



Adobe® Captivate 4

Duration: 2 Day/s

Overview:

This course is for beginning and intermediate Captivate users who want to create software demonstrations and interactive simulations. Captivate appeals to a wide variety of audiences, typically grouped in training and education, sales and marketing, or technical support and documentation. Using Adobe® Captivate 3 provides students with the knowledge and hands-on practice they need to develop and build software demonstrations and interactive simulations. In addition to learning key concepts, students also learn best practices for creating and publishing Captivate projects.

Pre Requisites:

Intermediate computer skills are a pre-requisite

Day 1

Introducing Captivate

Previewing a Captivate project
Exploring Captivate's working environment

Recording a Demonstration

Describing the workflow process
Scenario Branching for Soft Skills
Recording an application demonstration
Previewing and saving a demonstration
Best practices for recording projects
Panning motion and Zooming by object

Editing a Demonstration

Inserting slides
Labeling slides
Using the Filmstrip
Working with text captions
Editing text captions
Inserting new text captions
Changing caption properties
Working with pointer paths
Changing project pointers
Changing mouse properties
Changing highlight box properties
rerecording of web applications (Internet Explorer only)

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Working with Objects in the Timeline

- Using the Timeline
- Exploring the major components of the Timeline
- Previewing a slide using the playhead
- Changing the slide timing
- Changing object display times and lengths
- Changing the order of object layers

Updating Your Projects

- Recording additional slides
- Importing slides from one project to another

Working with Images

- Inserting images
- Resizing images
- Aligning images
- Setting image properties
- Stacking objects / images
- Merging objects / images
- Adding sound to a specific image
- Photoshop integration

Adding Audio

- Planning your e-learning projects
- Describing audio features
- Recording a custom-sized project
- Recording audio while creating a new project
- Calibrating your microphone
- Adding audio to an existing project
- Importing audio files
- Editing audio files in Adobe Soundbooth CS4
- Importing background audio
- Text-to-speech functionality

Adding Rich Media

- Introducing Rich Media Types and when to use which
- Inserting FLA's & SWF's
- Inserting AVI's & FLV's
- Interacting with Acrobat Connect (Old Breeze) & Flash

Recording a Simulation

- Recording an assessment simulation project
- Customizing recording options
- Inserting click boxes
- Importing PowerPoint slides
- Inserting buttons
- Inserting text entry boxes

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Day 2

Adding Animation

- Introducing rollover captions and images
- Inserting rollover captions and adding autotext captions
- Inserting rollover images
- Inserting text animation
- Inserting animation

Adding Question Slides

- Planning for questions
- Inserting a true/false question slide
- Editing a question slide
- Introducing branching
- Creating a multiple path
- Inserting a multiple choice question slide
- Setting reporting options and tracking interactions
- Sending scoring results and tracking simulations

Sending Results to a Learning Management System

- Defining e-learning benefits
- Introducing Learning Management Systems
- Using an LMS
- Defining AICC and SCORM standards
- Setting e-learning output options
- Introducing the Manifest File
- Creating a Package Interface File
- Using Captivate with Macromedia Breeze Meeting

Publishing Your Project

- Checking the spelling of your project
- Setting movie properties
- Setting movie preferences
- Resizing your project
- Analyzing bandwidth
- Publishing your project
- Table of Contents and Aggregator (tracking)
- Exporting from Captivate to Flash & Flex using Actionscript
- Variables and Advanced Actions
- Modifying Captivate projects with Flash
- SWF commenting
- Publish to PDF document and PDF Portfolio

Creating Standalone Viewer with MenuBuilder

- Introducing MenuBuilder
- Creating and Editing a MenuBuilder project
- Creating links
- Previewing a MenuBuilder project
- Exporting a MenuBuilder project
- Introducing CaptivatePlayer