

THE CHEAT SHEET SERIES

# Content Tools & Resources for your eLearning Portal

# 1. Office Applications

## Word, PowerPoint, Excel

If you work in any kind of enterprise environment this side of the Milky Way, you'll need them. With the <u>Office 365</u> subscription you can have them for as little as \$6 per month. You can reuse Word and Powerpoint content directly within TalentLMS.

## **Cheaper and Free Alternatives**

<u>Libre Office</u> is a mature and feature-rich free office suite available for Windows, Linux, and Mac. Mac users can also snatch <u>Apple's Pages</u>, Numbers, and Keynote apps, sold for as little as \$20 a pop.

# 2. Screen Capture

## Snagit

A sister product of Camtasia, undoubtedly one of the best screen capturing software on the market. <u>Snagit</u> will help you get your message across with their vast editing options. It will also help you keep all your snaps organized and easily accessible. You can choose to export your snap in a PDF, PNG, JPEG, GIF or even an MP4 file, all of which are compatible with TalentLMS.

## **Cheaper and Free Alternatives**

There are a number of good choices that are embedded on browsers (e.g. Microsoft's Edge, which includes its own screen grabbing tool) or available as browser plugins (e.g. Awesome Screenshot, available for both Chrome and Firefox). Windows and OS X also include some built-in screen grabbing functionality (OS X's one is aptly called "Grab").

# 3. Image Editing

# Adobe Creative Suite

For mangling bitmaps, drawing vector images, editing video and doing post production work, the tools in this suite are the undisputed kings. This is only available <u>as a subscription</u> (which goes up to \$69 for the whole suite), but it is worth every penny.

## Cheaper and Free Alternatives

Gimp does 80% of what Photoshop does for the best price: free. Paint.NET is a capable and cheap bitmap editor for Windows, while on the Mac, <u>Pixelmator</u> and <u>Acorn</u> cover your bitmap needs, with Sketch handling the vector side. Also, consider <u>Affinity Designer</u> and <u>Affinity Photo</u>. If you'd rather use a web app, <u>Canva</u> is an online graphic design platform. These tools can become quite handy for creating unique course images, home page image, custom certificate backgrounds as well as custom badges for your gamification engine!

# 4. Video Editing

## Adobe Creative Suite (again!)

Adobe's Premiere Pro and After Effects are the most widely used tools in the video industry. They are only available as a subscription (which starts from \$19.99 for just Premiere Pro) but the software suite really is worth it.

## Cheaper and Free Alternatives

For basic video work, you can do quite a lot with the Windows Movie Maker and Apple's iMovie, and there's also <u>Adobe's Premiere Elements</u>, entry level video edi-ting software. <u>Final Cut Pro X</u>, also used by many pros is also worth a look - especially since Apple sells it for \$299.

# 5. Animation

## **Powtoon**

To create fun, animated videos & presentations have a look at <u>Powtoon</u>. You can either upload and edit your own images, voice overs, and music or use Powtoon's pre-created ones. You can either export your video/presentation to YouTube and stream it into TalentLMS or download in MP4 format and re-upload in TalentLMS.

## Go Animate

Go Animate is another do-it-yourself animated video production tool that gives you great freedom over creating your own custom characters or uploading your own narration. The free version comes with limitations, such as a maximum of



30" videos and no exporting of video. However, you can embed the link of your video directly within TalentLMS.

# Cheaper and Free Alternatives

If your budget is constrained, you should give <u>Synfig Studios</u> a shot. It is free 2D animation software, designed as a powerful solution for creating film-quality animation with vector and bitmap artwork. It does take some effort to learn but you can achieve great results using it.

# 6. Screen Recording

#### Camtasia

Screen recording is useful for teaching software and computer related courses, your choices in this area don't get much better than <u>Camtasia</u> Studio. It allows you to easily capture screen recordings, edit them and add animations and effects, before exporting to Youtube, Vimeo, MP4, and many more formats.

#### ScreenFlow

<u>ScreenFlow</u> is a tried and true Mac alternative for screen recording. Just like Camtasia, it lets you record, edit and share your computer sessions, and even offers visual effects and advanced audio editing (for voice-overs, soundtracks, etc).

# Cheaper and Free Alternatives

Windows users can try <u>Icecream Screen Recorder</u>; or <u>Bandicam</u>, a lightweight screen recorder. For screen recording on the cheap, both Windows and OS X offer some rudimentary screen recording functionality. While neither offers much in the way of editing your screen recordings, you can always finish them off in a regular video editor.

# 7. Presentation

## Prezi

<u>Prezi</u> is an online presentation tool that re-invents the traditional Powerpoint-style slides. It's a free, web based, flash program which means that you wouldn't be able to access it offline. You can easily <u>embed your Prezi</u> within a TalentLMS unit.

## Slideshare

<u>SlideShare</u> needs no introduction, as it is the most popular slide hosting service, especially after its LinkedIn acquisition. Users can upload PowerPoint, PDF, Keynote or OpenDocument

files, and share them as online presentations either privately or publicly. Slide decks uploaded on Slideshare can be viewed on the site itself, on mobile devices or even embedded on other sites

## **Cheaper and Free Alternatives**

The OpenOffice Impress presentation app, part of the Open Office suite of Open Source applications, is a mature and very credible PowerPoint competitor that's available for free. Only slightly more expensive (but Mac only) is <a href="#">Apple's Keynote</a>, which goes for the price of about 3 cups of coffee. It's the presentation app with which Apple does its keynote presentations, so you know it's good.

## 8. Interactive Courses

## **Articulate Engage**

If you want to create interactive courses we strongly recommend <u>Articulate Engage</u>. With its easy to use interface, Articulate Engage makes SCORM a little less intimidating: you should be able to create interactions without typing a single line of code. You can also publish your courses in HTML5, which allows your users to view their courses on their mobile/iPad web editions of TalentLMS.

# 9. Explainer Videos

# Moovly

Moovly is an easy-to-use animation creator with a library of editable images & templates. The free version is quite limited; paid plans give you many more options such as uploading of video clips, copying scenes, custom fonts etc. With the free version you can export onto Youtube and then stream within your TalentLMS portal.

#### **Rawshorts**

<u>Rawshorts</u> is another great explainer video creation tool. You can choose from a variety of premade, industry specific templates and customize your project further with a drag & drop builder.

# Cheaper and Free Alternatives

Similar to Rawshorts, <u>Biteable</u> is a good option if you know you are going to create a series of videos, since for a flat fee of \$99/year it allows you to create an unlimited amount of non-watermarked, HD, downloadable videos.

