Advanced Workshop for Technical Writers

Course Summary

Description

This course is a survey of the process for developing technical information in either online or paper media. With the use of a series of case studies and practical exercises, the student will learn to plan, design, draft and verify documents to meet the requirements of the real world of tough deadlines and squeezed schedules.

Topics

- Analysis of your existing documentation process
- Overview of the technical documentation process
- Planning phase
  - producing the documentation plan
  - addressing project management issues: scheduling, estimates, design
  - determining audience needs
- Design phase
  - building the design specification for your document
  - using the specification for team-written documents
  - conventions of structure and design
- Drafting phase
  - practicing the principles of effective procedures and descriptions
  - drafting quickly to reduce overall documentation time
- Revision phase
  - avoiding common style and grammar errors
  - verifying document effectiveness and quality

Audience

This course is recommended for Technical Writers and Managers who produce technical documentation, Technical Editors, and Leaders of documentation teams.

Prerequisites

There are no prerequisites for this course.

Duration

Two days

Due to the nature of this material, this document refers to numerous hardware and software products by their trade names. References to other companies and their products are for informational purposes only, and all trademarks are the properties of their respective companies. It is not the intent of ProTech Professional Technical Services, Inc. to use any of these names generically