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Captivate (Classic) Introduction

Course #: AC-102 **Duration:** 2 days

Prerequisites

None.

Details

In this Adobe Captivate (Classic Edition) training course, you will learn the core skills needed to create eLearning courses. You will learn how to create a soft-skills lesson from scratch and how to record and produce software demonstrations, interactive training simulations, and video demos. You will learn 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 and learn to enhance the learner experience by adding interactivity via click boxes, buttons, text entry boxes, and quizzes.

Have you already created content using Microsoft PowerPoint? You will learn how to import existing PowerPoint content into Captivate. Finally, you will learn to publish a Captivate project as SWF, PDF, or HTML5 so that your content can be used on virtually any device including desktop computers, laptops, phones, and tablets.

Software Needed

Adobe Captivate 2019 (Classic Edition)

You will also need Microsoft Office 2007 or newer on your computer. Without Word and PowerPoint, you will not be able to complete all of the activities.

Outline

Captivate (Classic) Introduction

- **Exploring Captivate**
  - Start Captivate
  - Create a Project
  - Use the Captivate Interface
  - Zoom and Magnify
  - Use Preference
  - Use Assets
  - Use Quick Start Projects
  - Preview a Project
- **Creating a Project**
  - Create a Project
  - Apply and Modify a Theme
  - Use Master Slides
  - Insert a Slide

- Use Rulers and Guides
- **Adding Non-Interactive Objects**
  - Add Non-Interactive Objects
    - Images
    - Text Captions and Callouts
    - Shapes
    - Characters
    - Icons
  - Use Object Styles
- **Adding Interactive Objects**
  - Add Interactive Objects
    - Buttons
    - Click Boxes
    - Hyperlinks
    - Learning Interactions
- **Adding Audio and Video**
  - Recording Slide Audio
  - Playing Slide Audio
  - Importing Slide Audio
  - Adding Slide Audio
  - Adding Event Video
  - Playing Slide Video
  - Distributing Slide Video
  - Editing Slide Video
- **Using Timeline and Library**
  - Understanding the Timeline
  - Using the Timeline
  - Understanding the Library
- **Adding Animations and Effects**
  - Use Object Transitions and Effects to Build Animation
  - Trigger Effects
  - Create and Save Custom Effects
- **Quizzing**
  - Quiz Properties
  - Adding a Quiz
  - Multiple Choice Slides
  - True or False Slides
  - Fill-in-the-Blank Slides
  - Short Answer Slides
  - Matching Slides
- **Working With PowerPoint**
  - Create a Project from a Presentation
  - Edit the Source Presentation
  - Synchronize with Source
  - Rescale a Project
- **Previewing and Publishing a Project**
  - Apply a Skin
  - Edit, Save, and Delete a Skin
  - Adding a Table of Contents
  - Previewing Options
  - Live Device Preview
  - Enabling LMS Reporting
  - Publishing