1. Front and back cover:
2. Front cover: title of the user guide, product name, model or version number, a graphic or logo,
3. Back cover: book number, company address, recycling logo, place of publication, a bar code
4. Title page
5. First page inside the user guide (repeats the material from the front cover)
6. Edition notice:
7. Usually on the backside of the title page, indicates: date of publication, copyright owner, other legal matters.
8. Table of content: list of chapter, section, and sub-section titles
9. List of figures and tables: Need based
10. Preface or introduction: Brief description of the product, contents of the document, audience characteristics, highlighting conventions and other such introductory material.
11. Chapters and appendixes: main text of the user guide which uses the structure and format of instructional writing.
12. Glossary: Includes important but potentially unfamiliar terms along with their definitions. Typically, these are formatted as two columns on each page.
13. Index: (usually present in user guides of more than 20 pages)

**TASK:**

Study the insignia user guide and fill in the following table with short comments indicating the presence/absence, along with the reason for it according to your understanding, of the listed elements.

|  |  |
| --- | --- |
| **Elements of a User Guide** | |
| Front & back cover |  |
| Title page |  |
| Edition notice |  |
| Table of content |  |
| List of figures and tables |  |
| Preface |  |
| Chapters and appendixes |  |
| Glossary |  |
| Index |  |