



Essential Skills – Lesson 20

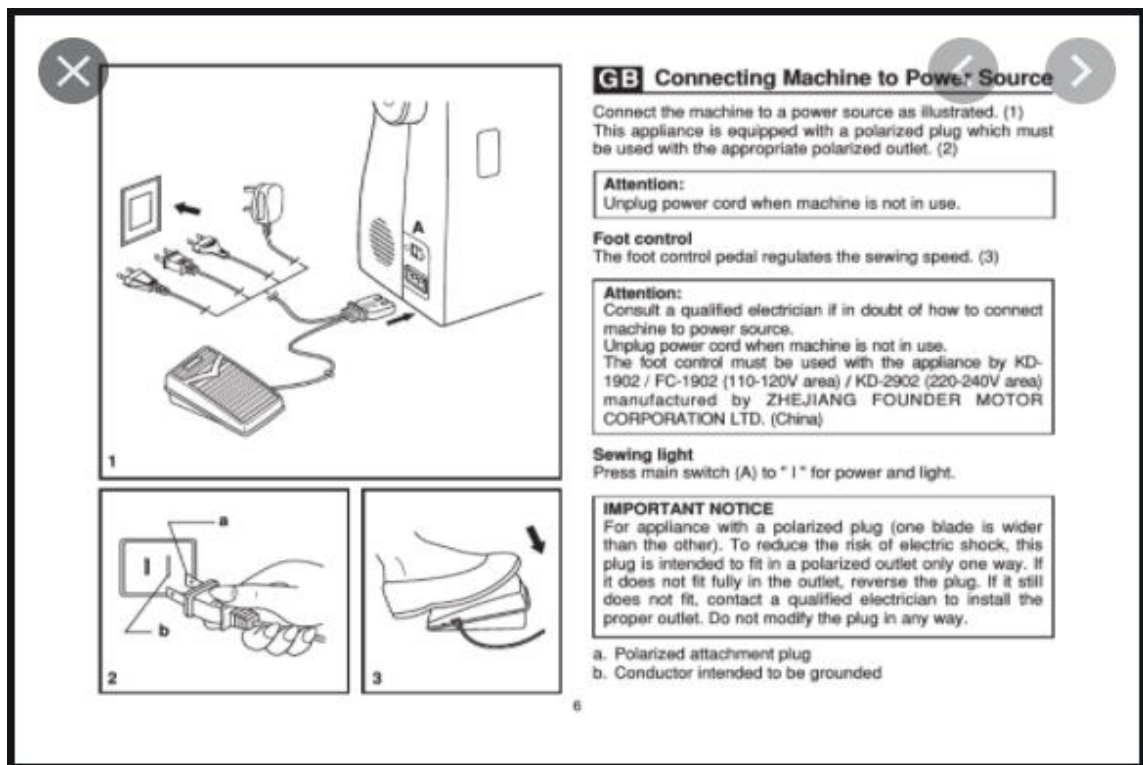
Continuing with our discussion on Technical Writing, today we will turn our emphasis on **User Manuals**. Check out the following site on writing a user manual. Many steps are like the guidelines for writing instructions covered yesterday and you will notice how instructions are included here as well.

<https://grammar.yourdictionary.com/grammar-rules-and-tips/tips-on-writing-user-manuals.html>

Here are a couple of samples – this one is a single page from a manual to show layout ideas.

<h3>Use separate calendars for work and free time</h3> <p>You can have more than one calendar. Create one for work and another for your free time.</p> <p>In the home screen, select the date.</p> <h4>Create a new calendar</h4> <ol style="list-style-type: none">1 Select Options > Manage calendars.2 Select Options > Create new calendar.3 Enter a name, and set a colour code for the calendar.4 Define the visibility for the calendar. When a calendar is hidden, the calendar entries and reminders are not displayed in different calendar views or in the home screen. <h4>Modify calendar settings</h4> <p>In the Manage calendars view, select the desired calendar.</p> <h4>Add an entry to a particular calendar</h4> <ol style="list-style-type: none">1 Go to the desired date, and select .2 Select the desired entry type.3 Select Calendar entry saved to and the calendar you want to save the entry to. <p>In different calendar views, the colour codes indicate to which calendar an entry is saved.</p>	<h3>Navigate to a destination</h3> <p> Select Menu > Maps.</p> <p>Maps shows you what is nearby, helps you plan your route, and guides you where you want to go, free of charge. You can:</p> <ul style="list-style-type: none">• Find cities, streets, and services• Find your way with turn-by-turn directions• Synchronise your favourite locations and routes between your mobile device and the Ovi Maps internet service• Check weather forecasts and other local information, if available <p>Some services may not be available in all countries, and may be provided only in selected languages. The services may be network dependent. For more information, contact your network service provider.</p> <p>Using the service or downloading content may cause transfer of large amounts of data, which may result in data traffic costs.</p> <p>Almost all digital cartography is inaccurate and incomplete to some extent. Never rely solely on the cartography that you download for use in this device.</p> <p>Some content is generated by third parties and not Nokia. The content may be inaccurate and is subject to availability.</p>
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This is a nice sample in that it shows a good use of images – again this is only a page from this manual.



This sample is quite large, so I included the link to the .pdf. Take a look:

https://www.kansastag.gov/AdvHTML_doc_upload/Caplio_500SE_Software_User_Guide.pdf

RICOH

Caplio[★]
500SE

Software User Guide



Note

- For the safe use of your camera, be sure to read the "Safety Precautions" thoroughly before use.
- Types of software installed on your computer varies depending on the method of installation from the Caplio Software CD-ROM. For details, see the "Camera User Guide".

Now it is time for you to give it a try.

I do not expect you to create a full user manual – you're welcome – but I would like to see a cover page, table of contents, and one or two of the items in your TOC expanded. You may use a software app you are familiar with or a product that a user manual would be created for.

See you at 10.