KERN

CURRENT WORKSHOPS

Introduction to the various aspects of technical documentation for technical writers and their editing colleagues. It conveys information on the right way of dealing with the creation, processing and simplification of processes.

OVERVIEW

Contact for advice and bookings:

Tel. (069) 75 60 73-5080
tecdoku@e-kern.com

KERN AG offers various workshops on technical documentation, including topics such as introducing an editorial system, CE marking, terminology, translation management systems, Word in technical documentation, and English for technical writers. Each of these workshops deals with a specific aspect of technical documentation in depth. The workshops are not only aimed at technical writers and designers, but also at anyone involved in technical documentation processes who wants to update or expand their knowledge in this area. In addition to the basics and tools, common problems and sources of error are also discussed in order to prepare participants as well as possible for everyday work. In addition, seminar-related documents will be provided.

LOCATION

With over 45 locations, KERN AG is ready to welcome learners who want to take one or more of our courses in an appealing learning environment, even in your area.

We offer your company tailor-made workshop solutions that are adapted to your needs in terms of content, implemented according to your time requirements and can also be carried out in-house.

TEACHING MATERIAL

Provided by us.

PRICES

We would be happy to advise you individually on the workshops. We will work with you to make you an offer that precisely meets your needs.

TARGET GROUPS

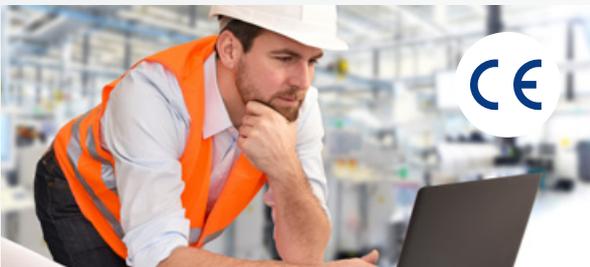Technical writers, designers, PM, QM, translation managers

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INTRODUCTION TO CONTENT MANAGEMENT SYSTEMS

- Functions
- Selection and introduction
- Modularisation and planning
- Metadata and its benefits
- Forms of publishing
- Advantages and disadvantages of different module sizes and XML information models
- Versioning
- Translation management

USING MICROSOFT WORD IN TECHNICAL EDITING

- A look at the most important functions
- Everything about templates
- Processable documents
- Page layout
- Header/footer, section break
- Style sheets in MS Word
- Outline of documents
- Numbering in Word
- Figures and tables
- Rapid construction blocks
- Customise ribbon, Quick Access Toolbar

CE MARKING

- Factual and relational level
- Risk assessment evaluation
- Product labelling
- EC declarations
- Test certificates
- Lists of standards and regulations
- Supplier documentation
- Structure of operating, assembly and plant operating instructions

ENGLISH FOR TECHNICAL WRITERS

- Fundamentals of Technical English
- Grammatical peculiarities
- Write technical texts competently
- Different writing styles
- Build terminology
- Special features of English documentation
- Cultural characteristics
- Frequently occurring problems
- Editing and correction methods

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KERN AG, Sprachendienste

Kurfürstenstraße 1 · 60486 Frankfurt am Main · Tel. (069) 75 60 73 - 555 · Fax (069) 74 99 98 · tecdoku@e-kern.com

Germany: Aachen · Augsburg · Berlin · Bielefeld · Bonn · Braunschweig · Bremen · Cologne · Darmstadt · Dortmund · Düsseldorf · Essen · Frankfurt am Main · Freiburg · Friedrichshafen · Hamburg · Hannover · Heilbronn · Karlsruhe · Kassel · Leipzig · Mainz · Mannheim · Munich · Münster · Nuremberg · Saarbrücken · Stuttgart · Ulm · Wiesbaden · Wuppertal · Würzburg

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