



MN IUG Fall Conference 2006
St. Olaf College - Northfield, MN
Cooking Up A Tutorial in
50 Minutes or Less!

Emeril does it! So does Wolfgang Puck! Why not you? Take prepared ingredients, throw them together and create a fabulous entree in a short period of time. In this hands-on session, you'll be given the ingredients you need to 'cook up' a quick and basic e-learning resource using the software tool Adobe Captivate. If you've wanted to create a "quick guide" on how to use your public catalog or put together training resources for your staff on Millennium features - find out how easy it can be!

1 – Welcome

- Presenters: Deb Bergeron (CLIC), Jacki Betsworth (Macalester), Ron Joslin (Macalester)
- What we're going to cover in this session and we're going to do it in 50 minutes or less!

2 – Introduction to Captivate

- What is Captivate? What similar software tools are available?
- Brief overview of the captivate interface

3 – Capturing Screen Shots

- What is Captivate? What similar software tools are available?
- Brief overview of the captivate interface

4 – Adding Additional Slides

- create a title page slide
- insert a simple graphics, some animated text, and some plain text

5 – Adding and Formatting Content on Slides

- insert highlight box/arrows/etc
- add support text

6 – User Interactivity

- record/edit voice-over audio
- add background music

7 – Working with Audio and Background Music

- record/edit voice-over audio
- add background music

8 – Publish Options / Session Wrap-Up

- record/edit voice-over audio
- add background music



PLANNING YOUR ONLINE TUTORIAL

IN THIS DOCUMENT:

- **BEFORE YOU START YOUR PROJECT: SOME TIPS TO CONSIDER...**
- **CREATING A STORYBOARD/SCRIPT DOCUMENT**
- **SOME EXAMPLES OF STORYBOARDS/SCRIPTS (ON BACK)**

No matter what kind of online project you want to create for your library, it is helpful to do some planning before you start taking screenshots or adding content. Consider first what you want the library user to do, learn, or achieve as a result of viewing your project. Defining this goal allows you to create a comprehensive plan for the project that will help ensure success.

BEFORE YOU START YOUR PROJECT: SOME TIPS TO CONSIDER...

- **BEFORE RECORDING, GET YOUR COMPUTER READY**
Before you begin recording screen shots from your computer, make sure that you remove unwanted icons from the desktop as well as setting the desktop background image to something neutral. You may also want to empty your cache and search history from your browser.
- **BE AWARE OF MOVIE SIZE ISSUES**
Adobe Captivate uses a default capture area of 640 x 480 pixels. In general, projects larger than 800 x 600 pixels might not stream well over dial-up connections. These factors should always be considered when determining the size of the movie that you will be recording. Also, remember to use the CUSTOM SIZE option if you need to record a specific sized movie so you can generate an Adobe Captivate SWF file that can be incorporated into a specific-sized window on a website.
- **CONSIDER CREATING A 'STYLE GUIDE' FOR YOUR PROJECT**
If you intend to create more than one online project for your library, it may be useful to record style decisions (fonts, colors, graphics, etc) so that you can create a style guide for your projects – a consistent 'look and feel' will give your projects an identity and make them look more professional.
- **DON'T BE IN A HURRY WHEN RECORDING SCREEN ACTION**
When you record an onscreen action, it is best to perform the action more slowly than you would normally. For example, if you are recording keyboard action, type text slowly. You'll find that you make fewer mistakes and better detail is recorded.
- **DELETE UNNECESSARY SLIDES, MANUALLY ADD WHEN NECESSARY**
When using auto record feature within Captivate, you may find that unnecessary slides are automatically created by the program. In order to keep file size down, you may wish to delete any unneeded slides. In the reverse, if slides that you would like are not being recorded during auto record, you can force the program to capture a screen snapshot by hitting the PRINT SCREEN button on your keyboard.

CREATING A STORYBOARD/SCRIPT DOCUMENT

It's tempting to "save time" by jumping right in and recording your project. It may seem like creating a 'storyboard' panning document and/or script takes too much extra time, but you will find that the time spent on this document will almost always saves time in both the recording and the editing stages of your project. A design document allows you to create a 'map' of the workflow for your project and to think in advance of the general layout of your project and type of content needed. This allows you to record the steps with more efficient flow and fewer mistakes. If you plan to include narration, this planning document should include scripted dialogue so that you (or whomever records the narration) avoid leaving out important information or the including too much redundant or extraneous information.

SOME EXAMPLES OF STORYBOARD/SCRIPTS

SAMPLE #1

Captive Script		
Title of project _____		
Slide #	Text	Audio
1	Welcome to Product X	Intro music plays in background
2	Explain the work environment using captions	Voice-over: "Welcome to Product X, the greatest software tool ever!"
3	Explain how to start adding content using one caption	Voice-over: "Begin by double-clicking the X icon on your computer desktop."
4	Provide a step-by-step procedure in the caption for adding text.	Voice-over: "When the product opens, click on the File menu and select New"
5		
6		
7		
8		
9		

SAMPLE #2

Slide #	Title	Text	Timing	Image	Audio	Effects
1a	Title	Making Coffee in the library:	Words first, then coffee cup	coffee cup	background music / read text	Add a text effect to jazz up "Making Coffee in the
1b		a very quick guide to the library coffeemaker...for staff who don't drink coffee!	after title appears		read text OR ADLIB!	
2	Intro 1	Working in the library is full of interesting challenges.	Text appears sec. 1-5, disappears		read text	
2b		Some of these challenges can be quite intimidating.	Text appears sec.6-10, disappears		read text	
2c		one challenge, in particular, that frequently sends some staff running in the other direction ...	Text & image appear sec.11-15 & stays to end of slide.	running man	read text	
3	Intro 2	...is being asked to make coffee using the library coffee maker!		coffee maker	read text	