R4i Writer - Authoring Content

secure. manage. deliver.

Classroom Duration: 1 day   Virtual Duration: 2 x 2 hours

CHAPTER 1. STARTING AND LOGGING ON

- Starting R4i Writer
- Import Logon Settings
- Remember Credentials

CHAPTER 2. WORKING ENVIRONMENT

- Working Environment
- Toolbars

CHAPTER 3. AUTHORING

- Create new Data Module
- Check out/Check in
- Insertion of Figure/Symbol
- Insertion of DM Reference
- Insertion of Cross Reference
- Insertion of Common Information Repository
- Insertion Tables
- Table Editor & Table Designer
  - Copy/Paste from Word/Excel/PDFs
- Preview Mode & Quick Saves
- Validating errors with Schema, BREX, Spelling, and STE
- Assigned Task Management

CHAPTER 4. SEARCH

- Standard Search
- Text Search
- Search History
- Grid Sort