Online Animated Demonstrations
Using Adobe Captivate® 3 Software
Best Practices & Settings

Purpose: for use with demos that support TEO, Assessing Projects, and Thinking Tool Surround

Preparation

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.

PowerPoint Template Prep
The PowerPoint slides are used as background for the title slide, the conclusion slide and objective slide if one is used.

1. Open the file template_slides.ppt
2. Edit the slides for correct language, copyright and logo information.
3. Save changes to file and close.

Customizing a Template
Creating a template will allow you to create uniform demonstrations.

Captivate Template Prep
1. Customize the file template_title_slides.cptl (unless you create your own template)
2. Click the **Edit** tab.
3. Go to File > Insert > Additional Slides > PowerPoint Slides. ***Note***: *Insert Additional Slides at end of animation*
   a. Browse for PowerPoint template file
   b. Select Insert slide
   c. Review the slides you wish to import – confirm the following:
      i. Import Slides as "Background Image"
      ii. Advance Slide "Automatically"
   d. Title Font size is:
      i. Intel Blue: Red 8, Green 96, Blue 168
      ii. Verdana
      iii. Size 42 (adjust accordingly so it looks appropriate)
4. Go to File > Save

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

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 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: 884 x 564
- Save work often as you create the demonstration.

Demonstration Audio Recording - Note: Only the *Overview Demonstrations* contain Audio.

*You can add audio to any demonstration that is desired.

- Audio can be captured as you capture the demonstration but this makes it more challenging to adjust and modify the content. It is recommended that the audio for each slide is captured individually and that this is the last step in demonstration production.
    o Go to the slide that you wish to add or modify Audio.
    o In the menu bar select Audio > Record > This Slide.
    o In the Slide Note box type the audio that is desired – this is helpful as you record the slide and for editing purposes.
    o When ready click **Record**. Review and adjust recording as desired.
    o When completed click **OK**. Note: you may need to adjust captions and highlight boxes on the demonstration to align with audio.

Publishing/Production Process

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**.**

Note: When linking to the Flash version in Captivate 3 you need to upload the entire folder structure that was created when the demonstration was published in order for the demonstration to play. The link is still to the .htm file but it needs to have all the supporting files in the same folder structure on the server.

1. Send Web contact complete zip folders to post on download server
2. Send published .doc handout scripts to Technical Producer to combine all demonstrations for the Web contact
3. Send .zip scripts to reviewers & to pass on to QA
   a. Download Server URLs are given to the reviewers (pre-published) version
      - URLs have a structure from download server
      - download.intel.com/education/common/en/resources/…
        Note: it is recommended to create the URL before the demonstrations are created so that naming can be agreed upon

Download Server

1. Once all demonstrations are on the download server
   a. Technical Producer will put URL links in Content Management System (CMS – could also mean Moodle)
   b. Technical Producer will send .doc script files and links to demonstrations to Reviewers
      - **Note:** if changes are needed then respective owners of demonstrations will make changes and then the files need to be updated on the download server
      - Once the links are in CMS we can change the demonstrations whenever there are changes needed