



Here are some things I have learned in using Captivate since January 2006:

- **Learning curve**
 - is faster if you are familiar with the Microsoft features in applications like PPT. Otherwise, the editing becomes rather intuitive within the first few times of using it. I spent at least 2 hours trying out the features of the program in the first 3 sittings. Hopefully, someone who's sharp can pick it up even quicker.
 - ADVICE: try making a really quick tutorial on something simple to get used to playing around with the editing features.

- **Voice recording**
 - If you have several steps you need to describe on a slide, it's better to create a text box for each thing you want to describe and then record audio for each corresponding text box. That way if you need to move around the text box, the voice recording moves along with it. Otherwise, if you only recorded a voice on the entire slide itself, then you might have to re-record something if you decide to change the text order on the slide, if that should be necessary.
 - ADVICE: Use a voice filter (in my case, I hold a piece of Kleenex in front of the mic) when you speak into it so that it softens the "p" and "t" sounds. Or else you sound like you're spitting into the mic.

- **Production time**
 - I can usually get things done on a 1 hour of production time = 1 minute of tutorial time ratio.

Here's how I usually create a tutorial project in Captivate:

1. "Record" the movements that I make on the computer screen
2. Replay the recording to determine what can be deleted because some screen captures will be redundant
3. Edit or create text boxes that describe what needs to be done on the particular screen
4. Record my voice reading what is in a particular text box on the Audio option for that text box
5. Edit the timing of the audio to make sure it paces well
6. Add any highlight boxes that are necessary to emphasize a particular item on the screen
7. (Sometimes, if needed, I'll have to record or re-record new slides that can be inserted into the tutorial – it's pretty easy)
8. When everything looks ready – use the **Publish** selection to save a copy as HTML

Thing to remember:

When you are going to host these files to a web server, you need to have two files – the **HTML** file & the **swf** (Flash) file – so that the animation properly displays

Shortcut keys:

- F3 button** - replays the slide you are editing
- F10** – plays the next five slides in the edit mode
- F8** – plays from the current slide onwards in the edit mode
- F4** – replays the entire recording in edit mode
- F12** – replays the entire recording as it would be viewed in a browser window