

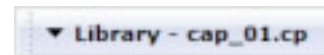
The Library

New to version 2 of Captivate, the library is a really useful addition.

If you need to, click the 'Edit' tab near the top of the screen.

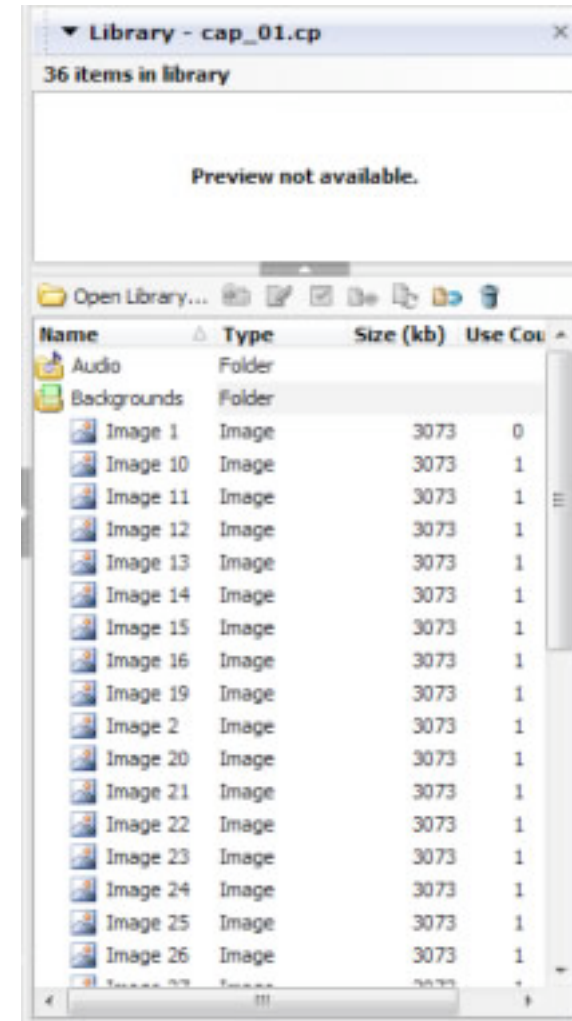
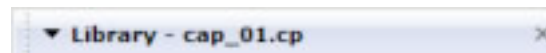
The right pane of the edit view shows the Library.

You can expand or contract the Library by clicking on its name or the arrow.



This can be extremely useful when you need a larger workspace.

You can close the Library completely by clicking the 'x' close button.



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To restore the Library, select 'Show Library' from the View menu.

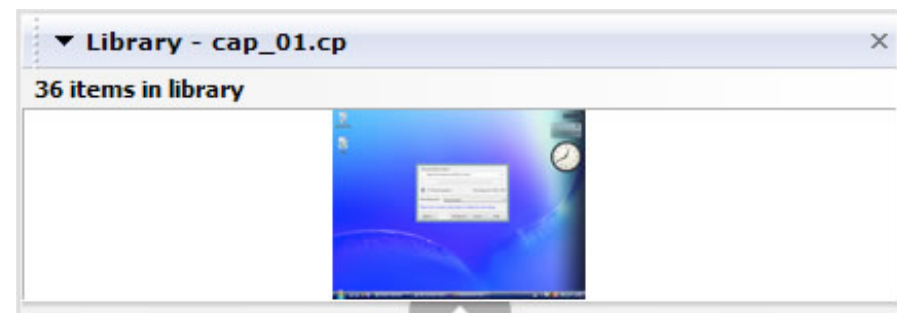
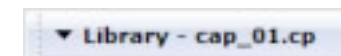
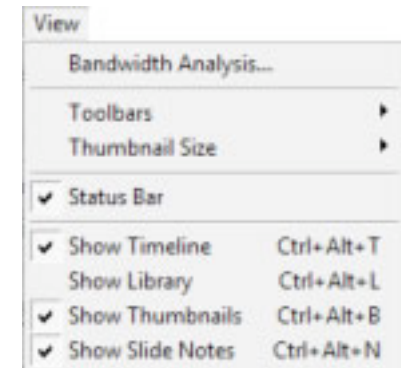
You may wish to move the Library to another location to improve how you work?

If this is the case, then click on the 'move' handle at the left edge of the Library title bar. You can now drag the Library to wherever you wish.

To move the Library back to its original position, then click and drag the title bar back to the original location – a border will appear where the Library can be 'docked'.

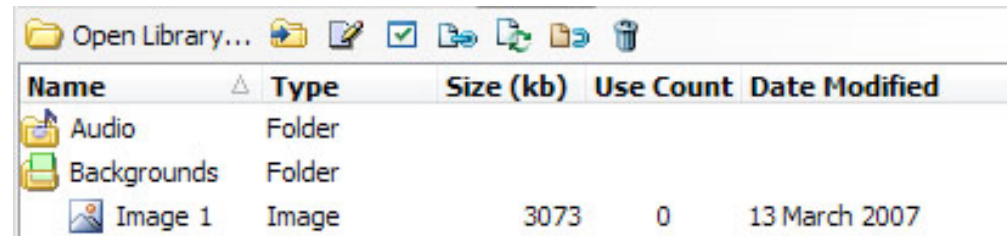
So what is the Library? The library lists all the assets you have in your project. They are divided into folders to make keeping track of them simpler.

At the top of the Library pane, you can see a preview of an object by selecting it in the Library.



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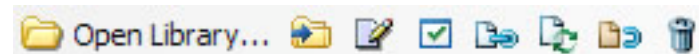
Each object in the Library shows its name, type, size (in kb) and the number of times it is used in the project. This can be extremely useful for tracking the assets used throughout a complex project.



Name	Type	Size (kb)	Use Count	Date Modified
Audio	Folder			
Backgrounds	Folder			
Image 1	Image	3073	0	13 March 2007

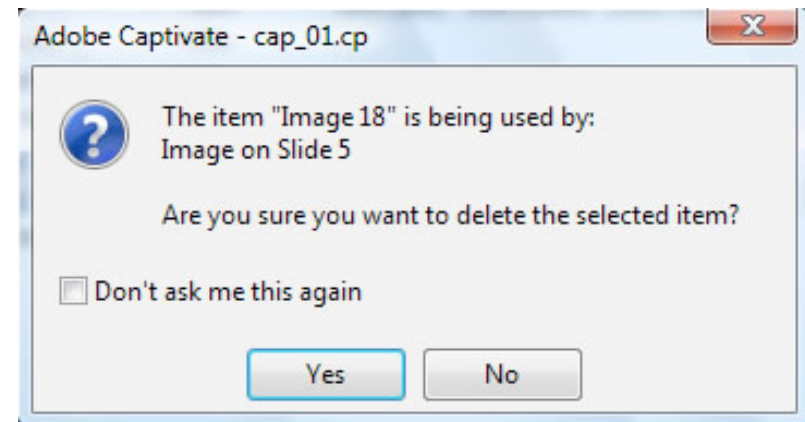
It is a really easy process to drag an object from the library onto a slide.

Should you want to delete an object from the Library, simply click on it to select it, and click the 'Delete' button.



A dialog box will appear asking if you are sure that you want to delete the item. Click 'Yes' to delete. The object will be deleted from the Library.

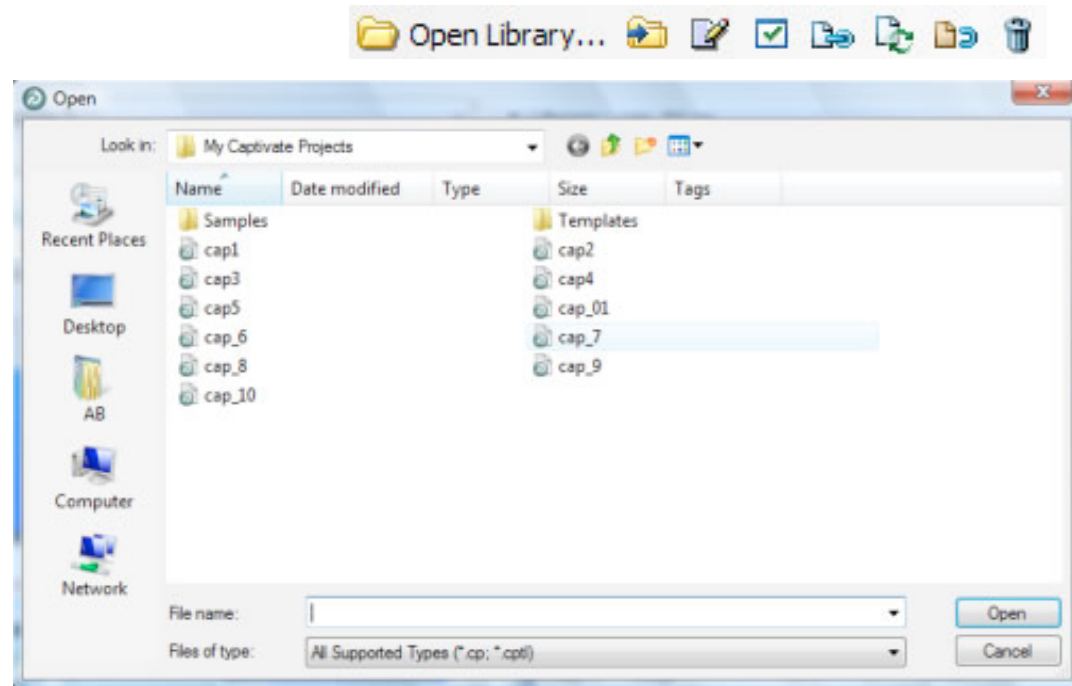
NOTE: *deleting an item from the Library will remove it from anywhere it is used in the project – so be careful when saying 'yes'!*



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There is an option to open a Library from an external source – you can open a Library from another Captivate 2 project for example.

This can be really useful when working on similar projects.



Once your project is complete, there is a really easy way to keep file size to a minimum. Click the 'Select Unused Items' button, and then click the 'Delete' button.

All the assets that are not used in the project are deleted from the Library.