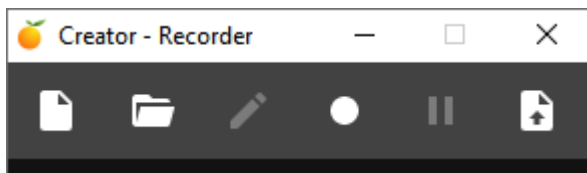


# The Recorder's toolbar (desktop app of the Creator)

This document contains information on the toolbar, along with detailed explanations of the various functions.

The Creator allows you to quickly and easily create step-by-step instructions. Double-click the orange in the tray area at the bottom right-hand corner of the screen to start the Recorder and then directly record the procedure you want to explain while performing the various steps in the target application.

The **Creator toolbar** will appear as soon as you double-click the QuickAccess icon in the tray:




The functions on this bar are (from left to right):

- Create new steplist.  
This generates an empty steplist. If an unsaved steplist is currently open in the Creator, a prompt asking whether it is to be saved will appear.
- Open steplist.  
This function allows you to open a steplist, which you saved on the hard drive, in the .qac format.
- Edit steplist.  
This button brings the editing window for the current steplist to the foreground.
- Start/Stop Recording.  
If you want to record an application, you can start (and also stop) the recording via this button.  
The recorded steps are always inserted after the last selected step in the steplist. The Recording button flashes red during the recording.  
While recording in the target application, a green frame around the object currently under the mouse indicates which control element is being captured by the Recorder during an interaction.  
Once the recording comes to an end, the Editor window in the Creator opens, displaying the steps that were just recorded as a steplist. Here you then have the opportunity to edit your recording.
- Pause recording. If you don't want to record certain actions, simply activate the Pause button. The Recording then remains active, but will only continue



when Pause is clicked again. The Recording button stops flashing while the Pause is activated.

- The rightmost button allows you to upload documents, like PDF, Word, or Excel files, to the server.

 To stop a recording, simply click the Recording button again.