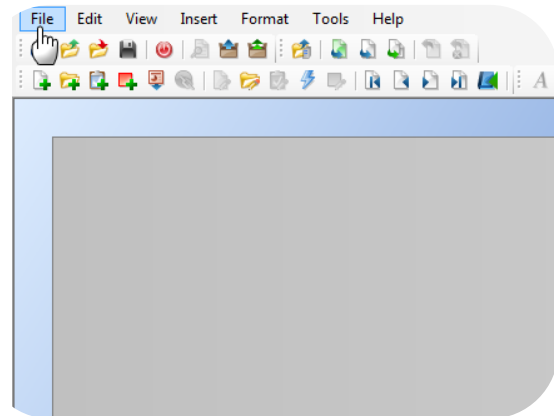
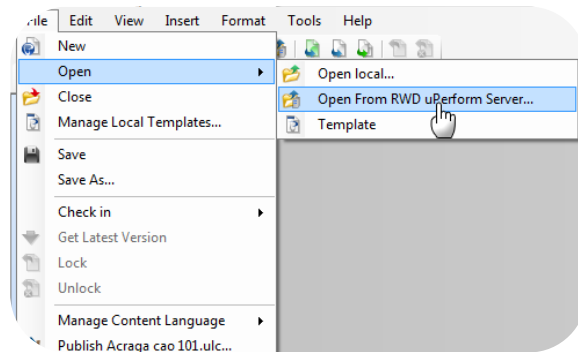


inserting a standard welcome page

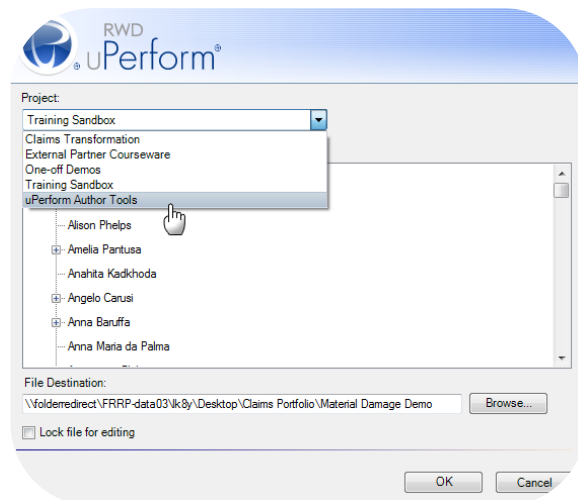
1. Click 'File' in the top menu bar.



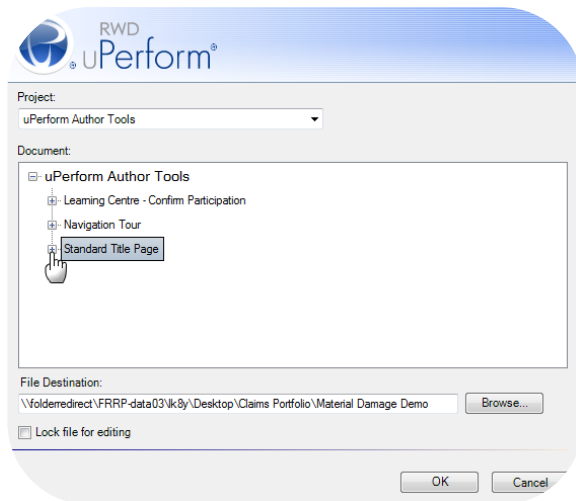
2. Select 'Open from RWD uPerform Server'. A new window displays.



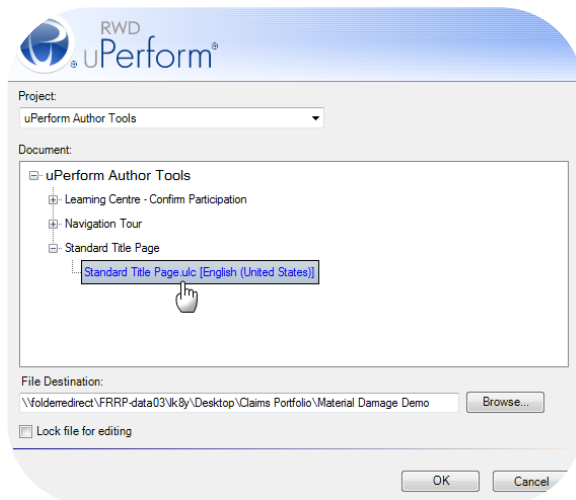
3. Select 'uPerform Author Tool' in the 'Project' dropdown menu.



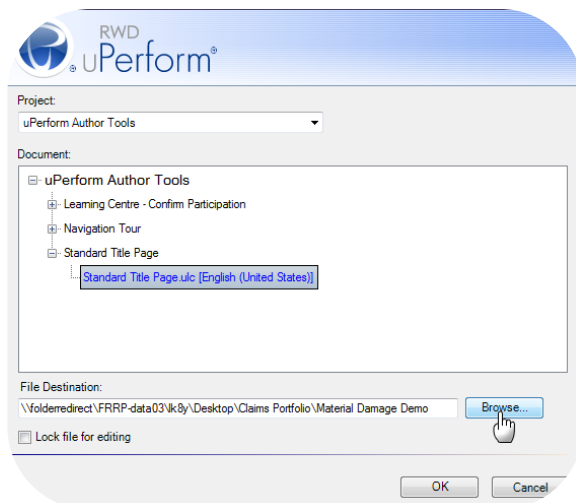
4. Click on the '+' sign beside 'Standard Title Page'.



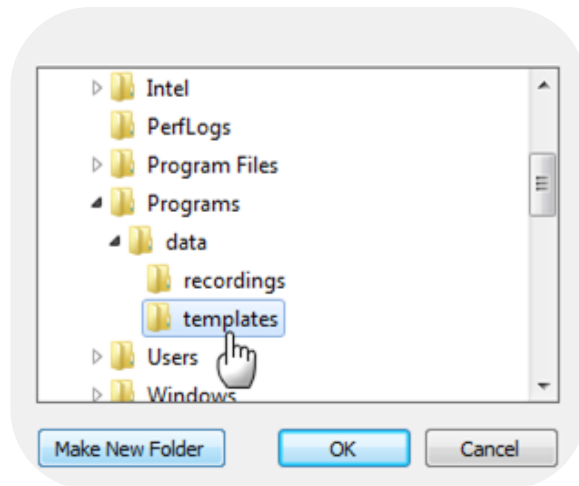
5. Select 'Standard Title Page.ulc [English (United States)]'.



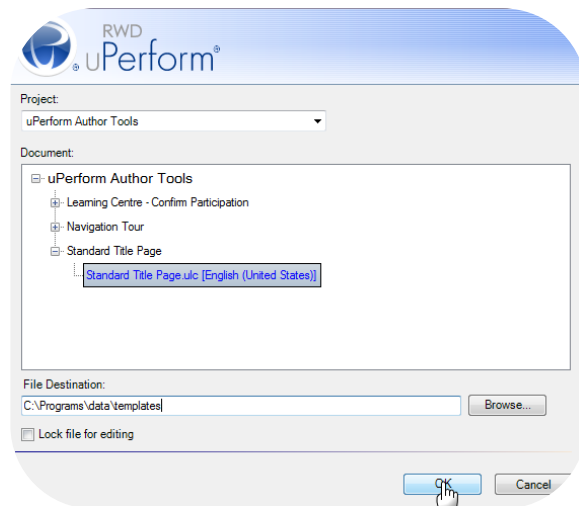
6. Click 'Browse' to select a folder to save this template temporarily. A new window displays.



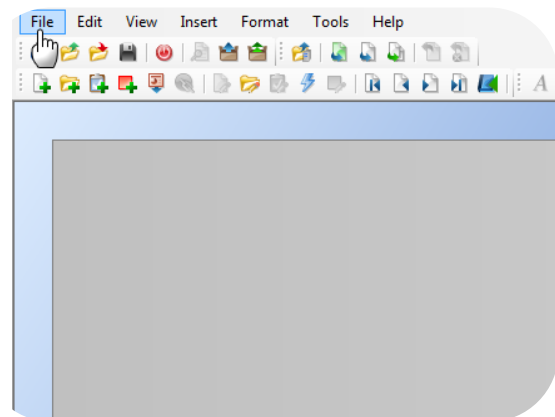
7. Select the folder you wish to save the template in. Click 'OK'.



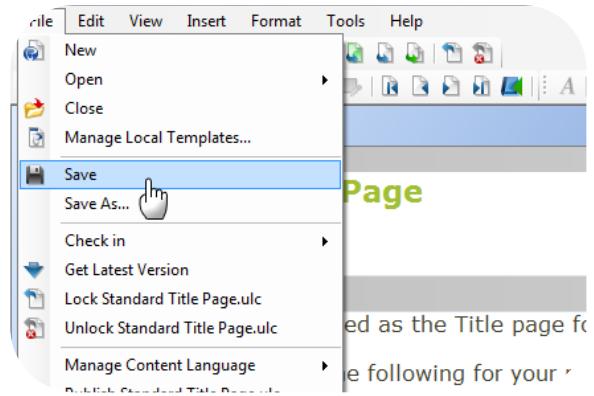
8. Click 'OK' again to open the template.



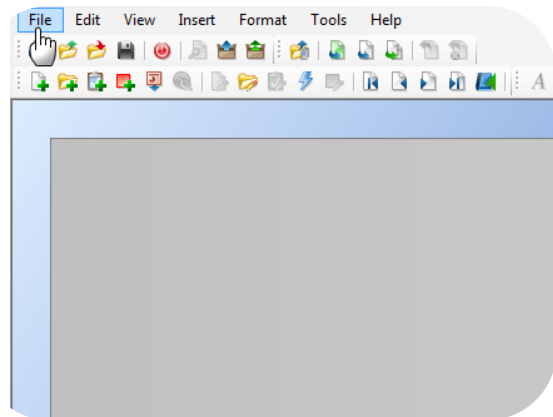
9. Click 'File' in the top menu bar.



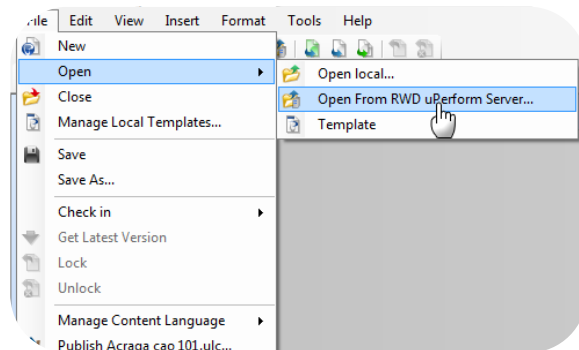
10. Select 'Save'.



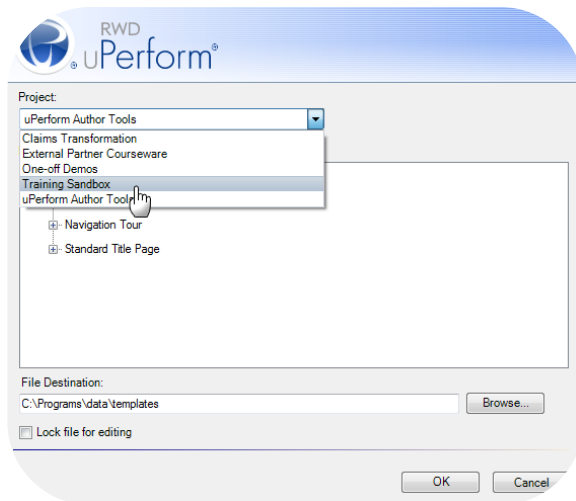
11. Click 'File' in the top menu bar.



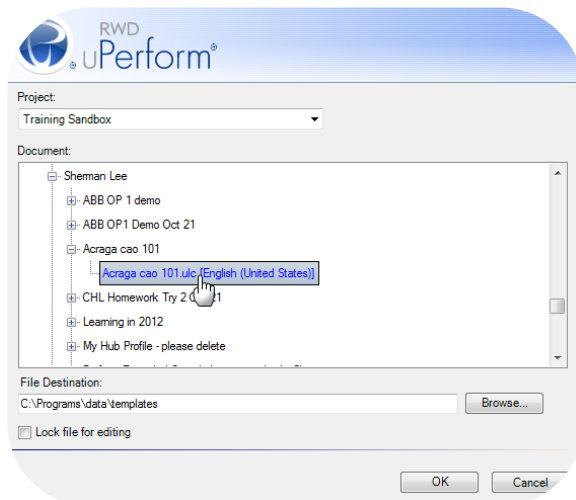
12. Select 'Open from RWD uPerform Server'. A new window displays.



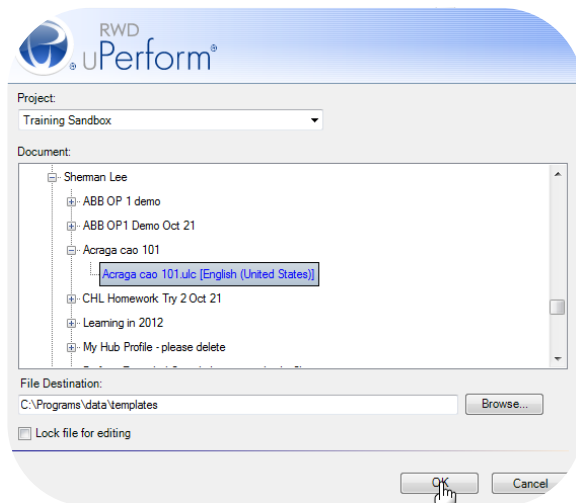
13. Select 'Training Sandbox' from the dropdown menu (or wherever your course reside).



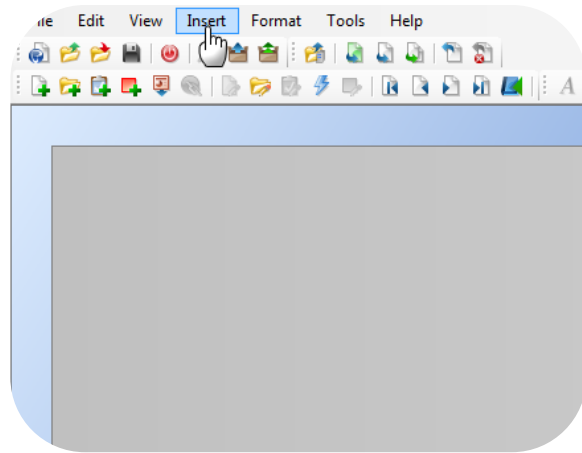
14. Select your course under your name.



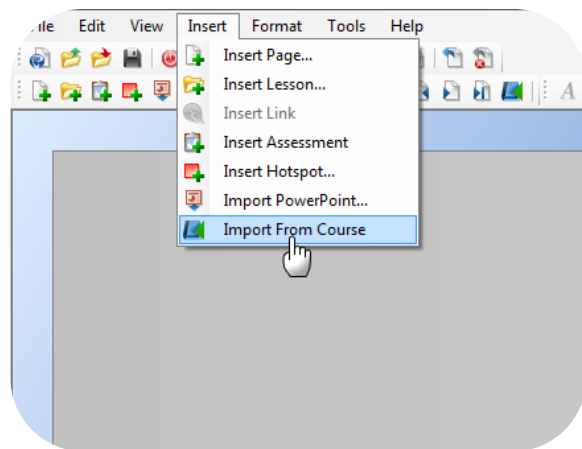
15. Click 'OK'. Your course displays.



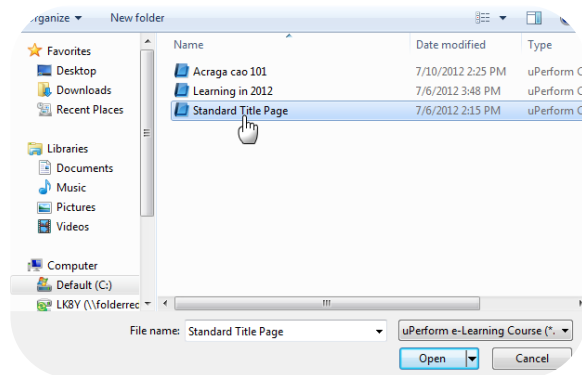
16. Click 'Insert'.



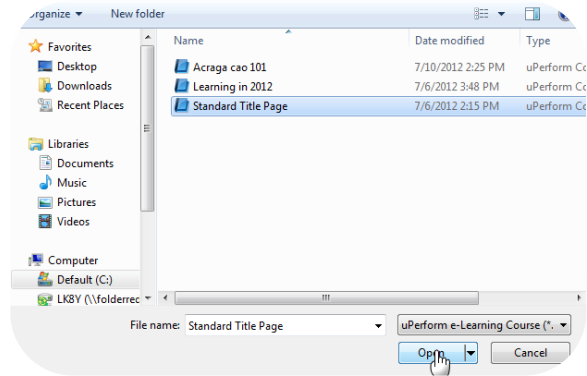
17. Select 'Import from Course'. A new window displays.



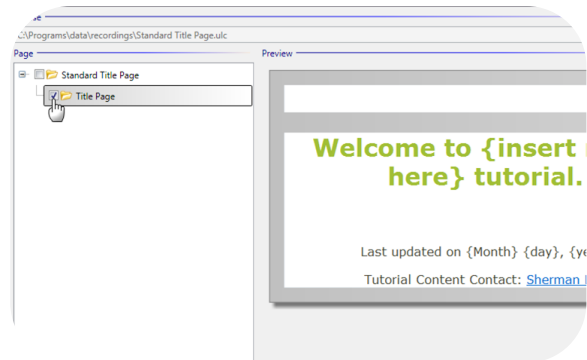
18. Select 'Standard Title Page'.



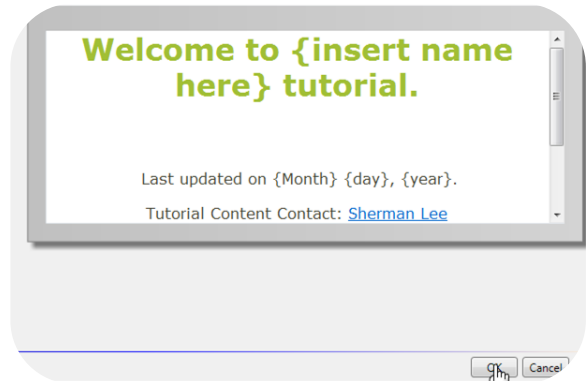
19. Click 'Open'. The 'Import from Course' window displays.



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

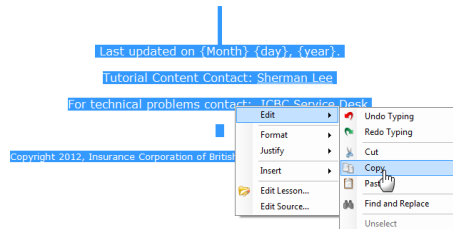


21. Click 'OK'. The title page is now added.

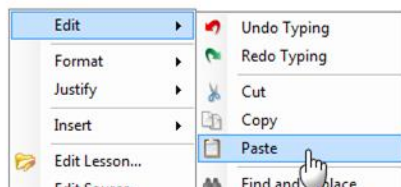


22. Copy all of the welcome message.

Welcome to {insert name here} tutorial.



23. Paste them into your existing welcome page.



24. Adjust the wording as you need.

