

## Course Outline

Introduction to Adobe Captivate

Duration: 2 Days

### OBJECTIVES

This Adobe certified course introduces users to Adobe Captivate. The course is designed to take participants through the development process of building software demonstrations and interactive simulations. The course is task-based, with participants learning by recording and updating projects. Along with covering the key features of Captivate, the course focuses on best practices to record Captivate projects.

### PRE-REQUISITES

Experience of the Windows operating system or previous attendance on the equivalent training course. Familiarity with using the Web.

### COURSE OUTLINE

Introduction to Captivate

- What Captivate does
- Software Demonstration vs Simulation
- Video Demos
- Recording a new Software Simulation

Responsive Design

- Designing for mobile devices
- Understanding Fluid Boxes
- Using Fluid Boxes to create a fully responsive design
- Converting non-responsive projects to responsive projects

Editing a recording

- Changing Text Captions
- Adding new text Captions
- Deleting slides
- Re-recording slides

Using the Workspace

- Managing your Screen Layout
- Managing your Workspaces
- Defining your General vs Default Preferences
- Zooming
- Grid and Snapping

Laying out Objects

- Selecting multiple objects and moving
- Arranging objects
- Aligning objects

Properties

- Changing Fill and Stroke
- Changing Timing

- Changing Transitions
- Changing Audio
- Formatting Text
- Using Adobe Typekit for custom fonts
- Image Properties

#### Library

- Overview of the panel
- Using the Library

#### Slides

- Filmstrip Panel
- Adding a new Slide
- Slide Properties
- Creating a Master Slide
- Applying a Master Slide
- Adding another Master Slide

#### Object Styles

- Overview of styles
- Caption types
- Style options
- Importing and Exporting

#### Effects

- Applying Effects - Action based
- Previewing Effects
- Defining Motion Paths for Effects
- Saving and Deleting Effects

#### Audio

- Importing Audio to the Background
- Importing Audio to a Slide
- Importing Audio to an Object
- Recording Audio - Settings
- Recording External and System Audio
- Editing Audio
- Text to Speech

#### Video

- Overview of Video options
- Adding Video
- Video Quality Settings
- Editing Video

#### Timeline

- Overview of the panel
- Moving objects around in the Timeline

#### Non-Interactive and Interactive Objects

- Rollover Text Captions
- Highlight boxes
- Zoom Area
- Actions
- Click boxes

- Buttons
- Text Entry Box
- Insert Mouse

#### Recording Software

- Preferences - Settings
- Preferences - Keys
- Preferences - Demonstration Mode
- Preferences - Assessment Mode
- Preferences - Training Mode
- Preferences - Defaults
- Starting to record
- Full Motion Recording
- Demo, Training and Assessment Recording

#### Quiz

- Preferences - Reporting
- Understanding Tin Can and SCORM reporting
- Preferences - Pass or Fail
- Adding question slides
- Defining Quiz Properties

#### Accessibility

- Slide and Image Notes
- Closed Captioning
- Preparing to Publish

#### Skin and Table of Contents

- Overview
- Playback Control
- Borders
- Table of Contents
- Table of Contents Settings
- Table of Contents Info

#### Publishing

- Publish Settings
- Start and End options
- Formats: HTML5 vs SWF