

## Adobe Captivate

**Length:** 3 Days

**Summary:** In this Adobe Captivate training class the student will learn the methods used to create online classes for their clients. You'll learn to create complete Captivate projects using objects such as hotspots, interactive elements, video, buttons, voice narrations and audio.

### COURSE CONTENT

#### 1 - INTERFACE OVERVIEW

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- Navigating Through the Menus
- The Side Tool Bar
- The Top Tool Bar
- The Film Strip
- The Timeline
- Master Slides
- Properties
- Library
- Quiz Properties
- Project Info

#### 2 - WORKING WITH THE TOOL BAR

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- Using Shapes
- Creating Text Boxes
- Using Text Captions
- Inserting Images and Video
- Highlight Boxes
- Mouse Actions
- Creating Buttons
- Creating Zooms

#### 3 - SETTING UP THE PROJECT

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- Creating the Master Slide
- Choosing Quality and Resolution
- Image Sizes
- The Skin Editor

#### 4 - MASTERING THE TIMELINE

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- Locking and Unlocking Items
- Using the Eyeball Function
- Recording Slides

#### 5 - CREATING SLIDES

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- Text, Images and Videos
- Arranging Objects on a Slide
- Aligning Objects
- Snapping to Objects
- Image Editing
- Crop and Renaming Images
- Timing, Transitions & Transform
- Positioning Objects on Slides
- Adding Widgets
- Reordering Slides
- Editing Images
- Adding Web links

#### 6 - WORKING WITH IMAGES

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- Resizing and Restoring Images
- Cropping and Renaming an image
- Removing background color
- Inserting a Cloud Callout
- Creating an Image Mask

#### 7 - POINTERS, PATHS, BOXES AND BUTTONS

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- Controlling Mouse Effects
- Editing a Mouse Path
- Inserting a Highlight Box
- Insert an Image Button

#### 8 - ROLLOVERS AND ZOOMS

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- Inserting a Rollover caption
- Inserting a Rollover image
- Inserting a Rollover slidelet
- Inserting a Zoom area

## 9 - ACTIONS

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- Name Objects
- Creating a Mask
- Controlling Object Visibility
- Creating a simple Action
- Attaching an Action to a Button
- Group Timeline Objects
- Creating a Variable
- Creating a Conditional Action

## 10 - CLICK BOXES

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- How to Use Them and Why

## 11 - ANIMATIONS AND EFFECTS

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- Using Animation to Enhance your Slides
- Text Animation
- Modifying Effects Properties
- Creating Zoom Areas
- Interactions
- Animation Effects
- Adding Drop Shadows and Gradients
- Adding Visual Clicks and Sounds

## 12 - WORKING WITH VIDEO

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- Recording a video demo
- Adding a Video Zoom
- Adding a Video Pan
- Splitting a Video
- Trimming a Video

## 13 - UNDERSTANDING SLIDE ACTIONS

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- On Start
- On Exit

## 14 - USING AUDIO

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- Recording Audio
- Calibrating a Microphone
- Importing Audio
- Inserting Silence
- Editing Audio
- Creating Loop Audio
- Removing Audio
- Creating Closed Captions
- Background Audio
- Inserting Silence
- Converting Text-to-Speech

## 15 - PREVIEWING AND RECORDING

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- Previewing Your Project
- Using Automatic Recording Mode
- Playing Your Project
- Check Captivate's Recording
- Rehearsing a Script

## 16 - LIBRARY

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- How to manage the Library
- Finding Items
- Deleting Unused Items

## 17 - SAVING, PUBLISHING & UPLOADING

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- Saving to Disk
- Sharing Files
- Uploading to YouTube
- Publishing

## 18 - THE PUBLISHING WINDOW

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- Publishing to .swf, HTML5, video, adobe connect, media, email, ftp, print
- Publishing a pdf
- Publishing settings
- Windows or Mac Executable
- Importing and Exporting

## 19 - IMPORTING FROM POWERPOINT

## 20 - CREATING QUIZZES AND QUESTIONS

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- Testing Strategies
- Quiz Preferences
- Quiz Properties
- Question Slides
- Incorporating Interactions into Quizzes
- Question Pool Manager
- Adding and Deleting Questions
- Editing Captions and Buttons
- Creating Random Questions
- Formatting the Quiz Results Page
- Mobile delivery and Quizzes

## 21 - BUILDING A PRESENTATION MOVIE

## 22 - CREATING VR VIDEOS

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