

**TechTotal's  
Technical  
Writing Course**



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## 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)

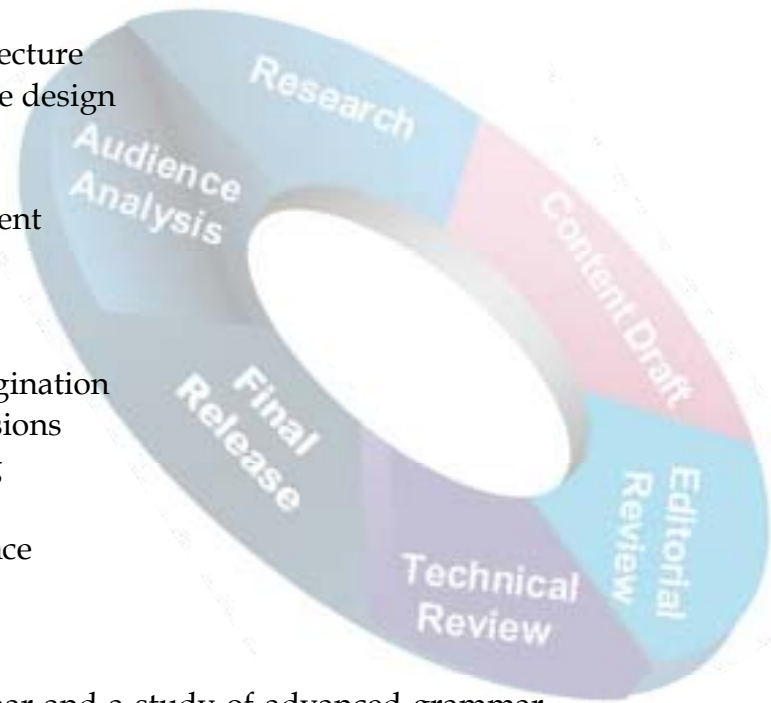
## Documentation Process

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



## 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**
- **Business Communication & Email Etiquette**



## Technical Writing Software Tools

A study of select technical communication software tools including Microsoft Word, Adobe FrameMaker 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

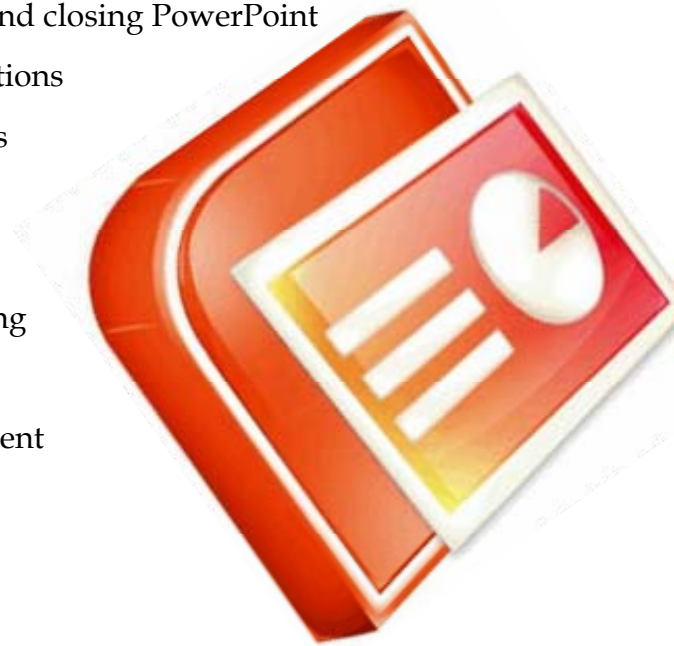




- Shortcuts
- Autotext and AutoCorrect
- Watermarks/Columns/Change Case

## PowerPoint

- Getting Started
  - Exploring the PowerPoint environment
  - Closing presentations and closing PowerPoint
  - Building New Presentations
- Creating new presentations
- Saving presentations
- Formatting Slides
  - Exploring text formatting
  - Working with text
  - Setting tabs and alignment
  - Using Drawing Tools
- Drawing objects
- Working With Graphics
- Using Tables And Charts
  - Working with tables
  - Creating and modifying charts
  - Creating organization charts
- Modifying Presentations
  - Using templates
  - Working with the slide master
  - Adding transitions and timings
  - Adding speaker notes and footers
  - Setting up slide shows
- Proofing And Delivering Presentations





## 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, &
- 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 Palette
- 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

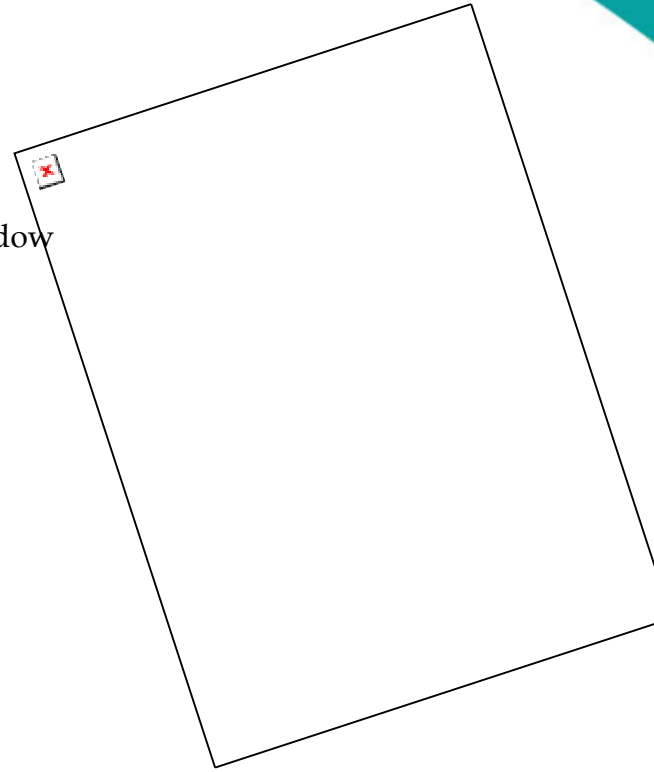






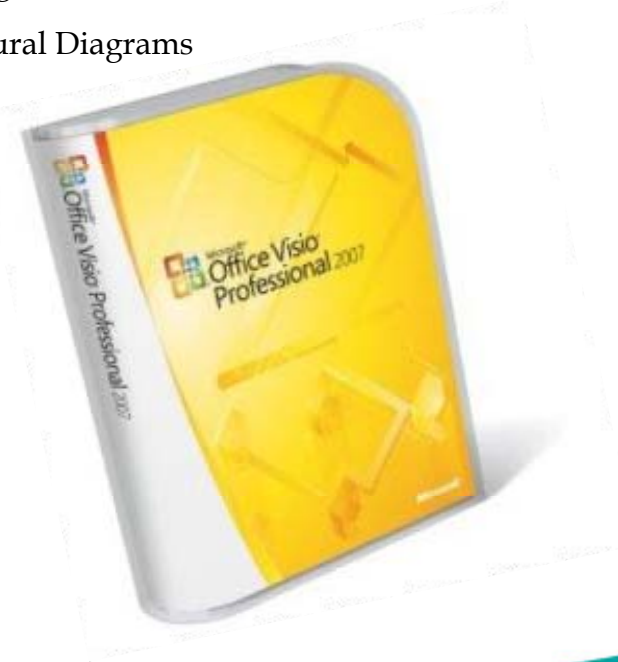
## Snag IT

- 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

- Introduction to MS- Visio
- Using various technology images
- Creating DFD's and Architectural Diagrams
- Synchronization of images
- Creating different file formats
- Special Merits
- Installation sequence
- Types & Behavior of shapes
- How to Get shapes
- Templates stencil
- Connection shapes
- Staking shapes

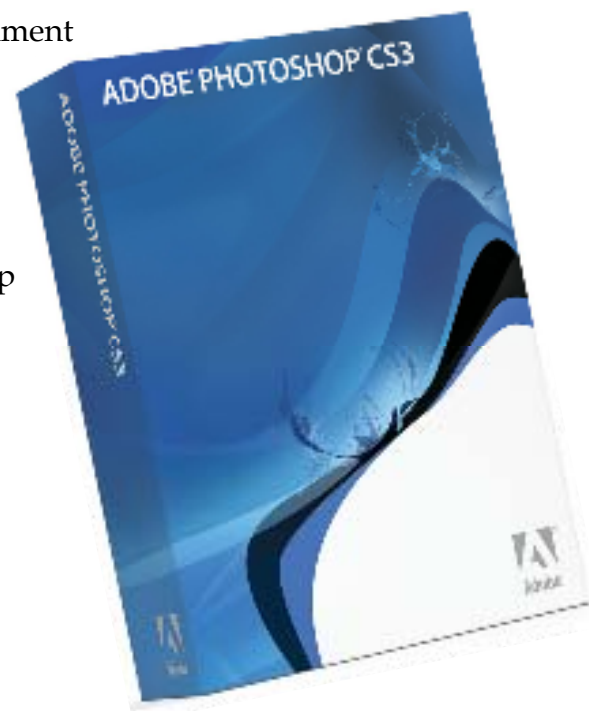




- Group/ Ungroup
- Text Adding
- Data Linking
- Data Graphics
- Auto Linking
- Hyper Linking
- Save type - formats
- Importing into Word

## 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
- 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 Techniques





## Adobe Captivate

- About Adobe Captivate
- Exploring the WorkSpace
- Creating Movies
- Adding Text Captions
- Adding Audio
- Adding Images and Animati
- Adding Boxes and Buttons
- Editing Mouse Movement
- Changing Timing
- Working with Slides
- Adding Objects
- Editing Movies
- Creating eLearning Content
- Publishing Movies

