

CAPTIVATE BOOTCAMP TRAINING COURSE SYNOPSIS

Learn the step-by-step proven methods top instructional designers use to create online classes that their clients love. This bootcamp is a discounted combination of our Captivate and Captivate Advanced training classes.

PREREQUISITES FOR THIS TRAINING COURSE

Knowledge of your operating system and basic computer navigation is required for all classes. This class is a discounted combination of the Captivate Intro and Captivate Advance. For student scheduling purposes, each separate component is treated as a separate class. Knowledge of your operating system and basic computer navigation is required for all classes. We also recommend that you have the Adobe Captivate software before starting the class. You can purchase the software or obtain a trial version of it from the Adobe web site.

WHAT YOU WILL LEARN IN THIS TRAINING COURSE

Exploring Captivate
New Project & Soft Skills eLearning
Recording Demos and Sims
Captions, Styles and Timing
Images and Smart Shapes
Pointers, Paths, Boxes, and Buttons
Rollovers and Zooms
Audio
Video, Animation and Effects
Adding Interactivity
Working With PowerPoint
Introduction to Question Slides

TRAINING COURSE LENGTH AND TIME

This class is 5 days long. Class time is 9:00 a.m.- 4:00 p.m. Breaks are scheduled throughout the day and lunch is typically scheduled 12-1. Students provide their own lunch.

CAPTIVATE BOOTCAMP - ENROLLMENT

Please see our Enrollment Page (<http://www.ledet.com/enroll>) for our enrollment form.

LOCATIONS FOR THIS TRAINING COURSE

We have training centers in Atlanta, Houston, Chicago, Denver, San Diego and Washington DC. We also offer classes at a network of rental facilities. We offer private onsite training and instructor-led, live online training. If coming to a rental facility, please double-check the location of your class with our office to make sure you get to the right location.

GOALS FOR THIS CAPTIVATE TRAINING COURSE

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 (877) 819-2665 if you have any special questions or e-mail us at sales@ledet.com.

MULTI-CLASS PACKAGES

This bundle/workshop provides a significant discount off of our regular pricing. Our standard policy for all bundled workshops is that once one of the classes in the bundle, package or workshop is attended, no refunds are available for unused portions of the bundle. Student rescheduling is available under our regular policies.

DISCLAIMER

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. This outline does not guarantee that all the topics listed will be covered in the time allowed. The amount of material covered is based on the skill level of the student audience. We may change or alter course topics to best suit the classroom situation.



Adobe Captivate Bootcamp

Adobe Captivate Bootcamp

LESSON 1 - EXPLORING CAPTIVATE

Explore a Finished Captivate Project
Zoom and Magnify
Navigate a Project
Explore and Reset the Workspace
Preview the Entire Project

LESSON 2 - NEW PROJECT & SOFT SKILLS EARNING

Create a Blank Project
Add Images to Placeholders
Insert and Format a Text Button

LESSON 3 - RECORDING DEMOS AND SIMS

Rehearse a Script
Review Recording Settings
Enable Access for Assistive Devices
Review Default Recording Mode Settings
Record Using Multiple Modes
Record a Custom Simulation

LESSON 4 - CAPTIONS, STYLES AND TIMING

Insert, Resize and Move Text Captions
Modify Text Caption Properties
Edit the Default Caption Style
Change a Callout Type Used by a Text
Caption
Control Slide Timing
Control Slide Object Timing
Check Spelling
Align Slide Objects

LESSON 5 - IMAGES AND SMART SHAPES

Insert, Resize, and Restore an Image
Transform an Image
Use the Library
Manage Unused Project Assets
Crop and Rename an Image
Remove a Background Color
Insert a Cloud Callout
Create an Image Mask
Delete a Slide Background
Work with Photoshop Layers
Create an Image Slideshow

LESSON 6 - POINTERS, PATHS, BOXES, AND BUTTONS

Control Mouse Effects

Edit a Mouse Path
Clone an Object Style
Insert a Highlight Box
Insert an Image Button
Control Appear After Timing

LESSON 7 - ROLLOVERS AND ZOOMS

Insert a Rollover Caption
Insert a Rollover Image
Insert a Rollover Slidelet
Insert a Zoom Area

LESSON 8 - AUDIO

Import Audio onto a Slide Object
Import Background Audio
Add a Slide Note
Calibrate a Microphone
Record Slide Audio
Import a Voiceover onto a Slide
Edit an Audio File
Insert Silence
Convert Text-to-Speech

LESSON 9 - VIDEO, ANIMATION AND EFFECTS

Insert a Flash Video
Set Flash Video Properties
Add Animation to a slide
Insert Text Animation
Apply an Effect to a Slide Object
Apply a Glow Filter Effect
Modify Effect Properties
Save and Import Effects

LESSON 10 - ADDING INTERACTIVITY

Hide the Mouse
Replace Phrases
Insert a Click Box
Insert a Text Entry Box

LESSON 11 - WORKING WITH POWERPOINT

Lesson 11 - Working With PowerPoint

LESSON 12 - INTRODUCTION TO QUESTION SLIDES

Edit Quizzing Object Styles
Set the Quiz Preferences
Apply a Theme
Hide a Slide Image

Insert Question slides
Add an Image to a Question slide

LESSON 13 - FINISHING TOUCHES

Create a Link to a Web Site
Apply a Skin
Edit, Save and Delete a Skin
Create a TOC
Check Publish Settings and Add a Loading
Screen
Publish a SWF and PDF
Run the HTML5 Tracker
Publish as HTML5
Export Captions
Perform a "Round Trip"

LESSON 14 - ESSENTIAL SKILLS WITH A TWIST

Plan eLearning Projects
Check Captivate's Recording Settings
Rehearse a Script
Record a Custom Simulation
Edit a Text Capture Template

LESSON 15 - VIDEO DEMOS

Record a Video Demo
Add a Video Zoom
Add a Video Pan
Smooth a Mouse Path and Show Visual
Clicks
Split a Video
Trim a Video

LESSON 16 - CUSTOM STYLES, BRANCHING AND AGGREGATING

Create a Text Caption Style
Apply a Style Globally
Export and Import a Style
Name a Slide
Copy/Paste Project Assets
Use Buttons to Create a Branch
Explore the Branching Tab
Create a Slide Group
Publish SWFs
Aggregate SWFs

LESSON 17 - QUESTION POOLS

Review a GIFT File
Import a Question from a GIFT File
Create Question Pools
Move Questions to Pools
Insert Random Question Slides

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LESSON 18 - ACCESSIBLE ELEARNING

- Set Document Information
- Enable Accessibility
- Add Accessibility Text to Slides
- Import Slide Audio
- Add Shortcut Keys
- Add Closed Captions
- Set a Tab Order

LESSON 19 - VARIABLES, WIDGETS AND INTERACTIONS

- Add Project Information
- Insert a System Variable
- Edit a System Variable
- Create a User Variable
- Use a Variable to Gather Data
- Insert and Format a Widget
- Insert and Format an Interact

LESSON 20 - ACTIONS

- Use a Completed Action
- Name Objects
- Create a Mask
- Control Object Visibility
- Create a Simple Action
- Attach an Action to a Button
- Group Timeline Objects
- Create a Variable
- Create a Conditional Action
- Create Decision Blocks
- Create and Export a Shared Action
- Import a Shared Actio

LESSON 21 - MASTERS, THEMES, AND TEMPLATES

- Work With the Main Master Slide
- Work With Content Masters
- Apply a Master to Filmstrip Slides
- Edit a Master
- Apply a Theme
- Create a Custom Theme
- Review a Template
- Base a Project on a Template
- Create a Project Template
- Insert a Placeholder

LESSON 22 - RESPONSIVE PROJECTS

- Review a Responsive Project
- Customize Breakpoints
- Customize Theme Colors
- Use the Position Inspector
- Set Relative Positioning

Link Objects Together

LESSON 23 - REPORTING RESULTS

- 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 Course
- Attach a Lesson to a Course
- Test an eLearning Course

LESSON 24 - QUIZZES

- Testing Strategies
- Validate User Knowledge with Captivate
- Default Captivate Quiz Formats
- Customizing Question Slides
- Formatting Quiz Properties
- Pre and Post Testing
- Using Branch Aware
- Incorporating Interactions into Quizzes
- Question Pool Strategies
- Formatting the Quiz Results Page
- Mobile Delivery and Quizzes