Develop your instructional palate with online tutorials: A balanced blend of theory and practice

BARBARA'S SUGGESTED STEPS FOR MAKING YOUR TUTORIAL USING ADOBE CAPTIVATE

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The steps that worked for me to make http://www.library.ubc.ca/wilu2008/workshop/tutorial.swf

1. Open Adobe Captivate 3 then click "record or create new project."
2. Click "full screen" and then click "ok."
3. Checkmark "demonstration" and "training session" to capture the most info.
4. With an internet browser open to the page you want to start recording at, click the "record" button.
5. Each click that you make will be captured by the software and you can edit afterwards, so I error on the side of recording too much, and then deleting afterwards.
6. Press the "end" key on your keyboard to end the recording session.
7. Choose a location to save the file to.
8. Captivate displays all of the screens you captured in "storyboard" format. Click the "edit" tab on the top left to edit individual slides.
9. You can now manipulate the formatting of each slide.
   a. Buttons on the toolbar at the bottom of the screen allow you to add textboxes, etc.
   b. Double click any item on the screen to edit or delete it.
10. Once you are happy with the layout of the slides AND you have your script ready, choose "audio" and then "record project" from the menu bar at the top of the screen.
    a. Alternately, you can record each slide separately or record while you are demonstrating.
11. Captivate wil generate a preview of the slides for you to view while recording your audio.
12. Captivate will perform an automatic sound check to ensure that your equipment is working properly. Once that is complete, you can begin recording your narration.
13. Audio can be edited after the fact and you can increase or decrease the amount of time spent on each slide to accurately reflect the narration.
    a. Edit audio with options such as: "add silence" and "adjust volume"
    b. You can also add in highlight boxes (toolbar on bottom) to correspond with your narration.
    c. Add additional audio "sounds" such as "keystroke" by selecting "audio" on the very top menu bar then "import" and then the sound of your choice.
14. You can preview your project or an individual slide at any time. Click "preview" on the top menu bar and then "project" or "from this slide."
15. Click "publish" from the menu bar at the top of the screen when you are ready to publish your tutorial.

Notes & Tips:
- It is worth going through the introductory Captivate 3 tutorials.
- The "branching" feature has the most potential for creating non-linear, self-directed tutorials.
- Choosing "custom size" in the beginning stages of the tutorial will allow you to capture whichever portion of the screen is vaulable for your tutorial.
- Under the "storyboard" tab, click on "mouse" to gain access to other display options, such as cursors.
- The steps outlined for the creation of this tutorial are for the creation of a basic tutorial, and does not represent the full potential of the software.

The steps that worked for me to make http://ycdl2.yukoncollege.yk.ca/p43813873/

1) Before doing anything else, I reviewed the Lesson Plan many times and did my best to memorize the lines and the steps to make the tutorial seem as natural as possible during the actual recording.
2) I opened "Adobe Captivate 3" by…
   a) "Start" ➜ "Programs" ➜ "Adobe" ➜ "Adobe Captivate 3" ➜ "Record New Project"
3) I set initial recording options and movie preferences before I started the recording…
   a) I chose "Full Screen" (after I closed all other applications)
   b) For "Recording Mode," I picked "Demonstration" and "Training Simulation" to give me lots of options
   c) For audio, I selected Microphone and then started recording (after the mandatory testing of the microphone)
4) I recorded the tutorial, or "movie"…
   a) But first, I had to wait for the initial 3 second countdown to finish and then I went through all the steps in the script, making sure to talk about everything as I clicked buttons and typed words.
   b) When I was finished, I clicked once on the "Adobe Captivate" on my Toolbar and the notice popped up indicating that I was finished recording , and then I saved the file with a new name
5) Adding the fun stuff!
   a) Once I was finished recording, I opened the new file (or "movie") and started editing under the "Edit" tab
   b) In the Timeline, I went through and edited each slide by…
      i) adding, or "inserting," several textboxes that took words directly from my script
      ii) adding highlight boxes where appropriate
      iii) deleting some mouse movements whenever they were too distracting
      iv) and modified the Timelines with all these fun things to make the presentation flow smoothly
6) Throughout the process of fine-tuning, I previewed and edited the tutorial in a variety of ways…
   a) After each change I made to a slide, I previewed the result in one of the following ways…
      i) Dragging the playhead (red vertical line in the Timeline) to where I wanted to preview the slide and clicked the tiny "play" button
      ii) Clicked the "Preview" button in the toolbar and previewed the slide or slides that I was working on
   b) In the sound recording, I tried to delete any distracting noises…
      i) To get to the "Edit Narration" screen, I right clicked over the narration in the Timeline
      ii) To delete sounds, I highlighted the distracting parts and clicked "insert silence."
      iii) I chose the settings that I needed for the particular section and saved the new narration
   c) Occasionally, I found that I had to delete a few slides to make the presentation flow better, but that also required some fine tuning of the narration on the slide immediately afterwards.
7) Once I felt it was good enough to share, I published the tutorial…
   a) first, I published it to the local "Adobe Connect" server and distributed it to a select few for beta-testing
   b) then, when it was finalized, I put the link to it on the appropriate webpages on the library's website

Online Support and Training

Adobe Captivate Support Center http://www.adobe.com/support/captivate/
Preview: Adobe Captivate 2 Tutorials http://www.vtc.com/products/Adobe-Captivate-2-tutorials.htm
Preview: Captivate 2 Essential Training http://movielibrary.lynda.com/html/modPage.asp?ID=331