

Adobe Captivate 2019 - The Essentials

Overview

A course that teaches the core Adobe Captivate skills needed to create eLearning courses.

Target Audience

Course Objectives

You will learn how to create a soft-skills lesson from scratch. You will learn to record and produce software demonstrations, interactive training simulations, and Video Demos.

By the time you finish, you will know how to add such standard objects to a slide as text captions, images, characters, videos, Smart Shapes, and more.

You will record, import, and edit audio. You will also further enhance the learner experience by adding interactivity via click boxes, buttons, text entry boxes, and quizzes.

You will learn how to import existing PowerPoint content into Captivate.

You will learn to publish a Captivate project as SWF, PDF, or HTML5 so that your content can be used on virtually any device including desktop computers, laptops, smart phones, and tablets.

Course Outline

1 - Exploring Captivate

Explore a Finished Captivate Project

Zoom and Magnify

Navigate a Project

Explore and Reset the Workspace

Preview the Entire Project

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

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

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

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

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

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

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

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

10 - Software Simulations

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

11 - Working with PowerPoint

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

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

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
