

Purpose

Use this procedure to import or change a template in Articulate.

Trigger

Perform this procedure when you need to import a new template or change a template.

Prerequisites

- None

Menu Path

Use the following menu path to begin this transaction:

- N/A

Transaction Code

Articulate

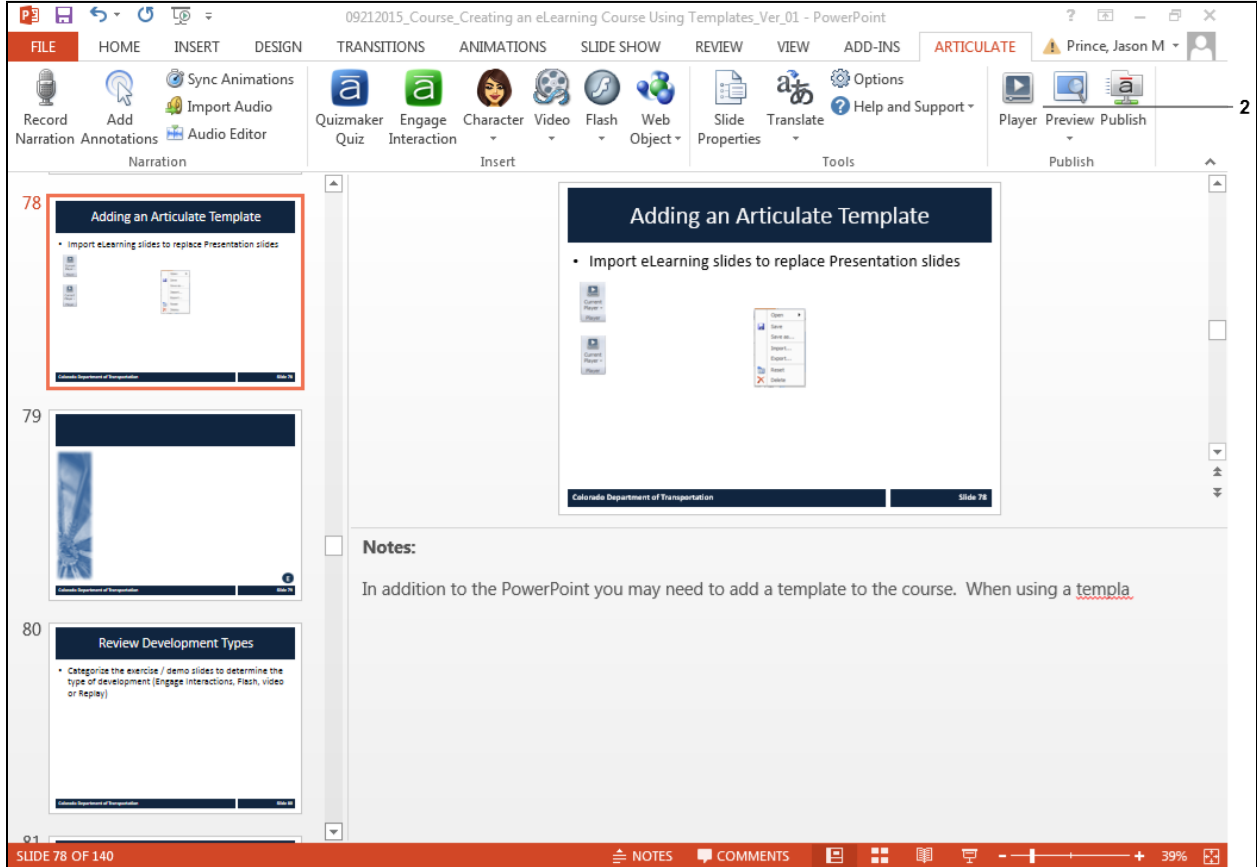
Helpful Hints

- All imported templates are saved in Articulate. To go to an existing template select Player ➔ Current Player ➔ Open ➔ Then Select the template you want to use.
- You will be prompted if you have a duplicate template.
- Once you save a template it is stored in this location until it is deleted. To delete a template select the template and then select select Player ➔ Current Player ➔ Delete
- Any changes made to a template are stored on the template. If you make a change create a new template to store the file.

Procedure

1. Start the transaction from an open PowerPoint with the Articulate ribbon selected.

Desktop



The screenshot shows the Microsoft PowerPoint interface with the Articulate ribbon selected. The ribbon includes tabs for Narration, Insert, Tools, and Publish. The main slide area displays a slide titled "Adding an Articulate Template" with the following content:

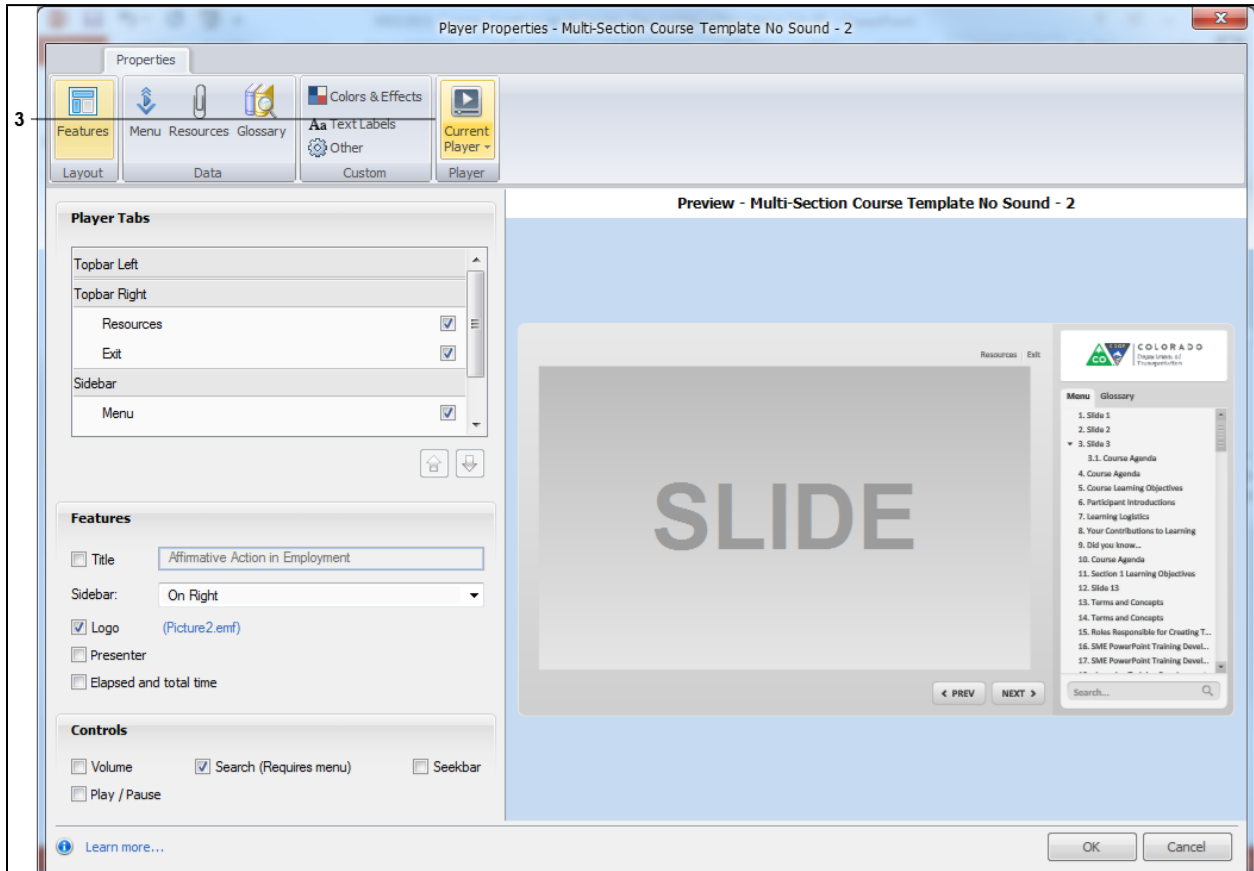
- Import eLearning slides to replace Presentation slides

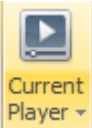
The slide also features a "Notes" section with the text: "In addition to the PowerPoint you may need to add a template to the course. When using a templa".

At the bottom of the slide, there is a "Player" button icon.

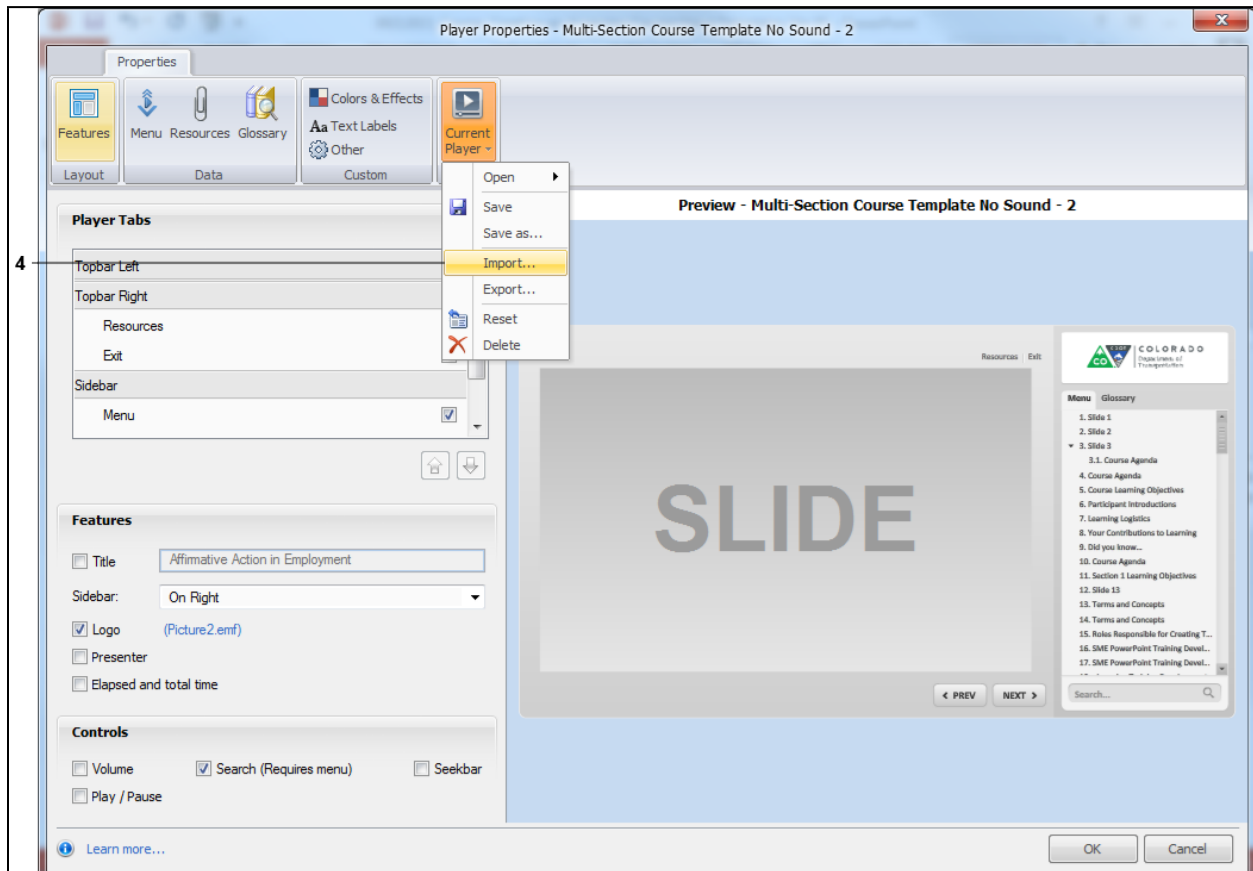
2. Double-click **Player** button . The *Player Property* screen displays.

Player Properties - Multi-Section Course Template No Sound - 2



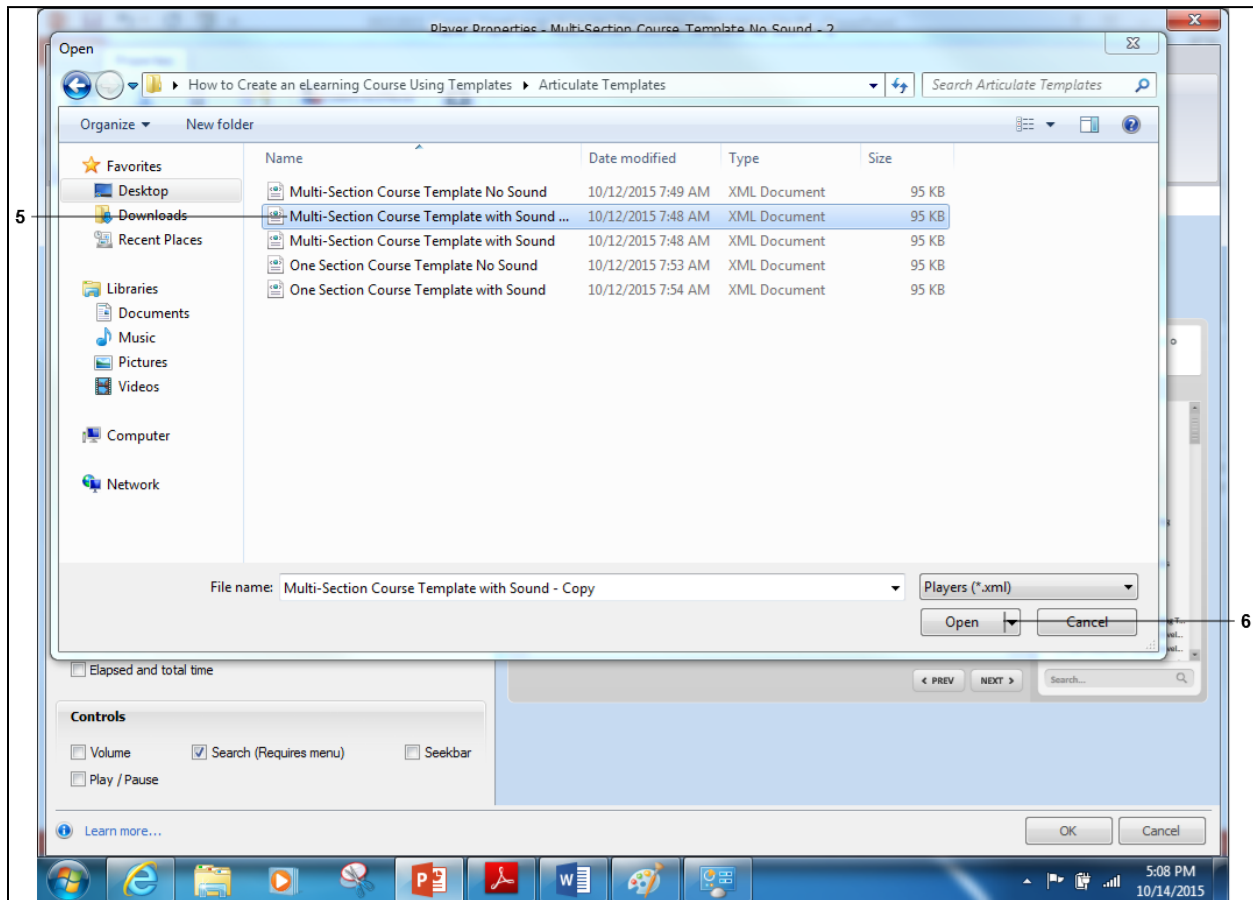
3. Click on the **Current Player** button  to display the *Current Player* options menu.

Player Properties - Multi-Section Course Template No Sound - 2



4. Select **Import** **Import...** from the menu of available options.

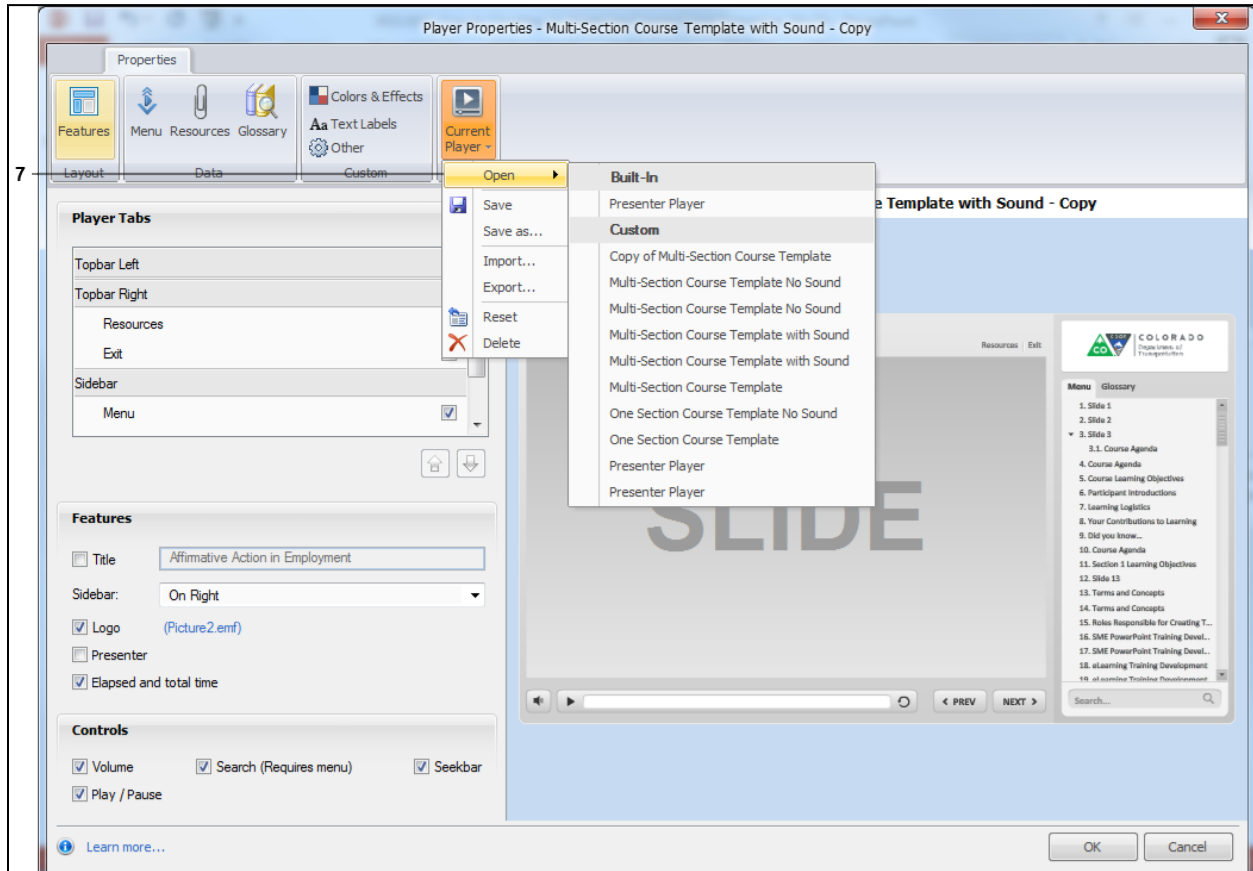
Open

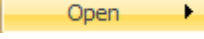


5. Click on the name of the template you want to import. In this example, *Multi-Section Course Template with Sound* **Multi-Section Course Template with Sound ...** was selected.

6. Click the **Open** button **Open** to import the selected template. The *Open* screen closes and the *Player Properties* screen displays.

Player Properties - Multi-Section Course Template with Sound - Copy

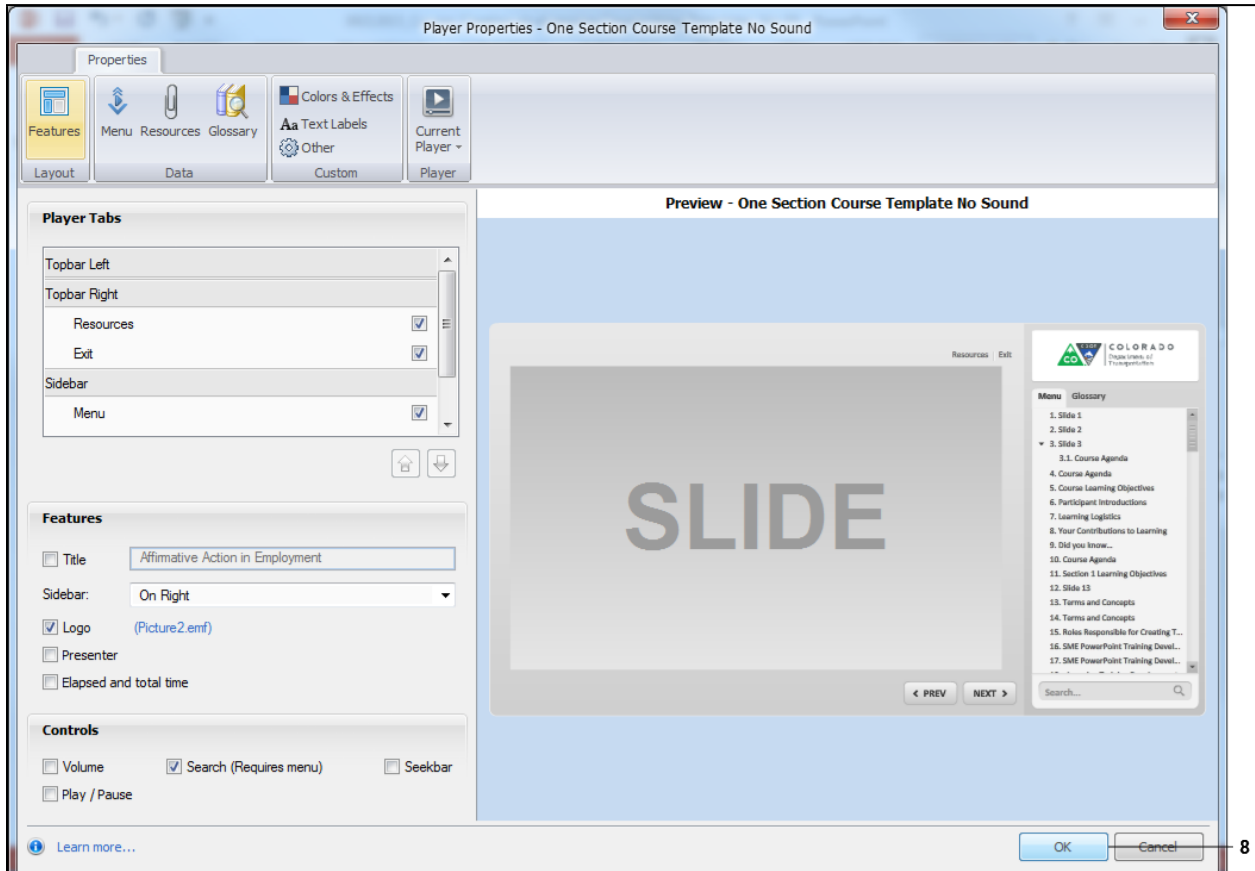


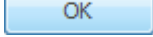
7. To confirm the template has been selected, select **Open** . A list of the custom templates displays with the template you loaded in the custom area of the menu.



If you want to change a selected template, left click on the template name. This changes the template to the selected item.

Player Properties - One Section Course Template No Sound



8. Click the **OK** button  to save your selections.

Result

You have imported a template.

For feedback on this document, please contact dot_SAPSupport@state.co.us.