Roadmap to UPK 3.1 Session #2 UPK 3.1 Practice Exercises

> A Solbourne White Paper April 2008



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Roadmap to UPK 3.1 Session 2

Re-Record a Topic

Procedure

Objective:

By the end of this exercise, you will be able to do the following:

- Re-record a topic so as to replace screenshots and actions without changing custom text.
- Save the changes and return to the Outline Editor.

Prerequisites:

- Recording defaults have been set.
- An existing topic is available to edit.

Step	Action
1.	Navigate to and open a topic to re-record.
	Ensure the topic has been checked out to allow edits.
2.	Navigate to the first frame where re-recording should begin. Then, initiate the re-record function.
	Click on the Edit menu.



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Step	Action
3.	Click the Re-Record Topic menu item.
	Re-record Topic





Step	Action
4.	The UPK Developer Recorder opens with a preview of the existing screenshot to replace. As you re-record, bubble text also displays to the right of the screenshot. Use these instructions to guide you during the re-record process.
	In Oracle, verify you are at the beginning of the procedure before recording.
	As you re-record the topic, use the [PrintScreen] key to re-record each frame.
	Remember, follow each frame's instructions verbatim. If you choose not to do so, the text will no longer align with the appropriate frame and additional editing will be required.
5.	Practice re-recording other topics of your choice.
6.	In this exercise, you learned how to re-record a topic. End of Procedure.



Create a Custom Publishing Style

Procedure

Objective:

By the end of this exercise, you will be able to do the following:

- Create a custom style with language and logo changes.
- Publish a document using the newly-defined style.

Prerequisites:

• Read/Write access to the System folder is available.

Step	Action
1.	Navigate to the <i>Library</i> tab.

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Step	Action
2.	Expand the Library Folder structure.
	Click on the (+) in the <i>Folders</i> region.



Step	Action
3.	Expand the System folder.
	Click on the [+] icon next to the SYSTEM folder.



Step	Action
4.	Expand the Publishing folder.
	Click on the [1] icon part to the DUDI ICHING folder
	Click on the [+] icon next to the PUBLISHING folder.
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5.	Expand the Styles folder.
	Click on the[+] next to the STYLES folder.



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Step	Action
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7.	Create a new folder.
	Click on the FILE menu.
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8.	Point to NEW.



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Step	Action
9.	Click on Folder.



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Step	Action
10.	Name the new folder.
	Type Gomex Group in the ENTER THE NAME OF THE NEW FOLDER: field.
11.	Click on OK.



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Step	Action
12.	Expand the User Productivity Kit folder.
	Click on the [+] icon next to USER PRODUCTIVITY KIT.



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Step	Action
13.	Duplicate the contents of the English folder to create a new style and also keep the default style available.
	Right click on the EN folder.



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Step	Action
14.	Click on COPY.
15.	Right click on the GOMEZ GROUP folder.



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16.	Click on the PASTE SPECIAL menu item.			
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Step	Action
17.	Click on DUPLICATE (SELECTION AND RELATED).
	Duplicate (selection and related)
18.	Click on OK.
19.	UPK displays the copying progress for the duplicate.
20.	Copy the default Spanish style folder.
	Right click on the ES-MX folder.
21.	Right click on the COPY menu item. Image: Copy
22.	Paste the style in the Gomex Group folder.
	Right click on GOMEZ GROUP.



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24.	Click on DUPLICATE (SELECTION AND RELATED). Duplicate (selection and related)
25.	Click on OK.
26.	UPK displays the copying progress for the duplicate.
27.	Click on the GOMEX GROUP folder.
28.	Open the EN folder.
	Double-click the EN folder.
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Step	Action
29.	Open the Business Process style document.
	Double-click on BUSINESS PROCESS.



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Step	Action
30.	Copy a custom logo (print_logo.tif) from the UPK 3.1 Jumpstart Class folder on your desktop.
	Paste the logo in the style document.
	Right click in the Business Process document region.



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Step	Action
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32.	Click on YES.
33.	Close the business process style document.
	Close the window.



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Step	Action
34.	Click on YES.
	Yes



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Step	Action
35. You must check in the document prior to using the publishing style	
	Click on the CHECK IN icon.



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Step	Action
36.	Provide a check in comment.
	Type logo added in the CHECK IN COMMENT field.
37.	Click on OK.
38.	Publish content using the new style.
	Navigate to your UPK Training folder.
39.	Double-click on the ACCOUNTS RECEIVABLE section.
40.	Click on the PUBLISH icon.
41.	Click on BROWSE. Browse
42.	Select a folder to publish.
43.	Click on Ok.



Step	Action
44.	Click on NEXT. Next >
45.	Click on NEXT. Next >

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Step	Action
46.	Change the Advanced Publishing Options to select the new style just created.
	Click on CHANGE.



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Step	Action
47.	Click on the CATEGORY field's pull-down menu arrow icon.



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Step	Action
48.	Click on Gomex Group. Gomez Group
49.	Click on OK.
50.	Click on NEXT. Next >



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Step	Action
51.	Click on the BUSINESS PROCESS check box.
	Business Process
52.	Click on PUBLISH. Publish
53.	Click on FINISH.
54.	Open a document to view.
	型101 MEC - Import Transactions



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Step	Action
55.	Review the document. Close the window when finished.
	Click on CLOSE.
56.	In this topic you learned how to create a custom publishing style. End of Procedure.



Localize Content

Procedure

Objective:

By the end of this exercise, you will be able to do the following:

- Set up content for translation.
- Export content for localization purposes.

Prerequisites:

• Existing content is available to export.

Step	Action
1.	Navigate to your UPK Training folder.



Step	Action
2.	Create a new folder to store translated content.
	Right-click your UPK Training folder.



Step	Action
3.	Click the New Folder menu item.
4.	Type Spanish into the New Folder field.
5.	Click the OK button.
6.	Select the AR topics.
	Click the Copy button.
7.	Right-click the Spanish folder.
8.	Click the Paste Special menu item.
9.	Click the Duplicate (selection and related) list item.
10.	Click the OK button.
11.	Export the duplicated content for localization.
	Click the Tools menu.
12.	Click the Export menu item.
13.	Click the Localization menu item.
14.	Click the Browse button.
15.	UPK defaults to the MY LOCALIZATION destination folder.
	Type Spanish AR into the File Name: field.
16.	Click the button to the right of the Save as type: field.
17.	The XLIFF format is used for translation tools.
	Click the XLIFF files (*.xlf) list item.
18.	Click the Save button.



Step	Action
19.	Choose the source and target languages. Click the button to the right of the Target language: field.

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	Action	
20. Scroll to and click the English (United States) option.	Scroll to and click the English (United States) option.	



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	- Language			
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	Target language: Spanish (Mexico)	×		
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		OK Cancel		
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Step	Action
21.	Click the button to the right of the Target language: field.



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	Spanish (Uruguay)	
	OK Cancel	
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Step	Action
22.	Scroll to and click the Spanish (Mexico) option.



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	Target language: Spanish (Mexico)	×		
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Step	Action
23.	If the content is in a checked out status, select the EXPORT LOCAL CONTENT option.
	Click the Export local content option.
24.	Click the OK button.
25.	Navigate to the MY LOCALIZATION folder. The XLF file is available in the specified location.
26.	In this exercise, you learned how to prepare and export content for localization purposes. End of Procedure.