

Procedure for Creating User Manuals

Step-by-step plan and checklist to create a user manual:

Step 1 – Define the Content

- Define the target audience.
- Consult relevant standards, guidelines and regulations.
- Gather comprehensive product information.
- Write or edit clear and instructive texts.
- Choose suitable illustrations or animations.
- Define a logical structure.
- Translate and localise the technical documentation.

Step 2 – Define Layout and Style

- Ensure a clear and consistent layout.
- Use numbered lists for step-by-step instructions and bullet points for summaries.
- Provide sufficient white space to improve readability.
- Use a template to ensure consistency when multiple technical documents need to be created.

Step 3 – Compile and Publish Technical Documentation

- Create the actual documents by combining form and content.
- Publish and distribute the technical documentation. Publication can be in printed form, online or on-device.

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.

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