

Captivate

Including:

- Overview of the Class
- Captivate 3 Essentials Overview
- What you can expect!

Captivate 3

Essentials

Captivate 3 Essentials is a classroom based learning course which comprises 2 days of instructor led classroom based tuition together with 6 months online instructor led support via our learning management system.

Audience

The course is designed for Learning professionals, educators, and business and enterprise users who want to rapidly create interactive simulations, software demonstrations, and scenario-based training.

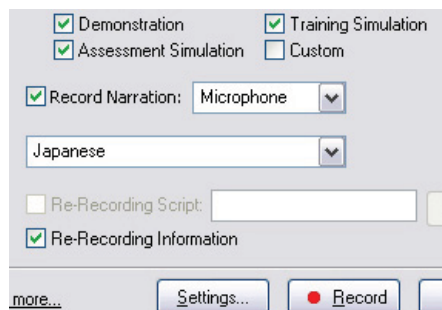
Location

This class is available on a regular scheduled basis at our London centre or can be run at your own location.

Classroom Learning Modules

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

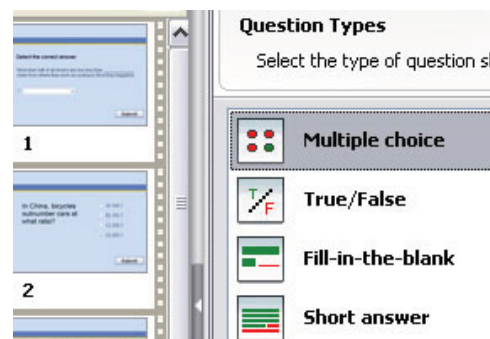
- Step Through a Script
- Set the Recording Type and Options
- Record a Project Manually
- Record a Demonstration
- Record an Assessment Simulation
- Record a Training Assessment
- Record a Custom Project
- Record a Project in Different Languages
- Record a Project in Multiple Modes at One Time

Text Captions and The Timeline

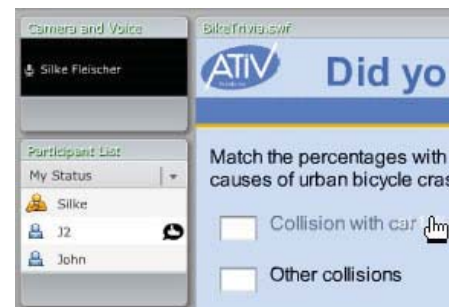
- Duplicate a Slide and Hide the Mouse
- Insert, Resize and Move Text Captions
- Change Text Caption Properties
- Change an Object's Slide Position and Size
- View the Timeline
- Change a Slide's Display Time
- Change Timeline View Settings
- Use the Timeline to Set Text Caption Display Times
- Show/Hide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

Captivate 3

Essentials

With Adobe Captivate 3, you can:

Rapidly develop eLearning content in different learner modes

Add interactivity and randomized quizzing without programming knowledge

Easily create engaging learning experiences without multimedia skills

Give subject matter experts the ability to create their own eLearning content

Integrate with eLearning tools and learning management systems

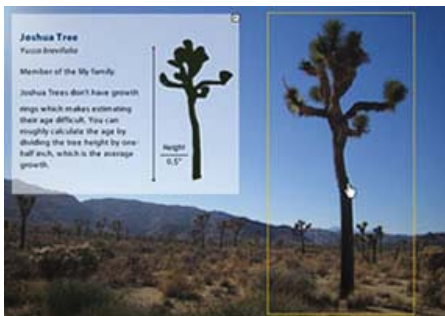
Deliver rich eLearning content to virtually anyone — anytime, anywhere

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

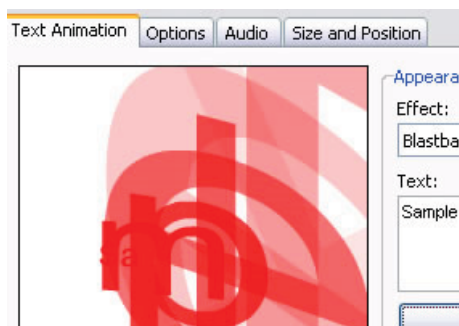
- Insert a Rollover Caption
- Set Rollover Area Properties
- Insert a Rollover Image
- Insert a Zoom Area
- Insert a Rollover Slidelet
- Set Rollover Slidelet Properties
- Format and Position a Slidelet
- Insert a Caption into a Slidelet
- Insert an Image into a Slidelet



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

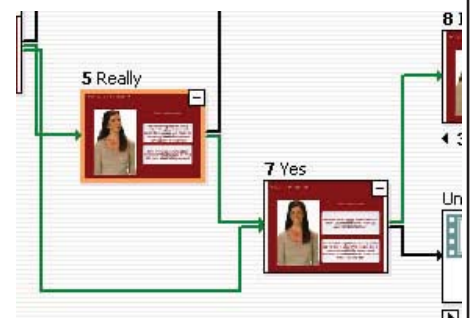
- Import PowerPoint Animation
- Import PowerPoint Backgrounds
- Resize a Project
- Import Project Slides and Objects
- Label a Slide
- Use Buttons to Create a Branch
- Explore the Branching Tab
- Export the Branching View
- Create a Slide Group
- Work with a Slide Group

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



Captivate 3

Essentials

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

What's New in Captivate 3

New features in Adobe Captivate 3 include multi-mode recording for software simulations; question randomizing, question pooling, and answer shuffling for quizzes; hover objects and animated slide transitions for engaging content; XML file export and import; support for Microsoft PowerPoint slide animations; new question types, including sequencing and image hot spots; multipurposing of existing quiz slides; Microsoft® Windows Vista™ and Office 2007 support; as well as a wide variety of streamlined workflows and usability enhancements, including find and replace, enhanced screen recording, a real-time recording mode for quick-and-dirty demos, audio recording with preview, improved learning management system (LMS) integration, reduced SWF file size, and branching view enhancements such as grouping and zoom.

What you can expect



There are a wide range of factors to consider when choosing a creative training provider such as what experience do they have, what is covered in the course, what support do I get in developing my skills after the course. With Highlander you get the UK's most complete Captivate training experience all backed up by our 14 year track record.

The Trainers

All of our trainers hold Adobe Certified Instructor and Adobe Certified Expert status on the product and have years of experience both training on Captivate, and using the product in the real world.

The Facilities

Our training centre is located within Islington Business Design Centre one of London's most stylish conference venues, which plays host to over 80 exhibitions and 250 conferences every year.

As a result the centre benefits from a wide range of services including:

Restaurant and Catering

Lunch is all included as part of our courses, and the centre has an onsite restaurant / cafe. There is even a daily breakfast menu so don't worry if you miss breakfast that morning.

Reception / Concierge Service

There is a full reception and concierge service in the building which can help organise everything from transport and accommodation through to theatre tickets for the evenings.

Disabled Access

The building is fully enabled for access by persons with disability. We have lifts to all floors and disabled toilet facilities on all levels.

Accommodation

The 5 star Hilton Hotel sits alongside the centre, and the popular Jury's Inn is just a 5 minute walk around the corner.



Location and Travel

Situated in Islington, one of London's most vibrant areas, the centre is located within 2 miles of both the City and the West End, and is ideally situated for both transport and local entertainment.

Within walking distance of Angel tube station and only minutes from Kings

Cross and Euston, we are serviced by numerous bus routes and are conveniently located outside the congestion charge zone.

The venue benefits from on-site car parking (charged at £20 per day), and has full access for those with disabilities.



The Online Learning System

The Learning Management System (LMS) which powers our course refresher material is a proven scalable solution offering a range of features to help you master Captivate quickly and efficiently.

The system include features such as copies of the course slides, sample files, and an integrated glossary of terms for quick referencing.

Additionally you get 6 months of instructor led support via the course forums where you can not only pick the instructors brains with your own problems, but also learn by seeing what issues other students have experienced and how they were resolved.

All in all this is the most effective Adobe Captivate training solution available anywhere in the UK today!

Adobe Presenter™

Adobe Presenter is a great tool to rapidly create high-impact Flash presentations and eLearning courses from PowerPoint.

We are now able to provide a 1 day closed course on Adobe Presenter covering topics such as

- Recording and editing slide narration;
- Importing and recording audio and

video to a presentation;

- Adding quizzes, animations, links, files, and Flash content;
- Overview of the publishing options;
- How to publish locally, to PDF, and to the Acrobat Connect Pro Server;
- Customizing presentations.

For further details on the Captivate 3 Essentials course please contact your Account Manager now on **0800 156 0777**

or www.highlander.co.uk

Highlander