

Advanced technical authoring

Training course outline

Advanced technical authoring teaches further techniques for producing professional standard technical documentation, exploring the range of team roles typically involved in the production of technical material.

This course forms the third and final module of Armada's ISTC-accredited Technical Authoring Training Programme. It is also ideal as a stand-alone course.



Course summary

Teaches further techniques for producing professional standard technical documentation that is clear, concise and successfully meets the needs of users. Sessions include:

- Developing a clear writing style.
- Using a writing and editing process structured around industry-standard best practice to improve your documentation.
- Using layout and graphics to convey information effectively.
- Writing content for multiple platforms.
- Giving editorial feedback to help your team improve their performance.

You will learn to:

- Use a writing and editing process structured around industry-standard best practice to improve the quality of your documentation.
- Use layout and graphics to effectively convey information and enhance the look and feel of your documents.
- Explore writing content for multiple platforms.
- Give editorial feedback to help your team improve their performance.

Duration

Two days.

Who should attend?

Those embarking on a career in technical authoring (after attending our introductory and intermediate level courses), and existing technical authors looking to improve their skillset.

In-class or live online

You can attend in-person at our centres, or participate live online from your place of work or home.

To read about our approach to online training, see armada.co.uk/liveonline.

General information

For over two decades Armada was a leading provider of technical authoring services. Our background makes us ideally suited to offering technical author training.

Refreshments and lunch are provided.

Course fees can be paid by card or bank transfer. We accept purchase orders from UK-registered companies and public sector organisations.

Course materials and certificate

You'll receive:

- A comprehensive training guide and practice files.
- An e-certificate (PDF) confirming successful course completion.

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 you learn the techniques taught.

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

After course support

Following training, you're entitled to 30 days' email support from your trainer.

Further information

See armada.co.uk/course/ata.

Course syllabus

See over.

Course syllabus

Session	Topics
Introduction and overview	
Building Readability	How people take on information Working with how the brain works Given/New and readability Reducing inferential load Signalling with headings
Communicating to the Reader	Using active voice for direct communication Using passive voice effectively Making your writing concrete
Standards and Style Guides	International standards for technical writing Darwin Information Typing Architecture (DITA) Regulatory requirements Company and other style guides Creating a style guide
Exploring Writing for Multiple Platforms	Targeting your platform for content delivery Writing and structuring effective headings, menus, and links Home pages and transitional pages Developing multimedia content Accessibility guidelines
Content re-use and single-sourcing	Principle of 'write once, publish everywhere' Techniques for writing content for reuse

Session	Topics
Creating Better Graphics	Designing the page to help your readers Using fonts to improve readability Using graphics to improve communication Presenting data in an accessible format
Checking Document Integrity	How to check document integrity The difference between copy editing and proofreading Using standard proof correction symbols
Working With Other People	Planning for editing and writing with others Document review processes Applying fundamental feedback techniques (the SBI model) Facilitating good communication during the writing process
Polishing Your Writing	Key grammar problems for technical writers Creating cohesion using transitions Using parallel construction in sentences, lists and tables Applying the techniques you have learned throughout the course