

# V.0.1 Document Specs Guide

## WR227: Tech Comm

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Introductory Technical, Scientific & Professional Communication

File Name: “\_ReadMe\_Version 0.1 Document Specifications Guide”

Video: [D2L](#) (or [Zoom](#))

## Version History

| Version | Description                                                              | Name  | Date       |
|---------|--------------------------------------------------------------------------|-------|------------|
| v1.0    | Publication of “_ReadMe_Draft Version 0.1 Instructions & Specifications” | Covey | 07/20/2020 |

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## Introduction

This week, week 5, everyone is moving from their week 4 proposal to creating a first draft version of their portfolio documentation (version 0.1). Over the next few weeks, we'll work from v.0.1 (this week) to v.0.2 (week 6) to v.0.3 (week 7) and, finally, to v.1.0 (week 8, final).

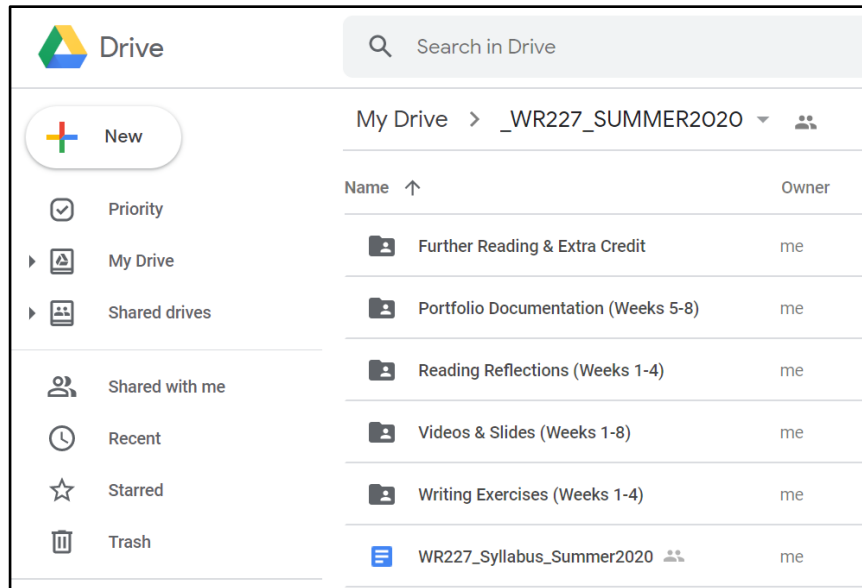
Everyone is writing about different subjects for their own portfolio documentation, but there are certain sections required for everyone's portfolio documentation: front matter (cover memo, title page, content page), body matter (introduction, body, conclusion), and back matter (references, document profile). The same is true for your document: i.e., in addition to the introduction and other sections outlined in your proposal, the documentation will also require these front matter and back matter elements.

Your first draft is just an outline/skeletal draft, and only macro elements need to be started. Read chapter 2 for more on macro elements, but as it relates to your document version this week, it means that the v.0.1 draft doesn't even need draft materials like paragraphs (meso level) or sentences (micro level) yet, just the macro elements specified in these documentation requirements. The goal with this first draft is that you're aware of all the different sections required and by the end of this week have plotted out all the sections and any subsections. (This is a common writing strategy used by writers for starting any document.)

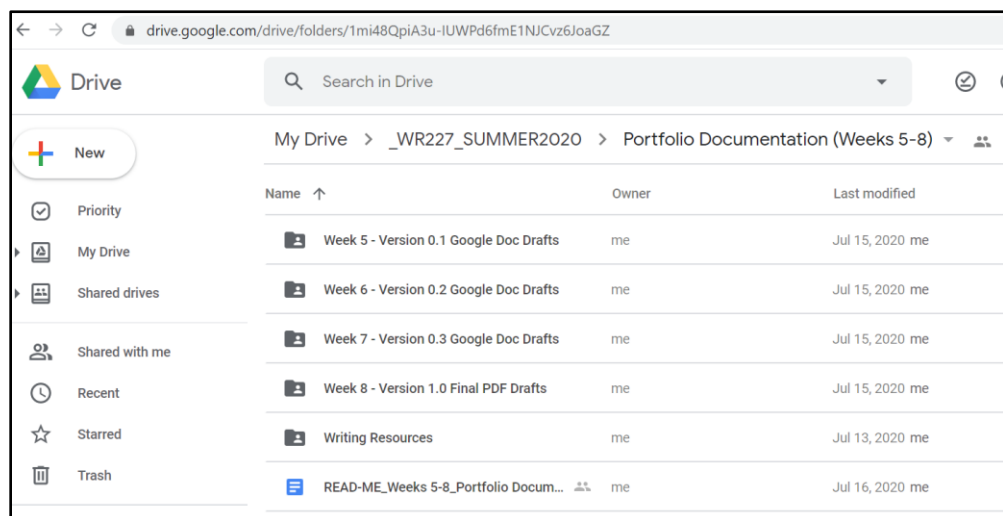
## 1. Version 0.1 Document Creation Instructions

The first step is to create a documentation file in the week 5 version 0.1 folder. You can use a blank document, use a Google template, use the v.0.1 kernel, or upload a Microsoft (MS) Word DOC or DOCX file. Below are instructions on all four:

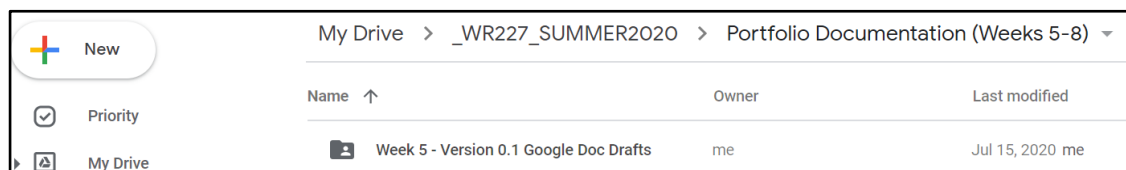
1. Navigate to the 'WR227\_Summer2020' folder.



2. Open the 'Portfolio Documentation (Weeks 5-8)' folder.

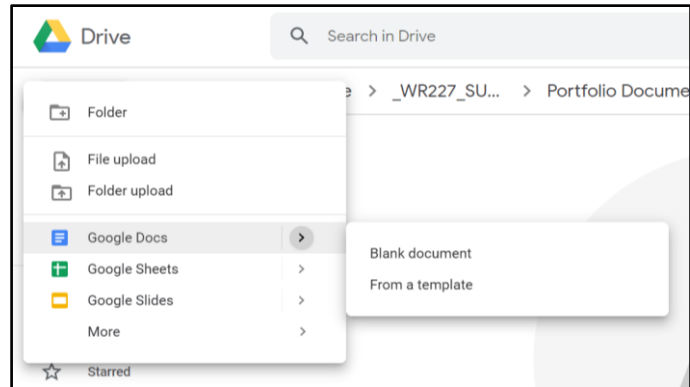


3. Open the 'Week 5' folder.

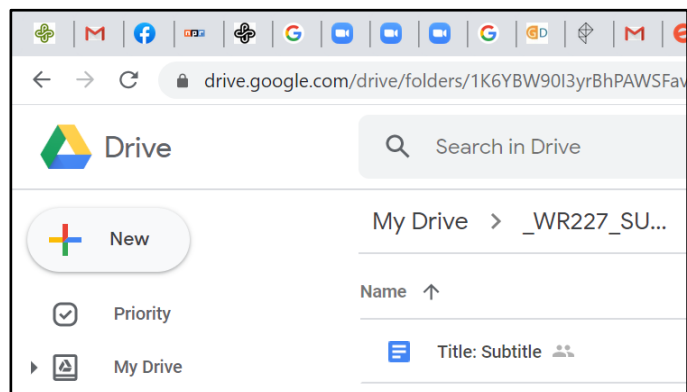


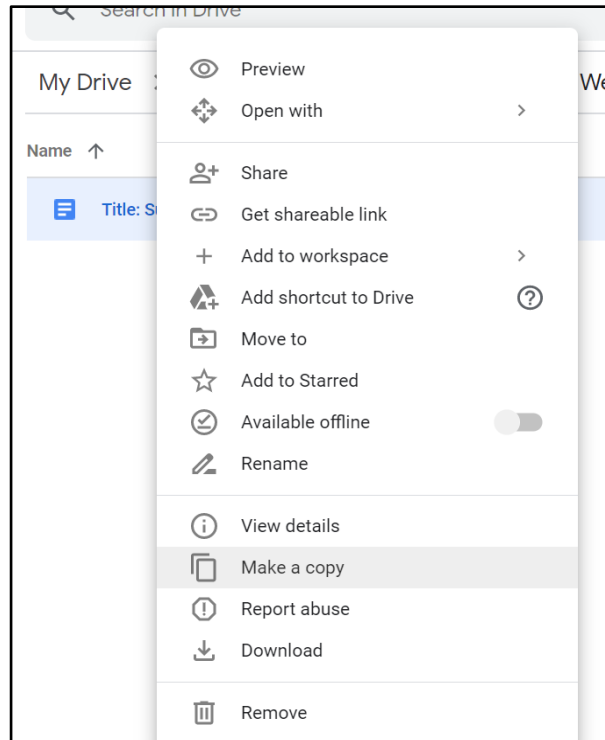
4. In the 'Week 5' folder, create a new Google Document. This can occur **one of four ways** (see **a, b, c, or d** below); from a **'Blank document,'** **'From a template,'** **'From the v.0.1 kernel,'** or from a **MS Word document**. It's entirely up to you. Each is outlined below.

- i. Choose a 'Blank document' and customize yourself. Your audience, setting, and/or other factors might affect your document design and composition decisions.
- ii. Or, choose 'From a template,' if you like too. Use your social writing situation to guide your decision on whether customizing a template is right for you.



- iii. Or, make a copy of the “[WR227 Title: Subtitle](#)” template document in the week 5 folder.
  - o Note: Do not start filling in the “Title: Subtitle” document before/until you’ve made a copy and left the original “Title: Subtitle” document for others to make copies of.

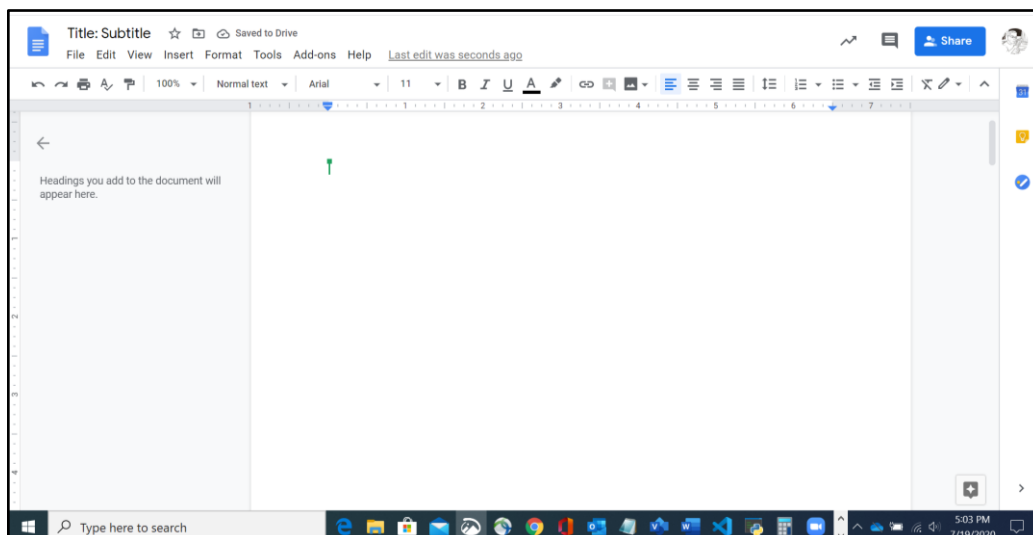




iv. Or, upload a MS Word DOC or DOCX.

- Note: Google gives you the option of opening, editing, and saving a DOC or DOCX file without needing to convert to a Google Doc format.

5. When you have finished making your starter document, open it up, and get ready to start writing, yeehaw!



6. The basic documentation requirements for the basic “macro-level” content for your tech comm portfolio document are outlined in the next section.

## 2. Detailed V.0.1 Instructions, Specifications & Templates

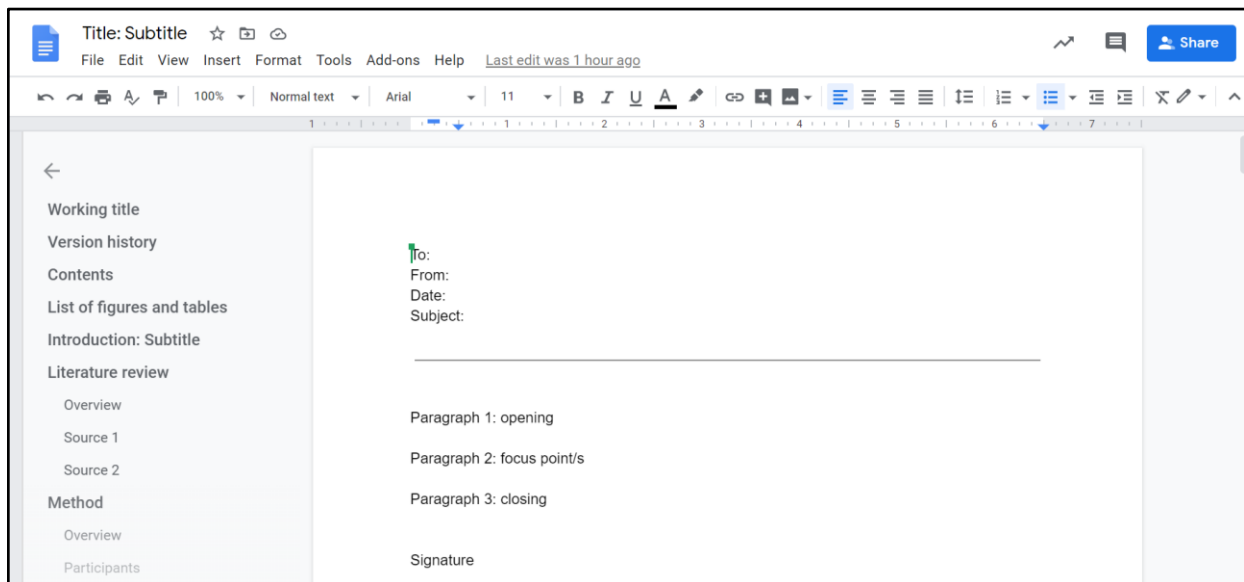
Below are detailed instructions and specifications on creating the first draft of your **version 0.1** document (Google Doc or MS Word Docx) and what required macro-level elements to include.

### 2.1: Template of Macro Genre Elements for V.0.1 Draft

This phase of the writing process is the “big-picture” phase/stage/step (also called “high-level,” “bird’s-eye view,” “wireframing” phase). This is basically the point at which writers start surveying the writing journey that lies ahead of them. In this first draft, therefore, we’re concentrating writing tasks on the creation and development of the documentation’s **macro elements**, which will serve as the main outline (also called a document’s “skeleton” and “backbone”) that will be “fleshed out” in the weeks to come. The basic skeletal backbone is based on best practices and includes:

- **Front matter** - elements that first interface with the levels of readership/audience.
- **Body arrangement** - elements arranging the organization of subject content for readers, *from introduction to conclusion*: to inform, enable, persuade, and express.
- **Back matter** - the editorial elements that helps readers find document information sources, lists, and materials that supplements and complements the main body.

The sections below expand on the required documentation elements in the basic sections above.



The basic v.0.1 logic arrangement kernel is listed below. Use it to copy/paste and/or refer to as you begin the process of preparing the v.0.1 draft. This kernel is demonstrated in this [Template](#) (see also link to [example of the template filled out for v.0.1](#)):

[Front matter (FM) sections requirements are below]

[FM page: Cover memo page]

To: Your target audience [<-fill in for v.0.1]

CC: Dr. Sarah Read, Dr. Paul Collins, Professor, Covey, and WR227 course members

From: [Insert your name][<-fill in for v.0.1]

Date: Sunday 8/16 at 11:59 PM PST

Subject: [Insert title and genre of your documentation][<-fill in for v.0.1]

Signature[<-Only need "Signature" text placeholder at minimum]

[FM page: Title page]

At least placeholder text, "[Cover image to come]"

Working title of your documentation [<-fill in for v.0.1]

Working subtitle of your documentation [<-fill in for v.0.1]

First name and last name [<-fill in for v.0.1]

Your organization's name (optional/if applicable)

Due date [<-fill in for v.0.1]

Document version "v.0.1" [<-fill in for v.0.1]

"Abstract" heading [contents of abstract to come v.0.2, placeholder text is fine v.0.1]

[FM page: Content page]

"Version history" heading and table (optional, extra credit)

"Contents" heading followed by table of contents [<-fill in for v.0.1]

"List of figures and tables" heading (optional, extra credit)

[Body of documentation pages and sections requirements are below.]

[Body sections: In the beginning stage, outline the macro elements by creating sections for the main headings and subheadings for at least heading levels 1 (H1) and 2 (H2) (level 3 and lower is optional and up to you depending on your need). Subtitles for all headings are optional.]

- "Introduction" and "Conclusion" headings required (first-level headings, H1)
- [H1 required]
- [H2 required]
- [H3 if applicable, often recommended for technically rich documentation]
- [H4 if applicable, recommended for technically rich documentation]
- [H5 if applicable]
- [Hn usually not recommended unless necessary]

[Back matter requirements are below.]

"References" heading [<-fill in heading and proposal sources at minimum for v.0.1]

"Appendix: Document Profile" heading [list the elements below in whatever order applies] [The elements below are also part of your midterm.]

- Who to:
- Who from:
- What:
- When:
- Where:
- Why:
- How:

## 2.2: Rubric

Below is the breakdown of the amount of credit awarded for each element.

| Credit amount | Required macro element                                                                                                                                                                                                                                                                                                |
|---------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|               | [Front matter (FM) sections requirements are below]                                                                                                                                                                                                                                                                   |
|               | [FM page: Cover memo page]                                                                                                                                                                                                                                                                                            |
| 1             | <ul style="list-style-type: none"> <li>● To: Your target audience</li> <li>● CC: Dr. Sarah Read, Dr. Paul Collins, Professor, and WR227 course members</li> <li>● From: [Insert your name]</li> <li>● Date: Sunday 8/16 at 11:59 PM PST</li> <li>● Subject: [Insert title and genre of your documentation]</li> </ul> |
| 1             | "Signature" text at least in v.0.1.                                                                                                                                                                                                                                                                                   |
|               | [FM page: Title page]                                                                                                                                                                                                                                                                                                 |
| 1             | At least body paragraph placeholder text: "[Cover image to come]"                                                                                                                                                                                                                                                     |
| 1             | Insert the working title of your documentation                                                                                                                                                                                                                                                                        |
| 1             | Insert the working subtitle of your documentation                                                                                                                                                                                                                                                                     |
| 1             | Write your first name and last name                                                                                                                                                                                                                                                                                   |
| 1             | Your organization's name (optional/if applicable)                                                                                                                                                                                                                                                                     |
| 1             | Due date: Sunday 8/16 at 11:59 PM PST                                                                                                                                                                                                                                                                                 |
| 1             | Document version "v.0.1"                                                                                                                                                                                                                                                                                              |
| 1             | "Abstract" heading and at least placeholder text "[contents of abstract to come v.0.2]"                                                                                                                                                                                                                               |
|               | [FM page: Content page]                                                                                                                                                                                                                                                                                               |
| Extra credit  | "Version history" heading and table (optional, extra credit)                                                                                                                                                                                                                                                          |
| 1             | Insert a "Contents" heading followed by a table of contents                                                                                                                                                                                                                                                           |
| Extra credit  | "List of figures and tables" heading (optional, extra credit)                                                                                                                                                                                                                                                         |
|               | [Body of documentation pages and sections requirements are below.]                                                                                                                                                                                                                                                    |

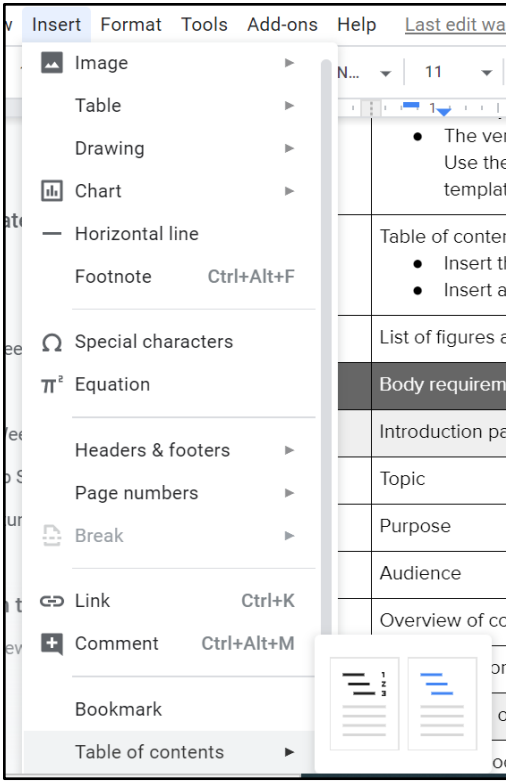
|    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|    | <p>Insert body sections: In the beginning stage, outline the macro elements by creating sections for the main headings and subheadings for at least heading levels 1 (H1) and 2 (H2) (level 3 and lower is optional and up to you depending on your need). Subtitles for all headings are optional.]</p> <p>Note: The reference resource document on genre types provides a more detailed breakdown of several classic technical document types to choose from. You could choose any of the following documents or combinations to write:</p> <ul style="list-style-type: none"> <li>● Informative documentation: <ul style="list-style-type: none"> <li>○ <a href="#">Technical Description</a></li> <li>○ <a href="#">Technical Recommendation Report</a> (similar reports include Feasibility Report, Alternatives Analysis Report, and Business Case Report)</li> <li>○ <a href="#">Technical Lessons-Learned Report</a></li> </ul> </li> <li>● Enabling document <ul style="list-style-type: none"> <li>○ <a href="#">Technical Instructions</a></li> </ul> </li> <li>● Persuasive document <ul style="list-style-type: none"> <li>○ <a href="#">Technical Proposal</a></li> </ul> </li> </ul> |
| 2  | [H1 required]                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 2  | [H2 required]                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| -  | [H3 if applicable, often recommended for technically rich documentation]                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| -  | [H4 if applicable, recommended for technically rich documentation]                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| -  | [H5 if applicable]                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| -  | [Hn usually not recommended unless necessary]                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|    | [Back matter requirements are below.]                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 1  | “References” heading                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 2  | “Appendix: Document Profile”                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 20 | Total                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

## 2.3: Detailed Documentation Instructions & Specifications

The following are detailed descriptions and instructions for creating the macro-state of your portfolio technical documentation, v.0.1. Use the instructions and specifications below as you adapt the required requirements to your own documentation and writing situation.

| Formatting Elements       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|---------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                           | <p><a href="#">Text formatting</a> (&lt;-links back to the section in the “Portfolio Doc Specifications” guide):</p> <ul style="list-style-type: none"> <li>You can choose the default formatting or another format for text, but please note the text formatting requirements for all documentation: <ul style="list-style-type: none"> <li>All text must be single spaced.</li> <li>All text must be 11-point or 12-point font (A note here that many usability guidelines in real-world documentation use 12-point font size).</li> <li>Use Times New Roman, Times, Arial, or Calibri for the paragraph text (aka, “basal text,” “Normal text,” or just “Normal”).</li> <li>Headings may be any accented serif or sans serif font below 13-point or 14-point (serif is often used for print copies while sans serif is used for digital). For formal documentation, be conservative with the accent font that you use for headings. The font choice must be a rhetorical choice based on the social situation.</li> </ul> </li> </ul> |
|                           | <p><a href="#">Document layout design</a>:</p> <ul style="list-style-type: none"> <li>The instructions for the document are covered in the “<a href="#">Document Creation Instructions</a>” above. You can choose a blank document to design yourself or a Google template, or use the v.0.1 kernel in “<a href="#">Title: Subtitle</a>” or upload a Microsoft (MS) Word document.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|                           | <p><a href="#">Document version media formats</a>:</p> <ul style="list-style-type: none"> <li>Google docs or an uploaded MS Word will be the desktop publishing format for versions 0.1-0.3.</li> <li>See “<a href="#">Document Creation Instructions</a>” above for details on how to create a Doc.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Front matter requirements |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|                           | <p><a href="#">Create cover memo/letter page</a></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|                           | <p><a href="#">Memo heading</a></p> <p>Insert the memo heading and customize the “To” and “From” and “Subject” lines:</p> <ul style="list-style-type: none"> <li>To: Your target audience</li> <li>CC: Dr. Sarah Read, Dr. Paul Collins, Professor, Covey, and WR227 course members</li> <li>From: [Insert your name]</li> <li>Date: Sunday 8/16 at 11:59 PM PST</li> <li>Subject: [Insert title and genre of your documentation]</li> </ul> <p>Note: do not use a bulleted list in your version, just left justification, just replace the [bracketed text] with your content.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|                           | <p><a href="#">Memo body</a>: to come v.0.2.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

|  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|--|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <p><a href="#">Signature section and other elements</a></p> <p>At the end, include a rough draft signature section:</p> <ul style="list-style-type: none"> <li>● At a minimum, just have some placeholder text, e.g., “Signature section to come,” in this draft. If you want, you are completely free to start customizing beyond the baseline requirement, see below.</li> <li>● Insert your name.</li> <li>● Under your name, insert your title as the author of this technical documentation.</li> <li>● Optional: Under your name, insert contact information (if applicable, maybe signature lines have contact elements, depending on the social situation).</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|  | <p><a href="#">Title page</a></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|  | <p>Insert the following elements to get you started during this v.0.1 macro-level stage:</p> <ul style="list-style-type: none"> <li>● Insert “[Image to come]” text or insert your image or tentative placeholder image. You don’t have to have a picture yet. That comes soon though, so at least be thinking about it and aware of it as you move through these next few weeks. These images can say thousands of words, to be a bit cliché, but it’s cliché because there is truth to it.</li> <li>● Insert the working title of your documentation.</li> <li>● Insert the working subtitle of your documentation.</li> <li>● Insert your first name and last name.</li> <li>● Insert your organization's name (if applicable).</li> <li>● Insert due date: Sunday 8/16 at 11:59 PM PST.</li> <li>● Insert document version “Version 0.1” or the “v.0.1” abbreviation.</li> <li>● Insert <a href="#">“Abstract” heading</a> [&lt;-See this heading for more details for writing an abstract.] For now in draft version 0.1, you won’t need to have written the document. The content of this section can come later in the documentation’s developmental process, and it is optional if you want to write a rough draft abstract at the v.0.1 point. <ul style="list-style-type: none"> <li>○ Note: As you work through vague/fuzzy ideas for what to put in the documentation, it does help sometimes to write a rough draft abstract. Rough drafts are an effective method of logging first thoughts, which can eventually be used to develop into the cohesive concept/s that you are interested in capturing with this portfolio technical documentation.</li> </ul> </li> </ul> |
|  | <p><a href="#">Contents page</a></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|  | <p>Table of contents</p> <ul style="list-style-type: none"> <li>● Insert the “Contents” heading on your contents page.</li> <li>● Below your “Contents” heading, insert a table of contents: <ul style="list-style-type: none"> <li>○ ‘Insert’ / ‘Table of Contents’ / choose page numbers as default (left option). Choose hyperlinks (right) based on your social writing situation.</li> </ul> </li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

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|--|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|  | <p>Version history table (optional, extra credit)</p> <ul style="list-style-type: none"> <li>● The version history table is optional and will be extra credit (to be determined). Use the version table provided in WR227 documentation as the baseline template. If you choose to include a version history table, this week's entry is for this first draft version "v.0.1." Include a short, high-level summary that lists basic writing and editing tasks applied to version 0.1.</li> </ul>                                                                                                                                                                           |
|  | <p>List of figures and/or tables (optional, extra credit):</p> <ul style="list-style-type: none"> <li>● A list of figures and/or tables is optional, but will be awarded extra credit, to be determined.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|  | <p>Body requirements</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|  | <p><a href="#">Introduction page</a></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|  | <ul style="list-style-type: none"> <li>● Insert the heading "Introduction"</li> <li>● If you want to give your introduction a more descriptive subtitle, use a colon:             <ul style="list-style-type: none"> <li>○ Example: "Introduction: The Preservation of Meat by Ionizing Radiation"</li> </ul> </li> <li>● Insert the placeholder elements listed below at a minimum so that you don't forget to include these elements in your documentation's introduction. Optionally, if you can fill in and describe some of these elements below, writing some first draft text to get you started (see <a href="#">the link above</a> for more details on</li> </ul> |

|  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|--|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <p>the common introduction elements below):</p> <ul style="list-style-type: none"> <li>○ Topic</li> <li>○ Purpose</li> <li>○ Audience</li> <li>○ Overview of contents</li> <li>○ Background on the topic, situation, or both</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|  | <p><a href="#">Section headings</a></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|  | <p>As the body of your technical documentation in this stage, the first step is to convert your outline from your <a href="#">proposal</a> into the basic sections and subsections of the document (i.e., create heading levels for heading levels 1 and 2, H1 and H2).</p> <p><a href="#">Section headings</a>: Choose the body arrangement, i.e., the genre-based organizational baseline arrangement/logic of sections as it applies to your topic, discipline, genre, and other social elements.</p> <p><b>Resources to model from:</b></p> <p>Don't worry about creating subheadings for further levels down in this first draft, i.e., heading 3, 4, and so on, but don't let this stop you if you do end up wanting/needing to create them. To help you come up with section ideas, see the links to resources below:</p> <ul style="list-style-type: none"> <li>● <b>Portfolio examples:</b> The "<a href="#">Portfolio Documentation Examples &amp; Templates</a>" document contains examples of the types of portfolio writing you could pursue, along with template and common organization structures to consider as you write about your own subjects/topics. These templates and examples are built for you to use as your primary template or just as inspiration in your own pursuits using the requirements spelled out in this document. <ul style="list-style-type: none"> <li>○ Informative documentation: <ul style="list-style-type: none"> <li>■ <a href="#">Technical Description</a></li> <li>■ <a href="#">Technical Recommendation Report</a> (similar reports include Feasibility Report, Alternatives Analysis Report, and Business Case Report)</li> <li>■ <a href="#">Technical Lessons-Learned Report</a></li> </ul> </li> <li>○ Enabling document <ul style="list-style-type: none"> <li>■ <a href="#">Technical Instructions</a></li> </ul> </li> <li>○ Persuasive document <ul style="list-style-type: none"> <li>■ <a href="#">Technical Proposal</a></li> </ul> </li> </ul> </li> <li>● <b>Example archives:</b> And also as mentioned, I'm also continuing to migrate a curated library of even more archive examples in the "<a href="#">Writing Resources</a>" folder with examples of informative, enabling, and persuasive documentation.</li> <li>● <b>Outside research:</b> Think about the document that you want to build and do some outside internet research on this genre.</li> </ul> |

- **Genre baselines:** Use the baseline organization structures provided in the textbook and examples from your copy of the IEEE Guide. They're outlined in the "[Genre-based organizational baseline arrangement/logic](#)" section in the "READ-ME\_Weeks 5-8\_Portfolio Documentation Specifications" Google Doc, which outlines all the different types of documents that we've been reading about thus far this term.

**Informative documentation** body organization/sections, see IEEE Guide textbook genre template structures:

- Technical reports
- Scientific and research reports
  - Recommendation, feasibility, alternative analyses, etc., reports
  - Post-mortem/design rationale reports
  - Incident, investigative, laboratory, test, and trip reports
- Technical and functional specifications
- Requirements documentation
- Usability testing documentation

**Enabling documentation** body organization/sections, see IEEE Guide textbook genre template structures:

- Technical instructions
- Tutorials and manuals
- Policies and procedures
- Topic-based help website

**Persuasive documentation** body organization/sections, see IEEE Guide textbook genre template structures:

- Proposals
- Business plans

**Hybrids** of the above also of course apply.

See also "[Title: Subtitle](#)" template:

[FOR AN EXAMPLE OF A BODY ORGANIZATION, SEE BELOW:]

"Introduction" heading (subtitles in main headings are optional)

- [Include: Topic, Purpose, Audience, Overview of contents, Background on the topic, situation, or both.]

"Literature review" heading (subtitle optional at this stage) [H1]

- "Overview" subheading [H2]
- Sources 1 subheading [H2]
- Sources subheading [H2]

|  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|--|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <p>“Method” heading (subtitle optional at this stage) [H1]</p> <ul style="list-style-type: none"> <li>• “Overview” subheading [H2]</li> <li>• “Participants” subheading [H2] <ul style="list-style-type: none"> <li>○ Cohort 1 sub-subheading [H3, as applies]</li> <li>○ Cohort 2 sub-subheading [H3, as applies]</li> </ul> </li> <li>• “Materials” subheading [H2]</li> <li>• “Design” subheading [H2]</li> <li>• “Procedure” subheading [H2]</li> </ul> <p>“Results” heading (subtitle optional at this stage) [H1]</p> <p>“Discussion” heading (subtitle optional at this stage) [H1]</p> <p>“Conclusion” heading (subtitle optional at this stage) [H1]</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|  | Macro body elements (required for v.0.1)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|  | <p><a href="#">Page numbers (pagination)</a></p> <p>Add other navigational elements include pagination:</p> <ul style="list-style-type: none"> <li>● Required: Make sure you have page numbers in your documentation. Pagination is an oft forgotten element for writers when they create custom documents, but they are so helpful for readers that pagination should be present, unless you’re dealing with a website document, in which case different navigation tools apply.</li> <li>● <b>Optional</b>, consider briefly if you should customize your page numbers to reflect section number and/or headings (only really needed in very large documentation, but it can still apply to short documents too).</li> <li>● <b>Optional</b> at this point are also on cross-references, but be aware of this element as you write: You may need to point readers to closely related information within your report, or to other books and reports that have useful information. These are called cross-references. For example, they can point readers from the discussion of a mechanism to an illustration of it. They can point readers to an appendix where background on a topic is given (background that just does not fit in the text). And they can point readers outside your report to other information—to articles, reports, and books that contain information related to yours. When creating cross-references, reference this <a href="#">cross-references</a> guide.</li> </ul> |
|  | Back matter requirements                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|  | <p><a href="#">References</a></p> <ul style="list-style-type: none"> <li>● Insert a “References” main heading to start your back matter.</li> <li>● Copy your references from your proposal and paste them into this document.</li> <li>● Insert and modify the references from your <a href="#">proposal</a> based on your research progress by adding, editing, or deleting source documentation as it applies.</li> <li>● Remember also the “<a href="#">General style guidelines</a>,” the default is IEEE. However, there will be some exceptions made for source documentation, including</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

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|  | <p>choosing any style guide you wish, and that it will be OK to use another common citation system known as the “notes and bibliography” (NB) style:</p> <ul style="list-style-type: none"> <li>○ Exceptions: If you want to use another style guide, that works too.</li> <li>○ Exceptions: If you want to use the footnote function that is provided in Google Docs and MS Word that automatically updates footnotes, that’s OK (since this function automates the process of citation and makes citing text easier). If you choose to footnote, you’ll still need to cite your references in the “References” section. The easier citation style is to use Chicago Manual’s “notes and bibliography” (NB) style:</li> <li>○ General citation formatting:<br/> <a href="https://owl.purdue.edu/owl/research_and_citation/chicago_manual_17th_edition/cmos_formatting_and_style_guide/general_format.html">https://owl.purdue.edu/owl/research_and_citation/chicago_manual_17th_edition/cmos_formatting_and_style_guide/general_format.html</a></li> <li>○ NB paper example:<br/> <a href="https://owl.purdue.edu/owl/research_and_citation/chicago_manual_17th_edition/cmos_formatting_and_style_guide/cmos_nb_sample_paper.html">https://owl.purdue.edu/owl/research_and_citation/chicago_manual_17th_edition/cmos_formatting_and_style_guide/cmos_nb_sample_paper.html</a></li> </ul>                 |
|  | <p><a href="#">Appendix A: Document Profile</a></p> <ul style="list-style-type: none"> <li>● This appendix is a special requirement for this portfolio document, but it shows a social rhetorical awareness of your documentation, which is not only one of the primary course objects for WR227 but will serve you well in future writing.</li> <li>● Insert a rough draft document profile for this first v.0.1 draft, to be finished eventually and delivered with your portfolio.</li> <li>● For an example of what a document profile looks like, see the “<a href="#">Appendix B: Document Profile</a>” that is provided below:</li> </ul> <p><i>“These technical instructions are from the PSU WR227 faculty for WR227 students. The purpose of these technical instructions are to teach WR227 students learning online best practices for writing documentation.</i></p> <ul style="list-style-type: none"> <li>● <i>What: Technical instructions on how to write documentation</i></li> <li>● <i>Who from: PSU WR227 faculty teaching how to write documentation</i></li> <li>● <i>Who to: WR227 students, who are learning how to write technical documentation</i></li> <li>● <i>Where: Writing technical documentation in the workplace</i></li> <li>● <i>When: Published Summer 2020</i></li> <li>● <i>Why: To teach WR227 students best practices for writing documentation</i></li> </ul> |

- *How: A step-by-step guide posted to Google Drive and D2L”*

All of the requirements and specifications above make up the baseline of yours and others’ **version 0.1 macro-level portfolio draft**.

### 3. Next Week and Next Draft, v.0.2

The following is optional for v.0.1 but are more activities to pursue anticipation of v.0.2:

|  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
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|  | Meso body elements (not required for v.0.1, but is the next step into v.0.2 next week)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|  | <p>Design information flow, i.e., paragraph organization/structures (aka <a href="#">Paragraph organization/structures (methods of idea development)</a>):</p> <ul style="list-style-type: none"> <li>● Start drilling down a bit further into the ideas and topics in your sections to begin outlining their structures of logic, i.e., the initial methods that you will use to develop the sections’ ideas: <ul style="list-style-type: none"> <li>● Cause and effect: logic/ideas arranged from root causes of events to effects</li> <li>● Generic to specific, or vice versa: logic/ideas arranged from general to detailed</li> <li>● Comparison and/or contrast: logic/ideas arranged by differences and similarities</li> <li>● Time-based: chronological (first to last) or reverse chronological (last to first)</li> <li>● Process-based: logic/ideas arranged based on steps in a process</li> <li>● Topic-based: logic arranged by relevant-but-distinct topics</li> <li>● Goal-based, action-based, or task-based arrangements (arranged by output)</li> <li>● The arrangement and logic can also be a combination of two or more of the above.</li> </ul> </li> <li>● For example, in the methods of development for the <a href="#">memo body</a> section are as follows. <ul style="list-style-type: none"> <li>● [Paragraph 1: opening]</li> <li>● [Paragraph 2: focus point/s]</li> <li>● [Paragraph 3: closing]</li> </ul> </li> <li>● The outline of your body paragraphs can be rough at this point in the development process, too, but it might look like this following: <ul style="list-style-type: none"> <li>● “Method” heading (subtitle optional at this stage) [H1] <ul style="list-style-type: none"> <li>● “Overview” subheading [H2]</li> <li>● “Participants” subheading [H2] <ul style="list-style-type: none"> <li>○ Cohort 1 sub-subheading [H3, as applies]</li> </ul> </li> <li>● “Materials” subheading [H2]</li> <li>● “Design” subheading [H2]</li> <li>● “Procedure” subheading [H2]</li> </ul> </li> </ul> </li> </ul> |
|  | As you write, you will start moving quickly in the meso-level work of stage 3 in the process, writing draft material. In this case, create “proto” paragraphs:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

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|  | <ul style="list-style-type: none"> <li>● Now that you've turned your outline from your proposal into sections and subsections with headings and subheadings, copy text from your proposal into the sections of your v.0.1 draft and edit them to fit. The previous material that you've written makes great material to adapt into the new form.</li> <li>● Fill in whatever else information you can on in the cover letter and introductions for topic, purpose, audience, and other pertinent details in the proposal.</li> </ul> |
|  | Micro body elements                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|  | If you are compelled, start writing declarative sentences, questions, important notes, and other first draft ideas that come to you. Empty your ideas into this v.0.1 draft.                                                                                                                                                                                                                                                                                                                                                         |

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