

Purpose

Use this procedure to import or confirm a template to a new or existing course.

Trigger

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

Prerequisites

- PowerPoint must be open
- The Articulate ribbon must be selected

Menu Path

Use the following menu path to begin this transaction:

- N/A

Transaction Code

Articulate

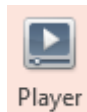
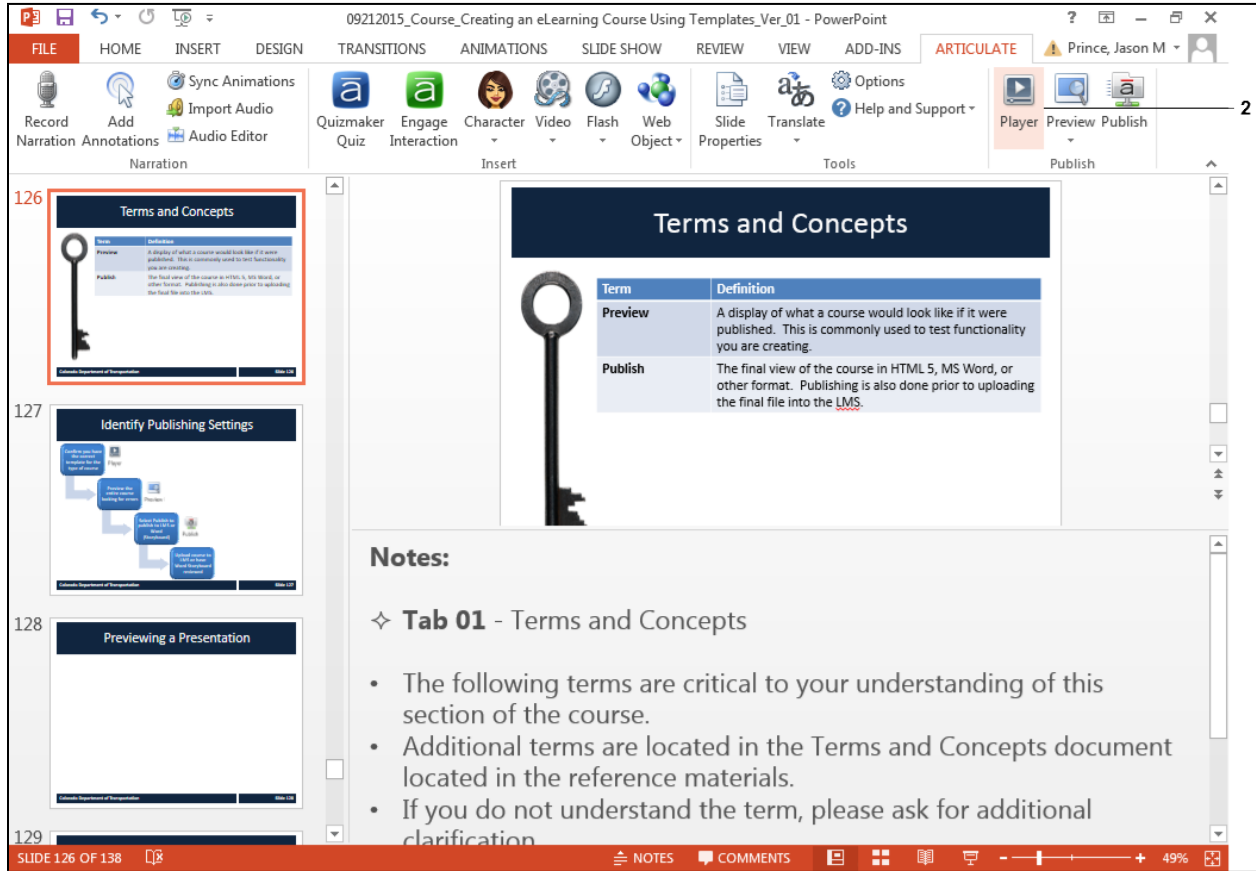
Helpful Hints

- There are four templates which you can use to display a course. The templates have been created to help the user navigate the course. The primary difference between the courses is the functionality turned on or off in Features. The templates are:
 - **Multi-Section Course Template No Sound** - This template is used when you have a course with no sound and multiple sections. In this template the notes, volume, play/pause, Seekbar and Elapsed and total time features are deactivated. This template should only be used with the Multi-Section Course PowerPoint Template.
 - **Multi-Section Course Template with Sound** - This template is used when you have course with sound and multiple sections. In this template the the notes, volume, play/pause, Seekbar and Elapsed and total time features are activated. This template should only be used with the Multi-Section Course PowerPoint Template.
 - **One Section Course Template No Sound** - This template is used when you have course without sound and one section. In this template the the notes, volume, play/pause, Seekbar and Elapsed and total time features are deactivated. This template should only be used with the One Section Course PowerPoint Template.
 - **One Section Course Template with Sound** - This template is used when you have course with sound and one section. In this template the the notes, volume, play/pause, Seekbar and Elapsed and total time features are activated. This template should only be used with the One Section Course PowerPoint Template.

Procedure

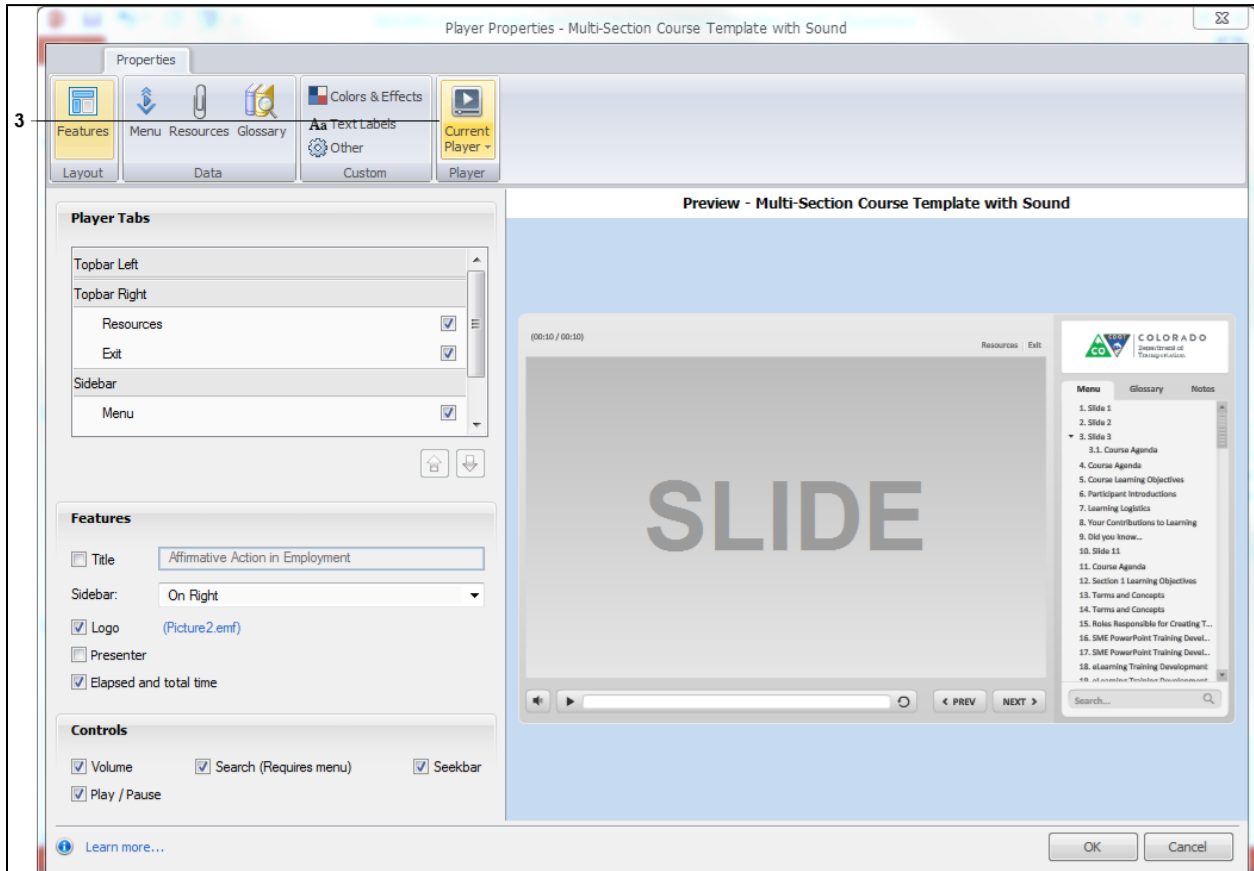
1. Start the transaction from an open presentation from the *Articulate* ribbon.

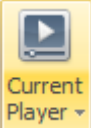
PowerPoint

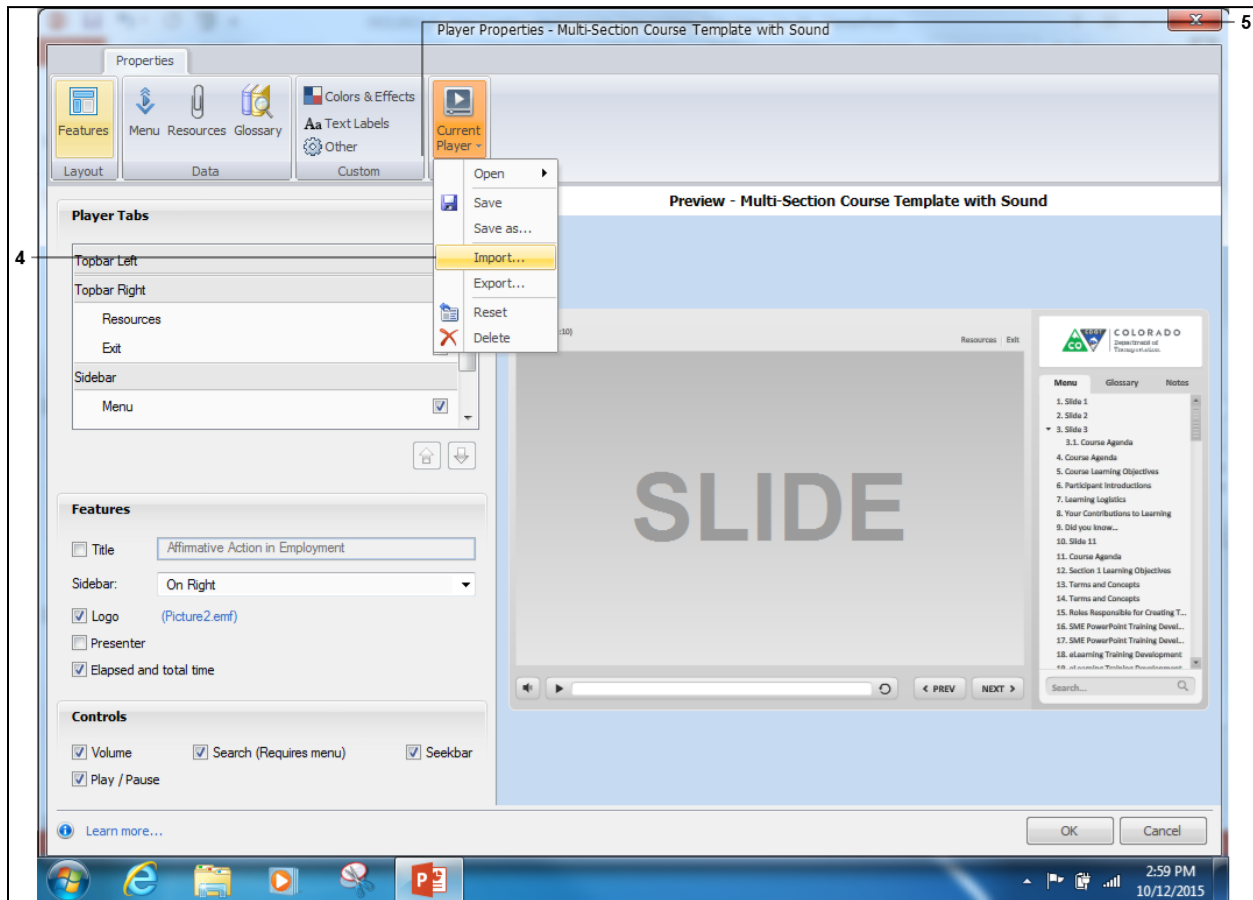


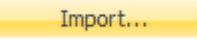
2. Double left click the **Player** button to display the *Player Properties* window.

Player Properties - Multi-Section Course Template with Sound



3. Click **Current Player**  to display a menu of options.

Desktop


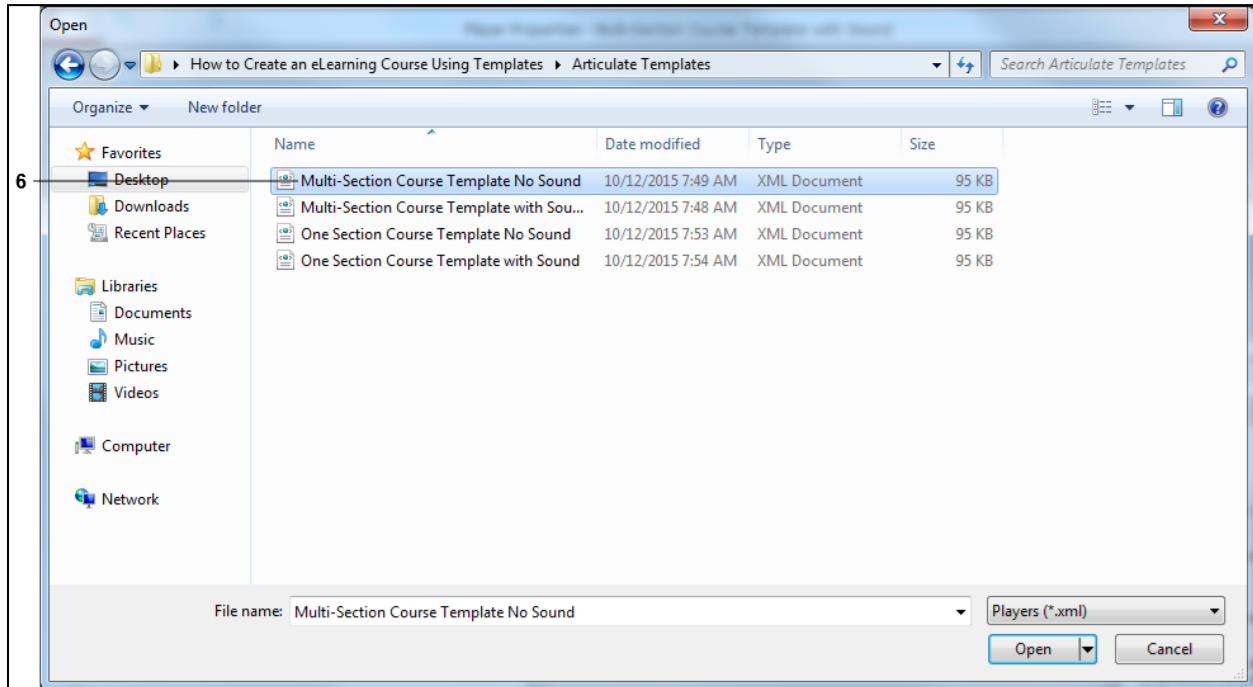
4. Click **Import**  to display the *Open* window where you can navigate to the correct template.



The name of the template displays at the top of the page. In this example, the current template is incorrect and needs to be changed from "Multi-Section Course Template **with** Sound" to "Multi-Section Course Template **No** Sound". If the template is correct then no further action is required.

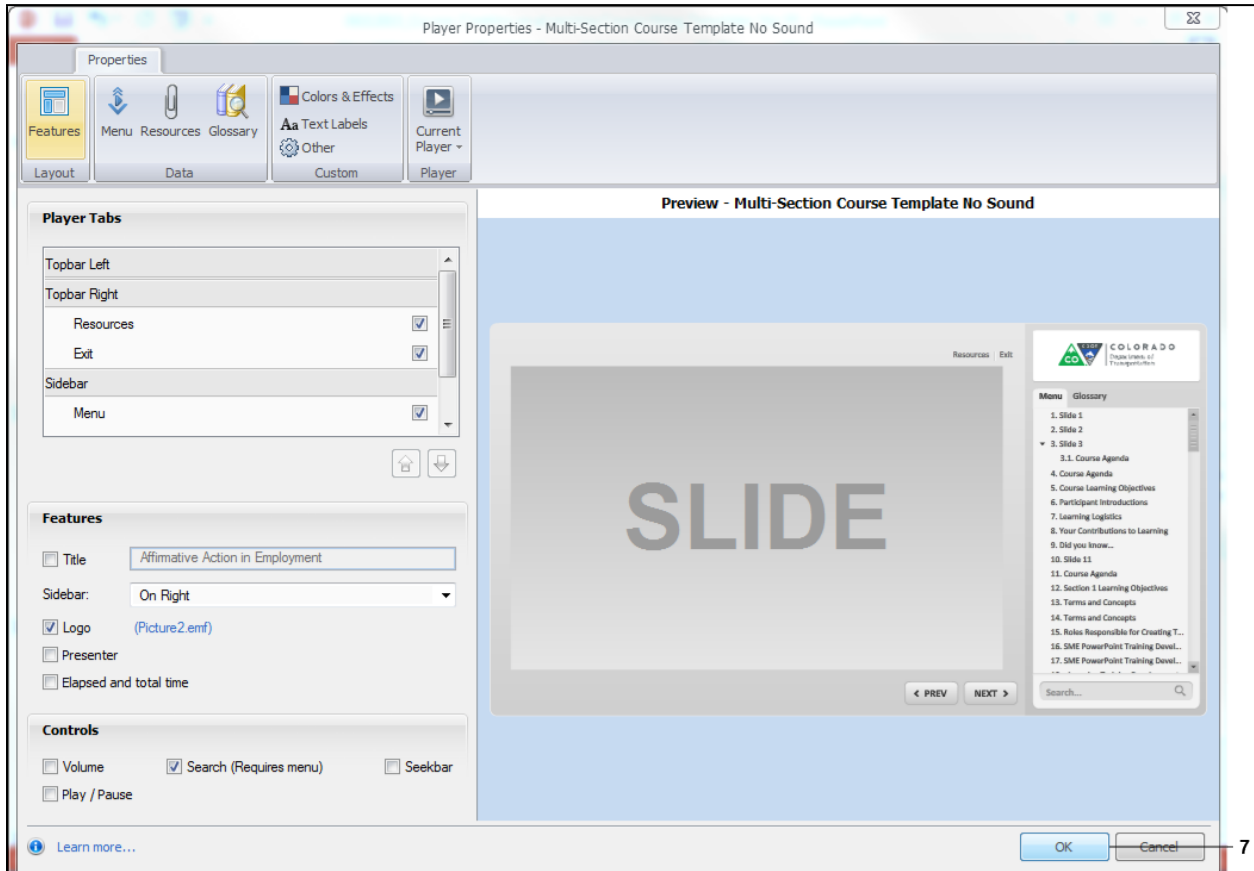
5. Navigate to the Articulate template folder

Open



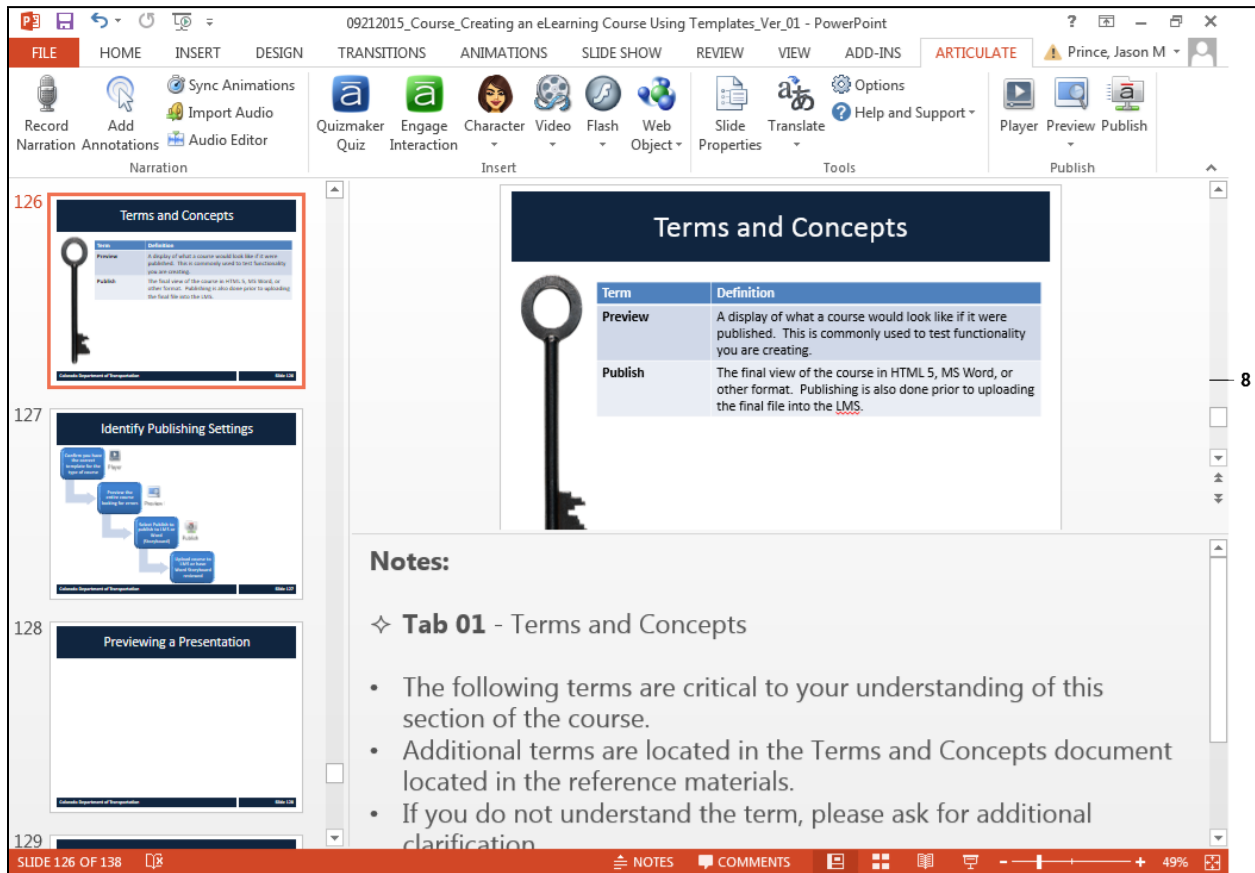
6. Double left click the correct template. In this example, **Multi-Section Course Template No Sound** was selected.

Player Properties - Multi-Section Course Template No Sound



7. Click the **OK**  button.

PowerPoint



The screenshot shows the Microsoft PowerPoint interface. The title bar reads "09212015_Course_Creating an eLearning Course Using Templates_Ver_01 - PowerPoint". The ribbon includes FILE, HOME, INSERT, DESIGN, TRANSITIONS, ANIMATIONS, SLIDE SHOW, REVIEW, VIEW, ADD-INS, and ARTICULATE. The ARTICULATE tab is active, showing options like Record Narration, Add Annotations, Sync Animations, Import Audio, Audio Editor, Quizmaker Quiz, Engage Interaction, Character, Video, Flash, Web Object, Slide Properties, Translate, Options, Help and Support, Player, Preview, and Publish. The main slide area displays slide 126, "Terms and Concepts". The slide content includes a table with two columns: "Term" and "Definition".

Term	Definition
Preview	A display of what a course would look like if it were published. This is commonly used to test functionality you are creating.
Publish	The final view of the course in HTML 5, MS Word, or other format. Publishing is also done prior to uploading the final file into the LMS.

Below the table is a "Notes:" section with 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 status bar at the bottom indicates "SLIDE 126 OF 138", "NOTES", "COMMENTS", and "49%" zoom.

8. You have completed the process. _____ .

Result

You have displayed and changed a template in Articulate.