## Technical Writer

### Job Summary

Responsible for creating and writing various types of user documentation, including how-to guides, references, manuals, cheat sheets, or instructions.

### Primary responsibilities

* Explain scientific and technical ideas in simple language.
* Write technical direction on product announcements, marketing brochures, advertisements, marketing specifications.
* Meet with customer representatives, vendors, plant executives, or publishers to establish technical specifications.
* Study drawings, specifications, mockups, and product samples.
* Create user documentation for a variety of material, including how-to guides and instruction manuals.
* Ensure technical verbiage is easy to understand by the layperson.
* Gather information on their subjects in libraries and on the web.
* Prepare charts, graphs, or forms to go along with rough drafts.
* Ensure fields flow in the correct sequence.
* Write articles and reports on current trends in fields such as science and engineering.
* Write clear and concise policies and procedures.
* Edit industrial publications.
* Create table of contents and cite sources.
* Submit copies to managers for feedback.
* Adjust copy as necessary and proofread for grammar and spelling.
* Follow a life cycle called document development life cycle.
* Release the document following final approval.
* Conduct online tutorials.
* Provide updates and different editions as necessary.
* Review manufacturer's and trade catalogs.