

# Adobe Captivate

## Planning for Success

*Storyboarding & Scripting –  
and a very quick intro to the Library, Object  
Styles, Masters, and Templates,*

# Who Am I?



Background in Occupational Therapy (this will make sense later)

Tech trainer working nationally and internationally since 1998

Owner of **Rourke Computer Training** – Freelance Training and Design Services

VP of Training and Development for **Axiom Adobe Training**

Organizer of the first Adobe Design Camp Boston in May 2012

UGM Central MA Adobe User Group (created May 2012)

(July 2012) Co-host of **eMedia Chat** with Rick Zanotti

# This session is... and is not

It IS a talk about

- Key concepts around the development
- Productivity tips and tricks

It is NOT

- A demo of step-by-step tips – sadly, we don't have enough time for that 😞

But... there are plenty of resources

Let's Begin

...

# What do these have in common?





# Project Management



# Database Design

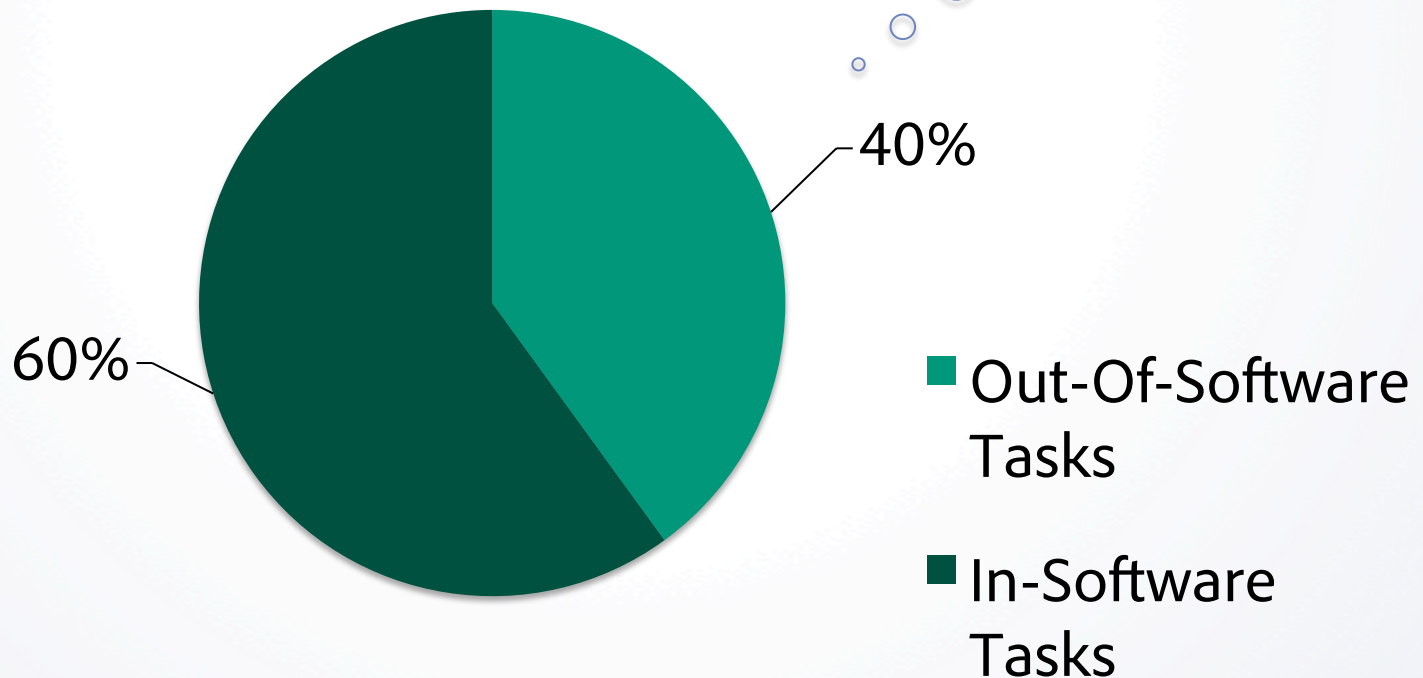


# Instructional Design

# Project Management

## Database Design

## Instructional Design



# Storyboards & Scripts



What will they do?

What will they hear?



# ~~The~~ A Process

- ① Write & Draw
- ② Rehearse
- ③ Record
- ④ Test
- ⑤ Clean
- ⑥ Test
- ⑦ Publish

# It's all about Tool Use



NEWSREEL ANNOUNCER (V.O.)  
you are now witnessing is  
age never before seen by  
lized humanity: a lost world in  
America! Lurking in the  
y of majestic Paradise Falls,  
rts plants and animals  
covered by science. Who would  
t foot on this inhospitable

of a dashing young adventurer.

NEWSREEL ANNOUNCER (V.O.)  
Subject today: Charles

A massive DIRIGIBLE descends on an airfield.

NEWSREEL ANNOUNCER (V.O.)  
The beloved explorer lands his  
dirigible, the "Spirit of  
Adventure," in New Hampshire this  
week, completing a year long  
expedition to the lost world!



# But I wasn't trained!

<http://metaot.com/notes-SOAP>

The screenshot shows the meta-ot website interface. At the top, there is a navigation menu with links for HOME, BLOGS, GLOSSARY, LINKS, NEWS FEEDS, and ASSESSMENTS DATABASE. A search bar is located on the right side of the menu. Below the menu, the main content area displays a blog post titled "Quick Notes: Note writing in OT (SOAP)" by willwade's blog. The post includes an introduction, a bulleted list of topics, and a section titled "Why?" with three numbered points. On the right side, there is a "User login" section with fields for Username and Password, a "Log in" button, and links for "Log in using OpenID", "Create new account", and "Request new password". Below the login section is a "Subscribe in a reader" link and a "News" section with several article titles and a "more" link.

**meta-ot**  
Tools & Discussion of Occupational Therapy

HOME BLOGS GLOSSARY LINKS NEWS FEEDS ASSESSMENTS DATABASE

Home > Blogs > willwade's blog

## Quick Notes: Note writing in OT (SOAP)

I'm writing this quick guide since I have noticed about 1 in 4 searches coming from google are for the words "example of SOAP notes" or some other combination. So I'm happy to help. Now before I start here is a quick overview of note writing ending up with some examples.

- why?
- varieties of note writing - mental health v's everyone else..
- Common guidelines (Do's and Don'ts)
- SOAP basics
- SOAP in detail
- Subjective
- Objective
- Assessment/Analysis
- Planning
- Examples
- References

### Why?

So why do OT's (and others) need to write notes? A few reasons:

1. Legal/Ethical responsibility: Necessary under COT code of ethics (3.4) (ALL records are officially the property of the Secretary of State)
2. Statistics/Audits - used to measure success of intervention & for research
3. For following progress of colleagues work

### User login

Username: \*

Password: \*

Log in

Log in using OpenID

Create new account

Request new password

Subscribe in a reader

### News

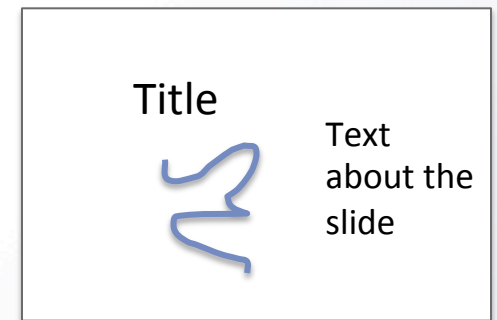
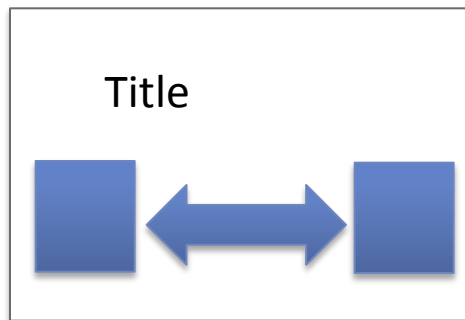
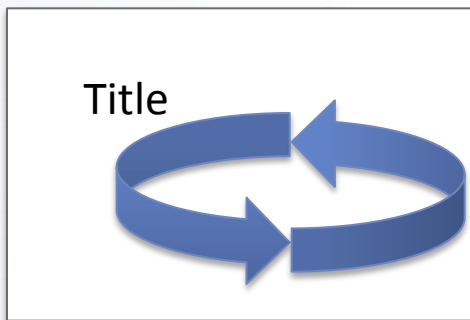
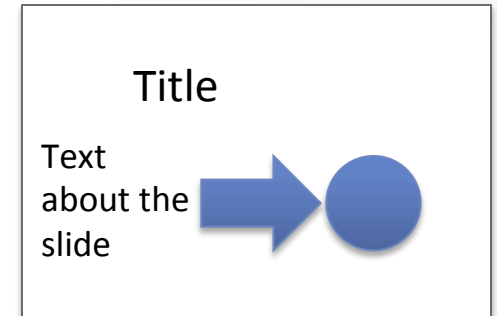
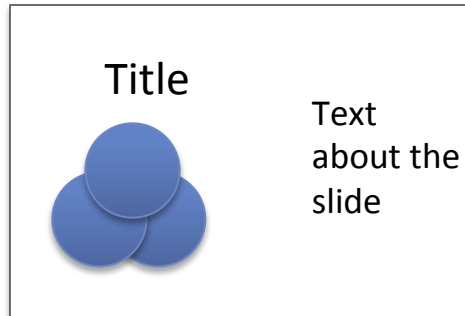
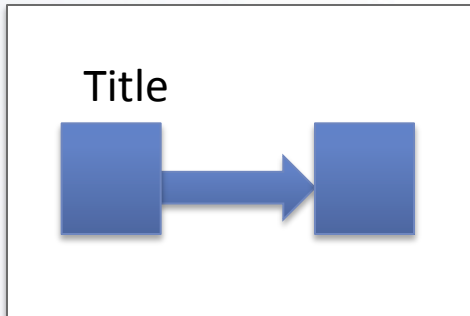
- Vectura Group plc - Positive NVA237 Phase III data in COPD Patients
- Vectura Group plc - QVA149 Phase III COPD study meets primary endpoint
- Vectura Group plc - QVA149 Phase III Data
- Research and Markets: The Medical Directory 2012 - The Most Comprehensive Record of Doctors in the UK Since 1845
- AstraZeneca PLC - Annual Financial Report

more

# Storyboarding

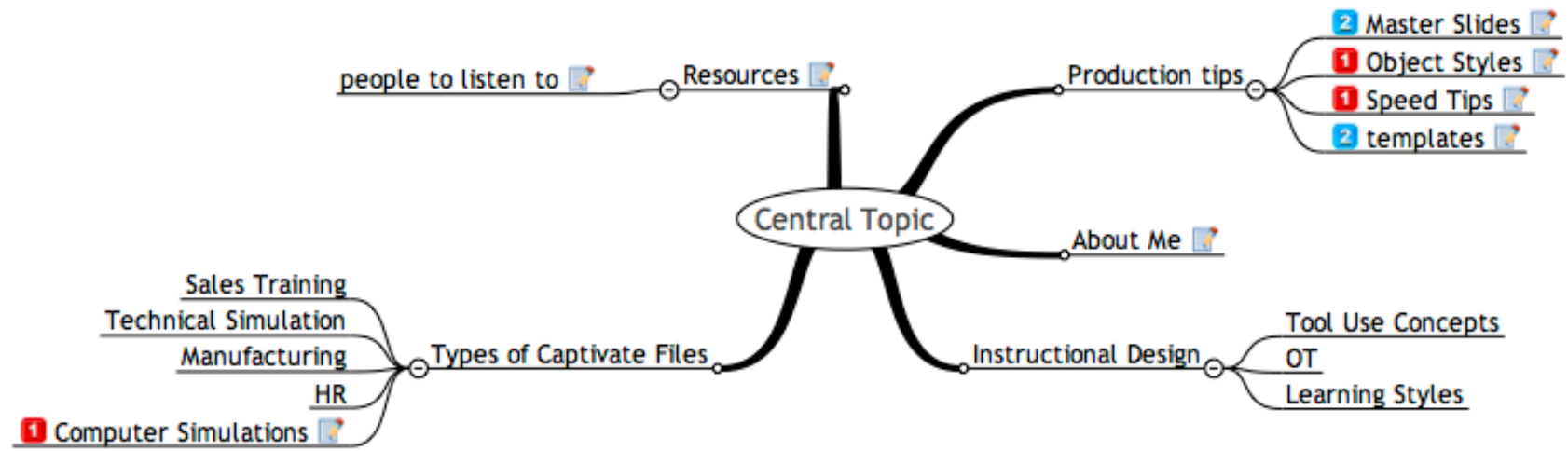
...

# What is a Storyboard?



# No school like old school...







### How do you really feel?

- I am looking forward to placing a pill down my cat's throat.
- I'd rather have a root canal.
- I plan to hire a cat consultant to do this three times a day.
- I know my cat will outsmart me, so it's hopeless.
- My cat has very long claws. How do you think I feel?

#### Narration:

Prior to attempting to administer a pill to a cat, it is important to achieve the correct frame of mind. In order to do this, you must face your true feelings about the experience. Select all the items that express your feelings.

If user clicks 1, go to screen 5.

If user clicks 2, 4, 6 go to screen 6.

If user clicks 3, go to screen 7.

#### Notes:

Female narrator projecting a soothing voice.



Session 5, Helping the Customer in CHOOSE and TEST DRIVE, Version 0.1, Slide 19



Session 6, Handling PURCHASE, HANDOVER and FOLLOW-UP, Version 0.1, Slide 10

Module: Use of Feature, Function and Benefit (FFB)  
Page: n/a

One tool which you may already be familiar with is Feature-function-benefit (or FFB).

This is an effective sales tool which can be integrated into every sales conversation. FFB comprises three parts:



Realistic Storyboard

Section Heading: n/a  
Page Title: Conduct and Discipline



Section Heading: n/a  
Page Title: Conduct and Discipline Scenarios

Scenario 1, Dodgy Travel Claims

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



What action should you take?

Choice 1

Choice 2

Choice 3

Feedback

Check Answer

# Pixar!



# Storyboard(s)

Use what you want - **index cards**, legal pads, Visio,...

Is it **neat** and **comprehensible** enough to use as a first-pass demo for a client?

Could someone else use this and get **good** results?

# Can your storyboard tell you...

What is the **flow** of your material?

What is the **text** that you need on the screen?

What are the **titles, transitions, and special effects**?

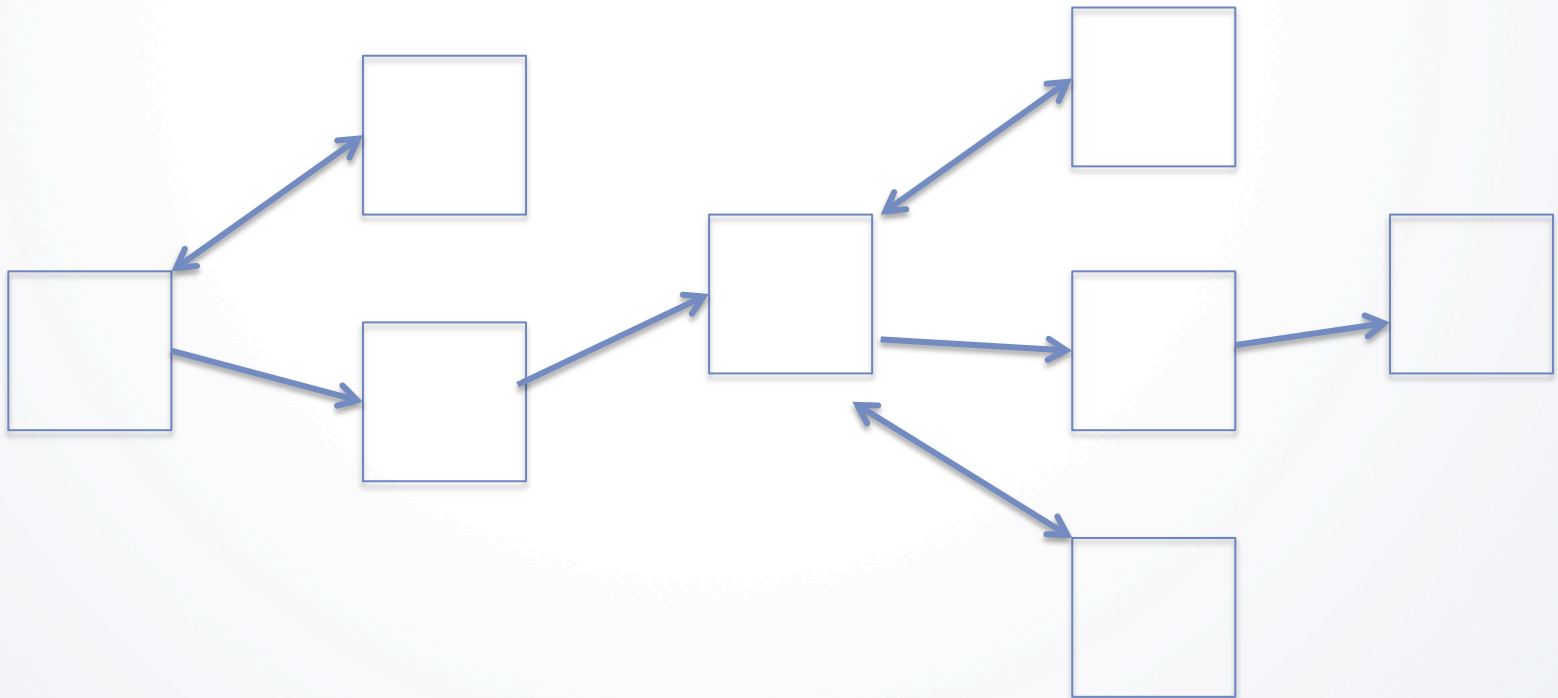
What **media** will you need?

What **objects** do you need (click boxes, slidelets...)

# Branching needs a map

What **choices** will your users make?

Does your navigation make those choices **clear**?



Scripting  
...

# Script Tips

What's the **reading level**?

Jargon Is **Evil!**

Plan to **Breathe**

Does the text **flow** – is it easy on the ear?

# Replacing the human

**Guide** the visual with **verbal cues** - “look here on the left...”

**Summarize & Repeat** - (or are you just testing memory?)

Watch the use of **regional phases** and **humor**



# Marking a Script

Put stars \* to show where **animations** will go

Acronym **words** = COTA    **Spelled out** Acronym = A-C-I

This text has parts that should be read *with emphasis*

**Space** the text out so it's easier to read.

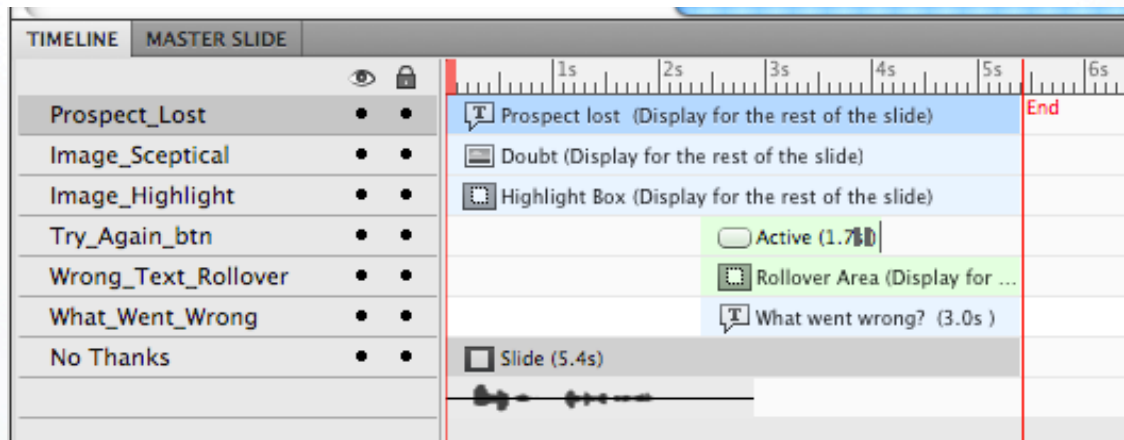
**Brackets** – [notes for other developers and talent]

# Timeline

Name Slides

Name Objects

Pair Text Captions with it's Highlight or Rollover



# Slide Organization



Answers

◀ Start

◀ Start

◀ Start

No Thanks	Really	No Time	Yes	Interesting - No

# Sounds

Will they have **speakers** or **headsets**?

Does it work **without sound**?

Closed Captions

Got CS6? – Adobe Audition. No? – Audacity is free

# Just like a classroom...

You will be teaching to different levels

So...

Can they **skip** what they know?

How do they **prove** they know it?

Can they **explore** and take their time?

What will they **do differently** because they've been trained?

Organization  
...

# Library Tips

Make **folders** – what does your folder structure do for you?

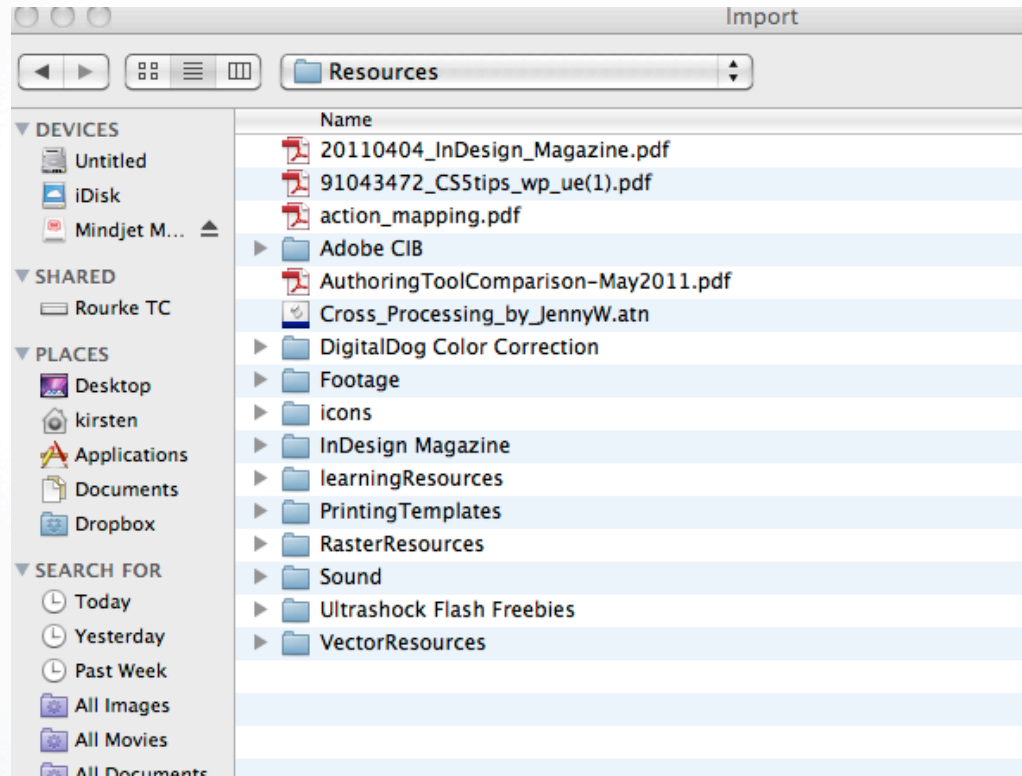
Get your **assets** first if you can

**Design** like you'll be handing the file to someone else

Treat Captivate **Libraries** like InDesign Libraries

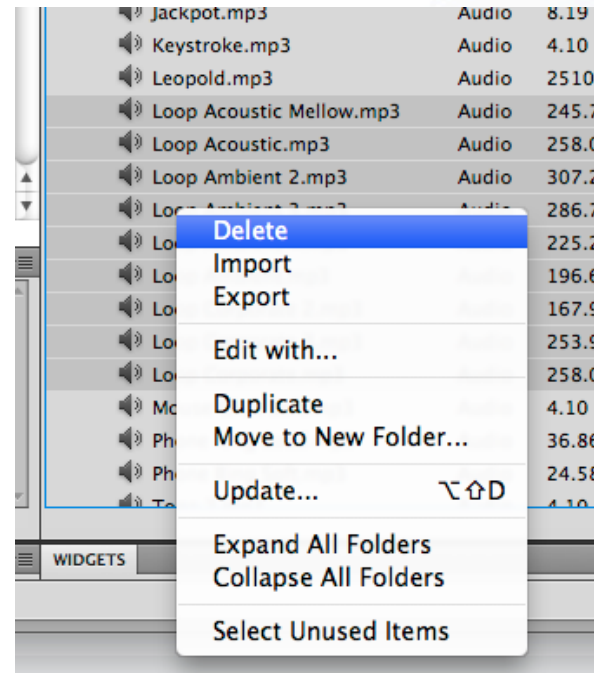
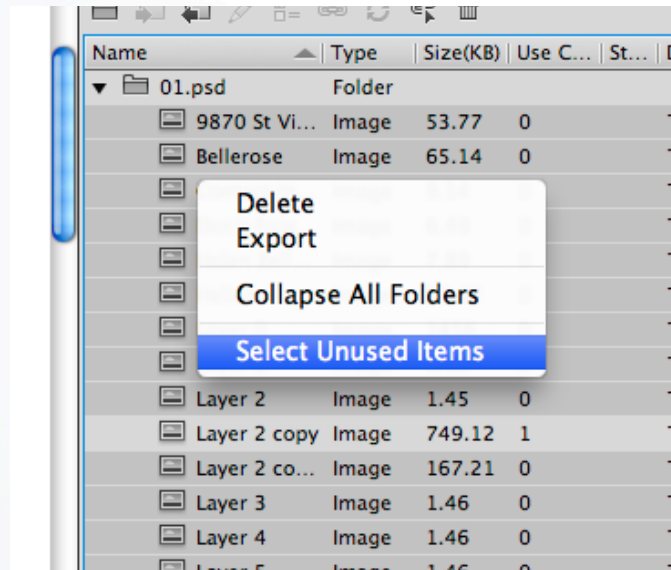
Delete **unused items**

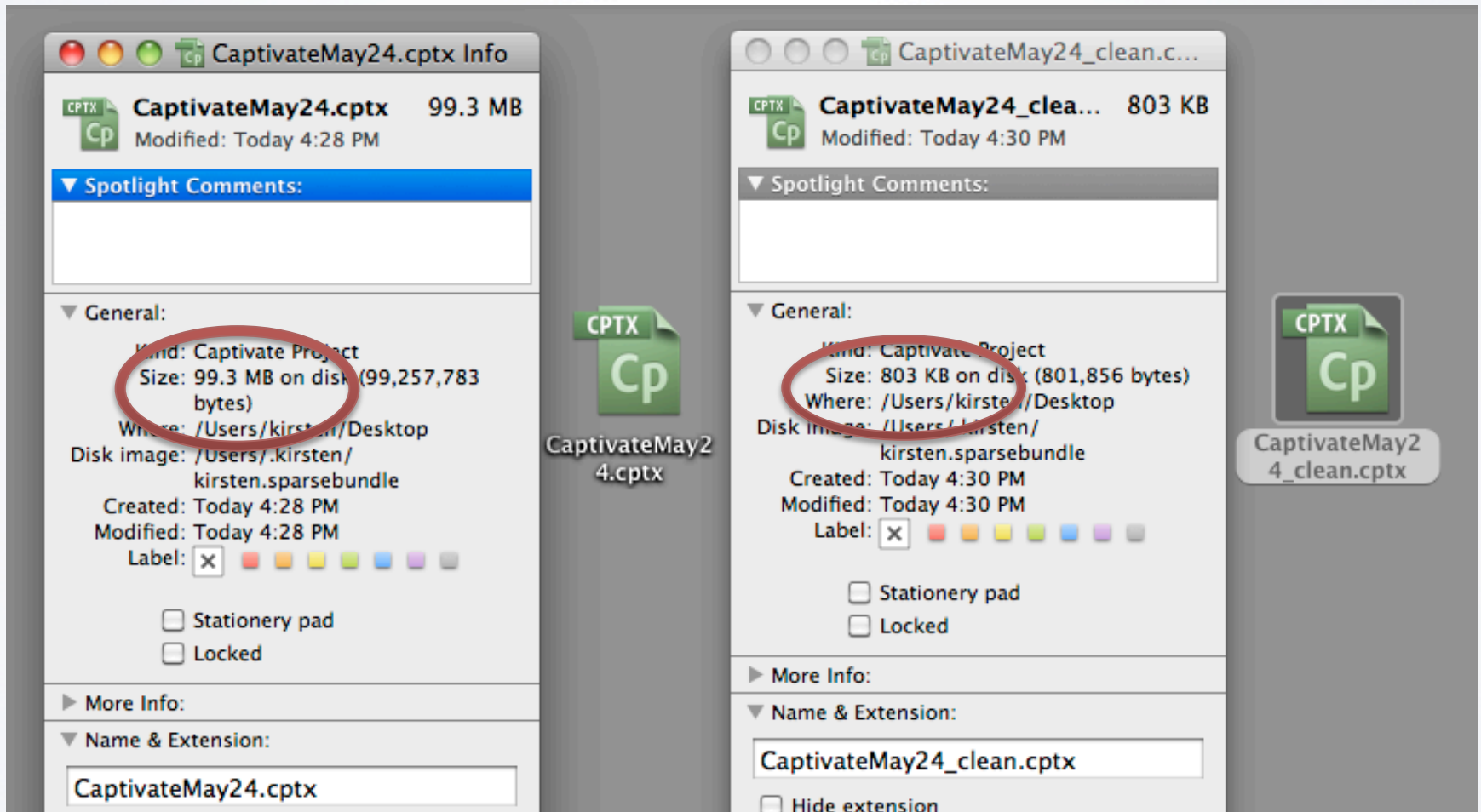
# An organized Library starts...





# Clean up for a smaller file

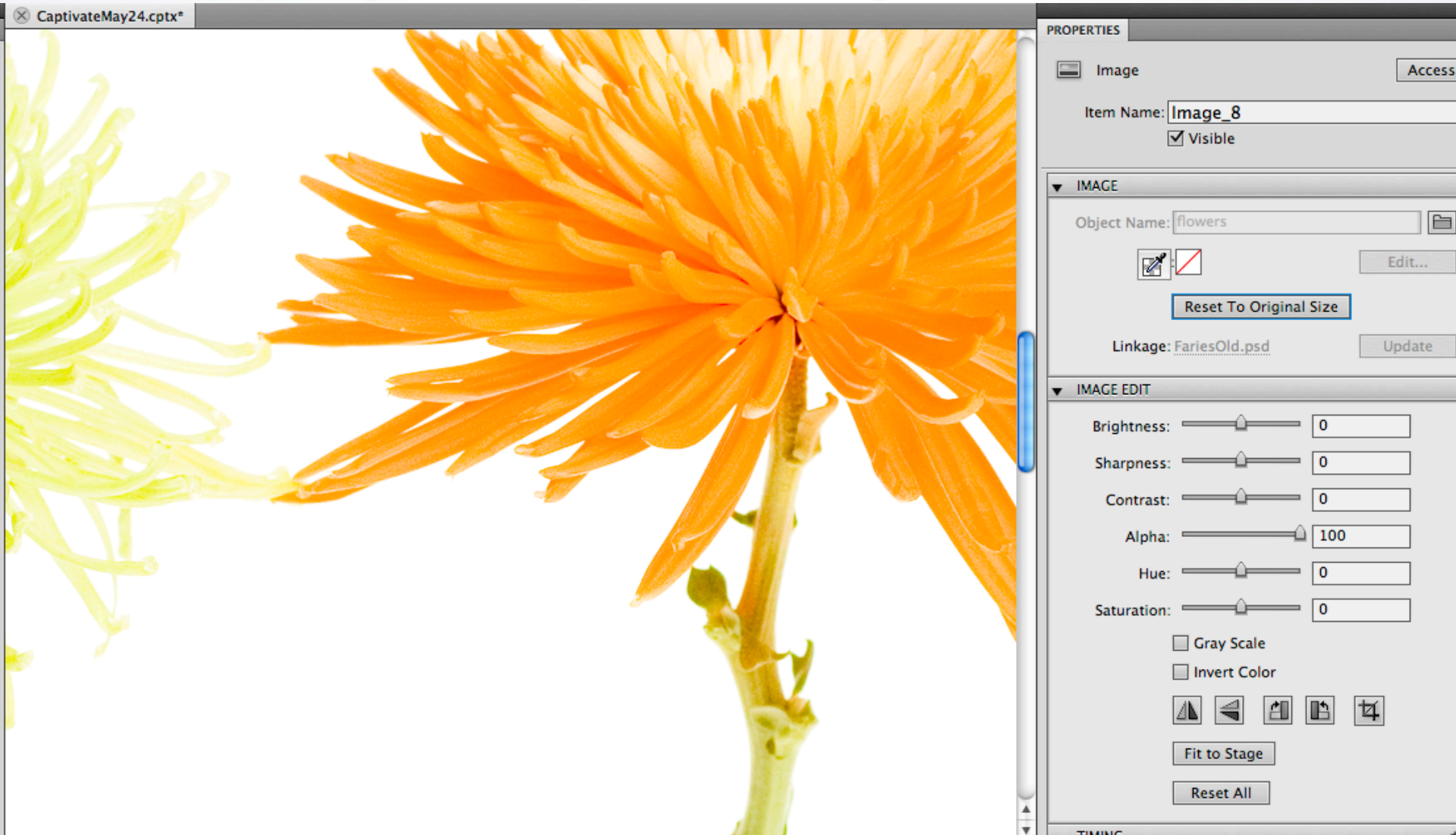




99.3 MB vs. 803 KB

# Did you optimize your files?

CaptivateMay24.cptx\*



PROPERTIES

Image Access

Item Name:  Visible

IMAGE

Object Name:  Edit...

Reset To Original Size

Linkage:  Update

IMAGE EDIT

Brightness:

Sharpness:

Contrast:

Alpha:

Hue:

Saturation:

Gray Scale

Invert Color

# Object Styles

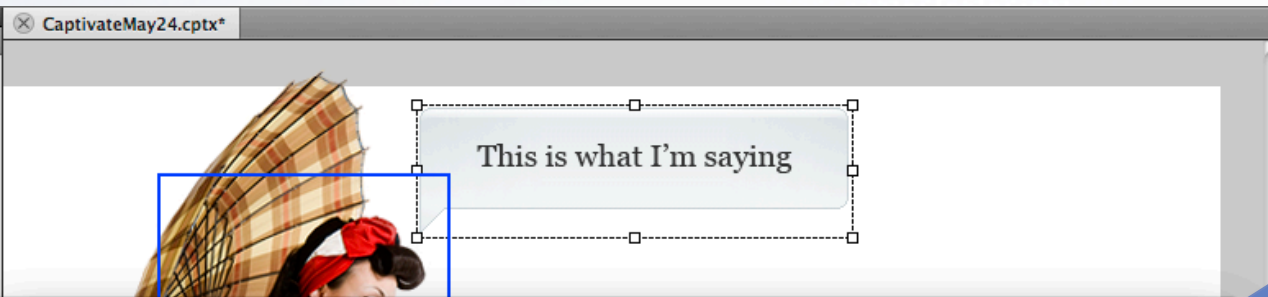
...

# Object Styles

What are styles?

Why repeat styling?

Transparent Captions = Text Box



Object Style Manager - CaptivateMay24.cptx

- ▶ Standard Objects
- ▶ Quizzing Objects

- [Default Caption Style]
- [Default Success Caption Style]
- [Default Failure Caption Style]
- [Default Hint Caption Style]
- TalkBubble

Clone Delete...

Styles Preview

Line 1  
Line 2

Help...

Import...



Export...

Name [Default Caption Style]

Set As Default

Caption

Caption type: HaloYellow

Character

Family: Georgia

Style: Regular

Size: 19

Format: **T** *T* T

Color: Highlight:

Format

Align:

Indentation:

Numbering: None

Line Spacing: 1

Transition

Effect: No Transition

Apply

Cancel

OK

PROPERTIES

Rollover Caption

Accessibility...

Item Name: Rollover\_Caption\_Girl

Style: TalkBubble



Set as the default style

Caption type: Halo

Callout Type:

[Caption Widgets](#)

CHARACTER

Family: Georgia

Style: Regular

Size: 19 pt

Format: **T** *T* T

Color: Highlight:

FORMAT

Align:

Indentation:

Numbering: None

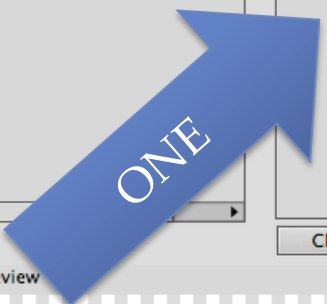
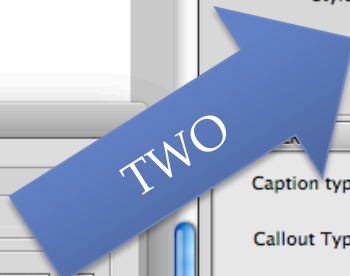
Line Spacing: 1

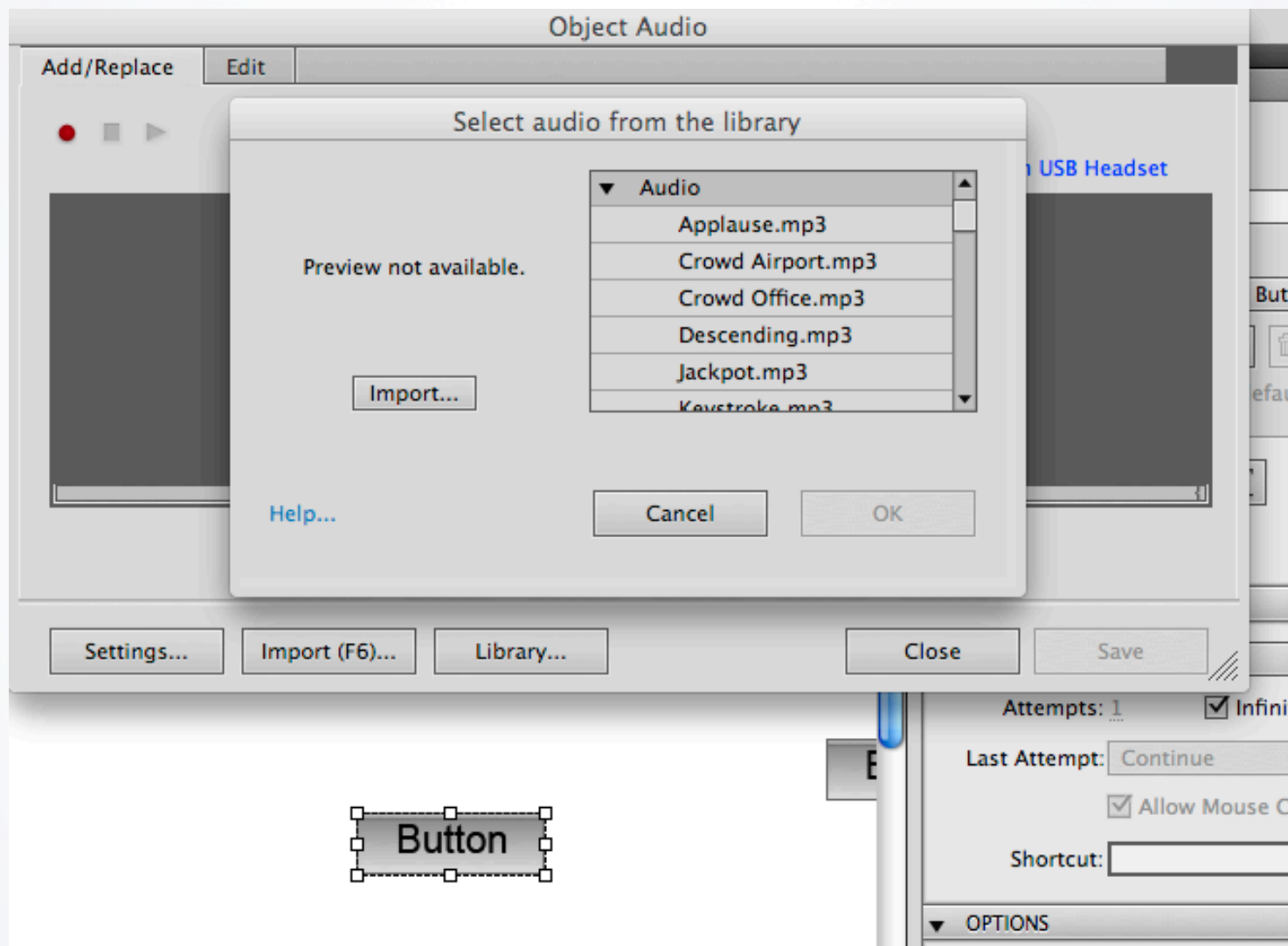
Insert:

TRANSITION

AUDIO

POSITION & SIZE





# Master Slides



Have you ever put a logo on the master slide  
in PowerPoint?



# Sunshine Lemonade

PROPERTIES

Slide Accessibility...

GENERAL

Master Slide: 1 (Master Slide 1)  Master Slide Objects On Top  Use Master Slide Background

Stage:  Project Background

Background:

Quality: Low (8-bit)

Display Time: 4.4 sec

Transition: No Transition

ACTION

On Enter: Continue

On Exit: Go to the next slide

AUDIO

Fade In: 0 sec Fade Out: 0 sec  Loop Audio



FILMSTRIP



1



2



3

TIMELINE MASTER SLIDE



1



2

# Templates

...

# Project Templates

The size of the template is the **default size** for the projects made from that template.

What **size** do you need to design for?

Add **placeholders** so you can insert the real content when making your project. Objects will resize to fit.

Leave **notes** off the main page in the scratch area.

Customize your **styles** and **skins**

The screenshot displays the Adobe Captivate interface. At the top, two tabs are visible: "CaptivateMay24\_clean.cptx\*" and "BasicBlueTemplate.cptl". On the left, a "FILMSTRIP" panel shows a sequence of five slide thumbnails, numbered 1 through 5. The main workspace shows a large slide with a blue header bar containing the text "This is the Title". Below the header is a large white content area. At the bottom, a "TIMELINE" panel is active, showing a "MASTER SLIDE" with five thumbnails labeled "1 Blank", "2 Title", "3 UnitHead", "4 Content", and "5 2ColContent". A blue progress bar is positioned above the timeline.



1



2



3



4



5

# This is the Title

TIMELINE

MASTER SLIDE



1 Blank



2 Title



3 UnitHead



4 Content



5 2ColContent

# Let's Recap...

Script and Storyboard

The Library

Object Styles

Masters

Templates

# Resources

...

# Reasons to join twitter

Vish & Dr Jasing 😊

Tom Kuhlmann

@TomKuhlmann

Cathy Moore

@CatMoore

Josh "Captain Captivate"

@captncaptivate

Kevin - Icon Logic

@Kevin\_Siegel

Mark Fletcher

@Macrofireball

Lieve Weymis

@Lilybiri

Rick Zanotti

@RickZanotti

RJ Jacquez

@rjacquez

The Wards 😊

@Infosemantics

Michael Lund

@cpguru\_com

Anita Horsley

@CaptivateCrazy

# Links

<http://lilybiri.posterous.com/>

<http://macrofireball.blogspot.com/>

<http://blog.flash-factor.com/>

<http://wheatblog.com/>

[http://labs.adobe.com/technologies/captivate\\_course/](http://labs.adobe.com/technologies/captivate_course/)

<http://elearningbrothers.com/free-elearning-storyboards/>

<http://24tips.elearningnetwork.org/2010/12/storyboard-art-science/>

<http://www.infosemantics.com.au/adobe-captivate-advanced-elearning-tutorials/optimal-screen-capture-size>



# Links

<http://www.infosemantics.com.au/>

<http://www.cpguru.com/>

<http://paper.li/tag/AdobeCaptive>

<http://captivatedev.com/>

<http://www.articulate.com/rapid-elearning/>

<http://www.adobe.com/support/captive/gettingstarted.html>

<http://blogs.adobe.com/captive/>



Questions?