

## Using Captivate 5 Video Files in Brainshark

Video can be used to showcase a new application or a new process, or to engage your audience in your presentation. Follow the *Create Content* guidelines on the Brainshark [Help & Training](#) website to be sure you create the right communication for your audience. And be sure to create a script so that you know exactly what you will record and the process you want to capture. For additional information on *Using Captivate 5 Video Files in Brainshark*, please view the companion [tutorial](#).

### Pre-Capture Settings

#### *Determine Your Capture Size*

The height and width of the video capture, measured in pixels, should abide to a **4:3 aspect ratio**.

Common 4:3 Aspect Ratios Include:

- ✓ 720x540
- ✓ 800x600
- ✓ 1024x768 – **Recommended**

How do you make sure the aspect ratio is 4:3? Simply **multiply the width of the capture size by .75**. The resulting number is the height required to maintain a 4:3 aspect ratio. Additionally, confirm that the height and width of the resolution are **evenly divisible by 4**. Taking these extra steps will ensure the best viewing experience possible at the chosen capture size.

**Example** If you wanted to use a width of 800 and needed to determine the height, you would multiply 800 by .75 to give you a height of 600. Both the height and width are evenly divisible by 4 so this is an acceptable recording size.

#### *Selecting the Video Capture Size*

The largest capture size that you can use in Captivate 5 and still be able to publish in an F4V format is 1024 x 768.

1. From the Captivate 5 Start screen, select **Create New > Software Simulation**.
2. Select **Screen Area** in the dialog box.
3. Select **Custom Size** in the *Set Capture Area to* section.
4. Enter the recording dimensions (width, in pixels, is to the left of height). Refer to *Determining Your Capture Size* above for more information on 4:3 dimensions.
5. Click **Customize** to save these custom recording dimensions for future use.
6. Click **Record** to begin recording a new project in the size you specified.
7. Refer to the *Captivate 5 Start Screen* for detailed tutorials on recording the screen.

## Post-Editing Production Tips

After you have finished editing your capture, you are ready to produce your project as a finished video file that you can use in Brainshark. When you get to publishing the video, you must decide how you want the viewer to control video playback. Captivate 5 adds video playback controls by default, as does Brainshark. Regardless of where you want the control to reside, be sure you do not have duplicate controls.

### *Brainshark Best Practices*

- Use Brainshark player controls for video slides unless you have a legacy video or do not have control over video production.
- Adjust Flash Options settings to .f4v.
- If you are balancing file size and video quality, adjust the video quality until you get the file size you need.

**Example** If you have your video quality set at 100% and your file size is over 200 MB, try adjusting the quality to 80% or even 60% to see if the resultant file size is under the Brainshark upload limit of 200MB. If you are not concerned with file size, adjust video quality to 100% for the best viewing experience.

### *Choosing Your Production Settings*

#### Disabling the Video Controls

1. Select **Project > Skin Editor**.
2. Deselect **Show Playback Control**.
3. Close the *Skin Editor* window.

#### Adjusting the Video Quality

1. Select **File > Publish Settings**
2. Select **Project > SWF Size and Quality**
3. In the *Jpeg* field, adjust the quality setting. Use 100% if you are not concerned with file size; if you have adjusted the quality with the goal of attaining a smaller file size, be sure to use the same quality setting here.
4. Click **OK**.

### Selecting F4V as the File Type

1. Select **File > Publish**
2. Select **Media**. You must be on the *Media* tab when you publish the file.
3. In the *Select Type* drop down, select F4V Video (\*.f4v).
4. In the *Project Title* field, enter the file name for the finished video.
5. Click **Publish**.
6. When the publishing is complete, you will receive a notification that *Publish was completed successfully*. Do you wish to view the output? Click **No**.

### **Uploading Your Video to Brainshark**

#### *Upload Your Video to Brainshark as a Presentation*

1. There are two places to start uploading your video into Brainshark:
  - a. Click the green **Upload My Content** button, select the *Upload Video* tab, click **Upload a Video**.
  - b. From the *Things you can do* menu, select **Upload Video**.
2. Locate and select your video file.
3. Update the **Presentation title**.
4. Select the **Folder** where the presentation will reside.
5. Add a **Description** for your video.
6. Click **Next**.
7. Once the video has finished uploading and converting, you will have the opportunity to add audio to the presentation.
8. Click **Skip adding audio** if your video already has audio or if you want to add it later.
9. You can now edit your presentation.

#### *Add Your Video as a Slide in an Existing Presentation*

1. Locate your presentation.
2. Edit your presentation.
3. From the *Things you can do* menu, select **Add slides > Add video slide**.
4. Click **Browse** to locate and your video.
5. Click **Open**.

6. Enter a **Title** for the slide.
7. Click **Save** to begin the upload process.
8. When the upload is complete you will be brought to the *Manage slides* page.

### *Adjust Settings*

Once your video is in Brainshark, there are additional video slide settings you can modify.

1. Once in *Edit Presentation*, from the *Things you can do* menu, select **Manage slides**.
2. Click **Edit** under the video slide.
  - In *Video Options*, select **Preserve original width and height of the video** to reduce distortion on a video that is smaller than 720x540, which is the native display size of the Brainshark Viewing Console. Your video will not be resized in the Brainshark Viewing Console.
  - Select **Pause after audio completes** to prevent the presentation from advancing to the next slide automatically after the video (or slide) completes. The viewer will need to click **Play** to resume viewing the presentation.
  - Select **Show on attachments tab** to automatically add the video to the *Attachments* tab for download.
  - Select **Hide seek bar** to remove the Brainshark controls for this video slide only. Remember, it is Brainshark Best Practice to remove the video controls when publishing the video in Captivate 5, however if you have a legacy video or no control over production, you should remove the controls here to avoid duplicate controls.
  - If you have a video with interactivity and needed to publish as a SWF file or have a legacy SWF you need to upload, AND you are able to upload SWF files to your Brainshark site (contact your Company Administrator for more information), you can adjust whether the controls for the video are in Brainshark or not. **Don't control the swf** movie is deselected by default. Enable this checkbox and Brainshark will not control the video, but rather show it as a URL slide. Viewers will be able to interact with the video and Brainshark will do all of the hosting.
3. Click **Save** to save your changes and return to *Manage slides*, or **Apply** to save your changes and remain in *Edit slide*.

For detailed instructions on production settings not covered here, refer to the *Adobe Learning* website at <http://www.adobe.com/communities/> or the *Captivate 5 Start Screen* for detailed tutorials.

Refer to the [Upload & Edit](#) section of the *Brainshark Help & Training* website for more information on editing your presentation. Also available is a companion [tutorial](#), *Using Captivate 5 Video Files* in Brainshark.