



Captivate 2017 Essentials

Captivate Training

About The Course

During this 2 day course, participants will learn Adobe Captivate 2017 skills needed to create interactive eLearning content. With step-by-step learning, you will be able to create eLearning lessons from scratch. When you finish the course, you'll know how to control the mouse pointer and add such standard objects as text captions, images, and highlight boxes. You'll be able to record, import and edit audio, and further enhance the learner experience by adding interactivity via click boxes, buttons, text entry boxes and import PowerPoint into Captivate.

Duration: 2 days

Class size: 10 students max

Times: 9:00am - 5:00pm

Price: Refer to our website for current course and package pricing

After the course?

Each student will receive:

- Certificate of completion
- Training manual
- 12 months FREE email support
- FREE class re-sit (if necessary)

Who Should Do This Course?

This course is designed for Adobe Captivate 2017 users who want to create interactive, engaging training simulations and scenario-based training with tutorials and quizzes, or capture and communicate knowledge visually.

Prerequisites

There are no pre-requisites for attending this course; however participants are expected to have a general understanding of personal computers and the Windows operating system.

Content

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 Project & Soft Skills eLearning

- Create a Blank Project
- Add Images to Placeholders
- Insert and Format a Text Button
- Disable Click Sounds

Unit 3: Recording Screen Actions

- Preparing to Record
- 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: Captions, Styles and Timing

- Insert and Edit Text Captions
- Modify Text Caption Properties

- 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

Unit 5: Images and Smart Shapes

- Insert, Resize, and Restore an Image
- Transform an Image
- Use the Library
- Manage Unused Project Assets
- Crop and Rename an Image
- Remove a Background Color
- Insert Characters
- Insert Assets
- Insert a Cloud Callout
- Create an Image Mask
- Delete a Slide Background
- Work with Photoshop Layers
- Create an Image Slideshow

Unit 6: Pointers, 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: Rollovers and Zooms

- Insert a Rollover Caption
- Insert a Rollover Image
- Insert a Rollover Slidelet
- Insert a Zoom Area

Unit 8: Audio

- Import Audio onto a Slide Object
- Import Background Audio
- Add a Slide Note
- Calibrate a Microphone
- Record Slide Audio
- Import a Voiceover onto a Slide
- Edit an Audio File

- Insert Silence
- Convert Text-to-Speech

Unit 9: Video, Animation and Effects

- Insert a Flash Video
- Set Flash Video Properties
- Add Animation to a Slide
- Insert Text Animation
- Apply an Effect to a Slide Object
- Apply a Free Fall Effect to an Object
- Edit Effect Timings

Unit 10: Adding Interactivity

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

Unit 11: Working With PowerPoint

- Import PowerPoint slides
- Apply Changes to All Items
- Edit a Presentation
- Synchronise with Source
- Rescale a Project

Unit 12: Introduction to Question Slides

- Edit Quizzing Object Styles
- Set the Quiz Preferences
- Insert Question Slides
- Edit Question Slides
- Insert a Knowledge Check

Unit 13: Finishing Touches

- Create a Link to a Web Site
- Apply a Skin
- Edit, Save and Delete a Skin
- Create a Table-Of-Content
- Check Publish Settings and Add a Loading Screen
- Publish a SWF and PDF
- Run the HTML5 Tracker
- Publish as HTML5
- Export Captions to Microsoft Word
- Perform a "Round Trip"

Looking for course dates?

To view a full list of course dates, please visit our website at www.dynamicwebtraining.com.au

Alternatively please contact our office on **1300 888 724**