

Reload Editor: Step by Step to a First Content Package

1 Open the Reload Editor Software

Or download and install from

<http://www.reload.ac.uk/editor.html> Reload Editor works in Windows, Mac OSX and Linux as it is written in Java.



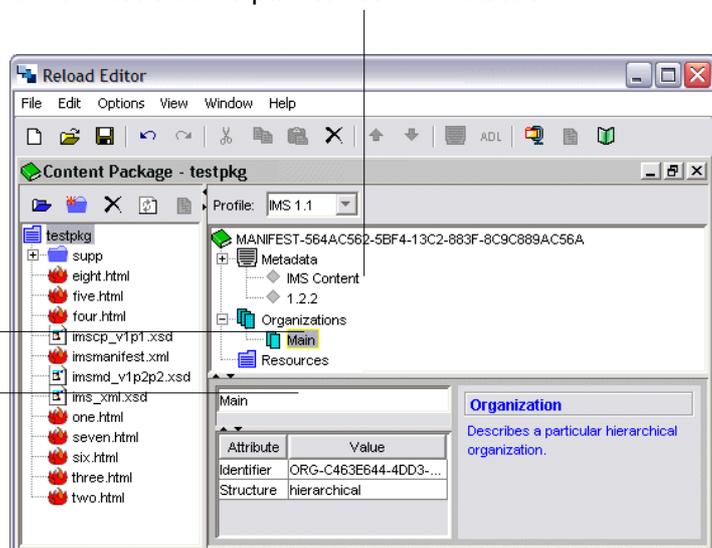
2 Create a New IMS Content Package (select File, New, IMS 1.1.3 Content Package). You will be asked to select a new folder to store your package in - choose a sensible name as it may be used later. The main Reload Editor window has three sections: the Resources Pane on the left, the manifest pane on the right, and the Attribute pane, at the bottom.



3 Setup the Workspace Even before we add content to our package, we will add a placeholder for the metadata. As you will see, many actions are achieved by right-clicking.

Right-click on the manifest (the green book icon, with its Unique Identifier) in the manifest frame. Select *Add Metadata*. *Right-click* the metadata element which appears and Select *Add Schema*. A fill-in box appears at the bottom. Type in *IMS Content* into this box. *Right-click* again and this time select *Add Schema Version*. Type *1.2.2* into the box which appears - this tells the manifest that we plan to use IMS Metadata v1.2.2.

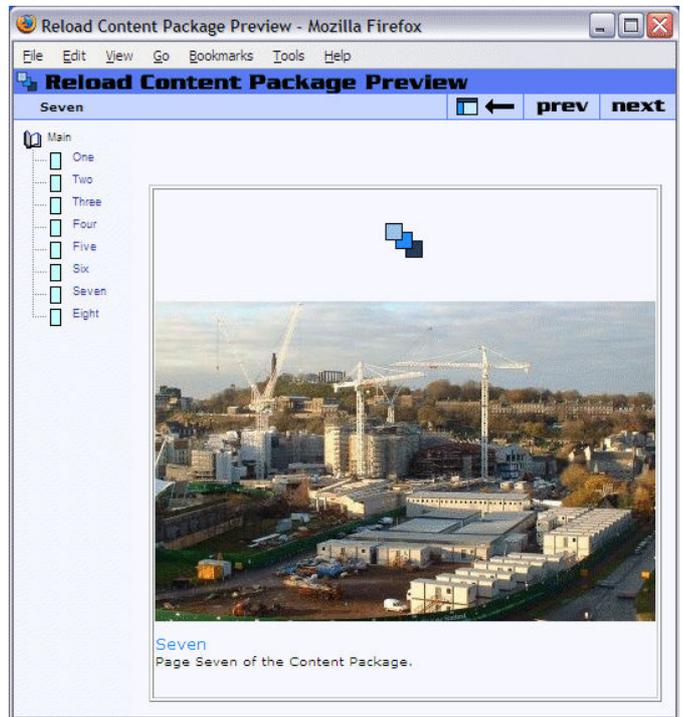
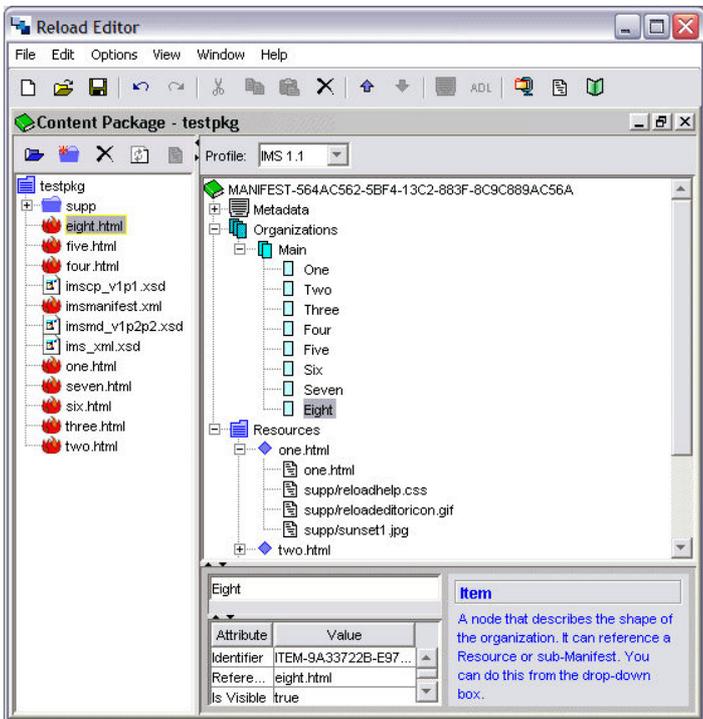
4 Add an Organization Although not a requirement of the specification, all Content Packages usually have at least one Organization. To add the default Organization, *Right-click* the organizations element and Select *Add Organization* from the menu which appears. Type the title *Main* into the fill-in box which appears. 'Main' indicates that this is the default organization. All the content we add to our Content Package will be added to this Organization as Items.



5 Now we have the basic structure of the Content Package we need to find and add our content. Use your own materials or download some simple content from <http://www.reload.ac.uk/ex/test-src.zip> (unzip it to somewhere you can find it). Once you know where the content you are going to use is stored, click the Import Icon on the toolbar (see right) and browse to the appropriate directory. Select the content for import (including sub-folders) and import. All the files you identified should now appear in the left hand column of the Reload Editor.



6 Drag individual files for inclusion in the Package from the Resources pane onto the Main Organization node in the manifest pane. As you do this, they will appear as new Items. Titles will be taken from HTML pages if present, though you can include non HTML content such as spreadsheets and PDF files as well. The files (and any files which Reload identifies as associated (e.g. images and stylesheets)) will also be added to the Resources element.

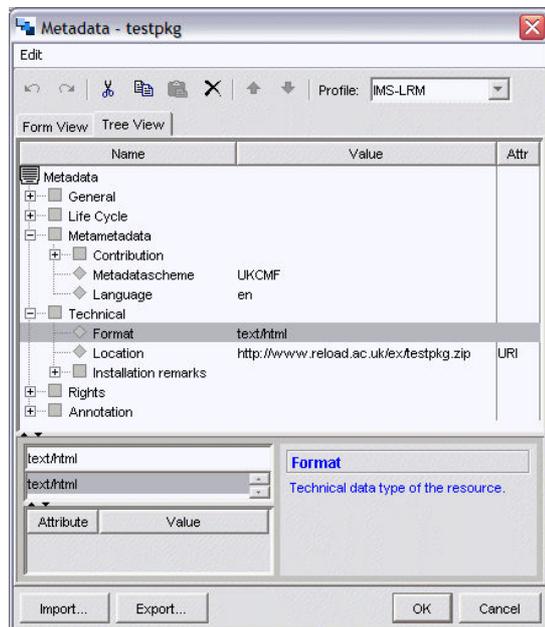


7 Once all the content has been added, your Workspace should resemble that shown above left, with many 'Items' within the default organization and a set of resources reflecting the files used in the content package and their dependencies. Clicking the Preview button on the toolbar (see right) will allow you to see how the Content Package appears when viewed with a Web Browser as shown, above, right. Note that the Item names become the links for the Content Package.



8 Back in the editor it is now time to Add Metadata. Select the Metadata element from the main window and Right-click. Select Edit Metadata from the menu which appears. the Reload Metadata Editor is launched.

9 Add Metadata as required. there are two views, Form and Tree view. The form view is easier to use, but you may find it limiting. The tree view allows you much more scope for adding metadata entries. Within the metadata tree view you can Right-click on an element and add additional instances of any permitted sub element. This is useful if (for instance) your content has multiple authors or content types.



10 Once you have added metadata you are ready to save and use your content package. Clicking the save icon finalises any changes you have made to the manifest, but the normal way to store Content packages is as a zipped archive. To create a zip archive, click the Zip Icon (right). You will be asked to provide a name and location for your Package. Once saved, you can place this package into a repository, or upload into a Managed Learning Environment for delivery.

