

CTL Technology Brownbag

April 2

Audacity (audio) and Adobe Captivate (screen to video)

Quick and dirty guide to creating audio files using AUDACITY.

Needed: microphone and Audacity (both are available through an IT workorder)

OR – use the CTL room’s computer and microphone logged on as “user” or as yourself

1. Open Audacity.
2. Use the buttons that appear as if on an old tape recorder. (The red circle = record.)
3. Record a sample and then play it back.
4. Select New File to rerecord.
5. Use the scissor icon to cutout your goofs, awkward pauses, clearing of the throat, or um’s.
6. Save as an audacity project (so that you can edit it in the future)
7. Export file to WAV.
8. Preview the WAV file.
9. Post the WAV file to D2L.

Quick and dirty guide to creating flash videos using ADOBE CAPTIVATE 4.

Use the CTL room at this time logged on a “user” or yourself. If you need a copy of Captivate for your own desk, you must requisition a license. The fee is approximately \$100. Let Karen or Randy know if you need help with the purchase.

1. Open what you want to show (a file or the web).
2. Open Adobe Captivate 4.
3. Select either:
 - a. “Software Simulation” – use drop down to select your file OR
 - b. “Blank project” – select power point or full screen.
4. Use sizing buttons to increase or decrease window size. This is exactly what will show on the video.
5. Use buttons on the upper left to select recording mode. Demonstration mode is a good one to begin with.
6. For “audio”, select microphone. Use the X to make the settings box go away.
7. Begin recording with the red button. Recording begins with a microphone test. After the test, there will be a countdown so you know exactly when to begin speaking.
8. When you are done recording, hit ESCAPE.

9. Save and then PREVIEW the project. (Previewing is an essential step, as it converts the files to an editable format.
10. After previewing, select either CLOSE PREVIEW or EDIT.
11. Editing:
 - a. Scroll up and down the left hand "filmstrip" area to see how your work is divided into "slides".
 - b. Use the megaphone icon to play a specific slide.
 - c. To delete an entire slide, click on it and hit delete on your keyboard.
 - d. For more editing tips, see the book in the CTL room "Essentials of Adobe Captivate 4," view tutorials from the opening screen of Captivate, or view online tutorials at www.adobe.com/support/captivate/
12. SAVE.
13. PUBLISH. (To a folder, html, flash player 8). The end result is a .SWF (flash) file. I *think* that if you load this file to D2L, it will function as a flash tutorial. If it does not, please see Diane Roberts. Library flash tutorials are hosted by the college website.