

# Documentation & manual

Webinar session on tts performance suite



## Things worth knowing about manuals

You can maintain the “Documentation” view for every Producer document. The Documentation can be activated as an output format in the document properties (Publishing). The output may include HTML, Word and / or PDF documentations. Whenever a document is uploaded, the current state of the documentation will be updated. Settings affecting this so-called **Single Document Export** can be found in the User preferences.

In all structuring and modeling views on the Curator (Tools tab), you can avail of an export wizard for **Manuals**. Those manuals contain all documents (with documentation enabled as an export format) associated with the currently selected view (even if you selected e. g. a course *category*). There are separate user preferences governing this export. If you would like to include a glossary with your manual, this is possible by checking the corresponding option in the wizard.

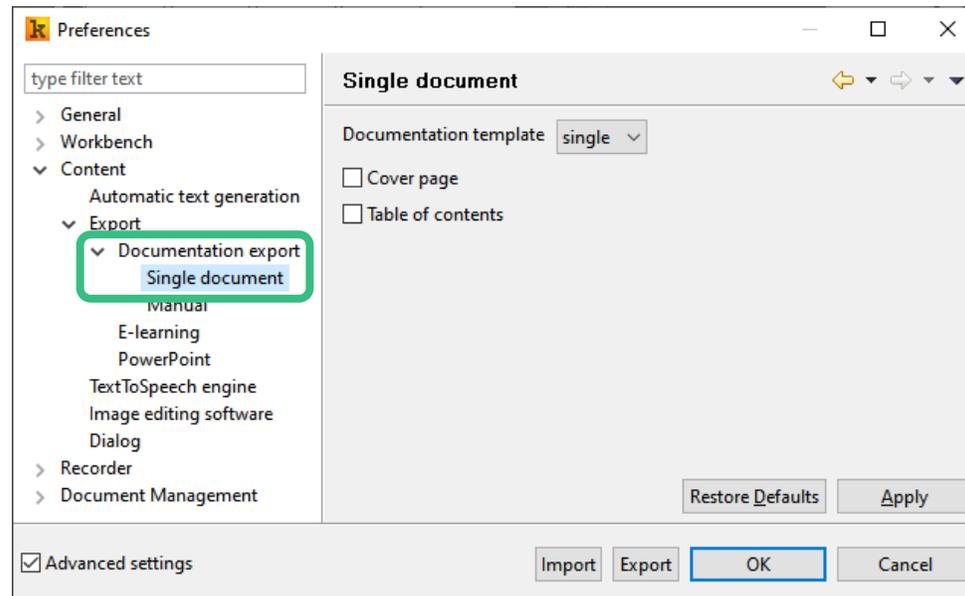


## Demo User Preferences

## User preferences for Single Documents

By default, Single Documents contain neither a Cover Page, nor a Table of Contents. This can be changed in the user preferences.

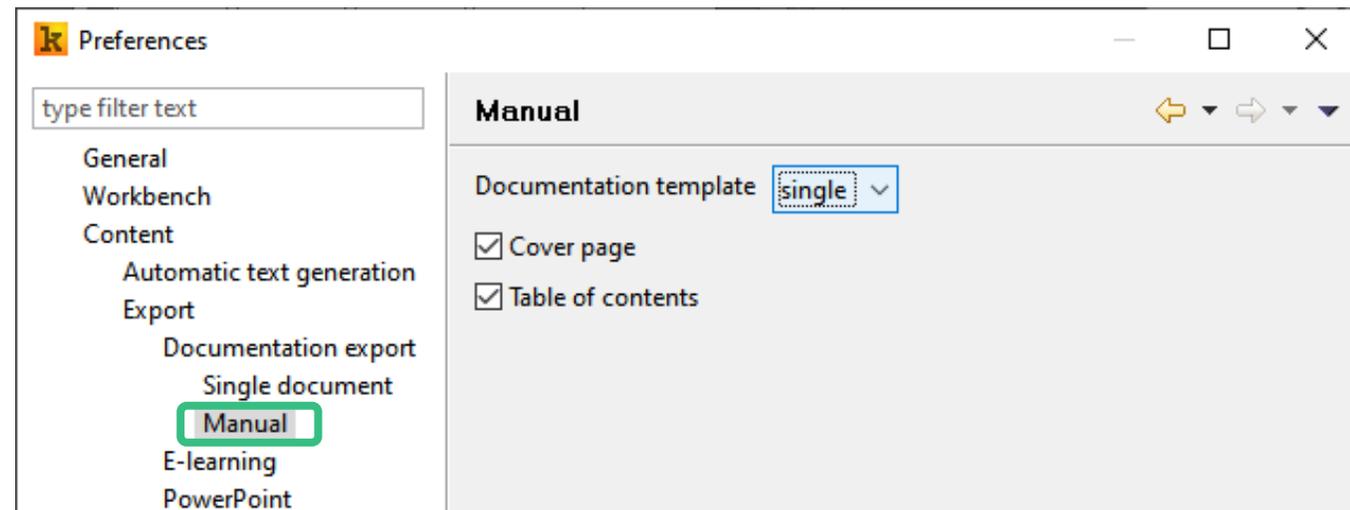
✈ Content ✈ Export ✈ Documentation Export



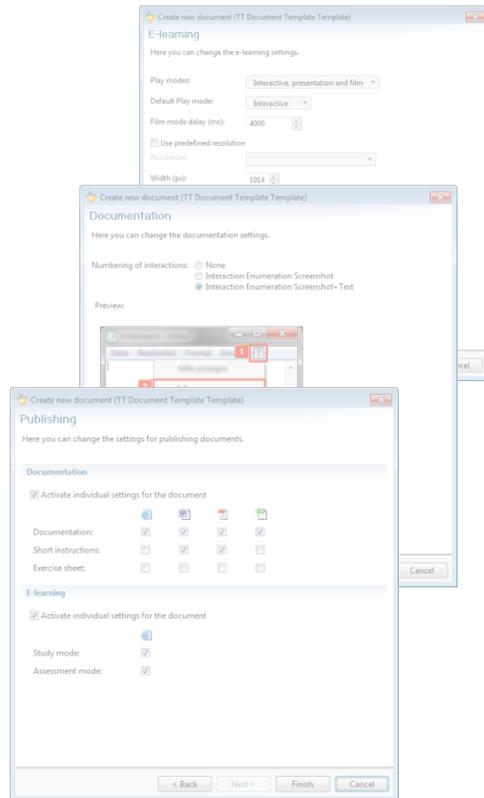
## User preferences for Manuals

By default, Manuals contain a Cover Page and a Table of Contents. This can be changed in the user preferences.

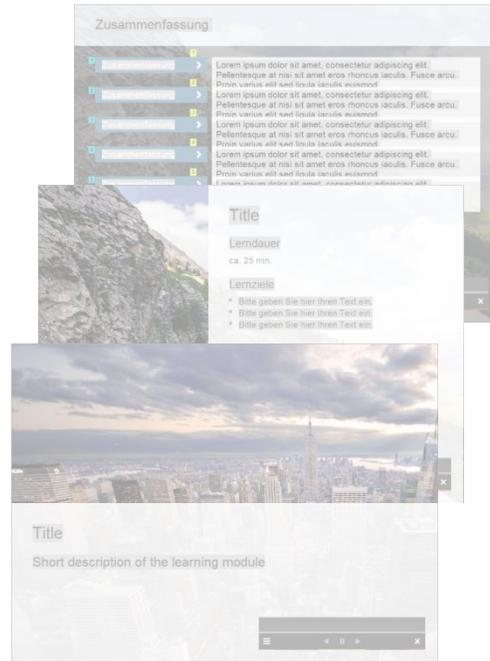
If there are several documentation templates available, the desired one can be selected here.



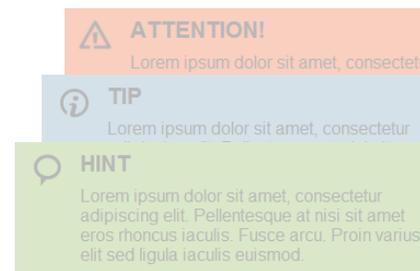
Document templates



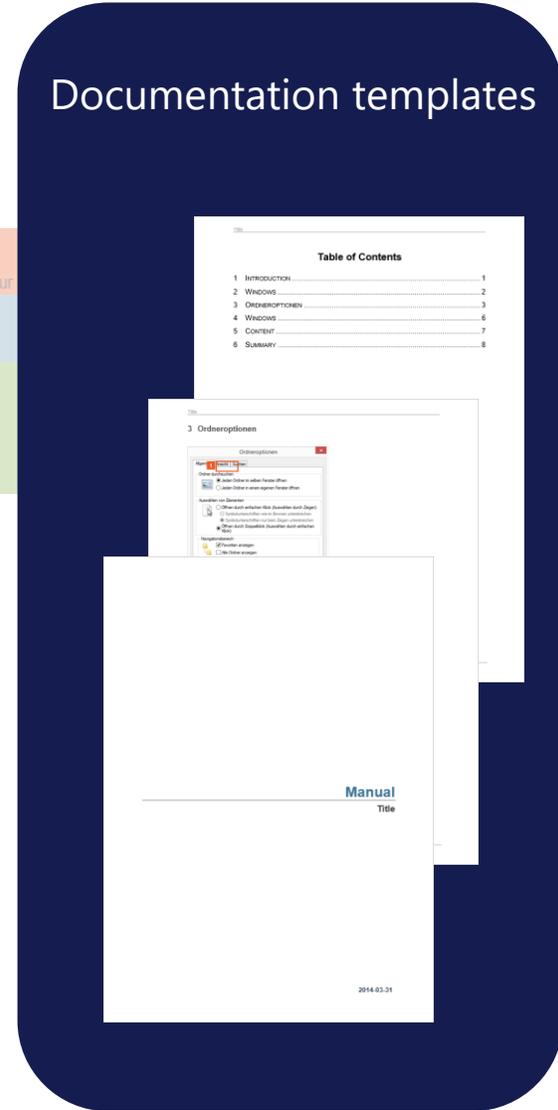
Step templates



Object templates



Documentation templates



**Demo**  
**Editing the documentation**



## I: Outline and Headings

In the documentation, all text formatted as headings will be subsequently used to structure the document (e. g. in table of contents).

A common way to subdivide documents is to insert outline elements (from the Structure tab).

tts performance suite will see to it that headings are numbered and sorted logically. Please note that a heading's level may vary, depending on whether it is displayed in a single document or a manual.

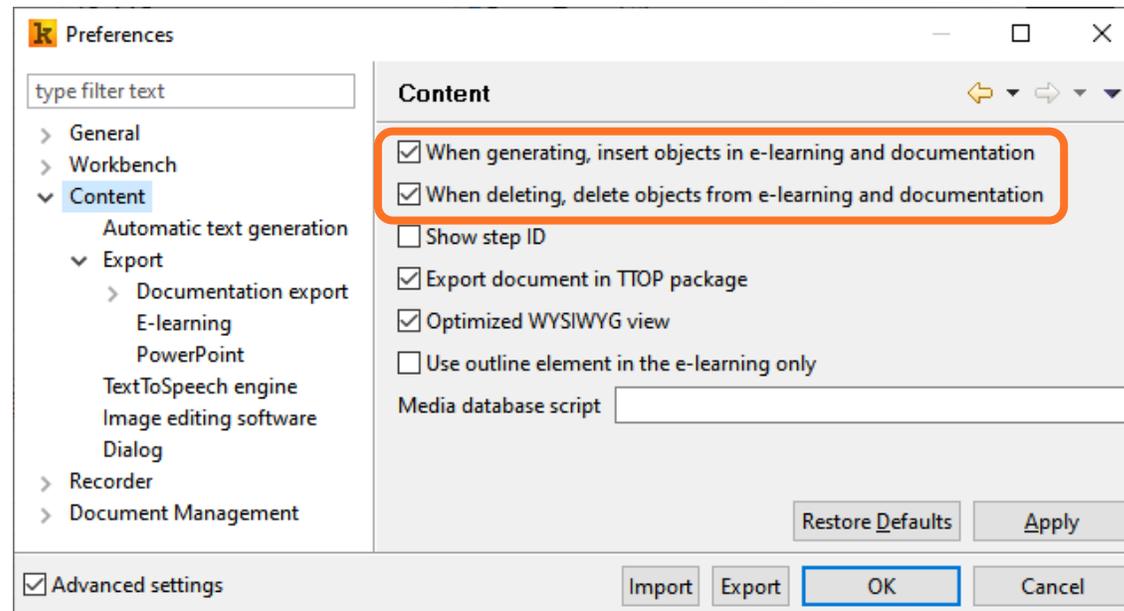


Further  
information

## II: How to edit objects in the documentation independent of the e-learning

By default, presentation objects are linked between the e-learning and the documentation: If you edit text in one view, the changes will affect the other view as well.

You can set up the user preferences in a way so that objects are only inserted into / deleted from the currently active view.



### III: Linked objects

You can easily tell from the depiction in the List of Presentation Objects whether or not objects are linked, and in which step(s) in the EL or the documentation they appear.

If you need to change an object without affecting the linked objects, you have to start by selecting "Dissolve link" from the object's context menu.

This means that the object in question will be recreated in an identical fashion, but as an independent object, not linked to anything else. You can tell that it really is a fresh object by the fact that it gets a new ID (cf. the list of presentation objects).

Content	Template	E-learning - usage in...	Docu...	ID
 Text 1		11	11	135941
 Text 2		11	11	181212
				

## IV: Additional functions

If you would like to edit the documentation like a pro, do make use of the following functions:

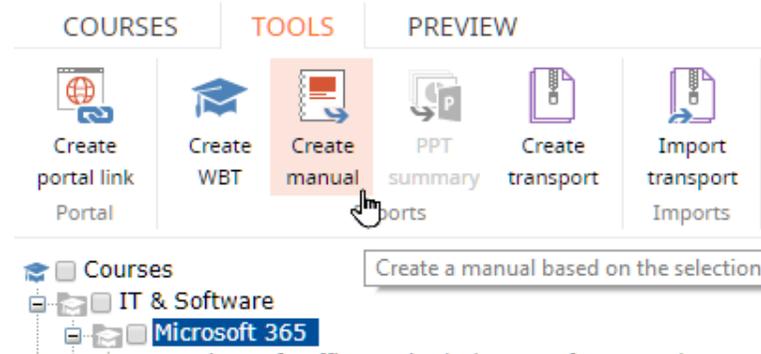
- Merge screenshots (this can be done anytime – just select “Merge with previous one” from any screenshot’s context menu) to include the interaction(s) shown on the previous screenshot in your selected screenshot.
- Cropping screenshots If you crop screenshots horizontally (affecting their width), scaling will improve, resulting in an improved legibility of smaller texts. If you crop excess pixels vertically, the screenshots take up less room on the page, possibly resulting in a reduced number of overall pages.
- The “Layout -> Crop” button is inactive when you select Screenshots. You need to select steps from the step list.

## Demo Creation

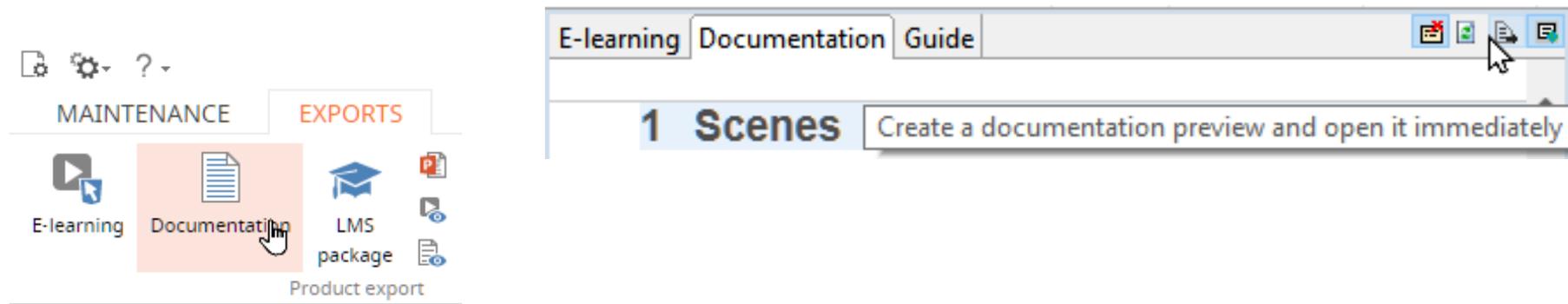


Overview

- Server:  
Manual



- Client:  
Single Document





## What You Should Know

A solid orange circle is positioned on the left side of the slide, partially overlapping the text.

## Will the documentation be available to the end user automatically?

If you manually create a documentation, e.g. by exporting a course manual or a single document export, the resulting files will be stored locally. Those files only represent a momentary snapshot.

If you select an output format (like PDF) in a document's properties ("Publishing" tab), this export format will be created on-the-fly whenever the document is uploaded to the server. Therefore, it is kept up-to-date automatically.

*How can I include things in the documentation (like AutoShapes) that are not natively supported for the view?*

Use the screenshot function (available from a step's context menu in the EL.)

*What is Trigger numbering?*

If you include screenshots from the e-learning in your documentation, the relationship between triggered objects can be illustrated. For this to work, make sure that all triggers that are to be numbered have the preference "Numbering in documentation" set to either "Always" or "Optional".

*A number on a screenshot does not fit (wrong numbering / position). Fix please?*

Easy. All numbers (for triggers and interactions, b.t.w.) can be found as child objects on the screenshots in the documentation. You can select the number there, then modify its digit or its position using the "Properties" grid.

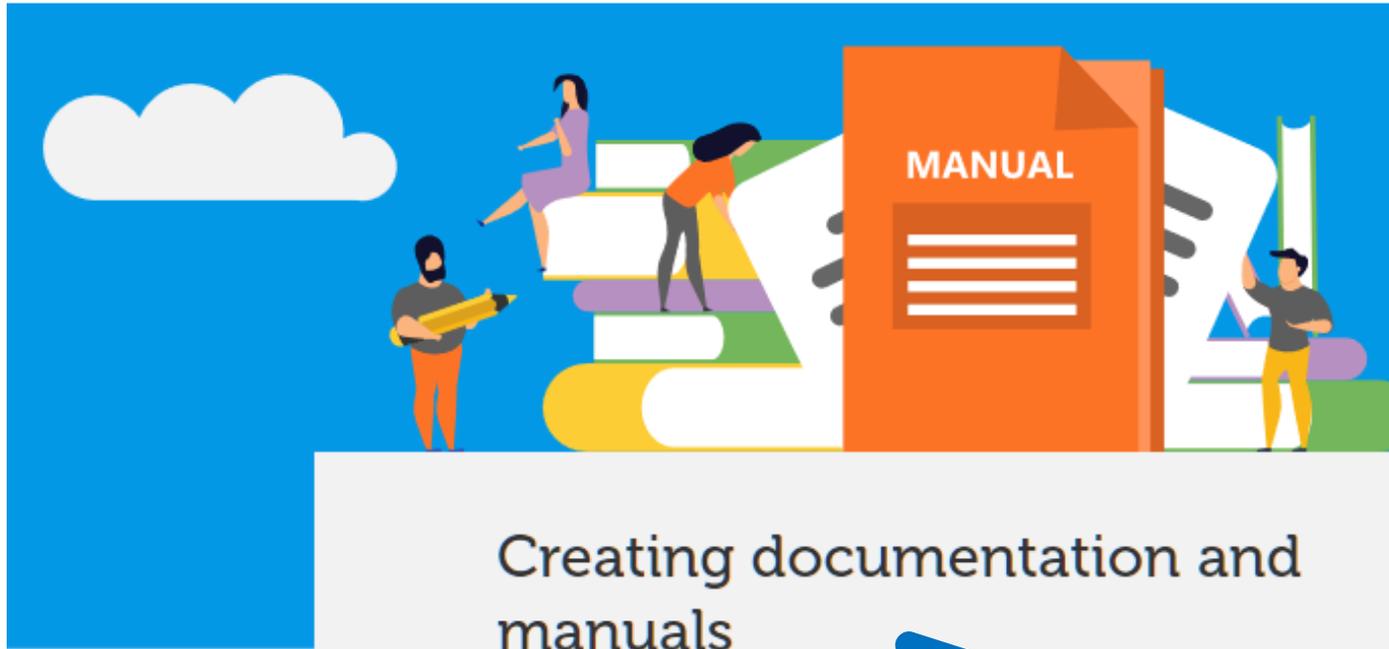
## Prospects



If you have any questions regarding any of the topics we dealt with in the course of today's webinar or the classes preceding it, please do consider registering for one of our free Coaching Sessions to discuss your questions in front of a smaller audience:

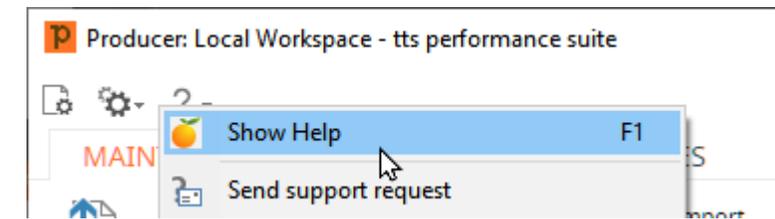
[Coaching Session \(EN\)](#)

## Where do I find more information



## ... and help?

QuickAccess inside tts performance suite (F1)



Online help portal

[Online Help](#)

Facing technical problems?

[support@tt-s.com](mailto:support@tt-s.com)