Solid User Guide Principles

Good Document Design Principles

Proximity	Spacing
Alignment	Chunking
Repetition	
Contrast	

Provide Background
--orientation/context

5. How to use this template

Clear and Limiting Titles and Headings

It is your responsibility to ensure that you understand this procedure before performing the following tasks. Contact the document author if you have any questions about this procedure.

5.1. How to add your logo to the cover page

To add your logo to the cover page:

1. Go to the cover page and click on the Klariti logo.
2. Press **Delete**. This removes the logo. The next step is to add
3. Click **Insert**, **Picture**, and then **From File.**
4. Find your image file and click **Insert**.

Tip: To adjust the size, layout, and position of the image, right-click on the image and select Format Picture.

Informed content
Appropriate level of detail and technicality
(accessible terminology/ clear references)

5.2. How to add your logo to the header

To add your logo to the header:

1. Double-click on the header to access the logo. You can also go **View**, **Header and Footer** is you wish.
2. Select the logo and press **Delete**. This removes the logo. The next step is to add your logo.
3. Click **Insert**, **Picture**, and then **From File.**
4. Find your image file and click Insert.

Logically ordered steps
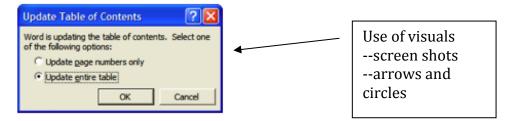--sequential list numbered
--unordered list bullets

Readability
--direct address, active voice imperative mode
--short, logically sharpened sentences
--parallel phrasing
--affirmative phrasing (avoid "not")
--transitions used to mark time and sequence
--steps separated visually

Guide created by Dr. L. Lennie Irvin

5.3.   Updating the Table of Contents

To update the table of contents:

- **Right-click** on the Table of Contents

- Select **Update Field**, click **Update entire table** and click **OK**.

Use of visuals
--screen shots
--arrows and
circles

5.4.   Adding Notes

Use notes to highlight pre-requisites, shortcuts, and other actions that should be highlighted to the user's attention.

To add a text note, select the text you want to make into a note. Then, click **Note** from the styles drop-down menu.

Note: Insert your note here. Insert your note here. Insert your note here. Insert your note here. Insert your note here. Insert your note here. Insert your note here

To add a graphical note, click **Notes** from the styles drop-down menu.

Insert your note here. Insert your note here. Insert your note here. Insert your note here. Insert your note here. Insert your note here. Insert your note here.

Notes and Hazard Notices
--alert reader to special
considerations
--format for contrast to draw
attention

Guidelines for Writing Instructions (short form) from Markel

Design Clear, Attractive Pages

Create an open, airy design

Clearly relate the graphics to the text

Draft Clear and Simple Titles for Instructions

Type 1: "how to"—"How to Install the XYJ Printer"

Type 2: "-ing form"—"Installing the XYJ Printer"

Drafting General Introductions

Preliminary information appropriate for the user and task

Drafting Step in Instructions

Present the right amount of information (not too much, not too little)

Use the Imperative Mode (start with active verbs)

Don't confuse steps with feedback statements

--a feedback statement describes an event in response to the step

Include graphics

Do not omit articles to save space

Include a Conclusion

Announcing what the reader has completed doing and what the next step might be