Course duration

- 4 days

Course Benefits

- Learn to control the mouse pointer and add such standard objects as text captions, images, characters, assets from the eLearning Brothers, and highlight boxes.
- Learn to record, import, and edit audio and further enhance the learner experience by adding interactivity via click boxes, buttons and text entry boxes.
- Learn to import existing PowerPoint content into Captivate.
- Learn to publish your project in SWF and HTML5 formats so that your content can be uploaded to a web server for consumption on virtually any device, including the iPad, iPhone and other mobile devices.
- Learn to create video demos.
- Learn to work with styles.
- Learn to create question pools and random question slides that make it difficult for learners to share quiz content.
- Learn Section 508 best practices.
- Learn to work with widgets and learn how to add them to a project.
- Learn to add multiple and conditional actions to your buttons and click boxes.
- Learn to leverage Captivate's collaboration tools.
- Learn to create a consistent look and feel across your projects using themes.
- Learn how to track quiz results.

Course Outline

1. Exploring Captivate
    1. Explore a Finished Captivate Project
    2. Zoom and Magnify
    3. Navigate a Project
    4. Explore and Reset the Workspace
    5. Preview the Entire Project
2. New Projects and Soft Skills eLearning
    1. Create a Blank Project
    2. Add Images to Placeholders
    3. Import Images
    4. Use a Smart Shape as a Button
    5. Disable Click Sounds
3. Screen Recordings
    1. Rehearse a Script
    2. Review Recording Settings

      3. Review Recording Modes
      4. Record Using Multiple Modes
      5. Record a Custom Simulation
      6. Record a Demonstration that Pans
      7. Manually Record the Screen

4. Video Demos
      1. Record a Video Demo
      2. Add a Video Zoom
      3. Add a Video Pan
      4. Smooth a Mouse Path and Show Visual Clicks
      5. Split a Video
      6. Trim a Video
      7. Insert a Video Project into a Standard Project
      8. Publish a Video Demo

5. Captions, Styles, Timing, and Round Tripping
      1. Insert and Edit Text Captions
      2. Edit the Default Caption Style
      3. Change a Callout Type Used by a Text Caption
      4. Control Slide Timing
      5. Control Slide Object Timing
      6. Check Spelling
      7. Align Slide Objects
      8. Export Captions to Word
      9. Import Captions from Word into Captivate

6. Pointers, Paths, Paths, Boxes, and Buttons
      1. Control Mouse Effects
      2. Edit a Mouse Path
      3. Clone an Object Style
      4. Insert a Highlight Box
      5. Insert an Image Button
      6. Control Appear After Timing

7. Images and Videos
      1. Insert, Resize, and Restore an Image
      2. Import Images into the Library
      3. Resize, Transform, and Align Images
      4. Manage Unused Library Assets
      5. Create an Image Slideshow
      6. Insert a Video
      7. Set Video Properties

8. Audio
      1. Work with Rollover Captions
      2. Import Audio onto a Slide Object
      3. Import Background Audio
      4. Add a Slide Note
      5. Calibrate a Microphone
      6. Record Slide Audio
      7. Import Audio onto a Slide

8. Edit an Audio File
9. Insert Silence
10. Convert Text-to-Speech
9. States, Animations, and Object Effects
   1. Change State Views for a Button
   2. Add an Animation to a slide
   3. Insert a Text Animation
   4. Apply an Effect to a Slide Object
   5. Apply a Free Fall Effect to an Object
10. Software Simulations
    1. Hide the Mouse
    2. Replace Phrases
    3. Insert a Click Box
    4. Insert a Text Entry Box
11. Working with PowerPoint
    1. Create a Project from a Presentation
    2. Edit the Source Presentation
    3. Synchronize with Source
    4. Rescale a Project
12. Quizzing
    1. Edit Quizzing Object Styles
    2. Set the Quiz Preferences
    3. Question Slides
    4. Insert Question Slides
    5. Edit a Question Slide
    6. Compare Submit All to Submit Buttons
    7. Insert a Knowledge Check
    8. Review a GIFT File
    9. Import a GIFT File into a Project
    10. Create Question Pools
    11. Move Questions to Pools
    12. Insert Random Question Slides
13. Publishing
    1. Apply a Skin
    2. Edit, Save, and Delete a Skin
    3. Name Slides
    4. Check Publish Settings and Add a Loading Screen
    5. Publish as SWF and PDF
    6. Run the HTML5 Tracker
    7. Publish as HTML5

1. Interactive Software Simulations and Caption Pre-Editing
   1. Rehearse a Script
   2. Set Recording Preferences
   3. Record a Simulation
   4. Edit a Text Capture Template
2. Object Styles, Project Sharing, and Branching

      1. Create a New Style
      2. Apply an Object Style Globally
      3. Export and Import an Object Style
      4. Name a Slide
      5. Copy/Paste Project Assets
      6. Use Buttons to Create a Branch
      7. Explore the Branching View
      8. Create a Branch Group

3. Variables and Widgets
      1. Add Project Information
      2. Insert a System Variable
      3. Edit a System Variable
      4. Create a User Variable
      5. Use a Variable to Gather Learner Data
      6. Insert and Format a Widget

4. Interactive Videos and Virtual Reality
      1. Insert an Interactive Video
      2. Add Bookmarks
      3. Add Slide Overlays
      4. Create a Virtual Reality Project
      5. Add a Text Hotspot
      6. Add an Audio Hotspot
      7. Add a Quiz to a Virtual Reality Project

5. Interactions
      1. Insert a Process Circle
      2. Create a Basic Drag and Drop Interaction
      3. Manage Drag and Drop Buttons and Write Captions
      4. Create a "Trick" Retry Slide
      5. Explore an Advanced Drag and Drop Project
      6. Create an Advanced Drag and Drop Interaction
      7. Change the States of a Smart Shape
      8. Use States to Swap Images

6. Accessible eLearning
      1. Set Document Information
      2. Enable Accessibility
      3. Add Accessibility Text to Slides
      4. Import Slide Audio
      5. Add Shortcut Keys
      6. Add Closed Captions
      7. Set a Tab Order

7. Advanced Actions
      1. Use a Completed Action
      2. Name Objects
      3. Create a Mask
      4. Control Object Visibility
      5. Create a Standard Advanced Action
      6. Attach an Action to a Button

       7. Group Timeline Objects
       8. Create a Variable
       9. Create a Conditional Action
       10. Create Decision Blocks
   8. Project Templates and Master Slides
       1. Work with the Main Master Slide
       2. Work with Content Masters
       3. Apply a Master to Filmstrip Slides
       4. Edit a Master
       5. Apply a Theme
       6. Create a Custom Theme
       7. Review a Template
       8. Create a Project Based on a Template
       9. Create a Project Template
   9. Responsive Projects
       1. Customize Breakpoints
       2. Save a Standard Project As Responsive
       3. Insert and Name Fluid Boxes
       4. Resize Fluid Boxes
       5. Add Content to Fluid Boxes
       6. Switch Modes
       7. Use the Position Inspector
       8. Modify a Single Breakpoint
       9. Exclude from View
       10. Add a New Breakpoint
       11. Position and Link Objects
       12. Edit Breakpoint Object Styles
   10. Reporting Results
       1. Set Quiz Reporting Options
       2. Create a Manifest File
       3. Report a Button Interaction
       4. Adjust Slide Object Interaction
       5. Preview in SCORM Cloud
       6. Publish a Content Package
       7. Create an Inquisiq LMS Account
       8. Create an LMS Course
       9. Attach a Lesson to a Course
       10. Test an eLearning Course

Class Materials

Each student will receive a comprehensive set of materials, including course notes and all the class examples.