

HP Adoption Readiness Tool (HP ART™) 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

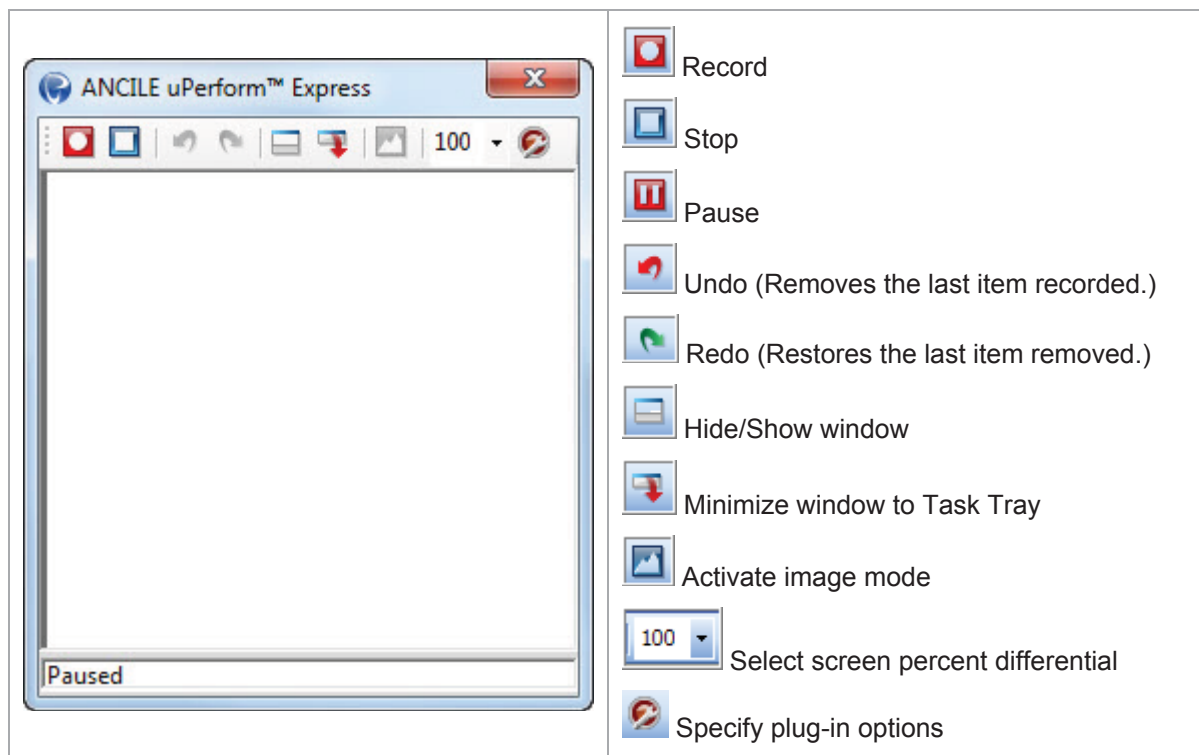
When recording the HP GUI, ensure all authors are using the same HP GUI version, and have specified consistent font and color settings in the HP GUI.


Note: Your HP Adoption Readiness Tool (HP ART™) is built on a tool called ANCILE uPerform™, which is developed by ANCILE Solutions. Throughout your Adoption Readiness Tool Author product, you will see the term “Powered by ANCILE Solutions” and, throughout your documentation, you will see references to both ANCILE and uPerform. You may also see screen shots that include uPerform in the graphic rather than as it displays on your screen as ART. The terms ART and uPerform are, for the case of this documentation only, interchangeable. Any time you see uPerform or uPerform Author, you can substitute ART or ART Author. For example, if you see a direction to “Open the uPerform Content” you should instead “Open the ART Content”.

How Do I Start Recording?

1. Select **Start** → **Programs** → **HP Adoption Readiness Tool** → **HP Adoption Readiness Tool**.
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 a 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. HP ART 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)

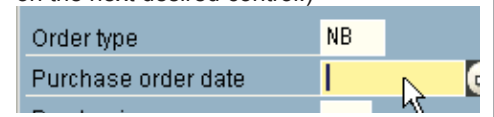
1. Tab or click in the field.



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

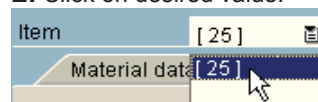
Click on the control.



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)

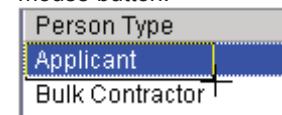
1. Click  on Recorder Preview Pane.



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.

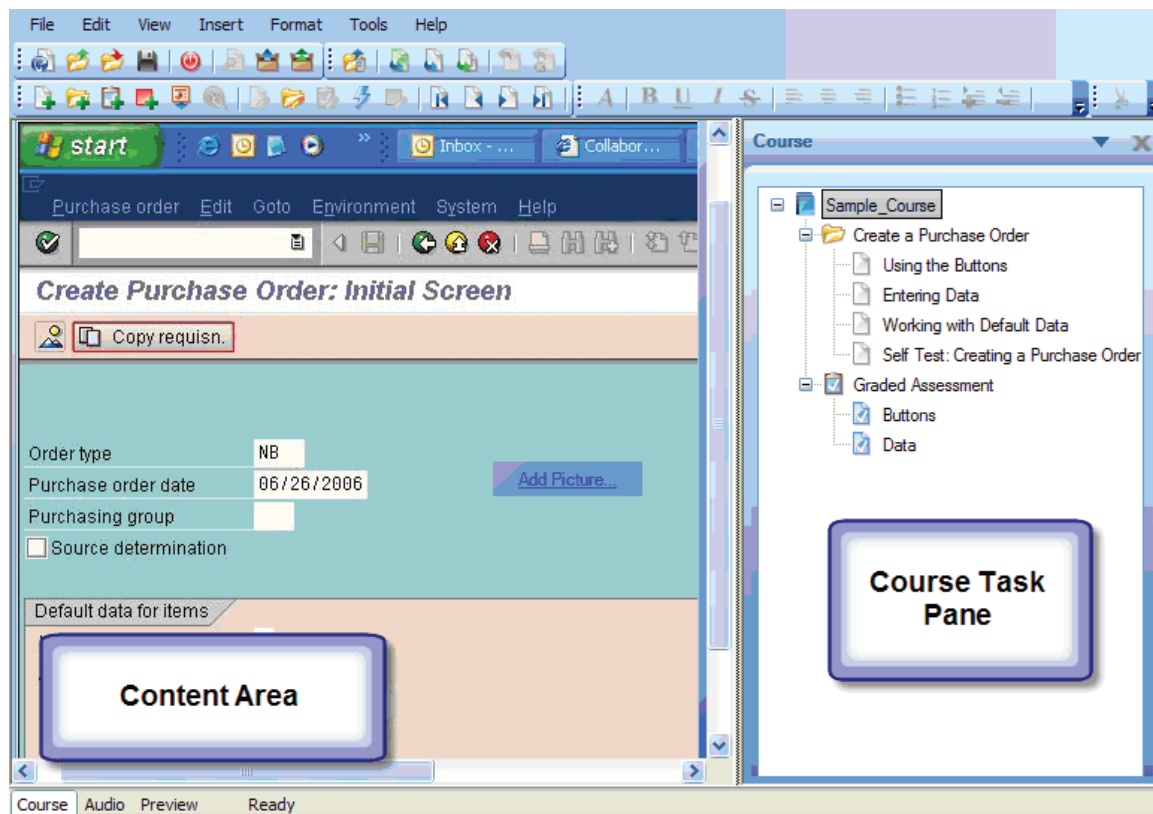
Recording Right-Click and Double-Click Mouse Actions

Execute the mouse action.

How Do I Create a Course?

1. Select **Start** → **Programs** → **HP Adoption Readiness Tool** → **HP Adoption Readiness Tool**.
2. Select **New** from the *Quick Start* panel.
3. Select **Course** from the **Type** drop-down list.
4. Choose a template from the **Template** list.
5. Enter the filename in the **Name** field.
6. Click **OK**.
7. Select a stencil from the *Stencil* window.
8. Click **OK** to display the *Course Editor* window.

Overview of the Course Editor

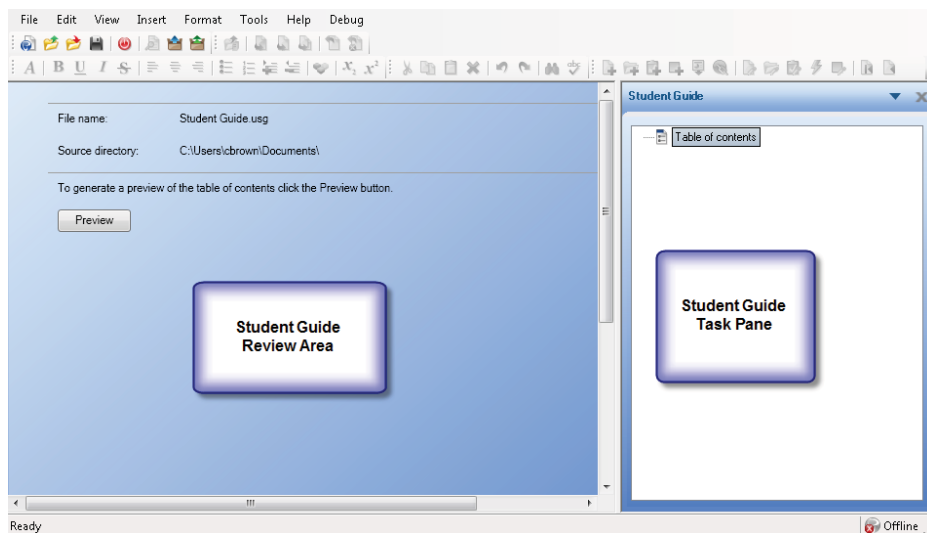


9. For information on editing content using the course editor, refer to the "How Do I Use the Editing Features for Courses?" section of this Quick Reference.

How Do I Create a Student Guide?

1. Select **Start** → **Programs** → **HP Adoption Readiness Tool** → **HP Adoption Readiness Tool**.
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

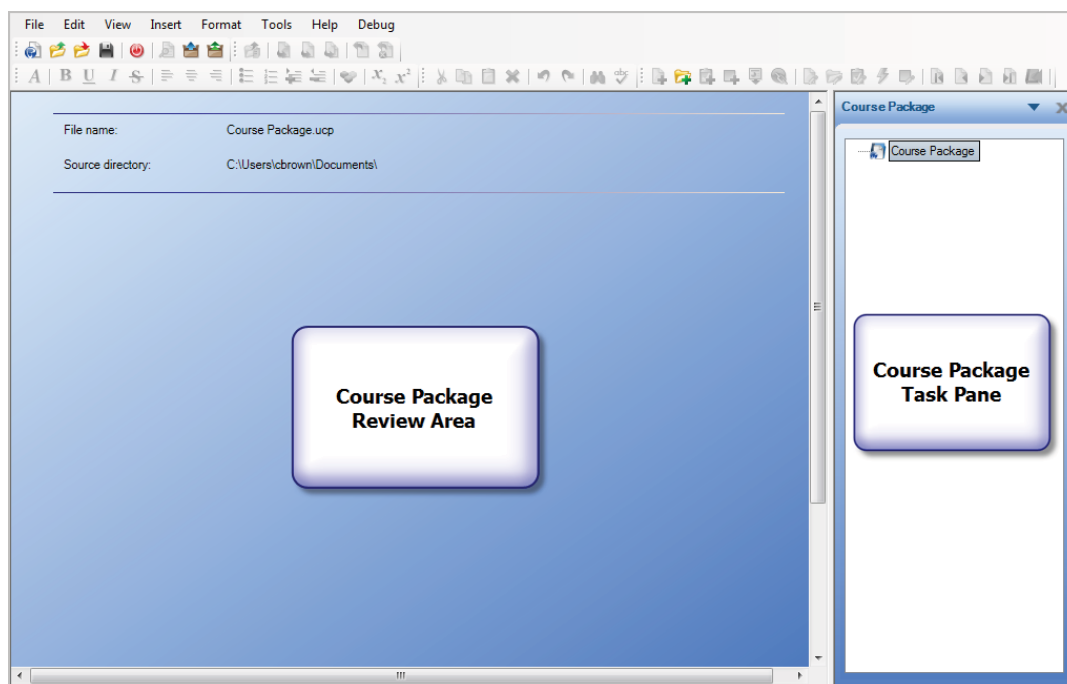


7. For information on editing the student guide, refer to the “How Do I Use the Editing Features for Student Guides?” section of this Quick Reference.

How Do I Create a Course Package?

1. Select **Start** → **Programs** → **HP Adoption Readiness Tool** → **HP Adoption Readiness Tool**.
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

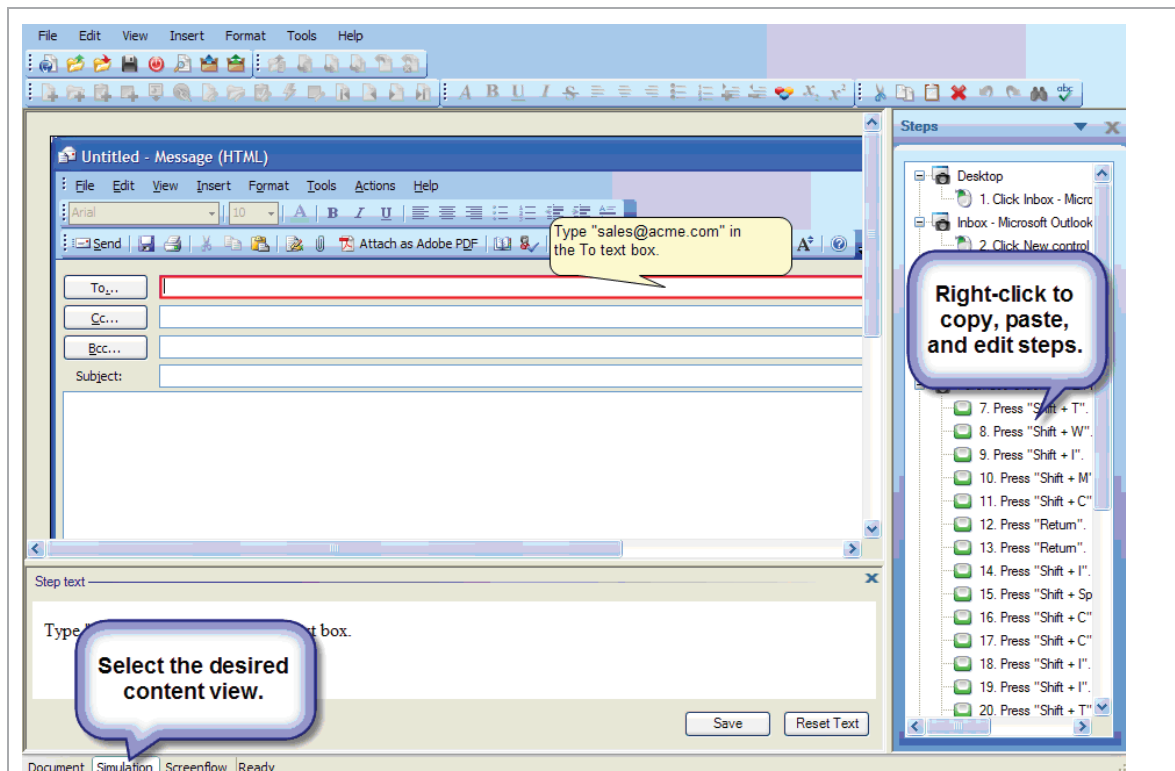


7. For information on editing the student guide, refer to the “How Do I Use the Editing Features for Course Packages?” section of this Quick Reference.

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

1. Select **Start** → **Programs** → **HP Adoption Readiness Tool** → **HP Adoption Readiness Tool**.
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, callouts, and tooltips, use the **Insert** menu.

To edit images and insert/edit callouts, use the right-click menu. To use annotations, select **View** → **Annotations**.

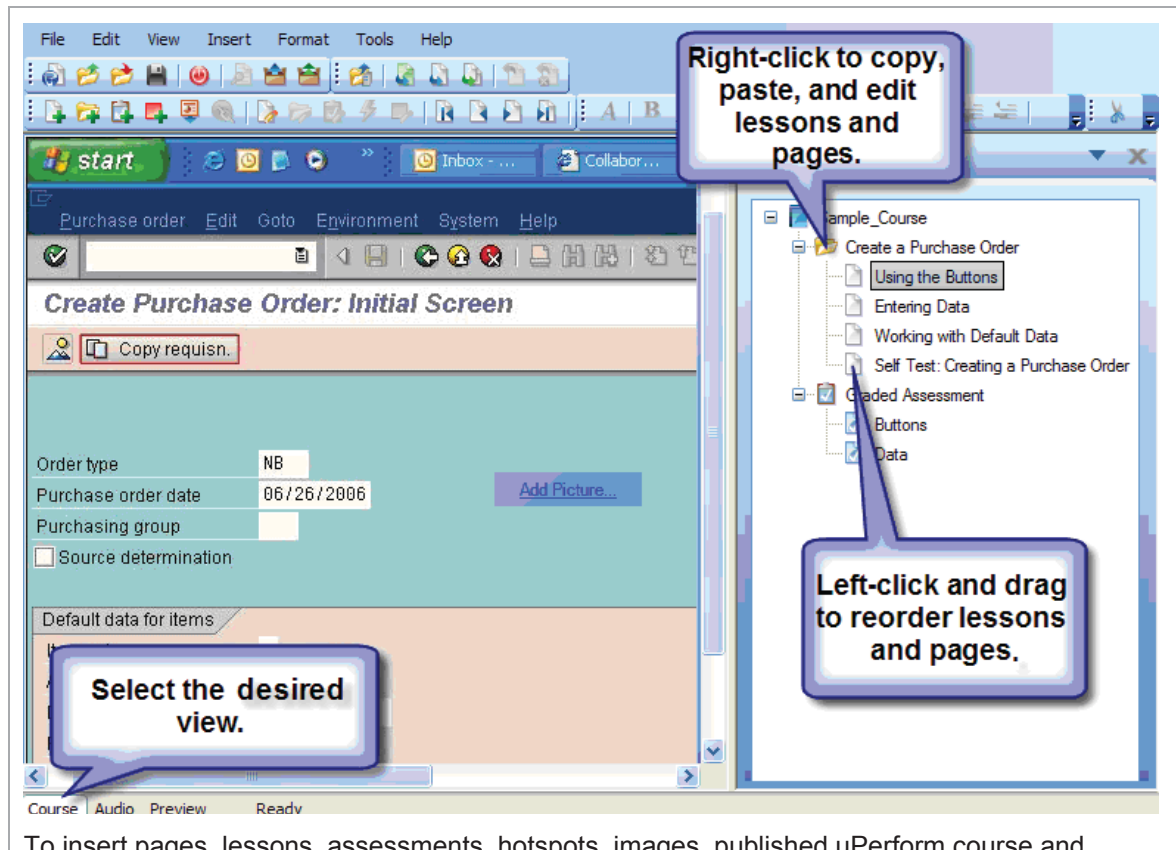
To execute a spellcheck and set edit and server options, use the **Tools** menu.

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

How Do I Use the Editing Features for Courses?

1. Select **Start** → **Programs** → **HP Adoption Readiness Tool** → **HP Adoption Readiness Tool**.
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**.

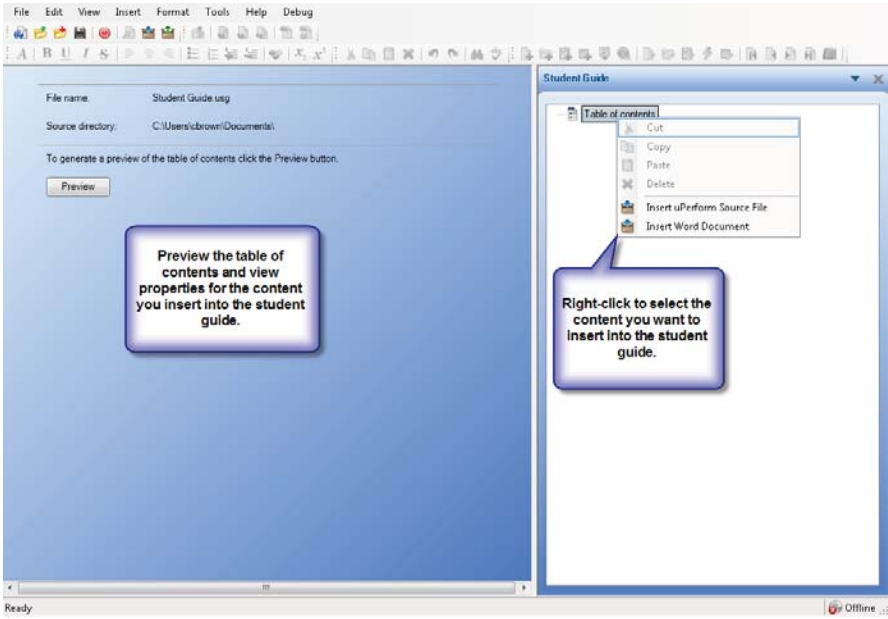
To execute a spellcheck and set edit and server options, use the **Tools** menu.

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

How Do I Use the Editing Features for Student Guides?

1. Select **Start** → **Programs** → **HP Adoption Readiness Tool** → **HP Adoption Readiness Tool**.
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

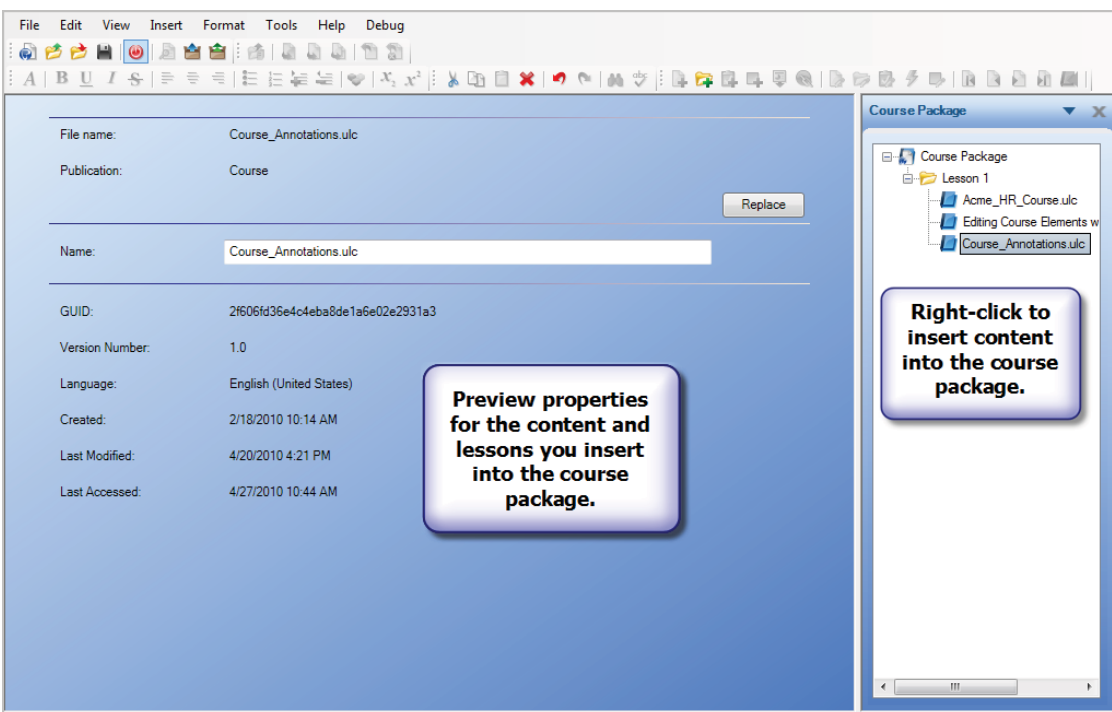


To insert uPerform documents and courses or Microsoft Word documents, use the **Insert** menu. Refer to the “Editing and Formatting: Student Guides and Course Packages” chapter in the *Creating Content with the HP Adoption Readiness Tool* user manual for more information on editing student guides.

How Do I Use the Editing Features for Course Packages?

1. Select **Start** → **Programs** → **HP Adoption Readiness Tool** → **HP Adoption Readiness Tool**.
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

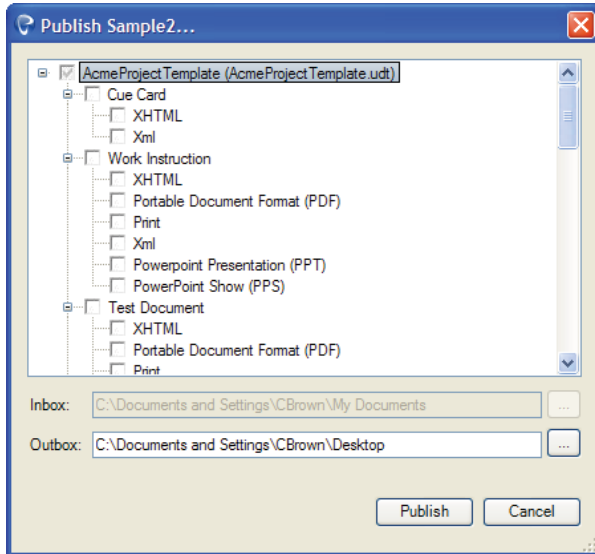


To insert lessons and uPerform source files, use the **Insert** menu.

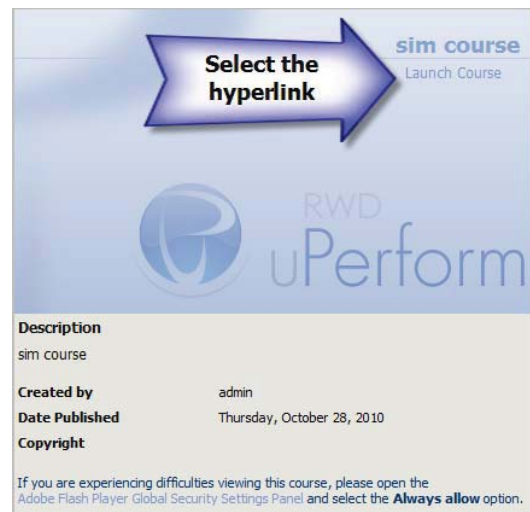
Refer to the “Editing and Formatting: Student Guides and Course Packages” chapter in the *Creating Content with the HP Adoption Readiness Tool* user manual for more information on editing course packages.

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.



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 create course structures within an LMS.