# Project Three

# Infographic Technical Instructions

**Due:** Feb 27 at 11:59pm on Blackboard

**Save As**: Lastname\_Infographic

**Value:** 100 points; 15% of your final grade

For this project, you will write instructions for an activity, process, procedure, or policy in your field/profession. Use pp. 555-579 for guidance. These instructions will take the form of a one-page infographic.

As a result of this project, you will learn and apply the following skills:

* Apply your knowledge about writing technical instructions to a field-specific context
* Understand and apply the four principles of design: **contrast, repetition, alignment, and proximity**
* Understand and apply characteristics of infographics
* Use Canva or Piktochart as the software to create an infographic
* Write a memo that demonstrates your knowledge of purpose, context, and audience

## Part I: The Memo

## The first step of this project requires some background research. You will need to research the technical instructions that you have chosen to write. Then you will write a memo that is directed to me, your professor.

## The contents of the memo should include the following (one paragraph for each).

## Create a one-sentence purpose statement for your technical instructions.

## Answer the following questions:

## Who might use this documentation?

## Why is this documentation needed?

## What should the documentation include?

## Where will the documentation be used?

## When will the documentation be used?

## How will this documentation be used?

## Background research: In one paragraph, describe your background research regarding the technical instructions you have chosen (history and purpose of the product/process you are describing). If it is new, find out why it was developed and study the documents that shaped its development. If the product/process is not new, determine whether it has evolved or changed. Also, collect any prior instructions, procedures, or specifications that might help you write your own documentation.

1. Write the instructions and apply your knowledge about style and grammar.

**Part 2: The Infographic**

You will create an infographic with the technical instructions. For this project, you will use either Canva or Piktochart.

1) Incorporate graphics, icons, or images.

* Use graphics that illustrate and reinforce the written text.
* Try using two- or three-column (or row) format that levels room for graphics.
* Use boxes, borders, and lines to highlight important information, especially safety information.
* Use headings that clearly show the levels of information in the text.

2) Incorporate CRAP (contrast, repetition, alignment, and proximity).

3) Make sure that the text is readable and the instructions are usable (test the instructions with friends, family, or co-workers).

4) Use simple words and limit the amount of jargon.

5) Define any words that might not be familiar to your readers.

6) Use the command or imperative style (verb first) for any instructional steps.

7) Keep it simple and don’t overexplain basic steps or concepts.

**Due Date**

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