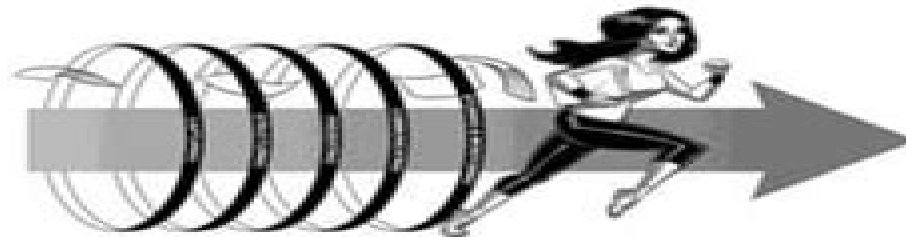


## SUPERCARGING YOUR DOCUMENTATION



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By Adrienne Bellehumeur  
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This booklet covers Step 3 Technical Writing of the six-step documentation process (Step 1 – Capturing, Step 2 – Structuring, Step 3 – Presenting, Step 4 – Visual Documentation, Step 5 – Documentation for Effective Meetings, Step 6 – Storing & Maintaining information). This booklet provides some basic tips, techniques, approaches and exercises for understanding and practicing how to capture information effectively.

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Disheroon Ph D is a professor of English at Cedar Valley College where she teaches courses in technical writing composition and literature She earned her master s and doctorate degrees in English from the University of North Texas Dr Disheroon s areas of expertise include the writing and development of technical manuals instructional design grant writing and editing Kenneth R Price teaches graduate and undergraduate professional and technical communication courses at Texas A California State University Chico where he directed the professional technical writing program the University of Alaska Anchorage Western Carolina University and the University of Wisconsin River Falls He was also a software documentation consultant to Macromedia

**The Handbook of Technical Writing, Eighth Edition** Gerald J. Alred, Charles T. Brusaw, Walter E. Oliu, 2006-03-07 Now in its eighth edition this classic book remains the complete technical writing reference for students and professionals alike Alphabetically organized and easy to use its nearly 400 entries provide guidance for the most common types of professional documents and correspondence including reports proposals manuals memos and white papers Abundant sample documents and visuals throughout the book demonstrate effective technical communication reflecting current practices for formatting documents and using e mail In addition advice on organizing researching writing and revising complements thorough treatment of grammar usage style and punctuation to provide comprehensive help with writing skills This edition has been thoroughly revised to include expanded advice for analyzing the context of different writing situations using and integrating visuals and dealing with ethical concerns in technical writing Improved coverage of research now includes guidelines for IEEE style documentation as well as clearer explanations of copyright and plagiarism concerns Entries throughout the book have been revised updated consolidated and streamlined to provide the most accurate and accessible information Comprehensive yet concise the Handbook of Technical Writing remains the quick reference faithful users have come to appreciate

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**Pocket Book of Technical Writing for Engineers and Scientists** Leo Finkelstein, 2005 The focus of this text is to teach engineering students the skill of technical writing It uses practical outlines throughout and actually shows students how to produce the most common technical documents step by step

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