

Author-it Library Handover Package

“We help our clients to establish consistent standards for developing content”

Our client's challenge

Content Chameleon were managing a large Author-it Library for a client. As part of an internal restructuring exercise our client decided it was time to take the management and maintenance of their library in-house.

“...guidelines on how to manage and maintain their bespoke Author-it Library.”

Our client required a comprehensive suite of handover documents containing:

- details about how their Author-it Library is structured
- information about the content, shared objects and bespoke templates
- instructions on how to manage the security set-up
- guidelines on how to apply consistent styles and conventions
- detailed instructions on how to create the various different types of documents using Author-it.

About Author-it

Author-it is a single-source content management system. You create content for reuse within and across projects to reduce maintenance, minimise errors, eliminate duplication and significantly reduce the time you spend reviewing and reworking your content. You can publish from a single source to print, online help and web formats.

The solution

Content Chameleon created a number of separate documents:

- **Administrators Library Guide** - includes details about set-up and security
- **Library Guide** - describes how the library has been configured, and gives details about new objects that were specifically created for the client's use
- **Style Guide** - a document that can be generated to preview the styles used in the client's library
- **Hints and Tips** - includes client specific instructions for working with Offline Libraries

“...full instructions on how to create each of the different elements of their Training Packages.”

- **Training Blueprint Design Document** - a bible for new and existing authors. This document provides details about the design concepts for each element of their Training Packages and full instructions on how to create each of these different elements. For example, Notes for Trainers, Practical Exercises, User Guides, Online Help for inclusion with their technical software products. This file is provided both in paper format and as an online version for authors to install on their desktop.

The benefits

Content Chameleon have delivered a complete set of reference documents for their client's Author-it Library. These documents have been created within the client's own library so that they can easily maintain these documents on an ongoing basis.

The main benefits to our client include:

- ♦ New authors can quickly familiarise themselves with the structure and content of the library.
- ♦ Tight group and user security permissions have been set up to protect approved content
- ♦ Standard conventions have been established to enable authors to seamlessly create consistent content across all projects
- ♦ Short-cuts have been fully documented to ensure all users can reap the benefits
- ♦ Authors have a comprehensive set of guidelines to refer to.



Author-it website www.authorit.com

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or to speak to a Content Chameleon Adviser call us on **0208 778 4998**