



Adobe Captivate 4.0

Duration: 2 days

Course Synopsis:

Adobe Captivate hands-on training provides students with the knowledge and hands-on practice they need to develop and build software demonstrations and interactive simulations with Captivate. In addition to learning key concepts, students also learn best practices for creating and publishing Captivate projects.



Who Should Attend:

This course is for beginning and intermediate Captivate users who would like 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.

Prerequisites:

Because of the amount of material we cover in class, we do require students to be comfortable using a mouse, opening and saving files, and the general operations of computers. While we will make every reasonable effort to help, students with insufficient skills may be required to observe the class lessons or do their best to keep up without slowing down the rest of the class. We highly recommend working with the application tutorial before coming to the course.

What You Will Learn:

- CBT Development Process
- Editing Text Captions and the Timeline
- Pointer Paths and Buttons
- Working with Flash Video
- Adding Question Slides
- Recording Demonstrations
- Working with Images
- Adding Audio
- Adding Animation and Flash Video
- Using Skins and Templates

Time:

Class time is 9:00 a.m.- 4:00/4:30 p.m.
Breaks are scheduled throughout the day and lunch is typically scheduled 12-1. Students provide their own lunch.

Course Materials:

Course materials are provided. Our goal is to make sure your class meets your objectives, not ours. Therefore, all of our outlines are treated as guides to help steer the workshop. We may change or alter course topics to best suit the classroom situation.

Locations:

We have company operated facilities in Atlanta, Chicago, San Diego and Washington DC. We also work with a network of rental facilities to offer our classes regularly across the United States and in Canada. Please double-check the location of your class with our office to make sure you get to the right location.

Related Courses:

We recommend the following courses that relate to this class: Dreamweaver CS3 Web Site Development, Flash CS3 Professional. Please take a look at our other course outlines at our web site, <http://www.ledet.com>.

Goals:

Sterling Ledet and Associates realizes the importance of education and we take pride in being able to offer you classes that are more custom fit to your needs. Call us at (770) 414-5007 if you have any special questions or e-mail us at sales@ledet.com.

Registration:

Please fill out our registration form and fax it to us at (312) 896-9094.

URL: <http://www.ledet.com> • Local: (770) 414-5007 • Toll Free: 1-877-819-COOL



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LESSON PLANS

LESSON 1

eLearning and Captivate

- Education Through Pictures
- Planning eLearning Projects
- The Development Process
- The Captivate 4 Interface
- Set General Preferences
- Explore a Project
- Explore Project Views
- Navigate a Project
- Preview a Project
- Zoom Closer to a Slide
- View the Timeline and Library

LESSON 2

Recording Demonstrations and Assessments

- Rehearse a Script
- Set Recording Preferences and Keys
- Record a Demonstration
- Record an Assessment Simulation
- Record a Training Simulation
- Record a Custom Assessment Simulation

LESSON 3

FMRs, Panning and Image Slideshows

- Create an FMR
- Record a Lesson With Panning
- Create an Image Slideshow

LESSON 4

Text Captions & the Timeline

- Duplicate a Slide and Hide the Mouse
- Insert, Resize and Move Text Captions
- Change Text Caption Properties
- Change an Object's Slide Position and Size
- View the Timeline
- Change a Slide's Display Time
- Change Timeline View Settings
- Setting Object Display Times
- Show/Hide Timeline Objects

- Use Options to Control Object Timing
- Set Mouse Properties
- Check Spelling
- Align Slide Objects

LESSON 5

Images and Drawing Objects

- Insert and Delete Slides
- Insert an Image
- Set Image Size and Slide Position
- Use the Library
- Manage Unused Project Assets
- Control Transparency
- Create an Image Watermark
- Set Image Timing Options and Transition Effects
- Work With Image Stacks
- Add a Visual Mouse Click and Click Sound
- Insert a Drawing Object

LESSON 6

Pointers, Buttons and Highlight Boxes

- Change the Pointer Path
- Change the Pointer Type
- Edit Slide and Object Display Times
- Insert a Text Button
- Set a Button's Options
- Insert an Image Button
- Insert and Format a Highlight Box

LESSON 7

Rollovers and Zoom Areas

- Insert a Rollover Caption
- Set Rollover Area Properties
- Insert a Rollover Image
- Insert a Zoom Area
- Insert a Rollover Slidelet
- Set Rollover Slidelet Properties
- Format and Position a Slidelet
- Insert a Caption Into a Slidelet
- Insert an Image Into a Slidelet

LESSON 8

Slide Labels, Notes and Audio

- Change Slide Background Quality
- Add a Slide Label
- Add a Slide Note
- Add Sound to a Slide Object
- Add Background Audio
- Calibrate a Microphone
- Record Audio
- Import Slide Audio
- Edit an Audio File
- Insert Silence
- Convert Slide Notes to Speech

LESSON 9

Animation and Flash Video

- Change a Project's Frame Rate
- Add Animation to a Slide
- Change an Animation's Slide Position
- Insert Text Animation
- Add Flash Video

LESSON 10

Converting Demonstrations Into Simulations

- Hide the Mouse
- Replace Phrases
- Insert a Click Box
- Set Click Box Options
- Change a Slide's Display Time
- Set a Text Caption Transition
- Insert a Text Entry Box

LESSON 11

Introduction to Question Slides

- Set Quiz Preferences
- Insert a Question Slide
- Add an Image to a Question Slide
- Reuse a Slide Background
- Format the Question Title
- Use the Slide Grid
- Format the Progress Indicator



We teach the cool stuff!

Course Outline



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LESSON PLANS

LESSON 12

Publishing

- Link to a Web Site
- Apply a Skin
- Edit and Save a Skin
- Delete a Skin
- Add a Loading Screen
- Set Project Information
- Create a TOC
- Publish a Flash (SWF)
- Publish Word Handouts
- Export Captions
- Perform a "Round Trip"