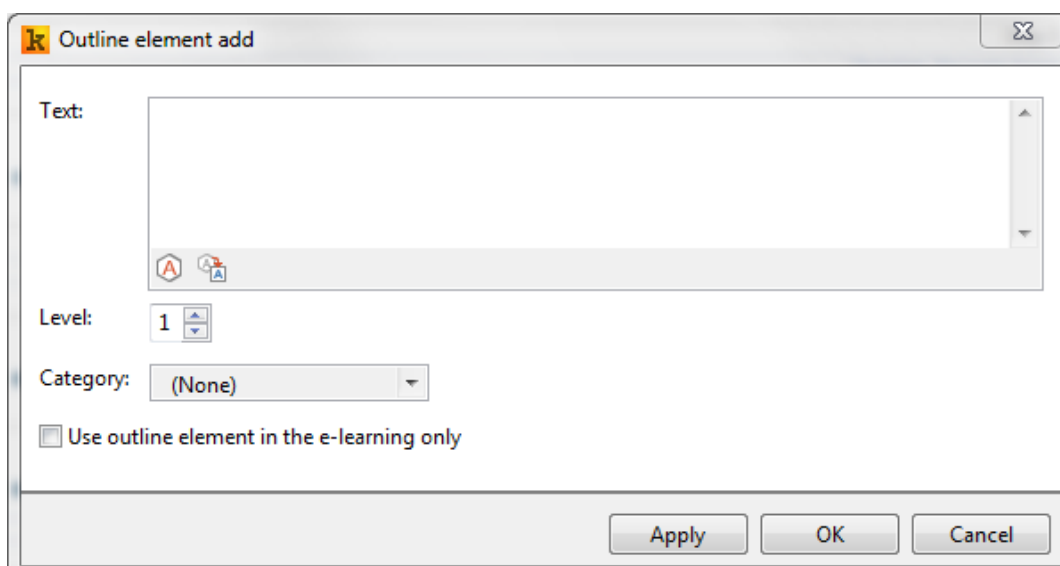


Structure


You have the option of organizing the structure of your document with the help of outline elements. Here you will find general information about this function.

1 Creating outline elements

The Step list in the **Document Editor** can be structured at any time with the help of **outline elements**. The following settings can be made when inserting an outline element:




You can specify the title of the outline element in the **Text** field. You can also define the **level** on which the outline element is to be inserted. The selected level also specifies the format of the heading which will be used to display the outline level in the documentation. The **Category** option is for assigning a category to text, thereby making it easier to identify.

 Activating the **Use outline element in the e-learning only** option allows you to suppress the display of the outline element in the documentation whenever necessary. The 'Content' section of the User Preferences also allows you to specify that outline elements should always only be used in the e-learning. This setting would then automatically also impact on outline elements generated during any subsequent Recording.


These properties of the outline level can be edited by opening the properties dialog by double-clicking the outline level.

As is the case with steps, outline elements can be moved about freely within the Step list via **drag & drop**.

 Outline elements are displayed formatted as a heading in the Documentation view, where they can also be edited directly. They are not counted as steps. Outline elements


are treated as separate areas in which it is impossible to add additional image or text elements.

2 View in the e-learning and documentation

The outline can be accessed in the e-learning via the **tutorial control**. If you are using the standard configuration, this can be displayed via the  **Menu** button and then selecting the **Sitemap** option.

SITEMAP X	
▼	Introduction
○	Start
	Overview
>	Content
>	Summary

The Jump list provides the end user with access to the outline elements and steps. The various outline elements and steps help with navigation. A position can be accessed via the corresponding hyperlink.

 If you don't want a step to appear in the Jump list, this can be specified in the properties of the step in question.

Outline elements are displayed as headings in the documentation. When working with the standard configuration, all headings will be reproduced in the table of contents for a manual. Steps are not indicated in the documentation due to the fact that they are not relevant to the text flow.