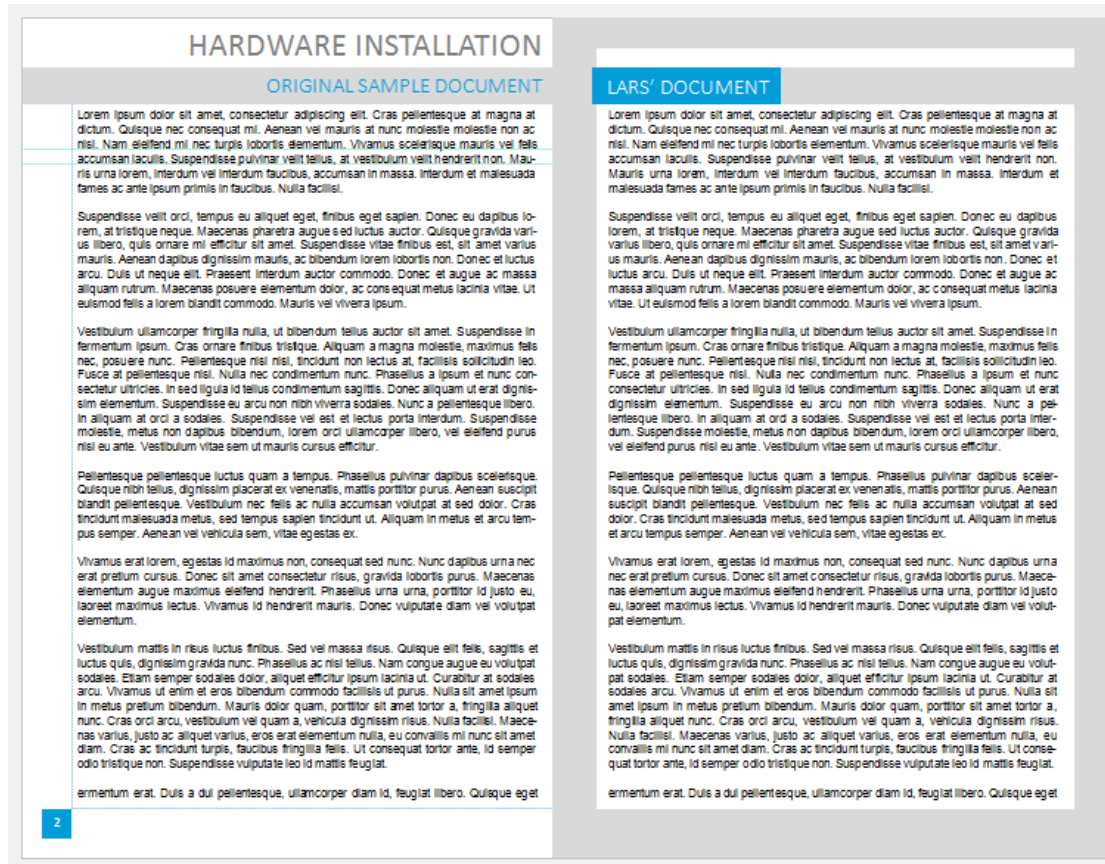


TECHNICAL WRITING SAMPLES

LARS HEDLUND

This package includes samples of facing page comparisons of an unaltered original document (on the left) and my changes or design (on the right).



Samples are single page excerpts from larger documents. They illustrate the stylistic and design choices I made after considering the requirements of the target audience and the final document.

Four samples are included, as follows:

1. Hardware Installation: Demonstrates my skill in converting muddled information into a coherent, step-by-step process.
2. User Manual: Indicates my ability to improve on previous versions as they change audiences. Both samples are my own work. The left-hand document is a quick training manual on changes in version 3, The right-hand document is the final user manual.
3. Program Pamphlet: Showcases my design and information processing skills. I created the pamphlet on the right to help students understand the basics of the program and to pique their interest in learning more.

I hope you enjoy my work.

**NEAR AND IN THE WATER. USE ONLY BATTERY OPERATED TOOLS OR
MANUAL OPERATED TOOLS AT ALL TIMES.
CORDLESS TOOLS ARE ONLY RECOMMENDED*****

Continue on next page...

Step 1.

Now that your docks are laid out on the ground – you can see your first section closes to shore. This section is identified by either holes drilled on the front of the frame for mounting on retaining walls, or by holes drilled for shore pins or extra leg holes if your dock is free standing, or it may be marked in ink if it's resting on the shore.

Once you have identified your first section, connect the proper legs to the front of this section. Two U shaped bolts per dock leg connects dock legs to the front of each dock frame. Attach these legs on shore to the approximate height. Hand tight. Two U shaped bolts per dock leg.

Now you can put this section with dock legs attached in the water. Level the docks at your desired height in both planes. (meaning length and width). Make sure that you tighten all four U shaped bolts with a ½” wrench or socket.

Make your shore connection using shore pins, or attaching to retaining wall or sometimes layout the first (gangway section) partly on shore on either concrete or wood platform. If you choose the last placement (layout partly on shore) make sure that you fasten this section to your shores platform *example: if you have a concrete or wood platform that your dock is resting on – attach this section to the platform with lag bolts or some other type of connection. **Be careful though having this section resting on a platform can be deceiving, people may trip over this section due to the fact that you will have to walk onto the dock from this platform. We suggest that you make yourself some type of flanged cover built on an angle to prevent tripping.

Once your dock is in the water you area ready for the next step. Now you will re remove the side mouldings, they should be fastened to the dock for shipping. Five screws per side. Using Number 2 Phillips screwdriver or star shaped. Place these on shore.

INSTRUCTIONS

TASK 1: STARTING YOUR SECTIONAL DOCK INSTALLATION

Step 1: Remove materials from packaging, taking care to set aside screws and smaller pieces.



Figure 1: Screws set aside for later use.

Step 2: Lay out materials, frames, legs and deck panels on flat ground.

- This step will help you determine the sequence of the dock, decking panels, legs, and braces.
- **NOTE:** If you are building your dock in an 'L-shaped' configuration, please note that you will require a third dock leg for the additional corner.

TASK 2: PUTTING TOGETHER THE FIRST DOCK FRAME

Step 1: Locate the *first dock frame*, which is marked by pre-drilled holes or ink, depending on the configuration.

- For a dock that is being mounted to a retaining wall, look for holes drilled in the front of the frame.
- For a dock that is free standing, look for holes drilled for shore pins or extra legs.

Step 2: Install the first set of legs opposite to the markings indicated above.

Step 3: Slide two U-bolts (per dock leg) through the pre-drilled holes to attach the legs to the frame.

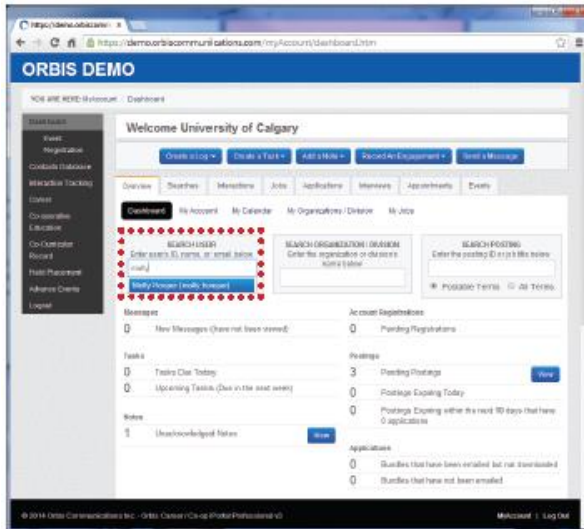
- **NOTE:** The legs will be slightly angled outwards when connected to the dock frame for added stability.

Step 4: Attach the legs at the approximate height you want the dock to come out of the water.

Step 5: Screw the nuts onto the U-bolts and tighten by hand for easy height adjustments.

Brite'dock Water Lists LTD. is not liable for incidental or consequential damages, injuries, or death due to installing, removal, misuse, misapplication, or improper selection of one or more of our purchased or displayed products. Please read the warranty, operating, and safety rules for further details.

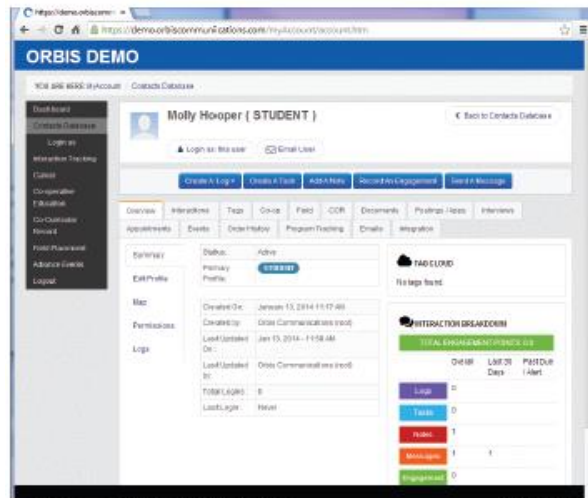
PAGE 4



Search User

Similar to the 'User Database' in the current version, Search User is now available on the dashboard and easier to use.

Search a student's name, and click on it to bring up their record.



Once you've entered the student's record, you will see their entire appointment and event history, and will be able to add notes or service logs.

The tabs along the top provide extra details, some of which you may find useful.

- The 'Emails' tab shows when the student has received an email through orbis, and what the email contained.
- The 'Appointments' and 'Events' tabs show the student's appointment and event history.
- The 'Logs' tab shows a history of the student's service logs.

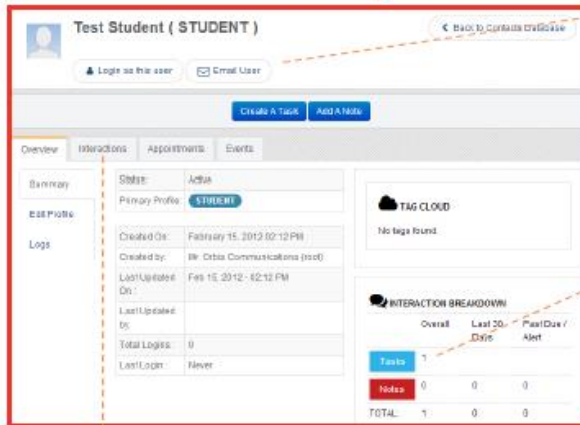
DASHBOARD

4

Dashboard: Searching and Viewing Users

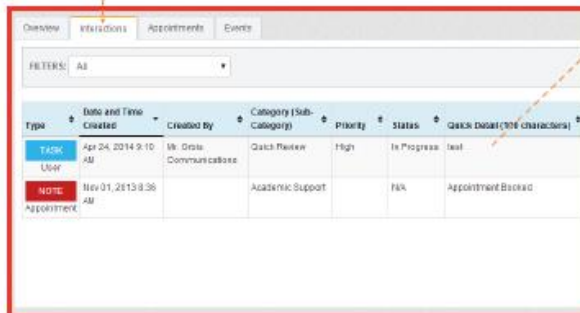
SEARCH USER
Enter the user's ID, name, or email below

Use **Search User** on the main dashboard to look up a student and view his or her appointment and event history.



The main User page shows basic information about the student and provides the option to **login as** or **email** the student (if applicable).

This page also provides a quick summary about any **notes** or **tasks** attached to the user.



The **Interactions** tab shows a list of all notes and tasks attached to the user. Some notes have visibility permissions set and are only viewable by specific staff groups.



Skills for Success Program

Attend a minimum of five Student Success Seminars within a one-year period to complete the Skills for Success Program and credit on your Co-curricular Record.

To receive credit for the Skills for Success Program, students must enrol in our **Desire to Learn** course. Along with attending the Success Seminars, students will complete activities associated with each seminar in order to reflect upon and utilize the content.

Which Success Seminars can I choose?

You can select from a variety of sessions that focus on topics such as student life, test preparation, study skills and time management. See **Success Seminars** for a complete list of seminars and the dates and times that the sessions are offered. Registering for the program will also allow you access to the online versions of the Success Seminars.

How do I complete the required quizzes and activities?

Once you are registered in the program, you will have access to our Skills for Success Certificate course in D2L, which hosts the online quizzes and activities related to each Success Seminar. Please note: students who attend the in-person seminars are only required to complete the online quizzes associated with the sessions they attend. Students who select to view Success Seminars online must complete both the associated quiz and the activities within D2L.

Do I have to complete all five sessions in the same year?

Yes! Students must complete the required five sessions in a one-year period. Attendance will be tracked by the Student Success Centre.

The infographic is titled "SKILLS FOR SUCCESS" in large white letters on a grey background. It features five red circular icons arranged in a circular pattern, each containing a white number and text. The icons are: 1. "ENROL IN D2L" with a network icon; 2. "COMPLETE 5 SUCCESS SEMINARS" with a person icon and "ONLINE" and "IN PERSON" labels; 3. "EARN CO-CURRICULAR CREDIT" with a person jumping icon; 4. "TRACK YOUR IMPROVEMENT" with a graduation cap icon; and 5. A large "5" icon. At the bottom, a black box contains the URL "UCALGARY.CA/SSC/S4S".

SKILLS FOR SUCCESS

1 ENROL IN D2L

2 COMPLETE 5 SUCCESS SEMINARS

3 EARN CO-CURRICULAR CREDIT

4 TRACK YOUR IMPROVEMENT

5

ONLINE IN PERSON

This program recognizes undergraduate students who spend time developing skills important to achieving academic success. Complete by May each year to receive co-curricular credit.

UCALGARY.CA/SSC/S4S

For a complete work history, including recommendations and projects, please visit <http://ca.linkedin.com/in/lkhedlund> or contact me at lkhedlund@outlook.com.