## How to Communicate Technical Information

A Handbook of Software and Hardware Documentation



Jonathan Price • Henry Korman

Krista Van Laan

How to Communicate Technical Information Jonathan Price, Henry Korman, 1993 In How to Communicate Technical Information you will learn how to write printed and online computer documentation that is simple clear interesting and user friendly Technical writers Jonathan Price and Henry Korman map out easy to follow methods and include practical tips to help you create hardware and software documentation that is accessible to both beginning and experienced end users How to Communicate Technical Information Discusses easy to follow and user friendly ways of organizing information Demonstrates how to use the art to communicate context multiple options and results Offers new ways to present both quick start options for experienced users and installation instructions Presents effective new methods for supplying computer based training CBT including sophisticated graphic and hypertext tours and demonstrations Includes information on online help that suggests methods for integrating this feature into your documentation Throughout the book the authors share the techniques they present in their popular seminars as they provide straightforward and interesting ways of organizing information Price and Korman also suggest practical methods for developing good writing styles 0805368299B04062001

The Routledge Handbook of Language and Professional Communication Vijay Bhatia, Stephen Bremner, 2014-02-24 The Routledge Handbook of Language and Professional Communication provides a broad coverage of the key areas where language and professional communication intersect and gives a comprehensive account of the field The four main sections of the Handbook cover Approaches to Professional Communication Practice Acquisition of Professional Competence Views from the Professions This invaluable reference book incorporates not only an historical view of the field but also looks to possible future developments Contributions from international scholars and practitioners focusing on specific issues explore the major approaches to professional communication and bring into focus recent research This is the first handbook of language and professional communication to account for both pedagogic and practitioner perspectives and as such is an essential reference for postgraduate students and those researching and working in the areas of applied linguistics and professional communication How to Communicate Technical Information Jonathan Price, 1993-06 This revision of an innovative bestseller teaches methods for writing computer documentation that is simple clear interesting and user friendly The authors also feature increased coverage of installation instructions and the trend towards quick starts for experienced users Communicating Professionally, Third Edition Catherine Sheldrick Ross, Kirsti Nilsen, 2013-07-17 An updated and expanded version of the training guide Booklist called one of the most valuable professional publications to come off the presses in a long time the new third edition of Communicating Professionally is completely revised with new sections outlining the opportunities offered by contemporary communication media With more resource information on cross cultural communication including new applications of communication principles and the latest research based material on communication in general this comprehensive manual covers Fundamental skills such as listening speaking and writing

Reading others nonverbal behavior How to integrate skills with tips for practicing Sense making a theory of information as communication Common interactions like speaking one on one working in groups and giving presentations Training others in communication skills including a special section on technology based training Writing in the Technical Fields Mike Markel, 1994-03-30 Using an informal hands on approach this practical guide reviews the basics of good technical writing It provides a simple effective system for writing all types of technical documents including letters memos minutes procedures manuals proposals progress reports and final reports You will gain a better understanding of the writing process and learn how to improve the coherence of your writing write better paragraphs write better sentences choose the right word and **Communication on and via Technology** Annely Rothkegel, Sonja Ruda, 2012-07-04 The interdependency of more technology and communication presents theoreticians as well as practitioners with a wide range of problems Among the topics discussed in this interdisciplinary volume are technological knowledge in text and context in combination with cognitive and social conditions knowledge transfer beyond languages and cultures the influence of the world wide web on social communities Read Me First! A Style Guide for the Computer Industry Sun Technical Publications, 2009-12-17 The definitive reference for technical writers editors and documentation managers Read Me First A Style Guide for the Computer Industry Third Edition has been revised and updated to cover everything from creating screencasts and referencing web sites to writing for wikis This award winning guide to creating clear consistent and easy to understand documentation covers everything from grammar and writing style to typographic and legal guidelines. The authors who are senior editors and writers at Sun Microsystems share their extensive experience and provide practical tips and recommendations including guidance on hiring writers working with illustrators managing schedules and workflow and more The third edition of Read Me First features new chapters on Writing for wikis and encouraging wiki collaboration Creating screencasts using screencast terminology and guidelines for writing narration Creating alternative text for nontext elements such as screen captures multimedia content illustrations and diagrams It also includes new tables for symbol name conventions for common anthropomorphisms and for common idioms and colloquialisms An updated and expanded recommended reading list suggests additional resources The Insider's Guide to Technical Writing Krista Van Laan, 2012-05-15 Every complex product needs to be explained to its users and technical writers also known as technical communicators are the ones who do that job A growing field technical writing requires multiple skills including an understanding of technology writing ability and great people skills Whether you re thinking of becoming a technical writer just starting out or you ve been working for a while and feel the need to take your skills to the next level The Insider's Guide to Technical Writing can help you be a successful technical writer and build a satisfying career Inside the Book Is This Job for Me What does it take to be a technical writer Building the Foundation What skills and tools do you need to get started The Best Laid Plans How do you create a schedule that won t make you go crazy How do you manage different development

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presuppositions built into technology design and history philosophy and sociology to explain technological determinism possibly the greatest impediment to user centered technology development in modern times The latter part of the book applies user centered theory in two contexts the nonacademic sphere where the writing and design of computer user documentation is discussed and the academic sphere through a discussion of how user centered concepts might drive university technical communication and composition curricula Minimalism Beyond the Nurnberg Funnel John Millar Carroll,1998 Minimalism is an action and task oriented approach to instruction and documentation that emphasizes the importance of realistic activities and experiences for effective learning and information seeking Since 1990 when the approach was defined in John Carroll's The Nurnberg Funnel much work has been done to apply refine and broaden the minimalist approach to technical communication This volume presents fourteen major contributions to the current theory and practice of minimalism Contributors evaluate the development of minimalism up to now analyze the acceptance of minimalism by the mainstream technical communications community report on specific innovations and investigations and discuss future challenges and directions The book also includes an appendix containing a bibliography of published research and development work on minimalism since 1990 Contributors Tricia Anson R John Brockmann John M Carroll Steve Draper David K Farkas JoAnn T Hackos Robert R Johnson Greg Kearsley Barbara Mirel Janice Ginny Redish Stephanie Rosenbaum Karl L Smart Hans van der Meij Published in association with the Society for Technical Communication **Process Transition and Production Phases** Scott W. Ambler, Larry Constantine, 2001-01-12 Is the Unified Process the be all and end all standard for developing object oriented component based software This book is the final in a four volume series that presents a critical review of the Unified Process The authors present a survey of the alte Is the Help Helpful? Jean Hollis Weber, 2004 Is the Help Helpful presents the full cycle of helpcontent development regardless of the operating systemrunning the application the type of help being produced or the tools used to produce it In this book you lldiscover 1 The ten most common complaints that usershave with online help the causes of the underlying problems and Standards for Online Communication JoAnn T. Hackos, Dawn M. Stevens, 1997-02-21 Experience firsthand what makes online information work and why Standards for Online Communication gives you guidelines for how to place information online within your company It provides both a design and development process and a set of guidelines for the Internet intranets and help systems for designers and authors who need to create effective electronic information Drawing on their design and consulting experience authors JoAnn Hackos and Dawn Stevens demonstrate how to judge what will work for your users how to translate users needs into a set of clear specifications and how to implement these specifications Using examples of good design they provide expert advice and guidance on Giving customers and employees the online information they need to do their jobs How to organize online information so your users can easily navigate through it Dealing with the special design requirements of the Web intranets and online help systems What graphics users really need and where sound and video fit in

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