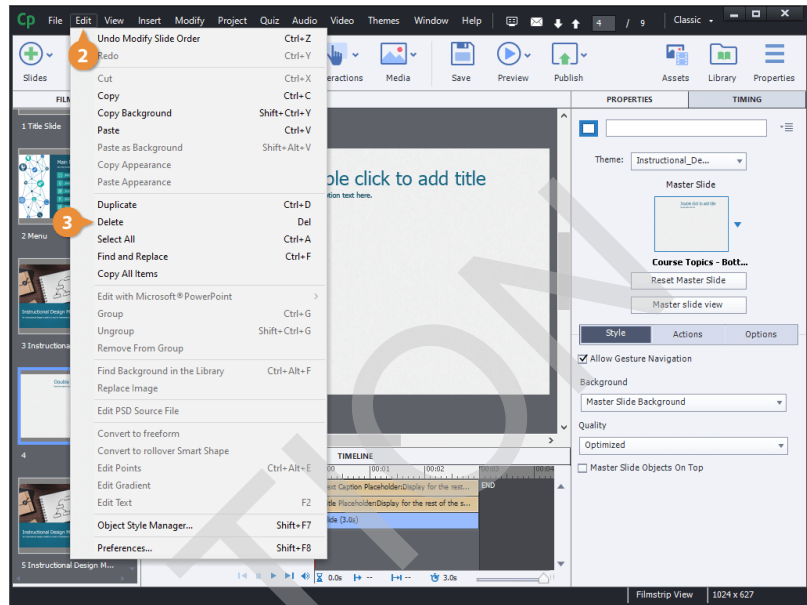
- 1 Click and drag a slide in the filmstrip pane.



Delete a Slide

- 1 Select a slide.
- 2 Click **Edit** on the menu bar.
- 3 Select **Delete**.

The slide is removed from the project.

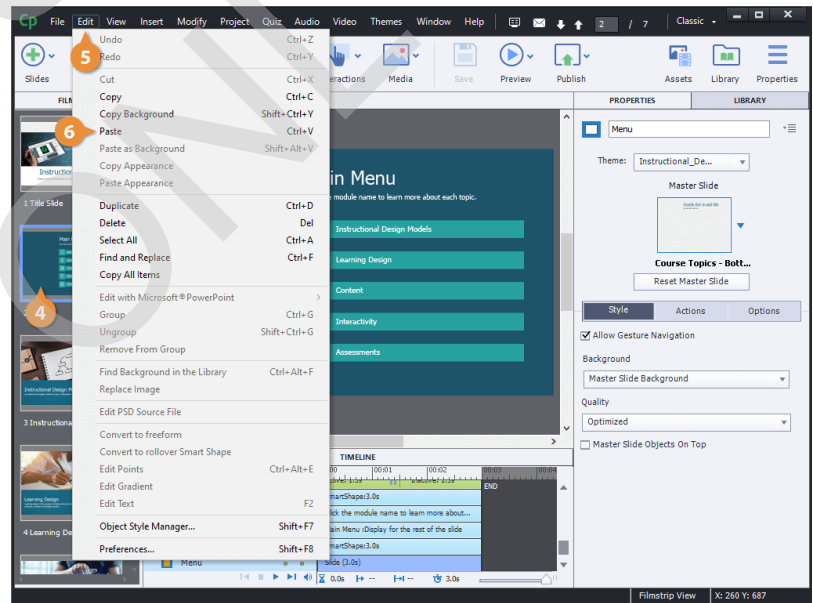
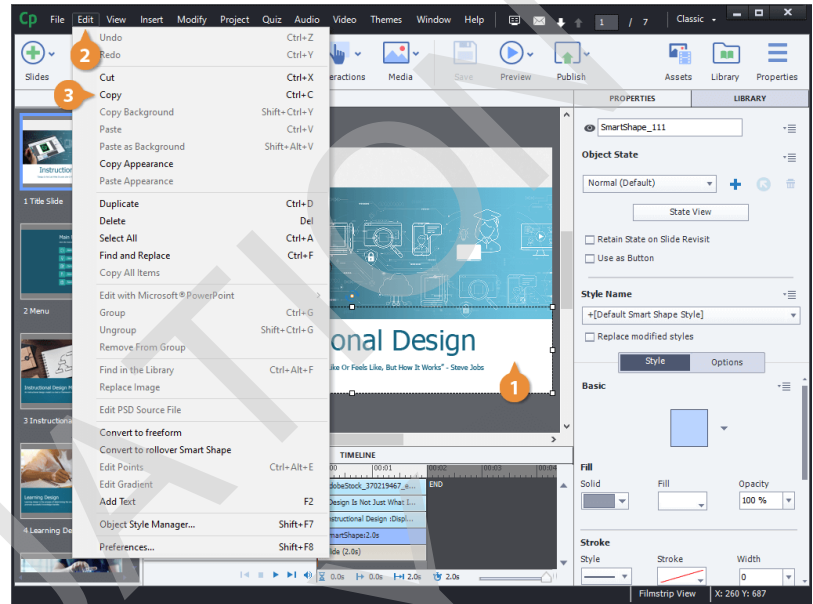


Modify Objects

Copy and Paste an Object

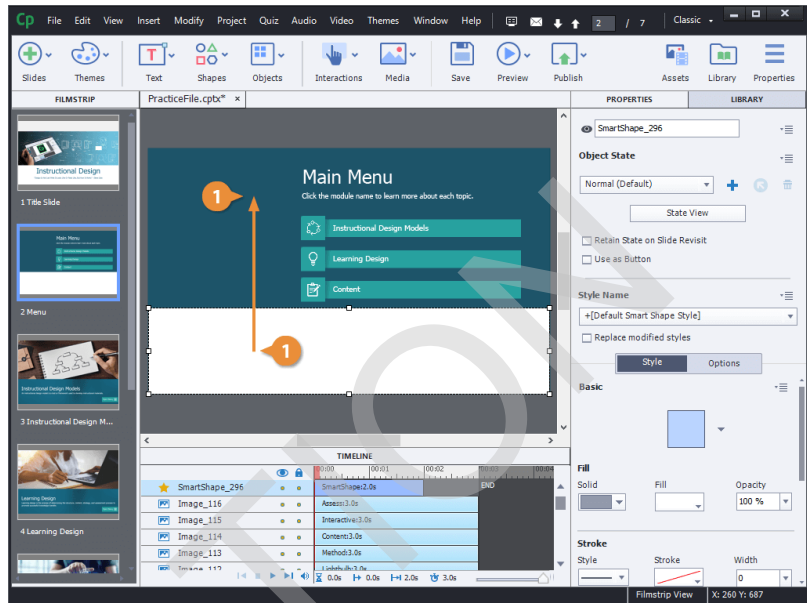
Whether you're working with a picture, a text box, or a shape, the basics of modifying objects are the same.

- 1 Select an object.
- 2 Click **Edit** on the menu bar.
- 3 Select **Copy**.
- 4 Select the slide you want to paste the object to.
- 5 Click **Edit** on the menu bar.
- 6 Select **Paste**.



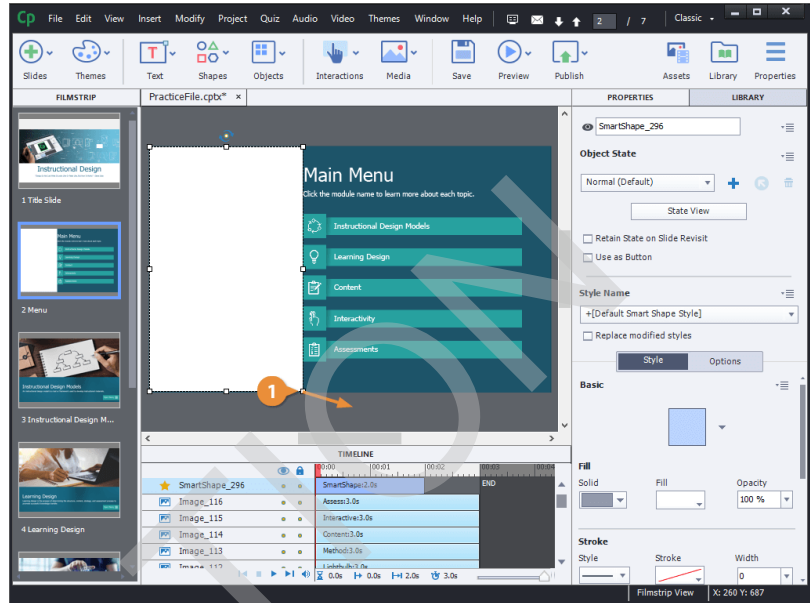
Move an Object

- 1 Click and drag an object to move it around on the slide.



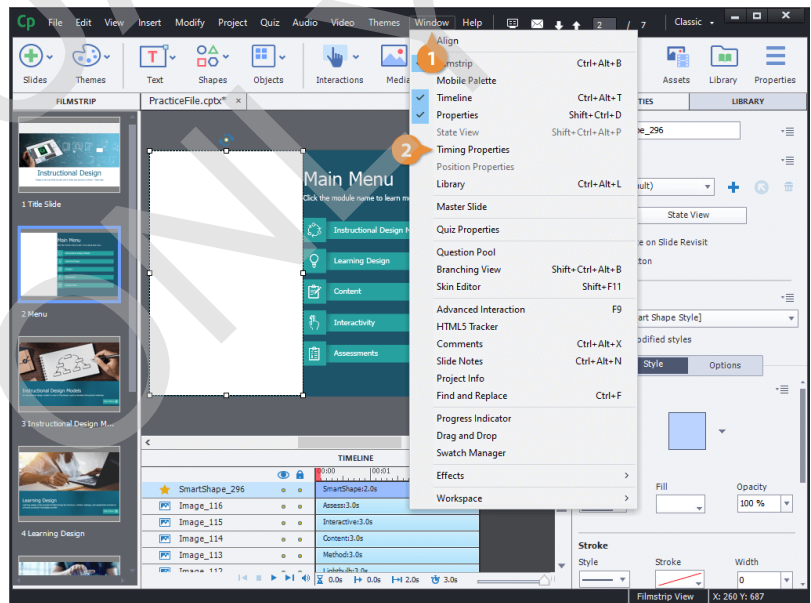
Resize an Object

- 1 Click and drag an object's sizing handles to change its size.



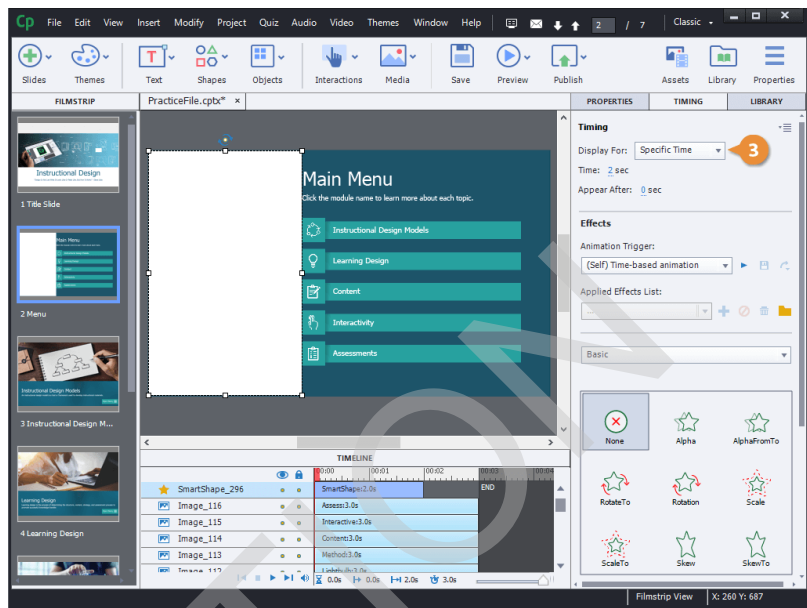
Modify an Object's Timing

- 1 Click **Window** on the menu bar.
 - 2 Select **Timing Properties**.
- The timing properties for the object appear at the top of the panel. You can change when an object appears, and for how long, using the text fields, or just display an object for the duration of the slide.



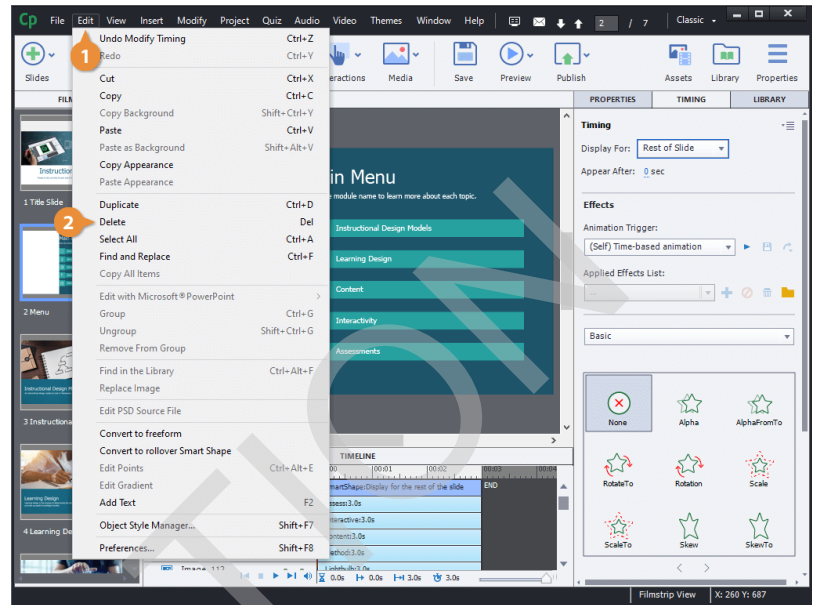
3

Adjust an object's timing properties.



Delete an Object

- 1 Click **Edit** on the menu bar.
- 2 Select **Delete**.



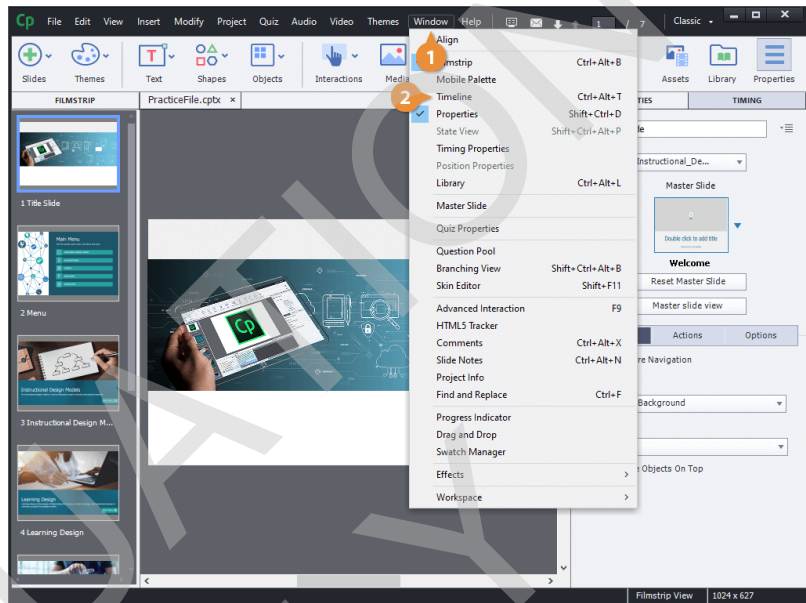
Use the Timeline

The timeline lets you control when objects appear on a slide, and how long they appear for. You can also control the layer order that objects appear in.

Display the Timeline

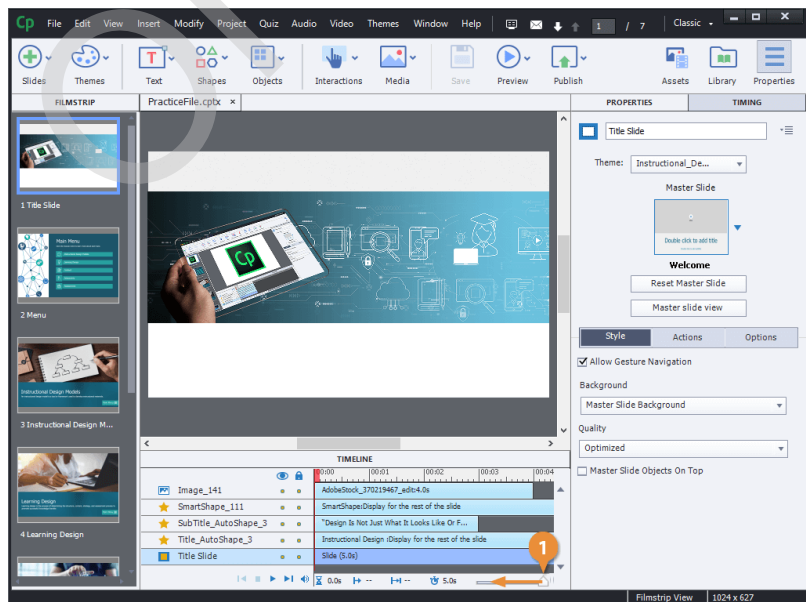
- 1 Click **Window** on the menu bar.
- 2 Select **Timeline**.

The timeline appears. Every object on the slide is represented as a bar, showing when it appears and for how long.



Zoom the Timeline

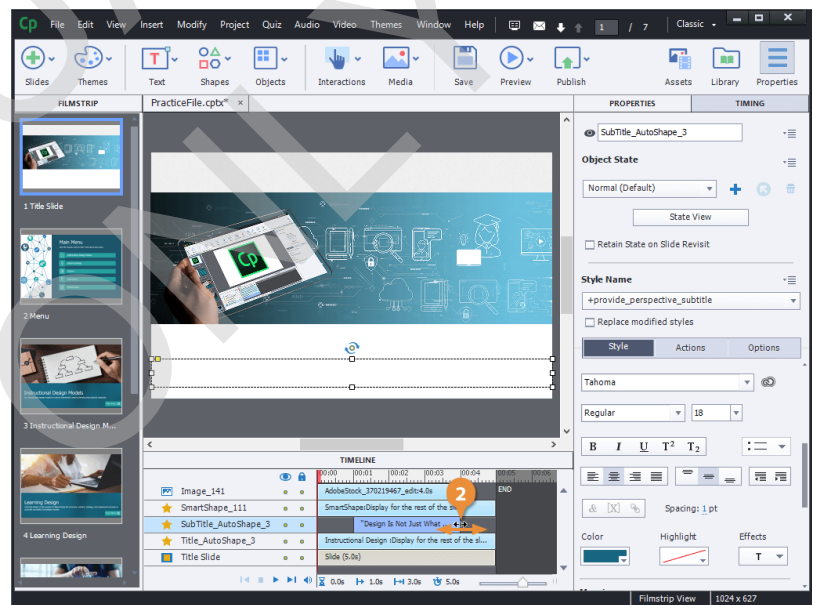
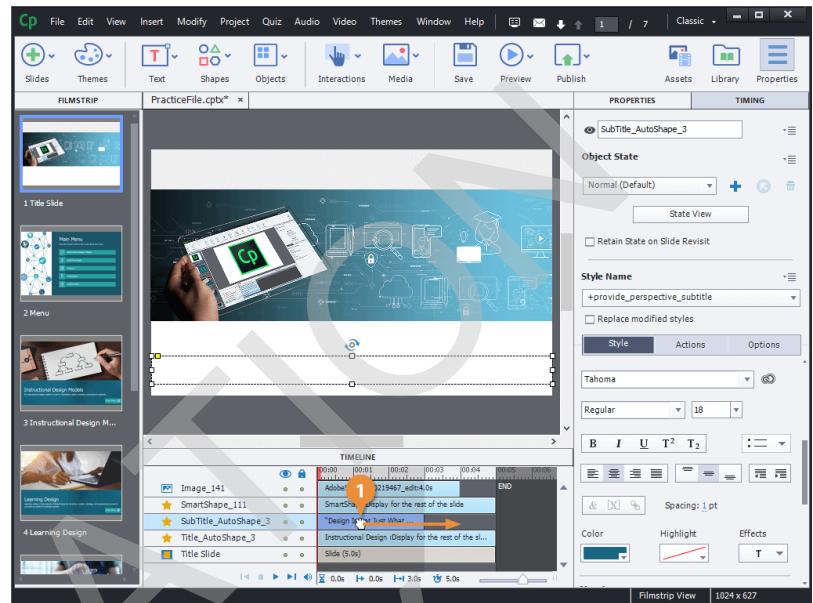
- 1 Click and drag the zoom slider to display more or less of the timeline.



Move Objects on the Timeline

Now that we can see the whole timeline for this slide, let's look at how to move objects around on the timeline.

- 1 Click and drag an object to move it on the timeline.
- 2 Click and drag an object's left or right border to adjust its duration.

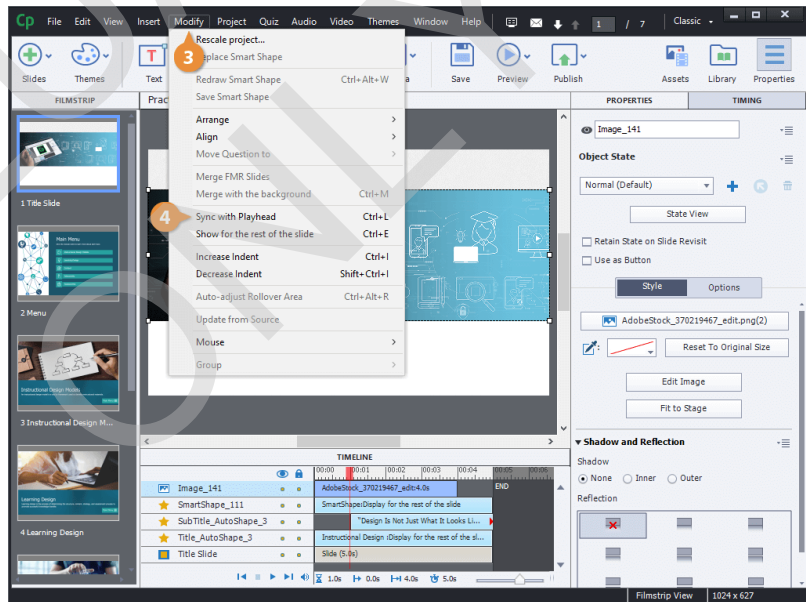
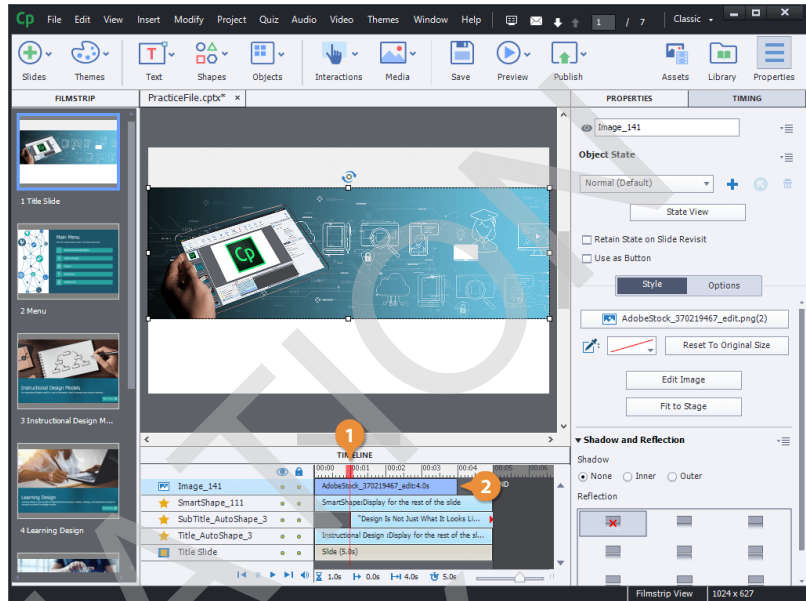


Sync an Object to the Playhead

Another way to change when an object appears on the slide is to align it to the playhead. The playhead is represented by a red box on the timeline, with a red line that descends through all of the objects below.

- 1 Click a spot on the timeline to move the playhead.
- 2 Select an object.
- 3 Click **Modify** on the menu bar.
- 4 Select **Sync with Playhead**.

The object moves on the timeline so that it will appear at the time marked by the playhead.

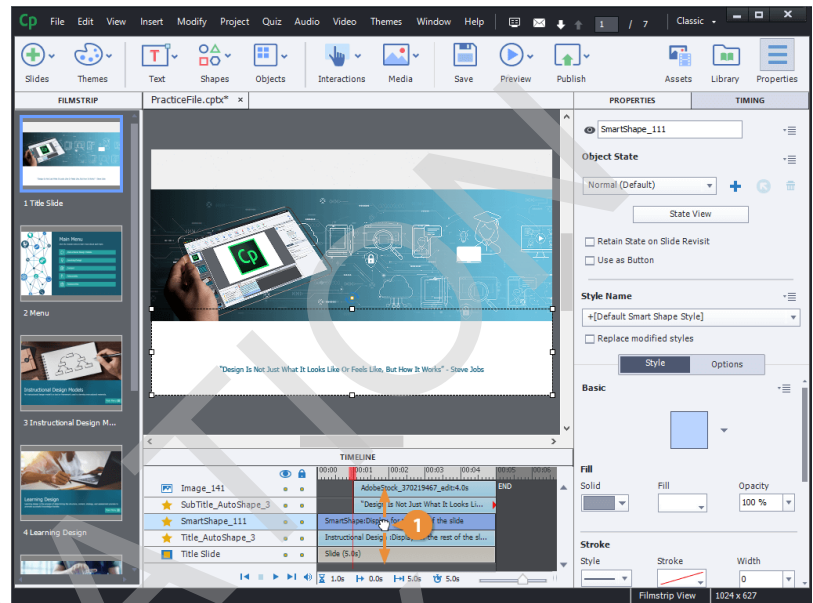


Reorder Objects

You can also change the layer order of objects on the timeline, to control which object appears in front when things overlap.

1

Click and drag an object up or down to move it between layers on the timeline.



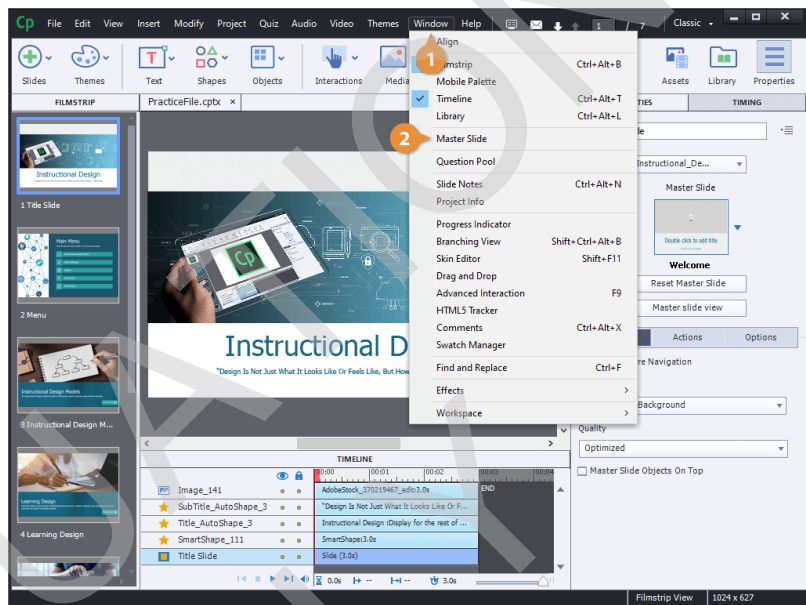
Use the Master Slide

Captivate uses Master Slides to lay out the design elements on the different types of content slides. Captivate includes a lot of master slide layouts that you can use. You can also create your own master slide layouts, then insert slides based on layouts into your projects.

Turn On the Master Slide Panel

- 1 Click **Window** on the menu bar.
- 2 Select **Master Slide**.

The Master Slide panel appears in the left pane in place of the filmstrip. You can close the master slide panel and return to the filmstrip by clicking the Exit Master button on the toolbar.



View and Modify the Main Master Slide

The master slides used by the current theme are all shown here. The theme's first master slide, in this case the Welcome slide, is shown.

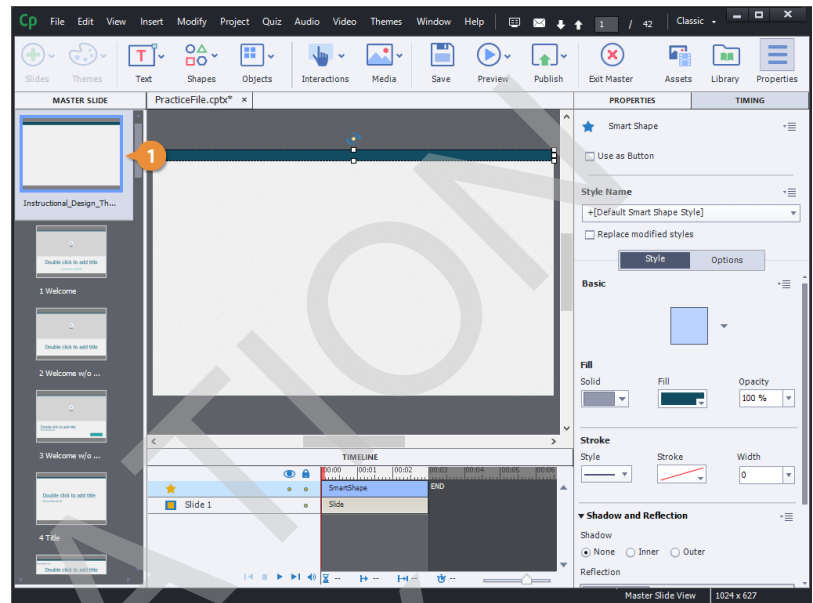
1

Click the top slide in the Master Slide pane.

The top slide is the Main Master Slide, which every other master slide in the theme will be based on.

2

Add shapes, text, and objects to the main master slide that will appear in all master slides in the theme.

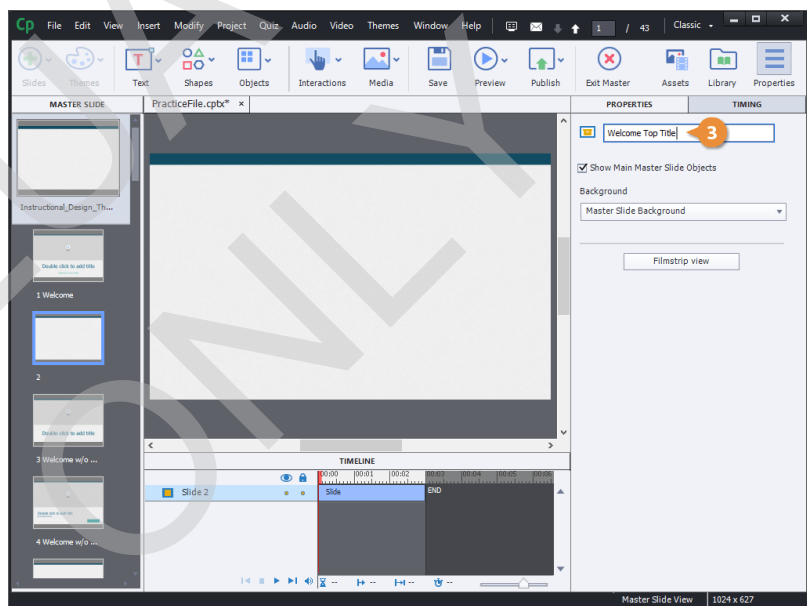
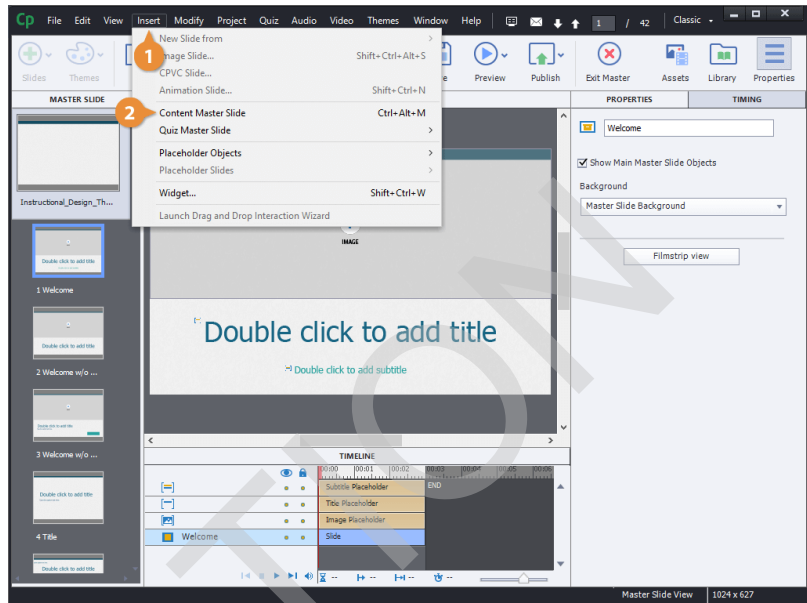


Create a Content Master Slide

- 1 Click **Insert** on the menu bar.
- 2 Select **Content Master Slide**.
- 3 Give the new content master slide a name in the Properties panel.

This name will appear in the Insert a Slide menu when adding slides to the project filmstrip.

- 4 Add text, shapes, and objects that will appear on the slide when used in a project.



Insert a Placeholder Object

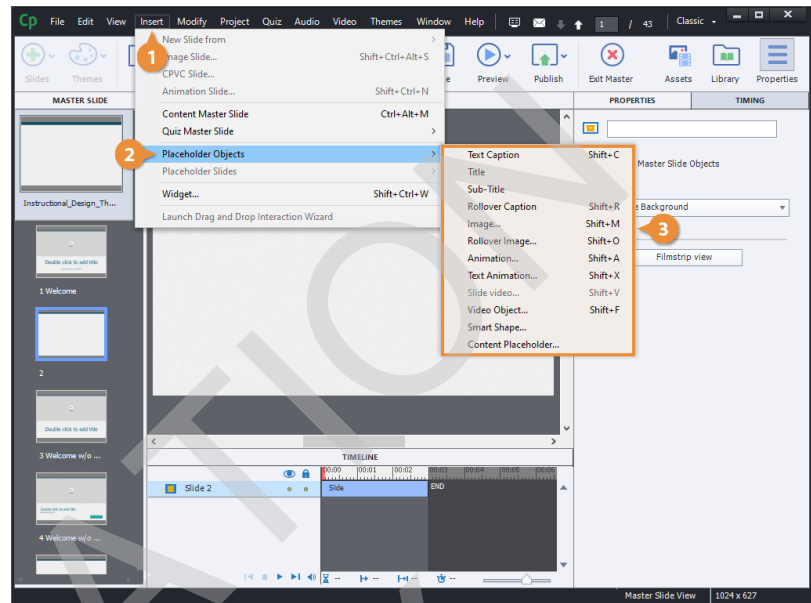
You can also insert content placeholders. Placeholders are special text and image boxes that will prompt you to fill them in when you insert the slide into your project.

- 1 Click **Insert** on the menu bar.
- 2 Select **Placeholder Objects**.
- 3 Select a type of placeholder object.

There are plenty of different types of placeholders you can insert, but the most common one's you'll use are the text captions and image placeholders.

- 4 Format the placeholder object's size, position, and style options.

Once the content master slide is updated, it can be inserted into the project.



Preview a Project

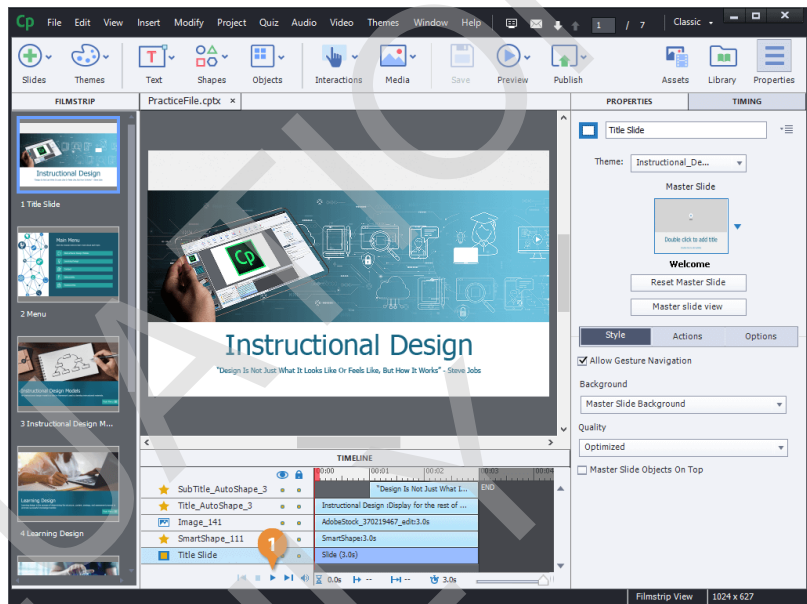
You can preview a project that you're working on to see how it will look when people are viewing it.

Play a Slide

There are several ways to preview your project. Let's first look at the most basic, which is to play the current slide.

- 1 Click the **Play** button below the timeline.

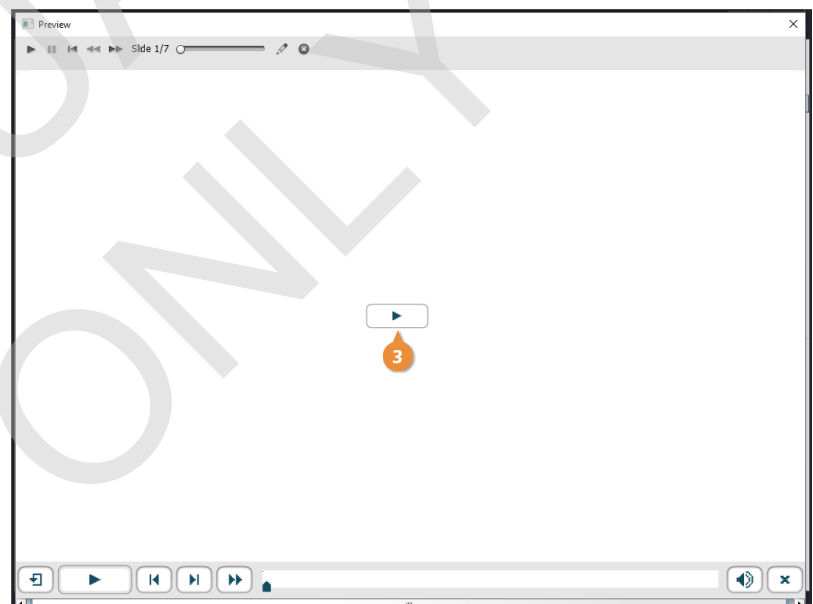
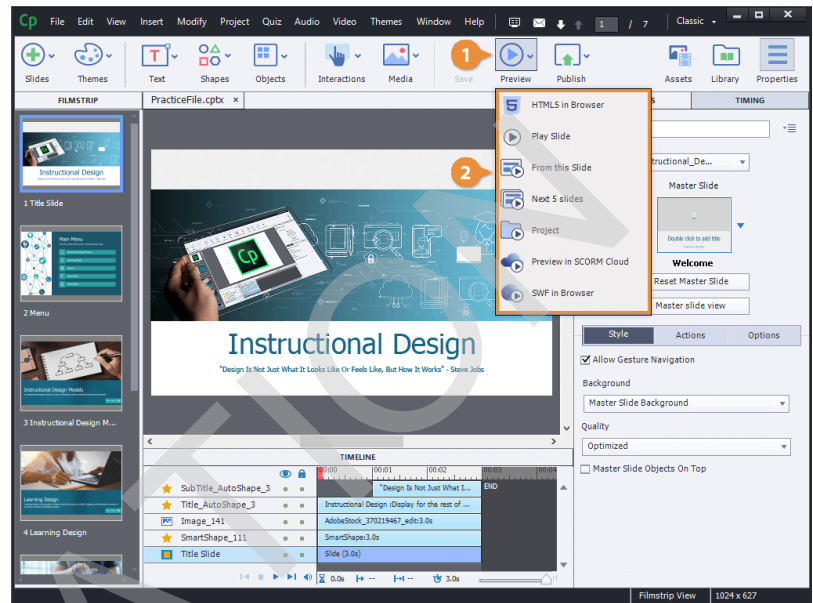
Not all of the effects will play properly this way, but we can see the timing of objects appearing on the screen.



Preview a Project

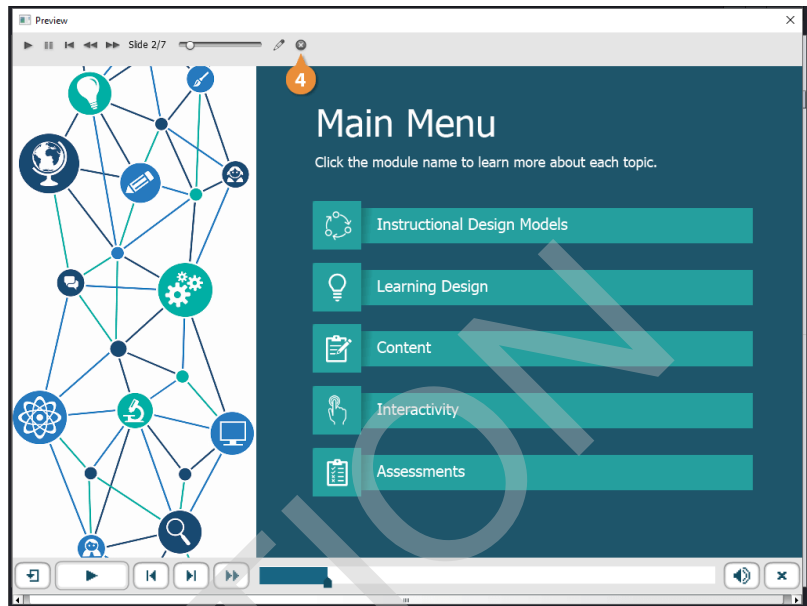
To get a better sense of how a project will play when taken properly, we can preview it.

- 1 Click the **Preview** button on the toolbar.
- 2 Select a preview method.
 - **From this Slide:** Will start a preview from the currently-selected slide, through the end of the project.
 - **Next Five Slides:** Will start a limited preview of five slides, starting with the currently-selected one.
 - **Project:** Will start a preview of the entire project, starting at the beginning.
- 3 Click the **Play** button in the Preview window.



4

Click the **End** button to close the Preview window.



Preview a Project in a Web Browser

Finally, let's take a look at previewing a project in a web browser. This helps you see a project the way that someone viewing it online will see it.

- 1 Click the **Preview** button on the toolbar.

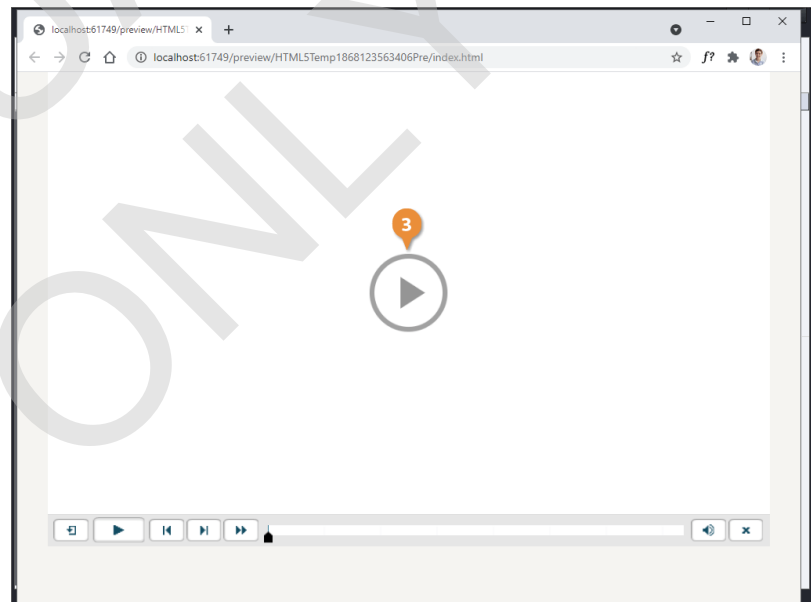
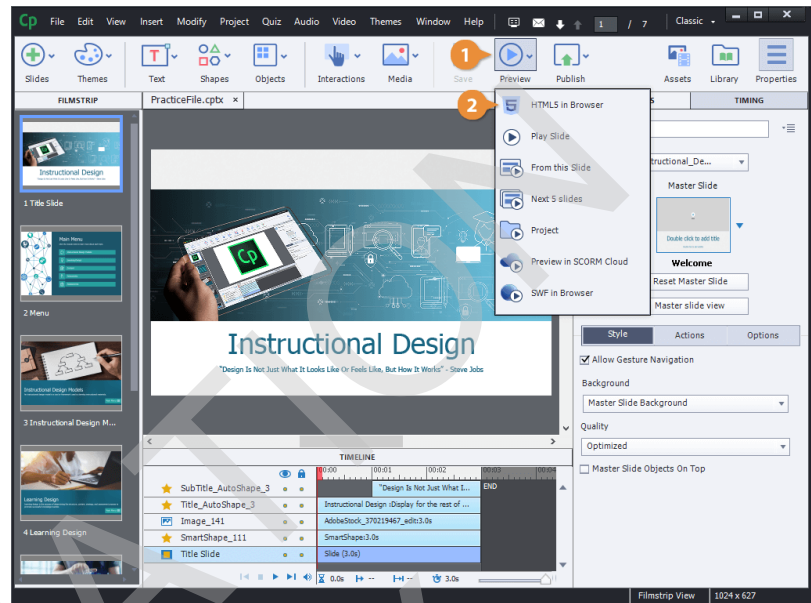
There are two ways to preview a project in a browser, as either HTML5 or as a SWF.

SWF's used to be more common, but over the years support for Flash has gone away and HTML5 has taken over.

- 2 Select **HTML5 in Browser**.

Captivate generates the preview, which opens up in whatever web browser is set as the default on your computer.

- 3 Click the **Play** button in the web browser.



4

Click the **Close** button to close the browser window.

Now you have a better idea of how your project will look when published.

