

# Online Tutorials: From Passive to Interactive

## March 10, 2008

### MERIT Library

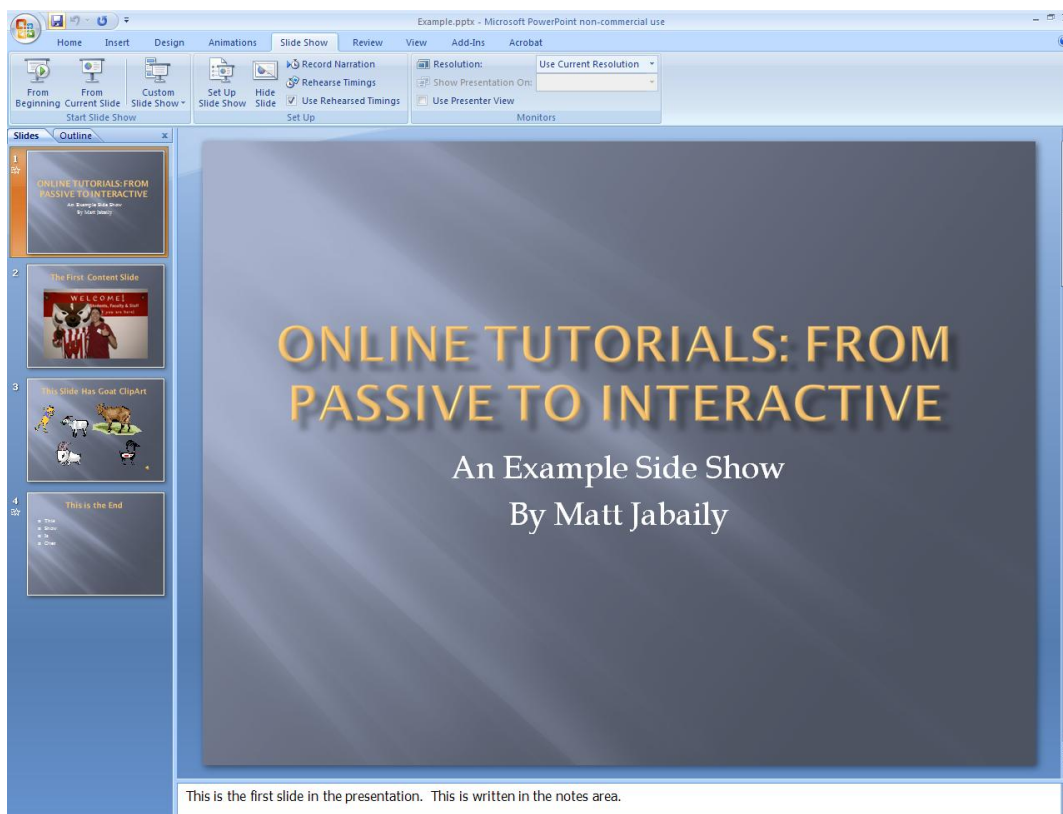
In this workshop, we will explore three different ways of making multimedia online learning tools. While each of these tools allows you to combine visuals and sound, there are major differences in how long they take to create and what features can be included. Today, we will learn about making tutorials in PowerPoint, Jing, and Captivate. We will also talk about how you can determine which tool best suits your needs.

## Part One: Self-Playing PowerPoint Presentations

Chances are you've seen PowerPoint before. It's likely that you have a few PowerPoints saved on your computer. Relatively few people, however, take their presentations to the next level by adding narration and making them available to others. Nonetheless, it's easy to do.

### Step One: Make a PowerPoint

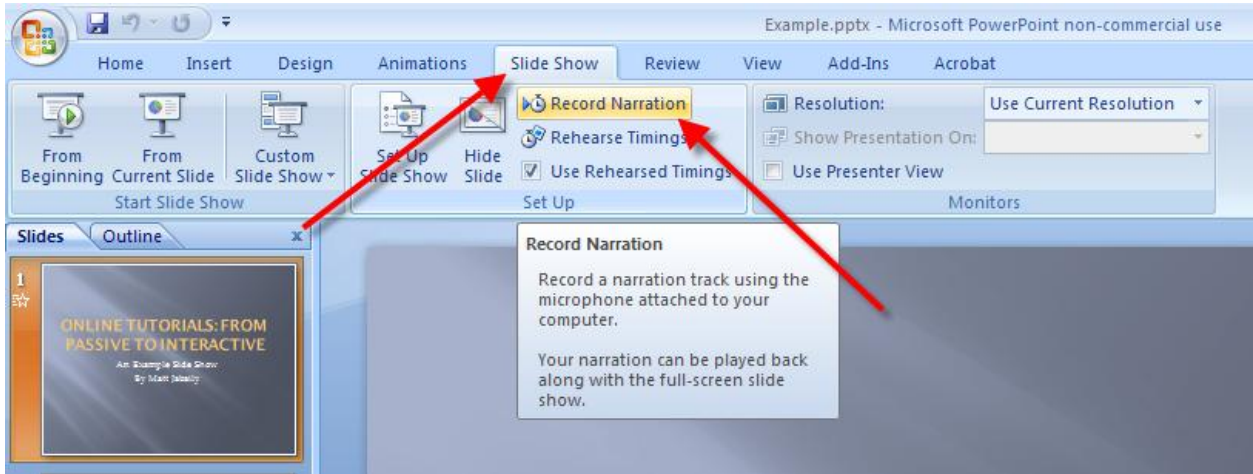
This workshop assumes a familiarity with PowerPoint; if you've never made a PowerPoint and you'd like to learn how, there are workshops available to teach you how. For now, we'll use the sample presentation on your desktop entitled Example.ppt.



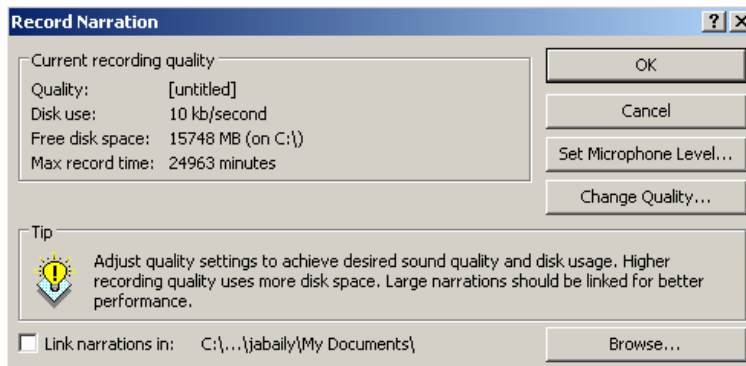
## Step Two: Record Narration

Once you have your presentation finished, you can record your narration. If you are giving the presentation live, you can actually record your narration at any time (including while you are actually giving the presentation).

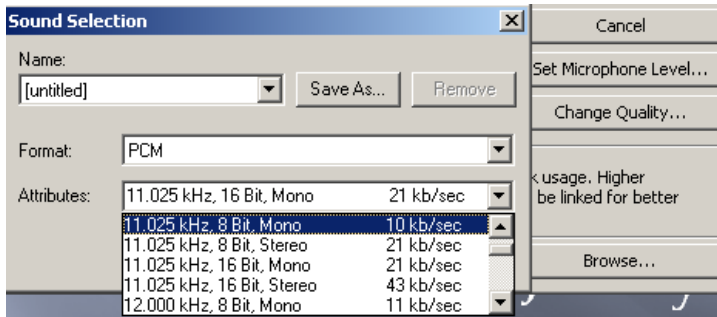
To begin recording, click the **Slide Show** tab and choose the **Record Narration** button.



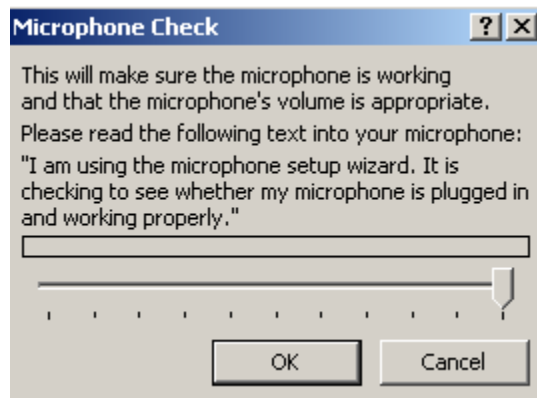
A window will pop up that allows you to set preferences.



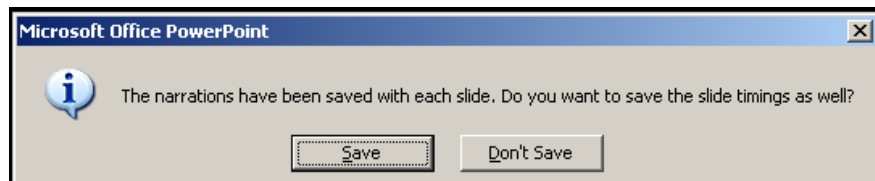
For example, you can change the quality in which you record. Higher quality sound will use more saving space. You can experiment to see what level of recording suits you or leave it at the default setting.



You will certainly want to calibrate your microphone by clicking on the Set Microphone Level... button. Read the text while keeping the microphone a comfortable level from your mouth. When you have finished, click **OK**.



You are now ready to record. Press the **OK** button and play through the slide show while accompanying it with narration. PowerPoint will automatically synch your voice with the button presses. When you have finished, a dialog box will ask you if you want to save the timings. Click **Save**. To test your presentation, press **F5** or choose the From Beginning button in the box marked Start Slide Show.



If you don't like how it turned out, you can start over and record the narration again. Just click the **Record Narration** again. If you only want to record the sound for certain slide again, **click on the slide you want to rerecord** and press **Record Narration**. A box will ask if you want to start at the Current Slide or First Slide. Choose **Current Slide**. After you record the slide you can click forward to record the next slide or hit the **Esc** button to stop recording.

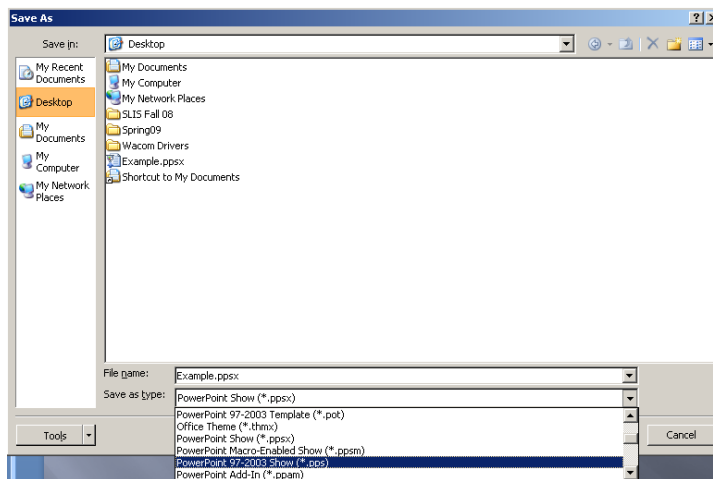


### Step Three: Exporting

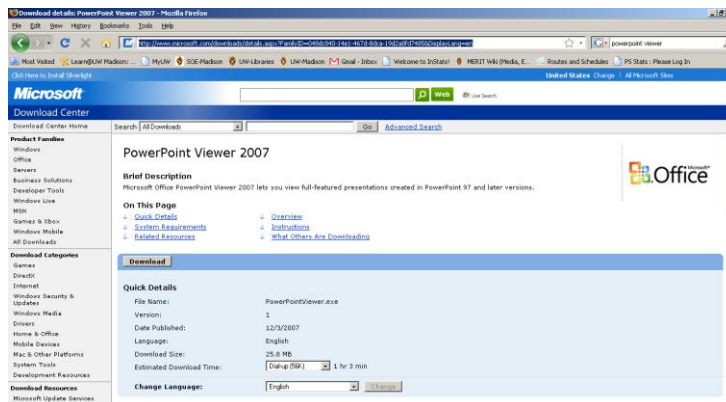
Once you are satisfied with your presentation you can share it with others. The easiest way would be just to send your PowerPoint file to somebody else. If they have PowerPoint they can watch the slide show and everything will work fine.

Another option would be to save the file as a **PowerPoint Show** (a .ppsx file). When the file is opened later it will automatically launch the file in Slide Show view. This file will not be editable by you or those with whom you share it. To save the file as a show, click the Office Button and move the cursor over **Save As**. Then choose **PowerPoint Show**.

**Note:** To minimize compatibility issues, you can choose to save the file as a .pps file, choosing the option from the drop down menu on the Save As screen.

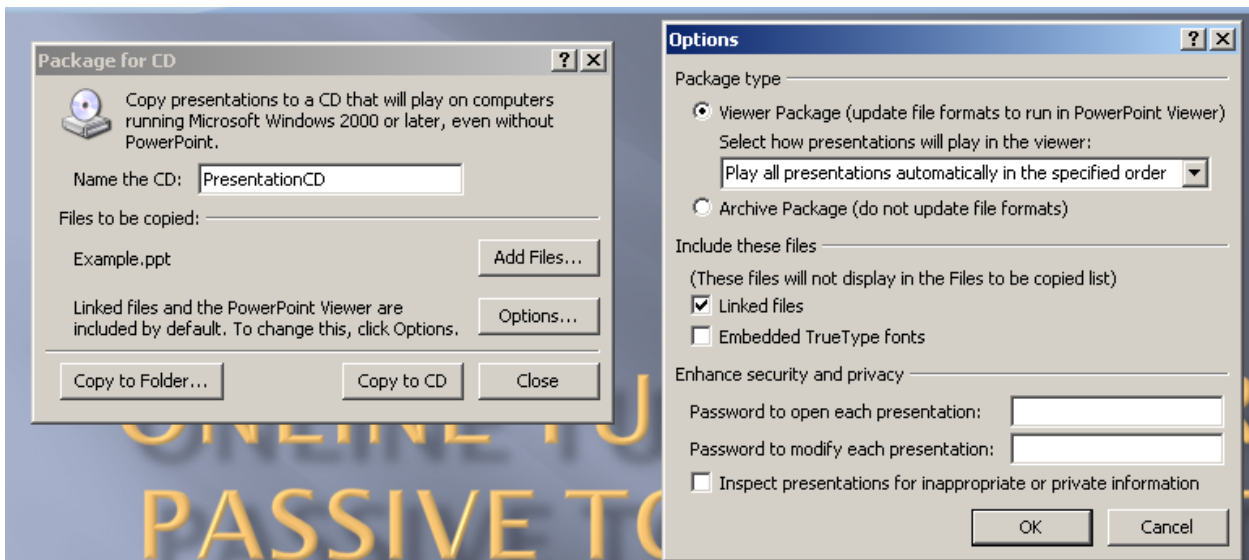
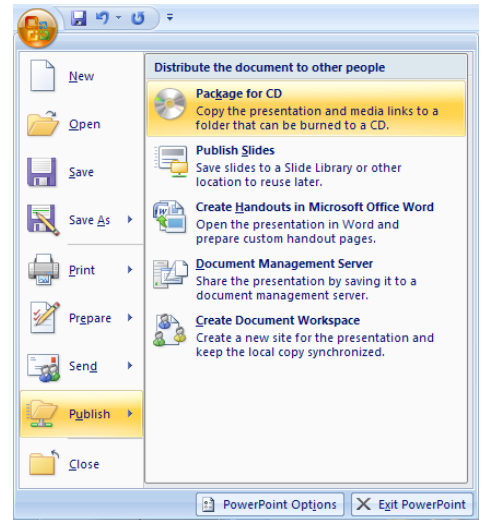


Another advantage of saving as a PowerPoint show is that the file can be viewed with **PowerPoint Viewer**, a file that can be downloaded for free from Microsoft. It can be easily found by searching for PowerPoint Viewer in a search engine.



Another handy option is to **Package the presentation for a CD**. To do this, Click the Office Button and then mouse over the Publish menu and choose Package for CD. This will save your PowerPoint presentation along with a copy of PowerPoint Viewer. You can load several presentations at the same time. Also, you have the option to burn the content directly onto a CD or save the files onto a folder (which you could later burn to a CD if you like).

Advanced options will allow you to control how the files are saved or to password protect your presentations.



## PowerPoint Strengths and Weaknesses

### Strengths

- Easy to create; Familiar software
- Does not require reformatting
- Free viewer software
- Some editing options

### Weaknesses

- Creation software costs money
- Limited interactivity
- Does not facilitate screen captures
- Can be clunky in synching sound and action
- Sound options can be problematic (see below)

**On Sound:** The limited sound options can be a problem. PowerPoint records sound as an uncompressed .wav file. This means that if you want high quality sound the file sizes will get very large. There is also a limit to the size of sound file that can be embedded in the presentation itself. Larger files (or non-wav sound files recorded separately) can be linked to the PowerPoint file, but when moving or sharing your files you must be careful to include the linked files.

## Part Two: Jing

Jing is software that can be used to create screen and video captures from your computer. There are Mac and PC versions, both of which can be downloaded for free from [www.jingproject.com](http://www.jingproject.com). These computers already have Jing installed. You can open it by going to the start menu and bringing up the list of programs. Jing is in the TechSmith folder.

### Step One: Getting Set Up

The program should ask you to set up an account. If you'd like to have an account, go ahead and fill out the form (joining is very easy). If you're not so sure, you can use my account today. Click on **Log In...** and enter `jabailym@gmail.com` for the email and `password1` for the password (I will change my password after this class, so you'll need your own account after that).



Account Setup

TechSmith is the creator of Jing and Screencast.com. Sign up to share images and video to Screencast.com, save to your computer, copy images to your clipboard and more!  
[What is Screencast.com?](#)

Valid email address:

Create display name:

Create a password:

Country:

Already use Jing? [View Screencast.com Service Agreement.](#)

Once you have an account, you're ready to start. Jing typically appears as a sun icon at the top of your screen. You can mouse over it to bring up the options.



Under "More" there are some options. In the preferences menu you can set whether Jing starts when you turn on your computer (Jing uses system resources even when you aren't capturing anything, so I set it to not **Launch on startup.**) There is also the ability in the preferences menu to set a hot key, which will start a capture automatically when Jing is running.



## Step Two: Capturing Still Images

Let's do a capture. We'll start with a static screen capture because they are easier and the process for making a video capture is similar.

Start by mousing over the Jing sun and choosing the cross-hairs labeled **Capture**. You'll see that your cursor becomes a cross-hair and you'll be able to select an area to capture. Press the mouse button and drag it, making a box over the section of the screen you'd like to capture. To capture the entire screen, click the mouse button and then let go.

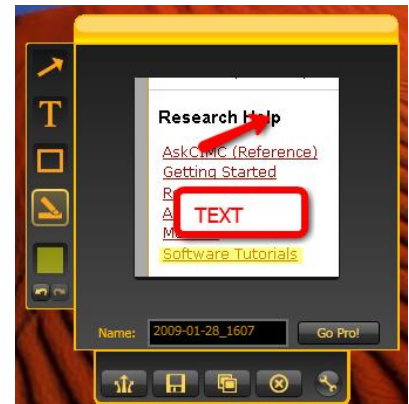


Once you have the area selected, you have several options.

First, if you just want a static screen capture, press the button with the photo:



A window comes up that allows you to edit your picture. You can add arrows, text or highlighting.



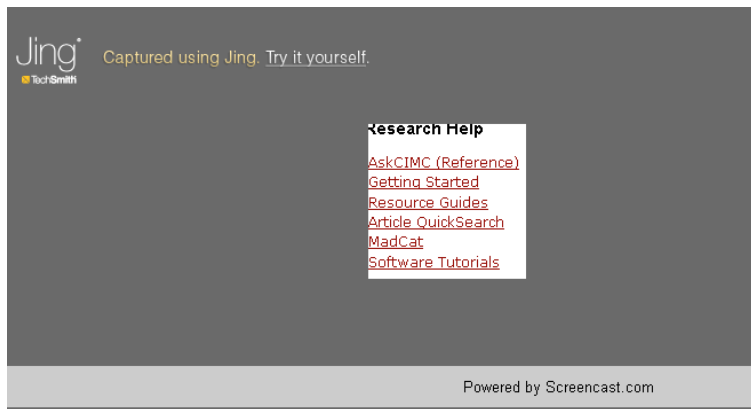
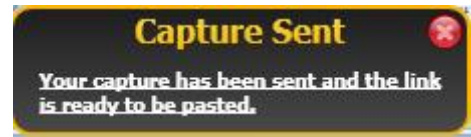
When you are done editing, you have three choices of how to save the file. First, if you press the button with two squares you can **copy** the image. You could then paste it (Ctrl+V) into word or another application. The second option (the disk button) allows you to **save** the file on your computer. You will be given a chance to name the file and it will save as a .png file. Something that sets Jing apart from many other screen capture programs, however, is the ability to **save the file online**.

If you have not already done so, practice taking a screen capture and uploading it.



### Step Three: Uploading

To upload your still image, press the button with the picture with the three arrows. The picture will be uploaded and a link to the picture will be placed on your clipboard. You can then Press Ctrl+V to paste the link into a web browser, email, IM or anywhere else you want. (The link will look something like: <http://screencast.com/t/e1YxzWWgrSG>) Now, anybody can see the screen capture you made, even if they do not have Jing. Note that if you follow the link the URL you are at will change (and if you copy that URL it won't work for other people).



### Video Captures

Video captures work in a way similar to screen captures. You'll start by clicking the **capture** icon and selecting an area of your screen to capture. Again, simply click anywhere and let go to capture the entire screen. This time, however, you'll click the button with the film strip on it.



When you press the button you'll see a countdown and either the words "Mic on" or "Mute." When the countdown is over, Jing will start recording everything that happens on your screen (at least in the area you selected).

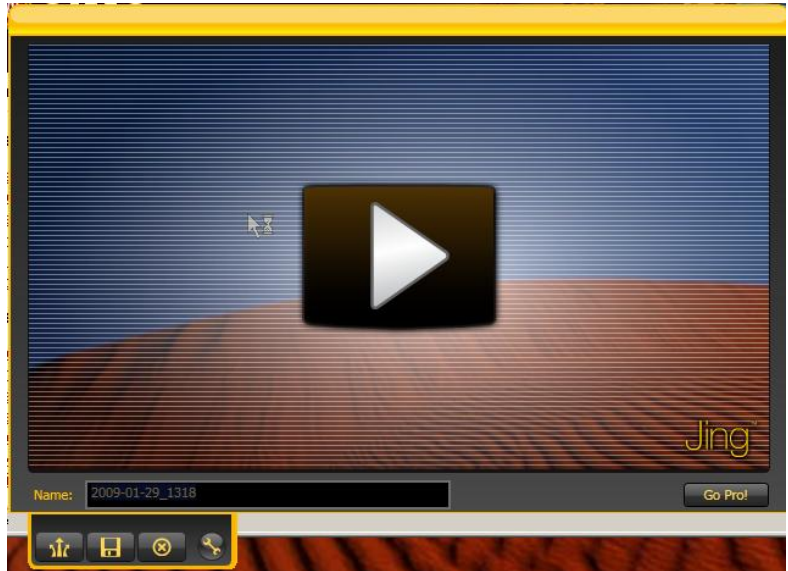


You will also see several buttons. The circle with the X in it cancels the capture. The arrow button restarts the capture. The microphone button turns off and on the sound recording. The pause button allows you to stop and restart the capture. Finally, press the square button when you are finished recording.



## Saving Captures

When you are finished capturing your video you will be able to preview it in a window. You can watch it by pressing the **big play button** in the center of the screen. As with the static screen captures, you can choose either to save a copy of your video on your hard drive (by pressing the disk button) or uploading it by pressing the button with the three arrows. Either way, the file will be saved as a .swf file, which can be viewed with flash player. As always, you can also choose to cancel the capture.



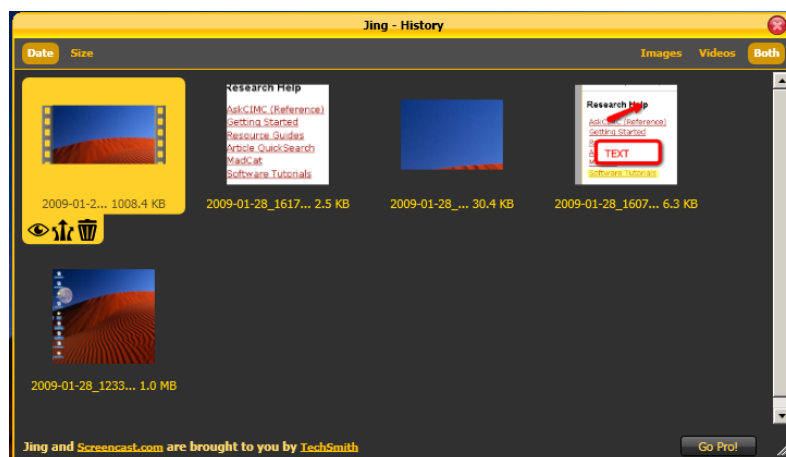
If you do choose to upload your video, a link to it will automatically be added to your clipboard. You can paste it into a browser, document, IM, etc.

## Viewing Previous Captures

You can always view previous captures by mousing over the Jing sun and choosing **history**. You can view your capture by pressing the button with the eye, get a new link to the capture by clicking the share button (with the arrows) or delete your captures by clicking on the trash can button.



If you have not already done so, practice taking a video capture.



## Advantages and Disadvantages of Jing

### Advantages

- Free to download and use
- Easy to make captures
- Easy to share captures
- Not a major time investment

### Disadvantages

- Limited interactivity
- Difficult/Impossible to edit
- No annotation ability on videos
- Can slow down older computers

## Part 3: Adobe Captivate 3

Captivate is the most advanced tutorial making software we'll be covering today. It has abilities that other programs do not, but it is also more difficult to use. This part of the workshop is designed to give you an introduction to the basics and show you the possibilities rather than make you an expert in using Captivate.

### Examples

Before we get started, here are a couple of examples of interactive tutorials created using Captivate. The first is a tutorial I designed to teach the features of ENGnetBASE, an engineering ebook database.

**<https://mywebspace.wisc.edu/jabaily/engnetbase.htm>**

You can note that Captivate allows you to make the user click certain areas to continue or type in particular strings of text.

A second example was created by Emily Bouwkamp. She used Captivate to make a digital storybook that teaches kindergarteners the names of shapes in a variety of languages.

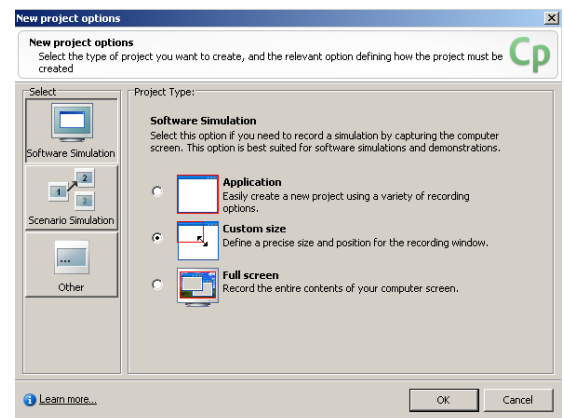
**<https://mywebspace.wisc.edu/jabaily/shapes/CaptivateGame.htm>**

## Step One: Getting Started in Captivate

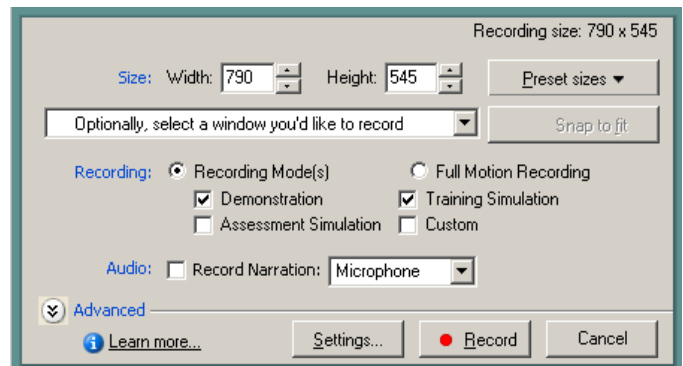
First, launch Captivate. You will be given several options on how to proceed. I recommend the tutorials on the right side, but for now, we'll go to **Record new project**



We're going to choose to do a **Software Simulation** and define a **custom size** for our viewer. This will allow us to capture only a part of our screen, just as we did in Jing.



Now, we'll choose a size. When making a tutorial, it's important to remember that not all monitors have the same resolutions. To build a tutorial that can be viewed by as many people as possible, it's best to accommodate screen resolutions as low at 800x600 (the smallest size of screens that still comprise at least 2 percent of users). Since the tutorial will probably be run in a web browser (and not taking up the full screen), I prefer the preset for 790x545 (or just a little smaller).

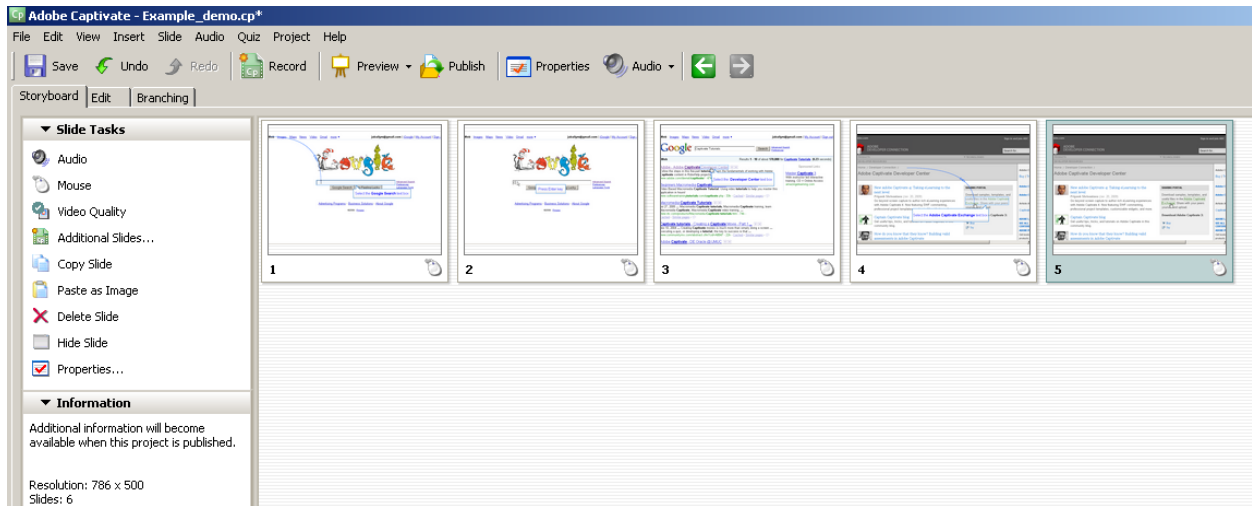


At this point we can also choose what type of tutorial to record. For now, let's record both a **Demonstration** and a **Training Simulation** so we can see the difference later. We could also choose to record narration now, but it's actually much better to record it later.

## Step Two: Recording

Now, let's record ourselves doing a task. For example, you could record yourself doing a search in Google for Captivate Tutorials. Press **Record** and perform the task; don't worry if you make mistakes because you can edit them out later. When you finish the task, press the End key on the keyboard.

When you finish, you'll be asked to title your presentation. I suggest making a file name without spaces. Once you name the files, you'll be able to edit your slideshow.



## Step Three: Editing

Editing involves deleting unnecessary slides, adding captions or other features, and including narration and closed captioning.

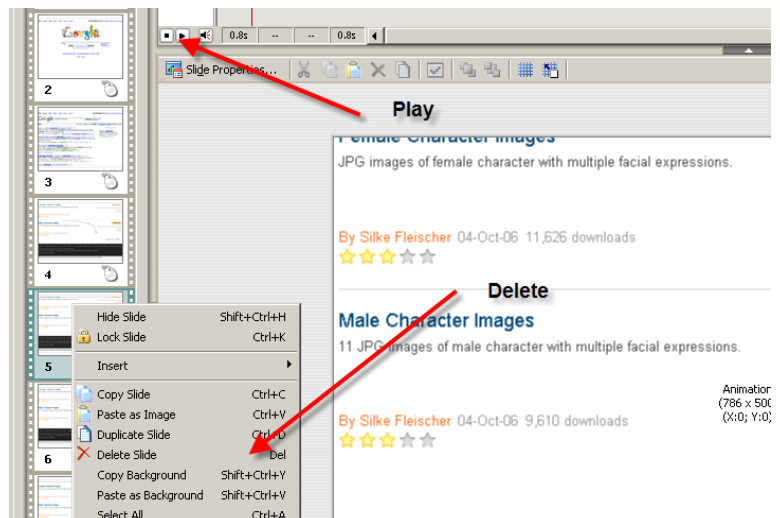
### Deleting

First, we can get rid of some of the slides that are unnecessary or may be distracting. For example, if you did any scrolling during your capture you'll see some slides with a picture of a camcorder. This means there is a video of something you've done. These videos can be dizzying and distracting and I suggest deleting them if there is no vital information on them.

Double click one of these videos if you have one to preview it.

To play the video and see if it's worth keeping, click the **play button** under the timeline.

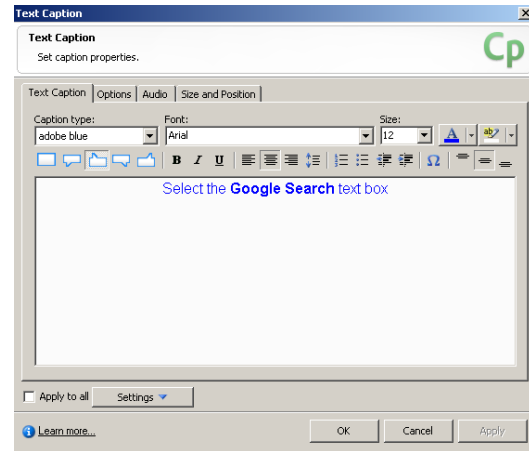
To delete the video, right click on the slide in its preview on the left and choose **Delete slide**



## Captions and Highlight boxes

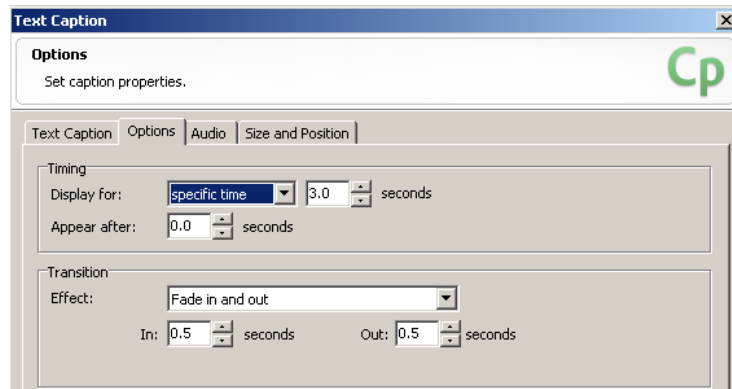
Captivate automatically records your actions and adds captions showing what you did. These captions can be edited, deleted, or added to suit your needs. Choose a slide and we will practice.

To edit a caption, double click on it. You'll be able to change the wording, color, size and font of the text. It's a good idea to simply text where possible and match it to your narration.

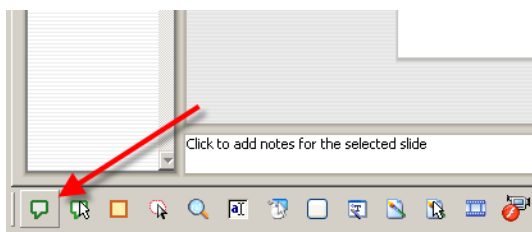


The size of the caption can be edited on the **Size and Position** tab or by resizing the caption directly by clicking and dragging one of its corners.

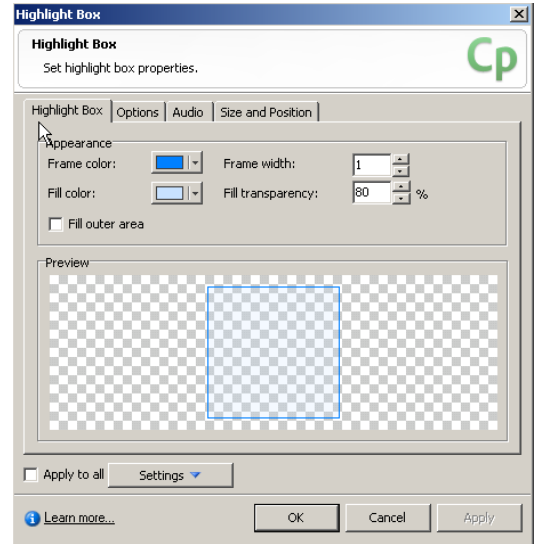
On the **Options** tab change the timing of the caption. We'll talk about this in greater depth soon.



You can add your own captions also. Just click the **Caption** button on the bottom-left corner of the screen. You can move the caption anywhere you want and type anything you want in it.



Captivate also automatically adds highlight boxes. These can be edited in a way similar to the captions. You can move or resize it by clicking on the box or its corners. You can also double-click it to bring up a window that will allow you to adjust the color and timing.

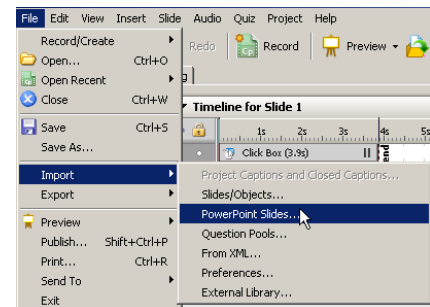


### Importing Power Point Slides

You can import your slides directly from PowerPoint, but you must save them as a .ppt and not the new .pptx. To do so, go **File** and choose **Import** and **Power Point Slides**.

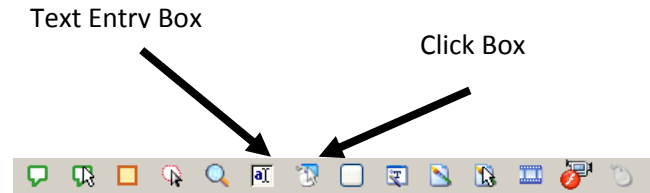
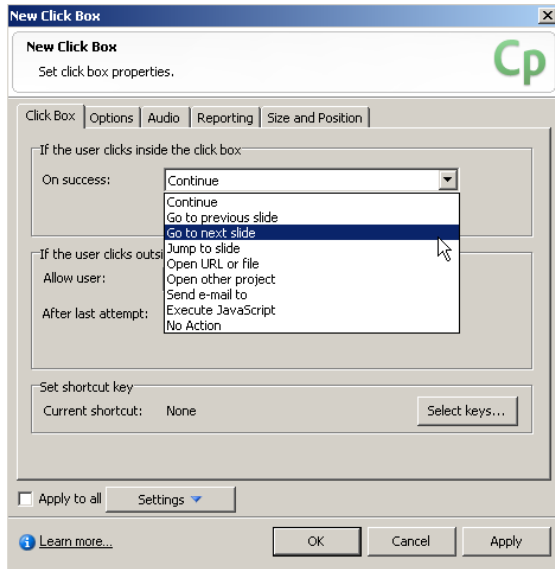
Then, choose the show you want to import. Captivate will keep your animations, but you will not be able to edit them later. Also, if the dimensions for the slide are different than for your Captivate project, the slides may become warped.

Nonetheless, importing slides into Captivate may be a good way to combine the strengths of both programs.



## Adding Interactivity

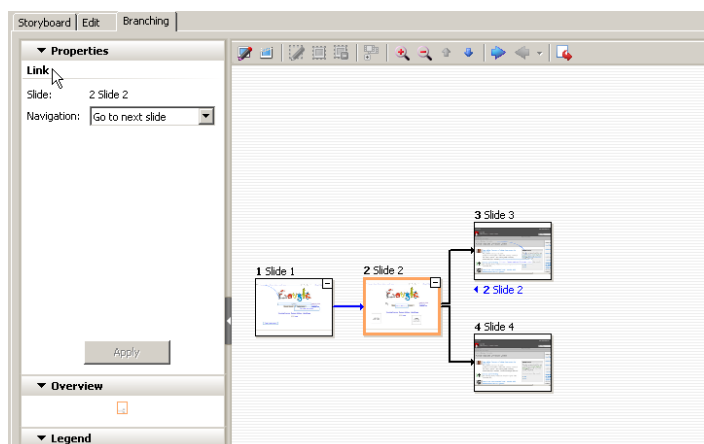
Captivate allows you to add interactivity to your slides. For example, you can create a **Click Box** to make a user click on a certain portion of the screen in order to perform an action (like continue on a slide, go to another slide, open a web URL). You can also add a **Text Entry Box** to make users type in a certain string of text in order to go to the next slide or perform some other function.



Right now, we are editing a **Demo** version of the material we captured. If we had instead chosen **Training**, Captivate would automatically put in click boxes and text entry boxes into your tutorial. There is also an **Assessment** mode that allows you to keep track of whether the user is clicking on the right places. The particulars of assessment mode are complex and will not be covered today.

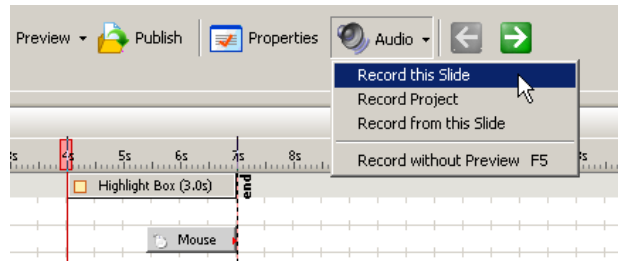
## Branching Tutorials

You can also have a branching tutorial. This allows you to create different paths by which a user can navigate through your tutorial. For example, you can put two click boxes on a slide, one might go to the next slide and the other might skip a section. To see your branches, you can click the **Branching** tab.

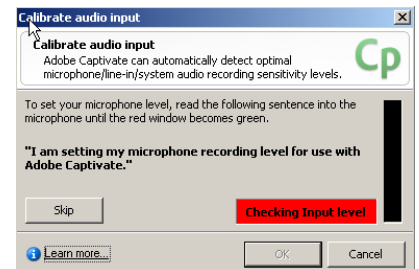


## Recording Narration

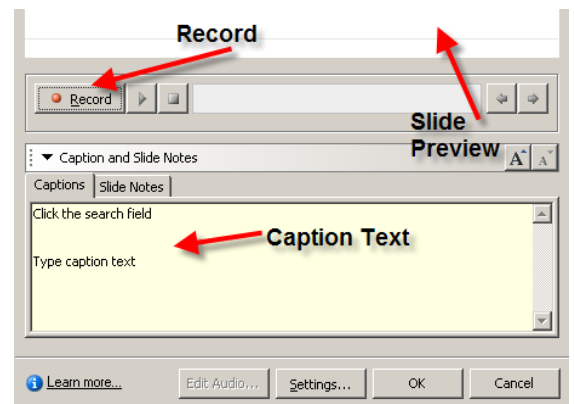
Now, we'll record the narration for the slide. Click on the **Audio** button and choose **Record this Slide**.



When you are ready, press the **record** button. The first time you record you'll be asked if you want to test your microphone audio levels. It is a good idea to do so; you'll just need to speak into the microphone.

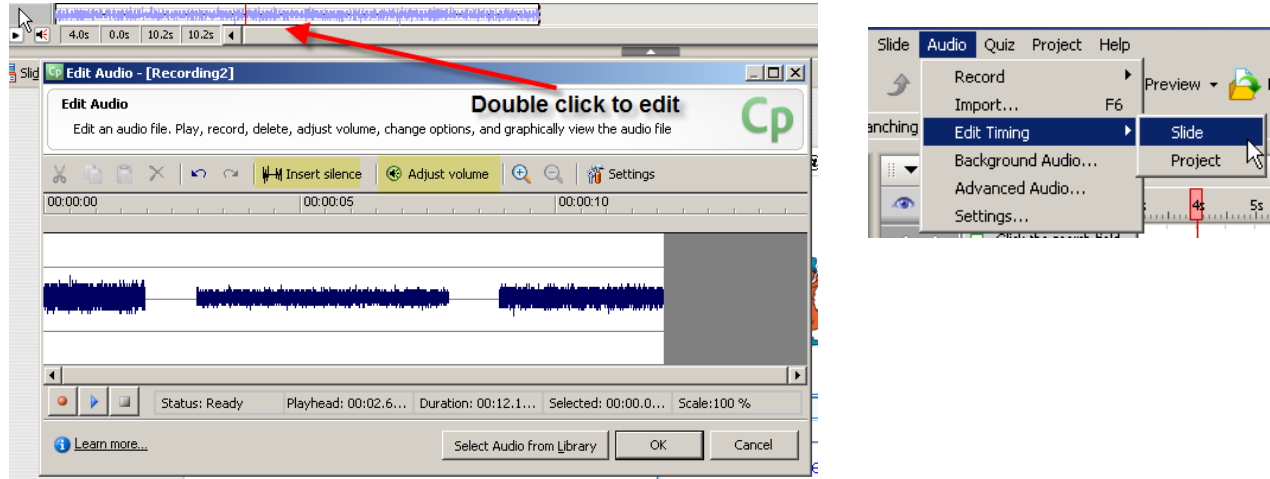


When recording, you'll see a copy of the caption text in the bottom box and a preview of the slide in the top box (this will disappear after a set number of seconds but you will still be recording after it disappears). When you are done recording, press **stop**. To play back what you've recorded, you can press the play button. If you want to record again, press **record**.



## Editing Narration

If you decide later you want to re-record your narration, you can always do that by going to the “Audio” menu and choosing **Record this Slide**. You can also make minor changes by double-clicking the sound pattern in the timeline or going to the **Audio** pull-down and choosing **Edit Timing** and **Slide**.

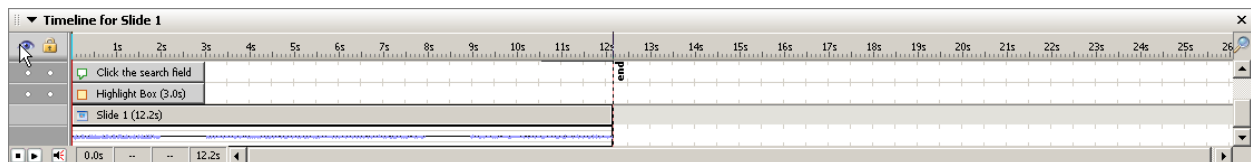


You can highlight and delete sections of the audio that you don't want. You can also press **Insert silence** to add in moments of silence (or highlight a section and insert silence over the top of it). You can also highlight a section and press **Adjust volume** to make the section louder or softer in relation to the rest of the slide.

## The Timeline

Captivate has a timeline for each slide that indicates what will appear on the screen at what time. Any of the elements can be dragged to different spots on the timeline or extended by clicking on an edge and dragged over. If you have more elements than space in the timeline window, you can use the scrollbar on the right to view others.

Note that “Slide” element must be the longest element. If you record audio longer than your slide, the slide will lengthen automatically to match the sound. Double click any element to access its options, including the ability to extend it to the end of the slide.

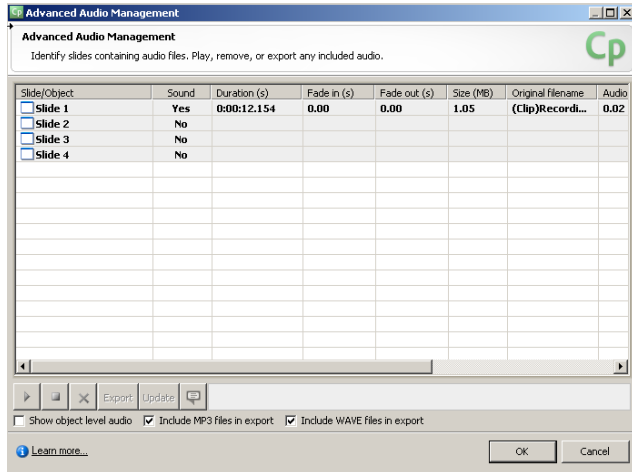
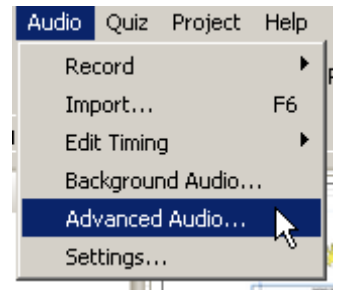


To preview the slide and see how well it matches up, press the play button on the bottom left corner of the timeline. You can also drag the play-head (which scrolls across the timeline when previewing) to start the preview at any point on the timeline.

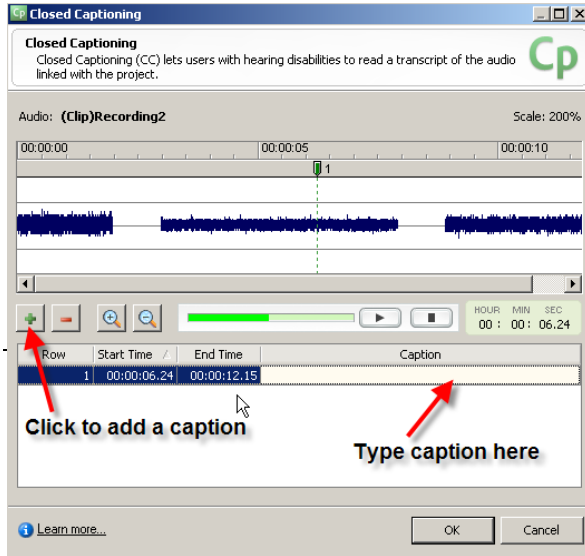
## Add Closed Captioning

In the upper-most menu, select **Audio** and then **Advanced Audio**.

Highlight the slide to which you are adding closed captioning and click on the **CC** (Closed Captioning) icon.

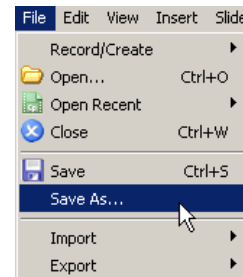


Press the + symbol to add a caption, then type in the caption in the text box. The marker in the timeline allows you to set the beginning time of the caption (or to arrange several captions for one slide).



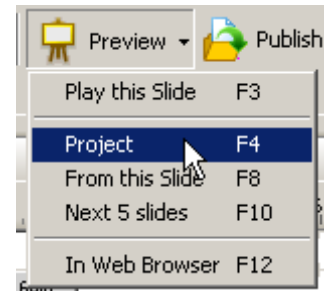
## Saving Your Project

To save, simply go to file and go to **Save**. However, many users recommend using the **Save As** and changing the file name each time you need to save. The reason for this is that Captivate purportedly saves all the changes you've made, even if you've undone them or changed them again, in its history. Using the **Save As** option clears out this data and drastically reduces the file sizes.



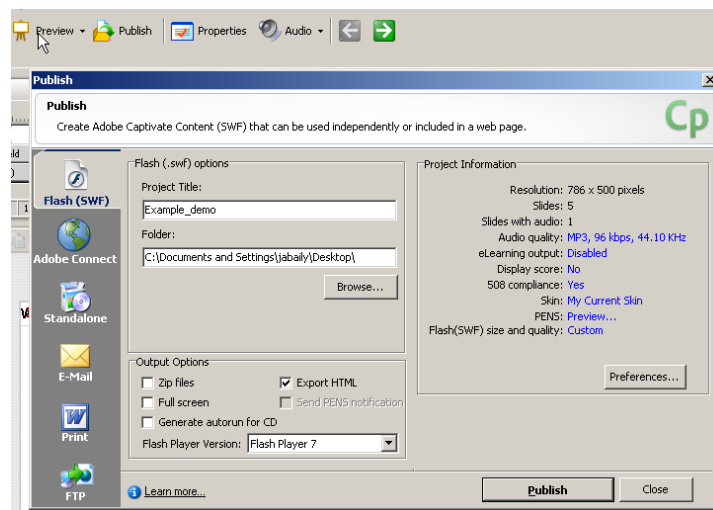
## Previewing in Flash

Previewing individual slides gives you a good idea about how they will look, but a better preview can be obtained by going to the **preview** menu and choosing **Project** or one of the other options. This will export your project to Flash and let you see what it looks like.



## Publishing

Once you are satisfied with how your project looks you can publish it. Click the **Publish** button on the top bar. Most likely you will want to use the default **Flash (SWF)** setting. You will be given the opportunity to rename the file and change some settings. Choose where you want to save it in the **Folder** field. Since most computers run flash player in a browser, it's best to make sure that the **Export HTML** is checked in the **Output Options**. You can also **Generate autorun for CD** if you want to burn it onto a CD.



Press **Publish** and you will be able to find the files in the folder you specified in the previous screen. Even if you publish, save your **.cp** files so you can make changes later.

## Advantages and Disadvantages of Captivate

### Advantages

- Interactivity
- Ability to edit
- Captions and highlighting
- Accessibility options

### Disadvantages

- Time consuming to make
- Software is expensive

## **Guidelines for Creating Multimedia Tutorials**

**February 21, 2007**

### **Recommended Process for Creating Multimedia Tutorials using Captivate:**

1. Begin by listing the learning outcomes
2. Decide what critical content is needed to achieve the learning outcomes
3. Draft a 'storyboard' that includes how (instructional strategies) you will convey your critical content
4. Create your 'movie' using Captivate
  - Capture screens without adding narration
  - Edit the captured screens (change, delete, and insert screens)
  - Add Narration
5. Ask five potential users of the tutorial for feedback – with sound on and off (usability)
6. Edit your movie based on the feedback you receive from potential users
7. Publish your movie

### **Standards when creating tutorials for the Library Web Site using Captivate**

1. Use IDWoG template to ensure:
  - a. appropriate settings for recording
  - b. standard look and feel of tutorials
2. Open tutorial with a slide explaining the purpose (learning outcomes) of the tutorial
3. Use examples that are applicable across disciplines
4. Be as brief as possible – edit your content to only what is necessary to achieve each learning outcome
5. Design the tutorial to run with audio; users should be able to follow tutorial without audio
6. Narration should be as concise as possible; sound should be clear and without background noise or static (CD quality)
7. When demonstrating library resources and services (especially action taking place on screen), added text ('call out' boxes) should be limited to an action word or words. In these situations, call out boxes should contain action text or short labels not explanatory text.  
Examples:  
Good: "Click on Find It" -  
Bad: "To find the text of the article click on the Find It button at the bottom of the screen."
8. Text should clearly flow with narration; spoken and written words should parallel each other and essential phrases should match.  
Examples:  
Good: Spoken: MadCat Catalog                      Text: MadCat  
Bad: Spoken: MadCat Catalog                      Text: Our library catalog
9. Use Arial font in 'call out' boxes
10. Use personal pronouns such as 'you' or 'we'
11. Minimize library lingo throughout
12. No music
13. No keystroke sound effect (mouse click sound effects are acceptable and often useful)
14. 'Call out' boxes should be clearly visible
15. 'Fade between' all slides for easy viewing

16. No overlapping 'call out' boxes because these can cause visibility issues
17. Penultimate (2<sup>nd</sup> to last) slide must review points covered in the tutorial
18. Last slide must include a live link (opening a new window) to 'Ask a Librarian'
19. Last slide must include the name of the tutorial creator and the date of creation or revision
20. End tutorial with last slide – not a blank screen
21. If using Captivate 2 or 3 add close captioning

#### **Tips when creating tutorials for the Library Web Site using Captivate**

1. Keep tutorials as short as possible (1-3 minutes); break a long/large video into smaller videos
2. Allow mouse click sound effect
3. Try to use only one 'call out' box per slide
4. Consider blurring or 'graying' sections of 'busy' screenshots to help focus users on important content
5. Use a 4 pixel border for 'call out' boxes