

# CAPTIVATE ESSENTIALS - AN INTRODUCTION TO CAPTIVATE

Course Code: 0509

This course is designed to teach the core Adobe Captivate skills needed to create interactive eLearning and mLearning content

This course designed to teach the core Adobe Captivate skills needed to create interactive eLearning and mLearning content. By following step-by-step instructions, you will learn how to create a soft-skills lesson from scratch. You'll learn to record and produce software demonstrations, and interactive training simulations. This course will take you through three e-learning projects: a demonstration, a simulation and a SCORM-compliant quiz.

## What You'll Learn

Students will learn,

- Exploring the Workspace
- Creating Projects
- Screen Recordings
- Video Projects
- Captions, Styles, and Timing
- Pointers, Paths, and Buttons
- Images and Videos
- Audio
- States, Animations, and Object Effects
- Software Demonstration Conversion
- PowerPoint Projects
- Quizzes
- Publishing

## Who Needs to Attend

Corporate training professionals, educators, instructional designers, and all types of business users with limited programming capabilities who want to create product demos, application simulations, soft skill and compliance training, and mobile learning. Also educators and trainers who are currently using PowerPoint and need to add interactivity to their training materials.

## Prerequisites

- A practical working knowledge of Mac OS X or Windows
- Basic Web knowledge

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CLASSROOM LIVE

\$1,195 USD

3 Day

## Classroom Live Outline

### Module 1: Exploring the Workspace

- Exploring a Finished Captivate Project
- Zooming and Magnifying a Slide
- Navigating a Project
- Exploring and Resetting the Workspaces
- Previewing Projects

### Module 2: Creating Projects

- Create a Blank Project
- Adding Images to Placeholders
- Adding Content Slides
- Import Images
- Using Smart Shapes as Buttons

### Module 3: Screen Recordings

- Using Scripts
- Setting up the Recording Area
- Reviewing Recording Settings
- Understanding the Recording Modes
- Using Custom Simulations
- Recording Multiple Modes
- Using Panning
- Manually Recording the Screen

### Module 4: Video Projects

- Recording a Video Demo
- Editing a Video Project
- Using Pans and Zooms
- Splitting and Trimming Video
- Using Transitions
- Smoothing Mouse Paths

- Showing Visual Clicks
- Inserting Video Projects into a Project
- Publishing Video Demos

### **Module 5: Captions, Styles, and Timing**

- Inserting and Editing Text Captions
- Default Caption Styles
- Using Callout Types
- Creating Text Captions
- Controlling Slide Timing
- Controlling Slide Object Timing
- Spell Checking a Project
- Aligning and Distributing Slide Objects
- Exporting Captions to Word for Editing
- Reimporting Caption Edits from Word

### **Module 6: Pointers, Paths, and Buttons**

- Controlling Mouse Effects
- Editing Mouse Paths
- Cloning Object Styles
- Inserting Highlight Boxes
- Inserting Image Buttons
- Controlling Timeline Timing

### **Module 7: Images and Videos**

- Inserting Images
- Resize, and Restore Image Properties
- Importing Images to the Library
- Resize, Transform, and Align Images
- Managing Unused Library Assets
- Creating Image Slideshows
- Inserting Videos
- Setting Video Properties

### **Module 8: Audio**

- Importing Slide Audio
- Importing Audio onto a Slide Object
- Importing Background Audio
- Adding Slide Notes
- Recording Slide Audio
- Calibrating Microphones
- Replacing Audio
- Editing Audio Files
- Inserting Silence
- Converting Text-to-Speech

### **Module 9: States, Animations, and Object Effects**

- Working Multi State Objects

- Changing State Views
- Creating Multi State Objects
- Adding an Animation to Slides
- Applying Effects to Slide Objects
- Controlling Effect Timing
- Using Multiple Effects

### **Module 10: Software Demonstration Conversion**

- Hiding and Showing a Mouse
- Using Find and Replace
- Inserting Click Boxes
- Inserting Text Entry Boxes

### **Module 11: PowerPoint Projects**

- Creating a Project from PowerPoint Projects
- Using Linking, Embedding, and Exporting
- Editing the Source PowerPoint Project
- Updating Linked PowerPoint Projects
- Rescaling a Project

### **Module 12: Quizzes**

- Creating Quizzes
- Setting up Quiz Properties
- Using Quiz Object Styles
- Multiple Choice Question Slides
- True False Question Slides
- Matching Question Slides
- Sequence Question Slides
- Hot Spot Question Slides
- Fill in the Blank Question Slides
- Short Answer Question Slides
- Rating Scale Question Slides
- Random Question Slides
- Inserting Question Slides
- Editing a Question Slide
- Comparing Submit All to Submit Buttons
- Inserting a Knowledge Check Slide
- Reviewing and Importing GIFT Files
- Creating Question Pools
- Moving Questions to Pools
- Inserting Random Question Slides
- Importing Question Pools

### **Module 13: Publishing**

- Applying Playback Controls and a Table of Contents
- Editing, Saving, and Deleting Skins
- Creating Custom Playback Controls

- Creating a Table of Contents
- Organizing a Table of Contents
- Displaying Project Information
- Checking Publish Settings
- Using the HTML5 Tracker
- Using Adobe Web Fonts
- Publishing to HTML5
- Publishing to Video

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VIRTUAL CLASSROOM LIVE

\$1,195 USD

3 Day

## Virtual Classroom Live Outline

### Module 1: Exploring the Workspace

- Exploring a Finished Captivate Project
- Zooming and Magnifying a Slide
- Navigating a Project
- Exploring and Resetting the Workspaces
- Previewing Projects

### Module 2: Creating Projects

- Create a Blank Project
- Adding Images to Placeholders
- Adding Content Slides
- Import Images
- Using Smart Shapes as Buttons

### Module 3: Screen Recordings

- Using Scripts
- Setting up the Recording Area
- Reviewing Recording Settings
- Understanding the Recording Modes
- Using Custom Simulations
- Recording Multiple Modes
- Using Panning
- Manually Recording the Screen

### Module 4: Video Projects

- Recording a Video Demo
- Editing a Video Project
- Using Pans and Zooms
- Splitting and Trimming Video
- Using Transitions
- Smoothing Mouse Paths

- Showing Visual Clicks
- Inserting Video Projects into a Project
- Publishing Video Demos

### **Module 5: Captions, Styles, and Timing**

- Inserting and Editing Text Captions
- Default Caption Styles
- Using Callout Types
- Creating Text Captions
- Controlling Slide Timing
- Controlling Slide Object Timing
- Spell Checking a Project
- Aligning and Distributing Slide Objects
- Exporting Captions to Word for Editing
- Reimporting Caption Edits from Word

### **Module 6: Pointers, Paths, and Buttons**

- Controlling Mouse Effects
- Editing Mouse Paths
- Cloning Object Styles
- Inserting Highlight Boxes
- Inserting Image Buttons
- Controlling Timeline Timing

### **Module 7: Images and Videos**

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PRIVATE GROUP TRAINING

3 Day

Visit us at [www.globalknowledge.com](http://www.globalknowledge.com) or call us at 1-866-716-6688.

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