



User Productivity Kit (UPK) Version 12.1 Developer & Administrator Class (3 Days)

This User Productivity Kit training will teach you how to use the User Productivity Kit Developer version 11 or 12 to build an outline, prepare for and record content, along with using the Topic Editor to customize recorded content.

Before Creating a UPK Topic

- Single-User versus Multi-User Considerations
- Overview of UPK Tools Menu
- Default Mode Settings

Learning How to Use UPK

- Overview of the UPK Developer Screen
- Overview of the Developer Toolbars

Working with the Outline

- Overview of Creating an Outline
- Explain the Outline Structure
- Navigating the Library Outline
- Moving Documents in an Outline
- Moving Documents in the Library
- Printing an Outline
- Linking and Moving Documents

Recording Simulations

- Manual versus Automatic Recording
- Recording a Topic
- Saving Documents
- Check In and Out Topics

Working with Frames

- Explain the Different Types of Frames
- Hiding a Frame for a Playback Mode
- Including or Hiding Frames in Documents
- Working with Bubbles and Action Frames

Editing Frames

- Customizing Text
- Formatting Input Strings
- Changing and Adding New Input Text Entries
- Working with Action Properties
- Copying and Deleting Frames
- Inserting Explanation Frames
- Inserting Missing Frames
- Re-Recording a Topic
- Recapturing an Action
- Recapturing a Screenshot
- Adding Text to Introduction and End Frames

Using Content Tools

- Finding and Replacing Text
- Replacing Fonts
- Spell Checking Content
- Finding a Document in the Library
- Undo and Redo

Editing with Screenshot Overlays

- Export Topics to Microsoft PowerPoint
- Edit a Screenshot
- Create Graphic Overlays in Microsoft PowerPoint

Web Pages

- Linking a Web Page to a Topic
- Overview of Creating a Web Page

· **Prerequisite:** Understanding How to Use Microsoft Office Word and PowerPoint

Previewing Modes

- Previewing See It!, Try It!, Know It?, and Do It! Modes
- Previewing Documents
- Previewing a Presentation

Publishing the Player

- Selecting Documents to Publish
- Using Publishing Wizard
- Overview of Publishing Options
- Overview of Document Formats

Navigating the Player

- Finding Documents Inside the Player Content
- Running the Player
- Overview of the Player
- Sharing Links
- Searching for topics in the Player

Record It!

- Overview of Record It!
- Creating a Topic in Record It! Mode
- Using Test it! Mode within the Record It!

Administration

- Administering UPK
- Setting Developer Preferences
- Check in and Check out Features
- Managing the Library

Advanced Developer topics

- Questions and Assessments
- Incorporate Related Documents
- Creating and Linking Attachments
- Using String Input Options
- Alternative Paths and Actions for your Frames
- Incorporating Sound in UPK