

Customised IT and Soft Skills training to suit your needs

Adobe Captivate 9 Training Course

Audience

This course is designed for new and more experienced users of Captivate.

Course Prerequisite

The user is not required to have prior experience of Captivate

Course Duration

This is a 2 day Captivate 9 Introduction/Intermediate course. The course starts at 09:30 and runs until 16:30

Course Locations / Schedule

This course can be run Onsite, at our Photoshop training centre or any preferred location in the UK. The course is run on a date that suits you! We do not run public scheduled courses.

Getting started

- What is Captivate?
- Planning your projects
- Resolution and recording size
- Guided tour of the Captivate user interface
- Setting image timing options and transition effects
- Merging images into the background
- Working with image stacks
- Using the Library
- Importing images from other Adobe Captivate projects

Recording projects

- Pros and cons of Auto Recording
- Selecting an appropriate Recording Mode

Pointer Paths, Text Captions and the Timeline

- Changing the pointer path
- Adding a visual mouse click and mouse click sound
- Using the "Align with Previous Slide" option
- Working with text captions
- Editing an object's position and size
- Using the timeline to control object timing
- Showing an object for the "Rest of Slide"
- Aligning captions
- Hiding and deleting slide objects

Images

- Inserting blank slides
- Inserting images
- Setting image size and position

Buttons and Highlight Boxes

- Inserting a Text Button
- Inserting an Image Button
- Using colour to highlight an area of the screen
- Highlighting an area by greying out the rest of the screen

Creating interactive simulations and tutorials

- Introduction to e-Learning tutorials
- Explanation of interactive objects
- Hiding the mouse
- Inserting and working with Click Boxes
- Auto Recording with interactivity
- Inserting and working with Text Entry Boxes
- Showing and hiding typing
- Rollover Captions, Images, and Zoom Areas
- Introduction to Rollovers
- Working with Rollover Captions
- Working with Rollover Images
- Using Rollovers to provide a "true" Hint facility
- Using Rollovers to enable users to explore on their own

- Inserting Zoom Areas

- Editing a Template

Slide Labels, Notes, and Audio

- Working with Slides Labels and Notes
- Explanation of possible audio strategies
- Adding background music to a project
- Adding audio to a slide
- Recording and editing audio
- Adding sound effects to slide objects
- Animation and Flash Video
- Working with animation slides
- Inserting Animations to draw attention
- Inserting Text Animations
- Inserting Flash Video
- Setting Flash Video Properties

Importing, Exporting, and Branching

- Importing PowerPoint presentations
- Importing Captivate slides and objects
- Using Buttons to create a branch
- Working with the Branching Tab
- Publishing Word handouts "Round-tripping" text captions to and from Word
Skins and Templates
- Editing and saving skins
- Applying a BMP Playbar to a project
- Adding a Loading Screen
- Creating a Project Template
- Recording a new project based on a Template

Compliant Movies and Publishing

- Ensuring accessibility by enabling 508 Compliance
- Adding Closed Captions (subtitles)
- Linking to a Web Site
- Setting Project Properties
- Publishing Flash and Standalone projects
- Using FTP

Question Slides and Learning Management Systems

- Devising an appropriate quiz strategy
- Setting Quiz Manager options
- Creating a Manifest File
- Inserting Question Slides
- Setting Question Slide options
- Formatting and laying out Question slides
- Editing the Submit Button text
- Publishing a Zipped Flash Project
- Optional:
Working with MenuBuilder
- Creating Menu Builder projects
Formatting styles
- Exporting MenuBuilder projects