

Adobe Captivate - Introduction

2 Day Course

Overview

Adobe Captivate is a powerful Rapid eLearning authoring tool that allows virtually any kind of responsive interactive content to be developed, deliverable to almost any device, without the need for coding. Rich eLearning content can be developed quickly (e.g. product demos, application simulations, soft skills and compliance training, live and self-paced online courses, self-service videos, employee on-boarding modules) and you can import PowerPoint slides and enhance them with actors, user interaction and quizzes.

During the course delegates will learn the basic skills required to create eLearning media covering recording demonstrations, adding screen shots, images, captions, rollovers, clickable areas, typing areas, rollovers, zoom areas and Flash animations, integrating multimedia, adding sound, and create quizzes that can be integrated into SCORM compliant Learning Management Systems; and publish to web, desktops, and apps for mobile.

Audience

eLearning authors, corporate training professionals/educators and in-house content developers.

Course Objectives

By the end of this course, attendees will have learnt:

- ✓ The CBT development process
- ✓ To editing text captions and the timeline
- ✓ To work with images, pointer paths and buttons
- ✓ Adding and working with audio, video and animation
- ✓ To add quiz's and publish content
- ✓ To use skins and templates



Prerequisites

No prior Captivate knowledge is assumed however a good knowledge of PowerPoint is useful but not essential.

Course Contents (3 days)

- Introduction to Captivate
 - Project and user requirements
 - Resolution and recording size
 - Explore the interface
 - Discuss project workflows
- Working with Themes
 - Use themes
 - Create themes
 - Set default themes
- Smart Objects
 - Add and edit smart objects
 - Use for interactivity
- Preferences & Object Styles
 - Create project and captivate preferences
 - Share project preferences
 - Use and create objects Styles
 - Update and reset object styles
 - Share object styles
- Text Captions
 - Insert text captions
 - Use the check spelling
 - Create and applying styles
 - Edit objects
- Timeline
 - Work with the timeline
 - Adjust time and transition effects
 - Control the stacking order

- Working with Slides & Masters
 - Add different slide types
 - Understand different slide types
 - Use and create master slides
 - Control timing and effects
- Working with Images
 - Set image size and position
 - Align, arrange and distribute
 - Use the library
- Adding buttons
 - Add different button types
 - Create links and branching
 - Explore the branching view
 - Create custom buttons
 - Click boxes
- Adding Visual Items
 - Pointer paths and types
 - Highlight boxes
- Rollover Captions
 - Insert a rollover Image
 - Edit rollover area properties
 - Insert a zoom area
- Adding Sound
 - Record audio
 - Calibrate a microphone
 - Edit an audio file
 - Insert silence
 - Add closed captioning
- Animation
 - Discuss frame rates
 - Add animation to a slide
 - Insert text animation
 - Insert video
 - Set video properties
- Demonstrations & Simulations
 - Capture software simulations
 - Edit software simulations
 - Capture training simulations
 - Edit training simulations
 - Capture assessment simulations
 - Edit assessment simulations
- Captivate & PowerPoint Slides
 - Import a PowerPoint presentation
 - PowerPoint “round tripping”
 - Resizing projects
 - Perform a “round trip” from MS Word
- Skins
 - Apply a skin to a project
 - Edit and save a skin
- Project Settings
 - Set project properties
 - Add project information
 - Add a preloader
- Question Slides
 - Insert a question slide
 - Add content to a question Slide
 - Format the question title
 - Format the question answer
 - Set question slide options
- Publishing & LMS
 - Publish options
 - Reporting options and the manifest
 - Set reporting options
 - Create a manifest file
 - Publish a zipped flash project
 - Upload to an LMS

Course Materials

Each delegate receives a PDF workbook and other useful reference materials where applicable.