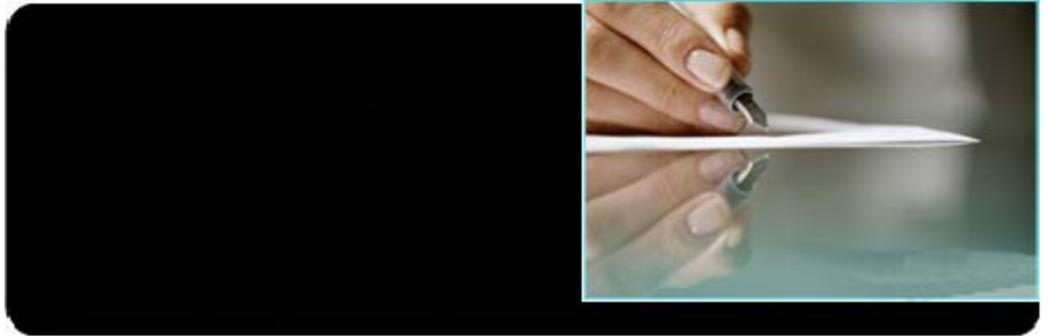




TechTotal

NEWSLETTER

Version 1, Issue 1.2.1



Company Profile

TechTotal Soft Systems Private Limited is among the few organizations in India that provides professional technical documentation services. We have the professional experience and technical expertise to meet the growing technical writing needs of corporate and individuals. TechTotal partners with peer technical writers and domain experts to provide the tools and training for organizations to institutionalize successful documentation strategies.

TechTotal Soft Systems Private Limited is one of the leaders in providing professional technical documentation services in India. With dedication and firm commitment, we aspire to embrace the future and build a better tomorrow. We have a passion for excellence and a never failing commitment to meet the growing technical writing needs of corporate and individuals. This competent center in technical communication serves as a single source to multinational corporate for identifying quality resources and providing reliable and cost effective services.

Our team consists of technical writers and editors, many of whom are skilled programmers, engineers, and scientists.

Some of our esteemed Clients

Analogics
MegaSoft
Wipro
GE
IMImobile
Strabus
Netenrich
Pyro
Requisite Technologies

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[Manager's Message](#)

We are glad to release our first edition of news letter. On this behalf, I would like to thank all the team members (Technical Writers, Editors, and Designers) in bringing up this edition in such a short span.

TechTotal has always strived to be an answer for every need of an organization and we are proud that now, our methodologies and approach are practiced as a culture in the industry. Now, these practices are rooting us to be the omnipotent in Technical Communication.

[The TechTotal](#)



News Bulletin

- TechTotal would start operating in the new premises very soon. The TechTotal hub was inaugurated done on 5th Nov 2008
- Wipro project was executed successfully
- Few projects in store from clients like Microsoft, DEShaw, Infotech, VectaCraft
- TechTotal has entered into Mechanical industry by acquiring a documentation project on packaging machinery
- TechTotal announces its new ID team
- TechTotal is looking forward to recruit more professionals to fortify further



Project Updates

Documentation:

Client: Medecare

Documents prepared: User Manual, Presentation and Video Demo and Help Files

Description: MED e-care's e-Financial software represents a major step in developing state of the art financial software that is uniquely tailored to the healthcare industry. The e-Financial software is designed to streamline processes and reduce the possibility of user error. This is accomplished through the automation of certain processes and the use of wizards that take the user through complicated rules-based processes. The system automates generating monthly charges, changing service rates, and reversing charges.

Instructional Designing:

Client: Wipro

Documents prepared: Training Presentations for SAP Application

Description: Southern Water Services is a leading water utility company in the South East of England responsible for delivering potable water to one million household. Southern Water is in requirement of SAP Application for their Employees & Management.

Training Updates:

- Technical Writing courses are being dealt in depth along with the advanced concepts
- Advance concepts for corporate Technical Writers
- Training on all types of Technical Documents

Events and Programs:

- TechTotal launches weekend batch of Foundation Course in Technical Writing
- TechTotal acquired documentation for electronic voting machine
- TechTotal has entered into web design & development too
- TechTotal introduces special classes for Technical Writers to enrich their skills
- TechTotal has started Technical Writing awareness program in all Universities and colleges in Hyderabad



Brain Teaser!!!

1. What is it that by losing an eye has nothing left but a nose?
2. If a man was born in Greece, raised in Spain, came to America, and died in San Francisco, what is he?



Answers:

1. The word 'Noise'
2. Dead

A Three-Step Plan to Becoming a Technical Writer

The demand for qualified technical writers is constantly growing. For every software application or technology product that's developed, there's an instant need for accompanying documentation. In a global market that is increasingly dependent on high-tech products and services, it's virtually guaranteed that technical writing opportunities will never run dry.

STEP 1: GETTING THE BASICS

Believe it or not, to be successful in technical writing, you don't need to already have a high level of technical know-how or a master's degree in English. However, you should have the following:

- Basic technical skills.
Any experience in technical support, web design, networking, teaching, or even in helping your Mom set up her computer will be an asset. If you don't have a basic understanding of how computers and software work, take a class.
- Basic writing and grammar skills.
If you're already a writer, you probably won't have to worry about this one! However, understand that technical writing generally uses active rather than passive voice; the terminology used must be consistent throughout an entire document or document set; and the objective is to make procedures as simple as possible.
- An interest in technology.
It's not uncommon for a technical writer to spend hours poring over a half-completed software program, trying to find hidden commands or features that need documenting. You may also have to work extensively with engineers and programmers, who will rely on you for feedback and suggestions on the product's interface.

STEP 2: EDUCATE THYSELF

- Explore some technical writing samples.
The first step is to see first-hand what you'll be doing in your new career! Many software companies publish their product documentation on-line. And almost every software program has an embedded Help file - simply click on the 'Help' menu. Understanding the type of writing you'll be expected to produce is a great way to prepare.
- Learn the industry-standard authoring tools.
As an entry-level writer, you'll be expected to at least have experience with Microsoft Word. You'll need to understand advanced Word features such as styles, templates, and dealing with extremely large documents.
Besides Word, the 'big two' applications used in the industry are Adobe FrameMaker and RoboHelp.

Gather

Educate

Implement

- Take a class in technical writing. Sometimes there's simply no substitute for learning from a seasoned professional. There are books, on-line courses, and college or university-level courses on technical writing that will help you learn the basics of producing documentation, how to write project plans, how to interview subject matter experts (SME's) and so on.

STEP 3: STEPPIN' OUT

- Write a CV / resume that showcases your relevant experience. These days, you can't get any recruiter to talk to you without a CV / resume. The CV / resume main purpose is to get you an interview, so keep it short, simple, and relevant to your writing and technical skills. Include any writing, editing or technical training courses or certifications. And the importance of editing and proofreading it thoroughly can't be emphasized enough! A CV / resume with typos or grammatical errors speak volumes about your skills as a professional communicator.
- Put together a portfolio of writing samples. Prospective employers want to see two main things from your portfolio: that you know how to write clearly and that you have the ability to understand complex subjects and can break them down concisely. You could even write fictitious documents or help files - why not develop these while you're learning FrameMaker or RoboHelp? Whatever you decide to use, try to provide at least 5 or 6 samples in total, along with a table of contents and a simple, professional-looking layout.
- Start job-hunting! You can work with a technical service agency or headhunter, or try finding a job directly. If you took a technical writing class, your learning center may have internships, co-op placements, or job placement services to help you get established in the field. Job boards such as Monster.com post new technical writing opportunities almost every day.

Professional associations such as the Society for Technical Communications also have online job boards you can use in your search. And don't forget networking - tell everyone you know about your new career! You'd be surprised who might have a good lead for your first technical writing opportunity.

 **Good luck!**

Upcoming events

- Propel operations in TechTotal hub
- Welcome party for the freshers
- Rigorous trainings and heads-up on upcoming projects to the new employees

