|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | To: | D. PRICE | | From: | A. BATH A.B. | | SUBJECT: | MANUAL TOPIC MEMO | | Date: | 2017-10-17 | |  |  | | Purpose The purpose of this memo is to discuss and explain the design choices I made in my instructions manual. Summary My manual’s intent is to help walk the user through the hard part of setting up Hosting and getting started with WordPress. While also acting as a reference guide for users. The Manual users should easily walk through the steps and understand what they are doing and why. I see my materials being used in a training class environment. I believe these materials will be used repeatedly, much like how I would use them in building a client’s new website, and hosting. I did have to modify my topic down from the original memo because it was getting lengthy and I didn’t have time to go into every tool without losing the contents mission in setting up a WordPress site with 1&1 hosting. Design choices I used three major design categories which are explained in depth below:  *Format*: was one of the most important tools I used in my report. I’m a strong believer in well formatted content. I want it to look good so the user wants to read it.   * I used two font types to achieve this, Garamond (Body) for my normal body font and Header 2 text, and Century Gothic for my titles and Headings. Both texts are very readable and using two different font type gives visual users the visual que that these items are being separated or belong with each other. For my content, I used small font sizes so I could fit as much content as possible on the page. * I also used some generous line breaks between bits of information to create this same illusion. The spacing helps break up the content into more readable chunks. * For important notes, I created dialog boxes with a red ‘i’ and light gray background to make the information more noticeable and easy to pick out form the document. These pockets of information are meant to teach and convey something that might need to be referenced on more than one occasion. * Last, I printed my materials out 2 sided and placed them in a binder with hole punches so it’s easy to read through the material much like a training book.   *Pictures*: Where provided to help orient the user. It’s easy to get lost in a site. In some cases, I provided pictures of the buttons a user is looking for when there are multiple buttons on the page. I also used arrows and other visual ques to help direct the user to the right tool.  My pictures were put on lines by themselves with captions to explain their content and label them so they are easy to refer to.  *Binding*: I placed my material in a binder much like you would receive in a training class. I placed the materials so that it can be read much like a book. I added a copy of the cover page to the outside pocket to make it easy to reference. The same cover letter starts off the materials inside the binder so the user can easily see that this is the correct information. I provided a spine insert as well. Stating that I was the creator of these materials, and an outline of what the materials were. I wanted to provide more descriptive text here instead of just the title because these are reference materials and it would be easier to know exactly what’s in it especially if you needed to return to the information. Last, I added a blank page at the end of the content to act as a protection. Someone could also write their own note here if they so wish to. | |  DESIGN MEMO |