



## Adobe Captivate

### **CAPTIVATE TRAINING COURSE SYNOPSIS**

This Adobe certified Adobe Captivate training class provides students with the knowledge and hands-on practice they need to develop and build software demonstrations and interactive eLearning simulations. In addition to learning key concepts, students also learn best practices for creating and publishing Captivate projects. Attendees receive a free set of commercial quality, royalty free resources from ELearning Brothers.

### **PREREQUISITES FOR THIS CAPTIVATE TRAINING COURSE**

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 for the Adobe website.

### **WHAT YOU WILL LEARN IN THIS CAPTIVATE 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

### **CAPTIVATE TRAINING COURSE LENGTH AND TIME**

This class is 2 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 - ENROLLMENT**

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

### **LOCATIONS FOR THIS CAPTIVATE 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](mailto:sales@ledet.com).

### **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

## 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 ELEARNING

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 Simulatio

## 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 Objec  
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

Import PowerPoint slides  
Resize One Object and Apply to All  
Round-Trip PowerPoint Edits  
Synch With Source  
Rescale a Project

## 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"