

Module 11 MULTILINGUAL CONTENT MANAGEMENT & TECHNICAL WRITING (AUTHORING)

Introduction

Multilingual content management is a very complex process which starts with planning and authoring. Authoring of technical documents involves specific know-how, specially if they have to be translated and localised.

Course/module Description

This course offers basic concepts and principles of multilingual content management and technical writing.

It provides the techniques required to write accurate text in order to save cost within multilingual content project. We focus on authoring and the rules that ensure a translation and localization saving.

Training topics

- Content Management, Information Management, Knowledge Management and Document Management
- Content Management: principles, processes and practices
- Content Management Systems: Types and Functions
- Content Management and Translation → Multilingual Content Management
- Technical Writing and Content Internationalisation
- Content Standards: Metadata
- Authoring skills and objectives
- Structures and templates for technical writing
- Workshop: writing a short technical manual