

Recording a PowerPoint Presentation in Captivate 3

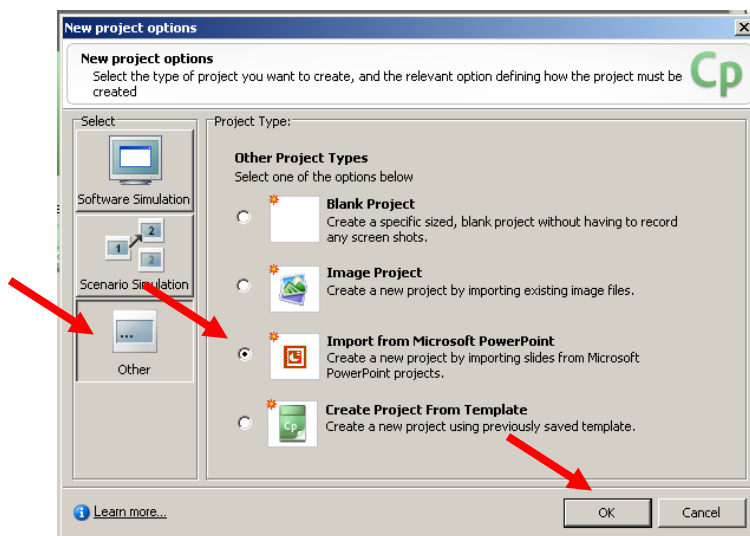
Recording a PowerPoint Presentation in Captivate is relatively simple. It is recommended that you use a headset with a microphone and that you eliminate as much extraneous noise in your background environment as possible.



Follow these steps:

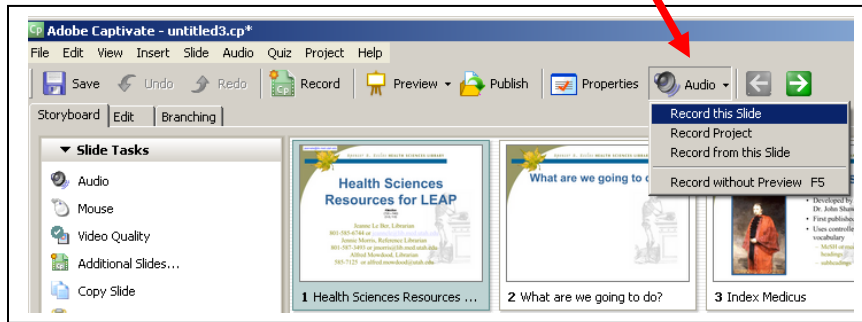
1. Import the PowerPoint slides

- a. Open Captivate
- b. Click on **Record or create a new project**
- c. From the **New project options** select **Other** and then select **Import from Microsoft PowerPoint** and click **OK**.



- d. From the **Open** window, navigate to your PowerPoint presentation, highlight the PPT file and then click Open.
- e. The program will do some processing (so be patient) and then stop. The default setting should be fine. Under **Project Properties**
 - i. **Name** the project
 - ii. Select **Preset sizes** (go with the Original PowerPoint project size)
 - iii. Select **Maintain aspect ratio**
 - iv. Click the **Select All** button to select all slides (or just select the slides you want)
 - v. Select **Import slides as Animation**
 - vi. Select **Advance slide – on mouse click**
 - vii. Click **OK**
- f. The program will do some more processing (so be patient); when you see your slides in the Storyboard you are ready to being recording slide narration.

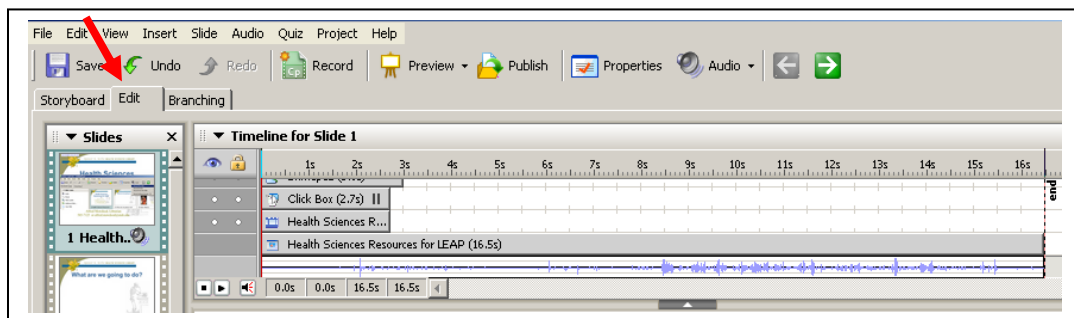
2. Record Audio



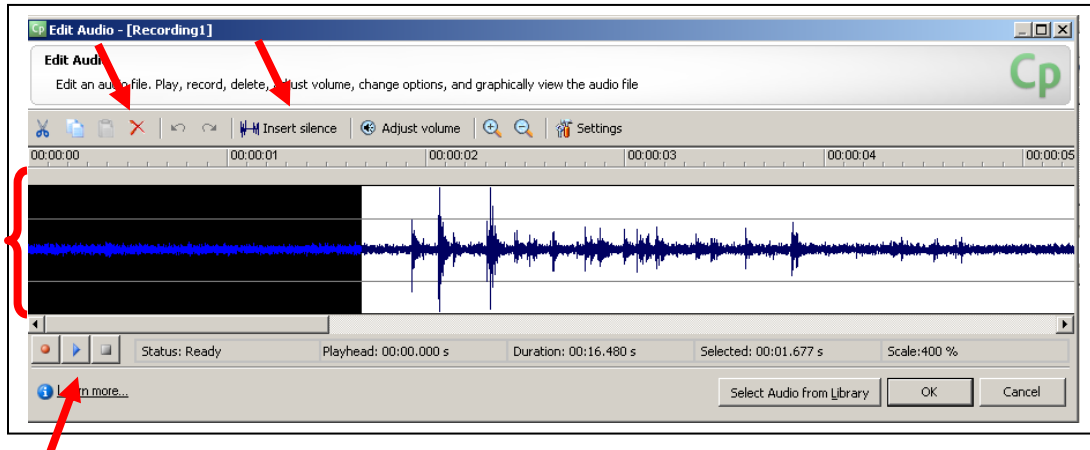
- a. Select **Audio > Record this Slide**
- b. The **Record Audio** window displays. Click on the **Record** button (left middle)
- c. A dialog window asks you a question about audio quality; this occurs at the start of each new Captivate session; Click the **Yes** button to test the sound. **Talk** and then say **OK**.
 - i. At this point you are recording the narration for the first slide. Don't worry if it's not perfect as you can edit audio to record long pauses, breathes, etc. or re-record the narration all together.
 - ii. Record additional slides; be sure to save after ever slide.

3. Edit Audio

- a. Select the slide and then select the **Edit** tab
- b. You will see a window with the timeline for that slide



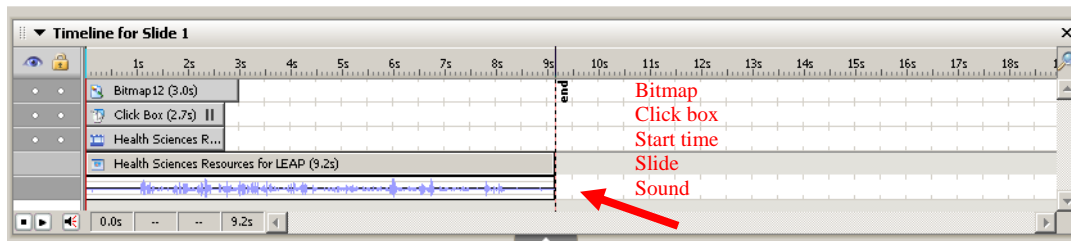
- c. Double click on the sound sonogram to open the **Edit Audio** window



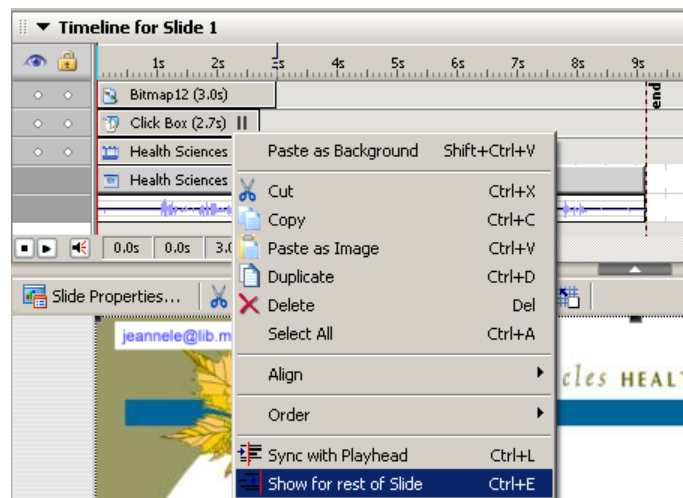
- d. Listen to the recording by clicking **Play Audio**
- e. Click the button next to Play Audio to **Pause** the recording
- f. Highlight a section of sound and click the **Delete selection** button to remove unwanted sound
- g. Highlight a section of sound and click the Insert silence button to replace unwanted sound with silence
- h. Give yourself time and you will get good at reading the sonogram
- i. When satisfied with the sound edit, click **OK**

4. Align items in the Timeline

NOTE: This is an important step as it will sync the sound with the length of time the slide displays; it also allows the person listening to the Captivate recording to pause and start without glitches.



- a. Drag the end line to align the Sound and Slide
- b. Select the other items with Control/Point-click
- c. Then right click and select **Show for rest of Slide**
- d. Save your work.
- e. Go back to the Storyboard tab; select the next slide to record; record the slide, edit the sound and align the items in the Timeline; Save frequently.



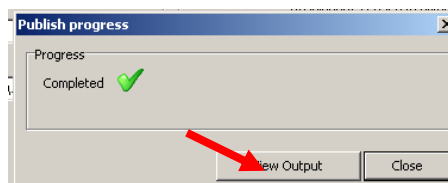
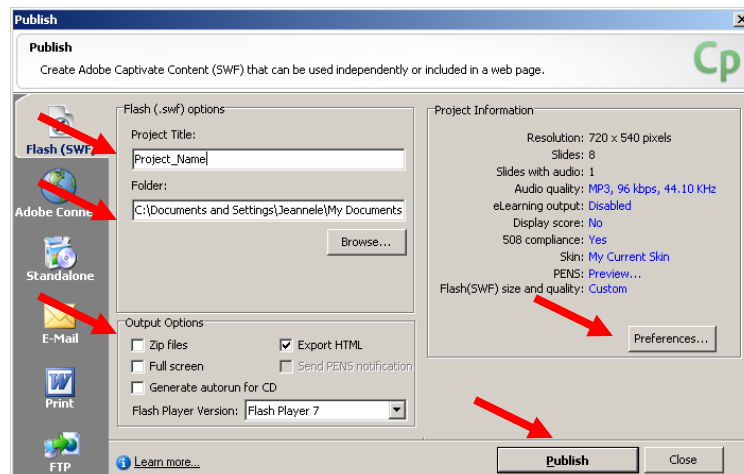
NOTE: Any time during the project creation, you can **Preview** your slides.

Select **Preview** >

- **Project** (the whole project will run)
- **From this slide** (the project previews from the current slide)
- **Next 5 slides** (the project previews from current slide on up to 5th slide)

5. Publish the Captivate File

- When all slides have been recorded, sound edited, and timeline aligned you **Publish** the project.
 - Provide Project Title
 - Direct project to a specific folder
 - Select Output Options
 - Export HTML
 - Flash Player Version – 7 is fine
 - Set Preferences (I generally don't mess with these!)
 - Default project settings
 - Output options
 - Visual and sound effects
 - Click on **Publish**
 - A dialog window will ask you about creating a directory – click **Yes**.
 - Depending on the size of the project it may take some time for this process to complete. When it is done you will see a Publish progress window with the option to **View Output** or Close. You will probably want to view the output to make sure everything works as it should.
 - Return to Captivate to make any further edits and then **Publish** again.



6. Upload Files to the Web

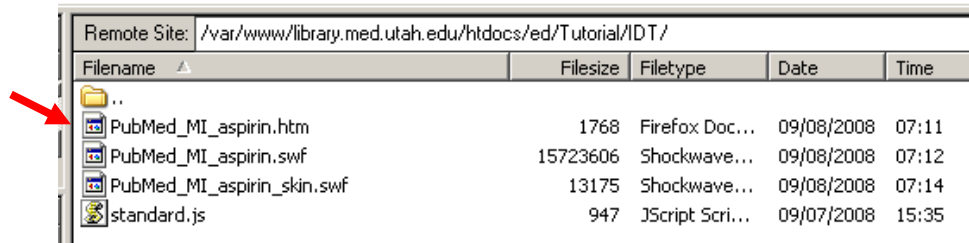
NOTE: In order for the Captivate project to be viewed by students and others, the files need to be uploaded to a Web server. You can upload the files to WebCT/Blackboard Vista or a Web Publishing page with your uNID. If you have questions about this process, you can work with the computer professionals in your department to see that this gets done properly.

- b. Connect to WebCT or department server
- c. If needed, create a directory or folder on WebCT or the server
- d. The published Captivate project has been saved into a folder and contains four files
 - i. file_name.htm
 - ii. file_name.swf
 - iii. file_name_skin.swf
 - iv. standard.js
- e. Upload the four files into the directory or folder your created in WebCT or on the server
- f. **Link the htm** URL in WebCT/Blackboard Vista or on a designated Web page

- i. For example:

--In the screen shot below, all four published Captivate files have been uploaded to the **IDT** folder, which is in the **Tutorial** folder in the **ed** folder, in the **htdocs** folder on the Eccles Library Server.

-- http://library.med.utah.edu/htdocs/ed/Tutorial/IDT/PubMed_MI_aspirin.htm



- g. Advertise the URL
- h. The person viewing the file needs an Internet connection and a current browser (Internet Explorer, Firefox, Netscape, etc. should work fine)

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