

Assignment 1
Technical and Business Writing
DS-N

Draft and design an instructional manual on EndNote, a reference management software tool. Provide detailed and specific instructions from its installation to its usage for project/research.

- ✦ Please note that a 30-day free trial version for the application is available on [this](#) link. Alternatively, you may also procure a crack file for the version compatible with your system.
- ✦ Formulate a manual for an audience comprised of undergraduate business students who have no idea how to avoid plagiarism and integrate referencing and citation in academic writing projects/research papers.
- ✦ The instructions in the manual must cover (but are not restricted to) enabling users with:
 - Installing the tool
 - Selecting citation style
 - Creating citation for different types of sources
 - Editing and Managing Citations for a project/research/paper
 - Saving selected references/citations from online sources.
 - Instant formatting
- ✦ Your manual must follow the **guidelines and principles for manual-writing** that you have studied in the course (consult both the **lecture** and the **textbook chapter**, along with any **additional handouts** shared by your instructor). Include all the **mandatory sections** of a typical manual in your own submissions while remaining careful to adhere to the specific layout, structural and stylistic requirements for writing instructions discussed with you.
- ✦ A sample manual has been shared with you on submission portal which serves as a model for components such as steps, hazard notations and graphics/callouts.
- ✦ Your manual must comply with all the prerequisites of technical documentation which have been discussed in the course with you. In addition to the format, bear in mind that elements such as **clarity, conciseness, preciseness, accuracy**, and **unbiased language** must be kept into consideration while drafting the manual.
- ✦ Be sure to include all relevant **visual and graphic aids** in the manual, with appropriate callouts and labels wherever necessary. Ensure that your visual aids are not blurry, pixelated or too small to comprehend or follow.

- ★ You can use different **colors and color schemes** if you wish; but make sure that the colors selected are not too garish, loud, intense, dark, or otherwise compromise comprehension and understanding in any way.
- ★ Follow the listed style and design guidelines for the manual:
 - **Font style and size:** Times New Roman; 12pt. for content; 14pt. for headings
 - **Line spacing:** 1.5pt
 - **Alignment:** Justified
 - **Margins:** 1.5-2inch on left side; 1inch on all other sides
- ★ You will submit both **hard and soft copies** of this manual. In addition to GCR, the digital submission portal will also be opened on Turnitin. The details for joining your class on Turnitin are:

Class ID: 32253959

Enrollment Key: classof2023

- ★ **Due date: 14th November 2021 Soft copy: 11:59 PM; Hard copy: 15th November 2021 8:30 AM**

Note: The scoring and evaluation criteria for this assessment will be shared with you soon.