ADOBE CAPTIVATE 9

Content Planning Guide

Summer 2015

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Using Captivate 9 on Your OnPoint Learning Platform

This job aid provides instructions for using *Captivate* version 9 from Adobe Systems Inc., a provider of world-class publishing technologies and services for multimedia eLearning, to create content for online and mobile delivery to OnPoint Digital's OPLS and CellCast Solution platforms. *Captivate* is an authoring software tool to design responsive HTML5 content that can be exported and deployed into OnPoint's OPLS and CellCast Solution platforms quickly and easily.

What are the Advantages and Disadvantages of Captivate 9?

The biggest standout for Captivate 9 is its feature to integrate screen-specific design choices for content. Authoring adaptive, responsive eLearning content without any programming knowledge is possible with Captivate 9. Another standout feature is that Captivate 9 includes Storyboard that allows you and your team to collaborate on the go. As a disadvantage, if your workflow uses PowerPoint imports, there may be better approaches than Captivate for mobile usage because you cannot edit the PowerPoint content you imported.

New highlights to version 9 are:

1. Interface improvements
2. Inclusion of Captivate Storyboard
3. Multi states for objects
4. Enhancements to effects and responsive design
5. Capture content from iOS devices
6. SVG graphic support

Use Cases for Captivate 9 – Where does it fit?

Adobe Captivate 9 software rapidly authors a wide range of interactive and responsive HTML5-based eLearning content without programming. Easily create application simulations, product demos, drag-and-drop modules, and soft skills and compliance training materials. Import Microsoft *PowerPoint* presentations into an array of features that Instructional Designers can leverage to create rapid eLearning digital courseware, performance support tools and interactive marketing materials for their online and mobile audiences. The following table summarizes the common use cases, supported communications methods and target devices OnPoint believes are best suited for *Captivate*-created materials.

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Where Does Captivate Fit/Work?

Supports			
Common Use Cases			
Learning Features	☑		
Interaction and Engagement	☑		
Gaming Elements	☑		
Reference Materials/EPSS	☑		
Social Features	☒		
Communication Methods With LMS/TM Platforms			
Non-SCORM	☑		
SCORM v1.2	☑		
SCORM v2004	☑		
xAPI / Tin Can/	☑		
Supported Devices			
Desktop	Mac/Windows/Linux: Microsoft Internet Explorer, Google Chrome, Mozilla Firefox, Apple Safari		
Apple iPad Tablets	iOS5 iOS6 iOS7 iOS8	Apple iPhones & iPod touch	iOS5 iOS6 iOS7 iOS8
Android Tablets	V3.x – v5.x	Android Handsets	v2.3.7- v5.x

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Getting Started

To get started, you should have either purchased or signed up for a free 30-day trial account for Adobe *Captivate* authoring platform. *Captivate* is now available on the creative cloud subscription base, as well. If you need to sign up for a new account:

1. Visit http://www.adobe.com/products/captivate/buying-guide-subscriptions.html
2. Confirm your system requirements.

We also recommend that you watch Adobe's video, Introduction to Captivate before beginning your project.

So, What is HTML5?

HTML5 is a markup language used for structuring and presenting content for the World Wide Web. HTML5 improves the language with support for the latest multimedia while keeping it easily readable by humans and consistently understood by computers and mobile devices. It includes detailed processing models to encourage more interoperable implementations. It introduces markup and application programming interfaces (APIs) for complex web applications. For the same reasons, HTML5 supports cross-platform mobile applications. Many features of HTML5 have been built with the consideration of being able to run on low-powered devices such as smartphones and tablets.

And, Responsive Content?

Responsive content enables you to design, build and publish content once then publish it for delivery to desktop, tablets and smartphones. Responsive content automatically repositions itself based on the screen's space available and adapts to show using available screen size. Screens are optimized for the size of the screen, with the most appropriate alternative being selected to ensure content remains user-friendly and high quality. As you develop your content, think about how the content responds across the multiple delivery methods common among your target audience. Adobe made enhancements in version 9 for responsive layouts and breakpoints. You can now center horizontally and vertically.

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You can design each devices content, specific and uniquely to that device's experience. This ensures the content is easily consumed by each device in its unique way.

Note: Selecting relative for grouped objects is useful for responding between multiple screen sizes.

Note: **If you do not want to design varying layouts to support the best experience per device size, you can use a non-responsive layout and export project to scale. When you do this, make sure your design is readable in the smallest screen sizes, however.**

Working from a Template

When you want to create similar projects or similar modules in a project, use project templates to ensure consistency, efficiency, and company brand. Project templates are especially useful when multiple authors are working on different projects. Project templates help achieve the following:

- Consistency across Adobe *Captivate* projects.
- Reduced development time for multiple projects due to reuse of design.
- Reuse of project preferences across multiple projects.

In a collaborative environment where the designers work separately from the people creating the content, designers use templates to ensure consistency across projects. Content developers do not have to worry about the workflow of the project, the various standards involved, or the creation of the layout. All they have to do is follow the instructions in the template and provide the required content in the relevant placeholders. Creating a repository of templates requires a disciplined effort involving all stakeholders. However, the effort pays for itself over time in terms of reduced development time for projects. Use object styles along with the project templates to ensure a uniform appearance for your projects. To make a project template more effective, add slide notes providing information or instructions.

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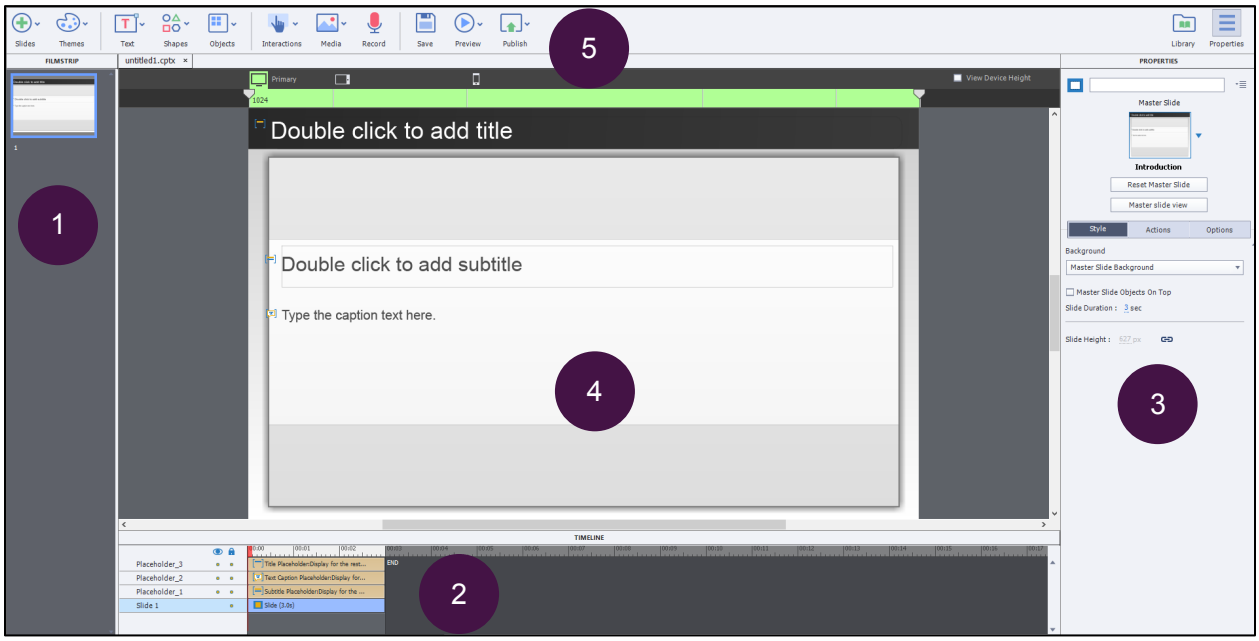
Authoring Interface



Captivate's interface consists of:

- **Film Strip**: This area allows you to see all your pages within your project.
- **Timeline**: This allows you to apply transitions to objects and audio.
- **Properties**: This panel has the available property options to assign the objects you have on your work area.
- **Work Area**: This area allows you to drag and drop, resize and move objects.
- **Toolbar**: All objects and media types you can drop in your work area are located in this area.

Converting from Existing Content Documents

If you have existing Microsoft *PowerPoints*, Adobe *Captivate* allows you to import the slides into your project. However, the information is not imported as individual editable objects, rather a flattened image per slide. You can add additional objects over the PowerPoint imported content to add interaction. If you have older *Captivate* projects you want to convert for mobile, you may have to update some behaviors for mobile consumption. The desktop experience may not always translate to mobile devices. Objects in the project that are not supported in the HTML5 output get dynamically listed in the HTML5 Tracker. The primary behavior that is used a lot and does not transfer to the mobile experience is hover. You must add a fallback behavior of tap (click) for mobile.

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Note: Imported Flash content will need to be re-engineered to work on mobile devices. Consider using Adobe *Edge Animate* to create mobile-friendly animations and exercises that are supported in a multi-screen delivery environment.

Navigation

Captivate offers two ways to navigate through your course. You can use their existing skin editor options that will provide a bottom bar with the options you select or create your own navigation. In order to create your own navigation, you must create a back and next link on every page and any supporting branching navigation. OnPoint's interface has a course exit button, but you can create your own and turn it off.

Note: When creating custom navigations, make sure the objects and links are visible for the entire timeline span.

iOS Device Capture

New to version 9, record your device's screen. Once you have recorded, add interactivity through gestures, audio or instructional tool-tips.

Asset Store

New to version 9 is its asset store that has a library of over 25,000 assets you can use in your courses. The assets include games, interactions, layouts, scenarios, people cutouts, and more, to add engagement easily and efficiently to your courses.

Responsive Motion Effects

New to version 9, you can now create fluid object transitions, without programming, that include motion paths and rotations, even for responsive projects. Define Linear, Custom or Scribble motion paths to completely control the way objects move. Preview animations on hover, and see how effects play out relative to other objects on the integrated Effects and Project timeline. Create a custom effect for each device to ensure the best mobile expereince.

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Multistate Objects

One of the best new features to version 9 is the ability add multistates to object. Before, you would create several slides to account for the various states. With 9, assign states to the object within a single slide. Create an unlimited number of states to virtually any object. Each state can contain images, text, videos, animations or any combination of these objects. Add buttons that learners can use to navigate the course. Create engaging mobile experiences by leveraging multistate object support for drag and drop interactions. Simulate real-life scenarios by customizing the states for the drag sources and drop targets, based on learner interaction. Provide feedback and aid retention, by altering the state of the drop target to reflect whether an answer is correct or not.

Scalable Vector Graphics (SVG) Support

Create high-quality projects with vector images that scale across devices and sizes with no loss of quality and minimal file size. Build complex shapes in Adobe Illustrator CC and bring them into Adobe Captivate as SVG graphics. Convert them to auto shapes and use them as buttons or feedback captions. Edit these shapes using Roundtrip. The images are automatically added to the library, and can be re-used across projects.

Knowledge Check Questions

Before version 9, knowledge check opportunities could not be scored with the final testing. Now with version 9, keep learners engaged with informal knowledge checks embedded in your courses. Include knowledge check questions to ensure learners pause, think, and apply the learning before they move on to more content or assessments. Provide feedback to learners for greater understanding and retention as they progress through the course.

SCORM.com Testing

You can now automatically preview courses in Scorm.com, to gauge your LMS compatibility and get error logs to identify those portions of the course that need attention before you publish courses.

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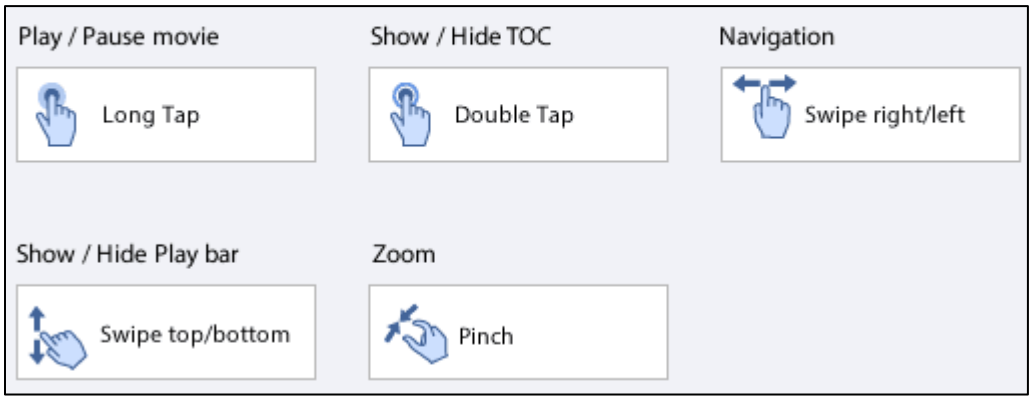
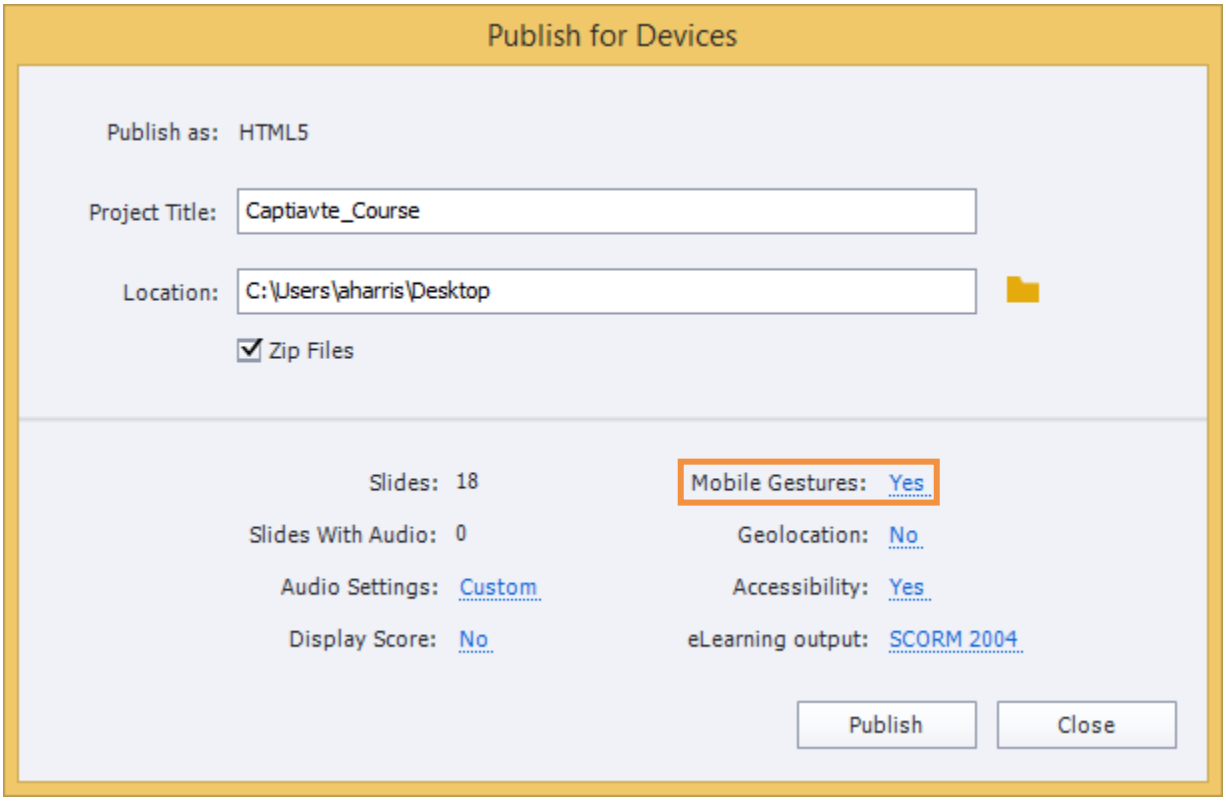
Gestures



Device-centered user behavior and gestures have been added to *Captivate* export packages. Enable gestures when you publish your project.



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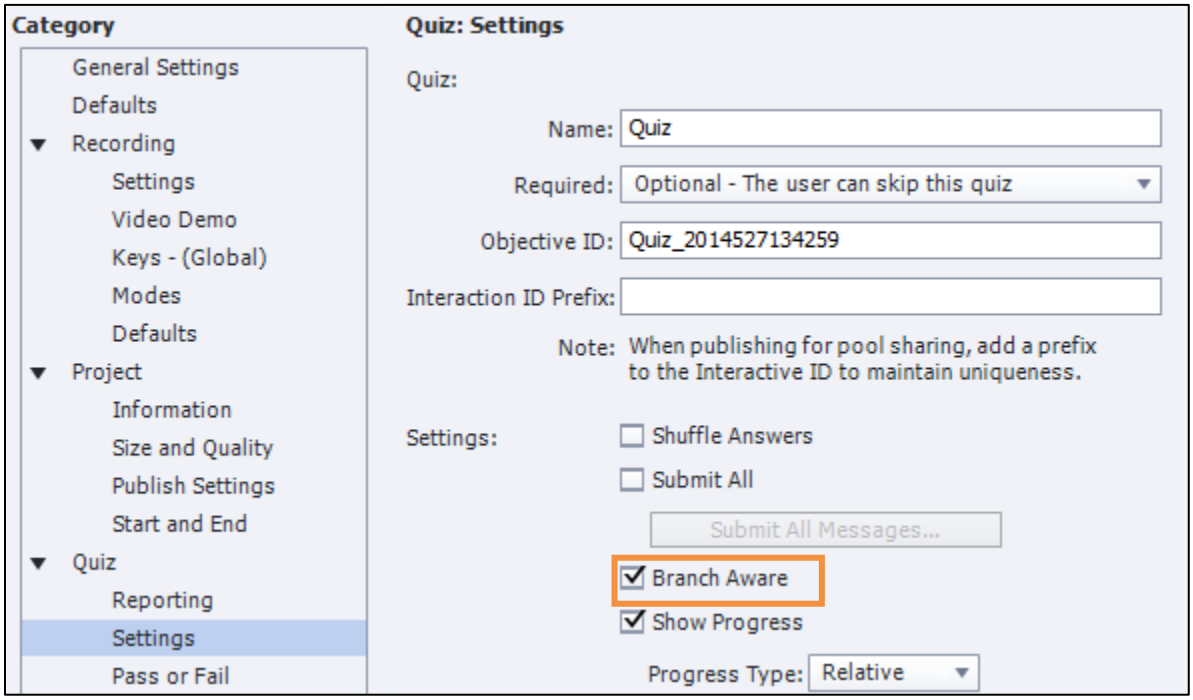
Branching

There are many additional features for creating branching scenarios using *Captivate* as an authoring solution. You can add interactivity and create scoring for your users. Additonally, with *Branching View* you can see all path variations.

To ensure reporting on branching, select ***Branch Aware*** in publish output.



Location-Based Learning

Geolocation provides a solution for location-based learning. This provides a lot of opportunities for training. Get creative! For example, if your company has multiple locations, you can now create location targeted supplemental learning for your users.

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Drag and Drop Interactions

Drag and drop interactions provide an engaging way of assessing your users' knowledge. This interaction lets users answer questions by dragging and dropping objects in the designated areas or objects. Create all your objects before adding the interaction of drag and drop. As you create the drag options, ensure your timing is not conflicting with display time of objects and do not have as appear after setting. Additionally, if you are designing this exercise for a specific device, use absolute sizing instead of scaling.

Gaming and Widgets

Although, widgets offer an easy solution to adding interactive objects, they are not always reliable and it is better to create interactive objects from scratch. If you want to leverage widgets, test before you add all your content to ensure it will work before spending a lot of time on production. With *Captivate 9*, Adobe added widgets for gaming. You may include instructions for viewing in landscape or portrait mode to have better reliability. For example, the *Catch the AlphaNums* game works well in portrait, but not landscape mode.

Note: Test on all devices to ensure layout is supported along with the interactions.

Timelines

With the Timeline, you can organize objects and precisely control the timing of objects. For example, on a slide that contains a caption, an image, and a highlight box, you can display the caption, then the image 4 seconds later, and then the highlight box 2 seconds after that. The Timeline also shows any audio associated with the slide or with objects on the slide. You can easily coordinate the timing of audio with the slide using the Timeline. It is a best practice to get your audio placed first, and then apply timings using your audio file.

Note: While testing, a common issue is objects not showing or going away too fast. This is because your object is not placed on the timeline for the full amount of time or incorrect start/end times.

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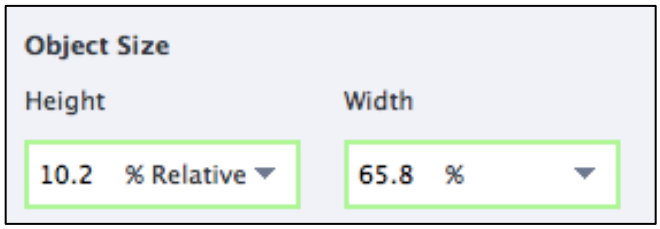
Content

Images

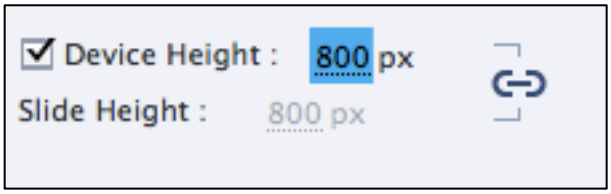
Saving photos at the smallest size possible while still maintaining visual quality is the best way to ensure that images are responsive. Web images are saved as 72 DPI. Images should be in PNG format to ensure proper rendering in a mobile APP's UI Web View Browser.

Text

In order for your text to be responsive as devices change varies in size, you should set objects to scale. Choose % if you want object dimension or position to be a % of stage width and height and %relative if you want overlay position to be maintained.



Set device height to support text moving around when needed. 800 pixels are recommended.



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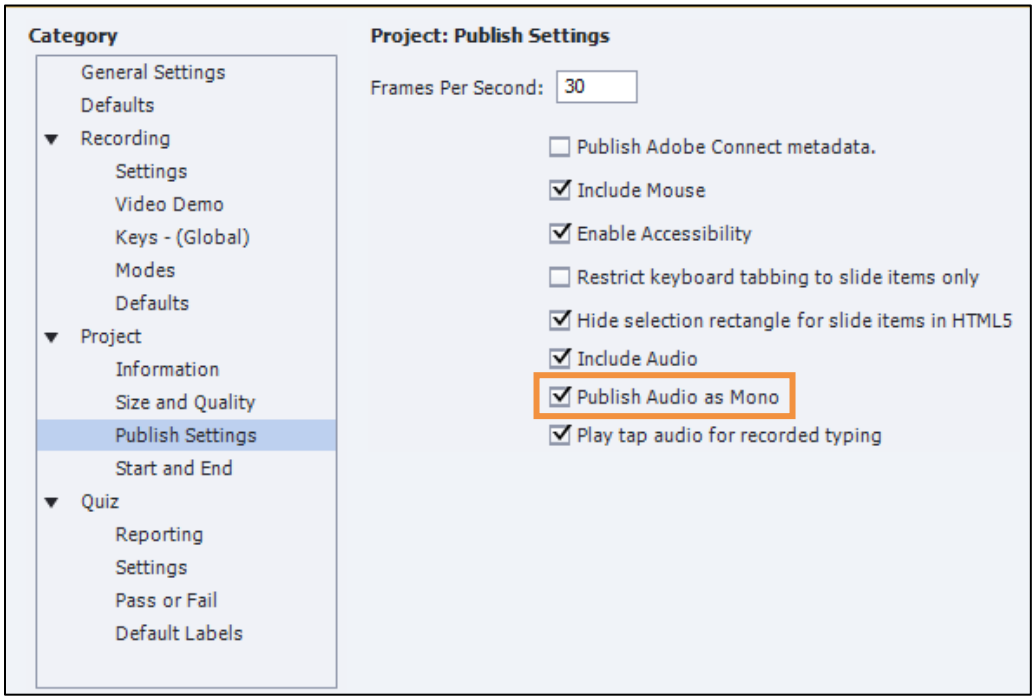
Audio

Any Audio should be in MP3 format and compressed for fast load times. Additionally, when your project has audio, make sure to select ***Publish Audio as Mono*** in your publish output.



Video

Videos are most successful when they are 1-3 minutes in length. If your topic is longer, break into bite-size subtopic videos. This will allow smaller files sizes and ensure efficient load times for downloading the video. In addition to keeping videos short, ensure to compress the video to the smallest size while still maintaining quality to ensure proper load times.

As a recommendation, the video should be sized at 480x320 as it still looks good when scaled up, but keeps the file size down.

NOTE: Video and animations must be MP4 files encoded using an H264 codec for widest device support and we would recommend that no video be more than 1-2 MB per minute running time; this means you may need to use another utility or tool to compress your original videos down to a smaller size. Easy ways to do this besides making the content small on a pixel basis to 480x320 is to drop the frame rate (15 FPS), change the key frames to 100 or 200, and bring down the audio quality to 24 K or 16 K mono because there are no stereo speakers on most mobile devices.

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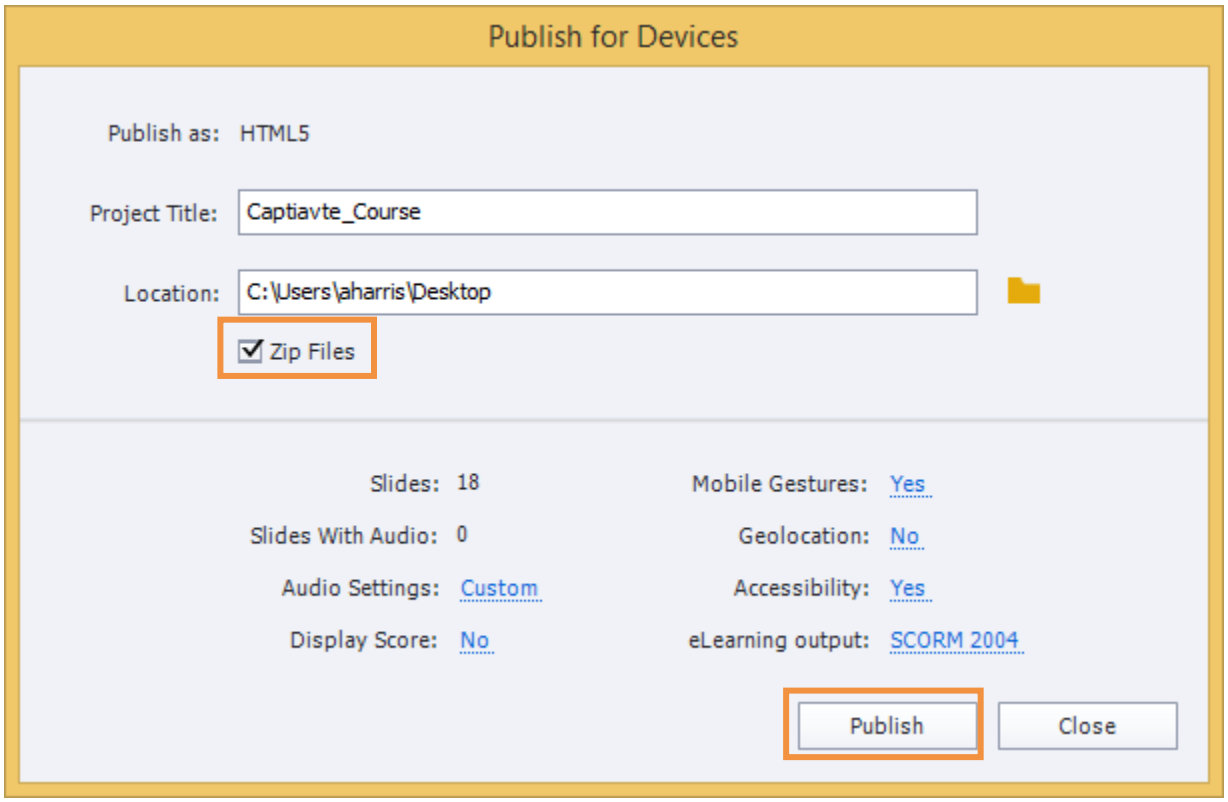
Objects

Create specific, meaningful naming of all objects and make sure no naming is duplicated. Depending on your design, you may need to set % relative and % so that objects can scale with each device's width and height ratio

Publish

From the *Ribbon*, publish your course with ***Publish for Devices*** option.

Select ***Zip Files*** and enter ***Project Title*** information. Name your project a unique, meaningful name with no spaces or characters. You will select your advanced options for LMS output before clicking ***Publish***.



Depending on your communication type—SCORM, xAPI / Tin Can—and interactions being used you will have advanced settings to select from to ensure your project's output is successfully supported.

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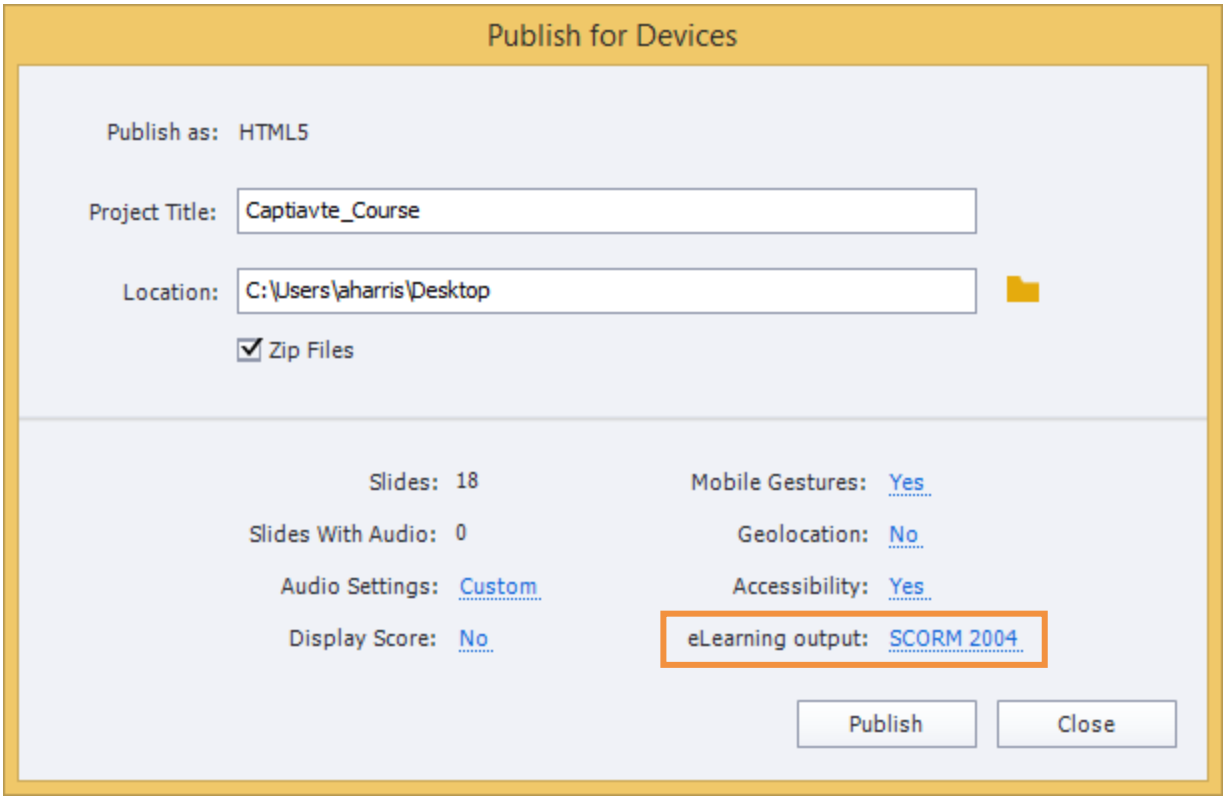
eLearning Compliant

From *eLearning Output*, you can choose your SCORM or xAPI / Tin Can options. Name your project a unique, meaningful name with no spaces or characters.



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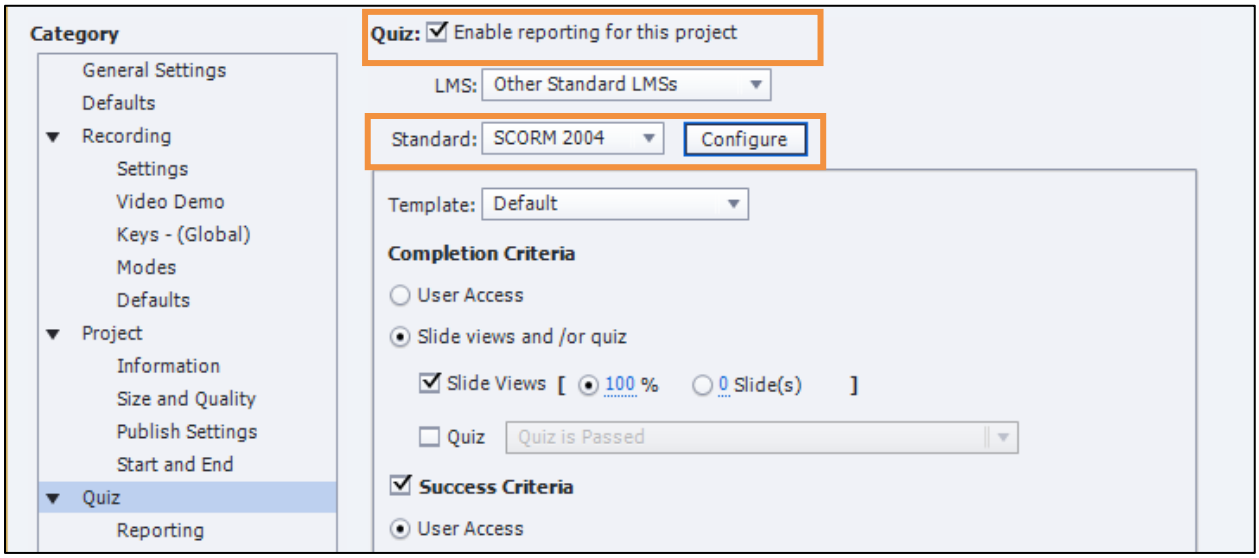
Once you have selected your eLearning output type, from *Quiz tab* you must ***enable*** reporting for this project. You will then be presented with all reporting setting options. Select your ***Standard Communication*** and ***configure*** its settings.



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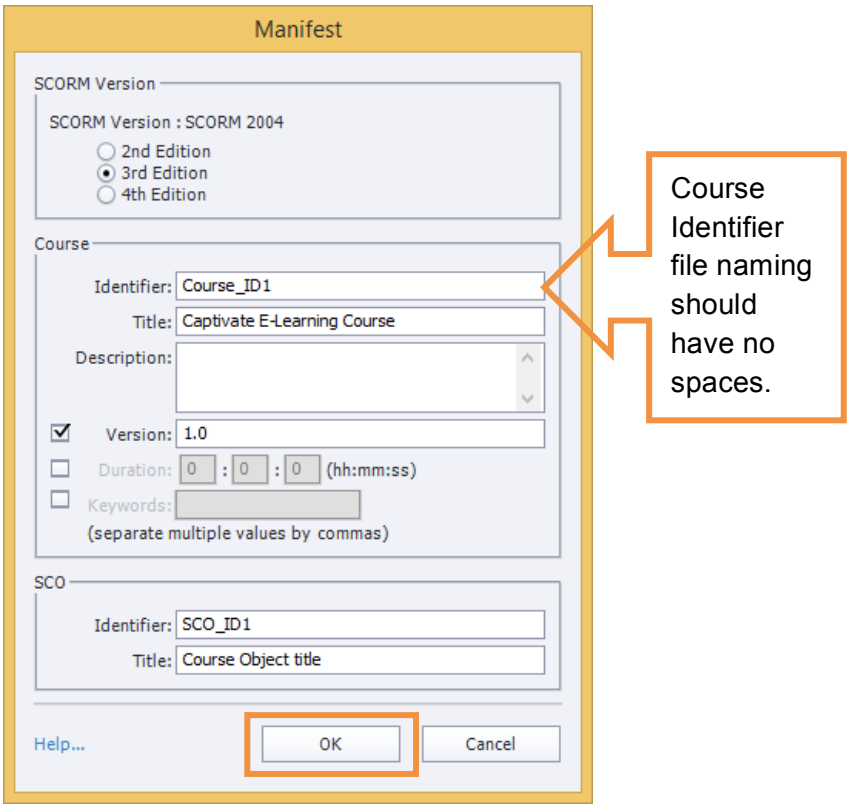
You will be presented with the manifest information. Give your course a unique ***Identification***, enter ***Course Title*** and ***Description***. Click ***OK*** when you have completed manifest information



Captivate has compression options to ensure fast download times. These settings will depend on your original source quality. The higher quality of the source, the more compression can be done without loss of quality showing. This is something you should test to ensure you maintain quality media.

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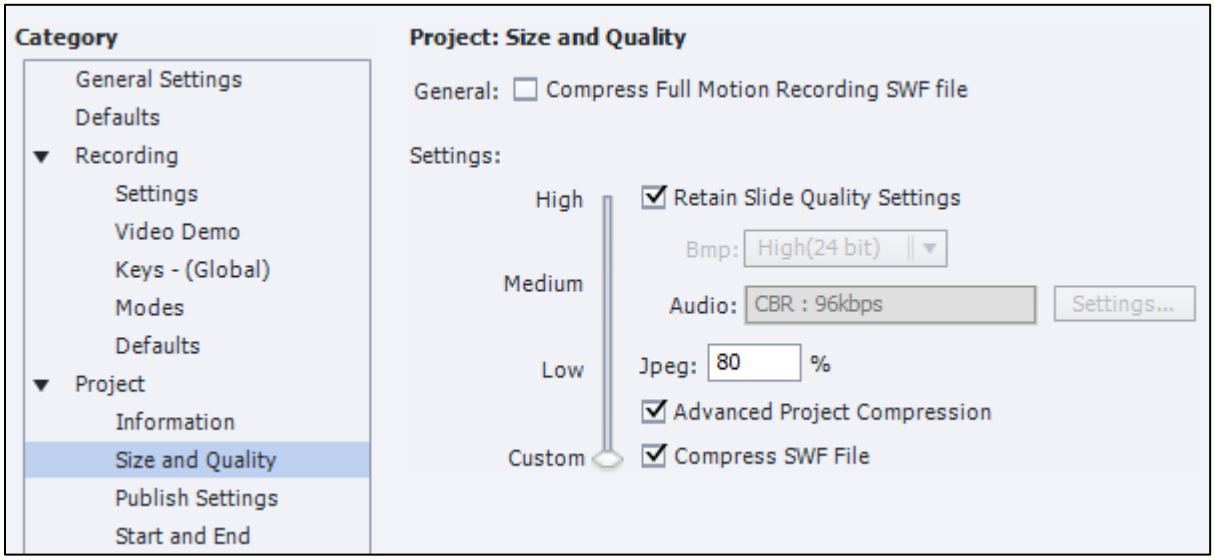
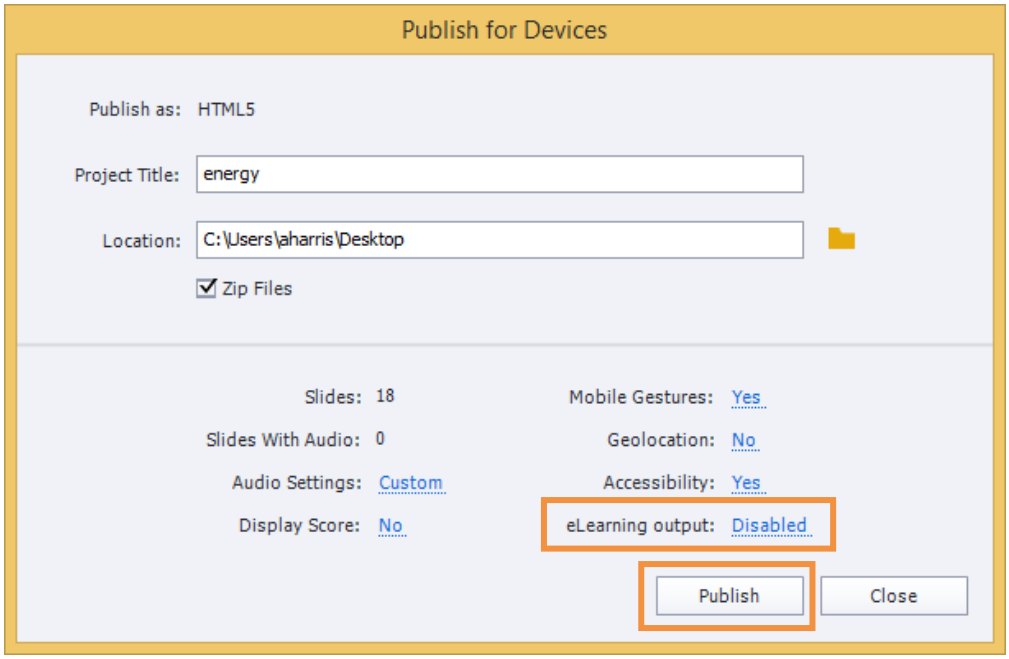
Once you have selected from available options, click ***OK*** to Publish.



HTML Package

To create a HTML package, name your project a unique, meaningful name with no spaces or characters.

Disable eLearning output and click ***Publish***.



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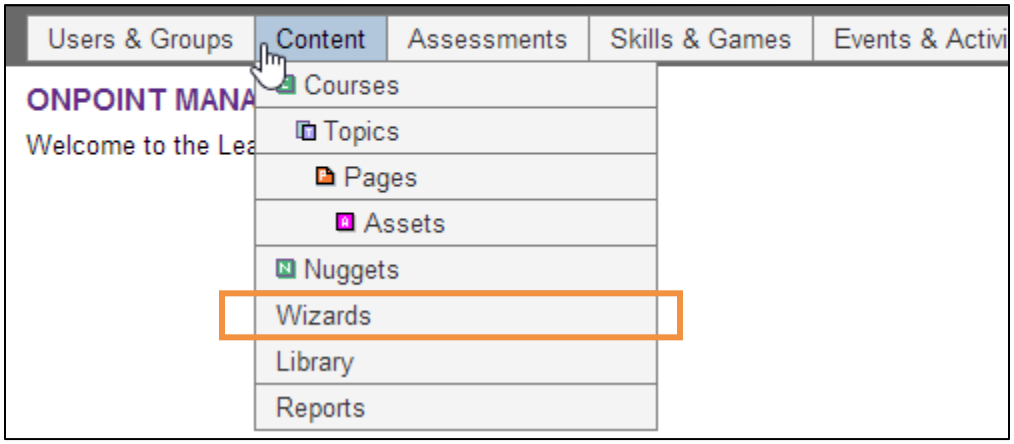
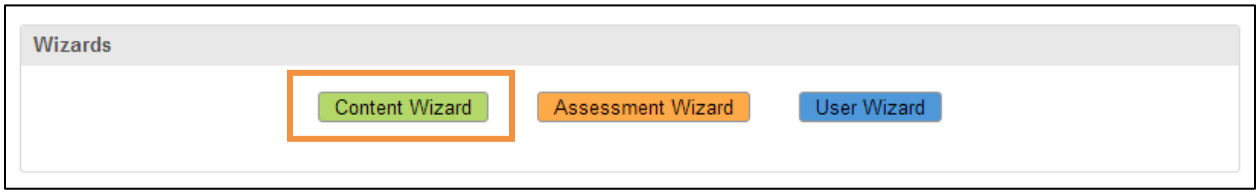
Import into OPLS/CellCast

From *Content Tab*, click ***Wizards***.



The Wizards options screen will appear. Select ***Content Wizard***.



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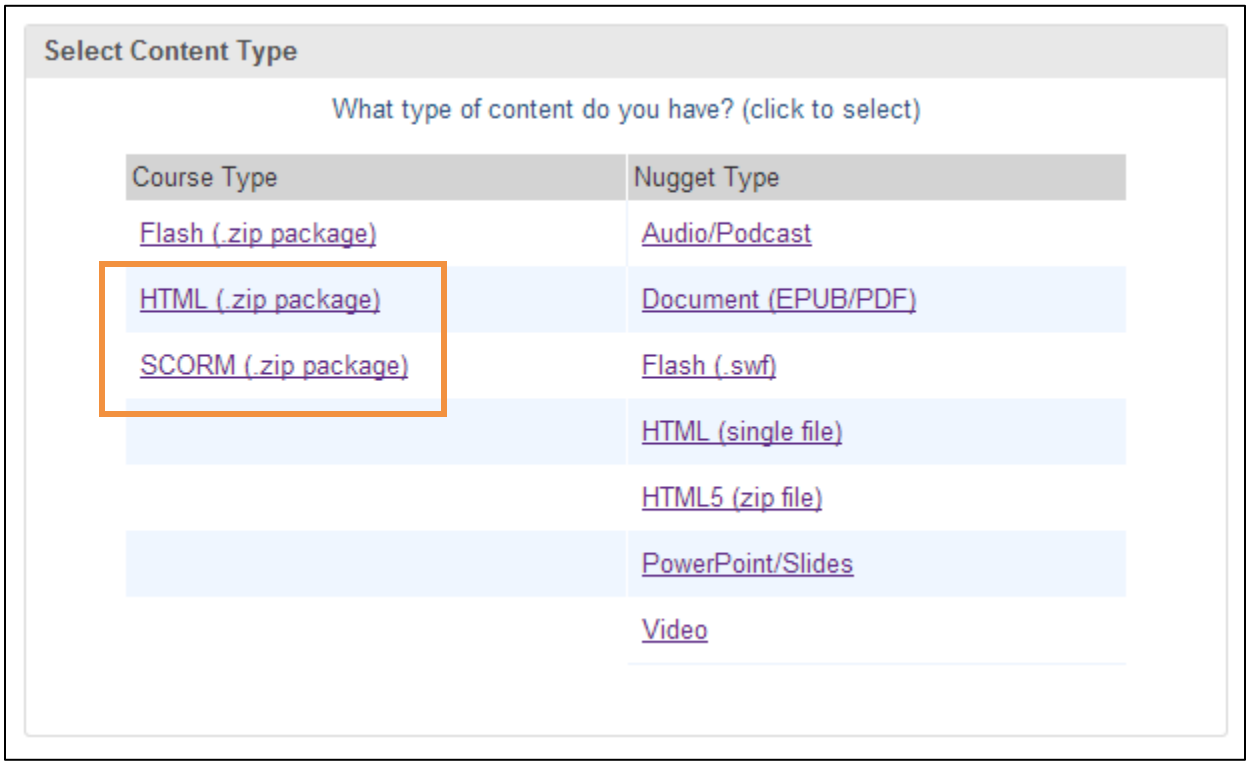
Click ***SCORM, xAPI*** or ***HTML***, depending on file type, to begin upload options.



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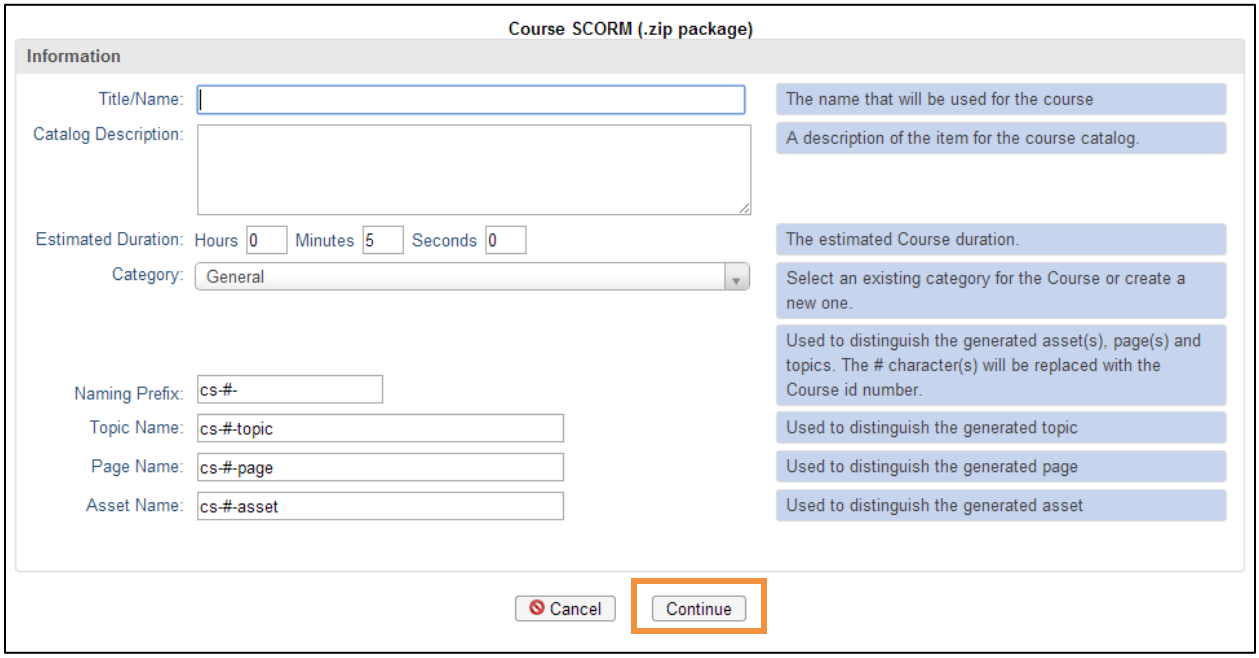
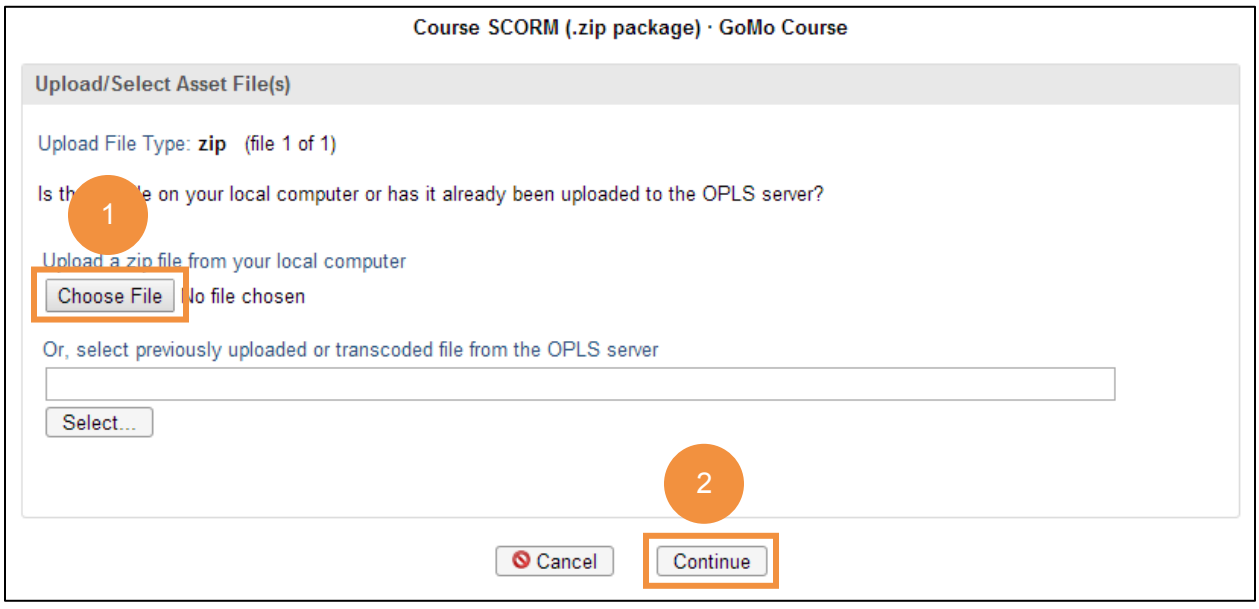
The *Information* screen will appear. Enter all the course information and click ***Continue*** when complete.



Browse for your ZIP package to upload course and click ***Continue***.



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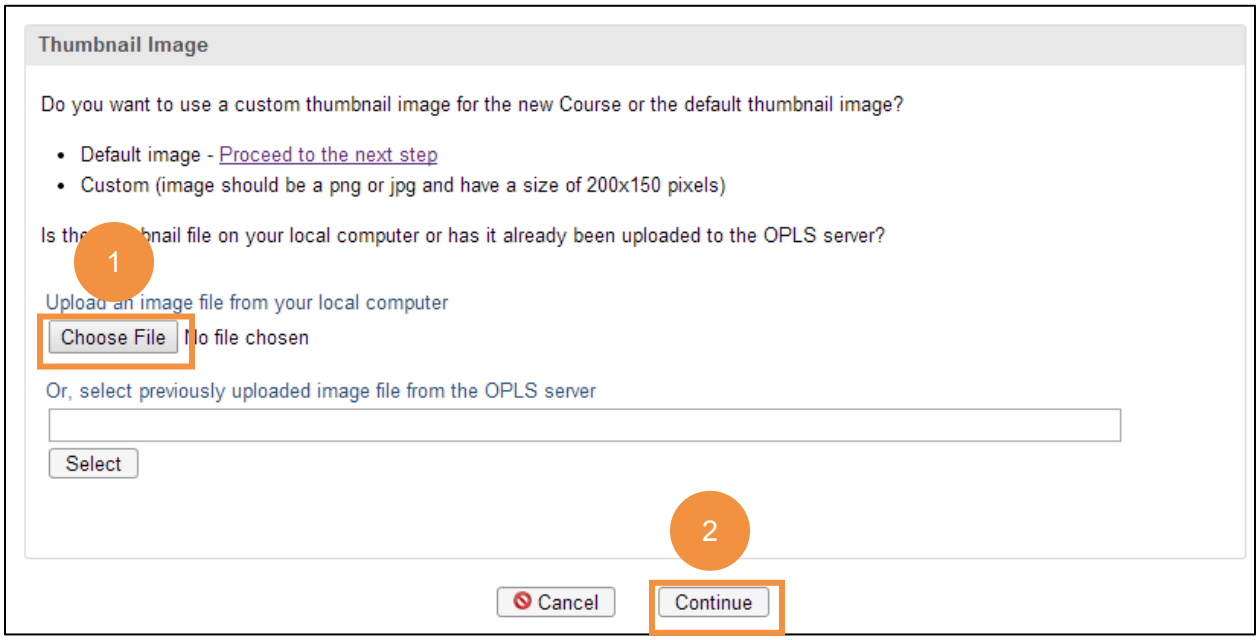
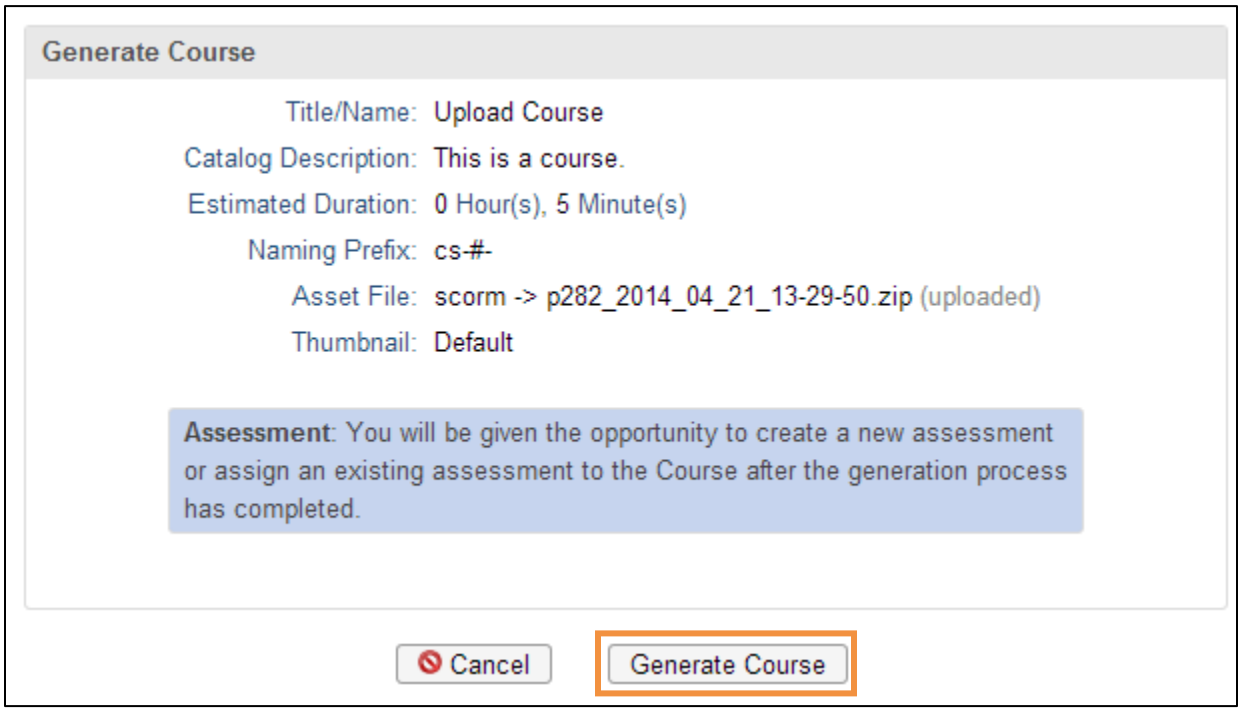
Browse for and upload your course thumbnail image and click ***continue***, or click ***Proceed…*** and use default thumbnail.



Review course information and click ***Generate Course***.



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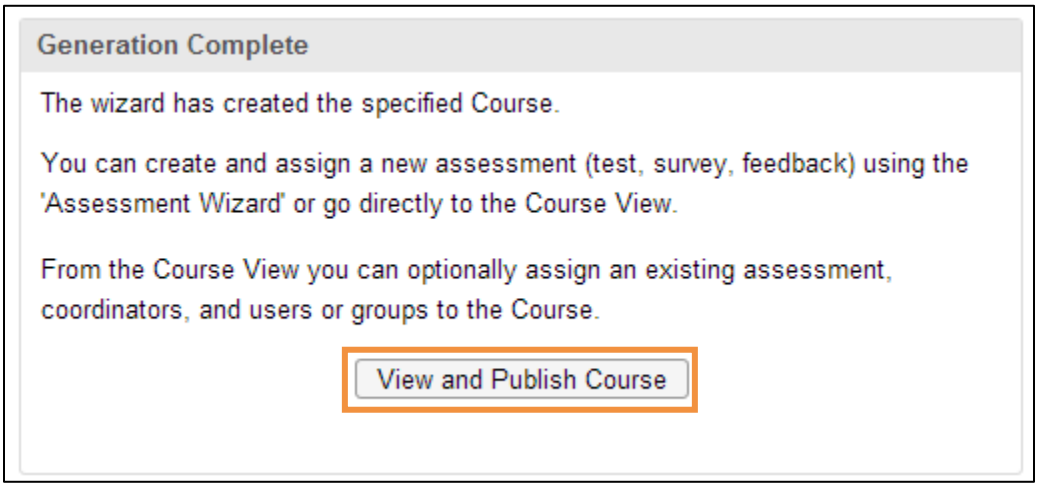
Once the generation is complete, a pop-up will display—click ***View and Publish Course***.



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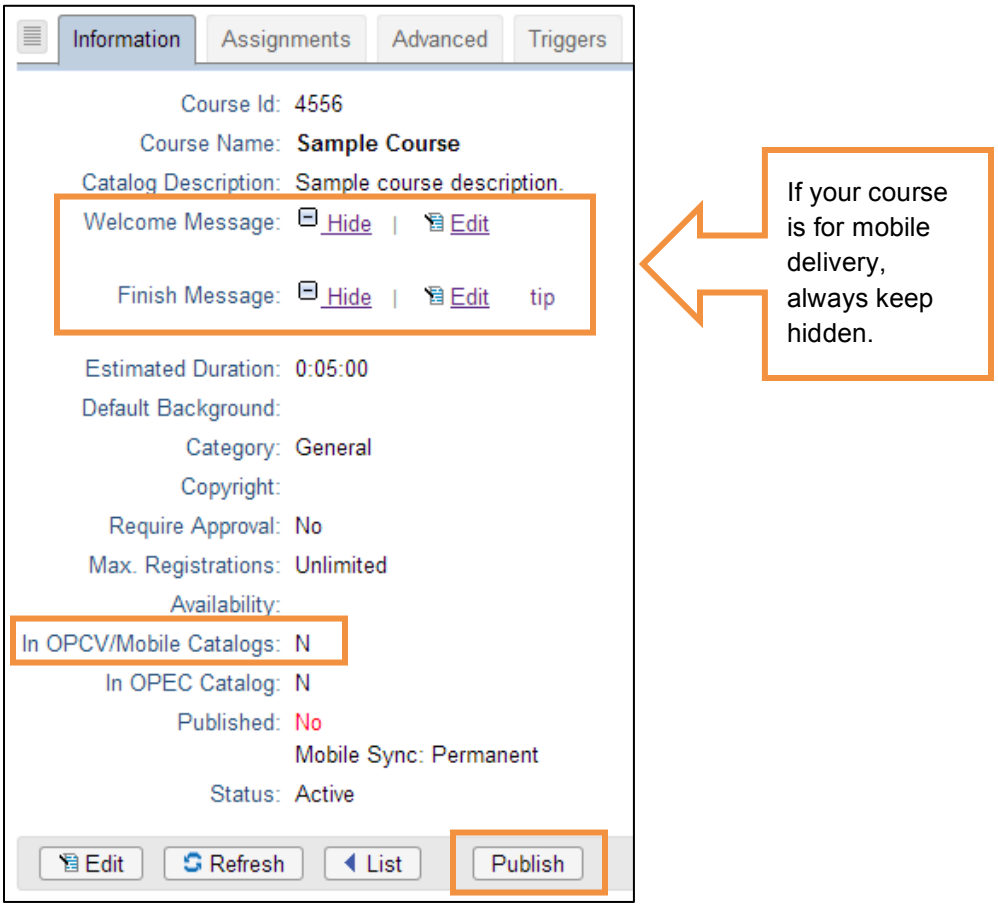
Hide the Welcome message so the user goes straight to your content. Additionally, if you do not want your content to be eligible for self-service enroll you must disable the OnPoint Content Viewer ("OPCV") Catalog option by selecting **No**.



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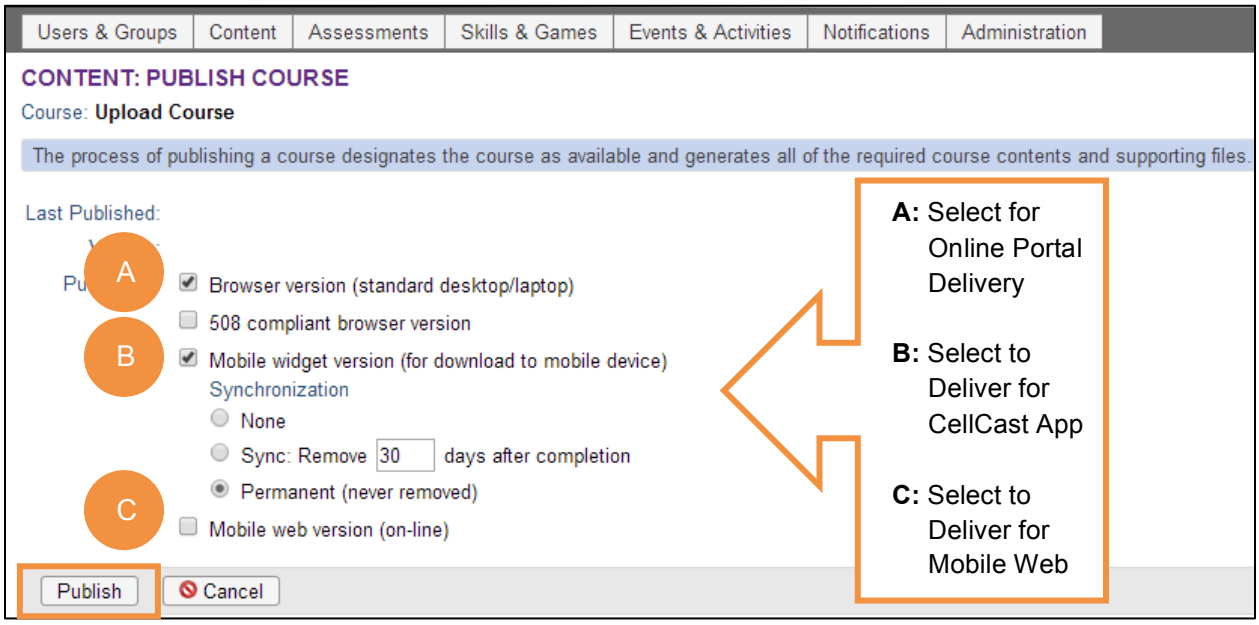
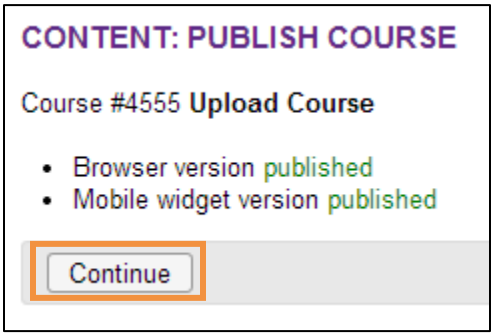
Select your publish options for browser and mobile and click ***Publish***.



Your course is now published, click ***Continue***.



Advanced Optional Features

There are advanced options to choose from to improve the user experience. One thing to think about is screen real estate. To maximize your content's real estate, you can choose settings in the *Advanced Tab*.

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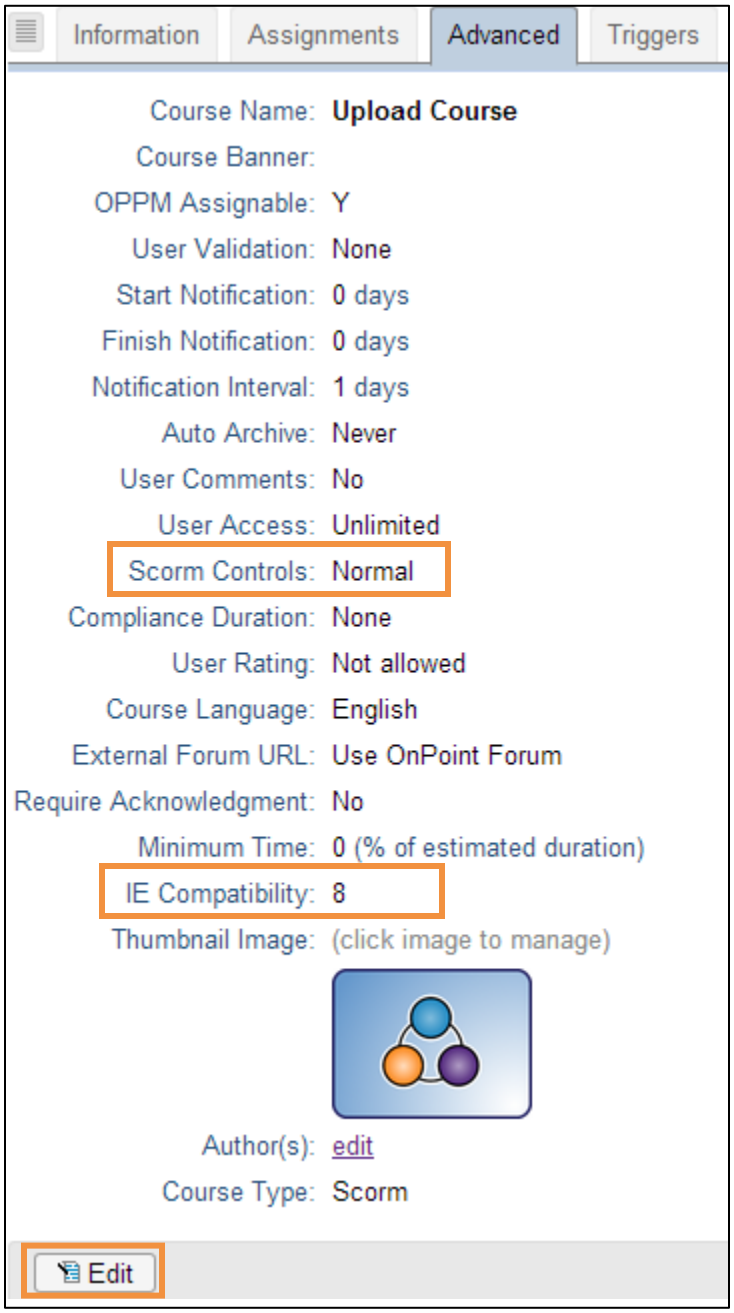
At the bottom of the page, click ***Edit*** to open setting options.



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If you do not have an assessment or welcome page, a good setting to improve experience is set SCORM to ***Minimum***. This will remove the top bar and menu from the viewable screen.

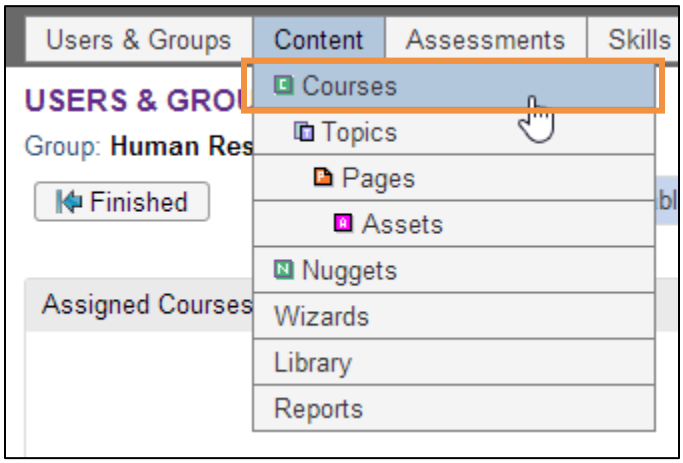
The most important setting to ensure is IE8 compatibility is disabled. This is set to true by default and must be unchecked.

Assigning Users and Groups

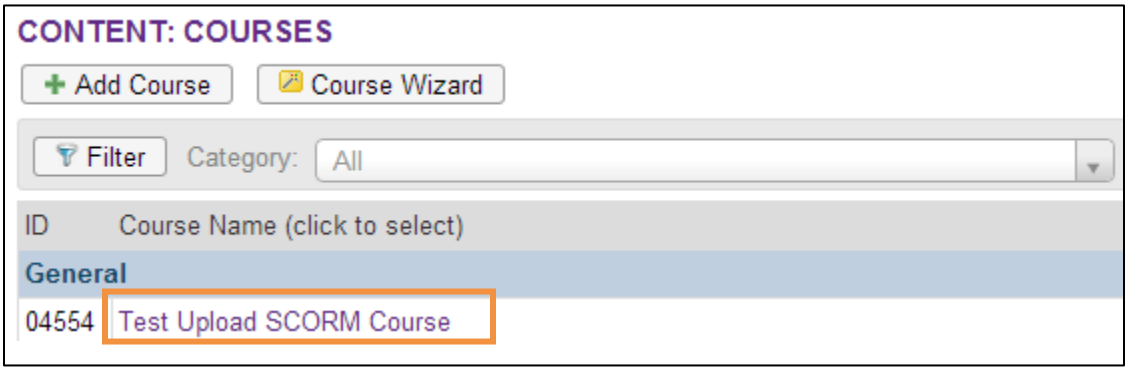
Once you have published your course, you can assign users or groups to be assigned to the course.

Assigning Users

From the *Content Tab*, select **Courses**.



A list of all courses will show. Select your ***Course Name*** from list.



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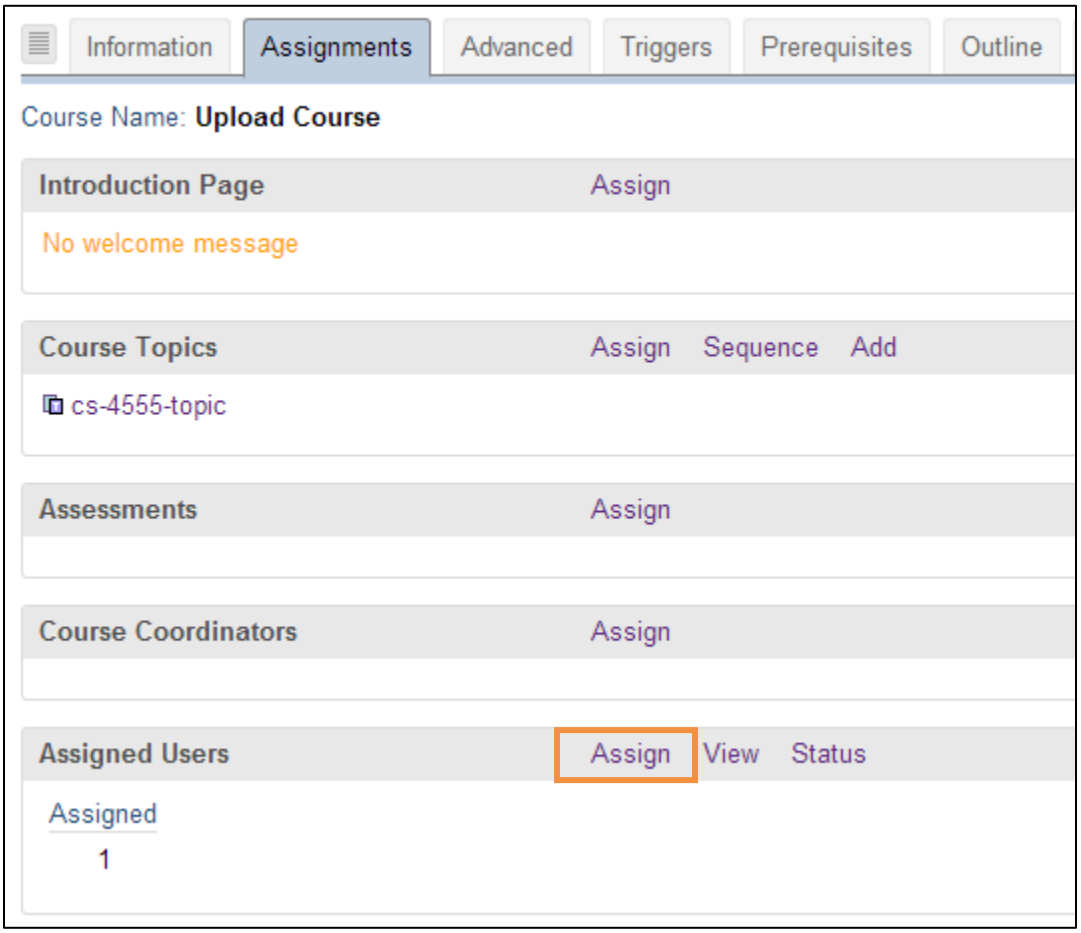
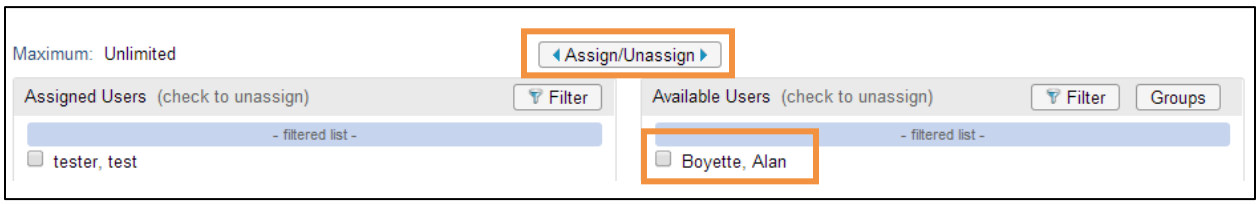
From *Assignments Tab*, click ***Assign*** in the *Assigned Users* section.



Select desired ***User*** from *Available Users* and click ***Assign***.



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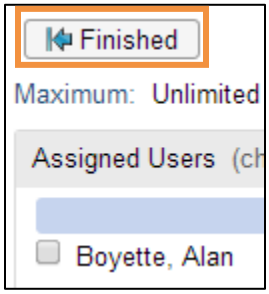
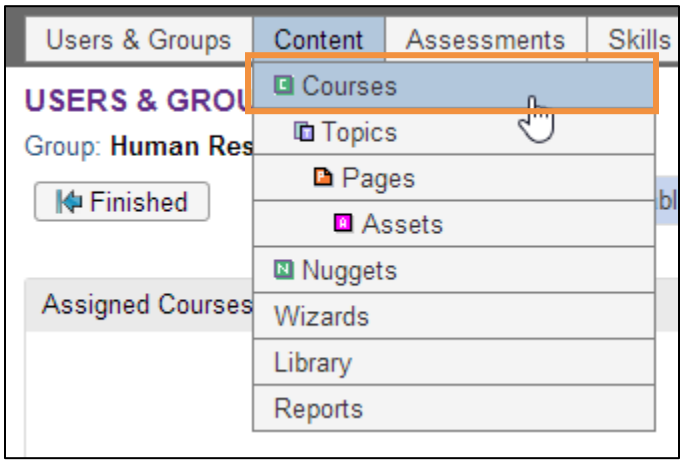
You will now see the user in the *Assigned Users* section. Click ***Finished.***.

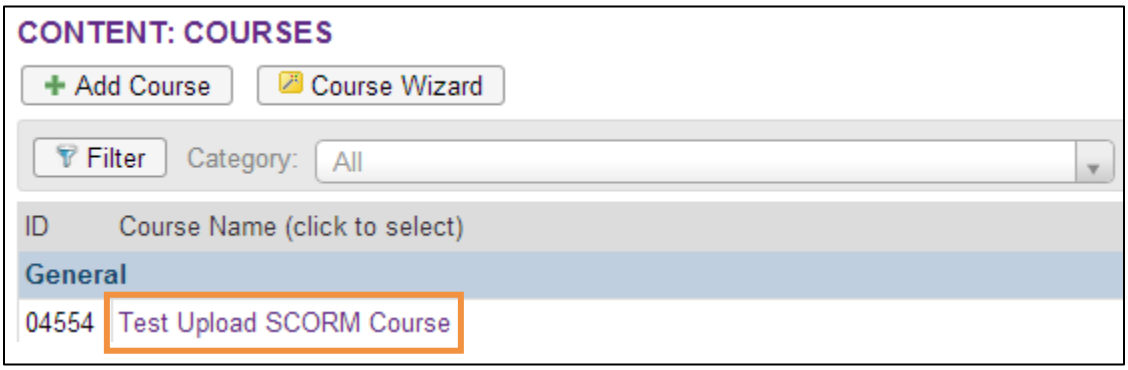


Assigning Groups

From the *Content Tab*, select **Courses**.



Select ***Course*** from list.



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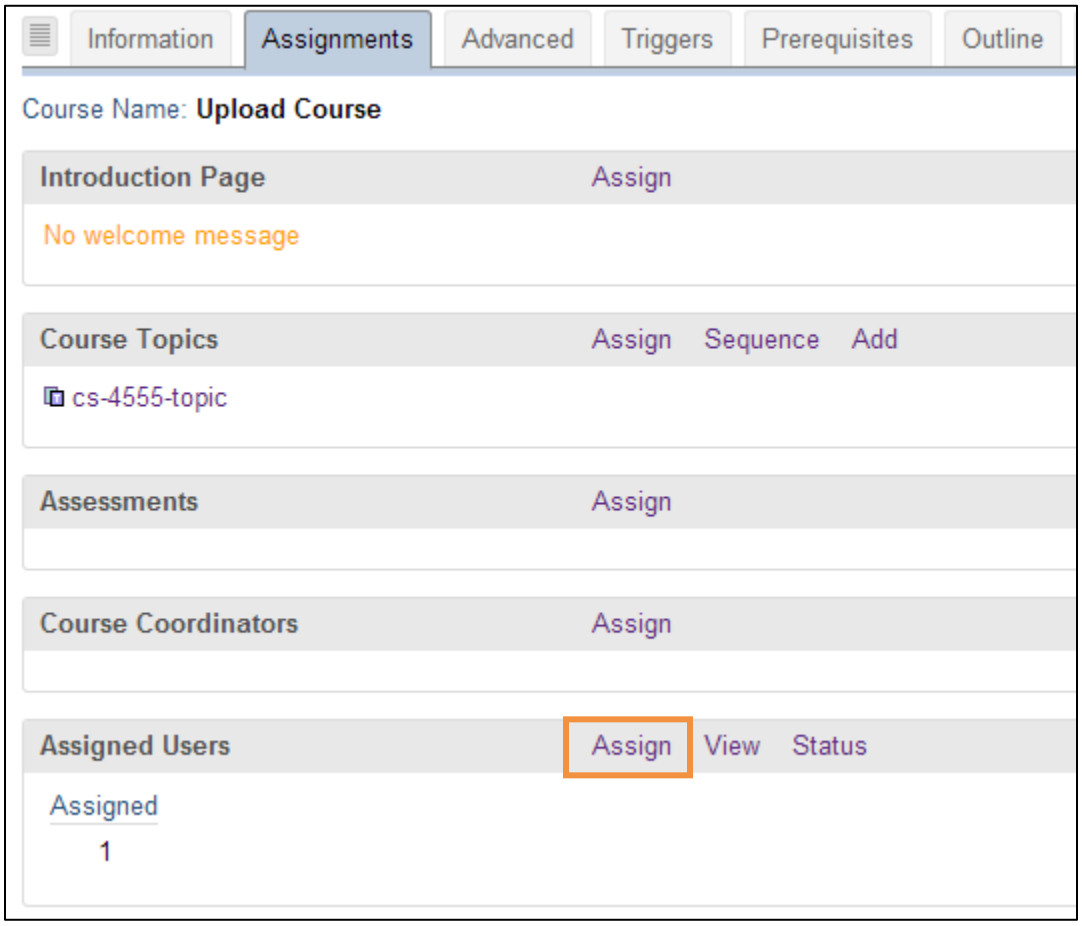
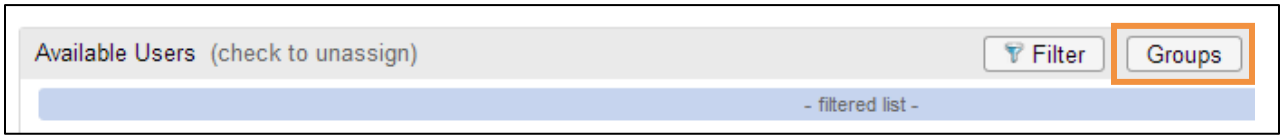
From *Assignments Tab*, click ***Assign*** in the Assigned Users section.



Click ***Groups*** to view the list of groups to choose from.



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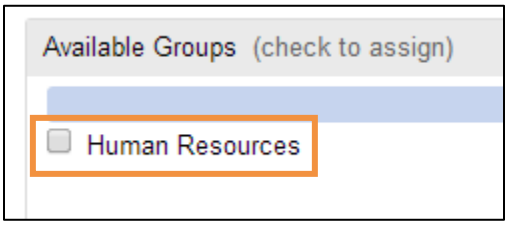
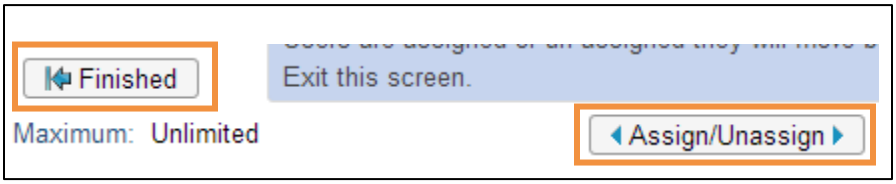
From the list of available groups, select your ***Group***.



You will now click ***Assigned*** and ***Finish***, as you did before to assign a user.



Additional Resources

For additional resources, visit *Captivate's* Blog site http://blogs.adobe.com/captivate/. For in-depth information of each of *Captivate's* components, you can search their reference guide. Additionally, the Welcome screen has tutorials and trainings you can choose from.

Questions

If you have a question about this guide or would like OnPoint Digital's support team contact us at 912-898-9202 or email support@onpointlearning.com.

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