



Captivate 101: Rookie

Level: Introduction
Duration: 2 Days
Time: 10 AM - 5 PM
Cost: £497 ex VAT

Overview

- Text Captions & the Timeline
- Working with Images
- Pointer Paths
- Rollover Captions
- Slide Labels & Notes
- Add Background Music to a Project
- Animation & Flash Video
- Captivate and PowerPoint Slides
- Skins & Templates
- Compliant Movies
- Question Slides
- Menu Builder
- Learning Management Systems

Description

Adobe Captivate software enables anyone to rapidly create powerful and engaging simulations, scenario-based training and robust quizzes without programming knowledge or multimedia skills.

Captivate 101 - provides students with the knowledge and hands-on practice they need to develop and build software demonstrations and interactive simulations with Captivate. In addition to learning key concepts, students also learn best practices for creating and publishing Captivate projects.

Who is this course for?

This course is for beginning and intermediate Captivate users who want to create software demonstrations and interactive simulations. Captivate appeals to a wide variety of audiences, typically grouped in training and education, sales and marketing, or technical support and documentation.

Assumed Knowledge

You should have a basic working knowledge of either the Windows or Mac interface as well as exposure to either Microsoft Word, Excel or PowerPoint. You should know how to launch an application, create and save files, and copy files from.

What you will learn



After this course you'll be comfortable with CBT Development Process, Recording Projects, Editing Text Captions and the Timeline, Working with Images, Pointer Paths and Buttons, Adding Audio, Working with Flash Video, Adding Animation, Adding Question Slides and Using Skins and Templates.

Outline

Introduction to Captivate

- the CBT Development Process
- resolution & recording size
- The Captivate Interface
- recording projects
- hybrid projects

Text Captions & the Timeline

- inserting a text caption
- working with the timeline
- using check spelling
- aligning captions
- editing objects

Working with Images

- working with blank slides
- set image size & position
- timing options & transition effects
- working with image stacks
- using the Library

Pointer Paths

- buttons & highlight boxes
- pointer paths & types
- insert a text Button
- insert an Image button
- highlight boxes

Rollover Captions

- rollover Area Properties
- inserting a Rollover Image
- inserting a Zoom Area

Slide Labels & Notes

- add a Slide Label
- add a Slide Note
- adding Audio Files to projects
- add a Sound Effect to an Object

Add Background Music to a Project

- recording Audio
- calibrate a Microphone
- record a Slide Note
- edit an audio file
- insert silence

Animation & Flash video

- frame rates
- change a Project's frame rate
- add animation to a slide
- change an animation's slide position
- text animation
- insert text animation
- insert Flash video
- set Flash video properties

Captivate & PowerPoint Slides

- import a PowerPoint Presentation
- resizing Projects
- importing Captivate Slides and Objects
- use Buttons to Create a Branch
- explore the Branching Tab
- export Branching View
- print Documents
- publish Word Handouts
- exporting & Importing Captions
- perform a "Round Trip" From Word

Skins and Templates

- apply a BMP Playbar to a project
- apply a Skin to a project
- edit & save a Skin
- Loading Screens
- add a Loading Screen
- templates
- create a Project Template
- record a New Project Based on a Template

Compliant Movies

- bandwidth and Publishing
- enable 508 Compliance
- closed Captioning
- add Closed Captions
- link to a Web Site
- set Project Properties
- use the Bandwidth Monitor

- publishing Flash and Standalone Project
- publish a Flash File

Question Slides

- insert a Question Slide
- add an Image to a Question Slide
- copy & Paste a Slide Background
- format the Question Title
- use the Slide Grid
- format the question answer
- set question slide options
- edit the Submit Button Text

Menu Builder

- creating Menu Builder Projects
- publish Projects
- create a Menu Builder project
- format styles
- edit items
- export a Menu Builder project

Learning Management Systems

- reporting Options & the Manifest
- set Reporting Options
- create a Manifest File
- advanced Interaction
- adjust Slide Object Interaction
- publish a Zipped Flash Project
- create an LMS Account
- create an LMS Lesson
- create an LMS Course
- create an LMS Curriculum
- test an E-Learning Course