

## Introduction to CA Productivity Accelerator

### COURSE DESCRIPTION

*Introduction to CA Productivity Accelerator (CAPA)* is an introductory-level course designed for individuals who will write training content for CA PPM.

**AUDIENCE** – Training content developers

**COURSE TYPE** – Onsite / Online

**PREREQUISITES** – None

**DURATION** – 8:00 AM to 5:00 PM; one-hour lunch

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### COURSE OUTLINE

#### Introduction

- CAPA Overview

#### Getting Started

- Access the CAPA environment
- Use the Developer interface
- Use the Library
- Create Folders
- Create New Documents

#### Organizing Content

- Create an Outline
- Link Modules, Sections, Topics
- Locate Content in the Outline
- Manage Folders

#### Record & Edit Content

- Developer Settings
- Record a Topic
- Preview in Player Modes
- View Documents
- Utilize the Topic Editor
- Navigate Frames and Edit Recorded Content
- Insert/Remove Frames
- Modify Bubble Properties and Text
- Action Properties: Context, Action Areas and
- Frame Delay
- Spell Check Text
- Preview Content: See It! Try It! and Do It!
- Modes

#### Managing Recorded Content

- Utilize the Topic Editor
- Navigate Frames and Edit Recorded Content
- Work with Views
- Create Custom Views
- Move Content

#### Publishing Content

- Publish for the Player
- Publish for Print
- Customize Output Styles

#### Content Administration

- Export and Import Content
- Manage Your Login Profile
- Manage a Multi-User Environment
- Check In/Out Content