**Format for Instruction Manual**

Here are the things you need to have in your Instruction/Training Manual. The draft that’s due Nov. 2 should be as close to a Final as you can make it, but I’ll still give you feedback and a chance to revise.

**Cover Sheet**

Title of Instruction Manual

Your name

ENG 2575

November 2, 2017

**Table of Contents**

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Introduction………………………………. 2

Glossary of Terms………………………. 4

Instructions

Getting Started……………… 6

Step 1……………………………. 7

[And so forth]

**Introduction/Purpose**

Briefly explain:

* what this is that you’ve created,
* what it’s for,
* who it’s for.

Also include a discussion of any research you’ve done about the need for this kind of item.

**Glossary of Important Terms**

**References and Further Reading**

* APA-formatted list of references you may have used for any reason, including any visuals you got from the internet.
* A list of articles or manuals that you think would enhance the knowledge/ability of the user.

**Instructions** including images, text boxes, links to videos, or anything else that you need.

As you’re preparing your Manual, use this checklist to be sure you’ve done everything:

1. Have you met all the assignment details (check the Assignment page on Open Lab)?
2. Are any screenshots, images, videos, or diagrams things you made yourself?
3. If you pulled any images or videos from the internet, have you credited the source appropriately and included it in the References?
4. Have you asked someone to proofread your draft?
5. Have you read your draft aloud and made any necessary changes/corrections?
6. Are all citations done correctly using APA?