

RWD Product Training Academy 2009 Offerings

RWD is pleased to offer comprehensive training on RWD Info Pak®. The following dates are currently scheduled for RWD Info Pak® training:

RWD Info Pak®		
Start Date	End Date	Location
March 9	March 13	Baltimore, MD
June 8	June 12	Baltimore, MD
September 14	September 18	Baltimore, MD
December 7	December 11	Baltimore, MD

RWD is pleased to offer comprehensive training on RWD uPerform®. The following dates are currently scheduled for RWD uPerform training:

RWD uPerform		
Start Date	End Date	Location
March 16	March 19	Baltimore, MD
June 15	June 18	Baltimore, MD
September 21	September 24	Baltimore, MD
December 14	December 17	Baltimore, MD

RWD Info Pak® Agenda

Class	Description	Cost
<p>Monday – Publisher</p> <p>Suggested Participants:</p> <ul style="list-style-type: none"> • Content Authors • RWD Info Pak® Administrators • Project Managers 	<p>A course covering recording a procedural parent document, editing the document and publishing various types and formats of child documents. It includes instruction on using the Glossary functionality, creating Microsoft Visio screen flows and inserting buttons and icons using GUIPro.</p>	\$1,200
<p>Tuesday – Simulator</p> <p>Suggested Participants:</p> <ul style="list-style-type: none"> • Content Authors • RWD Info Pak® Administrators • Project Managers 	<p>A course covering recording a simulation, editing the simulation and generating interactive and static output formats.</p>	
<p>Wednesday – Configuration Tool</p> <p>Suggested Participants:</p> <ul style="list-style-type: none"> • RWD Info Pak® Administrators • Project Managers 	<p>A course covering the configuration of the RWD Info Pak® components, including template and publishing options, logo, categories, and project settings. The course also covers the use of the RWD Info Pak® – Auto Scheduler, RWD Info Pak® – Sync and RWD Info Pak® – AutoText Assistant tools.</p>	\$2,025
<p>Thursday – Web Architect</p> <p>Suggested Participants:</p> <ul style="list-style-type: none"> • RWD Info Pak® Administrators • Project Managers 	<p>A course covering the creation of a website using the content created by Info Pak® – Publisher. It includes importing documents into the database, creating a directory structure that will be used in the navigation of the website, and tracking and reporting documentation status.</p> <p>Note: This course is not intended for web developers or designers and does not cover HTML authoring or customization.</p>	
<p>Friday – Glossary</p> <p>Suggested Participants:</p> <ul style="list-style-type: none"> • RWD Info Pak® Administrators • Project Managers 	<p>A course covering the management and maintenance of the Glossary database. Includes harvesting terms and definitions from documents, “globalizing” terms into end-user documentation and exporting the glossary.</p>	
<p>Friday – Context Sensitive Help</p> <p>Suggested Participants:</p> <ul style="list-style-type: none"> • RWD Info Pak® Administrators • Project Managers 	<p>A course covering the setup and maintenance of context-sensitive help.</p>	

RWD uPerform Agenda

Class	Description	Cost
<p>Monday – Administrator</p> <p>Suggested Participants:</p> <ul style="list-style-type: none"> • RWD uPerform Administrators • Project Managers 	<p>A course covering setting up a project including creating and editing a document template, creating a document library folder structure and creating project users; managing content including modifying project properties, creating workflow groups, managing the glossary, managing discussions and working with managed documents; managing the end user website including creating a website folder structure, publishing content to the website and customizing the website.</p>	<p>\$1,350</p>
<p>Tuesday – Administrator</p> <p>Suggested Participants:</p> <ul style="list-style-type: none"> • RWD uPerform Administrators • Project Managers 		
<p>Wednesday – Author</p> <p>Suggested Participants:</p> <ul style="list-style-type: none"> • Content Authors • Content Reviewers • RWD uPerform Administrators • Project Managers 	<p>A course covering creating and editing content (documents, simulations and courses), using the glossary, publishing content, navigating the server workspace, checking documents in and out of the document library, participating in workflow, collaborating and adding annotations.</p>	<p>\$1,350</p>
<p>Thursday – Author</p> <p>Suggested Participants:</p> <ul style="list-style-type: none"> • Content Authors • Content Reviewers • RWD uPerform Administrators • Project Managers 		

Cancellation Policy

Financial responsibility remains with the customer for all class fees unless a proper cancellation or rescheduling request is received and confirmed by RWD prior to the start of the class.

The following classroom cancellation and rescheduling fee schedule applies:

Date of Cancellation or Rescheduling Request*	Applicable Fees
More than 15 business days	No charge
Between 10 and 15 business days	50% of the total class fee
Less than 10 business days	No refund of class fee

*Measured from the first day (Monday) of the class.

Student Enrollment Policy

Only employees of companies licensed for RWD Info Pak or RWD uPerform may attend the training.

Our Rights

RWD Technologies reserves the right to cancel any academy offering if enrollment is insufficient. RWD Technologies reserves the right to not accept additional attendees once capacity is reached.

To Enroll

If you have questions about the RWD Product Training Academy or would like to schedule a class, please contact your RWD Sales Director or send an email to academyinfo@rwd.com.