



Adobe Captivate 4.0 Bootcamp

Duration: 4days

Course Synopsis: Using Adobe Captivate 4.0 provides students with the knowledge and hands-on practice they need to develop and build software demonstrations and interactive simulations with Captivate. In addition to learning key concepts, students also learn best practices for creating and publishing Captivate projects. This five day bootcamp training class also offers two days of Script Writing and Production Techniques for Adobe Captivate.

Who Should Attend: This course is for beginning and intermediate Captivate users who want to create software demonstrations and interactive simulations.

Prerequisites: Because of the amount of material we cover in class, we do require students to be comfortable using a mouse, opening and saving files, and the general operations of computers. While we will make every reasonable effort to help, students with insufficient skills may be required to observe the class lessons or do their best to keep up without slowing down the rest of the class. This class is a discounted combination of the Captivate Intro and Captivate Script Writing classes. For student cancellation purposes, each separate component is treated as a separate class.

What You Will Learn:

- CBT Development Process
- Editing Text Captions and the Timeline
- Pointer Paths and Buttons
- Working with Flash Video
- Adding Question Slides
- Script Writing Basics
- Publishing for an LMS
- Recording Projects
- Working with Images
- Adding Audio
- Adding Animation
- Using Skins and Templates
- CBT Development Process
- Version Control

Time: Class time is 8:30am – 5:00 p.m.

Breaks are scheduled throughout the day and lunch is typically scheduled 12-1. Students provide their own lunch.

Course Materials: Course materials are provided. Our goal is to make sure your class meets your objectives, not ours. Therefore, all of our outlines are treated as guides to help steer the workshop. We may change or alter course topics to best suit the classroom situation.

Goals: Training Objectives realizes the importance of education and we take pride in being able to offer you classes that are more custom fit to your needs. Call us at (503) 245-3387 if you have any special questions or e-mail us at info@trainingobjectives.com.

LESSON 1

eLearning and Captivate

- o Education Through Pictures
- o Planning eLearning Projects
- o The Development Process
- o The Captivate 4 Interface
- o Set General Preferences
- o Explore a Project
- o Explore Project Views
- o Navigate a Project
- o Preview a Project
- o Zoom Closer to a Slide
- o View the Timeline and Library

LESSON 2

Recording Demonstrations and Assessments

- o Rehearse a Script
- o Set Recording Preferences and Keys
- o Record a Demonstration
- o Record an Assessment Simulation
- o Record a Training Simulation
- o Record a Custom Assessment Simulation

LESSON 3

FMRs, Panning and Image Slideshows

- o Create an FMR
- o Record a Lesson With Panning
- o Create an Image Slideshow

LESSON 4

Text Captions & the Timeline

- o Duplicate a Slide and Hide the Mouse
- o Insert, Resize and Move Text Captions
- o Change Text Caption Properties
- o Change an Object's Slide Position and Size
- o View the Timeline
- o Change a Slide's Display Time
- o Change Timeline View Settings
- o Setting Object Display Times
- o Show/Hide Timeline Objects
- o Use Options to Control Object Timing
- o Set Mouse Properties
- o Check Spelling
- o Align Slide Objects

LESSON 5

Images and Drawing Objects

- o Insert and Delete Slides
- o Insert an Image
- o Set Image Size and Slide Position
- o Use the Library
- o Manage Unused Project Assets
- o Control Transparency
- o Create an Image Watermark
- o Set Image Timing Options and Transition
- o Effects
- o Work With Image Stacks
- o Add a Visual Mouse Click and Click Sound
- o Insert a Drawing Object

LESSON 6

Pointers, Buttons and Highlight Boxes

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

LESSON 7

Rollovers and Zoom Areas

- o Insert a Rollover Caption
- o Set Rollover Area Properties
- o Insert a Rollover Image
- o Insert a Zoom Area
- o Insert a Rollover Slidelet
- o Set Rollover Slidelet Properties
- o Format and Position a Slidelet
- o Insert a Caption Into a Slidelet
- o Insert an Image Into a Slidelet

LESSON 8

Slide Labels, Notes and Audio

- o Change Slide Background Quality
- o Add a Slide Label
- o Add a Slide Note
- o Add Sound to a Slide Object
- o Add Background Audio
- o Calibrate a Microphone
- o Record Audio
- o Import Slide Audio
- o Edit an Audio File
- o Insert Silence
- o Convert Slide Notes to Speech

LESSON 9

Animation and Flash Video

- o Change a Project's Frame Rate
- o Add Animation to a Slide
- o Change an Animation's Slide Position
- o Insert Text Animation
- o Add Flash Video

LESSON 10

Converting Demonstrations Into Simulations

- o Hide the Mouse
- o Replace Phrases
- o Insert a Click Box
- o Set Click Box Options
- o Change a Slide's Display Time
- o Set a Text Caption Transition
- o Insert a Text Entry Box

LESSON 11

Introduction to Question Slides

- o Set Quiz Preferences
- o Insert a Question Slide
- o Add an Image to a Question Slide
- o Reuse a Slide Background
- o Format the Question Title
- o Use the Slide Grid
- o Format the Progress Indicator

LESSON 12

Publishing

- o Link to a Web Site
- o Apply a Skin
- o Edit and Save a Skin
- o Delete a Skin
- o Add a Loading Screen

- o Set Project Information
- o Create a TOC
- o Publish a Flash (SWF)
- o Publish Word Handouts
- o Export Captions
- o Perform a "Round Trip"

LESSON 13

Reviewing the Essentials

- * Set General Preferences
- * Rehearse a Script
- * Set Recording Preferences and Keys
- * Record a Custom Simulation
- * Edit a Text Capture Template

LESSON 14

Importing and Branching

- * Import a PowerPoint Presentation
- * Edit a PowerPoint Presentation
- * Resize a Project
- * Import Project Slides and Objects
- * Label a Slide
- * Use Buttons to Create a Branch
- * Explore the Branching Tab
- * Create a Slide Group
- * Aggregate Published SWFs

LESSON 15

Question Pools

- * Insert a Question Slide
- * Create and Rename Question Pools
- * Add Questions to Question Pools
- * Insert Random Question Slides

LESSON 16

Accessible Projects

- * Set Document Information
- * Enable Accessibility
- * Add Accessibility Text to Slides
- * Import Audio
- * Add Shortcut Keys
- * Add Closed Captions

LESSON 17

Commenting, Image Editing and PhotoShop Layers

- * Send a Project for Review
- * Create a Background Mask
- * Edit a Slide Background
- * Delete a Slide Background
- * Import a PhotoShop File
- * Work with PhotoShop Layers

LESSON 17

Variables, Widgets and Buttons

- * Add Document Information
- * Insert a System Variable
- * Edit a System Variable
- * Create a User Variable
- * Use a Variable to Gather Data
- * Insert a Question Widget
- * Insert a Certificate Widget
- * Create Custom Buttons

LESSON 18

Project and Design Templates

- * Create a Project Template
- * Create a Project From a Template
- * Record Additional Slides
- * Delete Unused Objects
- * Create a Mask
- * Add a Text Animation Placeholder
- * Create a Design Template
- * Format Design Template Objects
- * Apply a Design Template to a Project

LESSON 19

Advanced Actions

- * Control Object Visibility
- * Name Items
- * Attach Multiple Actions to Objects
- * Create Variables
- * Add Text Entry Boxes
- * Create a Script
- * Attach a Script to a Slide
- * Test and Edit a Script

LESSON 20

Learning Management Systems

- * Set Quiz Reporting Options
- * Create a Manifest File
- * Report a Button Interaction
- * Adjust Slide Object Interaction
- * Publish a Content Package
- * Create an Inquisiq LMS Account
- * Create an LMS Lesson
- * Create an LMS Course
- * Create an LMS Curriculum
- * Test an eLearning Course