

# LeaderGuide Pr>

# How to Use the Start a New Guidebook Dialog Box

## How to Use the Start a New Guidebook Dialog Box

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# The Start a New Guidebook Dialog Box

#### Introduction



Begin with the end in mind:

When you click **NEW** in the **Start group** on the **LeaderGuide Pro ribbon**:



- You are taking the first step in initiating the automated build of a new Facilitator Guide or Participant Guide, or a Module and Lesson chunk that will become part of a full guidebook.
- You are presented with the **Start a New Guidebook** dialog box, which you will use to tell LeaderGuide Pro how to set up your new document.

Start a New Guidebook		-		×
Name of the Course (this appears on th Course Name	ie cover page	)		
Course ID				
Туре	Columns			
O Facilitator		Facilit	ator	
O Participant O Content Part	O Three	Notes		
O eLearning Reference	-			_
Collection Name		Print		
Office365 Colors Collection		() 1-Sic	led	
O Custom O Exclude TA	.G	O 2-Sid	led	
Select from list	~			
For help click the LeaderGuide Pro logo.		Prefere	ences	
LeaderGuide Prø		ОК	Can	cel

Knowing what you need to build is helpful. Try a few of the combinations to see what might work best for your course.

### Introduction

<b>₹</b>

#### You have some choices to make:

- What are you going to name your course?
- Would you like to include a Course ID to make your course easy to find in Windows Explorer?
- What type of guidebook are you going to build first?
- How do you want the Lesson pages laid out?
- Which of the included Collections do you want to use, to determine the document's look and feel?
- Would you like the document set up to print one-sided, or 2-sided -like a book?
- What other preferences would you like to set up?

Automatic Check for Updates Start Modules on Odd # Pages Automatically Insert Lesson Time Block	Slide Numbering Sequential Absolute Restart by Mode	ule	Column H Colum Facilitat Colum Notes	n 2 tor	Script Icons Height 0.33	Inches
Automatically Insert Lesson Objective Block SG Only Include Revision Date	Brandings Logo	В	owse	Preferred Collection	ı	Browse
Include Copyright Add Slide Borders Add Lesson Column Label Borders	GCL_Logo.png Copyright Revision	Copyriq Revisio	•	Office365 Co Great Circle Learn	olors Collectio	on
Put Synced Page Refs in Column 3 is LeaderGuide Pro: All "LGPro" options are	Design Assistent	ant			ОК	Cancel

- You get to these Preferences Settings by clicking Preferences in the Start a New Guidebook dialog box
  - Or by clicking Parts in the Customize group on the LeaderGuide Pro ribbon and selecting LeaderGuide Pro Preferences.

### Introduction



#### **Key points:**

- Once your new guidebook is created, you can edit and modify it.
- You can change your preferences at any time, and they will apply to any new LeaderGuide Pro documents you create.
- You will save time going forward by taking time, as you start, to consider your new document setup and preferences.

# How to Use the Start a New Guidebook Dialog Box

### **Quick Steps**



#### Quick steps:

- 1. Start a new Facilitator Guide or Participant Guide
- 2. Save your new document when prompted
- 3. Use the Guidebook Design Template to jumpstart the build of your document
- 4. Say "YES" or "NO" to the question about adding images now
  - a. If you do not have a slide file that you want to import, say "NO"
  - b. If you have a PowerPoint file ready to import, say "YES" and then:
    - i. Select the PowerPoint file to import
    - ii. Decide how you want your slide images and notes set up on your lesson pages
    - iii. Select additional slide import options
    - iv. Assign Slides to Lessons
    - v. See a message telling you your slides have been added
- 5. See a message telling you your new guidebook is ready

For detailed guidance, follow the steps on the next few pages.

# 1

Click NEW on the LeaderGuide Pro ribbon to start a new Facilitator Guide or Participant Guide

File	Home Insert Draw	ro Leader	Guide Pro	Acrobat	AuthorT	ec Tal
() () ()	Module Lesson 2	了、 了、 ゐ、 冊、		Parts	Act'n DeAct ~	<b>?</b> v16.0
Start	Module/Lesson Control	<u>7-</u>	Insert	Customize	Product	Help

- Open Word and bring up a blank new document
- Click on the LeaderGuide Pro tab along the top of your screen
- Click **NEW** on the left end of the **LeaderGuide Pro ribbon**
- You will see the **Start a New Guidebook dialog box**, which you will use to initiate the setup of your document

Start a New Guidebook		-		×
Name of the Course (this appears on th Course Name Course ID	ne cover page	)		
Type Facilitator Virtual Participant Content Part eLearning Reference	Columns Two Three	Facilit Notes	ator	
Collection Name Office365 Colors Collection Custom	AG	Print 1-Sic		
Select from list	~			
For help click the LeaderGuide Pro logo.		Prefere	ences	
LeaderGuide Prø		ок	Cano	cel



#### In the Start a New Guidebook dialog box:

- Start by typing in the name of your Course
  - This will appear on the front cover of your guidebook
  - And it will repeat as a field in other reference places throughout the document, including:
    - the top of the Acknowledgements & Table of Contents pages
    - the even-numbered page footers
    - the About this Guide & Program in Perspective pages in the Getting Started section of a Facilitator Guide.

Start a New Guidebook –	$\times$
Name of the Course (this appears on the cover page)	
Course Name	
Course ID	

- Add a Course ID Optional
  - Use this optional feature to tie your document to an internal identification number that your organization uses in an LMS or other document control system.
  - The course ID you enter is stored as a document property that is discoverable by the Windows search engine in Windows Explorer.
  - The course ID you enter is automatically associated with any other documents you Extract (create) from your guidebook.

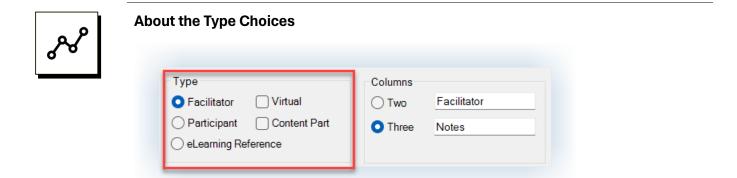
# Note:

"Course Name" is also referred to as "Program Name" and because it is a field:

You can edit the Program Name on the Cover page and the change will automatically update everywhere else in your document where the course name is referenced

Туре	Columns	
🔾 Facilitator 🗌 Virtual		Facilitator
O Participant O Content Part	O Three	Notes
eLearning Reference	-	

- We recommend that you build your Facilitator Guide first
  - With LeaderGuide Pro you can easily Extract a Participant Guide
- We recommend:
  - the Three-Column page layout for Facilitator Guides and
  - the Two-Column page layout for Participant Guides.



■ A Facilitator Guide includes:

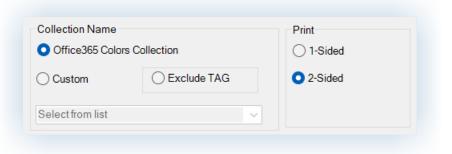
- Cover page, Acknowledgements page, Table of Contents
- Getting Started Section to orient your facilitators to the Facilitator Guide and to help them prepare for the training delivery
- Training at a Glance a table built by LeaderGuide Pro, drawing from your Module Overview pages, to give your facilitators an advance organizer
- Module Overview pages to orient your facilitators to the content chunk they are about to teach
- Lesson pages to guide your facilitators through the live delivery

- A Participant Guide includes:
  - Cover page, Acknowledgements page, Table of Contents
  - Overview Module Contains Lesson page placeholders for the training program rationale and the learning objectives. If you extract a Participant Guide from a Facilitator Guide, then the program rationale and the learning objectives that you entered in the Program in Perspective section of the Facilitator Guide will be copied into these placeholders
  - Module & Lesson pages and Lesson Continued pages to support your participants through the training session and serve as a post-training resource/reference/job aide
- A **Content Part** includes:
  - A Module & Lesson that is set up for either a Facilitator Guide or a Participant Guide. To allow individuals in project teams to work on discrete chunks of content that can be easily integrated into a full Facilitator Guide or Participant Guide using the LeaderGuide Pro<sup>™</sup> Librarian function.
- An eLearning Reference is:
  - A Facilitator Guide designed to hold content imported from an eLearning course created with Articulate.
- Virtual refers to:
  - A special age layout for a Facilitator Guide designed to support VILT.



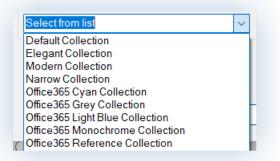
Next, select the Collection you would like to use:

- If you are new to LeaderGuide Pro version 16:
  - We recommend that you start a new Facilitator Guide using each of the included Collections, and try both the 2-column and 3-column page setups
  - Tip: Use the Collection name as the Course Name



To use a Collection other than the default Office 365 Colors Collection:

- Select Custom and click Select from list
- Select one of the included Collections



#### Exclude TAG:

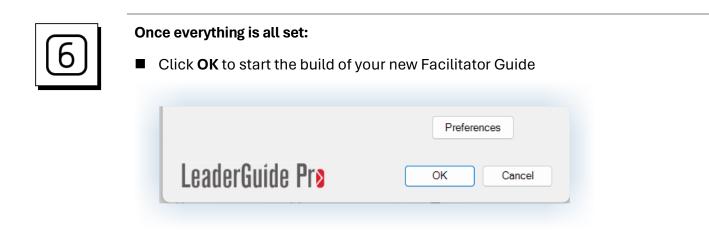
- This refers to Not including the Training at a Glance, which is a table that LeaderGuide Pro builds for you automatically in a Facilitator Guide to give the facilitator an advance organizer, showing the modules in your training program, along with the module times and brief module overviews.
- We recommend that you do not select this option until you fully understand what you give up by excluding it.

#### Print:

■ We recommend that you leave the print option set to 2-sided

	Next, review and set your preferences if you haven't already done so:
5	Click Preferences to open the Preferences Setting dialog box

Preferences Settings				_		×
- Heldrenees settings						~
General  Automatic Check for Updates  Start Modules on Odd # Pages  Automatically Insert Lesson Time Block	Slide Numbering Sequential Absolute	Column Head Column 2 Facilitator Column 3		Script Icons Height 0.33	Inches	
Automatically Insert Lesson Objective Block FG Only Include Revision Date Include Copyright	Brandings	Browse	Preferred Collection	n blors Collectio	Browse	
Add Slide Borders     Add Lesson Column Label     Borders	GCL_Logo.png Copyright Revision	Copyright©2024 Grea Revision Date				
Put Synced Page Refs in     Column 3  This is LeaderGuide Pro: All "LGPro" options are e	Design Assista	ant				
LeaderGuide Pro For help click the logo.				ОК	Can	icel



1
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Once you have the Start a New Guidebook dialog box all set & you click OK ...

				×
Start a New Guidebook		_		~
Name of the Course (this appears on t	he cover page	)		
Course Name				
Course ID				
Course ID				
Туре	Columns			
🔾 Facilitator 🗌 Virtual	⊖ Two	Facilitat	or	
O Participant O Content art	O Three	Notes		
O eLearning Reference	-			_
Collection Name		Print		
Office365 Colors Collection		1-Side	d	
O Custom O Exclude T	9	O 2-Side	d	
Select from list				
For help click the LeaderGuide Pro logo.		Preferen	ces	
LeaderGuide Prø		ок	Canc	el

- LeaderGuide Pro gets to work, moving through a series actions, to compile your new Facilitator Guide or Participant Guide
- Keep your eye on your screen, because LeaderGuide Pro will be asking you some questions and prompting you to take some actions



#### Save your new document when prompted

After you click **OK** to initiate the build of your new Facilitator Guide:

- File Explorer will open, and you will be prompted to **SAVE your new document**
- You MUST Save the file
  - We suggest you simply save to the location LeaderGuide Pro has defaulted to for now
  - To easily find your file after you close it, click OPEN on the LeaderGuide Pro ribbon, which is located immediately NEW



#### After you Save you will see the Guidebook Design Template

Use the Guidebook Design Template to jumpstart the build of your document

	" help click Instructions button.		×
Select a guidebook template Design Templates Manual, single	Module and Lesson outlin	ne, including a goal and time.	8
Module and Lesson. Single Objective, 60-90 minutes.	Introduction Welcome Content Module Present	{Module Goal} {Lesson Time in Minutes} {Module Goal}	
<ul> <li>Single Objective,</li> <li>90-120 minutes.</li> <li>Multiple Objectives,</li> </ul>	Practice Debrief Summary	{Lesson Time in Minutes} {Lesson Time in Minutes} {Lesson Time in Minutes} {Module Goal}	
3-4 hours. Multiple Objectives, 5-6 hours.	Review	{Lesson Time in Minutes}	
O My Custom Templates			
LeaderGuide Prø		ОК	Cancel

- You can simply **select a template** and click **OK**
- Better yet:
  - Select a template
  - Overwrite the blue text with your Module and Lesson names, Module goals, and lesson times
    - Where text is indented, maintain the indenting structure
  - Click OK



#### Say "YES" or "NO" to the question about adding images

After you finish working with the Guidebook Design Template and click OK, you will see this question:

LeaderGuide Pro	×
Are you ready to add images to the document now?	
Yes No	

- If you have a PowerPoint file you'd like to import, then click **YES** and follow steps 5 9 below
- Otherwise click **NO** and skip ahead to step 10



#### Select the PowerPoint file to import

After saying "yes" to the option to import images:

- You will see a dialog box listing any PowerPoint files you currently have open
- Click the **PPT file name** to select it, and then click **OK**
- If you don't see the file you need, click Get PPT and select the file from File Explorer

PowerPoint Files Currently Open	- 🗆 X
Select the PPT file to use.	
Which comes first_GCL.pptx	
Not Showing? Get PPT	Refresh List
LeaderGuide Prø	OK Cancel



Decide how you want your slide images and notes set up on your lesson pages

After you select your PowerPoint file, you will use this dialog box to tell LeaderGuide Pro<sup>™</sup> which column to put your slide images into

- Select Column One, Column Two, or Column Three
- Then, select where you want your slide notes to sit on the lesson pages
- Or select the option to not include the slide notes

🗣 Add PowerPoint Images	- 🗆 X
Instructions For "how to" he	elp click Instructions button.
Indicate where to put image	es and notes.
Image in Column	PPT Notes in Column
◯ One	O Two ○ Three
⊖ Two	or in a Beneath
Three	or ONo Notes
Options	
LeaderGuide Prø	OK Cancel

#### **Before clicking OK:**

- Click **OPTIONS** to open a dialog box that will allow you to:
  - Control the image quality of your imported slides
  - Control whether to import slides only, notes only, both
  - Specify whether to only import slide notes marked for facilitators, participants, or producers
  - Import slide text
  - Add Content Block Bundles after each imported slide

Instructions For "how to" help click Instructions button.	
Instructions For "how to" help click Instructions button.	
Image Quality Transfer Note Options	Add Bundles
96 PPI Oslides Only Presenter Only Notes	0 <b>1 0 4</b>
150 PPI     Notes Only     Participant	
Only Notes	0205
◯ 300 PPI □ Slide Text ○ Producer Only Notes	$\bigcirc 3 \bigcirc 6$

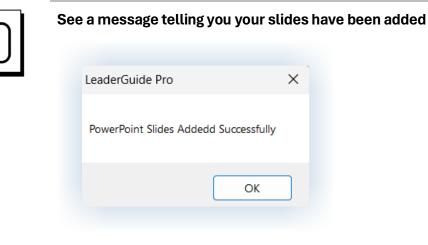
- Select your preferences and click OK
  - Control the image quality of your imported slides
  - Control whether to import slides only, notes only, both
  - Specify whether to only import slide notes marked for facilitators, participants, or producers
    - Requires tagging the notes in PowerPoint using our Scripter tool, which is included in our AuthorTec software
  - Import slide text
  - Add Content Block Bundles after each imported slide



**Assign Slides to Lessons** 

- Highlight a lesson name
- Select one or more slides
- Click Assign
- Repeat as needed
- When done, click DONE

Available Lessons Introduction Welcome Content Module Present Practice Debrief Summary Review	Select Slides and Assign to Lessons	Assign and Review 1.2 Assign or Clear Lesson is Now Assigned Remove Assignment?
aderGuíde Pr <b>o</b>	Program data file an Data yang data ter Program data file an Data yang data ter Program data data yang data ter	Yes Done Cancel



Click OK

