

## Course duration

- 2 days

## Course Benefits

- Learn to create video demos.
- Learn to work with styles.
- Learn to create question pools and random question slides that make it difficult for learners to share quiz content.
- Learn Section 508 best practices.
- Learn to work with widgets and learn how to add them to a project.
- Learn to add multiple and conditional actions to your buttons and click boxes.
- Learn to leverage Captivate's collaboration tools.
- Learn to create a consistent look and feel across your projects using themes.
- Learn how to track quiz results.

## Course Outline

1. Caption Pre-Editing
  1. Rehearse a Script
  2. Set Recording Preferences
  3. Record a Software Simulation
  4. Edit a Text Capture Template
  5. Video Demos
2. Video Demos
  1. Record a Video Demo
  2. Add a Video Zoom
  3. Add a Video Pan
  4. Smooth a Mouse Path and Show Visual Clicks
  5. Split a Video
  6. Trim a Video
  7. Insert a Video Project into a Standard Project
  8. Publish a Video Demo
  9. Custom Styles, Branching and Aggregating
3. Custom Styles, Branching, and Aggregating
  1. Create a Text Caption Style
  2. Apply a Style Globally
  3. Export and Import a Style
  4. Name a Slide
  5. Copy/Paste Project Assets
  6. Use Buttons to Create a Branch

7. Explore the Branching Tab
8. Create a Slide Group
9. Publish SWFs
10. Aggregate SWFs
4. Random Quizzes
  1. Review a GIFT File
  2. Import a Question from a GIFT File
  3. Create Question Pools
  4. Move Questions to Pools
  5. Insert Random Question Slides
5. Accessible eLearning
  1. Set Document Information
  2. Enable Accessibility
  3. Add Accessibility Text to Slides
  4. Import Slide Audio
  5. Add Shortcut Keys
  6. Add Closed Captions
  7. Set a Tab Order
6. Variables and Widgets
  1. Add Project Information
  2. Insert a System Variable
  3. Edit a System Variable
  4. Create a User Variable
  5. Use a Variable to Gather Data
  6. Insert and Format a Widget
7. Interactions
  1. Insert a Process Circle
  2. Create a Basic Drag and Drop Interaction
  3. Manage Drag and Drop Buttons and Write Captions
  4. Create a "Trick" Retry Slide
  5. Explore an Advanced Drag and Drop Project
  6. Create an Advanced Drag and Drop Interaction
  7. Change the States of a Smart Shape
  8. Use States to Swap Images
8. Actions
  1. Use a Completed Action
  2. Name Objects
  3. Create a Mask
  4. Control Object Visibility
  5. Create a Standard Advanced Action
  6. Attach an Action to a Button
  7. Group Timeline Objects
  8. Create a Variable
  9. Create a Conditional Action
  10. Create Decision Blocks
9. Masters, Themes, and Templates
  1. Work with the Main Master Slide

2. Work with Content Masters
3. Apply a Master to Filmstrip Slides
4. Edit a Master
5. Apply a Theme
6. Create a Custom Theme
7. Review a Template
8. Base a Project on a Template
9. Create a Project Template
10. Insert a Placeholder
10. Responsive Projects
  1. Review a Responsive Project
  2. Customize Breakpoints
  3. Save a Standard Project as Responsive
  4. Insert and Name Fluid Boxes
  5. Add Content to Fluid Boxes
  6. Switch Design Modes
  7. Use the Position Inspector
  8. Modify a Single Breakpoint
  9. Exclude from View
  10. Add a New Breakpoint
  11. Position and Link Objects
  12. Edit Breakpoint Object Styles
11. Reporting Results
  1. Set Quiz Reporting Options
  2. Create a Manifest File
  3. Report a Button Interaction
  4. Adjust Slide Object Interaction
  5. Preview in SCORM Cloud
  6. Publish a Content Package
  7. Create an LMS Account
  8. Create an LMS Course
  9. Attach a Lesson to a Course
  10. Test an eLearning Course

## Class Materials

Each student will receive a comprehensive set of materials, including course notes and all the class examples.

### Class Prerequisites

Experience in the following *is required* for this Captivate class:

- Introductory-level skills in Captivate

#### Prerequisite Courses

Courses that can help you meet these prerequisites:

- [Introduction to Adobe Captivate 2017](#)