



Quick Start Guide **7**
Start using epiDOCX in **7** easy steps

Capturing a Task

1. Enter a name for a task that you would like to capture (in the Task Name textbox).

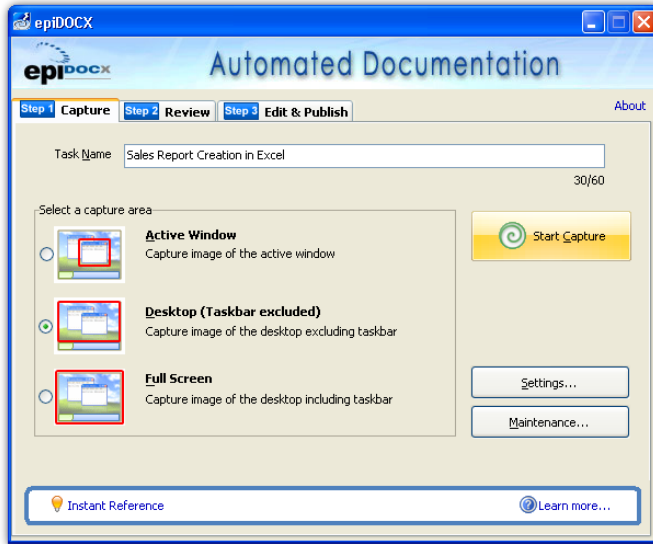
2. Click on



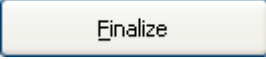
button and wait till the capture starts. This is indicated by a small swirling spiral in your system tray.

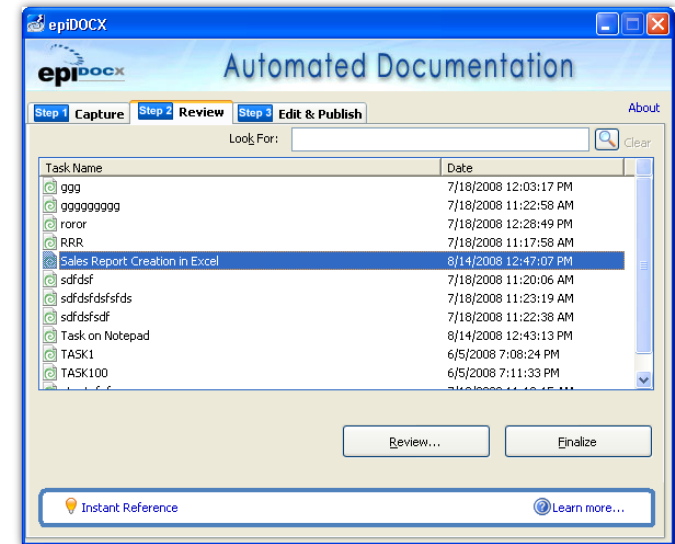
3. Start working on your application (software).

4. When you are done with your Task, double click on the small swirling icon in your system tray.




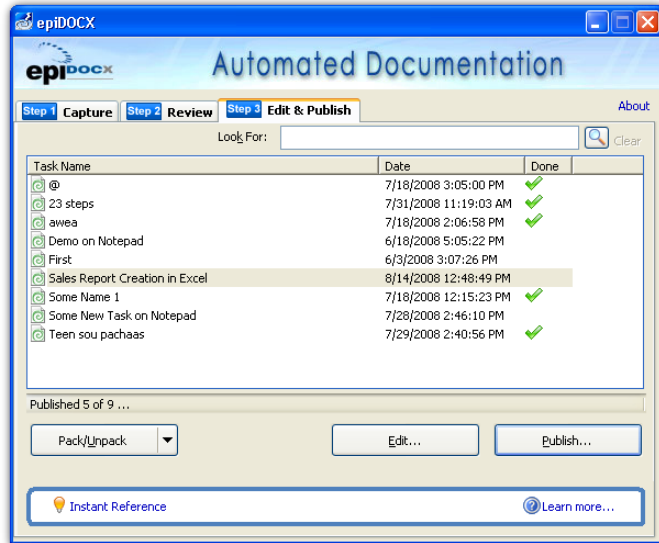
Review and Finalize

5. In the Second tab “Review”, you can either choose to review, or you can directly click on  button. Reviewing is *totally optional*. Just click on Finalize button to start with.




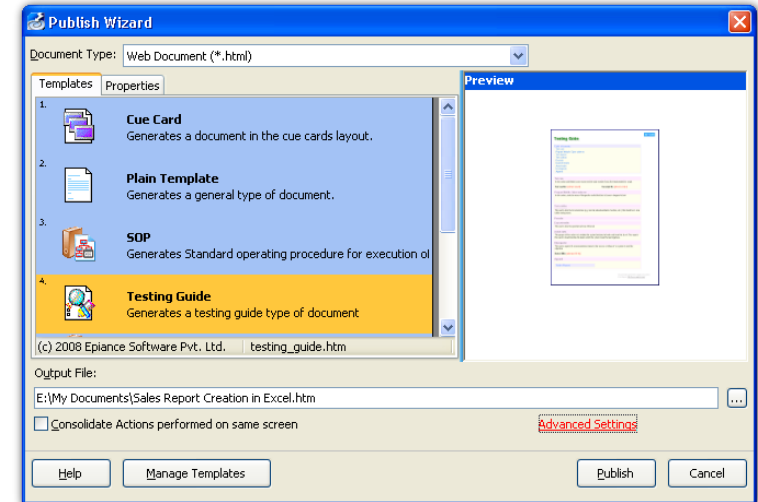
Edit and publish

6. Once you have finalized a task, you will be taken automatically to third tab “Edit & Publish”. Here you can *optionally* edit or directly publish your document. You don’t have to worry about annotating your screenshots with callouts or worry about composing right sentences for each screenshot. epiDOCX will do everything for you. Just click on the  button.



Publishing the document

7. In the Publish wizard, select the document format from the combo box at the top. The templates corresponding to the selected format will be displayed in the blue list box. Select a template that suites your need. The output filename is automatically taken as the task name. However, if you want to give another filename or you want to save the file at another location, then click on  button and provide a new name. Click on the Publish button to create your document.



Terminology

Capture

The act of recording all the actions on a software application using epiDOCX.

Task

A Task in the context of epiDOCX is any set of actions, that one performs on software for the purpose of capturing and documenting it.


Finalization

The act of approving the steps captured in epiDOCX for modification and annotation.

Annotate

To use annotations like callouts and sticky notes on the screenshots in epiDOCX editor.

Pack

When a Task that you have captured has to be emailed or ported to another computer need to pack it using  button in the third tab of the Home Screen. Once you pack a Task, it will yield a file. The same button also helps in retrieving a Task from a Packed file.

Home Screen

The first screen you see when you launch the epiDOCX.