

## Use Dokiël to write technical or software documents

🕒 **Durée** : 2 days

The goal of the training is to **learn how to use** the technical and software document publishing chain, **Dokiël**<sup>1</sup> to design user manuals and a reference websites.

### Price

€2,220 excl. VAT (€2,664 incl. VAT) for the training.

### Registration methods and access deadline

Contact us to organize your session, either remotely or at your premises. The lead time for organization is approximately 1 month.

### Pré-requis

None

In order to take advantage of the manipulation exercises, each trainee is invited to prepare an existing document (in editable digital format) to transfer in Dokiël, as well as resources such as screenshots, graphs, videos...

### Pour qui ?

👤 **Public cible** : Authors.

This training is intended for technical **writers** of software editors, industrials, equipment manufacturers, computing management offices, support services... beginner users and Dokiël users-to-be.

### Objectifs

#### Know...

- Dokiël's logical and semantic document model.
- The vocabulary linked to the manipulation of the publishing chain.
- Understand the interest of fundamental items.
- The implementation modes of Dokiël (local, server) and their differences.
- The various types of workspaces and their interests.

#### Know-how to...

- Create the fundamental items of Dokiël (procedure, concept, screen, synoptic tree): when to use them and for what use?
- Create an user guide.
- Reuse, recombine the items to design a reference document and a new user guide.
- Wisely mark the text up to optimize the screenshots to do.
- Add multimedia resources in the content and enrich them.
- Publish the various supports available in Dokiël.
- Organize your workspace.
- Optimize your time by using Scenari advanced features (search engine, bookmarks...).
- Organize the document production with collaboratives features: tasks, dynamic proofreading, localizing the contents, access rights and roles,....

#### Are not studied during the training

- The use of on-site and remote training elements of Dokiël;
- The customization of skins and style guides of Dokiël, with SCENARistylér.

### Programme

#### 1 — Fundamentals

- Presentation of Dokiël (its features and structure),
- Setup and connection to the application,
- Presentation of the application ergonomics and basic concepts,
- Study of Dokiël fundamental items (concept, procedure, screen).

**Practical case:** Creation of a user guide outline.

#### 2 — Edition with Dokiël

- Analysis of the manual to digitize: identify Dokiël fundamental items in this content (intentional markup, procedures, concepts, etc.) and identify the structure elements,
- Create a part of the user manual: guide scenario, content input, adding concepts, procedures and screens,
- Publish and share,
- Structure your work environment,
- Detailed edition: write, use intentional tags, add binary resources,
- Reorganize a guide.

**Practical case:** Continuation of the guide digitization.

#### 3 — Advanced content management

- Design a reference document from items already created,
- Adapt your content: variables, conditions,
- Know how to manage your items: search, bookmarks, trash;

**Practical case:** Re-editorialization of the guide into a reference document.

#### 4 — Know and use the collaborative features

- Set up a proofreading process,
- Manage the translation,
- Derivation and work layers workspaces: concept, use,
- Use tasks.

**Practical case:** Presentation of each trainee's project progress and discussions with the class.

#### Addition of a 3rd day

A third day can also be added — following the use of Dokiël in real conditions for a few weeks — to go further and review the concepts and manipulations and/or to learn how to reuse fragments in a training scenario.

### Pédagogie et outils

#### Educational principles

- The training is focused on the practice: the manipulation of Dokiël through exercises.
- The terminology and concepts are introduced as the training progresses.
- The training is adjusted to your needs, the manipulation of Dokiël is done ideally on **your own document project**.

#### Tools

- The open source publishing chain Dokiël, accessible on a server made available for the duration of the training,
- The webconference system (for distance learning),
- Access to Learn portal, where administrative and pedagogical documents are centralized as well as questionnaires (positioning, satisfaction, evaluation).

#### Training materials

- Web slideshow,
- Trainee booklet in PDF format, including the course program and the details of the manipulations.

The documents are made available to the trainees at the beginning of the session.

#### Organization

A trainer can assist a **maximum of 8 trainees** during the training.

#### Assessment methods

The acquired skills are assessed via an online questionnaire.

1. <https://www.dokiël.eu/>