



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.



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

- Software Development Life Cycle
- Documentation Development Life Cycle
- Style Guides
- Audience Proofing
- Technical Editing
- Writing Procedures
- Proof Reading and Reviewing
- Templates
- Technical Documents
- Content Development
- Technical Writing Tools
- XML and HTML(intro)
- Interview Questions
- Mock Interviews
- Resume Preparation

Eligibility:

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

****No age limit**

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 (DDLC)
- 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
- Principles of Technical Writing
- Typical job roles and skills
- Documentation deliverables
- Printed documentation and Online Help
- Working with images and illustrations
- Content Management practices
- Glossaries, Appendixes, and Index
- Working with Subject Matter Experts (SMEs)

Documentation Process

- Understanding Audience/Readers
- Reviewing
- 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 & Editing

- **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**



Microsoft Word

- About Microsoft word
- Formatting Text
- Font and Paragraph settings
- Bullets and Numbering
- Borders and Shading
- Styles and Formatting
- Working with Table
- Working with Hyperlink & Bookmarks
- Generating Table of Contents
- Generating Table of figure & Index
- Header and Footer
- Working with Track Changes
- Section Breaks

Adobe RoboHelp

- About Robohelp HTML
- Starting the application
- Types of Help Files
- Creating a Books and Pages
- Exploring the Program Window
- Style Sheet
- Creating Topics
- DHTML, WYSIWYG & Conditional
- Working with Images
- Working with Links
- Working with Index
- CSH & Single Sourcing

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

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

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

PowerPoint – Presentations

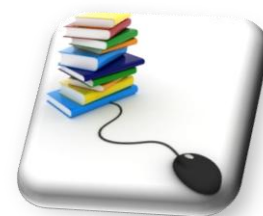
- Getting Started
- Building training Presentations
- Formatting Slides
- Using Drawing Tools
- Working With Graphics

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

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.



The screenshot shows the LMS interface. At the top, there are navigation tabs: 'Portal Homepage', 'My courses', 'My profile', 'My agenda', 'My Progress', and 'Logout'. Below this, a sidebar lists various courses such as 'Software Development Cycle TW002', 'Technical Communication TW001', 'Documentation Process TW004', 'Dream Weaver ID004', 'Web Conferencing Software 111', 'Snag-IT TW011', 'PowerPoint Presentation TW008', 'Technical Writing Process TW005', and 'Grammar and Editing TW006'. The main content area is titled 'Learning Management System' and features a 'User' field and a 'Course Management' button. Below this, the 'Documentation Process' course is selected, showing a description of the Documentation Development Life Cycle (DDLC) and an image of people in a classroom. At the bottom, there is a menu with icons for 'Course Description', 'Documents', 'Links', 'Forums', 'Tests', 'Groups', 'Assignments', 'Virtual classroom', 'Agenda', 'Learning path', 'Announcements', 'Dropbox', 'Users', 'Chat', and 'Virtual meeting'.

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 latest news and updates on Technical Writing visit our blog <http://blog.techtotalportal.com>

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