

# ON-SITE EDITOR TRAINING

**Editor training** is for new editors who are starting their journey of editing manuals in Web Manuals. The training is divided into two parts:

- The first part begins when the participants start watching the assigned videos.
- The second part is the on-site training that will be with a certified Web Manuals instructor. The instructor will provide hands-on training and include a Q&A session to ensure participants can begin working in the system.



## AGENDA

- Create new document
- Import a Word document
- The logic of revision & issue/edition number
- Lifecycle of a document
- Document smart modules
- Review
- Publish
- Compliance session
- Exercises in editing areas
- Q&A
- Tips & tricks



## REQUIREMENTS

The participants must have editor or admin access and to a test category. This will allow them to practice in the system before and after the training. Before the session begins, the participants must:

- Watch the assigned videos.
- Preferably practice in the system with a test category before the session starts



### Length

Between 5-6 hours, including breaks and lunch.



### Value / Outcome:

After completing the training, the participants can master the Web Manuals editor independently.