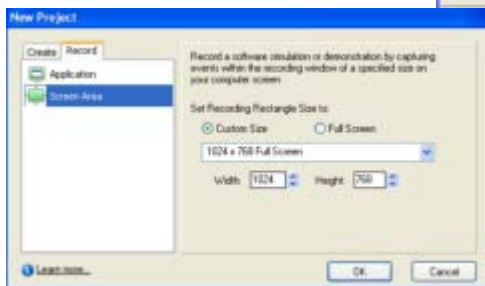
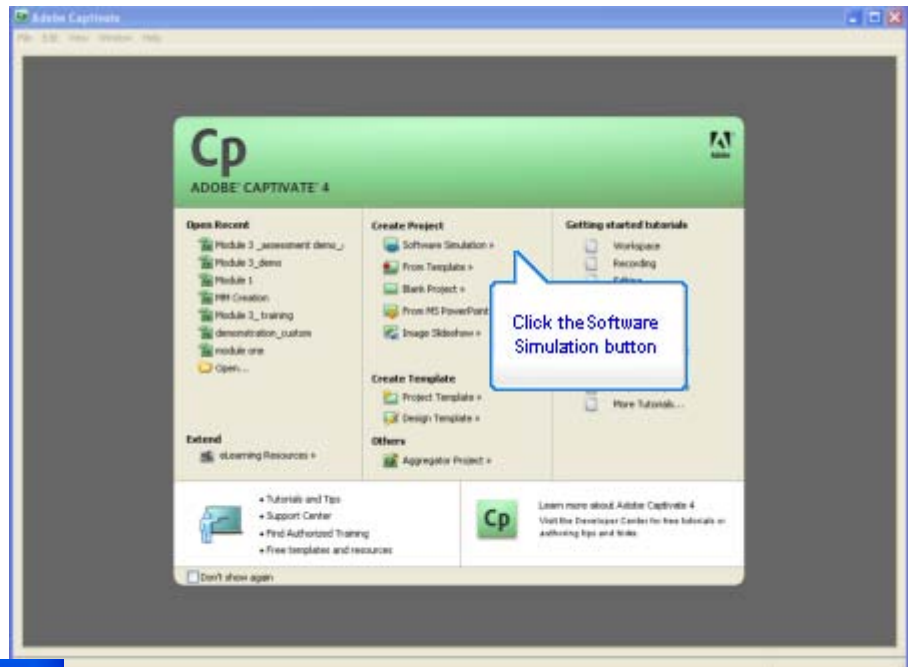


Module 3 Step by step instructions to screen capture

This module will take you through the steps needed to perform a screen capture.

First open Captivate and click the **Software Simulation** button to record a new project.

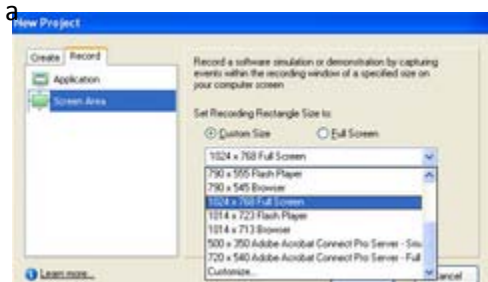
A software simulation lets you record an application or part of your desktop.



The **New Project** dialogue box appears.

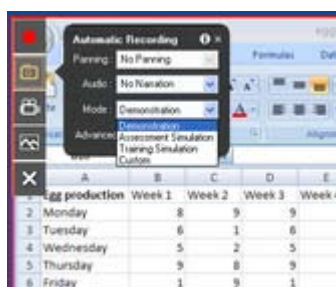
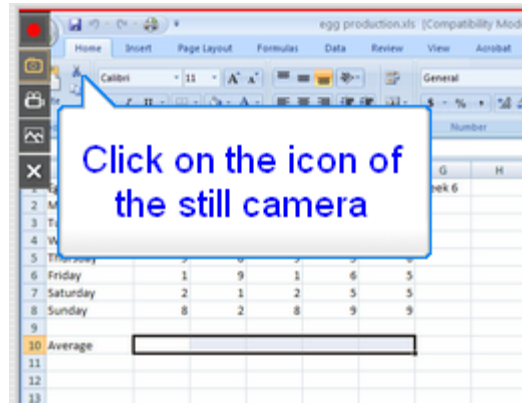
Select **Screen Area**, then **Custom Size**. This module leads you through the steps to screen capture with the appropriate settings for optimum viewing.

Choose 1024 x 768 resolution for maximum screen capture for a reasonable file size. This resolution will need to be reduced in size for publishing for example, 800 x 600 or 640 x 480. Capturing your whole desktop is not recommended because the captured screen will not fit in the user's browser window and high processing capabilities of the computer are needed. How to shrink your project is covered at the end of this project.



Click the OK button.

Click on the icon of the still camera



Demonstration mode: Used to create a demonstration movie. This mode automatically includes captions, highlight boxes and mouse movements.

Assessment Simulation: Used to create a Simulation movie. Automatically includes Click Boxes and Failure Captions. But does not capture your mouse movements.

Training Simulation: Similar to Assessment Simulation in that it is used to create a Simulation movie. Click boxes get added automatically. In addition, there will be Hint and **Failure** captions. Mouse movements are not captured.

Custom: Allow you to create a hybrid project that could be part Demonstration and part Simulation.

Click on camera icon to set capture settings. In mode selection, choose your preferred mode: demonstration, assessment, training or custom.

If adding narration while recording select your microphone. There is no need to repeat the selection in the video mode button as the selection will remember from the still camera mode. Leave the Manual button as is.

You can then press the red circle to start your screen capture. To finish capturing your screen, press the **“End”** button on your keyboard. Save your project on your own drive.

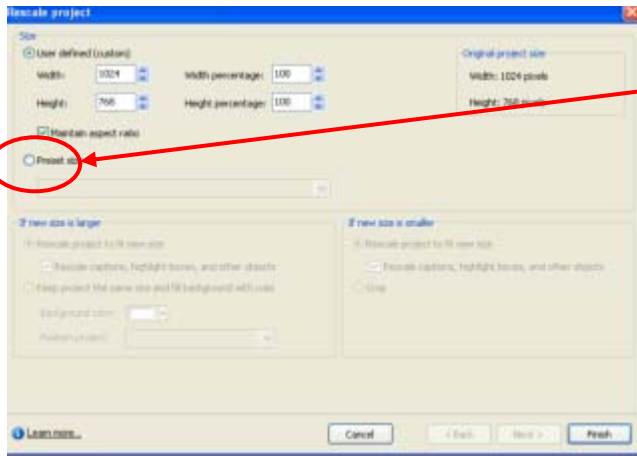
Then press **“F4”** to preview your project.

Rescale your project

First, make a copy of your file with the word Small at the front of the file name so that a backup copy of the full size capture is retained.

Then click Project, then select Rescale.

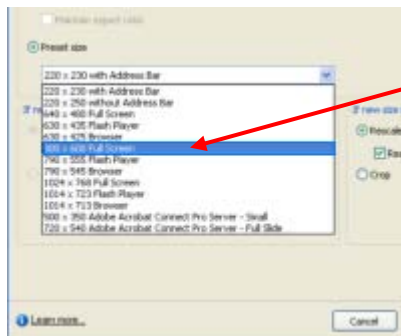




The rescale dialog box opens, Select the Preset Size radio button



Select the Combo Box to choose the screen resolution size. Although you might capture your screen at 1024 x 768 or larger resolutions, to facilitate optimum viewing on the student's browser window, it is always advisable to rescale your project. Rescale the project using the copy you have created with the word Small at the front.



Select the 800 x 600 or 640 x 480 Full Screen option. The 800 x 600 option is optimum for clear viewing.

You can then click finish.

WARNING! This procedure is irreversible. It is advisable to keep your original file in the original screen capture size so that additional slides can be later added if required. The whole project can then be rescaled. This allows for revision of resources.

Always work on your copy file, NOT the original. This ensures that you always have a backup file if mistakes are made.

