Course duration

- 4 days

Course Benefits

- Learn to control the mouse pointer and add such standard objects as text captions, images, characters, assets from the eLearning Brothers, and highlight boxes.
- Learn to record, import, and edit audio and further enhance the learner experience by adding interactivity via click boxes, buttons and text entry boxes.
- Learn to import existing PowerPoint content into Captivate.
- Learn to publish your project in SWF and HTML5 formats so that your content can be uploaded to a web server for consumption on virtually any device, including the iPad, iPhone and other mobile devices.
- 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. Exploring Captivate
    1. Explore a Finished Captivate Project
    2. Zoom and Magnify
    3. Navigate a Project
    4. Explore and Reset the Workspace
    5. Preview the Entire Project
2. New Project and Soft Skills eLearning
    1. Create a Blank Project
    2. Add Images to Placeholders
    3. Insert and Format a Text Button
    4. Disable Click Sounds
    5. Recording Demos and Sims
3. Recording Demos and Sims
    1. Rehearse a Script
    2. Review Recording Settings

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3. Review Recording Modes
4. Record Using Multiple Modes
5. Record a Custom Simulation
6. Record a Demonstration that Pans
7. Manually Record the Screen

4. Captions, Styles and Timing
    1. Insert and Edit Text Captions
    2. Edit the Default Caption Style
    3. Change a Callout Type Used by a Text Caption
    4. Control Slide Timing
    5. Control Slide Object Timing
    6. Check Spelling
    7. Align Slide Objects
5. Images and Smart Shapes
    1. Insert, Resize, and Restore an Image
    2. Transform an Image
    3. Use the Library
    4. Manage Unused Project Assets
    5. Crop and Rename an Image
    6. Remove a Background Color
    7. Insert Characters and eLearning Brother Assets
    8. Insert a Cloud Callout
    9. Create an Image Mask
    10. Delete a Slide Background
    11. Work with Photoshop Layers
    12. Create an Image Slideshow
6. Pointers, Paths, Boxes, and Buttons
    1. Control Mouse Effects
    2. Edit a Mouse Path
    3. Clone an Object Style
    4. Insert a Highlight Box
    5. Insert an Image Button
    6. Control Appear After Timing
7. Rollovers and Zooms
    1. Insert a Rollover Caption
    2. Insert a Rollover Image
    3. Insert a Rollover Slidelet
    4. Insert a Zoom Area
8. Audio
    1. Import Audio onto a Slide Object
    2. Import Background Audio
    3. Add a Slide Note
    4. Calibrate a Microphone
    5. Record Slide Audio
    6. Import Audio onto a Slide
    7. Edit an Audio File
    8. Insert Silence

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    9. Convert Text-to-Speech
9. Video, Animation and Effects
    1. Insert a Flash Video
    2. Set Flash Video Properties
    3. Add Animation to a slide
    4. Insert Text Animation
    5. Apply an Effect to a Slide Object
    6. Apply a Free Fall Effect to an Object
    7. Edit Effect Timing
10. Adding Interactivity
    1. Hide the Mouse
    2. Replace Phrases
    3. Insert a Click Box
    4. Insert a Text Entry Box
11. Working With PowerPoint
    1. Import PowerPoint slides
    2. Resize One Object and Apply to All
    3. Round-Trip PowerPoint Edits
    4. Synch With Source
    5. Rescale a Project
12. Introduction to Question Slides
    1. Edit Quizzing Object Styles
    2. Set the Quiz Preferences
    3. Insert Question slides
    4. Insert Knowledge Check Slides
13. Finishing Touches
    1. Create a Link to a Web Site
    2. Apply a Skin
    3. Edit, Save and Delete a Skin
    4. Create a TOC
    5. Check Publish Settings and Add a Loading Screen
    6. Publish a SWF and PDF
    7. Run the HTML5 Tracker
    8. Publish as HTML5
    9. Publish as both SWF and HTML5 (Multiscreen)
    10. Export Captions
    11. Perform a "Round Trip"

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

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    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

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    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

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Class Materials

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

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