

Follow these steps to quickly get up and running using Lectora Online

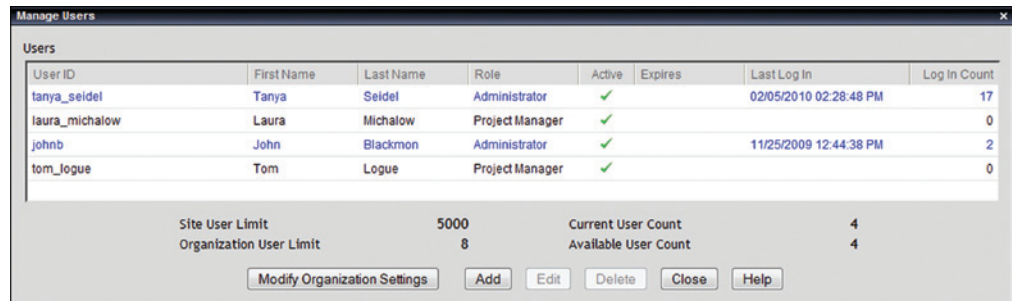
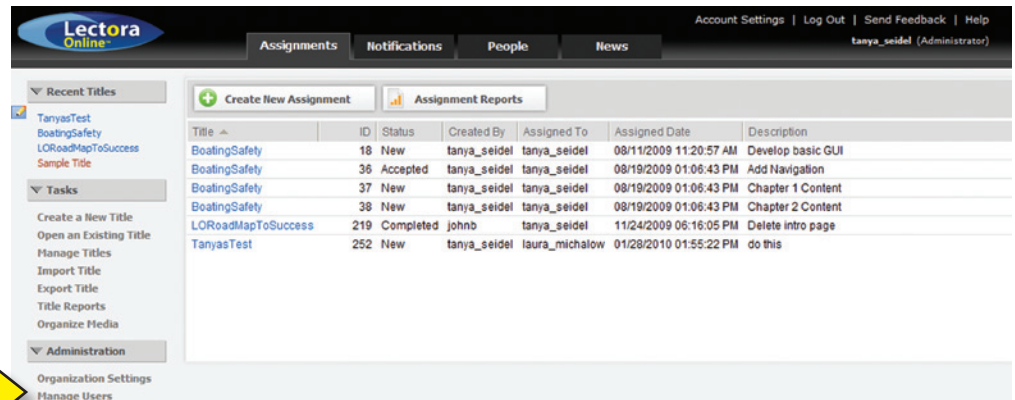
1 Log In

Log in to Lectora Online at www.lectoraonline.com. Enter your unique **User ID** and **Password** and click **Log In**. The Lectora Online home page opens.



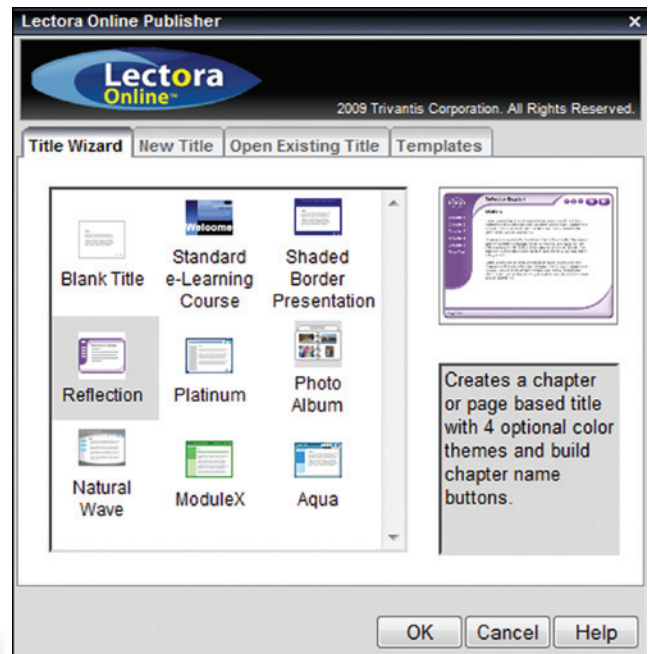
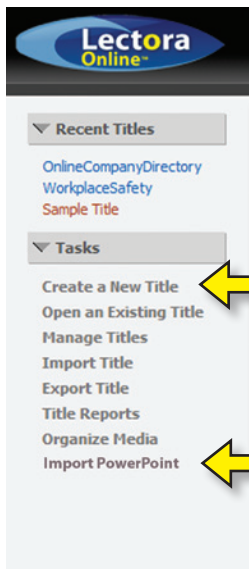
2 Create Your Team of Users

Set up your organization to control the tasks that users can complete. As an administrator, you can add users and assign them roles to control the tasks that are available to them. After logging in as an administrator, click the **Manage Users** link on the Lectora Online home page. Use the controls in the Manage Users window to create your team.



3 Begin a New Title

Projects that you create with Lectora Online are referred to as titles. Begin a new title by clicking **Create a New Title** on the Lectora Online home page. Use the Title Wizard to step through the process of creating a title's structure using one of the available interfaces. Choose to create a new title if you want to start your project from scratch or select from the hundreds of available templates that provide a pre-defined interface to which you can add your content. Alternatively, import an existing PowerPoint presentation to create a new title and be able to add to it and edit it using Lectora Online.



Looking for more information

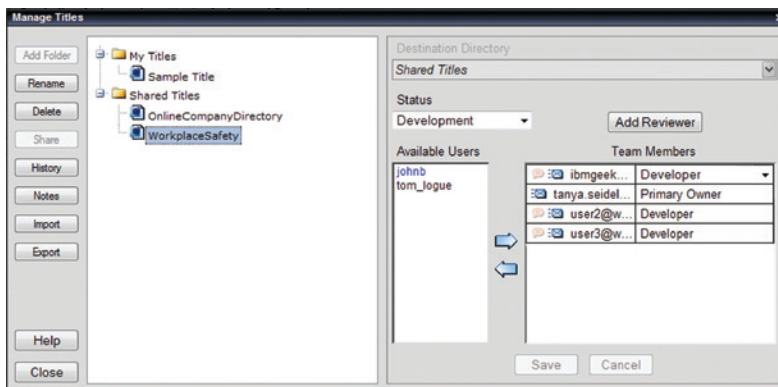
For more information about Lectora Online and its features, visit www.trivantis.com. There you will find tutorials, frequently asked questions, and other helpful references. For detailed information, launch the help within Lectora Online by clicking the **Help** link at the top-right corner of the Lectora Online home page.



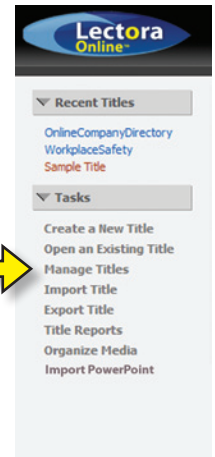
To learn more about Lectora Online, go to lectoraonline.com or contact Trivantis at 877.929.0188

4 Share Your Title

Once you have created a title, you can share it with the members of your organization. This enables you and your team members to access the title and work on it together. Lectora Online's version control system enables

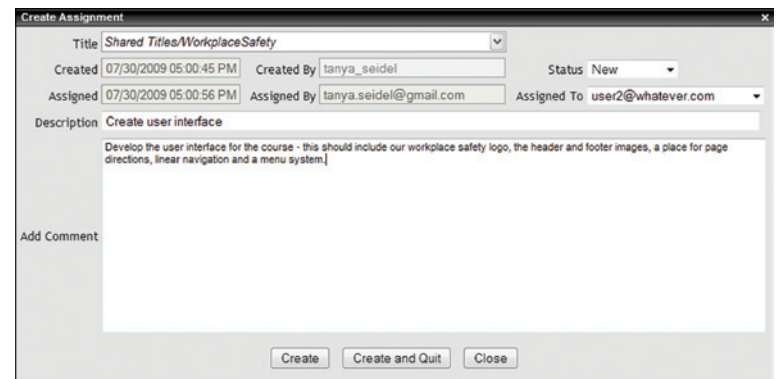
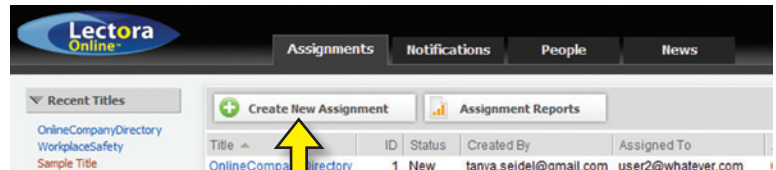


multiple users to work on a title concurrently. To share your title, click **Manage Titles** on the Lectora Online home page, select the title you want to share, and click **Share**. Use the controls on the right side of the window to create the team of users that will be able to develop and review the title.



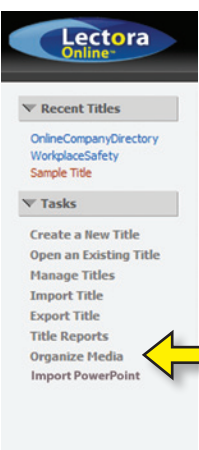
5 Create Assignments for Your Team

Now that your title is shared, Administrators and Project Managers can begin delegating tasks for completing the title. Click the **Create New Assignment** button on the **Assignments** tab at the top of the Lectora Online home page to create assignments. You can assign tasks to the users with whom you have shared the title. The assignment's recipient will be able to modify the assignment's status to indicate when he or she has accepted and completed the task. Administrators and Project Managers can then modify the assignment's status to verify that the changes have been made. Administrators and Project Managers can additionally run Assignment Reports to summarize assignments by status, title, recipient, and more.

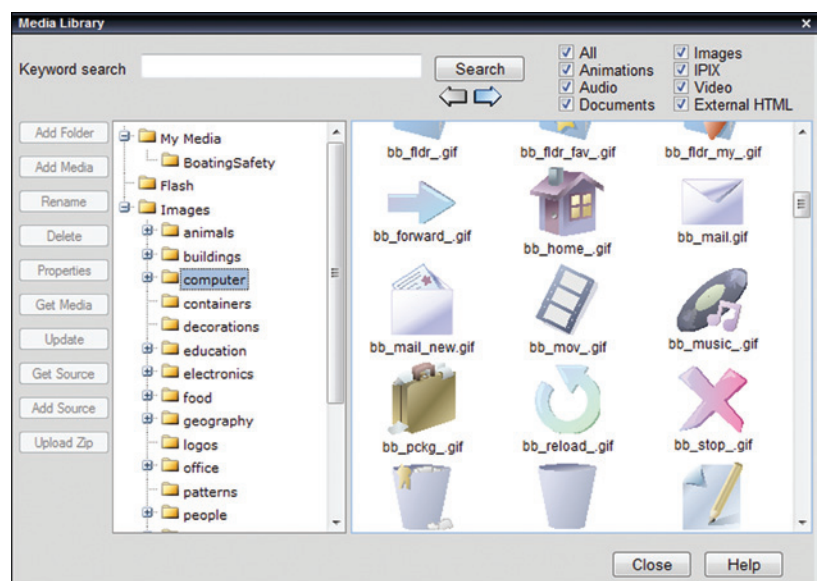


6 Organize Your Media

Your media can be easily accessed by you and your team members in one convenient location within Lectora Online. Collect the media you intend to insert into your title, zip it together into a zip file, and upload it into the Media Library. Launch the Media Library in Lectora Online by clicking **Organize Media** on the home page. Choose the location

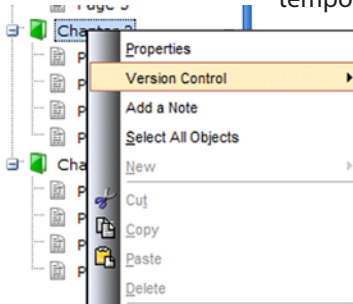


within the *My Media* folder to which you want to upload your media and click **Upload Zip**. When the zip file has been uploaded, Lectora Online will automatically extract all of the files and place them within your *My Media* folder.

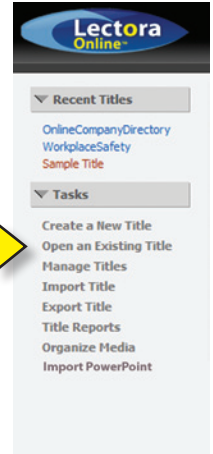


7 Work with Version Control

Lectora Online's version control system enables multiple users to work on a single title simultaneously. Click **Open an Existing Title** on the home page to select the title you want to edit. Titles that are shared are located in the *Shared Titles* folder. Check out the portion of the title you want to edit to begin working on it. This will temporarily prevent others from editing that portion of the title. To check out a

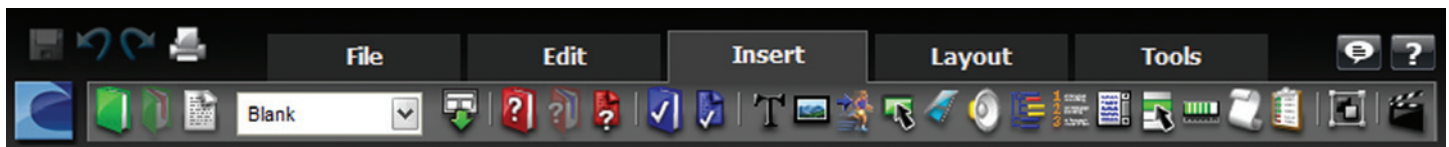


portion of the title, select the object (for example, a chapter, section or page) in the left-hand pane, right-click, and select **Version Control > Check Out**. When an object has been successfully checked out, it will appear outlined in green within the left-hand pane. Objects outlined in red are objects that are checked out by other users.



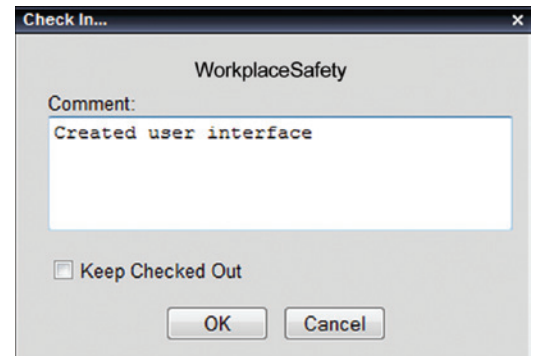
8 Develop Your Title

Now that you have checked out a portion of the title, you can begin editing it. Click the icons on the **Insert** tab to insert various objects into your title. Use the text formatting controls on the **Edit** tab to work with your text, and click the icons on the **Tools** tab to launch tools and wizards that can assist you with creating your content.



9 Check In Your Changes

When you have completed making changes to the title, check in your work so Lectora Online can keep track of the changes. Once the object is checked back in, someone else on your team can begin working on that portion of the title. Right-click on the object you have checked out and select **Version Control > Check In**. Leave a comment to indicate the changes you are checking in. These comments will become part of the title's history, documenting the progress of the title as it is being developed.



10 Publish Your Title

When you have finished developing your title, you can publish it for distribution on the Web or in a Learning Management System. Click the **Publish** icon on the **File** tab and select the format to which you want to publish. When the publishing process has completed, you can preview your title within a Web browser, download it to your computer, or FTP it directly to a Web server.

