



Course Content

Course Description:

“Adobe Captivate 2019: The Essentials” is a self-paced workbook that teaches the core Adobe Captivate skills needed to create eLearning courses.

You will follow step-by-step instructions and learn how to create a soft-skills lesson from scratch. You will learn to record and produce software demonstrations, interactive training simulations, and Video Demos.

By the time you finish working through this fast-paced book, you will know how to add such standard objects to a slide as text captions, images, characters, videos, Smart Shapes, and more. You will record, import, and edit audio. You will also further enhance the learner experience by adding interactivity via click boxes, buttons, text entry boxes, and quizzes.

Have you already created content using Microsoft PowerPoint? Don't throw that presentation away. You will learn how to import existing PowerPoint content into Captivate.

Last, but not least, you will publish a Captivate project as SWF, PDF, or HTML5 so that your content can be used on virtually any device including desktop computers, laptops, smart phones, and tablets.

Topics:

Preface

In This Module You Will Learn About:

- Education Through Pictures
- RoboDemo to Captivate
- Planning eLearning Projects
- eLearning Development Phases
- Budgeting Considerations
- Project Size and Display Resolution
- Designing Slides in Captivate
- Fonts and eLearning

Module 1: Exploring Captivate

As you work through the lessons in this book, the goal is to get you comfortable with each specific Captivate area or feature before proceeding. Like any feature-rich program, mastering Captivate is going to be a marathon, not a sprint. Soon enough you'll be in full stride, creating awesome eLearning content using Captivate. But before the sprint comes

the crawl. During these first few activities, I'd like to give you a chance to familiarize yourself with Captivate's user interface. Specifically, you'll be instructed to start Captivate, open an existing project, and poke around Captivate's interface a bit.

In This Module You Will Learn To:

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

Module 2: New Projects & Soft Skills eLearning

You can create two types of eLearning with Captivate: software simulations or soft skills lessons. A software simulation is essentially a recording of step-by-step actions performed on a computer. You can use Captivate to create



Adobe Captivate 2019 Essentials

Course ID #: 0403-100-18-W

Hours: 14

interactive software simulations (often referred to as “Let Me Try” lessons), demonstrations (often referred to as “Show Me” lessons, and videos (much like the kind you’ve likely seen on YouTube).

Soft Skills eLearning encompasses anything that doesn’t fall into the category of a software simulation or demonstration (terrorism awareness, compliance training, conflict resolution, policies and procedures). Anything that’s a life skill would fall into the category of soft skills. During the lessons in this module, you will create a soft skills lesson that includes multiple slides, text, images, and buttons that allow the learner to move through the lesson at their own pace.

In This Module You Will Learn To:

- Create a Blank Project
- Add Images to Placeholders
- Import Images
- Use a Smart Shape as a Button
- Disable Click Sounds

Module 3: Screen Recordings

Recording desktop actions is one of Captivate's key features... and you'll cover the hottest recording modes: demo, assessment, training and custom.

In This Module You Will Learn To:

- Rehearse a Script
- Review Recording Settings
- Review Recording Modes
- Record Using Multiple Modes
- Record a Custom Simulation
- Record a Demonstration that Pans
- Manually Record the Screen

Module 4: Video Demos

If you need to record seamless, real-time screen actions, nothing beats Captivate’s Video recording mode. This section will teach you how to effectively capture videos, but you’ll get a jump start on publishing your videos for use on video sites such as YouTube.

In This Module You Will Learn To:

- Record a Video Demo
- Add a Video Zoom
- Add a Video Pan
- Smooth a Mouse Path and Show Visual Clicks
- Split a Video
- Trim a Video
- Insert a Video Project into a Standard Project
- Publish a Video Demo

Module 5: Captions, Styles, Timing, and Round Tripping

Once you've recorded your lessons, the real work begins. During these lessons, you will learn how to add text caption, set object styles and control the timing of slides objects. You'll also learn how to leverage the power of Microsoft Word to share your slide text content with team members and incorporate their changes.

In This Module You Will Learn To:

- Insert and Edit Text Captions
- 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
- Export Captions to Word



Adobe Captivate 2019 Essentials

Course ID #: 0403-100-18-W

Hours: 14

- Import Captions from Word into Captivate

Module 6: Pointers, Paths, Paths, Boxes, and Buttons

If you've created a demonstration, that pesky mouse can sometimes have a mind of its own. You'll learn how to tame that wild mouse during these lessons. Then you'll learn how to add some basic interactivity to a lesson via buttons.

In This Module You Will Learn To:

- Control Mouse Effects
- Edit a Mouse Path
- Clone an Object Style
- Insert a Highlight Box
- Insert an Image Button
- Control Appear After Timing

Module 7: Images and Videos

Nothing breaks of the tedium of learning than images and videos. During this module, you'll learn how to import, resize, and align images. You'll learn the power of the Library and how it can make managing assets project-wide a snap. You'll also learn how to import and work with videos,

In This Module You Will Learn To:

- Insert, Resize, and Restore an Image
- Import Images into the Library
- Resize, Transform, and Align Images
- Manage Unused Library Assets
- Create an Image Slideshow
- Insert a Video
- Set Video Properties

Module 8: Audio

eLearning lessons that contain voiceover audio and sound effects are more effective than lessons that don't... and that's just a fact! Learn

how to add, edit and record audio during these lessons. And if that's not enough, you'll also learn how to convert Text-to-Speech, which is just *cool!*

In This Module You Will Learn To:

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

Module 9: States, Animations, and Object Effects

Interactive objects can do more than just serve as clickable objects. You can make them perform all kinds of visual tricks with simple changes to their states. You'll also learn how to make any objects perform some awesome animation effects.

In This Module You Will Learn To:

- Change State Views for a Button
- Add an Animation to a slide
- Insert a Text Animation
- Apply an Effect to a Slide Object
- Apply a Free Fall Effect to an Object

Module 10: Software Simulations

Interactive software simulations is generally thought to be more effective than passive demonstrations. During these lessons learn how to convert an existing demonstration into a highly engaging, interactive powerhouse.

In This Module You Will Learn To:

- Hide the Mouse



Adobe Captivate 2019 Essentials

Course ID #: 0403-100-18-W

Hours: 14

- Replace Phrases
- Insert a Click Box
- Insert a Text Entry Box

Module 11: Working with PowerPoint

Often times the eLearning project begins in Microsoft PowerPoint. Why not use that content in your Captivate project? These lessons will help you master the PowerPoint to Captivate workflow.

In This Module You Will Learn To:

- Create a Project from a Presentation
- Edit the Source Presentation
- Synchronize with Source
- Rescale a Project

Module 12: Quizzing

Captivate sports some robust quizzing tools. You'll learn how to setup, create, import, and edit question slides and how to create question pools.

In This Module You Will Learn To:

- Edit Quizzing Object Styles
- Set the Quiz Preferences
- Question Slides
- Insert Question Slides
- Edit a Question Slide
- Compare Submit All to Submit Buttons
- Insert a Knowledge Check
- Review a GIFT File
- Import a GIFT File into a Project
- Create Question Pools
- Move Questions to Pools
- Insert Random Question Slides

Module 13: Publishing

No project is finished until it's published so that it can be consumed by your learners. Learn the best publishing format to use for the widest audience (including SWF and HTML5

output). Learn how to add a TOC to your lessons and the ideal settings for publishing.

In This Module You Will Learn To:

- Apply a Skin
- Edit, Save, and Delete a Skin
- Name Slides
- Check Publish Settings and Add a Loading Screen
- Publish as SWF and PDF
- Run the HTML5 Tracker
- Publish as HTML5