

Checklist for Review of Assembly Instructions

I will look for the following items in your final drafts. You can find a copy of this list on my website.

Items Due

Turn in the following with your final draft of the user manual:

- one single-stapled copy of the assembly instructions (8.5" x 11" format)
- assembly instructions (user manual) doc specs with my comments
- original draft with my comments on it
- memo of transmittal

Cover

The cover must include the following information:

- a title with key words (product name™ or ®) and organizational markers
- the copyright date
- an illustration or photo of the prototype
- team name and logo

Warnings

Make sure your warnings

- have a special section that comes first in the document
- have clearly marked symbols for all three levels
- have general definitions for each of the symbols
- also appear in the body of the manual where relevant along with their symbols
- indicate consequences for not following the warning
- full list of specific warnings

Introduction (not necessarily in this order; some items may overlap)

Include the following in your introduction:

- the topic (name of the product)
- the purpose and function of the product (what it does—through what means or mechanism—and how it benefits the user)
- the purpose of the user manual

Assembly

The assembly section will provide

- a listing of equipment/tools and fuel
- a list of parts
- visuals clearly illustrating each part and step
- steps for assembly (minimum of 15)
- warning(s) as needed

Tables and Figures

Each visual requires

- interpretation and summarization in the text
- a figure number and location reference in the text (ex: See Figure 2 below.)
- a figure or table number along with an informational title
- parts labeled as needed
- the source documented at the bottom (if borrowed)
- placement as close as possible to the text reference
- placement and formatting consistent with other visuals

Document Design

Make sure your document has the following elements:

- headers and/or footers, justified right, indicating page contents
- single spacing
- serif font for the body (a consistent style throughout)
- text printed on one side of the paper only
- 12 point Times or Times New Roman font for **ALL** text (headings can be larger)
- page numbers (justified right or centered at the bottom)
- headings clearly indicating hierarchical level and contents
- text under every heading
- avoidance of underlining and italics for highlighting
- consistent and effective use of design elements: fonts, rules, white space, and other formatting
- hyphens not used for bullets
- as few abbreviations as possible
- headings and subheadings as needed for short term memory considerations
- a sentence introducing every list

***REMINDER**

Avoid telegraphic style and passives and **REREAD THE FOLLOWING BEFORE FINAL TYPING:**

- Class notes and text readings on style
- “Trade and Grade” worksheets (on my website)
- “Assignment Corrections” handout (on my website)
- “Comments on Corrections” handout (on my website)
- “Common Mechanics Issues in Tech Writing” handout (on my website)
- avoid telegraphic style (TelS) throughout
- avoid passive sentences

👉 Remember to make all of the changes I have marked on the draft!