



How to Write a Manual

Elizabeth Slatkin

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This how-to manual addresses the dismal lack of clarity in users' manuals. Slatkin takes readers through definitions, planning, working with a committee, design, and research, telling them how to conduct interviews and talking about style. Keep it simple, she says: Don't "build monuments to obfuscatory sesquipedalian tergiversation." Though Slatkin warns that humor is out of place in a manual, her own asides enliven this by-the-numbers exercise, and she is probably too stern in her admonitions about style. Still, she gets the job done, and her manual would be a godsend to an inexperienced writer obliged to produce a manual. Good sections on rewriting, proofing, and production are included.

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