

## Adding audio to Adobe Captivate projects

With Adobe Captivate, you can add narration, music, step-by-step instructions, or almost any sound to your projects. You can use audio to reinforce critical instruction, add emphasis to objects and images, or bring realism to your project by adding sound effects.

Audio enhances Adobe Captivate projects in a variety of ways. For example, you can

- Add a background track that plays for the duration of the project.
- Add sound to an individual slide.
- Add sound to a specific object, such as a caption, click box, highlight box, or button.

### Recording equipment

Adobe Captivate lets you record your own audio files or import existing files. You can record audio files at the same time the project is recorded, or you can add an audio file later. Imported files can be in WAV or MP3 format. You will need the following equipment for recording audio:

- Computer with sound card and speakers
- Microphone

The following equipment is also recommended but not necessary:

- Microphone stand
- Microphone preamplifier to boost the signal of the microphone
- Headphones

If you are recording audio outside of Adobe Captivate and then importing the files, you will also need the following:

- Recording software: A wide range of recording software, such as Adobe Soundbooth, is available. Important software features include editing functionality (to fix mistakes), music and sound effect options, and the capability to create the file format you require (such as MP3 or WAV).
- Media Player: A software program that can play audio files on your system.

### Tips for recording audio

The following tips will make your recording session go more smoothly:

- Prepare a written script and storyboard for your recording.
- Find a quiet place to record. Try closing doors, turning off unnecessary computer equipment, turning off or lowering lights that might make noise, and turning off phone ringers, beepers, and pagers.
- Test your audio recording equipment to ensure that it is set up properly.
- Start the software application that controls the sound card. Select the recording source (line in) and adjust the volume to 100%.
- Position your microphone correctly for the best results in the finished audio file. First, get close to the microphone (within 4 to 6 inches) so you're less likely to record extraneous nearby sounds. Position the microphone above your nose and pointed down at your mouth so you're not speaking down to it. Finally, position the microphone slightly to the side of your mouth to help soften the sound of the letters S and P.
- Speak slowly and carefully.

## Adding audio when recording your project

You can use Adobe Captivate to record an audio track at the same time you record the slides for a new project. This is a very efficient way to create a full-featured project quickly.

To record audio and a new project at the same time:

1. Have your script and/or storyboard nearby.
2. Start the application you want to record.
3. Start Adobe Captivate.
4. On the Start page, click Software Simulation (**Figure 1**).

The New Project dialog box appears (**Figure 2**).

5. On the Record tab, click Application.
6. Open the Select Application pop-up menu and click the application you want to record (**Figure 3**).

You can select the area of the screen you want to capture (**Figure 2**).

7. Click to select the Application Window option (**Figure 4**).
8. Click OK.



Figure 1 Start page

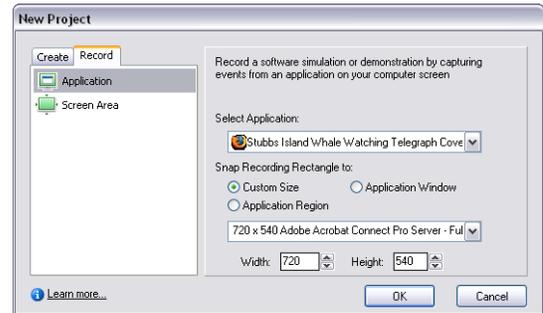


Figure 2 New Project dialog box

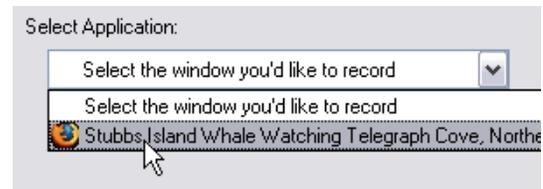


Figure 3 Select Application pop-up menu

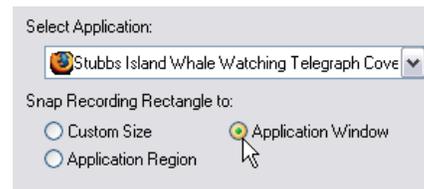


Figure 4 Snap Recording Rectangle To options

The recording area automatically changes to fit the application window, as indicated by the red border (Figure 5).

- Click the Automatic Recording button to reveal the Automatic Recording Options (Figure 6).

By default, you will record in Demonstration mode with no narration. To add audio narration to the recorded simulation, you need to select a source for the audio.

- Open the Audio pop-up menu and select the source of your audio. If you are using your microphone to record your audio, choose Microphone (Figure 7).

- Click the Record in Selected Mode button (red circle).

If this is your first recording, you are prompted to test audio levels. Click Yes to optimize the recording levels. Follow the prompts and click OK (Figure 8).

After a brief countdown, Adobe Captivate begins recording your on-screen actions and audio.

- As you record, speak slowly and clearly into your microphone to provide the on-screen narration.
- When you finish recording, press the End key on your keyboard.

The slides are generated and your new project appears in the storyboard.

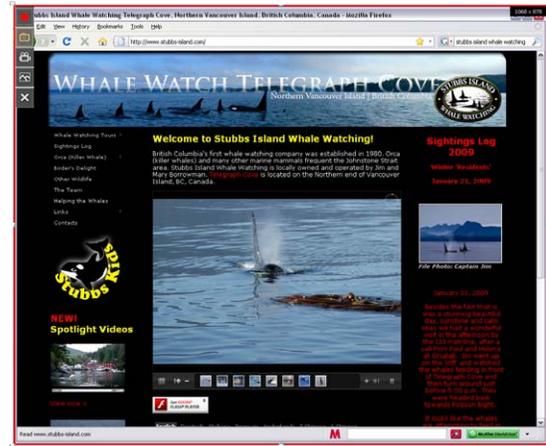


Figure 5 Recording area inside red border

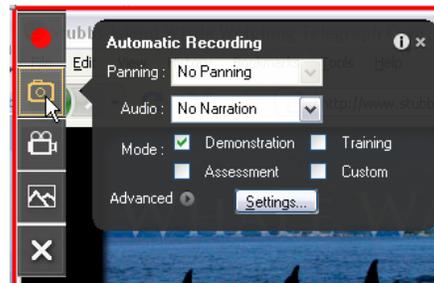


Figure 6 Automatic Recording options

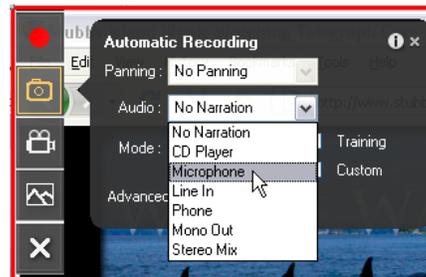


Figure 7 Audio pop-up menu



Figure 8 Calibrate Audio Input dialog box

### Recording new audio for an existing project, slide, or object

Recording audio for an existing project is similar to recording audio for a new project. The main difference is that you must first indicate where in the existing project you want the audio to play. You can record a narration track for the entire project, or you can be more specific by attaching new recordings to specific slides. You can even associate new audio with individual objects, such as buttons or captions.

To record new audio for a project, slide, or range of slides:

1. Open the Adobe Captivate project you want to edit.
2. Click Audio and click Record (**Figure 9**).  
The Record Audio dialog box appears (**Figure 10**).
3. Open the pop-up menu to select where in the project to record the audio (**Figure 11**).

There are three choices.

- **This Slide** records audio for the selected slide only.
- **Project** records audio for the entire project, one slide at a time.
- **Slide** lets you specify a range of slides.



Figure 9 Audio menu

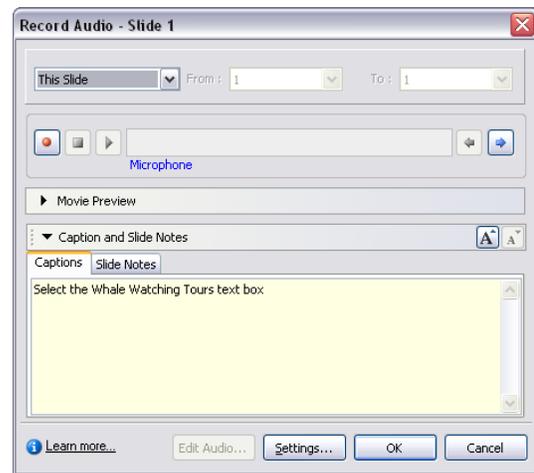


Figure 10 Record Audio dialog box

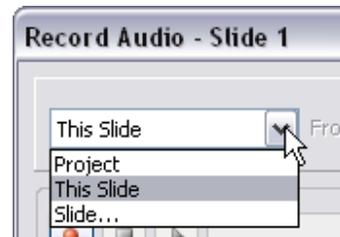


Figure 11 Select where to record the audio

4. If you want to see a preview of the slides while recording, expand the Movie Preview section of the dialog box (**Figure 12**).
5. To record new audio, click the Record Audio button (red circle).
6. Click Yes to confirm that you want to begin recording.
7. Begin speaking to record your audio. While you're recording, Adobe Captivate plays your slides in the dialog box so you can synchronize narration to the screen.
8. When you finish recording, click the Stop Audio button (**Figure 13**).
9. To play back the recording, click the Play Audio button (**Figure 14**).

The audio you just recorded is played back, along with the slide. You can re-record the audio.

If you chose to record more than one slide, you can use the Next Slide and Previous Slide buttons (**Figure 15**) to move between slides. To use this feature, you must have the Continuous Play check box deselected.

10. When you finish recording, click OK to close the Record Audio dialog box.



Figure 12 Select where to record the audio



Figure 13 Stop Audio button



Figure 14 Play Audio button

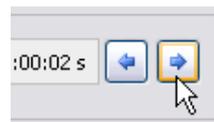


Figure 15 Next Slide and Previous Slide buttons

To record audio for an object:

1. Open the Adobe Captivate project you want to edit.
2. Select the Edit view and click to select the slide you want to edit.
3. Double-click the object that will include the sound (**Figure 16**).

The dialog box for the object appears.

4. Click the Audio tab (**Figure 17**).

You can record or import audio for the object.

5. Click the Record New Audio button (red circle).
6. Click the Record Audio button (red circle).

The Record Audio dialog box appears (**Figure 18**).

7. If this is your first recording, you are prompted to test audio levels. Click Yes at the prompt to optimize the recording levels. Follow the prompts and click OK.
8. Begin speaking to record your audio.
9. Click the Stop Audio button to finish recording (**Figure 19**).
10. To play back the recording, click the Play Audio button (**Figure 20**).

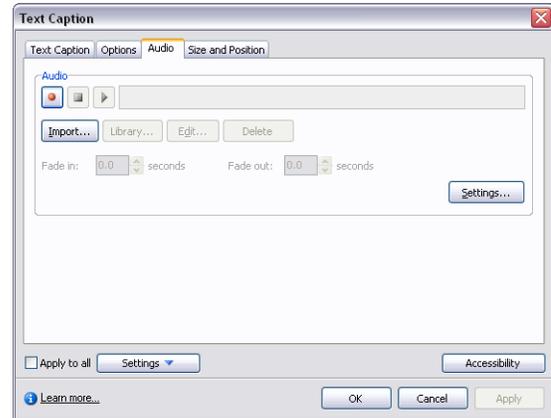
The audio you just recorded is played back. You can re-record the audio.

11. When you finish recording, click OK to close the Record Audio dialog box.
12. Click OK to close the dialog box for the object you are editing.

If your recorded audio exceeds the duration of the slide, you will be asked to extend the slide duration. Click Yes to have Adobe Captivate adjust the slide timing.



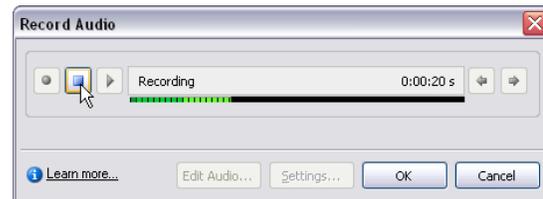
**Figure 16** Double-click to open the object



**Figure 17** Audio tab



**Figure 18** Record Audio dialog box



**Figure 19** Stop Audio button



**Figure 20** Play Audio button

### Adding (importing) existing audio to a slide or object on a slide

You can import an audio file to narrate a slide or to bring life to buttons, highlight boxes, click boxes, or text entry boxes. You can also use the Library to add an audio file that is already in your current project.

To add audio to a slide or an object on a slide:

1. Open the Adobe Captivate project you want to edit.
2. Select the Edit view.
3. To add sound to a slide, double-click the slide you want to edit. To add sound to an object on a slide, click to select the slide, and then double-click the object.

A dialog box appears for the slide or for the object you double-clicked.

4. Click the Audio tab (**Figure 21**).

You can record or import audio.

5. Click Import.

The Import Audio dialog box appears (**Figure 22**).

By default it displays the Adobe Captivate sounds folder.

6. Locate the audio file you want to import, select the file, and click Open.

The sound is added to the slide or object and to the project library. You can preview the sound by clicking the Play Audio button (**Figure 23**).

7. Click OK to close the dialog box.



Figure 21 Audio tab

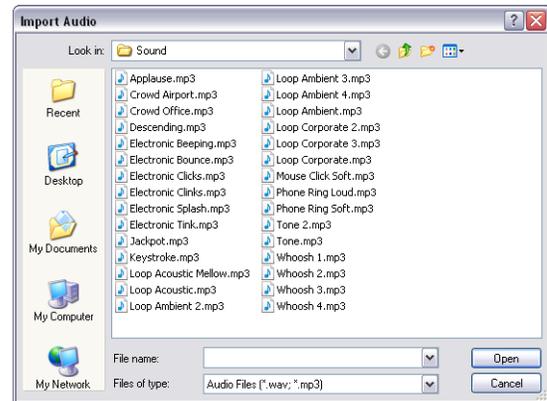


Figure 22 Import Audio dialog box



Figure 23 Play Audio button

To add audio from the Library:

When you add sound to a Captivate project, the sound is stored in the project Library. You can reuse that sound in other parts of the project.

1. Open the Adobe Captivate project you want to edit.
2. Select the Edit view.
3. To add sound from the Library to a slide, double-click the slide you want to edit. To add sound to an object on a slide, click to select the slide, and then double-click the object.

A dialog box appears for the slide or the object you double-clicked.

4. Click the Audio tab.
5. Click Library (**Figure 24**).

(This option is unavailable if the Library does not contain any audio files.)

The Select Audio From Library dialog box appears (**Figure 25**).

6. Select a file to add to the slide or object.  
You can preview the sound by clicking the Play button (**Figure 26**).

To add more audio files to the Library, you can click the Import button.

7. Click OK to add the selected sound from the Library to the slide or object.

The sound appears on the Audio tab.

8. Click OK to close the object's dialog box.



**Figure 24** Audio tab



**Figure 25** Select Audio From Library dialog box



**Figure 26** Play button