



PowerPoint and Captivate2

Importing PowerPoint Slides

1. Create a Project Folder
2. Open Captivate2
3. Select "Record or Create a New Project"
4. Select "Other" - (Third choice on left)
5. Select the radio button "Import from Microsoft PowerPoint"
6. Select OK
7. Browse to your PowerPoint file

Note: PowerPoint animations will **not** export into Captivate 2.

8. The "Convert PowerPoint Presentations" dialog box will appear
The name of your project will appear in the name text box. The height and width of the Captivate2 project will convert to the height and width of the PowerPoint project.

NOTE: Most PowerPoint projects are created at a default size of **720 x 540**.
Ensure the "Include" box is checked for each of the slides to be included in the presentation.

9. Select OK
Captivate2 will convert and import the selected PowerPoint slides. Upon completion the bitmapped thumbnails will appear in the "Storyboard" view.
10. Select File > Save As to name your project and save it to the Project Folder.

NOTE: Captivate2 defaults to save in Documents > My Captivate Projects so be sure to save to the Project Folder you have already created.

Setting Some Specific Project Options

1. File > Properties – enter the appropriate information.
2. Setting the Slide Duration – go to Project > Project Preferences – click on the default tab and enter a time in Slide Duration. Best Practices suggest a minimum of 8.0 seconds.
3. Setting the Navigation Bar (called a skin) – go to Project > Skin – Best Practices suggest using the default settings. The drop down menu next to Skin should be set on

Default. Check “Show playback control” and set the playbar for “cp playbar”. The layout should be stretched.

4. Setting the Transitions – go to Slide > Properties – choose a transition from the dropdown menu. Click on the Settings button and Apply to All. Best Practices suggest using the “Fade Between” for best results.
5. Select OK

Viewing a Captivate2 Project

6. File > Save
7. 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.
8. Click the Publish button
9. The “Generating Slides” dialog box appears.
10. When complete, the dialog box will show two buttons – View and Close
11. Select View

Note:

The five files generated when you publish a Captivate2 project are:

- 1) The original uncompressed Captivate2 project - .cp is the file extension
- 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)

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.