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: Training

Content is easily re-used:

- User and training documents
- Documents for different versions of a product
- 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

**Topic: Company Information**
- Product Manual
- Service Manual
- Training Manual

**Topic: Product Information**
- Version 1
- Version 2
- Version 3

**Topic: Chapter Learning Objectives**
- General Training
- Advanced Training
- Instructor Manual
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

The Raven was first published in 1845.

Provide extra content for instructors

Knowledge check

Review

- 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?

Call out tests and activities for learners.
Margin Notes: Page Layout

5.75” Body Frame (Regular content)

Built-in 2” Margin
Margin Note Styles: Heading

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

Set `margin-left` to -1.25”

Style based on `h2`
Margin Note Styles: Image

Set `margin-left` to -1.25”

Image sized to 1” wide

Style based on `p`
In the text editor, place a `div style` around the note. This acts like a text box.
Margin Note Styles: Override

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

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

Edgar Allan Poe

The Raven

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

The Raven was first published in 1845.
Margin Note Styles: Override

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.

Some 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

Table (bottom line only)

“Question” style

“Answer” style

Once upon a midnight dreary.

Upon whose bust did the raven perch?

Upon a bust of Pallas just above my chamber door.

Quoth the Raven "Nevermore."
Add Activities to Answer Key

Copy activity from chapter.

Paste into answer key. This maintains the table layout.
Link Activity Name and Page

Select activity title.

Use cross-reference style to display heading and page number as plain text.
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.
Instructor v. Student Books
Questions?

Your opinion is important to both the speaker and the Summit!
Please post your feedback about this session using the AttendeeHub app.