TO: Dr. Teena Carnegie

FROM: Kendal Cler

DATE: 27 November 2016

SUBJECT: Editing Instructions Overview

Instructions given for the Julius Studio Portable Light Installation process have been found by a group of peers to be inadequate for the use of giving directions to users. The reason for this is due to the instructions being given as if from someone who is not a native English speaker, and so they are grammatically incorrect with multiple spelling errors. The instructions also do not have a well thought out visual design, which leads to some confusion for the user. These instructions are unacceptable and need to be adjusted to adequately show the user how to install their portable photography light and studio tent.

Analysis

The purpose of this document was to instruct the user on how to set up and use the portable photography light, as well as instruct the user on how to set up the portable photo studio tent and instruct the user on how to change the lightbulb of the portable photography light. Users may include:

- People who need to use a portable photography light
- People who handle and/or instruct others on how to use a portable photography light.

The reader's attitude when using these instructions may be uncertain and hasty, as they are uncertain of how to work the portable photography light and studio tent. The user will use these items inside or outside, likely a place that does not have great lighting. The user would use then instructions when they are trying to set up the light and/or tent, likely when they were unable to assemble the items on their own. Users do not need to memorize the information. They should be able to set up the photography light and the tent, be aware of the possible dangers, and the user likely already knows how to use a light. Once the document is used, the user will be likely to throw the document away. The document is created with language constraints present, and low quality photography is used. The document is printed and posted online, and content may be reused for different versions of the portable photography light.

Evaluation

The content of this document gives all information needed; however, there is a large amount of unnecessary information given. Not all of the information in the document is appropriate for the directions and purpose of the document. This is an issue, because it causes the user to become confused with the instructions given and will irritate the user. Information is not ordered correctly, and the signals and sign posts given in the document do not meet the expectations of the user. The design of this document is poorly set up. There are many inconsistencies in the color of the text and photo sizes. Information is given in what seems like random order, not in any relation to what is most important for the user to know. However, instructions are numbered, which makes the instructions easier for the user to follow.

Arial 25

~~Julius Studio~~ Portable Light Installation [

~~(L02, L022)~~

1. Open your package and check the items are all included in the packages.

   What is included?

   * 1 x Portable Photography Light w/ Bulb

Arial 8

1. ~~Pull down the Tripod from inside Stand and Set up~~ Twist and pull the tripod from inside of the stand

Arial 12

Changing the lightbulb
~~How to Change the Bulb~~

1. ~~Take off the plug before you change the light and wait until it cool to avoid burn the skin.~~ Undua the light and wait until the lightbulb is cool to avoid burn the skin.

~~For your safety,~~
~~we recommend to wear Rubber / Latex Glove~~

2. ~~Turn the cover if it has to the counter-clokwise.~~ Face of the light counter clockwise

3. ~~Take off the cover from the light.~~ Remove the Face

4. ~~Press the bulb with your palm.~~ Grip the lightbulb.

5. ~~Take off the bulb turning counter-clockwise carefully.~~ Carefully pull out the lightbulb turning counter clockw

6. Put the new bulb in the socket then turn the bulb to ~~the clockwise and follow backword this instruction~~ clockwise and repeat the steps in reverse for reasemb

Installation Instructions

LS
LightingSaving
www.LS-PhotoStudio.com

Arial 12 *Arial 8* *Arial 12*

Tent Installation

1. Open your package and check that the parts are all included in the packages.

   • 1 x High Quality Photo Studio Tent
   • 4 Non-reflective background
     (Red/Black/Blue/White)
   • Quality High Output Lights Stands
   • Camera Stand for your Camera
   11555 MARCELLO
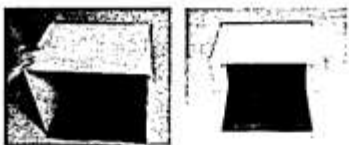
   ** Components may vary based on your purchase order number

2. Set the two covers up so that the Single Panel on the left and Double Panel on the right. Then turn the black cover towards you.

3. Paste the background of your desired color to the Velcro.

4. Turn the right cover to stick together with the left one, and press the Velcro by your fingers to firm the tent.

5. Turn upside down so the bottom is covering the backdrop only.

Light Installation

1. Unfolding the legs of each light and adjust the height to fit your object.

   (Lights may vary according to items Numbers)

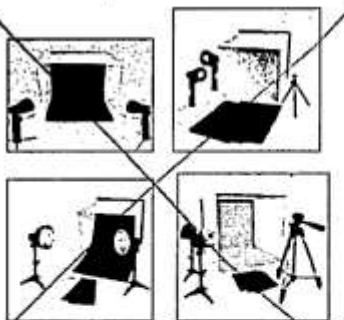   (More Lights on the Web)
   More lights can be found on the Internet

2. Plug in the lights to regular outlet.

3. Set up the tripod for your camera.

   (Lights may vary according to items Numbers)

   (More Tripods on the Web)
   More tripods can be found on the Internet

   CAUTION: DO NOT TOUCH THE LIGHTING HEAD. IT CAN BE VERY HOT. DO NOT USE OVER ONE HOUR.

Installation Instructions

Tent Installation

1. Open your package and check that the parts are all included:

   - 1 High quality photo studio tent
   - 4 Non-reflective backgrounds (red/black/blue/white)
   - 1 Quality high output light stand
   - 1 Camera stand

2. Set the two covers up so that the single panel is on the left and the double panel is on the right. Then, turn the black cover towards you.

3. Press the background of your desired color to the Velcro.

4. Turn the right cover to stick together with the left one, and press the Velcro to firm the tent.

5. Turn upside down so the bottom is covering the backdrop only.

Light Installation

1. Unfold the legs of each light and adjust the height to fit your object.
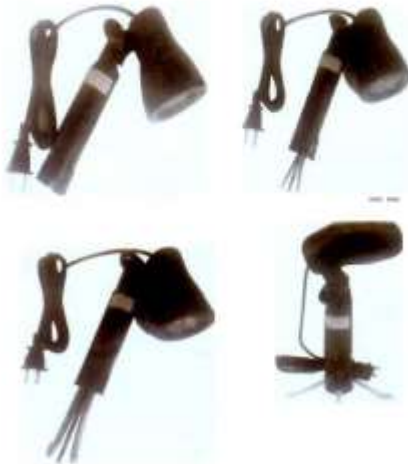
(More lights can be found on the Internet)

2. Plug in the light to an outlet.

3. Adjust the tripod for your camera.

(More tripods can be found on the Internet)
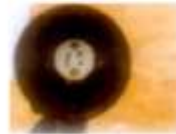
Portable Light Installation

1. Twist and pull the tripod from inside of the stand.

Changing the lightbulb

1. Unplug the light and wait until the lightbulb is cool to avoid burning the skin.

2. Turn the face of the light counterclockwise.

3. Remove the face from the light.

4. Grip the lightbulb.

5. Carefully pull out the lightbulb turning counterclockwise.

6. Put the new bulb in the socket then turn the bulb clockwise and repeat the steps in reverse for reassembly.

Installation Instructions

Tent Installation

1. Open your package and check that the parts are all included:

   - 1 High quality photo studio tent
   - 4 Non-reflective backgrounds (red/black/blue/white)
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3. Press the background of your desired color to the Velcro.

4. Turn the right cover to stick together with the left one, and press the Velcro to firm the tent.
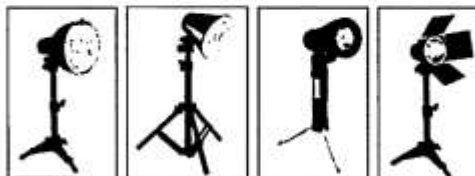
5. Turn upside down so the bottom is covering the backdrop only.

www.LS-Photostudio.wm

Light Installation

1. Unfold the legs of each light and adjust the height to fit your object.

(More lights can be found on the Internet)

2. Plug in the light to an outlet.
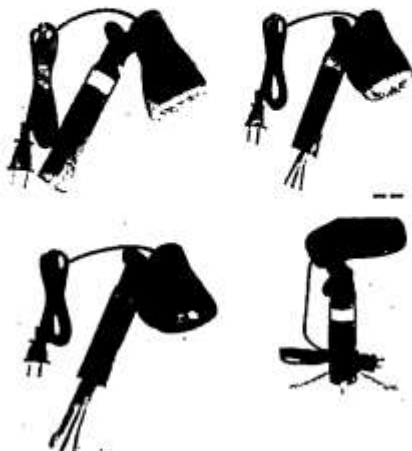3. Adjust the tripod for your camera.

(More tripods can be found on the Internet)

Portable Light Installation

1. Twist and pull the tripod from inside of the stand.

5. Carefully pull out the lightbulb turning counterclockwise.

6. Put the new bulb in the socket then turn the bulb clockwise and repeat the steps in reverse for reassembly.

Changing the lightbulb

1. Unplug the light and wait until the lightbulb is cool to avoid burning the skin.

2. Turn the face of the light counterclockwise.

3. Remove the face from the light

(color)

4. Grip the lightbulb.

Kendal Cler

TCOM 409

27 November 2016

The document, Julius Studio Portable Light Installation, is produced by LS Photo Studio, a company focusing on lighting equipment. A few of their products include a portable light and studio tent, which is what the document gave instructions for. In technical communication 409, there were objectives for the student to complete:

- develop an understanding of editing and its role in document development, publication, and use

- understand the production process and the editor's responsibilities throughout the process

- copyedit and proofread a document using the established symbols and conventions

- distinguish proofreading from copyediting

- know the function of style sheets for a document and how to create and use one

- increase mastery of grammar, mechanics, punctuation, and spelling

- copyedit quantitative and technical material and reference citations

- copyedit illustrations and tables

- identify reasons for editorial emendations and edit objectively rather than arbitrarily

The document that I worked on for this class was intended to instruct users on how to set up a portable photography light, a studio tent, and change the lightbulb of the light. However, the instructions given in the document were poorly written and did not properly show the user how to do any of these things. I went in and copyedited this document, which I believe made it much more understandable, as well as concise and precise. I took my knowledge of grammar and punctuation and put it to use, changing phrases and wording in the document until it seemed fit for a user to follow. Once that was finished, I proof read the document. I went through and made sure there were errors in spelling or placement, this took less time and was much more manageable. All of the corrections that I made seemed reasonable and created a more understandable document than what was previously written.

Overall, I feel that this class has given me the skills needed to copyedit, go through and comprehensively edit, and proof read documents. I know that if I were to be given an assignment by a future employer where I needed to use these skills, I would have the knowledge necessary to create edits and defend them using terms other than "it sounds better" because I now understand the reasoning behind the changes I make.