

Training Courses and Workshops

DITA Quick Start for Authors

Category: Authors

Level: Beginner

Duration: 2 days onsite or 4 three-hour webinar sessions (12 hours total)

Course Objective: After completing this workshop, you will:

- Be well grounded in the foundations of using DITA
- Have hands-on experience authoring DITA content and assembling topics into deliverables

Module	Duration	Description
DITA Introduction	3 hours	<ul style="list-style-type: none"> • Introduction to XML and Structured Authoring • Overview of DITA
DITA Overview	3 hours	<ul style="list-style-type: none"> • Topics: The Basic Information Types <ul style="list-style-type: none"> • Body elements • Domain elements • Structural elements for each topic type • Common attributes • Maps: Assembling Topics into Deliverables • Using Metadata • Examples and exercises
Moving Ahead with DITA	3 hours	<ul style="list-style-type: none"> • Linking methods: <ul style="list-style-type: none"> • Cross-references • Images • Related links • Relationship tables
Reusing Content with DITA	3 hours	<ul style="list-style-type: none"> • Levels of reuse • Content references (conref) • Conditionalization and filtering • Modularization using maps • Indirect addressing: keys and keyrefs

Advanced Bookmaps and Relationship Tables

Category: Authors, Information Architects
Level: Intermediate/Advanced
Duration: 1 webinar session (3 hours total)

Module	Duration	Description
Advanced bookmaps	1.5 hours	<ul style="list-style-type: none">• How bookmaps differ from ditamaps• Building a bookmap• Modularizing publications using submaps
Advanced relationship tables	1.5 hours	<ul style="list-style-type: none">• Setting up relationship tables in bookmaps

Introduction to Information Architecture

Category: Authors, Information Architects
Level: Beginner/Intermediate
Duration: 2 webinar sessions (6 hours total)

Module	Duration	Description
Introduction to IA: Part I		<ul style="list-style-type: none">• Information architecture for technical documentation• Role of the information architect• Content models and topic templates: determining best practices and tagging policy• Enforcing tagging policy• Writer's guidelines
Introduction to IA: Part II		<ul style="list-style-type: none">• Strategies for content reuse• Developing a reuse model• Developing a strategy for using conrefs for common text, variable text, etc.• Understanding subject classification

Migrating Legacy Content: Planning for Conversion

Category: Authors, Information Architects
Level: Beginner/Intermediate
Duration: 2 webinar sessions (3 hours total)

Module	Duration	Description
Understanding the conversion process	1.5 hours	<ul style="list-style-type: none">• Conversion process• Mapping legacy content to DITA structure, elements and attributes
Preparing your content	1.5 hours	<ul style="list-style-type: none">• Developing pre-conversion steps• Developing post-conversion steps

Managing Documentation Projects using DITA

Category: Authors, Information Architects
Level: Intermediate/Advanced
Duration: 2 webinar sessions (4 hours total)

Module	Duration	Description
Part I	2 hours	<ul style="list-style-type: none">• Best practices for creating and managing large projects<ul style="list-style-type: none">• Folder structure• Bookmaps and submaps• Modularizing relationship tables
Part II	2 hours	<ul style="list-style-type: none">• Building bookmaps that effectively single-source to multiple formats