



Captivate Essentials | Course Overview

COURSE DESCRIPTION

Get up to speed quickly with our 2 day Essentials course. Learn best practices and efficient workflows to create and publish demonstrations, training simulations and scenario-based training that incorporate a rich variety of multimedia content. Our Captivate trainers are industry experienced and consult on Captivate projects when not training, so you're guaranteed real world tips and advice on all things relating to eLearning.

Adobe Captivate features include: Access to 25,000+ eLearning assets providing you with loads of images, audio, slide designs and learning interactions ready to use, Advanced tools for recording software demonstrations and interactive simulations, The ability to record, import and edit audio, Ready to go question slides so you can create interactive quizzes quickly and streamlined tools to really speed-up your eLearning development time.

As an Adobe Authorised Training Centre – participants receive an Adobe endorsed Certificate upon course completion.

WHAT YOU WILL LEARN

- Record Software Demos & Simulations
- Text Captions, Styles & the Timeline
- Insert & Edit Images & Drawing Objects
- Pointers, Buttons & Highlight Boxes
- Create Rollovers & Zoom Effects
- Narration, Audio, Video & Animation
- Make Demonstrations Interactive
- Create Question Slides & Quizzes
- Publish Captivate Modules

PREREQUISITE

Students should have a strong working knowledge of either Mac or Windows.

WHO SHOULD ATTEND

Anyone who needs to quickly create and easily maintain e-learning materials, software demonstrations, or simulations without having to learn how to program.

~~\$990~~ **\$890** (+GST)
2 DAYS | 9-4:30PM

Please visit our website for enquiries and bookings:


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city
desktop training

www.cd.com.au
info@cd.com.au
1300 441 891



 **AUTHORISED**
Training Centre

Why train with us?

- Certified trainers
- 4 city locations
- Mac and PC*
- Free course resit*
- Free after-course support*

*Conditions apply

Premium training for visual communication

Providing quality training since 1989 to the publishing, design, marketing, print and web industries. Join us in Sydney, Brisbane, Canberra & Melbourne.



Course outline

ELEARNING & CAPTIVATE

- Planning eLearning Projects
- The eLearning Development Process
- Navigate the Captivate Workspace
- Create and Customise Workspaces
- Preview and Zoom Projects

RECORDING SOFTWARE SIMULATIONS

- Best Practice: Project Size and Resolution
- The Captivate Development Process
- Preparing to Record
- Rehearse an eLearning Script
- Edit Recording Settings
- Define Recording Preferences
- Record a Software Demonstration
- Record a Software Assessment
- Record a Training Simulation
- Record a Custom Training Simulation

TEXT CAPTIONS & STYLES

- Insert, Resize and Move Text Captions
- Modify Text Caption Properties
- Use Styles for Speed and Consistency
- Edit the Default Caption Style
- Reset an Object Style

TIMING & THE TIMELINE

- Show/Hide the Timeline
- Customise Timeline View Settings
- Show/Hide/Lock Timeline Objects
- Preview a Slide with the Timeline
- Change a Slide's Display Time
- Set Object Display Times
- Customise Mouse Properties
- Align Slide Objects

IMAGES & SMART SHAPES

- Change the Slide Background Quality
- Insert and Delete Slides
- Insert an Image
- Position and Size Images Precisely

- Use the Project Library
- Manage Unused Project Assets
- Crop Images
- Create an Image Watermark
- Set Image Timing and Transitions
- Work With Image Stacks
- Insert and Edit Smart Shapes

POINTERS, BUTTONS & HIGHLIGHT BOXES

- Change the Pointer Path & Type
- Add a Visual Mouse Click and Sound
- Insert a Text Button
- Set Button Timing and Options
- Insert an Image Button
- Define Button Actions (Click Events)
- Insert and Format a Highlight Box

ROLLOVERS & ZOOM AREAS

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

NARRATION & AUDIO

- Import Audio Files to Slide Objects
- Add Background Audio
- Add a Slide Note
- Calibrate a Microphone
- Record a Narration
- Import Voice Narrations
- Edit an Audio File
- Convert Text to Speech

VIDEO, ANIMATION AND EFFECTS

- Insert Video Files
- Set Video Properties
- Add Animation to a Slide
- Insert Text Animation
- Apply a Fly-in Effect to a Text Caption
- Apply a Zig Zag Motion path

Please visit our website for enquiries and bookings:

www.cd.com.au



Adobe Captivate Training Courses

Sydney, Melbourne, Brisbane and Onsite

MAKING DEMONSTRATIONS INTERACTIVE

- Demonstrations versus Simulations
- Replace Phrases
- Insert a Click Box and Set Options
- Insert a Text Entry Box
- Show/Hide the mouse

WORKING WITH POWERPOINT

- Import a PowerPoint Presentation
- Round-Trip PowerPoint Edits
- Rescale Projects
- Synchronise with Source Files

INTRODUCTION TO QUESTION SLIDES

- Set Quiz Preferences
- Edit Quizzing Object Styles
- Insert a Question Slide
- Add an Image to a Question Slide
- Reuse a Slide Background
- Format the Question Title

PUBLISHING

- Link to a Web Page
- Apply a Video Skin and Playbar
- Edit and Save a Skin
- Delete a Skin
- Add a Loading Screen
- Create a Table of Contents
- Publish to SWF and HTML5
- Publish Word Handouts
- Export Captions for Review
- Speed workflow with Round Tripping

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