

Workshop: *Adobe Captivate 3 (also for Version 2)*

Instructor: *Neil Perlin*

Length: *2 days*

Description:

For years, software training was primarily text-based... paste a screen shot into a Word document, add some text with descriptions and instructions, and voila!

The results worked, but think how much more effective it could be to have someone actually “walk you through the steps” on the screen. That's where Captivate comes in, letting you create that “someone”.

Captivate lets you create simulations and CBT (Computer-Based Training) inexpensively and quickly. It lets you capture what's on the screen as you perform some software-based task, save those screen shots as a “filmstrip”, add explanatory and instructional captions, special effects, and interactivity features to make users think they're using the software, and play the result back as a “movie”. It's a deceptively simple but powerful tool that lets you create movies for use as demos, marketing presentations, tutorials, even fairly sophisticated eLearning. And, compared to most other CBT authoring tools, it's quick and easy to learn and only costs about \$700.

This two-day, hands-on seminar is aimed at trainers, training developers, marketing staff, disaster recovery personnel, and usability testers who need to quickly get up to speed on the mechanics, design, and planning required to create training movies using Captivate. The only prerequisites are a basic knowledge of Windows, Internet Explorer, and PC skills in general.

About the Instructor:

Neil Perlin, owner and principal consultant of Hyper/Word Services, entered technical writing in 1979, began creating online documentation in 1985, and is now an internationally recognized expert in Windows Help and online documentation design and development.

He has been providing online documentation training for 14 years, is a popular speaker at various computer user groups and STC conferences, and is the organizer of the "Beyond the Bleeding Edge" stem at the STC annual conference.

Registration Information:

Fees and Discounts: The registration fee for this workshop is \$795 and includes tuition and course materials. Group discounts are available. All fees are payable prior to the start of the seminar.

Cancellation and Refunds: Your tuition is fully refundable if you cancel within 14 days of the seminar. There is no charge for substitutions. UserEdge reserves the right to cancel a course (with full refund) due to insufficient enrollment.

In-house Seminar: Have a group of writers to train? Bring this workshop in-house. You'll save on travel and tuition and get a class customized to your needs. Call us for an estimate.

Topics to be Covered

Course Overview

What is Captivate?
Sample Movies

Planning and Design

Analysis
Design
Development
Implementation
Workflow Review

Captivate Overview and Screen Capture

Overview of the Interface
Setting Recording Options and Capturing Screens

Frame "Annotation" Features

Text Captions
Rollovers
Highlight Boxes
Animations
Frame Insertion and Movement
Images
Text Animations

Timing Control

Overview of the Timeline
Working With the Timeline

Simulation and Interactivity Features

Buttons and Links
Click Boxes
Text Entry Boxes

Quizzing and eLearning

Question Slides
eLearning Features

Other Features

Movie Start and End Effects
Frame Labeling
Spell-Checking
Mouse Pointer Control
Audio
Resizing Movies
Importing Other Files

Output

Generating Output
Using MenuBuilder to Create a Movie "Portal"