

Module 1 – Navigating the Captivate Interface

- What is Captivate?
- The Welcome Screen
- Exploring a Finished Captivate Project
- The Captivate Workspace
- Working with Panels
- Customizing the Workspace
- Restoring Default Workspace Settings
- Zooming & Magnifying

Module 2: Creating a Project

- Getting Started on a Captivate Project
- Options for Starting a New Project
- Starting a Blank Project
- Adding Basic Objects to Slides
- Adding Object Captions
- Adding Images to Placeholders
- Editing Slides
- Locking, Hiding, and Deleting Slides
- Duplicating Slides
- Grouping Slides
- Changing Slide Order
- Saving the Project
- Previewing the Project

Module 3: Recording Demonstrations

- Recording a New Project
- Practicing the Script
- Set Recording Preferences
- Choosing a Recording Types & Modes
- Choosing a Panning Mode
- Recording Additional Slides
- Editing Recorded Slides

Module 4: Adding & Modifying Slide Objects

- Adding Images to Slides
- Adding Image Slides
- Changing Object Order
- Adding and Modifying Captions
- Mouse Objects
- Insert Animations
- Using the Captivate Timeline
- Adjusting Slide and Object Timing
- Changing Slide Properties
- Adding Slide Notes & Labels
- Adding Slide Transitions
- Applying Themes
- Modifying Theme Colors

Module 5: Publishing a Project

- Setting Project Preferences
- Choosing a Skin
- Editing Skins
- Creating a Table of Contents
- Setting Playback Options
- Publishing the Project