

# Open Online Editor Training



## Preparing Word Documents for Import (2.5h)

This session is the first step if you have chosen to import your documents from Word into Web Manuals. There are some key elements to consider when preparing the documents prior to the import that will save you time and work!

**Prerequisite:**

Go through the preparation videos.

**Intended Audience:**

This course is most suitable for Editors and Admins who will be uploading documents from Word into Web Manuals for the first time.

**Agenda**

- Navigation
- Preparing your Word Document
- Adding Document Options
- Uploading your Word Document
- Revision Handling
- Workflow & Lifecycle
- Publishing
- Basic Editing
- Publishing the next Revision

## Editing existing documents in Web Manuals (2h)

This session will teach you how to start editing documents inside Web Manuals. It will be useful if you have already succeeded in importing your documents from Word or if you've contracted Content Transfer from our team.

**Prerequisite:**

Go through the preparation video.

**Intended Audience:**

This course is most suitable for new Editors or Admins who will be editing documents that have already been worked on in Web Manuals.

**Agenda**

- Navigation
- Revision Handling
- Document Lifecycle
- Basic Editing Tools
- Reviewing & Publishing a Revision
- Starting a New Revision & Tracking Changes