

## Adobe Captivate I: An Overview of Captivate - Course Outline – (2 Days)

### Exploring Captivate

- Understanding Explore a Finished Captivate Project
- Zoom and Magnify
- Navigate a Project
- Explore and Reset the Workspace
- Preview the Entire Project

### New Project & Soft Skills eLearning

- Create a Blank Project
- Add Images to Placeholders
- Insert and Format a Text Button

### Recording Demos and Sims

- Rehearse a Script
- Review Recording Settings
- Enable Access for Assistive Devices
- Review Default Recording Mode Settings
- Record Using Multiple Modes
- Record a Custom Simulation

### Captions, Styles and Timing

- Insert, Resize and Move Text Captions
- Modify Text Caption Properties
- 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

### Images and Smart Shapes

- Understanding Insert, Resize, and Restore an Image
- Transform an Image
- Use the Library
- Manage Unused Project Assets
- Crop and Rename an Image
- Remove a Background Color
- Insert a Cloud Callout
- Create an Image Mask
- Delete a Slide Background

- Work with Photoshop Layers
- Create an Image Slideshow

### **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

### **Rollovers and Zooms**

- Insert a Rollover Caption
- Insert a Rollover Image
- Insert a Rollover Slidelet
- Insert a Zoom Area

### **Audio**

- Import Audio onto a Slide Object
- Import Background Audio
- Add a Slide Note
- Calibrate a Microphone
- Record Slide Audio
- Import a Voiceover onto a Slide
- Edit an Audio File
- Insert Silence
- Convert Text-to-Speech

### **Video, Animation and Effects**

- Organizing Insert a Flash Video
- Set Flash Video Properties
- Add Animation to a slide
- Insert Text Animation
- Apply an Effect to a Slide Object
- Apply a Glow Filter Effect
- Modify Effect Properties
- Save and Import Effects

### **Adding Interactivity**

- Hide the Mouse
- Replace Phrases

- Insert a Click Box
- Insert a Text Entry Box

### **Working With PowerPoint**

- Import PowerPoint slides
- Resize One Object and Apply to All
- Round-Trip PowerPoint Edits
- Synch With Source
- Rescale a Project

### **Introduction to Question Slides**

- Edit Quizzing Object Styles
- Set the Quiz Preferences
- Apply a Theme
- Hide a Slide Image
- Insert Question slides
- Add an Image to a Question slide

### **Finishing Touches**

- Create a Link to a Web Site
- Apply a Skin
- Edit, Save and Delete a Skin
- Create a TOC
- Check Publish Settings and Add a Loading Screen
- Publish a SWF and PDF
- Run the HTML5 Tracker
- Publish as HTML5
- Export Captions
- Perform a "Round Trip"

**Note:** *The curricula above comprises activities typically covered in a class at this skill level. The instructor may, at his/her discretion, adjust the lesson plan to meet the needs of the class.*