

Introduction to technical authoring

Training course outline

Technical author training for newcomers, teaching core principles and writing techniques appropriate to user documentation.

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



Course summary

Provides a thorough grounding in technical authoring principles and writing styles appropriate to user documentation, covering:

- Knowing your audience.
- How to structuring your documents.
- Writing from a design.
- Skills of writing - 12 golden rules.
- Punctuation and grammar.
- Document layout.
- Reading and proof reading.

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.

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/itta.

Course syllabus

See over.

Course syllabus

Session	Topics
Introduction	Objectives Recommended reading list Why good writing is important and the costs of documentation
Know your audience	Understanding and prioritising the different categories of your audience, and handling different levels of reader Researching the basic tasks of your audience
How to structure your documents	Understanding which sections to include in your manuals and the order in which they should be placed
Write from a design	Using mind mapping techniques for designing a document Planning the content of your document before you start writing
Skills of writing – 12 golden rules	12 golden rules of writing to ensure a clear and concise style Using readability checking and testing techniques
Punctuation and grammar	Understanding the basics of punctuation and grammar Avoiding the six most frequently made errors that occur in writing
Document layout	Understanding the basics of layout and typesetting Formatting your document for maximum impact
Writing for the screen	Techniques for conveying your content for easy on-screen consumption
Reviewing and proof reading	Checking your documentation to ensure it is error free Using industry standard techniques for reviewing, rewriting and proof reading