

# Solid User Guide Principles

**Good Document Design Principles**  
Proximity                      Spacing  
Alignment                      Chunking  
Repetition  
Contrast

**Provide Background**  
--orientation/context

TI.COM

User Guide Template 1

## 5. How to use this template

It is your responsibility to ensure that you understand this procedure before performing the tasks. Contact the document author if you have any questions about the procedure.

**Clear and Limiting Titles and Headings**

### 5.1. How to add your logo to the cover page

To add your logo to the cover page:

1. Go to the cover page and click on the Klariti logo.
2. Press **Delete**. This removes the logo. The next step is to add your logo.
3. Click **Insert, Picture**, and then **From File**.
4. Find your image file and click **Insert**.

**Informed content**  
Appropriate level of detail and technicality  
(accessible terminology/clear references)

Tip: To adjust the size, layout, and position of the image, right-click on the image and select **Format Picture**.

### 5.2. How to add your logo to the header

To add your logo to the header:

1. Double-click on the header to access the logo. You can also go **View, Header and Footer** if you wish.
2. Select the logo and press **Delete**. This removes the logo. The next step is to add your logo.
3. Click **Insert, Picture**, and then **From File**.
4. Find your image file and click **Insert**.

**Logically ordered steps**  
--sequential list numbered  
--unordered list bullets

**Readability**  
--direct address, active voice  
imperative mode  
--short, logically sharpened sentences  
--parallel phrasing  
--phrase affirmatively  
--use transitions to mark time and sequence

See also "Guidelines for Designing Instructions" pg. 500. Very good.

### 5.3. Updating the Table of Contents

To update the table of contents:

- **Right-click** on the Table of Contents
- Select **Update Field**, click **Update entire table** and click **OK**.



Use of visuals  
 --screen shots  
 --arrows and circles

### 5.4. Adding Notes

Use notes to highlight pre-requisites, shortcuts, and other actions that should be highlighted to the user's attention.



To add a text note, select the text you want to make into a note. Then, click **Note** from the styles drop-down menu.

**Note:** Insert your note here. Insert your note here. Insert your note here. Insert your note here.  
 Insert your note here. Insert your note here. Insert your note here


To add a graphical note, click **Notes** from the styles drop-down menu.



*Insert your note here. Insert your note here. Insert your note here. Insert your note here.  
 Insert your note here. Insert your note here. Insert your note here.*

Notes and Hazard Notices  
 --alert reader to special considerations  
 --format for contrast to draw attention

# Irvin Example 1: enCore v4 M00 User Guide



## enCore v.4 User's Guide

Home **enCore Basics** Objects Other Features Help Movie Guides


### Communicating

Communicating--talking with others--is the most common thing you will do in enCore. enCore is an excellent vehicle for this "chatting," and offers additional features that most web-based chat clients don't possess. You can talk to other people in the room you are in, and you can also send messages to people who are not in the same room. enCore also has a feature called emoting which allows you to indicate actions. When you say or emote things, the results will show up in the talk area.

To talk and emote, you type various commands into the command window. You can also switch into "say mode" and "emote mode" by using the radio buttons. These modes will automatically preface anything you type into the command window with the say or emote commands. You can switch back into normal mode when you no longer want to say or emote.

Note: When you chat, you are talking to people located in the same room as you (unless you use certain commands to send a message to someone in another location such as **page** or **@knock**).

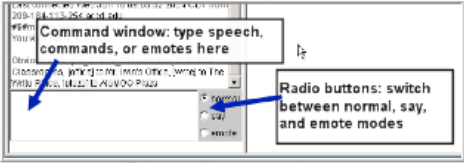
---




#### Talking and Emoting Using the Radio Buttons

enCore uses text commands to communicate; however, using radio buttons can simplify your chatting experience so that enCore works more like a typical chat room.


Mode	What it does
<b>NORMAL mode</b>	Allows you to enter various commands. No text is automatically put in the command window.
<b>SAY mode</b>	Will preface your text automatically with the command "say" (so that you can chat without having to type in the command "say" each time)
<b>EMOTE mode</b>	Will preface your text automatically with the command "emote" (see more about emoting below).



While the say and emote modes simplify communicating in enCore, you can not do other commands while you are in these modes. You must click the NORMAL MODE radio button to enter other text commands.



[View a video of using radio buttons](#)



#### Talking and Emoting Using Text Commands

Here is a summary of commands for talking and emoting. You will need to substitute the message you wish to type for **textand**

# SAC Writing Center Online Tutoring Guide

This guide provides instructions for how to do online tutoring.

## Step 1: Setting the Appointment

Visit or call the Writing Center to set up an appointment. Call 486-1433. A Writing Center assistant will write down your name, contact information, and Banner ID.

You will receive an email confirmation containing this guide and the PASSWORD for entering our online conference room.



## Step 2: Preparing 10 min. Before the Appointment

Prepare for the tutoring session by:

- Getting the assignment out
- Having your paper open in a word processing document
- Being by your phone ready to receive the call from your tutor
- Going to our conference room (see Steps #3 and #4)



## Step 3: Going to Our Conference Room

**Visit:**  
<http://elluminateline.alamo.edu/>

Select the **SAC Writing Center** “Session Name” in the list of sessions.

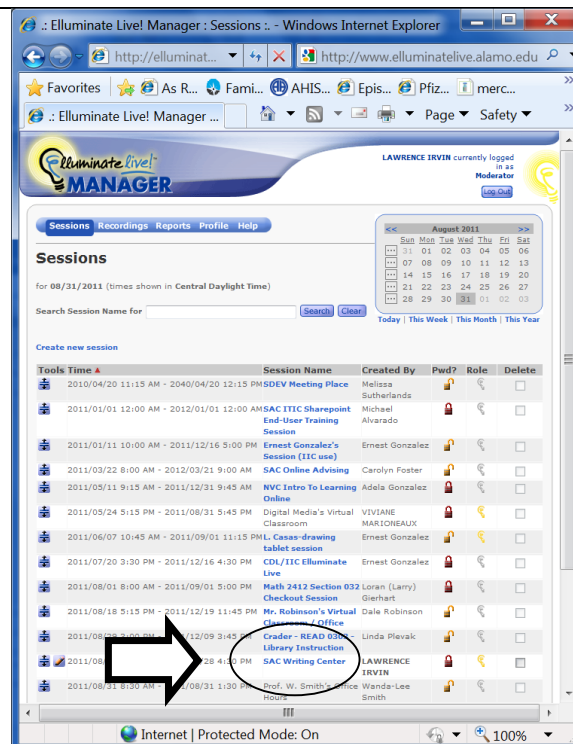
Elluminate will install on your computer.

**WARNING:** pop-ups may need to be allowed to download the program

--When prompted to “Run” the program, click “yes” and “ok” to whatever you are prompted to agree to.

--See next step for login

If you are unable to login, call 485-0555 for assistance (option #4)



#### Step 4: Logging in to Conference Room

Enter your ACES email

Enter your first name

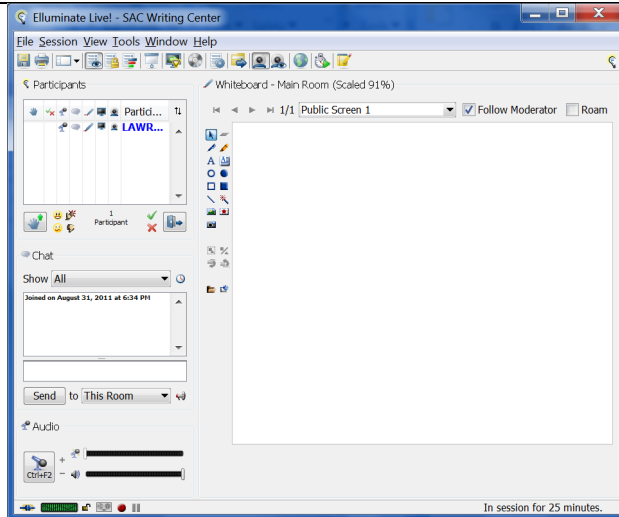
Enter the password from the email sent to you

Then hit LOGIN



#### Step 5: Communicating inside the Conference Room

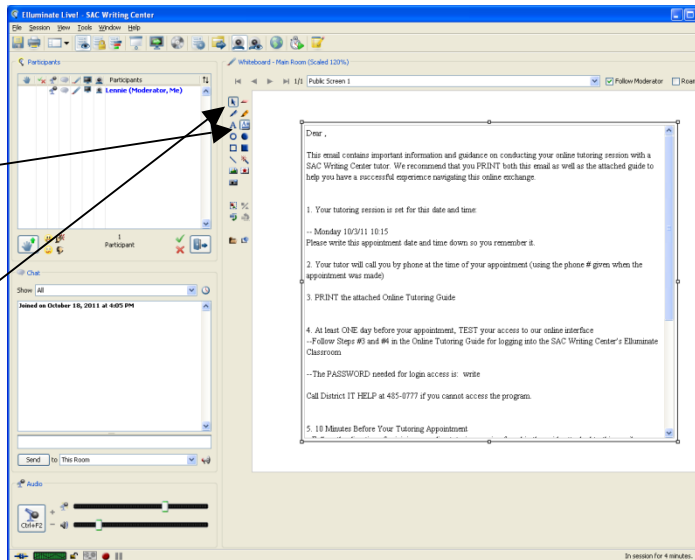
Chat by typing in the chat box and hitting enter

Talk verbally by phone  
(Using the mic is possible, but does not always work)



#### Step 6: Viewing and Editing a Text at the Same Time

- 1) Paste your text into a Textbox inside the Whiteboard  
--click the textbox icon   
--Copy your essay and then paste it into the textbox by hitting the Control and V key at the same time (**Ctrl-V**)  
--resize the text to fill the whiteboard
- 2) To type and edit inside this text  
--click the pointer icon   
--then double-click inside the textbox (you should be able to type inside your text)



#### Step 7: Copying Your Paper Out of the Whiteboard

- 1) Click and drag across the text inside the whiteboard to select it
- 2) To COPY the text, hit the Control and C key at the same time (**Ctrl-C**)
- 3) Go to a Word Processing Document and Paste the text in (formatting will be lost)