

An Introduction to Captivate 4

- Course Title :** Adobe Captivate 4 - Introductory Workshop
- Duration :** 1 Day
- Pre-requisites :** Familiarity with Computers.
- For Whom:** The course is intended for people who wish to create interactive simulations and demonstrations. Projects are not limited to software simulations, but include general training modules and quizzes.
- Course Objectives:** At the conclusion of the training participants will be able to -
- Record a Demonstration
 - Record a Simulation
 - Modify a recorded project
 - Add animations
 - Add images and symbols
 - Work with the timeline
 - Add narrations
 - Add question slides
 - Publish the project
 - Create a menu system
- Course Design:** This workshop is part of our FastTrack Training scheme.
- Training is undertaken in a one-on-one situation, or with a small group from the same workgroup. Throughout the course, the instructor will fully demonstrate and explain each new concept. This demonstration and explanation, coupled with plenty of practical exercises ensures that participants are able to meet the course objectives.
- Participants are encouraged to bring samples of their work, both hard copy and on disk to the workshop, as well as a list of questions.
- Notes are provided to each participant to take away at the conclusion of the training and each participant will have the exclusive use of a computer for the duration of the course.

Course Outline

ADOBE CAPTIVATE 4 - 1 DAY WORKSHOP

CAPTIVATE OVERVIEW

- Sample demonstration project
- Sample simulation project
- Captivate environment

CREATING PROJECTS

- Recording software simulations
- Recording scenario simulations
- Importing Powerpoint presentations
- Full motion recording

TEXT CAPTIONS

- Adding plain text
- Automatically added captions
- Editing captions
- Rollover captions
- Changing the rollover area
- Captions and the timeline

IMAGES

- Adding Images
- Rollover Images
- Images as slides
- Images as watermarks

ANIMATIONS

- Adding animations
- Animated Text
- Adding animation slides

BOXES AND BUTTONS

- Highlight boxes
- Click boxes
- Text entry boxes
- Buttons

THE TIMELINE

- Slide timings
- Scrubbing on the timeline
- Order of object layers
- Timing of layers
- Controlling mouse pointer speed

MOUSE POINTERS

- Changing mouse pointers
- Mouse click sounds
- Changing mouse movements
- Straight and curved paths
- Aligning paths

SLIDES

- Adding slides
- Editing slides
- Controlling flow and branching
- Adding new recordings
- Slide skins
- Ending a project

OBJECTS

- Importing objects
- Using libraries
- Aligning objects
- Managing interactive objects

QUIZES

- Creating question slides
- Multiple choice slides
- True / False slides
- Text Answer slides

MENUBUILDER PROJECTS

- Creating MenuBuilder projects
- Text menus
- Image menus
- Linking menu items
- Exporting MenuBuilder projects

PUBLISHING PROJECTS

- Creating standalone files
- Creating Flash files
- Publishing as Word documents
- Exporting to Flash