

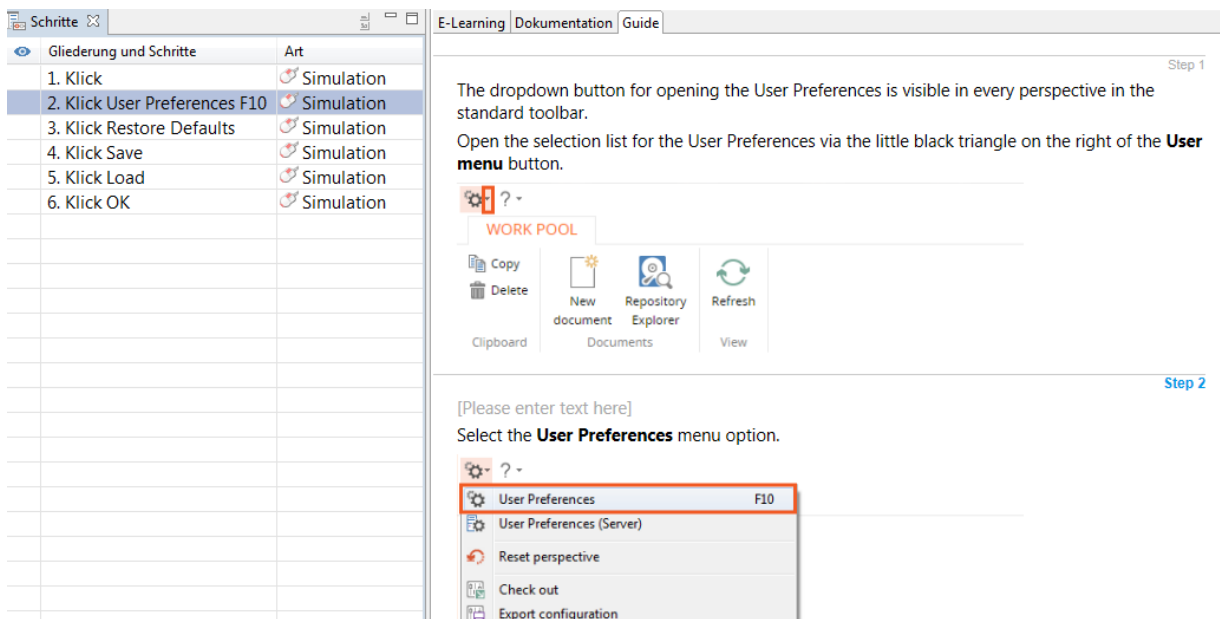
# View: Guide

Various views are available in the Document Editor – the E-learning, Documentation and Guide views. Keep reading to find out more about the "Guide" view.

Guides are short Online Helps that lead the learner step-by-step through an IT application. The explanations therein are kept as short as possible. Where possible, the language used in a guide should be restricted to the necessary instructions.

## 1 Steps and recording

Just like the E-learning and Documentation views, the Guide view also has a **Step list** on the left and a **workspace** on the right.



## 2 Recording

The steps in a guide are generated during a recording. Interactions and screenshots are automatically stored in the Guide view during the recording of an IT application. In doing so, only the relevant parts of an IT application are recorded, highlighting is inserted as appropriate and instructions are generated – all of this automatically.

[Please enter text here]

Select the **User Preferences** menu option.



### 3 Display

It's a good idea to briefly outline the topic in the first step of a guide. Explanatory text is always entered into the first field and can be entered into every step. This is depicted in a **normal font** in the export.

The instructions appear below this and are depicted in **italics** in the export. They are created automatically during the recording, but can be subsequently enhanced by the author.

The third element of a guide step is the screenshot. This shows the sequence of clicks or entries by displaying a **red frame** on the relevant interaction objects.

This three-part structure is the same for all guide steps. If you don't require a text element, simply leave it empty.

When a guide is opened for viewing, it is always displayed in a vertical window (portrait format).

**Document**  
Document content: Creating a TT document

Open content Print

Document content: Creating a TT document


- 1** You have selected the **Create TT document** option when creating a new document. Click **Finish**.

How would you like to provide content for the document?


  - Create TT document**  
Create a new TT document and subsequently open it for editing
  - Upload file**  
Upload a file from your local hard disk
  - Create placeholder**  
Merely define document properties without filling the document with content
- 2** Select a **template** for the document. If you want to make other settings, click **Next**. If you click **Finish**, the standard settings will be copied automatically.

Select template

Please select a template.



Beispiel



Initial (Global)
- 3** Make the settings for the **e-learning**.

Click **Next** to change the settings for the documentation. If you want to copy the standard settings, simply click **Finish**.

## 4 Image editing

**Images** are edited via their **context menu**. Not only can they be cropped, but you can also edit their properties.

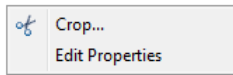
Step 1

[Please enter text here]

You have selected the **Create TT document** option when creating a new document. Click **Finish**.

How would you like to provide content for the document?

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Create a new TT document and subsequently open it for editing
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Upload a file from your local hard disk
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Merely define document properties without filling the document with content



< Back   **Finish**   Cancel