



# Basic and Intermediate Adobe RoboHelp training course

## Course objective

*Basic and Intermediate Adobe RoboHelp* training provides a thorough grounding in Adobe RoboHelp. On completing the course you will be able to develop help systems in a variety of formats, as well as produce high quality hard copy documentation in Word format from your project.

The course teaches shortcuts and techniques to ensure that you use RoboHelp efficiently. Hands-on exercises familiarise you with the concepts and operations involved.

## General information

- ▶ As an Adobe Authorised Training Centre (AATC), Armada meets the demanding standards specified by Adobe, ensuring a high standard of training.
- ▶ Hands-on exercises familiarise delegates with the concepts and operations.

## Who should attend?

*Basic and Intermediate Adobe RoboHelp* training is aimed at:

- ▶ New and novice users, and users with a small amount of RoboHelp experience.
- ▶ Anyone who has previously developed online help using another tool.

You should be familiar with Windows and editing techniques. No other knowledge is necessary.

## Duration

Two days.

## Courseware and certification

Delegates receive comprehensive courseware to refer to throughout the course, and to use as a refresher following the course. Delegates are issued with a certificate confirming they have attended and successfully completed the course.

## What version of RoboHelp is covered?

*Scheduled Basic and Intermediate Adobe RoboHelp* courses are based on the latest version of RoboHelp, whereas *on-demand* courses (for your group) can be based on any recent version.

## Course outline - day 1

- ▶ **Module 1: Setting the scene**
  - Introduction and course objectives
  - RoboHelp technology overview
  - Why good online help is important
- ▶ **Module 2: Getting started with RoboHelp**
  - RoboHelp files and formats
  - RoboHelp resources
  - Starting a new project
  - Opening an existing RoboHelp 8 project
- ▶ **Module 3: Understanding the interface**
  - Menus and toolbars
  - Pods and panes
  - Rearranging pods and panes
  - Using environments
  - Using the multi-tab editing pane
- ▶ **Module 4: Working with topics**
  - Opening and editing a topic
  - Saving a project and its topics
  - Adding topics
  - Deleting topics
  - Using headers and footers
  - Using the tag list
- ▶ **Module 5: Navigation**
  - Features of help navigation
  - Navigation strategies
  - Creating a table of contents
  - Creating an index
  - Creating a glossary
- ▶ **Module 6: Generating help output**
  - Understanding the output options
  - Generating a WebHelp system
  - Generating an HTML Help (CHM) system
- ▶ **Module 7: Adding media**
  - Comparing image file formats
  - Inserting images
  - Inserting multimedia
  - Inserting a Captivate Demo

## Course outline - day 2

### ▶ **Module 8: Hyperlinks**

- Types of RoboHelp hypertext links
- Creating text links
- Using bookmarks
- Creating pop-ups
- Creating drop-down and expanding links

### ▶ **Module 9: Developing topics**

- Importing files (HTML, Word and FrameMaker)
- Advice for efficient importing
- Using image maps (hotspots)
- Working with tables
- Spell checking

### ▶ **Module 10: Settings and properties**

- Advanced project and RoboHelp settings
- Adjusting topic properties
- Summarising WebHelp skins and HTML Help windows

### ▶ **Module 11: Master pages and style sheets**

- Comparing master pages and style sheets
- Using master pages (prev. templates)
- Summarising style sheets

### ▶ **Module 12: Conditional build tags**

- Creating a conditional build tag
- Defining a conditional build expression
- Applying a build tag

### ▶ **Module 13: Snippets and user-defined variables**

- Understanding reusable and variable content
- Using snippets
- Variable sets
- Creating and inserting a user defined variable
- Updating a user defined variable

### ▶ **Module 14: Generating printed documentation**

- Understanding single source approaches
- Quickly generating a Word guide

### ▶ **Module 15: Special effects**

- Introduction to 'special effects'
- Adding a DHTML special effect

### ▶ **Module 16: Methods of working in RoboHelp**

- Order of working
- Using RoboHelp to manage your project