

Need to write a user manual, but don't know where to start?

Our handy two-part guide takes you through the process, explaining the importance of proper planning in the early stages and demonstrating how to build a consistent and usable stylesheet for document formatting.

Depending on who you speak to, documentation is either the best part of a software project...or the worst.

Most developers wouldn't be caught dead writing a user manual - they much prefer spending their time building better, more efficient algorithms. Their users, on the other hand, don't really care about the code that powers a software application; they're more interested in getting their work done quickly, with minimal errors.

That's where support documentation, in the form of a user manual, comes in. Usually considered one of the least important deliverables, it is slowly coming of age, as software companies begin to realize the value of high-quality documentation that answers most user questions and reduces after-sales support calls (and expense).

Support documentation allows the user to use the delivered software with ease and efficiency. Ideally, it comprises:

- Interface text: The labels on interface elements like menu items, fields, instructions, confirmations, error messages et al.
- Application messages: Operational error messages and warnings.
- Online documentation: Online help, tutorial and searchable help pages.
- Print documentation: User manual and technical reference manual.

These, in totum, are the user's support system for usage of the software.

This article focuses on the user manual, explaining, from a technical writer's perspective, the process by which such a manual is developed, reviewed and delivered. I believe, though, that the process and planning tips are generic enough to apply to the other print documents, in accordance with both their purpose and scope.(mospagebreak title=Step By Step) One of the first decisions project managers face is whether the user manual should be a development team production, or whether a technical writer should be assigned the job. Practically, this decision is a function of the size and budget of the project, but an understanding of a technical writer's contribution helps in making an informed choice.

While the developer's responsibility is to be an expert on the structure, features and working of the software, the technical writer is responsible for understanding the users' mindset - their expectations, present level of expertise and possible questions - and then formulating the best way to communicate with them. The quality (ability to communicate) of the support documentation directly affects the level of after-sales support required. Since technical writers are trained in the black art of communication, it usually makes more sense to hire one for the support documentation needed, rather than have a developer do it.

Documentation, as a process, begins (ideally!) right at the point where the development team has finalized the software design, because:

- That provides enough fodder for you, the writer, to start planning the structure of the manual.
- You have a better chance of understanding the software if you ask

Writing A User Manual Part 1

Ying Liu



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