

Adobe Captivate Essentials

Duration: 2 Days (9am – 4.30pm)

Course Pre-Requisites: No prior Captivate experience is required.

Resits: 1 Free Course Resit

Certificate: All attendees will receive a certificate of completion.

Course Overview:

Design captivating eLearning with Adobe Captivate! This two-day course empowers you to create interactive simulations, dynamic software demonstrations, and engaging quizzes. Get expert tips and industry insights for streamlined eLearning development.

Who should attend?

- Professionals needing to create and maintain eLearning content, software demos, or simulations.
- Anyone wanting to get up to speed on Captivate without needing to learn complex programming.

Course Outcomes:

By the end of this course, you'll be able to:

- Plan effective eLearning projects.
- Record software demonstrations and simulations.
- Work with text captions, styles, and manage your project's timeline.
- Incorporate images, drawing objects, and create visually engaging elements like rollovers and zoom areas.
- Add narration, audio, video, and animation for dynamic content.
- Build interactive elements within your demonstrations.
- Design question slides and quizzes.
- Publish your Captivate projects in various formats.

Training Modules Overview:

1. eLearning & Captivate

- Understand eLearning project planning and effective development processes.
- Get familiar with the Captivate workspace and create custom workspaces.

2. Recording Software Simulations

- Learn best practices, prepare your screen for recording, and rehearse your script.
- Record software demonstrations, simulations, and assessments.

3. Text Captions & Styles

- Insert and style text captions for clear instructions and guidance.
- Use styles for efficiency and a consistent look across your project.

4. Timing & the Timeline

- Manage the Captivate timeline to control the flow and presentation of your content.

5. Images & Smart Shapes

- Import, edit, and position images within your project.
- Learn to use the Project Library to manage assets.

6. Pointers, Buttons & Highlight Boxes

- Add pointers, visual mouse clicks, buttons, and highlight boxes to emphasize key points.

7. Rollovers & Zoom Areas

- Create interactive rollovers and zoom areas for a more dynamic user experience.

8. Narration & Audio

- Record and edit narrations, import audio files, add background audio, and convert text to speech for accessibility.

9. Video, Animation, and Effects

- Incorporate video, add basic animations, and apply effects for a polished look.

10. Making Demonstrations Interactive

- Understand the difference between simulations and demonstrations.
- Create click boxes and text entry boxes to engage the learner.

11. Working with PowerPoint

- Import PowerPoint presentations and seamlessly edit them within Captivate.

12. Introduction to Question Slides

- Set up quiz preferences, create question slides, and format them for a seamless assessment experience.

13. Publishing

- Customize video skins, create a table of contents, and publish your projects in various formats (SWF, HTML5, Word handouts, etc.).