

# Quick Tutorial 1

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1. Open the source document and start Wimba Create .....	3
2. Add Metadata.....	3
3. Split into HTML pages .....	5
4. Generate and preview the course .....	7
5. Apply some more Wimba Create styles.....	9
6. Change Settings.....	10
7. Inspect the generated course files.....	11

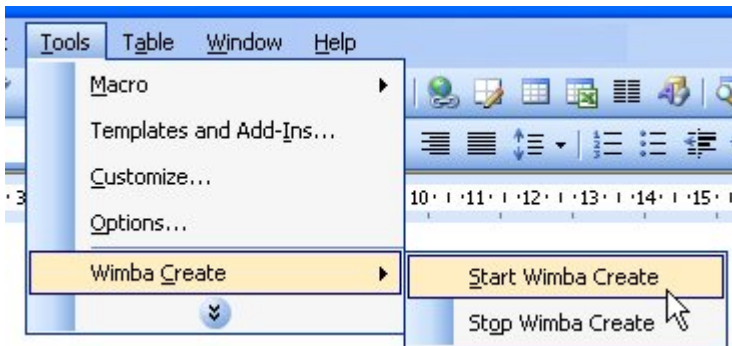
## 1. Open the source document and start Wimba Create

1. Open the document Tutorial Source which you will find under Programs/Wimba Create on the Windows Start menu.

This is a simple document that you will use as a starting point for this tutorial.

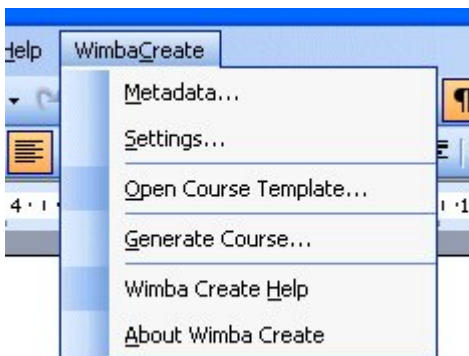
Save the document using a different name.

2. From the Word Tools menu, choose Wimba Create / Start Wimba Create.



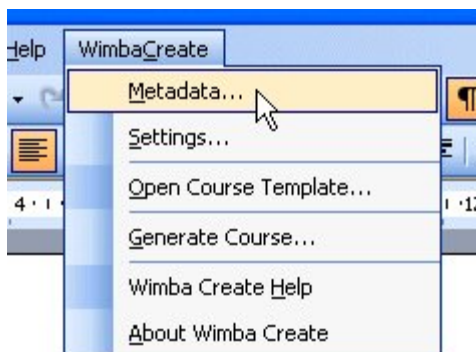
3. If you are using a trial version, you will now see the trial screen dialog. Click on Try to continue.

4. You should now see the WimbaCreate menu on the main Word menubar.



## 2. Add Metadata

1. Open the Metadata dialog box by choosing Metadata from the main Wimba Create menu.



- In the General section enter "Climate and Weather" for the Title.

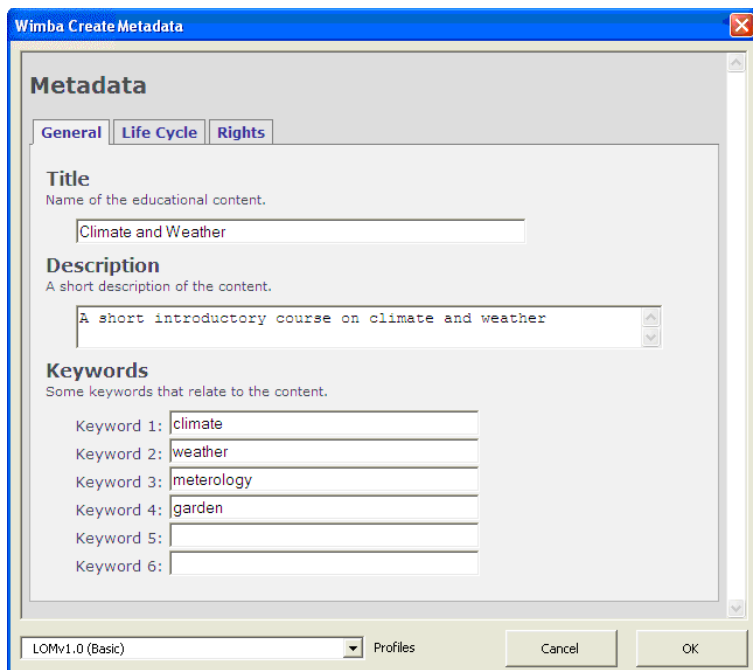
*Important!*

This will be displayed at the top of each generated HTML page as the title of the whole course.

Always enter the Title when working on a new Wimba Create document. Other metadata items are optional.

Enter the keywords "climate", "weather", "meteorology", "garden".

Enter "A short introductory course on climate and weather" for the Description



**Wimba Create Metadata**

**Metadata**

General Life Cycle Rights

**Title**  
Name of the educational content.  
Climate and Weather

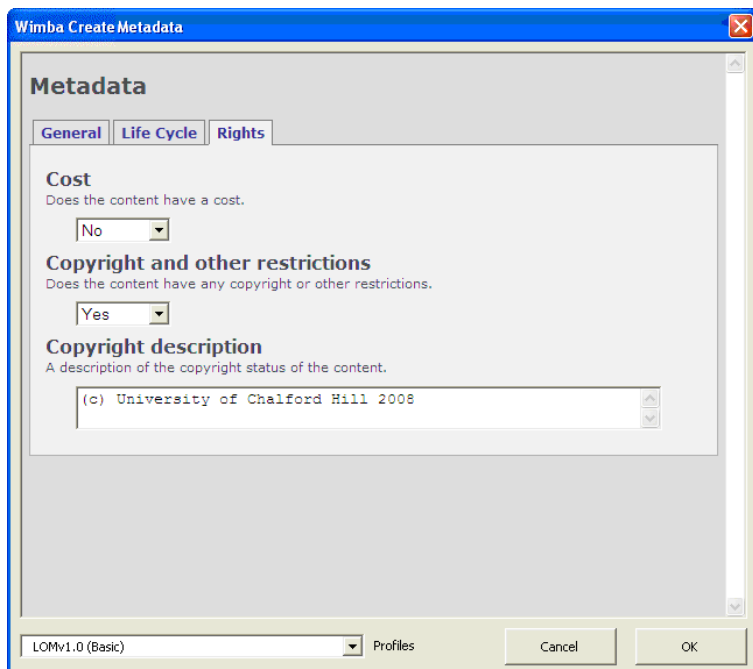
**Description**  
A short description of the content.  
A short introductory course on climate and weather

**Keywords**  
Some keywords that relate to the content.

Keyword 1: climate  
Keyword 2: weather  
Keyword 3: meterology  
Keyword 4: garden  
Keyword 5:  
Keyword 6:

LOMv1.0 (Basic) Profiles Cancel OK

- Scroll down to the Rights section and enter details for the a Copyright notice.



**Wimba Create Metadata**

**Metadata**

General Life Cycle Rights

**Cost**  
Does the content have a cost.  
No

**Copyright and other restrictions**  
Does the content have any copyright or other restrictions.  
Yes

**Copyright description**  
A description of the copyright status of the content.  
(c) University of Chalford Hill 2008

LOMv1.0 (Basic) Profiles Cancel OK

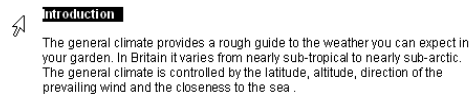
- In the Life Cycle tab enter details for Author and Organisation.

- Click OK to close the dialog box.
- A metadata table will be inserted at the top of the document. If you want to change the metadata, open the Metadata dialog again from the Wimba Create menu.
- Save the document.

Metadata	Do not manually edit this table.
Title	Climate and Weather
Keywords	climate, weather, meteorology, garden
Description	A short introductory course on climate and weather.
Description	(c) University of Chalford Hill 2007
Organisation	University of Chalford Hill
Author	Sidney Rumpold

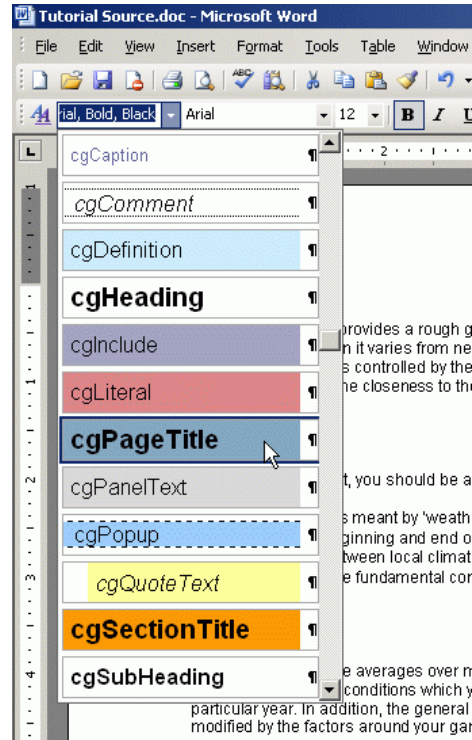
### 3. Split into HTML pages

- Select the line "Introduction" at the top of the document and from the Word style palette choose the cgPageTitle style.



This will apply the cgPageTitle style to the "Introduction" line, highlighting it in blue.

Applying the cgPageTitle style to a line tells Wimba Create two things: that you want to start a new HTML page here, and that this is the title of the HTML page.



2. Do the same with the other three lines containing headings: "Learning objectives", "Climatic maps" and "Definitions".

**Introduction**

The general climate provides a rough guide to the weather you can expect in your garden. In Britain it varies from nearly sub-tropical to nearly sub-arctic. The general climate is controlled by the latitude, altitude, direction of the prevailing wind and the closeness to the sea .

**Learning objectives**

By the end of this unit, you should be able to:

- Explain what is meant by 'weather' and 'climate'
- Identify the beginning and end of the growing season
- Distinguish between local climate and microclimate
- Understand the fundamental concepts of weather

**Climatic maps**

Climatic maps provide averages over many years rather than telling you the extremes of weather conditions which you are likely to enjoy during a particular year. In addition, the general climate of your region will be much modified by the factors around your garden.

The climatic maps of your area should be used as rough guides only.

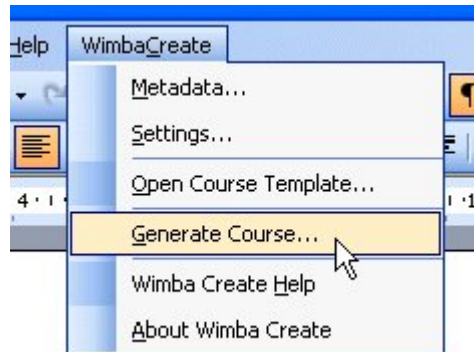
**Definitions**

Weather  
Weather is the combination of rainfall, temperature, wind, sunshine and air humidity which affects your garden at a particular point in time.

3. Save the document.

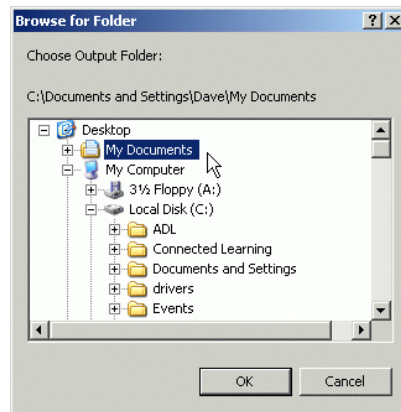
#### 4. Generate and preview the course

1. From the main Word menu choose Wimba Create / Generate Course.

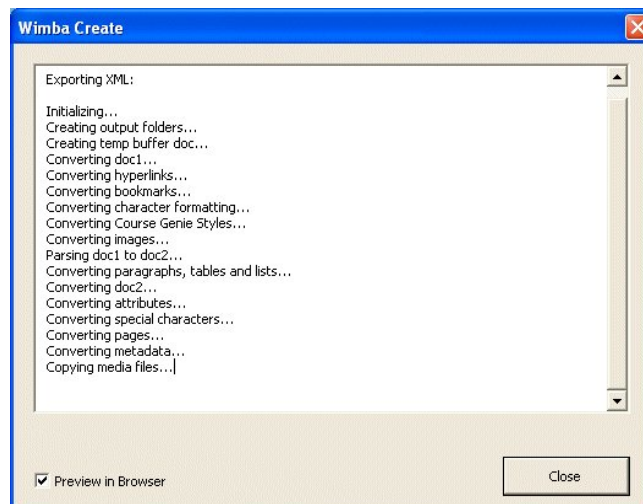


2. A Folder Chooser dialog will open.

Choose an output folder and click OK to continue.

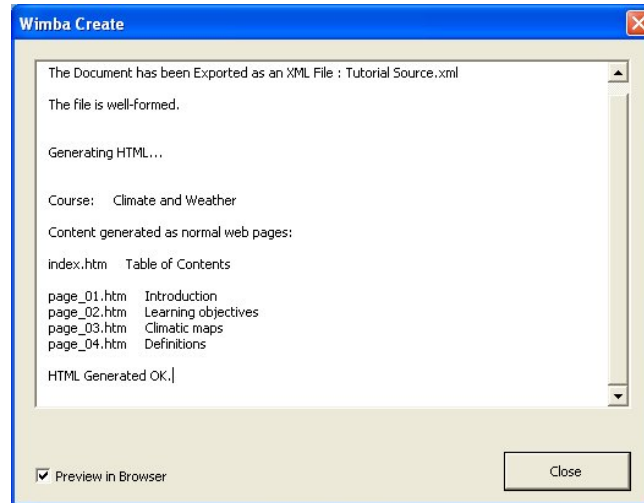


4. A dialog box opens showing progress as the XML is being exported.



- When the process is complete a list of pages generated is shown.

To preview the pages, make sure Preview in Browser is checked, then click on the Close button to close the dialog box.



- When the dialog box closes, your browser will open showing the Index page of the course.

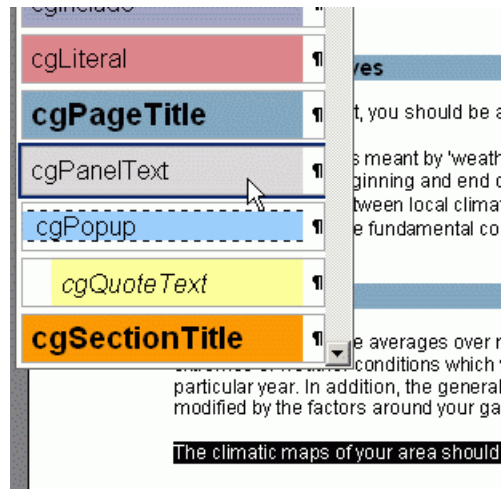
Use the course navigation features to view the pages of content.



- Close the browser window containing the generated course.

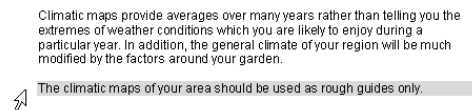
5. Apply some more Wimba Create styles

1. Select the paragraph "The climatic maps of your area should be used as rough guides only." and apply the cgPanelText style to it.



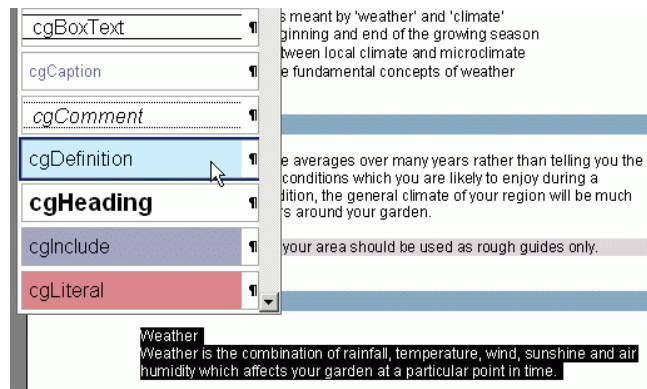
2. This is used to make an important point stand out by being highlighted in grey.

You can use the cgBoxText style in a similar way, to make something stand out by having a box drawn round it.

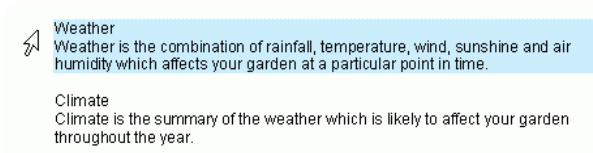


3. Select the line " Weather" together with the immediately following paragraph "Weather is the combination of rainfall, temperature, wind, sunshine and air humidity which affects your garden at a particular point in time." and apply the cgDefinition style to it.

Note that when applying the cgDefinition style, the first paragraph selected is assumed to be the term defined and all the following selected paragraphs the definition.



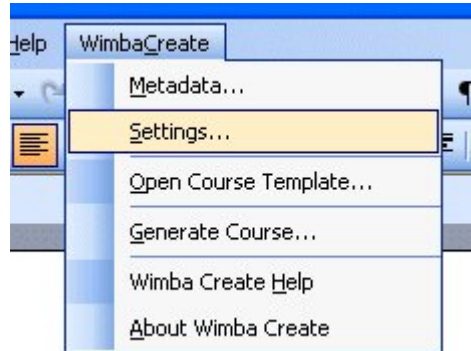
4. Definitions are displayed in a standard format in the generated HTML pages, and can be exported to a WebCT glossary file.



5. Mark up the definition of "Climate" in the same way.
6. Save the document, then generate and preview the course. See Section 4 on page 7 for details.

## 6. Change Settings

1. Open the Settings dialog box by choosing Settings from the main Wimba Create menu.

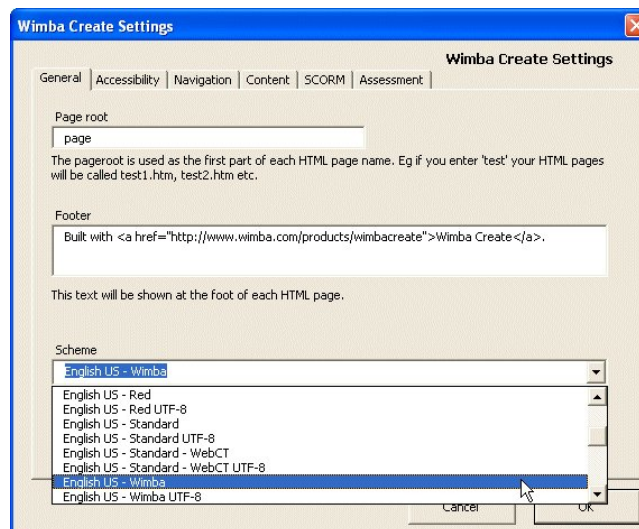


2. Choose the General tab and type in a Footer message. This will be shown at the foot of each HTML page.

Note that you will not be able to enter a Footer message if you are using the trial version of Wimba Create.

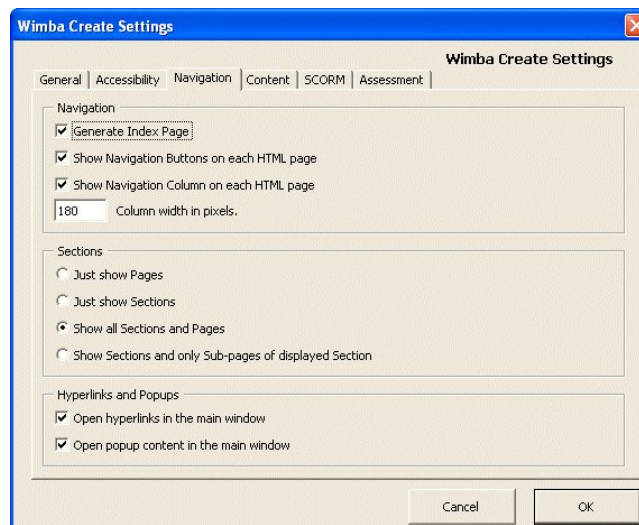
Try choosing a different Design Scheme from the dropdown list.

The entry for the Page root is used to generate the HTML page names. You can leave this set to "page".



3. Choose the Navigation tab and uncheck the setting for Navigation column.

This will remove the left-hand navigation column from the generated pages.



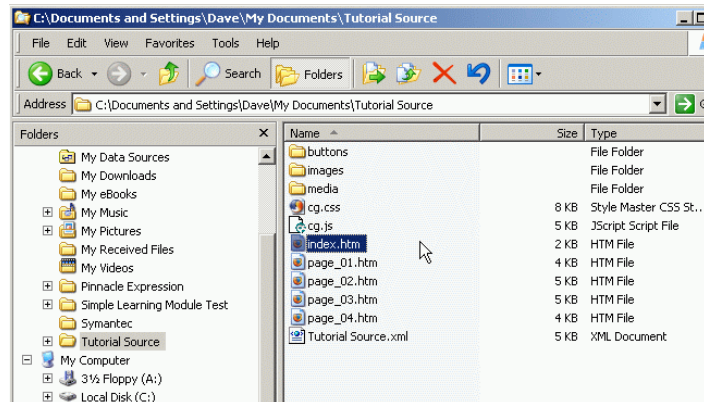
4. Click OK to close the dialog box.
5. Save the document, then generate and preview the course.  
*See Section 4 on page 7 for details.*

## 7. Inspect the generated course files

1. Open My Computer or Windows Explorer and navigate to the output folder that you chose when generating the course.

Notice that there is a subfolder of the Output folder called "Tutorial Source" (or whatever you saved your Word document as). Navigate to this subfolder.

Notice that several HTML pages called page\_01, page\_02, etc have been generated, along with supporting folders and style sheet files and a table of contents page called index.htm.



2. Now navigate back up a level to the output folder that you chose.

You should see here a zip file called "Tutorial Source\_HTML.zip" (or whatever you saved your Word document as).

This is a zip file containing all the files and folders that make up the generated course.

This is useful when you want to upload your generated course to a web server, a Virtual Learning Environment or a Learning Management System.

3. Congratulations! You've just built your first course with Wimba Create.