

## Instructions for Practical Exercises

| Section 1 | Fundamentals  |
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| 1.2       | <p>From Welcome Window: Change Global Settings.</p> <p>MAC: AdobeCaptivate &gt; Preferences</p> <p>PC: Edit &gt; Preferences</p> <ul style="list-style-type: none"> <li>• Change &gt; review settings under General Settings</li> <li>• Change &gt; review settings under Defaults &gt; Object Defaults</li> <li>• Click OK</li> <li>• Open a blank project size: select 1024 x 768</li> </ul>  |
| 1.3       | Explore the Captivate interface   |
| 1.4       | <p>Customize and save a workspace</p> <ul style="list-style-type: none"> <li>• Move panels around</li> <li>• Add new panels (in Main toolbar &gt; Window)</li> <li>• Remove panels</li> <li>• Minimize panels</li> <li>• Use the workspace switcher to review the captivates predetermined workspaces</li> <li>• When you decide on a workspace you like, save it, (use either Window &gt; Workspace or the Workspace switcher &gt; New Workspace), name it</li> </ul>  |
| 1.5       | <ul style="list-style-type: none"> <li>• Open the ExerciseFinal.cptx and preview it in your web browser (Control F12) or click the preview drop down in the Control bar (application bar)</li> <li>• Create a New Blank Project (size 1024 x 768). Save it. File &gt; Save As: the blank project as: MyExerciseProject.cptx</li> </ul>  |
| 1.6       | <p>Create a Captivate Project from a PowerPoint presentation</p> <ul style="list-style-type: none"> <li>• File &gt; New Project &gt; Project from Microsoft PP</li> <li>• Use the PowerPoint in ExerciseFilesPowerPoint or use one of your own PowerPoints</li> <li>• Decide on the settings and click OK</li> <li>• Edit the PowerPoint within Captivate (right click on one of the slides in the filmstrip &gt; Edit with Microsoft PowerPoint&gt; Edit Presentation</li> <li>• Make changes and click Save</li> <li>• Save the cptx project, if desired</li> </ul> |

| Section 2 | Adding and Managing Slides  |
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| 2.1       | <ul style="list-style-type: none"> <li>• Open MyExerciseProject.cptx file, Insert 12 slides and one Quiz Question: multiple choice.</li> <li>• Click and drag slide 1 down one slide, so that it swaps places with slide 2</li> <li>• Drag the Quiz results slide to the bottom, if it is not already there</li> <li>• Save your project</li> </ul>   |
| 2.2       | <ul style="list-style-type: none"> <li>• Select all the slides in your project and in the Properties panel &gt; General change the Quality to High.</li> <li>• Add the Slide Notes panel to your workspace (Window). Then resave the workspace using Workspace switcher drop down: New Workspace, rename it the same name.</li> <li>• Then use the ExerciseFileStoryboard to copy &gt; paste the narration text into</li> </ul> |

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|     | <p>the all the slides that have narration into slides notes. In Slide Notes, click the large + sign to add &gt; paste narration, then select Enter on your keyboard.</p> <ul style="list-style-type: none"> <li>• Save your project</li> </ul>  |
| 2.3 | <ul style="list-style-type: none"> <li>• In the Properties panel of each individual slide, select each slide and name them Slide 1: Welcome. Slide 2: Introduction. Slide 3: Firefighting Measures. Slide 4: MSDS. Slide 5: HD Video. Slide 6: Training Simulation. Slide 7: OSHA Quick Card. Slide 8: Transpiration Information. Slide 9: Materials Can be Hazardous. Slide 10: Identify Placards. Slide 11: Quiz Slide. Slide 12: Course Complete. Slide 13: Certificate. Slide 14: Quiz Results slide</li> <li>• Delete two slides, if needed</li> <li>• Use your ExerciseFileStoryboard to change the Slide Time of each slide in the Properties panel &gt; General &gt; Time</li> <li>• Then select (right click) and Group Slides 1 and 2, name the group: Introduction. Group slides 3 and 4, name it: Lesson 1. Group slides 4 &amp; 5, name it: Demo and Training. Group slides 7-9, name it: Lesson 2. Group slides 10-11, name it: Review Questions.</li> <li>• Hide the quiz results slide in the filmstrip</li> <li>• Save your project</li> </ul> |
| 2.4 | <ul style="list-style-type: none"> <li>• Expand all the groups in Your Exercise File</li> <li>• Apply a different Theme to your project, if desired. Select a slide, then in main tool bar select Theme &gt; Show &gt; Hide Themes Panel</li> <li>• Use your ExerciseFileStoryboard to apply specific Slide Master to each slide.</li> <li>• In Master Slide panel, select the large main master slide, Go to: Insert &gt; Image, navigate to your ExerciseFilesImages folder, select FireDistrict.png, adjust it to make it smaller and move it to one of the corners.</li> <li>• In Master slide panel, select slide 2 (blank). In Properties panel &gt; General deselect: Show Main Master Slide Objects (this will remove the logo on that one Master slide)</li> <li>• Save your New Theme. In Main toolbar go to: Themes &gt; Save Theme As</li> <li>• Save your project</li> </ul>   |

| Section 3 | Adding Content Using Standard Objects  |
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| 3.1       | <ul style="list-style-type: none"> <li>• Use your ExerciseFileStoryboard and add Title Text Caption and Subtitle Text Caption for slides that have them.</li> <li>• Use your ExerciseFileStoryboard to add text to Placeholders and insert Text Captions and add text for slides</li> <li>• Save your project</li> </ul> |
| 3.2       | <ul style="list-style-type: none"> <li>• Use your ExerciseFileStoryboard to Insert images or add to placeholders to slides: 2, 3, 4, 7, 8</li> <li>• Save your project</li> </ul>  |
| 3.3       | <ul style="list-style-type: none"> <li>• Use your ExerciseFileStoryboard to insert a character to slide 1, 12</li> <li>• Save your project</li> </ul>  |
| 3.4       | <ul style="list-style-type: none"> <li>• Use your ExerciseFileStoryboard to insert smart shapes with text to slide: 10</li> <li>• Save your project</li> </ul>   |
| 3.5       | <ul style="list-style-type: none"> <li>• Use your ExerciseFileStoryboard to insert animations to slide 10</li> <li>• Use your ExerciseFileStoryboard to insert text animations to slide 1, 12</li> </ul>   |

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|     | <ul style="list-style-type: none"> <li>• Save your project</li> </ul>   |
| 3.6 | <ul style="list-style-type: none"> <li>• Use your ExerciseFileStoryboard to insert highlight boxes to slide 7</li> <li>• Use your ExerciseFileStoryboard to insert a zoom area to slide 8</li> <li>• Save your project</li> </ul> |

| Section 4 | Managing Objects and Assets  |
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| 4.1       | <ul style="list-style-type: none"> <li>• Use your ExerciseFileStoryboard to insert and change Image Properties on Slide 1, 2</li> <li>• Use your ExerciseFileStoryboard to add smart shapes and custom images to slide 10.</li> <li>• Save your project</li> </ul>   |
| 4.2       | <ul style="list-style-type: none"> <li>• Use the ExerciseFileStoryboard to Align and resize and group images on slide 2 and 10</li> <li>• Save your project</li> </ul>   |
| 4.3       | <ul style="list-style-type: none"> <li>• Use the ExerciseFileStoryboard to change the Timing of the objects on the timeline on slides 2, 8, 12</li> <li>• Save your project</li> </ul>   |
| 4.4       | <ul style="list-style-type: none"> <li>• In your captivate project Library. Select the Open Library icon and navigation to the Captivate Folder, select the ExerciseFinal.cptx project. In the Library popup, under the ExerciseFileAudio Folder, click and drag, the (ClipOSHA Exa.wav to the Audio folder in your exercise library. Then right click and rename it: Slide7OSHA</li> <li>• Then select Slide 7 in your Filmstrip and click and drag the Slide7 audio from your library to the slide. <i>[NOTE: If you accidentally selected an object on your slide, you'll get a popup asking you to extend the time of the object, select NO. You'll then see an audio icon on the object in your timeline. Right click on the object and select Audio &gt; Remove. Then drag the audio from the library back to the slide without selecting an object.]</i> When you get a pop up, click close. Notice on the timeline, the audio file is at the bottom (you may have to scroll down).</li> <li>• Save your project</li> </ul> |
| 4.5       | <ul style="list-style-type: none"> <li>• Modify &gt; Create New caption style on slide 1 and apply to captions on slide 4. Use the ExerciseFileStoryboard for additional instructions.</li> <li>• Add Effect to slide 2 and 3: Use ExerciseFileStoryboard</li> <li>• Save your project</li> </ul>  |

| Section 5 | Inserting Actions and Interactions   |
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| 5.1       | <ul style="list-style-type: none"> <li>• Use ExerciseFileStoryboard for specific instructions to: Insert a rollover caption and rollover image on slide 4.</li> <li>• Save your project</li> </ul>   |
| 5.2       | <ul style="list-style-type: none"> <li>• Use ExerciseFileStoryboard for specific instructions to Insert an Smart Interaction onto slide 9</li> <li>• And insert a certificate widget onto slide 13</li> <li>• Save your project</li> </ul> |
| 5.3       | NONE   |
| 5.4       | Use ExerciseStoryboard to insert a Next buttons to the assigned slides.  |

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|     | Use ExerciseStoryboard to add actions to slide 10 smart shape buttons.<br>Save your project  |
| 5.5 | Using your ExerciseStoryboard add a text entry box to slide 1<br>Change the Properties of the quiz slide (11)<br>Save your project |

| Section 6  | Working With Simulations and Video  |
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| 6.1  | None  |
| 6.2  | Use the Training Simulation Storyboard to create a Training Simulation Recording<br>Save your project   |
| 6.3  | Use the Training Simulation Storyboard to edit and import the Training Simulation Recording<br>Save your project  |
| 6.4  | <ul style="list-style-type: none"> <li>• Use the Video Demo Story to create, edit and import an HD video.</li> <li>• Import Flash video onto slide 1 (see ExerciseStoryboard)</li> <li>• Save your project</li> </ul> |
| WARNING: after Training Simulation is added to MyExerciseFile.cptx slide numbers will not longer be the same, use the name of the slide. |   |

| Section 7 | Adding Audio  |
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| 7.1       | <ul style="list-style-type: none"> <li>• Use ExerciseStoryboard to add background music to slide 1</li> <li>• Import audio to slide 3 (firefighting measures)</li> <li>• Add sound effect to an object (course completion slide).</li> </ul> Save your project  |
| 7.2       | Use Exercise Storyboard to record voice-over audio narration to select slides (OSHA Quickcard and Course Completion)<br>Save your project   |
| 7.3       | Use ExerciseStoryboard to edit audio on OSHA Quickcard and Course Completion<br>Save your project   |
| 7.4       | <ul style="list-style-type: none"> <li>• Use Text-to-Speech on select slides using ExerciseStoryboard.</li> <li>• In the Slide Notes panel of <b>every</b> slide that has audio, click the CC radio button. Then in Main toolbar go to Project &gt; Skin Editor and click the closed caption radio button (change settings if desired)</li> <li>• On Slide 2, move the Next button to the top right corner and in the Properties panel &gt; Transform, click the tiny arrow on the right, and select "Apply to all items of the same style"</li> <li>• Save your project</li> </ul> |

| Section 8 | Publishing Finished Projects   |
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| 8.1       | <ul style="list-style-type: none"> <li>• Go to Project &gt; Skin Editor and experiment with the settings, if you make changes and decide you like it. Click Save As and name it.</li> <li>• In Skin Editor, click on the 2<sup>nd</sup> border icon, change the settings if desired. Click Save As icon if you want to keep the changes.</li> <li>• Save your project</li> </ul> |
| 8.2       | <ul style="list-style-type: none"> <li>• Click Project &gt; Table of Contents. Make some changes. If you want to be able to apply the changes to other projects, click Save As</li> </ul>  |

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|     | <ul style="list-style-type: none"> <li>• In Main toolbar go to Project &gt; Check Spelling</li> <li>• In Main toolbar select Modify &gt; Rescale, select a preset size of 800 x 600, click Finish</li> <li>• Check every slide to make sure objects rescaled appropriately!</li> <li>• If you like the size of the project, Save your project</li> </ul>   |
| 8.3 | <ul style="list-style-type: none"> <li>• In Main toolbar go to Preferences &gt; Project &gt; Information: add author etc.... <ul style="list-style-type: none"> <li>○ Mac: Adobe Captivate &gt; Preferences</li> <li>○ PC: Edit &gt; Preferences</li> </ul> </li> <li>• SWF Size and Quality. Choose settings</li> <li>• Start and End. Browse to and choose a Preloader. Change Preloader % to 30. Make any other choices. Click OK</li> <li>• Save your project</li> </ul>   |
| 8.4 | <ul style="list-style-type: none"> <li>• Go to Quiz &gt; Quiz Preferences &gt; Reporting. Click check box to Enable reporting to this project <ul style="list-style-type: none"> <li>○ Select Incomplete --- Complete</li> <li>○ Slide views and/or quiz (determine what percent of slides you want the student to view in order to receive a completed status)</li> </ul> </li> <li>• Click Configure. Type in the Course Title. Under SCO Title, type in Click Here to Begin. Click OK</li> <li>• Under Category &gt; Quiz &gt; Settings: determine if you want the quiz to be Required or Optional</li> <li>• In Category &gt; Quiz &gt; Pass or Fail: determine the percent or points for passing the quiz</li> <li>• Make any other changes, click OK</li> <li>• Save your project</li> </ul> |
| 8.5 | <ul style="list-style-type: none"> <li>• In Main toolbar go to Window &gt; HTML5 Tracker, review the items that are not compatible with HTML5 (such as animations, rollovers, widgets)</li> <li>• Create a new folder in your Exercise Files Folder and call it: Published. Then publish your project to that folder. <ul style="list-style-type: none"> <li>○ File &gt; Publish or click Publish icon in Application bar</li> <li>○ Under Folder: Browse to the Published Folder you just created, select it</li> <li>○ Output format, keep SWF selected.</li> <li>○ Output Options, keep zip Files selected. Determine if you want to publish to HTML5 (mobile devices) Determine which Flash Player version you want</li> <li>○ Click Publish</li> </ul> </li> </ul>                            |
| 8.6 | With Publish box open, Review the different types of publishing options (on left) , such as Adobe Connect, Media, Email, FTP, and Print.   |