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Create Narrated PowerPoint Videos for your Students with Adobe Captivate

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PowerPoint to Captivate Conversion

Open Captivate 3. You do not need to open PowerPoint 2003. <u>Please note</u>: Captivate 3 does not support PowerPoint 2007's .pptx file format. If you use PowerPoint 2007, you need to save your file in the Power-Point 2003 file format (.ppt or .pps).

Select **Record or Create New Project.**

In the popup window that appears, select *Other* from the column on the left, select **Import from Microsoft PowerPoint**, then click **OK.**

In the next popup window that appears, browse to the PowerPoint 2003 file that you want to import and click **Open.**

In the next popup window that appears, set the following options. When finished, click **OK** to begin recording your project:

- *Name*: the title of your Captivate project file (you will be able to name your narrated video later)
- *Width and Height*: by default, this is set to the size of a typical 720 x 540 browser window, recommended for use by the largest audience
- *Slide Preview*: by default, all slides are imported; uncheck the box next to any slides that you want to exclude
- *Import slides as*: by default, slides are imported as *Animations* and transitions are included; it is recommended to select *Background Images*
- *Advance slide*: by default, slides are advanced *On mouse click,* which is recommended

Note: Make sure that your USB microphone is plugged in and has been recognized by Captivate.

Captivate 3 Trial Download

If you wish to try a free 30-day trial of Captivate 3, you can download the full-version of Captivate at http://www.adobe.com/products/captivate/.

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Adding narration to a single slide:

- Click on the slide in the storyboard window
- Select *Record this slide* from the **Audio** drop down menu in the toolbar across the top of the window, this will pop up a window
- Be prepared to begin speaking immediately, then push the **Record** button in the popup window (If you have not configured your microphone, you will next see a popup window that asks if you would like to test audio levels, select **Yes.** Follow the on-screen prompt, then push the **OK** button once you are prepared to begin speaking immediately)
- When you are finished speaking, push the **OK** button at the bottom of the window

Adding narration across all of your slides:

- Click on a slide in the storyboard window
- Select *Record project* from the **Audio** drop down menu in the toolbar across the top of the window, this will pop up a window
- Uncheck *Continuous Play* at the top of the window
- Be prepared to begin speaking immediately, then push the **Record** button in the popup window (If you have not configured your microphone, you will next see a popup window that asks if you would like to test audio levels, select **Yes.** Follow the on-screen prompt, then push the **OK** button once you are prepared to begin speaking immediately)
- When you are finished speaking on this slide, push the blue square button in the middle of the window
- To advance to the next slide, push the blue arrow button on the right side of the window
- Repeat the previous three steps until all slides have been recorded, then push the **OK** button at the bottom of the window

Finalizing your narrated movie:

- Click **Publish** in the toolbar across the top of the window
- Select **Flash (SWF)** from the column on the left
- Give your exported movie a title, this is different than the Captivate project that you have been working on
- Select the **Browse** button in the middle of the window, navigate to the location where you want to save your exported movie
- Check off **Zip files** and **Export HTML** under *Output Options*
- Click the **Publish** button
- Click the **Close** button

Note: This process will create a zipped folder in the location you chose containing four files: a .js file, a .htm file, and two .swf flash movie files. Do not alter these files.

PowerPoint to Captivate Conversion

To load your narrated movie into Blackboard, log in and enter one of your course sites:

- Click on the **Control Panel** link
- Click on one of your Content Areas, such as **Course Documents**
- Click the **+Item** button
- Fill out the *Name* field
- Click the **Browse** button, locate the zipped folder you created, click **Open**
- Select *Unpackage this file* from the **Special Actions** drop down menu
- Click **Submit**
- On the next screen, select the file with the *.htm* extension from the menu, click **Submit**