

# Maxus Australia: Training Services

Maxus Australia has been providing training to Inmagic software users for many years. We are renowned for our depth of knowledge and our professional, friendly approach. We can offer introductory or more advanced training in TextWorks and *WebPublisher PRO*. We also provide training in *Genie* workflows as well as in the more complex aspects of *Genie* customisation.

Our customers have a variety of needs so we offer a number of training options. We hold **regular training courses** at central locations and we also offer **customised training**. Customised training is now the option that most people choose – customised training can be held at your premises or at our own offices, it can cover whichever specific topics interest you and at the level of detail that is best suited to your needs and experience.

## Customised Training

Our Inmagic software users are increasingly finding that customised training offers a flexible and cost effective option. Such training is conducted on the client's premises, or at our offices in Port Melbourne, and can be tailored to meet specific needs. We can also offer training via our internet-base training facility. Our training staff can offer individual training or can conduct small workshops for two or three of your staff.

We offer customised training in the following Inmagic software products: TextWorks, *WebPublisher PRO* and *Genie*. Customised training gives you the flexibility to ensure that your specific needs are met. The training can cover one or two very specific topics (for example, scripting in TextWorks, canned search links in *WebPublisher PRO*, or search screen customisations in *Genie*), or can follow one of the organised courses listed below under "Training Courses". Depending on your needs, we can use sample databases or we can even use your own databases, which makes the training more concrete and realistic for the staff members involved.

"We enjoyed the training immensely and [...] gained so much in a very short space of time. The training [...] seemed to suit all of us despite our different levels and areas of knowledge. We found the training particularly methodical and enjoyed the 'blackboard explanations'."

Jenny Saunders, Librarian, Darwin

## Training Courses

In addition to our popular customised training options, Maxus Australia also offers formal courses in the technical aspects of Inmagic® DB/TextWorks® or CS/TextWorks, and *WebPublisher PRO*. We run structured courses at recognised training venues in most capital cities. Our courses are run by patient and experienced technical staff.

Here are full details of the courses that are currently available:

### 1. Introductory TextWorks

The **Introduction to Inmagic DB/TextWorks or CS/TextWorks** is a one-day course designed for new users of TextWorks. By the end of this course the participant should be able to use the TextWorks program to create textbases, conduct searches, produce reports and maintain textbases. This very comprehensive course covers searching, Boolean (AND, OR, NOT) techniques, sorting records, editing records, creating a textbase, defining field types, designing a menu screen, and designing forms.

## 2. Advanced TextWorks Modules

### Module 1

- **Advanced Form Design in TextWorks** is designed for those with strong experience with form design. It covers those aspects of form design that our clients have asked us to explain in greater detail – specifically: self-adhesive labels such as mailing labels and library labels; business letters; email messages; calculations; and headers and footers.

The Advanced Form Design module is offered as a half-day course.

### Module 2

- **Thesaurus Construction and Management** covers the construction and maintenance of a monohierarchical, controlled-vocabulary thesaurus using the built-in thesaurus facility.
- **Linking Textbases** covers such topics as: characteristics of link fields; working with link fields; searching a secondary textbase; editing secondary records. This exercise is especially useful to those who work in a library environment and can use linking to create separate catalogue, loans and borrower textbases.
- The **Customisation** exercises give an introduction to customising toolbars, designating options (e.g. text fonts and search term highlighting), re-sizing toolbar buttons, and managing textbase elements such as report forms and query screens.

The Thesaurus, Linking and Customisation sessions are offered together as a half-day module. This module may also be taken in conjunction with the Advanced Form Design module as a full-day workshop.

## 3. WebPublisher PRO

**WebPublisher PRO** is a day long, in-depth class designed to give you a head start in mounting your TextWorks textbases on the internet or your intranet. It introduces participants to the design of a web search screen, exporting the search screen from TextWorks to the web, viewing records in a *WebPublisher PRO* report, designing report and display forms for use with *WebPublisher PRO*, and searching multiple textbases from a single search screen.

“It was the best course I’ve been to for some time.”

Dorothy Shea, Supreme Court Librarian, Tasmania, after a *WebPublisher* training course in Hobart

## Training Dates

Firm dates for formal training sessions are listed on our web site at the following address:

<http://www.maxus.net.au/training.htm>

Training dates and venues are also regularly publicised in our email newsletter, **Mini-Maxus News**, and in our hard-copy newsletter, **Maxus News**.

For more details on any of the courses listed above, please contact Maxus or your local representative.

### About Maxus

Maxus Australia provides information management software and consulting services to a wide range of organisations across Australia and in the South East Asian region. Our consultants are the leaders in their field, with extensive information management and software experience, and specialise in programming, scripting, design, database set up and training.

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**INMAGIC**<sup>®</sup>  
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