



Prerequisites:

In this class, it is assumed that the student is familiar with the Internet and web pages. Previous experience with PowerPoint or Keynote is a plus but not necessary.

Who Should Attend:


This course is designed for instructional designers and subject matter experts tasked with taking training online in the form of demos, simulations, and quizzing. This fundamentals class is designed to equip you with skills necessary to leave the class and produce Captivate solutions for education, documentation and e-learning.

Course Duration:

3 days. Class time is 9:00 am – 4:30 pm.

There is an hour for lunch, and two scheduled breaks during the day. Students provide their own lunch.

Related Training:

 Adobe Captivate 5: Advanced Techniques

 Adobe Flash CS5

 Adobe Photoshop CS5

Adobe Captivate 5: Mastering the Essentials

This introductory Captivate training course takes you through the development process of building software demonstrations and interactive simulations using Adobe Captivate 5. During class, you will learn by recording and updating several projects, Importing existing Powerpoint slides and inserting quiz questions into a Captivate project. We will also cover branching and templates.

Instructors:

Tom Edgar, has a Bachelor of Science degree in Advertising Art Direction. With seven years of Flash instruction behind him, Tom has unmatched expertise in Adobe Flash. In June of 2008 Tom was ranked as the number one Adobe trainer worldwide based on student evaluations. Tom has been with us for over eight years, His uncommon and oft-praised rapport with students helps to put them at ease with subject material that otherwise might be imposing. Tom is certified by Adobe to teach any and all Flash, Fireworks, and Captivate classes currently on our schedule.

Joan Hilbert has a Bachelor of Science degree in Computer Science, and a Master of Arts degree in Training and Learning Technologies. In her twelve years of training at Digital Training & Designs, she has taught a variety of classes but currently teaches Adobe Dreamweaver, Cascading Style Sheets, Adobe FrameMaker, Adobe InDesign, and Adobe Acrobat. She also helped write the Dreamweaver Fundamentals Authorized Curriculum for Macromedia. Joan is Adobe certified to teach Adobe Acrobat, Adobe FrameMaker and Macromedia Authorware. She is also Adobe certified to teach Adobe Dreamweaver and Dynamic Dreamweaver. In June of 2008 Joan was ranked as one of the top five Adobe trainers worldwide.

This outline is flexible and may change to accommodate student skills and interests.



Project Planning

- Target Audience Connection Speeds
- Target Audience – Monitor Resolution
- Flash Player Penetration
- Creating Storyboards
- Interface Basics

Recording Essentials

- Grabbing Still Images
- Using Full Motion Recording & When
- Manual Recording A Demonstration

Recording a Demonstration

- Using Manual Recording Mode
- Hotkey Controls
- Previewing your Project
- Using Automatic Recording Mode
- Preview and note differences

Project Editing

- Inserting Blank slides
- Creating Slide Labels & Why
- Reordering Slides
- Defining & Modifying Highlight Boxes
- Setting Mouse and pointer options

Text Captions

- Objects in the timeline
- Caption Types vs Styles
- Using Transparency

Object Styles

- Setting Attributes
- Defining new Styles
- Applying Object Styles

Timeline Essentials

- Object layering/reordering/stacking order
- Controlling Timings (birth and duration)
- End Marker & Anchors

Importing Images

- Scaling Images
- Managing the Library
- Understanding Library Controls
- Drag and drop onto Canvas vs. Filmstrip
- Merge into Background
- RoundTrip Image Editing
- Background Trade-outs
- Internal Image Editing Options

Creating Simulations

- Difference of Training vs Assessment
- Recording Settings
- Capturing the Mouse & Shortcut Keys
- Click Boxes – an invisible button

Simulation Editing

- Editing Captions - apply to all?
- Success Captions and why you don't need them
- Click Boxes Options

The Captivate Actions List

- Available Options
- Linking to Websites
- Linking to Files
- Absolute and Relative Paths

Importing Powerpoint Projects

- Selection and Placement
- What's Importable
- Navigation Settings
- Dynamic Linking
- Editing Powerpoint within Captivate

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Buttons

- Three Button types explained
- Custom File naming conventions: _up, _over, _down
- Button vs Click Boxes

Master Slides and Templates

- Defining Master Slides
- Working with a Master Slide
- Creating a Template
- Using Templates in Projects

Publish Settings

- Movie Preferences
- Loading screens
- Skin Removal and Borders
- Setting Skin Controls
- Project Info

Flash Video

- Stream vs Progressive download
- FLV format
- Inserting Video / skins
- Pausing Project for Video Completion
- Encoding Video using Adobe Media Encoder CS5

Audio

- Recording Narration
- Importing Audio
- Editing Audio – silence /volume levels
- Background Audio
- Advanced Audio Management
- Encoding Settings
- Creating Closed Captions

Publishing

- SWF and Dependant Formats
- Scaling your Project
- FTP Uploading
- Publishing as a PDF
- Publishing as an AVI

Quizes

- Types of Available Questions
- Editing the Captions & Buttons
- Review Areas
- Displaying Progress Indicators
- Using the Advanced Interactions Manager

Random Quizes

- Architecting Pools - Embedded vs Standalone
- Building Question Pools
- Creating a Random Quiz
- Publishing and Dependent files
- Scenario & Branching
- Using Hidden Slides
- Creating Templates
- Inserting Rollover Captions
- Navigation Setting
- Using Branching View

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