Assignment 6: Write a User Manual

Purpose

This assignment provides an opportunity to combine all that you have learned in class to create a user manual.

Step 1: Apply the structure you developed in Assign 6: User Manual Initial Plan.

Step 2: Your manual should have most or all of these sections depending on your product. You should have at least 4 tasks. You may have more.

Front matter should include the following:

- Front and back cover
- Title page
- Table of Contents, List of Figures, List of Tables

Some possible content may be:

- **About this Guide** or **Getting Started**: Explains how the guide is organized, how to use the guide. Might include hardware requirements for software. May include terms and definitions, etc.

- **Safety Requirement**: This section may be part of the introduction or a stand alone section. Any warnings or precautions would be included.

- **Product Description** or **About <Software name>**: Describes the product; identifies any thing you need to know about the product or software before you can do any of the tasks.

- **Installation Guidelines**: If applicable, describes how to assemble or install the product.

- **Navigation Guidelines**: Sometimes used to discuss software navigation steps that are used throughout. Avoids having to repeat them.

- **Tasks chapters**: Each chapter is identified by a task name. Each chapter includes an introduction that explains the task and a set of instructions to complete the task. You may also want to include other information relevant to the task.

- **Troubleshooting**: Includes common problems that may occur and the solutions.

- **Index**: Provides easy access to content.

**NOTE**: You do not have to use these titles as long as the content is well organized and easy for the user to find. Refer to the samples in your book and in the Reader (Chapter 8: Other Technical Documents). Also, see the sample on the class website.