

# Procedure for Creating Effective Technical Documentation

## Step-by-Step Plan and Checklist for Developing High-Quality Technical Documentation

### Step 1 – Define the Content

- Identify the target audience.
- Map out all technical information.
- Write or edit texts and create supporting illustrations.
- Determine the most effective structure and organisation for the technical information.
- Translate the technical documentation.

### Step 2 – Establish Form and Style

- Ensure a clear and consistent layout.
- Use numbered lists for step-by-step instructions and bullet points for overviews.
- Provide sufficient white space to improve readability.
- Use a template to guarantee consistency if multiple technical documents are required.

### Step 3 – Compile and Publish the Technical Documentation

- Create the actual documents by combining form and content.
- Check the technical documentation.
- Publish and distribute the technical documentation. Publication may take place in both printed and online formats.

Single source software is a tool that enables both printed and digital versions of content to be generated from a single source. Manualise also offers this software under licence.

#### Need more help?

We are happy to help.

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