

# Course Title: Mastering Technical Writing Tools

Course Code: TWC

Eligibility: Any Graduate

Duration: 45Days, 2hrs a day

Course Outline:

Technical Writing Software Tools

A study of selected technical communication software tools.

## 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

## 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.



## 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 backgrounds and templates
- SlideShows

## Photoshop



- Introduction to Photoshop
- Cropping images and editing
- Using advanced tools for creating architectural diagrams
- Explore the Photoshop Environment
- Using the File Browser
- 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
- Correcting and Enhancing
- Slice and Link an Image
- Creating Rollovers
- Animate GIF Images
- Painting and Editing
- Basic Pen Tool Technique

## 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





## 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



## MS- Visio (Image Drawing Tools)

- Introduction to MS- Visio
- Synchronization of images
- Creating different file formats
- Special Merits
- Installation sequence
- Using various technology images
- Creating DFD's and Architectural Diagrams
- Types of shapes
- 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

