

Introduction to Adobe Captivate 3

2 Day Course

Adobe Captivate 3 enables anyone to rapidly create powerful and engaging simulations, scenario-based training and assessments without programming or multimedia skills.

Based on the industry-leading Adobe Flash platform, Adobe Captivate 3 automatically generates interactive, Flash Player compatible content for easy online distribution and access. Using Adobe Captivate software's simple point-and-click user interface and automated features, learning professionals, educators, and business and enterprise users can easily record onscreen actions, add eLearning interactions, create complex branching scenarios with feedback options, and include rich media.

Who should attend?

Our Adobe Captivate 3 training course is aimed at beginners or those with a basic knowledge of Captivate, who want to create software demonstrations or interactive simulations. On completion of this introductory course, delegates will have a good working knowledge of the software and the basics for the creation of interactive learning material.

The course on each day runs from 9.30 am to approximately 4.30pm.

COURSE CONTENT

• **Planning Your Project**

- The CBT Development Process
- Resolution and Recording Size
- The Captivate Interface
- Recording Projects
- Hybrid Projects

• **Text Captions and the Timeline**

- Inserting a Text Caption
- Working with the Timeline
- Using Check Spelling
- Aligning Captions
- Editing Objects - Position and Size

• **Working with Images**

- Working with Blank Slides
- Set Image Size and Position

- Timing Options and Transition Effects

- Working with Image Stacks
- Using the library

• **Pointer Paths, Buttons and Highlight Boxes**

- Pointer Paths and Types
- Insert a Text Button
- Insert an Image Button
- Highlight Boxes

• **Rollover Captions**

- Rollover Area Properties
- Inserting a Rollover Image
- Inserting a Zoom Area

• **Slide Labels and Notes**

- Add a Slide label
- Add a Slide note
- Adding Audio Files to Projects
- Add a Sound Effect to an Object

• **Add Background Music to a Project**

- Recording Audio
- Calibrate a Microphone
- Record a Slide note
- Edit an Audio File
- Insert Silence

- How to quickly and easily design and build an effective learning project
- Understand how best to add interactive content and sound
- Learn how to customise the look of your project

What will I learn?

Introduction to Adobe Captivate 3

2 Day Course (continued)

COURSE CONTENT

• **Animation and Flash video**

- Frame Rates
- Change a Project's Frame Rate
- Add Animation to a Slide
- Change an Animation's Slide Position
- Text Animation
- Insert Text Animation
- Insert Flash Video
- Set Flash Video Properties

• **Captivate & PowerPoint slides**

- Import a PowerPoint Presentation
- Resizing Projects
- Importing Captivate Slides and Objects
- Use Buttons to Create a Branch
- Explore the Branching Tab
- Export Branching View
- Print Documents
- Publish Word Handouts
- Exporting and Importing Captions
- Perform a "Round Trip" From Word

• **Skins and Templates**

- Apply a BMP Playbar to a Project
- Apply a Skin to a Project
- Edit and Save a Skin
- Loading Screens
- Add a Loading Screen
- Templates
- Create a Project Template
- Record a new Project Based on a Template

• **Compliant Movies, Bandwidth and Publishing**

- Enable 508 Compliance
- Closed Captioning
- Add Closed Captions
- Link to a Web Site
- Set Project Properties
- Use the Bandwidth Monitor
- Publishing Flash and Standalone Project
- Publish a Flash File

• **Question Slides**

- Insert a Question Slide
- Add an Image to a Question Slide
- Copy and Paste a Slide
- Background
- Format the Question Title
- Use the Slide Grid
- Format the Question Answer

• **MenuBuilder**

- Creating Menu Builder Projects
- Publish Projects
- Create a MenuBuilder Project
- Format Styles
- Edit Items
- Export a MenuBuilder Project

• **Learning Management Systems**

- Reporting Options and the Manifest
- Set Reporting Options
- Create a Manifest File
- Advanced Interaction
- Adjust Slide Object Interaction
- Publish a Zipped Flash Project
- Create an IMS Account
- Create an IMS lesson
- Create an IMS Course
- Create an IMS Curriculum
- Test an E-learning Course