

TechTotal Soft Systems Pvt Ltd

Technical Writing
Instructional Designing
E-learning
Consulting
Training



The perfect solution for **Technical Writing**

TechTotal Soft Systems Private Limited is among the few organizations in India that provide professional Technical Documentation and e-learning services.

We are dedicated to provide the industry with the best consulting and training expertise in **TECHNICAL WRITING** and **INSTRUCTIONAL DESIGNING** skills.



TechTotal Hub Building

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Company Overview



About TechTotal

TechTotal Soft Systems Private Limited is among the few organizations in India that provide professional Technical Documentation and e-Learning services.

We are dedicated to provide the industry with the best consulting and training expertise in technical writing and related specialized skills.

Team

We are a team of committed professionals who have years of experience in both managing large and complex documentation requirements, as well as training and mentoring incumbents breaking into this field.

TechTotal offers the following course

- Certification course in Technical Writing
Duration: 1 month
- Crash course in Technical Writing Course
Duration: 15 days
- Certification course in Instructional Designing
Duration: 1 month
- Full time certificate course in Technical Writing
Duration: 3 months
- Mastering Technical Writing Tools
Duration: 15 days
- Mastering Instructional Designing Tools
Duration: 15 days

Program Highlights

1. Technical Writing
2. Software Development Life Cycle (SDLC)
3. Technical Writing Process
4. Document Delivery Life Cycle (DDLC)
5. Document Deliverables
6. SME Interviews and Project Planning
7. HTML & XML Intro
8. Writing Skills
9. Style Guide and Standards
11. Technical Writing Software Tools
12. Microsoft Word
13. Adobe RoboHelp
14. Adobe FrameMaker
15. Snag IT
16. MS- Visio
17. PowerPoint
18. Photoshop
19. Reviews, Delivery and Publication
20. Resume Preparation and Certification

Eligibility:

Any Graduate

- Candidates with IT experience
- Medical Transcriptionists
- BPO Executives
- Process Trainers and Lecturers
- Content Writers, Editors and Proofreaders
- Business and Content Analyst
- Instructional Designers
- Test Engineers/Quality Analyst
- Research Writers/Associates
- Proof Readers and Editors

****No age limit**

Course Syllabus

1. Technical Writing

- 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

2. 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
- Documentation development life cycle
- Types of documents associated with software products
- Different types of software and applications

3. Technical Writing Process

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

4. Document Delivery Life Cycle - DDLC

- 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



5. Document Deliverables

- Types of Software/Hardware documents
- End-User documents
 - a. User Manual, Administrator Guide, Online Help Files
 - b. Quick Reference guides, Release Notes, Read Me Notes
 - c. Training Presentations, Deployment /Installation Guide
- Technical Documents
 - a. Functional Requirement Specification
 - b. System/Software Requirement Specification(SRS)
 - c. Application Program Interface (API)
 - d. Design/Architecture Documents, Project Plan
- Marketing and Web Documents
 - a. Case Studies
 - b. White Papers
 - c. Proposals/ Success Stories
 - d. Product Briefs/Brochures

6. SME Interviews and Project Planning

- Role of SME
- SME objectives
- SME interviews
- Purpose of SME interview
- Types of SME's
- Technical Writer and SME interactions
- How to conduct SME interviews?
- Modes of communication with SME
- How to gather information from SME
- How to create documentation Checklist
- SME reviews
- How to create project plan
- Tips for conducting SME interviews

7. HTML & XML Intro

- Why HTML?
- HTML Document Structure
- HTML Tags
- HTML importance in Technical writing
- Styles and CSS
- Why XML for Technical Writers
- XML Vs HTML
- Introduction to XML
- Introduction to DITA and single sourcing

8. Writing Skills

- How to write clear and concise sentences?
- How to Write Steps, Instructions and Procedures?
- Organizing the content
- Using simple words/Plain English
- Logical sequence of Writing
- Writing Sentence and Paragraph
- Words to Avoid in Technical Writing
- Document Flow
- Tone and Rhetoric

9. Style Guide and Standards

- What is Plagiarism?
- Steps to ensure Plagiarism free content
- Types of Style Guides
- Documentation Standards
- Microsoft Style Guide for Technical Publication (MSTP)
- Plan your writing
- Document Conventions

10. Grammar

- Punctuations and Mechanics
- Capitalization
- Active Voice and Passive Voice
- Writing clearly and concisely
- Editing content, grammar and syntax
- Proof Reading
- Grammar Practice and Assignment



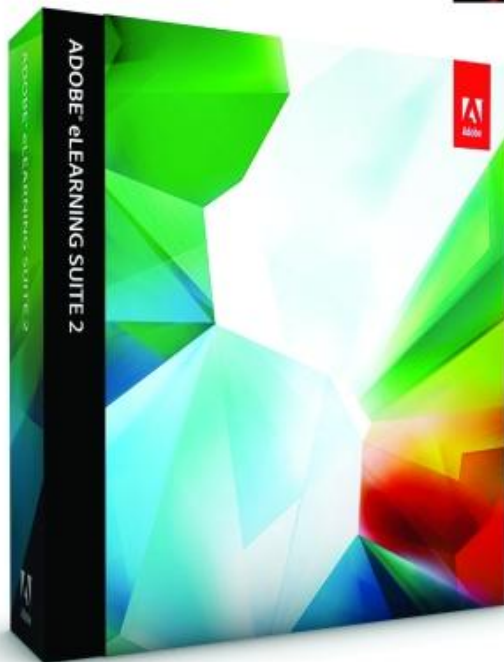
Dreamweaver
Captivate



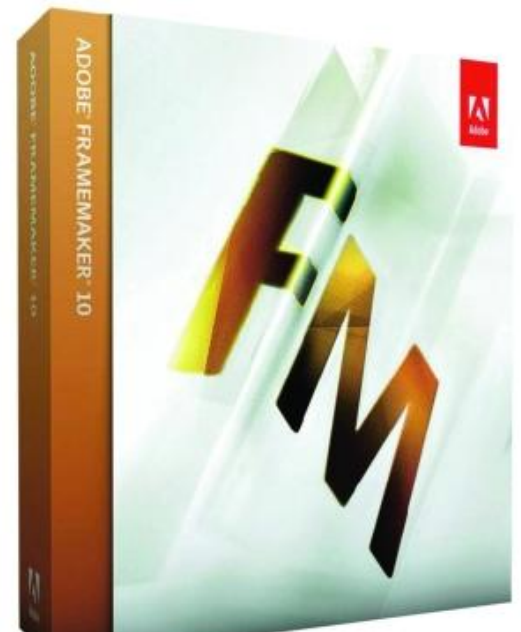
Complete Adobe Technical Author Suite Training



Robo Help
Frame Maker
Photoshop
Dreamweaver
Captivate



Robo Help
Frame Maker





11. Technical Writing Tools

1. Microsoft Word – Text Editor
2. Adobe RoboHelp - Help Authoring
3. Adobe Frame Maker – Content Publication
4. Snag IT – Image Capturing
5. Ms Visio – Image Drawing
6. PowerPoint – Training Presentation
7. Adobe Photoshop – Image Editor

12. 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, Creating Sections
- Working with Table, Bookmark & Hyperlink
- Generating Table of Contents & Table of Figures
- Header and Footer, Footnote and Endnote
- Working with Reviewing toolbar
- Toolbars, Shortcuts, Protecting the Document
- Watermarks/Columns/Change Case
- Generating Index, Auto text and AutoCorrect

13. Adobe RoboHelp – Help Authoring Tool

- About Online Help
- Planning an Online Help, Understanding RoboHelp Interface
- Creating your First Help project, Working with Topics & Folders

- Working with TOC, Index, & Glossary, Generating Output
- About Types of Layouts, 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
- Creating Dropdowns, Expanding, Hyperlinks and Popups
- Changing the primary layout, Tools in RoboHelp Html
- Creating and Working with Tables, Creating and Displaying Browse Sequence
- Creating Manually/Automatically Multiple TOCs, Indexes, and Glossaries
- 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

14. Adobe FrameMaker

- FrameMaker Data Model
- FrameMaker v/s MS Word
- Getting Started
- Creating New Document
- Exploring Adobe FrameMaker
- Quick Access Bar, Formatting Bar & Status Bar
- Working with Master Page
- Basic Text Formatting
- Working with Tags
- Working with Tables
- Drawings Tools

15. Snag IT – Image Capturing Tool

- About Snag IT
- Features
- Starting the application
- Exploring the Program Window
- Capture Profile
- Image Capturing Modes
- Companion Applications
- Snag IT Editor & Snag IT Studio
- Catalog Browser

16. MS - Visio – Graphic Editor

- Basic Techniques
- Creating a Basic Flowchart Diagram
- Basic Network Diagram
- Diagramming and Data
- Creating Custom Stencils
- Basic Diagram Skills
- Enhancing Productivity
- Managing Shapes
- Applying Shapes
- Flowcharts & Organization Charts
- Connecting Shapes

17. PowerPoint – Presentations

- Importance of Presentations
- Saving PowerPoint
- Working on Slide Master
- Applying Design Templates
- Custom Animation and slide transition
- 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, Slideshows
- Customize slide backgrounds and templates

18. Photoshop

- Introduction to Photoshop
- Cropping images and editing
- Explore the Photoshop
- Basic Photo Corrections
- Editing images using Photoshop
- Retouching and Repairing
- Creating layers, Mask and Channels
- Correcting and Enhancing
- Slice and Link an Image
- Painting and Editing
- Basic Pen Tool Techniques

Core Competency @ Right Place
TechTotal



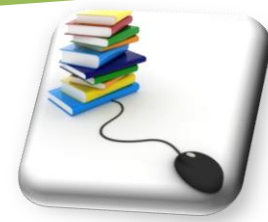
19. Reviews, Delivery and Publication

- What is a review cycle?
- Types of Reviews
- Different people involved in reviews.
- How to implement reviews?
- Delivery modes
- Delivery methods
- Printable Document and Online Documents
- Editing, formatting Proof Reading techniques
- Format documents to enhance communication and visual appeal
- Version Control System

20. Resume Preparation and Certification

- Students Query handling
- Mock interviews and industry orientations
- Writing Assignments, monitoring and Feedback
- Online Test
- Certification

Online Training



TechTotal provides a unique and robust platform for online training in Technical Writing. Highly qualified instructors and eminent faculty, with hands-on experience in Technical Writing, would guide and help blossom the new entrant into an industry ready professional technical writer. TechTotal Training provides you the advantage of getting a complete learning experience and certification from anywhere and at anytime.

Learning Management System

A screenshot of the TechTotal Learning Management System (LMS) interface. The top navigation bar includes 'Portal Homepage', 'My courses', 'My profile', 'My agenda', 'My Progress', and 'Logout'. The 'My courses' section lists 'Software Development Cycle TW002 - shraavan kumar' and 'Technical Communication TW001 - shraavan kumar'. A 'User' and 'Course Management' box is visible. Below, the 'Documentation Process' course is detailed, featuring a photo of students in a classroom and text explaining the Documentation Development Life Cycle (DDLC). A sidebar menu at the bottom lists various LMS features: Course Description, Documents, Links, Forums, Tests, Groups, Assignments, Virtual classroom, Agenda, Learning path, Announcements, Dropbox, Users, Chat, and Virtual meeting.

8. Highlights

- ✓ Online training is provided through our dedicated LMS (Learning Management System), through which course can be trained within a period of 15 Sessions. For more details visit the site at: <http://training.techtotalportal.com>
- ✓ The training is delivered via interactive sessions over the Internet. It emulates the classroom environment, but with no hassles. The trainee is benefited by the expert guidance without being tied to one particular place.
- ✓ Get trained at a time that suits you: Through our LMS courses can be accessed 24/7, 365 days a year, at times that suit you.
- ✓ Instructions will be provided through whiteboard and voice/text chat.

"In today's age, technical writers are widely in demand in the corporate sector. They are considered as a bridge between people who know technology and people who use it. They understand the intricacies and complications of technology and put it in simple words. This further helps the user understand various technological products and services."

For Training related information, news and updates visit www.techtotal.co.in



Further information regarding fees, payment procedures, facilities or demos contact
Hyderabad: 040-32439393 or 09989699562.
Bangalore: 09663015166 or 080-41179782.

For training related FAQs visit
<http://trainingtechnicalwriting.com/faq.html>

You can also email to shravan@techtotalsystems.com or
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For more information about TechTotal visit
www.techtotalsystems.com

Complete Documentation Services

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