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book is clear, direct, and unacademic, and the principles featured in the book can be applied to writing manuals for a variety of products, including household, automotive, chemical, industrial, mechanical, recreational, and biomedical. Discover how to analyze user needs, determine which photos and drawings will work best with publications, and design clear, effective safety warnings. Anyone faced with the task of preparing user documentation, service manuals, and other technical publications must have this book. Managers in charge of hiring technical writers or developing technical writing

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Writing: A User Manual

Improve your process with step-by-step work instructions and operating procedures. Examples are included. A work instruction, or Standard Operating Procedure (SOP), is needed to reduce workplace errors and ensure process consistency. Product quality is easily attained when all workers are able to easily repeat a process the same way every time. Work instructions that promote process consistency save

time and money during routine operations as well as during new employee training sessions. At the end of "The Error Free Workplace" you will:

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