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Adobe Captivate level 1 course content (2-day)

Course Description:

Captivate 6 provides students with the knowledge and hands-on practice they need to develop and build software demonstrations and interactive simulations with Captivate. In addition to learning key concepts, students also learn best practices for creating and publishing Captivate projects.

Learning Objectives:

In this course, the participants will learn the following:

- Understand the workflow process and storyboarding.
- Update content by editing captions.
- Use the Timeline feature to change caption and object timing.
- Create handouts for reviewers
- Publish your project to Word documents and SWF files.
- Add narration by recording or importing audio.
- Increase user interactivity with click, highlight, and text entry boxes.
- Add interest by inserting rollover captions and images.
- Insert question slides and scoring options.
- Create interest by branching to different slides and projects.
- Import PowerPoint slides and printable documentation into a project.
- Creating hyperlinks to websites and to another project.

Target Audience:

The audience for this course is beginning and intermediate Adobe Captivate 6 users who want to create software demonstrations and interactive simulations. Adobe Captivate 6 appeals to a wide variety of audiences, typically grouped in training and education, sales and marketing, or technical support and documentation.

Course Outline:**Module 1: eLearning and Captivate**

- Education Through Pictures
- Planning eLearning Projects
- The Captivate Environment
- Explore a Finished Captivate Project
- Workspaces
- Explore the Default Workspaces
- Modify and Reset a Workspace
- Create a Workspace
- Zoom and Magnify
- Navigate a Project
- Previewing
- Preview a Project
- Blank Projects
- Create a New, Blank Project
- Insert Standard Objects onto Slides

Module 2: Recording Screen Actions

- Resolution and Recording Size
- The Development Process
- Preparing to Record
- Rehearse a Script
- Review Recording Settings
- Access for Assistive Devices
- Enable Access for Assistive Devices
- Multimode Recording
- Review Default Recording Mode Settings
- Record Using Multiple Modes
- Custom Recordings
- Record a Custom Simulation
- Panning
- Record a Demonstration that Pans
- Manual Recording
- Record the Screen Manually

Module 3: Captions, Styles and Timing

- Text Captions
- Insert, Resize and Move Text Captions
- Modify Text Caption Properties
- Caption Styles
- Edit the Default Caption Style
- Callouts
- Change a Callout Used by a Text Caption
- The Timeline
- Control Slide Timing
- Control Slide Object Timing
- Check Spelling
- Align Slide Objects

Module 4: Images and Smart Shapes

- Images
- Insert, Resize and Restore an Image
- Transform an Image's Size and Position
- The Library
- Use the Library
- Manage Unused Project Assets
- Image Editing
- Crop and Rename an Image
- Remove a Background Color
- Smart Shape
- Insert a Cloud Callout
- Image Slideshows
- Create an Image Slideshow

Module 5: Pointers, Buttons and Highlight Boxes

- Mouse Effects
- Add a Visual Click and Sound
- Pointer Paths and Types
- Modify the Mouse Pointer
- Buttons
- Insert and Format a Text Button
- Set a Button's Pause After Timing
- Work With Image Buttons
- Highlight Boxes
- Insert and Format a Highlight Box

Module 6: Rollovers, Zoom Areas and Slidelets

- Rollover Captions
- Insert a Rollover Caption
- Rollover Images
- Insert a Rollover Image
- Zoom Areas
- Insert a Zoom Area
- Rollover Slidelets
- Insert a Rollover Slidelet

Module 7: Audio

- Object Audio
- Import Audio onto a Slide Object
- Import Background Audio
- Slide Notes
- Add a Slide Note
- Recording Audi
- Calibrate a Microphone
- Record Slide Audio
- Slide Audio
- Import a Voice-over onto a Slide
- Edit an Audio File
- Silence
- Insert Silence
- Text-to-Speech
- Convert Text-to-Speech

Module 8: Video, Animation and Effects

- Video
- Insert a Flash Video
- Set Flash Video Properties
- Animation
- Add Animation to a slide
- Text Animation
- Insert Text Animation
- Object Effects
- Apply an Effect to a Slide Object
- Apply a Glow Filter Effect
- Modify Effect Properties
- Save and Import Effects

Module 9: Click and Text Entry Boxes

- Demonstrations versus Simulations
- Hide the Mouse
- Find and Replace
- Replace Phrases
- Click Boxes
- Insert a Click Box
- Text Entry Box
- Insert a Text Entry Box

Module 10: Working With PowerPoint

- PowerPoint as a Starting Point
- Import PowerPoint slides
- Resize One Object and Apply to All
- Round-Trip PowerPoint Edits
- PowerPoint Collaboration
- Synch With Source
- Rescaling Projects
- Rescale a Project

Module 11: Introduction to Question Slides

- Quiz Setup
- Edit Quizzing Object Styles
- Set the Quiz Preferences
- Creating a Quiz
- Insert Question Slides
- Format a Question Slide
- Add an Image to a Question Slide

Module 12: Finishing Touches

- URL Actions
- Create a Link to a Website
- Skins
- Apply a Skin
- Edit, Save and Delete a Skin
- Table of Contents
- Create a TOC
- Preloaders
- Check Publish Settings and Add a Loading Screen
- Publishing
- Publish a SWF and PDF
- Run the HTML5 Tracker
- Publish as HTML5
- Round Tripping
- Export Captions
- Perform a "Round Trip"

Adobe Captivate level 2 course content (2-day)

Course Description:

Captivate 6 Intermediate builds upon foundation skills in Captivate 6 Fundamentals by providing students with hands-on practice extending Captivate capabilities, and customizing the learner experience. In this course we will explore features like demonstration and simulation Recording, Effects, Captivate Variables, Advanced Actions, quiz questions and student reporting. We'll also take a close look at the relationship between Captivate 6 and PowerPoint.

Learning Objectives:

In this course, the participants will learn the following:

- Create custom captions in Captivate
- Customize the automatic captions in Captivate simulations
- Create new skins
- Modify the InfoBox
- Create a custom Preloader
- Customize Captivate print output
- Use Captivate variables
- Using the Aggregator
- LMS publishing with SCORM
- Captivate Comments

Target Audience:

The audience for this course is intermediate Adobe Captivate 6 users who want to take their work to the next level. At least 3-6 months of Captivate 6 experience is needed for this course.

Course Outline

Module 1: Essentials Review

- To Review or Not to Review
- Planning eLearning Projects
- The Development Process
- Resolution and Recording Size
- Captivate's Recording Setting
- Review Recording Settings
- Access for Assistive Devices
- Enable Access for Assistive Devices
- Rehearsals
- Rehearse a Script
- Custom Recordings
- Record a Custom Simulation
- Text Caption Pre-Editing
- Edit a Text Capture Template

Module 2: Video Demos

- Creating Video Projects
- Record a Video Demo
- Zooming and Panning
- Zoom Closer to the Screen Action
- Zoom Closer and Pan
- Splitting
- Split a Video
- Trimming
- Trim a Video

Module 3: Custom Styles, Branching and Aggregating

- Creating Object Styles
- Create a New Style
- Apply a Style Globally
- Export/Import a Style
- Combining Projects
- Name a Slide
- Copy/Paste Project Assets
- Branching
- Use Buttons to Create a Branch
- Explore the Branching View
- Creating Groups
- Create a Slide Group
- Aggregating
- Publish SWFs
- Aggregate SWFs

Module 4: Question Pools

- Pools and Random Question Slides
- Insert a Question Slide
- Rename and Create Question Pools
- Move Questions to Pools
- Insert Random Question Slides

Module 5: Accessible eLearning

- Accessibility and Captivate
- Set Document Information
- Enable Accessibility
- Accessibility Text
- Add Accessibility Text to Slides
- Import Slide Audio
- Shortcut Keys
- Add Shortcut Keys
- Closed Captioning
- Add Closed Captions

Module 6: Variables and Widgets

- Variables
- Add Project Information
- Insert a System Variable
- Edit a System Variable
- Create a User Variable
- Use a Variable to Gather Data
- Widgets
- Insert and Format a Widget
- Interactions
- Insert a Process Circle

Module 7: Actions

- Simple Actions
- Use a Completed Action
- Name Objects
- Control Object Visibility
- Create a Simple Action
- Attach an Action to a Button
- Group Timeline Objects
- Conditional Actions
- Create a Variable
- Create a Conditional Action
- Multiple Decision Blocks
- Create Decision Blocks

Module 8: Reviewing and Background Editing

- Collaborating
- Send a Project for Review
- Add Review Comments
- Review and Reply to Comments
- Background Editing
- Create an Image Mask
- Integrating Photoshop
- Delete a Background
- Work with Photoshop Layers

Module 9: Master Slides, Themes and Templates

- Master Slides
- Add an Image to a Master Slide
- Insert a Content Master Slide
- Apply a Master Slide to Project Slides
- Edit a Master Slide
- Themes
- Apply a Theme
- Create a Custom Theme
- Project Templates
- Review an Existing Template
- Create a Project from a Template
- Create a Project Template
- Export/Import Project Assets
- Template Placeholders
- Insert a Placeholder

Module 10: Reporting Results

- Acrobat.com as an LMS Alternative
- Enable Reporting
- Post Results to Acrobat.com
- Use the Quiz Results Analyzer
- Review and Chart Quiz Data
- LMS Reporting Options
- Set Quiz Reporting Options
- Manifest Files
- Create a Manifest File
- Advanced Interaction
- Report a Button Interaction
- Adjust Slide Object Interaction
- Content Packages
- Publish a Content Package
- Uploading to an LMS
- Create an Inquisiq LMS Account
- Create an LMS Lesson
- Create an LMS Course
- Create an LMS Catalog
- Test an eLearning Course