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DITA IMMERSION WORKSHOP



*Training By
Method M*

Getting Up to Speed With DITA

This workshop will equip you to evaluate, plan and start implementing the Darwin Information Typing Architecture (DITA).

DITA Immersion Workshop

GETTING UP TO SPEED WITH DITA

TARGET AUDIENCE

This workshop is meant for technical writers, editors, information architects, and managers of technical documentation groups.

WHAT YOU WILL LEARN

Fundamentals

- The topic-based paradigm.
- Key DITA concepts: topics and maps, reuse and conditions, filtering and variables, publishing.

Technical Skills, How to...

- Author topic-based, well-structured technical information.
- Reuse content using components and content references.
- Organize content using DITA Maps.
- Publish content using the DITA Open Toolkit.
- Conditional text – publish personalized content with “just enough” information.

Best Practices

- Planning – what practical steps are needed for successful DITA implementation?
- Bare bones writing (“minimalism”).
- Just enough information.
- Specialization – when to adapt DITA (or not adapt) to local requirements.
- Standards, standards, standards.

Analysis and Evaluation

- How to determine if DITA makes sense for your needs.
- How to quantify the business benefits that DITA offers your organization.

WORKSHOP LEARNING MODULES

Fundamentals

The topic-based paradigm.

The Darwin Information Typing Architecture (DITA) separates authoring of content from the context within which that content is provided to its audience. Information is authored in discrete, typed topics. DITA maps are used separately to model the information architecture, to identify the topics needed, control topic reuse, and to apply additional context like links between topics - all without editing the topic files.

Topic-based architectures differ from books dramatically. Brief review of the costs and benefits of moving to a topic-based environment

Key DITA concepts.

Provide a high-level understanding of the technical terminology and structure of DITA. Each of the major technical concepts of DITA will be presented and reinforced in the other parts of the workshop.

Technical Skills, How to...

IN THIS MODULE WE WILL STEP THROUGH EACH OF THE SKILLS USING AN XML EDITOR. THE EMPHASIS WILL BE ON THE STEP AND THE FUNDAMENTALS, NOT ON THE TRICKS OF THE SPECIFIC XML EDITOR. THIS MODULE ACCOUNTS FOR THE BULK OF THE TIME SPENT DURING THE WORKSHOP.

Authoring content

- Create new topics.
- Insert subtopics.
- Insert task step components.

Reuse content using components and content references.

- Create a re-usable component.
- Insert a re-usable component. You insert a reference to content that you have previously created and saved as a re-usable component.
- Insert a content reference. You insert a reference to any DITA element.

Organize content using DITA Maps.

- Create a new map
- Create and insert a new topic
- Insert an existing topic
- Edit an existing map.
- Set relationships between topics in a map.

Publish content using the DITA Open Toolkit.

Use the DITA Open Toolkit to transform our content into output deliverables. Time permitting; we will generate multiple output deliverables, such as: XHTML, PDF, RTF, HTML Help (CHM), Java Help and Eclipse Help. We will discuss publishing from DITA to Adobe FrameMaker and DocBook.

Conditional text – publish personalized content with “just enough” information.

We will apply conditions and then create multiple unique outputs using conditional text from just one set of source content. Conditions applied will be based on:

- Audience
- Platform
- Product variant.

Special issues

- Defining sequence relationships between topics.
- Setting parent-child and sibling relationships between topics.
- Relationship tables.
- Using third-party tools to publish PDF, HTML and help content.

Best Practices**Planning – what practical steps are needed for successful DITA implementation?**

- Getting your ducks lined up outside your department.
- Getting your ducks lined up inside your department.

Bare bones writing (“minimalism”).

- Why DITA needs bare bones.
- Why bare bones is effective.
- How does bare bone writing affect productivity?

Just enough information.

- Why just enough information?
- Providing personalized information packets.
- The expression of reuse.
- How to plan for just enough information.

Specialization – when to adapt DITA (or not adapt) to local requirements.

- What is specialization?
- How can specialization meet your special requirements?
- When to specialize?
- Boil the ocean – or not?

Standards, standards, standards.

- What is the DITA Open Toolkit?
- Components of the DITA Open Toolkit.

Analysis and Evaluation

THE AMOUNT OF TIME AND ENERGY DEVOTED TO THIS MODULE DEPENDS ON THE INTEREST OF THE PARTICIPANTS IN EACH WORKSHOP. FOR WORKSHOPS WHERE THE PARTICIPANTS ARE ALREADY COMMITTED TO DITA, VERY LITTLE TIME WILL BE SPENT ON LEARNING HOW TO BUILD THE BUSINESS CASE FOR DITA.

How to determine if DITA makes sense for your needs.

- When does the topic-based paradigm make sense.
- How to gauge the triple V effect.

How to quantify the business benefits that DITA offers your organization.

- Building the business case.
- Quantifying ROI.
- Review a sample business case.
- Why move to a standard architecture.
- What does open source mean for DITA and for you?
- Common questions and issues that arise.

REGISTRATION AND COST

Group Size

Group size is typically 8-10 students, encouraging active participation. Participation is limited to maximum 15 students.

Cost

- Cost per participant: \$350 +VAT
- 10% discount for two participants from the same company, for STC members, for members of the Yokneam Forum of Technical Writers, or for participants who sign up at one time to multiple workshops in the DITA series. No double discounts available.
Fees include all workshop materials, lunch, and refreshments.

Hosting a Workshop at Your Site

You can host a workshop at your site, saving your employees travel time and overhead. The workshop may be in-house (just for your employees) or open to registration to staff outside of your company.

Your Company Provides:	<p>Meeting room for the workshop, including LCD projector, a screen in the front of the room, whiteboard or flip chart, markers for whiteboard or flip chart.</p> <p>Refreshments, lunch and parking. Arrange refreshments (coffee, tea, water, and fruit or pastries), lunch and parking for workshop participants.</p>
Method M provides	<p>Instruction. Method M provides the instructor and any instructional material provided to attendees.</p>

Cancellation	Your company or Method M may cancel the workshop for any reason by giving written notice at least 15 working days prior to the scheduled commencement date.
For in-house workshops (company staff only)	The cost for a one-day in-house workshop is 8,370 NIS + VAT. Registration is limited to maximum 15 participants, all of whom are employees of your company or full-time contractors for your company.
For open workshops (staff from other companies)	<p>Minimum of one paid enrollment from your company. As a workshop sponsor, you will be entitled to enroll two employees for the price of 1, or four employees for the price of two.</p> <p>Registration is limited to a maximum of 15 participants.</p> <p>Method M will publicize the workshop so the minimum class enrollment is reached. We'll post notices on the web and appropriate forums, list the workshop on our Web site and promote in promotional mailings.</p>

WORKSHOP DATES AND HOW TO REGISTER

To find out the dates of upcoming workshops, visit www.methodm.com/training/ or e-mail info@methodm.com, or call +972-2-566-7841. Flexible dates for workshops hosted at your company's site are available.