OnDemand Personal Navigator: Upgrade Course

Duration: 2 Days

What you will learn

The OnDemand Personal Navigator Upgrade course was developed in order to help existing OnDemand Personal Navigator users get up to speed with new upgrade features. The upgrade training materials are designed to not only provide insight into the differences between v8.7.X and v9.X, but they also provide refresher materials on important OnDemand Personal Navigator concepts.

Learn To:

Customize Published Output
Work With Related Documents
Customize Templates
Localize ContentManage Folder ConflictIdentify New Features for Rel 9x

Audience
End Users
Project Manager

Prerequisites
Required Prerequisites
Participants should have a basic knowledge of Windows

Course Objectives
Learn the Basics of the Developer Components, Managing Library Folders, Develop and Link Outline Modules, Sections, Work with Related Documents, Properties, Keywords
Create Attachments, Packages, Web Pages
Utilize the Topic Editor, Paste & Paste Special
Publish Content, Options, Advanced Options and Publishing Formats
Customize Published Output, Create Styles & Customize the Player
Customize Templates, Changing Template Text in the Bubble
Export & Import Content
Convert Content
Localize Content
Create Login Profiles, Review System Architecture - Server/Client, Add/Delete Profile
Learn Check In/Check Out Content, Manage Folders Conflicts & Roll Back Feature
Work in a Multi-User Environment, Collaborate with other Authors, Manage Workflow
Use and Manage Administrative Options, Override Checked Out Documents

Course Topics

Learn the Basics
Understanding the Components of Developer

Using Folders and Documents
Setting Developer Defaults
Building a Content Outline
Navigating the Outline Editor
Linking a New Module
Linking a New Section
Linking a New Topic

Manage Library Folders
Using the Library
Creating a New Folder
Renaming Folders
Moving Folders
Deleting a Folder

Work with Documents
Opening a Document from the Library
Saving a Document
Creating a New Document
Creating a New Module or Section

Refine the Outline
Moving a Document in Outline Editor
Deleting Document Links
Understanding the Undo/Redo Actions
Linking an Existing Document
Linking a Document Using Copy and Paste
Printing an Outline

Work with Related Documents
Viewing Related Documents
Deleting a Document and Related Documents
Viewing and Repairing Broken Links
Understanding Broken Links in Published Content
Understanding the Document in Use Message
Replacing a Font

View and Assign Document Properties
Viewing the Properties Toolpane
Assigning Properties
Understanding the General Properties
Understanding and Editing Topic Properties
Working with Keyword Properties

Create Attachments
Enhancing Content with Attachments
Reviewing Types of Attachments
Creating a Package
Adding Items to a Package
Renaming, Deleting, Editing Packages
Creating a Web Page
Adding and Formatting Text to a Web Page

Inserting Hyperlinks and Images to Web Pages

Linking Attachments
Linking an Attachment as a Concept
Linking an Attachment from a Topic Frame
Linking an Attachment from Bubble Text
Editing and Deleting Linked Attachment
Adding Tooltips to Frame Links
Creating Custom Icon for Frame Links

Create a Glossary
Creating a Glossary
Adding Glossary Terms
Assigning the Glossary
Updating the Glossary
Editing and Deleting Glossary Terms
Deleting a Glossary

Define Roles
Creating Roles for Topic Filtering
Editing a Master Role List
Assigning Roles to Topics
Updating the Master Role List
Renaming a Role
Deleting a Role
Creating a New Role List

Use the Topic Editor
Making Changes to the Topic Editor
Recording Content
Re-Recording a Topic
Changing the End Frame of an Alternative Path
Editing Sound Properties

Reuse Documents: Paste and Paste Special
Copying and Pasting a Document in Outline Editor
Copying and Pasting in the Library
Using the Copy and Paste Special Feature in the Library
Copying a Folder

Publish Content
Previewing a Topic
Using the Publishing Wizard
Publishing Destinations
Publishing Options
Advanced Options
Publishing Player Formats
Understanding Attachments in Document Formats

Customize Published Output
Creating Custom Styles
Customizing the Player

Customizing Document Formats
Publishing Categories

Customize Templates
Changing Template Text in the Bubble
Changing Instructional Text
Changing the Font Format for Template Text
Translating Templates

Export/Import Content
Exporting Content
Importing Content

Convert Content
Converting Content from a Previous Version
Converting Conversion Logic
Converting Template Sound

Localize Content
Localizing Content
Exporting Content for Localization
Importing Localized Content
Reviewing the Localization Process

Create Login Profiles
System Architecture Overview
Creating and Managing Login Profiles
Adding a Login Profile
Editing a Login Profile
Deleting a Login Profile
Switching the Library Login
Changing Password

Check In/Check Out
Checking In and Checking Out Documents
Refreshing the Library and Outline Editor
Managing Folder Conflicts
Viewing Document History

Working in a Multi-user Environment
Reviewing Multi-user Considerations
Deleting and Restoring Documents
Collaborating with Other Authors
Managing Workflow
Converting Content in a Multi-user Environment
Publishing in a Multi-user Environment
Working Online and Offline

Use Administrative Options
Managing State Values
Purging Deleted Documents
Managing Authors

Overriding Checked Out Documents