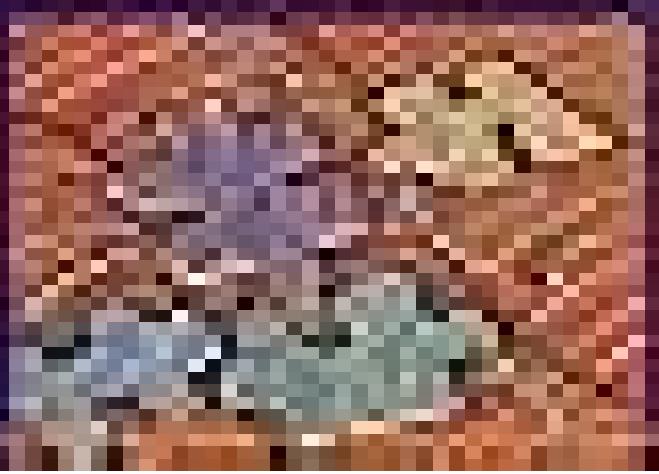JOANN T. HACKOS

MANAGING
YOUR
DOCUMENTATION
PROJECTS

Managing Your Documentation Projects

Dan Richard Jones

Managing Your Documentation Projects:

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ComtechServices Inc an information design firm in Denver Colorado andSan Jose California She is also president of JoAnn Hackos Associates Inc a strategic planning and management consultingfirm In 1993 she served as president of the Society for TechnicalCommunication STC and is a frequent conference keynote speaker onsuch topics as quality and usability of products and services theimportance of meeting the needs of the customer and projectmanagement **Managing Documentation Projects in an Imperfect World** Gabriel Lanyi,1994 Managing Documentation Projects in an Imperfect World guides you step by step through the entire process of documentation production From the all important planning stage through the writing and production cycles to testing and maintenance procedures this book helps you to overcome the obstacles all documentation projects face Lead writers documentation managers executives in charge of documentation groups and project leaders with documentation responsibility will discover coherent methods and valuable tips on how to set up manage and monitor documentation projects **The Art of Technical Documentation** Katherine Haramundanis,1998 The Art of Technical Documentation Second Edition shows how to apply analytical thought to gather dissect and understand technical information and how to organize and present it for the reader of print and on line material This book has been completely updated to include new information on documentation design and development indexing technical editing help systems Web presentation use of color animation graphics SGML and HTML The Art of Technical Documentation Second Edition also covers issues such as working in teams with graphic designers and production departments Questions are provided at the back of each chapter for use in the classroom Practical approach applies principles of technical writing to the workplace Revised to include information on preparing on line work including using graphics for Web display and designing for on line help Includes information on creating complete information sets containing both hard copy and on line documentation **Conference Proceedings** ,1999 *The Technical Communicator's Handbook* Dan Richard Jones,2000 The Technical Communicator s Handbook offers concise discussions of more than 300 essential topics in technical communication for students and practicing professionals in a variety of technical disciplines The handbook s format spiral binding and convenient tabs and clear style make it particularly accessible while its systematic organization and comprehensive approach make it equally useful as a classroom teaching tool or a quick reference for technical writers The Technical Communicator s Handbook begins with five sections covering the essential topics of the technical communication process from planning to production The remaining four sections cover topics all technical writers need to know to succeed in their fields including Internet use correspondence and a wide variety of technical documents Unique qualities of this handbook include discussions of brainstorming mind mapping and freewriting evaluating Internet sources style tone and bias designing and illustrating on line as well as print documents and major editing strategies Complete sections are devoted to using the Internet and developing a wide variety of interpersonal skills Lists of practical tips and computer tools provide expert advice to students and professionals alike Both the tips and the section by section bibliographies reflect the input of

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