

# **15** **Technical** **Writing** **Tips**

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1

**How you doin'?**

How you doing?

Conversational **style**

**NOT** buddy buddy

No **jokes**

**2**

we read user guides...

When **upset**

**Stressed,** lost

As a last **resort**

**Hi, I'm Ivan**

**[www.Klariti.com](http://www.Klariti.com)**

**3**



Who are writing for?

Before you **start**

**Give the big** picture

Depth v **Breath**

4

The table of contents

Master list of **tasks**

**Find info** faster

3 levels **max**

**5**

**Task, Task, Task**

Use **task approach**

**Develop** hubs

**Creating, Deleting, ing...**

6

**Flow naturally**

**One idea to the next**

**In a sequence**

**Improve readability**

7



Think Module

Use **chunks**

**One** idea, **One** topic

Reuse **elsewhere**

8

# Labels

Use **effectively**  
**Describe** actions  
Short, **scannable**

9

# Screenshots

Do they add **value?**

**Procedure** in action

Crop and **highlight**

**10**

# Illustrations

Balance text **to images**

**Tables,** charts, diagrams

Explain **content**

**11**



# Tables

Compare **data**

**Visual** hierarchy

Interpret **findings**

**12**

**Create an index**

**Words**

**Phrases**

**Concepts**

**13**

**Web**

**Some people hate PDFs**

**Write for web**

**Link topics**

**14**

Send for review(s)

Style **guide**

**Multiple** reviews

Purge **drafts**

**15**



**I think I found a  
tpyo...**

Test

Don't test your **docs**  
**QA** against live system  
Expose **errors**

**That help?**

***Got a question?***

**Add your questions below the video and we'll get back to you**

*almost forgot...*

***Subscribe!***

*thx 😊*

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