

## COURSE OUTLINE

### UPK DEVELOPER - MASTERCLASS

#### Course Overview

Designed for UPK Developers that have past experience of UPK but may not have used the tool for some time, as well as those looking to expand their skills. This course provides a recap of key features of the UPK Developer and the Knowledge Center and also considers how Developers can enhance content.

The exact objectives of this training are dependent on the learning requirements of the delegate. The content within this outline relates to features and functions within UPK Version 12.1 ESP 4, but can be adapted to suit earlier versions of UPK if required.

Delegates receive three months telephone support on all features and functions covered during the course.

#### Course Delivery

The short course is designed to be delivered as facilitated online learning and is divided into small, bite-sized lessons with a total duration of 9 hours.

Delegates have access to an experienced UPK Instructor throughout the course. The Instructor provides an overview of specific features at the beginning of each session and then delegates are given hands-on tasks to complete in their own UPK environment\*.

Lesson	Topic
Learn the Basics	<ul style="list-style-type: none"><li>• Build an Outline</li><li>• Import Ops file</li><li>• Record Topics: Developer</li><li>• Record Topics: Record It</li><li>• Topic Preview</li></ul>
Editing	<ul style="list-style-type: none"><li>• Topic Editor</li><li>• Insert and Delete Frames</li><li>• Edit a Topic</li><li>• Manipulate Bubble Text</li><li>• Use the Frame Properties Pane</li><li>• Understand Know It? Mode</li><li>• Use String Input Options</li><li>• Edit Frames</li><li>• Screenshot overlay</li></ul>
Manage Library and Outline	<ul style="list-style-type: none"><li>• Manage Folders and Documents</li><li>• Change Views and Layouts</li><li>• Refine the Outline</li><li>• Work with related documents</li><li>• Understand Panes</li><li>• View and Assign Document Properties</li><li>• Reuse Documents</li></ul>

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Lesson	Topic
Enhance Content	<ul style="list-style-type: none"><li>• Linking Attachments</li><li>• Enhance Content with Web Pages</li><li>• Enhance Content with Packages</li><li>• Roles</li></ul>
Publish Content	<ul style="list-style-type: none"><li>• Publish Content for the Player</li><li>• Publish Content for Printed Output</li><li>• Export and Import Content</li></ul>
Deploy Content	<ul style="list-style-type: none"><li>• Overview and Introduction to Knowledge Paths</li><li>• Creating Knowledge Paths</li></ul>
Reporting	<ul style="list-style-type: none"><li>• Using the Manager Interface in the Knowledge Center</li><li>• Standard &amp; Customised Reports in the Knowledge Center</li></ul>

## \*Technical Prerequisites

It is assumed that delegates are able to complete the hands-on tasks assigned to them as part of this course using their own UPK environment, and that this environment is suitable to complete all aspects of their course assignments. If the delegate does not have access to a UPK environment that is required for a particular session within the course, or for the duration of the course, a Larmer Brown UPK environment can be provided for training purposes, but at an additional cost.

All course materials will be provided to delegates in PDF format, together with the pre-created files, prior to the commencement of the course.

## More Information

For more information about our UPK training or to enrol onto this course, please contact our Sales Team:

Tel: +44 (0)1252 607220

Email: [sales@larmerbrown.com](mailto:sales@larmerbrown.com)