

Captivate 5 Developer's Guide

A Guide for Captivate Template Developers

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Introduction and Audience

This Captivate Developer's guide is intended for personnel who will be responsible for designing and developing Captivate templates and training. The purpose is to provide an overview of Adobe Captivate 5. This guide provides information on these topics:

- **What Is New in Captivate 5:** This is an overview for the Captivate Developer (Developer) who previously worked with Captivate 3 or for someone who wants to understand the power of the latest version.
- **Captivate's New Interface:** Whether the individual is a new Developer or someone who has Captivate 3 experience, the Developer will want to review this section. Captivate 5 has a new user interface which affects not only the look and feel, but has changed how some features work.
- **About Project Templates:** Project templates have been formalized in Captivate 5. In Captivate 3, templates were simply Captivate projects that developers saved to a separate directory to protect them. In Captivate 5, developers can now base a new project upon an existing template.
- **About Master Slides:** This new feature allows for project standardization. Developers can use Master slides to create customized layouts.
- **About Questions and Question Pools:** The Developer should review this section if the project will contain Knowledge Check questions or the project is a graded quiz. There are new question types available in Captivate 5, including Likert (survey) questions and Random questions (used with a Question Pool). A project may contain one or more question pools. The Developer should understand the possibilities that this feature presents and how to use it to its best advantage.
- **Create Conceptual Course Navigation and Structure:** The Table of Contents (TOC) feature is new to Captivate 5. This section identifies how to use this feature to manage conceptual course navigation and the course structure.
- **Work with Captivate and PowerPoint:** As a new feature of Captivate 5, PowerPoint presentations can be used to create project content.
- **Procedures:** This section of the guide specifies the procedures the Developer performs to create, edit, publish, and manage Captivate projects. Developers use this main body of content once they have a good grasp of the other aspects of Captivate.

IMPORTANT

One of the new features in Captivate 5 is the introduction of Captivate cache. It has been our experience that this feature may cause problems with Captivate working the way it should, if the cache is **not** cleared from time-to-time. The following are issues that have been experienced. Others might occur.

- Captivate runs or responds slowly.
- Some features seem to stop working (like cut and paste).
- Captivate does **not** publish the AICC or SCORM formatted SWF file properly. The project does not launch properly in the Learning Management System (LMS).

Note: See the **Clear Captivate's Cache** section of this guide for the steps to clear cache.



Note: This symbol is used throughout this document to identify step-by-step procedures.

What is New in Captivate 5

There are several new Captivate features most of which are interface related. Some of the features below are not new to Captivate 5, but are essential to understanding Captivate:

Feature	Release	Description
Import PowerPoint Presentations	4	The Developer can import PowerPoint presentations into a project. The Developer can select one or more slides. Any animation specified in the presentation is imported into the project. Read more about this feature in the <i>Import a PowerPoint Presentation</i> section in this guide.
Interface	5	Captivate 5 was redesigned to include several new features: <ul style="list-style-type: none"> • A bottom pane that may include Timeline, Master Slide, and Question Pool tabs. • Right-side pane that includes the Properties and Library tab. For quiz slides, a Quiz Properties tab appears. • Multiple files may be opened at one time. Each file has its own tab at the top of the screen. This is handy for ensuring that standard text has been applied across multiple projects. Read more about the interface and how to use it in the <i>Captivate's New Interface</i> section of this guide.
Master Slides	5	Master slides provide slide layout elements such as logos, headers, footers, etc. The Developer can associate a master slide layout with any of the slides in the project. Read more about this feature in the <i>About Master Slides</i> section of this guide.
Project Templates	4	Developers may create several templates to create content for conceptual lessons, quizzes, and demonstrations. The templates include Master Slides, standardized text, and layouts. One of the most important features of the templates is how they report to a Learning Management System (LMS) or email. Read more about how to use these new features in the <i>About Project Templates</i> section of this guide.
Question Pool	3	A question pool is a set of questions that are not located directly in the FILMSTRIP . They are built and located in the Question Pool tab at the bottom of the screen. If no questions exist in the Question Pool, the Developer sees a message that the Question Pool is empty. Read more about how to create questions and use the Question Pool feature in the <i>Work with Question Pools</i> section of this guide.
Table of Contents (TOC)	4	Developers can create templates containing TOCs. However, training developers will need to customize each TOC to ensure that the TOC works properly for the Learner. See the <i>Create Conceptual Course Navigation and Structure</i> section of this guide for more information.

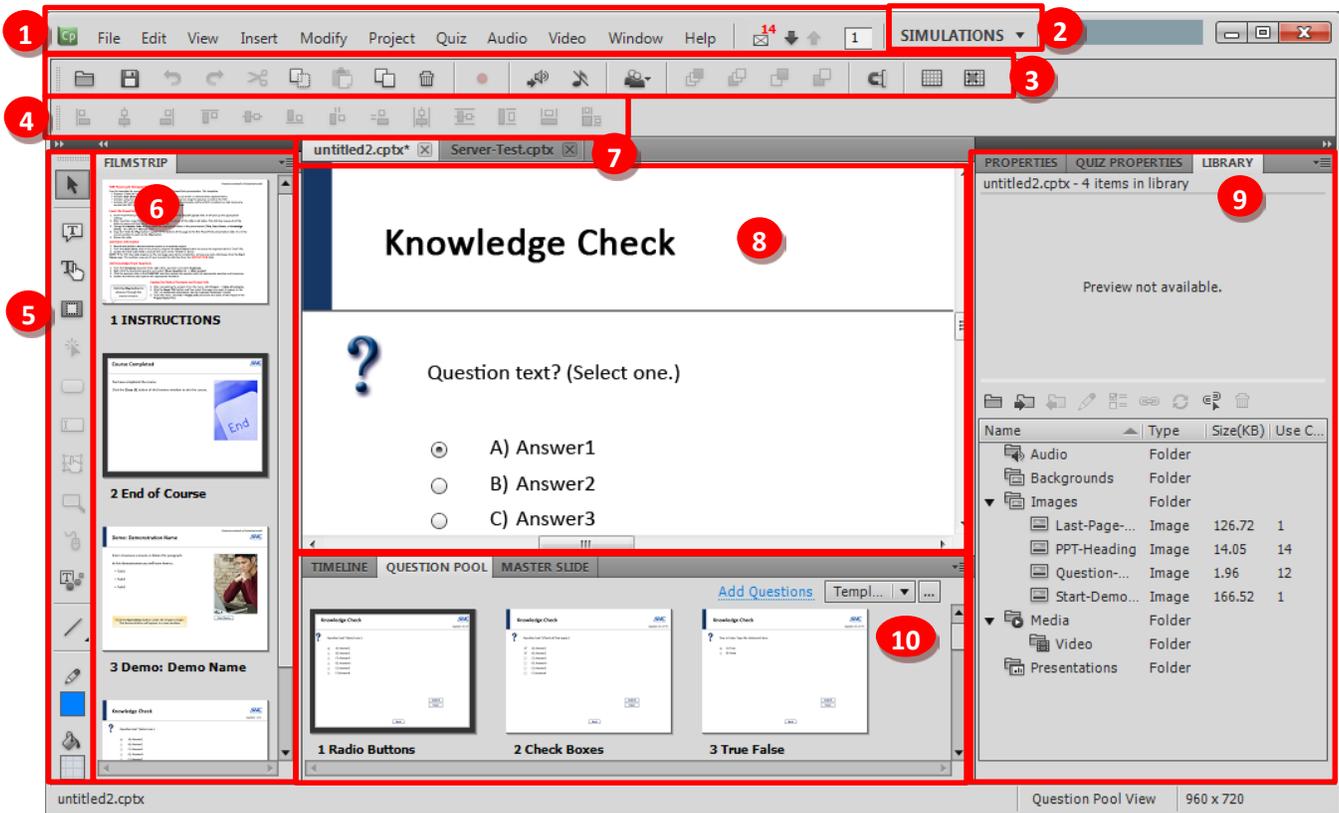
Note: Additional features were added to Captivate 4 and 5 but are not listed here because they are not important to understanding how to use the product for development purposes.

Captivate's New Interface

The most significant change to Captivate 5 is the interface. Adobe rewrote the entire user interface from scratch to make it look and feel more like their other products (such as Photoshop, Dreamweaver, Flash, and others).

Default Workspace Layout

The layout described below is the default layout.



The Developer is able to drag-and-drop elements to different places on the screen and can make many of the items free-floating. The Developer should keep these defaults at least until the Developer becomes familiar with all of the elements and how to use them. Keeping this layout also assists in resolving support issues.

#	Screen Feature	To View	Description
1	Application Bar	Displays automatically	The Application Bar across the top of the screen contains the menus, application controls, and the Workspace switcher. The application controls include: Next Slide, Previous Slide, Slide X/Y, Preview, Publish, and Zoom.

#	Screen Feature	To View	Description
2	Workspace Switcher	Displays the current workspace type	The Developer can switch between the ways in which the Developer can view the workspace: Applying Skin, Classic, Navigation, Quizzing, Review, and Widget. This feature is seldom used.
3	Control Panel (Captive Toolbar)	Displays automatically under the Application Bar	The Control Panel provides shortcuts to frequently performed actions such as: Open, Save, Undo, Redo, Cut, Copy Selected Objects, Paste, Duplication Select Objects, Delete, Record , and so on.
4	Align Toolbar	Select Window > Align from the menu	This toolbar allows the Developer to quickly align objects on a project slide.
5	Object Toolbar	This feature is located on the left of the FILMSTRIP	The Template Developer uses this toolbar to create objects for the template. Training developers should not use this toolbar. This toolbar contains buttons for adding objects to the project slide. The templates will contain preprogrammed objects that include the correct timing, transition, colors, and so on.
6	FILMSTRIP	Select Window > Filmstrip from the menu	This is very similar to the FILMSTRIP as it was in Captivate 3. Some differences the Developer may see are: <ul style="list-style-type: none"> • Grouping: A new feature for the Table of Contents feature allows the Developer to group slides in the FILMSTRIP. Also, the Developer can color code and provide names for the groups. • Quiz Placeholder Slides: The question pool feature inserts questions into these slides during run time.
7	Project Tabs	Tabs display automatically for each open project	Captivate allows multiple projects to be open at the same time. A tab appears for each open project. An asterisk (*) at the end of the filename indicates that the file has been changed and has not yet been saved. Click a Project Tab to view the slides for that project.
8	Project Workspace	Displays automatically in the center of the screen	This displays the project on which the Developer is working. If no project file is open, this area is blank. Click an object and the PROPERTIES panel/tab loads the properties of the selected object.
9	Vertical Dock	Displays automatically on the right-side of the screen	The Vertical Dock displays the docked panels that the Developer selects using the Windows menu. An example of the customary panels that are displayed here are: PROPERTIES, LIBRARY, and QUIZ PROPERTIES . For more information about docking, see the Work with Panels/Tabs section in this guide.

#	Screen Feature	To View	Description
10	Horizontal Dock	Displays automatically at the bottom center of the screen	The Horizontal Dock displays docked panels that the Developer selects using the Windows menu. An example of the customary panels that are displayed here are: TIMELINE , MASTER SLIDE , and QUESTION POOL . For more information about docking, see the <i>Work with Panels/Tabs</i> section in this guide.

Work with Panels/Tabs

Similar to the other Adobe products, the Developer can dock or undock panels, and open and close the panels or tabs. The Captivate documentation refers to these as panels. Because each panel has a tab, these are sometimes also referred to as tabs. Both nomenclatures are used here. The most commonly used panels/tabs are described below:

Panel/Tab	Select from Menu	Description
FILMSTRIP	Window > Filmstrip	By default, this loads in the left, vertical dock. The FILMSTRIP contains thumbnails of all slides that appear in the project. This is probably the most used panel/tab in the Captivate interface. See the <i>About the FILMSTRIP Panel/Tab</i> section for additional information.
LIBRARY	Window > Library	By default, this loads in the right, vertical dock. The LIBRARY panel/tab contains a list of all of the objects in the project. For example images, presentations, video, audio, and so on. To access or manipulate the LIBRARY items, right-click the object and select an action to take on the item. See the <i>About the LIBRARY Panel/Tab</i> section for additional information.
MASTER SLIDE	Window > Master Slide	By default, this loads in the lower, horizontal dock. See the <i>About the MASTER SLIDE Panel/Tab</i> section for additional information.
PROPERTIES	Window > Properties	By default, this loads in the right, vertical dock. Click an object in the Project Workspace to select the object. The PROPERTIES panel/tab loads with the properties of the selected object. The sections that appear in the PROPERTIES panel/tab depend upon the object that has been selected. See the <i>About the PROPERTIES Panel/Tab</i> section for additional information.
QUESTION POOL	Window > Question Pool	By default, this loads in the horizontal dock. Projects can have question pools and/or static questions. Click the thumbnail of the question to view it in the Project Workspace . See the <i>About the QUESTION POOL Panel/Tab</i> section for additional information.

Panel/Tab	Select from Menu	Description
QUIZ PROPERTIES	Window > Quiz Properties	<p>By default, this loads in the right, vertical dock. The question's properties for the slide appear in this panel/tab. From this panel/tab, specify:</p> <ul style="list-style-type: none"> • Is the question graded? • How many answers are allowed? • Are the answers shuffled? • How many points are rewarded? • Other question-oriented properties. <p>See the About the QUIZ PROPERTIES Panel/Tab section for additional information.</p>
SKIN EDITOR	Window > Skin Editor	<p>This panel/tab does not automatically dock because it displays the screen layout.</p> <ul style="list-style-type: none"> • Use this panel/tab to access the Table of Contents (TOC) feature and edit it. • Once the Template Developer has customized these elements, Training Developers should not make changes to the Skin, Playback Control, or Borders settings. These are preset for each template. • Once the Template Developer has customized these elements, Training Developers should not click the Settings button as the settings are preset for the template. • Use the Info button to change the name of the Lesson/Course at the top of the TOC. <p>See the About the SKIN EDITOR Panel/Tab section for additional information.</p>
TIMELINE	Window > Timeline	<p>This panel/tab automatically loads in the lower, horizontal dock. Use this tab to identify slides that include typing. To hide this panel: Right-click the TIMELINE panel/tab and select the Close option. See the About the TIMELINE Panel/Tab section for additional information.</p>

Dock and Undock Panels/Tabs

To dock a panel/tab means to place the panel/tab inside either the **Horizontal Dock** or the **Vertical Dock**. Undocking a panel/tab makes it free-floating.

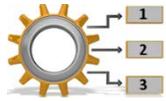


Docking and undocking is as simple as dragging-and-dropping the panel/tab by its panel/tab title bar to the location to be displayed. Drag the panel/tab to either of the docks or to a separate location on the screen thereby making it free-floating.

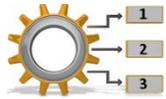
Open Panels/Tabs

To open a panel/tab means to display the panel/tab in either the **Horizontal Dock** or the **Vertical Dock**.

To open a panel /tab:



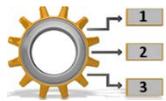
See the **Select from Menu** column in the *Work with Panels/Tabs* table above to identify the menu option to display the panel in one of the docks.



If the panel's tab exists in one of the docks, click the tab to display the contents of the panel/tab.

Close Panels/Tabs

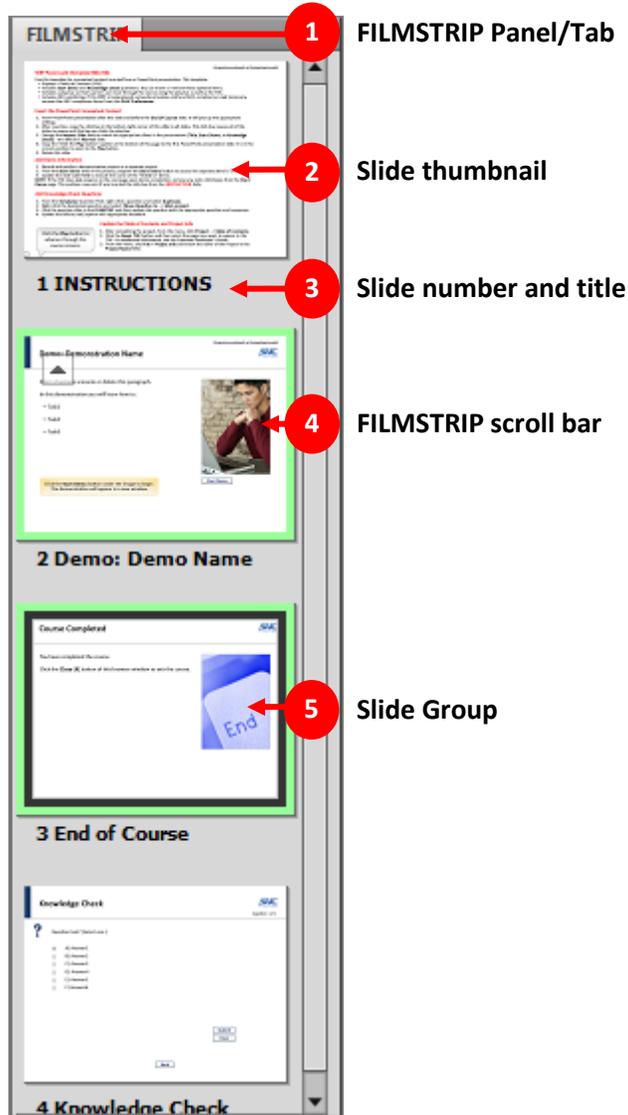
To close a panel/tab, use one of the following methods:



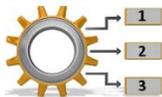
- Click the drop-down arrow icon at the top right of the panel's/tab's title bar and select the **Close** option.
- From the menu, select **Window > View** and then deselect the panel/tab name.

About the FILMSTRIP Panel/Tab

The **FILMSTRIP** (#1 below) contains thumbnails of all slides that exist in the project. This is probably the most used panel/tab in the Captivate interface. By default, it loads in the left, vertical dock. If the **FILMSTRIP** does not appear, from the Captivate menu, select: **Window > Filmstrip**.



Select Project Slides



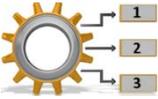
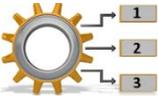
Click a thumbnail (#2 above) in the **FILMSTRIP** to select it and display the associated slide in the **Project Workspace**. Captivate outlines the selected thumbnail using a black outline.



To perform an action on more than one slide, use the [**SHIFT + CLICK**] or the [**CONTROL + CLICK**] methodologies to select the thumbnails in the **FILMSTRIP**. Then perform a right-click action or change a property value using the **PROPERTIES** panel/tab.

Rearrange Slides in a Project

The slide number and slide title (#3 above) identify the slides. To rearrange slides in a project using the **FILMSTRIP** use one of these methodologies:

Method	Procedure
Drag-and-Drop 	<p>This method works best if there are not a lot of thumbnails in the FILMSTRIP. If there are a lot of thumbnails, it is sometimes difficult to drag the thumbnails into the new position accurately.</p> <ol style="list-style-type: none"> 1. Select one or more thumbnails. 2. Drag-and-drop the thumbnail(s) into a new position within the FILMSTRIP.
Copy, Paste, Delete 	<p>This method is more complicated, but placement can be more accurate in projects with a lot of slides. More care needs to be taken to remember to remove the copied thumbnails.</p> <ol style="list-style-type: none"> 1. Select one or more thumbnails. 2. Right-click and select: Copy. 3. Click the thumbnail that immediately precedes the new location for the copied slides. 4. Right-click and select: Paste. 5. Return to and select the slides that were moved. 6. Right-click and select: Delete.

About Slide Groups

The **Slide Group** feature (#5 above) is helpful for developing a multi-level TOC. Use this feature to specify one or more slide groups. To learn more about how and when to use slide groups, see the *Use the TOC to Structure Courses and Demonstrations* section in this guide.

Create a Slide Group

A slide group consists of two or more contiguous slides. To create a slide group:

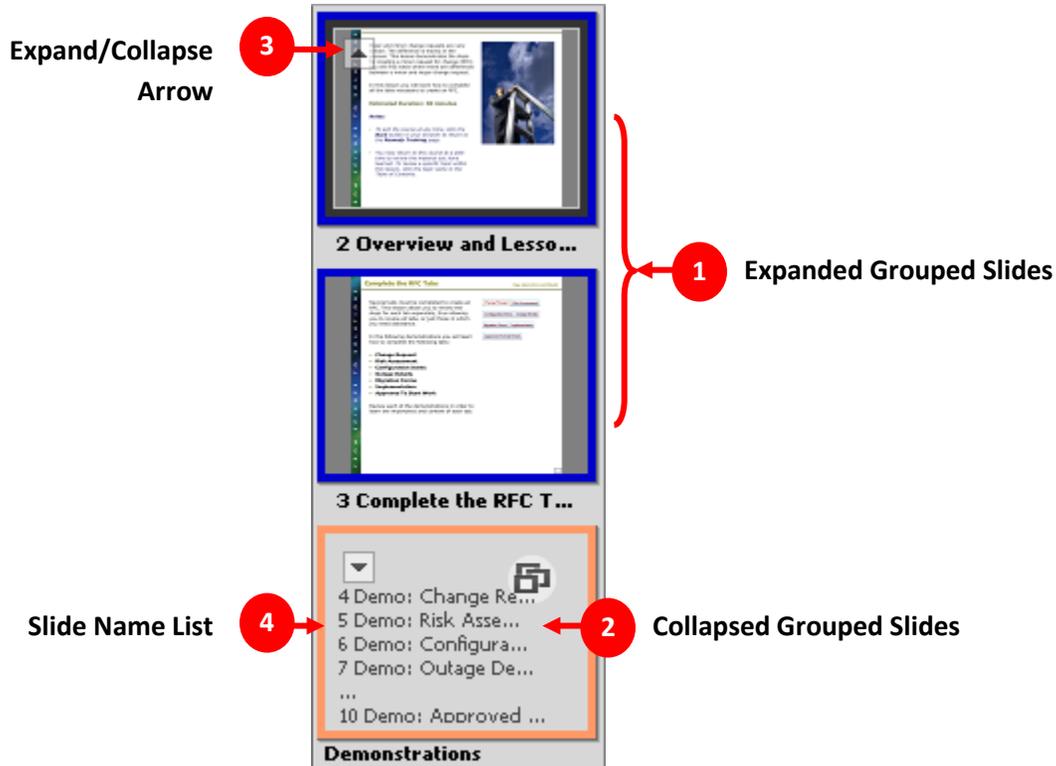


1. Select two or more contiguous thumbnails in the **FILMSTRIP**.
2. Right-click on any of the selected thumbnails and select: **Group > Create**.

Captivate creates the slide group, collapses it, and automatically assigns an outline color to it. The collapsed slide group lists the slide names of the slides contained in the slide group (see #4 in the *About Slide Groups* section above). See *Use the TOC to Structure Courses and Demonstrations* for additional information on using the **Group** feature to create structure within a TOC.

Expand or Collapse a Slide Group

An expanded slide group displays all of the thumbnails of the slide group (#1 below). Each slide in the group is outlined with the group's color (in this example, blue). The slide group's color is automatically assigned by Captivate, but the Developer can change the color.



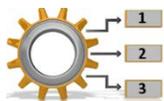
A collapsed slide group displays a single thumbnail for the slide group (#2 above). The single thumbnail lists the slide numbers and slide names of the slides contained within the slide group. If there are too many slides in the slide group to list all of the slide numbers and names, the first few slide numbers and names are listed with a "..." and then the last slide number and name (#4 above).



- 1 To expand or collapse a slide group in the **FILMSTRIP**, click the **Expand/Collapse** arrow
- 2
- 3 (#3 above).

Change the Outline Color of a Slide Group

Different outline colors may be assigned to each slide group. In the example above, the first slide group is outlined in blue and the second in pink. To change the outline color:



1. Click the slide group thumbnail in the **FILMSTRIP**.
2. From the **PROPERTIES** panel/tab (on the right of the **Project Workspace**), click the **Color** field. A pop-up color selector appears.
3. Click a color to select it. Captivate changes the group outline to the selected color.

About the LIBRARY Panel/Tab

The **LIBRARY** panel/tab allows for the management of images, background images, audio, media, and PowerPoint presentations within a Captivate project. By default, it loads in the right, vertical dock. If the **LIBRARY** panel/tab does not appear, from the Captivate menu, select: **Window > Library**.

The screenshot shows the LIBRARY panel in Captivate. The panel title is "Demo-Merge-2-Projects.cptx - 18 items in library". The preview area shows a "Merge the Two Project Files" dialog box. The library items are listed in a table with columns for Name, Type, Size(KB), Use Count, and Status. The items are grouped by Audio, Backgrounds, Images, Media, and Presentations.

Name	Type	Size(KB)	Use Count	Status
Audio	Folder			
Backgrounds	Folder			
Slide 10 Bac...	Image	2520.01	1	
Slide 11 Bac...	Image	2520.01	1	
Slide 12 Bac...	Image	2520.01	1	
Slide 5 Back...	Image	2520.01	1	
Slide 6 Back...	Image	2520.01	2	
Slide 7 Back...	Image	2520.01	1	
Slide 8 Back...	Image	2520.01	2	
Images	Folder			
Background...	Image	1890.05	0	
CI-Create-0...	Image	62.67	0	
Error-msg-N...	Image	12.20	0	
horizontal-li...	Image	0.23	2	
Side-Banner...	Image	37.16	1	
Start-Demo...	Image	136.51	1	
Media	Folder			
Video	Folder			
Presentations	Folder			

1 LIBRARY Panel/Tab

2 Preview Area

3 Library Toolbar

4 Library Column Headings

5 Library Items (grouped by Audio, Backgrounds, Images, Media, and Presentations)

*This document is not shown in its entirety.
It ends here for writing sample purposes.
The complete document is 127 pages in length.*