

# ALPHAS FACTS

Alpha  
COMPUTER CONSULTANTS

Create Your Future



**Captivate Level 1** introduces Adobe Captivate, the industry standard eLearning software. In this course you'll learn to create dynamic presentations, interactive application simulations and quizzes which can be published to the web, desktops, YouTube and mobile devices.

**Course Prerequisites:** Previous experience using applications on a PC or Macintosh is an essential prerequisite for this course.

**Duration:** Two days 9:00 am - 4:30 pm

## Course Content

### Exploring Captivate

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

### New Projects

- Soft Skills Learning
- Create a Blank Project
- Add Images to Placeholders
- Buttons
- Insert and Format a Text Button
- Disable Click Sounds

### Recording Screen Actions

- Preparing to Record
- Rehearse a Script
- Review Recording Settings
- Multimode Recordings
- Review Recording Modes
- Record Using Multiple Modes
- Custom Recordings
- Record a Custom Simulation
- Panning
- Record a Demonstration that Pans
- Manual Recordings
- Manually Record the Screen

### Captions, Styles and Timing

- Text Captions
- Insert and Edit Text Captions
- Modify Text Caption Properties
- Caption Styles
- Edit the Default Caption Style
- Callouts
- Change a Callout Used by a Text Caption
- The Timeline
- Control Slide and Object Timing
- Check Spelling
- Align Slide Objects

### Images and Smart Shapes

- Images
- Insert, Resize and Restore an Image
- Transform an Image
- The Library
- Use the Library
- Manage Unused Project Assets
- Image Editing
- Crop and Rename an Image
- Remove a Background Color
- Characters
- Insert Characters
- Assets
- Insert Assets
- Smart Shapes
- Insert a Cloud Callout
- Background Editing
- Create an Image Mask

- Integrating PhotoShop
- Delete a Slide Background
- Work with PhotoShop Layers
- Image Slideshows
- Create an Image Slideshow

### Pointers, Paths, Boxes and Buttons

- Mouse Effects
- Control Mouse Effects
- Pointer Paths and Types
- Edit a Mouse Path
- Highlight Boxes
- Clone an Object Style
- Insert a Highlight Box
- Image Buttons
- Insert an Image Button
- Control Appear After Timing

### Rollovers and Zooms

- Rollover Captions
- Insert a Rollover Caption
- Rollover Images
- Insert a Rollover Image
- Rollover Slidelets
- Insert a Rollover Slidelet
- Zoom Areas
- Insert a Zoom Area

### Audio

- Object Audio
- Import Audio onto A Slide Object
- Import Background Audio
- Slide Notes



## ...Audio

- Add a Slide Note
- Recording Audio
- Calibrate a Microphone
- Record Slide Audio
- Slide Audio
- Import Audio Onto a Slide
- Edit an Audio File
- Silence
- Insert Silence
- Text-to-Speech
- Convert Text-to-Speech

## Video, Animation and Effects

- Video
- Insert a Flash Video
- Set Flash Video Properties
- Animation
- Add Animation to a slide
- Text Animation
- Insert Text Animation
- Object Effects
- Apply an Effect to a Slide Object
- Apply a Free Fall Effect to an Object
- Edit Effects Timing

## Adding Interactivity

- Demonstrations versus Simulations
- Hide the Mouse
- Find and Replace
- Replace Phrases
- Click Boxes
- Insert a Click Box
- Text Entry Boxes
- Insert a Text Entry Box

## Working With PowerPoint

- Starting with PowerPoint
- Import a Presentation
- Apply Changes to All Terms
- Edit the Presentation
- Powerpoint Collaboration

- Synchronize with Source
- Rescaling Projects
- Rescale a Project

## Introduction to Question Slides

- Quiz Setup
- Edit Quizzing Object Styles
- Set the Quiz Preferences
- Question Slides
- Insert Question Slides
- Edit a Question Slide
- Knowledge Checks
- Insert a Knowledge Check

## Finishing Touches

- URL Actions
- Create a Link to a Web Site
- Skins
- Apply a Skin
- Edit, Save and Delete a Skin
- Table of Contents
- Create a TOC
- Preloaders
- Check Publish Settings and Add a Loading Screen
- Publishing
- Publish a SWF and PDF
- Run the HTML5 Tracker
- Publish as HTML5
- Round Tripping
- Export Captions to Microsoft Word
- Perform a Round Trip
- Want More Captivate? Need Help

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