

Adobe Captivate 9: 2-day Introductory Course

Duration:

2 days (this course can be customised to run over one or two days. In some cases, content from the advanced course may be included)

Objectives:

This course will provide delegates with the knowledge and hands-on experience they need to create powerful and engaging software training/simulations, compliance courses, soft skills courses, branched scenarios, quizzes and much more.

Pre-Requisites:

Course delegates will need to have a basic working knowledge of using the Windows interface. For example, they will need to know how to create and save documents and understand the principles of cut, copy and paste to move and copy data.

Contents:

Introduction:

- Project 'Workflows'
- Project & user requirements
- Resolution & recording size

Explore the Interface:

- Menu bar & buttons
- Filmstrip
- Properties panel/Library
- Timeline

Creating a new Project & Themes:

- Using built-in Themes & Theme colours
- Set a default Theme
- Creating a new Theme

Working with Slides & Masters:

- Adding blank slides
- Using different slide layouts
- Converting layouts
- Adding text to placeholders
- Restoring placeholders

Work with Images:

- Inserting into placeholders
- Set image size & position
- Align, arrange & distribute
- Grouping/ungrouping objects
- Using the Library

Working with Text:

- Insert text captions
- Use the spell checker
- Edit text objects

Styles:

- Applying & modifying built-in styles
- Using the Object Style Manager
- Creating new styles & deleting styles
- Exporting & importing styles

Master Slide View:

- Editing the slide Master
- Editing the Project background
- Creating New Content Masters
- Adding/formatting placeholders

Previewing your Project

- Preview options
- HTML5 preview

Timing & Slide Transition Effects

- Timing the slide
- Timing objects on the slide
- Setting timing defaults
- Slide transition effects

Timeline:

- Displaying/collapsing the timeline
- Adjust time & transition effects
- Using the play controls
- Control stacking order
- Hiding/locking objects on the timeline

Shapes (Smart Shapes) & Characters:

- Inserting Characters
- Add & formatting shapes
- Editing points
- Use for interactivity (as a Button)

Adding Interaction - Buttons:

- Add different button types (Text, Transparent & Image)
- Formatting buttons
- Create links
- Create custom buttons
- Add click boxes

Creating Links & Branching

- Naming Slides
- Changing button behaviour
- Jump to slides (branching)
- Explore the branching view

Adding Interaction – Click Boxes

- Using Success, Failure & Hint boxes
- Choosing ‘On Success’ actions
- Setting Display options

Adding Interaction – Rollover Captions & Images:

- Limitations of rollovers
- Rollover caption & zoom areas
- Formatting the rollover area
- Formatting rollover text & images

Multistate Objects:

- Multistate view
- Creating & duplicating states
- Apply states to actions

Adding other Objects:

- Highlight Boxes & Zoom areas
- Mouse paths & pointers

Add sound:

- Importing audio to the project background & slides
- Importing audio to objects
- Deleting audio
- Record audio
- Calibrate the microphone
- Edit an audio file (cropping, adding silence)
- Add closed captioning

Skins, Playback Controls and Table of Contents

- Apply a skin to a project
- Selecting controls
- Adding a Table of Contents
- Change the style
- Edit and save a skin

- Remove a skin

Animation & Flash Video:

- Limitations
- Add animation to a slide
- Insert text animation
- Insert Flash video
- Set Flash video properties

Adding other Video:

- Video types (streaming, progressive download)
- Multi-slide video
- Event video
- YouTube video

Object Effects:

- Animating text
- Animating other objects
- Animated gifs

Captivate & PowerPoint Slides:

- Import slides from PowerPoint
- Linking Captivate & PowerPoint
- PowerPoint “round-tripping”
- Edit PowerPoint slides from within Captivate
- Updating a link
- Resizing projects

Performing a Word “Round-trip”

- Exporting Captivate text content to Word
- Importing edited Word document to Captivate

Software Demonstration/Simulation:

- Recording options & considerations
- Editing/deleting mouse pointer & path
- Editing & formatting the text captions
- Merging shapes with the background

Question Slides:

- Question types
- Setting up quiz preferences
- Insert a question slide
- Add content to a question slide
- Format the questions and answers

Project Info & Publishing:

- Adding project information & publishing your projects
- Start, end & pre-loader
- Publishing options

Method:

Trainer-led course with hands-on experience.