Adobe Captivate Essentials

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Duration : 2 Days

Overview

This course is designed to take participants through the development process of building software demonstrations and interactive simulations. The course is task-based, with participants learning by recording and updating projects. Along with covering the key features of Captivate, the course focuses on best practices to record Captivate projects.

Software Version

Public scheduled courses are delivered using the latest version of the software available through Adobe Creative Cloud subscription service.

Prerequisites

This course is targeted at those who are looking at getting started with Captivate. You should have good general computer skills, such as the ability to copy and paste, open files and applications and resize windows. Prior experience of working with Adobe Captivate is not needed.

Objectives

The Captivate Essentials course introduces a wide range of skills for those who are new to Adobe Captivate, teaching you best practice right from the start. You will learn:

- How to plan your elearning projects
- To set up your recording properly
- To use the Captivate interface properly
- How to record a demo, assessment, and training animation
- How to work with the timeline
- How to add text captions
- How to add images and use them effectively
- How to manipulate master slides effectively
- How to add buttons and highlight boxes
- How to control the movement of the mouse within your animation
- How to add rollover captions, images, and zoom areas
- How to setup and use a simple quiz
- How to export your project into multiple formats

Course Content

ADOBE CAPTIVATE BASICS
What is Captivate?
Planning your projects
Resolution and recording size
Guided tour of the Captivate user interface

TEXT CAPTIONS AND THE TIMELINE
Working with text captions
Editing an object's position and size
Using the timeline to control object timing
Showing an object for the "Rest of Slide"
Aligning captions
Hiding and deleting slide objects

Course content liable to change without notice

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WORKING WITH OBJECT STYLES
How object styles can increase consistency and make your projects easier to maintain
Creating a style for text captions
Applying a style to other text captions
Modifying a style
Using styles with other object types
Copying styles from one project into another

IMAGES
Inserting images
Setting image size and position
Setting image timing options and transition effects
Using the Library

WORKING WITH MASTER SLIDES
What Master Slides are, and how they can help you to work more efficiently
Creating a new content master slide
Applying a master slide to other slides
Modifying a master slide

BUTTONS AND HIGHLIGHT BOXES
Inserting a Text Button
Inserting an Image Button
Using colour to highlight an area of the screen
Highlighting an area by greying out the rest of the screen

ROLLOVER CAPTIONS, IMAGES, AND ZOOM AREAS
Introduction to Rollovers
Working with Rollover Captions
Working with Rollover Images
Using Rollovers to provide a "true" Hint facility
Using Rollovers to enable users to explore on their own
Inserting Zoom Areas

DRAG AND DROP
When to use Drag and Drop
Setting up Drag and Drop scenarios

CREATING INTERACTIVE SIMULATIONS AND TUTORIALS
Introduction to eLearning tutorials
Explanation of different types of recording
Recording in different modes at the same time
Hiding the mouse
Inserting and working with Click Boxes

AUDIO
Explanation of possible audio strategies
Adding background music to a project
Adding audio to a slide
Recording and editing audio

SKINS AND THEMES
Editing and saving skins
Saving and using Themes

COMPLIANT MOVIES AND PUBLISHING
Ensuring accessibility by enabling 508 Compliance
Adding Closed Captions (subtitles)
Setting Project Properties

QUESTION SLIDES AND LEARNING MANAGEMENT SYSTEMS
Devising an appropriate quiz strategy
Setting Quiz Preferences
Inserting Question Slides
Setting Question Slide options
Formatting and laying out Question slides
Adding Randomised Quiz Questions

PUBLISHING
Understanding the issues when publishing
Publishing locally
Publish for Devices
What is Adobe Captivate Prime