



# Adobe Captivate Level 1

Course CAPT-01D    2 Days    Instructor-led, Hands-on

## Course Description

Our Adobe Captivate training course uses the latest Adobe version, Adobe Captivate 2019, but if you haven't upgraded yet, all courses feature work from earlier versions of Captivate as well. During this beginner Adobe Captivate class, you'll learn how to control the mouse pointer and add such standard objects as text captions, images, and highlight boxes. You'll learn to record, import and edit audio, and how to further enhance the learner experience by adding interactivity via click boxes, buttons, and text entry boxes. You'll learn to leverage and enrich existing Microsoft PowerPoint presentations by importing and linking into new or existing Captivate projects. Finally, you'll 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. Teaches the core Adobe Captivate skills needed to create interactive eLearning and mLearning content. By following step-by-step instructions, you will learn how to record and produce software demonstrations, interactive training simulations, and soft skills training. You'll learn how to control the mouse pointer and add such standard objects as text captions, images, and highlight boxes. You'll learn to record, import and edit audio, and further enhance the learner experience by adding interactivity via click boxes, buttons and text entry boxes. You'll learn to leverage and enrich existing Microsoft PowerPoint presentations by importing and linking into new or existing Captivate projects. Finally, you'll 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. During this highly-interactive two-day instructor-led class, students will learn core Adobe Captivate skills needed to create eLearning courses,

You will follow step-by-step instructions and learn how to create a soft-skills lesson from scratch. You will learn to record and produce software demonstrations, interactive training simulations and Video Demos.

By the time you finish, you will know how to add such standard objects to a slide as text captions, images, characters, videos, Smart Shapes and more. You will record, import and edit audio. You will also further enhance the learner experience by adding interactivity via lick boxes, buttons, text entry boxes and quizzes. You will learn how to import existing PowerPoint content into Captivate.

You will learn how to publish a Captivate project as SWF, PDF or HTML5 so that your content can be used on virtually any device including desktop computers, laptops, smart phones and tablets.

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## At Course Completion

Upon successful completion of this course, students will gain the following skills and knowledge:

- How to create a soft-skills lesson from scratch
- Learn to record and produce software demonstrations and interactive training simulations
- Learn how to control the mouse pointer and add such standard objects as text captions, images, characters, assets and highlight boxes.
- Be able to record, import and edit audio
- Add interactivity via click boxes, buttons and text entry boxes
- Learn how 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

## 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. We highly recommend working with the application tutorial before coming to the course.

## Course Outline

### Module 1: Exploring Captivate

In this module you will learn how to start Captivate and click each tool. You'll begin the process of creating eLearning lessons from the ground up. You'll not only learn how to create effective eLearning, but why those lessons will be effective.

- Explore a finished Captivate project
- Zoom and magnify
- Navigate a project
- Explore and reset the workspace
- Preview the entire project

### Module 2: New Projects & Soft Skills eLearning

You can create two types of eLearning with Captivate: software simulations or soft skills lessons. A software simulation is essentially a recording of step-by-step actions performed on a computer. You can use Captivate to create interactive software simulations (often referred to as "Let Me Try" lessons), demonstrations (often referred to as "Show Me" lessons, and videos (much like the kind you've likely seen on YouTube).

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Soft Skills eLearning encompasses anything that doesn't fall into the category of a software simulation or demonstration (terrorism awareness, compliance training, conflict resolution, policies and procedures). Anything that's a life skill would fall into the category of soft skills. During the lessons in this module, you will create a soft skills lesson that includes multiple slides, text, images and buttons that allow the learner to move through the lesson as their own pace.

- Create a blank project
- Add images to placeholders
- Import images
- Use a Smart Shape as a button
- Disable click sounds

### **Module 3: Screen Recordings**

Recording desktop actions is one of Captivate's key features...and you'll cover the hottest recording modes: demo, assessment, training and custom.

- 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

### **Module 4: Video Demos**

If you need to record seamless, real-time screen actions, nothing beats Captivate's Video recording mode. This section will teach you how to effectively capture videos, but you'll get a jump start on publishing your videos for use on video sites such as YouTube.

- Record a video demo
- Add a video zoom
- Add a video pan
- Smooth a Mouse path and show visual clicks
- Split a video
- Trim a video
- Insert a video project into a standard project

### **Module 5: Captions, Styles, Timing and Round Tripping**

Once you've recorded your lessons, the real work begins. During these lessons, you will learn how to add text caption, set object styles and control the timing of slides objects. You'll also learn how to leverage the power of Microsoft Word to share your slide text content with team members and incorporate their changes.

- Insert and edit text captions

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- 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
- Export captions to Word
- Import captions from Word into Captivate

## **Module 6: Pointers, Paths, Boxes and Buttons**

If you've created a demonstration, that pesky mouse can sometimes have a mind of its own. You'll learn how to tame that wild mouse during these lessons. Then you'll learn how to add some basic interactivity to a lesson via buttons.

- Control Mouse effects
- Edit a Mouse path
- Clone an object style
- Insert a highlight box
- Insert an image button
- Control Appear after timing

## **Module 7: Images and Videos**

Nothing breaks of the tedium of learning that images and videos. During this module, you'll learn how to import, resize, and align images. You'll learn the power of the Library and how it can make managing assets project-wide a snap. You'll also learn how to import and work with videos.

- Insert, resize and restore an image
- Import images into the Library
- Resize, transform and align images
- Manage unused library assets
- Create an image slideshow
- Insert a video
- Set video properties

## **Module 8: States, Effects, and PowerPoint**

Interactive objects can do more than just serve as clickable objects. You can make them perform all kinds of visual tricks with simple changes to their states. You'll also learn how to make any objects perform some awesome animation effects.

- Change state views for a button
- Apply an effect to a slide object
- Import a Presentation
- Edit a Linked Presentation

## **Module 9: Audio**

eLearning lessons that contain voiceover audio and sound effects are more effective than lessons that don't...and that's just a fact! Learn how to add, edit and record audio during these lessons. And if that's not enough, you'll also learn how to convert Text-to-Speech, which is just cool!

- Import audio onto a slide object
- Import background audio
- Add a slide note
- Calibrate a microphone
- Record slide audio
- Import audio onto a slide
- Edit an audio file
- Insert silence
- Convert text-to-speech

## **Module 10: Software Simulations**

Interactive software simulations is generally thought to be more effective than passive demonstrations. During these lessons learn how to convert an existing demonstration into a highly engaging, interactive powerhouse.

- Hide the mouse
- Replace phrases
- Insert a click box
- Insert a text entry box

## **Module 11: Quizzing**

Captivate sports some robust quizzing tools. You'll learn how to setup, create, import and edit question slides and how to create question pools.

- Edit Quizzing Object styles
- Set the quiz preferences
- Question slides
- Insert question slides
- Edit a question slide
- Compare submit all to submit buttons
- Insert a knowledge check
- Review a GIFT file
- Import a GIFT file into a project
- Create question pools
- Move Questions to Pools
- Insert random question slides



## **Module 12: Publishing**

No project is finished until it's published so that it can be consumed by your learners. Learn the best publishing format to use for the widest audience. Learn how to add a TOC to your lessons and the ideal settings for publishing.

- Apply a skin
- Edit, save and delete a skin
- Name slides
- Check publish settings and add a loading screen
- Run the HTML5 tracker
- Publish as HTML5.