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this book focuses on current practices in scientific and technical communication historical aspects and characteristics and biblio graphic control of various forms of scientific and technical literature it integrates the inventory approach for scientific and technical communication descriptions in french or english of 273 centers offering services 75 countries and territories represented selected listing with some emphasis on developing countries contains section on international centers arranged alphabeticallyunder english titles other centers arranged under countries list of international regional and national directories alphabetical list of institutions subject index the examples are excellent right on target and easy to understand and adapt even those who don t adopt the entire procedure can profit from the parts but the greatest value will flow to those who adopt the whole carolyn mulford senior writer and editor of writing that works this is also a book that students can keep for their professional libraries because it will increase in its value to them after they leave class and face real life experiences on the job it is plain enough for them to understand while they are learning and at the same time comprehensive enough to support them as professionals elizabeth boling instructional systems technology indiana university it practices what it preaches its guidelines are understandable and appropriate its examples clear it contains exactly what writers and editors need to know it is the book that i would have written cynthia e spellman unisys the 1 guide to excellence in documentation now completely updated a systematic proven approach to creating great documentation thoroughly revised and updated more practical examples more coverage of topic based information search and internationalization direct from ibm s own documentation experts this is the definitive guide to developing outstanding technical documentation for the and for print using extensive before and after examples illustrations and checklists the authors show exactly how to create documentation that s easy to find understand and use this edition includes extensive new coverage of topic based information simplifying search and retrievability internationalization visual effectiveness and much more coverage includes focusing on the tasks and topics users care about most saying more with fewer words using organization and other means to deliver faster access to information presenting information in more visually inviting ways improving the effectiveness of your review process learning from example sample text screen captures illustrations tables and much more whether you re a writer editor designer or reviewer if you want to create great documentation this book shows you how first published in 1981 as the offshore information guide this guide to information sources has been hailed internationally as an indispensable handbook for the oil gas and marine industries this book shows professionals how to communicate effectively about technology in business and industry giving users the tools and know how to become proficient technical writers this state of the art guide takes a hands on approach to learning the ins and outs of the craft organizing material around a series of task oriented chapters that each focus on a typical kind of technical writing assignment centered around the belief that writing is a step by step process it addresses the expanded roles and needs of the today s technical writer and emphasizes the importance of technical communication in the professional workplace provides varied real life examples that show how writers progress from start to finish emphasizing the choices writers make and why they make those choices covers traditional forms as well as specialized contemporary forms such as abstracts literature reviews impact studies user manuals on line documentation and hypertext authoring focuses on the computer as an integral part of all areas of communication and shows how to utilize the newest computer based tools including how to write for the world wide now devotes an entire chapter to ethical issues encountered in both technical writing and in general writing classes for technical writers every engineer or scientist has grappled with this problem of how to present technical information whether in a report a paper an instruction manual a design brief project tender or in a product presentation clifford matthews gives practical help by showing the wide variety of different methods of presentation and guiding the reader into making the right choices a guide to presenting technical information shows how the effective use of visuals can turn an interesting piece of work into something really outstanding presenting technical information can be used from start to finish building on ideas and more complicated use of diagrams or dipped into on a daily basis for advice on usage labelling annotation etc each type of diagram or figure is illustrated and explained key features step by step treatment to sharpen the impact of any written material very practical fully illustrated and comprehensive easy to use a handy everyday reference for all those involved in technology a strategic guide to technical communication incorporates useful and specific strategies for writers to create aesthetically appealing and usable technical documentation these strategies have been developed and tested on a thousand students from a number of different disciplines over twelve years and three institutions the second edition adds a chapter on business communication reworks the discussion on technical style and expands the information on visual communication and ethics into free standing chapters particular attention is paid throughout to the

needs of canadian students

A Brief Guide to Sources of Scientific and Technical Information 1969

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ORD Technical Information Policy and Guide 1982

descriptions in french or english of 273 centers offering services 75 countries and territories represented selected listing with some emphasis on developing countries contains section on international centers arranged alphabeticallyunder english titles other centers arranged under countries list of international regional and national directories alphabetical list of institutions subject index

ORD Technical Information Policy and Guide 1982

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Scientific and Technical Information Resources 1981-03-01

first published in 1981 as the offshore information guide this guide to information sources has been hailed internationally as an indispensable handbook for the oil gas and marine industries

Information Guide 1967

this book shows professionals how to communicate effectively about technology in business and industry

<u>Clearinghouse for Federal Scientific and Technical</u> <u>Information; a Guide to Its Products and Services</u> 1968

giving users the tools and know how to become proficient technical writers this state of the art guide takes a hands on approach to learning the ins and outs of the craft organizing material around a series of task oriented chapters that each focus on a typical kind of technical writing assignment centered around the belief that writing is a step by step process it addresses the expanded roles and needs of the today s technical writer and emphasizes the importance of technical communication in the professional workplace provides varied real life examples that show how writers progress from start to finish emphasizing the choices writers make and why they make those choices covers traditional forms as well as specialized contemporary forms such as abstracts literature reviews impact studies user manuals on line documentation and hypertext authoring focuses on the computer as an integral part of all areas of communication and shows how to utilize the newest computer based tools including how to write for the

world wide now devotes an entire chapter to ethical issues encountered in both technical writing and in general writing classes for technical writers

Photovoltaics Technical Information Guide 1992

every engineer or scientist has grappled with this problem of how to present technical information whether in a report a paper an instruction manual a design brief project tender or in a product presentation clifford matthews gives practical help by showing the wide variety of different methods of presentation and guiding the reader into making the right choices a guide to presenting technical information shows how the effective use of visuals can turn an interesting piece of work into something really outstanding presenting technical information can be used from start to finish building on ideas and more complicated use of diagrams or dipped into on a daily basis for advice on usage labelling annotation etc each type of diagram or figure is illustrated and explained key features step by step treatment to sharpen the impact of any written material very practical fully illustrated and comprehensive easy to use a handy everyday reference for all those involved in technology

A Brief Guide to Sources of Scientific and Technical Information 1974

a strategic guide to technical communication incorporates useful and specific strategies for writers to create aesthetically appealing and usable technical documentation these strategies have been developed and tested on a thousand students from a number of different disciplines over twelve years and three institutions the second edition adds a chapter on business communication reworks the discussion on technical style and expands the information on visual communication and ethics into free standing chapters particular attention is paid throughout to the needs of canadian students

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