



PowerPoint to Captivate Conversion

1. Open Captivate (You do not need to open PowerPoint)

2. Select **Record or Create New Project**



3. In the popup window that appears, select **Import from Microsoft PowerPoint** from the *Other* tab , then click **OK**



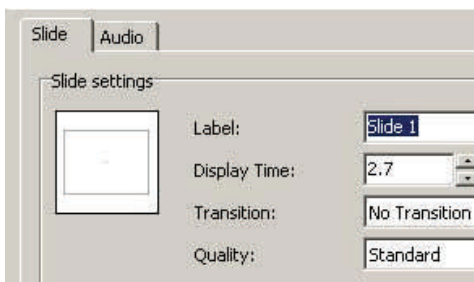
4. Another dialog box will pop up; browse to the PowerPoint show you wish to import into Captivate and then click **Open**. Captivate can only accept PowerPoint in the Office 2003 and earlier document format (.ppt or .pps) , so if you use Office 2007 you will need to save your file as the Office 97-2003 format.

5. A window will pop up where you can choose which slides to import as well as some other settings, outlined below:

- Width and Height:* should be set automatically, typically 720 x 540
- Slides to include:* By default, all slides are imported. If you don ' t want to include a particular slide, uncheck the box on the image of the one you wish to exclude
- Import Slides as:* By default slides are added as *Animations*, to compensate for any transitions or animations you may have included in your slides. This makes the file size larger, so if you don ' t have animations necessary for your show, it is best to select *Background Images* instead
- Advance slide:* Choose either *On Mouse Click* or *Automatically*

When your settings are correct, click **OK** to begin editing your project

6. To add narration to a slide, right click on the slide in the main window, and select **Properties**. Select the **Audio** tab in the new window that appears:

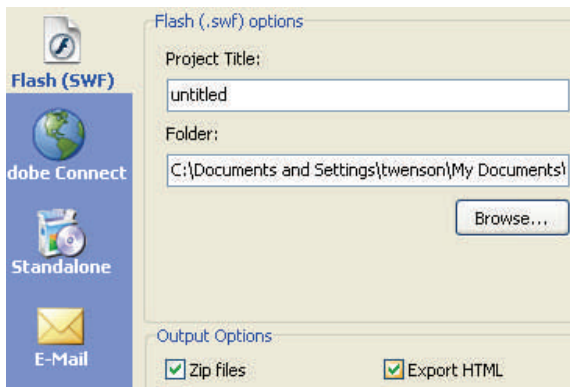


7. Click **Record New** to begin narration. After setting some preferences, it will play the show as you narrate.

Note: By default, the slides are timed to display for 3 seconds. You will want to increase this to a larger display time, because the show will only display for that set amount of time while you narrate (i.e. it will disappear after 3 seconds).

8. To load your Captivate movie into Blackboard, you have to *Publish* the project. Follow these steps to do so:

- Click **Publish** in the Captivate toolbar at the top of the window
- Select **Flash(SWF)** from the right menu
- Select a folder to output your movie to by clicking the **Browse** button; by default it will save in *My Documents/ My Adobe Captivate Projects*
- Check off **Zip files** and **Export HTML** under *Output Options*
- Click the **Publish** button



9. To load your Captivate movie into Blackboard, follow these steps:

- Log into Blackboard 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 and locate the zip file containing your Captivate movie and click **Open**
- Under the *Special Actions* menu, select **Unpackage this file** and click **Submit**

On the next screen, select the file that has the extension *.htm* and click **Submit**

10. There are many editing options available in Captivate that fall outside the scope of this course. Please contact the TTC if you would like to learn some advanced techniques in Captivate or if you need to publish your document using other options rather than for delivery in a Blackboard site.