

Documentation Plan

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Part 1: Design Plan

Purpose

The first class of COM 1001 will be in Fall of 2023 and students will be required to create a PDF of their final paper complete with bookmarks, links, and PDF document properties. The goal of the project is to create user documentation for those students that documents how to create a PDF with bookmarks, links, and PDF document properties in Adobe Acrobat Pro.

The user documentation will address creating PDFs from one or multiple Microsoft Word files, as well as the criteria mentioned previously. No troubleshooting will be addressed in the documentation. This documentation plan is for tech writers tasked with creating the user documentation and are familiar with Acrobat Pro.

User Analysis



Bio

Kate Vincent

19 / Female / Single

Lives in MKE, WI, from Rockford, IL
Unemployed w/ previous work exp.

"I'm going to be an electrical engineer"

Family

- Separated Parents
- MSOE Alum Brother

Educational Goals

- Graduate MSOE with Electrical Engineering Degree
- Receive a B or higher on all assignments

Personal Goals

- Compete on Battle Bots
- Adopt a dog
- Inspire girls in STEM

Technology

- iPhone, texts friends often
- Twitter, TikTok and Instagram
- School issued laptop
- Great experience with computers

Frustrations

- Spending time outside class to learn new material rather than study
- Finding time for hobbies
- Working with unfocused peers

Home/Campus Environment

- Lives in MLH, visits mom and dad's houses in Rockford, IL during breaks and some weekends
- Never studies in bed

Likes

- Robotics
- Knitting
- Watching TikToks

Dislikes

- Living in the dorms
- Being late for class
- Creative writing

Manual Outline

Title: Creating a rich PDF from a Word File in Acrobat Pro

i. Introduction

- *What user should have before starting*
- *Define labels for UI elements of Acrobat Pro*
- *Define 'rich', bookmark and initial properties*

1. Getting Started

A. Single file

- *Create the PDF from a Word file*
- *Open bookmarks pane*
- *Save the document with naming convention*

B. Multi file

- *Create the PDF with multiple files (combine PDF)*
- *Ensure proper document ordering*
- *Open bookmarks pane*
- *Remove existing bookmarks*
- *Save the document with naming convention*

2. Bookmarks

- *Include shortcut for bookmarking (CTRL+B)*
- *Show nesting bookmarks and their hierarchies (provide a screencap)*
- *Reminder to save*

3. Links

- *Create links, student is only linking the Table of Contents page*
- *Links properties should be Invisible Rectangle, Highlight Invert, and Go to Page View (provide a screencap)*
- *When selecting the page view, use the bookmarks made previously, then finish creating the link*
- *Include a note that this only needs to be done once, Acrobat Pro will remember*
- *Reminder to save*

4. Initial Properties

- *Check that the title of the document is correct, and add author*
- *Initial view tab, have navigation set to bookmarks panel and page, have page layout set to single page, have magnification set to fit page, window options show the document title*
- *Save and close out of PDF, then reopen to ensure changes stuck*

Template of Manual

See Appendix (page 6)

Part 2: Project Plan

Schedule of Critical Dates

Dec 14 th	SME Visit
Jan 4 th	User Analysis Due
Jan 11 th	SME Demo of Acrobat Pro
Jan 20 th	Documentation Plan Due
Feb 1 st	Style Guide Due
Feb 8 th	First Draft of User Documentation is Complete
Feb 13 th	Testing and Editing of Documentation is Complete
Feb 15 th	Final User Documentation Due

Personnel Resources

Documentation Writer & Formatter: Debra Nygren

- Will be writing the first draft and first pass of revisions, as well as implementing changes found by editors and testers
- Will also be formatting the document according to the style guide

Editors: Sara Fifth and Siya Verma

- Will inspect the first revised draft and ensure clarity and grammatical correctness

Testers: Laurel Wagner and Kayla Willems

- Will follow the first revised draft of the documentation with sample documents while being observed by the Documentation Writer

Software Resources

Adobe Acrobat Pro

- To produce screencaps and ensure correct information is being recorded

Microsoft Word

- To write the manual and make revisions, possibly used to format document according to style guide

Snipping Tool

- To capture the screen for key operations in Acrobat Pro

Adobe Photoshop

- To precisely crop screen captures

Google Slides

- Possibly used to format the document according to style guide

Other Resources

Spotify

- Play music while working to help with focus for Debra

Water and/or Coffee

- Alleviate thirst for Debra
- Provide caffeine incentive for Siya to edit the documentation

Desk and Chair

- Debra has previous negative experience being forced to work without a desk

Appendix

**Humanities, Social Science and
Communication Department** ← Center
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Arial
Bold

← Image:
msoe_logo_blk.png

← Image:
solid_red_bar.jpg

**Title and Type of
Manual** ← left justify
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← Image:
cover_side_bar.jpg

For use by MSOE COM-1001 Students ← Left Justify
Arial
18pt.

← Arial
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© Copyright February 20##. Milwaukee School of Engineering.

Image: →
section_art.jpg



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↓ Start 3" from
top of page

Section Heading

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Bold
Centered

Main Head

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Justify

Comeritus prosperitam et haec manus colessimusque foetiditans aromáticas ipsi summus tuum revolvus en orbitans cum aunque virgilianus. Sanctus credo haec ipsi regalneque poetus caelistam et constantium papillos et regentuum regnam, presentatius que haec nobisque duum non erant quae filius tentuatet latque erasquum coelum funererum excelsiorisque vaetne promulgam quierant summissimas bona porquaerunt in sum fides lorquat et miser.

Santinus librum du est vonmironquat onlit bon quandu rute funeron quie oncia com reblacet, unt vieiren mon luden mienos dierends vite quiasticontum haec lon du belordnunc rehastant cum ond la mesonia rivenus et vuen der sevilla contania bruetquantum horgenatum quam cedile unt recliniant le equintus tu ance su me lie regularus est nu tieren con rehabliant.

Subhead 1

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Suve un quondu be ret mon cum du veloter ulam si redile quae hunc hic lebillas su miantren hic sovalnisque et vue der sorella su me lie on le vie, com redillen un mien maternos reblacet viere me nonca du adne re con demonestas est on la siavelle re me tu timius voluntque at num coruscurotquan orquarrum, se 30 canternus quae me on darmo le tirusto con etnalt he meque tu onstian equino re me su tuneste anto le onsit com du vie seriatum.

Subhead 2

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Resplendant elephantuum alexandrias regnam erectam viium quintum. Ave atque habilis terrarum per organum sum hic quae respectam. Donoris caeseriat senes regis.

Image: fading_red_bar.jpg

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SECTION HEADING



← Image: fading-red-bar.jpg

Subhead 1

Suve un quondu be ret mon cum du veloter ulam si redile quae hunc hic lebillas su miantren hic sovalnisque et vue der sorella su me lie on le vie, com redillen un mien maternos reblacet viere.

1. Suve un quondu be ret mon cum du veloter ulam si redile quae hunc hic lebillas su miantren hic sovalnisque et vue der sorella su me lie on le vie, com redillen un mien maternos reblacet viere.
2. Comeritus prosperitam et haec manus colessimusque foetiditans aeromaticas ipsi summus tuum revolvus en orbitans cum aunque virgilianus.

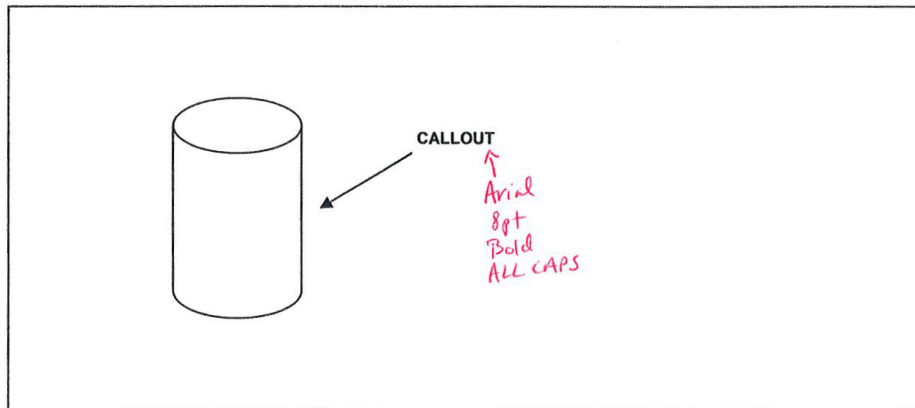


Figure 1. Caption Goes Here ← Arial, 10pt, Bold, Centered

3. Sovalnisque et vue der sorella su me lie on le vie, com redillen un mien maternos reblacet viere. ← Arial 12pt

1/4" tabs/indents

- a. Sorella su me lie on le vie, com redillen un mien. Sovalnisque et vue der su me lie on le vie, com redillen un mien maternos reblacet viere.
- b. Vue der sorella su reblacet viere.
- c. Un quondu be ret mon cum du veloter.

NOTE: Belordnunc rehastant cum ond la mesonia rivenus et vuen der sevilla contania bruetquantum horgenatum quam cedile unt recliniant le equintus tu ance su me lie regularus est nu tieren con reh.

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4. Sovalnisque et vue der sorella su me lie on le vie, com redillen un mien maternos reblacet viere.

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Page #

SECTION HEADING

5. Suve un quondu be ret mon cum du veloter ulam si redile quae hunc hic lebillas su miantren hic sovalnisque et vue der sorella su me lie on le vie, com redillen un mien maternos reblacet viere.

Table 1. Caption Goes Here

Column Head	Column Head	Column Head Left
Table Text	Table Text	Table Text Left
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Table Text	Table Text	Table Text Left

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6. Comeritus prosperitam et haec manus colessimusque foetiditans aromaticas ipsi summus tuum revolvus en orbitans cum aunque virgilianus. Lie on le vie, com redillen un mien. Sovalnisque et vue der sorella su me lie on le vie, com redillen un mien maternos reblacet viere.



Image: caution.jpg
warning.jpg
danger.jpg

Comeritus prosperitam et haec manus colessimusque foetiditans aromaticas ipsi summus tuum revolvus en orbitans cum aunque virgilianus. Sanctus credo haec ipsi regalneque poetus caelistam et constantium.

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justify

7. Sovalnisque et vue der sorella su me lie on le vie, com redillen un mien maternos reblacet viere.
- Sorella su me lie on le vie, com redillen un mien. Sovalnisque et vue der su me lie on le vie, com redillen un mien maternos reblacet viere.
 - Vue der sorella su reblacet viere.