

PREFERENCE[®] Writer Workshop



PREFERENCE® Writer Workshop

LENGTH: Two (2) Days

LOCATION: Customer Site

AUDIENCE: New PREFERENCE writers

PREREQUISITES: 3270 terminal keyboard skills

MAXIMUM CLASS SIZE: 6 Students

COST: \$6,000 US^(see note 1)

General Description

Introduces the capabilities of on-line reference. Covers the basic components of a reference volume: table of contents, index and reference information. Provides hands-on experience in creating an on-line reference volume. Explores the potential of hypertext links to improve volume accessibility. Examples of effective on-line documentation styles and standards are integrated into the class materials.

Objectives

Upon the completion of this course, students will be able to:

- Create table of contents
- Create index terms
- Customize a reference volume through the volume controls and profile
- Print a volume
- Navigate through a volume as a reader
- Write reference items
- Create hypertext links
- Create templates for use throughout the volume
- Create pop-up help windows

Workshop Outline

PREFERENCE Overview

- Volume structure
- Preference terminology
- Writer main menu functions
- Process for creating reference items

Indexing the Volume

- Index term rules
- Methods of indexing
- Improving/refining the index

Workshop Outline *(continued)*

Creating Titles

- Structuring reference materials
- Volume titles
- Chapter, topic, section titles

Writing Reference Materials

- Item selection menu
- Editing functions
- Action bar
- Moving between items
- View and option mode
- Embedded items
- Inserting, copying, moving and deleting items
- Creating global and local hypertext links
- Writing a preface, chapter abstract, and glossary
- Designing and creating pop-up windows
- Creating and maintaining template lists

Volume Profile and Controls

- Purpose of each section
- Methods of indexing
- Improving/refining the index

Print Options

- Page numbering
- Headers and footers
- Table of contents format
- Output to screen, paper, and disk file
- Recommended settings

Quality Assurance

- Reviewing table of contents
- Volume checklist
- Volume optimization, reorganization, and reassembly
- Testing navigation as a reader

Note 1: Fees are exclusive of instructor travel and lodging expenses. Upon completion of the training described herein, the Customer will be invoiced for the fees and all instructor travel and lodging expenses incurred with payment net 30 days.

Note 2: Time is built into the workshop to allow questions from the student audience. It is important to note that the instructor is responsible for maintaining the class schedule to ensure all items in the planned workshop are addressed. Answers to questions that are customer specific may be postponed until Pathlore's services organization is engaged by the customer to analyze the environment and application in order to formulate an effective response. If the customer is able to submit a set of questions to the instructor at least 3 business days prior to the scheduled class the instructor may be able to answer customer specific inquiries during the workshop.

About SumTotal Systems, Inc.

SumTotal Systems, Inc. is a leading provider of proven talent development solutions that automate and integrate learning, performance, and compensation management to drive business results on a daily basis. Our solutions strengthen and develop employee skills to accelerate time-to-market, close skill gaps, and reduce the risk of business disruptions. With more than 1,500 customers and 18 million users worldwide, we have increased performance at some of the world's best-known companies, organizations, and government agencies. Our category leadership and applied insight help us understand the critical success factors for businesses of all sizes. For more information, visit www.sumtotalsystems.com

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