

**TechTotal's  
Technical  
Writing Course**



## Course Description

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.

## Course Syllabus

### 1. Technical Writing

Technical Writing is a unique and diverse field, which integrates itself in the field of all latest technologies on the face of the Earth. It is a creative and artistic field where one can expertise himself in all the cutting edge technologies and thus, having an edge over other professional career options. It has made his mark in all the fields' computer hardware and software, aerospace industry, robotics, finance, consumer electronics, and biotechnology. It communicates technical (specialized) information, generally in the form of user manuals, training materials, information guides and many. These may be printed or portable documentation such as PDF or online help. In today's customer-centric business model, an organization's user manuals and technical write-ups act as its public face and also reflect its level of professionalism.

### 2. Why Technical Writing

Technical communicators work in a challenging, exciting field that tests their ability to adapt to new situations and learn new skills. People who enjoy learning new things will find technical communication a stimulating career.

A career in technical communication also allows you to pick up skills in programming and Web designing that will broaden your knowledge while making you a more valuable employee and a more marketable job seeker.

### 3. Role of a Technical Writer

A Technical writer is a professional writer who designs, creates, maintains, and updates technical documentation—including online help, user guides, white papers, design specifications, and other documents. Engineers, scientists, and other professionals may also produce technical writing, often handling their work to a professional technical writer for editing and formatting.



A technical writer is one who communicates information about a technical subject, pointed at a specific audience for a specific purpose. The challenge for a good technical writer is to convey the information clearly, briefly and in language that is understandable yet is suited to the requirements of the audience.

## 4. SDLC(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

## 5. DDLC

- What is Technical Writing?
- Role of a Technical writer
- Principles of Technical Writing, Documentation deliverables
- Printed documentation and Online Help Systems
- Working with images and illustrations

## 6. Documentation Process

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

## 7. 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

## 8. Grammar and Editing

- English Grammar
- Punctuation and Mechanics
- MS Style Guides & Proof Reading

## 9. Technical Writing Software Tools

- Microsoft Word
- Macromedia RoboHelp
- Adobe FrameMaker
- Snag IT
- Ms Visio
- PowerPoint
- Photoshop

## 10. Microsoft Word

- Text Editor
- Drafting Content

## 11. Macromedia Robohelp

- Help Authorizing Tool

## 12. Adobe Framemaker

- Desktop Publishing and Help Publishing Tool

## 13. Snag IT

- Image Capturing Tool

## 14. MS-Visio

- Image Drawing Tool



## 15. PowerPoint

- Presentation Tool

## 16. Photoshop

- Graphic Editor

## Methodology

TechTotal provides a unique and robust platform for training in Instructional Designing. Highly qualified instructors and eminent faculty, with hands-on experience in Instructional Designing, would guide and help blossom the new entrant into an industry-ready, professional Instructional Designer. The training is conducted in person, which makes it highly focused and penetrative. The participant is amply facilitated to clear any doubts or queries.

You are provided a stock of useful study materials, which are objective and crisp. These study materials specifically addresses all your certification requirements.

## About TechTotal

TechTotal Private Limited is among the few organizations in India that provide professional technical documentation and Instructional Designing services. We have the professional experience and technical expertise to meet the growing Instructional Designing needs of corporate and individuals. TechTotal partners with peer domain experts to provide the tools and training for organizations to institutionalize successful documentation strategies. TechTotal is a group of Instructional Designers, technical writers and engineers. Our team consists of technical writers, Instructional Designers and editors, many of whom are skilled programmers, engineers, and scientists.

## Demo Highlights

- What is Technical Writing?
- Role of a Technical Writer
- SDLC & DDLC
- Technical Writing skills
- What Kind of Salary Can I Expect?
- Future aspects



## Who can apply?

- Any Graduate Individuals aspiring for an exciting career in Technical Writing
- Any Graduate or Engineer
- Candidates with any IT Exp
- Medical Transcriptionists
- Call Center Executives
- Software Engineers
- No age limit in this criteria
- Technical writers for updating their technical skills
- Lecturers, Teachers, Professors
- Research Scholars

## Course Duration

3 months Program

## Timings

Get trained at a time that suits you-

10.00 - 12.00 AM

2.00 - 4.00 PM

4.00 - 6.00 PM

7.00 - 9.00 PM

## For Queries and course Syllabus

Contact us at:

Knowledge Center

A division of TechTotal Soft Systems Pvt Ltd.,

#8-2-172, Srinagar Colony,

Hyderabad-500082

Andhra Pradesh, India.

Email: [stephen@techtotalsystems.com](mailto:stephen@techtotalsystems.com)

Phone:

Mobile: 9989699562

+91-40-32434393/9989696902

Web: [www.techtotalsystems.com](http://www.techtotalsystems.com)

Portal: [www.techttotalportal.com](http://www.techttotalportal.com)