



How to have a better day at work

PRESENTED BY

Daniel Ferguson





TIP #1: DISABLE AUTO-RELOAD

File > Options > General > Auto-Reload Documents



TIP #2: GRASP THE POWER OF

Yet!



TIP #3: ASK TWO SIMPLE QUESTIONS EVERY DAY

- What went well for me today?
- What's going to go well for me tomorrow?

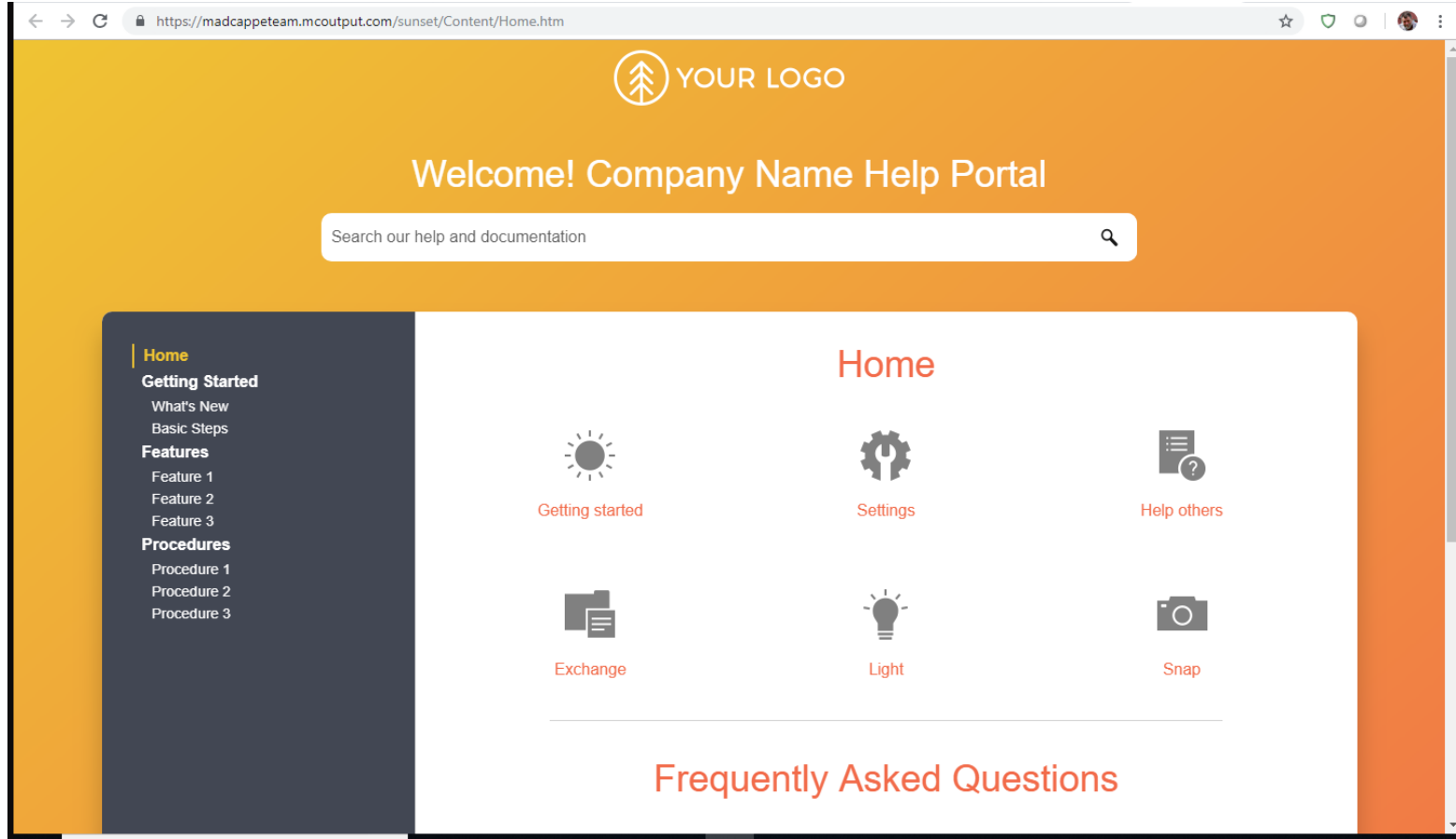


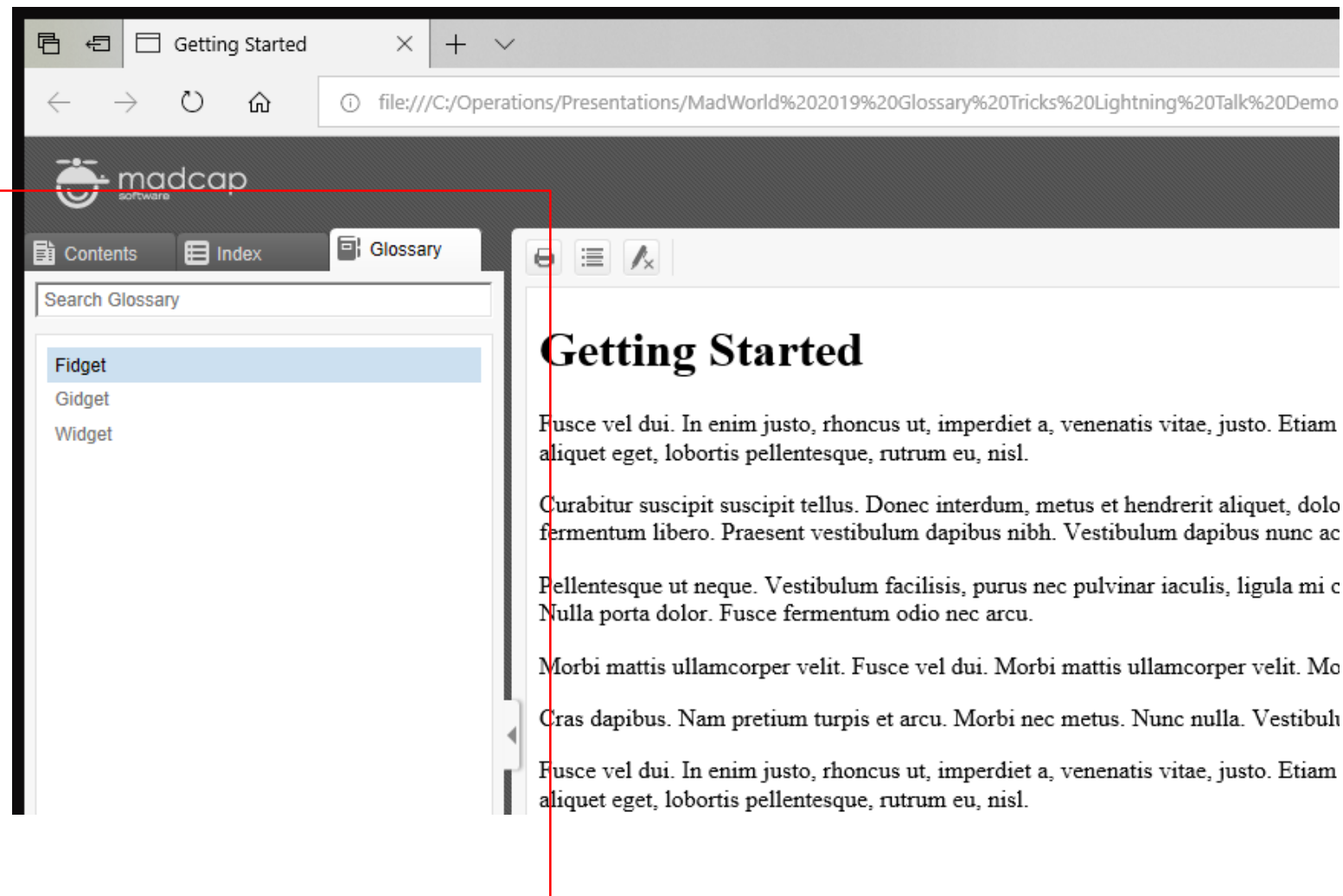
No Glossary Tab? No Problem

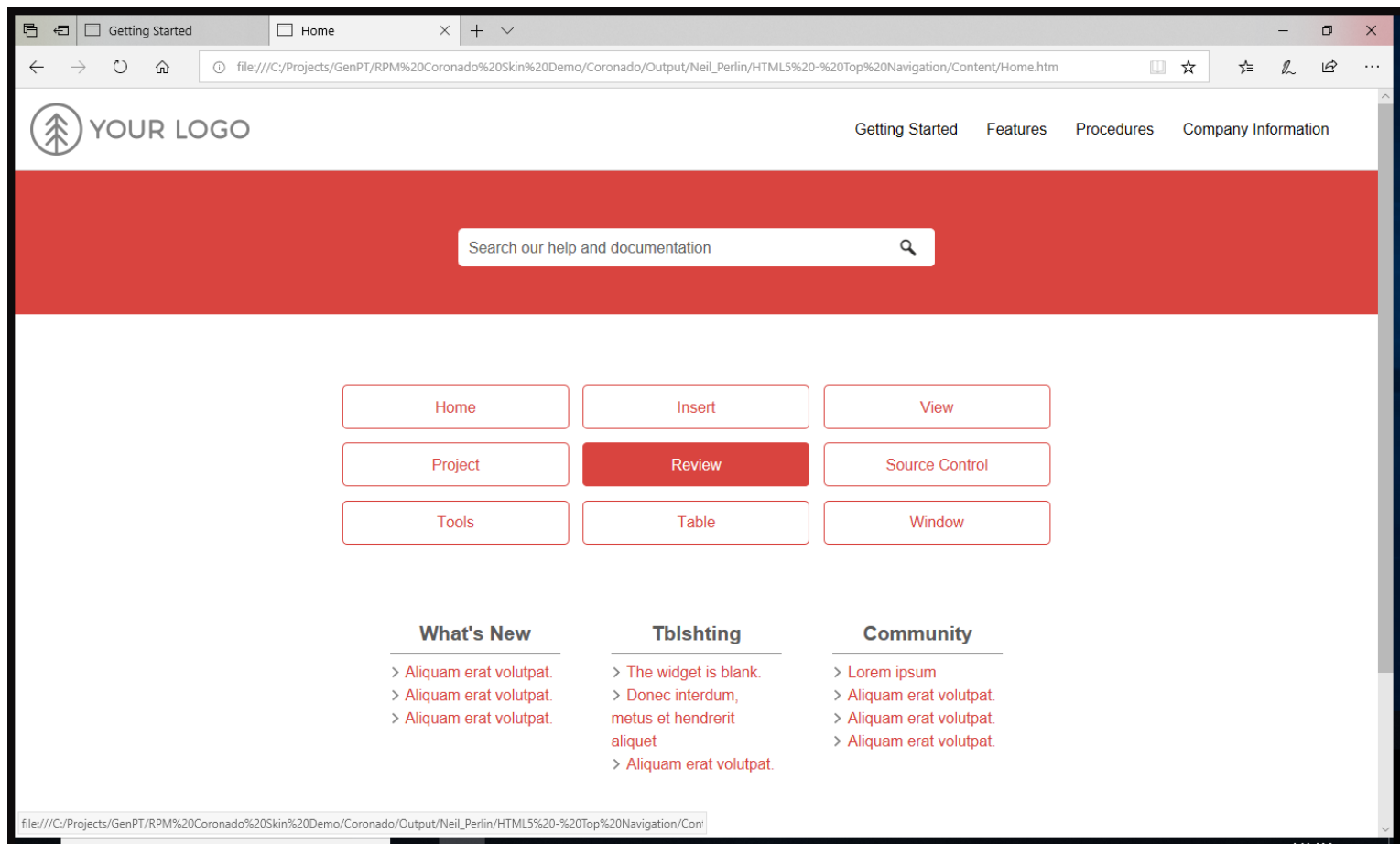
PRESENTED BY

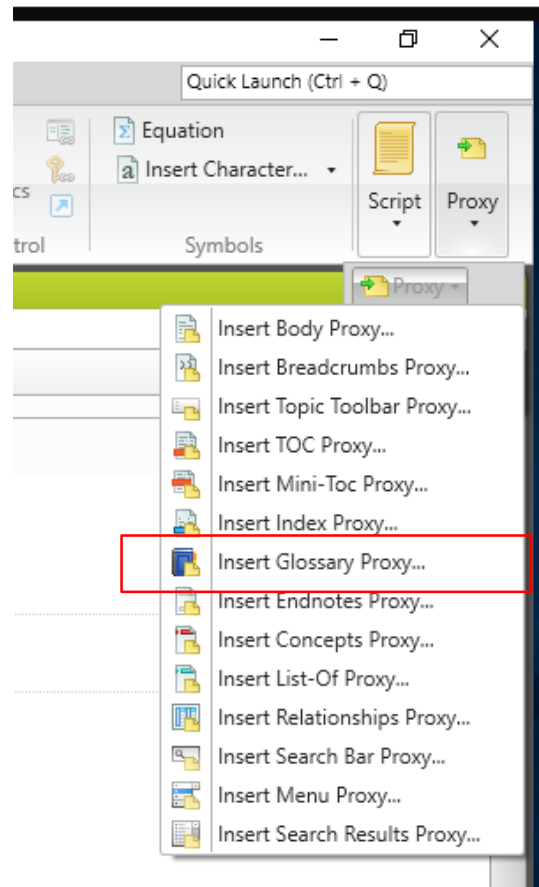
Neil Perlin



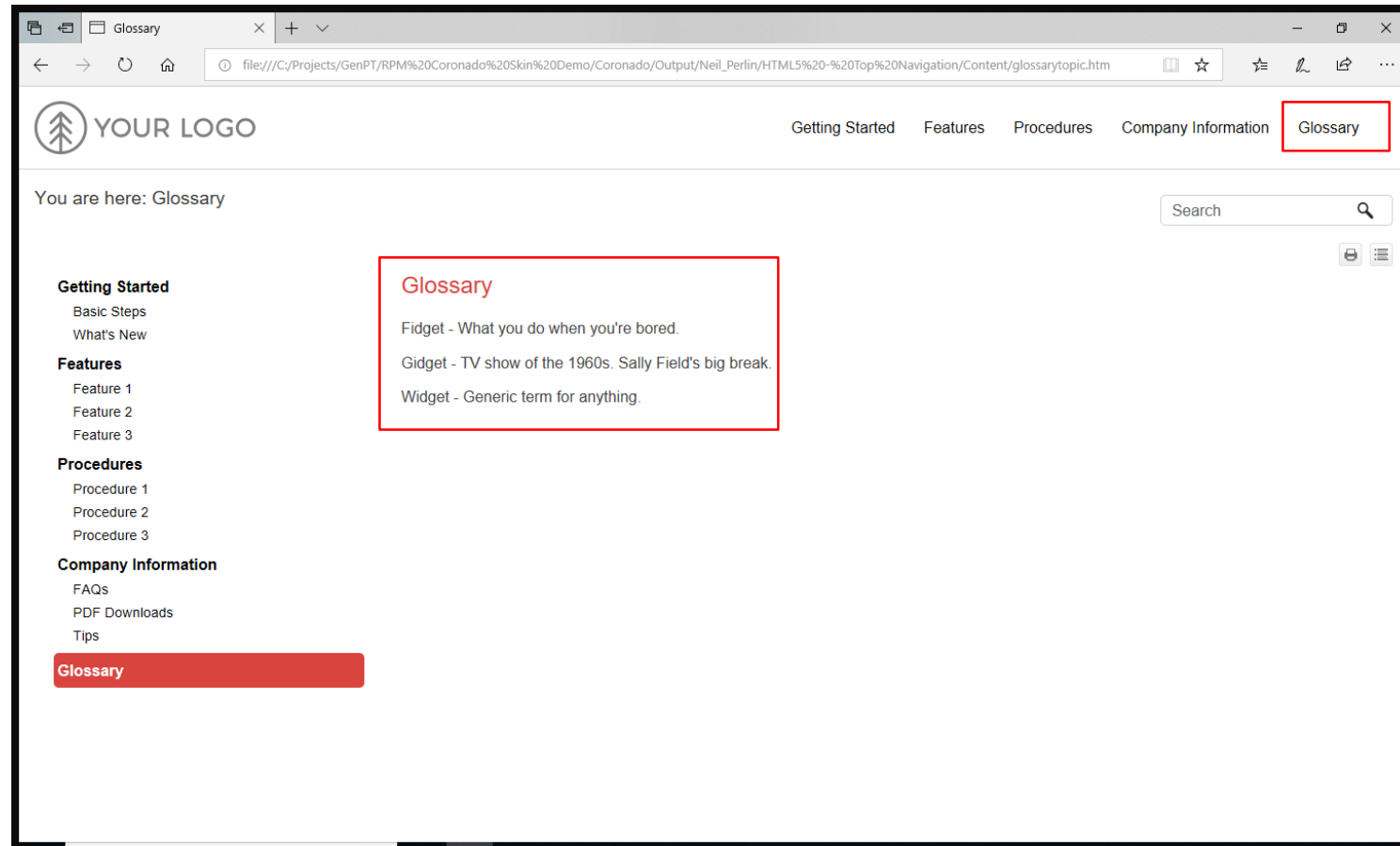








HYPERLINKS



Glossary Entry Demo Topic

I decided to reheat the widget after starting to fidget while watching Gidget.

Glossary Entry Demo Topic

I decided to reheat the **widget** after starting to **fidget** while watching **Gidget**.

TV show of the 1960s.
Sally Field's big break.

Properties

Glossary Term

Style

Conditional Text

Terms (enter one term per line)

MyTerm

Sort as:

☐ Stem words to include term variants in automatic link creation

☐ Ignore case in automatic link creation

Definition

☒ Text:

☐ Topic:

Update matching glossary term links and save glossary

OK Cancel

Properties

Glossary Term

Style

Conditional Text

These styles are used to display marked glossary terms in the content, or glossary terms automatically identified by Flare when building the output. For more information, see "Creating Glossary Terms and Definitions" in the online Help or click the help button below.

Style Class:

Expanding
Popup
Hyperlink

OK Cancel

Properties

Glossary Term

Style

Conditional Text

Terms (enter one term per line)

MyTerm

Sort as:

☒ Stem words to include term variants in automatic link creation

☒ Ignore case in automatic link creation

Definition

☒ Text:

☐ Topic: ... Edit

☒ Update matching glossary term links and save glossary

OK Cancel

Properties

Glossary Term

Style

Conditional Text

Terms (enter one term per line)

MyTerm

Sort as:

☒ Stem words to include term variants in automatic link creation

☒ Ignore case in automatic link creation

Definition

☒ Text:

☐ Topic:

Update matching glossary term links and save glossary

OK Cancel

HTML5 - Top Navigation

HTML5 - Top Navigation xStart Page x

HTML5 Skin EditorPreview

SetupCommunityStylesUI Text

Navigation Pane

Pane Position:Right


Slide-Out Menu Style:Tree

Main Menu Position:Top

Fixed Header:All

Top Menu Levels to Show (Depth):3

Logo Url:(default)



Skin Settings

Skin ID:HTML5_Top_Navigation

TOC Options

☐ Automatically Synchronize TOC

HTML5 - Top Navigation

HTML5 - Top Navigation xStart Page x

Target EditorBuildViewPublishOpen Build Log

General

Skin

Conditional Text

Variables

Publishing

Glossary

Relationship Table

Search

Advanced

Performance

Build Events

Community

Language

Warnings

Glossary Term Conversion

☐ Do not convert terms

☒ Convert only marked terms

☐ Convert first occurrence of term

☐ Convert all occurrences of term

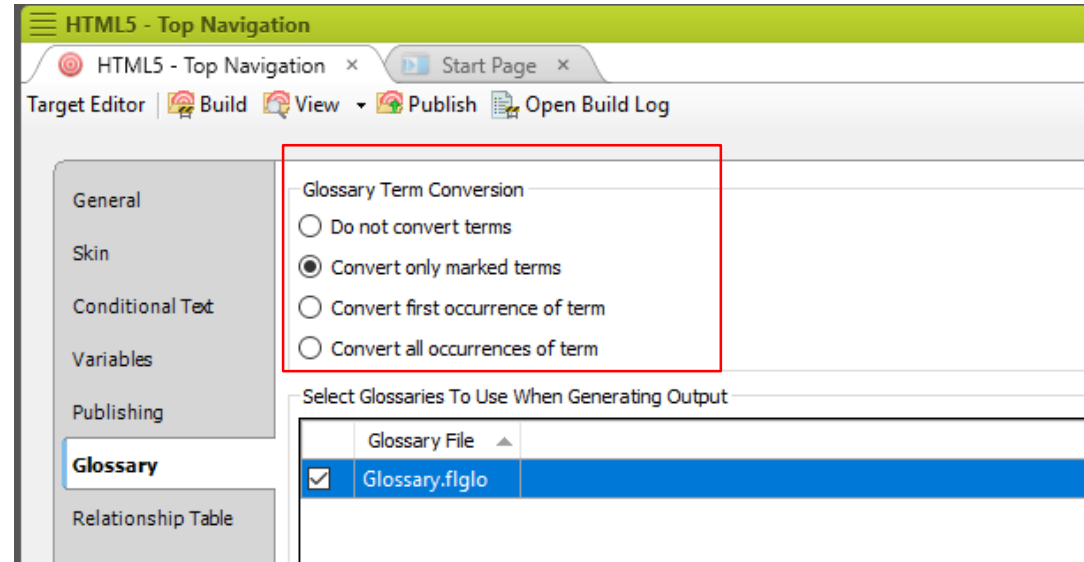
Select Glossaries To Use When Generating Output

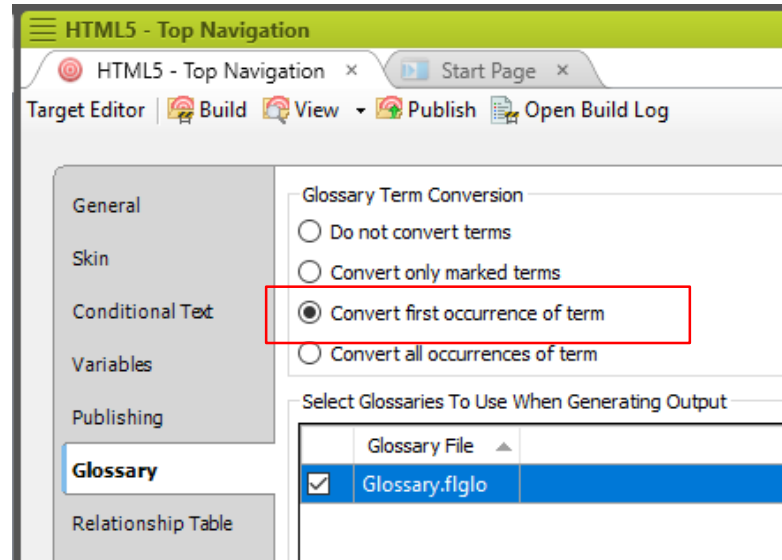
Glossary File

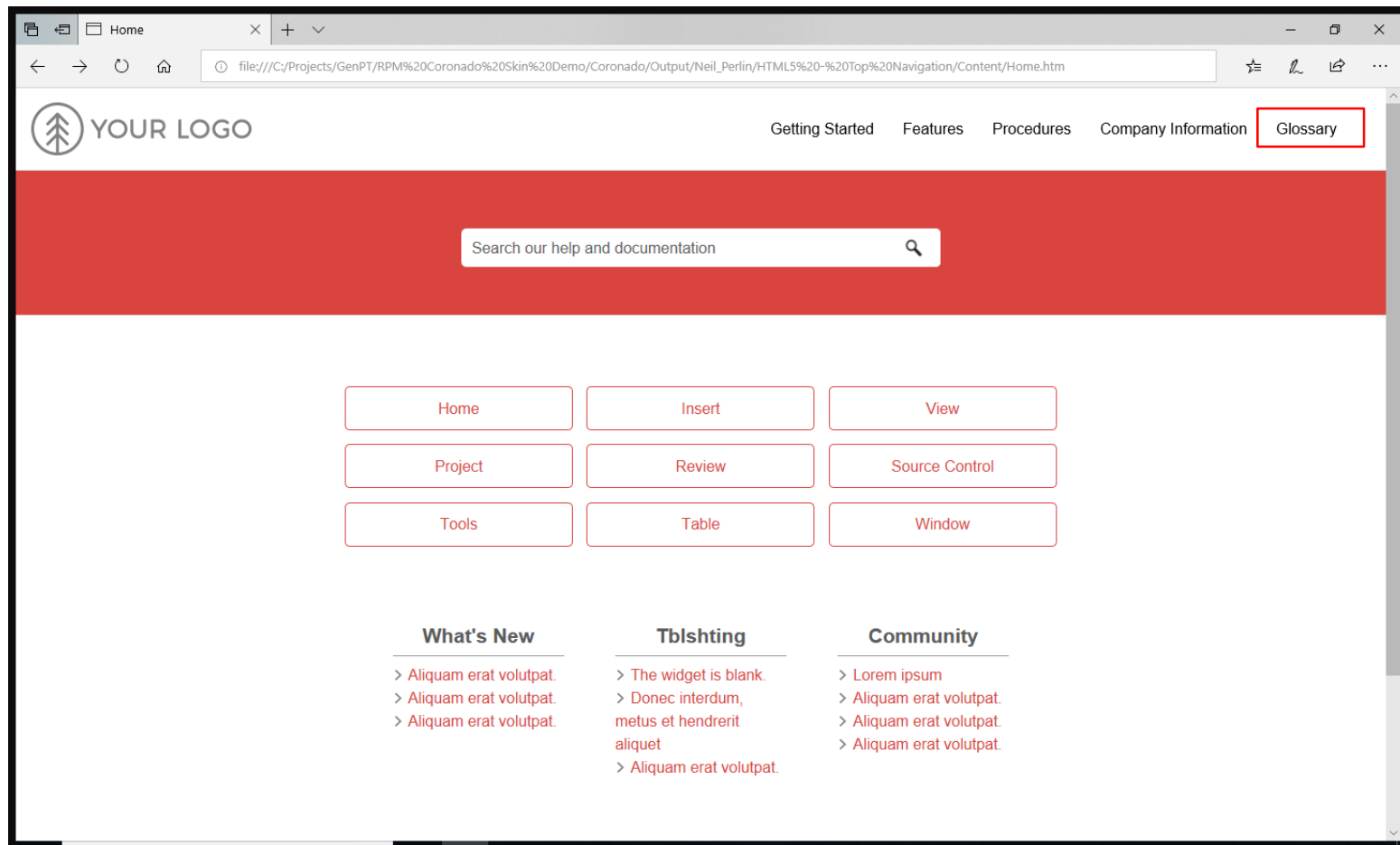
☒ Glossary.flglo

Edit Glossary

New Glossary...















Glossary Entry Demo Topic

I decided to reheat the **widget**  after starting to **fidget**  while watching **Gidget** .

TV show of the 1960s.
Sally Field's big break.









Glossary Entry Demo Topic

I decided to reheat the **widget**  after starting to **fidget**  while watching **Gidget** . And here's another sentence that also uses the words **widget** , **fidget** , and **Gidget** .

And here are **widget** , **fidget** , and **Gidget**  again.

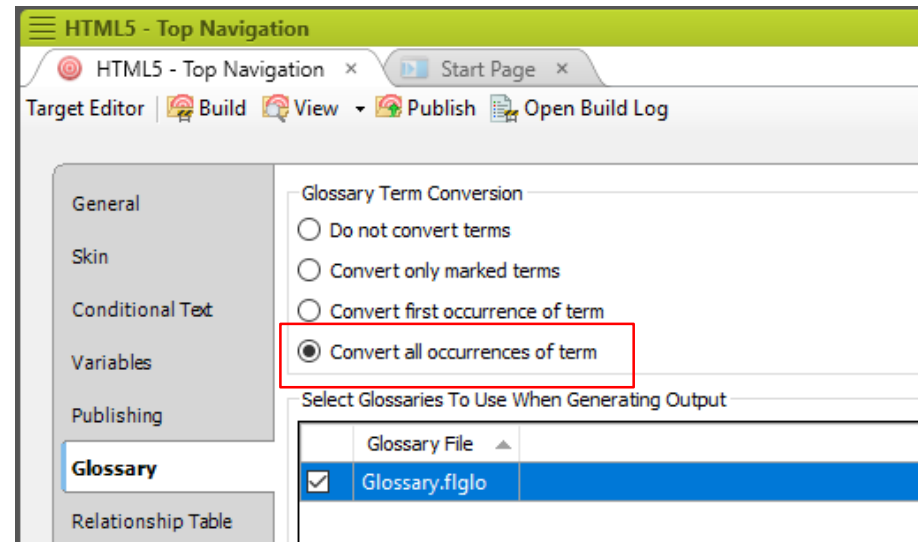


Glossary Entry Demo Topic

I decided to rehearse the **widget**  after starting to **fidget**  while watching **Gidget** . And here's another sentence that also uses the words **widget** , **fidget** , and **Gidget** .

Here's some plain text just to add some space. And a little more. And so on.

And here are **widget** , **fidget** , and **Gidget**  again.



Thank you... Questions Later



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madcap
FLARE[™]
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CERTIFIED INSTRUCTOR

VIZIAPPS
Certified Expert

 **Information 4.0**
CONSORTIUM

Improving Search: Quick Fix Tips

PRESENTED BY

Denise Kadilak, Blackbaud Inc.



RETURNED TO OUR FEEDBACK SERVICE

- Click the [Search.html](#) link to view search term used

Article	Helpful?	Quick Feedback
Search.html	No	Not relevant
Additional Feedback		

SEARCH TERM

- Search term used displays

A horizontal search bar with a dark gray background. Inside the bar is a white rounded rectangle containing the text "add class" in a light gray font. To the right of the text is a magnifying glass icon.

ADD A DIRECTIONAL SYNONYM

synonyms.mcsyns* x

panel x

panel-top-nav x

Start Page x

Synonyms Editor

Directional

Groups


With directional synonyms, when a user searches for a term in the "Word" column, the help system will also include results for the term in the "Synonym" column. For example:

Word: "car", synonym: "ferrari". A search for "car" will include all search results for the word "ferrari".

If the stem box is checked, all forms of the word in the "Word" column will be included. For example, "car" and "cars".

	Word	Synonym ▲	Stem	
	eap	adopter	<input checked="" type="checkbox"/>	
	ga	available	<input checked="" type="checkbox"/>	
▶	class	course	<input checked="" type="checkbox"/>	
	e-mail	email	<input checked="" type="checkbox"/>	
	candidate	inactive	<input checked="" type="checkbox"/>	
	roster	list	<input checked="" type="checkbox"/>	
	record	profile	<input checked="" type="checkbox"/>	
	newsletter	pushpage	<input checked="" type="checkbox"/>	
*			<input type="checkbox"/>	

IMPROVED SEARCH RESULTS



Your search for "add class" returned 165 result(s).

[Create a Course Section](#)
Through Academics, group managers are able to create a course section. Here's how to accomplish that.
[lms-create-course-section.html](#)

[Departments and Courses](#)
How to manually **add** departments and courses.
[bb-core-departments-courses.html](#)

[Academic Offer Courses](#)
Step by step instructions on how to offer a course in Academic.
[lms-offer-courses.html](#)

[Create Grade Plans](#)
Standard and assessment grade plans determine what grades teachers will enter, per grading term.
[sis-grade-plans.html](#)

[Course Request Settings](#)
You must first establish the course request settings before course requests can be made.
[sis-course-request-settings.html](#)

YOU CAN ALSO CREATE SYNONYM GROUPS!

synonyms.mcsyns* x panel x panel-top-nav x Start Page x

Synonyms Editor

Directional

Groups

Enter synonym groups in the following format:
car = automobile
bicycle = tricycle = bike = trike

If the stem box is checked, all forms of each word will be included. For example, "bike", "bikes", and "biking".

Group	Stem
enable=allow=activate=active=deactivate=inactive	<input checked="" type="checkbox"/>
image=photo=picture=graphic	<input checked="" type="checkbox"/>
lti=integration=tools	<input checked="" type="checkbox"/>
integration=partner=party=sso	<input checked="" type="checkbox"/>
roster=list=report=query=analyze=analysis	<input checked="" type="checkbox"/>
nurse=medical=sick=allergy=medicine=vaccine=sick	<input checked="" type="checkbox"/>
migrate=import=upload=bulk=convert	<input checked="" type="checkbox"/>
login=log=signin=sign-in=authentication=sso	<input checked="" type="checkbox"/>
record=profile	<input checked="" type="checkbox"/>
delete=withdraw=remove	<input checked="" type="checkbox"/>
create=add=new	<input checked="" type="checkbox"/>
release=monthly	<input checked="" type="checkbox"/>
fix=bug=patch	<input checked="" type="checkbox"/>



ADD SYNONYMS TO FLARE PROJECT

1. From **Project Organizer** in Flare, right-click on the **Advanced** folder.
2. Select **Add Synonym File**.
3. From the Add file screen, select **New from template**, give it a **File name**, and click **Add**.
4. The Synonym editor appears, and you can start adding your words or group of words.



ADD SYNONYMS TO FLARE PROJECT

- After you create synonyms in Flare they are automatically applied at the project level.
- All targets incorporate them when you generate and publish new Flare output.
- Merged project synonym files remain separate - for example, if you create synonyms in project A but not in project B, only the topics from project A use the synonyms when users perform searches in the output.



ADD PHASES TO SEARCH

- The synonym file can only use a single word to improve your search results
- However, if you create an Auto-index file you can select a phrase to point to an index term, allowing the search to include the phrase in the search process.

AutoIndexPhraseSet-search*

synonyms.mcsyns

AutoIndexPhraseSet-search* ✓

Start Page

Auto-index Editor

Warnings

Phrase	Index Term	Ignore C...
e-mail	email	<input checked="" type="checkbox"/>
end of year	EOY	<input checked="" type="checkbox"/>
grade point average	GPA	<input checked="" type="checkbox"/>
year-to-date	YTD	<input checked="" type="checkbox"/>
year to date	YTD	<input checked="" type="checkbox"/>

Auto-index

Phrase

grade point average

☒ Ignore case

Index Term

Use colons (:) to separate levels.

GPA

OK

Cancel



ADD PHASES TO SEARCH

1. Under the **Project Organizer**, right-click on the **Advanced** folder.
2. Select **Add Auto-index Phrase Set**, and create a file.
3. You can then create a new phrase set and point it to an index term.

MADCAP SEARCH – OUT OF THE BOX

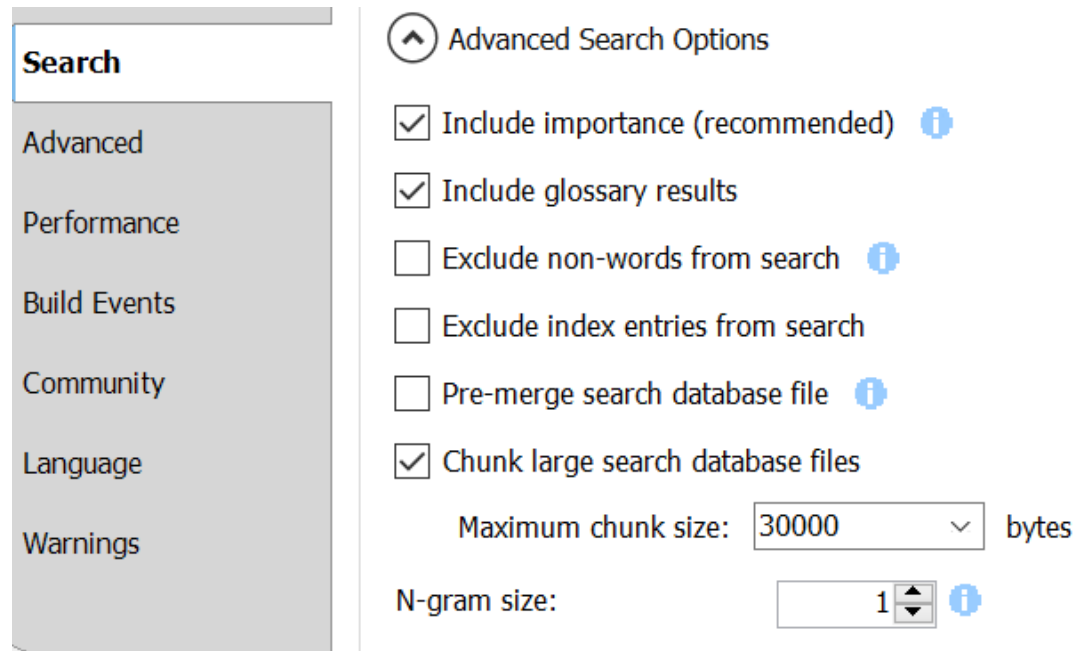
Looks like this:

The screenshot displays the configuration interface for MadCap Search. On the left is a vertical sidebar with navigation links: General, Skin, Conditional Text, Variables, Publishing, Glossary, Relationship Table, **Search** (highlighted), Advanced, Performance, Build Events, and Community. The main content area is divided into three sections:

- Search Engine**: Contains a 'Type:' label and a dropdown menu currently set to 'MadCap Search'.
- Search Results**: Contains several settings:
 - 'Results per page:' with a spinner box set to 20.
 - 'Abstract character limit:' with a spinner box set to 300.
 - An unchecked checkbox for 'Partial word searching' followed by a yellow warning triangle icon.
 - 'Minimum word size:' with a spinner box set to 3.
 - A collapsed section for 'Advanced Search Options' indicated by a downward arrow in a circle.
- Sitemap**: Contains an unchecked checkbox for 'Generate sitemap' and a 'Web URL:' label followed by an empty text input field.

MADCAP SEARCH – OUT OF THE BOX

Looks like this:



The screenshot shows the 'Advanced Search Options' panel in the MADCAP Search application. On the left is a sidebar with a 'Search' menu item highlighted, and other options like 'Advanced', 'Performance', 'Build Events', 'Community', 'Language', and 'Warnings'. The main panel is titled 'Advanced Search Options' with an expand/collapse icon. It contains several checkboxes: 'Include importance (recommended)' (checked), 'Include glossary results' (checked), 'Exclude non-words from search' (unchecked), 'Exclude index entries from search' (unchecked), 'Pre-merge search database file' (unchecked), and 'Chunk large search database files' (checked). Below these, there is a 'Maximum chunk size' dropdown set to '30000' bytes, and an 'N-gram size' spinner set to '1'. Information icons (i) are present next to several options.

Search

- Advanced
- Performance
- Build Events
- Community
- Language
- Warnings

Advanced Search Options

- ☒ Include importance (recommended) ⓘ
- ☒ Include glossary results
- ☐ Exclude non-words from search ⓘ
- ☐ Exclude index entries from search
- ☐ Pre-merge search database file ⓘ
- ☒ Chunk large search database files

Maximum chunk size: 30000 ▼ bytes

N-gram size: 1 ⓘ



MADCAP SEARCH – EDITS TO CONSIDER

- Add a **Sitemap** – helps with search engine optimization(SEO), making it easier for search indexing services to find your output, improving results.
 - Sample:
<https://www.blackbaud.com/files/support/howto/coveo/fenxt/>



RESOURCES

- [Search Guide](#) - PDF
- [Customize results page](#) – blog post
- [About search](#) – online help
- denise.kadilak@Blackbaud.com – my email



Lightning Talk: Syntax Snippets

PRESENTED BY

Chelsea Santos

GOALS

- Leverage Flare features to improve training
- Round up and consolidate examples from our guides
 - Replace whole-guide examples
 - Supplement Acrolinx and Documentation Bible
- Provide a template written to current standards
 - Cover common examples and use cases
 - Single source of truth for “how to write it”

WHAT ARE SYNTAX SNIPPETS?

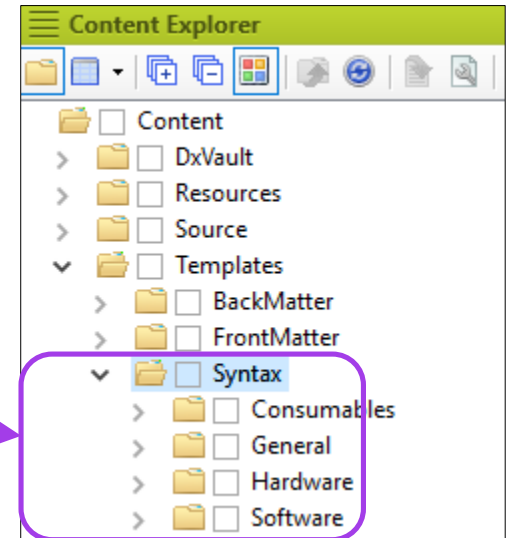
- Templates with preset styles, conditions, and text
- Inline instructions for additional guidance
- In-project help
- Content that is:
 - Recent
 - Usability-tested
 - Reflects where the technology is going

SNIPPETS VS. SYNTAX SNIPPETS

- Functionally the same
 - Both are *.flsnp files
- “Regular” snippets
 - Reside in [Resources | Snippets](#)
 - Are used as is
- Syntax snippets
 - Reside in a [Templates](#) folder
 - Are customized

EASY ACCESS

- Authored in a master repository
- Accessed in child repositories
- Syntax folder contains four subfolders
- File names start with keywords
 - AirDry.flsnap
 - Reagents_dilute.flsnap
 - Options_pick-one.flsnap
 - Options_pick-any.flsnap



PROMOTING GOOD WRITING

Consistency

- Promotes learning
- Sets expectations
- Reduces ambiguity
- Promotes safe product use
- Is professional

Training

- Closes knowledge gaps
- Efficient (no looking up or maintaining examples)

Values

“We are relentless in the creation of great products”

HOW TO USE SYNTAX SNIPPETS



Step 1

**Find Your
Snippet**



Step 2

**Drag to
Topic**



Step 3

**Convert
to Text**



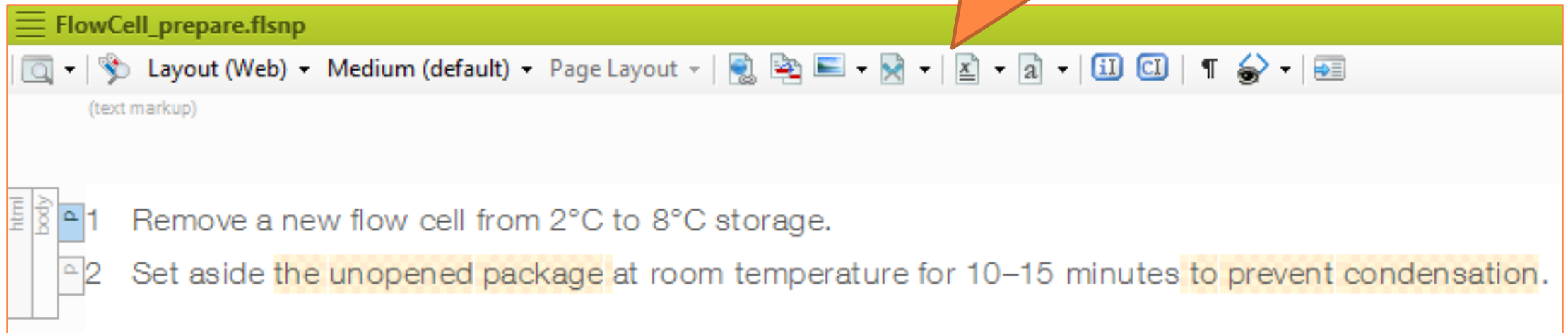
Step 4

**Modify as
Needed**

Examples

NOTHING BUT CONTENT

Self-evident snippets like this one do not have instructional text or options



The screenshot shows a web editor interface for a file named "FlowCell_prepare.flsnp". The interface includes a top toolbar with various icons for editing and layout. Below the toolbar, the text "(text markup)" is visible. On the left side, there is a vertical sidebar with a tree view showing the document structure: "html" and "body". The main content area displays a list of two instructions:

- 1 Remove a new flow cell from 2°C to 8°C storage.
- 2 Set aside the unopened package at room temperature for 10–15 minutes to prevent condensation.

MULTIPLE OPTIONS IN ONE SNIPPET

Reagents_dilute.flsnp

Layout (Web) Medium (default) Page Layout

(text markup)

General dilution step with container and result identified:

- 1 Combine the following volumes in a microcentrifuge tube to prepare 1 ml 0.1 N NaOH:
Laboratory-grade water

► Stock 1 N NaOH

Dilution when preparing reagent

- 2 Combine the following volumes

Reagent		Volume for Two Flow Cells (μl)
Laboratory-grade water	40	80
Stock 1 N NaOH	10	20

These volumes result in 50 μl 0.2 N NaOH for one flow cell, or 100 μl 0.2 NaOH for two flow cells.

When order matters:

- 3 Adding the water first, combine the following volumes in a carboy:
► Laboratory-grade water (750 ml)
► 10% Tween 20 (250 ml)
► ProClin 300 (1.5 ml)
These volumes result in a 2.5% Tween 20 and 0.15% ProClin 300 wash solution.

When only the resulting volume and concentration are known:

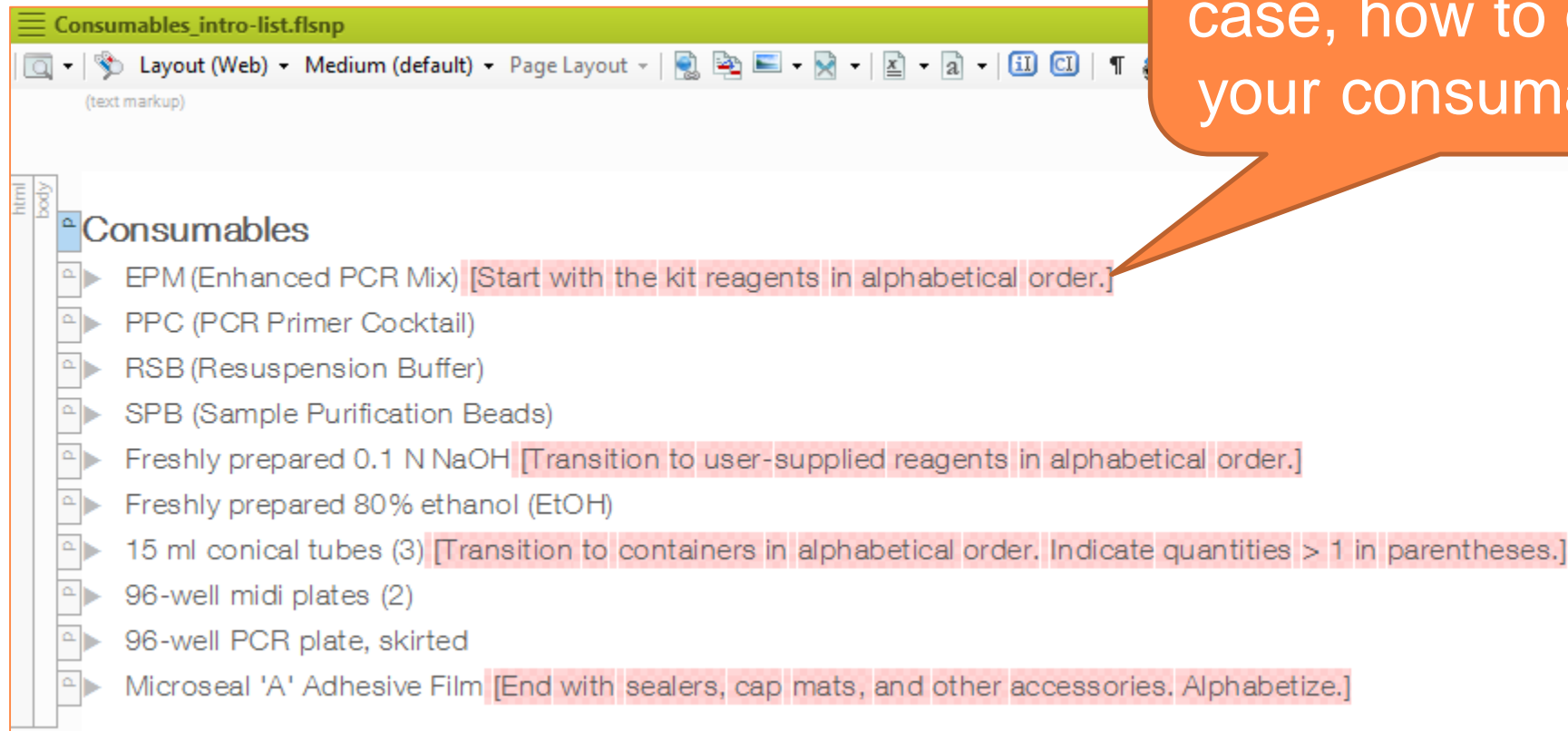
- 4 Prepare 10 μl 1 nM library using RSB as diluent.

Divs group options

Comments explain each option

INLINE INSTRUCTION

Comments provide instruction. In this case, how to organize your consumable list.

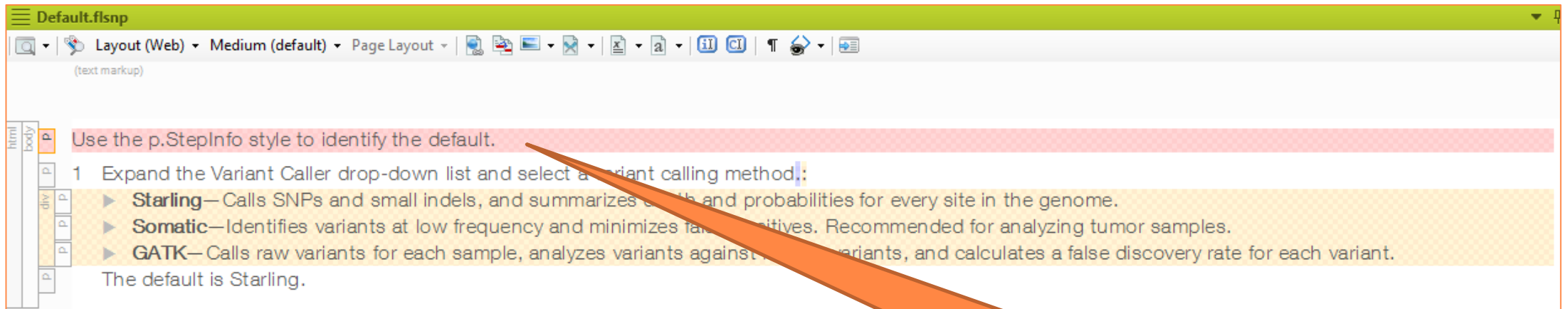


The screenshot shows a web editor interface with a title bar "Consumables_intro-list.flslnp" and a toolbar. The main content area displays a list of consumables under the heading "Consumables". The list items are: EPM (Enhanced PCR Mix), PPC (PCR Primer Cocktail), RSB (Resuspension Buffer), SPB (Sample Purification Beads), Freshly prepared 0.1 N NaOH, Freshly prepared 80% ethanol (EtOH), 15 ml conical tubes (3), 96-well midi plates (2), 96-well PCR plate, skirted, and Microseal 'A' Adhesive Film. Each item is preceded by a right-pointing triangle icon. Red boxes highlight specific parts of the list, each containing an inline instruction. The instructions are: "[Start with the kit reagents in alphabetical order.]" for EPM, "[Transition to user-supplied reagents in alphabetical order.]" for Freshly prepared 0.1 N NaOH, "[Transition to containers in alphabetical order. Indicate quantities > 1 in parentheses.]" for 15 ml conical tubes (3), and "[End with sealers, cap mats, and other accessories. Alphabetize.]" for Microseal 'A' Adhesive Film.

Consumables

- ▶ EPM (Enhanced PCR Mix) [Start with the kit reagents in alphabetical order.]
- ▶ PPC (PCR Primer Cocktail)
- ▶ RSB (Resuspension Buffer)
- ▶ SPB (Sample Purification Beads)
- ▶ Freshly prepared 0.1 N NaOH [Transition to user-supplied reagents in alphabetical order.]
- ▶ Freshly prepared 80% ethanol (EtOH)
- ▶ 15 ml conical tubes (3) [Transition to containers in alphabetical order. Indicate quantities > 1 in parentheses.]
- ▶ 96-well midi plates (2)
- ▶ 96-well PCR plate, skirted
- ▶ Microseal 'A' Adhesive Film [End with sealers, cap mats, and other accessories. Alphabetize.]

INTRODUCTORY INSTRUCTION



FURTHER READING

ThermalCycler_program.flxnp

Layout (Web) Medium (default) Page Layout (text markup)

Typical thermal cycler program:

- 1 Save the following NLM AMP program on the thermal cycler:
 - ▶ Choose the preheat lid option
 - ▶ Set the reaction volume to 12 µl
 - ▶ 75°C for 3 minutes
 - ▶ 98°C for 30 seconds
 - ▶ 10 cycles of:
 - ▶ 98°C for 10 seconds
 - ▶ 60°C for 30 seconds
 - ▶ 72°C for 30 seconds
 - ▶ 72°C for 5 minutes
 - ▶ Hold at 10°C

Thermal cycler program with a variable option:

- 2 Save the following PCR program on a thermal cycler using the appropriate number of PCR cycles, which are listed in the following table:

Amplicon Plexity	Number of PCR Cycles (X) ¹
< 96 <u>amplicons</u>	28
97–384 <u>amplicons</u>	26
385–999 <u>amplicons</u>	25
1000–1999 <u>amplicons</u>	24
2000–5000 <u>amplicons</u> ²	23

¹ To achieve the desired library yield and specificity, optimize the number of PCR cycles for your oligo pool.
² Alignment specificity might be reduced for high plexity panels designed with larger amplicon sizes.

For more complicated thermal cycler steps, see the following guides for examples:

- ▶ *AmpliSeq for Illumina Custom and Community Panels Reference Guide (document # 1000000036408)*—Shows how to document a thermal cycler program with more complex variable settings.
- ▶ *TruSeq Custom Amplicon Low Input Kit Reference Guide (document # 1000000002191)*—The appendix has extra long thermal cycler programs (up to 42 steps) with ramp speeds.

This snippet has two preformatted thermal cycler programs

Comments direct you to examples for less common, more complicated programs

Thank You!

Chelsea Santos, Content Architect, csantos2@illumina.com

Answer Keys for Printed Training Manuals

PRESENTED BY

Sandra Wheeler

MW



THE SITUATION

- Printed training manuals for a live class.
- 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.
- Both books must include an answer key with all answers.



THE CHALLENGE

- 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.

CREATING THE ANSWER KEY

Table (bottom line only)

Review the chapter.

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.

“Question” style

Upon whose bust did the raven perch?

“Answer” style

Upon a bust of Pallas just above my chamber door.

What did the raven say?

Quoth the Raven “Neve more.”

ADD ACTIVITIES TO ANSWER KEY

Review the chapter.

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?
Quoth the Raven "Nevermore."

Copy activity from chapter.

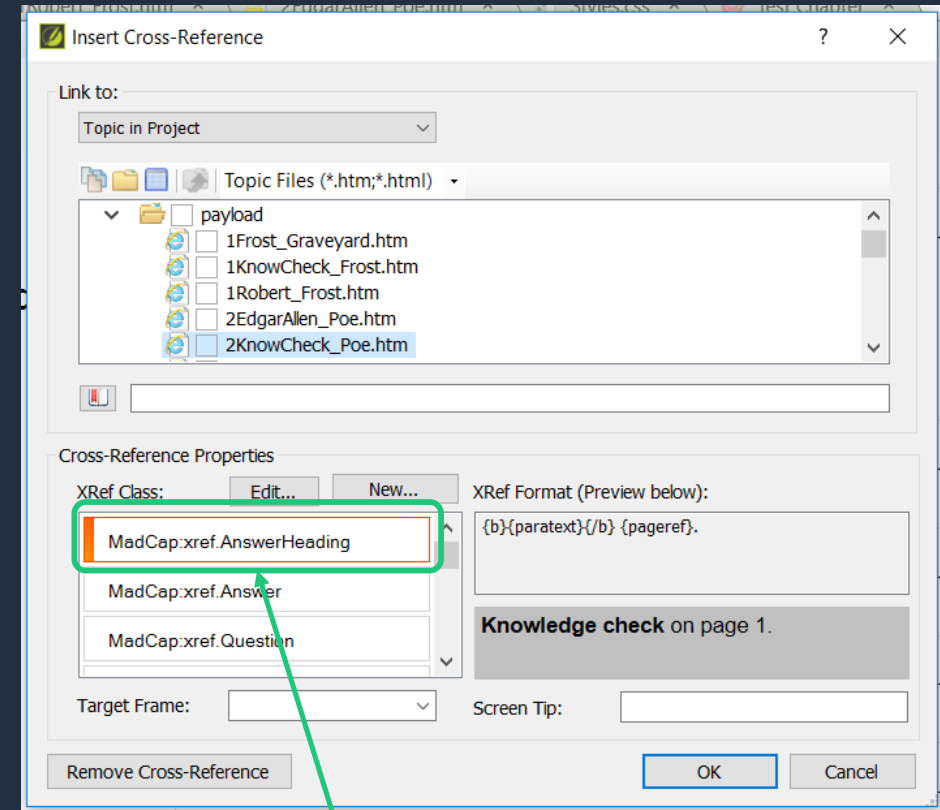
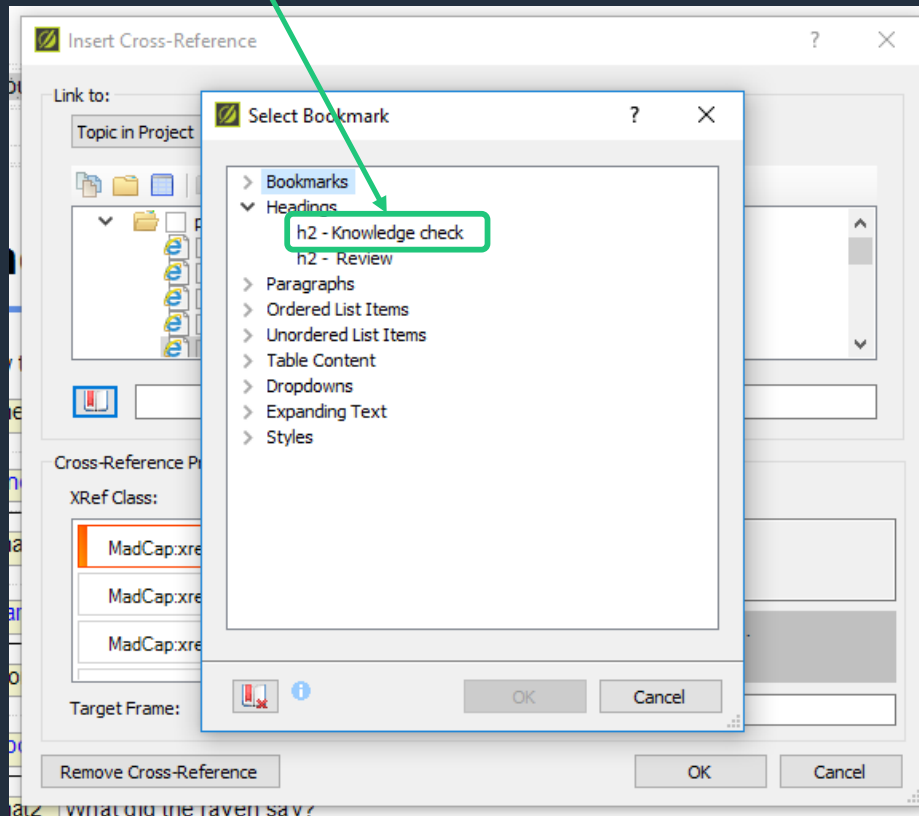
Paste into answer key.
This maintains the table layout.

Edgar Allan Poe

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?
Quoth the Raven "Nevermore."

LINK ACTIVITY NAME AND PAGE

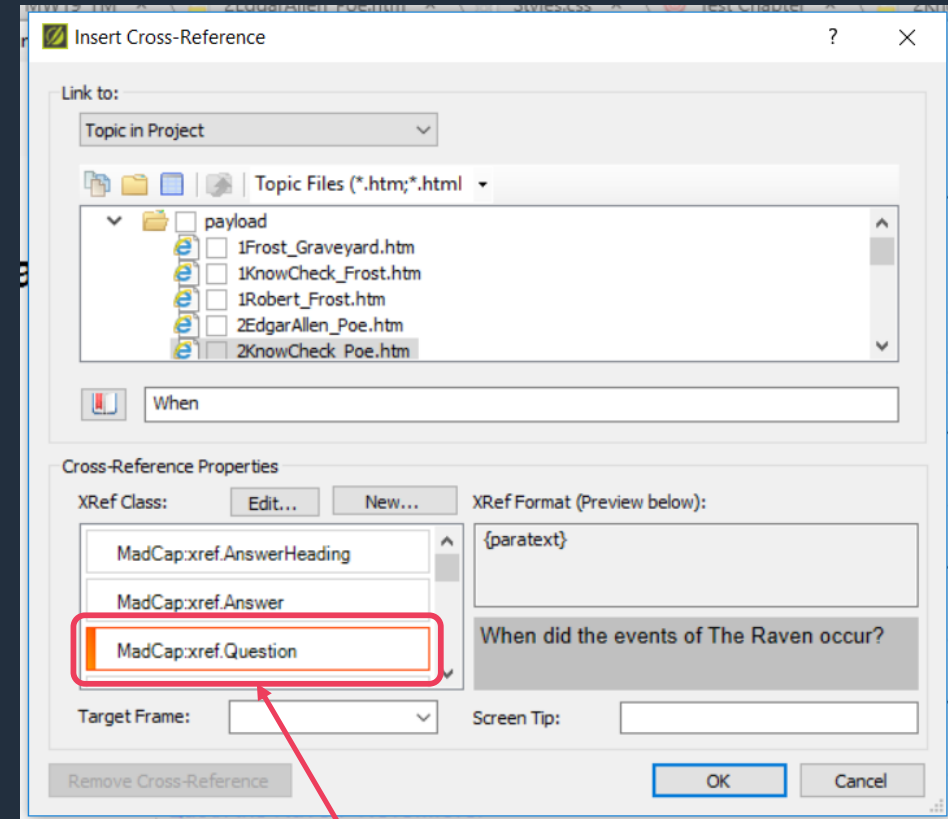
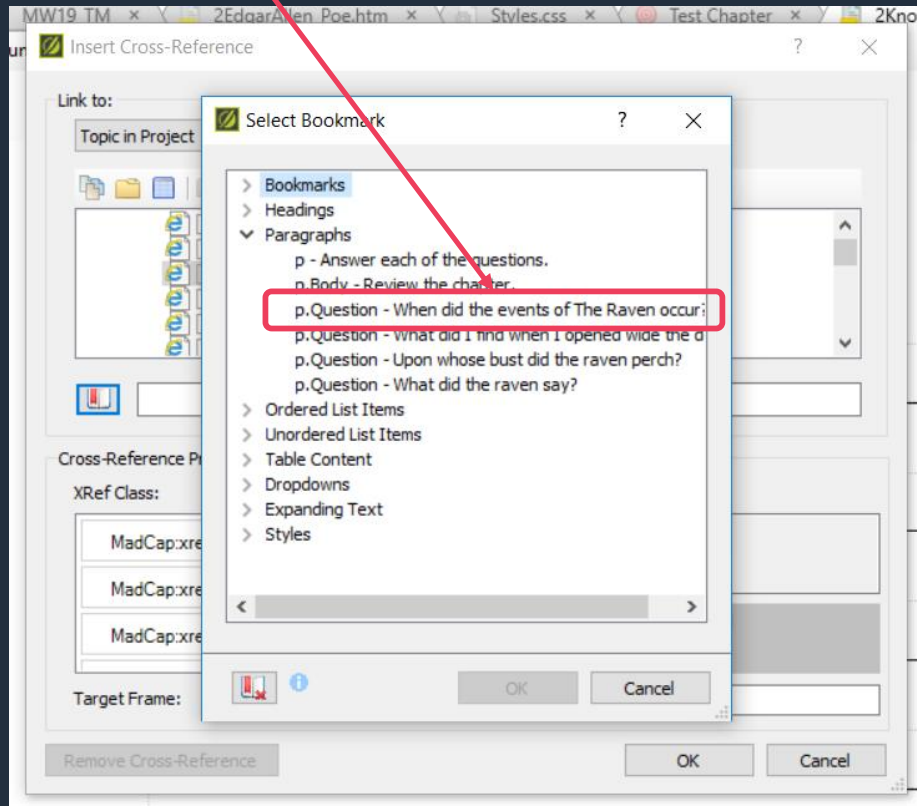
Select activity title.



Use cross-reference style to display heading and page number as plain text.

LINK QUESTIONS

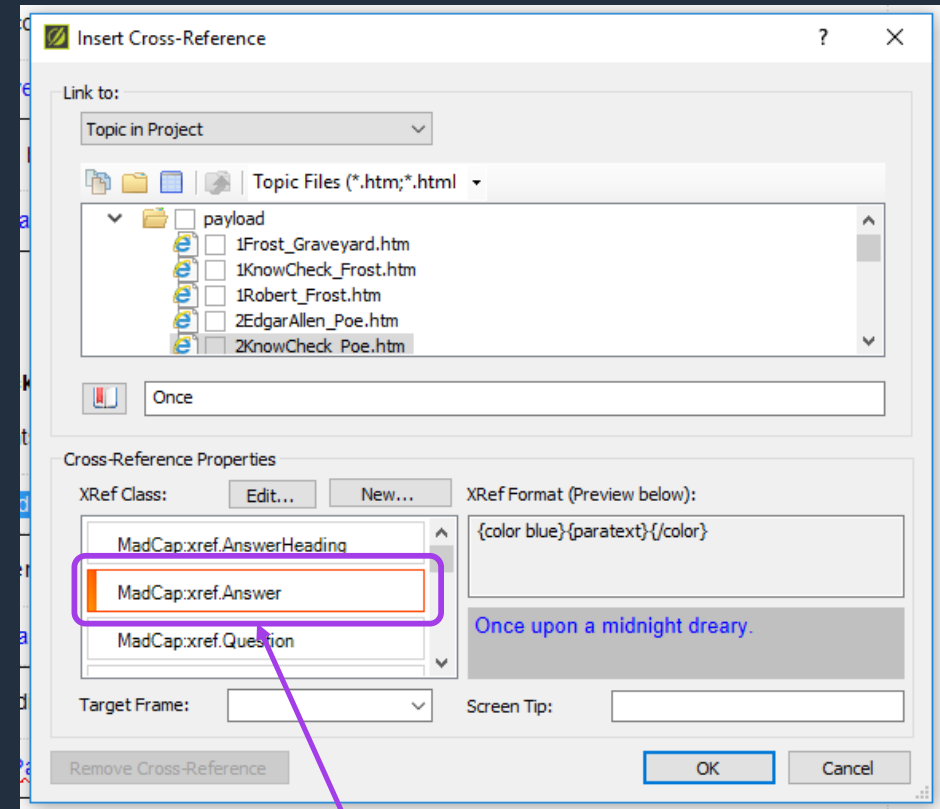
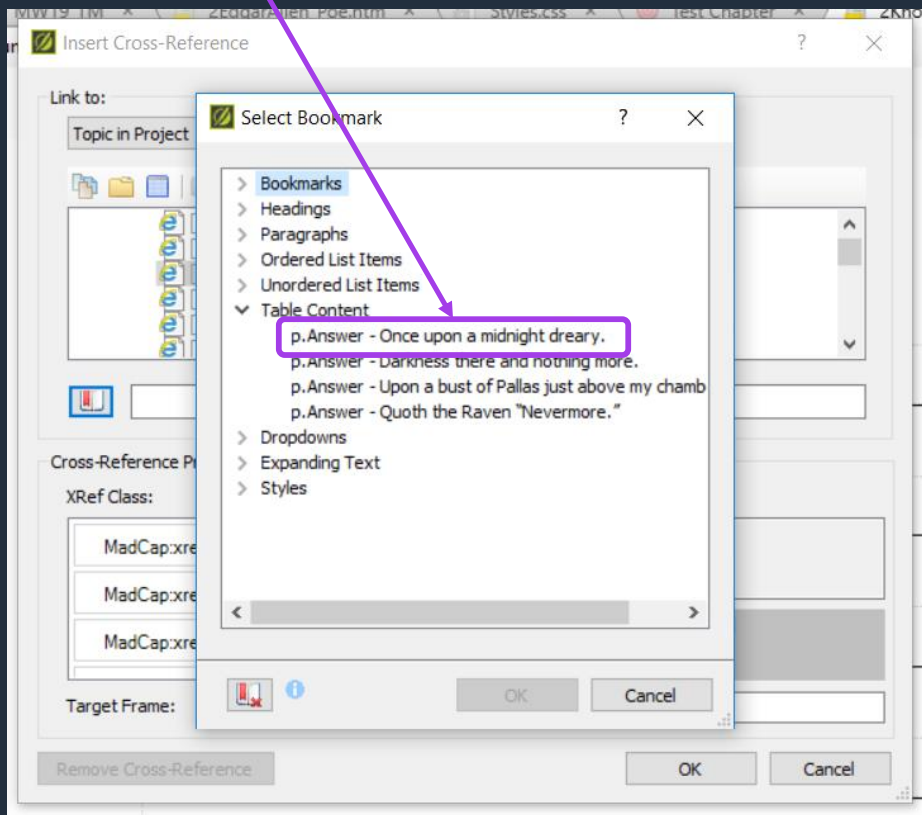
Select the question.



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

2 Edgar Allan Poe

Inst. Note



The Raven was first published in 1845.

The Raven

Once upon a midnight dreary,
Over many a quaint and curious
While I nodded, nearly napping,
As of some one gently rapping,
"Tis some visitor," I muttered,
Only this and nothing more."

Ah, distinctly I remember it was
And each separate dying ember
Eagerly I wished the morrow—
From my books surcease of sor
For the rare and radiant maiden
Nameless here for evermore.

And the silken, sad, uncertain
Thrilled me—filled me with fancy
So that now, to still the beating
"Tis some visitor entreating entrance
Some late visitor entreating entrance
This it is and nothing more."

Presently my soul grew stronger
"Sir," said I, "for Madam, truly your
But the fact is I was napping, and
And so faintly you came tapping,
That I scarce was sure I heard you
Darkness there and nothing more."

Edgar Allan Poe | Knowledge check

Knowledge check

Review



Answer each of the questions.

Review the chapter.

When did the events of The Raven occur?

Once upon a midnight dreary.

What did I find when I opened

Darkness there and nothing more.

Upon whose bust did the raven

Upon a bust of Pallas just above

What did the raven say?

Quoth the Raven "Nevermore."

3 Answer Key

This chapter provides answers to questions asked throughout the training manual.

Robert Frost

Knowledge check on page 3.

Where did the two roads diverge?

Two roads diverged in a yellow wood.

Which road was taken?

The one less traveled by.

Why do the living come to the disused graveyard?

To read the gravestones on the hill.

It would be easy to be clever and tell the stone what?

Men hate to die and have stopped dying now forever.

Edgar Allan Poe

Knowledge check on page 9.

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?

Quoth the Raven "Nevermore."

2 Edgar Allan Poe

The Raven

Once upon a midnight dreary,
Over many a quaint and curious
While I nodded, nearly napping,
As of some one gently rapping,
"Tis some visitor," I muttered,
Only this and nothing more."

Ah, distinctly I remember it was
And each separate dying ember
Eagerly I wished the morrow—
From my books surcease of sor
For the rare and radiant maiden
Nameless here for evermore.

And the silken, sad, uncertain
Thrilled me—filled me with fancy
So that now, to still the beating
"Tis some visitor entreating entrance
Some late visitor entreating entrance
This it is and nothing more."

Presently my soul grew stronger
"Sir," said I, "for Madam, truly your
But the fact is I was napping, and
And so faintly you came tapping,
That I scarce was sure I heard you
Darkness there and nothing more."

Deep into that darkness peering

Edgar Allan Poe | Knowledge check

Knowledge check

Review



Answer each of the questions.

Review the chapter.

When did the events of The Raven occur?

Once upon a midnight dreary.

What did I find when I opened

Darkness there and nothing more.

Upon whose bust did the raven

Upon a bust of Pallas just above

What did the raven say?

Quoth the Raven "Nevermore."

3 Answer Key

This chapter provides answers to questions asked throughout the training manual.

Robert Frost

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Upon a bust of Pallas just above my chamber door.

What did the raven say?

Quoth the Raven "Nevermore."



SOLUTION

- Cross references
 - Questions and answers are updated in the chapter and automatically repopulated in the key.
- Styles
 - The Answer style is changed to appear white for students and blue for instructors. It is always present for cross references.



Zero to 22 Translations

Entering the World of Translated Service Documents



PRESENTED BY

Sandra Wheeler and Trish Edwards

The Project

Requirements

- 22 languages
- Illustrated steps
- Limited page count
- Limited word count

Challenges

- Tight timeline
- No template
- No established LSP relationships



The Approach

To maximize page usage:

1. Arrange the illustrated steps in a two-column table.
2. Follow the illustrated steps with translated content in a two-column layout.



Page layouts

- Single-frame layout for illustrated steps
- Hybrid layout for transition
- Two-column layout for translations

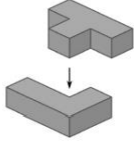
EN

Cube

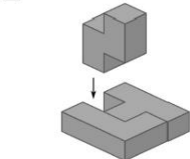
1

- Complete the power down sequence.
- Review all steps before you start.
- Complete the steps in order.
- Translations are found at the end of this procedure.

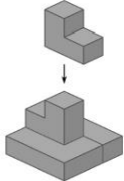
2



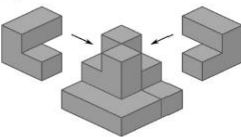
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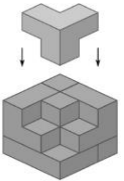
4



5



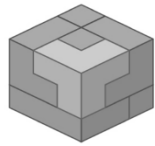
6



EN

Cube

7



8

Complete the power on sequence and proceed to testing.

BG

куб

1. Попълнете последователността за изключване на захранването.

Прегледайте всички стъпки, преди да започнете.

Завършете стъпките по ред.

Преводите се намират в края на тази процедура.

8. Завършете последователността на захранването и продължете с тестването.

CS

Krychle

1. Dokonzte sekvenci vypnutí.

Před spuštěním přečtěte všechny kroky.

Postupujte podle pokynů.

Překlady naleznete na konci tohoto postupu

8 Dokonzte sekvenci napájení a pokračujte v testování.

DA

Cube

1. Afslut strømtøtken.

Gennemg alle trin, før du starter.

DE

Würfel

1. Schließen Sie die Abschaltsequenz ab.

Überprüfen Sie alle Schritte, bevor Sie beginnen.

Führen Sie die Schritte in der angegebenen Reihenfolge aus.

Übersetzungen finden Sie am Ende dieses Verfahrens.

8. Schließen Sie die Einschaltsequenz ab und fahren Sie mit dem Testen fort.

EL

Κύβος

1. Ολοκληρώστε την ακολουθία διακοπής.

Ελέγξτε όλα τα βήματα πριν ξεκινήσετε.

Ολοκληρώστε τα βήματα με τη σειρά.

Οι μεταφράσεις βρίσκονται στο τέλος αυτής της διαδικασίας.

ES

Cubo

1. 152/5000

Completa la secuencia de apagado.

Revisa todos los pasos antes de comenzar.

Completa los pasos en orden.

Las traducciones se encuentran al final de este procedimiento.

8. Completar la secuencia de encendido y proceder a la prueba.

FI

Fi Kuutio

1. Suorita virta pois päältä.

Tarkista kaikki vaiheet ennen kuin aloitat.

Suorita vaiheet järjestyksess.

Käännökset löytyvät tämän menettelyn lopussa.

8. Täydennä sekvenssi ja siirry testaukseen.

FR

FR Cube

1. Terminez la séquence de mise hors tension.

Passez en revue toutes les étapes avant de commencer.

Terminez les étapes dans l'ordre.

Les traductions se trouvent à la fin de cette procédure.

8. Terminez la séquence de mise sous tension et passez aux tests.

HR

Kocka

1. Dopržite slijed iskljuživnja.

Pregledajte sve korake prije početka.

Dopržite korake po redu.

Prijevedi se nalaze na kraju ovog postupka.

HU

Kocka

1. Végezze el a kikapcsolás sorrendjét.

Mielőtt elkezdene, tekintse át az összes lépést.

Végezze el a lépéseket a sorrendben.

A fordítások az eljárás végén találhatók.

8. Végezze el a sorrendben lévő teljesítményt, és folytassa a teszteléssel.

IT

Cubo

1. Completa la sequenza di spegnimento.

Rivedi tutti i passaggi prima di iniziare.

Completa i passaggi in ordine.

Le traduzioni si trovano alla fine di questa procedura.

8. Completa la sequenza di accensione e procedi al test.

LT

kubas

1. Užbaikite išjungimo seką.

Prieš pradėdami peržiūrėkite visus veiksmus.

Atlikite nurodytus veiksmus.

Vertimai pateikiami šios procedūros pabaigoje.

8. Užbaigkite seką ir pereikite prie bandymų.

NL

NL Kubus

1. Voltooi de uitschakelprocedure.

Bekijk alle stappen voordat je begint.

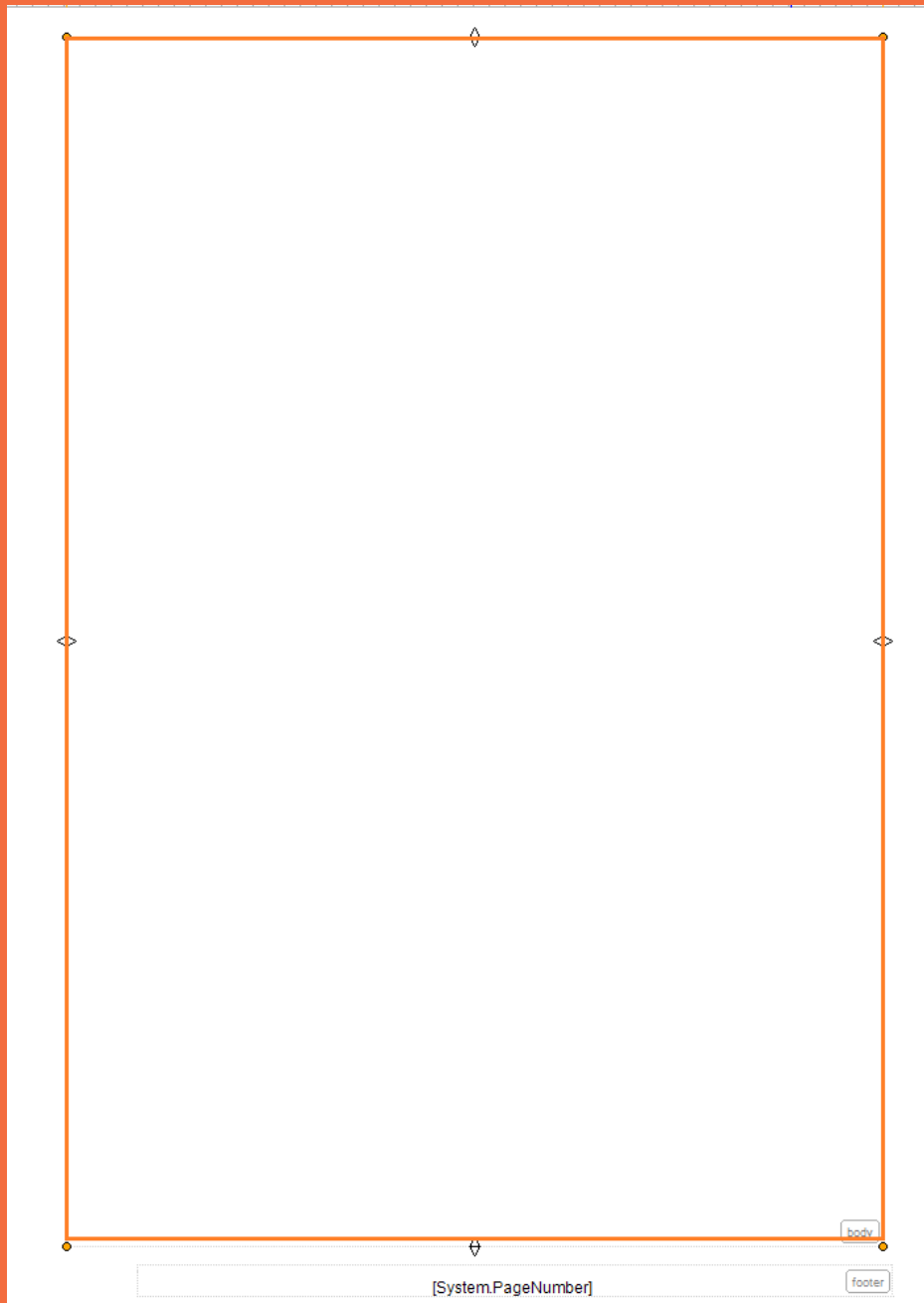
Voer de stappen in volgorde uit.

Vertalingen zijn te vinden aan het einde van deze procedure.

8. Voer de opstartprocedure uit en ga door met testen.

Cube

Single-frame page layout

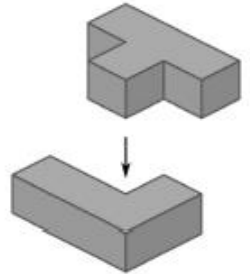


EN *Cube*

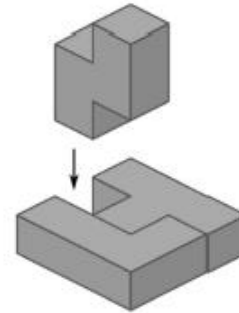
1

- Complete the power down sequence.
- Review all steps before you start.
- Complete the steps in order.
- Translations are found at the end of this procedure.

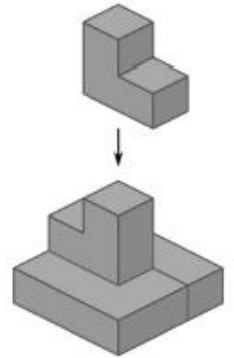
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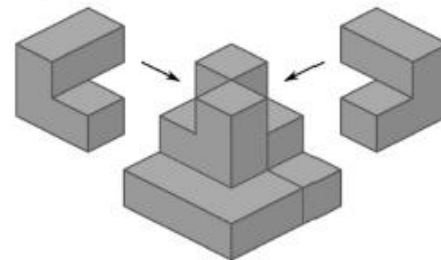
3



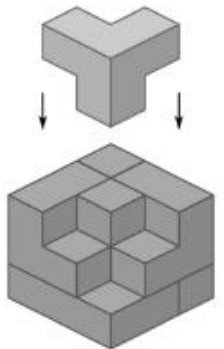
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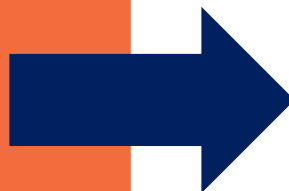
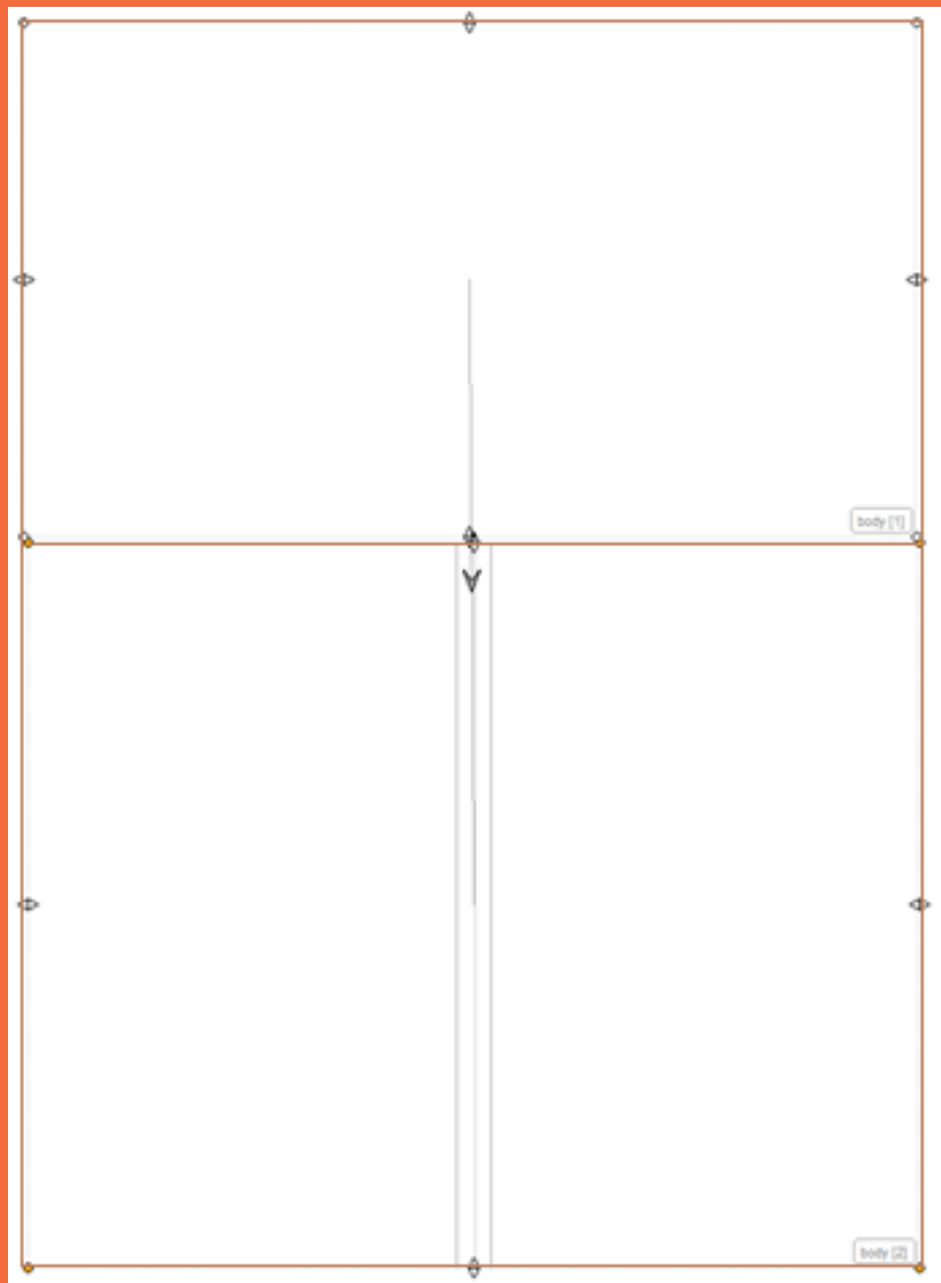
5



6

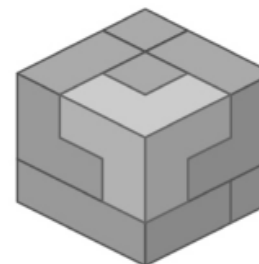


Hybrid page layout



EN Cube

7



8

Complete the power on sequence and proceed to testing.

BG куб

1. Потърнете последователността за изключване на захранването.

Прегледайте всички стъпки, преди да започнете.

Завършете стъпките по ред.

Преводите се намират в края на тази процедура.

8. Завършете последователността на захранването и продължете с тестването.

CS Krychle

1. Dokončete sekvenci vypnutí.

Před spuštěním přečtěte všechny kroky.

Postupujte podle pokynů.

Překlady naleznete na konci tohoto postupu

8. Dokončete sekvenci napájení a pokračujte v testování.

DA Cube

1. Afslut strømstyrken.

Gennemgå alle trin, før du starter.

Udfør trinene i rækkefølge.

Oversættelser findes i slutningen af denne procedure.

8. Afslut strømmen til sekvens og fortsæt til test.

DE Würfel

1. Schließen Sie die Abschaltsequenz ab.

Überprüfen Sie alle Schritte, bevor Sie beginnen.

Führen Sie die Schritte in der angegebenen Reihenfolge aus.

Übersetzungen finden Sie am Ende dieses Verfahrens.

8. Schließen Sie die Einschaltsequenz ab und fahren Sie mit dem Testen fort.

EL Κύβος

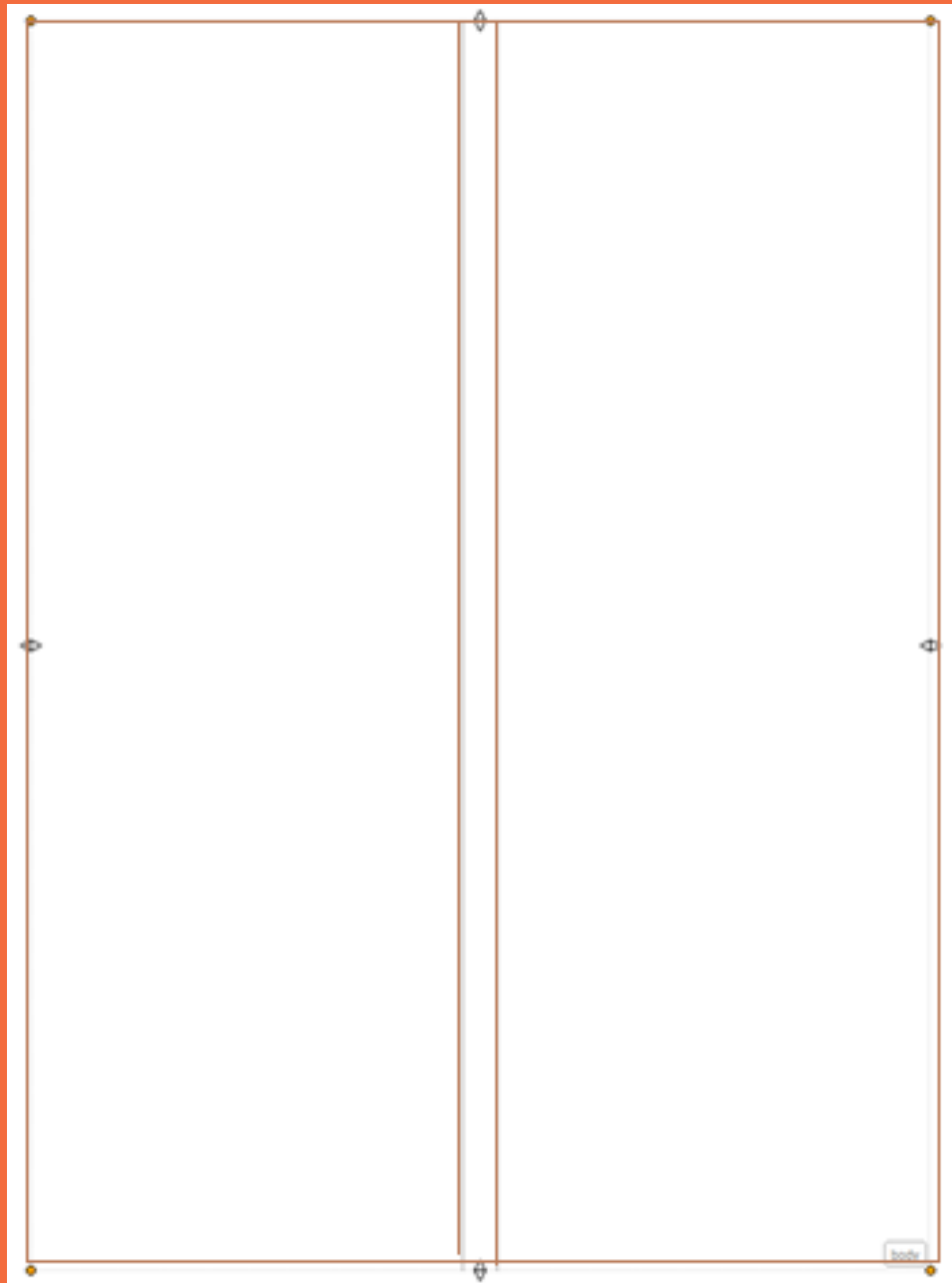
1. Ολοκληρώστε την ακολουθία διακοπής.

Ελέγξτε όλα τα βήματα πριν ξεκινήσετε.

Ολοκληρώστε τα βήματα με τη σειρά.

Οι μεταφράσεις βρίσκονται στο τέλος αυτής της διαδικασίας.

Two-column page layout



8. Συμπληρώστε την ακολουθία τροφοδοσίας και προχωρήστε στη δοκιμή.

ES Cubo

1. 152/5000

Completa la secuencia de apagado.

Revise todos los pasos antes de comenzar.

Completa los pasos en orden.

Las traducciones se encuentran al final de este procedimiento.

8. Completar la secuencia de encendido y proceder a la prueba.

FI FI Kuutio

1. Suorita virta pois päältä.

Tarkista kaikki vaiheet ennen kuin aloitat.

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FR FR Cube

1. Terminez la séquence de mise hors tension.

Passez en revue toutes les étapes avant de commencer.

Terminez les étapes dans l'ordre.

Les traductions se trouvent à la fin de cette procédure.

8. Terminez la séquence de mise sous tension et passez aux tests.

HR Kocka

1. Dovršite slijed isključivanja.

Pregledajte sve korake prije početka.

Dovršite korake po redu.

Prijevodi se nalaze na kraju ovog postupka.

8. Dovršite redoslijed napajanja i nastavite s testiranjem.

HU Kocka

1. Végezze el a kikapcsolás sorrendjét.

Mielőtt elkezdené, tekintse át az összes lépést.

Végezze el a lépéseket a sorrendben.

A fordítások az eljárás végén találhatók.

8. Végezze el a sorrendben lévő teljesítményt, és folytassa a tesztelést.

IT Cubo

1. Completa la sequenza di spegnimento.

Rivedi tutti i passaggi prima di iniziare.

Completa i passaggi in ordine.

Le traduzioni si trovano alla fine di questa procedura.

8. Completa la sequenza di accensione e procedi al test.

LT kubas

1. Užbaikite išjungimo seką.

Prieš pradėdami peržiūrėkite visus veiksmus.

Atlikite nurodytus veiksmus.

Vertimai pateikiami šios procedūros pabaigoje.

8. Užbaikite seką ir pereikite prie bandymų.

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1. Voltooi de uitschakelprocedure.

Bekijk alle stappen voordat je begint.

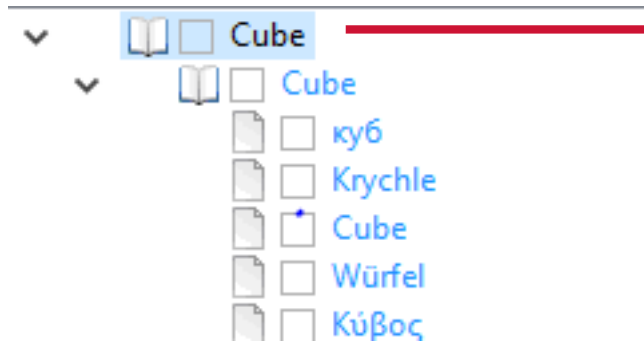
Voer de stappen in volgorde uit.

Vertalingen zijn te vinden aan het einde van deze procedure.

8. Voer de opstartprocedure uit en ga door met testen.

TOC Magic

Apply the single-frame layout to the first page.

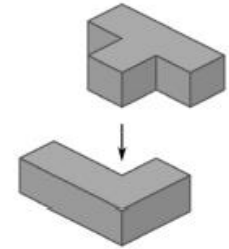


EN Cube

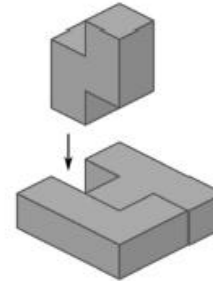
1

- Complete the power down sequence.
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- Translations are found at the end of this procedure.

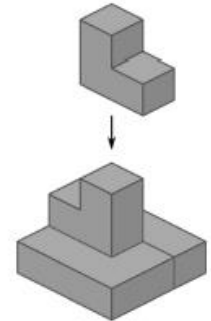
2



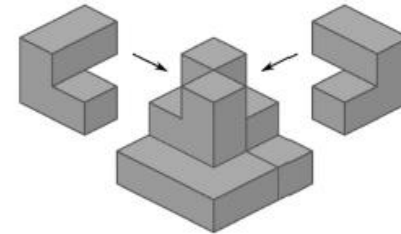
3



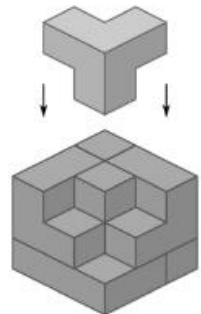
4



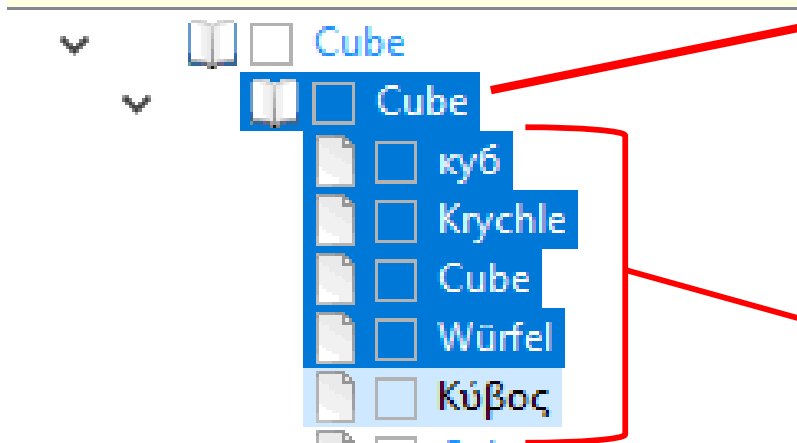
5



6



Apply a hybrid layout to the transition page.

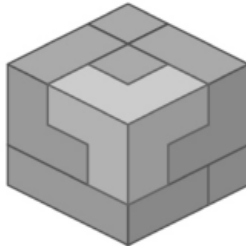


Translations flow into the bottom two-column frame.

EN

Cube

7



8

Complete the power on sequence and proceed to testing.

BG

куб

1. Попълнете последователността за изключване на захранването.
Прегледайте всички стъпки, преди да започнете.
Завършете стъпките по ред.
Преводите се намират в края на тази процедура.
8. Завършете последователността на захранването и продължете с тестването.

CS

Krychle

1. Dokončete sekvenci vypnutí.
Před spuštěním přečtěte všechny kroky.
Postupujte podle pokynů.
Překlady naleznete na konci tohoto postupu
8. Dokončete sekvenci napájení a pokračujte v testování.

DA

Cube

1. Afslut strømstyrken.
Gennemgå alle trin, før du starter.

DE

Würfel

1. Schließen Sie die Abschaltsequenz ab.
Überprüfen Sie alle Schritte, bevor Sie beginnen.
Führen Sie die Schritte in der angegebenen Reihenfolge aus.
Übersetzungen finden Sie am Ende dieses Verfahrens.
8. Schließen Sie die Einschaltsequenz ab und fahren Sie mit dem Testen fort.

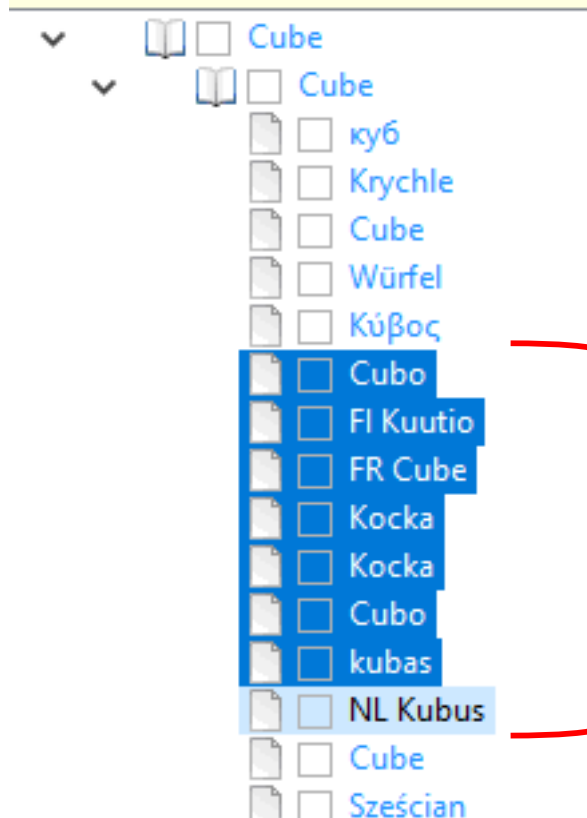
EL

Κύβος

1. Ολοκληρώστε την ακολουθία διακοπής.
Ελέγξτε όλα τα βήματα πριν ξεκινήσετε.
Ολοκληρώστε τα βήματα με τη σειρά.
Οι μεταφράσεις βρίσκονται στο τέλος αυτής της διαδικασίας.

2

Languages continue to flow into the two-column layout after the transition page.



Cube

8. Συμπληρώστε την ακολουθία τροφοδοσίας και προχωρήστε στη δοκιμή.

ES

Cubo

1. 152/5000

Completa la secuencia de apagado.

Revise todos los pasos antes de comenzar.

Completa los pasos en orden.

Las traducciones se encuentran al final de este procedimiento.

8. Completar la secuencia de encendido y proceder a la prueba.

FI

FI Kuutio

1. Suorita virta pois päältä.

Tarkista kaikki vaiheet ennen kuin aloitat.

Suorita vaiheet järjestyksessä.

Käännökset löytyvät tämän menettelyn lopussa.

8. Täydennä sekvenssi ja siirry testaukseen.

FR

FR Cube

1. Terminez la séquence de mise hors tension.

Passez en revue toutes les étapes avant de commencer.

Terminez les étapes dans l'ordre.

Les traductions se trouvent à la fin de cette procédure.

8. Terminez la séquence de mise sous tension et passez aux tests.

HR

Kocka

1. Dovršite slijed isključivanja.

Pregledajte sve korake prije početka.

Dovršite korake po redu.

Prijevodi se nalaze na kraju ovog postupka.

8. Dovršite redoslijed napajanja i nastavite s testiranjem.

HU

Kocka

1. Végezze el a kikapcsolás sorrendjét.

Mielőtt elkezdene, tekintse át az összes lépést.

Végezze el a lépéseket a sorrendben.

A fordítások az eljárás végén találhatók.

8. Végezze el a sorrendben lévő teljesítményt, és folytassa a tesztelést.

IT

Cubo

1. Completa la sequenza di spegnimento.

Rivedi tutti i passaggi prima di iniziare.

Completa i passaggi in ordine.

Le traduzioni si trovano alla fine di questa procedura.

8. Completa la sequenza di accensione e procedi al test.

LT

kubas

1. Užbaikite išjungimo seką.

Prieš pradėdami peržiūrėkite visus veiksmus.

Atlikite nurodytus veiksmus.

Vertimai pateikiami šios procedūros pabaigoje.

8. Užbaigkite seką ir pereikite prie bandymų.

NL

NL Kubus

1. Voltooi de uitschakelprocedure.

Bekijk alle stappen voordat je begint.

Voer de stappen in volgorde uit.

Vertalingen zijn te vinden aan het einde van deze procedure.

8. Voer de opstartprocedure uit en ga door met testen.

3

Summary

Flare's innate feature set provided everything we needed to:

- Quickly design a new template
- Meet project requirements
- Prepare for future translation projects

