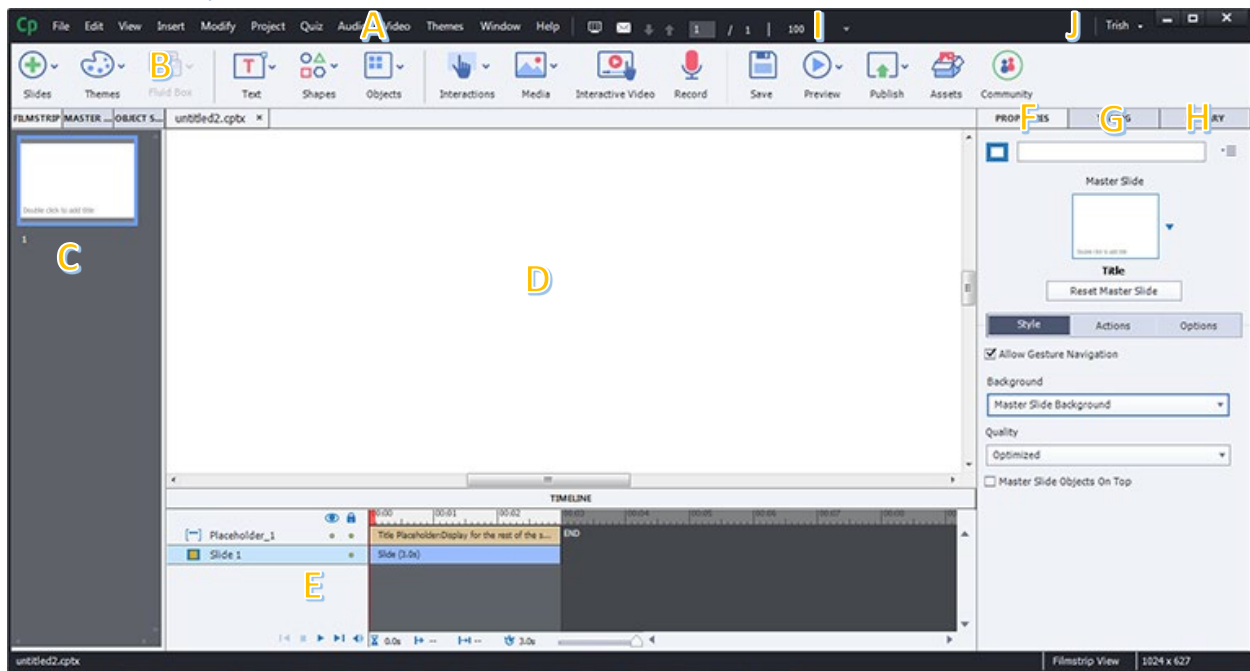# Captivate 2019 Fast Facts – A Quick Reference Guide

Your Workspace

A **Menu Bar** options allow you to select from various categories to perform a task.

B **Button Bar** options allow you to perform common tasks, such as inserting objects, interactions, and media.

C **Panes**, such as FILMSTRIP, MASTER SLIDE, and OBJECT STATE can be opened on the left so you can quickly toggle between views.

D **The stage** is your work area.

E **The timeline** controls the timing for the slide. Each element added to the slide becomes it's own layer on the timeline.

F **PROPERTIES** tab allows you to attach formatting, actions, and options to selected elements on the stage.

G **TIMING** tab allows you to customize the timing for a selected element, add effects, and transitions.
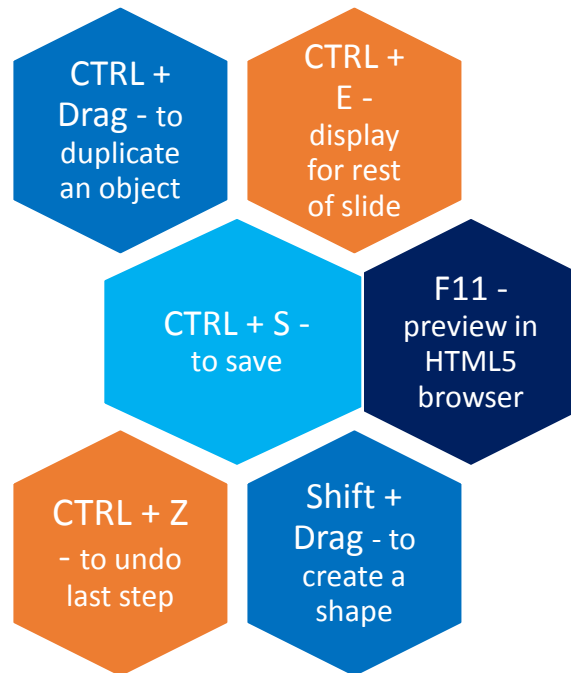
H **LIBRARY** tab allows you to see the files included in your project. Media can be imported and exported from the library, you can drag objects from the library on to the stage, and you can select unused objects to reduce project size.

I **Quick Tools** allow you to navigate between slides, move to a specific page, and adjust the zoom percentage of the stage area.

J **Workspace** options allow you to create and manage workspaces, switch between workspaces, and reset workspaces.

Useful Shortcut Keys

While all shortcut keys can save you time, these are ones you should memorize and start using right away.

CTRL + Drag - to duplicate an object

CTRL + E - display for rest of slide

CTRL + S - to save

F11 - preview in HTML5 browser

CTRL + Z - to undo last step

Shift + Drag - to create a shape

*Most of these options apply to a selected element on a slide.

Design Tips

There are some basic graphic design principles that go into almost everything you see in the world around you and should also be part of your eLearning design practice. Here's a little bit more about some of them:

Balance. Balance, whether symmetrical or asymmetrical, means determining where images and graphic elements belong so they make sense. Without the proper equilibrium, designs will "fall over" just as you would if you walked without balance.
Why is this important? Placing an image that does not factor balance into the equation can turn your viewers away. Our brains are conditioned to respond to balance, and designs tend to be much more effective when objects are placed accurately in accordance with their visual weight.

Contrast. The idea attached to contrast is to avoid elements on a page or screen that are similar. If the elements (type, color, size, thickness) are not the same, then you should make them very different. This can be the most important element on a page...it is what generally attracts a user to the screen and creates attention.
Why is this important? Beautiful design is fantastic but creating contrast for your audience is vital to ensuring that your viewers' eyes are directed appropriately. In addition, by utilizing contrast, users can make correlations regarding groups, separation, importance, etc.

Proximity. Proximity deals with placement of elements. For example, items relating to each other should be grouped close together. When several items are in close proximity, they become one visual unit rather than several separate units. This helps organize information, reduces clutter, and provides users with a visual reference.
Why is this important? Nobody wants to spend a lot of time, energy, and creativity on beautiful graphic design concepts that ultimately lose the attention and message for which the job was initially intended in the first place! You can use proximity in your design to help guide the user's focus and avoid visual overload.

Whitespace. If you've ever been told to leave the right amount of white space on your resume, then this should make sense to you. Basically, you don't want to overwhelm your audience with so much visual stimulation that their eyes don't know where to focus. The message can easily get lost if the design doesn't allow the eye and brain to have a little breathing room.

Why is this important? Whitespace creates space for your eye to rest when viewing a page or screen. It allows the eyes to relax and focus on the information that is being presented. It also allows you to utilize contrast and proximity to create elements which draw the eye and effectively organize information. In addition, proper use of whitespace increases legibility.

Color Palettes

Here are 3 different ways to easily do this. The hardest part is picking the option you want to use for your next Captivate project!
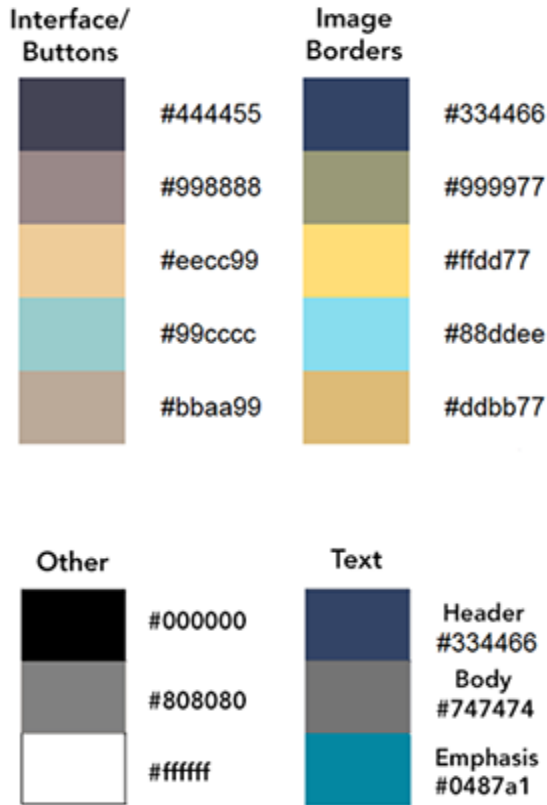
Option 1: Create Your Own Palette
In just a few simple steps you can create your very own customized color palette:
1. Define your colors

You'll need to define the colors you want to include in your palette. Hopefully a lot of these decisions were made during the Design/Prototyping phase of your project. You may be using colors from your interface, a customer's logo, a specific image, etc. and you should also define colors and styles of other elements you'll be using in Captivate like highlight boxes, arrows, rollover areas, etc. Once you have a list of the colors you want to utilize, record the RGB (e.g., 255, 255, 255) or Hex color code number (e.g., #FFFFFF) and any other identifiers that may be applicable such as Solid/Gradient, percentage of fill, stroke width, etc. for each element.

2. Create a simple graphic containing your palette

Next you'll need to create a simple graphic that contains all of the information you just recorded in a visual manner. You can use any image editing software or other software application that will let you export a graphic file. Create shapes that contain the various colors you want to include in your custom palette in your graphic. You can also include additional information if you like such as the name of the color and the applicable RGB or Hex code for each. I like to also categorize my palette with other identifiers such as Interface colors, button colors, text, etc. It's up to you how much or how little detail you want to include. Shown below is an example of the type of palette I like to work with:

Interface/Buttons
#444455
#998888
#eecc99
#99cccc
#bbaa99

Image Borders
#334466
#999977
#ffdd77
#88ddee
#ddbb77

Other
#000000
#808080
#ffffff

Text
Header #334466
Body #747474
Emphasis #0487a1

3. Export/Save your graphic file and then import the image in to the Captivate file you're working on. I then move the image to the left of the stage so I can quickly access it. Since it is not on the stage the image will not be visible to users when your file is published.

4. Set the timing of the image to display for the rest of the project so it's visible on every screen. See an example below.
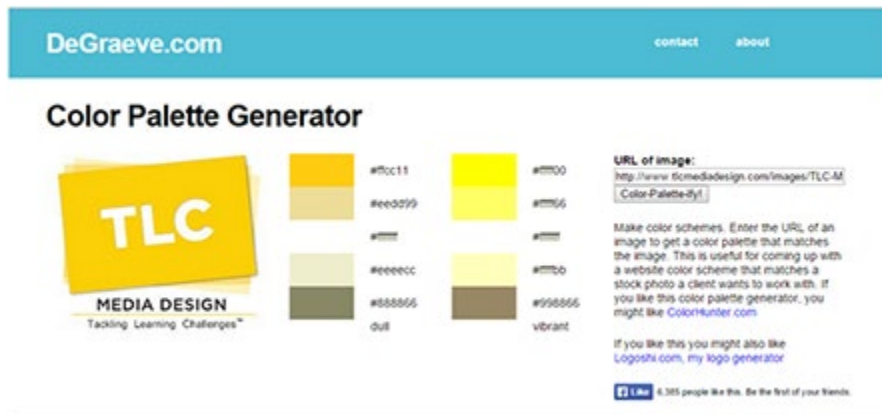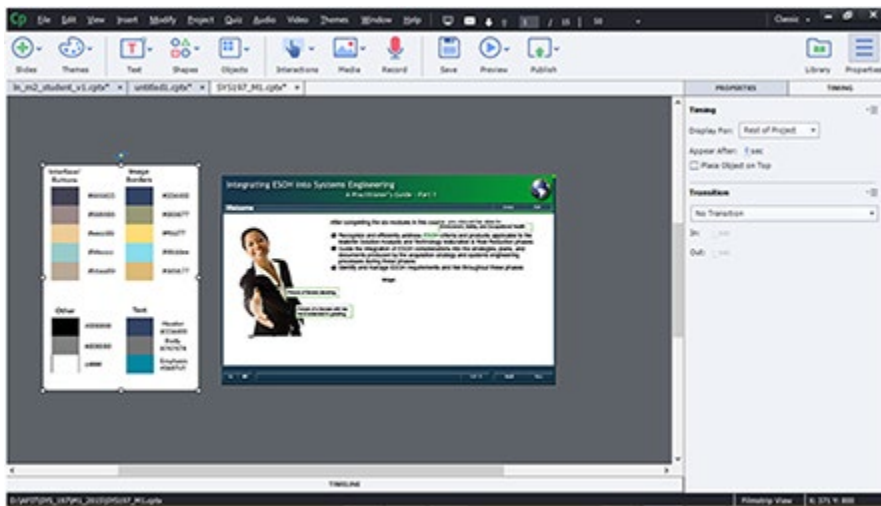
5. When I create an element on the stage and want to change the fill and/or stroke color I use my palette to select the applicable color.

- Select the element.
- Select the Properties tab and click on Fill or Stroke to display the Captivate palette.
- Select the Eyedropper tool and click on the color in your custom palette that you want to use.
- Your selection is applied.
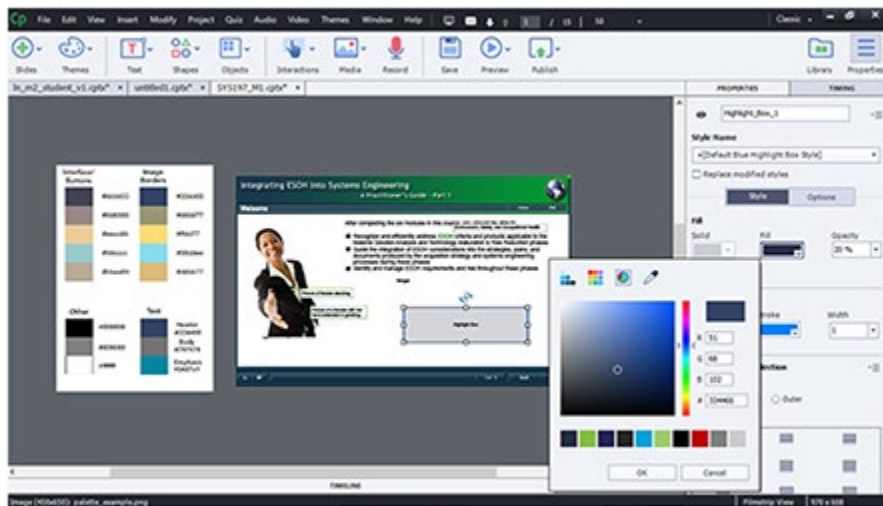
Option 2: Auto-generate a palette
Another option is to generate a custom palette based on the colors in a custom interface, graphic, image of your choice using the website http://www.degraeve.com/color-palette/ or one of the many other sites that perform this task for you. Simply supply the URL of the image you want to generate the palette from and click the Color-Palette-ify! button. The site will create a palette for you. It's that simple! The example shown below was auto-generated based on our company logo:

Unfortunately, you can't easily save the image from this site but there is an easy workaround. You could either screen grab the palette and create an image to use in Captivate or write down all the Hex codes and create a custom palette graphic to use in Captivate. Then just follow the steps in Option 1 to import and use your custom palette.

Option 3: Use a Captivate Theme

If you happen to be using one of the Captivate themes, a palette is automatically generated for you based on that theme. Also, as you're working, if you select other colors that aren't already in the palette, they will automatically be added to your palette when you make a selection. You're still free to create a custom palette in these situations too; however, you may not need to if you plan to use the colors utilized in the theme's interface.

Using one of the 3 great options shown here can be a real time-saver for all your Captivate projects. Just choose the option that is the best fit for you and go for it!