

Captivate Fundamentals

Course Outline

Course Objective

Adobe Captivate provides tools which can be used to create powerful and professional videos. Use Captivate to create flash presentations. In this course students use the tools in Captivate to create, and edit videos with animation, audio, captions, quizzes and tests!

Agenda

1. Exploring Captivate
 - a. The Captivate Interface
 - b. Explore a Finished Captivate Project
 - c. Zoom and Magnify
 - d. Navigate a Project
 - e. Explore and Reset the Workspace
2. Previewing
 - a. Preview the Entire Project
3. New Projects
 - a. Soft Skills eLearning
 - i. Create a Blank Project
 - ii. Add Images to Placeholders
 - b. Buttons
 - i. Insert and Format a Text Button
 - ii. Disable Click Sounds

4. Recording Screen Actions
 - a. Preparing to Record
 - i. Rehearse a Script
 - ii. Review Record Settings
 - b. Multimode Recordings
 - i. Review Recording Modes
 - ii. Record Using Multiple Modes
 - c. Custom Records
 - i. Record a Custom Simulation
 - d. Panning
 - i. Record a Demonstration that Pans
 - e. Manual Recordings
 - i. Manually Record the Screen
5. Captions, Styles, and Timing
 - a. Text Captions
 - i. Insert and Edit Text Captions
 - ii. Modify Text Caption Properties
 - b. Caption Styles
 - i. Edit the Default Caption Style
 - c. Callouts
 - i. Change a Callout Used by a Text Caption
6. The Timeline
 - a. Control Slide and Object Timing
 - b. Check Spelling
 - c. Align Slide Objects
7. Images and Smart Shapes
 - a. Images
 - i. Insert, Resize, and Restore an Image
 - ii. Transform an Image
 - b. The Library
 - i. Use the Library
 - ii. Manage Unused Project Assets
 - c. Image Editing
 - i. Crop and Rename an Image
 - ii. Remove a Background Color
 - d. Characters
 - i. Insert Characters
 - e. Assets
 - i. Insert Assets

- f. Smart Shapes
 - i. Insert a Cloud Callout
 - g. Background Editing
 - i. Create an Image Mask
 - h. Integrating Photoshop
 - i. Delete a Slide Background
 - ii. Work with Photoshop Layers
 - i. Image Slideshows
 - i. Create an Image Slideshow
8. Pointers, Paths, Boxes, and Buttons
- a. Mouse Effects
 - i. Control Mouse Effects
 - b. Pointer Paths and Types
 - i. Edit a Mouse Path
 - c. Highlight Boxes
 - i. Clone an Object Style
 - ii. Insert a Highlight Box
 - d. Image Buttons
 - i. Insert an Image Button
 - ii. Control Appear After Timing
9. Rollovers and Zooms
- a. Rollover Captions
 - b. Rollover Images
 - c. Rollover Slide lets
 - d. Zoom Areas
10. Audio
- a. Object Audio
 - i. Import Audio onto a Slide Object
 - ii. Import Background Audio
 - b. Slide Notes
 - c. Recording Audio
 - i. Calibrate a Microphone
 - ii. Record Slide Audio
 - d. Slide Audio
 - i. Import Audio onto a Slide
 - ii. Edit an Audio File
 - e. Silence
 - f. Text-to-Speech

11. Video, Animation, and Effects

- a. Video
 - i. Insert a Flash Video
 - ii. Set Flash Video Properties
- b. Add Animation to a Slide
- c. Insert Text Animation
- d. Object Effects
 - i. Apply an Effect to a Slide Object
 - ii. Apply a Free Fall Effect to an Object
 - iii. Edit Effects Timing

12. Adding Interactivity

- a. Demonstration versus Simulations
 - i. Hide the Mouse
- b. Find and Replace
- c. Insert a Click Box
- d. Insert a Text Entry Box

13. Working with PowerPoint

- a. Starting with PowerPoint
 - i. Import a Presentation
 - ii. Apply Changes to All Items
 - iii. Edit the Presentation
- b. PowerPoint Collaboration
 - i. Synchronize With Source
- c. Rescaling Projects

14. Introduction to Question Slides

- a. Quiz Setup
 - i. Edit Quizzing Object Styles
 - ii. Set the Quiz Preferences
- b. Question Slides
 - i. Insert Question Slides
 - ii. Edit a Question Slide
- c. Insert a Knowledge Check

15. Finishing Touches

- a. URL Actions
 - i. Create a Link to a Website
- b. Skins
 - i. Apply a Skin
 - ii. Edit, Save, and Delete a Skin
- c. Create a Table of Contents
- d. Preloaders
 - i. Check Publish Settings and Add a Loading Screen
- e. Publishing
 - i. Publish as SWF and PDF
 - ii. Run the HTML5 Tracker
 - iii. Publish as HTML5
- f. Round Tripping
 - i. Export Captions to Microsoft Word
 - ii. Perform a Round Trip

Course Length: 2 Day

Prerequisite: Windows and Mouse Skills