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RoboHelp X5 Course Outline

Description

This 3-day instructor-led training course covers the strategies and development process of designing a Help system. You will be introduced to the RoboHelp Office environment and create actual HTML-based Help projects, including creating context-sensitive WebHelp. You will also explore the single-sourcing capability of RoboHelp by generating cross-platform WebHelp, HTML Help and creating printed documentation.

Course Outline

Unit 1 – Introduction

- **Module 1 - Course Overview**
 - Welcome!
 - Course Goal
 - Course Outline
 - Assumptions
 - How To Use This Training Manual
 - How To Use The Training CD
 - What You Have Learned

- **Module 2 - Technology Overview**
 - Defining a Help System
 - Describing the Benefits of a Help System
 - Defining the Different Help Systems
 - Describing the Different Output Types
 - Describing the Basic Characteristics of All Output Types
 - Defining HTML
 - Defining HTML-Based Help
 - Defining Microsoft HTML Help
 - Defining Browser-Based Help
 - Defining XML
 - What You Have Learned

- **Module 3 - Planning a Help System**
 - About the Structure of a Help System
 - Communicating the Message
 - Planning Your Help System
 - Using the Systematic Approach
 - Analyzing Your Audience, Resource, and Constraints
 - Designing a Help System Prototype
 - Developing Your Help System
 - Implementing Your Help System
 - Evaluating the Effectiveness of Your Help System
 - What You Have Learned

Unit 2 – Application HTML Help Project

- **Module 4 - Starting a New Project**
 - Project Planning
 - Project Background
 - Creating a New HTML Help Project
 - Understanding the Help Authoring Environment
 - Working with the Tag List
 - Setting RoboHelp WYSIWYG as the Default Editor
 - Working with the WYSIWYG Editor
 - Creating a New Topic from the Toolbar
 - Checking Your Settings
 - Adding More Topics
 - What You Have Learned

- **Module 5 - Working with Files and Folders**
 - Project Scenario
 - Working with Folders
 - Opening and Closing Folders
 - Selecting Your Viewing Options
 - Importing HTML Files
 - Importing Microsoft Word Documents
 - Importing a Word Document
 - Importing FrameMaker Files
 - Creating Headers and Footers
 - About Topic Templates
 - Creating Topic Templates
 - Creating a Header/Footer for Topic Template
 - Applying Topic Templates
 - Creating a New Folder
 - Moving Files In and Out of Folders
 - Deleting Files
 - Importing More Topics
 - Organizing the Project Manager 3
 - Updating the Topics 3
 - What You Have Learned 3

- **Module 6 - Working with Styles**
 - Creating Style Sheets
 - Best Practice for Using Styles
 - Creating a New External Style Sheet
 - Defining Styles
 - Creating a New Style
 - Attaching a Style Sheet to Several Topics
 - Using Embedded Styles
 - Using Inline Styles
 - Adding Numbered and Bulleted Lists
 - Formatting with Inline Styles
 - Spell Checking Your Topic
 - Practice
 - Previewing Topics
 - Advanced Practices
 - What You Have Learned

- **Module 7 - Creating Basic Links**
 - Linking Topics
 - Project Update
 - Dragging and Dropping to Insert Links
 - Viewing Hyperlinks
 - Testing Hyperlinks
 - Dragging and Dropping More Topics
 - Advanced Practices
 - What You Have Learned

- **Module 8 - Adding a Table of Contents**
 - Creating a Table of Contents
 - Adding Books to the TOC
 - Adding Pages to the TOC
 - Dragging and Dropping Pages into the TOC
 - Rearranging Books and Pages
 - Automatically Creating TOCs
 - Using Right-Click Menu to Update TOC
 - Dragging and Dropping a TOC Page into WYSIWYG Editor
 - Describing the Merged Help System Feature
 - Advanced Practices
 - What You Have Learned

- **Module 9 - Generating an HTML Help Layout**
 - Project Update
 - Defining Primary Layouts and Single Source Layouts
 - Generating Microsoft HTML Help Layouts
 - Customizing the TOC
 - Viewing Your HTML Help Primary Layout
 - Using the Output View Pane
 - Resolving Broken Links
 - Generating Your Revised Layout
 - Practice
 - What You Have Learned

- **Module 10 - Adding Media**
 - Adding Images to Topics
 - Dragging and Dropping Images
 - Adding Horizontal Lines
 - Using the ReSize Tool
 - Inserting a Resized Image
 - Practice
 - About RoboDemo
 - Inserting a RoboDemo Movie
 - What You Have Learned

- **Module 11 - Creating an Index**
 - Indexing Guidelines
 - Strategies for Indexing
 - Adding Index Keywords Using the Index Designer
 - Adding Index Keywords Using the Right-Click Menu
 - Automatically Creating Indexes
 - Building a Custom Phrase List
 - Building an "Always Ignore" List
 - Confirming Keywords for Each Topic
 - Automatically Adding Keywords
 - Viewing the Index
 - Options while Smart Indexing
 - Creating Multi-Level Index Entries
 - Manually Sort the Index
 - Arranging Keywords with Toolbar Buttons
 - What You Have Learned

- **Module 12 - Project Review and Distribution**
 - Generating Your HTML Help Primary Layout
 - Preparing for Reports
 - Viewing and Printing Reports
 - Backing Up Your Project
 - Distributing Online Help
 - Distributing Microsoft HTML Help
 - What You Have Learned

- **Module 13 - Generating Printed Documentation**
 - About Single-Source Technology
 - Planning for Printed Documentation
 - Opening an Existing Project
 - Creating Printed Documents
 - Creating a Duplicate Layout
 - Generating a PDF Document
 - Generating Multiple Layouts
 - What You Have Learned
 - Project Completion

Unit 3 - WebHelp Project

- **Module 14 - Updating a WebHelp Project**
 - About Your HTML and WebHelp Projects
 - Project Background
 - Opening an Existing WebHelp Project
 - Confirming Primary Layout is WebHelp
 - Creating Folders
 - Creating a New Topic
 - Importing HTML Files
 - Importing Word Documents
 - Importing FrameMaker Files
 - Assigning a Default Topic
 - Generating Your WebHelp Layout
 - What You Have Learned

- **Module 15 - Customizing Your WebHelp Project**
 - Creating a Font Set
 - Creating a New Style Sheet
 - Applying the Style Sheet to All Topics
 - Updating a Style Sheet
 - On-the-Fly Style Creation
 - Advanced Practices
 - What You Have Learned

- **Module 16 - Adding Navigation**
 - Project Update
 - Creating a TOC
 - Creating an Index
 - Creating a WebHelp Glossary
 - What Makes a Successful Glossary?
 - Strategies for Creating Online Glossaries
 - Navigating the Glossary Designer
 - About the Glossary Designer and Glossary Hotspot Wizard
 - Adding and Defining Glossary Terms
 - Adding Expanding Glossary Hotspots Using the Glossary Hotspot Wizard
 - Viewing Expanding Glossary Hotspots
 - Automatically Removing Expanding Glossary Terms from Topics
 - Manually Removing Expanding Glossary Text from Topics
 - Generating Your WebHelp Layout
 - Practice and Advanced Practices
 - Spell Checking the TOC
 - Viewing Reports
 - What You Have Learned

- **Module 17 - Adding Bookmarks and an Image Map Hotspot**
 - Creating Bookmarks
 - Creating a Back-to-Top Bookmark
 - Creating a Frameset
 - Creating Bookmarks for Frameset
 - Linking a Custom Frameset
 - Viewing a Custom Frameset
 - Creating an Image Map Hotspot
 - What You Have Learned 3

- **Module 18 - Finishing Touches**
 - Project Update
 - Inserting a Table into a Topic
 - Working with Tables
 - Working with Bullets and Lists
 - Creating Links to Your Topics
 - Creating Skins
 - Generating WebHelp with Skins
 - Practice
 - Generating FlashHelp with Skins
 - Advanced Practices
 - What You Have Learned

- **Module 19 - Using Conditional Build Tags**
 - About Conditional Build Tags
 - Planning for Conditional Build Tags
 - Creating New Conditional Build Tags
 - Applying Conditional Build Tags to Topic Content
 - Previewing Conditional Text
 - Applying Conditional Build Tags to Topic Level
 - Verifying Conditional Build Tag Properties
 - Defining Conditional Build Tag Expressions
 - Combining Build Tags with Layouts
 - Setting Your Primary Layout
 - Practice
 - What You Have Learned

- **Module 20 - Distributing Cross-Platform Help Projects**
 - Spell Checking Your Entire Project
 - Defining WebHelp
 - Defining WebHelp's Accessibility
 - Generating Section 508 Compliant WebHelp
 - Publishing a WebHelp Layout
 - Republishing a WebHelp Layout
 - Distributing WebHelp
 - What You Have Learned

- **Module 21 - Creating Context-Sensitive WebHelp**
 - Creating Cross-Platform Context-Sensitive Help
 - Using Context-Sensitive Help Guidelines
 - Introducing the Electronic Timecard.htm
 - Creating Context-Sensitive WebHelp
 - Creating a Map File
 - Creating Map IDs
 - Creating a Custom Window
 - Copying Your WebHelp Project
 - Viewing the Source Code
 - Calling a WebHelp System from an HTML Page
 - Calling a Single Context-Sensitive Topic from an HTML Page
 - Using the Context-Sensitive Help Test Tool
 - What You Have Learned

- **Module 22 - Working With RoboHelp Office Pro**
 - Using RoboHelp Office Pro
 - Understanding the Process
 - Defining RoboEngine
 - Defining the RoboEngine Configuration Manager
 - Overview of Tasks
 - Setting the Primary Layout to WebHelp Pro
 - Connecting Your Project to the Engine
 - Publishing a Project to the Engine
 - Merging Projects
 - Accessing Reports
 - Viewing Reports
 - Accessing the Merged Projects
 - Testing the Natural Language Search
 - Entering More Questions for Natural Language Search
 - Working with Synonyms
 - Republishing a Project to the Engine
 - Changing the Configuration Manager
 - Testing the Natural Language Synonym Editor 3
 - What You Have Learned 3
 - Project Completion 3

Unit 4 - Standalone HTML Help Project

- **Module 23 - Updating an Online Information Project**

- Project Background
- Opening an Existing HTML Help Project
- Changing Window Properties
- Changing the Window Caption
- Adding a New Topic
- Adding a Jump Button
- Creating Folders
- Importing Files
- Accessing the TOC
- Creating Books With No Links
- Dragging Topics to Create Pages
- Adding Related Topics Link Controls
- See Also Overview
- Implementing See Also Feature
- See Also versus Related Topics
- Adding See Also Keywords in the Index Designer
- Associating Topics With the See Also Keywords
- Adding See Also Controls to Topics
- Viewing Your Project
- Duplicating See Also Controls 3
- Viewing Your Updated Project 3
- Practice 3
- Advanced Practices 3
- What You Have Learned 3

- **Module 24 - Adding Effects**

- Project Update
- Adding Dynamic HTML to an Image
- Practice
- Adding Dynamic HTML to Text
- Practice
- Adding Popups
- Adding Text-Only Popups to Topics
- Practice
- Adding Popup Links to Topics
- Resizing Popup Links to Topics
- Creating a Drop-Down Hotspot
- Creating Image Maps
- Using Advanced DHTML Features
- Adding a Positioned Text Box
- Using Triggers and Targets to Create DHTML
- Adding Sounds to Topics
- Advanced Practices 3
- What You Have Learned 3

- **Module 25 - Creating Browse Sequences**
 - Defining Browse Sequences
 - Planning for Browse Sequences
 - Updating Window Properties
 - Automatically Creating Browse Sequences
 - Manually Creating Browse Sequences
 - What You Have Learned

- **Module 26 - Working With Version Control**
 - Project Background
 - Describing the Benefits of Version Control
 - How Version Control Works
 - How Version Control Works in RoboHelp
 - Describing Strategies for Multi-Author Projects
 - Using the Version Control Toolbar
 - Adding a Project to Version Control
 - Editing a Checked Out File
 - Checking In an Edited File
 - Showing the History of Files
 - Showing the Differences Between Files
 - Rolling Back to a Previous Version of a File
 - What You Have Learned
 - Project Completion
 - Class Completion

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