



Adobe Captivate Course Outline

Introducing Captivate

- When to use Captivate
- Related applications
- Project files v. runtime files
- Captivate and Learning Management Systems
- Preferences and defaults

The Captivate Workspace

- Selecting a workspace
- Showing and hiding tools and panels
- Working in Project view
- Working in Edit view
- Working in Branching view

Creating a Project

- Recording a new project
- Selecting new project options
- Recording software simulation
- Understanding screen size

Working with Templates

- Choosing a template
- Editing template slides
- Adding additional slides
- Editing the template

Creating a Template from PowerPoint

- Converting from PowerPoint to Captivate
- Choosing the project settings
- Editing and fine tuning
- Publishing the result

Creating a Slideshow from Images

- Available image formats
- Choosing suitable images
- Setting transition settings
- Previewing the results

Automatic Recording

- Recording an application or screen area
- Specifying dimensions
- Auto Recording

Full Motion and Manual Recording

- Understanding full motion recording
- Using manual recording
- Selecting a screen area

Editing A Recorded Project

- Adding and re-ordering slides

Changing timing

- Using the skin editor
- Adding a table of contents
- Changing project dimensions

Editing Slides

- Inserting standard objects
- Inserting drawing objects
- Adding widgets and animation
- Images and video

Understanding the Timeline

- Understanding animation
- Frames and motion
- Layers and visibility
- Adjusting the sequence

Working with Audio

- Importing audio to a slide
- Recording audio
- Encoding bitrates and frequency
- Managing audio
- Speech text

Publishing your Project

- Publishing to Flash and HTML
- Creating an executable file
- Creating a movie file
- Handouts in MS Word format
- Other output options

Adding a Quiz

- Using Question Slides
- Choosing a Question type
- Multiple choice questions
- Creating a question pool
- Setting quiz options

Adding interactivity

- Adding a text caption
- Adding a text entry box
- Adding buttons

Starting a Review Cycle

- Publishing for review
- Using Captivate Review
- Reviewing the project
- Exporting and importing XML

Working with Photoshop Files

- Selecting an image



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Choosing layer import options
Editing the placed file