Teknik Dokumentasi Aplikasi

Pertemuan 4

Goal

- Defining the Need for Information
- Writing the First Draft

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DEFINING THE NEED FOR INFORMATION

Defining the Need for Information

- Cara paling efektif untuk membangun publikasi yang baik tentu membutuhkan analisis

- Hal-hal yang perlu ditanyakan pada pembaca
  - Apa pengalaman sebelumnya dari pembaca dalam menggunakan, melakukan atau mengevaluasi suatu produk
  - apa subjek pengetahuan utama yang dimiliki oleh pambaca
  - Data apa yang ada pada komunitas

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- Indikator apa saja yang dibutuhkan dibutuhkan oleh pembaca tapi belum terpenuhi
- Indikator apa saja yang telah ada tapi tidak diperlukan oleh pembaca
- Profil apa yang dibutuhkan oleh pembaca, berdasarkan data atau asumsi umum

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WRITING THE FIRST DRAFT

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Rules

- Keep in touch with your editor
- Review continously
- Learn from your mistakes

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Chapter

- The main divisions of information in a book
- Easy for your readers to find what they are looking for
- Related material
- One-page is too abrupt and superficial, Fifty-page may be too long
- It is posible to make the book without chapters

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Sections and subsections

- Subdivision of a chapter that you use to break up the chapter into digestible pieces
- Section should cover one activity, and only one

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Paragraph

- Is a group of sentences that supports and develops a single idea
- Do not use lots of small paragraphs
- Never split a paragraph over a page break
- Always leave one blank line between paragraph

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Appendices

- Provides information which is additional or supplementary to the main body of the book
- Using the same standard and structure with chapters

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Headings

- The reader uses them to get an idea of what is coming next
- Most allow three level (the chapter, the main section, and the subsection)
- Must be relevant to the content
- Never write a heading that is longer than one line
- Always put some text between a section heading and the first subsection heading

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Headings ... (cont)

- Be consistent in the wording of headings
- Example :

  "Using the System" – "Entering Data"

  not

  "Using the System" – "How To Enter Data"

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Cautions and Warnings

- Cautions

  to alert the readers to any procedure or operation that could cause equipment damage or loss data
- Warning

  where the procedure could cause physical injury

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Cautions and Warnings… (cont)

- Example

  <u>CAUTION</u>

  If you have a fixed disk, use SHUTDOWN before moving your PC

  <u>WARNING</u>

  Before opening the cabinet, make sure the PC is switched off and the mains cable is unplugged

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Examples

- Highlight examples clearly
  - "Example 1", Example 2"
  - "For example…"

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Notes

- Inform the reader of important or additional information to the subject being described
  - "Note 1.", Note 2."

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Cross-references

- Example :

"There is more information about this in section…"

"See…for more information"

"Chapter N gives you more…"

"See the chapter 'Starting the System' in the WhizWorks System Administrator's Guide"

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Text Formats

- Hyphen or bulled list
- Numbered list
- Dialogues
- Keyword list

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