



# Adobe Captivate Advanced 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 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:**

- Importing and Branching
- Question Pools
- Accessible Projects
- Variables, Widgets and Buttons
- Advanced Actions
- Learning Management Systems
- Project and Design 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](mailto: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

#### Reviewing the Essentials

- \* Set General Preferences
- \* Rehearse a Script
- \* Set Recording Preferences and Keys
- \* Record a Custom Simulation
- \* Edit a Text Capture Template

### LESSON 2

#### Importing and Branching

- \* Import a PowerPoint Presentation
- \* Edit a PowerPoint Presentation
- \* Resize a Project
- \* Import Project Slides and Objects
- \* Label a Slide
- \* Use Buttons to Create a Branch
- \* Explore the Branching Tab
- \* Create a Slide Group
- \* Aggregate Published SWFs

### LESSON 3

#### Question Pools

- \* Insert a Question Slide
- \* Create and Rename Question Pools
- \* Add Questions to Question Pools
- \* Insert Random Question Slides

### LESSON 4

#### Accessible Projects

- \* Set Document Information
- \* Enable Accessibility
- \* Add Accessibility Text to Slides
- \* Import Audio
- \* Add Shortcut Keys
- \* Add Closed Captions

### LESSON 5

#### Commenting, Image Editing and Photoshop Layers

- \* Send a Project for Review
- \* Create a Background Mask
- \* Edit a Slide Background
- \* Delete a Slide Background
- \* Import a Photoshop File
- \* Work with Photoshop Layers

### LESSON 6

#### Variables, Widgets and Buttons

- \* Add Document Information
- \* Insert a System Variable
- \* Edit a System Variable
- \* Create a User Variable
- \* Use a Variable to Gather Data
- \* Insert a Question Widget
- \* Insert a Certificate Widget
- \* Create Custom Buttons

### LESSON 7

#### Project and Design Templates

- \* Create a Project Template
- \* Create a Project From a Template
- \* Record Additional Slides
- \* Delete Unused Objects
- \* Create a Mask
- \* Add a Text Animation Placeholder
- \* Create a Design Template
- \* Format Design Template Objects
- \* Apply a Design Template to a Project

### LESSON 8

#### Advanced Actions

- \* Control Object Visibility
- \* Name Items
- \* Attach Multiple Actions to Objects
- \* Create Variables
- \* Add Text Entry Boxes
- \* Create a Script
- \* Attach a Script to a Slide
- \* Test and Edit a Script

### LESSON 9

#### Learning Management Systems

- \* Set Quiz Reporting Options
- \* Create a Manifest File
- \* Report a Button Interaction
- \* Adjust Slide Object Interaction
- \* Publish a Content Package
- \* Create an Inquisiq LMS Account
- \* Create an LMS Lesson
- \* Create an LMS Course
- \* Create an LMS Curriculum
- \* Test an eLearning Course