

Ruth Stryker Training



CERTIFIED EXPERT
CERTIFIED INSTRUCTOR

Captivate 4 Basics (2 days)

No prerequisite

eLearning and Captivate

- Planning eLearning Projects
- The Development Process
- The Captivate 4 Interface
- Explore a Project
- Explore Project Views
- Preview a Project

Recording Demonstrations and Assessments

- Rehearse a Script
- Set Recording Preferences and Keys
- Record a Demonstration
- Record a Training Simulation
- Record a Custom Assessment Simulation

FMRs, Panning and Image Slideshows

- Create an FMR
- Record a Lesson With Panning
- Create an Image Slideshow

Text Captions & the Timeline

- Duplicate a Slide and Hide the Mouse
- Insert, Resize and Move Text Captions
- Change Text Caption Properties
- View the Timeline
- Change a Slide's Display Time
- Show/Hide Timeline Objects
- Check Spelling
- Align Slide Objects

Images and Drawing Objects

- Insert and Delete Slides
- Insert an Image
- Use the Library
- Manage Unused Project Assets
- Create an Image Watermark
- Add a Visual Mouse Click and Click Sound
- Insert a Drawing Object

Pointers, Buttons and Highlight Boxes

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

Rollovers and Zoom Areas

- Insert a Rollover Caption
- Insert a Rollover Image
- Insert a Zoom Area
- Insert a Rollover Slidelet

Slide Labels, Notes and Audio

- Change Slide Background Quality
- Add a Slide Label
- Add a Slide Note
- Add Sound to a Slide Object
- Add Background Audio
- Record Audio
- Import Slide Audio
- Edit an Audio File
- Convert Slide Notes to Speech

Animation and Flash Video

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

Converting Demonstrations Into Simulations

- Hide the Mouse
- Replace Phrases
- Insert a Click Box
- Set Click Box Options
- Set a Text Caption Transition
- Insert a Text Entry Box

Introduction to Question Slides

- Set Quiz Preferences
- Insert a Question Slide
- Add an Image to a Question Slide
- Format the Progress Indicator

Publishing

- Link to a Web Site
- Edit and Save a Skin
- Add a Loading Screen
- Set Project Information
- Create a TOC
- Publish a Flash (SWF)
- Publish Word Handouts
- Perform a "Round Trip"