

Technical Writing

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Example: CODE OF COURSES

HUM	2	3	12	
				رقم المقرر
				رقم التخصص الفرعي
				رقم المستوى
				كود تخصص المقرر

Grading



60% Final examination

10% Midterm

30% Report Design

Outline

- o General Principles of Good Writing.
- o Design and Usability.
- o Documentation Development Process.
- o Writing instructions.
- o Aspects of the Language.
- o Obstacles to Readability.
- o Writing Reports.
- o Practices in Technical Writing.

General Principles of Good Writing

- o The Goal of Technical Writing
- o Technical documents
- o Tools of technical writing
- o Technical Writing Categories
- o Significance and Fundamentals of good technical writing

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Technical Writing

o Technical writing is any written form of writing or drafting technical communication used in a variety of technical fields such as engineering, chemistry, and biotechnology.

Society Definition

o defines technical writing as any form of communication that exhibits one or more of the following characteristics:

o(1) Communicating about technical or specialized topics, such as computer applications, medical instructions, or environmental regulations;

o(2) Communicating through technology, such as web pages, help files, or social media sites;

o(3) Providing instructions about how to do something, regardless of the task's technical nature.

Technical Writer

- o Technical writing is performed by a technical writer
- o Do the process of writing and sharing information in a professional setting
- o A technical writer's main task is to transfer information in the most clear and effective manner possible.

Technical Writer

- The information that technical writers convey is often complex
- Analyze the information and present it in a format that is easy to read and understand
- Needs strong writing and communication skills.
- Not only convey information through text, and must be proficient with computers as well.

The Goal of Technical Writing

- Relevant, useful and accurate information geared to specifically targeted audiences
- Enable a set of actions on the part of the audience in pursuit of a defined goal

The Goal of Technical Writing

o The goal may be using a software application operating industrial equipment preventing accidents assessing a medical condition complying with a law coaching a sports team or any of an infinite range of possible activities.

o Businesses and organizations deliver vast amounts of technical writing to explain internal instructions design and produce products implement processes sell products and services to other businesses or define policies

Examples of Technical documents

1. Instructions

are documents that help either developers or end users operate or configure a device or program. Examples of instructional documents include **User Manuals** and **Troubleshooting Guides** for computer programs, Household Products, Medical Equipment, and Automobiles.

Technical documents

o 2. Proposals.

o a document that describes the **purpose** of a project, the **tasks** that will be performed in the project, the **methods** used to complete the project, and finally the **cost** of the project.

o For example, For example, **applying to a research project.**

Technical documents

o **Emails, letters, and memoranda** are some of the most frequently written documents in a business.

o Some are aimed at simply communicating information while others are designed to persuade the recipient to accomplish a certain task.

o **Letters** are usually written to people outside of a company, **memoranda** (memos) are documents written to other employees within the business.

Technical documents

04. Press releases

0 When a company wants to publicly reveal a **new product or service**, they will have a technical writer author a press release, a document that describes the product's functions and value to the public

Technical documents

o5. Specifications

oDescribe the **structure**, parts, packaging, and delivery of an object or process in enough detail that another party can reconstruct it

oFor example, a technical writer might diagram and write the specifications for a smartphone so that a manufacturer can produce the object.

Technical documents

o 6. Descriptions

o are shorter explanations of instructions and processes that help readers understand how something works

o For example, a technical writer might author a document that shows the effects of greenhouse gases.

Technical documents

o 7. Resume and **job applications**

o is a document used by a person to **present their backgrounds and skills.**

o They are documents that are used in a professional setting **to inform readers of the author's credentials and qualification.**

Technical documents

08. Technical reports

- are written to provide readers with information, instructions, and analysis on tasks

- Reports offer a way to view, format, and summarize the information

- Also learn the basics of creating a report, and using options like sorting, grouping, and summarizing the data, and how to preview and print the report.

Technical documents

09. Case study

○ is a published report about a person, group, or situation that has been studied over time

○ Also : a situation in real life that can be looked at or studied to learn about something.

Technical documents

o 10. **White papers**

o are documents that are written for experts in a field and typically describe a solution to a technological or business challenge or problem

o Examples: how to make a *business stand out* in the market or explaining how to *prevent cyber-attacks* on businesses

Technical documents

o 11. Web sites.

o The advent of hypertext has changed the way documents are read, organized, and accessed.

o Hypertext is a document which leads a user to another site or to another part of the same document when the user clicks on a certain place in the document.

Tools of technical writing

1. **Desktop publishing tools or word processors.**

Word processors such as Scrivener, Microsoft Word, Apple Pages, and Open Office Writer.

DPT is the creation of documents using page layout skills on a personal computer.

PowerPoint is a word-processing program allows the user to organize documents including rich text, images, PDF, audio, video, web pages, etc.).

1. Desktop publishing tools or word processors

- Are used by technical writers to author, edit, design, and print documents

- These programs function similarly to word processors, but provide users with *more options and features* for the document's design and automate much of the formatting

Tools of technical writing

2. Help Authoring Tools (HAT)

- Tools are used by technical writers to create the help systems,

- That are packaged with software products, delivered through web browsers or provided as files users.

- Examples of Help Authoring Tools: Adobe RoboHelp, MadCap Flare and HelpNDoc.

Tools of technical writing

04. Collaborative software

Technical writing involves communication between **multiple individuals** who work for **different companies** it can be a collaborative affair.

Thus, technical writers use Wiki Systems like **LaTeX**, MediaWiki, eXo Platform and Atlassian Confluence and *shared* document workspaces like **Microsoft SharePoint** and Google Docs to work with other writers and parties to construct technical documents.

Tools of technical writing

o5. **Web development tools**

o Technical writers also produce content for company's corporate (informational website) and other professional web sites.

o Web Development Tools like: Asp.net, Php.net, HTML, CSS, and JavaScript.

Tools of technical writing

6. Graphing software

To portray statistical information like the number of visits to a restaurant or the amount of money a university spends on its sporting programs.

Graphs and flowcharts using **Microsoft Excel** and Word produce incredibly complex and detailed graphs that require functions not available in these programs.

Tools of technical writing

07. Screen capture tools

0 Used for creating instructions for computer software, it's much easier to simply record completing a task than it to write a lengthy series of instructions that describe how the task must be performed.

0 Screen capture tools are also used to take screenshots of programs and software running.

0 Screen Capture Tools like Camtasia Studio and Snagit.





Technical writer, is expected to be able to

- o Determine the needs of the audience.
- o Organize the structure of technical documents.
- o Write information that meets the needs of the audience.
- o Use page elements such as tables, lists, and headings appropriately.
- o Edit and proofread to produce documents without grammar or typographical errors.

Technical writer ``Interpreter``

Technical writer “interpreter” must:

- o Be accurate since mistakes can be costly or even dangerous.



End



Thank You