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Captivate 3 Course Outline – 2 days

Introducing Captivate

- Start Adobe Captivate 3 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

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

The last lesson may not always be completed by the students, but will be demonstrated by the instructor

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