
Training for AuthorIT V4 Administrators and Users



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SECTION 1

Course Introduction

Audience and Prerequisites

This course teaches administrators of the AuthorIT library the basics of working with the AuthorIT V4 Administrator module, and teaches administrators, managers, and content developers of the AuthorIT library the basics of working with AuthorIT.

No prior knowledge of AuthorIT is necessary before using these materials. However, you should be familiar with basic Windows functionality (opening applications, moving and minimizing windows, and so on). Knowledge of Microsoft® Word or Adobe® FrameMaker® is helpful, but not required.

Administrators should fill out the preparation charts before this course takes place. These preparation charts help you get prepare for an AuthorIT roll-out at your company.

Course Objectives

During this course, you will:

- Receive an introduction to the AuthorIT development concepts
- Learn how to use the AuthorIT V4 Administrator to:
 - Create a library.
 - Create groups and users.
 - Set folder permissions.
 - Maintain the library.
- Get practice using AuthorIT to:
 - Add and modify styles and templates.
 - Customize the outputs.
 - Create a company style guide.

- Learn how to use AuthorIT to:
 - Open and log into a library.
 - Set your user and library options.
 - Use the Preview toolbar.
 - Publish different outputs.
 - Create books and topics.
 - Find and organize objects in folders.
 - Import Word documents.
 - Work with topic objects.
 - Reuse content.
 - Create hyperlinks.
 - Work with embedded and linked graphics.
 - Create an index.
 - Add a glossary.
 - Use version control.

Course Structure

Each section includes:

- A Section Overview, introducing the concepts that you will learn about
- A discussion of the section concepts, including step-by-step procedures and graphics

The step-by-step procedures are not designed to be exercises.

- Demonstration of the section concepts
- Exercises for hands-on practice that reinforce the step-by-step procedures
- Summary

Course Materials

Course materials include this guide. Some exercises refer to either the Administrator preparation charts or the student files, which should be located in the \AuthorIT V4\Data\moodmouse folder.

About the Author

Char James-Tanny, President of JTF Associates, has more than 25 years of experience as a technical writer and is well known in the Help community for her knowledge of online Help tools and concepts. Author of two books and numerous courses about Help, as well as several Help Authoring Tool tutorials, she speaks frequently at conferences around the world on Help topics, cross-browser issues, and tool-specific functionality.

Char was responsible for producing the online documentation for Toshiba Corporation - Japan's laptops during the 90s and for producing *Discover Magazine's 15 Year Electronic Index* for Walt Disney Company. Her tutorial on Microsoft's HTML Help 1.x, hosted at the Help Technology Center (<http://mvps.org/htmlhelpcenter/>), has been downloaded over 12,000 times since 2000. Her company has worked for clients such as Red Hat, Phase Forward, Calix, Pension Benefit Guarantee Corporation, Dragon Systems, Honda America, PepsiCo, and the U.S Navy. Char maintains the Help Authoring Tools Comparison Matrix (<http://www.helpstuff.com/downloads/tools.pdf>) at her Web site (www.helpstuff.com).

Char has been a Microsoft Help MVP since 2002. She is an AuthorIT Certified Consultant, a member of RoboGurus, and a Senior Member of the Society of Technical Communication (Boston Chapter). She has been an eHelp Certified RoboHelp Instructor (1997-2002) and a member of the RoboHelp Community Advisory Board (2000-2002).

Typographical Conventions

These materials use the following typographical conventions.

Formatting convention	Type of Information
Bold	Items you must select or click during exercises, such as command buttons and dialog box options.
Bold	Dialog box names, field labels, and other interface options.
Monospace	Information you need to type.
CAPITALS	Names of keys on the keyboard. for example, SHIFT, CTRL, or ALT.
KEY+KEY	Key combinations where you press and hold one key and then press another, for example, CTRL+P or ALT+F4.
Menu item > sub-item	Menu items are indicated with >.

SECTION 2

Creating a Library

Section Overview

In this section, you will learn how to create a library using the AuthorIT V4 Administrator.

Starting AuthorIT V4 Administrator

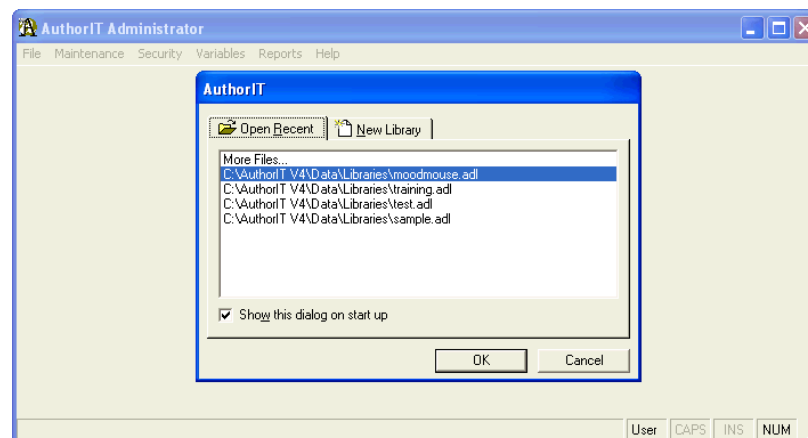
After installing AuthorIT, you'll see three new icons on your desktop:

- AuthorIT V4
- AuthorIT V4 Administrator
- AuthorIT Beginner's Tutorial

You may see more icons if you have installed other AuthorIT modules, such as Project Manager or the Localization Manager.

To start the AuthorIT V4 Administrator, double-click the AuthorIT V4 Administrator icon on your desktop or select **Start > All Programs > AuthorIT V4 > AuthorIT V4 Administrator** to start the application. The main AuthorIT V4 Administrator window and the AuthorIT library selection window are displayed. The main AuthorIT window always initially displays the title bar, menu bar, and main toolbar at full size across the top of your desktop.

Instructions in these materials are based on Windows XP. Select the appropriate commands if you are using a different operating system.



To continue, you must select the library that you want to work with. The tabbed library selector window displays the **Open Recent** tab by default and lists the last four libraries that you opened. If the library that you want to work with isn't listed, double-click **More Files** and use the **Open** dialog box to locate it.

Enterprise Edition only

If you are using the Enterprise Edition, you will see a third tab on the AuthorIT dialog box for SQL Server. If you are using a SQL database, use the information you have been given to log into the library the first time. Depending on how you have to log into the SQL database, you may be able to use the top entry on the **Open Recent** tab after opening it for the first time.

Creating a JET Library

For SQL libraries, see the instructions in the AuthorIT Knowledge Center.

To create a new library:

1. Start AuthorIT V4 Administrator.
2. Select the **New Library** tab. AuthorIT includes several customizable library templates. The two that are used most often are:
 - Default (A4).adl
 - Default (letter).adl

The libraries have been optimized for the listed paper size, but you can modify the objects later if necessary.

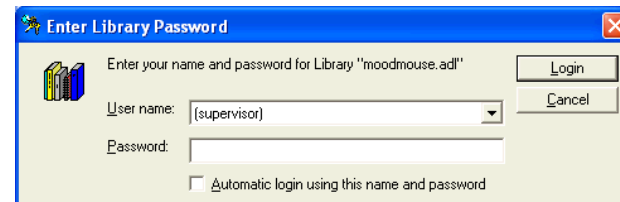
You can customize the default libraries by opening them in AuthorIT. Make backups first!

3. Select the appropriate library template and click **OK**. The **Save New AuthorIT Library as** dialog box is displayed.
4. Type the name of the library in the **File name** text box and click **Save**.

Do NOT change the location of the library! When you installed AuthorIT, all relative path information was saved. If you move a library to a different location, you won't be able to publish any output. After completing these materials, if you want to save your libraries in a different folder, you have to change the relative paths. See the *Using AuthorIT Help file* for more information.

Enterprise and Workgroup Editions only

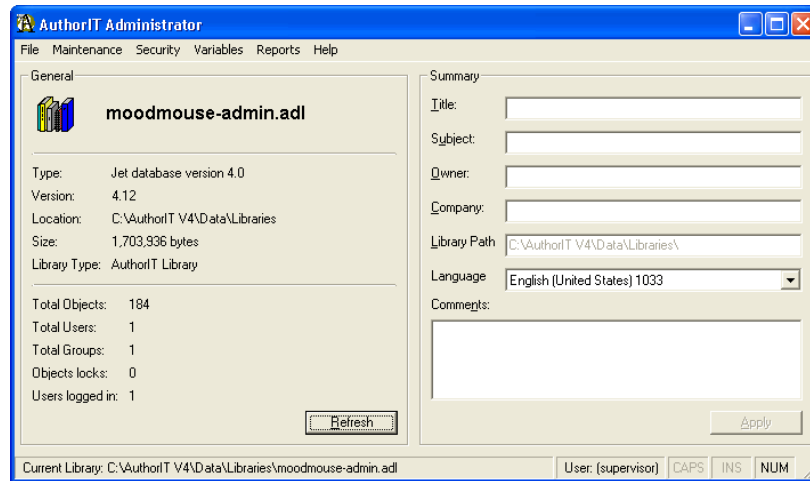
5. The **Enter Library Password** dialog box is displayed.



When logging into a library, you must select your user name and enter your password. AuthorIT is a multi-user application, letting more than one developer work in the library at the same time. The initial default is **(supervisor)** for the user name, which doesn't use a password. Click **Login** to continue.

You will change the supervisor password during one of the Administrator exercises so that no one can log into the supervisor account by accident.

6. The library opens in the AuthorIT V4 Administrator module.



Only one person can log into the new library until groups and users are defined.

If using the Desktop Edition, only one person can log into the library.

Exercise: Create a Library

- Create the demo library
1. Double-click AuthorIT V4 Administrator on the desktop.
 2. Select the **New Library** tab.
 3. Select the appropriate page size template and click **OK**.
 4. Type **moodmouse** in the text box and click **Save**.
Enterprise and Workgroup Editions only
 5. Click **Login** to use the library as (**supervisor**).

Screenshots throughout this training use a library called **moodmouse.adl**.

Section Summary

- You can create your company library with the Administrator module.
- AuthorIT includes several customizable default library templates that you can use when creating your library.
- Most companies will only create one library for all users.