

Topic-based Authoring for Training

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About This Presentation

- ▶ This presentation assumes a basic understanding of:
 - ▶ Conditional text
 - ▶ Cross references
 - ▶ Training documentation terms
- ▶ Software instructions are for MadCap Flare 2018, but similar results may be achieved using other programs.

What We'll Cover

- ▶ Overview of topic-based authoring.
- ▶ Content re-use for training:
 - ▶ Multiple outputs
 - ▶ Multiple audiences
- ▶ Advanced tool functionality:
 - ▶ Auto-populating answer key
 - ▶ Margin notes

Topic-based Authoring

AN OVERVIEW

Topic-based Authoring Overview

- ▶ Authors create a library of complete topics.
- ▶ Authors draw from that library for each output and audience.
- ▶ Content becomes modular; export to various outputs:
 - ▶ Handouts
 - ▶ Manuals
 - ▶ Tests
 - ▶ Websites

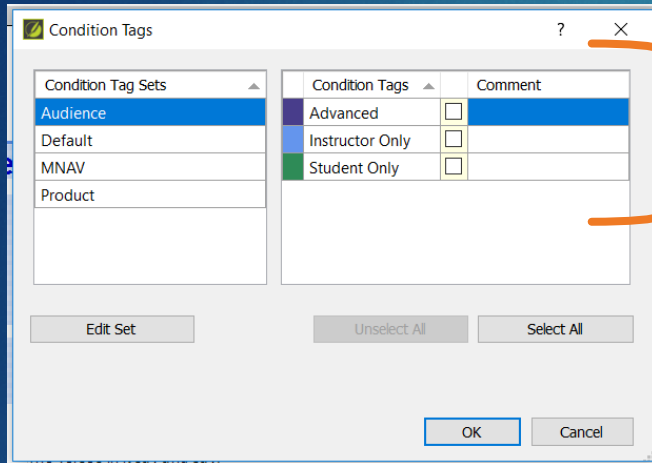
Content Re-use

OUTPUTS, AUDIENCES, AND MORE

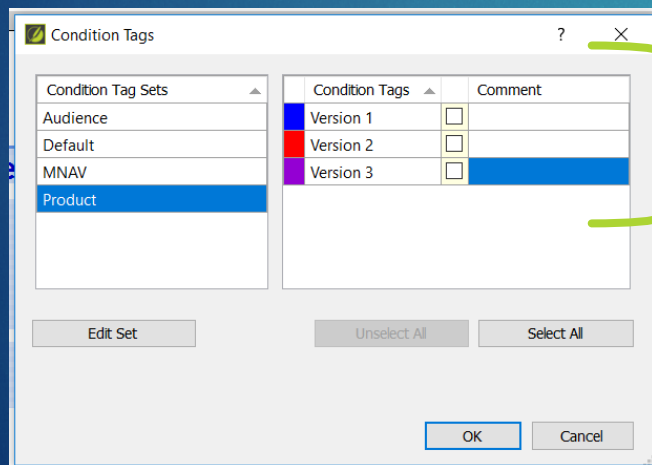
Content Re-use: Training

- ▶ Content is easily re-used:
 - ▶ User and training documents
 - ▶ Documents for different versions of a products
 - ▶ Different types of training documents
 - ▶ Training documents for different audiences

Choose Your Audience



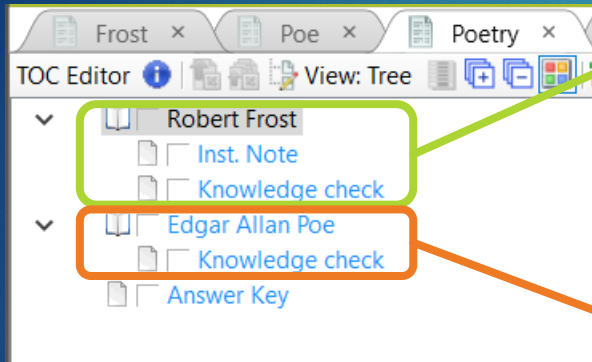
- Untagged text applies to all audiences.
- Instructor Only can be combined with Advanced (or similar).
- Student/Instructor tags (or similar opposites) cannot be combined.



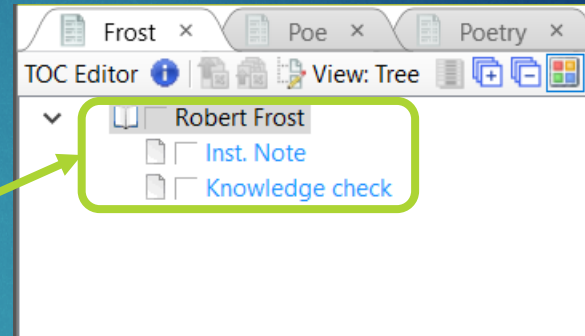
- Untagged text applies to all versions.
- Any version can be combined with any Audience tag(s).

Choose Your Output

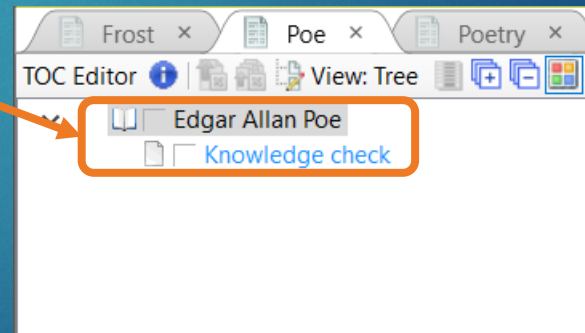
Training Manual



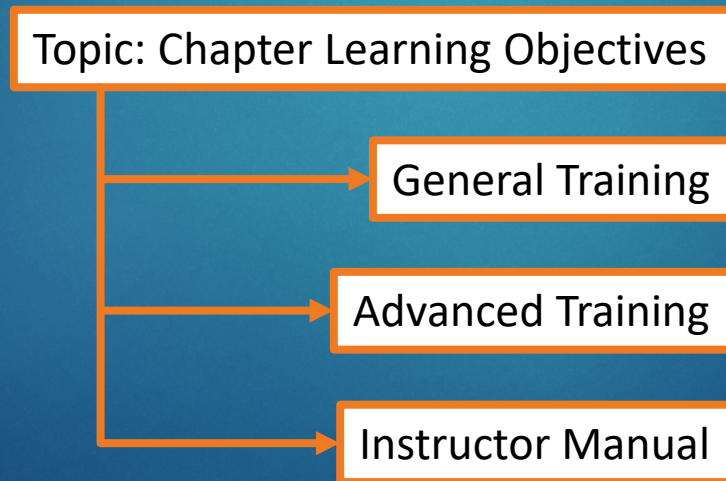
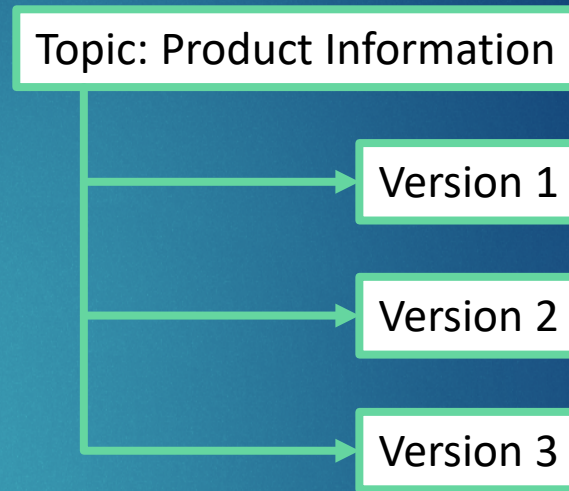
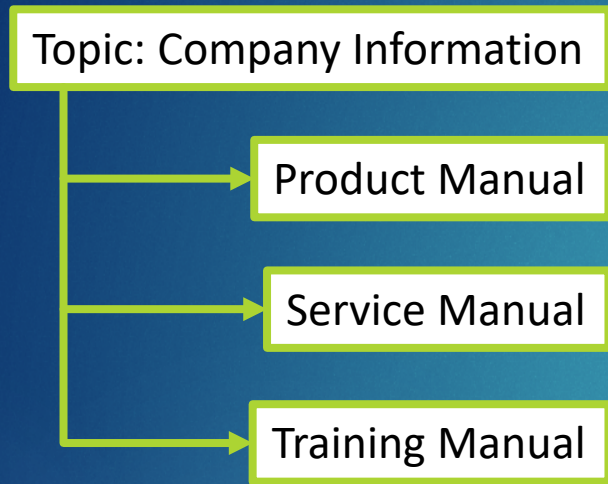
Frost Only Handout



Poe Only Handout



Content Re-use Examples





Margin Notes

ADD NOTES BESIDE YOUR CONTENT

Margin Notes Overview

- ▶ Create notes outside the running text to call out:
 - ▶ Instructor notes
 - ▶ Activities
 - ▶ Important quotes
 - ▶ Other information
- ▶ Placing the notes in the margin keeps them outside the flow of the content.
- ▶ Achieved with page layout design and styles.

Margin Notes Examples

2 *Edgar Allan Poe*

Inst. Note



The Raven

Once upon a midnight dreary, while I pondered, weak and weary,
Over many a quaint and curious volume of forgotten lore—

The Raven was first published in 1845.

While I nodded, nearly napping, suddenly there came a tapping,
As of some one gently rapping, rapping at my chamber door.
‘Tis some visitor,” I muttered, “tapping at my chamber door—

Provide extra content for instructors

Edgar Allan Poe | Knowledge check

Knowledge check

Review

Review the chapter.



When did the events of The Raven occur?

Once upon a midnight dreary.

What did I find when I opened wide the door?

Answer each of the questions.

Darkness there and nothing more.

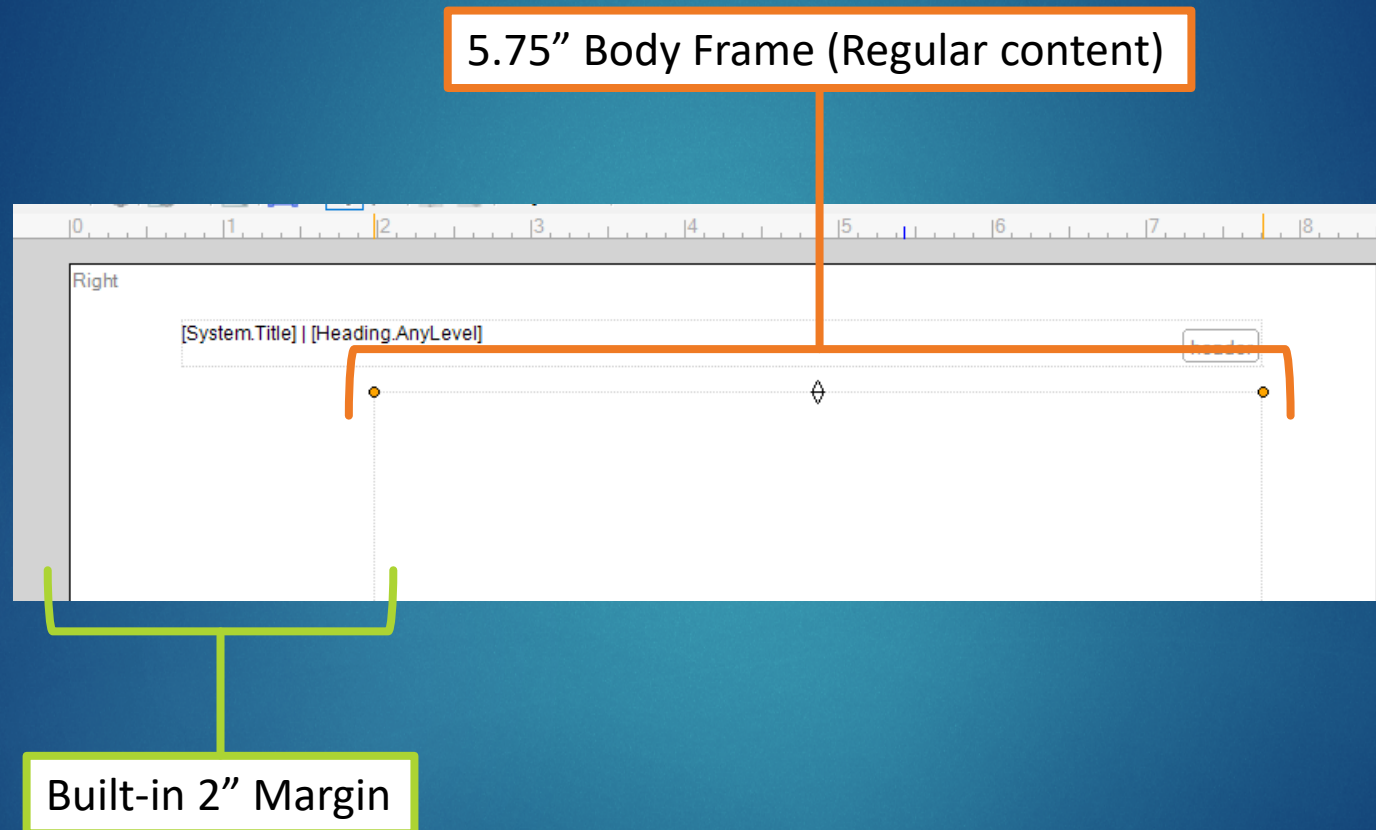
Upon whose bust did the raven perch?

Upon a bust of Pallas just above my chamber door.

What did the raven say?

Call out tests and activities for learners.

Margin Notes: Page Layout



Margin Note Styles: Heading

Set *border-top* settings to create the top border line.

Medium: print
h2.InstructorNote

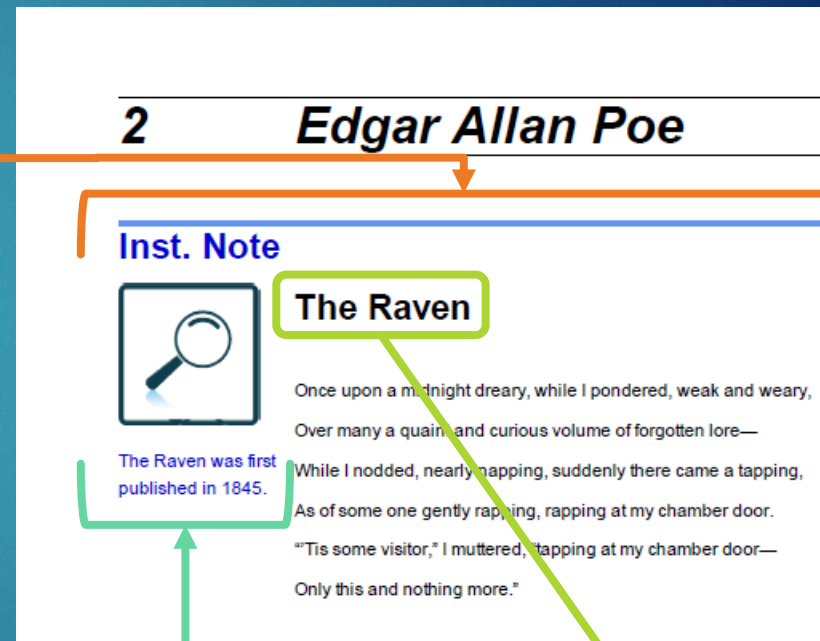
border-style:	<input type="text"/>	...
border-top:	<input type="text" value="solid 3px #6495ed"/>	...
border-top-align:	<input type="text"/>	...
border-top-color:	<input type="text" value="#6495ed"/>	...
border-top-left-radius:	<input type="text"/>	...
border-top-length:	<input type="text"/>	...
border-top-right-radius:	<input type="text"/>	...
border-top-style:	<input type="text" value="solid"/>	...
border-top-width:	<input type="text" value="3px"/>	...
border-width:	<input type="text"/>	...

Medium: print
h2.InstructorNote

Border

Box

clear:	<input type="text"/>	...
float:	<input type="text"/>	...
height:	<input type="text"/>	...
margin:	<input type="text" value=".75em 0"/>	...
margin-bottom:	<input type="text" value=".75em"/>	...
margin-left:	<input type="text" value="-1.25in"/>	...
margin-right:	<input type="text" value="0"/>	...
margin-top:	<input type="text" value="0pt"/>	...
padding:	<input type="text"/>	...
padding-bottom:	<input type="text"/>	...



Style based on *h2*

Set *margin-left* to -1.25"

Margin Note Styles: Image

Medium: print
p.SideBar

Box

clear:		▼
float:		▼
height:		...
margin:	1.12em 0	...
margin-bottom:	1.12em	...
margin-left:	-1.25in	...
margin-right:	0	...
margin-top:	1.12em	...
padding:		...


Style based on *p*

Set *margin-left* to -1.25"

Image sized to 1" wide

2 **Edgar Allan Poe**

Inst. Note



The Raven was first published in 1845.

The Raven

Once upon a midnight dreary, while I pondered, weak and weary,
Over many a quaint and curious volume of forgotten lore—
While I nodded, nearly napping, suddenly there came a tapping,
As of some one gently rapping, rapping at my chamber door.
‘Tis some visitor,” I muttered, “tapping at my chamber door—
Only this and nothing more.”

Margin Note Styles: Notes

Style based on *p*

```
<body>
  <h1 class="ChapterTitle" MadCap:autonum="1">Ed
  <h2 class="InstructorNote" MadCap:conditions="
  <p class="SideBar" MadCap:conditions="Audience
    
  </p>
  <div style="width: 1.25in;height: 1in;">
    <p class="InstructorNote" MadCap:conditions
  </div>
  <p class="ActivityOverride">#100,</p>
  <h4>The Raven</h4>
```

In the text editor, place a *div style* around the note. This acts like a text box.

2 *Edgar Allan Poe*

Inst Note



The Raven was first published in 1845.

The Raven

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Over many a quaint and curious volume of forgotten lore—
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As of some one gently rapping, rapping at my chamber door.
‘Tis some visitor,” I muttered, “tapping at my chamber door—
Only this and nothing more.”

Margin Note Styles: Override

Medium: print
h2.Override

Box


clear:	<input type="text"/>
float:	<input type="text"/>
height:	<input type="text"/>
margin:	<input type="text" value=".75em 0"/>
margin-bottom:	<input type="text" value=".75em"/>
margin-left:	<input type="text" value="0in"/>
margin-right:	<input type="text" value="0"/>
margin-top:	<input type="text" value="-2.5in"/>
padding:	<input type="text"/>

Set *margin-top* to -2.5"
This measurement will vary depending on the height of your notes.

Style based on *h2*
Base style will vary depending on your needs.

2 **Edgar Allan Poe**

Inst. Note

 **The Raven**


The Raven was first published in 1845.

Once upon a midnight dreary, while I pondered, weak and weary,
Over many a quaint and curious volume of forgotten lore—
While I nodded, nearly napping, suddenly there came a tapping,
As of some one gently rapping, rapping at my chamber door.
‘Tis some visitor,” I muttered, “tapping at my chamber door—
Only this and nothing more.”

Margin Note Styles: Override

Robert Frost |

Inst. Note



In a Disused
Graveyard was first
published in 1923.

↑


Override style
eliminates this
blank space.

In a Disused Graveyard

The living come with grassy tread
To read the gravestones on the hill;
The graveyard draws the living still,
But never any more the dead.

Robert Frost | 1 Robert Frost

Inst. Note



In a Disused
Graveyard was first
published in 1923.

In a Disused Graveyard

The living come with grassy tread
To read the gravestones on the hill;
The graveyard draws the living still,
But never any more the dead.

The verses in it say and say:
'The ones who living come today
To read the stones and go away
Tomorrow dead will come to stay.'

So sure of death the marbles rhyme,
Yet can't help marking all the time
How no one dead will seem to come.



Auto-populating Answer Key

UPDATES WITH MINIMAL MAINTENANCE

Auto-populating Answer Key Overview

- ▶ This process works best for printed training manuals.
- ▶ Student and Instructor versions share content within the same project file.
- ▶ Student book shows blanks, allowing students to write in their answers.
- ▶ Instructor book shows all answers throughout the book.
- ▶ The answer key should auto-populate with changes from activities and tests, to minimize maintenance.
- ▶ If answers are conditioned out for students, they also disappear in the answer key.

Create the Activity or Test

The screenshot shows a quiz interface with three questions. Each question has a text input field for the answer. The interface is divided into three sections by horizontal lines. The first section contains the question 'When did the events of The Raven occur?' and the answer 'Once upon a midnight dreary.'. The second section contains the question 'What did I find when I opened wide the door?' and the answer 'Darkness there and nothing more.'. The third section contains the question 'Upon whose bust did the raven perch?' and the answer 'Upon a bust of Pallas just above my chamber door.'. The fourth section contains the question 'What did the raven say?' and the answer 'Quoth the Raven "Neve more."'. The callouts point to the following elements:

- Table (bottom line only):** Points to the bottom line of the first question's answer field.
- "Question" style:** Points to the question text 'Upon whose bust did the raven perch?'.
- "Answer" style:** Points to the answer text 'Quoth the Raven "Neve more."'

Review the chapter.

When did the events of The Raven occur?

Once upon a midnight dreary.

What did I find when I opened wide the door?

Darkness there and nothing more.

Upon whose bust did the raven perch?

Upon a bust of Pallas just above my chamber door.

What did the raven say?

Quoth the Raven "Neve more."

Add Activities to Answer Key

Review the chapter.

When did the events of The Raven occur?

Once upon a midnight dreary.

What did I find when I opened wide the door?

Darkness there and nothing more.

Upon whose bust did the raven perch?

Upon a bust of Pallas just above my chamber door.

What did the raven say?

Quoth the Raven "Nevermore."

Copy activity from chapter.

Paste into answer key.
This maintains the table layout.

Edgar Allan Poe

When did the events of The Raven occur?

Once upon a midnight dreary.

What did I find when I opened wide the door?

Darkness there and nothing more.

Upon whose bust did the raven perch?

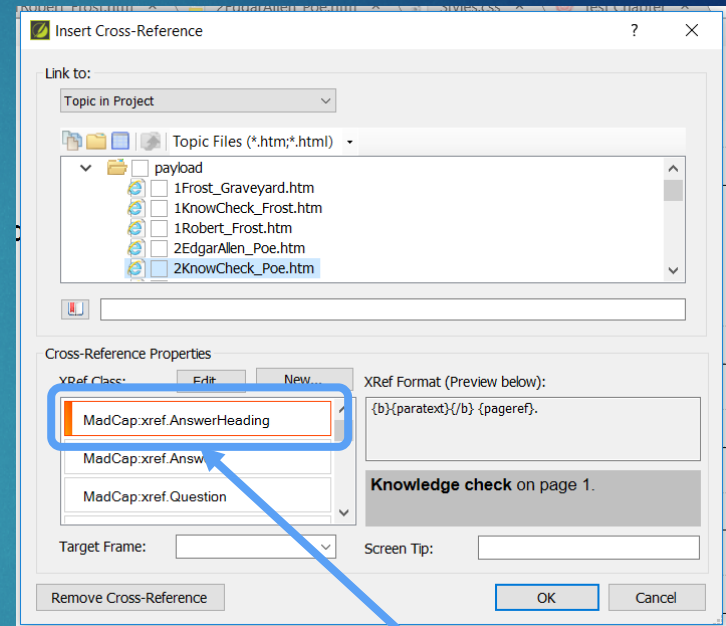
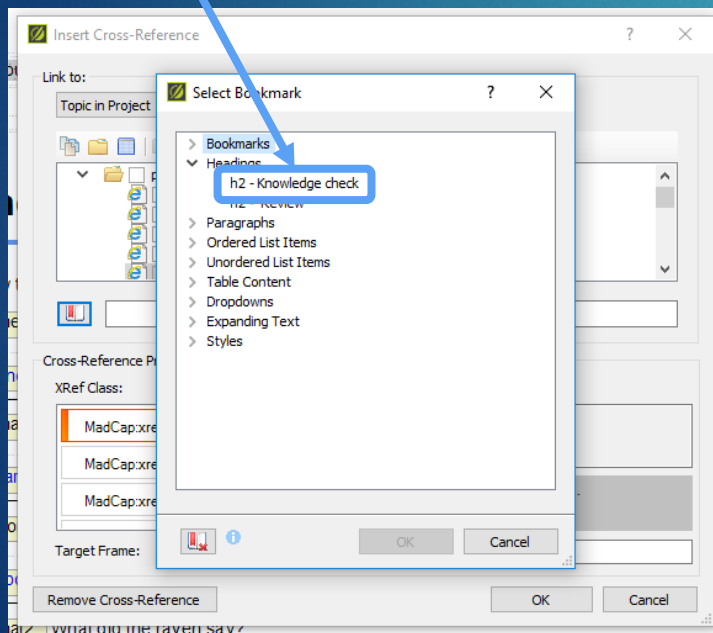
Upon a bust of Pallas just above my chamber door.

What did the raven say?

Quoth the Raven "Nevermore."

Link Activity Name and Page

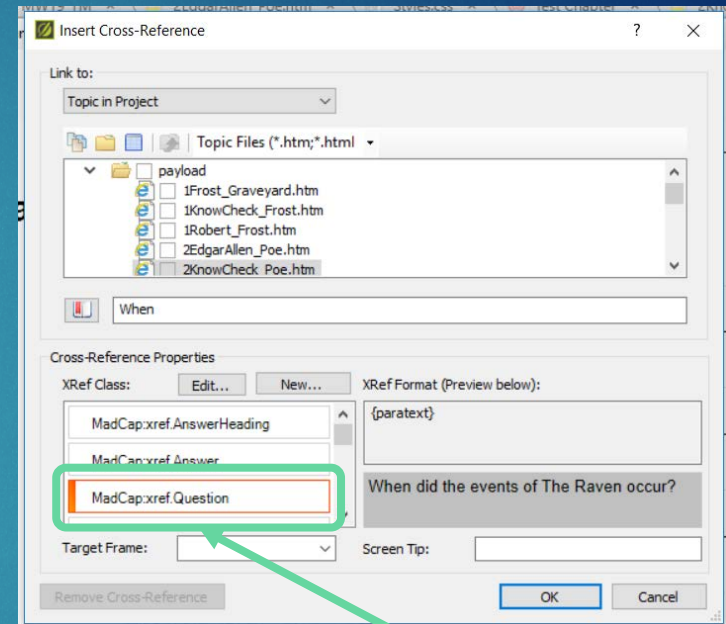
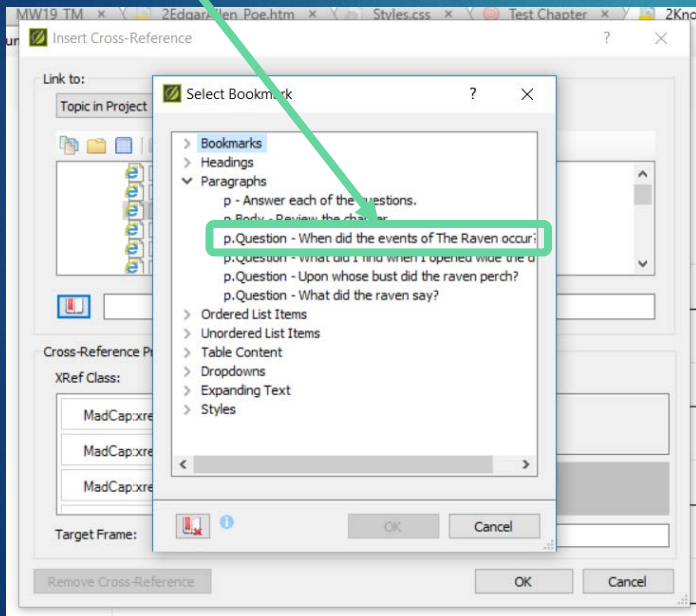
Select activity title.



Use cross-reference style to display heading and page number as plain text.

Link Questions

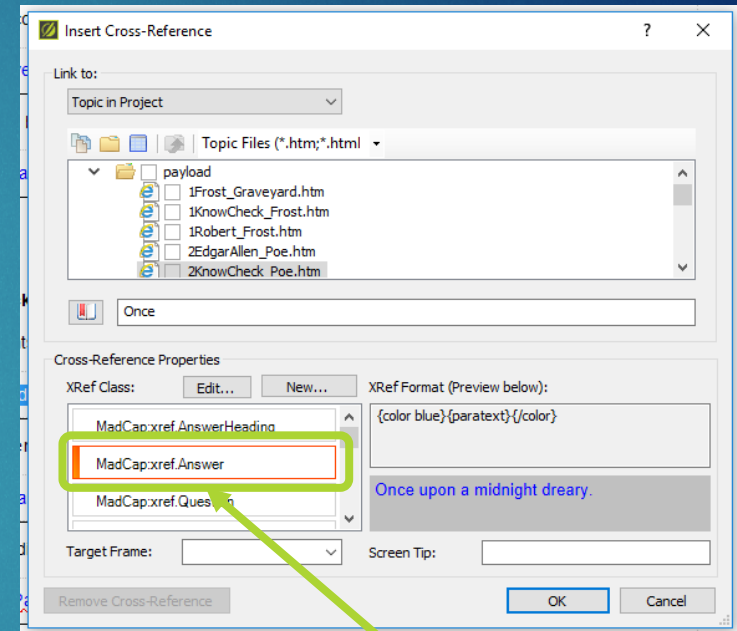
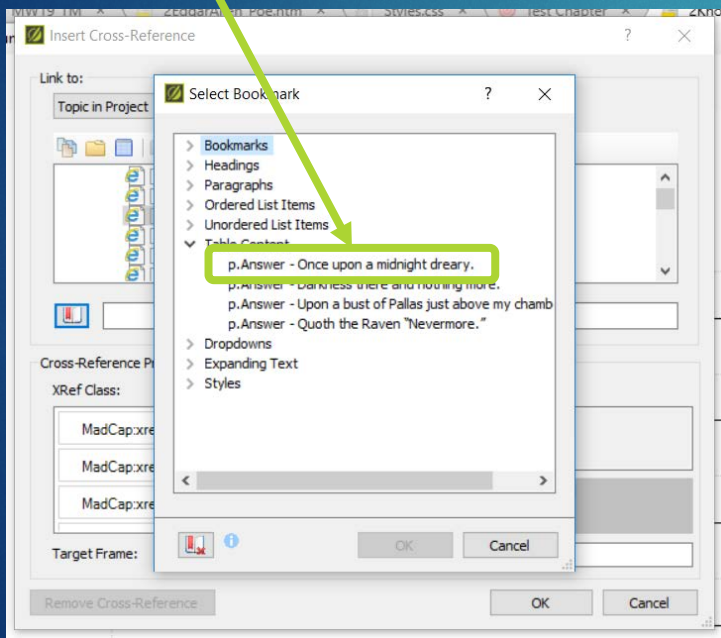
Select the question.



Use cross-reference style to display question as plain text.

Link Answers

Select the answer.



Use cross-reference style to display answer as plain text, colored to stand out.

11



Questions?

Your opinion is important to both the speaker and the Summit!

Please post your feedback about this session using the AttendeeHub app.