**Unit 5.1 Assignment: Creating and Refining Technical Instructions**

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CIS 311\_30 Technical Writing in CIS

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**First Draft**

**Step 1. Turn on Wi-Fi**

* Click the **Wi-Fi icon** on the bottom-right of the taskbar (near the clock).
* If Wi-Fi is off, click it to turn it **on**.

**Step 2. Find your network (SSID)**

* A list of available networks will appear.
* Look for your network name (later referred to as **SSID**, e.g., *HomeWiFi*).

**Step 3. Connect to the network**

* Click your **SSID** → click **Connect**.
* Type the **Wi-Fi password** (found on your router or given by the network owner).
* Check **Connect automatically** if you want the computer to join this Wi-Fi every time.

**Step 4. Confirm connection**

* Once connected, the Wi-Fi icon will show a **solid signal**.
* Open a **web browser** to test the connection.

**Revised Draft**

**Step 1. Turn on the computer**

* Press the **power button** on your computer.
* Wait for Windows to start up completely.

**Step 2. Turn on Wi-Fi**

* Click the **Wi-Fi icon** on the bottom-right of the taskbar (near the clock).
* If Wi-Fi is off, click it to turn it **on**.

**Step 3. Find your network (SSID)**

* A list of available networks will appear.
* Look for your network name (called **SSID**, e.g., *HomeWiFi*).

**Step 4. Connect to the network**

* Click your **SSID** → click **Connect**.
* Type the **Wi-Fi password** (found on your router or given by the network owner).
* Check **Connect automatically** if you want the computer to join this Wi-Fi every time.

**Step 5. Confirm connection**

* Once connected, the Wi-Fi icon will show a **solid signal**.
* Open a **web browser** to test the connection.

I saw that the instructions for testing my first draft assumed the machine was already on. One tester said that newbies or people who have never used the computer before would not think to turn it on before looking for Wi-Fi, so I included a new Step 1: Turn on the computer. This update makes the instructions easier to understand and more complete.

Testing showed how crucial it is not to assume what the user already knows. Someone who knows a lot about computers might not find something "obvious" to be such. Putting in that extra step made sure that everyone, including those who aren't as tech-savvy, understood.

I learned several good ways to write technical documents from this process:

* Being clear is more important than being short. Even simple, short chores are easier to do with clear instructions.
* It's important to follow the steps in order. Numbered steps and bullet points make it easier for people to follow along without missing anything.
* Thinking forward about what users will require makes things easier to utilize. Testing showed me gaps that I hadn't seen before, which made the final version better.

Overall, changes based on feedback made the directions easier to understand, more inclusive, and easier to follow.