
ANCILE uPerform™ Quick Reference

What Should I Do Before Recording?

To create a consistent recording environment, you should standardize the following settings for all authors.

Microsoft Windows Color Scheme and Display

Microsoft Windows settings can be displayed by selecting **Start → Settings → Control Panel → Display** (the Appearance and Settings tabs) or **Start → Control Panel → Personalization** in Windows Vista and Windows 7.

- Ensure all authors are using the same color scheme (for example, **Windows Standard**).
- Ensure all authors are using the same color palette settings (for example, **Highest (32 bit)**).
- Standardize the Desktop area setting for all authors to maintain consistency for screen captures. A setting of **1024 by 768** pixels is suggested.
- Ensure all authors are using the same font size (for example, in Windows XP, **Normal**).

Enterprise Application Settings

If you are recording the SAP GUI, ensure all authors are using the same SAP GUI version, and have specified consistent font and color settings in the SAP GUI.

If you are recording the Oracle application, ensure all authors are using the same Oracle color settings. Maximize the Oracle window before recording.

If you are recording the PeopleSoft GUI, ensure all authors are using the same PeopleSoft GUI version, and have specified consistent font and color settings in the PeopleSoft GUI.

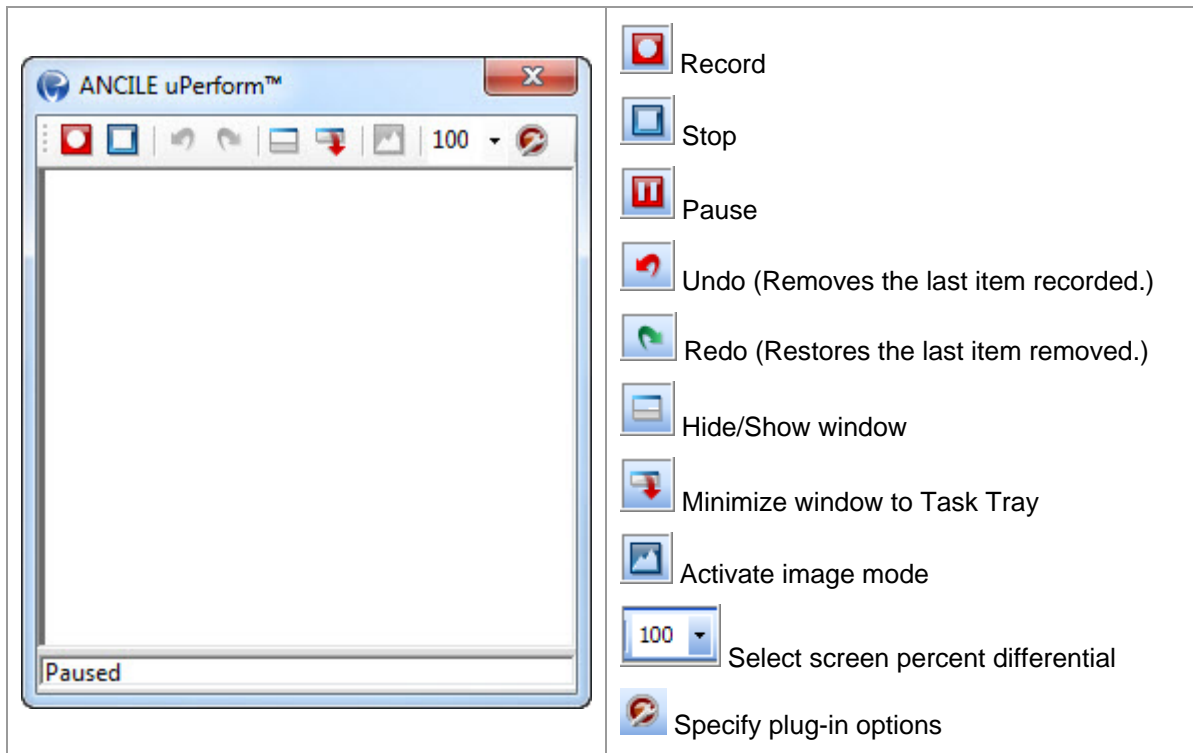
If you are recording in Citrix, ensure all authors are using the same Presentation Server version.


If you are recording in Siebel, ensure all authors are using the same Siebel version, and have specified consistent font and color settings.

How Do I Start Recording?

1. Select **Start** → **Programs** → **ANCILE uPerform** → **uPerform**.
2. Select **New** from the *Quick Start* panel.
3. Select **Recording** from the **Type** drop-down list.
4. Choose a project from the **Project** list.
5. Choose an associated template from the **Template** list.
6. Enter the filename in the **Name** field.
7. Click **OK** to display the *Recorder* window.

Options in the Recorder Window

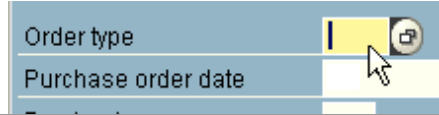


8. Click  to begin recording. uPerform will capture your actions in the target application and will display the captured items in the *Recorder* window.

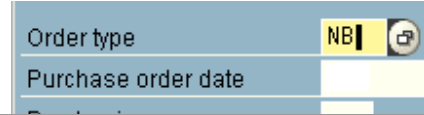
What Can I Capture During Recording?

Recording Fields (with or without data)

1. Tab or click in the field.



2. Type in the field, if desired.



3. Exit the field. (Tab out of the field or click on the next desired control.)



Recording a Button/Graphical Control

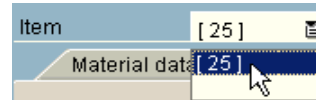
Click on the control.



Recording a Combo Box

1. Click to display the list.

2. Click on desired value.




Recording a Tab Control

Click on the tab.



Capturing a Portion of the Screen (Image Mode)

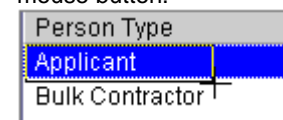
1. Click  on Recorder Preview Pane.



2. Notice the cursor has changed.



3. Click and drag a rectangle around the area you wish to capture. Release the mouse button.



Recording a Menu Path

1. Execute the menu path.

2. After selecting the last menu path item, the recorder will capture the menu path text.

The SAP Easy Access Menu tree is not captured as a menu path but, rather, as images.

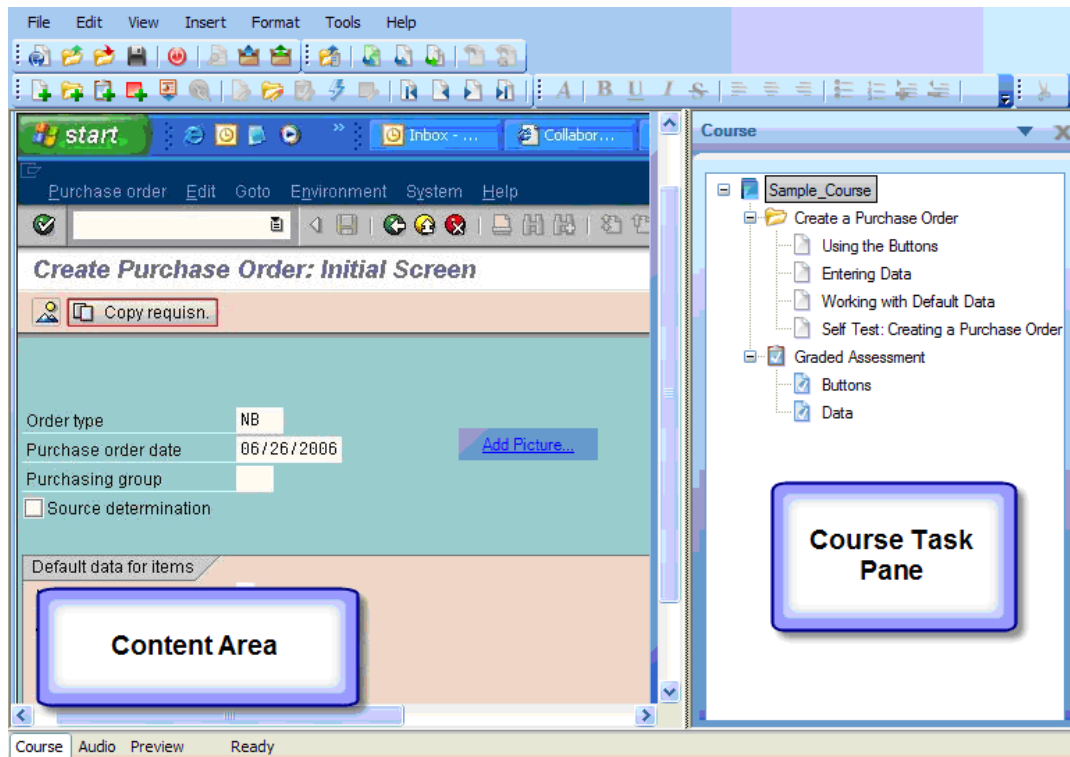
Recording Right-Click and Double-Click Mouse Actions

Execute the mouse action.

How Do I Create a Course?

1. Select **Start** → **Programs** → **ANCILE uPerform** → **uPerform**.
2. Select **New** from the *Quick Start* panel.
3. Select **Course** from the **Type** drop-down list.
4. Choose a project from the **Project** list.
5. Choose an associated template from the **Template** list.
6. Enter the filename in the **Name** field.
7. Click **OK**.
8. Select a stencil from the *Stencil* window.
9. Click **OK** to display the *Course Editor* window.

Overview of the Course Editor

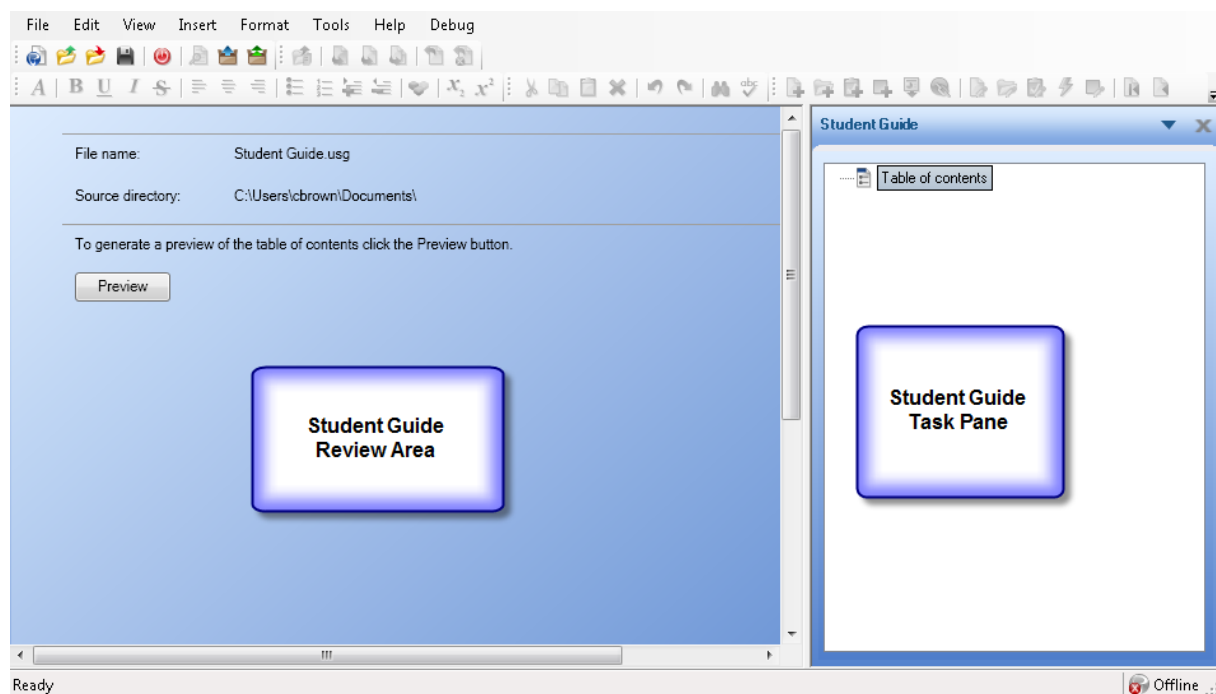


10. For information on editing content using the course editor, refer to the "How Do I Use the Editing Features for Courses?" section of this Quick Reference.

How Do I Create a Student Guide?

1. Select **Start** → **Programs** → **ANCILE uPerform** → **uPerform**.
2. Select **New** from the *Quick Start* panel.
3. Select **Student Guide** from the **Type** drop-down list.
4. Choose an associated template from the **Template** list.
5. Enter the filename in the **Name** field.
6. Click **OK**.

Overview of the Student Guide Editor

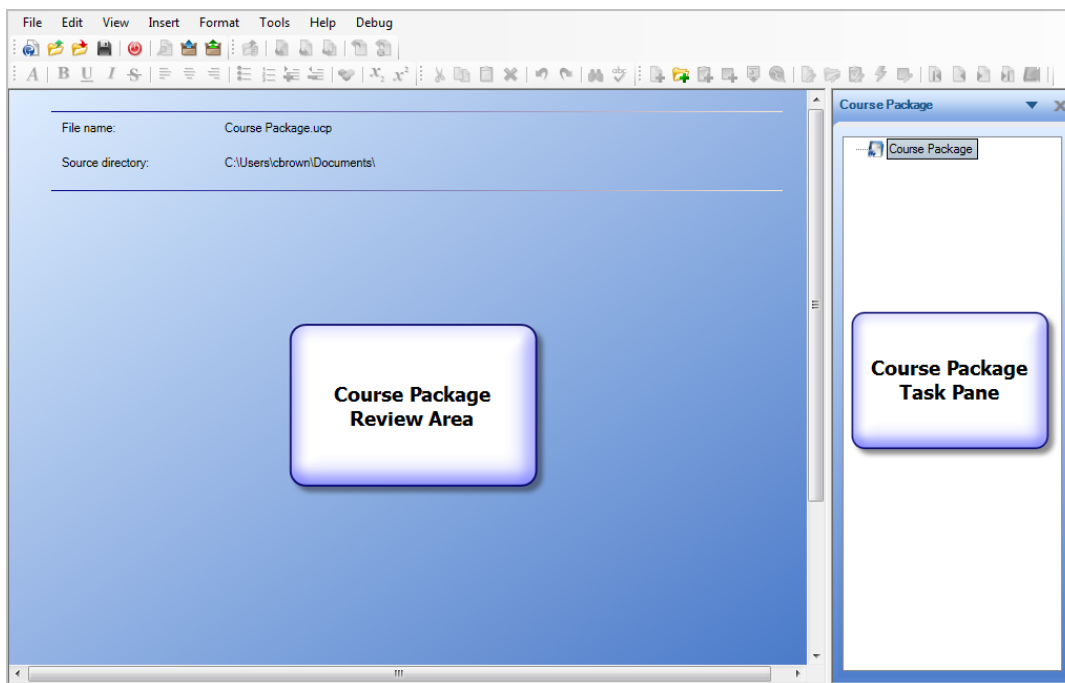


7. For information on editing the student guide, refer to the “How Do I Use the Editing Features for Student Guides?” section of this Quick Reference.

How Do I Create a Course Package?

1. Select **Start** → **Programs** → **ANCILE uPerform** → **uPerform**.
2. Select **New** from the *Quick Start* panel.
3. Select **Course Package** from the **Type** drop-down list.
4. Choose an associated template from the **Template** list.
5. Enter the filename in the **Name** field.
6. Click **OK**.

Overview of the Course Package Editor

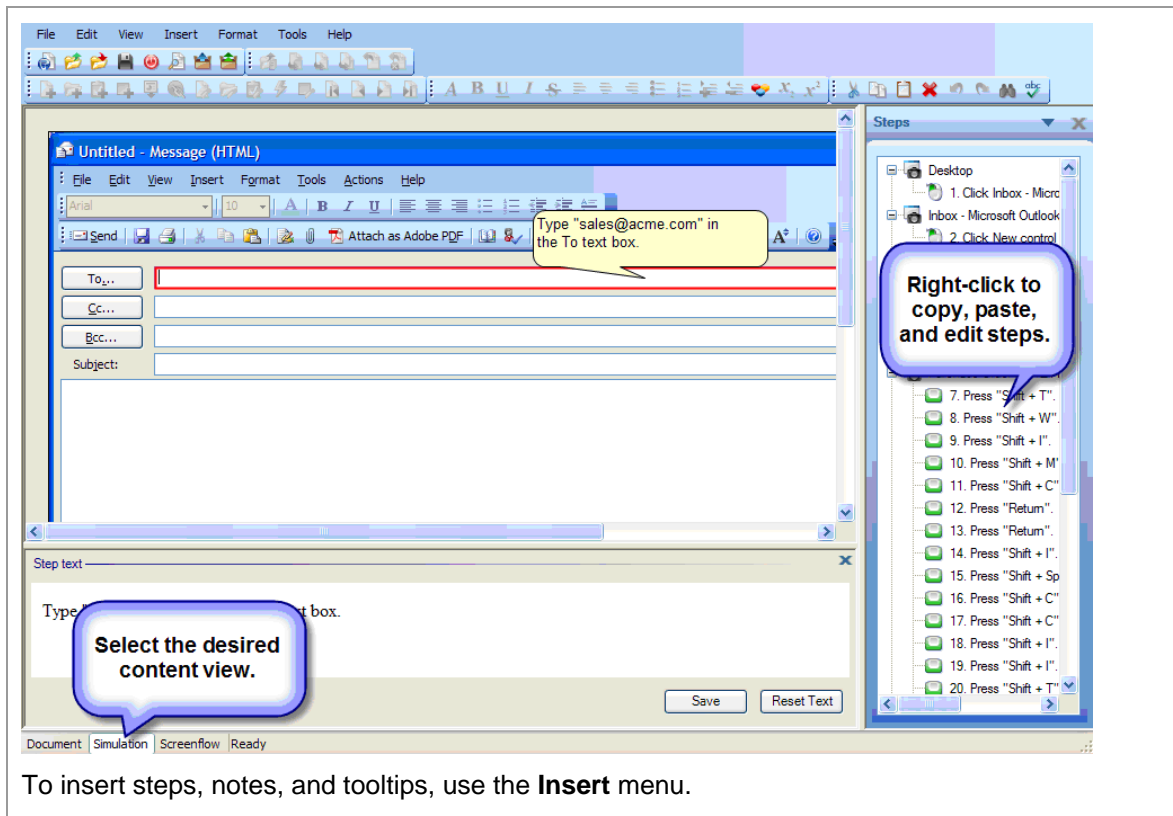


7. For information on editing the course package, refer to the “How Do I Use the Editing Features for Course Packages?” section of this Quick Reference.

How Do I Use the Editing Features for Documents and Simulations?

1. Select **Start** → **Programs** → **ANCILE uPerform** → **uPerform**.
2. Select **Go to editor** from the *Quick Start* panel.
3. Select **File** → **Open** → **Open local...**
4. Locate the file, and click **OK**.

Overview of the Document and Simulation Editor



To insert steps, notes, and tooltips, use the **Insert** menu.

To edit images and insert/edit callouts, use the right-click menu.

To use annotations, select **View** → **Annotations**.

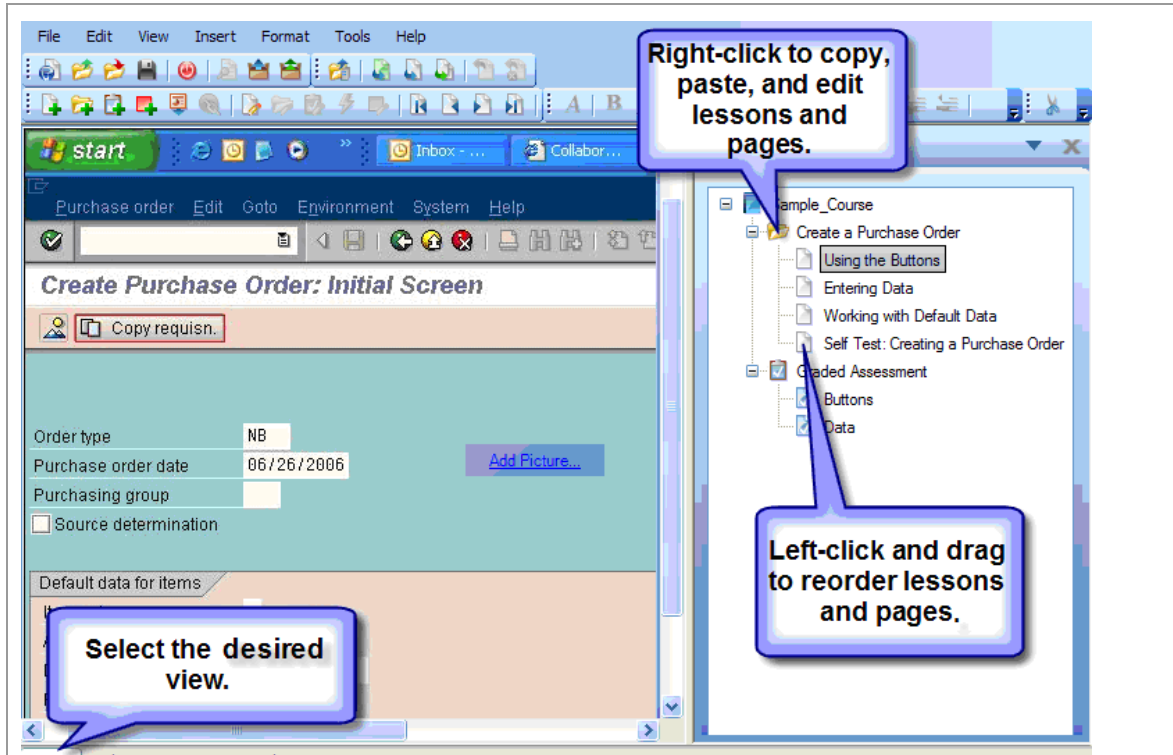
To execute a spellcheck and set edit and server options, use the **Tools** menu.

Refer to the “Editing and Formatting: Procedural Content” chapter in the *Creating Content with ANCILE uPerform* user manual for more information on editing documents and simulations.

How Do I Use the Editing Features for Courses?

1. Select **Start** → **Programs** → **ANCILE uPerform** → **uPerform**.
2. Select **Go to editor** from the *Quick Start* panel.
3. Select **File** → **Open** → **Open local...**
4. Locate the file, and click **OK**.

Overview of the Course Editor



To insert pages, lessons, assessments, hotspots, images, published uPerform course and simulation content, and Microsoft® PowerPoint content, use the **Insert** menu.

To embed a Flash file (.swf), select **Insert** → **Insert Page ...** and select the Standard – Flash stencil.

To create a branch, select **Insert** → **Insert Page ...** or **Insert** → **Insert Lesson ...**, and select the **Branching** stencil.

To embed an MP3 file, click the **Audio** tab.

To use annotations, select **View** → **Annotations**.

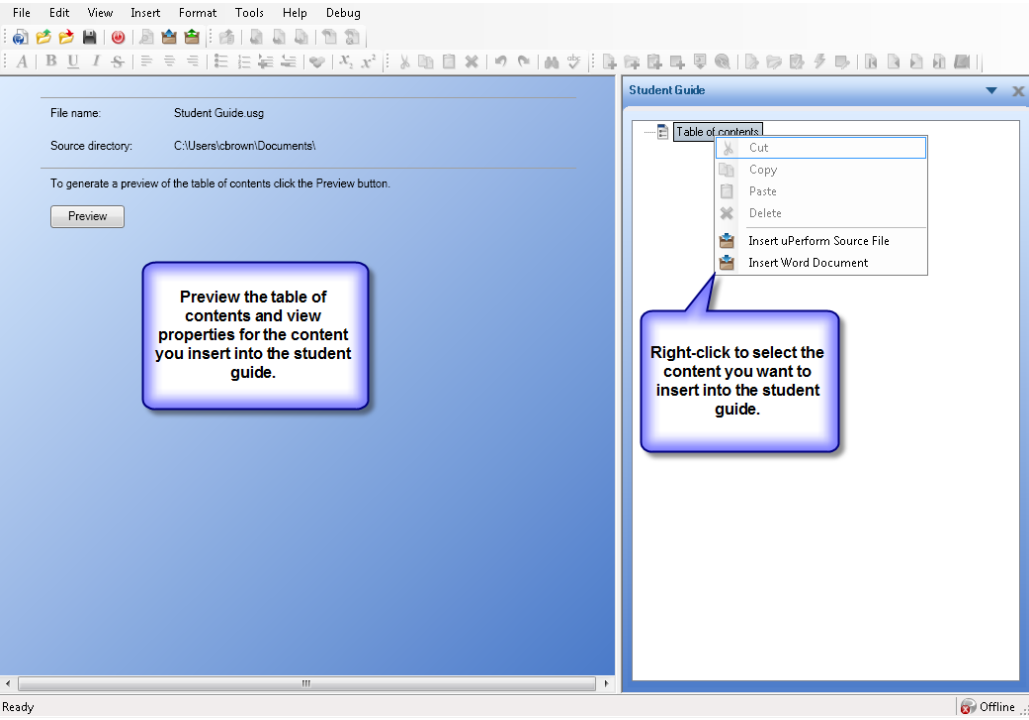
To execute a spellcheck and set edit and server options, use the **Tools** menu.

Refer to the “Editing and Formatting: Courses” chapter in the *Creating Content with ANCILE uPerform* user manual for more information on editing courses.

How Do I Use the Editing Features for Student Guides?

1. Select **Start** → **Programs** → **ANCILE uPerform** → **uPerform**.
2. Select **Go to editor** from the *Quick Start* panel.
3. Select **File** → **Open** → **Open local...**
4. Locate the file, and click **OK**.

Overview of the Student Guide Editor

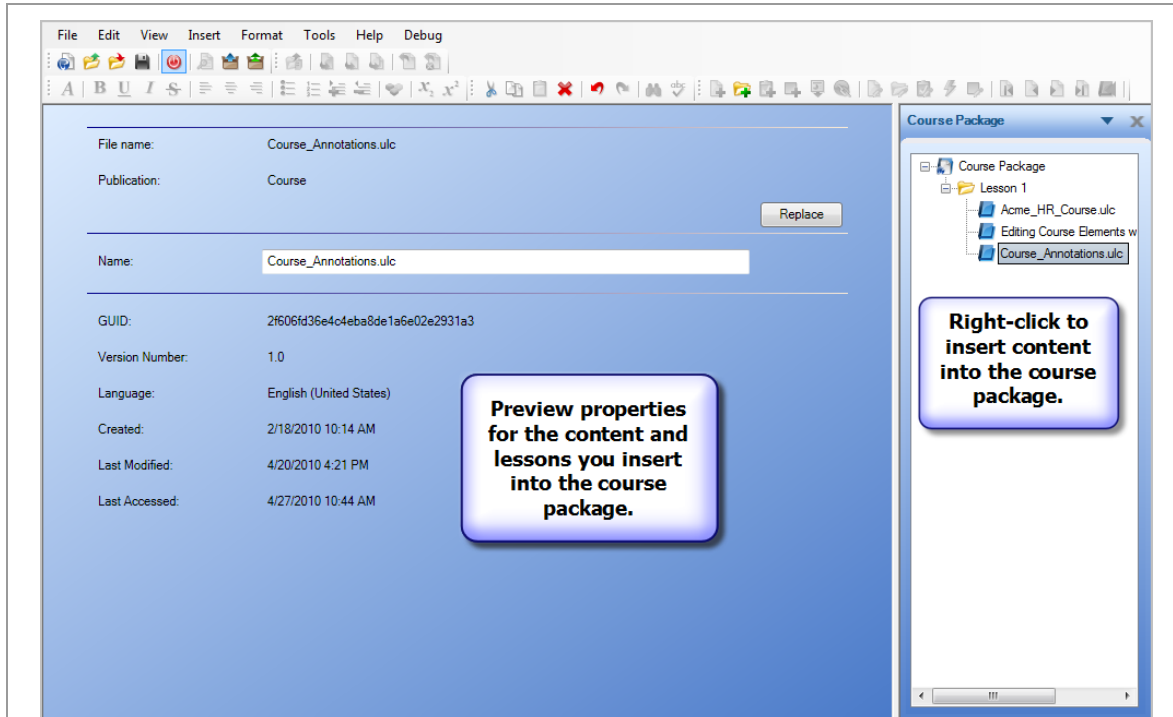


To insert uPerform documents and courses or Microsoft Word documents, use the **Insert** menu. Refer to the “Editing and Formatting: Student Guides and Course Packages” chapter in the *Creating Content with ANCILE uPerform* user manual for more information on editing student guides.

How Do I Use the Editing Features for Course Packages?

1. Select **Start** → **Programs** → **ANCILE uPerform** → **uPerform**.
2. Select **Go to editor** from the *Quick Start* panel.
3. Select **File** → **Open** → **Open local....**
4. Locate the file, and click **OK**.

Overview of the Course Package Editor

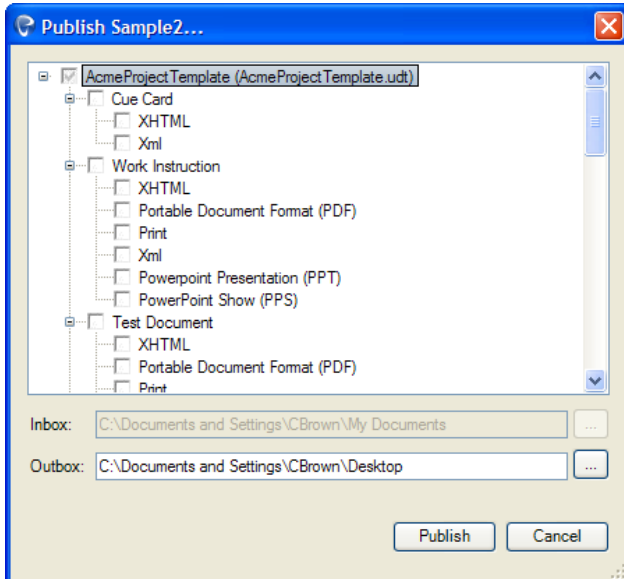


To insert lessons and uPerform source files, use the **Insert** menu.

Refer to the “Editing and Formatting: Student Guides and Course Packages” chapter in the *Creating Content with ANCILE uPerform* user manual for more information on editing course packages.

How Can I Publish My File?

1. Select **File** → **Publish [filename]...**
2. Select the desired output types and formats on the *Publish [filename]...* window.
3. Click **Publish**.



4. To display published content, click on the hyperlink in the *Publishing summary* window. (Note: The default folder location for published content is C:\Documents and Settings\[username]\My Documents for Windows XP and C:\Users\[username]\Documents for Windows Vista.)
5. View the published output.

Business Activity

To view simulation output, click on the link for the desired playback mode.

- [Auto Playback Tutorial](#)
- [Standard Tutorial](#)
- [Self Test Tutorial](#)
- [Assessment Tutorial](#)

Description
Business Activity

Created by

Date Published Thursday, March 01, 2012

Copyright

If you are experiencing difficulties viewing this simulation, please open the Adobe Flash Player Global Security Settings Panel and select the **Always allow** option.

Feedback Course

Select the hyperlink.

[Launch Course](#)

Description

Created by

Date Published Thursday, March 01, 2012

Copyright

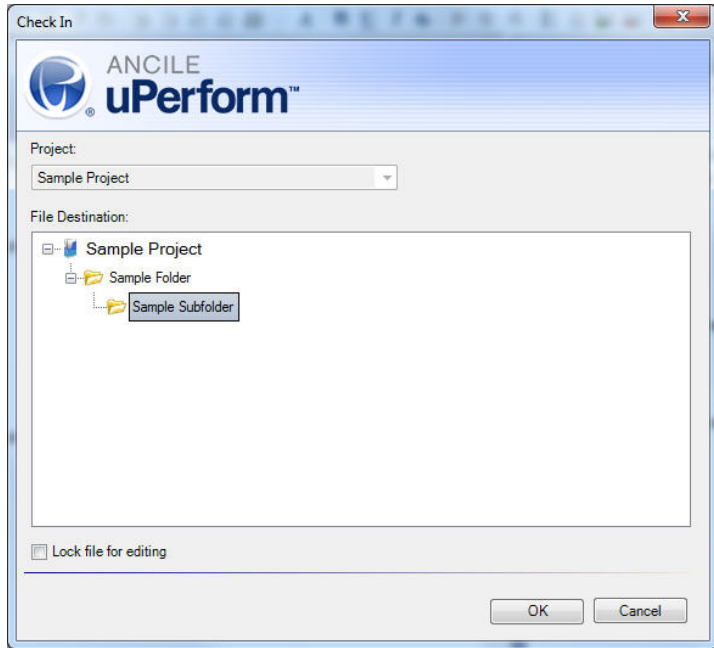
If you are experiencing difficulties viewing this course, please open the Adobe Flash Player Global Security Settings Panel and select the **Always allow** option.


Note: Student guides are published to Word format and can be opened and viewed in Microsoft Word. Course packages are published to .zip format and are intended for use in creating course structures within an LMS.

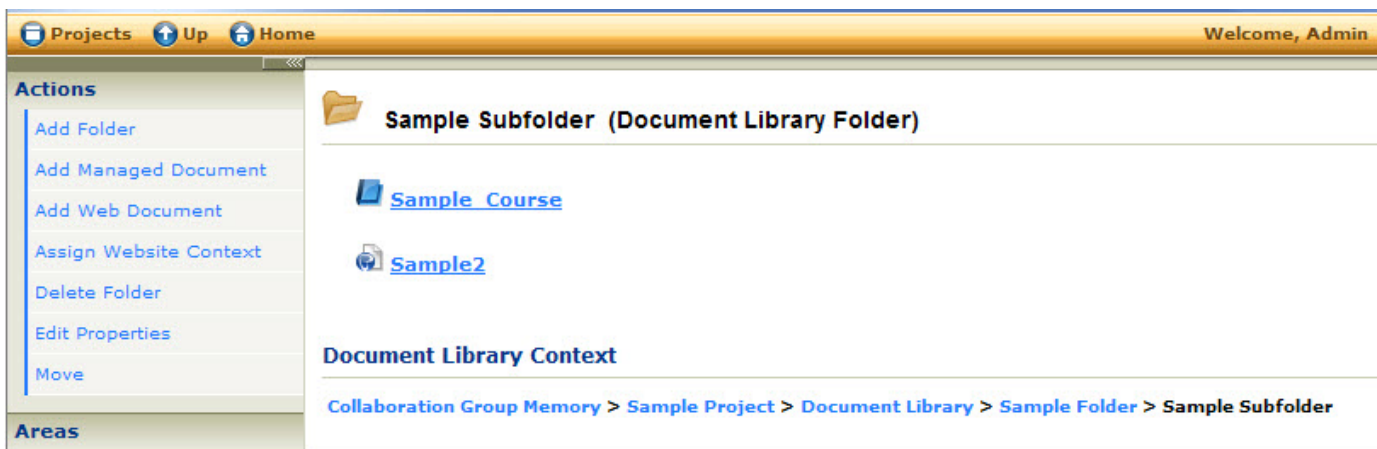
How Can I Check My File Into the Server?

Ensure you are connected to the server prior to performing the following steps. You can specify and test the server connection via the **Tools → Options...** menu in the uPerform editor.

1. Select **File → Check in → Check in [filename]**.



2. Click  to expand the document library hierarchy, and select the destination folder.
3. Click **OK**.



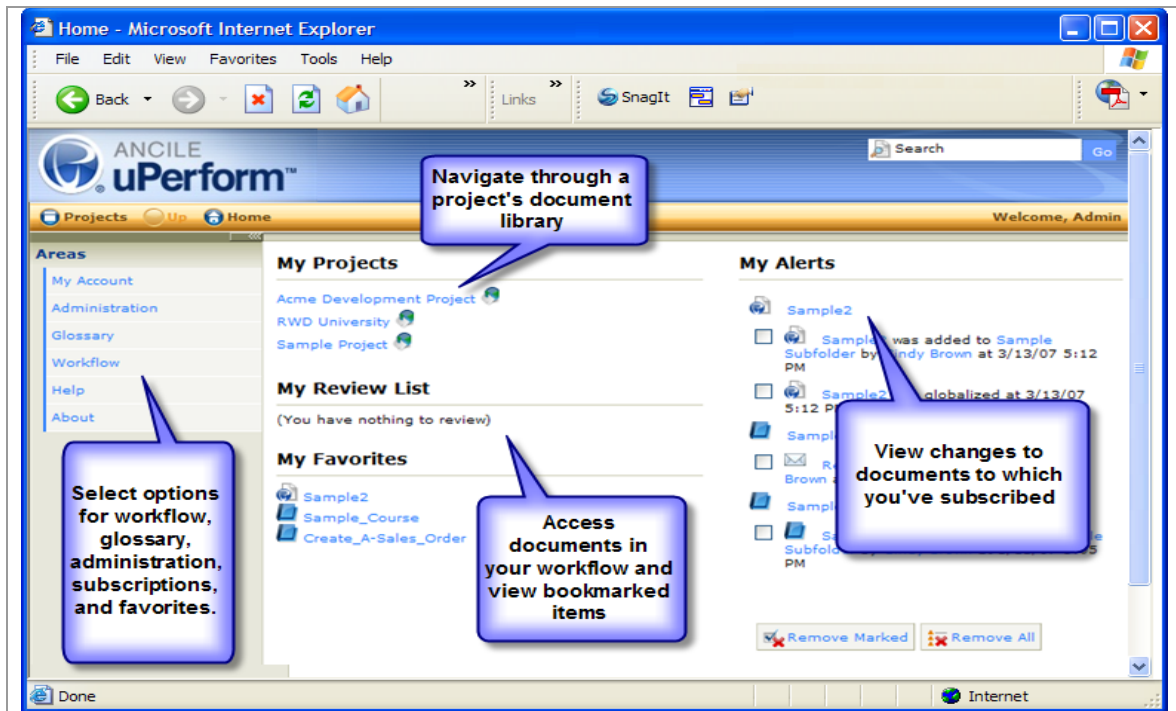
4. The content title is displayed in the designated folder in the server workspace.

How Do I Use the Server Features?

1. Open a web browser and enter the web address of your uPerform server.
2. Click **Log In**, and enter your username and password.



Overview of the uPerform Server



3. To participate in a discussion, navigate to the document cover page and select the **Author Discussion** or **Website Discussion** link.
4. Click **New Message** to enter a new discussion topic, or click on the message title and then click **Reply to message** to reply to the existing topic.

