



COURSE DESCRIPTION

On this beginner Adobe certified class you will learn the skills needed to create interactive eLearning content and software demonstrations.

The instructor will show you step-by-step how create soft-skills lessons, software demonstrations, interactive training simulations, and video demos.

You will learn to add standard objects to a slide such as text captions, images, characters, videos, PowerPoint content, audio, Smart Shapes, and more. You will add to the user experience by adding interactivity via click boxes, buttons, text entry boxes, and quizzes. You will finish by learning how to publish your content on practically any device including desktop computers, laptops, smart phones, and tablets.

Live face-to-face instructor - still the best way to learn!

DETAILED COURSE OUTLINE

UNIT 1: EXPLORING CAPTIVATE

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

UNIT 2: NEW PROJECTS & SOFT SKILLS ELEARNING

- ➔ Create a Blank Project
- ➔ Add Images to Placeholders
- ➔ Import Images
- ➔ Use a Smart Shape as a Button
- ➔ Disable Click Sounds

UNIT 3: SCREEN RECORDINGS

- ➔ Rehearse a Script
- ➔ Review Recording Settings
- ➔ Review Recording Modes
- ➔ Record Using Multiple Modes
- ➔ Record a Custom Simulation
- ➔ Record a Demonstration that Pans
- ➔ Manually Record the Screen

UNIT 4: 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
- ➔ Insert a Video Project into a Standard Project
- ➔ Publish a Video Demo

UNIT 5: CAPTIONS, STYLES, TIMING, AND ROUND TRIPPING

- ➔ Insert and Edit Text Captions
- ➔ 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
- ➔ Export Captions to Word
- ➔ Import Captions from Word into Captivate

UNIT 6: POINTERS, PATHS, 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

UNIT 7: IMAGES AND VIDEOS

- ➔ Insert, Resize, and Restore an Image
- ➔ Import Images into the Library
- ➔ Resize, Transform, and Align Images
- ➔ Manage Unused Library Assets
- ➔ Create an Image Slideshow
- ➔ Insert a Video
- ➔ Set Video Properties

UNIT 8: AUDIO

- ➔ Work with Rollover Captions
- ➔ Import Audio onto a Slide Object
- ➔ Import Background Audio
- ➔ Add a Slide Note
- ➔ Calibrate a Microphone
- ➔ Record Slide Audio
- ➔ Import Audio onto a Slide
- ➔ Edit an Audio File
- ➔ Insert Silence
- ➔ Convert Text-to-Speech

UNIT 9: STATES, ANIMATIONS, AND OBJECT EFFECTS

- ➔ Change State Views for a Button
- ➔ Add an Animation to a slide
- ➔ Insert a Text Animation
- ➔ Apply an Effect to a Slide Object
- ➔ Apply a Free Fall Effect to an Object

UNIT 10: SOFTWARE SIMULATIONS

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

UNIT 11: WORKING WITH POWERPOINT

- ➔ Create a Project from a Presentation
- ➔ Edit the Source Presentation
- ➔ Synchronize with Source
- ➔ Rescale a Project



DETAILED COURSE OUTLINE (CONT.)

UNIT 12: QUIZZING

- Edit Quizzing Object Styles
- Set the Quiz Preferences
- Question Slides
- Insert Question Slides
- Edit a Question Slide
- Compare Submit All to Submit Buttons
- Insert a Knowledge Check
- Review a GIFT File
- Import a GIFT File into a Project
- Create Question Pools
- Move Questions to Pools
- Insert Random Question Slides

UNIT 13: PUBLISHING

- Apply a Skin
- Edit, Save, and Delete a Skin
- Name Slides
- Check Publish Settings and Add a Loading Screen
- Publish as SWF and PDF
- Run the HTML5 Tracker
- Publish as HTML5

Our outlines are a guide to the content covered on a typical class. We may change or alter the course topics to meet the objectives of a particular class.