

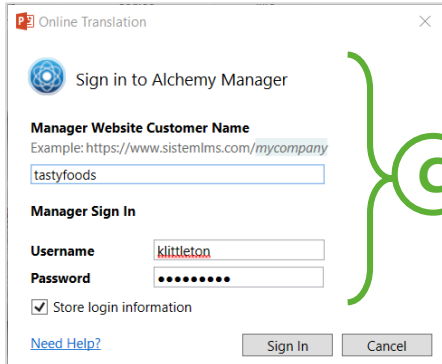
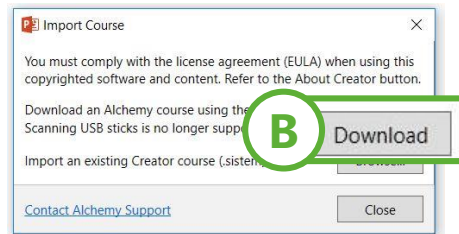
Creator

Download And Edit Alchemy Content

Customize and translate Alchemy courses using Creator. Editable content is available through a login-enabled download function. **Reminder: This step requires Creator Content Admin access, set by either your Diamond Admin or Alchemy.**

Step 1: Import Alchemy Content into Creator

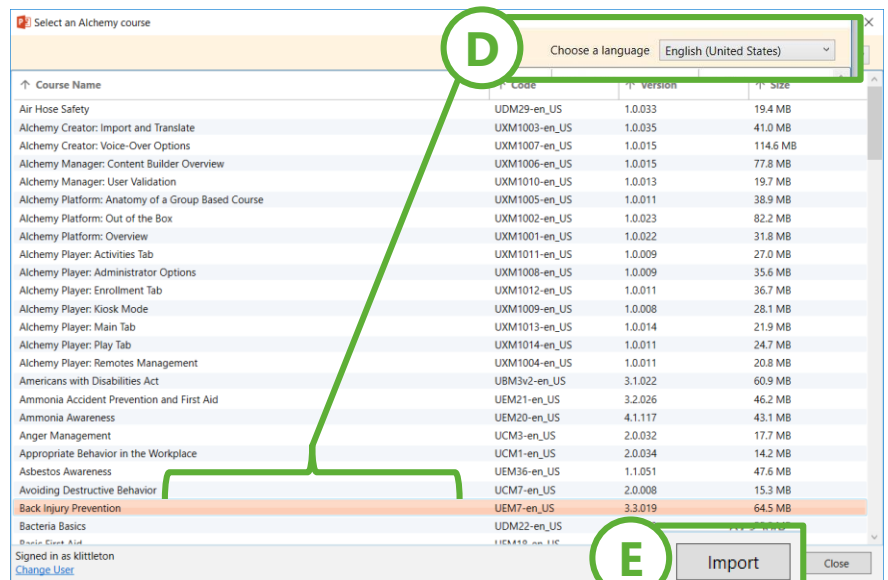
- A. From the **Alchemy Creator** tab, select **Import**
- B. Select **Download** from the pop-up window



- C. Sign in to Alchemy Manager:

- **Customer Name:** If your Alchemy Manager website is <https://www.sistemlms.com/tastyfoods>, your Customer Name is "tastyfoods"
- **Username and Password:** Same as your Alchemy Manager website login
- **Store login information:** Select to save your login for future downloads

- D. Choose a language and course
- E. Select **Import**
 - If prompted, accept the End User License Agreement (EULA)
 - The import may take a few minutes
- F. Save the file and Edit to your specifications



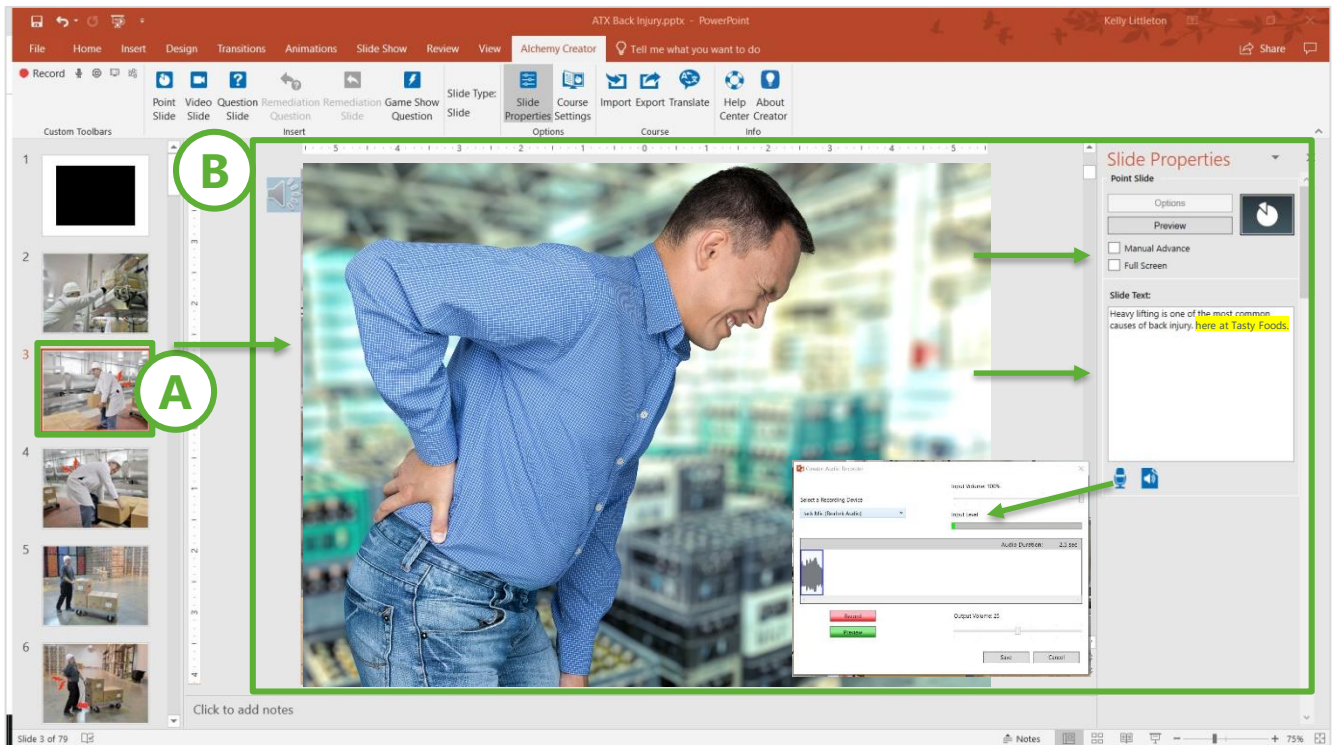
Creator

Download and Edit Alchemy Content

You can edit the Alchemy Content as you would any other Creator content.

Step 2: Edit Alchemy Point Slides and Questions

- A. Once the Alchemy content is downloaded, select the Point or Question slide to be changed
- B. Adjust the following as needed:
 - Slide Images: Edit or delete and insert new
 - Manual Advance and Full Screen options: Select and deselect the boxes as needed
 - Text and Voice Over: Edit text and re-record voice over with Creator or other software



Best Practice:

Identify how your edits affect the rest of the course

Example: Editing the slide text usually leads to re-recording the audio to match; however this will leave you with one vocally mis-matched slide in your course.