[PACKT]
PUBLISHING

Exercise File Storyboard

Be advised that after the training simulation (Section 6), slide numbers will change.

Slide: 1 Name: Welcome	Master: Blank. Slide Time: 14 sec
On-Screen	**Narration**
Text Animation WelcomeToLesson.flv Text Caption Character.png Text Entry Box	Welcome to today's training presentation Background audio
Programming Notes	

3.1 Insert Text Caption: double click and type in: Please type in your name and then click Submit. Move text caption onto the bottom third of the slide

3.3 Insert > Character. Resize and / or change properties as needed.

3.5 Insert > Text animation: Type in: Welcome to the Presentation, change the font and click OK. With the text animation selected, in the Properties panel > General > Effect - select the drop down and choose which Effect you want to add. In Timing, select Display For rest of slide. Move toward top 3rd of slide.

4.1 Select Character > Properties > Transition > Effect select Fade in Only.

4.3 Make the character and the Text Caption enter the timeline at 10 seconds

4.5 Customize the Style of the Text Caption with it selected, go to Properties > Character. Make some changes. Then under Style > Click the Create New Style Icon. Name it, click OK. Apply your new style to the two bottom text captions on slide 4.
- Go to slide 4 select the 2 text captions and in the Properties panel > Style, select the drop down and select the style you just created.

5.5 Insert > Standard Object > Text Entry Box: change the size and place the text entry box and the button toward the bottom of the slide.
- In Properties > General > Default Text, type in: Type your name here.
- Under Character change the font and size.
- Under Action > On Success, click the drop down and select Go to next slide.
- Under Options, Select Show Button. Add a hint If you want, if so, select the hint caption and change the Properties.
- Under Timing, Display for rest of slide. Appear After 10.5 sec. Pause After 7.5 sec.

6.4 Import .flv video onto slide. Select Slide 1. Go to Video > Insert Video. Click Browse. Click the Radio button Modify slide duration to accommodate video. Click OK. Place it where you want it on your slide. Preview.

7.1 Insert background audio: Go to Applications bar and click background audio icon. (or go to Audio > Import to > background. Click Import. Navigate to the Adobe Captivate 6 > Gallery > Sound
- MAC: Applications > Adobe Captivate 6 > Gallery > Sound
- PC: C drive > Program Files > Adobe > Adobe Captivate 6 > Gallery > Sound
Select one of the background mp3 files. choose settings, then click Save, click Close. Preview. If need to edit the background audio, click the background icon in application bar again, select Edit, make your changes, click Save > Close.
Preview your project.

NOTE: If you want to remove background music from certain slides, go to that slide and in the Properties panel > Audio > select Stop Background Audio.
If you want to remove the background music from all slides, click Audio > Remove > Background.

Slide: 2	**Slide Master**: Introduction
Name: Introduction	**Slide Time:** 21 sec
On-Screen	**Narration**
3 Images	This training is OSHA-required and incorporates the existing Hazard Communication Standard (HCS), 1910.120 as well as the new labeling and Safety Data Sheet (SDS) requirements associated with OSHA's 2012 adoption of the Globally Harmonized System of Classification and Labeling of Chemicals (GHS).

Programming Notes

3.1 Title Text Caption: double click in the text caption and type: Hazard Communication.

3.1 Subtitle Text Caption: Globally Harmonized System of Classification and Labeling of Chemicals. (Resize caption, if necessary)

3.2 Insert > Image. Insert any 3 images from your ExerciseFileImage folder. Move each one out of the center of the screen as you insert them. Adjust the size of each image and place next to each other toward the bottom 3rd of your slide.

4.1 Select the image on the left and in the Properties > Transition > Effect: Fade Out only

4.1 Select the image in the center and in the Properties > Transition > Effect to Fade In and Out.

4.1 Select the image on the right and in the Properties > Transition > Effect: Fade In only

4.2 Image Alignment: (if your alignment icons are not showing go to the Main toolbar Window > Align) make all 3 images the same size, and center horizontally of the slide. Use the Arrange Icons to practice sending the selected image to the back or front.

4.3 Make the Image with the Transition > Effect > Fade Out only appear on the timeline at 0 and display for 5 seconds. Make the second image that has the Fade in and out transition, appear at 5 seconds and leave at 10 seconds. Make the 3rd image that has the Transition > Effect Fade in Only, appear at 10 seconds and display for rest of slide.

4.3. Make the Title Text appear after at 5.5 Seconds and display for rest of slide and the Subtitle caption appear at 10 seconds and display for rest of slide

4.5 Add an Effect to Subtitle. If you can't see your Effects panel go to: Window > Effects. It will pop into the bottom group of panels. Then click Add Effect (add any effect you want)

5.4 Insert > Standard Object > Button, move it to the bottom of the slide and center it Horizontally.
- In the Properties panel > General > Caption > Type in: Next.
- Under Character, change the Font and size.
- Next to Style, click the Save Changes to Existing Style icon.
- Under Action tab > On Success > make sure it is set for: Go to the Next Slide, then
- Under Timing tab > Display For rest of slide. Appear After 15 sec. Pause After 1.5 seconds.
- Under Options, choose if you want Hint, Success, or Failure Captions, If so, select each Caption and change the text and properties in the captions.

- Under Options > Others, choose the options you want.
- Copy the button (right click > copy or Control > C)
- Select slides 3,4, 6, 8, 9, 10, 11,13
- Paste the button (right click > paste or Control > V)
    7.1 Import Audio to slide: Select Audio > Import to > Slide. Navigate to your ExerciseFileAudio Select: Slide2_Intro.mp3

Slide: 3 **Name:** Firefighting Measures	**Slide Master**: Caption and Content Left **Slide Time**: 3 sec
On-Screen	**Narration**
Turnouts.png Text caption Button: Next	This section provides recommendations for fighting a fire caused by the chemical.
Programming Notes	

3.1 Title Text Caption: Minimum Information for SDS

3.1 Subtitle Text Caption: Firefighting Measures

3.1 In Text Caption Placeholder on right: Specific hazards arising from the chemical (e.g. nature of any hazardous combustion products). Special protective equipment and precautions for firefighters. In the Properties panel > Format > Bullets, select a bullet

3.2 Insert Image: Click Image icon on the placeholder: Import > Turnouts.png on left of screen, in Properties panel > Image, click Reset to Original Size, and then manually resize it to fit the screen. Adjust the caption sizes if needed

4.5 Add Effect to the firefighter image, with the image selected, go to the Effect panel select Add Effect > Entrance > Ease In > Ease in Right. Click on the tiny number one in the box on the bottom right of the image to view how the image will ease it. Make any other changes you like. Save the effect if you desire.

5.4 Copy the Next button from the previous slide and Paste it onto this slide.

7.1 Import Audio. Audio > Import to > Slide. Navigate to your project folder. Click the ExerciseFileAudio folder > select Slide3_Firefigh.mp3. Keep: Show the slide of the same amount of time as the length of the audio file, selected, Click OK

Slide: 4 **Name:** MSDS	**Slide Master**: Blank **Slide Time:** 3 sec
On-Screen	**Narration**
Text captions reactive.gif Rollover image Rollover text caption Button: Next	Follow the instructions on the slide.
Programming Notes	

3.1 Title Text Caption: Material Safety Data Sheets

3.1 Subtitle Text Caption: 24 > 7 Online Access

3.1 In Text Caption Placeholder, type: Click HERE for web link

3.1 Insert Text Caption: Type in: Roll mouse over image to view type of placard. Then place the text caption on left side toward lower 3rd of slide

3.1 Insert Text Caption from Placeholder on right and type in 'What does a flammable placard look like? Roll your mouse HERE to find out'. Under Properties > Style > Click the

Reset Style. Place the text caption toward the bottom of slide.

3.2 Insert > Image: navigate to your ExerciseFileImage folder and select: reactive.gif. Resize it and place on left side of slide above the text caption.

4.2 Align the two text captions on the bottom of the slide to Align Top.

4.5 Apply your New Text Caption Style to the two text captions on the bottom.

5.1 Insert a Rollover Caption. Place the **Rollover Area** over the reactive.gif image. With the Rollover Area selected in Properties panel > Name it Rollover_Caption. Then under Fill & Stroke set Fill to 0 % and Stroke width to 0. Then select the **Rollover Caption**, double click in the caption and type in: Oxidizing Liquid. Preview

5.1 Insert Rollover Image > navigate to flammables. On Timeline, hide the Rollover_Caption. Move the **Rollover Image** place on right side of screen, resize the image to same size as the image on the left and Align Top. Place Rollover area on top of text caption on bottom right and in the Properties panel > Name it. Rollover_Image. Then under Fill & Stroke, set fill to 0% and Stroke Width to 0. Preview

5.4 Copy the Next button from the previous slide and Paste it onto this slide.

5.4 Highlight the HERE in the "Click Here for Web Link" Text Caption and go to the Properties panel > Format > Insert and select the third icon in the popup: type the Hyperlink http:// www.msdsxchange.com. Click OK

7.4 Use Text to Speech: In Slide Notes panel, click the TTS radio button, and then click Text-to-Speech. Select the speech agent; click Generate Audio, Click Close.

Slide: 5	Slide Master: Blank
Name: HD Video	Slide Time: 3 sec
On-Screen	**Narration**
Insert the VideoDemo.MP4 Next button	Once you find the online MSDS database from the Google search, an alphabetical display will show across the top of the page. However, this is not the fastest way to access a specific MSDS. Type in the name of the product, for example, Battery Cleaner. Click search. Then when the list comes up, make sure the product you are looking up is the same chemical name, click on it, the pdf for that particular MSDS will display.
Programming Notes	

3.1 Title Text Caption: MSDS

3.1 Subtitle Text Caption: Video Demo

6.2 **See Training Simulation and HD Video Storyboard**

7.2 Record Audio Narration. Click the Record Icon in application bar, or go to Audio > Record to > slide, click on captions and notes at bottom, enlarge font, if desired. Click red record button when ready. Click Stop button when complete. Close out the captions and notes. Click Save. Click Close.

7.4 In Slide Notes, highlight From "Type in the name…" and right click > Cut. Click the + sign on the right and right click > Paste. Click Closed Captions button and click and drag the markers to the correct location, if needed. Click Save, click Close.

5.4 Copy the Next button from the previous slide and Paste it onto this slide > slide it on time line to appear at 24 seconds

Slide: 6	Slide Master: Blank
Name: Training Simulation	Slide Time: 3 sec
On-Screen	Narration
Training Simulation slides Next button	In the next few slides you'll be practicing how to find and open an MSDS P.D.F

Programming Notes

3.1 Title Text Caption: MSDS

3.1 Subtitle Text Caption: Training Simulation

3.1 Text Caption: The previous demonstration showed you how to bring up a specific MSDS, now it is your turn. The following slides provide an opportunity for you to practice; you'll need to click in the correct place in order to continue.

6.2 **See Training Simulation and HD Video Storyboard**

7.4 Add Text-to-Speech. In slide notes panel, click the TTS radio button.

5.4 Copy the Next button from the previous slide and Paste it onto the last slide of your simulation

WARNING: after you insert the training simulation slides into your project, the slide numbers will no longer correlate, go by the slide name.

Slide: 7	Slide Master: Blank
Name: OSHA Quick Card	Slide Time: 8 sec
On-Screen	Narration
OSHA_SampleLabelGHS.png 2 Highlight boxes Button: Next	This is an example of a sample label with the new labeling requirements under the GHS system. Employers must comply with the existing standard or the final standard 29.CFR.1910.1200

Programming Notes

3.1 Title Text Caption: Hazard Communication Standard Labels

3.1 Subtitle Text Caption: OSHA Quickcard

3.2 Insert Image using Placeholder, click image icon > Import: OSHA_SampleLabelGHS.png

3.6 Insert > Standard Object > Highlight box. Place it over the left half of the image. With the highlight box selected, go to the Properties Panel > Fill to 70% Stroke: 2. Choose your colors.

3.6 Right click on the Highlight box and select Copy, then Paste. Move the second Highlight box over the right side of the image and resize it.

4.1 For the highlight box on the left: In Properties > Timing > Display For, click drop down and select specific time: 3 seconds. Under Transition > Effect, select the drop down and select Fade In and Out

4.1 For the highlight box on the right: In Properties > Timing > Display For, click drop down and select specific time: 3 seconds. Appear after: 3 seconds. Under Transition > Effect, select the drop down and select Fade In and Out

5.4 Copy the Next button from the previous slide and Paste it onto this slide. Under Properties > Timing, change the Pause After to 6.5

7.3 Edit audio: Delete: 'Employers must comply with the existing standard or the final standard 29.CFR.1910.1200'

Slide: 8	Slide Master: Caption & Content (2)
Name: Transportation Information	Slide Time: 12 sec
On-Screen	Narration
Text Caption Dg-pack.jpg Zoom Area	This section provides guidance on classification information for shipping and transporting of hazardous chemical(s) by road, air, rail, or sea.

Programming Notes

3.1 Title Text Caption: Transportation Information

3.1 In Text Caption Placeholder on left Copy and paste the following text:
- UN number
- UN proper shipping name.
- Transport hazard class(es).
- Packing group, if applicable.
- Marine pollutant (Yes > No).

In Properties > Character > Size: 23. And under: Format > Bullets: select your bullets. Then under Spacing type in the number: 2.

3.2 Insert > Image: dg-pack.jpeg. Then resize it to cover most of slide, including text. On the Timeline, click the tiny circle under the eye to make the image temporarily invisible.

3.6 Insert > Standard Object > Zoom Area. Take the Zoom Destination and resize it over the small placeholder on upper right. Move the Zoom Source off the slide. In the Timeline, Click the red X under the eye so that you can see the large image, then take the Zoom Source and resize it over the large image.

4.1 In the Timeline of the Zoom Source. Properties > Display for Rest of Slide. Appear After 8 seconds. Zoom for 1.5 sec. Under Transition > Effect, no transition

4.3. Lock and Hide the Zoom source on the timeline

4.3 For the dg-pack Image have it Appear at 0 seconds but Display for 10.1 seconds on the timeline. Then lock and hide the image on the timeline

4.3 Drag the Text caption to Appear at 8 seconds on the timeline

5.4 Copy the Next button from the previous slide and Paste it onto this slide. In Properties panel > Timing > Appear After 10 sec.

7.4 Use Text-to-Speech. In Slide Notes panel, select the TTS radio button. Highlight: for shipping and transportation of hazardous chemicals by road, air, rail, or sea. Copy it and then click the + sign on the right to add another slide note. Paste the previous statement into it.

Slide: 9	Slide Master: Blank
Name: Materials can be Hazardous	Slide Time: 3 sec
On-Screen	Narration
Smart Interaction Next Button	

Programming Notes

5.3. Insert > Interaction: Select Accordion, click insert. Select a Theme.
- In Title, double click and Type in: Materials Can Be Hazardous. In instruction line, double click and type in: Click on each tab to learn more.
- Click on First Button and type in: Reactive. Click in content of first button type or copy > paste: Some materials should be isolated, stored in special containers and used with extreme caution.

- Click on Second Button and type in: Explosive. Click in content and type or copy > paste: Some materials can and will explode when they are exposed to heat or flame.
- Click on Third Button and type in: Flammable. Click in content and type or copy > paste: Includes materials that catch fire easily, burn rapidly, spread quickly and give off intense heat.
- Double click on 4th accordion tab and click the minus sign to delete it.
- Click OK
- In Properties panel > Timing > Display For, click drop down select Rest of Slide

5.4. Copy the Next button from the previous slide and Paste it onto this slide.

Slide: 10	Slide Master: Caption
Name: Identify Placards	Slide Time: 3 sec
On-Screen	Narration
2 Text Captions 3 smart shapes as images 3 smart shapes with text 3 Right Mark.swf animations Button: Next	Follow the instructions on the slide.

Programming Notes

3.1 Title Text Caption: Identify Placards

3.1 Subtitle Text Caption: Do you know what these symbols mean?

3.1 In Text Caption Placeholder: It's important for you to be able to identify the placards and symbols because they could be harmful to you.

3.1 Insert Text Caption, type: Click each image for the answer. Place at the bottom of slide

3.4 Insert a Smart Shape > Basic > Rounded Rectangle. Type in: Flammables. In Properties > Name: Type in A_10 _flammables and deselect Visible in output. In Properties > Character change to whatever you like. Move toward bottom 3rd of slide on left

3.4 Duplicate the previous Smart Shape, but type inside in it Acute Toxicity then in the Properties panel name it A_10_AcuteToxicity Move toward bottom 3rd of slide in center

3.4 Duplicate the previous Smart Shape, but type inside in it Explosives then in the Properties panel name it A_10_Explosives Move toward bottom 3rd of slide on right

3.5 Insert > Animation > SWF Animation > Others > Right Mark.swf. In Properties panel > Name: A_10_FlammablesCheck. De-select Visible in output. Move it away from the center of the screen toward the left side of slide

3.5 Duplicate the previous animation but name it A-10_ExplosiveCheck. Move it away from the center of the screen toward left side of slide

3.5 Duplicate the previous animation but name it A-10_AcuteToxicityCheck. Move it away from the center of the screen toward left side of slide

4.1 Insert Basic Rectangle Smart Shape. Make a square above the Flammables smart shape. In the Properties panel > Click the radio button Use as Button. Then under: Fill & Stroke > Fill > Texture > Custom image, click the tiny folder and then click Import: navigate to the Images folder and select flammables.png > unclick the radio button for Tile. Keep Stretch radio button clicked. Make the stroke color white and the Width: 0

4.1. Duplicate the above Smart shape. Move it above the Acute Toxicity text. Then go to Properties > Fill & Stroke > Fill > Select the Custom Image folder and Import, navigate to your image folder and select AcuteToxicity.png

4.1 Duplicate the above Smart shape. Move it above the Explosives text. Then go to Properties > Fill & Stroke > Fill > Select the Custom Image folder and Import, navigate to your image folder and select explosive.gif

4.2 Select the 3 Smart Shapes that with the writing. Make sure they're all the same size, align to top and distribute vertically

4.2 Select the 3 smart shape images, align bar align.

4.2 Move the correct check mark animations to the upper left of each image corner; make sure you have the name of the check mark corresponding to the correct image. If smart shape images are in the way select all 3 images and use the Send Selected Objects Behind Icon. Select all 3 check marks and align top and distribute horizontally.

4.2 Group the Flammables Text Smart Shape and the Flammables Check mark animation. In the Properties panel name it Flammables Group.

4.2 Group the Acute Toxicity Text Smart Shape and the Acute Toxicity Check mark animation. In the Properties panel name it AcuteToxicity Group.

4.2 Group the Explosives Text Smart Shape and the Explosives Check mark animation. In the Properties panel name it Explosives Group.

4.5 Select the text caption at the bottom that provides the user with instructions about clicking each image. In the Properties panel > Style, click the drop down and select Instructions

5.4. Copy the Next button Paste it onto this slide.

5.4. Select the Flammables image (which is actually a smart shape). In the Properties panel, make sure you have Use as Button checked. Under Action > On Success select Show. For Show, select your Flammables_Group. Under Options choose if you want hint, success or failure captions. If so, select each one write your text and change the properties. Under Others, choose the options you want. Repeat this for the Acute_Toxicity Smart shape and the Explosive smart shape.

5.4. Add a click box, move it to a corner, and resize it so it is small. In the Action tab > On Success select the drop down and select No Action. Under Options, remove any success, failure or hint captions; remove any checks under Others, except Pause project until user clicks (only this option should be checked). This will allow the user to click all the smart shapes without the slide moving to the next slide when they reach the end of the timeline.

7.4 In Slide Notes. Select the TTS radio button

Slide: 11	Slide Master: Quiz > Question Slide
Name: Quiz Question	Slide Time: 3 sec
On-Screen	Narration
flammables.png explosive.gif AcuteToxicity.gif DeerD_Answer.png Button: Next	None
Programming Notes	

5.5 In Quiz Properties > General change Answers to: 4. Select Shuffle Answers. Make points 0
- o On slide. Select the Question text caption: copy or type: The Safety Data Sheets include information such as the:
- o In the answers text captions copy > paste

1. Properties of each chemical
2. Protective Measures
3. Safety precautions for handling, storing, and transporting chemicals
4. All answers are correct (select this one as correct answer)

o In Quiz Properties panel > Action > On Success. - Select Go to next slide. Last Attempt - select Go to Next slide.

o Select Quiz > Preferences. Quiz > Settings > Required – select Answer All

o Quiz > Preferences > Pass or Fail – select 0 points or more to pass. If Passing Grade > Action – select Go to next slide. If Failing Grade > Action – select Go to next slide. Click OK

o Select the caption and move it so you can see the caption below. Select that caption and move it so you can see all 3 captions. Type in a response in each caption and change the Properties if you want.

Slide: 12 **Name:** Course Completion	**Slide Master**: Caption **Slide Time:** 7 sec
On-Screen	**Narration**
Character Text captions Button: Continue Text Animation	Printing the certificate is optional and not required for verification of course completion.

Programming Notes

3.1 Title Text Caption: Congratulations

3.1 Subtitle Text Caption: You have completed the module.

3.1 In Text Caption Placeholder: On the next slide you can print a certificate.

3.1 Insert Text Caption: The certificate will not print horizontally so print scaled to 50%. Click Continue to print a Certificate of Completion. Then place the caption toward bottom of screen.

3.3 Insert > Character (maybe one that is clapping). Resize and / or change Properties as needed.

3.4 Insert Text Animation: type in: WARNING: Change color > font size to whatever you want.

3.5 In Properties > Timing > Appear after 1.5 seconds. Keep in center of slide.

4.3 Have Text animation Appear at 1.5 seconds on the timeline

4.3 Move the text caption on the bottom of the screen on the timeline to appear at 2 seconds.

5.4 Select the Next Button: in Properties panel > Timing Pause After: 5 sec

7.1 Add sound effect to Character. Select the character, click Audio > Import to > Object. Navigate to the Adobe Gallery at:
  • MAC: Applications > Adobe Captivate 6 > Gallery > Sound.
  • PC: C: drive > Program Files > Adobe > Adobe Captivate 6 > Gallery > Sound
  Select Appaulse.mp3. Click Close

7.3 Reduce volume of applause. In the timeline, click the character. Right click > Audio > Edit > Adjust Volume. Click and drag slider to -6 db. Click OK, Click Save. Close

7.2 Record voice-over narration. Audio > Record to > Slide

7.4 Generate Audio and change speech agent for entire project. Go to Audio > Speech Management. Change the speech agent as desired for each slide that has TTS. Then

click Generate Audio. Close.

Slide: 13 **Name:** Certificate	**Slide Master**: Blank **Slide Time:** 3 sec
On-Screen	**Narration**
Widget: certificate Text caption	None
Programming Notes	

5.2 Insert > Widget. Double click CertificateWidget.swf.

- Select a template style
- Enter course name
- Enter course duration
- Type in a signature
- Select the font size: 12 (this size will keep the year showing on the date. Any larger and the year will get cut off).
- Click OK
- When you preview, you'll be instructed to enter your name, this is an automated text entry box with a variable associated with it, your name will be applied to the certificate.

Slide: 14 **Name:** Quiz Results	**Slide Master**: Blank
Programming Notes	
Hide Slide	