

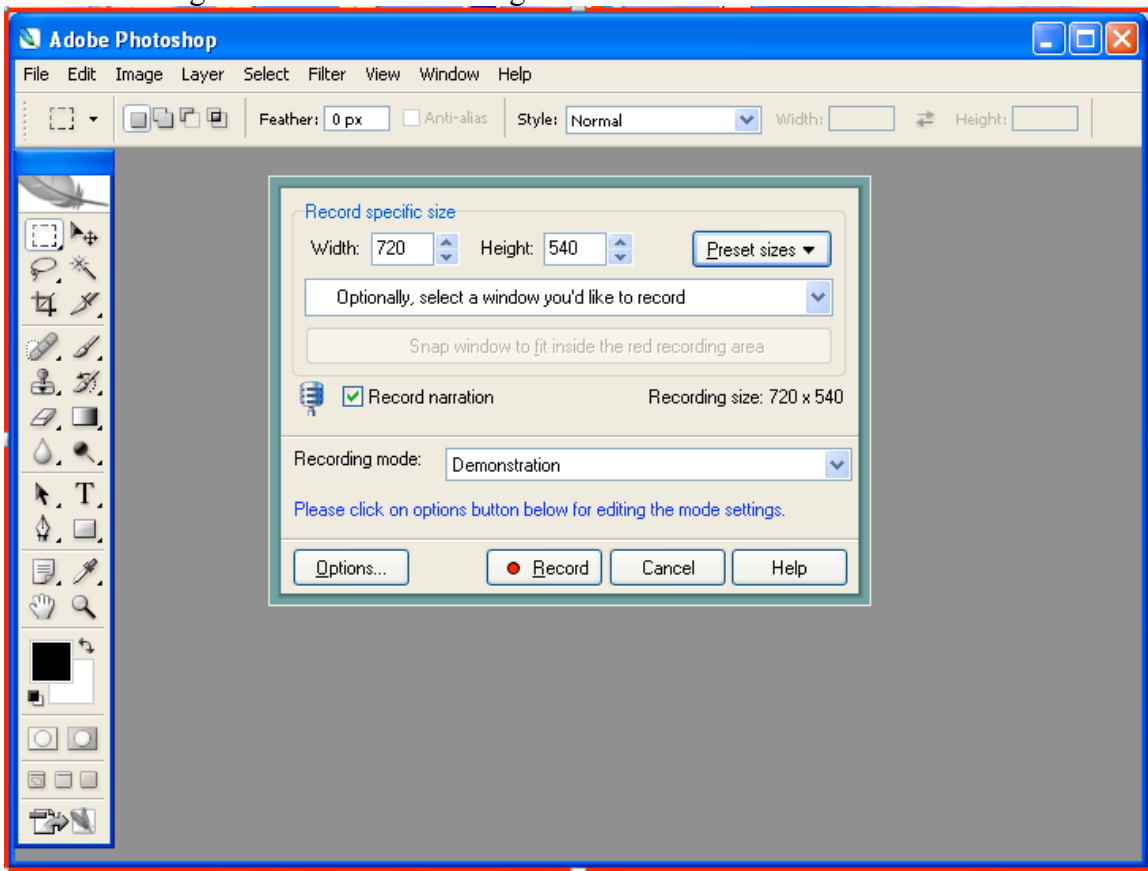


## Capturing simultaneous screen and audio using Captivate2

With your Sennheiser PC35 USB headset microphone connected to your PC, you can record your narration as you create your Macromedia Captivate project. This can be a very efficient way to create a full-featured project quickly.

- 1) First, open the software program you want to record
- 2) Open Captivate
- 3) Click "Record or Create a New Project"
- 4) Select Software Simulation
- 5) Choose Custom Size
- 6) Click OK

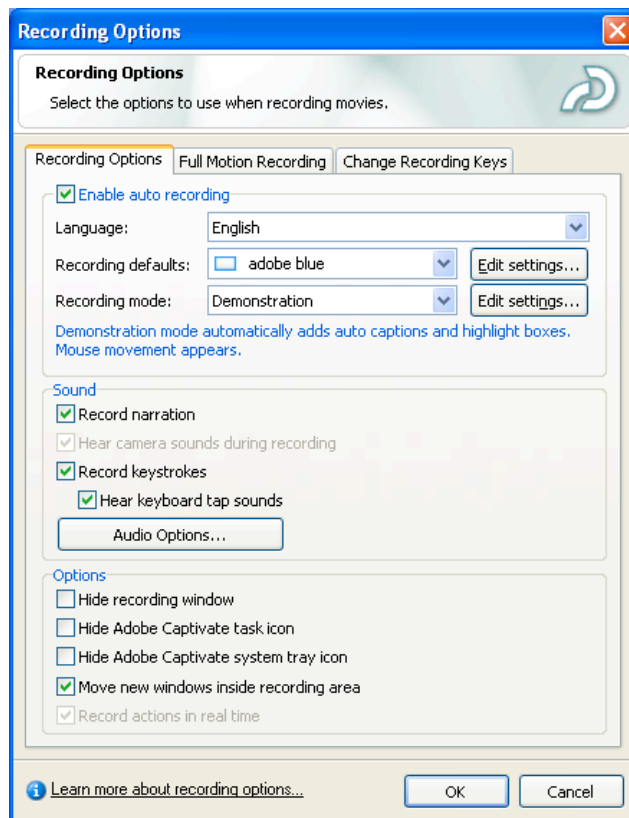
A dialog box and a red rectangle show up on your screen.  
The red rectangle is the screen recording area



In the dialog box:

- 1) Specify the recording size you want to capture during your narration. Choose from the drop down menu or type in the height and width. Best Practices suggest 800x600 or smaller.
- 2) Choose the correct software in the drop down list. Because the software has already been opened, it will show as a selection.
- 3) Click on the Snap window to fit the software inside the red recording area.
- 4) Check the Record Narration box – **Very Important for recording audio!**
- 5) Choose your recording mode (Choose Demonstration if you are showing how to use software)

Now, click on the Options tab in the dialog box to get the Recording Options dialog box.



Under the Recording Options tab choose:

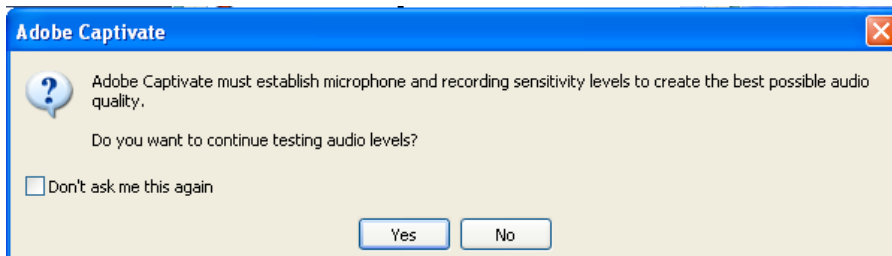
- 1) Check Enable auto recording – **Very Important for automatic capture!**
- 2) Choose your language
- 3) Recording Mode is Demonstration.
- 4) (Optional) Click on the Edit settings button for the Custom Recording Options. Default settings are already chosen for you. In Custom Recording Options check the following:
  - a. Automatically add text captions

- b. Show mouse location and movement
  - c. Automatically add highlight boxes when the mouse is clicked
- 5) Under Sound check Record narration
  - 6) Keep the rest of the defaults
  - 7) Click OK

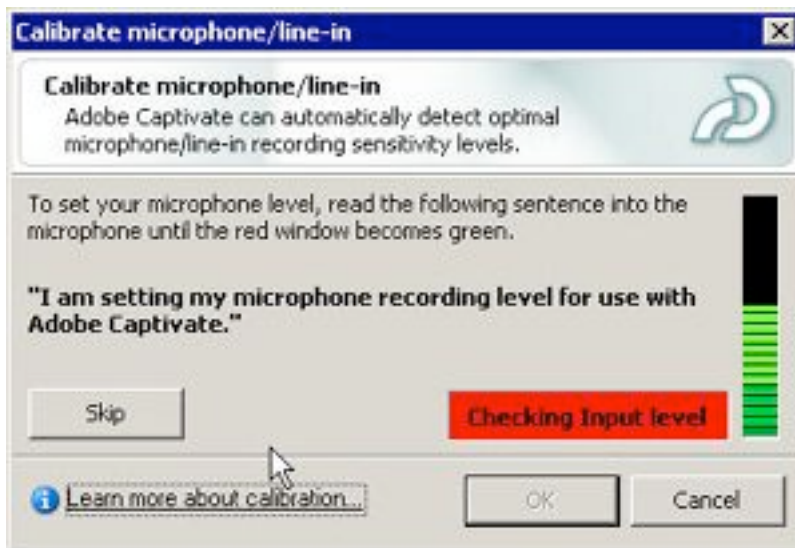
When the Options have been set, click the Record button.

### Calibrating your microphone for recording

Note: If this is the first time you are recording audio, a dialog box appears saying that Captivate must establish microphone and recording sensitive levels.



- Click Yes
- The Calibrate Microphone dialog box appears.



- To set the correct recording device level, read the following sentence into the microphone until the red "Checking input level" becomes green.  
"I am setting my microphone recording level for use with Adobe Captivate"
- When you finish, click OK

**Note:** If a dialog box appears saying that Captivate could not detect a recording device, check to make sure the microphone is connected properly.

## Adjusting the Microphone Connection

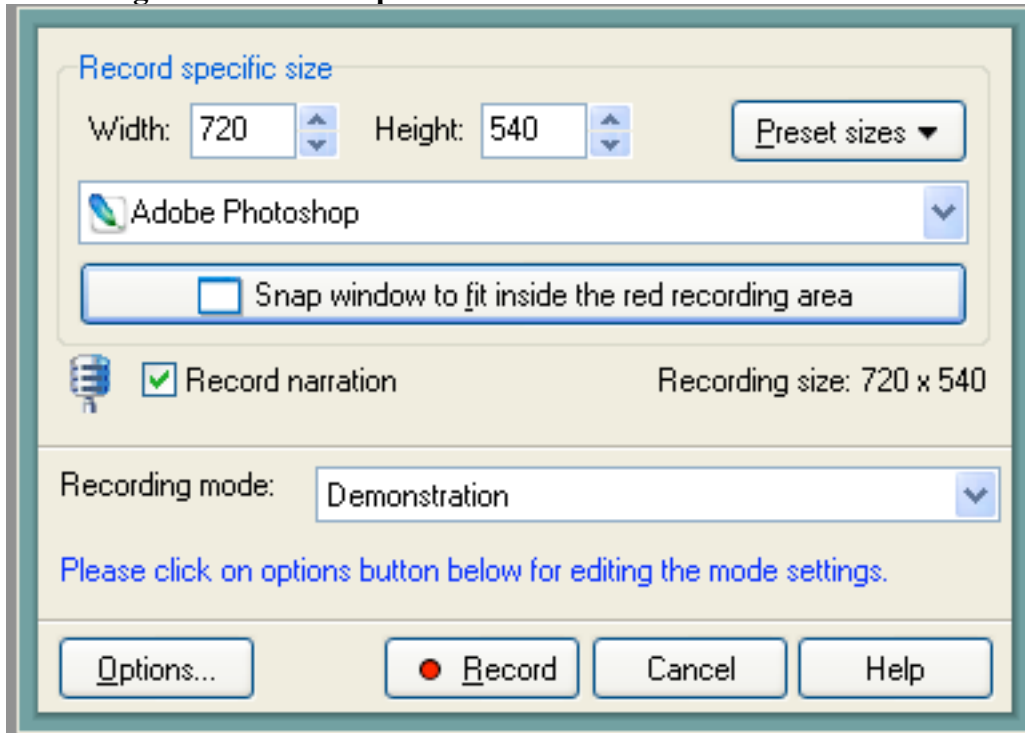
To adjust the microphone, follow these steps:

Select Start > Settings > Control Panel.

Double-click Sounds and Audio Devices (Windows XP).

Make sure Microphone is selected and that the volume slider is not at the bottom.

## Recording Narration at Capture Time



After you have chosen your settings, click the Record button. Adobe Captivate begins recording the onscreen activity and the audio. Remember, a Countdown Box displays that counts down from 5 to 1. After the box disappears, you can start your audio and screen recording.

As you record the project, speak into your microphone to create the audio soundtrack

- If you are automatically recording the project (that is, if you selected the “Enable auto recording option” in the Recording Options Dialog Box), Adobe Captivate automatically captures a screenshot every time you perform an action, such as selecting a menu, clicking a button, or typing text.
- If you are manually recording the project (that is, you did not select the Enable auto recording option in the Recording Options Dialog Box) press the Print Screen key to capture screen shots. The Print Screen key is the default key in Captivate. Note: You can use the Print Screen key to capture a specific screen shot even if you have checked the “auto recording mode”.

Use the application as if you were demonstrating your actions to someone.

To proceed, simply speak into the microphone or recording device. When you have finished recording, click the End key. Adobe Captivate now generates the bitmapped

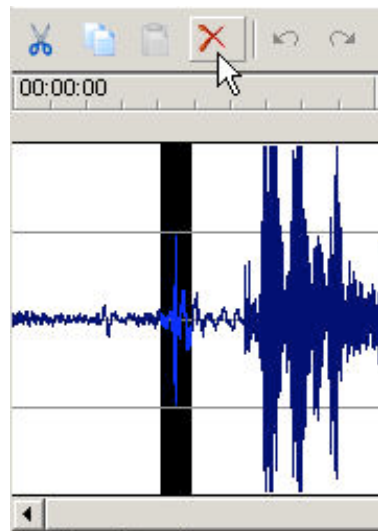
images that will display in the storyboard view. The audio files you recorded are assigned to the correct slide and saved as individual MP3 files. You can view the files in the Library.

### **Edit audio files**

- 1) From the Storyboard view or the Filmstrip in the Edit view, find the slide containing the audio you want to edit.
- 2) Click on the audio icon and choose Edit from the pop up menu (or highlight the slide and choose Audio > Edit)
- 3) The Edit Audio dialog box appears
- 4) Make any necessary edits. You can delete portions of audio, cut and paste sections of the audio file, insert silence, adjust volume, import a different audio file and record over the audio file.

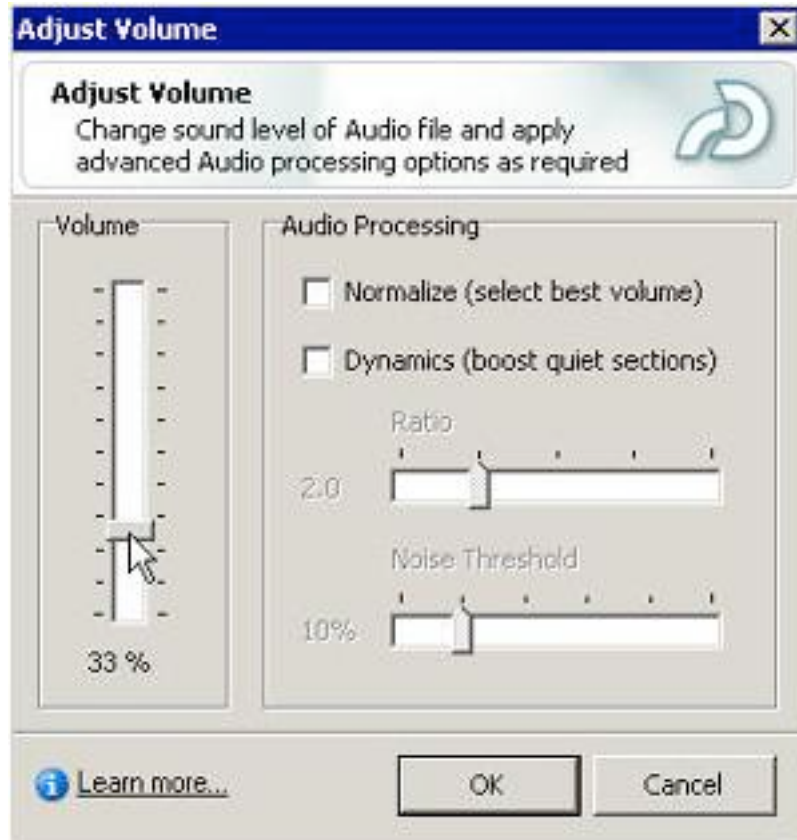
### **Delete Portions of Audio:**

- Open the Edit Audio dialog box.
- With the cursor, highlight the portion of the audio to delete.
- Click the Delete Selection button (the red x) in the Edit Audio dialog box.



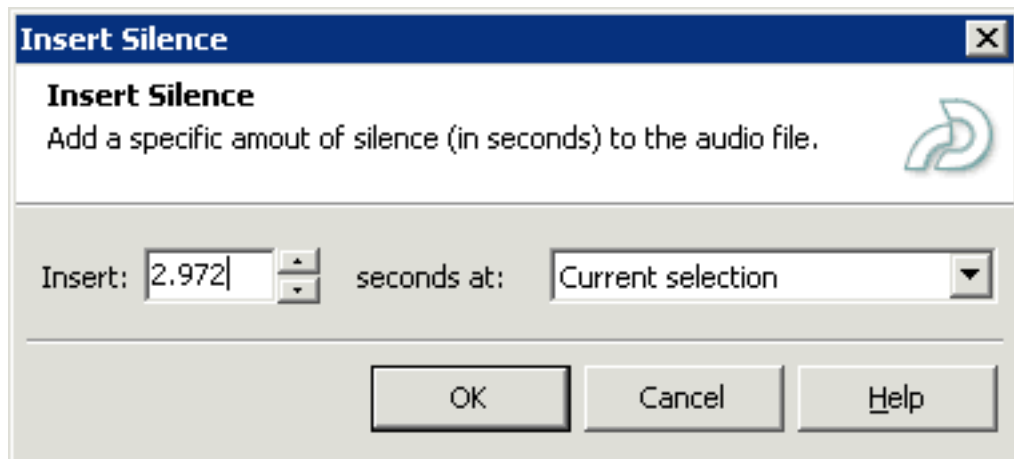
### **Adjust the Volume:**

- Open the Edit Audio dialog box.
- With the cursor, highlight the portion of the audio to adjust.
- Click the Adjust volume button on the Edit Audio toolbar.
- Adjust the slider to a lower level.
- Click OK.



### Insert Silence:

- Open the Edit Audio dialog box.
- With the cursor, highlight the portion of the audio to adjust.
- Click the Insert Silence button and the Insert Silence dialog box appears.
- Choose Current Selection from the drop down menu.
- Because the audio has already been selected, Captivate has calculated the amount of seconds that should be added and placed the number in Insert.
- Click OK.



## **Tips and Tricks for Recording Audio and Screen Demos**

- 1) Test your mic and audio before starting
- 2) Have a bottle of water handy for dry throat
- 3) Have a script – bullet points are fine if you know your material.
- 4) Rehearse what you are going to say.
- 5) Break the recording/audio in short segments
- 6) Smile when narrating – it helps relax your voice
- 7) When recording an onscreen action, it is best to perform the action more slowly than you would normally. For example, if you are recording keyboard action, type text in slowly.

## **Sound file format**

During recording the files are stored in WAV format. After you stop recording, the files are automatically converted to MP3 format. The original WAV files are left intact so that if you need to make further changes, you always get to work with the original, full quality, uncompressed files.

**Note:** The WAV format is the default audio file format for the Windows platform. It is neither a digital nor a compressed file format. By contrast, MP3 or MPEG-3 is a lossy audio file format. This means that during the compression of the audio data, some of the audio information is thrown away to reduce the compressed file size. The quality of the audio is not affected, however, because the discarded audio data is outside the range of human hearing.

## **Publishing and Viewing a Captivate2 Project**

1. File > Save
2. Select Publish at the top of the screen – in the Publish dialog box, make sure the Flash(.swf) is highlighted in the left column. Browse and select the correct project folder.
3. Check the zip files box if you want to publish one zipped file to upload to VISTA. The file should be unzipped after uploading. When unzipped, the two .swf files, the .html file and the standard js file will show. Create a content file and link to the .html file.
4. NOTE: Steve Howard of ITS has developed step by step directions on how to upload your project to Vista. Click on the link called “Uploading and Using Your Project in Blackboard Vista”.
5. Check the Export HTML box to generate the five files listed below. Your .cp files is resaved and the additional four files are published.
6. Click the Publish button
7. The “Generating Slides” dialog box appears.
8. When complete, the dialog box will show two buttons – View and Close
9. Select View

Note:

The five files generated when you publish a Captivate2 project and have checked the Export HTML box are:

- 1) The original uncompressed Captivate2 project - .cp is the file extension - is resaved
- 2) The .html file – this file can be opened by a web browser and instructs the swf file to play
- 3) The swf file (with no navigation bar)
- 4) The swf file with skin (the skin is the navigation bar)
- 5) The standard js file (a JavaScript file that will ensure your movie will play correctly in Internet Explorer)

Because you have already browsed and chosen the correct folder, your files will publish to your folder.

Best Practices suggests that you keep all of the files together in one folder. When uploading your files, keep the html, the two swf files and the standard js file together in one folder, The Captivate2 project file (.cp) does not have to be uploaded. Create a content file in VISTA and link to the .html file.

Note:

To view the project before publishing, click on the Preview button at the top and select Project.