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

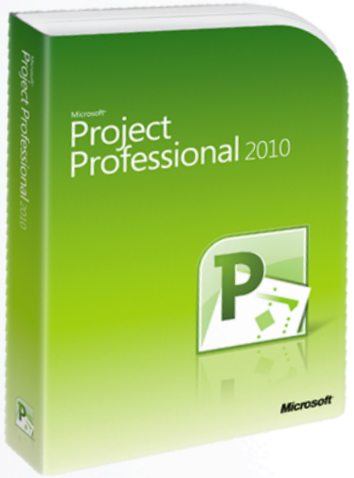
It is NOT

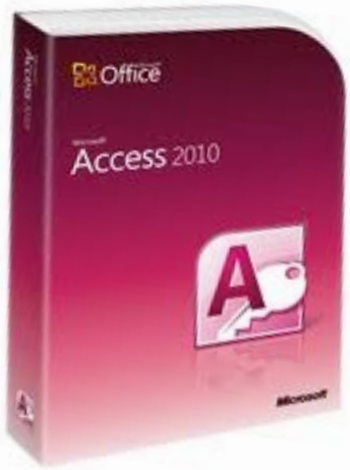
- A demo of step-by-step tips – sadly, we don't have enough time for that ☹

But… there are plenty of resources

Let’s Begin

What do these have in common?



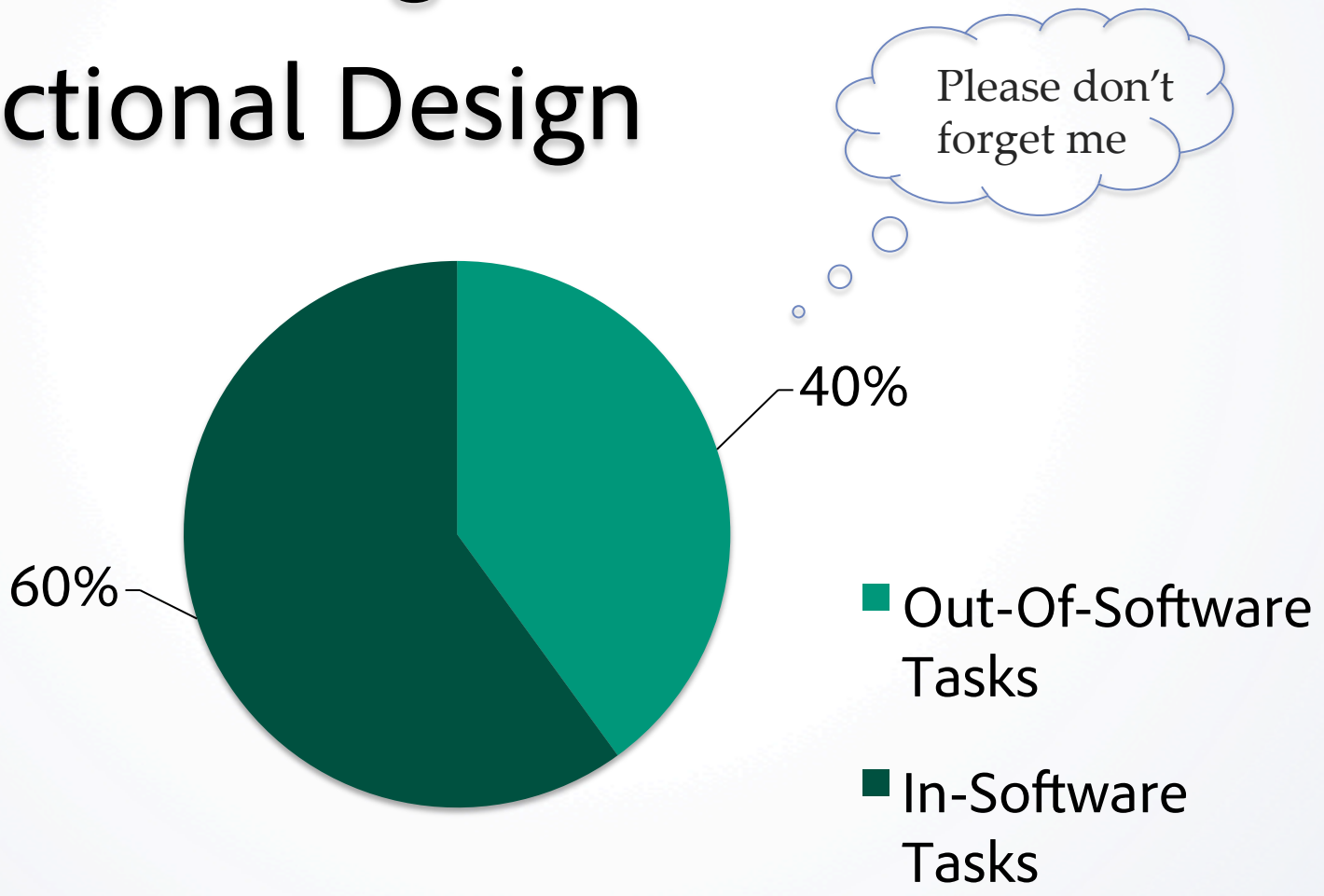


Project Management

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
ized humanity: a lost world in
America! Lurking in the
of majestic Paradise Falls,
rts plants and animals
overed by science. Who would
t foot on this inhospitable

of a dashing young adventurer.

NEWSREEL ANNOUNCER (V.O.)
subject today: Charles
ahntz!

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!

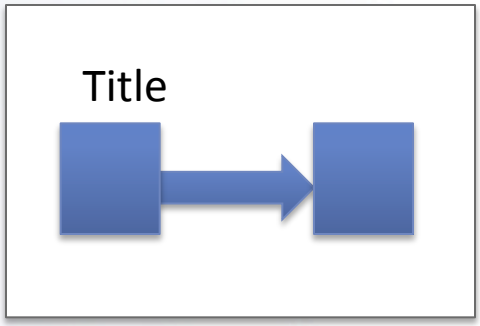
+

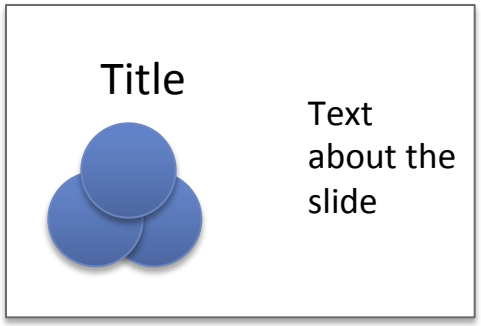
But I wasn't trained!

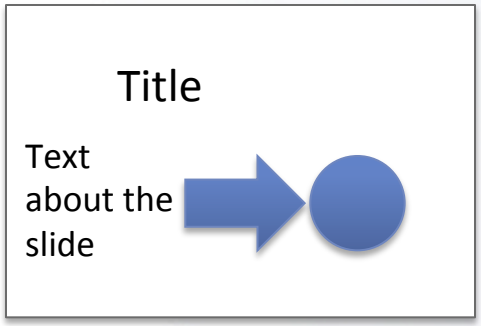
http://metaot.com/notes-SOAP

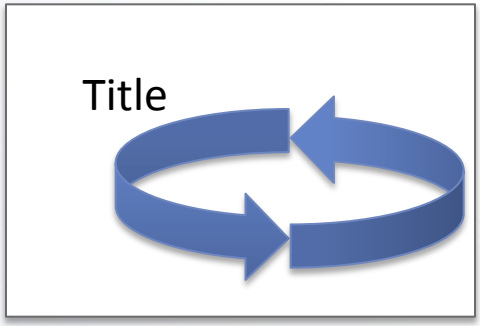
Storyboarding

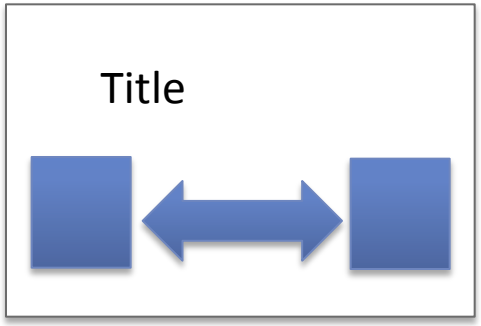
What is a Storyboard?

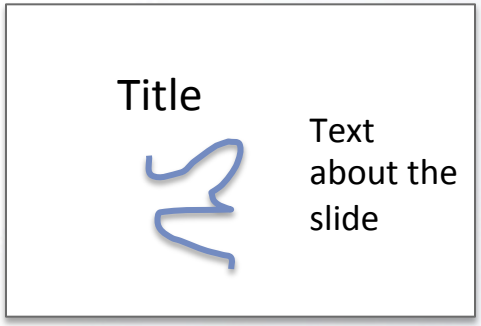




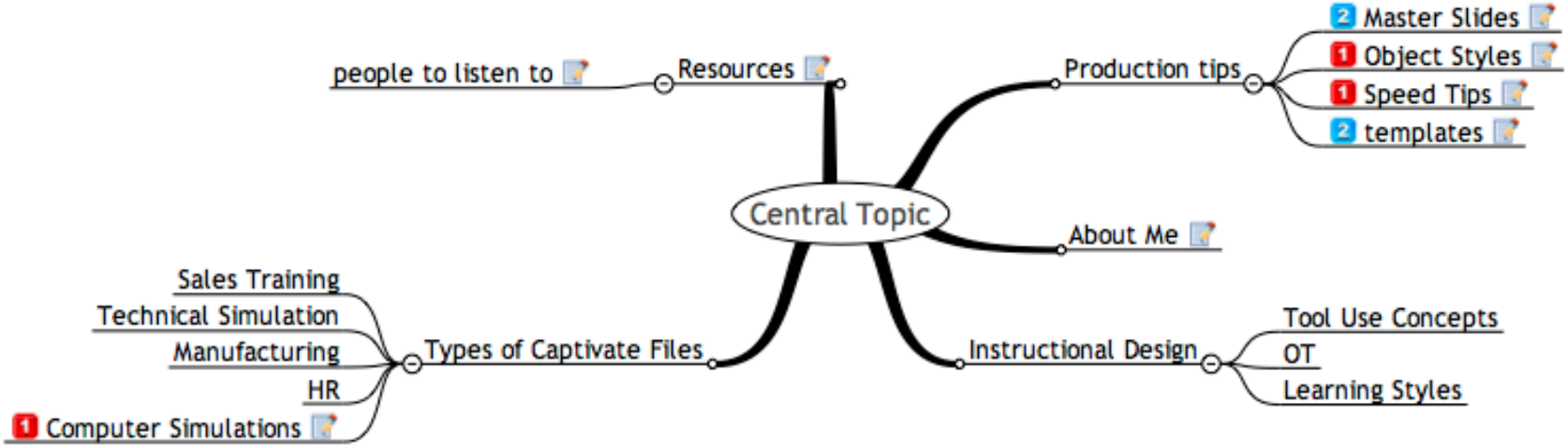








No school like old school…


Central Topic
Resources
people to listen to
Production tips
2 Master Slides
1 Object Styles
1 Speed Tips
2 templates
About Me
Instructional Design
Tool Use Concepts
OT
Learning Styles
Types of Captivate Files
Sales Training
Technical Simulation
Manufacturing
HR
1 Computer Simulations

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.

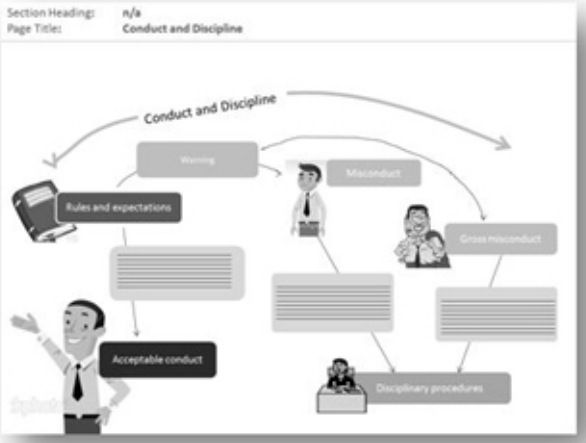
If user clicks 2, 4, 6 go to screen 6.

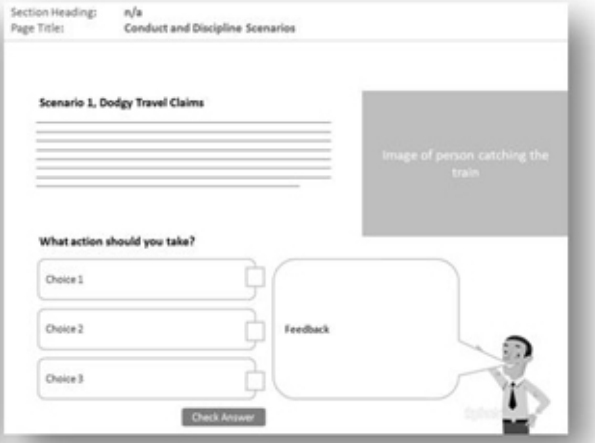
If user clicks 3, go to screen 7.

Notes:

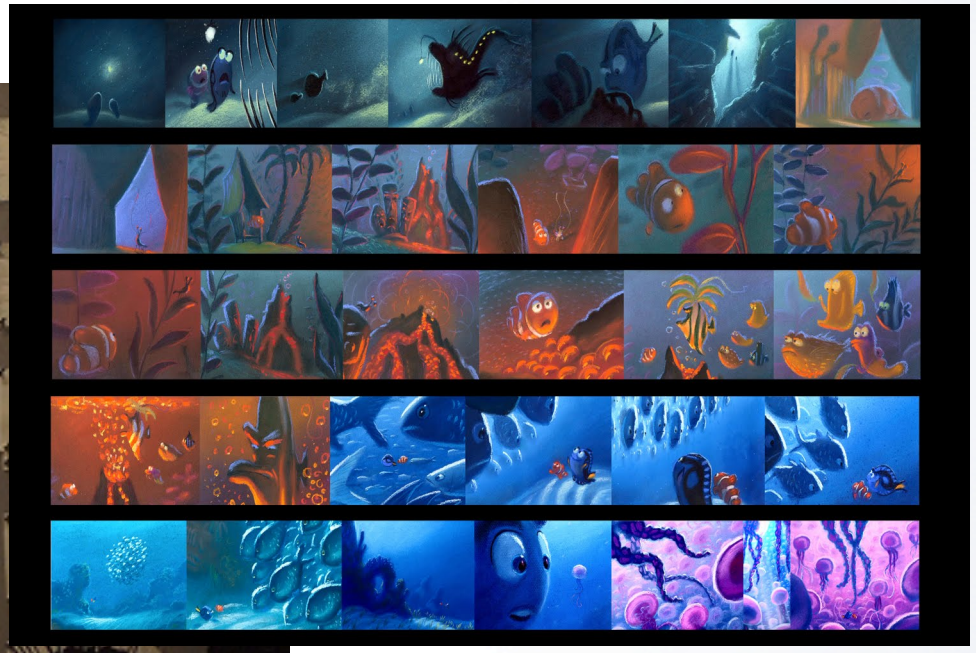
Female narrator projecting a soothing voice.

Realistic Storyboard





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**?

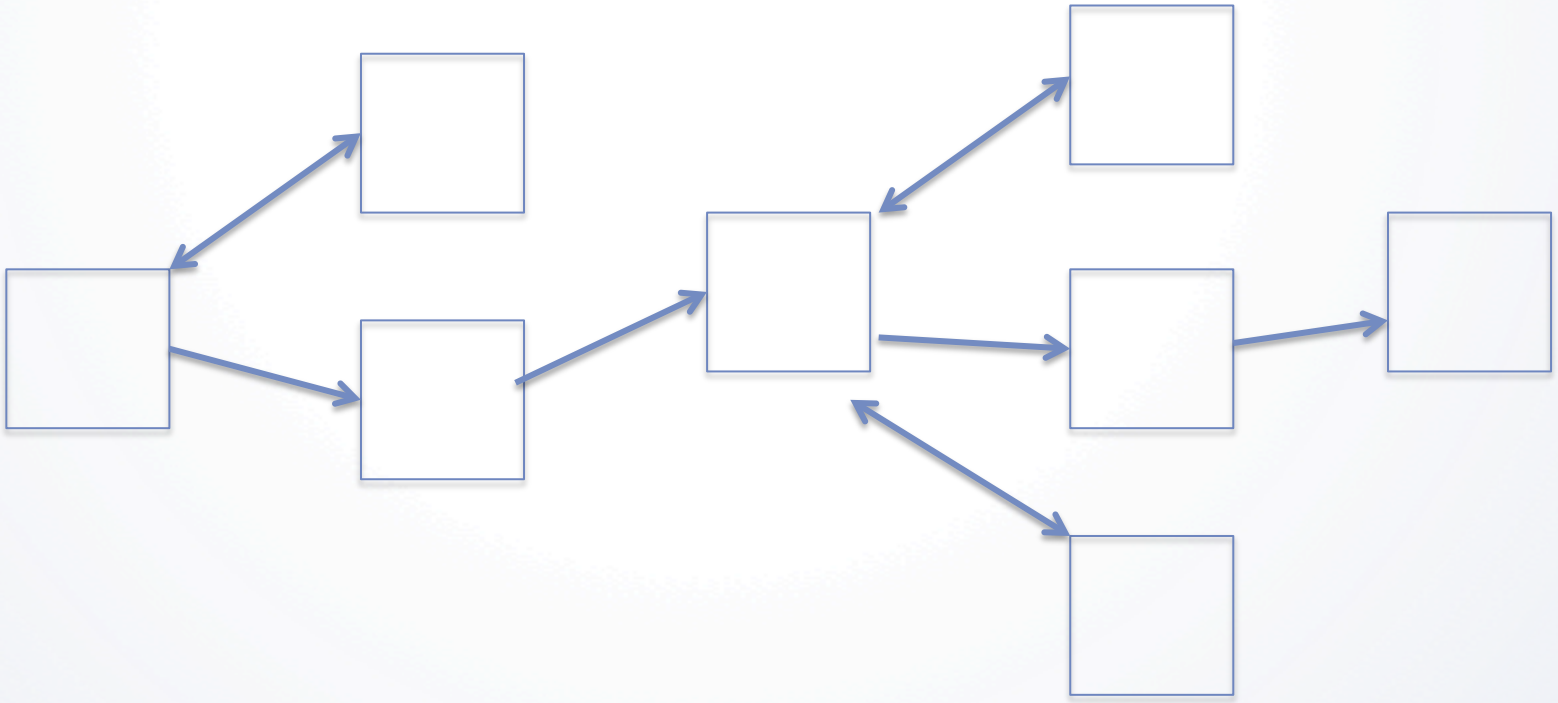
What **media** will you need?

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.

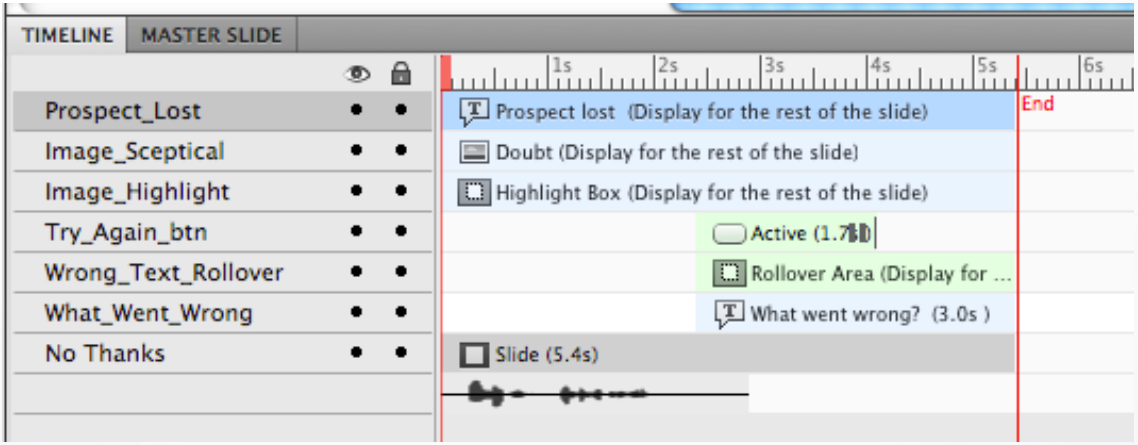
Brackets – [notes for other developers and talent]

Timeline

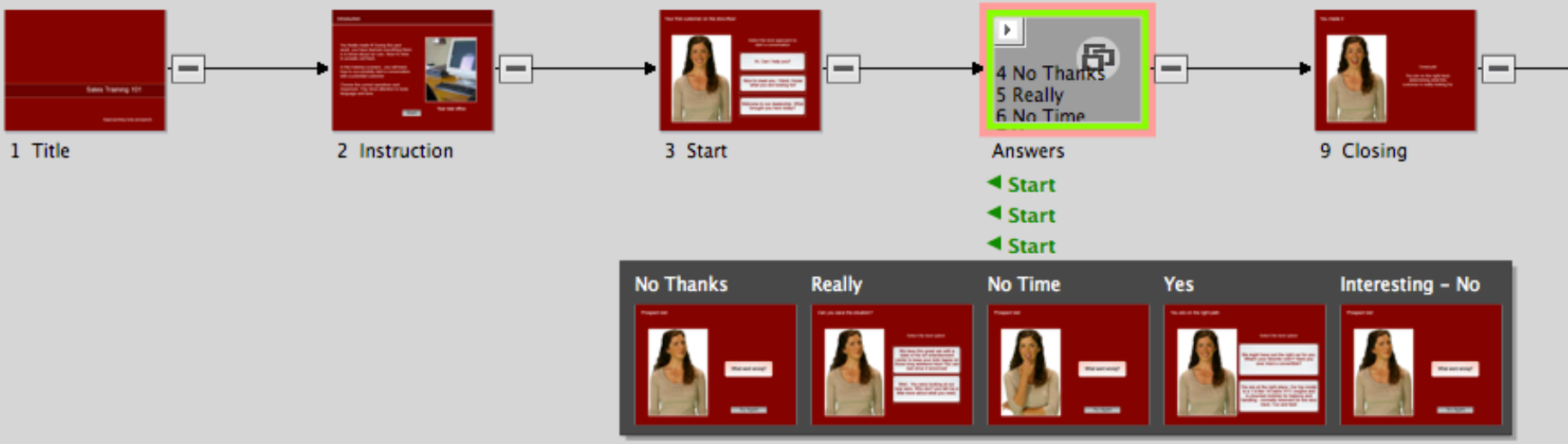
Name Slides

Name Objects

Pair Text Captions with it's Highlight or Rollover



Slide Organization



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?

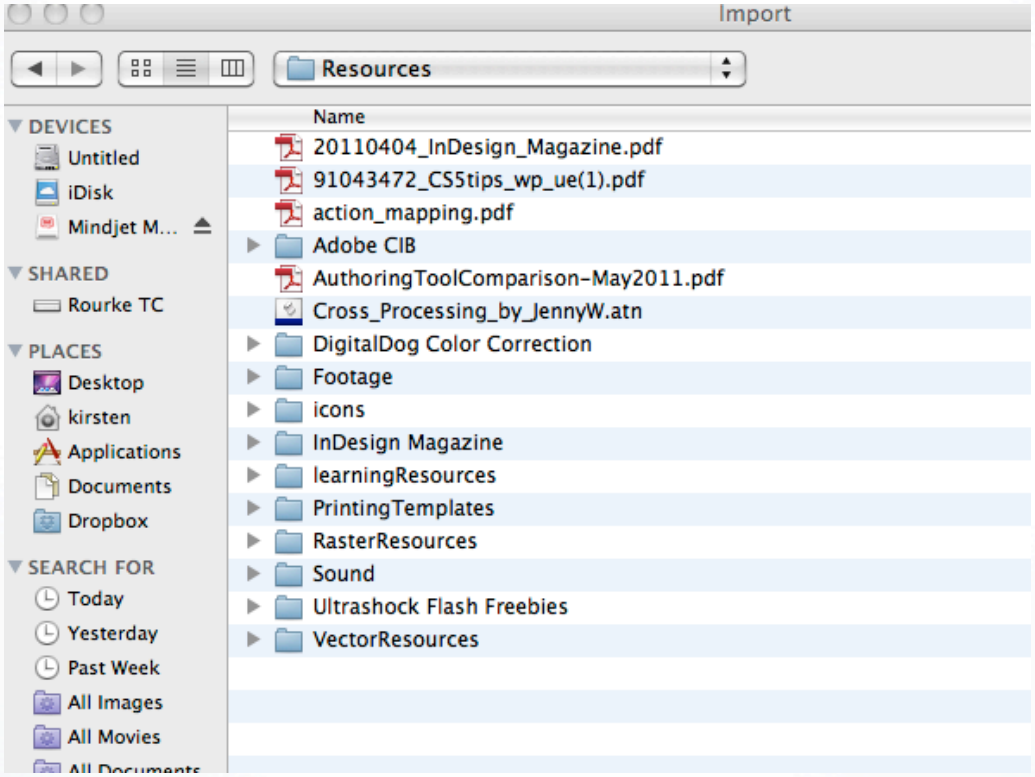
Get your **assets** first if you can

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

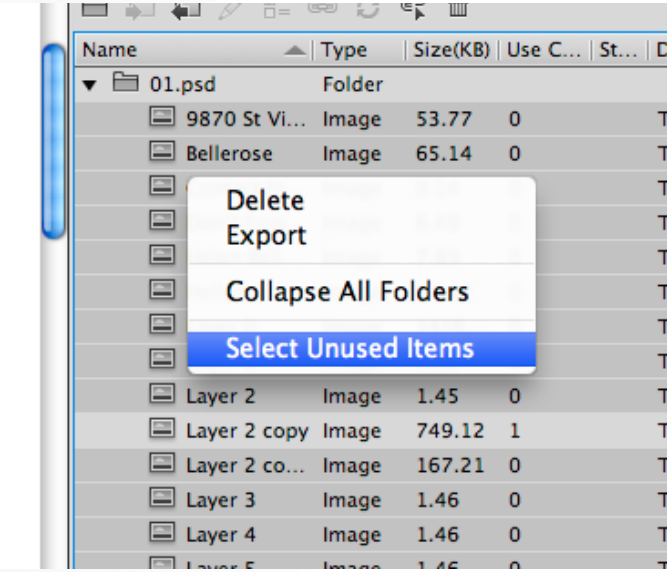
Treat Captivate **Libraries** like InDesign Libraries

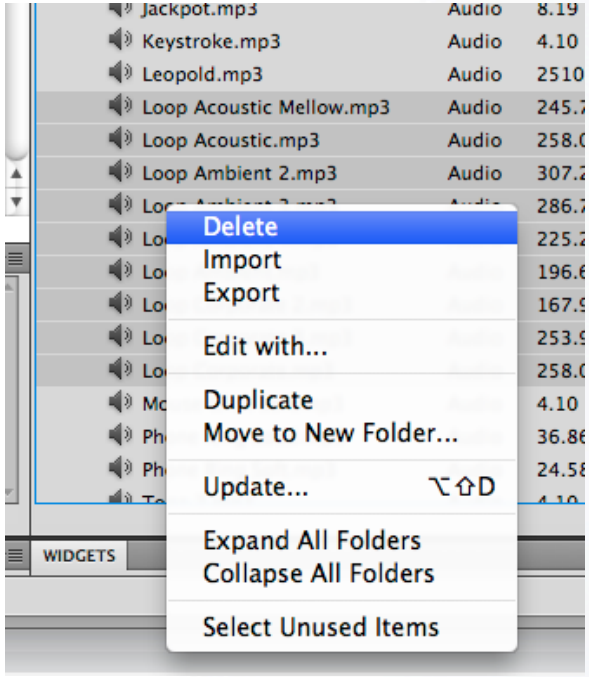
Delete **unused items**

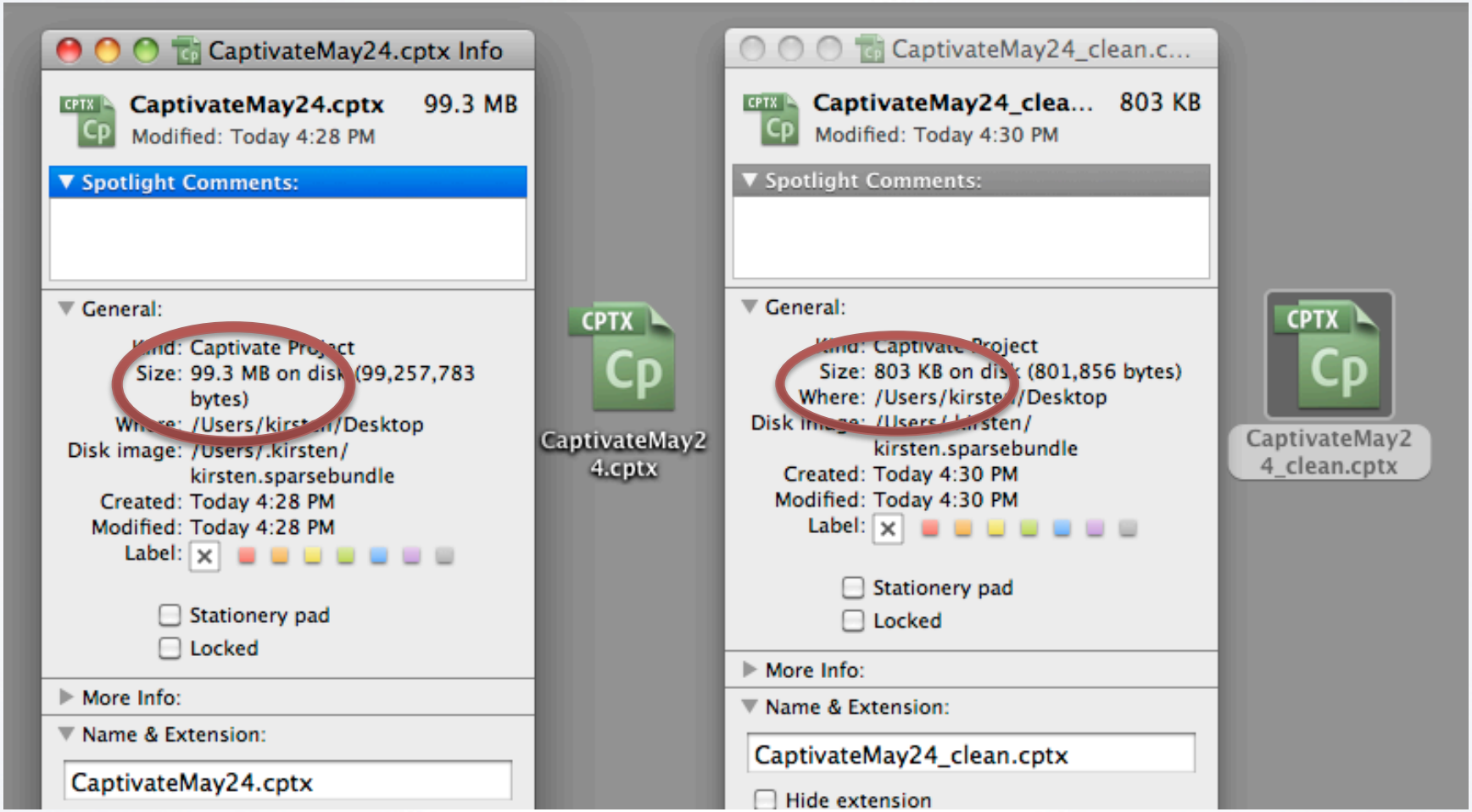
An organized Library starts…



Clean up for a smaller file

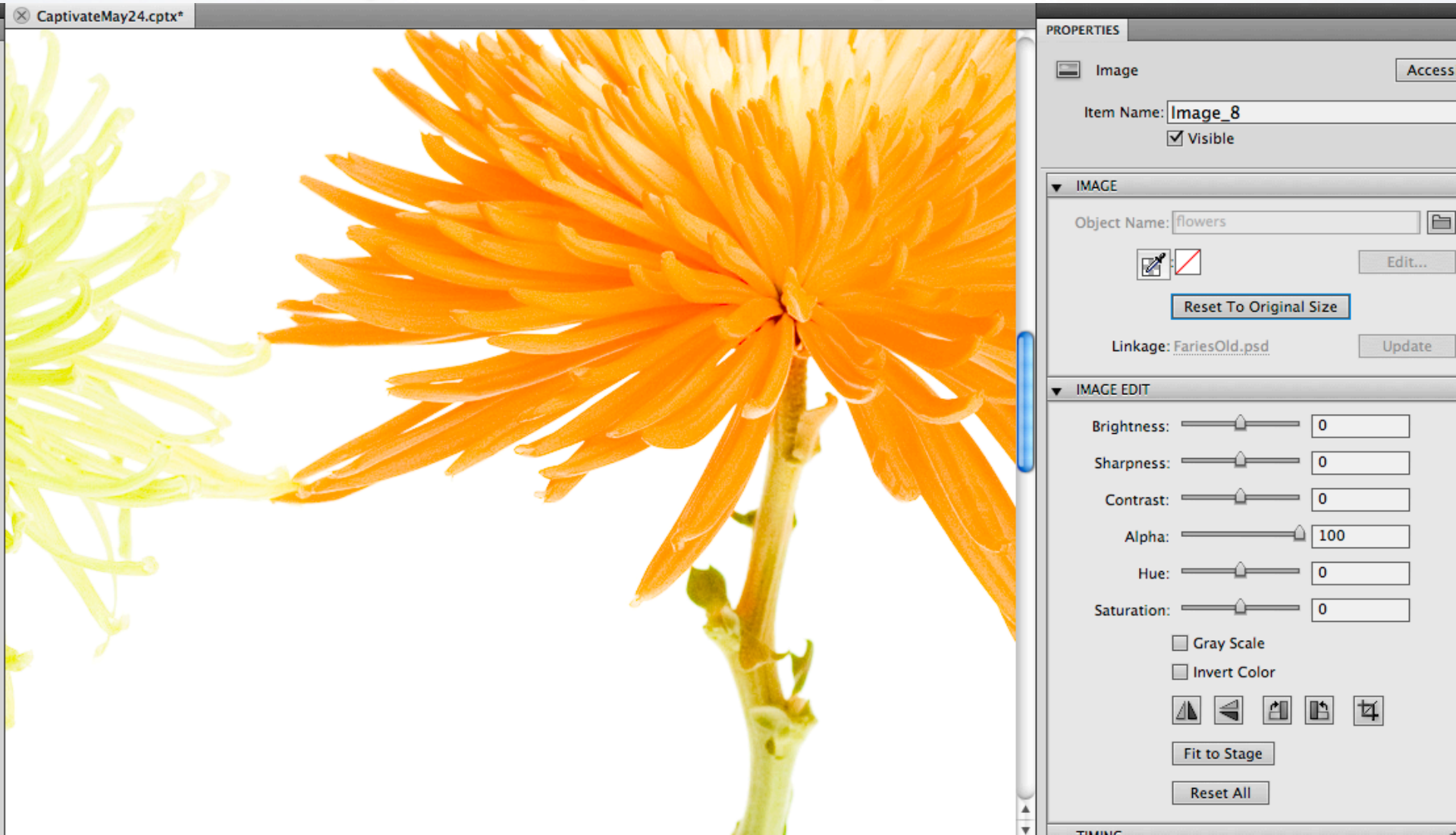






99.3 MB vs. 803 KB

Did you optimize your files?



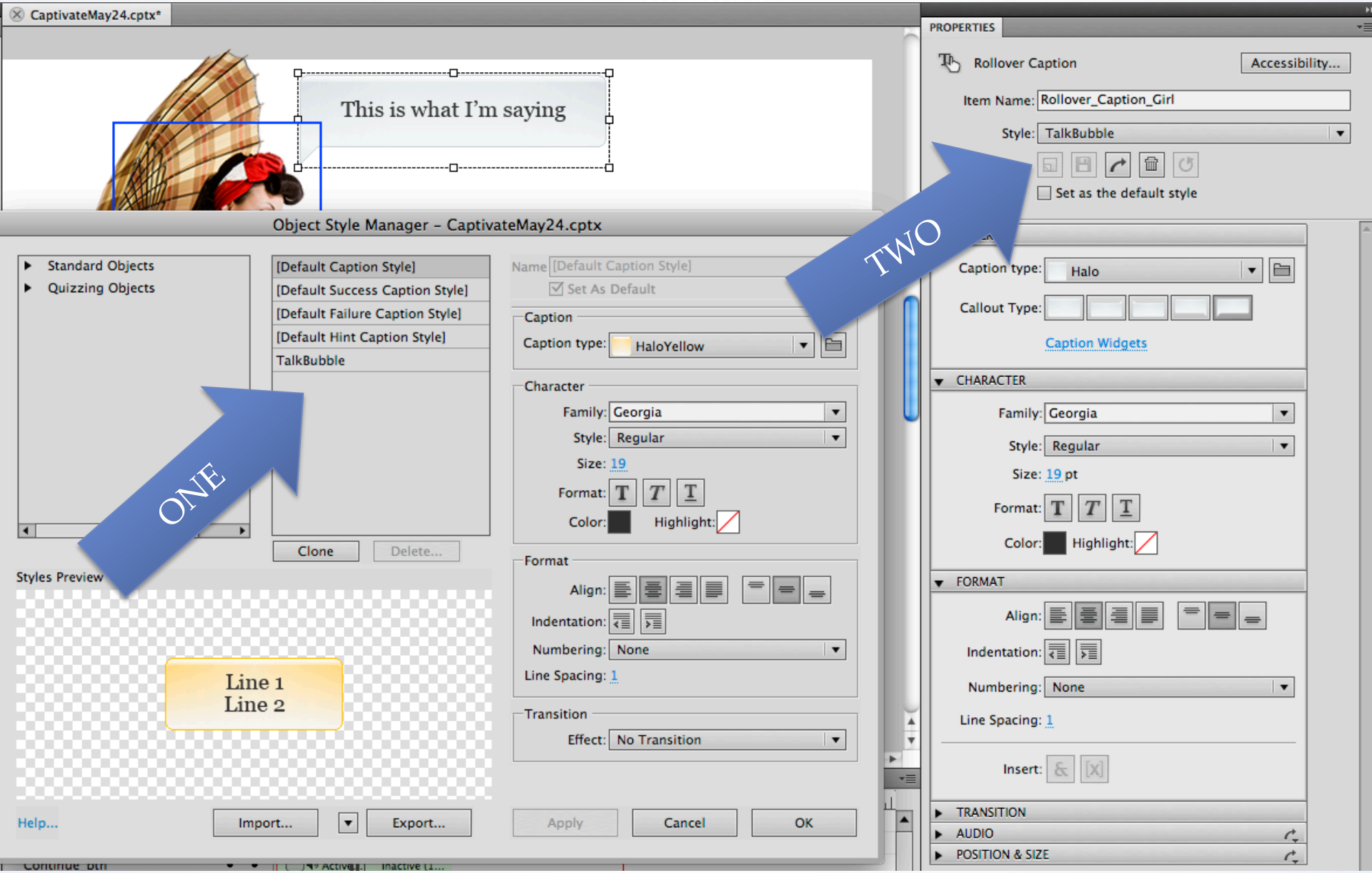
Object Styles

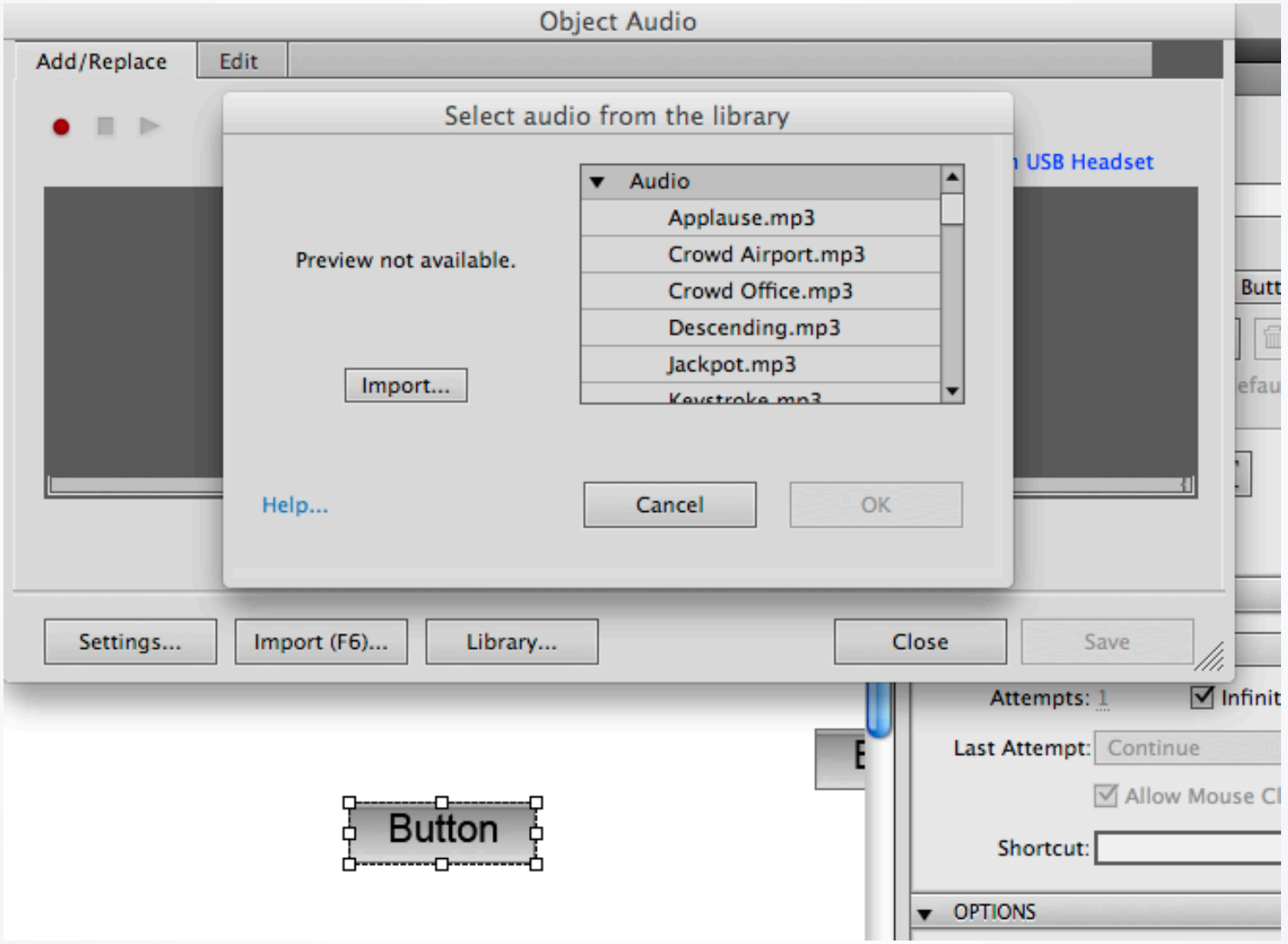
Object Styles

What are styles?

Why repeat styling?

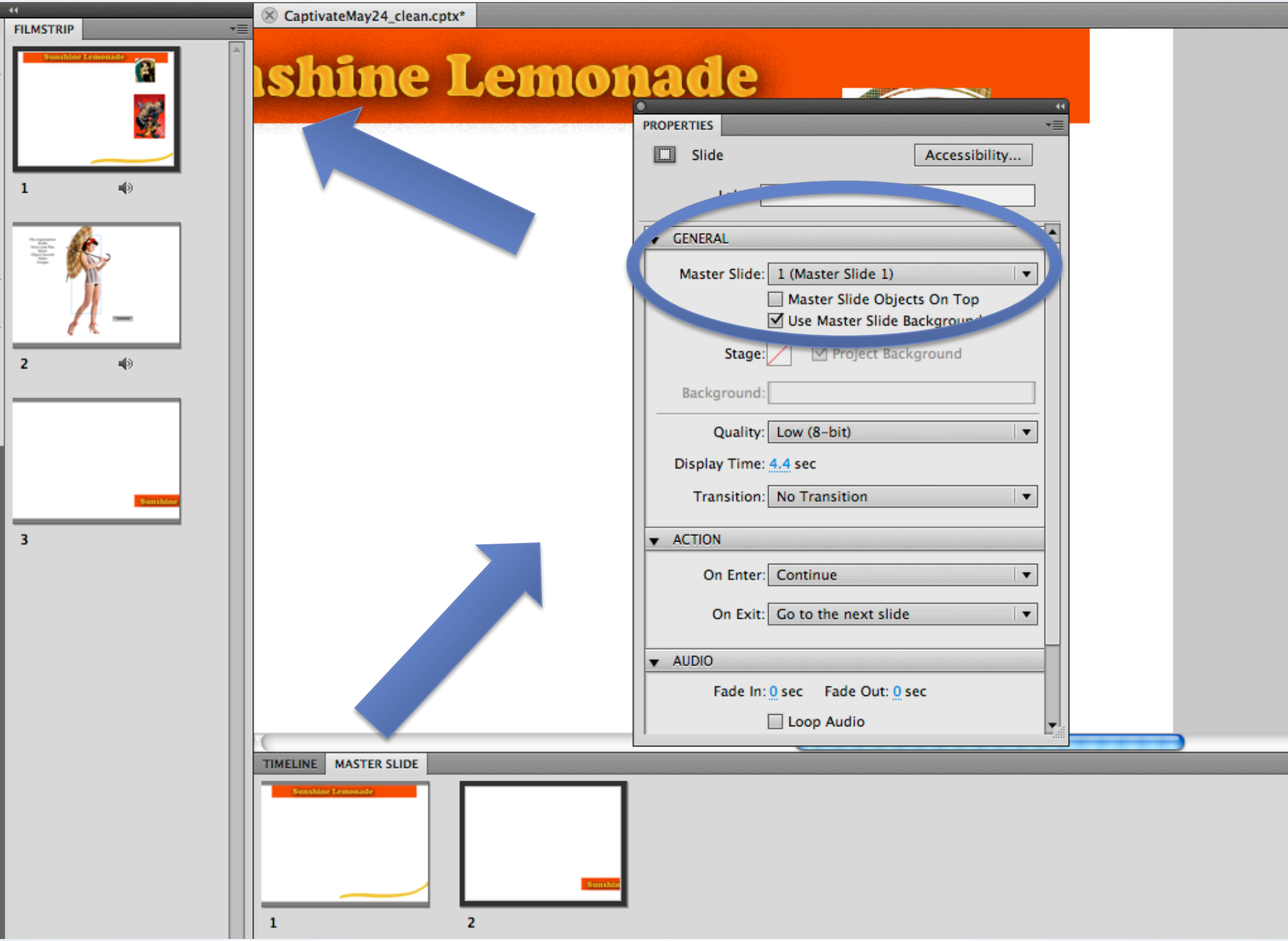
Transparent Captions = Text Box


CaptivateMay24.cptx*
This is what I'm saying
PROPERTIES
Rollover Caption
Accessibility...
Item Name: Rollover_Caption_Girl
Style: TalkBubble
Set as the default style
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
Name [Default Caption Style]
Set As Default
Caption
Caption type: HaloYellow
Character
Family: Georgia
Style: Regular
Size: 19
Format:
Color:
Highlight:
Clone
Delete...
Styles Preview
Line 1
Line 2
Format
Align:
Indentation:
Numbering: None
Line Spacing: 1
Transition
Effect: No Transition
Help...
Import...
Export...
Apply
Cancel
OK
ONE
TWO
Caption type: Halo
Callout Type:
Caption Widgets
CHARACTER
Family: Georgia
Style: Regular
Size: 19 pt
Format:
Color:
Highlight:
FORMAT
Align:
Indentation:
Numbering: None
Line Spacing: 1
Insert:
TRANSITION
AUDIO
POSITION & SIZE


Object Audio
Add/Replace
Edit
Select audio from the library
Audio
Applause.mp3
Crowd Airport.mp3
Crowd Office.mp3
Descending.mp3
Jackpot.mp3
Preview not available.
Import...
Help...
Cancel
OK
USB Headset
Settings...
Import (F6)...
Library...
Close
Save
Attempts: 1
Infinit
Last Attempt:
Continue
Allow Mouse Cl
Shortcut:
OPTIONS
Button

Master Slides

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


FILMSTRIP
CaptivateMay24_clean.cptx*
shine 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
TIMELINE
MASTER SLIDE
1
2
3

Templates

Project Templates

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

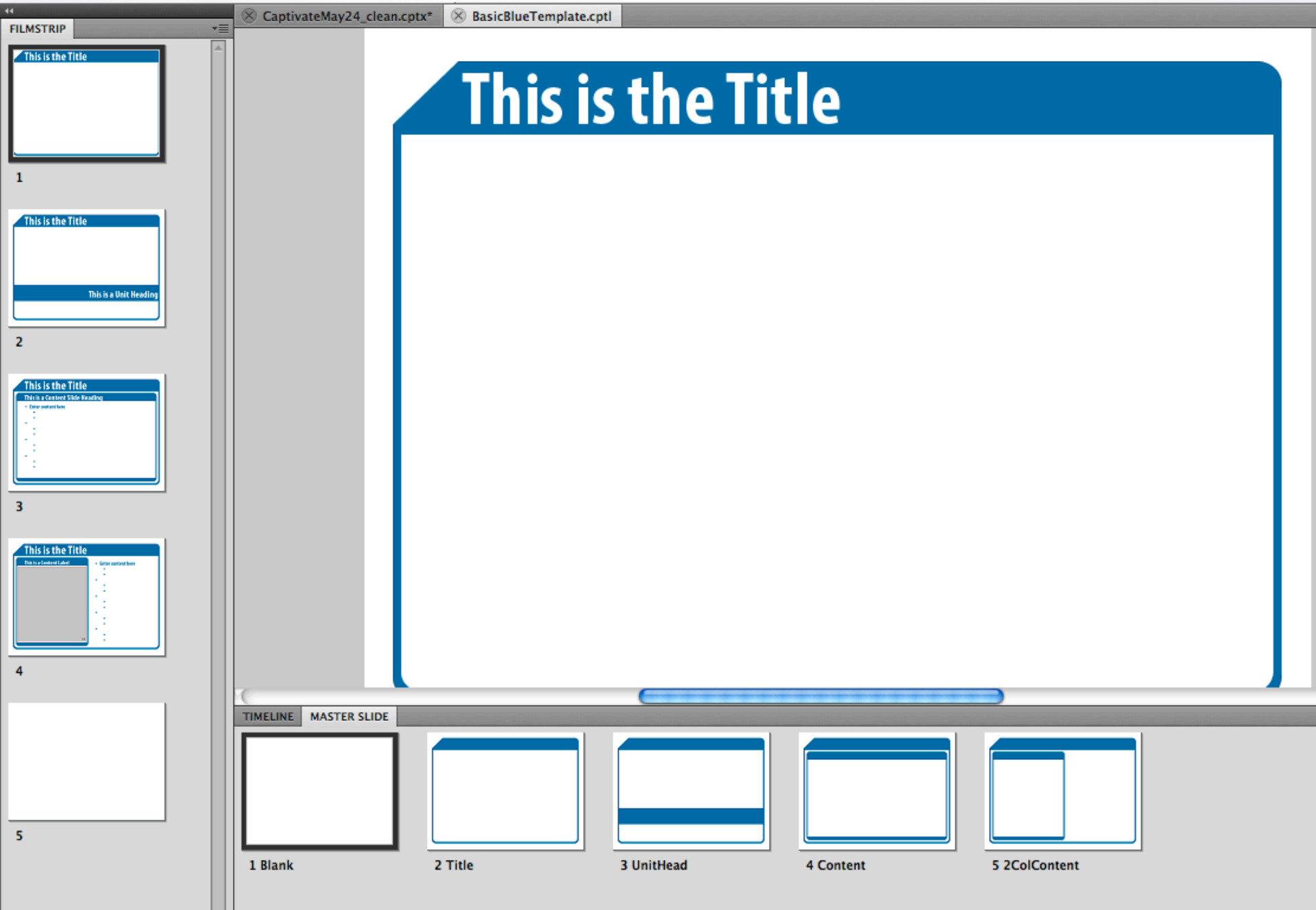
What **size** do you need to design for?

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**

http://blogs.adobe.com/captivate/2010/12/how-to-make-a-captivate-template-free-sample-included.html



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://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/AdobeCaptivate

http://captivatedev.com/

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

http://www.adobe.com/support/captivate/gettingstarted.html

http://blogs.adobe.com/captivate/

Questions?