



Publishing for use in Blackboard Vista

(Note: Steve Howard of ITS created this step by step guide to Publishing and Uploading your Captivate file)

The easiest method of uploading your project to a Vista course section is to upload it into your file manager as a compressed, or zipped file. There are usually four files published when you publish a project, you want all four of the files in a folder and the whole folder compressed to one file, a zip file.

If you have already published your project and you have a project folder with the four files in it, you can compress the folder by right-clicking on the folder and then clicking on “Send to” >> “Compressed (zipped) Folder”. The result will leave you with the original folder and a zip file.

If you have not published your project yet, you can publish your project directly to a zipped file.

To publish your project directly to a zip file:

1. From the “Edit” tab, click on the “Publish” button on the main toolbar.
2. On the left side of the “Publish” window, select the “Flash (SWF)” option.
3. Click on the “Browse” button to point to the folder to which you wish to publish.
4. Check the “Output option” zip files.
5. Click the “Publish” button.

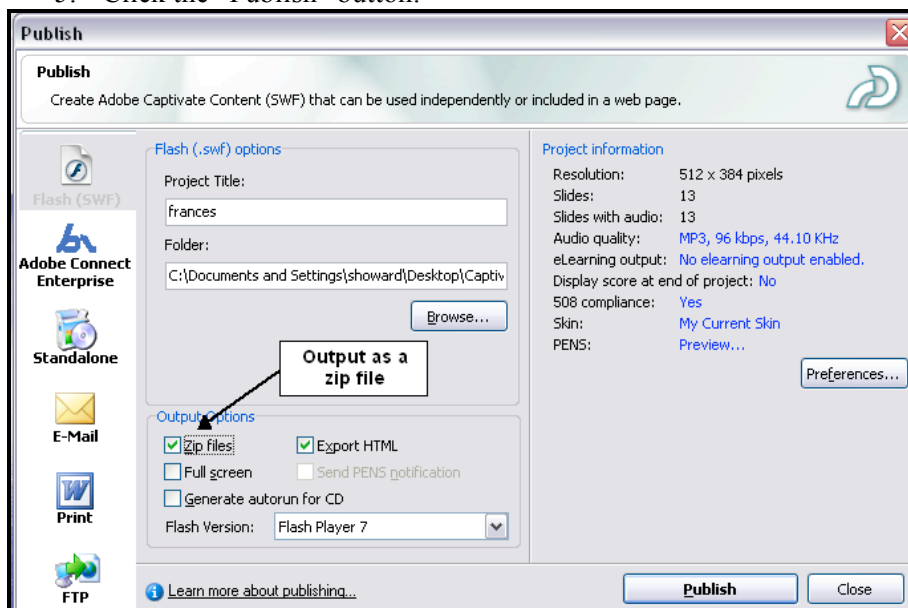


Figure 1 - Publishing a Project as a Zip File

Uploading and Using your Project in Blackboard Vista

You can use your Captivate project in a Vista course section.

To upload and use your project in Vista:

1. Login to your course section and go to the “File Manager”.
2. Click on the “Upload File” button.
3. Click on the “Browse” button.
4. Navigate to and select the zip file that includes your project.
5. Check the box to “Automatically expand uploaded zip files”.
6. Click “Save”.

In your file manager you should now see the zip file that was uploaded, and the folder that was expanded from the zip file.

To create a content file link to your project:

1. Go to the “Basic View” tab on the “Build” tab.
2. Click on Content File in the “Add to” section.
3. Click on the “Select File” button.
4. In the “File Browser”, go into the project folder and select the .htm file.

You can add a Captivate project to a learning module in the same manner.