

Documentation and a manual

You can create documentation in the Documentation view and merge it to form a manual. Keep reading to discover basic information about this procedure.

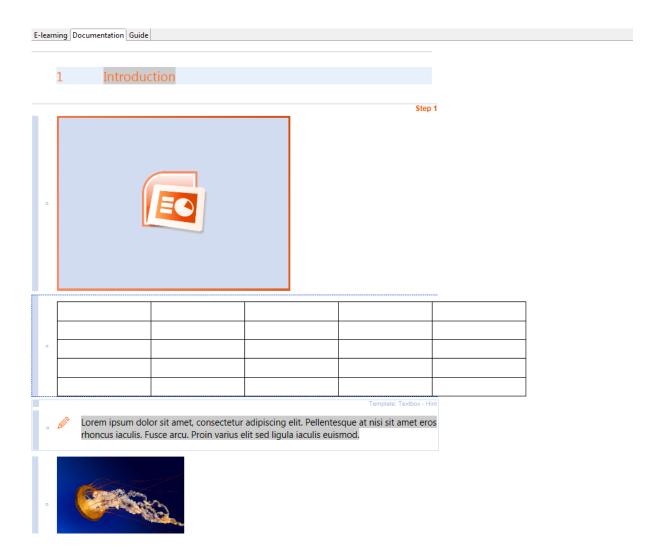
1 Creating documentation via a Producer document

Documentation is created via the Documentation view in the Document Editor. Whenever you record an IT application via the Recording function, the associated images and descriptive text are automatically generated in the documentation. These can then be supplemented with additional explanations or images.

The following **elements** can be used in the documentation:

- text, images and tables
- page and object templates that have a documentation layout
- placeholders for PowerPoint slides





If you want to use headings in the documentation, you can insert **outline elements** into the step list. These are then displayed as headings in the documentation. The respective levels of the outline elements correspond to heading levels.

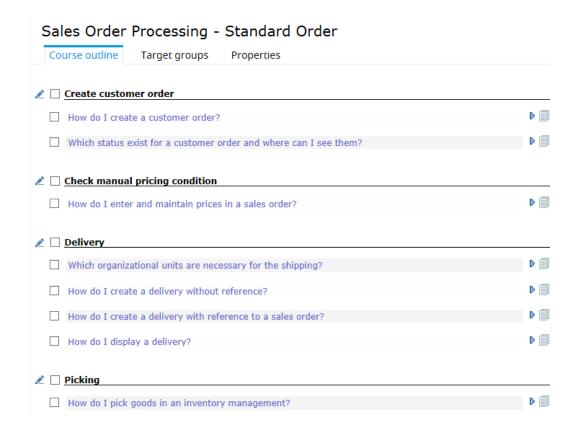
Please refer to the help topic with the title **Creating content in the Document Editor** to access further information on working in the Documentation view.

2 Creating a manual

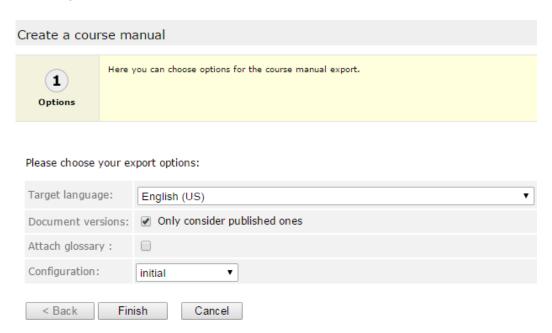
Several documentations can be merged to form a manual. You should use a Course, Topic or Process item to assemble the content. Please refer to the help topic with the title **Structuring and modeling content** for further information on this.

The following example is based on a course that consists of various Producer documents.





The manual for this course can be exported. In doing so, you can choose between the following options:



The manual export includes only Producer documents. External documents, such as Word or PDF documents, are not included in the export.

Headings in the manual are created automatically. The following rule applies:

Course view:



Course categories, courses and course sections are incorporated into the manual as headings.

Process and Topic view:

Processes and topics are incorporated into the manual as headings.

Document:

Within a document, all outline elements or text that have been formatted as a heading will be copied to the manual as headings.

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The headings will be automatically inserted at the appropriate level, depending on the position from where the export is carried out. The Producer document doesn't require any modification in relation to the heading levels.

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