**Date:** 3/17/16

**Start Time:** 6:00 pm

**Task:** Create a reference manual framework/basis

**Time Estimate:** 3 hours

**Actual Time**: 3.5 hours

**Notes:** The work I did on the manual was pretty minimal and easy. I set up the main headings for the manual and laid out the design and format. The most time consuming portion of the work was editing the colors of the logo and creating a ‘clipart’ card reader image to use on the cover.