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:
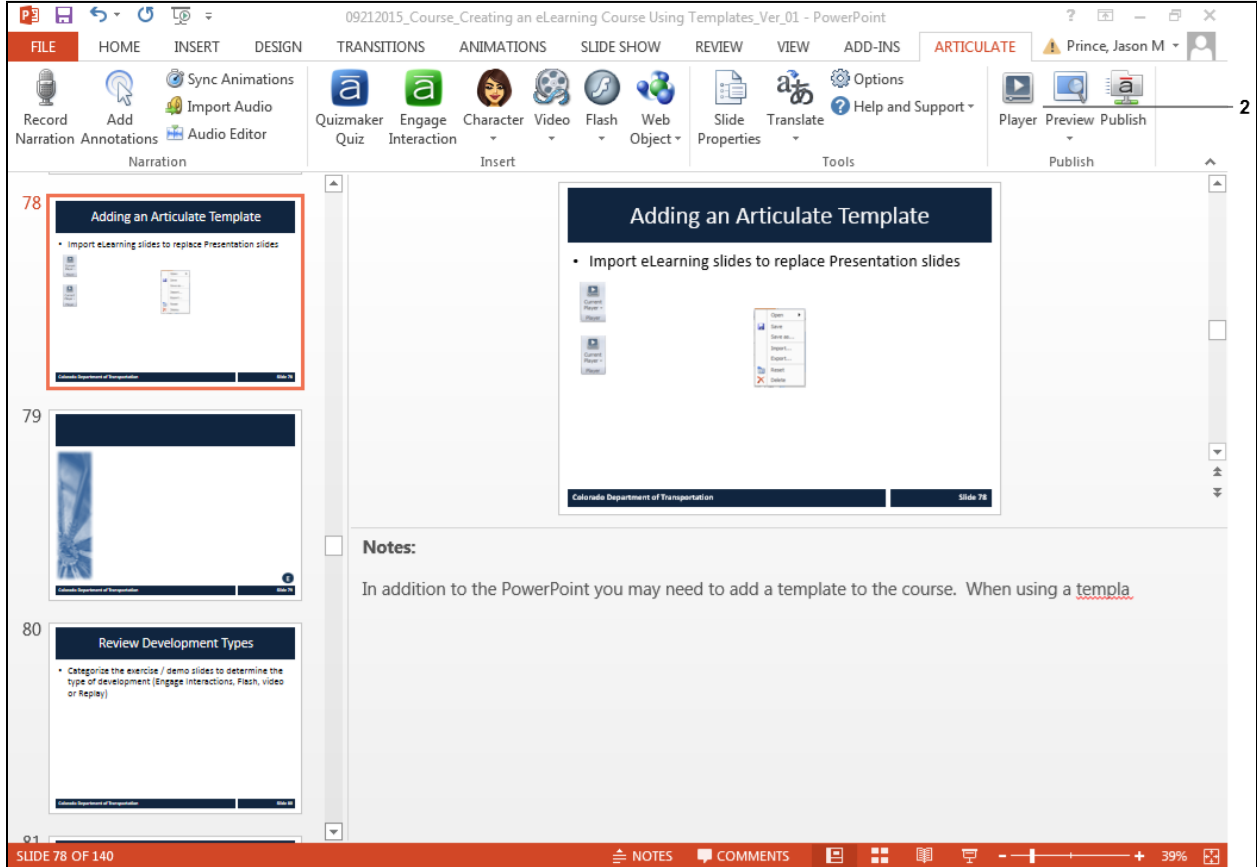
- N/A

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
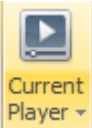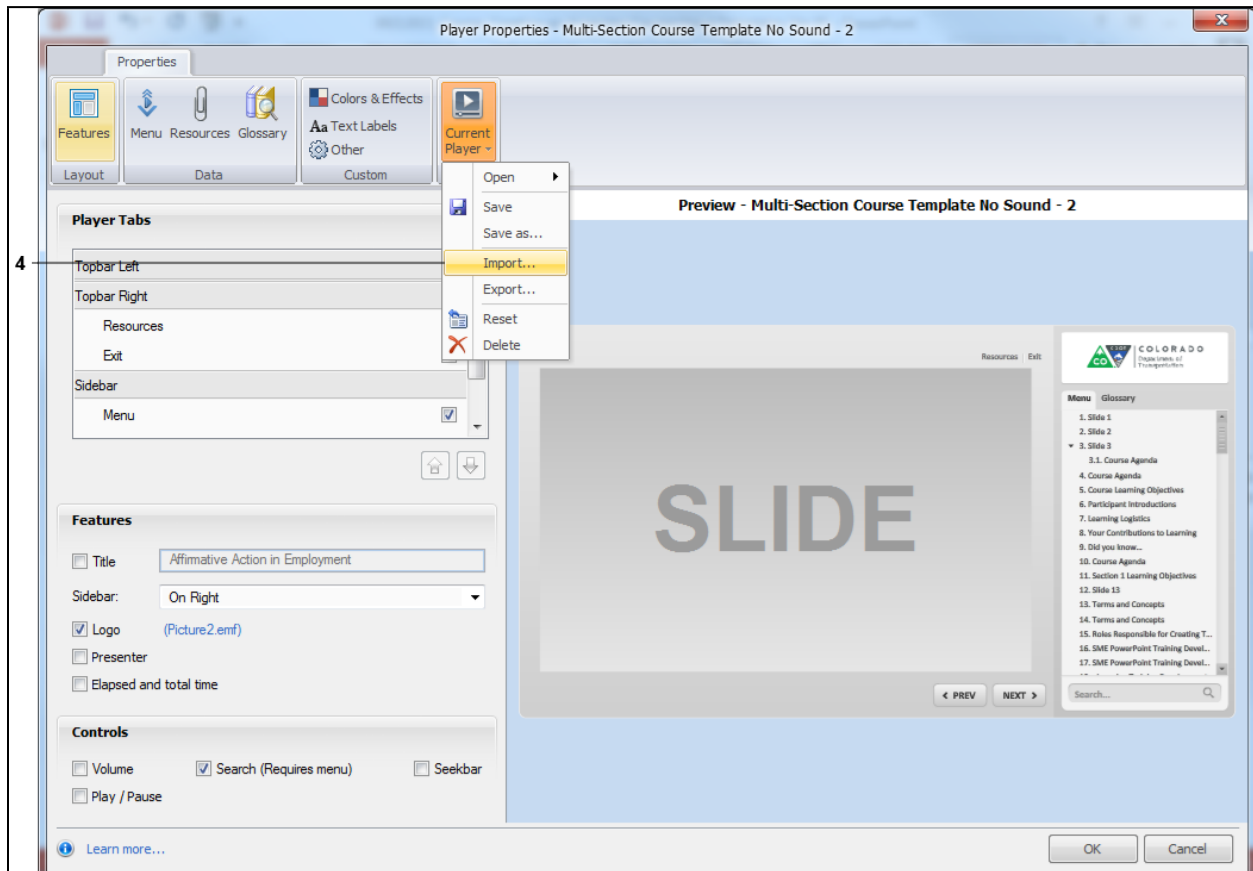

2.   Double-click **Player** button   . The *Player Property* screen displays.

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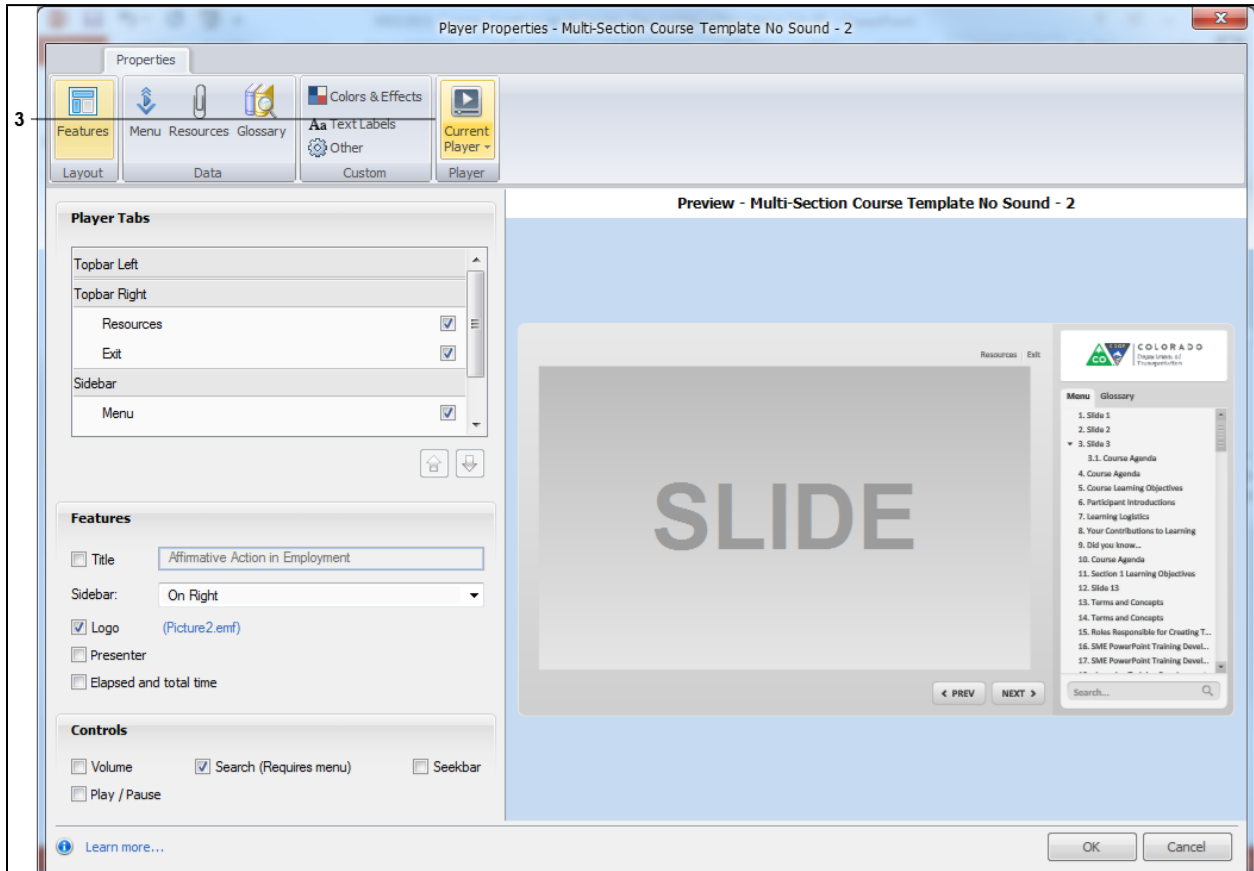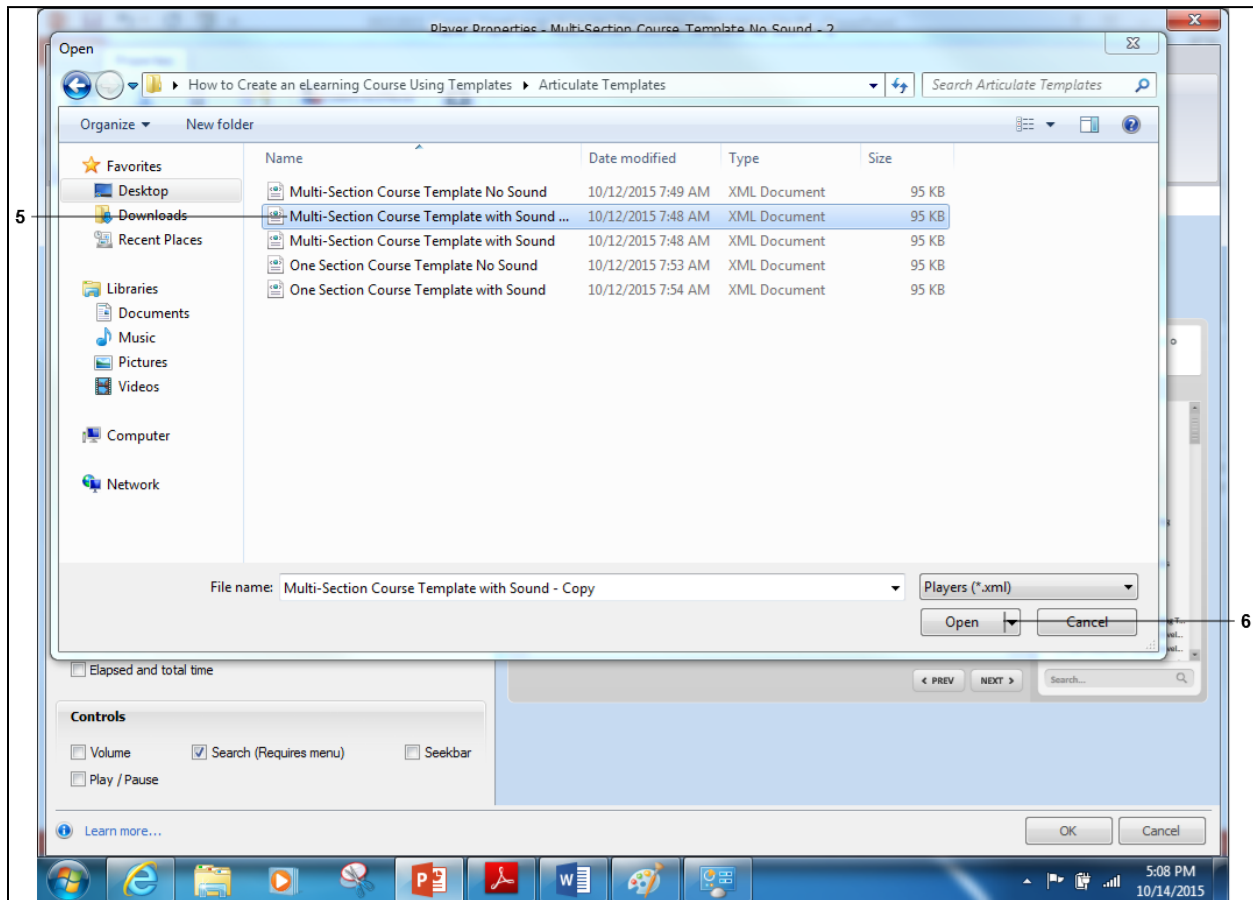

3.	Click on the **Current Player** button to display the *Current Player* options menu.

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

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

Open

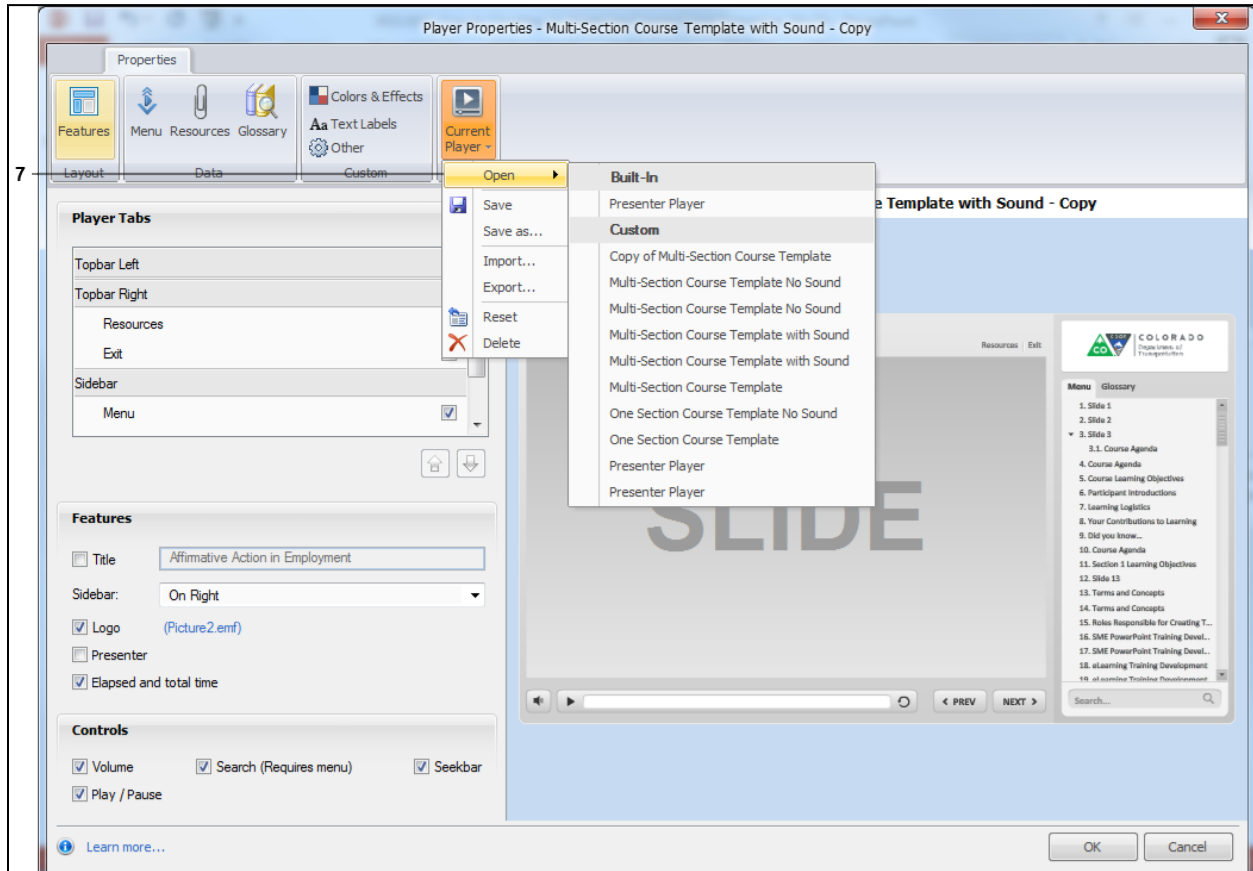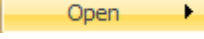**5.** Click on the name of the template you want to import. In this example, *Multi-Section Course Template with Sound* Multi-Section Course Template with Sound ... was selected.

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

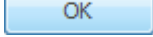**Player Properties - Multi-Section Course Template with Sound - Copy**

7. To confirm the template has been selected, select **Open** [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
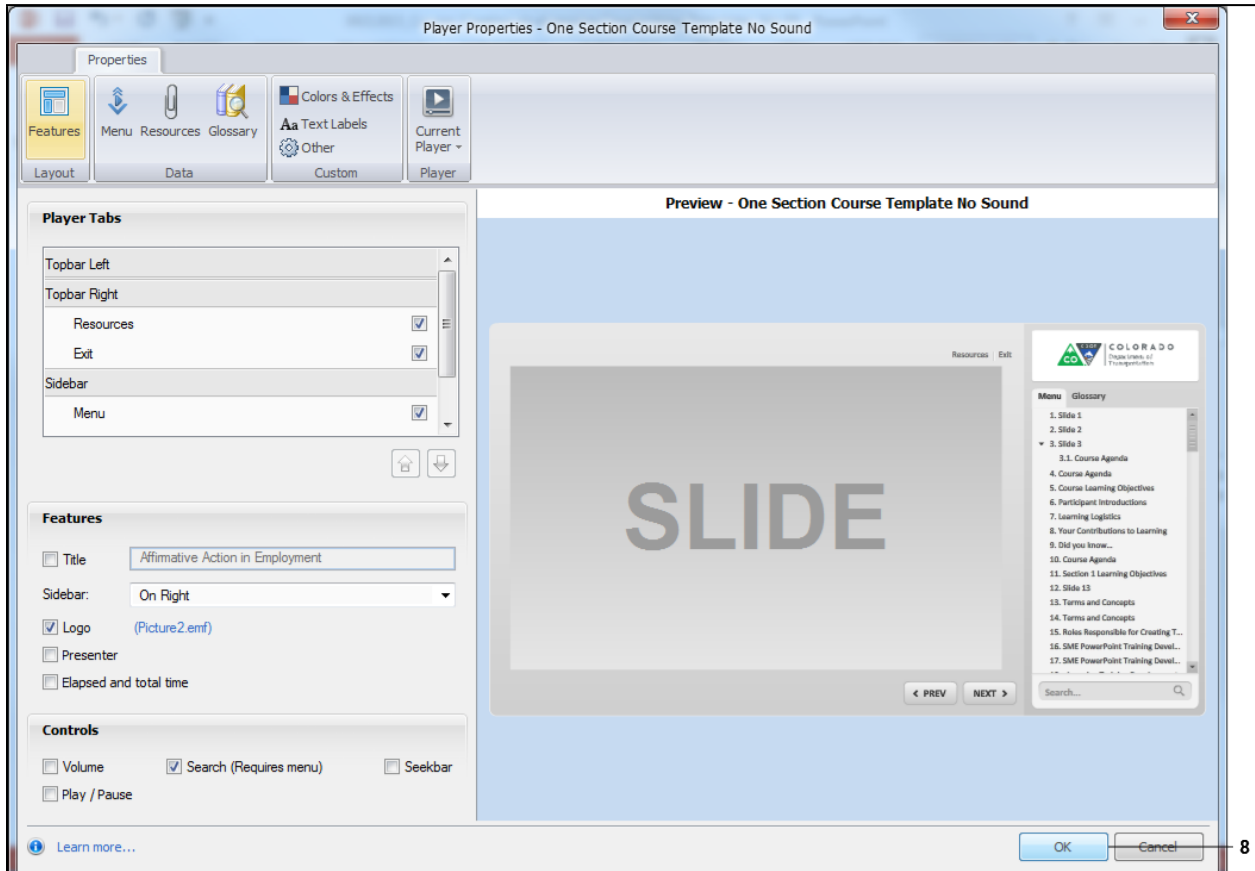
8. Click the **OK** button [OK] to save your selections.

Result

You have imported a template.

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