



Instructional Writing: Introduction to User Guides

Difference Between Process Description & Instructions

Process description is written to help readers understand what has been, is being, or will be done

You write instructions to show readers how to perform the process themselves

Appropriate when the reader needs to be informed about the action but does not need to perform it.

If you suspect a reader may in fact be a “user,” always write instructions



Process Description

Instructions

Purpose: explain a sequence of steps in such a way that the reader understands a process.

Purpose: describes a sequence of steps in such a way that the reader can perform the sequence of steps.

Format: Use paragraph descriptions, listed steps, or some combination of the two

Format: Employ numbered or bulleted lists, organized into subgroups of easily understandable units of information.

Style: use “objective” point of view (the operator started the engine), as opposed to “command” point of view (start the engine)

Style: use “command” point of view

Instructions for opening your pool

The way you open your pool will determine what kinds of problems you will have keeping it clean throughout the summer. Better maintenance early will save lots of money in the long run, as well.

Adhering to the following steps will ensure that your pool will not be costly in time or in chemicals:

A. Back flush the filter.

1. Open the pump valve to "Back Flush."
2. Turn the pump on and let it run until the water coming out of the valve is clear.
3. When clear, close the valve and refill the filter with DE (demologized enzymes) or with sand.

B. Remove any foreign matter in the pool.

1. Using a skimmer, remove all leaves, toys, twigs or an other matter that may have gotten into the pool during the winter.

Note: The courser the debris left in the pool will determine how well your pool will clean up and how much chemical you will need to use to achieve clarity.

C. Fill the pool to its normal capacity.

1. Use water that does not have a high concentration of dissolved particles.

Note: If you fill your pool with water from a well or public source, have the water checked for total dissolved particles. If the count is too high, the expense to you in chemicals and time could be great. There are people who sell spring water for this purpose. The cost of the water versus the chemical cost may make buying water worth your while.

D. Add the CORRECT amount of chemicals for the size of your pool.

1. After you have added the correct amount of chemicals, turn the pump on and leave it on until the pool is clear.

Note: If you don't know how many gallons of water your pool holds, check with the installer. If the pool does not clear up in a couple of days, **do not add more chemical**. Check with the people that furnish your chemicals for advice.

WARNING: CHLORINE AND BIGUINIDE ARE STRONG OXIDIZERS. AVOID CONTACT WITH SKIN OR CLOTHING, AND AS WITH ALL CHEMICALS, KEEP OUT OF REACH OF CHILDREN.

If you follow these initial steps, your pool will open quickly and be more pleasurable to you and your friends and family. Remember to have your pool water tested regularly. The dealer who provides you with chemicals can do this professionally.



Making Maple Syrup

Maple syrup is a thick, sweet, golden colored liquid made from the sap of sugar maple trees. Making it is a skill which has been passed down from generation to generation. Many people, however, do not understand how a clear, sweet liquid from inside a tree can become an even sweeter topping for pancakes.

The major steps for making maple syrup are (1) taping the trees, (2) gathering the sap, and (3) boiling the sap into syrup.

TAPPING THE TREES

Each year, the maple producer carefully chooses which trees he will tap. A maple tree is usually 30 years old and at least 10 inches in diameter before it is used. Only one tap for every 10 inches of diameter is placed on the tree. Overtapping removes too much sap, the tree's nourishment, and can stunt its growth or even kill it.

As spring temperatures reach 33 degrees Fahrenheit, tapping starts. Tapping is simply drilling a 5/8 inch-wide hole 1½ inches into the side of the tree. A metal spout is snugly inserted into the hole, and a covered tin bucket is hung on a hook on the underside of the spout (See Figure 1).

Figure 1


Many producers today use plastic spouts attached to 3/8 inch plastic tubing (See Figure 2). The tubing, which weaves from tree to tree, is strung on a downhill pitch to a large gathering vat. During the "sugaring" session, an average maple tree runs 10 to 12 gallons of sap for every tap hole.

Figure 2

GATHERING THE SAP

Once the sap starts "running," the producer collects it at least once a day. The longer it stands before it is boiled, the darker the syrup will be. The best syrup (Grade A) is light golden in color and is usually made early in the season.

The gatherer carries two five-gallon pails from tree to tree, emptying buckets as he goes. The pails are then emptied into a large gathering tank mounted on a wagon or truck. Working with plastic tubing is easier than the more traditional copper tubing. The gatherer pumps the sap from the collecting vat to the gathering tank. Once collected, the sap is transported manually to the sugar house.





➤ **Instructional Writing**

- Writing which gives instructions to readers regarding a well defined and specific topic.

➤ **Instructions**

- Instructions direct/guide/teach a person to do something, furnish with information needed to accomplish something.

➤ **Task**

- A specific piece of work, a distinct specific action/activity.



➤ **Procedure:**

➤ It refers to

- ✓ a manner of proceeding; a way of performing or effecting something: standard procedure.
- ✓ A series of steps taken to accomplish an end: a medical procedure; evacuation procedures.
- ✓ A set of established forms or methods for conducting the affairs of an organized body such as a business, club, or government.
- ✓ Computer science: A set of instructions that performs a specific task; a subroutine or function.



Writing Instructions

- Instructions are provided in user guides, manuals, tutorials, training videos , etc.
- In the context of technical writing, instructions are those step-by-step explanations or guidelines which teach/guide/help/direct users regarding how to do accomplish tasks.
- They usually teach how to assemble something, repair something, or to do routine maintenance on something

How to Write Instructions

1. conduct a thorough research on the task and identify all the steps that are to be followed to complete the procedure.
2. make a list of all steps.
3. identify special requirements, conditions, cautions, warnings and other vital background information.
4. audience analysis
5. write a clear heading for the task. (what & why)

Reports.....how to print Duplex Reports

Files..... Saving XML files to shared networks

6. heading should be descriptive, informative and direct.

How to Write Instructions

7. organization

i.introduction (topic+purpose+number of steps)

ii.discussion

iii.conclusion

The following 7 steps instructions are to be used by field service personnel to install a repaired DA-1203 antenna. Alignment of the DA-1203 to the aircraft's horizontal position gyro is necessary for proper operation of stabilized weather radar.

8. use imperative sentences + use present tense


9. Use short, clear, and unambiguous statements for each step. Avoid words such as, change and adjust; rather, use increase (decrease) and loosen (tighten).

10. always use active voice

11. address the reader directly using the pronoun “you”



How to Write Instructions

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12. prefer positive commands to negative ones.
 13. put the steps in chronological order
 14. explain with the help of graphics
 15. use a numbered list

16. limit information within each step

Original:

Step 3: fill in your name and address on the coupon, send it to the manufacturer within two weeks, return to the retail merchant when your letter of approval arrives from the manufacturer, and pick up your free toaster oven.


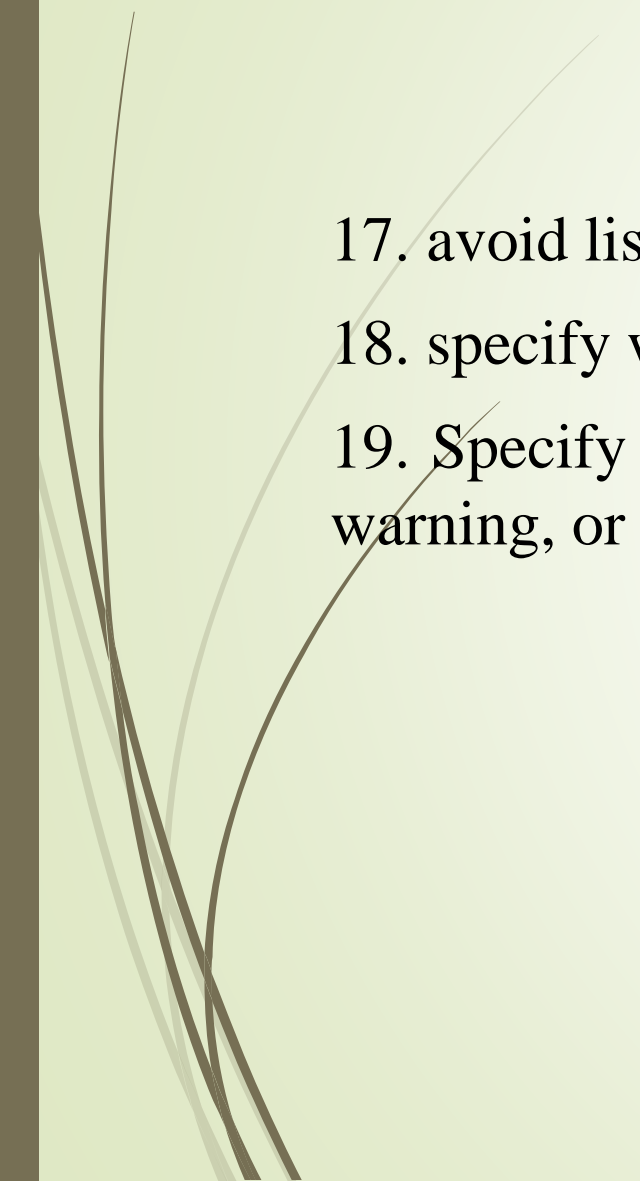
Revision:

Step 3: fill in your name and address on the coupon.

Step 4: send the coupon to the manufacturers within two weeks.


Step 5: Show your retail merchant the letter of approval arrives from the manufacturer.

Step 6: pick up your free toaster oven.

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17. avoid list of more than approximately ten steps
 18. specify what the reader does when the task is complete
 19. Specify any information necessary to perform a step or series of steps (e.g., a warning, or a time limitation)



Using Illustrations in Instructions

- Number figures; cite the number on the first reference in the text. Do not skip numbers or number out of sequence.
 - Use captions, labels, and arrows to identify and explain figures.
- 



Important Definitions

- **Note:**
 - Important information, necessary to perform a task effectively or to avoid loss of data.
- **Caution:**
 - The potential for damage or destruction of equipment.
- **Warning:**
 - The potential for serious personal injury.
- **Danger:**
 - The potential for death.



Options to Place Note/ Warning/Danger/Caution Messages

- **Option 1: in a separate section right before the instructions begin.**

Appropriate when you have a list of general warnings that apply to much of the procedure

- **Option 2: in the text of the instructions.**

Users are warned about a problem before they read the step to which it applies.



- **Option 3: repeatedly throughout the instructions.**

If pose risk to user over and over again.



For Software

- Orient the users: tell the users where they are and what they should be seeing on their screen, such as the name of the window they should be looking at.
- Tell them what button(s) to click on the current window and/or what text they need to type into what field(s).
- Put the steps/commands in chronological order. Use imperative sentences with precise verbs and accurate details. Address the readers directly. Explain with the help of graphics (screen shots).
- Tell them how to get to the next step/location and describe what they should see onscreen when they take that action.
- **tell the reader where they are→tell them what to do→describe the results of their actions**

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- For example:
 - From the **Main Window**, select any one option you want to activate. Click **OK**. The **Second Window** appears showing the current status of the options you selected.
 - On the **Second Window**, verify that all of the options selected are correct. If all options are correct, click **Activate Options** and the **Third Window** appears, otherwise click **Back** to return to the **Main Window** and select different options.

Note that no heading is needed for the introduction (it follows the title so it must be introductory in nature).

TITLE

Introduction:

- State or define the procedure about to be discussed (plus scope—what's not covered).
- Indicate audience skills and background needed.
- State general conditions in which this procedure is done.
- State general warnings, cautions, dangers.
- Provide overview of contents to be covered.

Use a background section only if readers need to understand some general concepts or theory before they can follow the instructions.

List the equipment (tools) and supplies (the "consumables") that readers need to gather before beginning. For the actual list, use simple vertical lists, bulleted vertical lists, or two-column lists (as is shown here).

Instructions section: introductory paragraph gives an overview of the tasks or phases about to be discussed.

Individual sections on each of the main tasks or phases, normally formatted as vertical lists (not depicted here).

Extra ("supplementary") discussion of step 3 needed. Notice the indentation.

Background on the XXXXX

Equipment and Supplies

Operation of the XXXXX

Third-level heading.


- 1.
- 2.
- 3.



➤ **Correct the errors in the following instructions. Some might be correct:**





- 1. Allow the glue to dry adequately.
- 2. Drag and drop to quickly and in an easy manner rearrange headings and the content beneath them.
- 3. Just save the document to see changes from other editors as you work. Your changes also become available to other editors each time you save.
- 4. Push the stem into the fork tube a few inches in as shown in the figure.
- 5. After having used the equipment, sliding the temperature sensor back into its holder on the side of the control base is highly recommended.

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- Date: February 4, 2015
 - To: maintenance technicians
 - From: Second shift supervisor
 - Subject: Oven Cleaning

➤ The convection ovens in kiln room 33 need extensive cleaning. This would consist of vacuuming and wiping all walls, doors, roofs, and floors. All vents and dampers need to be removed and a tack cloth used to remove loose dust and dirt. Also, all filters need replacing. I am requesting this because when wet parts are placed in the ovens to sure the paint, loose particles of dust and dirt are blown onto the parts, which causes extensive rework. I would like this done twice a week to ensure cleanliness of product.


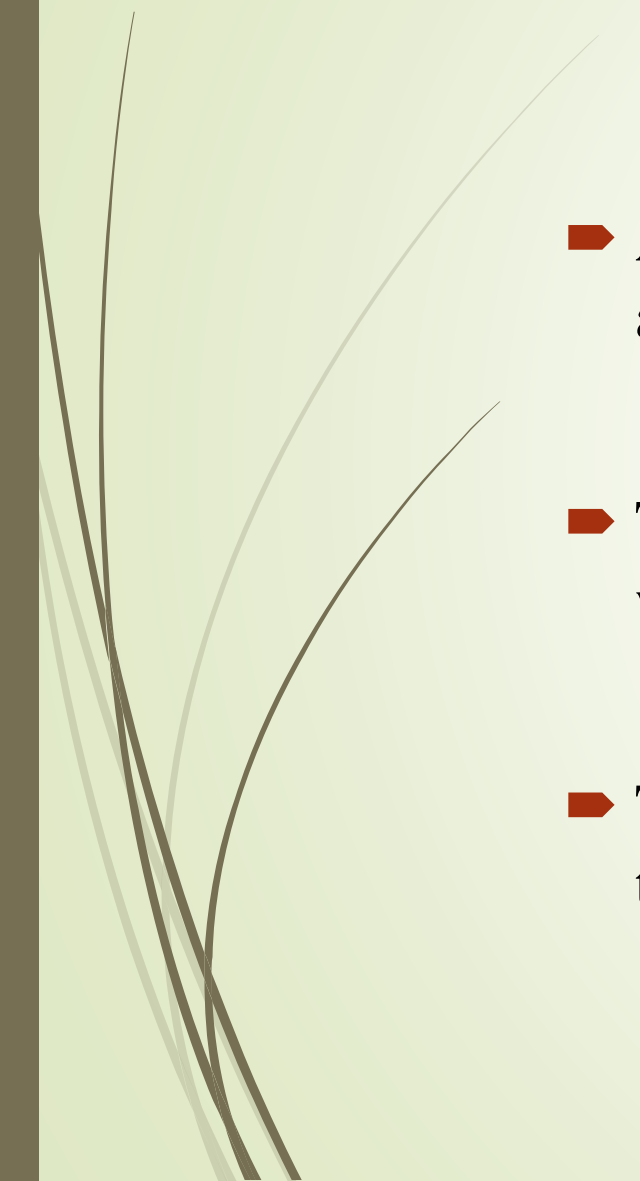


User Documentation

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- A user guide or user's guide, also commonly known as a manual, is a technical communication document intended to give assistance to people using a particular system.
 - Manuals are written guides or reference materials which are used for training, assembling mechanisms, operating machinery or equipment, servicing products, or repairing products.

Software User Documentation

- Provide helpful references to specific system functions.
- Help the user to find the information they need quickly and easily to get right back to work.
- Explains how to use software to do procedures. It answers the questions, “how do I...?”
- A user guide can contain operating instructions, maintenance instructions, technical descriptions, flow charts, drawings, and diagrams.
- A common user guide is the “getting started guide” that is developed to help the user get comfortable using the software.

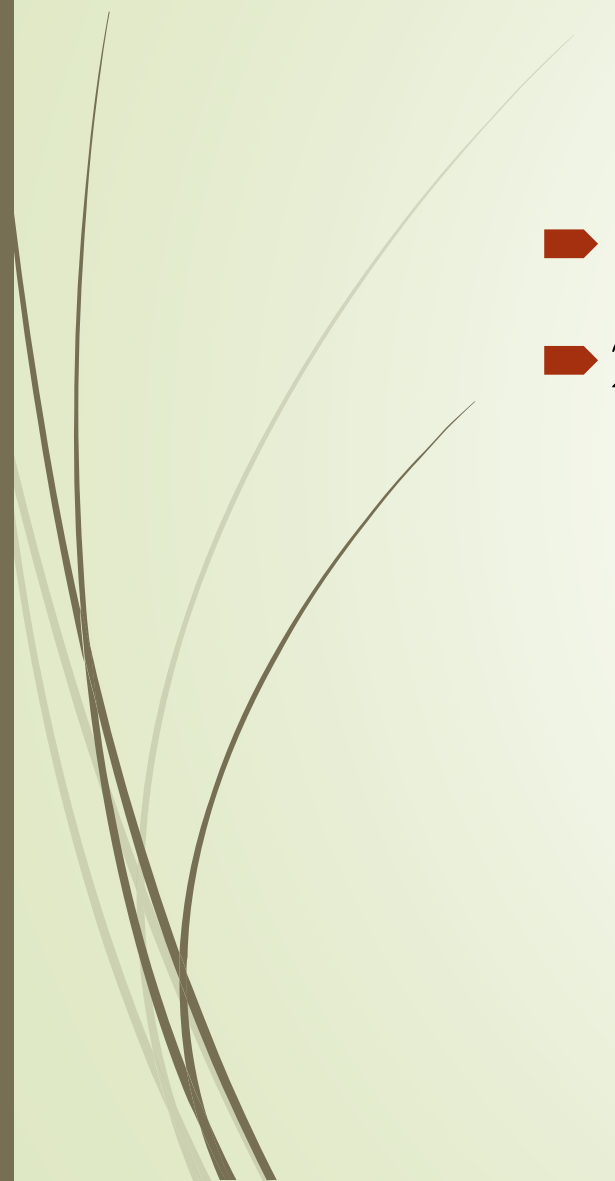
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- A user guide should cover how to run the system, how to enter data, and how to save and print reports.
 - This guide should also include a list of error messages and advice on what to do if something goes wrong.
 - The user manual is vital for learning both basic and more advanced techniques of a program or application.

Types of Users

User type	comment
Absolute beginners	Require handholding, no assumptions, simple step by step instructions. Many pictures. Only one method of achieving a required result.
Novice	Same as above except encouragement to learn alternative methods.
Competent	Require brief reminders, explanation of options, alternatives, comparisons with other methods.
advanced	Require brief reminders, trade-offs, alternatives, minimum text and few screen shots. Unusual functions, oddities, short cuts.



Types of User Documentation

- 1. typical printed documentation
 - 2. typical online documentation
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Printed Documentation

Type	Typical users	Advantages and disadvantages to users
Reference manual	advanced	Typically uses structural description. Usually focusses on how and what to do, not why. Most material is rarely used, but it must be available.
Introduction/welcome guide	all	Useful for setting the context. Usually redundant as soon as the user is familiar with the software.
User guide	Beginners, competent	To be useful to novices, must set the context, and make everything clear. No or few assumptions, and therefore, quite verbose. Possibly, quickly becomes redundant.
Quick reference/checklist	Competent, advanced	Compact. Users must know what they want to do before they can use these.

Online Documentation



type	Typical users	Advantages and disadvantages
Online manual	Novice, competent, advanced	Easy to search keywords but not concepts.
Context sensitive help (window-level)	Same as above	Excellent for reference information. A large problem is that one procedure typically uses many dialogue boxes, and one dialogue box is used in many procedures.
Popup help (what's this? Help)	Same as above	Sometimes, useful as a short reminder.
Online video	Novice, competent	Shows users how, but needs to be high quality and clear.
Computer based training (CBT)	novice	Useful in training environments.


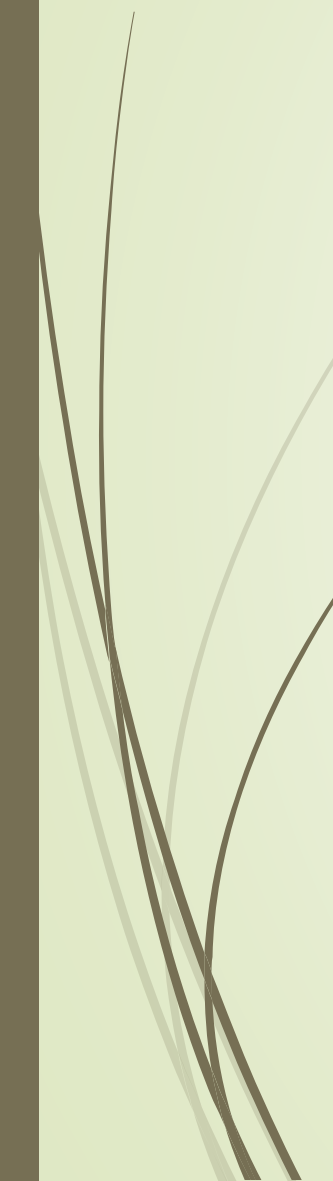
Preparing Software User Guides

1. intensive research on the product, users, and other essential information.
2. make an outline to have a plan to follow
3. writing different components of a user guide
 - i. introduction
 - ii. installation procedure
 - iii. orient users
 - Iv. List important tasks along with the procedure
 - V. advanced functions and extra features
 - Vi. Troubleshooting section
 - Vii.the title page and index

The essential elements of great user documentation?

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- Plain language
 - Simplicity
 - Visuals
 - Focus on the problem
 - Step by step instructions
 - Logical hierarchy and flow
 - Table of contents
 - Searchable
 - Accessible
 - Good design
 - Feedback from real users
 - Links to further resources

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- **Plain language:** Don't assume your customer knows anything about your product. Don't assume they know all the technical and/or industry buzzwords that you likely use every day inside your office. Write it for them.
 - **Simplicity:** This applies both to the document's content as well as its design. Long blocks of text and pages tightly packed with written and graphic content can make user guides or manuals feel intimidating and unfriendly.
 - **Visuals:** Visual content, including images, annotated screenshots, graphics, and videos, quickly shows someone how your product works. They don't have to read about, they can see it! people actually absorb visual information faster and perform tasks better when instructions are provided with visual or video content.
 - **Focus on the problem to be solved:** Every product solves a problem. But too often, we're so in love our cool product features, all we want to do is highlight what it can do rather than why our customers need it. Make sure to show users how to perform tasks with your product.

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- **Logical hierarchy and flow:** Good documentation needs a hierarchy of headings and subheadings that lets a user know what each section will show them. Start with the easy stuff first and then, as your users build their knowledge, show them the advanced features.
 - **Table of contents:** A table of contents provides your customers a simple, efficient, and familiar way to quickly find a solution to their question or problem.
 - **Make it searchable:** in an era where just about everyone has access to a smartphone, it makes more sense to create electronic documentation.
 - **Accessibility:** This means ensuring that electronic documentation adheres to standards of accessibility for people who may be blind or visually impaired, deaf or hard of hearing, or may have cognitive disabilities.
 - **Good design:** give your users a document they want to look at and they'll be more likely to use it.
 - ❖ Avoid long paragraphs of text or pages that are packed too full of content.
 - ❖ Include graphics and images as much as possible to show rather than tell your customers how to use your product.
 - ❖ Use consistent fonts and complementary colors across multiple documents.

How to create great user documentation



1. Plan

Know your goals and create a plan to achieve them.



2. Create

Follow your plan, but adjust for new information or needs.



3. Test

Make sure it does the job before you set it free.



4. Update

When your product changes, update your documentation to reflect the changes.

Is it an example of good or bad User guide?



shoot anything.
share everything.™



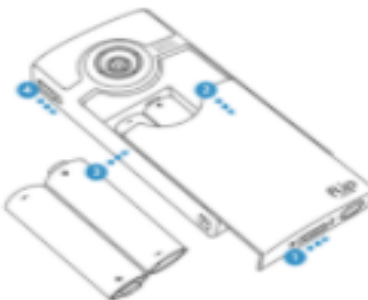
FLiP
video

QUICKSTART GUIDE

Get Started

Turning Power On

- 1 Slide battery latch to unlock.
- 2 Slide front panel down.
- 3 Insert batteries.
- 4 Slide power switch.



Note: The first time you start the camcorder set the time and date using up, down, left, and right keys.

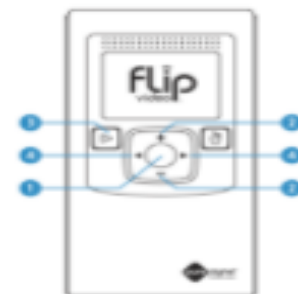
Record and Play

Recording Videos

- 1 Press record button to start/stop.
- 2 Press up/down keys to zoom in/out.

Playing Videos

- 3 Press play button to start/stop.
- 4 Press left/right keys to view previous/next.



Included in This Box

- Flip Video Camcorder
- Two AA Batteries
- TV Connection Cable
- Wrist Strap
- Pouch
- Warranty/Safety Information
- Quickstart Guide

Customer Support

Online

Go to www.theflip.com/support

Email

Send email to inquiry@puredigitalinc.com

Registration

Register online at www.theflip.com/register


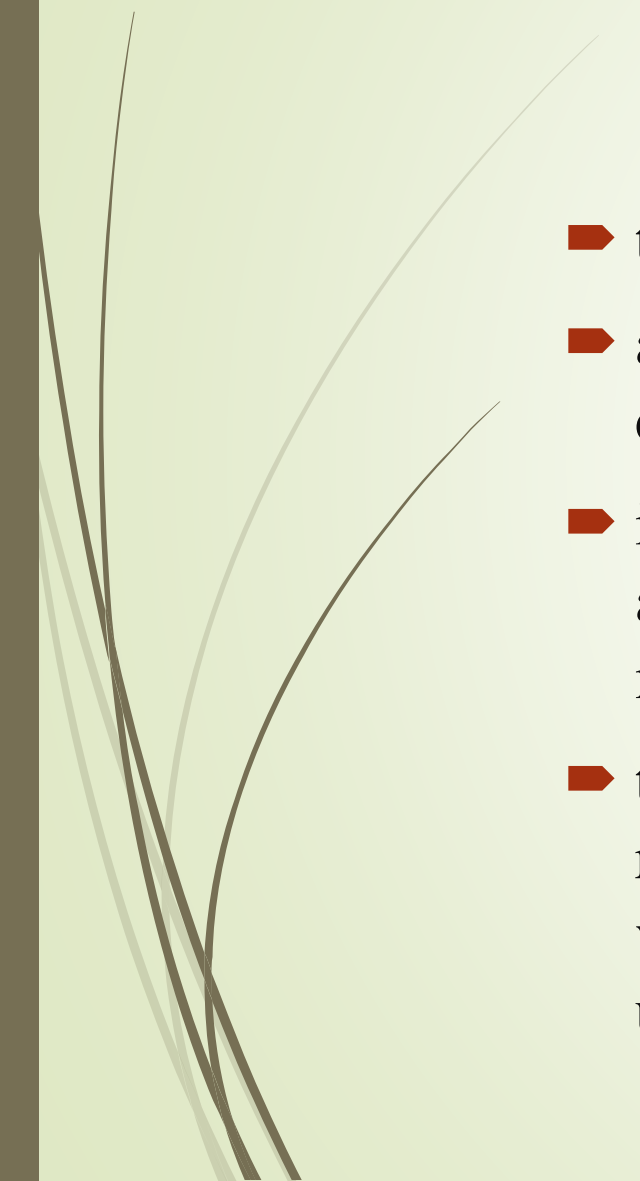
Declaration of Conformity

We, Pure Digital Technologies, Inc.

30 Maiden Lane
6th Floor
San Francisco,
California 94101



Declare under our sole responsibility that the product video camcorder models 225, 225i, 225i2, 225i3, 225i4, 225i5, 225i6, 225i7, 225i8, 225i9, 225i10, 225i11, 225i12, 225i13, 225i14, 225i15, 225i16, 225i17, 225i18, 225i19, 225i20, 225i21, 225i22, 225i23, 225i24, 225i25, 225i26, 225i27, 225i28, 225i29, 225i30, 225i31, 225i32, 225i33, 225i34, 225i35, 225i36, 225i37, 225i38, 225i39, 225i40, 225i41, 225i42, 225i43, 225i44, 225i45, 225i46, 225i47, 225i48, 225i49, 225i50, 225i51, 225i52, 225i53, 225i54, 225i55, 225i56, 225i57, 225i58, 225i59, 225i60, 225i61, 225i62, 225i63, 225i64, 225i65, 225i66, 225i67, 225i68, 225i69, 225i70, 225i71, 225i72, 225i73, 225i74, 225i75, 225i76, 225i77, 225i78, 225i79, 225i80, 225i81, 225i82, 225i83, 225i84, 225i85, 225i86, 225i87, 225i88, 225i89, 225i90, 225i91, 225i92, 225i93, 225i94, 225i95, 225i96, 225i97, 225i98, 225i99, 225i100, 225i101, 225i102, 225i103, 225i104, 225i105, 225i106, 225i107, 225i108, 225i109, 225i110, 225i111, 225i112, 225i113, 225i114, 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- the information isn't overwhelming it gives what is needed
 - an instruction manual aimed at adults and first one aimed for children
 - it has diagrams too which makes it more easier for the viewer and also has colour to show the parts needed for that section of the manual
 - the layout: second one is a type of manual that reader could easily really gel with. The first one is very simple, and gives a step by step visual guide of what to do, making this easy for visual learners, the use of colour as well what lego pieces you are actually looking at.



protege^{8.0} and 9.0 Instructions

Congratulations and thank you for your purchase of the Planet Bike Protege Bicycle Computer. The Protege represents a breakthrough in bicycle computer design and function. The MacroMonitor™ LCD display, "buttonless" design, and overall compact size offer advantages to you the cyclist that no other computer can match. In addition, Planet Bike will donate 25% of our profits from this purchases and any other Planet Bike product you buy, to non-profit bicycle advocacy groups to further benefit your cycling experience. Enjoy your new Protege Bicycle Computer and thank you for making a difference!

1. Parts List



2. Mounting Instructions

STEP 1: Attach the wheel sensor to the right or left fork using two quick ties (Diagram 10). Note: Do not fully tighten quick ties until final placement is determined. We recommend a sensor placement of 1-2 inches up from hub axle (Diagram 4). Position sensor and wire on backside (forward rider) of fork blade to offer protection from debris while riding.

STEP 2: Attach magnet to spoke using screwdriver (Diagram 40). An magnet that is up directly across from one of the flat round dots at the lower or upper portion of wheel sensor with a distance of 1-2 mm between sensor and magnet (Diagram 21). Caution: Do not over tighten magnet screw.

STEP 3: Attach the wire harness to the fork using quick ties (Diagram 40). Excess wire can be wrapped around brake cable before securing bracket to handlebar. Run above edge with slack between fork and brake cable for turning handlebars.

STEP 4: Attach the computer bracket to the handlebars near the stem (Diagram 11). Use any combination of rubber strips to fit different diameter handlebars. Tighten the screw to the bracket will not rotate on the handlebars. Slide the computer head into the bracket until it "snaps" into place.

STEP 5: TEST: Install computer head into bracket and rotate front wheel to test for proper function of magnet/wheel sensor alignment. The mph/kph indicator will flash if the sensor and magnet are properly aligned. Tighten quick ties on sensor when correct alignment is achieved.

TO REMOVE COMPUTER HEAD FROM BRACKET: Push the computer to the opposite direction you should to insert it (Diagram 43). The computer head will "snap" out. Note: This may have to push hard, do not be afraid of breaking it. It will pop out.

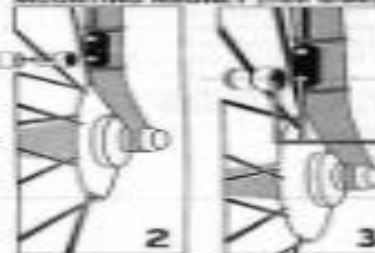
MOUNTING SENSOR



MOUNTING BRACKET



MOUNTING MAGNET (Rear Wheel)



Line up Sensor and Magnet at same level

* 1-2 mm apart

* DO NOT line up magnet between flat round dots on sensor.

COMPUTER HEAD REMOVAL



3. Functions & Specifications



LINE : LCD Specification : Line 1, 2 and 3 modes do not change

- 1 CURRENT SPEED * Miles or Kilometers per hour * 0-99.9 mph/Kph * Increments of 0.1 mph/Kph
- 2 RIDE TIME, "RTM" * Up to 9:59:59 * Increments of 1 second
- 3 RIDE DISTANCE, "DST" * Up to 999.99 M or K * Increments of 0.01 M or K
- 4 ODOMETER, "ODO" * Up to 999.99 M or K * Increments of 0.01 M or K (ODO= Cumulative distance for BIKE 1 and BIKE 2)

OR CHANGE MODE TO SCREEN 2-4 BY PUSHING COMPUTER FORWARD IN BRACKET TO ACCESS:

- AVERAGE SPEED, "AVS" * 0-99.9 mph/Kph * Increments of 0.1 mph/Kph
- MAXIMUM SPEED, "MAX" * 0-99.9 mph/Kph * Increments of 0.1 mph/Kph
- TEMPERATURE * -19° to 120° F / -19° to 50° C (Protege 9.0 ONLY)
- CLOCK * 12 hr format * Indicated by flashing colon ":"

BIKE ODOMETER, "BIKE ODO" * Up to 99,999 M or K * Increments of 0.1 M or K

This is the distance for the wheel size currently being used. It only appears when distance is registered on both BIKE 1 and BIKE 2.



CONAIR

Beard & Mustache Trimmer

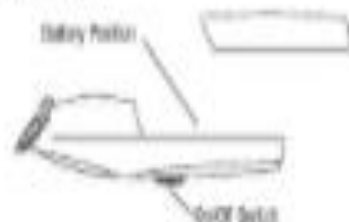


Instructions for Care and Use

MODEL GWT17ACIS

OPERATING INSTRUCTIONS FOR YOUR TRIMMER

1. Remove the battery compartment cover by pushing in and down toward the bottom of the trimmer.
2. Align the two AA batteries with the positive and negative positions indicated inside the battery compartment. Being careful not to bend the clips, insert the negative end of each battery first so it will slip easily into position.
3. Return the battery cover to its original position by pushing it in and up until you hear a small spring as it locks into place.
4. To use your trimmer, push ON/OFF switch upwards to ON position.
5. After you finish using your trimmer, push down on the ON/OFF switch to turn the trimmer off.
6. For your convenience, the trimmer comes with a storage pouch to hold the trimmer and accessories.



*Requires 2 AA batteries (not included). We recommend using alkaline batteries in your trimmer because they last longer.

GROWING A BEARD AND MUSTACHE

There are three key factors that determine which beard or mustache style is most suitable for your face:

1. The shape and dimensions of your face.
2. The natural growth of your beard/mustache.
3. The thickness of your beard/mustache.

If you are unsure of the type of beard or mustache that most suits your face, speak with a professional hair stylist and ask for an opinion on what style would be best. Once your beard or mustache has been styled, it is essential that you maintain its appearance. To do this, use your shaver to trim, edge and line up your beard/mustache weekly.

For the best trimming results, your beard should be slightly damp (not wet) before using the trimmer. This will prevent the trimmer from removing more hair than desired.

TYPES OF BEARDS/MUSTACHES



There are several things to look for if your trimmer fails to operate:

1. Be sure the trimmer is turned ON.

2. Make sure that the batteries are properly placed in the battery compartment. Test the batteries to be sure they are working. (For optimum trimmer operation, always replace all two AA batteries at the same time.)

3. Check the blades to see if they are clogged with hair clippings; if so, use the cleaning brush to remove hair.

4. If the trimmer still fails to operate, take or send it to a Conair Service Center (see warranty procedure and addresses).

TAKING CARE OF YOUR TRIMMER OILING THE BLADES

About once a month you should oil the trimmer blades with the oil provided in your kit. It is best to do this over a piece of newspaper. Turn the trimmer on and hold it so that the blades are pointed downward. Spread one drop of oil across the blades, then turn the trimmer off and wipe away the excess oil with a soft cloth.

Be careful not to use too much oil and don't oil your trimmer more than necessary, as that could damage the motor. (Never attempt to oil the motor bearing as it is permanently lubricated.)

After oiling the blades, replace the trimmer and oil packet in the trimmer storage pouch.

BLADE CARE

Because the trimmer blades are precision made for a very special use, they should always be handled with care. Each time you finish using the trimmer, take the cleaning brush provided and brush away any loose hair that has collected in the blades. Then store the trimmer in its storage pouch until the next use.

Be especially careful when changing or adjusting blades. When you have your trimmer serviced, be sure that all blades are sharpened or replaced at the same time.

To promote the long life of the appliance, use your trimmer only for the purpose intended by the manufacturer—to trim your beard and mustache.



GETTING STARTED

OUTLINING YOUR BEARD

1. It is always best to begin with a clean, slightly damp beard.
2. After you have combed through your beard in the direction it grows naturally, you will want to outline the desired shape, beginning under your jawline.



3. Begin defining your beard's shape under your chin and work upward on each side of your face toward your ears. Then define the upper outline of your beard across your cheeks, past your sideburns and toward your hairline.

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- way to much information going on within the manual, which is enough to put any viewer off, they are both way to complicated
 - the layout: they are to formal and are way too informative, it could be simplified down a bit,
 - also with the left image the images are very small! I would not cope well with these instructions personally