Updated 05/17/2024

Sign up

Kwsoft training: Customized desktop publishing

4 days (28 hours)

PRESENTATION

Our Kwsoft training course will enable you to harness the full power of modern desktop publishing by implementing a CCM (Customer Communications Management) approach at the heart of your company. You'll learn how to use the editor's suite of tools, Tonic and Workbench from the M/ series, to manage documents in the explorer, format text, insert images and attachments, and create workflows.

In this course, you'll learn how to use the Tonic editor to manage documents in Explorer, format text, insert images and attachments, and set up two-user workflows.

You'll learn the fundamentals of M/Workbench and how to use templates. You'll then discover how to design document templates using the powerful template designer, for example by inserting paragraphs, spans or manipulating the DOM.

We'll show you how to effectively implement Customer Communication Management (CCM) in your information system, avoiding the time-consuming programming associated with SAP. Thanks to this technology, which federates all customer relations channels, you'll be able to harmonize your company's communications while benefiting from real savings.

As with all our training courses, this one will introduce you to the latest stable version: Kwsoft M/ 6.15.

Objectives

- Understanding the Kwsoft ecosystem and its M/ series
- Integrate Kwsoft into your document management process
- Mastering Tonic and Workbench

Target audience

- Developers
- Integrators
- Project managers

Prerequisites

Series M/ installed.

Kwsoft training program

Day 1: Tonic Editor (for developers)

- Document management in Explorer
- Guide and input field
- Text formatting
- Images and attachments
- 2-user workflow
- Multi-language management

Day 2: Workbench

- The fundamentals
- M/Workbench
- Using sample templates
- Template designer
- Inserting paragraphs and spans
- Publish a document template

Day 3: Advanced Workbench with M/Text

- Workspace, version control and M/TEXT Database
- Project and resource administration
- Styles and Layouts
- Data in the document template
- User interaction with Guide and Data zones
- Templates in the search tree
- Tables and recurring data
- Document template (DOM)

Day 4: Administration with M/OMS

- Corporate output Management - COM / ECM
- Series M/ components
- M/OMS features, tasks and objectives
- Stacks
- Extensions
  - What is an extension?
  - How to use them
  - Some important extensions
  - How they work

Tonic

- Document management in Explorer
- Guide and input field
- Text formatting
- Images and attachments
- Producing the final document

Companies concerned

This training course is aimed at both individuals and companies, large or small, wishing to train their teams in a new advanced computer technology, or to acquire specific business knowledge or modern methods.

Positioning on entry to training

Positioning at the start of training complies with Qualiopi quality criteria. As soon as registration is finalized, the learner receives a self-assessment questionnaire which enables us to assess his or her estimated level of proficiency in different types of technology, as well as his or her expectations and personal objectives for the training to come, within the limits imposed by the selected format. This questionnaire also enables us to anticipate any connection or security difficulties within the company (intra-company or virtual classroom) which could be problematic for the follow-up and smooth running of the training session.

Teaching methods

Practical course: 60% Practical, 40% Theory. Training material distributed in digital format to all participants.

Organization

The course alternates theoretical input from the trainer, supported by examples, with brainstorming sessions and group work.

Validation

At the end of the session, a multiple-choice questionnaire verifies the correct acquisition of skills.

Sanction

A certificate will be issued to each trainee who completes the course.