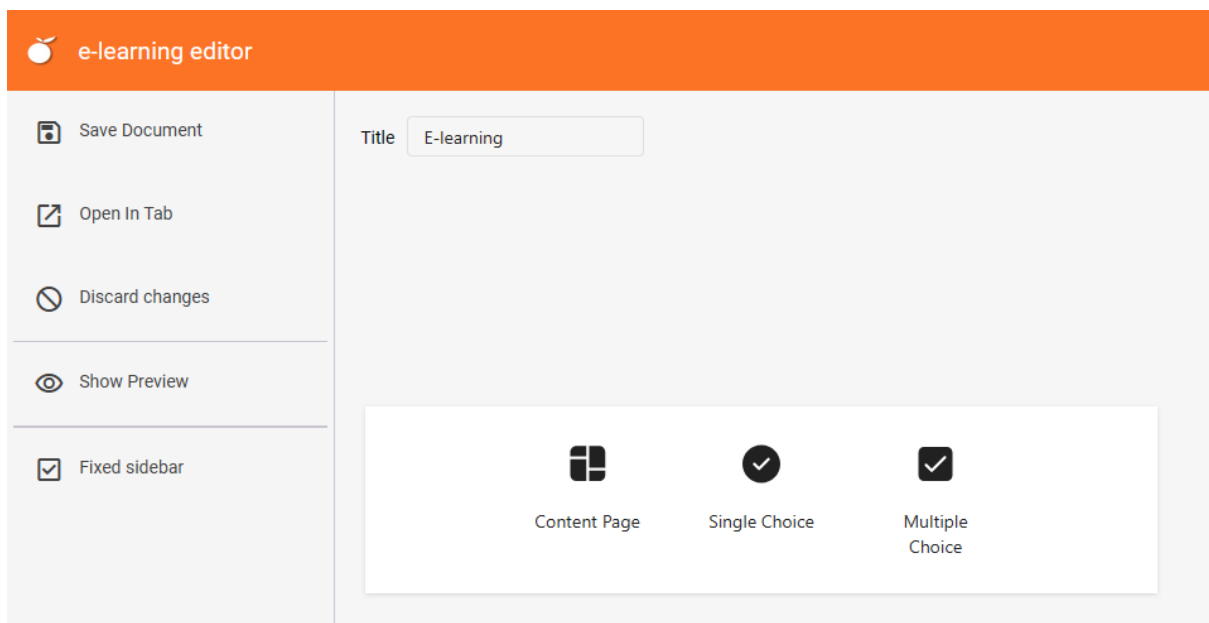


Creating a Creator document: E-learning

1 Basic information

You can use the **E-learning template** in the **Creator** to create interactive lessons that consist of several self-contained **steps**. Each step corresponds to a single page in the learning unit.

2 Default view (Step overview)

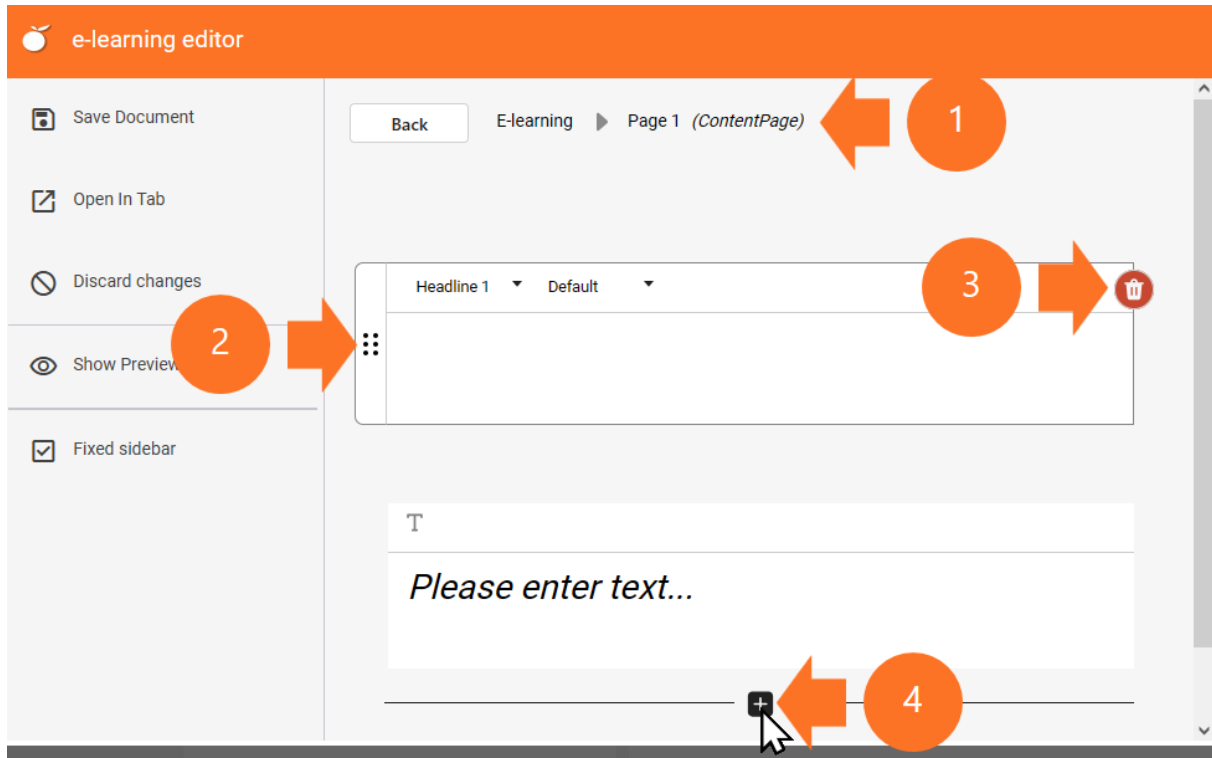


The **Step overview** is the default view in the e-learning editor. This is empty when the document is opened for the first time. To make it easier for you to get started, the editor initially displays the three different types of steps that you can choose:

- Content Page
- Single Choice
- Multiple Choice

Select one of these three options to insert the first step.

3 Editing view of a single step (here: Content Page)



As soon as you edit a step – either by entering a new step or adapting an existing one – the view will change. You will then only see the content of the step that you are currently editing.

1 You can see which step you are currently dealing with at the top of the screen (here: **Page 1**, i.e. step 1). You can use the [Back] button to leave the current step and return to the Step overview whenever you want.

A content step can contain any number of content blocks, which can be arranged in any order via the handle **(2)** and deleted at any time **(3)**. Two blocks are initially visible by default: A headline block (e.g. for the step's title) and an additional block for text.

4 You can add further **blocks** to the step via the **[+]** button that appears when you touch a blank area above or below the block with the mouse. You can choose between:

H1

Headline

T

Text



Text and
Picture



Picture



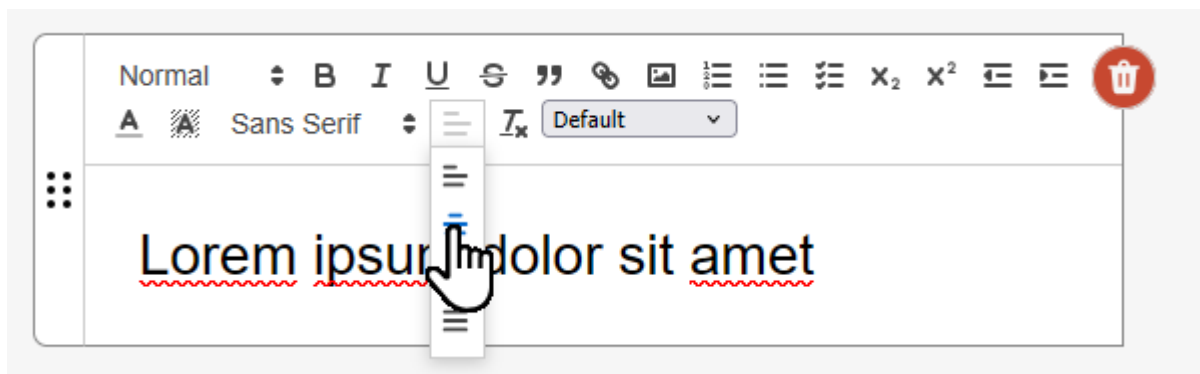
Evaluation

3.1 Headline



This block contains text that can be formatted as a headline. 5 different headline formats are supported. Furthermore, it's also possible to format the entire block in different ways (please refer to the **Text** block below).

3.2 Text



This block contains text that can be freely formatted. You can choose between four different text sizes (standard size: Normal). You also have access to the regular character formatting options (**B**/U for bold, italics, underlined and strikethrough), mark a text block as a quotation ("), insert a hyperlink (via the chain icon or the **Ctrl**+K key combination), insert an image into



the continuous text, use these buttons to work with numbered, bulleted or checklist formats, subscript or superscript selected characters, along with decreasing/increasing the left margin indent.

The second row provides access to functions for changing the character color or character highlight color, along with three different font families (Serif, Sans Serif and Monospace). Paragraphs can be aligned as left-, centered- or right-justified text. To remove all formatting

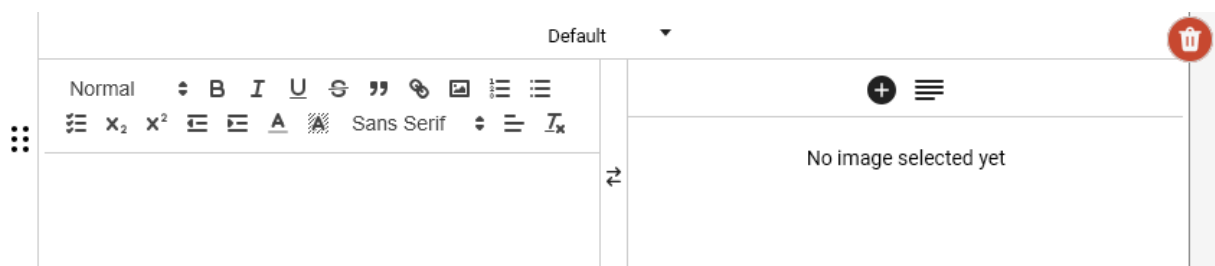
from a selected text (e.g. when you inserted formatted text from a different application), click this  button.

Formatting the entire block

In contrast to the "Default" standard, this type of content block can also be highlighted in its entirety as a "Block" (highlighted across the full width of the window, text displayed in the normal paragraph width), "Box" (text in a box that avails of the full paragraph width) or "Card" (neutral text background, contrasting color across the full width of the window) in gray or another color.

The "Widescreen" format is slightly wider and uses even smaller margins, while the "Full width" format displays the text with just an absolute minimum of margin.

3.3 Text and Picture



This type of block contains a picture next to text. You can initially insert a picture via the (+) button.

The window is split 50:50 between the picture and text. You can switch the positions of the picture and text at any time by clicking the double arrow button in the space that separates the text input area from the picture.

The text formatting functions are the same as those for the "Text" block type.

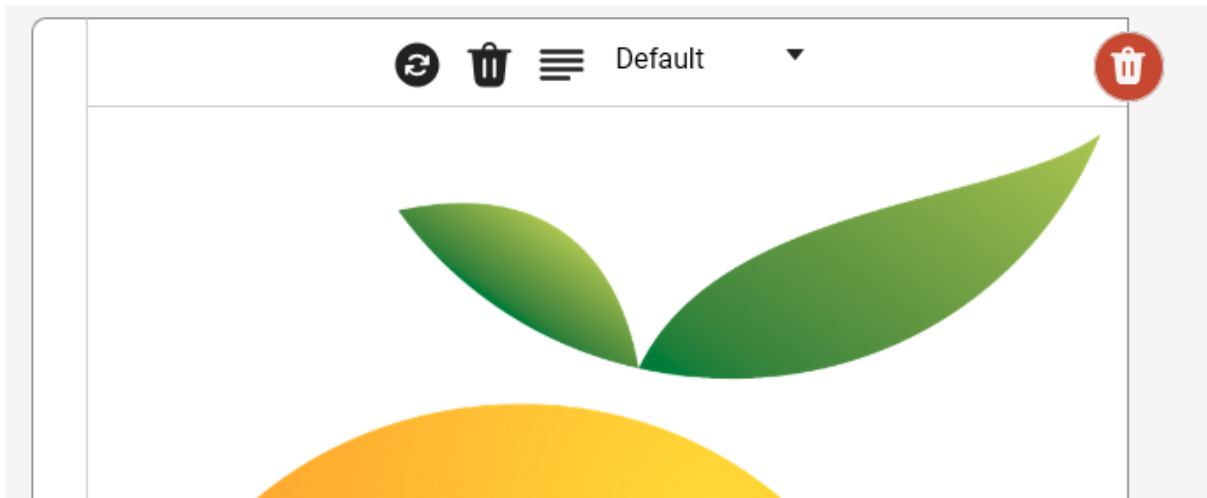
The picture formatting functions are the same as those for the "Picture" block type.

Here you can also change the formatting of the entire block (standard: Default).

3.4 Picture

To insert just a picture, select this block type. Click the (+) button to select a picture from the file system.

Once a picture has been loaded, you can replace it via the button on the left or delete it via the trashcan button.



Clicking the “Change picture description” button accesses the following window:

Change data

Image description

The QuickAccess

Alt text

The image of an orange, the symbol of QuickAccess

Cancel

Accept

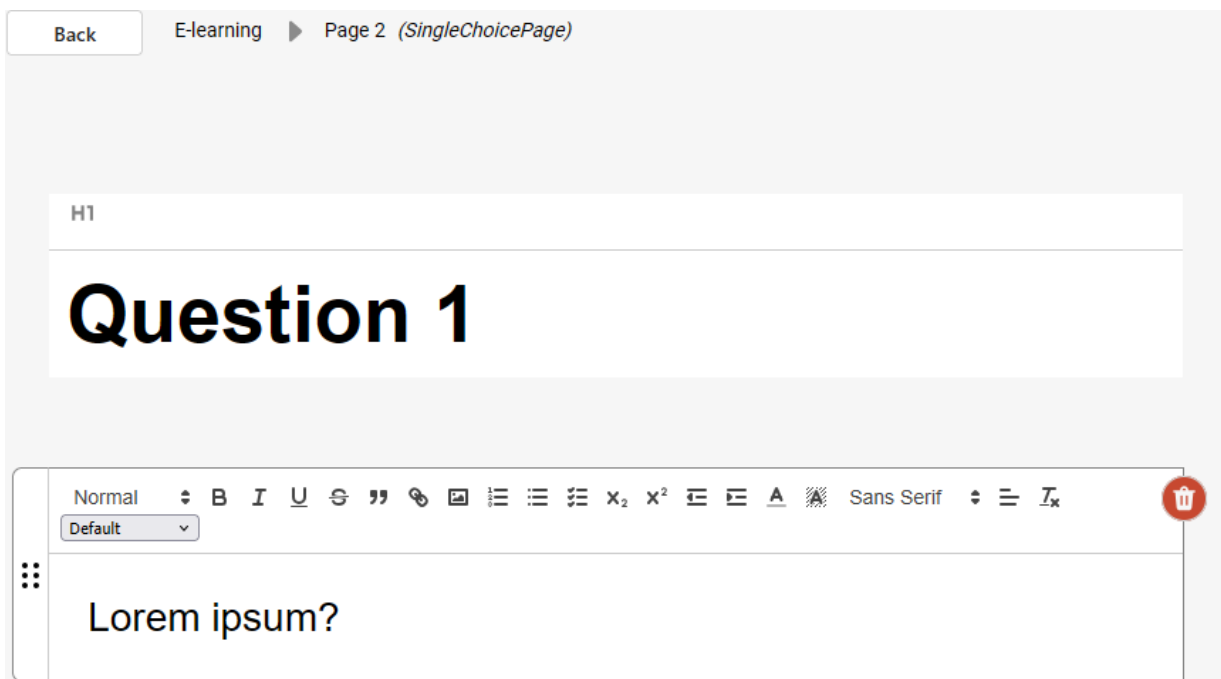
Here you can maintain both an image description (which will be displayed as a mouseover) and alternative text (important for accessibility reasons).

3.5 Evaluation

This type is used to display the result of all preceding steps in which test questions had to be answered.

4 Special features of single-choice and multiple-choice pages

- 💡 The two types of question steps – Single Choice and Multiple Choice – each have their own specific logic: at the end of a page, users can only proceed to the next page by answering the question by selecting several of the answer options (Multiple) or exactly one answer option (Single), and submit their answer(s) for evaluation. The evaluation of the answer is then displayed immediately.



Just like content pages, test question pages contain a headline block and a text block by default. You can customize/move these blocks as desired, or even delete them if they're no longer necessary.

☒	correct answer
☐	This is correct

Depending on the type of question selected, two text fields for answering the question will appear. Their design (either with radio buttons or checkboxes) matches the style of the question. You can provide as many additional answers as you like. In the case of single-choice questions, mark exactly one answer as the "correct answer". When preparing a multiple-choice question, you can mark any number of answers as correct (or not).

You can also enhance a test question with additional blocks, such as images, to make it more appealing.

An evaluation block appears at the end of the page. You can enter feedback in text form for the "Answered correctly" and "Not answered correctly" result:

Well done, that's right!

Sorry, that is not correct.

The top field (with the green checkmark) contains the feedback that is displayed when the question is answered correctly, while the bottom text field (with the red X) contains the feedback for when the question is answered incorrectly. The formatting options are the same as those in the other text blocks.

5 Other functions of the Step overview

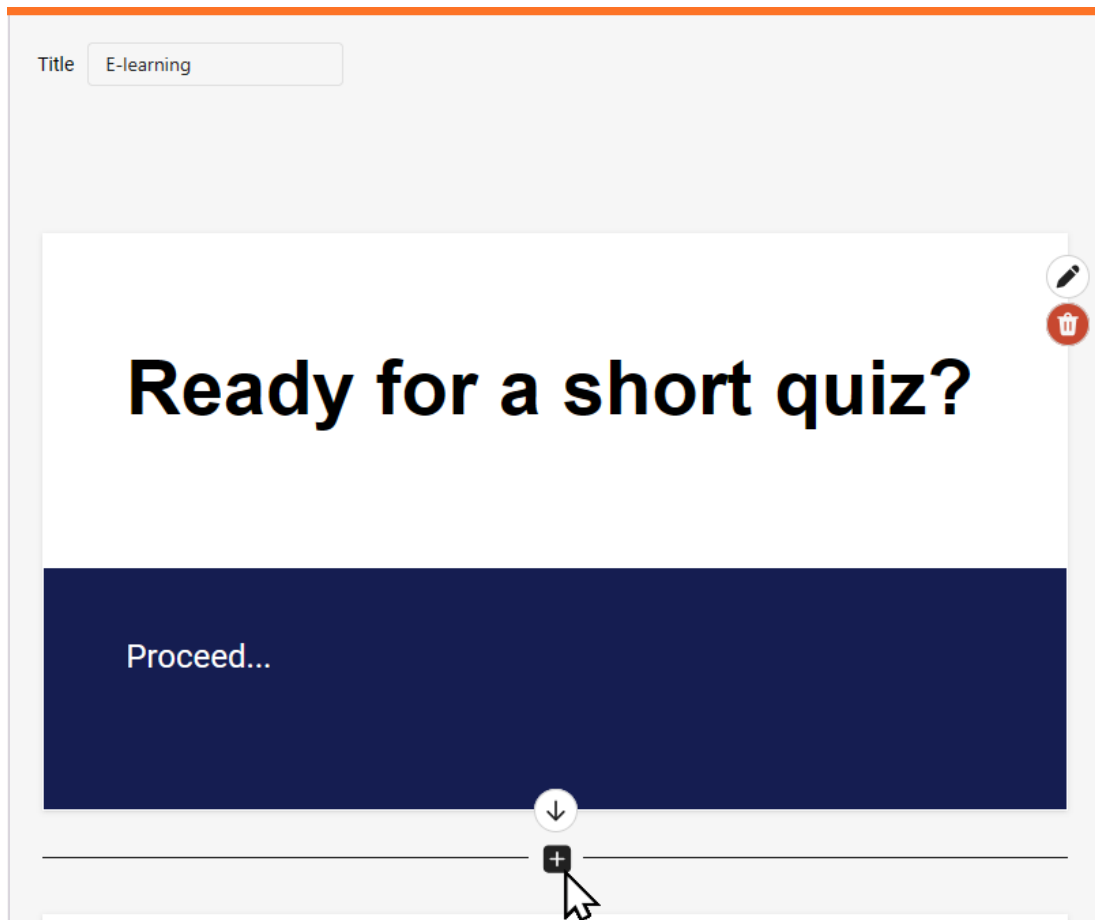
As soon as at least one step exists in the e-learning, the Step overview displays a step preview. You can access the following functions via your mouse:



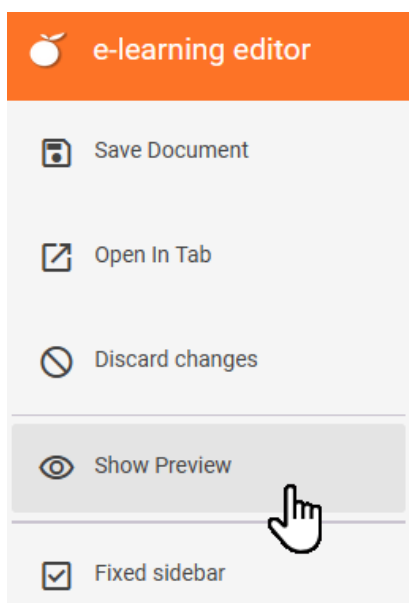
The **[+]** button, which appears either above or below a step whenever you touch that part of the screen with the mouse, allows you to add another step to the e-learning.

You can edit a selected step (**pencil**) or delete it (red **trashcan**) using the buttons to the right of the step.

You can use the vertical **arrows** (in this example only pointing downwards because this is the first step) to move a step down (i.e. later in the sequence) or up (i.e. earlier in the sequence).



6 Preview and End-user view



You can display a **preview** of the e-learning at any time. To do so, simply click the "Show Preview" option in the sidebar on the left.



The preview always starts with the first step of the e-learning, even if you access it from a different step that is currently open for editing.

The e-learning starts with step 1. Within a step, the content blocks are displayed one below the other. If necessary, you may have to scroll down to display the rest of the step's content. At the end of a step, a round button with an arrow pointing downwards appears – clicking this calls up the next step. A special feature of question steps is the fact that users first have to answer the question before clicking the "Submit" button. The evaluation text and the aforementioned button for accessing the next step will then appear.



To access the preceding step, simply scroll up. A section containing a vertical arrow and the name of the previous step then appears. In the case of test questions, once a user has answered a question they cannot change it by switching back.