

Authoring using Arbortext Editor 6.1

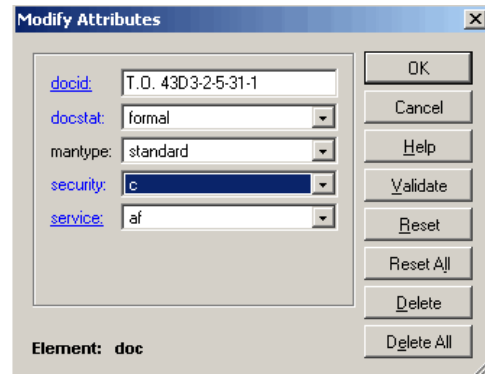
Overview

Course Code	TRN-4410-T
Course Length	3 Days

In this course, you will learn the basic and advanced editing operations of Arbortext Editor. The course emphasizes hands-on experience, interaction between student and instructor, and a solid foundation in the fundamental skills and commands of this structured authoring tool.

After completing this course, you will know how to open, save, and close new and existing documents in Arbortext Editor. You will learn how to perform basic edit operations, such as cut, copy, and paste. You will also learn how to find and replace text and markup. You will learn how to insert, change, and delete markup and text. You will learn how to insert graphics and symbols, create and insert text entities, and add, modify, and delete attribute values. You will also learn how to create and edit tables. You will learn how to use proofreading tools, such as the spelling checker and thesaurus. Additionally, you will learn how to use profiles. You will learn how to use Arbortext Editor's change tracking feature to track changes in your documents, and also learn how to compare changes between different versions of a document. Finally, you will learn how to use Arbortext Command Language to perform basic operations in Arbortext Editor.

At the end of each module, you will complete a set of review questions to reinforce critical topics from that module. At the end of the course, you will complete a course assessment in Pro/FICIENCY intended to evaluate your understanding of the course as a whole.



Course Objectives

- Use Arbortext Editor
- Edit text
- Insert and edit markup
- Assign attributes
- Insert special markup
- Create tables
- Author and edit management tools
- Preview and print documents

Prerequisites

- Basic computer skills in a Microsoft Windows computing environment
- Introduction to XML, DITA and Arbortext or Introduction to XML, DITA and Arbortext, or an equivalent amount of experience with XML and DITA

Audience

- This course is intended for authors/editors of technical information, technical and administrative support staff members, and individuals and organizations evaluating Arbortext Editor. People in related roles will also benefit from taking this course.

Agenda

Day 1

Module	1	Using Arbortext Editor
Module	2	Editing Text
Module	3	Inserting and Editing Markup

Day 2

Module	4	Assigning Attributes
Module	5	Inserting Special Markup
Module	6	Creating Tables

Day 3

Module	7	Authoring and Editing Management Tools
Module	8	Previewing and Printing Documents

Course Content

Module 1. Using Arbortext Editor

- i. Reviewing Arbortext Editor Window Components
- ii. Creating New Documents from Templates and Samples
- iii. Setting Preferences
- iv. Collapsing Element Content

Knowledge Check Questions

Module 2. Editing Text

- i. Using Generated Text
- ii. Using CopyPaste

Knowledge Check Questions

Module 3. Inserting and Editing Markup

- i. Arbortext Editor and Document Structure
- ii. Insert Markup Dialog Box
- iii. Quick Tag Menu
- iv. Insert Markup Toolbar Icon
- v. Application Toolbar
- vi. Context Checker or Parser

Knowledge Check Questions

Module 4. Assigning Attributes

- i. Defining Attributes
- ii. Modifying Attributes
- iii. Editing Attributes Inline in the Document Map
- iv. Understanding Cross-Referencing
- v. Benefits of Automatic Cross-Referencing
- vi. Creating Cross-References for Print

Knowledge Check Questions

Module 5. Inserting Special Markup

- i. Understanding Symbols
- ii. Text Entities
- iii. Understanding Referenced Files
- iv. Understanding Graphics Paths
- v. Understanding Graphic Formats
- vi. Understanding Graphic Linking

Knowledge Check Questions

Module 6. Creating Tables

- i. Reviewing the Components of a Table
 - ii. Using Table Models
 - iii. Understanding a Table Model
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- iv. Publishing Documents with Tables
- v. Table Editing

Knowledge Check Questions

Module 7. Authoring and Editing Management Tools

- i. Installing Language Dictionaries
- ii. Understanding Arbortext Editor Spelling Preferences
- iii. Understanding Change Tracking
- iv. Understanding Change Tracking Views
- v. Accepting and Rejecting Changes
- vi. Understanding Change Tracking Alerts
- vii. Comparing Two Documents
- viii. Understanding Profiling
- ix. Using the Macro Recorder
- x. Using the Save Application Feature
- xi. Checking Completeness

Knowledge Check Questions

Module 8. Previewing and Printing Documents

- i. Understanding How Publishing Works
- ii. Understanding the Preview Window
- iii. Using the Print Editor View Option
- iv. Using the Print Composed Option
- v. Understanding Touchup
- vi. Understanding Additional Publication Options

Knowledge Check Questions
