



## Essentials of Adobe Captivate 4

Adobe Captivate 4 provides students with the knowledge and hands-on practice they need to develop and build software demonstrations and interactive simulations with Captivate. In addition to learning key concepts, students also learn best practices for creating and publishing Captivate projects.

Lumenbrite's courses are taught by experienced developers and designers that have been certified by Adobe as expert trainers. We use official Adobe training curriculum and also add supplemental courseware to offer a truly unique training experience. Our courses are offered monthly at our regular locations as well as customer-site locations throughout the United States. We can customize training for your organization to meet your specific needs. We encourage you to bring in your work projects so that we can answer any questions you may have.

*Recommended Prerequisites:* Basic computer skills on Windows or Mac

*Duration:* 2 Days

## **Adobe Captivate 4**

### **Lesson Plan**

#### **INTRODUCING CAPTIVATE**

- Start Adobe Captivate 4 and
  - Set General Preferences
- Open and Close Existing Projects
- View Project Information and Open Slides
- Preview a Project
- Zoom Closer to a Slide
- View the Library and Timeline

#### **RECORDING**

- Step Through a Script
- Set the Recording Type and Options
- Record a Project Manually
- Record a Demonstration
- Record an Assessment Simulation
- Record a Training Assessment
- Record a Custom Project
- Record a Project in Different Languages
- Record a Project in Multiple Modes at One Time

#### **TEXT CAPTIONS AND THE TIMELINE**

- Duplicate a Slide and Hide the Mouse
- Insert, Resize and Move Text Captions
- Change Text Caption Properties
- Change an Object's Slide Position and Size
- View the Timeline
- Change a Slide's Display Time
- Change Timeline View Settings
- Use the Timeline to Set Text Caption Display Times
- Show/Hide Timeline Objects
- Use Options to Control Object Timing
- Set Mouse Properties
- Check Spelling
- Align Slide Objects

#### **IMAGES**

- Insert and Delete Slides
- Insert an Image
- Set Image Size and Slide Position
- Use the Library
- Manage Unused Images
- Create an Image Transparency
- Create an Image Watermark
- Replace an Image
- Set Image Timing Options and Transition Effects
- Work With Image Stacks
- Add a Visual Mouse Click and Click Sound

#### **POINTER PATHS, BUTTONS AND HIGHLIGHT BOXES**

- Change the Pointer Path
- Change the Pointer Type
- Edit a Slide and Object Display Times
- Insert a Text Button
- Set a Button's Options
- Insert an Image Button
- Insert and Format a Highlight Box

#### **CONVERTING DEMONSTRATIONS INTO SIMULATIONS**

- Hide the Mouse
- Replace Phrases
- Insert a Click Box
- Set Click Box Options
- Change a Slide's Display Time
- Set a Text Caption Transition
- Insert a Text Entry Box

#### **ROLLOVERS AND ZOOM AREAS**

- Insert a Rollover Caption
- Set Rollover Area Properties
- Insert a Rollover Image
- Insert a Zoom Area
- Insert a Rollover Slidelet
- Set Rollover Slidelet Properties
- Format and Position a Slidelet
- Insert a Caption into a Slidelet
- Insert an Image into a Slidelet

## **Adobe Captivate 4**

### **Lesson Plan *Continued***

#### **SLIDE LABELS, NOTES AND AUDIO**

- Add a Slide Label
- Add a Slide Note
- Add a Sound Effect to an Object
- Add Background Music to a Project
- Calibrate a Microphone
- Record a Slide Note
- Edit an Audio File
- Insert Silence

#### **ANIMATION AND FLASH VIDEO**

- Change a Project's Frame Rate
- Add Animation to a Slide
- Change an Animation's Slide Position
- Insert Text Animation
- Add Flash Video

#### **IMPORTING AND BRANCHING**

- Import PowerPoint Animation
- Import PowerPoint Backgrounds
- Resize a Project
- Import Project Slides and Objects
- Label a Slide
- Use Buttons to Create a Branch
- Explore the Branching Tab
- Export the Branching View
- Create a Slide Group
- Work with a Slide Group

#### **SKINS AND TEMPLATES**

- Apply a BMP Playbar
- Apply a Skin
- Edit and Save a Skin
- Delete a Skin
- Add a Loading Screen
- Create a Project Template
- Create a New Project From a Template
- Record Additional Slides
- Edit a Template

#### **COMPLIANT MOVIES, BANDWIDTH AND PUBLISHING**

- Enable 508 Compliance
- Add Accessibility Text
- Add Closed Captions
- Link to a Web Site
- Set Project Information
- Check Bandwidth
- Publish a Flash (SWF)
- Publish Word Handouts
- Export Captions
- Perform a "Round Trip" From Word

#### **CREATING QUIZZES**

- Set Quiz Preferences
- Insert a Question Slide
- Add an Image to a Question Slide
- Reuse a Slide Background
- Format the Question Title
- Use the Slide Grid
- Format the Progress Indicator
- Create and Rename Question Pools
- Add Questions to Question Pools
- Insert Random Question Slides

#### **MENUBUILDER**

- Publish a Standalone Project
- Create a MenuBuilder Project
- Add Text Items to a Menu
- Format Styles
- Edit Text Items
- Export a MenuBuilder Project

#### **LEARNING MANAGEMENT SYSTEMS**

- Set Reporting Options
- Create a Manifest File
- Adjust Slide Object Interaction
- Publish a Content Package
- Create an LMS Account
- Create an LMS Lesson
- Create an LMS Course
- Create an LMS Curriculum
- Test an E-Learning Course