



WEEKLY WRITING JOURNAL: Week of February 25th, 2019

TASKS

Monika had left me instructions to convert files into Knowledge Base articles. She provided me with a template and several large files called step sheets.

I segmented one large manual into individual articles and included descriptive notes relative to our project. While it was repetitive, it helped me grapple with the structure of current docs. It also helped me gain a sense of the volume of docs we will need to publish in this project.

I did my best to be detailed, while moving quickly, to be as efficient as possible. However, there is still over half of the one document left. I expect it will take a while to convert this resource into separate articles.

INSTRUCTIONS

Upon reviewing my work with Monika from last week, she confirmed I was segmenting the articles correctly and we discussed the importance of detail. She wants me to be as complete as possible with key words that are included in the write up of each article.

Monika also instructed me to create an excel sheet to track key data in the articles. This will be used to organize future efforts with greater ease. It includes links to the articles, and the source from which they were pulled.

