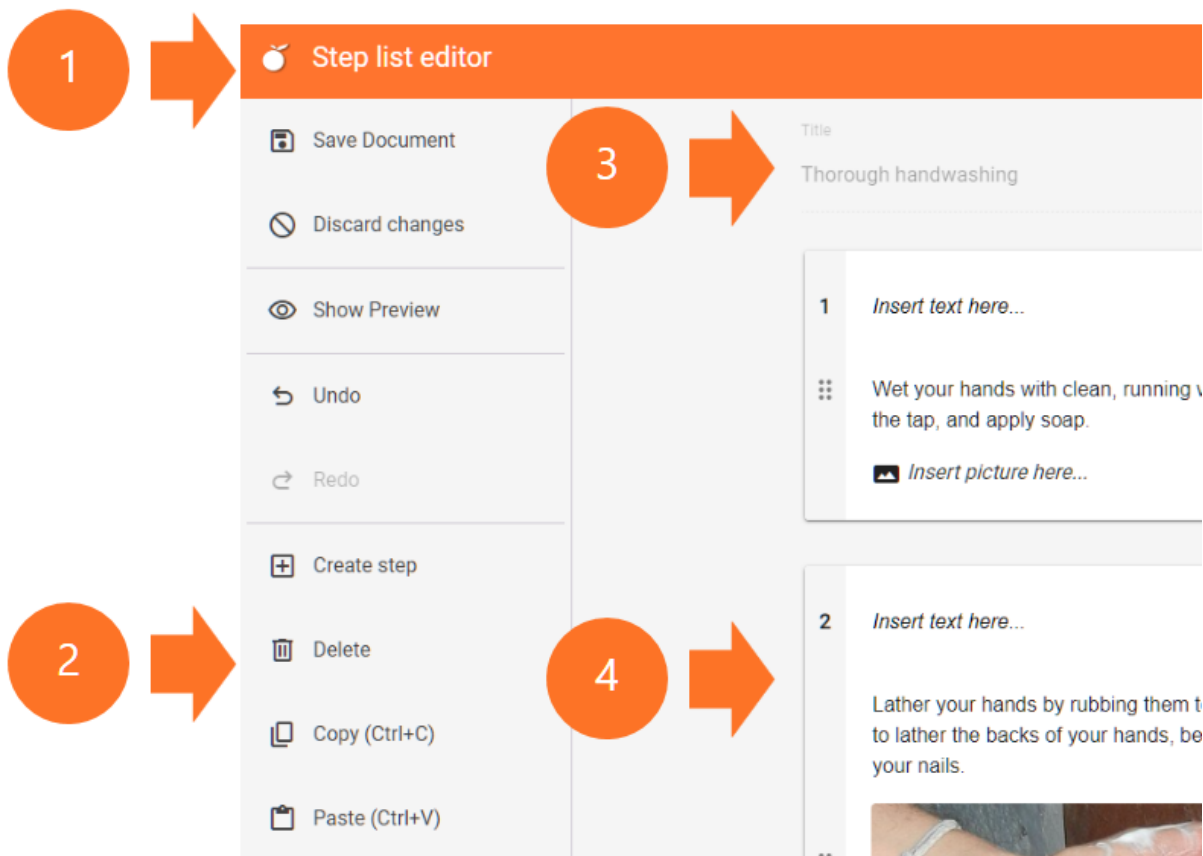


Steplist Editor (Creator)

This document will familiarize you with the basic structure of the Steplist Editor. You will furthermore get an introduction of how to use it.

1 The Steplist Editor

The Steplist Editor provides all the functions for recording a sequence of steps in an IT application. However, it can also be used to combine text and image or graphic in a sequence.



The Steplist Editor comprises the following parts:

- 1 Title bar
- 2 Sidebar
- 3 Document properties
- 4 Document content



2 Recording with the Steplist Editor

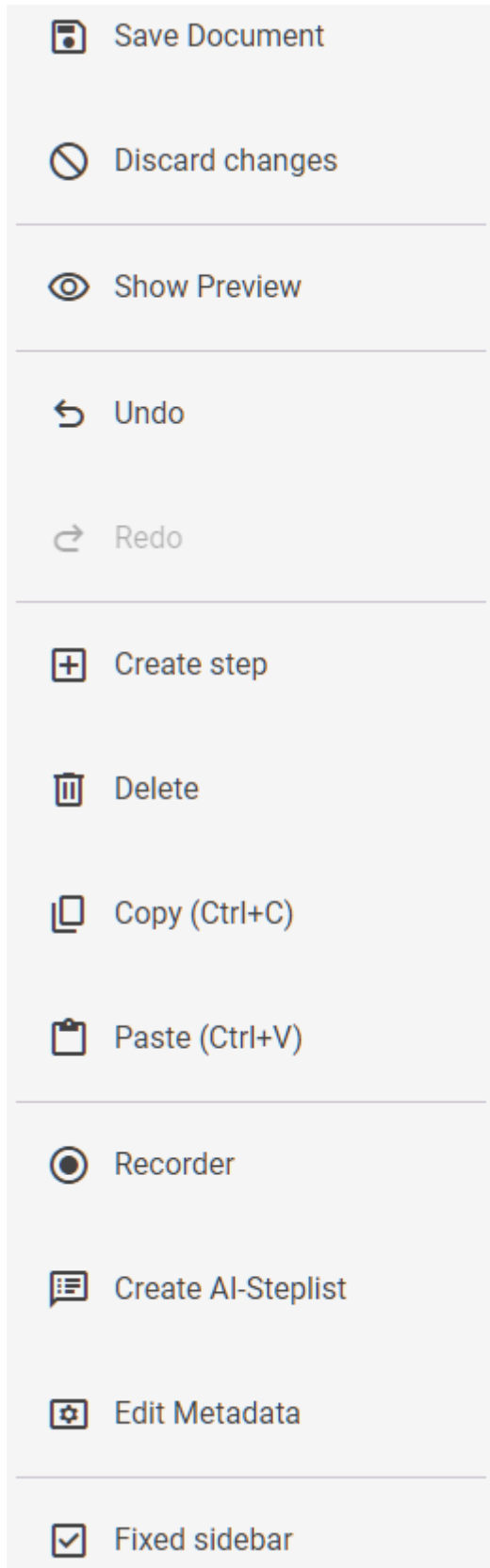
You can start a recording using the Recorder function in the sidebar. Then record the desired step sequence in the IT application.

Following the recording, this will show a screenshot for each of the recorded steps, on which the respective interaction object is highlighted with a red frame. The screenshot cutouts and highlighting elements can be subsequently adjusted at any time. Additional steps can also be created as the need arises, and existing steps can also be copied, moved or deleted.


Furthermore, a text describing the interaction was automatically generated for each step during the recording. In addition to the automatically generated instruction text, you can – for each step if necessary – enter a supplementary description in another text field. Needless to say, all texts can be formatted and fitted with hyperlinks. The title can be maintained in the input field just above the first step.

Once editing has been completed, the step-by-step instructions can be stored in the Curator by clicking the "Save Document" button on the sidebar. The user's login credentials are then automatically adopted from QuickAccess, meaning that no further authentication is necessary. The only thing you have to pay attention to is that the author roles for the users who are to create content with the Creator at least encompass the authorization to log on to the Curator and to create documents in the target document type.

3 Functions of the sidebar



The sidebar to the left of the Editor includes commands for the editing of steps and the management of steplist files. These include:

- **Save Document** for saving the current editing status of the steplist in the Curator. When saving for the first time, you may need to specify additional document properties.
- **Discard changes** to close the steplist without making any changes to the Curator.
- **Show Preview**
Click this button to check the appearance of the steplist, including the text styles not displayed in the Editor. The steplist will then be displayed in a new window.
- **Undo / Redo** allow you to cancel/reinstate the last local changes to the file.
- **Create step** adds an empty step with two text fields.
- **Delete** removes the steps that are currently selected from the document. The number displayed in the circle indicates how many steps have been marked for deletion.
- **Copy (Ctrl+C)** copies all selected steps to the clipboard for the purpose of pasting them into a different part of the document. The number displayed in the circle indicates how many steps are to be copied.
- **Paste (Ctrl+V)** inserts steps from the clipboard just below the step that is currently selected. Always use the +V key combination to paste.
- **Recorder** will open the recorder toolbar, allowing you to add recorded steps to the step list (containing screenshots, interactions, interaction objects and matching descriptions).
- **Create AI-Steplist**
If the ChatGPT range of functions is available, you can use this button to open a pop-up window to generate a steplist using just a prompt.
- **Edit Metadata**
Use this button to open a popup window in which you can edit the keywords and description of your document, or have them created automatically using AI.
- **Fixed sidebar** can be selected to ensure that the sidebar is permanently displayed. If this option is deactivated, only the icons will be displayed and the sidebar will expand dynamically whenever it is touched by the mouse.