



Captivate Essentials | Course Overview

COURSE DESCRIPTION

After completing City Desktop Training's introductory Captivate course for eLearning, students will know how to use best practices and efficient workflows to create and publish demonstrations, simulations, and assessments that incorporate a rich variety of multimedia content. Our Captivate trainers all work with the application to develop elearning projects for clients and have extensive knowledge and experience that relate to the other areas of successful elearning methods - outside of Captivate itself.

CAPTIVATE 8 AND CAPTIVATE 7 / 6 AND 5/5.5

While courses are available using the latest version - Captivate 8, options for Captivate 7, 6 and 5.5 are also available. However, we highly recommend to upgrade to the latest version due to the many powerful new features available.

WHAT YOU WILL LEARN

- Recording Demonstrations & Simulations
- Text Captions, Styles & the Timeline
- Images and Drawing Objects
- Pointers, Buttons and Highlight Boxes
- Rollovers and Zoom Areas
- Audio, Flash Video, Animation and Effects
- Converting Demonstrations into Simulations
- Introduction to Question Slides
- Publishing
- FMRs, Panning, Manual Mode & Slideshows

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.

~~\$810~~ **\$720** (+GST)
2 DAYS | 9-4:30PM

Please visit our website for enquiries and bookings:

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- 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 AND CAPTIVATE

- Planning eLearning Projects
- The Development Process
- The Captivate Interface
- Work spaces: Creating, Modifying and Resetting
- Previewing and zooming Projects

RECORDING DEMONSTRATIONS & SIMULATIONS

- Resolution and Recording Size
- The Development Process
- Preparing to Record
- Rehearse a Script
- Edit Recording Settings
- Set Recording Preferences and Keys
- Access for Assistive Devices
- Record a Demonstration
- Record an Assessment
- Record a Training Simulation
- Record a Custom Assessment Simulation

TEXT CAPTIONS, STYLES & THE TIMELINE

- Insert, Resize and Move Text Captions
- Modify Text Caption Properties
- Edit the Default Caption Style
- Reset an Object Style

THE TIMELINE

- Change an Object's Slide Position and Size
- View the Timeline
- Change a Slide's Display Time
- Change Timeline View Settings
- Use the Timeline to Set Object Display Times
- Show/Hide Timeline Objects
- Use the Properties Panel to Control Timing
- Set Mouse Properties
- Check Spelling
- Align Slide Objects

IMAGES AND SMART SHAPES

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

- Use the Library
- Manage Unused Project Assets
- Cropping Images
- Create an Image Watermark
- Set Image Timing Options and Transition Effects
- Work With Image Stacks
- Add a Visual Mouse Click and Sound
- Drawing Lines

POINTERS, BUTTONS AND HIGHLIGHT BOXES

- Change the Pointer Path & the the Pointer Type
- Edit Slide and Object Display Times
- Insert a Text Button
- Set a Button's Timing and Options
- Insert an Image Button
- Insert and Format a Highlight Box

ROLLOVERS AND ZOOM AREAS

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

AUDIO

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

FLASH VIDEO, ANIMATION AND EFFECTS

- Insert Flash Video
- Set Flash 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

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www.cd.com.au



Adobe Captivate Training Courses

Sydney, Melbourne, Brisbane and Canberra

CONVERTING DEMONSTRATIONS INTO SIMULATIONS

- Demonstrations versus Simulations
- Replace Phrases
- Insert a Click Box and set Options
- Insert a Text Entry Box

WORKING WITH POWERPOINT

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

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 Site
- Apply a Skin
- Edit and Save a Skin
- Delete a Skin
- Add a Loading Screen
- Create a TOC
- Publish a Flash (SWF)
- Publish Word Handouts
- Export Captions
- Perform a "Round Trip"

FMRS, PANNING, MANUAL MODE AND SLIDE SHOWS

- Full Motion Recording
- Record a Lesson With Panning
- Record Manually
- Create an Image Slide show

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