Use a publishing chain to write structured content

Duration :2 days, or 4 half-days

The aim of the training course is to **learn how to use** the publishing chain to write, edit and publish content.

Price

€2,220 excluding VAT (€2,664 including VAT) for the training course.

Registration procedures and access period

Please contact us to arrange your session, either remotely or at your premises.

The lead time for organisation is approximately 1 month.

Prerequisites

Know how to use a computer for standard tasks.

To get the most out of the practical exercises, each trainee is asked to bring along existing documentation (in an editable electronic format) to be incorporated into the publishing chain: content, resources such as images and videos, etc.

For whom ?

Taget audience : Authors.

This training course is aimed at **authors** and **writers**, beginners and future users of the publishing solution.

Objectives

Know...

- The document model and understand its specificities.
- The terminology used in the publishing chain.
- The importance of fundamental items and the notion of content granularity.
- The different types of workspaces and the benefits of using them.

Know-how to...

- Create the fundamental items.
- Structure your content.
- Reuse and recombine items to create a new document.
- Add the appropriate tags in the text.
- Insert multimedia resources into the content and enrich them.
- Publish the various supports available and share them.
- Organise your workspace.
- Save time by using Scenari's advanced features (search engine, bookmarks, etc.).
- Organise content production using collaborative features: tasks, dynamic review, content localisation, access rights and roles, etc. (these features depend on the publishing chain used).

Programme

1 — Fundamentals

- Overview of the publishing chain (its features and structure),
- Connection to the application,
- Introduction to the user interface and fundamental concepts,
- Exploration of the fundamental items,
- Production and sharing of various types of documents.

Practical exercise: Creating a document outline.

2 — Writing and structuring

- Analysis of the document to be integrated: identification of the structure, semantic tags,
- Create an extract of the document,
- Detailed editing: write, use semantic tags, add binary resources, etc.
- Reorganise a document.

Practical exercise: Continuing the integration of the document.

3 — Advanced content management

- Create a new document,
- Tailoring your content,
- Workspace organisation,
- Know how to manage your items: search, bookmarks, bin.

Practical exercise: Re-editing the document.

4 — Understanding and using collaborative features

- Set up a review process,
- Manage the translation,
- Derivation and work layers: concept, use,
- Use tasks (depending on the publishing chain used),
- Understand and use collaborative features: lifecycle, review and annotation.

Practical exercise: Presentation of each trainee's progress on their project, followed by a discussion with the class.

Pedagogy and tools

Training principles

- The training is practice-oriented: hands-on learning through exercises.
- Terminology and concepts are introduced as the training progresses.
- The training is tailored to your needs; practical exercises are best carried out using **your own documentation project**.
- Sections that are not relevant to your purposes are removed, and in-depth study is carried out on the important ones.

Tools

- The open-source publishing chain, made available on a server during the training,
- The web conferencing system (for remote training),
- Learning portal, which brings together administrative and teaching documents as well as questionnaires (assessment, satisfaction, evaluation).

Training materials

- Slideshow,
- Trainee booklet in PDF format.

The documents are made available to trainees at the start of the course.

Animation

A trainer can assist **a maximum of eight trainees** during the training course.

Assessment

The skills acquired are assessed via an online questionnaire.