SUPERCHARGING YOUR DOCUMENTATION

3

TECHNICAL WRITING

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bellehumeur & ASSOCIATES

This booklet covers Step 3 Technical Writing of the six-step documentation process (Step 1 – Capturing, Step 2 – Structuring, Step 3 – Presenting, Step 4 – Visual Documentation, Step 5 – Documentation for Effective Meetings, Step 6 – Storing & Maintaining Information). This booklet provides some basic tips, techniques, approaches and exercises for understanding and practicing how to capture information effectively.

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