

SAé 1.03

Writing instructions- Language focus, Recommendations & Vocabulary

Steps to set up...
 Steps for + ING
 A how-to
 Technical instructions

Sequencing instructions

Adverbs

First, first of all, firstly, to begin with
 Then, next, after **that**, second, secondly
 Finally, to finish
 At this point (*à ce stade*)
 Now

Conjunctions

Before
 ⇒ Before you create a virtual machine...
 ⇒ Before converting the file...
 After
 ⇒ After you have installed...
 ⇒ After downloading the program
 Once
 ⇒ Once the disk is formatted...
 ⇒ Once this is done
 When
 ⇒ When you're finished downloading the file
 Until
 ⇒ Don't do this until the process is complete

Giving warnings/tips

- Avoid + -ING
- Don't + vb
- Remember to...
- Don't forget to...
- Make sure to/you ... / Make sure that you...
- Be sure to...
- Pay attention to...
- You should be careful (not) to...
- Careful of the ...
- Watch out for...
- You will want to ensure that

Using the imperative

Positive imperative

- Go in Layout,
- Select ...

negative imperative:

- Don't choose a version that's not up-to-date
- Do not choose...

Note: it is usually better to use positive imperative rather than giving a negative order ;-)

Using modals

- You may need to...
- You might need to restart them.
- You might run into some quirks with the Windows beta.
- You should see...
- You will see some numbers.
- It should immediately start using your phone's hardware.

Instructions are those step-by-step explanations of how to do something: assemble something, operate something, repair something, or do routine maintenance on something. But for something seemingly so easy and intuitive, instructions are some of the worst-written documents you can find. But if you follow the recommendations below, yours won't be ;-))

1/ PARTS

Instructions usually include the following:

- an introduction
- a *Requirements or Warnings* section
- the steps themselves
- a *Troubleshooting* section

◆ INTRODUCTION

- Indicate the specific tasks or procedure to be explained as well as the scope of coverage (what won't be covered).
e.g. => this page describes how to set up your computer in order to dual boot Ubuntu and Windows.
=> This is step-by-step guide to...
=> In this tutorial you will learn: 1/ How to 2/ How to ...
- Tell your readers what your instructions will enable them to do and what the final outcome will be if they complete all instructions.
- You may also want to present what **why** this procedure is relevant, to whom, in which context.
e.g.=> You may prefer the freedom associated with Linux but your job requires you to use applications that only run in Windows. In that case, you would want to dual boot Windows with a Linux distribution like Ubuntu.
- Keep in mind that most people will skip the introduction, or at most skim it, so don't include vital information or key warnings in the introduction. If you include an important warning in the introduction, be sure to include it in your steps as well.

◆ REQUIREMENTS/SOFTWARE VERSIONS USED/WARNINGS/IMPORTANT NOTES

- Mention here the hardware/software needed (if any needed), as well as any prior short step that should be done.
e.g.=> What you need for the dual boot: - a computer with Windows 10 installed
- a USB stick with at least __ GB free space
e.g.=> These instructions are for installing Ubuntu on a PC running Windows 10, 8.1 or 8.
- Alert your readers to possible dangers/risks so they can take precautions. And make sure to repeat requirements/warnings when they're needed.
e.g.=> Disable Fast StartUp
e.g.=> Make sure you select the space you created when... Selecting the wrong partition will erase your Windows installation.
- You may want to provide important information before you start describing the procedure:
e.g.=> Ubuntu comes in several flavors (Kubuntu, Xubuntu, Lubuntu). If you want to install one of these flavors, simply follow the same steps.
e.g.=> Depending on your Internet speed, this may take up to an hour
e.g.=> For optimum compatibility click the check box next to Install Third Party Software. This is optional but some graphics cards, Wi-Fi adapters and other hardware won't work otherwise.

◆ STEPS

- Baby steps

Divide the task into baby steps. Each step should have a single action, not several. If you have more than one or two sentences per step, it probably can be broken up into smaller, less complex steps.

- Logical progression

Follow a logical progression. Assume that your reader is going to jump right in and start working on the task as soon as they read the first step. Typically they aren't going to read your instructions through all the way to the end. If there's something your readers need to know to complete a step, include that information with the step itself.

- Grouping of tasks

Organize your instructions into parts. Some complicated tasks have more than one part. If you're writing instructions for a larger task that includes several smaller parts, separate them into separate sections.

If you're numbering your instructions, restart the numbering with each section. The reader will feel a sense of accomplishment after finishing each part.

- Supplementary information

Often, it is not enough simply to tell readers to do this or to do that. They need additional explanatory information such as how the thing should look after the step or why they should care about doing this step.

The problem with supplementary information, however, is that it can hide the actual step. You want the actual step—the specific actions the reader is to take—to stand out. There are at least two techniques to avoid this problem: you can split the instruction from the supplement into separate paragraphs; or you can bold (or any other writing format) instruction.

◆ TROUBLESHOOTING & REPAIR

This section allows readers to identify and solve issues. It usually uses a table (see example below) but can also take other forms such as a FAQ.

Error	Cause	Solution
You don't see the option to install Ubuntu alongside Windows boot manager	...	Stop the installation process and return to Windows. Try these troubleshooting tips in order: ...

2/ STYLE: words, graphics and headings

The way you write instructions, sentence by sentence, may seem contradictory to what previous writing classes have taught you. Instructions use a lot of imperative (command, or direct-address) kinds of writing; they use a lot of "you." That's entirely appropriate.

- Edit & proofread your instructions carefully. Typos and grammatical errors can ruin otherwise clear writing, making your instructions hard to follow.

- You want clear, simple sentences.

- Choose your words carefully. Use simple language that anyone can understand. In most cases you want to avoid any jargon or technical terms. If you must use a technical word, provide a short and simple definition.

- If you need to make sure the customer begins in the right place, provide a brief phrase at the beginning of the step.

=> Example: On the **Design** tab (*this tells you where to do your task*) , select **Header Row**.

- Favour action words. Use verbs that show your readers exactly the action they must take to complete that step of the task.

- Use positive actions. Generally, it's better to tell your readers what they should do to complete the task, rather than what they shouldn't do.
- Write in the second person. The pronoun "you" allows you to address your reader directly and can avoid confusion.
- Avoid telegraphic writing—omitting "understood" articles (the, a, an). True, robots write that way, but we don't have to. However, abbreviating simple sequences by using right angle brackets is OK: include a space before and after each bracket, and don't make the brackets bold. Example: Select **Accounts** > **Other accounts** > **Add an account**.
- Use graphics where helpful, to illustrate any key actions or something that might be missed (on a screen for example)
- Headings: in your instructions, make good use of headings (to mark off main sections) and subheadings (for subsections). Remember that no heading "Introduction" is needed between the title and the first paragraph.

3/ FINAL TIPS

- ♦ As you're familiar with the task, you may be prone to taking short cuts, so make sure you don't skip any steps or omit any information your reader may not have.
- ♦ Make a detailed outline. As you perform the task, take a moment to write down what you've done. This helps you keep the instructions in logical order. If you're doing the task as you write down the steps, you know exactly what needs to be done and when.
- ♦ Test your instructions!
To evaluate the accuracy and clarity of a set of instructions, invite one or more people to follow your directions. Observe their progress to determine if all steps are completed correctly in a reasonable amount of time. Once the procedure has been completed, ask this test group to report on any problems they may have encountered and to offer recommendations for improving the instructions

Vocabulary

faire tourner plusieurs systèmes d'exploitation sur sa machine	run multiple OS on one's PC
Installer/configurer Ubuntu en dual-boot avec Windows	to dual-boot Ubuntu and Windows
installer Ubuntu à côté de Windows	
tenter une installation double amorçage	attempt a dual-boot installation
basculer d'un OS à l'autre	switch between them
faire tourner Ubuntu sur une machine virtuelle	to run Ubuntu inside of a virtual machine
créer un système de double démarrage/amorçage	create a dual-boot system
On suppose que vous avez un Windows 10 totalement opérationnel	we're assuming that you have a fully functional W10 system
Rendez-vous sur la page Ubuntu	Navigate to the Ubuntu page
télécharger l'ISO	download the disk image (file), the ISO (file)
créer une clef d'installation d'Ubuntu	create a bootable Linux drive
partitionner le disque Système avant d'installer Windows	to partition (the drive) prior to installing Windows

une distribution Linux	a Linux distribution (distro - infml)
un système d'exploitation	an operating system (OS)
un amorçage multiple ou multiboot	multi-booting
un amorçage double	dual-booting, a dual-boot/dualboot
tester Ubuntu dans une machine virtuelle	try/test Ubuntu on a virtual machine
une variante Ubuntu	a Ubuntu flavour
installer Linux dans une machine virtuelle sur <i>VirtualBox</i>	to install Linux on VirtualBox
désactiver le <i>Secure Boot</i>	disable <i>Secure Boot</i>
désactiver le démarrage rapide dans Windows 10	disable <i>Fast StartUp</i> in Windows 10
avoir au moins 10 Go de libre sur son disque	to have at least 10GB of free disk space/ of free space on your hard drive
faire de la place pour Ubuntu	make room for
allouer de l'espace à Ubuntu	allocate space
réduire la taille de la partition Windows	reduce the size of the Windows partition
	allocate a minimum of 10 GB to your Ubuntu install...
allouer 15 Go d'espace disque...	
... en déplaçant le séparateur	... by dragging your divider left and right
redimensionner la partition NTFS	resize the NTFS partition
libérer au moins 10 Go d'espace disque	free up at least 10 GB of free space
prendre la totalité de l'espace disque	occupy the entire hard drive
ouvrir l'utilitaire <i>Gestion des disques</i>	open the <i>Disk Management</i> tool
utiliser/recourir à un logiciel tiers...	use third-party software like Macrium...
... ou faire (cela) de façon manuelle	... or do it manually
configuré pour démarrer en première instance sur <i>Windows Boot Manager</i>	configured/set up to boot into WBM by default
Votre PC démarre désormais sur le gestionnaire de démarrage d'Ubuntu, <i>GRUB</i>	Your PC now boots into Ubuntu boot loader <i>GRUB</i>
le PC boote sur Ubuntu	your desktop boots into Ubuntu
	back-up your data/your files TO an external backup medium
sauver les données sur un support externe	
une clef avec au moins 3Go de libre	a usb stick with at least 3GB free space
sauvegarder le fichier sur une clef usb	save the file On a usb stick
sauvegarder le fichier ISO sur votre ordinateur	save the ISO file TO your computer
avant de procéder	before you proceed
cliquer sur <i>Agree</i>	click Agree
cliquer sur la liste déroulante	click the drop-down
et sélectionner Ubuntu	and select Ubuntu
la fenêtre (ci-dessous) apparaît	the window below WILL pop up
Continuez avec l'étape suivante	Proceed to the next step
Ouvrez l'invite de commande en tant qu'administrateur	open Command Prompt as administrator
Vous pourrez choisir de booter sur /démarrer dans Ubuntu ou Windows	you'll have the option to either boot To Ubuntu or Windows
Arrêtez/Eteignez votre ordinateur...	turn off your computer...
... et bootez à partir du medium d'installation	... and boot to the installation medium

Il se peut que vous deviez appuyer sur une touche	You may have to press a certain key (F11 or F12)
... pour que le menu de Boot se charge	... to load into the Boot menu
Vous aurez devant vous les invites traditionnelles	You'll be presented with the traditional prompts
Décidez sur quel disque vous souhaitez installer Ubuntu	Decide which hard drive you'd like to install Ubuntu to
vous pouvez également choisir de...	Alternatively you can choose to...
... de maintenir les deux installations complètement indépendantes	...keep the 2 installations completely separate
Les 2-3 invites qui suivent posent des questions d'ordre général: ...	the next couple prompts will ask some general questions about...
L'installation de Ubuntu commence	Ubuntu begins to install alongside Windows
sélectionner le système d'exploitation sur/dans lequel vous voulez booter/démarrer	select which OS you'd like to boot into
Il vous faut choisir dans les secondes imparties...	You need to select.... Within seconds otherwise...
... sinon Ubuntu se charge par défaut	...Ubuntu will load by default
Le <i>boot loader</i> s'ouvre automatiquement	it will automatically open the GNU GRUB boot loader
En faisant cela vous vous assurez que le système d'exploitation choisi se lance	Doing so will cause the chosen OS to launch
Cochez les deux cases	check/tick both boxes
Enlevez la clef usb et rebootez l'ordinateur	Remove the usb drive and reboot your pc
changer l'ordre de démarrage	to change the boot order
Dans l'emplacement par défaut	In the default location
Précisez le chemin (complet) vers la V box	Specify the full path the V box
Vérifiez que tout fonctionne comme prévu	Test that everything works as expected
Utiliser VirtualBox comme un outil d'affichage à distance	Use VirtualBox AS a remote display feature
En fonction du/selon le navigateur que vous utilisez	Depending ON which browser you use
Le processus se déroulera sans hic/facilement	It will be a smooth process
Système d'exploitation invité	Guest operating system
Système d'exploitation hôte	Host operating system
Lecture seule	Read-only
Fonctionnalité de montage automatique	Automount function
Faire glisser des événements vers/depuis la fenêtre	Drag in and out the window
Régler le curseur	Adjust the cursor

Verbs

To install, configure
To partition
To download
To turn off
To remove
To dualboot

To create, set up
To click
To load
To disable
To pop up

To resize
To choose, to select
To save, to back-up
To check, to tick
To drag