



## Adobe Captivate Course Outline:

Level: Beginners

Duration: 2 Days

Prerequisites: Basic computer skills

Related Courses: Adobe® Photoshop CC, Adobe Premiere Pro CC , Adobe Premiere Rush CC, Adobe Express

### Course Objectives

Welcome to the future of eLearning creation. Embark on an exciting journey into the realm of Adobe Captivate, your gateway to the next era of eLearning authoring. This innovative tool seamlessly merges robust capabilities with user-friendly simplicity. In this beginner's course, you'll explore the revamped intuitive interface, effortlessly creating interactive content. Select from a variety of stunning design choices, pre-built slides, and assets for the swift development of high-quality courses.

### Planning eLearning Projects

- Planning your project (Resolution vs Aspect Ratio)
- Story Boarding
- Development Process

### Getting to know the new Interface

- Home Screen
- Creating New Projects
- Your Projects
- eLearning Community
- In-App Tutorials
- Captivate Interface
- Preferences
- Slide Properties
- Themes
- Saving Projects

### Adding Slides

- Creating New Slides
- Slide Navigator
- Re-order Slides
- Renaming Slides
- Duplicating Slides
- Deleting Slides
- Introduction Slides
- Text Slides
- Character Slides
- Conversation Slides

### Editing Slides

- Slide Backgrounds (Solids, Gradients and Images)

- Design Options
- Alignment & Spacing
- Slide Components
- Appearance: Borders & Shadows

#### Adding Text Blocks

- Titles, Subsites, Body Text
- Paragraph Text
- Multi Column Content
- Bullets and Numbering
- Text Presets (Use, Create, Reset)
- Character Styling (includes, Leading, Kerning, Case Change, Indenting and Drop Shadows)
- Text Colour
- Highlighting
- Hyperlinks

#### Adding Quotes

- Quote Titles
- Quote Text
- Quotation Marks
- Avatars
- Cards
- Properties

#### Working with Image Blocks

- Images vs Image Grids
- Replace and Changing Image Source (System vs Assets)
- Display Options
- Image Focus
- Image Filters
- Appearance (Blur, Brightness, Contrast, Borders & Shadows)
- Padding
- Rounded Corners
- Adding SVG's

#### Video Content Blocks

- Slide Videos vs Video
- Add Video Content Blcoks
- Replace Slide Video (Assets, System, Web)
- Change Video Properties (Aspect Ratio, Start Time, End Time, Thumbnails)
- Appearance Properties
- Replace Video in a Video Grid

#### Adding Close Captions

- Add Close Captions
- Edit Appearance of Captions
- Delete Captions
- Display Close Captions at Runtime
- Import and Export Text Captions

#### Interactive Componets

- Add Buttons

- Add and Edit States
- Add an Input Fields
- Add Radio Button Groups
- Add Dropdowns
- Adding Checkboxes
- Working with each Components Properties

#### Adding Audio

- Adding Audio from Assets
- Extending Audio Time
- Recording your Narration
- Editing Audio
- Delete audio
- Text-to-Speech

#### Basic Interactions

- What are Interactions (Triggers, Conditions, Actions)
- Slide Level vs Object Level Interactions
- Create an Interaction
- Go to Next Slide
- Go to Previous Slide
- Go to Slide
- Play & Stop Media
- Mailto Link

#### Customize Table of Contents and Playbar

- Create a Table of Contents
- Organize a Table of Contents (TOC)
- Create a Group
- Remove an Item from TOC
- Customize the Playbar

#### TOC and Playbar accessibility Preview & Publishing Project

- Preview a Project
- Device Previews
- Hide During Publishing
- Publish a Project Locally
- Configure Project for SCORM Publishing