

Purpose

Use this procedure to edit or Delete a Resource document.

Trigger

Perform this procedure when you need to edit or delete a Resource document

Prerequisites

- A Resource document must have been created and saved

Menu Path

Use the following menu path to begin this transaction:

- N/A

Transaction Code

Articulate

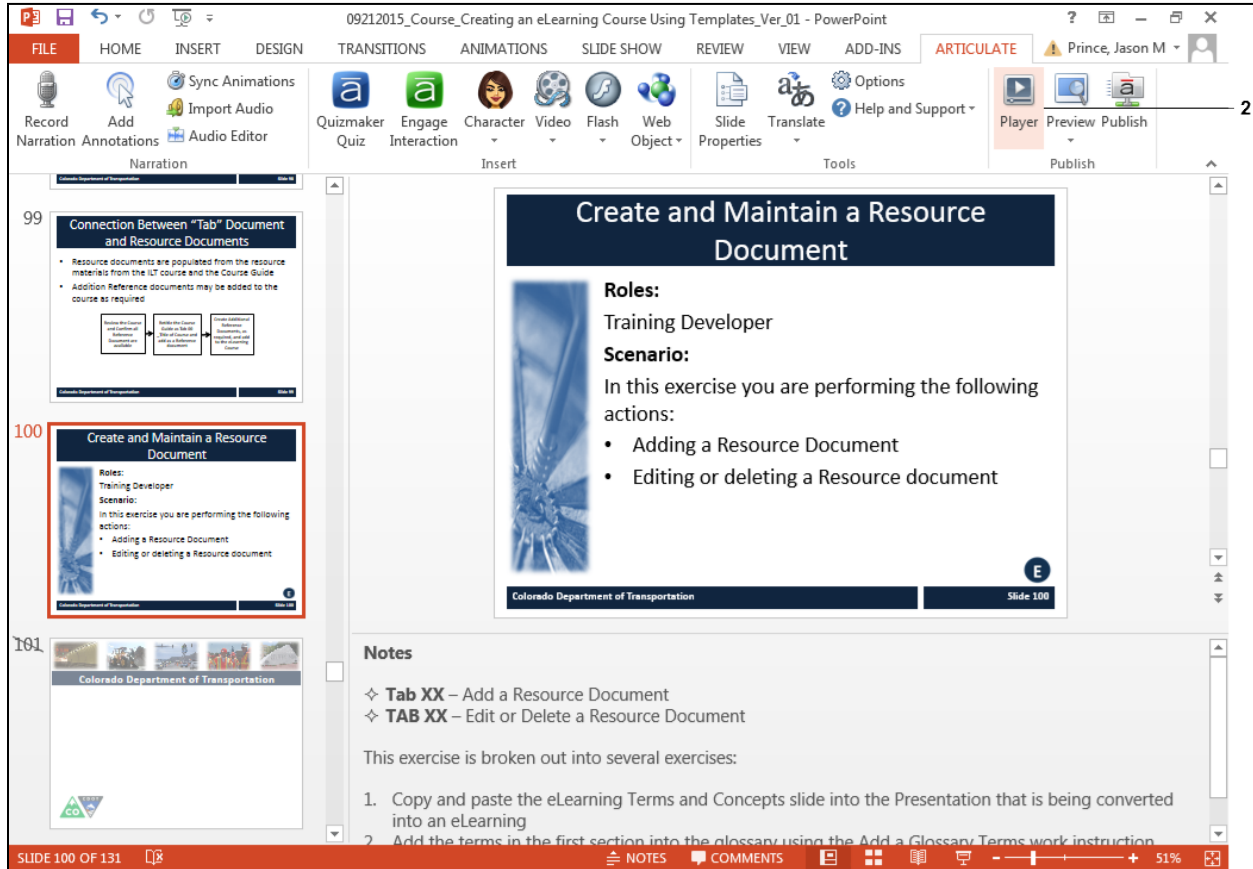
Helpful Hints

- Once you have added the first Resource document the edit and delete buttons become active
- If you add a Resource document and it does not save, then make sure you have clicked the **OK** button in the *Properties* window. If you do not select the **OK**, the file will not be added as a Resource document.

Procedure

1. Start the transaction from the Articulate ribbon in a open PowerPoint presentation.

09212015_Course_Creating an eLearning Course Using Templates_Ver_01 - PowerPoint



The screenshot shows the Articulate ribbon in PowerPoint with the following options: Record Narration, Add Annotations, Sync Animations, Import Audio, Audio Editor, Quizmaker, Engage Interaction, Character, Video, Flash, Web Object, Slide Properties, Translate, Options, Help and Support, Player, Preview, and Publish. The active slide (100) is titled "Create and Maintain a Resource Document" and contains the following text:

Roles:
Training Developer

Scenario:
In this exercise you are performing the following actions:

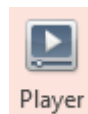
- Adding a Resource Document
- Editing or deleting a Resource document

Notes:

- ✦ **Tab XX** – Add a Resource Document
- ✦ **TAB XX** – Edit or Delete a Resource Document

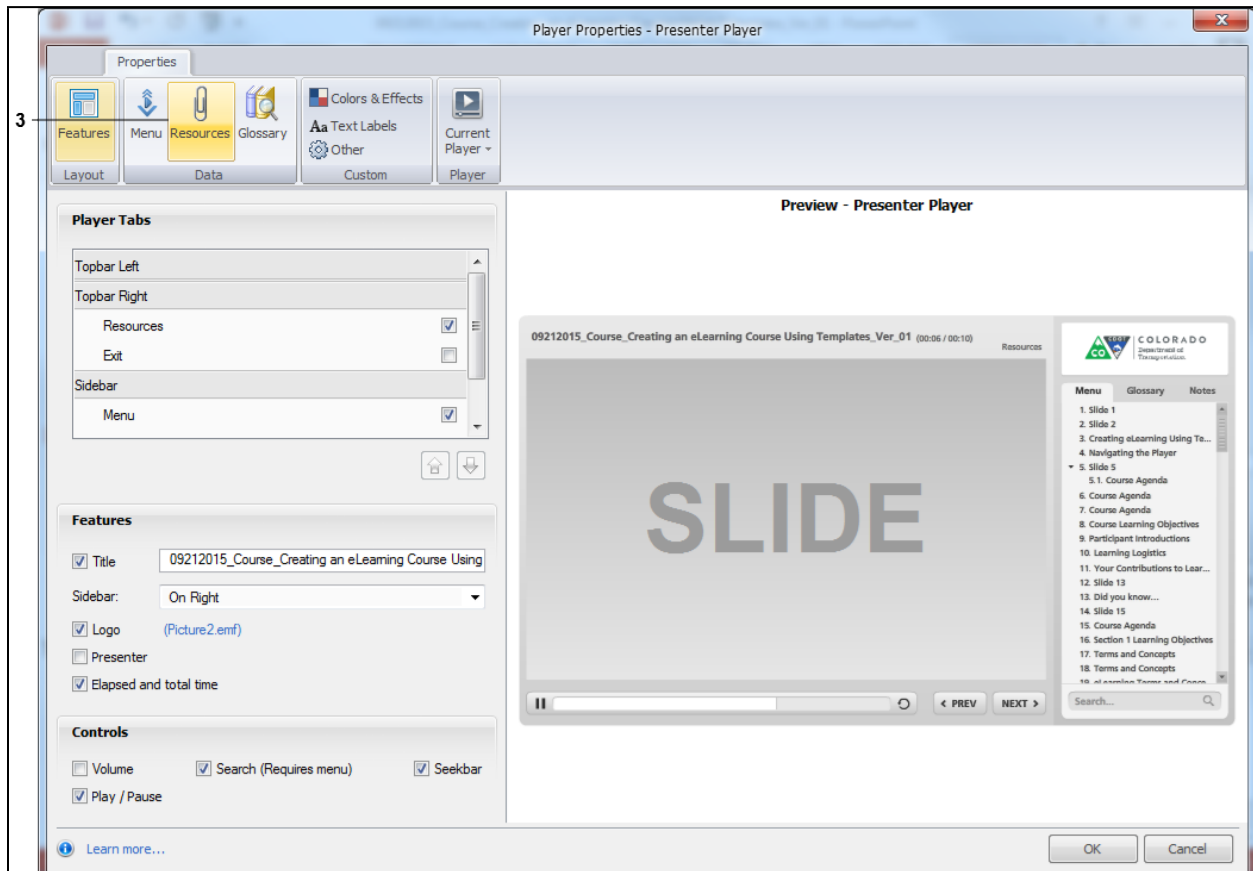
This exercise is broken out into several exercises:

1. Copy and paste the eLearning Terms and Concepts slide into the Presentation that is being converted into an eLearning
2. Add the terms in the first section into the glossary using the Add a Glossary Terms work instruction



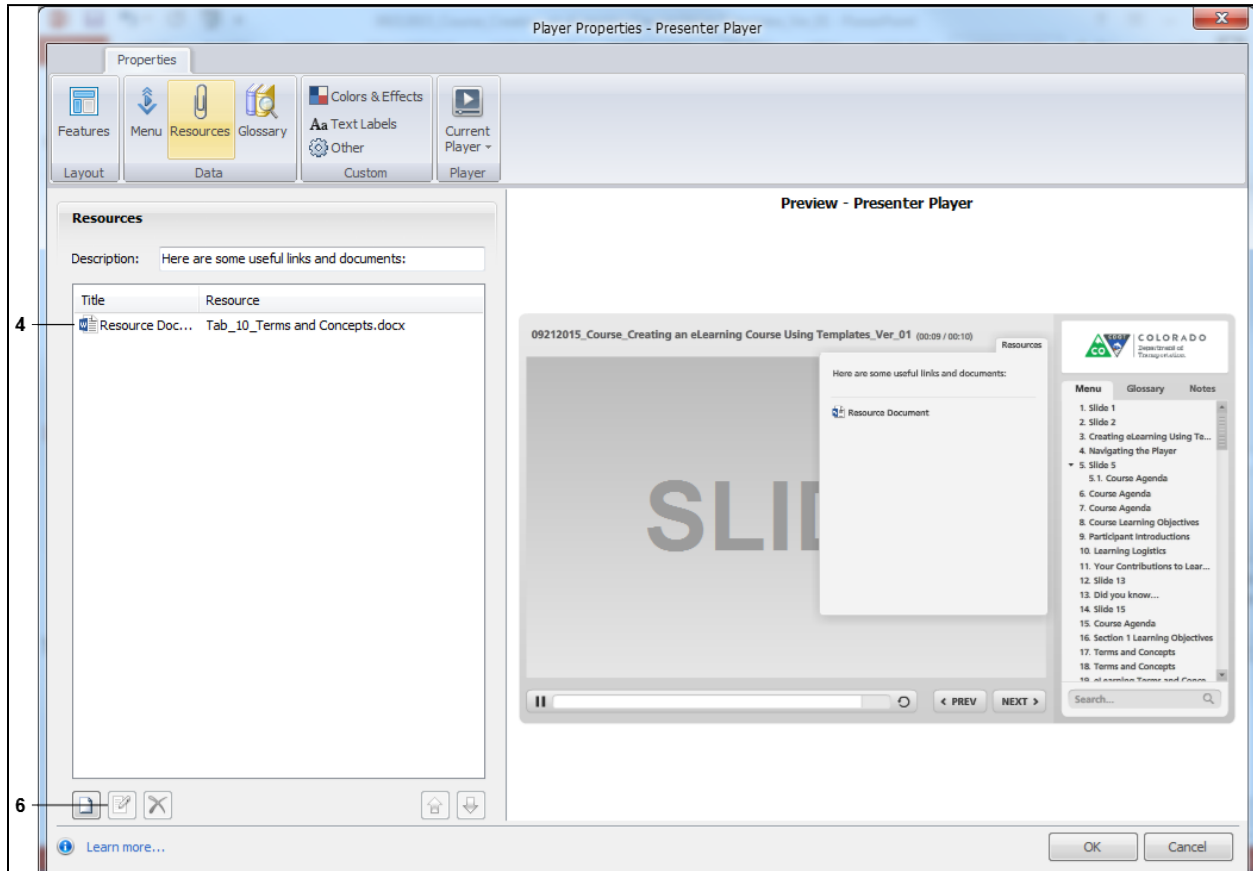
2. Click the **Player** button . The *Player Properties* window displays.


Player Properties - Presenter Player




3. Click the **Resources** button  to display the *Player Properties* screen.

Player Properties - Presenter Player

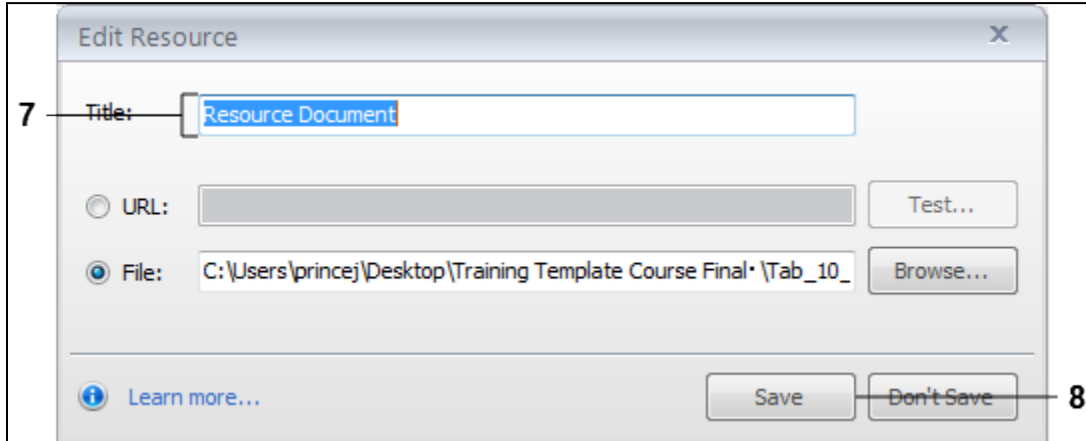


4. Select the document you want to delete. In this example, the **Resource Document** list item  **Resource Doc... Tab_10_Terms and Concepts.docx**


5. Perform one of the following:

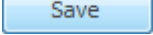
If	Then
You want to delete the Resource document	Select the Delete button  and continue to step 9 of this document
You want to edit the Resource document	Continue to step 6

6. Click **Edit** button . The *Edit Resource* window displays.

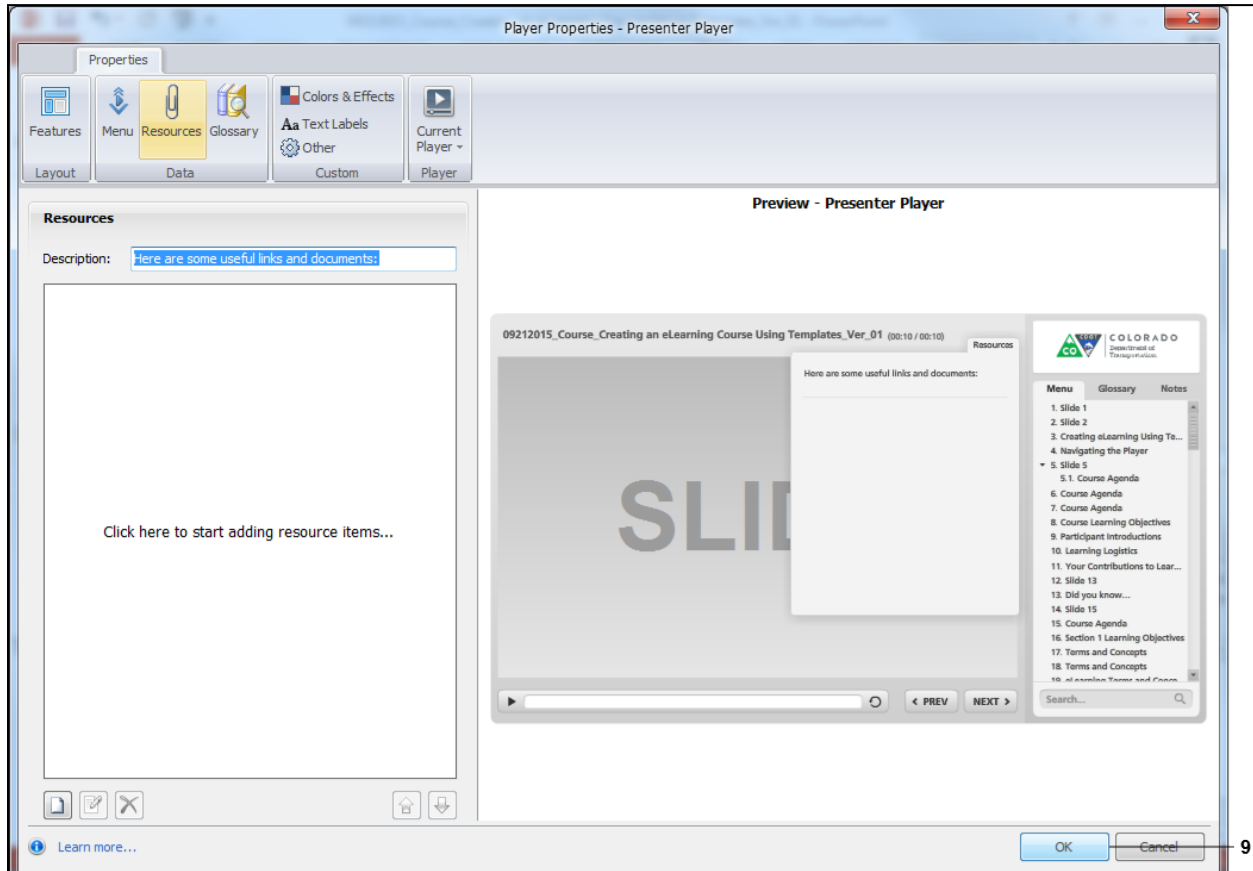
Edit Resource


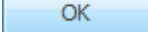
7. As required, complete/review the following fields:

Field	R/O/C	Description
Title	Required	<p>The name of the Resource document you want to add to the PowerPoint Presentation.</p> <p>Example: Tab_10_Terms and Concepts</p> <p> When you edit a Resource document you are able to change the any of the fields in the <i>Edit Resource</i> window</p>

8. Click **Save** button . The *Edit Resource* screen closes and the *Player Properties* screen displays.

Player Properties - Presenter Player



9. Click **OK** button  to close the *Player Properties* window and return to the PowerPoint presentation

Result

You have edited or deleted a Resource document.