

Purpose

Use this procedure to add a Resource Document to an Articulate course.

Trigger

Perform this procedure when need to add a Resource document or link to a Resource document.

Prerequisites

- None

Menu Path

Use the following menu path to begin this transaction:

- None

Transaction Code

Articulate

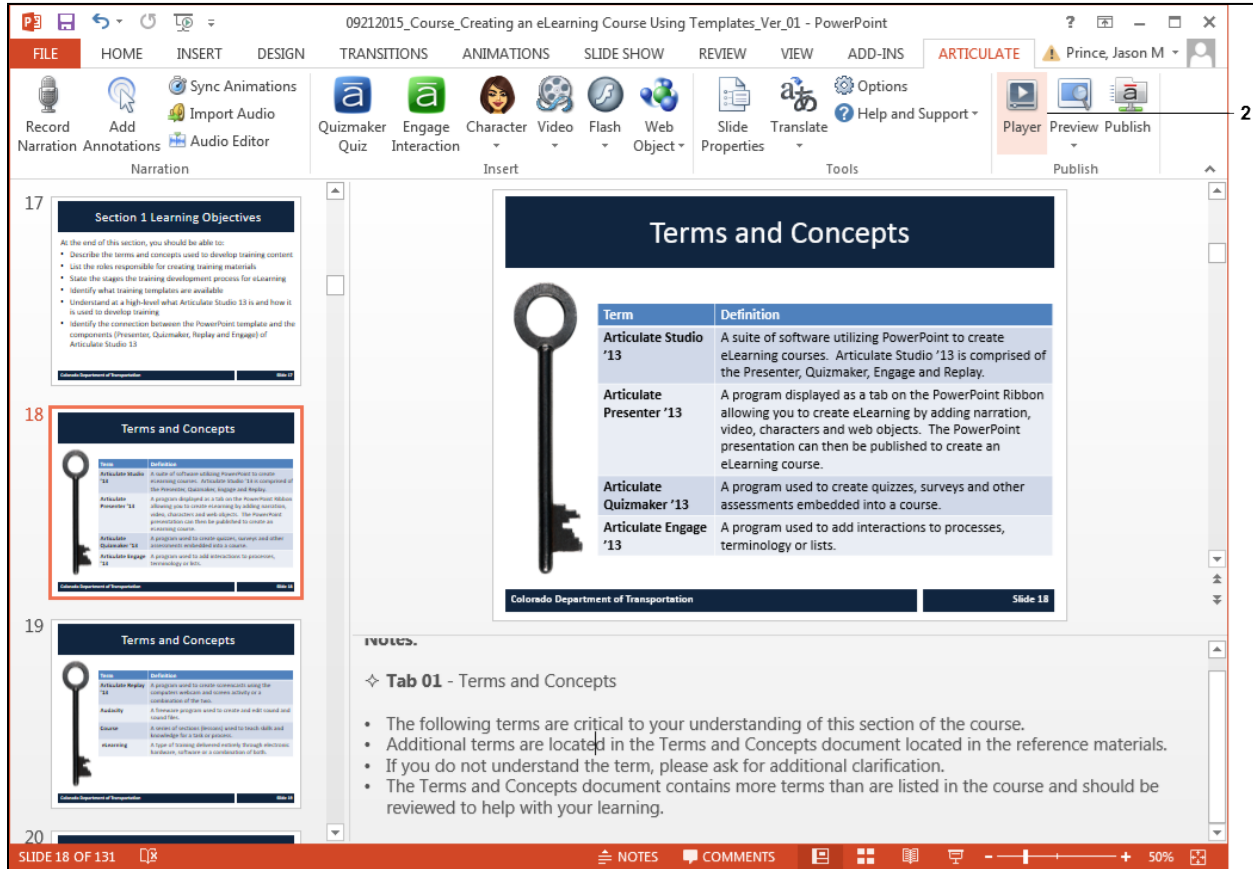
Helpful Hints

- Once you have added the first Resource document the *Edit* and *Delete* buttons become active.
- If you are adding a Resource document that is a form, policy or other document that may change in the future consider adding it as a link so the course does not have to be updated if the document changes.

Procedure

1. Start the transaction from the Articulate ribbon from an open PowerPoint Presentation.

09212015_Course_Creating an eLearning Course Using Templates_Ver_01 - PowerPoint



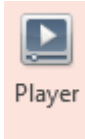
The screenshot shows the Microsoft PowerPoint interface with the Articulate ribbon active. The ribbon includes options like Record Narration, Add Annotations, Audio Editor, Quizmaker, Engage, Character, Video, Flash, Web Object, Slide Properties, Translate, and Publish. The main slide area displays a slide titled "Terms and Concepts" with a table of terms and definitions. The table is as follows:

Term	Definition
Articulate Studio '13	A suite of software utilizing PowerPoint to create eLearning courses. Articulate Studio '13 is comprised of the Presenter, Quizmaker, Engage and Replay.
Articulate Presenter '13	A program displayed as a tab on the PowerPoint Ribbon allowing you to create eLearning by adding narration, video, characters and web objects. The PowerPoint presentation can then be published to create an eLearning course.
Articulate Quizmaker '13	A program used to create quizzes, surveys and other assessments embedded into a course.
Articulate Engage '13	A program used to add interactions to processes, terminology or lists.

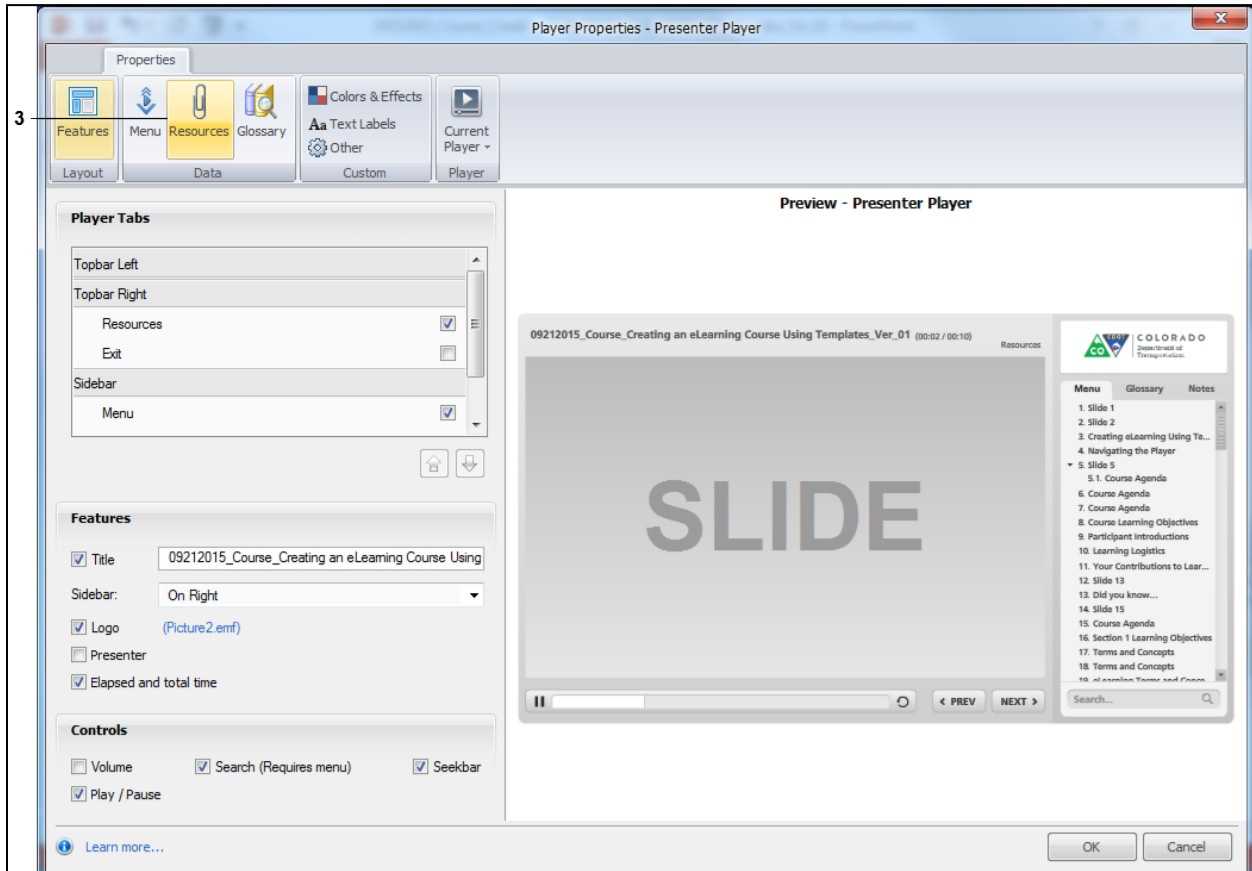
Below the slide, the Notes pane contains the following text:

◆ **Tab 01 - Terms and Concepts**

- The following terms are critical to your understanding of this section of the course.
- Additional terms are located in the Terms and Concepts document located in the reference materials.
- If you do not understand the term, please ask for additional clarification.
- The Terms and Concepts document contains more terms than are listed in the course and should be reviewed to help with your learning.

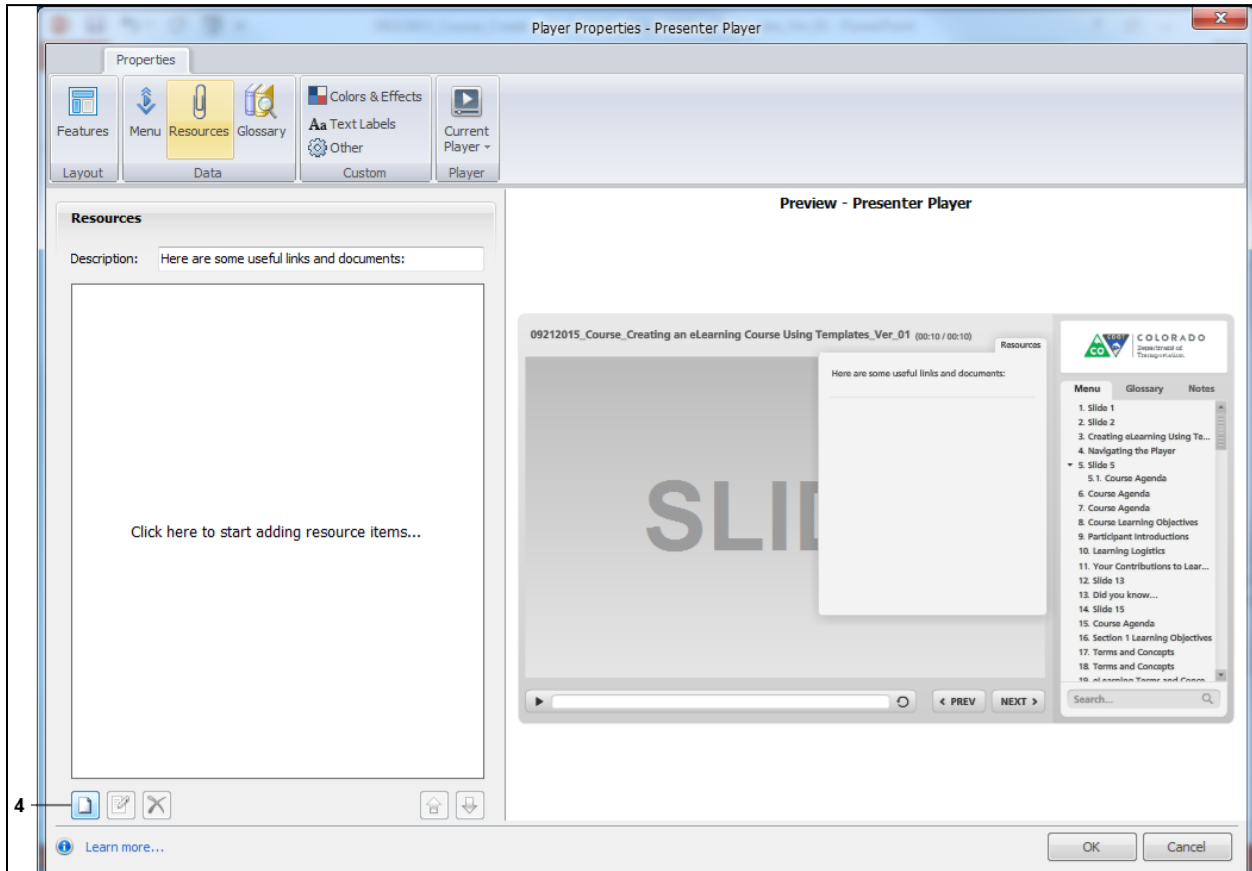
2. Click **Player** button . The *Player Properties* screen displays.

Player Properties - Presenter Player



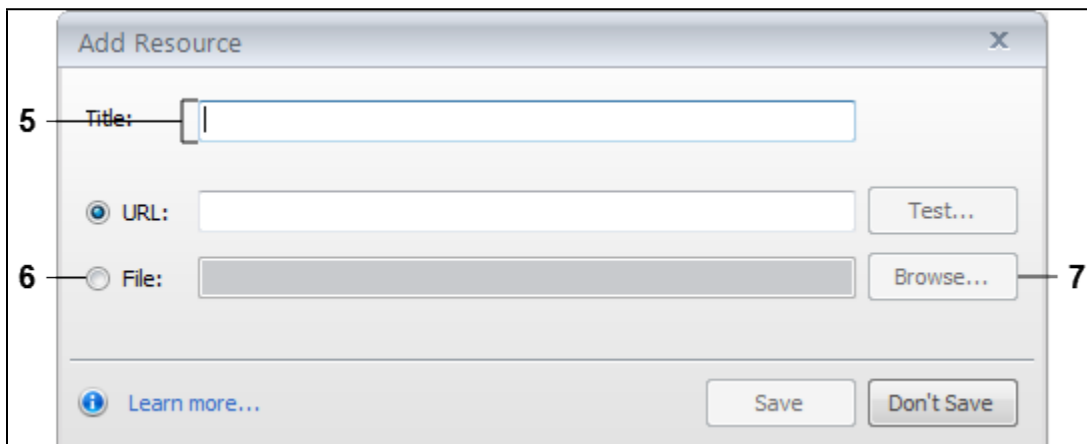
3. Click the **Resources**  button. The *Player Property* screen updates.

Player Properties - Presenter Player



4. Click the **Add** button . The *Add Resource* screen Displays.

Add Resource



5. As required, complete/review the following fields:

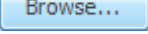
Field	R/O/C	Description
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Field	R/O/C	Description
Title	Required	The title of the document or the webpage of the Resource Document Example: TAB_01_Terms and Concepts-1

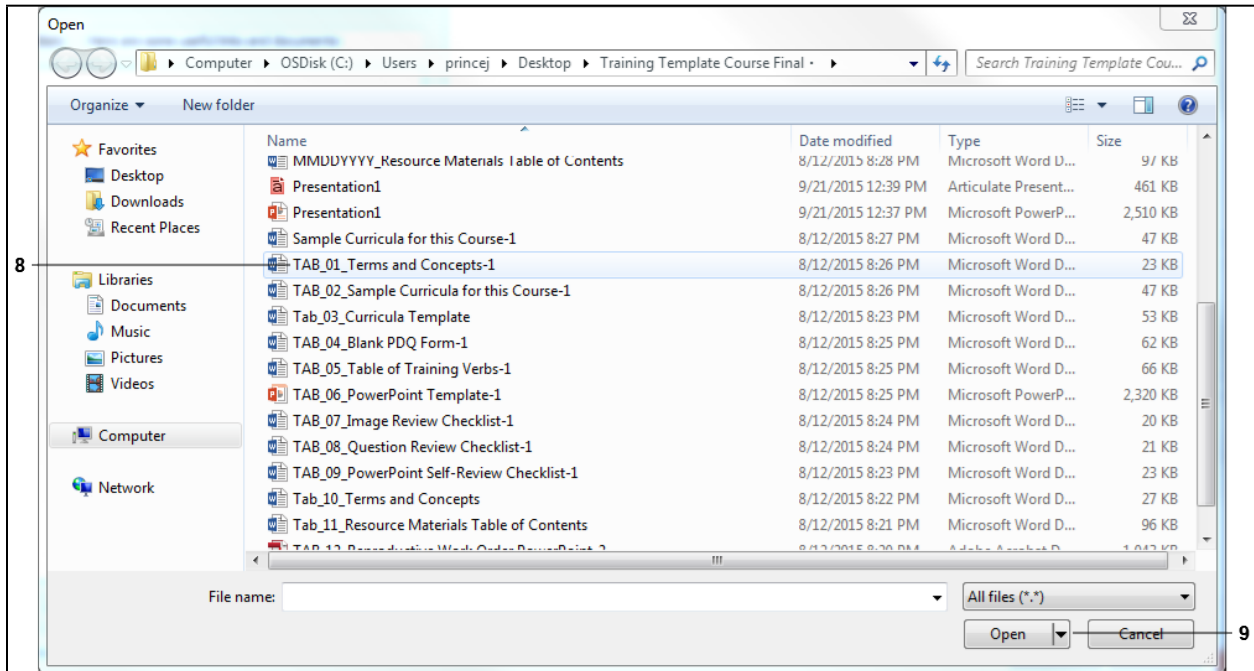
6. Click **File:** radio button to import a file into the Articulate presentation.



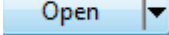
If you are linking to a webpage, select the URL radio button and enter the URL of the Resource Document and continue the process step continue the process on step 10 of this document.

7. Click the **Browse** button  and navigate to the file you want to select. In this example, *TAB_01_Terms and Concepts-1* is the file you want to add as a Resource document.

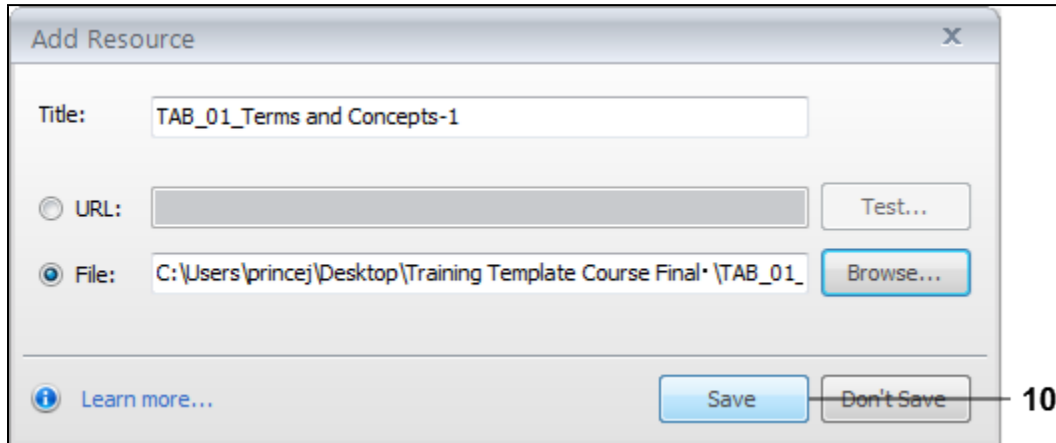
Open



8. Click on the name of the file to select it. The file is now highlighted blue.

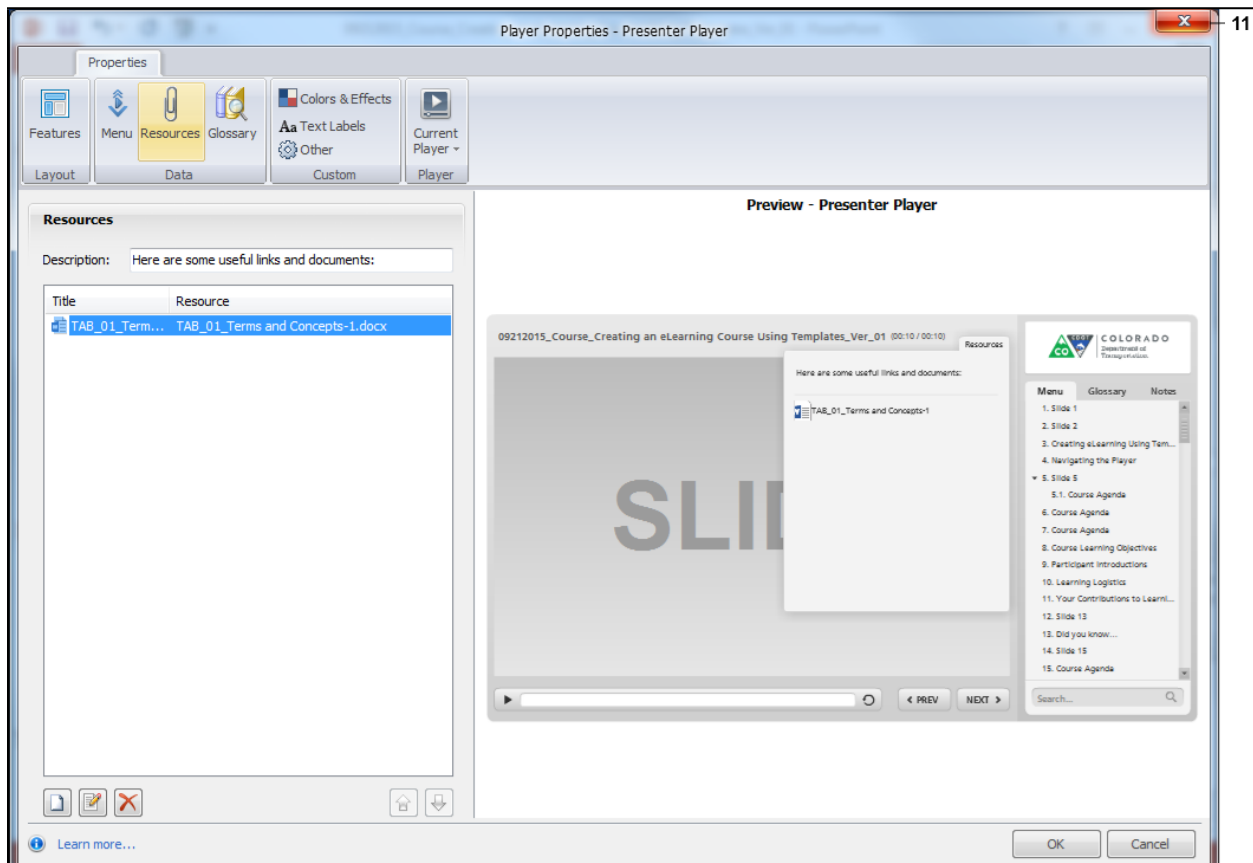
9. Click **Open** button . The *Open* screen closes and the *Add Resource* screen displays with the results of your search.


Add Resource



10. Click **Save** button  to add the file as a Resource document.

Player Properties - Presenter Player



11. The document now displays as a Resource document. Click **Close**  to return to the PowerPoint presentation.

Result

You have added a Resource document.