

# Lectora Fundamentals

## Instructor-led Training Class

Learn the basics of Lectora Inspire, including an introduction to many of the menus within the application and the various object properties. In this one-day instructor-led class, you'll learn to build an eLearning course from scratch consisting of chapters, sections, pages, and a graded test. Include a variety of media within your title to engage learners and learn how to create basic actions (such as rollovers), navigation, customized buttons, and various question types. You will also learn how to publish a title to ReviewLink, a free online review tool, and to HTML for access via the Web.

**This is an official Trivantis training class. Certificate provided for those who complete the class.**

### Agenda – 1 Day

Start: 9:00

Lunch: 12:00 to 1:00

End: 4:00

### Outline

#### Core Concepts

- Launching Lectora
- Creating a New Responsive Title
- Creating a New, Blank Title
- Creating a New Title by Importing a PowerPoint Presentation
- Starting the Design Wizard • Creating a New Title Using a Pre-defined Template
- Opening an Existing Title • The Lectora Interface
- Lectora Modes
- The Book Metaphor
- Inheritance Building a Title
- Building a Title
- Designing Your Title
- Chapter, Section and Page Properties
- Adding Objects to Your Title
- Common Object Properties
- Working with Text
- Working with Buttons
- Working with Actions
- Working with Tables of Contents
- Working with Shapes and Lines
- Working with Web Windows
- Working with Form Objects
- Creating Custom Certificates
- Adding a Test
- Adding Questions
- Getting Started with Snagit Publishing a Title
- Publishing Options • Publishing to HTML

### Details and Materials

- Class Manual: Step-by-step instructions, tips and hints designed to reinforce live instruction and provide a resource for students who wish to review and reproduce class activities asynchronously.
- Exercise Storyboards: Guides to building the class projects with references to resource documentation.
- Digital Assets: Files such as audio, video and images that are prepared in advance for use in class projects.

### Prerequisites

Students must meet the following minimum requirements:

- Each student will need a copy of Lectora (*trial copy okay*)
- Proficiency using a Web browser
- Basic Windows knowledge, including the ability to:
  - Launch applications using the Start menu
  - Use the taskbar to switch between Windows applications
  - Use Windows Explorer, to navigate the file structure, change the view of file listings, move and copy files, and create new folders
  - Copy and paste text