

# Introduction to Adobe Captivate



**Days:** 3

**Prerequisites:** A practical working knowledge of Mac OS X or Windows and basic Web knowledge will be helpful for this course.

**Audience:** Corporate training professionals, educators, instructional designers, and all types of business users with limited programming capabilities who want to create product demos, application simulations, soft skill and compliance training, and mobile learning. Also educators and trainers who are currently using PowerPoint and need to add interactivity to their training materials.

**Description:** This course is designed to teach the core Adobe Captivate skills needed to create interactive eLearning and mLearning content. By following step-by-step instructions, you will learn how to create a soft-skills lesson from scratch. You'll learn to record and produce software demonstrations and interactive training simulations. This course will take you through three e-learning projects: a demonstration, a simulation and a SCORM-compliant quiz.

## OUTLINE:

### INTRO TO CAPTIVATE

- Captivate Compatibility
- HTML Responsive Design Overview
- Rescalable, Breakpoint, and Fluid Box Responsive Design
- Fluid Box Design
- Planning Projects
- Project Development Phases
- Designing Slides
- Google Font Options

### EXPLORING AND CREATING

- The Adobe Captivate Interface
- Exploring an Existing Captivate Project
- Previewing a Project
- Sharing a Project for Review
- Creating a New Project
- Exploring a Blank Captivate Project
- Adding and Arranging Slides
- Adding a Slide Background Image
- Adding Text Block Components to Slides
- Modifying a Text Style Preset
- Adding a Button Component and Setting Actions
- Editing Themes
- Exporting and Importing Themes
- Creating Infinite Slides
- Setting Captivate Preferences
- Project Settings Options

### VIDEOS AND IMAGES

- Media Block Basics
- Inserting Video Blocks
- Using Event and Slide Video
- Editing Video
- Inserting Image Blocks
- Insert an Image Grid
- Editing Images
- Adding SVG's to a Slide
- Adding Image Accessibility Text

### AUDIO

- Importing Audio to Slides and Objects
- Importing Background Music
- Recording and Replacing Audio
- Calibrating a Microphone
- Recording Voice Overs
- Generating Creating and Editing Text-to-Speech
- Editing and Replacing Slide Audio
- Adding Closed Captions to Video
- Adding Closed Captions to Audio
- Adding Slide Accessibility Text

### ADDING INTERACTIVE COMPONENTS

- Buttons
- Input Boxes
- Check Boxes
- Radio Button Groups
- Dropdowns

# Introduction to Adobe Captivate

## WIDGETS

- Cards Widget
- Tabs Widget
- Certificate Widget
- Carousel Widget
- Hotspot Widget
- Drag-and-Drop Widget
- Timeline Widget
- Click to Reveal Widget

## STATES AND TIMELINE TIMING

- Using and Creating Multi State Objects
- Changing and Disabling Button States
- Applying Animations

## USING THE TIMELINE PANEL

- Launching the Timeline Panel
- Dragging and Positioning Objects
- Editing Audio on the Timeline
- Controlling Slide and Object Timing
- Editing Animation Timing
- Using Bookmarks
- Copy and Paste Appearances and Interactions

## VARIABLES

- Inserting System Variables
- Inserting User Variables
- Adding Text Input Fields
- Inserting User Variables

## INTERACTIONS

- Adding Interactions to a Project
- Interactive Video with Overlay
- Slide Interactions
- Object Interactions
- Conditional Interactions
- Creating Object States

## ANIMATIONS

- Timing Based Animations
- Trigger Based Animations
- Entrance Animations
- Emphasis Animations
- Exit Animations

## QUIZZING

- Setting Quiz Preferences
- Question Slides Overview

- Inserting Question Slides
- Editing Question Slides
- CSV Question Import

## PUBLISHING

- Enabling and Disabling the Playbar
- Setting Up a Cover Image
- Controlling the Auto Play Feature
- Customizing the TOC and Playbar
- Slide Labeling
- Publishing to HTML5
- Enabling LMS Reporting
- Creating and Configuring Manifest Files
- Publishing LMS Output
- Exploring the Publish Content Package
- Publish a SCORM Content Package

## SOFTWARE SIMULATIONS

- Preparing for Screen Recordings
- Enabling Recording Settings
- Reviewing Recording Modes
- Using Multi Mode Recordings
- Recording a Simulation
- Multiple Mode Recording
- Using Panning
- Editing Software Simulations
- Editing the Mouse Pointer and Path
- Working with Captions and Click Boxes
- Using Failure, Success, and Hint Captions