

Introduction to technical authoring

Training course outline

Introduction to technical authoring provides a thorough grounding in technical authoring principles and writing styles appropriate to user documentation.



Course summary

Sessions cover:

- Analysing your audience.
- Structuring and designing your documents.
- Writing using plain English.
- Avoiding standard errors in punctuation and grammar.
- Designing an effective layout.
- Reviewing and proof reading documents to improve quality.

Duration

One day.

Who should attend?

New technical authors, and people who are not career technical authors, but who have been asked to carry out technical authoring work.

General information

Armada has been involved in technical authoring for over 20 years. We carry out regular consultancy work and have an in-house authoring team that works on projects for clients.

Training is provided by instructors with over 20 years' experience in technical authoring.

Whilst attending training, delegates have the use of a computer to practice the techniques taught. Refreshments and lunch are also provided.

Course fees can be paid by cheque, electronic transfer or credit/debit card.

Courseware and certificate

Delegates receive:

- Comprehensive training courseware and materials.
- An e-certificate confirming successful completion of *Introduction to technical authoring* training.

Method of delivery

Training is designed for the busy professional, being short and intensive and combining lecture and demonstration. Practical exercises carried out under guidance help delegates learn the techniques taught.

Delegates have ample opportunity to discuss specific requirements with the trainer.

Dates and price

For forthcoming dates and prices see armada.co.uk/technical-authoring-training-course.

After course support

Following technical author training, delegates are entitled to 30 days email support from their trainer to help with any post-course issues.

Course syllabus

See over.

Course syllabus

Topics	Sub-topics
Introduction	Introduction and objectives Recommended reading list Why good writing is important and the costs of documentation
Know your audience	Understand and prioritise the different categories of your audience and handle different levels of reader Research the basic tasks of your audience
How to structure your documents	Understand which sections to include in your manuals and the order in which they should be placed
Write from a design	Use mind mapping techniques for designing a document Learn how to plan the content of your document before you start writing
Skills of writing – 12 golden rules	Learn the 12 golden rules of writing to help you develop a clear and concise style Use readability checking and testing techniques
Punctuation and grammar	Understand the basics of punctuation and grammar Avoid the six most frequently made errors that occur in writing
Document layout	Understand the basics of layout and typesetting Learn how to format your document for maximum impact
Reviewing and proof reading	How to check your documentation to ensure it is error free Use industry standard techniques for reviewing, rewriting and proof reading