Creating a Good User Manual: Flowchart

Need to create a good user manual

Figure out your audience by asking yourself some questions about their specifics, like age

Determine what the audience wants to learn through your manual

Does your audience have limited knowledge?

No → You can be a bit more specific and use bigger words

Yes → Make sure your manual is simplistic, and focuses on easy to understand methods

Focus on exacly what the USER is trying to do with your manual

Have you performed what your manual is describing?

No → Become the user and perform what your manual is going to describe

Yes → Create a draft and have people use it to find what you may be missing

Is it difficult to explain a certain part?

No → Continue on, although think about using (limited) visual aids to represent the task

Yes → Take advantage of visual aids such as charts and images

Make sure you use 12 point font of sans serif and serif type

Maintain short informative headings without underlines

Make sure you have everything in steps that anyone can follow

CHECK GRAMMER AND PUNCTUATION

Do one final user review of your manual

Can your user understand your manual?

No → (returns to top)

Yes → Ensure you are satisfied with the final product of your manual

You've succeeded in creating a good user manual

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