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 neceessary.

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:

Cp Adobe Captivate 9 Level 2: Advanced Techniques
Ps Adobe Photoshop CC Level 1: Essentials

Adobe Captivate 9: Mastering the Essentials

This introductory Captivate training course takes you through the development process of building software demonstrations and interactive simulations using Adobe Captivate 9. During class, you will learn by recording and updating several projects, Importing existing Powerpoint slides and inserting quiz questions into Captivate projects.

Instructors:

Tom Edgar, has a Bachelor of Science degree in Advertising Art Direction. With over eleven 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 fourteen 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, Flex, Illustrator, and Captivate classes. For the past 18 months, Tom has been focused on mastering Apple's iOS for iPhone and iPad and now also teaches our Objective-C programming and iOS (iPhone / iPad) development classes.

Joan Hilbert has a Bachelor of Science degree in Computer Science, and a Master of Arts degree in Training and Learning Technologies. Joan has been training at Digital Training & Designs for fourteen years. She is Adobe certified to teach Adobe Acrobat, Adobe FrameMaker and Adobe Dreamweaver. She also teaches our Cascading Style Sheets, and HTML5-CSS3 classes. Joan helped write the Dreamweaver Fundamentals Authorized Curriculum for Macromedia. 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
- Local and Global edits
- Defining & Modifying Highlight Boxes
- Setting Mouse and pointer options

Text Captions

- Objects in the timeline
- Caption Styles

Object Styles

- Setting Attributes
- Defining new Styles
- Applying Object Styles
- Local and Global edits

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
- Slide Jumping
- Linking to Websites
- Linking to Files
- Absolute and Relative Paths

Importing Powerpoint Projects

- Selection and Placement
- What's Importable
- Pixels and Inches
- Navigation Settings

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

- Dynamic Linking
- Editing Powerpoint within Captivate

Buttons

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

Video Demos

- Strengths and Use Cases
- Editing Options
- Effects & Transitions
- Output Options

Publish Settings

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

Video

- Stream vs Progressive download
- Supported Formats
- Inserting Video

Audio

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

Publishing

- SWF or HTML5
- Additional Supporting Files
- Publishing as a PDF
- Publishing as an MP4

Mobile Publishing

- HTML5 and Tablets
- Limitations
- Output Directory Structure

Quizzes

- Types of Available Questions
- Editing the Captions & Buttons
- Review Areas
- Displaying Progress Indicators
- Importing GIFT Format

Random Quizzes

- Architecting Pools - Embedded vs Standalone
- Building Question Pools
- Creating a Random Quiz
- Publishing and Dependent files

LMS Reporting Overview

- LMS Standards
- Settings
- Tracking Options

Master Slides

- Relationship to Themes
- Master Slide Basics

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