Structuring and modeling

1. Creating a course

Switch over to the COURSES tab in the Curator.

Create a new course category, if desired.

Then create a new empty course.

Switch over to the Course outline tab to the right of the screen.

To create a new course section, select the button.

2. Creating a new document

Select the course section into which you'd like to add the document. Access the ASSIGNMENT tab. Then select the button to create a new document and maintain all necessary information. Follow the instructions.

If, for example, you want to record a new simulation, select the Create Producer document option. Accept the default settings for the document.

3. Filling a placeholder with content

Navigate to the course where the placeholder is located. If necessary, switch to the Course outline tab. Click the button next to the document title and choose Append content. To create a simulation, select the Create TT document option. Accept the default settings for the document.

4. Editing a document

Click the button next to the document title. Now choose the Edit content menu entry.

If you wish to edit metadata (e. g. the workflow status), click the button and select Edit properties.

5. Assigning a document to a course

Switch to the DOCUMENTS tab, click the button and search for the desired document(s). Select the document(s) and click the copy button in the top left-hand corner of the screen. Switch over to the COURSES tab and then to your course. On the Course outline / ASSIGNMENT tab, select the course section you would like to copy your document to, and click the paste button.

Alternatively, you can link documents directly from other courses as well. In this case, switch to any course and select the desired document(s). Click on in the toolbar of the course outline.

Now switch to your course, select the appropriate course section and click on in the toolbar above.

Recording

6. Recording

Switch over to the RECORDING tab and select this button to start recording.

Functions of the Recorder toolbar:

- Pause the Recording
- Stop the Recording
- Discard the whole Recording
- Undo inputs and clicks.
  Please note: Only inputs will also be undone in the system. In the case of clicks, the Pause button has to be pressed before the click is undone in the system.
- Edit the Comment text during the Recording.

Editing a simulation

7. Editing click zones

If a target zone (click zone) has not been recognized properly, you will need to adapt it manually.

Select the red frame, so that green markers appear Help. The frame can then be expanded or reduced in size by dragging the handles accordingly.

8. Editing interaction objects

If you want to display an object description instead of an image in the Comment text, right-click the appropriate interaction object. Then select the Edit Properties option. The properties dialog allows you to name the object and assign a type. The Comment text will then display the object name and type.

9. Changing Comment and Feedback text

Whenever you want to change or enhance Comment text, you first have to suspend the AutoText (text with gray background). Please remember that such text will subsequently **not** be automatically translated or updated.

To do so, switch over to the START tab. Highlight the text that you would like to change, then click the Suspend AutoText button and select Only selected AutoTexts. The text can then be changed.

Editing an e-learning

10. Inserting textboxes

In line with their context in the e-learning, specific textbox templates can be used. To insert such a textbox template, switch to the INSERT tab and click the button. The 'Textboxes' menu option allows you to choose from:

- **Textbox Attention**: Important information
- **Textbox Hint**: Additional information
- **Textbox Tip**: Reference to additional information

Please note: These are examples provided in the standard package. There can be differences in your configuration.

11. Inserting highlights

There are many ways of highlighting objects on the screen. To do so, switch to the INSERT tab and click the **Object template** button. The 'Highlights' menu allows you to choose from a whole array of highlighting options, e. g.:

- **Highlight Area**: For selecting an area
- **Arrows**: For drawing attention to an entry/button.

12. Inserting step master

Alongside pure recordings you can add further steps to accommodate additional theoretical content. This can be done by accessing the INSERT tab and then clicking the **Master** button to add a step master.

Alternatively, you will find further **Step templates** in the menu.

13. Inserting test questions

Switch to the INSERT tab and use the button to select the appropriate type of question.

Enter the question and answers.

In the case of **Multiple** and **Single-choice** questions, select the correct answer(s) and then click the Correct answer button.

In the case of **Drag&Drop** questions, use the Assignment for drag & drop button to assign correct drag element and drop target relationships.

14. Inserting outline elements
New outline elements can be inserted to facilitate navigation in the simulation, or to add a sub-chapter in the documentation.

To add an outline element, switch to the STRUCTURE tab and click the Outline element button. Enter the title and select the outline level. The level determines the hierarchical structure within the table of contents / the sitemap.

15. Changing the Play mode
In case you would like to change some **document properties** like the document's title or its play mode, you can access all properties via the button in the top left corner of the document editor.
For instance, if you want to change the **play mode,** switch over to the E-learning tab. The play mode can then be changed via a dropdown list.
If you want to change this behavior for only one specific step, you have to double click the appropriate step in the step list. Here you can change the play mode as well, but the change will only affect that step.

16. Switching to the preview mode
To switch between the Edit and Play mode, click the Play button in the upper right corner of the content editing canvas, or press **F5**.

Editing documentation

17. Copying an e-learning step to the documentation
If you want the screenshot of a non-IT e-learning step to appear in the documentation, start by opening the context menu of the appropriate step in the e-learning view. Then select the Copy e-learning page as image to documentation entry. The documentation will then display a screenshot of the e-learning page in question.

18. Editing an image cutout
It is possible to change the size of an **image cutout** in the **documentation**.
To do so, start by right-clicking the image in the documentation.
Then select the Crop... option. Change the size of the red frame to suit your needs, and then confirm your changes with the OK button.

19. Deleting references
If, for example, you want a textbox that you inserted yourself to appear in the simulation only, you need to delete it in the documentation. To do so, right-click the blue bar in front of the entry (E) in the documentation. Then select the Delete reference option. It is a similar procedure if you want an object to appear in the documentation only, except that you have to delete the reference to the object in the e-learning view.

Publishing a document

20. Product preview
It is possible to display the 'end product' while still editing.

> **e-learning:** In the E-learning view, click the button on the upper right of the content canvas.

> **Documentation:** In the Documentation view, click the button .

21. Selecting the Export formats
To define the formats in which the document will be published, access the document properties via this button: . On the Publishing tab, check/uncheck the desired formats for the e-learning, documentation, and (editorial) guide.

22. Transferring documents to the Document Management area
Once you have completed work on a document it should be transferred immediately to the **Document Management area**. This way documents are stored more safely and other authors are able edit the documents as well.

To do so, select the button in the Document Editor or in the Local Workspace.

Advanced users

23. Display checked-out documents
You can display all documents you have currently checked out from the workbench by switching to the WORK POOL tab and clicking on Checked-out documents.
All documents which are assigned to you can be found under My inbox.

24. Creating a language variant of a document
Start by searching for the original document for which you want to create a **language variant** (e.g. for ReRecording). Then click **Create variant**, select the appropriate target language and change the title and all other input values accordingly.
Select the Copy content of source document option to transfer the original document's content to the newly created variant.

25. ReRecording
Switch to the RECORDING tab.
Click the Sequence/Entries button if you want to change the input values before ReRecording.
Use the dropdown list From selection on to select how much of the document should be rerecorded. Once your application has been opened and is ready for ReRecording, click the **Start ReRecording** button. Select the appropriate application from the selection list. Please pay attention to the following information if you selected the manual run under the ReRecorder Preferences.

1. Never use the keyboard to make entries in fields. Instead, always use the toolbar button .
2. Additional functions on the **ReRecorder toolbar:**
   - Automatic execution of an interaction
   - Insert additional steps that were not part of the original recording
   - Leave out steps that were part of the original recording.
3. Original clicks can be overridden via a manual click.

26. Translation
To translate all manually generated text into the target language, switch to the TRANSLATION tab and click the **Export Text** button. This method facilitates the export of text in the XLIFF or WordML format and its subsequent editing or transfer to a translation agency.
Alternatively, it is also possible to perform a text export from the Workspace.

To re-import the translated text, click the **Import translation** button.
All text that was manually inserted into the document earlier is then re-inserted at the correct position in the target language.