

**Comprehensive Adobe Captivate 2019**

**Course Number:** CAP-143
**Duration:** 4 days

**Overview**

Accelebrate's Comprehensive Adobe Captivate 2019 training course teaches attendees how to create interactive e-learning content from scratch. Students learn how to record and produce software demonstrations, create interactive training simulations, and build quizzes. Participants can then publish their Captivate project to any device, including desktop computers, laptops, smart phones, and tablets.

Attendees then learn the more sophisticated functionality of Adobe Captivate. Students learn how to create responsive, cross-device e-learning lessons and how to fine-tune their production skills by using object styles, master slides, themes, advanced actions, and a wide array of other useful tools.

**Prerequisites**

No prior Captivate experience is presumed.

**Materials**

All attendees receive comprehensive, illustrated courseware covering all topics in the course.

**Software Needed on Each Student PC**

* A recent version of Windows or macOS, with at least 8 GB RAM
* Adobe Captivate 2019 or later
* Microsoft Office (especially PowerPoint and Word)
* Web browser
* A headset with microphone (optional but recommended for voice-over work)

**Objectives**

* Get comfortable with each specific Captivate area
* Create an e-learning with Captivate
* Record desktop actions
* Record seamless, real-time screen actions
* Add text caption, set object styles, and control the timing of slides objects
* Add some basic interactivity to a lesson via buttons
* Import, resize, and align images
* Import and work with videos
* Add, edit, and record audio
* Create animation effects
* Convert an existing demonstration into a highly engaging, interactive powerhouse
* Master the PowerPoint to Captivate workflow
* Setup, create, import, and edit question slides
* Record a software simulation using Captivate's Custom recording mode
* Combine projects and create jumps (branches) between different parts of the bigger lesson
* Insert Widgets and configure them in a project
* Create virtual reality projects
* Work with Interactions
* Incorporate Section 508 best practices into projects
* Work with Captivate’s Advanced Actions
* Keep the look and feel of your Captivate projects consistent across slides and projects
* Navigate Captivate’s responsive interfaces (Fluid Boxes and Breakpoints)
* Create responsive projects from scratch
* Track quiz results

**Outline**

* Introduction
	+ Education Through Pictures
	+ RoboDemo to Captivate
	+ Planning e-learning Projects
	+ E-learning Development Phases
	+ Budgeting Considerations
	+ Project Size and Display Resolution
	+ Designing Slides in Captivate
	+ Fonts and eLearning
* Exploring Captivate
	+ Explore a Finished Captivate Project
	+ Zoom and Magnify
	+ Navigate a Project
	+ Explore and Reset the Workspace
	+ Preview the Entire Project
* New Project & Soft Skills E-learning
	+ Create a Blank Project
	+ Add Images to Placeholders
	+ Import Images
	+ Use a Smart Shape as a Button
	+ Disable Click Sounds
* Screen Recordings
	+ 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
* Video Demos
	+ 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
	+ Publish a Video Demo
* Captions, Styles, Timing, and Round Tripping
	+ Insert and Edit Text Captions
	+ 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
* Pointers, Paths, Boxes, and Buttons
	+ Control Mouse Effects
	+ Edit a Mouse Path
	+ Clone an Object Style
	+ Insert a Highlight Box
	+ Insert an Image Button
	+ Control Appear After Timing
* Images and 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
* Audio
	+ Work with Rollover Captions
	+ 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
* States, Animations, and Object Effects
	+ Change State Views for a Button
	+ Add an Animation to a slide
	+ Insert a Text Animation
	+ Apply an Effect to a Slide Object
	+ Apply a Free Fall Effect to an Object
* Software Simulations
	+ Hide the Mouse
	+ Replace Phrases
	+ Insert a Click Box
	+ Insert a Text Entry Box
* Working with PowerPoint
	+ Create a Project from a Presentation
	+ Edit the Source Presentation
	+ Synchronize with Source
	+ Rescale a Project
* Quizzing
	+ 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
* Publishing
	+ Edit, Save, and Delete a Skin
	+ Name Slides
	+ Check Publish Settings and Add a Loading Screen
	+ Publish as SWF and PDF
	+ Run the HTML5 Tracker
	+ Publish as HTML5
* Interactive Software Simulations and Caption Pre-Editing
	+ Rehearse a Script
	+ Set Recording Preferences
	+ Record a Simulation
	+ Edit a Text Capture Template
* Object Styles, Project Sharing, and Branching
	+ Create a New Style
	+ Apply an Object Style Globally
	+ Export and Import an Object Style
	+ Name a Slide
	+ Copy/Paste Project Assets
	+ Use Buttons to Create a Branch
	+ Explore the Branching View
	+ Create a Branch Group
* Variables and Widgets
	+ Add Project Information
	+ Insert a System Variable
	+ Edit a System Variable
	+ Create a User Variable
	+ Use a Variable to Gather Learner Data
	+ Insert and Format a Widget
* Interactive Videos and Virtual Reality
	+ Insert an Interactive Video
	+ Add Bookmarks
	+ Add Slide Overlays
	+ Create a Virtual Reality Project
	+ Add a Text Hotspot
	+ Add an Audio Hotspot
	+ Add a Quiz to a Virtual Reality Project
* Interactions
	+ Insert a Process Circle
	+ Create a Basic Drag and Drop Interaction
	+ Manage Drag and Drop Buttons and Write Captions
	+ Create a “Trick” Retry Slide
	+ Explore an Advanced Drag and Drop Project
	+ Create an Advanced Drag and Drop Interaction
	+ Change the States of a Smart Shape
	+ Use States to Swap Images
* Accessible E-learning
	+ Set Document Information
	+ Enable Accessibility
	+ Add Accessibility Text to Slides
	+ Import Slide Audio
	+ Add Shortcut Keys
	+ Add Closed Captions
	+ Set a Tab Order
* Advanced Actions
	+ Use a Completed Action
	+ Name Objects
	+ Create a Mask
	+ Control Object Visibility
	+ Create a Standard Advanced Action
	+ Attach an Action to a Button
	+ Group Timeline Objects
	+ Create a Variable
	+ Create a Conditional Action
	+ Create Decision Blocks
* Project Templates and Master Slides
	+ Work with the Main Master Slide
	+ Work with Content Masters
	+ Apply a Master to Filmstrip Slides
	+ Edit a Master
	+ Apply a Theme
	+ Create a Custom Theme
	+ Review a Template
	+ Create a Project Based on a Template
	+ Create a Project Template
* Responsive Projects
	+ Customize Breakpoints
	+ Save a Standard Project as Responsive
	+ Insert and Name Fluid Boxes
	+ Resize Fluid Boxes
	+ Add Content to Fluid Boxes
	+ Switch Modes
	+ Use the Position Inspector
	+ Modify a Single Breakpoint
	+ Exclude from View
	+ Add a New Breakpoint
	+ Position and Link Objects
	+ Edit Breakpoint Object Styles
* Reporting Results
	+ Set Quiz Reporting Options
	+ Create a Manifest File
	+ Report a Button Interaction
	+ Adjust Slide Object Interaction
	+ Preview in SCORM Cloud
	+ Publish a Content Package
	+ Create an Inquisiq LMS Account
	+ Create an LMS Course
	+ Attach a Lesson to a Course
	+ Test an eLearning Course
* Conclusion