## inserting a standard welcome page

1. Click 'File' in the top menu bar.



2. Select 'Open from RWD uPerform Server'. A new window displays.

3. Select 'uPerform Author Tool' in the 'Project' dropdown menu.



Project:	_
Training Sandbox	-
Claims Transformation	
External Partner Courseware	
One-off Demos	
Training Sandbox	_
uPerform Author Lools	
Alison Phelps	
👜 Amelia Pantusa	
Anahita Kadkhoda	
Angelo Carusi	
🖅 Anna Baruffa	
Anna Maria da Palma	
File Destination:	
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	-
Lock file for editing	

4. Click on the `+' sign beside `Standard Title Page'.

5. Select 'Standard Title Page.ulc [English

(United States)]'.

- Perform<sup>®</sup> Project: uPerform Author Tools • Document: □- uPerform Author Tools Learning Centre - Confirm Participation Navigation Tour Standard Title Page File Destination: \\folderredirect\FRRP-data03\lk8y\Desktop\Claims Portfolio\Material Damage Demo Browse... Lock file for editing OK Cancel RWD "uPerform" Project: uPerform Author Tools -Document: ⊟-uPerform Author Tools E- Learning Centre - Confirm Participation Navigation Tour Standard Title Page Standard Title Page.ulc [English (United States)] File Destination: \folderredirect\FRRP-data03\k8y\Desktop\Claims Portfolio\Material Damage Demo Browse... Lock file for editing OK Cancel uPerform<sup>®</sup> Project: uPerform Author Tools . Document: □- uPerform Author Tools Learning Centre - Confirm Participation Navigation Tour Standard Title Page
- 6. Click 'Browse' to select a folder to save this template temporarily. A new window displays.



7. Select the folder you wish to save the template in. Click 'OK'.

8. Click 'OK' again to open the template.

9. Click 'File' in the top menu bar.

10. Select 'Save'.

- 11. Click 'File' in the top menu bar.
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- 12. Select 'Open from RWD uPerform Server'. A new window displays.

13. Select 'Training Sandbox' from the dropdown menu (or wherever your course reside).

14. Select your course under your name.

(Perform <sup>®</sup>	
Project: UPerform Author Tools Claims Transformation External Partner Courseware One-off Demos Training Sandbox UPerform Author Tool Phavigation Toor B- Standard Title Page	
File Destination: C.\Programs'data \templates Lock file for editing	Browse
	OK Cancel
<b>O</b> , uPerform <sup>®</sup>	
Project: Training Sandbox	
UCCUMENT:   Sheman Lee  ABB OP 1 demo  ABB OP 1 Demo Oct 21  Acraga cao 101  Acraga cao 101  Acraga cao 101  CHL Homework Try 2	*

 Learning in 2012 . My Hub Profile - please delete

File Destination:

C:\Programs\data\templates Lock file for editing

Browse...

OK Cancel

15. Click 'OK'. Your course displays.

everform <sup>®</sup>	
Training Sandbox	
Document:	
Sherman Lee     ABB OP 1 demo     ABB OP 1 demo     Acraga cao 101     Acraga cao 101 ulo (English (United States))     CHL Homework Try 2 Oct 21     Learning in 2012     My Hub Profile - please delete	
File Destination:	
C:\Programs\data\templates	Browse
Lock file for editing	
	Cancel

16. Click 'Insert'.



18. Select 'Standard Title Page'.

17. Select 'Import from Course'. A new

window displays.



19. Click 'Open'. The 'Import from Course' window displays.

20. Click the check box beside the 'Title Page'.

21. Click 'OK'. The title page is now added.



Last updated on {Mont Tutorial Content Conta	h} ict:	{day}, {ye <u>Sherman L</u>	ar}. . <u>ee</u>		
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22. Copy all of the welcome message.

23. Paste them into your existing welcome page.

24. Adjust the wording as you need.

