

Adobe Captivate

Course Summary

Description

During this Adobe Captivate course, attendees will learn the step-by-step proven methods top Instructional Designers use to create engaging online classes for their clients. The course covers all the tools needed to develop and build interactive eLearning courses and software demonstrations. Some of the highlights of this immersive training are: how to create Captivate projects using objects such as hotspots, interactive elements, video, buttons, voice narrations and audio. In addition to mastering the key concepts of eLearning, you'll also be introduced to the best practices for creating and publishing Captivate projects in professional development workflows.

Topics

- Interface Overview
- Setting Up The Project
- Mastering the Timeline
- Creating Slides
- Working with Images
- Pointers, Paths, Boxes and Buttons
- Rollovers and Zooms
- Actions
- Click Boxes
- Animations and Effects
- Working with Video
- Understanding Slide Actions
- Using Audio
- Previewing and Recording
- Library
- Saving, Publishing & Uploading
- The Publishing Window
- Importing from PowerPoint
- Creating Quizzes and Questions
- Building a Presentation Movie

Prerequisite

Basic knowledge of a Mac or PC computer

Duration

Four Days

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Course Outline

I. Interface Overview

- A. Navigating the Menus
- B. Side Tool Bar
- C. Top Tool Bar
- D. Film Strip
- E. Timeline
- F. Master Slides
- G. Properties
- H. Library
- I. Quiz Properties
- J. Project Info

II. Setting Up The Project

- A. Creating the Master Slide
- B. Choosing Quality and Resolution
- C. Image Sizes
- D. The Skin Editor

III. Mastering the Timeline

- A. Locking and Unlocking Items
- B. Using the Eyeball Function
- C. Recording Slides

IV. Creating Slides

- A. Text, Images and Videos
- B. Arranging Objects on a Slide
- C. Aligning Objects
- D. Snapping to Objects
- E. Image Editing
- F. Crop and Renaming Images
- G. Timing, Transitions & Transform
- H. Positioning Objects on Slides
- I. Adding Widgets
- J. Reordering Slides
- K. Editing Images
- L. Adding Web Links

V. Working with Images

- A. Resizing and Restoring Images
- B. Cropping and Renaming an image
- C. Removing Background Color
- D. Inserting a Cloud Callout
- E. Creating an Image Mask

VI. Pointers, Paths, Boxes and Buttons

- A. Controlling Mouse Effects
- B. Editing a Mouse Path
- C. Inserting a Highlight Box
- D. Inserting an Image Button

VII. Rollovers and Zooms

- A. Inserting a Rollover Caption
- B. Inserting a Rollover Image
- C. Inserting a Rollover Slidelet
- D. Inserting a Zoom Area

VIII. Actions

- A. Name Objects
- B. Creating a Mask
- C. Controlling Object Visibility
- D. Creating a Simple Action
- E. Attaching an Action to a Button
- F. Group Timeline Objects
- G. Creating a Variable
- H. Creating a Conditional Action

IX. Click Boxes

- X. How to Use Them and Why

XI. Animations and Effects

- A. Using Animation to Enhance your Slides
- B. Text Animation
- C. Modifying Effects Properties
- D. Creating Zoom Areas
- E. Interactions
- F. Animation Effects
- G. Adding Drop Shadows and Gradients
- H. Adding Visual Clicks and Sounds

XII. Working with Video

- A. Recording a Video Demo
- B. Adding a Video Zoom
- C. Adding a Video Pan
- D. Splitting a Video
- E. Trimming a Video

XIII. Understanding Slide Actions

- A. On Start
- B. On Exit

XIV. Using Audio

- A. Recording Audio
- B. Calibrating a Microphone
- C. Importing Audio
- D. Inserting Silence
- E. Editing Audio
- F. Creating Loop Audio

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Course Outline(cont.)

- G. Removing Audio
- H. Creating Closed Captions
- I. Background Audio
- J. Inserting Silence
- K. Converting Text-to-Speech

XV. Previewing and Recording

- A. Previewing Your Project
- B. Using Automatic Recording Mode
- C. Playing Your Project
- D. Check Captivate's Recording
- E. Rehearsing a Script

XVI. Library

- A. How to Manage the Library
- B. Finding Items
- C. Deleting Unused Items

XVII. Saving, Publishing & Uploading

- A. Saving to Disk
- B. Sharing Files
- C. Uploading to YouTube
- D. Publishing

XVIII. The Publishing Window

- A. Publishing to .swf, HTML5, Video, Adobe Connect, Media, E-mail, ftp, Print
- B. Publishing a pdf
- C. Publishing Settings
- D. Windows or Mac Executable
- E. Importing and Exporting

XIX. Importing from PowerPoint

- A. Transferring PowerPoint Presentations to Keynote

XX. Creating Quizzes and Questions

- A. Testing Strategies
- B. Quiz Preferences
- C. Quiz Properties
- D. Question Slides
- E. Incorporating Interactions into Quizzes
- F. Question Pool Manager
- G. Adding and Deleting Questions
- H. Editing Captions and Buttons
- I. Creating Random Questions
- J. Formatting the Quiz Results Page
- K. Mobile Delivery and Quizzes

XXI. Building a Presentation Movie

- A. Transferring PowerPoint Presentations to Keynote