

### Assignment Criteria

Write a set of instructions for a ***specific software application***, or rewrite part of an existing manual containing software-related instructions, using the principles taught in lecture.

The assignment is to be completed individually or in pairs.

Your instruction manual must contain:

- Title page [1 page]
- Table of Contents [1 page]
- Introduction [1/4 page minimum]
- Sets of instructions [6 pages minimum]
- Glossary [1/2 page]
- Troubleshooting Guide [1/2 page]

In the Introduction section, explain the software's function and intended use, and briefly identify your intended readers.

The sets of instructions should include *at least three separate tasks* in the software, each requiring a single set of instructions extending at least two pages in length (11-pt or 12-pt font). The tasks chosen should be sufficiently complex to require instructions of the length specified. Each set of instructions should include:

- A main heading
- A brief overview
- Subheadings as needed
- Graphics
- Separate blocks of instruction steps
- Notes, explanations and warnings as needed

Do not write instructions for simplistic tasks like installing software using a wizard. There's no point in writing instructions if no instructions are required to complete the task.

Your task is to write an *instruction* manual. Do not submit a *reference* manual listing resources and/or strategies for successfully completing a game of some kind. Reference manuals will not be accepted.

Assignments will be evaluated according to how consistently you have applied the principles of this course to your set of instructions. If you choose not to apply taught principles, then your assignment mark will reflect that choice.

If you rewrite an existing manual or section of a manual, *substantial changes* must be made. You must also hand in a copy of the original text with your assignment so that the changes you have made can be evaluated. Failure to submit the original text can result in a charge of plagiarism and a mark of 0/15 for this assignment.

Including the title page, your completed assignment should be *at least nine pages in length*. Longer documents are acceptable; however, longer length alone will not guarantee a good mark – provided that the minimum page length is met, quality is more important than quantity.

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**Due date: Sunday, April 9, 11:59 pm.**

**Late assignments will not be accepted for this assignment.**

**Use Word or PDF file format only. DO NOT SEND A ZIP FILE.**

**Filename protocol:**

**Firstname Lastname Set.docx**

# Instructions Checklist

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## Title Page

- ✓ Self-explanatory title
- ✓ Name of author(s)
- ✓ Picture if appropriate

## Introduction

- ✓ Explains software's intended use
- ✓ Identifies intended user
- ✓ Explains any assumptions made regarding knowledge level, etc.

## Instruction Overview

- ✓ States what the instructions are for
- ✓ Explains why the user would do them
- ✓ Provides special notes, instructions, overall warnings, etc.
- ✓ Includes overall graphic if appropriate
- ✓ Lists everything required to carry out the instructions

## Sets of Instructions

- ✓ Content is appropriate for the intended user
- ✓ Each action has its own numbered step
- ✓ List every step required to complete the task
- ✓ Individual steps utilize command verbs: "press", "click", etc.
- ✓ Provide notes, explanations, warnings as needed
- ✓ Include graphics as appropriate

## Glossary

- ✓ Appropriate definitions for the intended user
- ✓ Definitions are meaningful and concise

## Troubleshooting Guide

- ✓ Lists likely problems
- ✓ Provides appropriate solutions/actions
- ✓ Increases the likelihood of successful completion