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user manuals reference guides project documentation equipment specifications and other technical documents are increasingly subjected to high quality standards however it is not clear whether research efforts are keeping pace with this increasing importance of documentation quality this volume includes studies from researchers as well as practitioners exemplifying three approaches towards document quality product orientation with an eye for usability in various manifestations such as tutorials concept definitions tools for users of documentation to find information methods of eliciting user feedback and cultural differences process orientation in which the quality of technical documentation is regarded as an outgrowth of a process involving sub steps such as storyboarding pre testing and use of automation tools in writing and producing documents professional orientation in which attention is focused on those who create technical documentation the volume will be of interest to a broad audience of writers managers and trainers with technical and non technical backgrounds such as quality managers communication managers technical communicators trainers in computer usage teachers researchers and students of technical communication we live in an age of electronic interconnectivity with co workers across the hall and across the ocean and managing meetings can be a challenge across multiple time zones and cultures this makes documenting your projects more important than ever in technical documentation and process jerry whitaker and bob mancini provide the background and structure to help you document your projects more effectively with more than 60 years of combined experience in successfully documenting complex engineering projects the authors guide you in developing appropriate process and documentation tools that address the particular needs of your organization features strategies for documenting a project product or facility a sample style guide template the foundation on which you can build documents of various types a selection of document templates ideas for managing complex processes and improving competitiveness using systems engineering and concurrent engineering practices basic writing standards and helpful references major considerations for disaster planning discussion of standardization to show how it can help reduce costs helpful tips to manage remote meetings and other communications first hand examples from the authors own experience throughout the authors offer practical guidelines suggestions and lessons that can be applied across a wide variety of project types and organizational structures comprehensive yet to the point this book helps you define the process document the plan and manage your projects more confidently user manuals reference guides project documentation equipment specifications and other technical documents are increasingly subjected to high quality standards however it is not clear whether research efforts are keeping pace with this increasing importance of documentation quality this volume includes studies from researchers as well as practitioners exemplifying three approaches towards document quality product orientation with an eye for usability in various manifestations such as tutorials concept definitions tools for users of documentation to find information methods of eliciting user feedback and cultural differences process orientation in which the quality of technical documentation is regarded as an outgrowth of a process involving sub steps such as storyboarding pre testing and use of automation tools in writing and producing documents professional orientation in which attention is focused on those who create technical documentation the volume will be of interest to a broad audience of writers managers and trainers with technical and non technical backgrounds such as quality managers communication managers technical communicators trainers in computer usage teachers researchers and students of technical communication translating technical documentation such as user manuals online help and other types of user assistance is essentially different from translating other forms of documents if you translate technical documentation in the same way as you translate other texts chances are that your clients mostly technical writers will be quite unhappy with the results for example complex language that makes a novel or sales brochure interesting can be exactly what makes a user manual incomprehensible when translating technical documentation you should understand how your clients have designed their documents for clearness and simplicity only then can your translation reflect the same principles this book provides you with a compilation of the basic technical writing rules that every technical writer follows when you adhere to the same rules as you translate it s almost guaranteed that both writers and readers will be happy with the quality of your work audience professional translators plan structure write review publish cover the first volume in a series of publications describing the basic documentation practices involved in the initial setting up and subsequent operation of an information library organization to provide defense aerospace scientific and technical information services this manual consists of three sections acquisition and sources by philip eckert offers suggestions and ideas for acquiring documents or their surrogates and dealing with problems in selection and duplicate checking a semiautomated duplicate search technique and alerting methods for prospective documentation are described appendices include two category systems selected definitions and acronyms and a selected address list for document procurement descriptive cataloging by barbara gladd and others defines the functions and purposes of descriptive cataloging in processing technical reports and compares the merits of manual vs automated systems descriptive data elements and guidelines for their use in implementing a system already automated or to be automated in the future are presented and personnel and staffing considerations are discussed abstracting and subject analysis by toni carbo bearman summarizes and provides an overview of the practical aspects of abstracting indexing thesaurus development and the use of computers in abstracting and indexing references to relevant standards are included author raa very friendly very practical and very industry oriented this manual identifies and explores the documentation standards and basic skills that are used to develop and produce technical projects it examines both industrial corporate and academic applications of technical writing fundamentals e g assembly instructions maintenance manuals and academic papers it emphasizes the design and packaging of integrated texts that incorporate all of their media as a finished product viewing technical writing as constructed engineered writing it shows how technical writing is really technical composing that combines text as well as visual graphic and mathematical conceptualizations provides many writing samples and models that were developed for genuine applications in company settings the down to earth accessible style and how to do it approach features a crisp corporate seminar style presentation that gets to the point quickly stays focused on topics and situations that are clearly relevant and immediately applicable part of the wordworks series a series of four communication skills manuals three writers guides for engineering and technical applications and an additional guide to in service spoken communication the languages of the sciences layout and design basics formatting for document usage industrial applications academic applications reader profiles graphic tools designing graphics that work designing layouts that work for engineering technicians and technologists in a variety of fields e g computer information systems construction engineering biomedical equipment technology digital electronics autocad environmental control technology microcomputer management biotech avionics and many more the manual of engineering drawing has long been the recognised as a guide for practicing and student engineers to producing engineering drawings and annotated 3d models that comply with the latest british and iso standards of technical product specifications and documentation this new edition has been updated to include the requirements of bs8888 2008 and the relevant iso standards and is ideal for international readership it includes a guide to the fundamental differences between the iso and asme standards relating to technical product specification and documentation equally applicable to cad and manual drawing it includes the latest development in 3d annotation and the specification of surface texture the duality principle is introduced as this important concept is still very relevant in the new world of 3d technical product specification written by members of bsi and iso committees and a former college lecturer the manual of engineering drawing combines up to the minute technical information with clear readable explanations and numerous diagrams and traditional geometrical construction techniques rarely taught in schools and colleges this approach makes this manual an ideal companion for students studying vocational courses in technical product specification undergraduates studying engineering or product design and any budding engineer beginning a career in design the comprehensive scope of this new edition encompasses topics such as orthographic and pictorial projections dimensional geometrical and surface tolerancing 3d annotation and the duality principle along with numerous examples of electrical and hydraulic diagrams with symbols and applications of cams bearings welding and adhesives the definitive guide to draughting to the latest iso and asme standards an essential reference for engineers and students involved in design engineering and product design written by two iso committee members and practising engineers technical writing as a career technical manuals and handbooks planning a technical manual publishing systems layout and format manual writing style preparing a manual specification front matter and introductory material illustration table preparation operation maintenance and repair instructions illustration parts breakdown appendixes and addenda amending manuals preparing camera ready copy priting and binding the technical editor a technical handbook department appendixes capitalization rules mathematical and scientific terminoly using the metric si system numbers in technical manuals abbreviations footnotes punctuation glossary of technical terms bibliography index even the best information is worthless if users can t find it providing user friendly structure and navigation is just as important as providing well written content however structuring user assistance isn t as simple and obvious as it may seem if you think that your document structure should follow the structure of your product s components and functions you re wrong if you think that the type of document that you prefer is the same type of document that your clients prefer you re wrong if you think that all the information that you have is important you re also wrong this book tells you how to structure index and link your documents so that readers actually find the information that your documents contain topics covered general structuring principles that all structural decisions have in common choosing media should you provide a printed or printable user manual pdf online help or both what information should go into the user manual and what information should go into online help which help format should you use can context sensitive help calls be implemented should you provide interactive features and social features planning documents should you put all information into one document or should you supply several user manuals for specific purposes and user groups how should you name your documents planning document sections what are the major sections that your documents should consist of are there any standard sections that you shouldn t forget planning topics what types of information do your clients need how should you build and name the individual topics within the document planning the order of sections and topics how should you organize the sections and topics within your documents what comes first what comes later planning navigation which navigational devices should you provide in printed documents and in online help systems where should you provide links or cross references and where not audience technical writers developers marketing professionals product managers bull the must have reference for every technical writer editor and documentation manager bull provides all the information you need to document hardware software or other computer products bull written by award winning documentation experts at sun technical publications read me first is the most comprehensive guide to creating documentation that is clear consistent and easy to understand writing documentation is an integral part of any technical product development a significant amount of time is spent describing the product functionality giving insights into technical details providing maintenance instructions specifying marketing information writing user manuals etc as the creation of such documentation is generally a source of higher production costs many large companies are realising the need to increase the efficiency of documentation handling simple documents consisting of only a few pages can be developed on simple systems basic components of such systems are an editor handling text and graphics file storage and a printer such configurations however are not sufficient to handle professional documentation as produced by larger companies detailed studies of technical documentation requirements have revealed that in particular the following functionality is not usually provided by such simple documentation systems technical documentation is often very large documents having hundreds or even thousands of pages are not exceptional due to size and complexity technical documentation is developed most often by a team of authors a system for technical documentation has to provide functionality supporting the organisation of a group of authors technical documentation usually consists of many different documents combined into one large documentation for a particular product the optimum organisation of the storage and retrieval of documents is crucial for the performance and acceptability of the system the functionality offered by normal file systems is not adequate to organise complex systems this book will be your essential guide to creating a company manual on a budget and establishing professional standards within your organisation with technical writing and company manual on a budget you will gain the knowledge to ensure that organisational processes align with the mission and vision statements leading to long term success by reading this book you will learn how to conduct research technical documentation create a writing structure document issuing systems and manual distribution transform your business with strategies for evaluating business processes revising manuals and developing a business expansion plan enjoy the convenience of having all the necessary information to build a sustainable company culture in one place in this comprehensive guide you will find detailed information on establishing and maintaining professional standards in your organisation technical writing and company manual on a budget covers the following topics creating a company manual conducting research producing documents writing structure document issuing systems distributing manuals evaluating business processes revising manuals developing a business expansion plan don t wait get your copy of technical writing and company manual on a budget today and take the first steps towards building a successful and sustainable company culture buy now before the price changes k 12 note this book is suitable as an additional reference for 12th grade entrepreneurship and 10th grade english about the author nanda esalawati offers a unique combination of experience and skills in aviation safety aviation quality management book writing self publishing education and training with over a decade of combined experience in these distinct areas she specialises in providing comprehensive solutions that emphasise regulatory compliance to ensure the highest level of safety for every operation nanda also provides consulting and training services to organisations in developing and integrating their quality management systems additionally she has authored several books and helps clients with company manual writing and authors with self publishing needs this text focuses on the technical writer s function where the document fits in how military specification and standards affect technical documents the procurement process and writing the manual it includes preparing the preliminary manuscript and validating verifying and editing aesthetics isn t the only thing that you should be striving for when desiging a user manual template or the style sheet of an online help system when creating technical documentation usability readability and simplicity are at least just as crucial the design should please the eye but at the same time it must communicate the content clearly in addition paragraph styles and character styles should be efficient to use for the author when writing the document the layout process should be automated as much as possible because most user assistance documents are frequently updated during theit life cycle an automated layout process is much more important here than with other kinds of literature setting up templates and style sheets that are efficient to use when creating and updating user assistance requires a lot of experience in technical writing the rules presented in this book are the essence of this experience all chapters provide various examples that you can use for inspiration and as starting points for your own designs topics covered layout basics setting the type area choosing fonts and spacing creating semantic styles organizing styles hierarchically recommended screen layouts recommended page layouts recommended table designs recommended paragraph styles recommended character styles この商品はタブレットなど

大きいディスプレイを備えた端末で読むことに適しています また 文字だけを拡大することや 文字列のハイライト 検索 辞書の参照 引用などの機能が使用できません 近年増加している海外工場とのやり取りでは 実務に即したリアルな英語が求められます スマートフォンの翻訳機能を使う人も増えていますが 専門用語がうまく翻訳できずトラブルになることが多々あり危険です 本書は 製造現場のリアルな英語表現および英会話を 会話編 文章作成編の2部構成でわかりやすく解説しました 仕事分野ごとに英語表現のポイント 学習のポイント 用例文をまとめました 文書作成テンプレート 音声データ付き translating technical documentation such as user manuals online help and other forms of user assistance is fundamentally different from translating other documents for example using rich and diverse language which can make a novel or sales brochure more interesting can make a user manual just incomprehensible when translating technical documentation you should understand how its writers have designed the document for clearness and simplicity only then can your translation reflect the same principles and achieve the same high level of quality this book provides you with a compilation of the basic technical writing rules that every trained technical writer follows if you adhere to the same principles in your translations it s almost guaranteed that both the writers your clients and the readers your clients clients will be pleased with the quality of your work topics covered general rules for writing in a simple concise and unambiguous way rules on the sentence level such as rules for sentence length sentence structure word order repetitions syntactic cues and more rules on the word level such as rules for finding short simple common words using strong verbs and avoiding overblown and filler words faq on grammar and word choice that often arise when writing technical documentation this book is intended for anyone whose job involves writing formal documentation it is aimed at non native speakers of english but should also be of use for native speakers who have no training in technical writing technical writing is a skill that you can learn and this book outlines some simple ideas for writing clear documentation that will reflect well on your company its image and its brand the book has four parts structure and content through examples you will learn best practices in writing the various sections of a manual and what content to include clear unambiguous english you will learn how to write short clear sentences and paragraphs whose meaning will be immediately clear to the reader layout and order information here you will find guidelines on style issues e g headings bullets punctuation and capitalization typical grammar and vocabulary mistakes this section is divided alphabetically and covers grammatical and vocabulary issues that are typical of user manuals technology is changing the way we do business the way we communicate with each other and the way we learn this new edition is intended to help technical writers graphic artists engineers and others who are charged with producing product documentation in the rapidly changing technological world while preserving the basic guidelines for developing manuals and warnings presented in the previous edition this new edition offers new material as well including a much expanded section on hazard analysis features provides more explicit guidance on conducting a hazard analysis including methods and documentation offers in depth discussion of digital platforms including video animations and even virtual reality to provide users with operating instructions and safety information incorporates current research into effective cross cultural communication essential in today s global economy explains new us and international standards for warning labels and product instructions presents expanded material on user analysis including addressing generational differences in experience and preferred learning styles writing and designing manuals and warnings fifth edition explores how emerging technologies are changing the world of product documentation from videos to virtual reality and all points in between in depth and comprehensive this official resource kit delivers the information you need to plan implement and manage a virtualized enterprise infrastructure covers r2 features you get authoritative technical guidance from those who know the technology best leading industry experts and the windows virtualization team along with sample scripts job aids and other essential resources get expert advice on how to manage the project visioning phase scope risks budget design hyper v server infrastructure and components apply the steps and tools that streamline installation configure single or multiple hyper v servers plan a server workload consolidation strategy use console based tools to manage central and remote operations minimize downtime when migrating from microsoft virtual server to hyper v apply security best practices implement business continuity and recovery plans monitor health and tune performance cd features library of windows powershell scripts for automating hyper v management tasks understanding microsoft virtualization solutions from desktop to datacenter ebook job aids and links to useful virtualization related resources and tools fully searchable ebook of this guide a note regarding the cd or dvd for customers who purchase an ebook version of this title instructions for downloading the cd files can be found in the ebook an explanation of how to gather dissect and understand technical information and how to organize and present it for the reader in how to communicate technical information you will learn how to write printed and online computer documentation that is simple clear interesting and user friendly technical writers jonathan price and henry korman map out easy to follow methods and include practical tips to help you create hardware and software documentation that is accessible to both beginning and experienced end users how to communicate technical information discusses easy to follow and user friendly ways of organizing information demonstrates how to use the art to communicate context multiple options and results offers new ways to present both quick start options for experienced users and installation instructions presents effective new methods for supplying computer based training cbt including sophisticated graphic and hypertext tours and demonstrations includes information on online help that suggests methods for integrating this feature into your documentation throughout the book the authors share the techniques they present in their popular seminars as they provide straightforward and interesting ways of organizing information price and korman also suggest practical methods for developing good writing styles 0805368299b04062001 even the best information is worthless if users can t find it providing user friendly structure and navigation is just as important as providing well written content however structuring user assistance isn t as simple and obvious as it may seem if you think that your document structure should follow the structure of your product s components and functions you re wrong if you think that the type of document that you prefer is the same type of document that your clients prefer you re wrong if you think that all the information that you have is important you re also wrong this book tells you how to structure index and link your documents so that readers actually find the information they need topics covered general structuring principles that all structural decisions have in common choosing media should you provide a printed or printable user manual pdf online help or both what information should go into the user manual and what information should go into online help which help format should you use can context sensitive help calls be implemented should you provide interactive features planning documents should you put all information into one document or should you supply several user manuals for specific purposes and user groups how should you name your documents planning document sections what are the major sections that your documents should consist of are there any standard sections that you mustn t forget planning topics what types of information do your clients need how should you build and name the individual topics within the document planning the order of sections and topics how should you organize the sections and topics within your documents what comes first what comes later planning navigation which navigational devices should you provide in printed documents and in online help systems where should you provide links or cross references and where not this text provides a comprehensive but concise introduction to software engineering it adopts a methodical approach to solving software engineering problems proven over several years of teaching with outstanding results the book covers concepts principles design construction implementation and management issues of software systems each chapter is organized systematically into brief reader friendly sections with itemization of the important points to be remembered diagrams and illustrations also sum up the salient points to enhance learning additionally the book includes a number of the author s original methodologies that add clarity and creativity to the software engineering experience while making a novel contribution to the discipline upholding his aim for brevity comprehensive coverage and relevance foster s practical and methodical discussion style gets straight to the salient issues and avoids unnecessary topics and minimizes theoretical coverage do you have a pressing need to know about technical writing but don t know whom to ask or where to look the technical writer s and editor s handbook provides a quick and easy way to answer your questions author tom wetzel draws from actual experiences of a successful technical writing career to explain the differences in various technical writing professions and the practical tools of the working technical writer s trade and their applications short quickly digestible and illustrated chapters support the development of technical proposals training literature magazine articles technical advertisements and press releases as well as technical manuals and users guides among other technical documentation a practical day to day working tool this guide and reference is an essential for the personal library of all practicing technical writers and other technical professionals including a centslogisticians a centstechnicians a centsengineers a centsmanagers a centsstudents one of the most significant developments in computing over the last ten years has been the growth of interest in computer based support for people working together recognition that much work done in offices is essentially group work has led to the emergence of a distinct subfield of computer science under the title computer supported cooperative work cscw since the term was first coined in 1984 there has been growing awareness of the relevance to the field of and the valuable con tributions to be made by non computing disciplines such as sociology management science social psychology and anthro pology this volume addresses design issues in cscw an since this topic crucially involves human as well as technical considerations brings together researchers from such a broad range of disciplines most of the chapters in this volume were originally presented as papers at the one day seminar design issues in cscw held at the department of trade and industry dti london on 17 march 1992 one in aseries of dti supported cscw sig seminars we would like to express our gratitude to the series editors colston sanger and dan diaper for their useful comments on and suggestions for revisions to the final draft of the manuscript to linda schofield our editor at springer for her continued encouragement throughout the preparation of the manuscript and finally to our respective families for their support and patience over so many months in order to gain accreditation every laboratory must have a superior quality assurance program the keys to a successful program are the operational and technical manuals and associated documents which define the program and its various components written by experts with global experience in setting up laboratories implementing quality in laboratory policies and processes using templates project management and six sigma provides templates for the various policies procedures and forms that should be contained in the quality assurance operational and technical manuals of a laboratory seeking accreditation templates for the entire project life cycle the book begins with a general introduction and overview of quality assurance and then moves on to cover implementation strategies it contains best practices and templates for the project management of the design and implementation of the laboratory operational and technical manuals required to establish a quality assurance program the templates span the entire project life cycle from initiation to planning to execution to monitoring and finally to closure the book also examines how six sigma concepts can be used to optimize laboratories and contains templates that cover administrative issues quality assurance sample control and health and safety issues in addition there is a section of criteria files that relate the individual document templates to specific accreditation criterion addresses the standards of iso 17025 the results of any laboratory examination have the potential to be presented in court and can ultimately affect the life and liberty of the parties involved therefore a stringent quality assurance program including well documented policies and a procedure manual is essential ensuring that laboratories meet the standards of iso 17025 this volume is a critical component of any laboratory s accreditation process ag module 1 navedtra 14269 surface weather observations this module covers the basic procedures that are involved with conducting surface weather observations it begins with a discussion of surface observation elements followed by a description of primary and backup observation equipment that is used aboard ships and at shore stations module 1 also includes a complete explanation of how to record and encode surface metar observations using wmo and navmetoccom guidelines the module concludes with a description of wmo plotting models and procedures ag module 2 navedtra 14270 miscellaneous observations and codes this module concentrates on the observation procedures equipment and codes associated with upper air observations and bathythermograph observations module 2 also discusses aviation weather codes such as tafs and pireps and includes a chapter on surf observation procedures radiological fallout and chemical contamination plotting procedures are also explained ag module 3 navedtra 14271 environmental satellites and weather radar this module describes the various type of environmental satellites satellite imagery and associated terminology it also discusses satellite receiving equipment in addition module 3 contains information on the weather surveillance radar 1988 doppler wsr 88d it includes a discussion of electromagnetic energy and radar propagation theory and explains the basic principles of doppler radar the module also describes the configuration and operation of the wsr 88d as well as wsr 88d products ag module 4 navedtra 14272 environmental communications and administration this module covers several of the most widely used environmental communications systems within the metoc community it also describes the software programs and products associated with these systems the module concludes with a discussion of basic administration procedures

を試みたものである the last of four volumes in a series describing the basic documentation practices involved in the initial setting up and subsequent operation of an information library organization to provide defense aerospace scientific and technical information services this manual consists of three sections in security storage and control michael sims describes the organization and administration of the security arrangements in a documentation center and discusses the need for both physical and personnel security security requirements for documents from the publication stage through final disposal and for items in various formats and protection required in peripheral areas e g reprographic and computer rooms organisation and management by diana leitch discusses the establishment of a technical information center its aims and objectives identification and fulfillment of user requirements management and planning the role of the staff budget management stock control the impact of mechanization and promotion of the center s services networks and external sources of information by philip eckert and others reviews the basic functional aspects of telecommunications text searching and networking some commercial and non commercial information networks operational in the u s and europe are described and details of services offered and contact points are provided for selected external online bibliographic databases on specific topics raa understand the current concept of wetland and methods for identifying describing classifying and delineating wetlands in the united states with wetland indicators capturing the current state of science s role in wetland recognition and mapping environmental scientists and others involved with wetland regulations can strengthen their knowledge about wetlands and the use of various indicators to support their decisions on difficult wetland determinations professor tiner primarily focuses on plants soils and other signs of wetland hydrology in the soil or on the surface of wetlands in his discussion of wetland indicators practicing and aspiring wetland delineators alike will appreciate wetland indicators critical insight into the development and significance of hydrophytic vegetation hydric soils and other factors features color images throughout illustrate wetland indicators incorporates analysis and coverage of the latest army corps of engineers delineation manual provides over 60 tables including extensive tables of u s wetland plant communities and examples for determining hydrophytic vegetation

Quality of technical documentation

2021-11-22

user manuals reference guides project documentation equipment specifications and other technical documents are increasingly subjected to high quality standards however it is not clear whether research efforts are keeping pace with this increasing importance of documentation quality this volume includes studies from researchers as well as practitioners exemplifying three approaches towards document quality product orientation with an eye for usability in various manifestations such as tutorials concept definitions tools for users of documentation to find information methods of eliciting user feedback and cultural differences process orientation in which the quality of technical documentation is regarded as an outgrowth of a process involving sub steps such as storyboarding pre testing and use of automation tools in writing and producing documents professional orientation in which attention is focused on those who create technical documentation the volume will be of interest to a broad audience of writers managers and trainers with technical and non technical backgrounds such as quality managers communication managers technical communicators trainers in computer usage teachers researchers and students of technical communication

Technical Documentation and Process

2018-09-03

we live in an age of electronic interconnectivity with co workers across the hall and across the ocean and managing meetings can be a challenge across multiple time zones and cultures this makes documenting your projects more important than ever in technical documentation and process jerry whitaker and bob mancini provide the background and structure to help you document your projects more effectively with more than 60 years of combined experience in successfully documenting complex engineering projects the authors guide you in developing appropriate process and documentation tools that address the particular needs of your organization features strategies for documenting a project product or facility a sample style guide template the foundation on which you can build documents of various types a selection of document templates ideas for managing complex processes and improving competitiveness using systems engineering and concurrent engineering practices basic writing standards and helpful references major considerations for disaster planning discussion of standardization to show how it can help reduce costs helpful tips to manage remote meetings and other communications first hand examples from the authors own experience throughout the authors offer practical guidelines suggestions and lessons that can be applied across a wide variety of project types and organizational structures comprehensive yet to the point this book helps you define the process document the plan and manage your projects more confidently

Quality of Technical Documentation

1994

user manuals reference guides project documentation equipment specifications and other technical documents are increasingly subjected to high quality standards however it is not clear whether research efforts are keeping pace with this increasing importance of documentation quality this volume includes studies from researchers as well as practitioners exemplifying three approaches towards document quality product orientation with an eye for usability in various manifestations such as tutorials concept definitions tools for users of documentation to find information methods of eliciting user feedback and cultural differences process orientation in which the quality of technical documentation is regarded as an outgrowth of a process involving sub steps such as storyboarding pre testing and use of automation tools in writing and producing documents professional orientation in which attention is focused on those who create technical documentation the volume will be of interest to a broad audience of writers managers and trainers with technical and non technical backgrounds such as quality managers communication managers technical communicators trainers in computer usage teachers researchers and students of technical communication

Translating Technical Documentation Without Losing Quality

2012

translating technical documentation such as user manuals online help and other types of user assistance is essentially different from translating other forms of documents if you translate technical documentation in the same way as you translate other texts chances are that your clients mostly technical writers will be quite unhappy with the results for example complex language that makes a novel or sales brochure interesting can be exactly what makes a user manual incomprehensible when translating technical documentation you should understand how your clients have designed their documents for clearness and simplicity only then can your translation reflect the same principles this book provides you with a compilation of the basic technical writing rules that every technical writer follows when you adhere to the same rules as you translate it s almost guaranteed that both writers and readers will be happy with the quality of your work audience professional translators

Technical Writing Process

2015

plan structure write review publish cover

Writing Technical Documents

1995

the first volume in a series of publications describing the basic documentation practices involved in the initial setting up and subsequent operation of an information library organization to provide defense aerospace scientific and technical information services this manual consists of three sections acquisition and sources by philip eckert offers suggestions and ideas for acquiring documents or their surrogates and dealing with problems in selection and duplicate checking a semiautomated duplicate search technique and alerting methods for prospective documentation are described appendices include two category systems selected definitions and acronyms and a selected address list for document procurement descriptive cataloging by barbara gladd and others defines the functions and purposes of descriptive cataloging in processing technical reports and compares the merits of manual vs automated systems descriptive data elements and guidelines for their use in implementing a system already automated or to be automated in the future are presented and personnel and staffing considerations are discussed abstracting and subject analysis by toni carbo bearman summarizes and provides an overview of the practical aspects of abstracting indexing thesaurus development and the use of computers in abstracting and indexing references to relevant standards are included author raa

Manual of Documentation Practices Applicable to Defence-aerospace Scientific and Technical Information

1978

very friendly very practical and very industry oriented this manual identifies and explores the documentation standards and basic skills that are used to develop and produce technical projects it examines both industrial corporate and academic applications of technical writing fundamentals e g assembly instructions maintenance manuals and academic papers it emphasizes the design and packaging of integrated texts that incorporate all of their media as a finished product viewing technical writing as constructed engineered writing it shows how technical writing is really technical composing that combines text as well as visual graphic and mathematical conceptualizations provides many writing samples and models that were developed for genuine applications in company settings the down to earth accessible style and how to do it approach features a crisp corporate seminar style presentation that gets to the point quickly stays focused on topics and situations that are clearly relevant and immediately applicable part of the wordworks series a series of four communication skills manuals three writers guides for engineering and technical applications and an additional guide to in service spoken communication the languages of the sciences layout and design basics formatting for document usage industrial applications academic applications reader profiles graphic tools designing graphics that work designing layouts that work for engineering technicians and technologists in a variety of fields e g computer information systems construction engineering biomedical equipment technology digital electronics autocad environmental control technology microcomputer management biotech avionics and many more

Technical Document Basics for Engineering Technicians and

Technologists

2001

the manual of engineering drawing has long been the recognised as a guide for practicing and student engineers to producing engineering drawings and annotated 3d models that comply with the latest british and iso standards of technical product specifications and documentation this new edition has been updated to include the requirements of bs8888 2008 and the relevant iso standards and is ideal for international readership it includes a guide to the fundamental differences between the iso and asme standards relating to technical product specification and documentation equally applicable to cad and manual drawing it includes the latest development in 3d annotation and the specification of surface texture the duality principle is introduced as this important concept is still very relevant in the new world of 3d technical product specification written by members of bsi and iso committees and a former college lecturer the manual of engineering drawing combines up to the minute technical information with clear readable explanations and numerous diagrams and traditional geometrical construction techniques rarely taught in schools and colleges this approach makes this manual an ideal companion for students studying vocational courses in technical product specification undergraduates studying engineering or product design and any budding engineer beginning a career in design the comprehensive scope of this new edition encompasses topics such as orthographic and pictorial projections dimensional geometrical and surface tolerancing 3d annotation and the duality principle along with numerous examples of electrical and hydraulic diagrams with symbols and applications of cams bearings welding and adhesives the definitive guide to draughting to the latest iso and asme standards an essential reference for engineers and students involved in design engineering and product design written by two iso committee members and practising engineers

Manual of Engineering Drawing

2009-03-24

technical writing as a career technical manuals and handbooks planning a technical manual publishing systems layout and format manual writing style preparing a manual specification front matter and introductory material illustration table preparation operation maintenance and repair instructions illustration parts breakdown appendixes and addenda amending manuals preparing camera ready copy priting and binding the technical editor a technical handbook department appendixes capitalization rules mathematical and scientific terminoly using the metric si system numbers in technical manuals abbreviations footnotes punctuation glossary of technical terms bibliography index

The Complete Guide to Writing & Producing Technical Manuals

1995-06-23

even the best information is worthless if users can t find it providing user friendly structure and navigation is just as important as providing well written content however structuring user assistance isn t as simple and obvious as it may seem if you think that your document structure should follow the structure of your product s components and functions you re wrong if you think that the type of document that you prefer is the same type of document that your clients prefer you re wrong if you think that all the information that you have is important you re also wrong this book tells you how to structure index and link your documents so that readers actually find the information that your documents contain topics covered general structuring principles that all structural decisions have in common choosing media should you provide a printed or printable user manual pdf online help or both what information should go into the user manual and what information should go into online help which help format should you use can context sensitive help calls be implemented should you provide interactive features and social features planning documents should you put all information into one document or should you supply several user manuals for specific purposes and user groups how should you name your documents planning document sections what are the major sections that your documents should consist of are there any standard sections that you shouldn t forget planning topics what types of information do your clients need how should you build and name the individual topics within the document planning the order of sections and topics how should you organize the sections and topics within your documents what comes first what comes later planning navigation which navigational devices should you provide in printed documents and in online help systems where should you provide links or cross references and where not audience technical writers developers marketing professionals product managers

Planning and Structuring User Assistance

2012

bull the must have reference for every technical writer editor and documentation manager bull provides all the information you need to document hardware software or other computer products bull written by award winning documentation experts at sun technical publications read me first is the most comprehensive guide to creating documentation that is clear consistent and easy to understand

Read Me First!

2003

writing documentation is an integral part of any technical product development a significant amount of time is spent describing the product functionality giving insights into technical details providing maintenance instructions specifying marketing information writing user manuals etc as the creation of such documentation is generally a source of higher production costs many large companies are realising the need to increase the efficiency of documentation handling simple documents consisting of only a few pages can be developed on simple systems basic components of such systems are an editor handling text and graphics file storage and a printer such configurations however are not sufficient to handle professional documentation as produced by larger companies detailed studies of technical documentation requirements have revealed that in particular the following functionality is not usually provided by such simple documentation systems technical documentation is often very large documents having hundreds or even thousands of pages are not exceptional due to size and complexity technical documentation is developed most often by a team of authors a system for technical documentation has to provide functionality supporting the organisation of a group of authors technical documentation usually consists of many different documents combined into one large documentation for a particular product the optimum organisation of the storage and retrieval of documents is crucial for the performance and acceptability of the system the functionality offered by normal file systems is not adequate to organise complex systems

製造現場のﾘｱﾙな英語表現

2021

this book will be your essential guide to creating a company manual on a budget and establishing professional standards within your organisation with technical writing and company manual on a budget you will gain the knowledge to ensure that organisational processes align with the mission and vision statements leading to long term success by reading this book you will learn how to conduct research technical documentation create a writing structure document issuing systems and manual distribution transform your business with strategies for evaluating business processes revising manuals and developing a business expansion plan enjoy the convenience of having all the necessary information to build a sustainable company culture in one place in this comprehensive guide you will find detailed information on establishing and maintaining professional standards in your organisation technical writing and company manual on a budget covers the following topics creating a company manual conducting research producing documents writing structure document issuing systems distributing manuals evaluating business processes revising manuals developing a business expansion plan don t wait get your copy of technical writing and company manual on a budget today and take the first steps towards building a successful and sustainable company culture buy now before the price changes k 12 note this book is suitable as an additional reference for 12th grade entrepreneurship and 10th grade english about the author nanda esalawati offers a unique combination of experience and skills in aviation safety aviation quality management book writing self publishing education and training with over a decade of combined experience in these distinct areas she specialises in providing comprehensive solutions that emphasise regulatory compliance to ensure the highest level of safety for every operation nanda also provides consulting and training services to organisations in developing and integrating their quality management systems additionally she has authored several books and helps clients with company manual writing and authors with self publishing needs

Technical Manual

2012-12-06

this text focuses on the technical writer s function where the document fits in how military specification and standards affect technical documents the procurement process and writing the manual it includes preparing the preliminary manuscript and validating verifying and editing

Integrated Management of Technical Documentation

2023-07-24

aesthetics isn t the only thing that you should be striving for when desiging a user manual template or the style sheet of an online help system when creating technical documentation usability readability and simplicity are at least just as crucial the design should please the eye but at the same time it must communicate the content clearly in addition paragraph styles and character styles should be efficient to use for the author when writing the document the layout process should be automated as much as possible because most user assistance documents are frequently updated during theit life cycle an automated layout process is much more important here than with other kinds of literature setting up templates and style sheets that are efficient to use when creating and updating user assistance requires a lot of experience in technical writing the rules presented in this book are the essence of this experience all chapters provide various examples that you can use for inspiration and as starting points for your own designs topics covered layout basics setting the type area choosing fonts and spacing creating semantic styles organizing styles hierarchically recommended screen layouts recommended page layouts recommended table designs recommended paragraph styles recommended character styles

Technical Writing And Company Manual On A Budget for Start-Up Founder and Business Owner

1991

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Technical Writing for Private Industry

1991

translating technical documentation such as user manuals online help and other forms of user assistance is fundamentally different from translating other documents for example using rich and diverse language which can make a novel or sales brochure more interesting can make a user manual just incomprehensible when translating technical documentation you should understand how its writers have designed the document for clearness and simplicity only then can your translation reflect the same principles and achieve the same high level of quality this book provides you with a compilation of the basic technical writing rules that every trained technical writer follows if you adhere to the same principles in your translations it s almost guaranteed that both the writers your clients and the readers your clients clients will be pleased with the quality of your work topics covered general rules for writing in a simple concise and unambiguous way rules on the sentence level such as rules for sentence length sentence structure word order repetitions syntactic cues and more rules on the word level such as rules for finding short simple common words using strong verbs and avoiding overblown and filler words faq on grammar and word choice that often arise when writing technical documentation

Monthly Catalogue, United States Public Documents

2020-10-25

this book is intended for anyone whose job involves writing formal documentation it is aimed at non native speakers of english but should also be of use for native speakers who have no training in technical writing technical writing is a skill that you can learn and this book outlines some simple ideas for writing clear documentation that will reflect well on your company its image and its brand the book has four parts structure and content through examples you will learn best practices in writing the various sections of a manual and what content to include clear unambiguous english you will learn how to write short clear sentences and paragraphs whose meaning will be immediately clear to the reader layout and order information here you will find guidelines on style issues e g headings bullets punctuation and capitalization typical grammar and vocabulary mistakes this section is divided alphabetically and covers grammatical and vocabulary issues that are typical of user manuals

Technical Documentation Best Practices - Visually Designing Modern Help Systems and Manuals

2021-01-20

technology is changing the way we do business the way we communicate with each other and the way we learn this new edition is intended to help technical writers graphic artists engineers and others who are charged with producing product documentation in the rapidly changing technological world while preserving the basic guidelines for developing manuals and warnings presented in the previous edition this new edition offers new material as well including a much expanded section on hazard analysis features provides more explicit guidance on conducting a hazard analysis including methods and documentation offers in depth discussion of digital platforms including video animations and even virtual reality to provide users with operating instructions and safety information incorporates current research into effective cross cultural communication essential in today s global economy explains new us and international standards for warning labels and product instructions presents expanded material on user analysis including addressing generational differences in experience and preferred learning styles writing and designing manuals and warnings fifth edition explores how emerging technologies are changing the world of product documentation from videos to virtual reality and all points in between

製造現場のリアルな英語表現

2020-10-25

in depth and comprehensive this official resource kit delivers the information you need to plan implement and manage a virtualized enterprise infrastructure covers r2 features you get authoritative technical guidance from those who know the technology best leading industry experts and the windows virtualization team along with sample scripts job aids and other essential resources get expert advice on how to manage the project visioning phase scope risks budget design hyper v server infrastructure and components apply the steps and tools that streamline installation configure single or multiple hyper v servers plan a server workload consolidation strategy use console based tools to manage central and remote operations minimize downtime when migrating from microsoft virtual server to hyper v apply security best practices implement business continuity and recovery plans monitor health and tune performance cd features library of windows powershell scripts for automating hyper v management tasks understanding microsoft virtualization solutions from desktop to datacenter ebook job aids and links to useful virtualization related resources and tools fully searchable ebook of this guide a note regarding the cd or dvd for customers who purchase an ebook version of this title instructions for downloading the cd files can be found in the ebook

Translating Technical Documentation Successfully

2014-06-19

an explanation of how to gather dissect and understand technical information and how to organize and present it for the reader

User Guides, Manuals, and Technical Writing

2019-11-11

in how to communicate technical information you will learn how to write printed and online computer documentation that is simple clear interesting and user friendly technical writers jonathan price and henry korman map out easy to follow methods and include practical tips to help you create hardware and software documentation that is accessible to both beginning and experienced end users how to communicate technical information discusses easy to follow and user friendly ways of organizing information demonstrates how to use the art to communicate context multiple options and results offers new ways to present both quick start options for experienced users and installation instructions presents effective new methods for supplying computer based training cbt including sophisticated graphic and hypertext tours and demonstrations includes information on online help that suggests methods for integrating this feature into your documentation throughout the book the authors share the techniques they present in their popular seminars as they provide straightforward and interesting ways of organizing information price and korman also suggest practical methods for developing good writing styles 0805368299b04062001

Writing and Designing Manuals and Warnings, Fifth Edition

2009-06-10

even the best information is worthless if users can t find it providing user friendly structure and navigation is just as important as providing well written content however structuring user assistance isn t as simple and obvious as it may seem if you think that your document structure should follow the structure of your product s components and functions you re wrong if you think that the type of document that you prefer is the same type of document that your clients prefer you re wrong if you think that all the information that you have is important you re also wrong this book tells you how to structure index and link your documents so that readers actually find the information they need topics covered general structuring principles that all structural decisions have in common choosing media should you provide a printed or printable user manual pdf online help or both what information should go into the user manual and what information should go into online help which help format should you use can context sensitive help calls be implemented should you provide interactive features planning documents should you put all information into one document or should you supply several user manuals for specific purposes and user groups how should you name your documents planning document sections what are the major sections that your documents should consist of are there any standard sections that you mustn t forget planning topics what types of information do your clients need how should you build and name the individual topics within the document planning the order of sections and topics how should you organize the sections and topics within your documents what comes first what comes later planning navigation which navigational devices should you provide in printed documents and in online help systems where should you provide links or cross references and where not

Windows Server 2008 Hyper-V Resource Kit

1992

this text provides a comprehensive but concise introduction to software engineering it adopts a methodical approach to solving software engineering problems proven over several years of teaching with outstanding results the book covers concepts principles design construction implementation and management issues of software systems each chapter is organized systematically into brief reader friendly sections with itemization of the important points to be remembered diagrams and illustrations also sum up the salient points to enhance learning additionally the book includes a number of the author s original methodologies that add clarity and creativity to the software engineering experience while making a novel contribution to the discipline upholding his aim for brevity comprehensive coverage and relevance foster s practical and methodical discussion style gets straight to the salient issues and avoids unnecessary topics and minimizes theoretical coverage

The Art of Technical Documentation

1993

do you have a pressing need to know about technical writing but don t know whom to ask or where to look the technical writer s and editor s handbook provides a quick and easy way to answer your questions author tom wetzel draws from actual experiences of a successful technical writing career to explain the differences in various technical writing professions and the practical tools of the working technical writer s trade and their applications short quickly digestible and illustrated chapters support the development of technical proposals training literature magazine articles technical advertisements and press releases as well as technical manuals and users guides among other technical documentation a practical day to day working tool this guide and reference is an essential for the personal library of all practicing technical writers and other technical professionals including a centslogisticians a centstechnicians a centsengineers a centsmanagers a centsstudents

How to Communicate Technical Information

2020-10-25

one of the most significant developments in computing over the last ten years has been the growth of interest in computer based support for people working together recognition that much work done in offices is essentially group work has led to the emergence of a distinct subfield of computer science under the title computer supported cooperative work cscw since the term was first coined in 1984 there has been growing awareness of the relevance to the field of and the valuable con tributions to be made by non computing disciplines such as sociology management science social psychology and anthro pology this volume addresses design issues in cscw an since this topic crucially involves human as well as technical considerations brings together researchers from such a broad range of disciplines most of the chapters in this volume were originally presented as papers at the one day seminar design issues in cscw held at the department of trade and industry dti london on 17 march 1992 one in aseries of dti supported cscw sig seminars we would like to express our gratitude to the series editors colston sanger and dan diaper for their useful comments on and suggestions for revisions to the final draft of the manuscript to linda schofield our editor at springer for her continued encouragement throughout the preparation of the manuscript and finally to our respective families for their support and patience over so many months

DHHS Publication No. (HRA)

2003

in order to gain accreditation every laboratory must have a superior quality assurance program the keys to a successful program are the operational and technical manuals and associated documents which define the program and its various components written by experts with global experience in setting up laboratories implementing quality in laboratory policies and processes using templates project management and six sigma provides templates for the various policies procedures and forms that should be contained in the quality assurance operational and technical manuals of a laboratory seeking accreditation templates for the entire project life cycle the book begins with a general introduction and overview of quality assurance and then moves on to cover implementation strategies it contains best practices and templates for the project management of the design and implementation of the laboratory operational and technical manuals required to establish a quality assurance program the templates span the entire project life cycle from initiation to planning to execution to monitoring and finally to closure the book also examines how six sigma concepts can be used to optimize laboratories and contains templates that cover administrative issues quality assurance sample control and health and safety issues in addition there is a section of criteria files that relate the individual document templates to specific accreditation criterion addresses the standards of iso 17025 the results of any laboratory examination have the potential to be presented in court and can ultimately affect the life and liberty of the parties involved therefore a stringent quality assurance program including well documented policies and a procedure manual is essential ensuring that laboratories meet the standards of iso 17025 this volume is a critical component of any laboratory s accreditation process

Technical Documentation Best Practices - Planning and Structuring Helpful User Assistance

2014-12-16

ag module 1 navedtra 14269 surface weather observations this module covers the basic procedures that are involved with conducting surface weather observations it begins with a discussion of surface observation elements followed by a description of primary and backup observation equipment that is used aboard ships and at shore stations module 1 also includes a complete explanation of how to record and encode surface metar observations using wmo and navmetoccom guidelines the module concludes with a description of wmo plotting models and procedures ag module 2 navedtra 14270 miscellaneous observations and codes this module concentrates on the observation procedures equipment and codes associated with upper air observations and bathythermograph observations module 2 also discusses aviation weather codes such as tafs and pireps and includes a chapter on surf observation procedures radiological fallout and chemical contamination plotting procedures are also explained ag module 3 navedtra 14271 environmental satellites and weather radar this module describes the various type of environmental satellites satellite imagery and associated terminology it also discusses satellite receiving equipment in addition module 3 contains information on the weather surveillance radar 1988 doppler wsr 88d it includes a discussion of electromagnetic energy and radar propagation theory and explains the basic principles of doppler radar the module also describes the configuration and operation of the wsr 88d as well as wsr 88d products ag module 4 navedtra 14272 environmental communications and administration this module covers several of the most widely used environmental communications systems within the metoc community it also describes the software programs and products associated with these systems the module concludes with a discussion of basic administration procedures

Technical Writing 101

2010

国際コミュニケーション能力としての 大学英語 を 国家戦略の見地から 国際競争力を強化するための 国際情報戦略の武器 として 同時に 平和戦略の重要な 言力 としての視点から その歴史的経緯も踏まえてその概観を試みたものである

Software Engineering

1987

the last of four volumes in a series describing the basic documentation practices involved in the initial setting up and subsequent operation of an information library organization to provide defense aerospace scientific and technical information services this manual consists of three sections in security storage and control michael sims describes the organization and administration of the security arrangements in a documentation center and discusses the need for both physical and personnel security security requirements for documents from the publication stage through final disposal and for items in various formats and protection required in peripheral areas e g reprographic and computer rooms organisation and management by diana leitch discusses the establishment of a technical information center its aims and objectives identification and fulfillment of user requirements management and planning the role of the staff budget management stock control the impact of mechanization and promotion of the center s services networks and external sources of information by philip eckert and others reviews the basic functional aspects of telecommunications text searching and networking some commercial and non commercial information networks operational in the u s and europe are described and details of services offered and contact points are provided for selected external online bibliographic databases on specific topics raa

The Technical Writer's and Editor's Handbook

2013-12-01

understand the current concept of wetland and methods for identifying describing classifying and delineating wetlands in the united states with wetland indicators capturing the current state of science s role in wetland recognition and mapping environmental scientists and others involved with wetland regulations can strengthen their knowledge about wetlands and the use of various indicators to support their decisions on difficult wetland determinations professor tiner primarily focuses on plants soils and other signs of wetland hydrology in the soil or on the surface of wetlands in his discussion of wetland indicators practicing and aspiring wetland delineators alike will appreciate wetland indicators critical insight into the development and significance of hydrophytic vegetation hydric soils and other factors features color images throughout illustrate wetland indicators incorporates analysis and coverage of the latest army corps of engineers delineation manual provides over 60 tables including extensive tables of u s wetland plant communities and examples for determining hydrophytic vegetation

Electronics Technician 1 & C

2009-11-24

Design Issues in CSCW

1991

Implementing Quality in Laboratory Policies and Processes

2007-02

Effects of Wetlands Protection Regulations on Small Business

1978

Manuals Combined: U.S. Navy Aerographer’s Mate Modules 1-4

2016-12-19

国家戦略としての「大学英語」教育

1994

Manual of Documentation Practices Applicable to Defence-aerospace Scientific and Technical Information: Security storage and control; Organisation and management; Networks and external sources of information

Wetland Indicators

Scientific and Technical Aerospace Reports

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