

To: Julius Studio

From: Abigail Scarborough

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Subject: Cohesive edits for instructions

After analyzing the portable light installation I was able to narrow down some points to address in the document to make it additionally cohesive to the readers. The purpose of this document is to assist users to the proper assembly and use of a portable studio light and studio tent.

Readers of these instructions are individuals who have purchased the studio light and tent. The reader's will wish to review the document as quickly as possible, so instructions should not be overtly lengthy or complex. Readers are likely not going to carefully skim the document to find key pieces of information, so it will be important to be sure caution warnings are easily visible at first glance. In fact, readers are more likely to observe the images for instructions rather than taking time to read the written steps. After reviewing the set of instruction fully, the reader should be able to correctly and safely set up and use the portable studio light and studio tent.

Uses for this document will be for users to review, and perhaps file away if they need to be refreshed about the information in the future. But this document will likely not serve much long time use, as the instructions for installation and use are fairly simplistic.

With evaluation and objectives in mind there should be a few changes and alterations are needed so that the instructions can be precise and cohesive to users. Some content in the document is unnecessary. Namely, the areas of the document referring to order numbers, specific item numbers, and ability to find additional items on the web should be removed from the document. This information will only confuse the reader by adding additional information that is not helpful in the overall objective of the instructions.

The organization of the document is an area of concern. The two warnings in the instructions are placed at the bottom of the page. This organization is confusing and inappropriate; because warnings should be the first thing the reader views before continuing onto the instructional steps to avoid any injury. The safety tip warning about wearing "rubber/latex gloves" should be removed completely as it is illogical for this particular task. Also, currently it is labeled as "caution" this should be changed to "warning" as warning is a more appropriate term when an injury to the user is the posed risk. In this particular case, it would be the risk of burns.

Visual design and navigation is fair for the most part as it is ordered in numbered steps, but the large spaces between the steps should be decreased. Font sizes are inconsistent throughout the document, so it should be redone. There should be three groups of font styles steps, warnings, and titles these style choices should remain consistent. Writer should develop a nomenclature and verb list to ensure consistency throughout the instructions to avoid confusion. Also, each set of instructions should be labeled clearly with a title so that the user will understand what each section is about before reading. This helps impede any confusion and assists the reader in finding what they are looking for.

Illustrations and visuals might need to be redone. Some of the pictures are grainy and should be retaken for clarity purposes. All pictures should be consistently taken with a white background

and clearly demonstrating the responding step. Accessibility is not perfect since font and picture size is relatively small. The reuse of this document should be to ensure there is an adequate digital copy available.