

# Introduction to Captivate

## Training course outline

Adobe Captivate is the industry standard tool for developing e-learning content and interactive demos featuring narrative and video.

*Introduction to Captivate* training provides a thorough grounding in Captivate for beginners. On completion you will be able to use Captivate to create high quality e-learning tutorials.



### Course summary

Teaches everything you need to produce professional standard e-learning tutorials and high-quality demos. Sessions cover:

- Working with slides and masters
- Applying effects, adding buttons and rollover captions
- Using the timeline
- Inserting images and sound
- Inserting audio, video and animations
- Creating questions and assessments
- Publishing to Learning Management Systems
- Publishing for HTML5

### Duration

Two days.

### Who should attend?

Newcomers to Captivate and novice Captivate users.

### In-class or live online

You can attend in-person at our centres, or participate live online from your place of work or home.

To read about our approach to online training, see [armada.co.uk/liveonline](http://armada.co.uk/liveonline).

### General information

Courses are hosted by highly experienced professional e-Learning developers with vast experience of using the application professionally.

Whilst attending training at our centres, you'll have the use of a computer running licensed Adobe Creative Cloud software to practice the techniques taught. You can choose to use a Windows computer or Mac.

Refreshments and lunch are provided.

Course fees can be paid by card or bank transfer. We accept purchase orders from UK-registered companies and public sector organisations.

### Course materials and certificate

You'll receive:

- A comprehensive training guide and practice files.
- An e-certificate (PDF) confirming successful course completion.

### Method of delivery

Training is designed for the busy professional, being short and intensive and combining lecture and demonstration. Practical exercises carried out under guidance help you learn the techniques taught.

You have ample opportunity to discuss specific requirements with the trainer.

### After course support

Following training, you're entitled to 30 days' email support from your trainer.

### Further information

See [armada.co.uk/course/cp](http://armada.co.uk/course/cp).

### Course syllabus

See over.

### Follow-on course

*Advanced Captivate* (1 day). See [armada.co.uk/course/advcp](http://armada.co.uk/course/advcp) for details.

# Course syllabus

## Day 1

The Captivate learning environment  
Creating a new project  
Adding and editing slides  
Working with text captions  
Modifying the pointer  
Working with the timeline  
Working with objects  
Using Smart Shapes  
Applying Themes  
Inserting animations and applying effects  
Adding video to a Captivate project  
Adding audio to a Captivate project  
Exploring the 'panning' function

## Day 2

Recording software simulations  
Using clickboxes  
Importing PowerPoint slides  
Inserting buttons  
Using text entry boxes  
Using variables  
Advanced actions  
Inserting rollover captions and images  
Inserting question slides  
Setting reporting options  
Updating projects  
High definition screencasts  
Themes and project templates  
Reviewing  
Publishing for a Learning Management System (LMS)  
Publishing to HTML5  
Other reporting and publishing options  
Creating aggregator projects  
Miscellaneous