

## Overview

The Capensys library of training materials supports your blended learning strategy to give users different types of training depending on how they wish to learn.

## The Blended Learning Types

Capensys offers interactive courseware, Tutorials and KnowledgeChecks (e-L), Learning in Action (LiA), Trainer and User Guides (ILT) and Just-in-Time coaching QuickLearn (QL).

## Interactive Courseware (E-L)

This interactive courseware is scenario and workflow based. It has three components: Watch, Try and KnowledgeCheck - scored exercise. Our recent courseware is all mobile compatible.

## Instructor-led Trainer and User Guides (ILT)

SmartScript trainer guides are scenario-based, step-by-step procedures, with trainer tips and links to online learning which can be pointed out during class to assist users and reassure them that there is revision and reference material after the class. They link the online learning with the workshops and so provide a genuinely blended approach. SmartGuide user handouts have exercises students can refer to in class or review when they are back at their desks. They also provide the links to the online learning for revision and reference.

## QuickLearn







Need just-in-time training? QuickLearn is a searchable knowledgebase of Quick Reference Guides and videos. Users can access it while working or you can email links to users when needed (great for the Help Desk). It is also available on mobile devices. QuickLearn can be tailored to your firm colors and logos.







## Learning in Action (LiA)





LiA works in the live application, so users can be trained and evaluated in your firm's own environment. LiA comes with a library of ready-made exercises and it is very easy for trainers to create firm-specific exercises. LiA exercises accept any method of performing a task, irrespective of whether it is a right click, keystroke combination, ribbon, double click etc. This tool is idea for evaluations, benchmarking or LTC4 Certification.






## Course List

In the table below, you will find all our current courses. We have provided an easy indication as to whether the course includes Courseware (E-L), Instructor-led Trainer and User Guides (ILT), QuickLearn content management (QL) or Learning in Action (LiA).

Application	Course	Courseware	Instructor-led Trainer/User Guides	QuickLearn	Learning in Action
	Adobe Acrobat DC Professional	E-L	ILT	QL	
	Adobe Acrobat XI Professional	E-L		QL	
	Adobe Acrobat X Professional	E-L			
	Adobe Acrobat – Navigating a PDF				LiA
	Adobe Acrobat – Collaborating with PDF				LiA
	(Tikit) Carpe Diem 3.4 - 2010	E-L			
	CCC Macro Pro	E-L			
	ChangePro 10.1	E-L	ILT	QL	
	ChangePro 7.5	E-L			
	DocsCorp cleanDocs 2.3	E-L		QL	
	DocsCorp cleanDocs 2.1	E-L			
	DocsCorp cleanDocs 1.8	E-L			
	DocsCorp compareDocs 4.3	E-L		QL	
	DocsCorp compareDocs 4.1	E-L			
	DocsCorp compareDocs 3.4	E-L			

Application	Course	Courseware	Instructor-led Trainer/User Guides	QuickLearn	Learning in Action
	DocsCorp compareDocs – Comparing Documents				LiA
	DocsCorp pdfDocs 4.5	E-L	ILT	QL	
	DocsCorp pdfDocs 4.1	E-L			
	DocsCorp pdfDocs – Navigating a PDF				LiA
	DocsCorp pdfDocs – Modifying a PDF				LiA
	DocsCorp pdfDocs – Collaborating with PDF				LiA
	DocsCorp pdfDocs French 4.5	E-L			
	DocXtools 9.2 Numbering/Styles/Cross-references with Office 2016	E-L	ILT	QL	
	DocXtools 7.1	E-L	ILT		
	DocXtools Compare	E-L			
	DTE Axiom	E-L		QL	
	Elite WebView 5.4	E-L			
	Elite 3E 2.7	E-L			
	iCreate 7 EP2	E-L			
	iCreate 7	E-L	ILT	QL	
	iManage FileSite 9.3	E-L	ILT	QL	
	iManage FileSite 9.2	E-L			
	iManage FileSite 9	E-L			
	iManage FileSite 8.5	E-L	ILT		
	FileSite – Saving Documents				LiA





Application	Course	Courseware	Instructor-led Trainer/User Guides	QuickLearn	Learning in Action
	FileSite – Locating a Document				LiA
	FileSite – Opening Versions				LiA
	FileSite – Saving Email				LiA
	FileSite – Saving Email Attachments				LiA
	FileSite – Searching for a Workspace				LiA
	FileSite – Emailing Document Copies and Links				LiA
	FileSite – Searching for Email				LiA
	FileSite – Working with My Matters				LiA
	iManage DeskSite 9.3	E-L	ILT	QL	
	iManage DeskSite 9	E-L			
	iManage Share	E-L	ILT	QL	
	iManage Work 10	E-L	ILT	QL	
		Innova Numbering 8.1	E-L	ILT	QL
Innova Numbering 7.6		E-L		QL	
Innova Numbering 6		E-L			
Innova – Working with Paragraph Numbering					LiA
Innova – Creating a TOC					LiA
	Intapp Time Entry 7	E-L		QL	
	Intapp Time Entry 6	E-L		QL	
	InterAction 6	E-L	ILT	QL	
	Kofax Power PDF Advanced 3.1	E-L	ILT	QL	

Application	Course	Courseware	Instructor-led Trainer/User Guides	QuickLearn	Learning in Action	
	Litera Numbering 11.5	E-L		QL		
	MacPac Templates 10	E-L				
	MacPac Numbering 9	E-L				
	MacPac Numbering Forte 9.9	E-L		QL		
<b>META</b> ♦ <b>DACT</b>	Metadact 4.2	E-L	ILT	QL		
	NetDocuments 18.3/ndOffice 2.4	E-L	ILT	QL		
	NetDocuments 18.2/ndOffice 2.2	E-L	ILT			
	NetDocuments 17.2/ndOffice 2.1	E-L	ILT			
	NetDocuments 16/ndOffice 2	E-L				
	Nuance Power PDF Advanced 3	E-L	ILT	QL		
	Nuance Power PDF Advanced 2	E-L		QL		
	Nuance Power PDF Advanced 1.2	E-L				
	Nuance 8	E-L				
	Nuance 7	E-L				
	Nuance – Navigating a PDF					LiA
	Nuance – Modifying a PDF					LiA
	Nuance – Collaborating with PDF					LiA
	Nuance – Creating PDFs					LiA
Nuance – Creating PDFs from Word					LiA	
	Office 365	E-L	ILT	QL		
	Office 2016	E-L	ILT	QL		
	Office 2013	E-L	ILT			

Application	Course	Courseware	Instructor-led Trainer/User Guides	QuickLearn	Learning in Action
	Office 2010	E-L	ILT		
	Office 2007	E-L			
	Excel 2016/365 – Knowing the Best Tool for the Situation				LiA
	Excel 2016/365 – Starting a New Spreadsheet – Part 1				LiA
	Excel 2016/365 – Starting a New Spreadsheet from Scratch – Part 2				LiA
	Excel 2016/365 – Starting a Spreadsheet from Scratch – Part 3				LiA
	Excel 2016/365 – Editing/Maintaining a Worksheet				LiA
	Excel 2016/365 – Formatting a Data Export – Part 1				LiA
	Excel 2016/365 – Formatting a Data Export – Part 2				LiA
	Excel 2016/365 – Formatting a Data Export – Part 3				LiA
	Excel 2016/365 – Analyzing the Data in a Worksheet				LiA
	Excel 2016/365 – Printing an Excel Worksheet				LiA
	Excel 2016/365 – Saving a Worksheet as a PDF and Combining with Other Documents				LiA
	Excel 2016/365 – Applying Security to a Spreadsheet				LiA
	Outlook 2016/365 – Managing Contacts				LiA
	Outlook/FileSite – Saving Attachments				LiA
	Outlook/FileSite – Emailing Document Copies and Links				LiA
	Outlook/FileSite – Saving Messages and Attaching Documents to Messages				LiA
	Outlook – Handling Meeting Requests				LiA

Application	Course	Courseware	Instructor-led Trainer/User Guides	QuickLearn	Learning in Action
	Outlook – Managing Your Appointments				LiA
	Outlook – Searching for Emails in Your Mail Client				LiA
	Power Point 2016/365 – Sharing				LiA
	PowerPoint 2016/365 – Storyboarding Your Outline – Part 1				LiA
	PowerPoint 2016/365 – Storyboarding Your Outline – Part 2				LiA
	PowerPoint 2016/365 – Editing a Presentation – Part 1				LiA
	PowerPoint 2016/365 – Editing a Presentation – Part 2				LiA
	PowerPoint 2016/365 – Logistics of Setup and Presentation – Part 1				LiA
	PowerPoint 2016/365 – Logistics of Setup and Presentation – Part 2				LiA
	PowerPoint 2016/365 – Spicing Up Your Presentation– Part 1				LiA
	PowerPoint 2016/365 – Spicing Up Your Presentation– Part 2				LiA
	Word 2016/365 – Updating a Document				LiA
	Word 2016/365 – Efficiently Accessing Word Tools				LiA
	Word 2016/365 – Applying Consistent Formatting				LiA
	Word 2016/365 – Working with Multi-section Documents				LiA
	Word 2016/365 – Reviewing Changes in Documents				LiA
	Word 2016/365 – Working with Data Lists (Tables)				LiA
	Word 2016/365 – Fine-tuning Word				LiA
	Word 2016/365 – Paragraph Numbering				LiA



Application	Course	Courseware	Instructor-led Trainer/User Guides	QuickLearn	Learning in Action
	Word 2016/365 – Creating/Updating a TOC				LiA
	Word 2016/365 – Working with Cross-references				LiA
	Word 2016/365 – Navigating Long Documents				LiA
	Payne Numbering Assistant 11	E-L	ILT	QL	
	Payne Numbering Assistant 10	E-L			
	Payne Forms Assistant 10	E-L			
	Payne Metadata Assistant 3	E-L			
	TimeBuilder (tailored)	E-L			
	Windows 10	E-L	ILT	QL	
	Workshare Compare 10	E-L		QL	
	Workshare Compare 9	E-L		QL	
	Workshare Compare 8	E-L			
	Workshare Compare 7	E-L	ILT		
	Workshare Compare 10 with NetDocs 18.3 ndOffice 2.4	E-L	ILT		
	Workshare Compare 9 with NetDocs 18.3 ndOffice 2.4	E-L	ILT		
	Workshare Protect 10	E-L		QL	
	Workshare Protect 9	E-L			
	Workshare Protect 10 with NetDocs 18.3 ndOffice 2.4	E-L	ILT	QL	
	Workshare - Comparing Documents				

## LTC4 Certification

The above tutorials and KnowledgeChecks have been written in accordance with LTC4 (Legal Technology Core Competencies Certification Coalition). The KnowledgeChecks have been pre-approved for certification in these learning plans:

- Working with Legal Documents
- Collaborating with Others
- Data, Reports & Exhibits
- Road Warrior
- Security - Lawyers
- Managing Documents and E-mail
- Time and Billing

## Security Awareness

The Sentinel Security Awareness library is available as a separate offering and includes:

- Security Awareness
- Privacy and GDPR Awareness
- Compliance Awareness
- Anti-sexual Harassment Awareness
- California Consumer Privacy Act

Please as if you need a course that is not listed - Capensys can make courses, as needed.