



Introduction to Adobe Captivate training course

Course Objective

Introduction to Adobe Captivate training provides a thorough grounding in Adobe Captivate. On completion of the course you will be able to create your own simulations, demos and tutorials.

General Information

- ▶ As an Adobe Authorised Training Centre (AATC), Armada meets the demanding standards specified by Adobe, ensuring a high standard of training.
- ▶ Hands-on exercises familiarise delegates with the concepts and operations.

Who Should Attend?

Introduction to Adobe Captivate training 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.

The course is for Windows and Mac users alike.

Duration

Two days.

Courseware and Certification

Delegates receive comprehensive courseware to refer to throughout the course, and to use as a refresher following the course. Delegates are issued with a certificate confirming they have attended and successfully completed the course.

What Version of Captivate is Covered?

Scheduled Introduction to Adobe Captivate training courses are based on the latest version of Captivate, whereas *on-demand* training courses (for your group) can be based on any recent version.

This course is appropriate for Windows and Mac users alike.

Location, Price and Further Information

Scheduled courses are based at our training centre in Bromsgrove (close to Birmingham and the M5/M6/M40/M42 motorways).

On-demand courses can be based at our training centre or your venue.

For pricing and further information, please see: www.armada.co.uk/coursecaptivate.htm.

Course Outline - Day 1

▶ Planning Your Project

- Understanding the CBT Development Process
- The Captivate Interface

▶ Recording Demonstrations

- The Recording Window
- Start Page
- Exploring Demonstration mode
- Resolution and Recording Size

▶ Slide Labels and Notes

- Add a Blank slide
- Add a Slide Label
- Add a Slide Note
- Adding Accessibility text

▶ Text Captions and the Timeline

- Inserting a Text Caption
- Working with the Timeline
- Editing Objects - Position and Size

▶ Working with Images

- Set Image Size and Position
- Timing Options and Transition Effects
- Working with Image Stacks
- Using the Library
- Merging images into the slide background

▶ Pointer Paths and Highlight Boxes

- Pointer Paths and Types
- Changing pointer throughout project
- Highlight Boxes

▶ Animation and Flash Video

- Frame Rates
- Text Animation
- Add Animation to a Slide
- Insert Text Animation
- Insert Flash Video
- Set Flash Video Properties

▶ Add Audio to a Project

- Recording Audio
- Calibrate a Microphone
- Record a Slide Note
- Edit an Audio File
- Insert Silence
- Add Closed Captions (subtitles)

Course Outline - Day 2

▶ Recording Simulations

- Assessment Simulation mode
- Exploring Assessment simulation mode
- Exploring Recording preferences section

▶ Editing Clickboxes

- Adding success captions
- Setting reporting options
- Adding branching

▶ Inserting Buttons

- Insert a Text Button
- Insert a image Button
- Use Buttons to Create a Branch
- Explore the Branching Tab

▶ Captivate and PowerPoint Slides

- Import a PowerPoint Presentation
- Resizing Projects
- Importing Captivate Slides and Objects

▶ Rollover Objects

- Rollover Area Properties
- Inserting a Rollover Caption
- Inserting a Rollover Image
- Inserting a Rollover Slidelet
- Inserting a Zoom Area

▶ Question Slides

- Insert a Question Slide
- Format the Question Answer
- Set Question Slide Options
- Edit the Submit Button Text
- Create Question Pools and add Question slides
- Add Random Question slides

▶ Project Skins

- Apply a BMP Playbar to a Project
- Apply a Skin to a Project
- Edit and Save a Skin
- Loading Screens
- Add a Loading Screen

▶ Publishing Projects

- Advanced Interaction panel
- Set Reporting Options
- Create the Manifest file
- The Publishing panel
- Using Check Spelling
- Publish a Zipped Flash Project

▶ Using MenuBuilder

- Creating Menu Builder Projects
- Publish Projects
- Create a MenuBuilder Project
- Format Styles
- Edit Items
- Export a MenuBuilder Project

▶ Miscellaneous

- Advanced Interaction panel
- Set Reporting Options
- Working with an LMS