

**Introduction to Adobe Captivate 2019**

**Course Number:** CAP-140
**Duration:** 2 days

**Overview**

Accelebrate's Introduction to 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.

**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 a 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
* Publish a Captivate project

**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 E-learning
* 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
* Conclusion