

Roadmap to UPK 3.1 Session #2  
UPK 3.1 Practice Exercises

A Solbourne White Paper  
April 2008

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## Table of Contents

<b>Roadmap to UPK 3.1 Session 2.....</b>	<b>1</b>
<b>Re-Record a Topic .....</b>	<b>1</b>
<b>Create a Custom Publishing Style .....</b>	<b>4</b>
<b>Localize Content.....</b>	<b>27</b>



## Roadmap to UPK 3.1 Session 2

### Re-Record a Topic

#### Procedure


#### Objective:

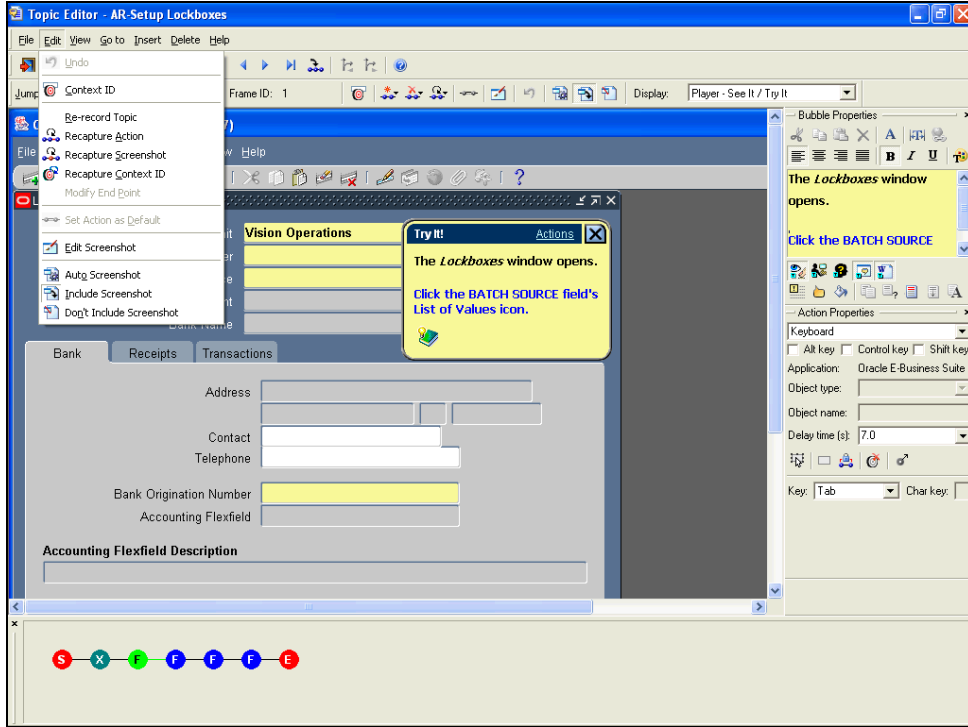
By the end of this exercise, you will be able to do the following:

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

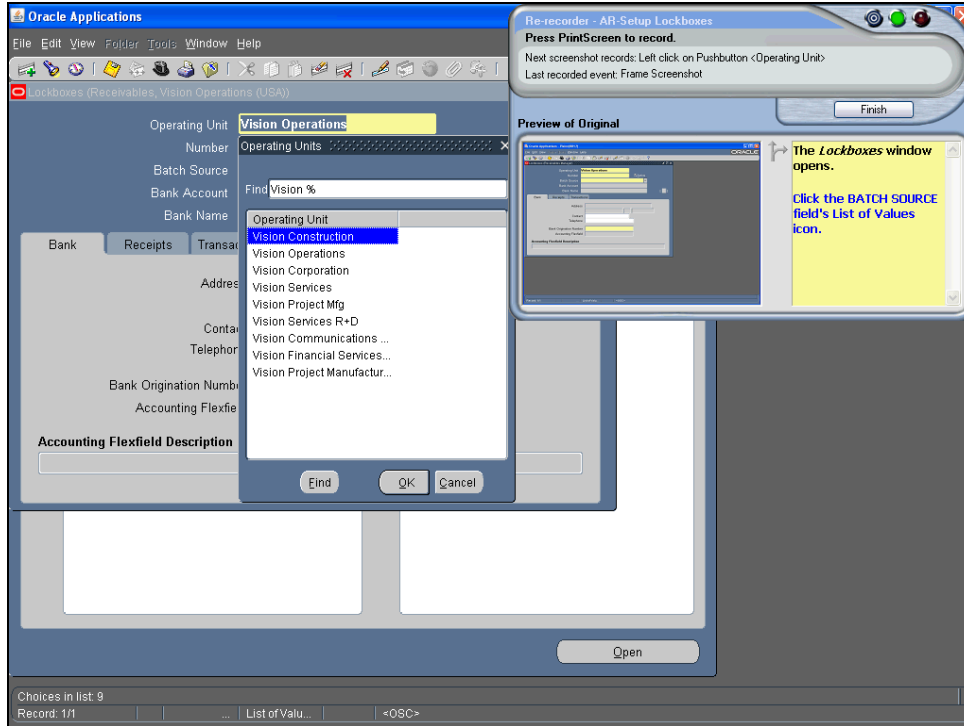
#### Prerequisites:

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

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



Step	Action
3.	<p><b>Click the <u>Re-Record Topic</u> menu item.</b></p> <div style="border: 1px solid black; padding: 2px; width: fit-content;"> <span>Re-record Topic</span> </div>



Step	Action
4.	<p><b>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.</b></p> <p><b>In Oracle, verify you are at the beginning of the procedure before recording.</b></p> <p><b>As you re-record the topic, use the [PrintScreen] key to re-record each frame.</b></p> <p><b>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.</b></p>
5.	<p><b>Practice re-recording other topics of your choice.</b></p>
6.	<p><b>In this exercise, you learned how to re-record a topic.</b>  <b>End of Procedure.</b></p>

## Create a Custom Publishing Style

### Procedure

#### Objective:

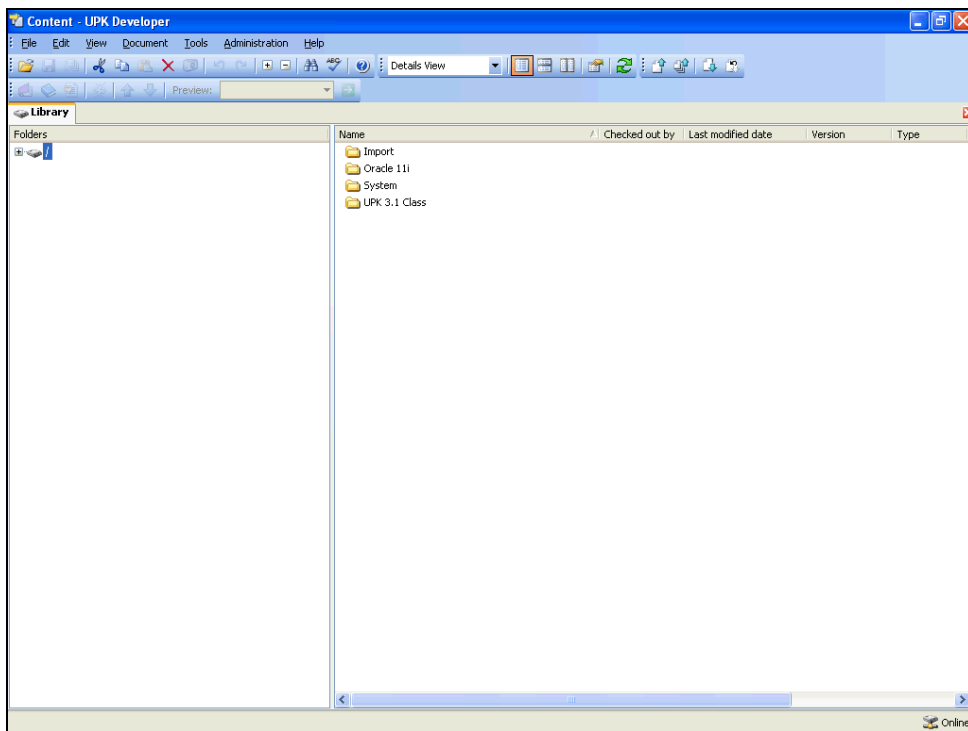
By the end of this exercise, you will be able to do the following:


- 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.

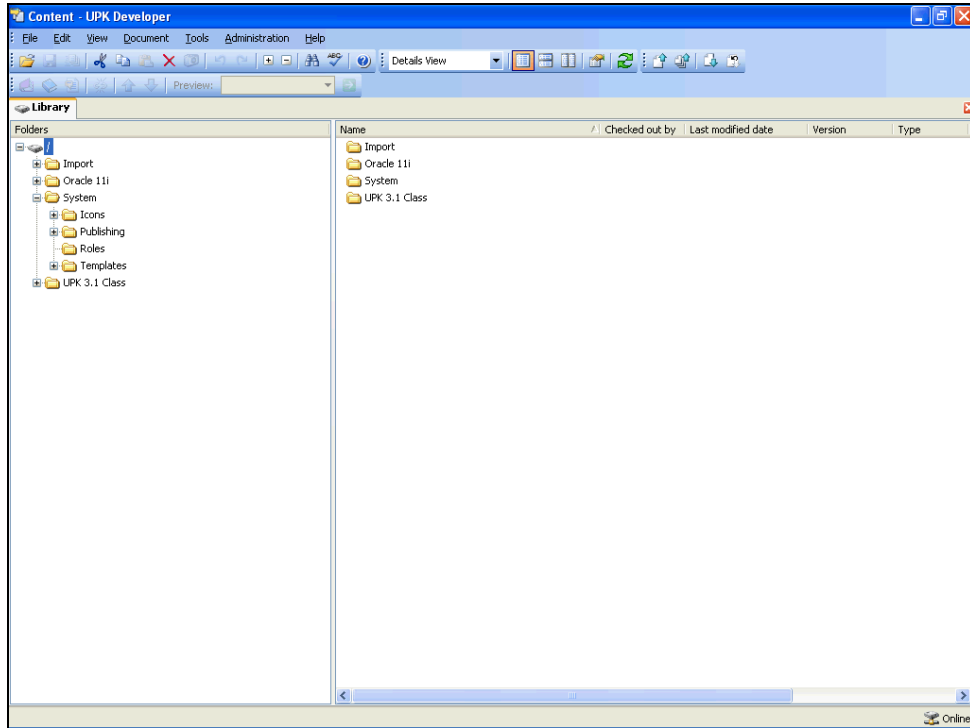
Step	Action
1.	Navigate to the <i>Library</i> tab.





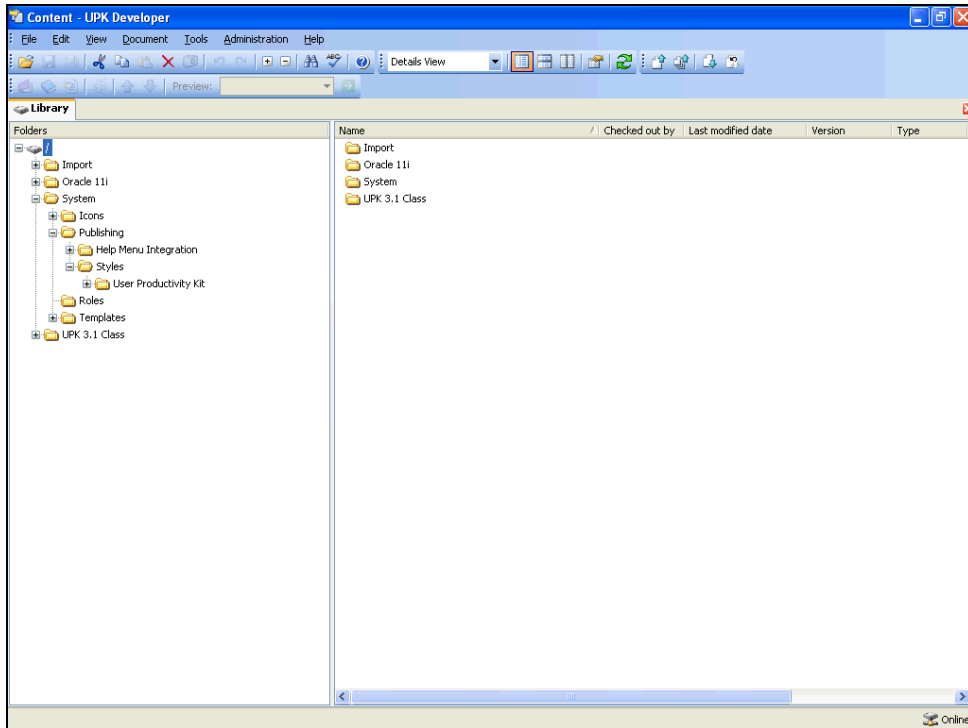
Step	Action
2.	Expand the Library Folder structure. Click on the (+) in the <i>Folders</i> region. 





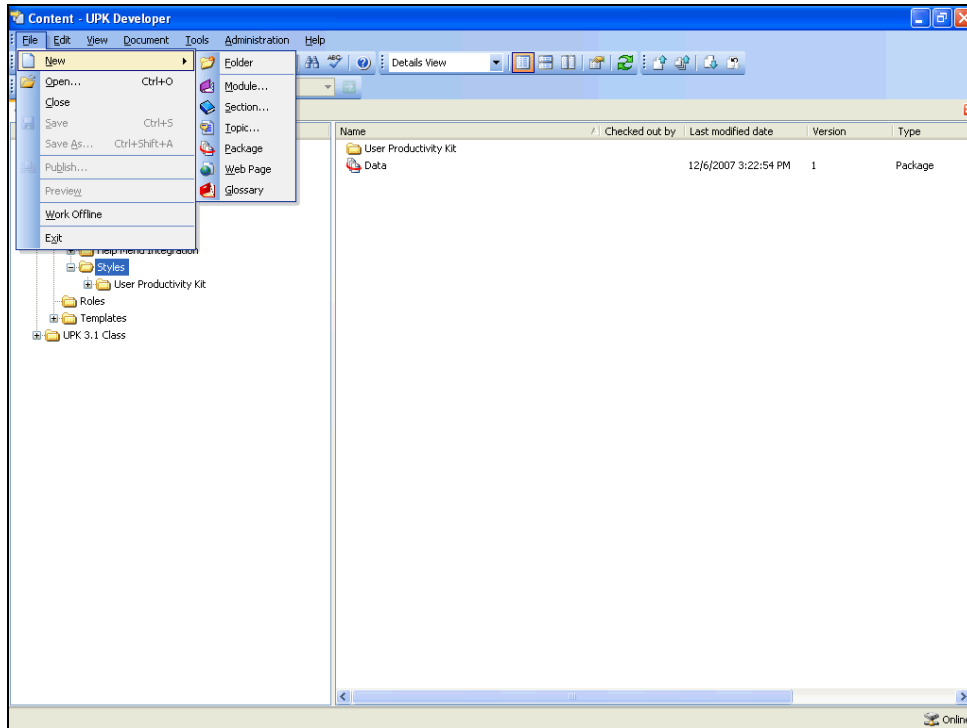
Step	Action
3.	<p><b>Expand the System folder.</b></p> <p>Click on the <b>[+]</b> icon next to the <b>SYSTEM</b> folder.</p> <div style="text-align: center;">  </div>




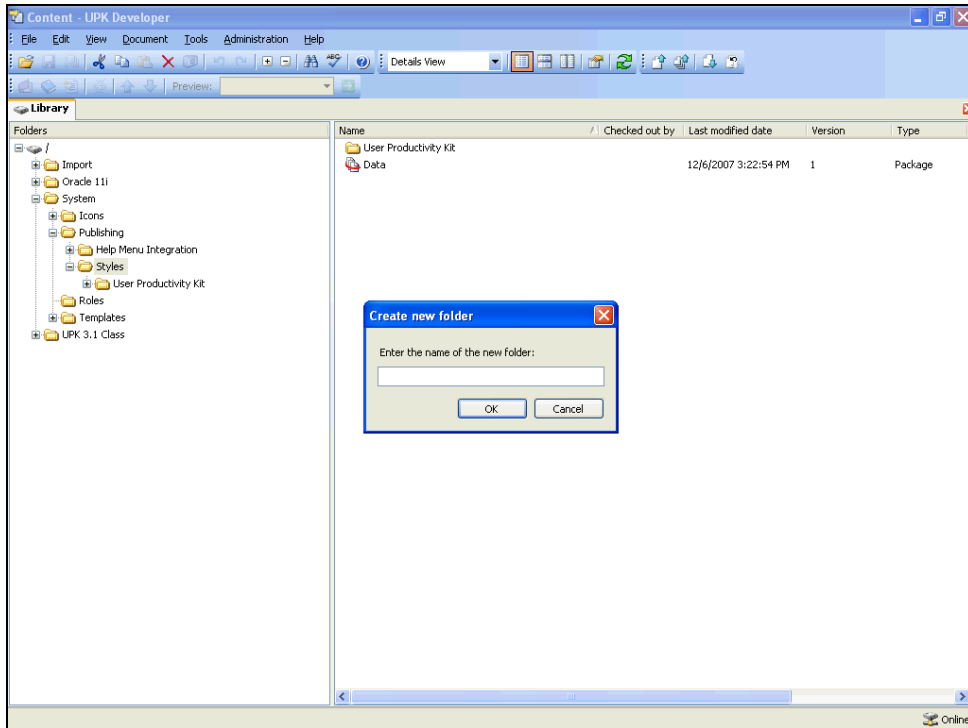
Step	Action
4.	<p><b>Expand the Publishing folder.</b></p> <p>Click on the <b>[+]</b> icon next to the <b>PUBLISHING</b> folder.</p> <div style="text-align: center;">  </div>
5.	<p><b>Expand the Styles folder.</b></p> <p>Click on the <b>[+]</b> next to the <b>STYLES</b> folder.</p> <div style="text-align: center;">  </div>




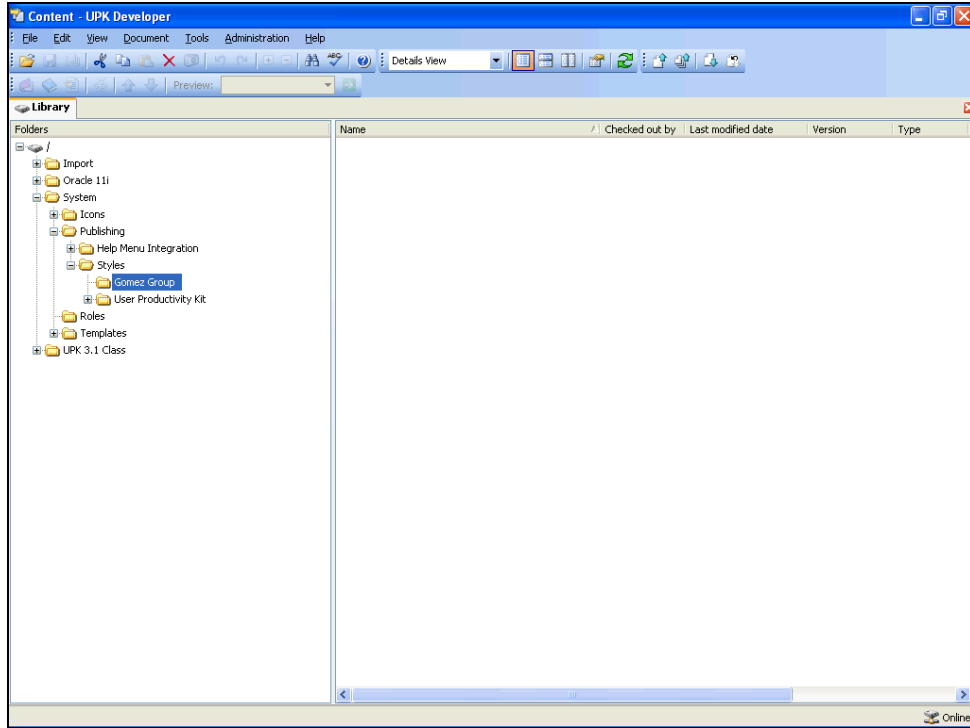
Step	Action
6.	<p><b>Click on the STYLES folder.</b></p> 
7.	<p><b>Create a new folder.</b></p> <p><b>Click on the FILE menu.</b></p> 
8.	<p><b>Point to NEW.</b></p>




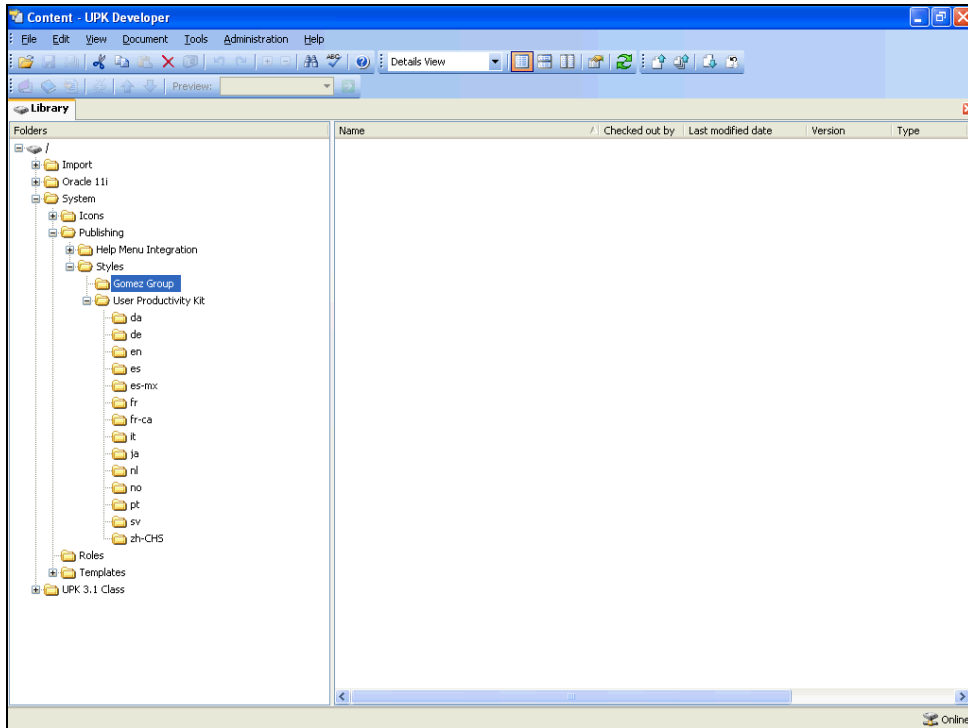
Step	Action
9.	<p data-bbox="456 1058 665 1094"><b>Click on Folder.</b></p>  Folder




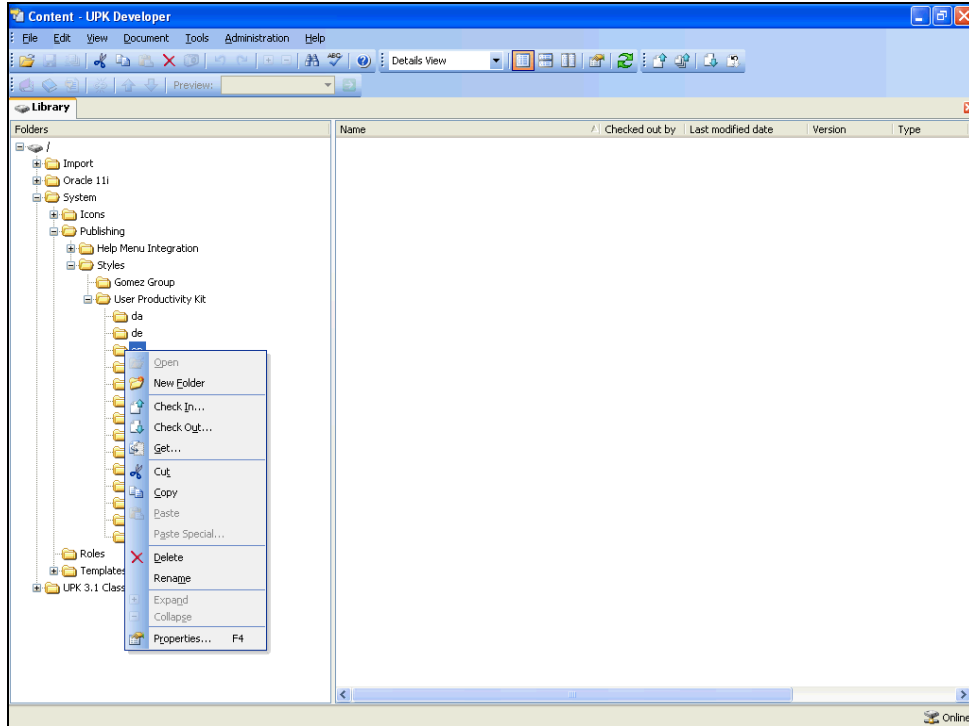
Step	Action
10.	<p><b>Name the new folder.</b></p> <p><b>Type Gomex Group in the ENTER THE NAME OF THE NEW FOLDER: field.</b></p>
11.	<p><b>Click on OK.</b></p> 





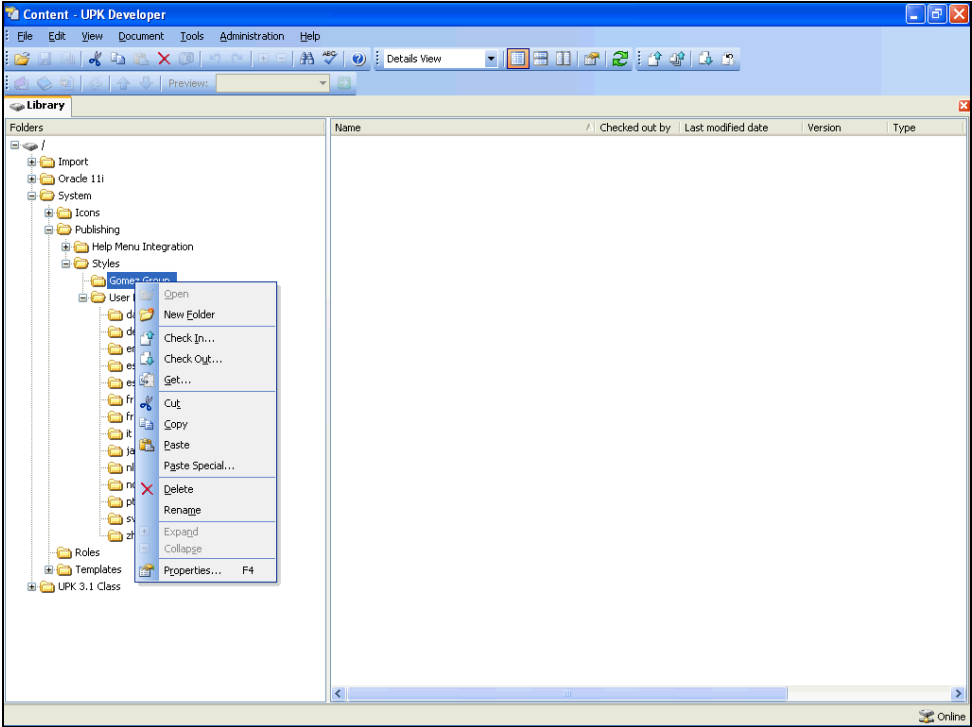
Step	Action
12.	<p><b>Expand the User Productivity Kit folder.</b></p> <p><b>Click on the [+] icon next to USER PRODUCTIVITY KIT.</b></p> 




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

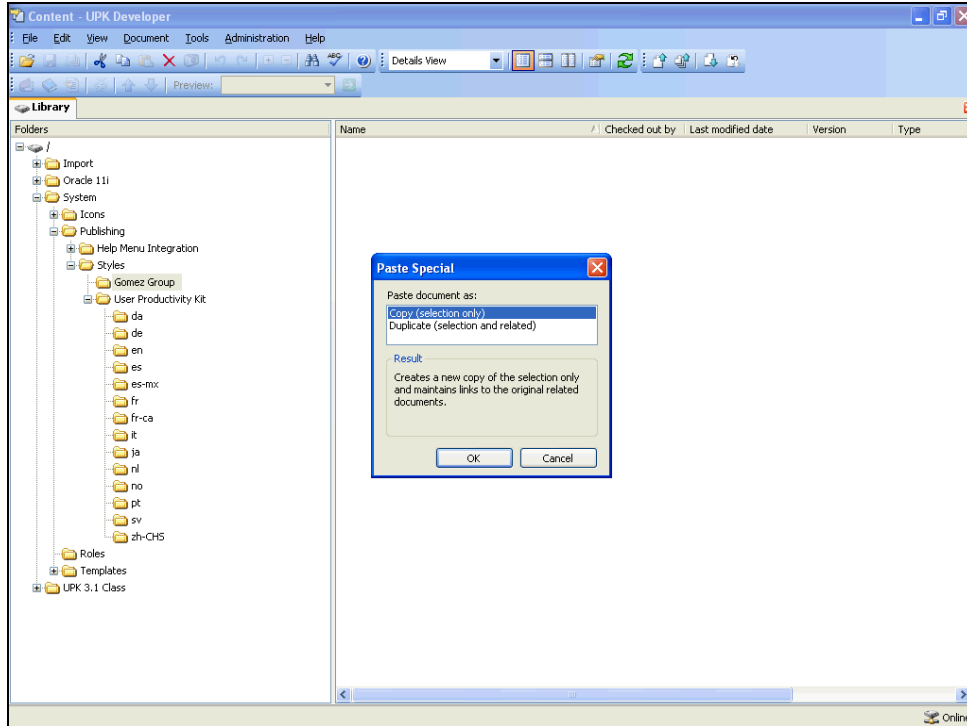



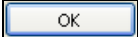


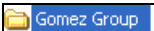
Step	Action
14.	<p><b>Click on COPY.</b></p> 
15.	<p><b>Right click on the GOMEZ GROUP folder.</b></p> 

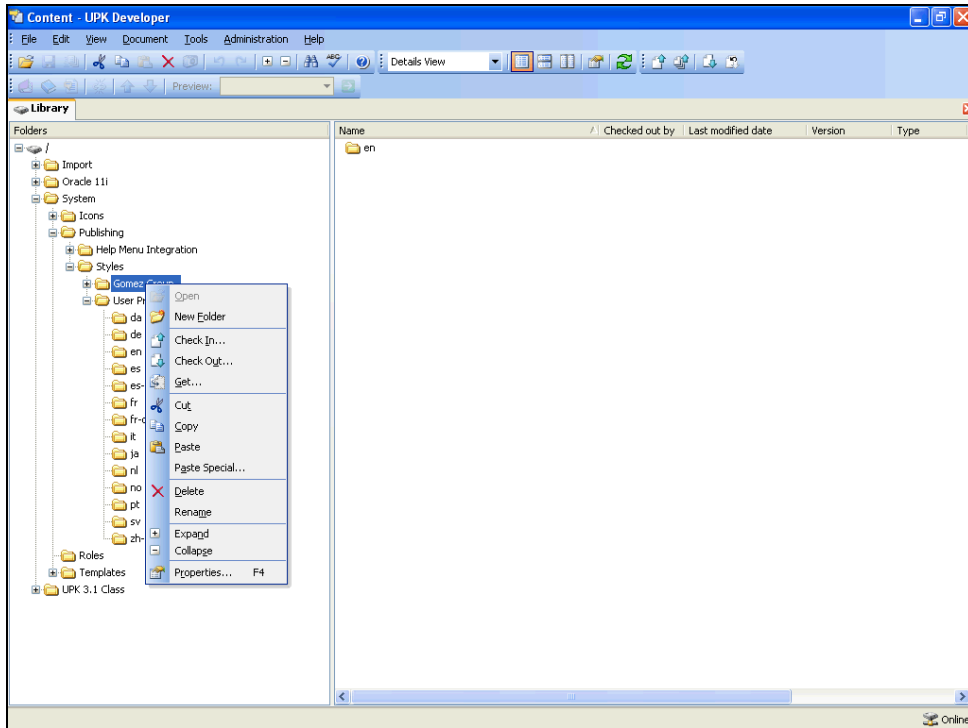


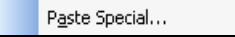
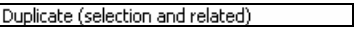
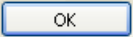


Step	Action
16.	<b>Click on the PASTE SPECIAL... menu item.</b> 

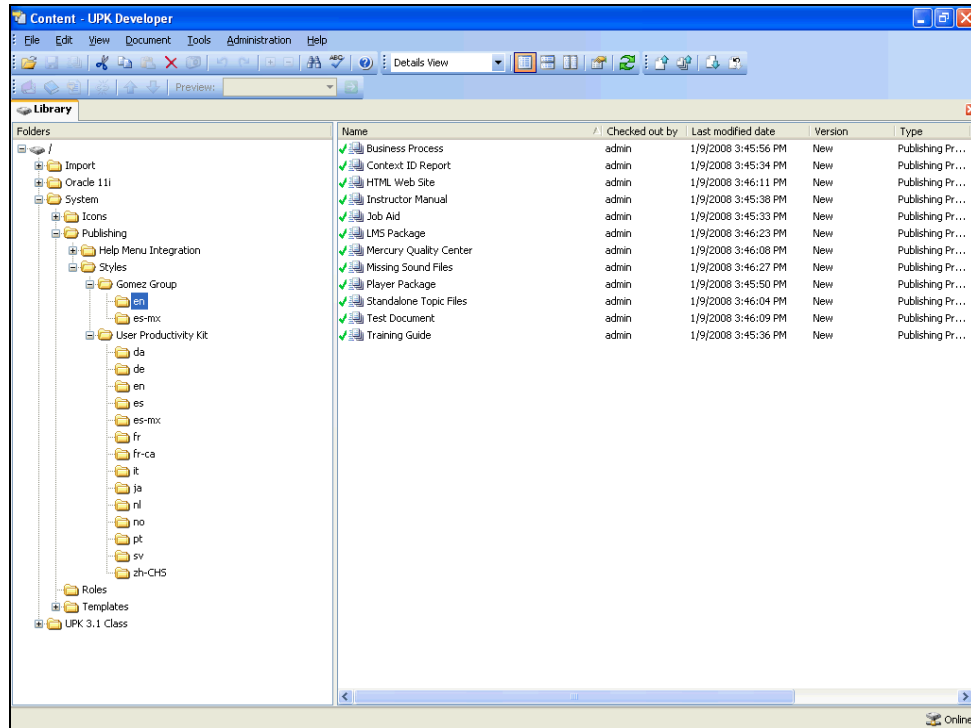




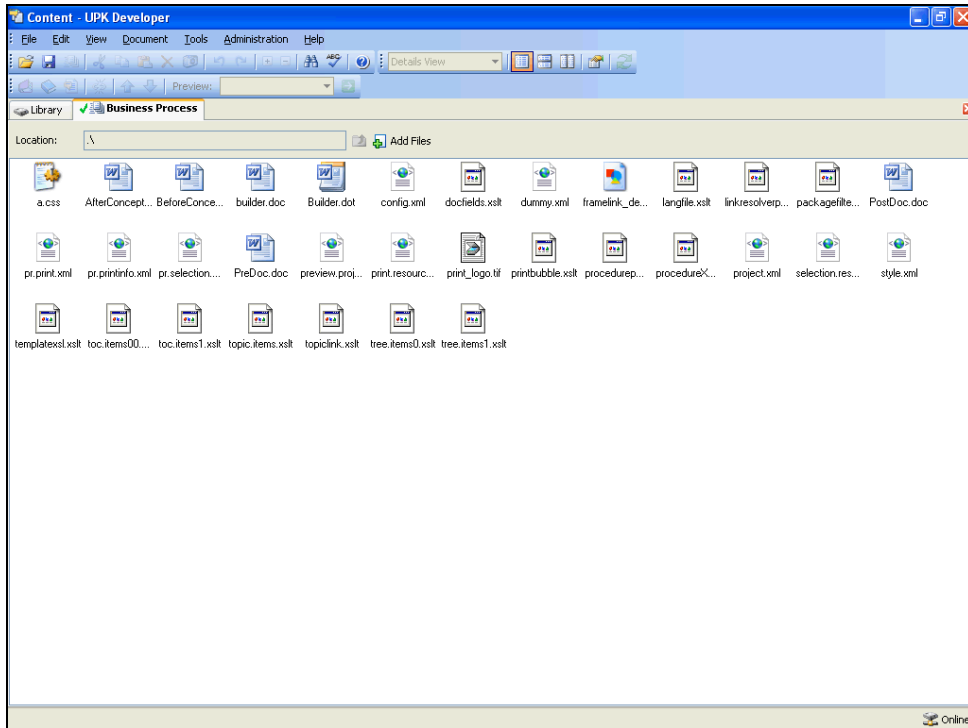
Step	Action
17.	<p><b>Click on DUPLICATE (SELECTION AND RELATED).</b></p> 
18.	<p><b>Click on OK.</b></p> 
19.	<p><b>UPK displays the copying progress for the duplicate.</b></p>
20.	<p><b>Copy the default Spanish style folder.</b></p> <p><b>Right click on the ES-MX folder.</b></p> 
21.	<p><b>Right click on the COPY menu item.</b></p> 
22.	<p><b>Paste the style in the Gomex Group folder.</b></p> <p><b>Right click on GOMEZ GROUP.</b></p> 



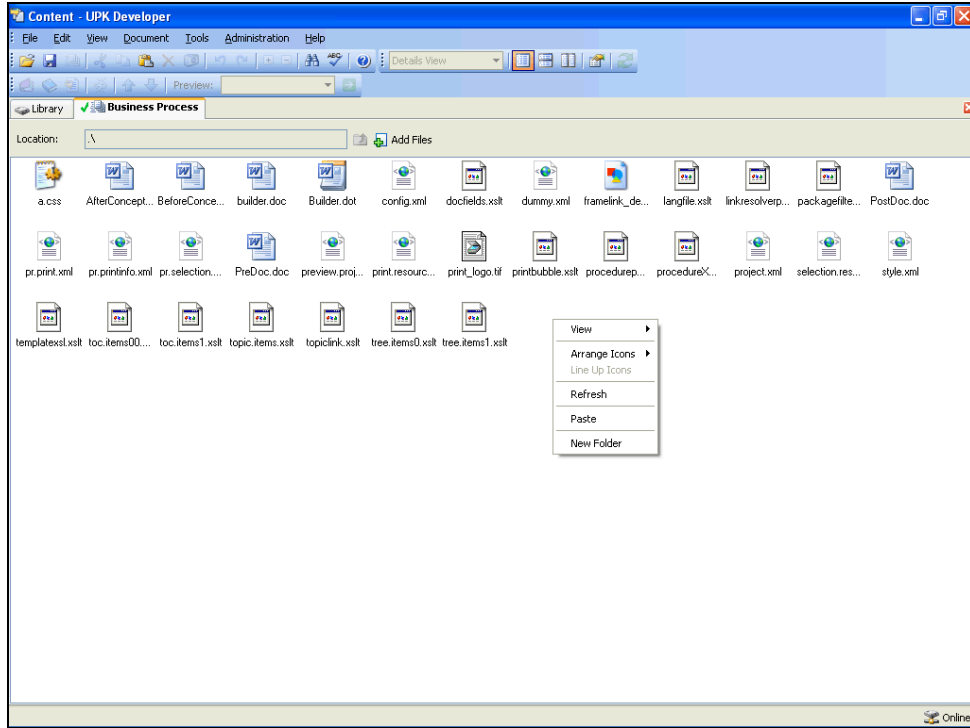
Step	Action
23.	<p><b>Click on the PASTE SPECIAL...menu item.</b></p> 
24.	<p><b>Click on DUPLICATE (SELECTION AND RELATED).</b></p> 
25.	<p><b>Click on OK.</b></p> 
26.	<p><b>UPK displays the copying progress for the duplicate.</b></p>
27.	<p><b>Click on the GOMEX GROUP folder.</b></p> 
28.	<p><b>Open the EN folder.</b></p> <p><b>Double-click the EN folder.</b></p> 



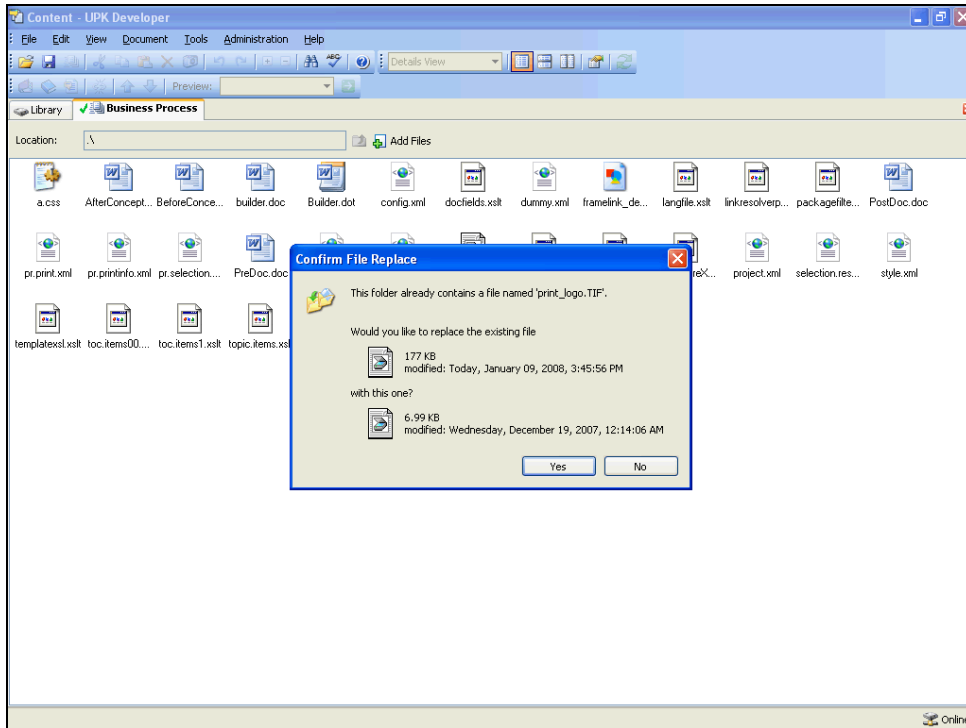
Step	Action
29.	<p><b>Open the Business Process style document.</b></p> <p><b>Double-click on BUSINESS PROCESS.</b></p>

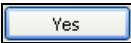



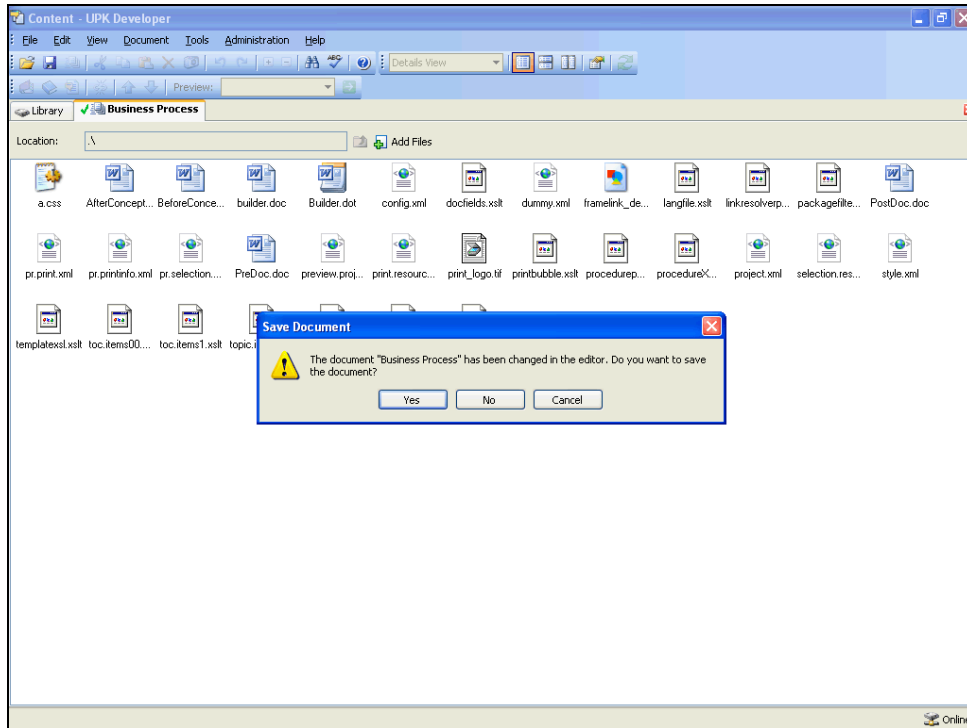
Step	Action
30.	<p><b>Copy a custom logo (print_logo.tif) from the UPK 3.1 Jumpstart Class folder on your desktop.</b></p> <p><b>Paste the logo in the style document.</b></p> <p><b>Right click in the Business Process document region.</b></p>



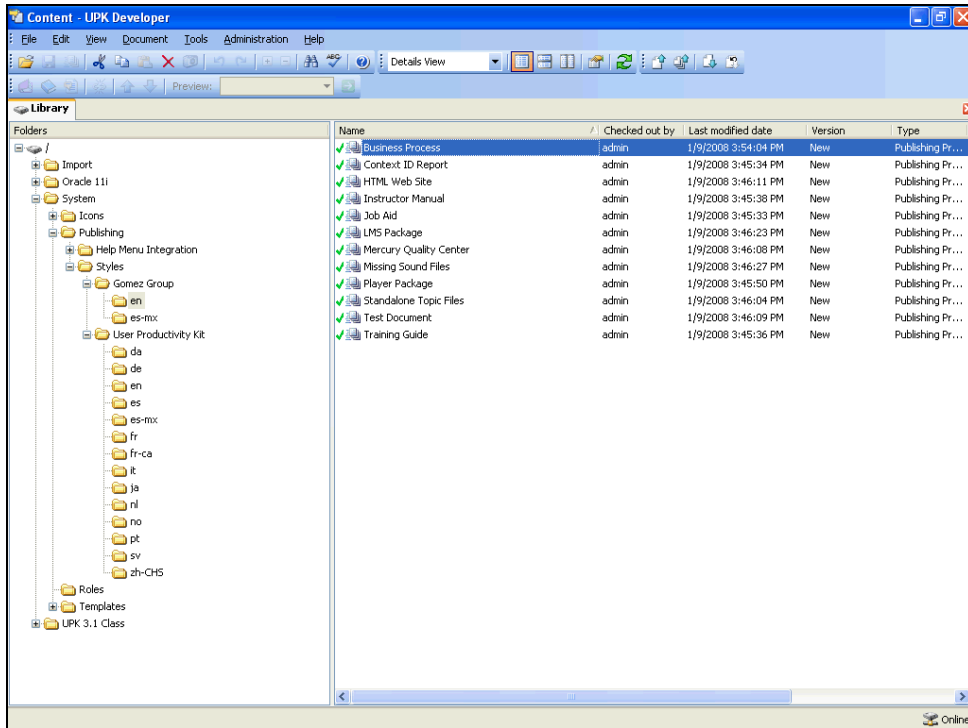
Step	Action
31.	<p style="color: blue; font-weight: bold;">Click on PASTE.</p> <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 5px auto;">Paste</div>




Step	Action
32.	<p><b>Click on YES.</b></p> 
33.	<p><b>Close the business process style document.</b></p> <p><b>Close the window.</b></p> 

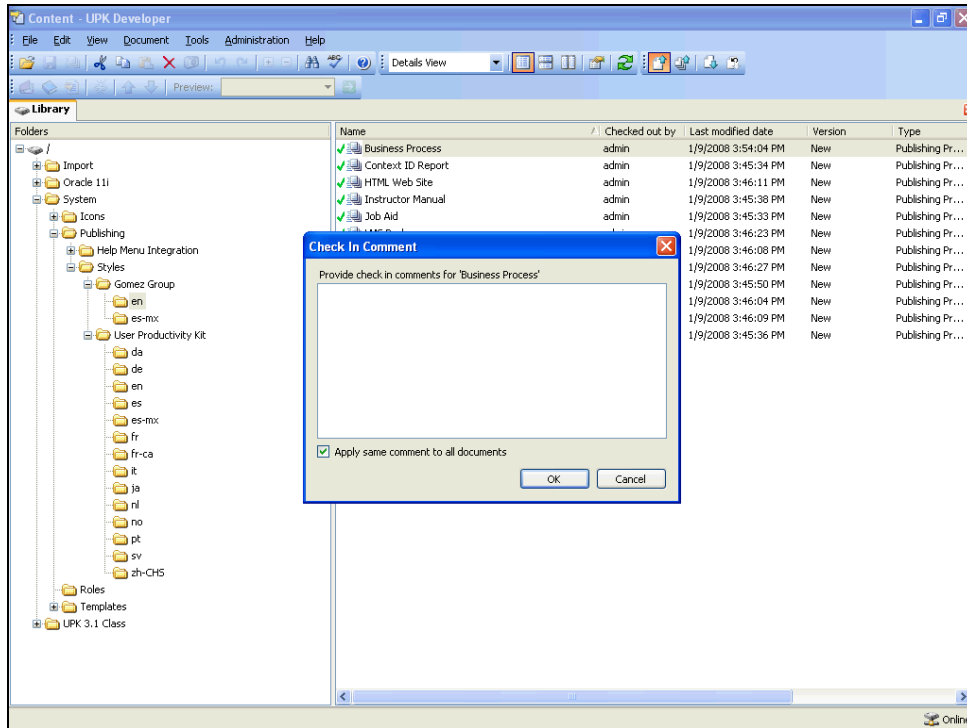


Step	Action
34.	<p data-bbox="461 1062 639 1094"><b>Click on YES.</b></p> <div data-bbox="461 1094 583 1131" style="border: 1px solid black; padding: 2px; display: inline-block;">Yes</div>


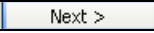


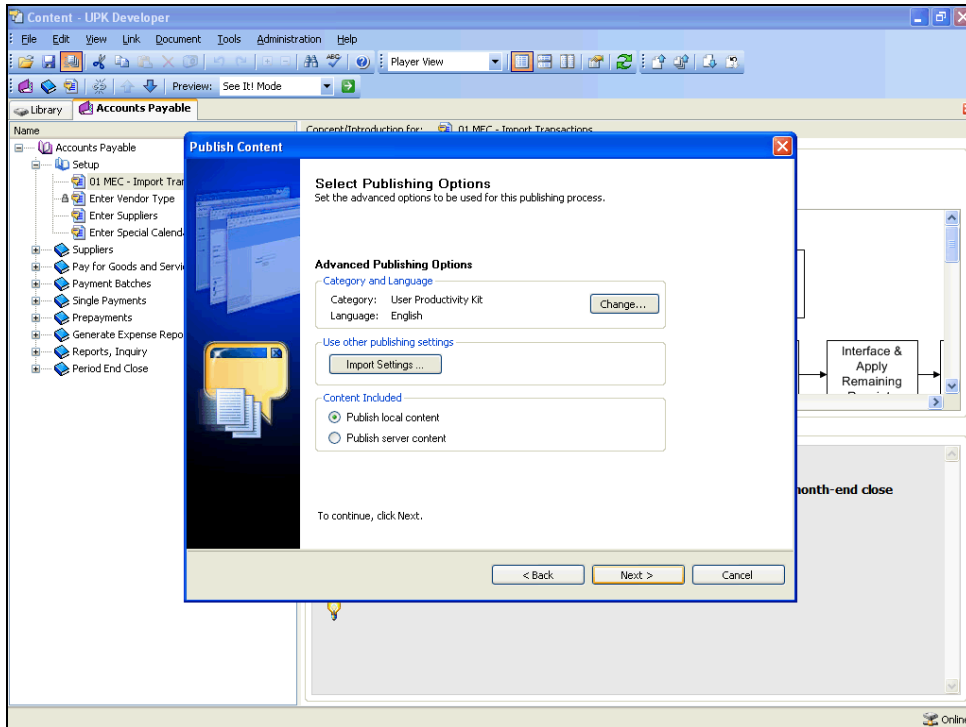
Step	Action
35.	<p><b>You must check in the document prior to using the publishing style.</b></p> <p><b>Click on the CHECK IN icon.</b></p> 




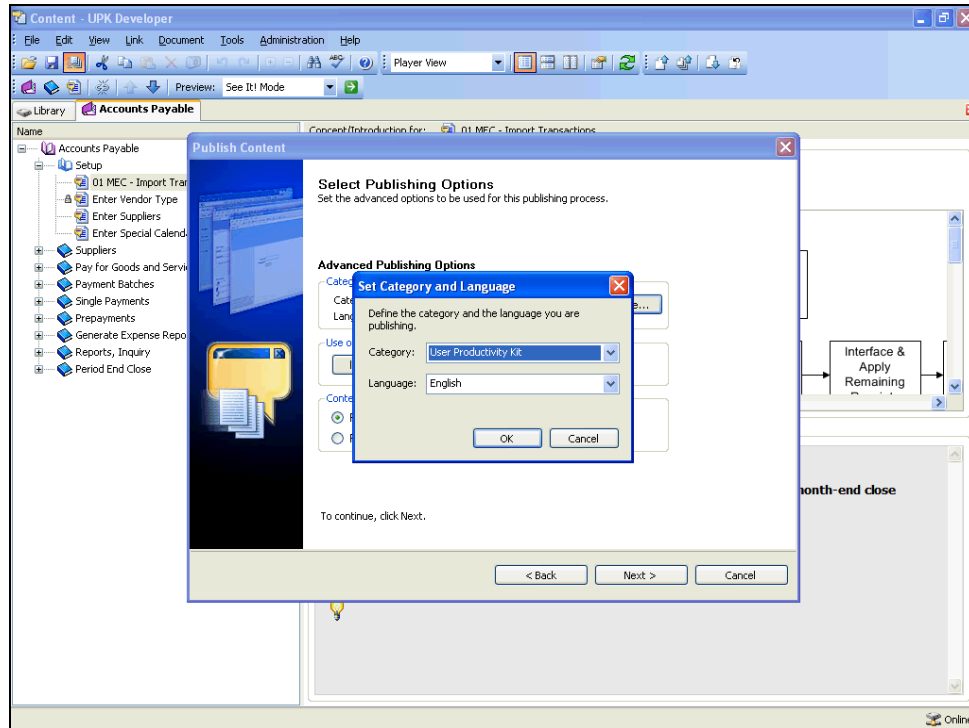


Step	Action
36.	<p><b>Provide a check in comment.</b></p> <p><b>Type logo added in the CHECK IN COMMENT field.</b></p>
37.	<p><b>Click on OK.</b></p> 
38.	<p><b>Publish content using the new style.</b></p> <p><b>Navigate to your UPK Training folder.</b></p> 
39.	<p><b>Double-click on the ACCOUNTS RECEIVABLE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

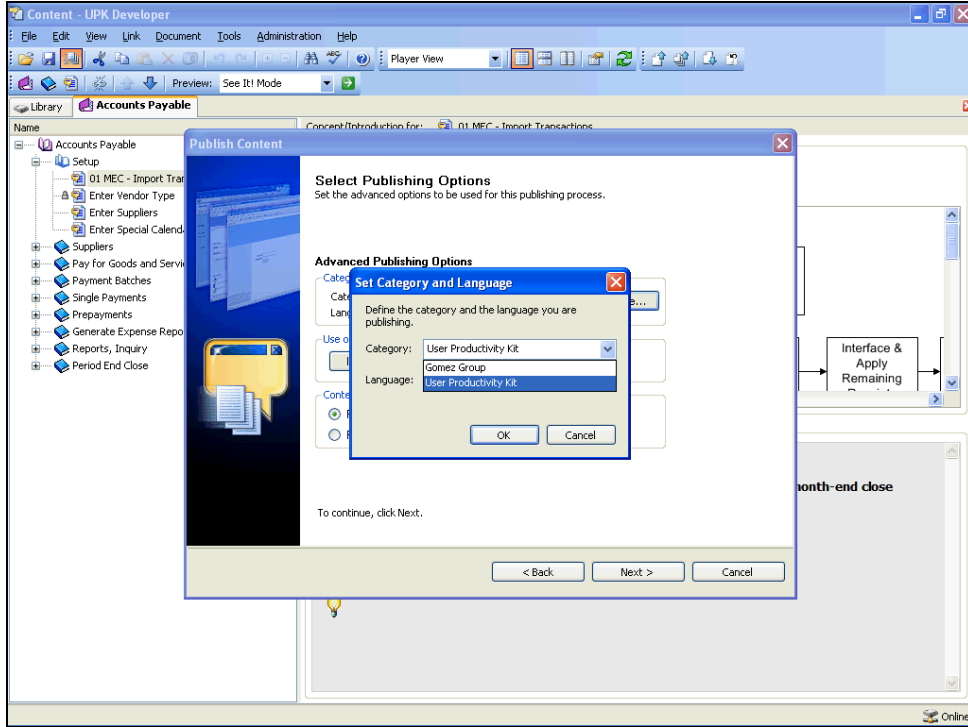
Step	Action
44.	<p><b>Click on NEXT.</b></p> 
45.	<p><b>Click on NEXT.</b></p> 

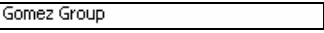
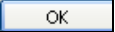



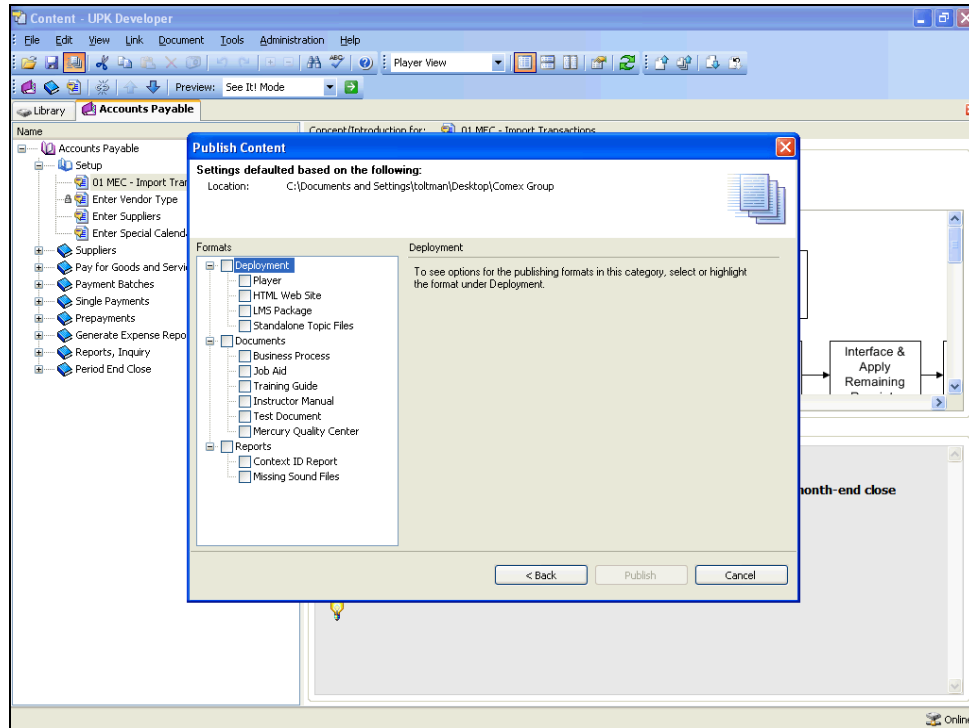
Step	Action
46.	<p><b>Change the Advanced Publishing Options to select the new style just created.</b></p> <p><b>Click on CHANGE.</b></p> 



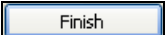
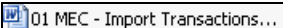


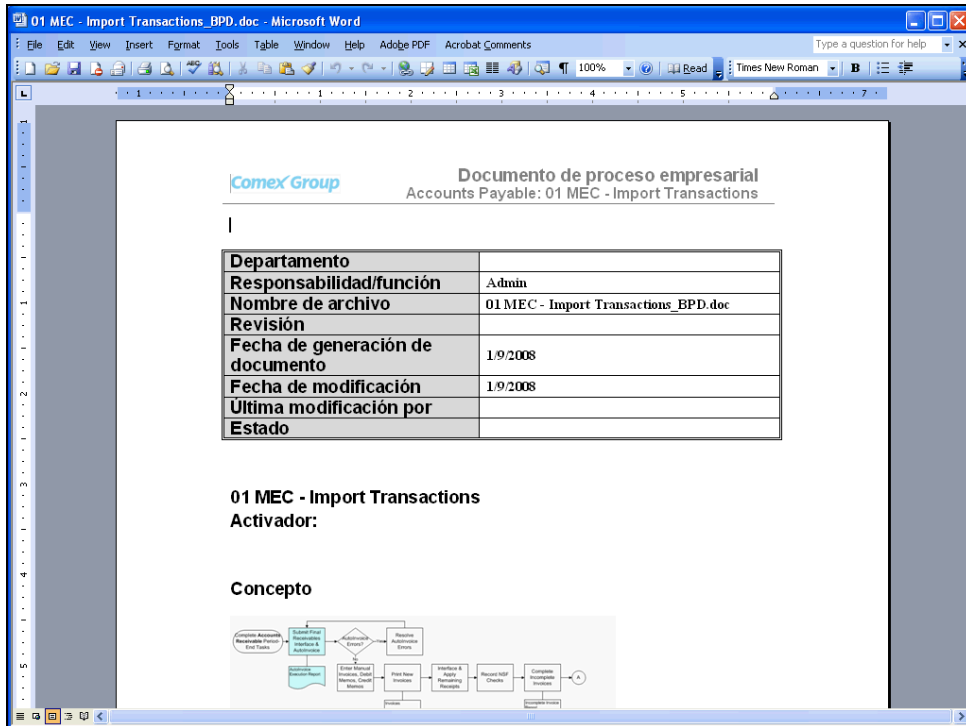
Step	Action
47.	<p style="color: blue; font-weight: bold;">Click on the CATEGORY field's pull-down menu arrow icon.</p> 



Step	Action
48.	<b>Click on Gomez Group.</b> 
49.	<b>Click on OK.</b> 
50.	<b>Click on NEXT.</b> 



Step	Action
51.	<p><b>Click on the BUSINESS PROCESS check box.</b></p> 
52.	<p><b>Click on PUBLISH.</b></p> 
53.	<p><b>Click on FINISH.</b></p> 
54.	<p><b>Open a document to view.</b></p> 



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

## Localize Content

### Procedure

#### Objective:

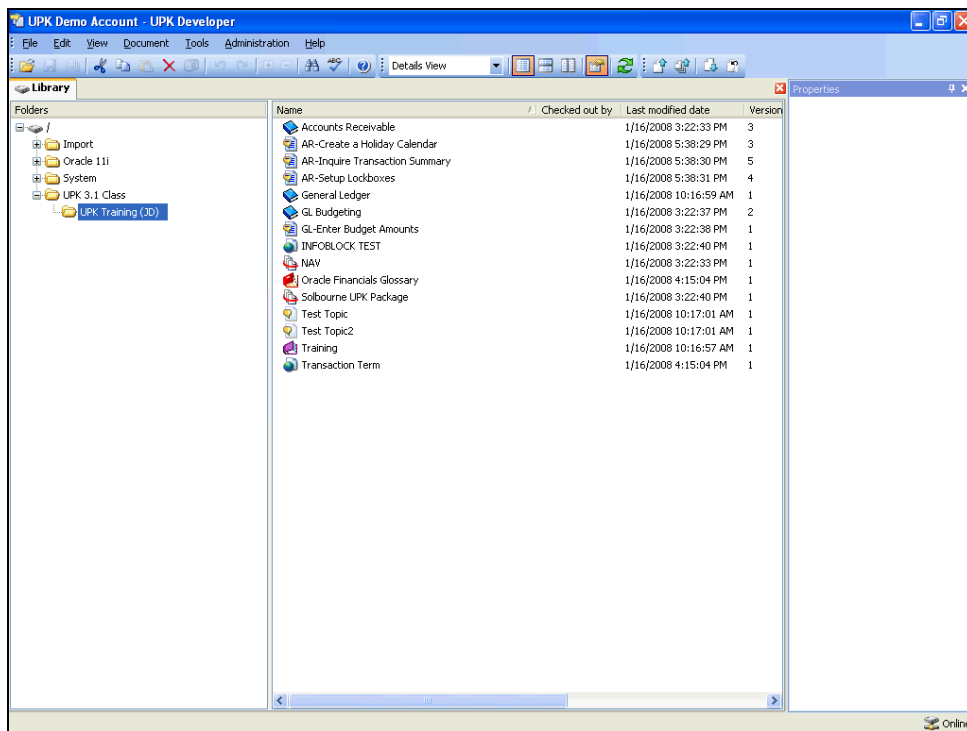
By the end of this exercise, you will be able to do the following:


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

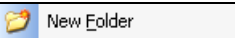
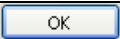



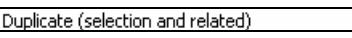
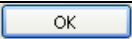

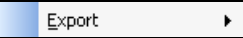
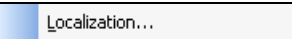
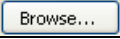

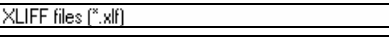
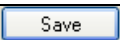
#### Prerequisites:

- Existing content is available to export.

Step	Action
1.	<b>Navigate to your UPK Training folder.</b>

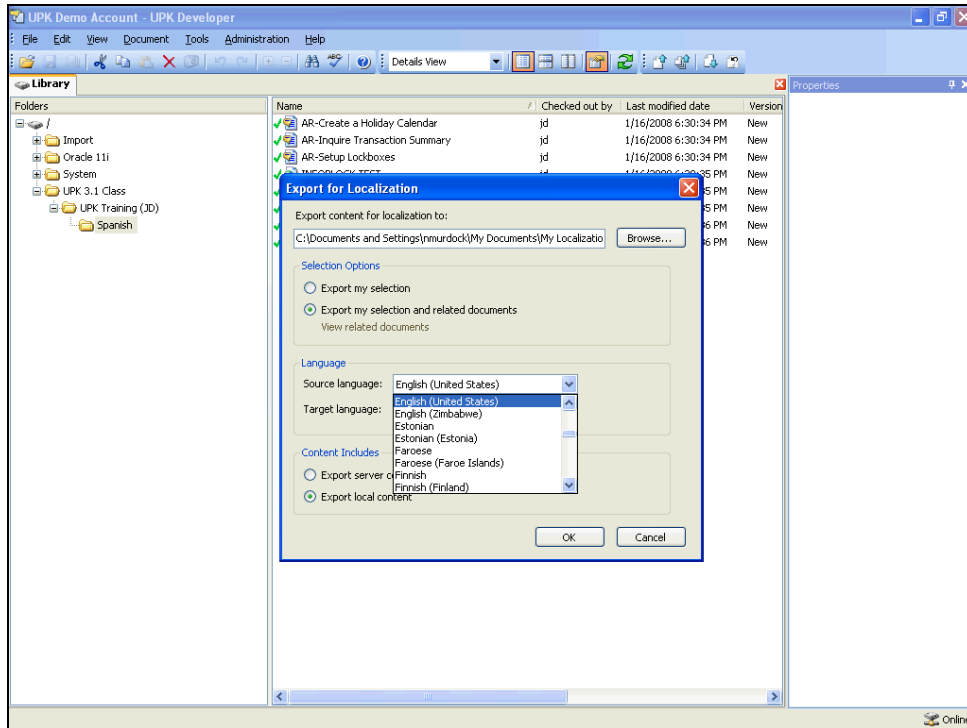


Step	Action
2.	<p><b>Create a new folder to store translated content.</b></p> <p><b>Right-click your UPK Training folder.</b></p> <div style="border: 1px solid black; padding: 2px; width: fit-content;">  UPK Training (JD)         </div>

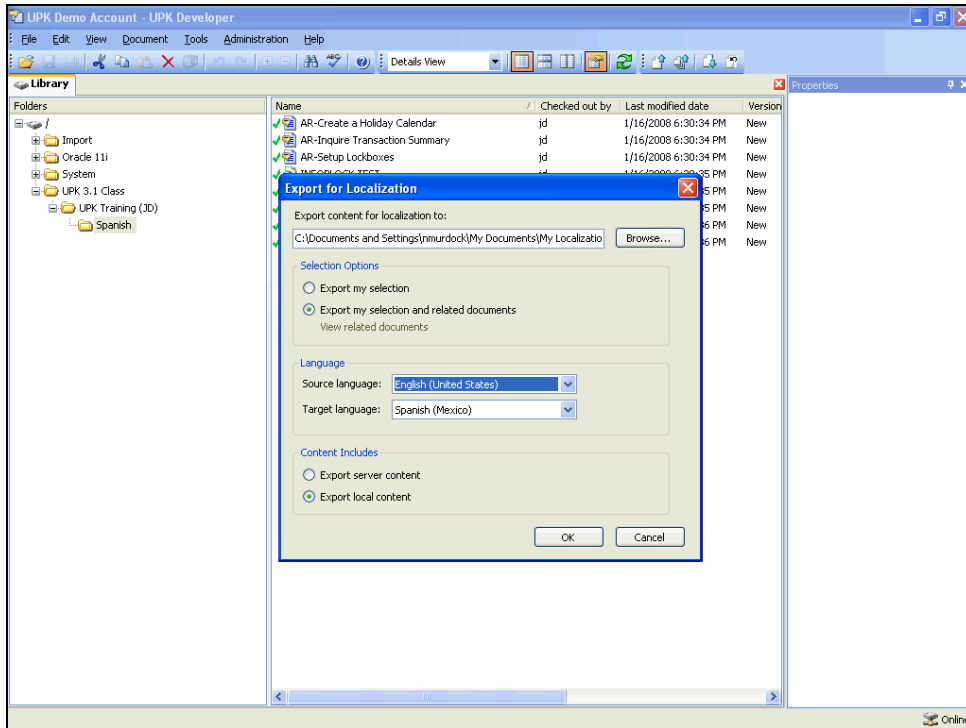
Step	Action
3.	<p>Click the <b>New Folder</b> menu item.</p> 
4.	<p>Type <b>Spanish</b> into the <b>New Folder</b> field.</p>
5.	<p>Click the <b>OK</b> button.</p> 
6.	<p>Select the AR topics.</p> <p>Click the <b>Copy</b> button.</p> 
7.	<p>Right-click the Spanish folder.</p> 
8.	<p>Click the <b>Paste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




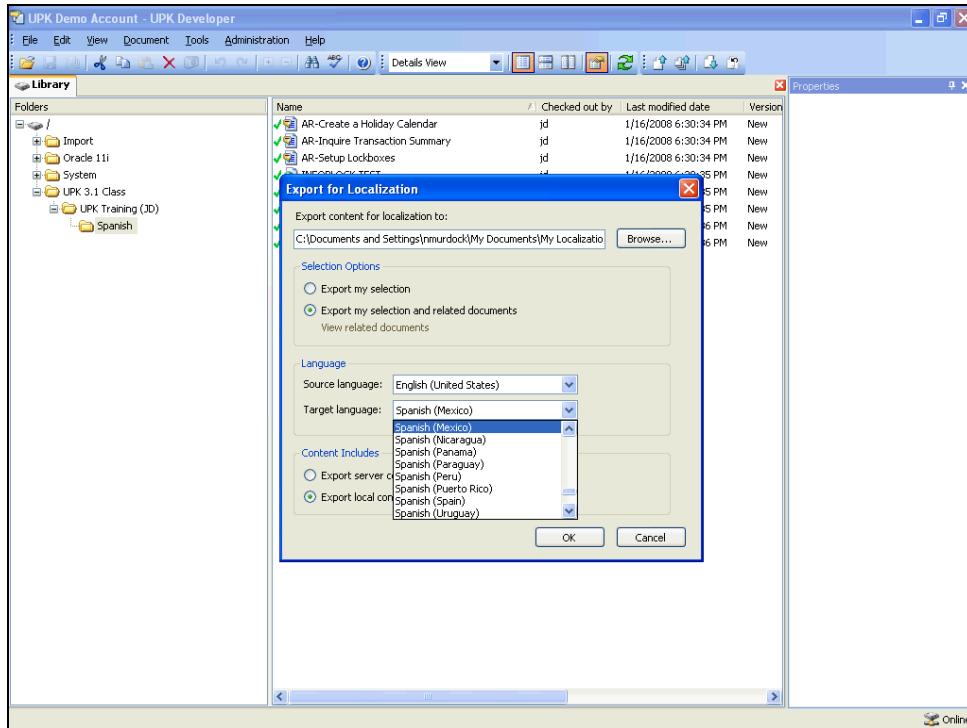
Step	Action
19.	<b>Choose the source and target languages.</b> <b>Click the button to the right of the <i>Target language:</i> field.</b> 



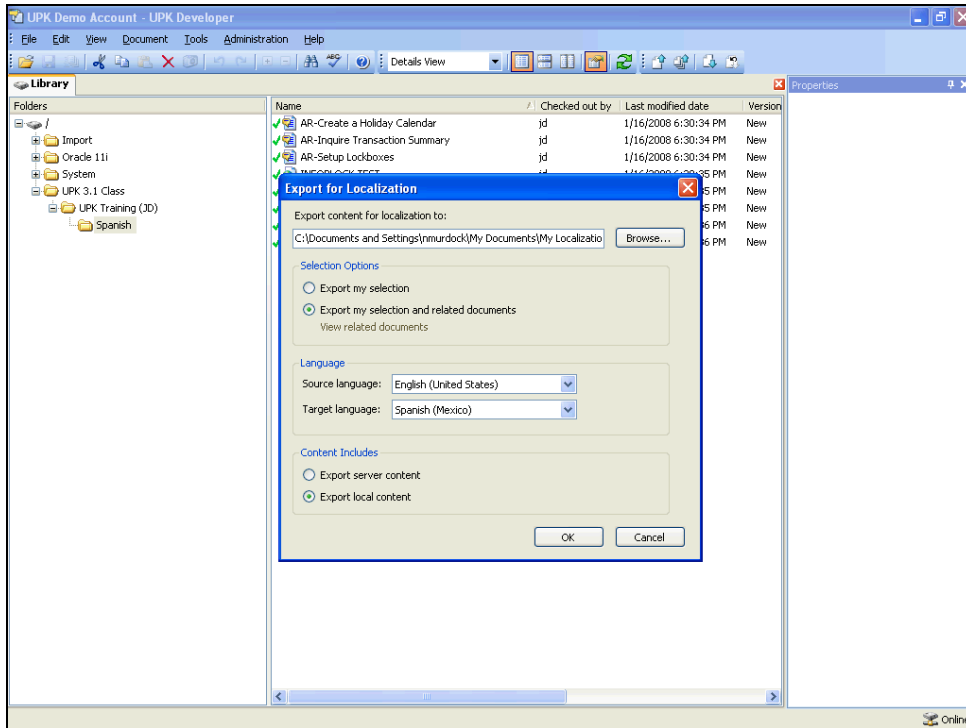
Step	Action
20.	<b>Scroll to and click the <i>English (United States)</i> option.</b>

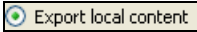
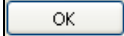


Step	Action
21.	Click the button to the right of the <b>Target language:</b> field. 



Step	Action
22.	<b>Scroll to and click the Spanish (Mexico) option.</b>



Step	Action
23.	<p><b>If the content is in a checked out status, select the EXPORT LOCAL CONTENT option.</b></p> <p><b>Click the <a href="#">Export local content</a> option.</b></p> 
24.	<p><b>Click the <a href="#">OK</a> button.</b></p> 
25.	<p><b>Navigate to the MY LOCALIZATION folder.</b></p> <p><b>The XLF file is available in the specified location.</b></p>
26.	<p><b>In this exercise, you learned how to prepare and export content for localization purposes.</b></p> <p><b>End of Procedure.</b></p>