

Course Title: Certificate Course in Technical Writing

Course Code: TWC

Eligibility: Any Graduate

Duration: 45Days, 2hrs a day

Fees: 15k

Timings: 10.00 – 12.00 PM – 2.00 – 4.00 PM

4.00 – 6.00 PM – 7.00 – 9.00 PM

Weekend Special Batches

Course Outline:

If you want to become a technical writer, or if you have just become a technical writer and wonder what the job and the profession may involve, this course will introduce you to an exciting and rewarding career in technical communication.

Technical Communication

- Communicating technology
- Need for technical communicators
- Roles and functions of technical communicators
- History of technical communication
- Different kinds of technical documents (print and online)

Software Development Life Cycle

- Software Development Life Cycle
- How Software is developed, tested, maintained and retired=
- How products are installed, configured, customized and deployed
- Relating software product features and business benefits
- Working with programmers and testers
- Understanding software requirement specifications
- Analyzing product architecture
- Web everywhere
- Documentation development life cycle
- Types of documents associated with software products
- Different types of software and what they do

Technical Writing

- What is Technical Writing
- Role of a technical writer in a software product company
- Responsibilities of a technical writer in typical IT organizations
- Principles of Technical Writing
- Typical job roles and skills
- Documentation deliverables
- Printed documentation and Online Help Systems
- Working with images and illustrations
- Content Management practices
- Glossaries, Appendixes, and Index
- Working with Subject Matter Experts (SMEs)



Documentation Process

- Understanding Audience/Readers
- Collecting and Organizing information
- Drafting information verbally and visually
- Producing information by

Technical Writing Process

- Document development process
- Estimating Technical Documentation
- Documentation Planning
- Selection of Tools
- Information Architecture
- Templates and Page design
- Audience Profiling
- Task Analysis
- Content Development
- Elements of Style
- Technical Reviews
- Editorial Reviews
- Formatting and pagination
- Document Conversions
- Content Publishing
- Quality Control
- Content Maintenance
- Grammar and Editing

An introduction to basics of grammar and a study of advanced grammar concepts.

- English Grammar: adjectives, adverbs, conjunctions, interjections, nouns, prepositions, pronouns, verbs, functional shift; case, gender, mood, number, person, tense; subject-verb agreement; modifiers; pronoun reference; sentence faults
- Punctuation and Mechanics: abbreviations, capitalization, contractions, dates, indentation, italics, numbers, proofreading, spelling, symbols
- MS Style Guides

Technical Writing Software Tools

A study of select technical communication software tools including

- Microsoft Word
- Adobe FrameMaker and
- Macromedia RoboHelp.



Microsoft Word



- About Microsoft word
 - Introduction
 - Features
- Starting the Application
- Accessibility
- Formatting Text
- Font and Paragraph settings
- Bullets and Numbering
- Cross-references
- Borders and Shading
- Styles and Formatting
- Template Creation
- Working with Table
- Working with Bookmark
- Working with Hyperlink
- Creating Sections
- Generating Table of Contents
- Generating Table of Figures
- Generating Index
- Header and Footer
- Working with Reviewing toolbar
- Toolbars
- Footnote and Endnote
- Protecting the Document
- Shortcuts
- Autotext and AutoCorrect
- Watermarks/Columns/Change Case etc

Microsoft PowerPoint



- Importance of Presentations
- Saving Powerpoint
- Working on Slide Master
- Applying Design Templates
- Custom Animation and slide transition effects
- Action buttons and hyperlinks
- Slide layouts
- Movies and Sounds
- Insert & edit clip art
- Create a slide background using a picture
- Customize graphical bullets
- Insert and format a table into a slide
- Add an animation scheme to selected slides
- Rearrange slides
- Customize slide back grounds and templates
- SlideShows

Macromedia RoboHelp



- About Online Help
- Planning an Online Help
- Understanding RoboHelp Interface
- Creating your First Help project
- Creating and Working with Topics & Folders
- Creating and Working with ToC, Index, & Glossary
- Generating Output
- About Types of Layouts
- Creating and Applying Template and Style Sheet
- Controlling CHM Window and Skins
- Working with Links, Pop-ups, Triggers, and Drop-downs
- Working with Graphics and Text boxes
- Creating Related Topics, See Also and Keyword Link
- Playing with Marquee, Triggers, and Splash Screen
- Creating DropDowns, Expanding, Hyperlinks and PopUps
- Changing the primary layout
- Tools in RoboHelp Html
- Creating and Working with Tables
- Creating Manually/Automatically Multiple ToCs, Indexes, and Glossaries
- Creating and Displaying Browse Sequence
- Single Sourcing – Conditional Build Tags and Batch Generation
- Creating Context-sensitive Help
- Importing Files & Skins, and Merging CHM
- Understanding the Project Source Folder and Files
- Generating Reports.



Adobe FrameMaker



- Introduction
- Usage of Framemaker
- FrameMaker v/s MS Word
- Getting Started
- Accessibility
- Creating/Importing Documents
- Saving New File Formats
- Basic Text Formatting
- Working with Tags
- Working with Tables
- Tools Pallete
- Drawings Tools
- Working with Paragraph and Character Designers
- Working with Frames, Anchore Frames and Alignments
- Working with Body, Master and Reference Pages
- Page Designing and Defining Variables
- Hyperlink, Cross Reference, Pop-Ups and Image Mapping
- Generating Table of Contents, Index and Glossary
- Creating Books, Conditional Text and references
- Document Conversions

Photoshop



- Introduction to Photoshop
- Basic Photo Corrections
- Working with Selections
- Basic flow mode for editing images using photoshop
- Retouching and Repairing
- Work with selections
- Creating layers
- Creating a Mask and Channels
- Cropping images and editing
- Using advanced tools for creating architectural diagrams
- Explore the Photoshop Environment
- Using the File Browser
- Correcting and Enhancing
- Slice and Link an Image
- Creating Rollovers
- Animate GIF Images
- Painting and Editing
- Basic Pen Tool Techniques

MS- Visio (Image Drawing Tools)



- Introduction to MS- Visio
- Creating different file formats
- Special Merits
- Installation sequence
- Types of shapes
- Using various technology images
- Creating DFD's and Architectural Diagrams
- Synchronization of images
- Behaviour of shapes
- How to Get shapes
- Templates stencil
- Connection shapes
- Staking shapes
- Group/ Ungroup
- Text Adding
- Data Linking
- Data Graphics
- Auto Linking
- Hyper Linking
- Save type - formats
- Importing into Word

Snag IT (Image Capturing Tool)



- About Snag IT
 - Introduction
 - Features
- Starting the application
- Image Formats
- Exploring the Program Window
- Capture Profile
- Image Capturing Modes
- Batch Convert Images
- Creating WebPages
- Creating simple Demos
- Companion Applications
- Snag IT Editor
- Snag IT Studio
- Catalog Browser

