



Adobe Captivate



About this course

Adobe Captivate is a much-needed solution to the problem of generating screen-based training demonstrations and assessments. It's suitable for any kind of learning solution but it is particularly useful for creating software training due to its unique capacity to record and annotate screen activity.

Captivate allows you to record complex on-screen processes, overlay audio narration, add animation or video sequences, and influence progress on the basis of successful completion of activities. It also contains a broad range of testing and "quizzing" tools which can be used to track results and integrate with learning management systems.

In this course we take you through the process of generating a range of training and teaching resources from simple software demonstrations to more complex scenario-based learning systems. We cover most of the program's features including screen recording, audio annotation, editing, quizz development and post-production.

About our courses

Our courses are delivered face-to-face in purpose-built training facilities. Each student has their own computer and is given personal attention to achieve their learning outcomes.

Courses may be taken "off the rack" at scheduled times or customised to your needs and delivered at your convenience.

What you get

Fearless courses are fully catered unless otherwise indicated. All courses include comprehensive courseware and, in most cases, a CD-ROM with worked examples, additional reference material and other goodies. All students receive a certificate at the completion of the course and we now offer 90 days phone and email support following the course to assist your learning.

You may also resit the course at any time in the future at no additional charge.

About us...

Fearless specialises in desktop training in graphic design, digital publishing, video editing and creative media. We are a national organisation with training facilities around Australia. Contact our office during business hours for further details.

Booking Form • Tax Invoice • ABN: 43 093 841 779

Fax: (02) 9475 5442

Available start dates

- Fri, 1st Oct 2010
- Wed, 27th Oct 2010
- Tue, 30th Nov 2010

Course location

Level 1
Carlton House
38-40 York St
Sydney

Please email, fax or post the form to:

PO Box 148
Civic Square ACT 2608
Email: courses@fearless.net.au
Tel. 1300 738 797 • Fax (02) 9475 5442

Delegate 1

Name: _____
Company: _____
Address: _____

Phone: _____
Email: _____

Delegate 2 (please attach details for any additional delegates)

Name: _____
Phone: _____
Email: _____

Course fees

\$795.00 for 1 day

Please note:

- Fee indicated above is for one day but day-pass pricing options may apply. Check our site or get in touch with our office to confirm pricing options.
- Discounts apply to groups: 5% for 2; 7% for 3; 10% for 4 or more.

Payment options

Fees must be paid at time of booking unless other arrangements have been made.¹

- I enclose a cheque to Fearless Media Group Pty Ltd
- I wish to pay by direct deposit (EFT) to:
Account: Fearless Media **Acct Number:** 135477 **BSB:** 037010

Please debit my credit card...

- Visa Mastercard Amex³ Diners³

Card number: _____

Card expires: _____

Name on card: _____

Signed: _____

- Please send the account (receipt or invoice) to¹:

Name: _____

Department: _____

Phone: _____

Email: _____

¹ Payment by invoice available by prior arrangement only please.
² Please email remittance advice to accounts@fearless.net.au
³ Amex and Diners cards attract a 3% surcharge.



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



Adobe Captivate Course Outline

Choosing layer import options
Editing the placed file