



## Adobe Captivate Training Course: Introduction

*This Adobe Captivate training class teaches you how to quickly get up and running with this popular application for screen capture, video presentations, and authoring e-learning content. In this Adobe Captivate class you'll learn how to capture content, create assessments, design quizzes, add interactivity and animations. The Captivate class also covers ways in which Captivate content can be integrated with Microsoft PowerPoint and Apple Keynote.*

### What you'll learn in this training course

- Setting up to record in Captivate
- Adding text captions in Captivate
- Using Captivate's animation effects
- Working with Captivate's questions and quiz slides

### Audience for this training course

This Adobe Captivate training class is for professionals who would like to learn to capture content, create assessments, design quizzes, and add interactivity and animations using Adobe Captivate.

### Training course duration

This class is a two-days in length. It runs from 9:30 am- 4:30 pm. Lunch break is approximately from noon - 1:00 pm.

### Training course curriculum

You will receive a comprehensive course manual for this class developed by the Certified Instructors at AGI.

### Enrolling in this Adobe Captivate training course

You can register for this training class online at [agittraining.com](http://agittraining.com), or by calling 781-376-6044 or 800-851-9237.

### Locations for this Adobe Captivate training course

You can attend classes at your training centers located in Boston, New York City, Philadelphia, on site at your office, or on-line. You can select the course location at the time of your registration.

### Private and customized training course options

This training course can be offered as a private class for groups or individuals, and the content can be customized to meet your specific needs. You can call to speak with a training representative at 781-376-6044 or 800-851-9237 to discuss customizing this training course.

### Goals and objectives for this training course

American Graphics Institute is focused on providing high-quality training courses for your professional development. We provide regularly scheduled small group courses along with private or customized training.



## Adobe Captivate training class topics:

### Lesson 1: Understanding Captivate's role in eLearning

- Education Through Pictures
- Planning eLearning Projects
- Explore a Finished Captivate Project
- Explore the Default Workspaces
- Modifying the Workspace
- Creating Workspace
- Zooming and Magnification
- Navigating a Project
- Previewing a Project
- Create New Projects
- Inserting Standard Objects onto Slides

### Lesson 2: Recording Demos and Sims

- Rehearsing
- Understanding Recording Settings
- Enabling Access for Assistive Devices
- Reviewing Default Recording Mode Settings
- Recording Using Multiple Modes
- Recording a Custom Simulation

### Lesson 3: Creating Captions, Styles and Timing in Captivate

- Inserting, Resizing and Moving Text Captions
- Modifying Caption Properties
- Editing Caption Styles
- Changing a Callout Type Used by a Text Caption
- Control Slide and Slide Object Timing
- Checking Spelling
- Align Slide Objects

### Lesson 4: Working with Images and Drawing Objects

- Inserting and Resizing Images
- Transforming Image Size and Position
- Crop and Rename an Image
- Remove a Background Color
- Using the Library
- Managing Project Assets
- Inserting a Cloud Callout
- Creating an Image Slideshow

### Lesson 5: Using Pointers, Buttons, and Highlight Boxes

- Adding a Visual Click and Sound
- Modify the Mouse Pointer
- Insert and Format a Text Button
- Set a Button's Pause After Timing
- Working With Image Buttons
- Inserting and Formatting Highlight Boxes

### Lesson 6: Creating Rollovers and Zoom Areas

- Inserting a Rollover Caption
- Inserting a Rollover Image
- Creating a Zoom Area
- Using Rollover Slidelets

### Lesson 7: Using and working with Audio

- Importing Audio onto a Slide Object
- Adding Background Audio Music
- Adding Slide Notes
- Calibrating Microphones
- Recording Slide Audio
- Importing Voiceovers onto a Slide
- Editing Audio Files
- Inserting Silence
- Converting Text-to-Speech

### Lesson 8: Working with Video, Animation and Effects

- Inserting Video
- Setting Video Properties
- Adding Animation to slides
- Inserting Text Animation
- Applying Effects to Slide Objects
- Applying Filter Effects
- Modifying Effect Properties
- Saving and Importing Effects

### Lesson 9: Converting Demonstrations into Simulations

- Causing the Mouse to be hidden
- Replacing Phrases
- Inserting Click Boxes
- Inserting Text Entry Boxes



## Adobe Captivate training class topics (continued):

### Lesson 10: Using Captivate with PowerPoint

- Importing PowerPoint slides
- Resizing Objects
- Using Apply to All to Consistently Format Objects
- Updating Captivate Project with Edited PowerPoint files
- Synchronizing with Source Files

### Lesson 11: Creating Quizzes using Question Slides

- Editing Quiz Object Styles
- Setting Quiz Preferences
- Applying Themes
- Hiding Slide Images
- Inserting Question slides
- Adding Images to Question slides

### Lesson 12: Using Publishing to distribute your Captivate project

- Creating Internet Links
- Applying, Editing, Saving and Deleting Skins
- Create Table of Contents
- Check Publish Settings and Add a Loading Screen
- Publishing SWF and PDF files
- Using the HTML5 Tracker
- Publishing as HTML5
- Exporting Captions