Technical Manual Writing Procedure

Money Controls

Contents

Figures

Tables

1.   Diary of Changes

Issue 1.0………………………………………………………………………………….November 2001

Issue 2.0…………………………………………………………………………………16th February 2002
  ➢ Money Controls logo added.

Issue 3.0………………………………………………………………………………..4th March 2002
  ➢ See red borders for new Heading formats.

Issue 3.1………………………………………………………………………………6th Sept 2002
  ➢ Modification to disclaimer.

Issue 3.2……………………………………………………………………………...2nd Jan 2003
  ➢ Changed 'Figures' from being Below to Above the figures.
  ➢ Modification to the disclaimer in the actual manual.
  ➢ Amended the 'Table' title to show shading.
  ➢ Amended section 15 Issuing a Technical Services Procedure (TSP).
  ➢ Changed reference from Byline to Bullet
  ➢ Changed Header to Heading in Sections Figure 8, Figure 9 and Figure 10.
  ➢ Hyperlink 'Style' added in section 14.6.

Issue 3.3…………………………………………………………………………..30th June 2004
  ➢ Changed footer

2.   Introduction

This manual has been written to assist the reader to write a technical manual in the current Money Controls Ltd format.

This manual will not dictate in what order, headings not discussed, should be shown. This is because each manual will cover different products and as such headings will differ. Therefore this will be left up to the individual authors discretion.
This manual will however dictate the format which should be used in Sections i.e. fonts, sizes, styles and bullets.

Because these manuals are sent around the world a mid-Atlantic paper size has been adopted.

    The standard UK size is A4 = 210mm x 297mm.
    The standard US size is Letter = 8.5" x 11" = 216mm x 279.5mm.

Hence the width will stay as A4 and the length will be shortened to accommodate Letter size paper.

    i.e. 210mm x 279.5mm = Custom Paper Setting, (see Figure 2).

A .dot template has been produced called Technical Manual.dot which incorporates the majority of styles proposed in this manual. Please see Technical Services for a copy.

3.   Page Settings

3.1   Portrait Page Setting

Figure 1: Portrait Margin Settings.
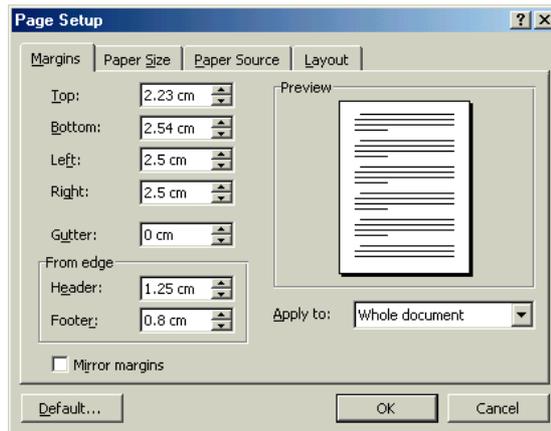
Figure 2: Portrait Paper Size Settings.
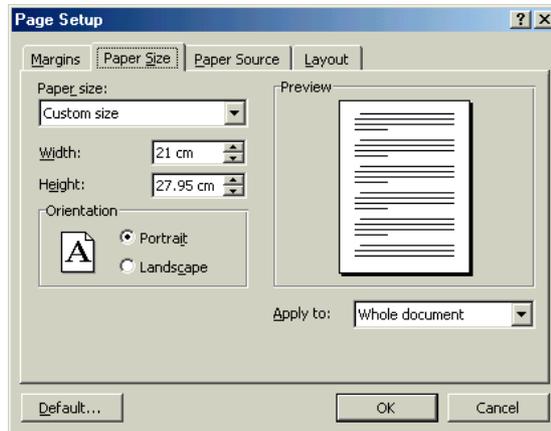
3.2   Landscape Page Setting

Landscape page settings should be used sparingly since the header and footer have to start new sections.   This is not very easy to achieve and requires some practice and perseverance.

Landscape orientation should mainly be used for circuit diagrams, spread sheet tables and drawings which will only lend themselves to this paper layout.

Figure 3: Landscape Margin Settings.
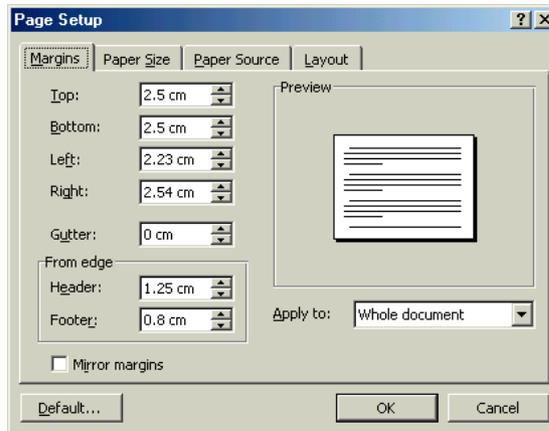
Figure 4: Landscape Paper Size Settings.
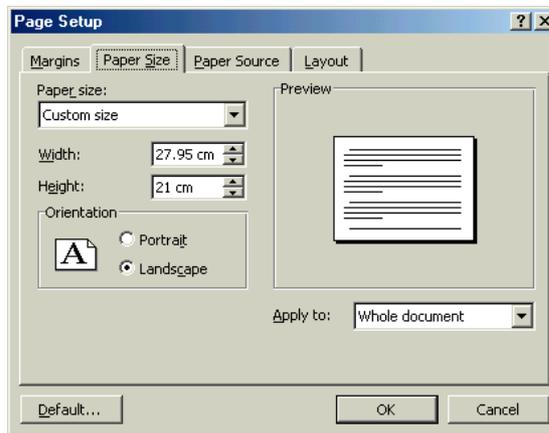
4.   Other Page Settings

Should it be deemed necessary other page settings can be used, for e.g. where the page is split into 2 columns.

5.   First Page Layout

5.1   First Page Header

The 1st page header shall contain the document title, Left justified – Arial – 10pt – Black.
The Document Reference Number TSPxxx, Centred – Arial – 10pt – Black.
The Issue level and issue date shall be Right justified – Arial – 10pt – Black.
The header shall be entirely underlined.

Figure 5: First Page Header.

e.g.

SR5 Technical Manual   TSP0xx.doc   Issue 1.0 – Jun 2001

5.2   Document Title

The title shall be Centred Word Art Text – Arial Black – 44pt – formatted as in Figure 6.

Figure 6: Title formatting details.
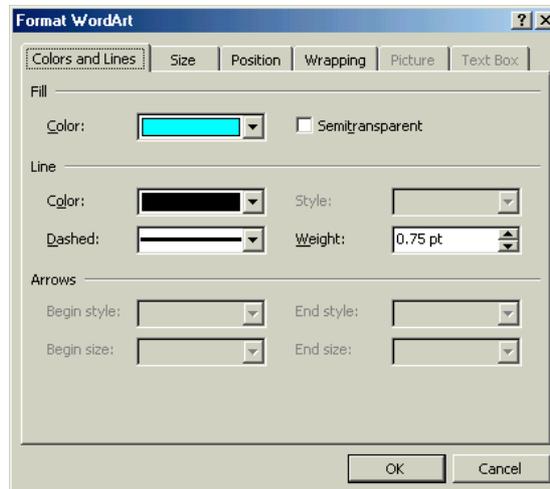
5.3   First Page Footer

The first page footer shall contain the following text and laid out as shown:-

This document is the copyright of Money Controls Ltd and may not be reproduced in part or in total by any means, electronic or otherwise, without the written permission of Money Controls Ltd. Money Controls Ltd does not accept liability for any errors or omissions contained within this document. Money Controls Ltd shall not incur any penalties arising out of the adherence to, interpretation of, or reliance on, this standard. Money Controls Ltd will provide full support for this product when used as described within this document. Use in applications not covered or outside the scope of this document may not be supported. Money Controls Ltd. reserves the right to amend, improve or change the product referred to within this document or the document itself at any time.

©Money Controls 2004. All rights reserved.

This shall be Justified – Arial – 9pt – Black.

6. Page Layout (excluding page 1)

6.1 Page Headers (excluding page 1)

The Next and subsequent page headers shall contain the document title, Left justified – Arial – 9pt – Black.
The Document Reference Number TSPxxx, Centred – Arial – 9pt – Black.
The Issue level and issue date shall be Right justified – Arial – 9pt – Black..
The headers shall be entirely underlined.

6.2 Page Footers (excluding page 1)

The 2nd and subsequent page footers shall contain the information shown in Figure 7.

CONFIDENTIAL, Centred – Arial – 9pt – Black – CAPS.
Not to be disclosed etc, Centred – Arial – 9pt – Black.
Page x of y, Centred – Arial – 9pt – Black.

Figure 7: Standard Page Footers.

7. Last Page Layout

Header and footer as per all other pages (excluding page 1).

The last page shall <u>only</u> contain the following Disclaimer:-

This manual is intended only to assist the reader in the use of this product and therefore Money Controls shall not be liable for any loss or damage whatsoever arising form the use of any information or particulars in, or any incorrect use of the product. Money Controls reserve the right to change product specifications on any item without prior notice.

This shall be Justified - Normal – Arial – 12pt – Black.

8.   Section Headers

Each section header shall begin a new page unless it is deemed that the section is so short that it is deemed unnecessary. (at the writers discretion). However should this cause the next section to unnecessarily appear on excessive pages, (the last paragraph could fit on the previous page, if this section started on a new page), then the section in question WILL start on a new page.

Each section header will be in the STYLE of **Heading 1**, (see Figure 8).

Heading 1 can be modified from 'Format' 'Style' and selecting Heading 1 - 'Modify' - Format'.

The Section Header text shall be indented at 0cm, tabbed at 1cm and be Arial – 10pt – Black.

Figure 8: ***Heading 1*** *Format Details.*
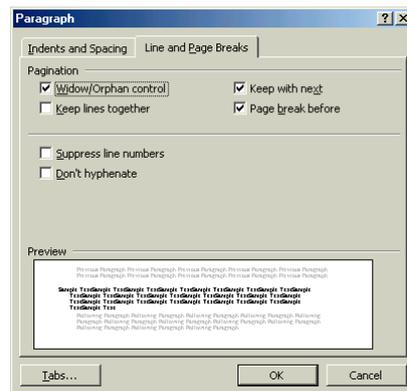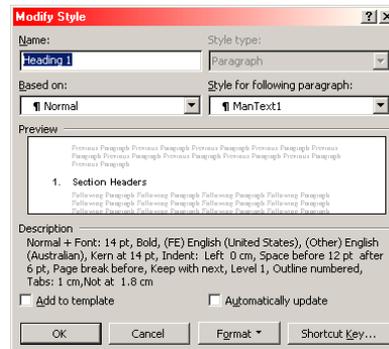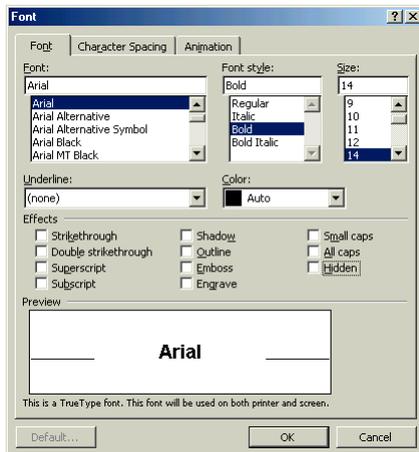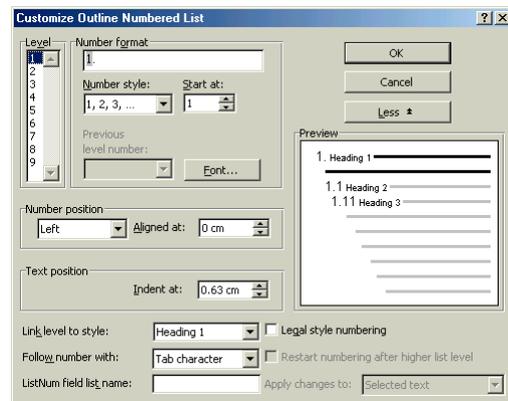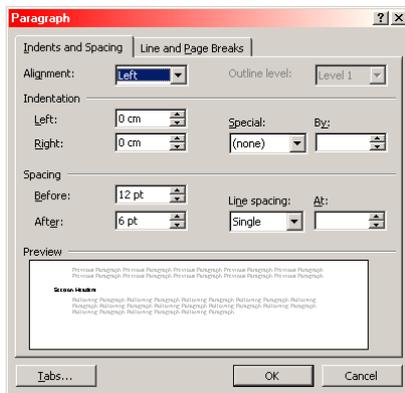
9.   Sub-Section Headers

Each sub-section header shall be organised in such a way that the number of pages it covers is kept to a minimum, (at the writers discretion).

Each section header will be in the STYLE of **Heading 2**, (see Figure 9).

Heading 2 can be modified from 'Format' 'Style' and selecting Heading 2 - 'Modify' - Format'.

The Sub-Section text shall be indented at 0.4cm, tabbed at 1.5cm and be Arial – 12pt – Black.

*Figure 9: **Heading 2** Format Details.*
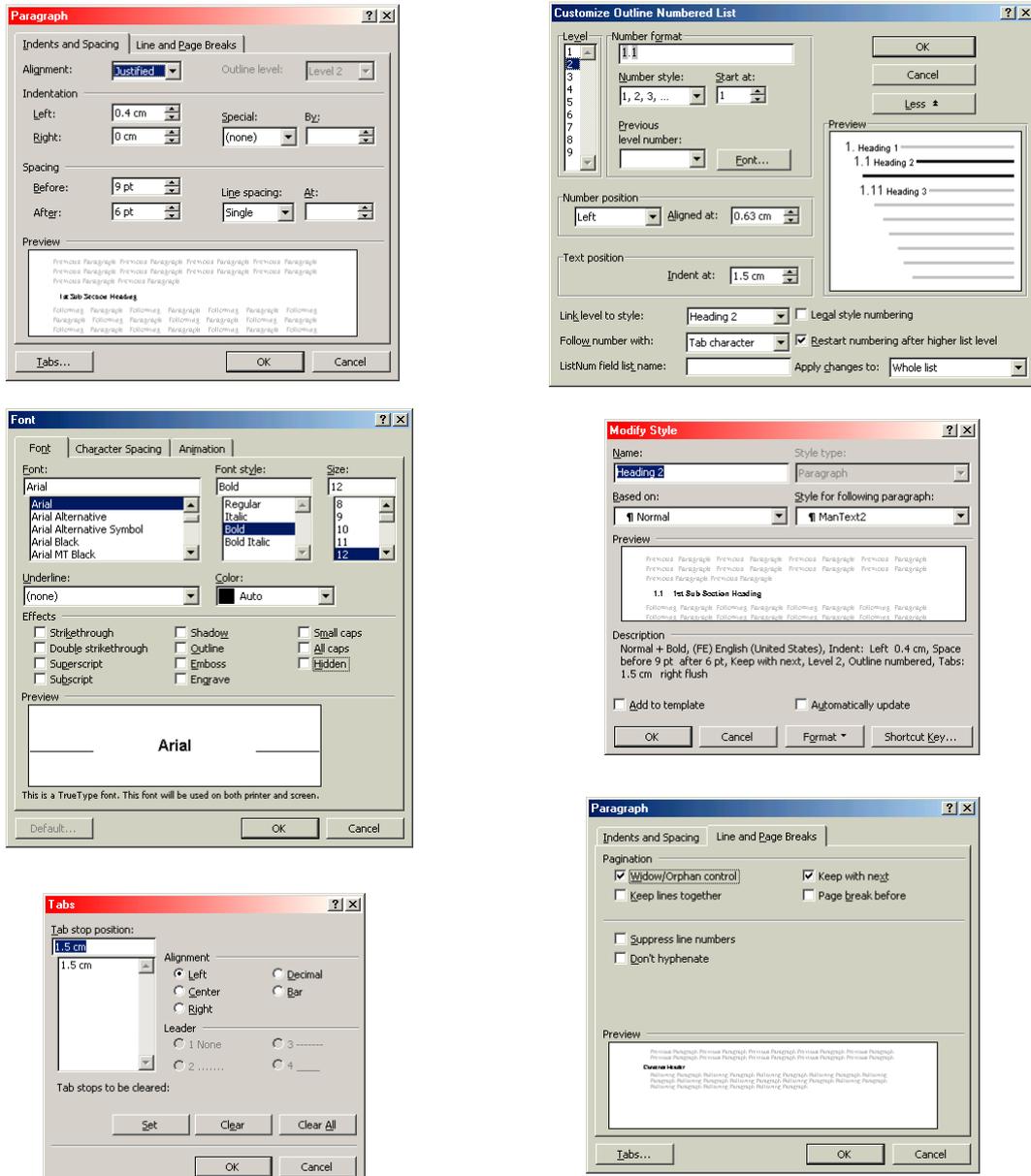
10. Sub-sub-Section Headers

Each sub-sub-section header shall be organised in such a way that the number of pages it covers is kept to a minimum, (at the writers discretion).

Each section header will be in the STYLE of **HEADING 3**, (see Figure 9).

HEADING 3 can be modified from 'Format' 'Style' and selecting **Heading 3** -'Modify' - 'Format'.

The Sub-sub-Section text shall be indented at 0.8cm, tabbed at 2cm and be Arial – 10pt – Black – ALL CAPS.

Figure 10: **Heading 3** *Format Details.*
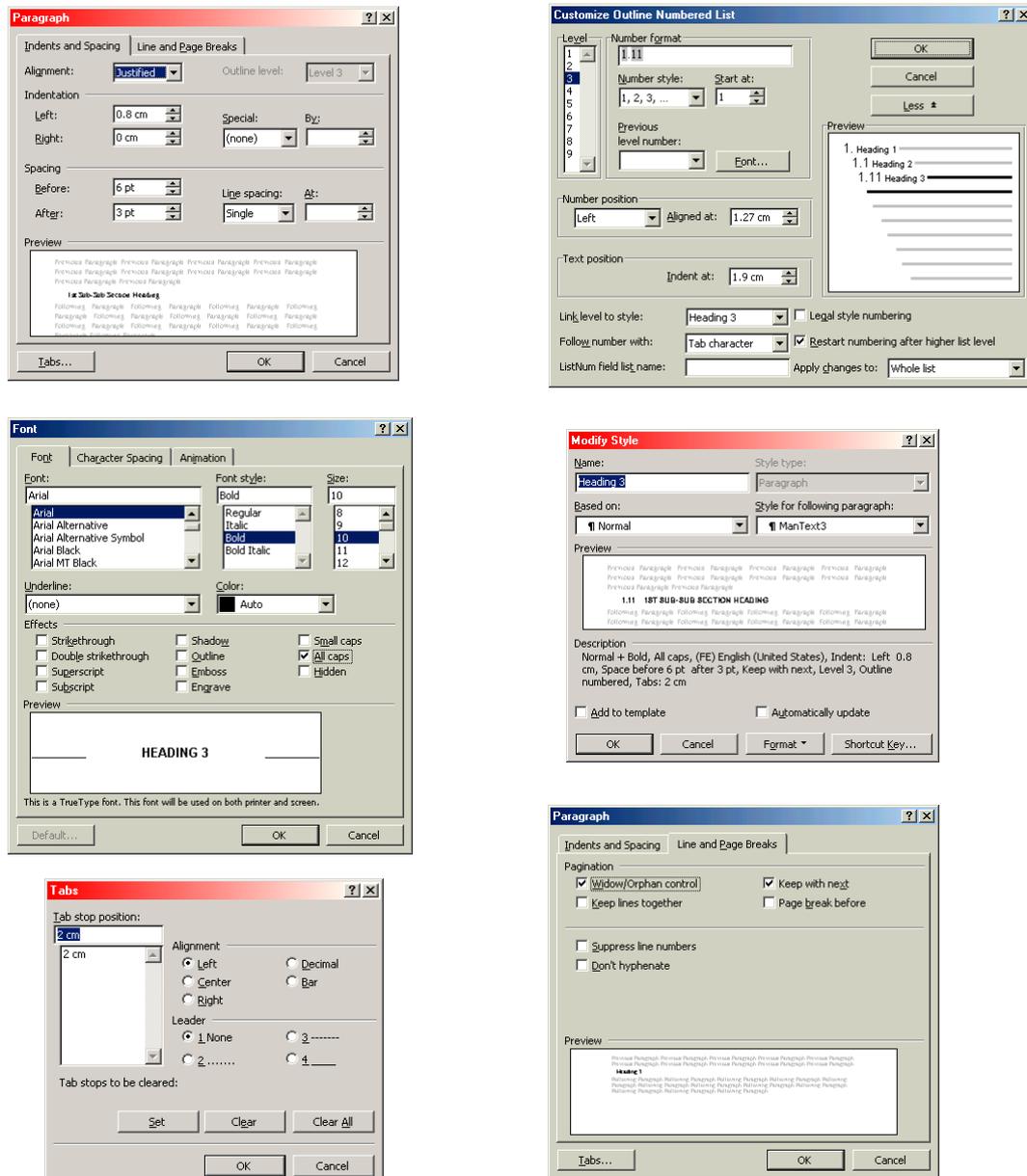
11. Table Of Contents – TOC (page 2)

Page 2 will contain the Table Of Contents (TOC) followed by a Table of Tables followed by a Table of Figures. Depending on the size of the document this may overflow onto page 3.

11.1 Contents Header

The Contents Title shall be Arial – 12pt – Bold – indented at 0cm. This will be followed by a single line spaced at 12pt.

11.2 TOC Format
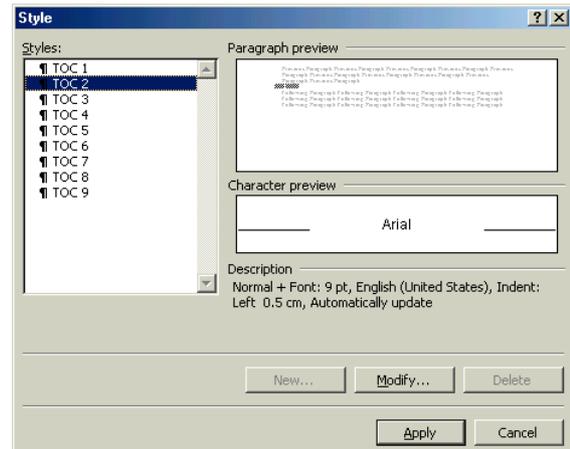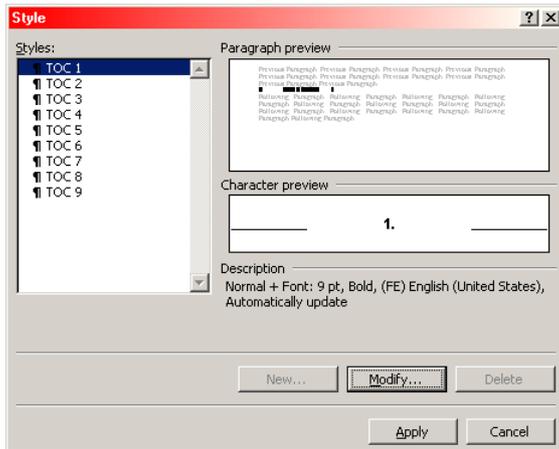
NOTE:- The settings can be changed to match the description by pressing the Modify… button.
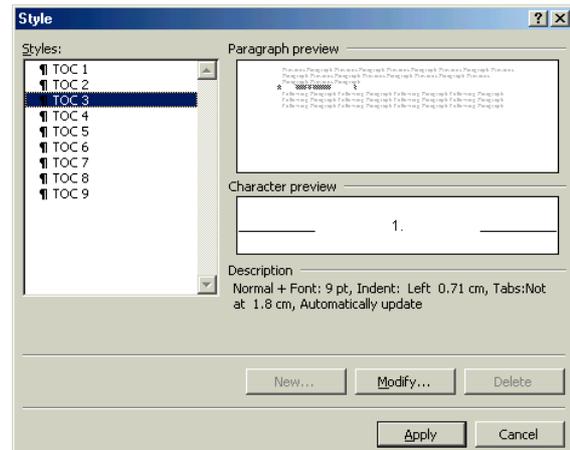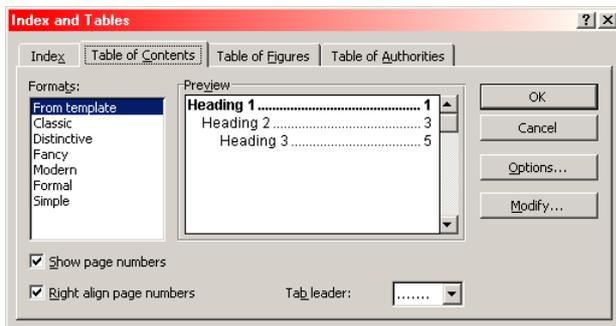
NOTE:- The headings can be changed to match the preview pane by pressing the Options.. button.

The finished TOC should look like:-

3. Header 1………………………………………………………………………………………………………**..5**
   3.1   Header 2………………………………………………………………………………………………………5
      3.11   Header 3……………………………………………………..……………………………………………6

11.3 Table of Figures / Tables Header

The Figures and Tables Title shall be the style of **ManText** set to Arial – 12pt – Bold – indented at 0cm. This will be followed by a single line spaced at 12pt.

11.4 Table of Figures / Tables Format

Change the font size to 9pt by pressing Modify \ Modify \ Format \ Font.
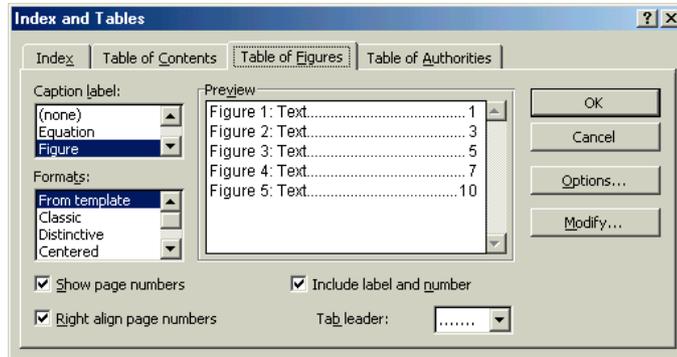
The style should now look like this:-
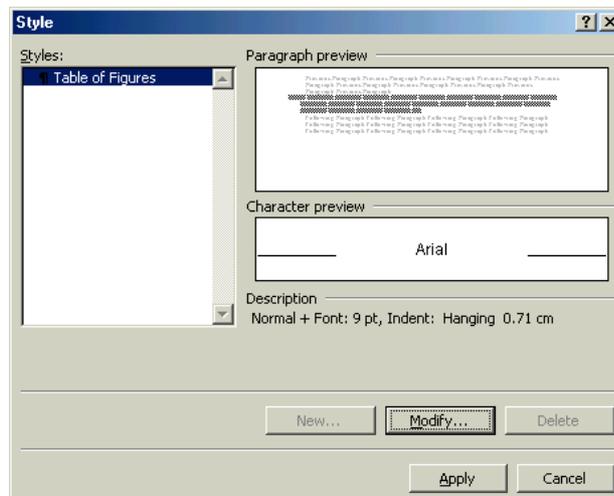
12. Diary Of Changes Page Format (page 3)

Following the TOC page/s will be the Diary Of Changes (DOC). The DOC will be in the following format:-

Style 'Header 1'

Date of Issue
Arial, 10pt, Black

10pt Line Spacing

1. Diary Of Changes

Tab 1cm → Issue 2.0 ……………………………………………………………….. November 2001

Tab 2.5cm → ➢ Description of change 1.
          ➢ Description of change 2.

…………. Arial, 10pt, Black

New Issue Level
Arial, 10pt, Black

Bullet Style

Description
Arial, 10pt, Black
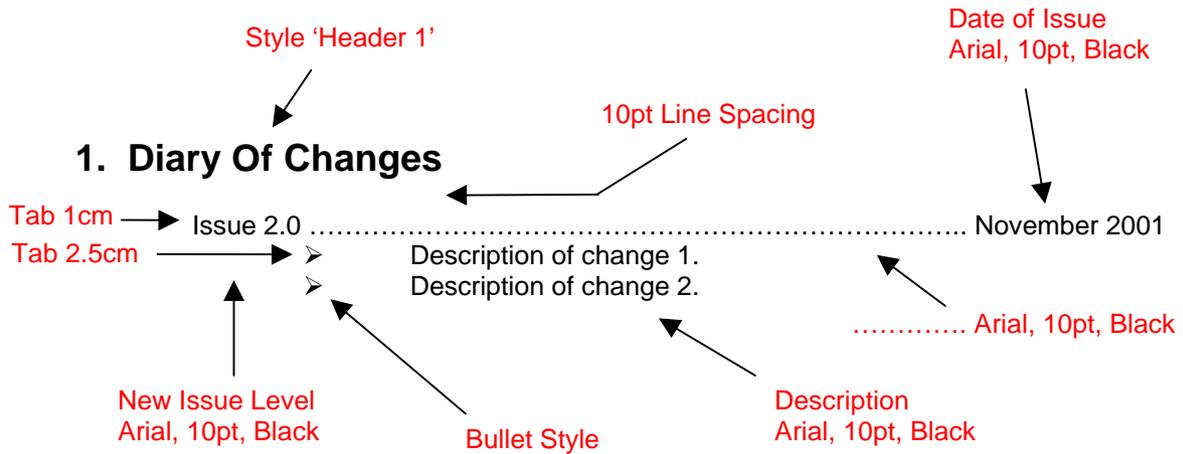
Style of Issue will be **ManText1.**
Style of Change will be **Byline.**

Diary of Changes is a full page.

13. Introduction (page 4)

This page is optional. If used it should either be to discuss the scope of the manual or to give a description of the product or both.

14. Main Body Layout

A single empty line between either the Section header or the Sub-Section header is optional. If there is room on the page then an empty line should be used.

Text under a main heading shall be **ManText1.**

Arial 10pt, Normal, Justified, Indented at 1cm.
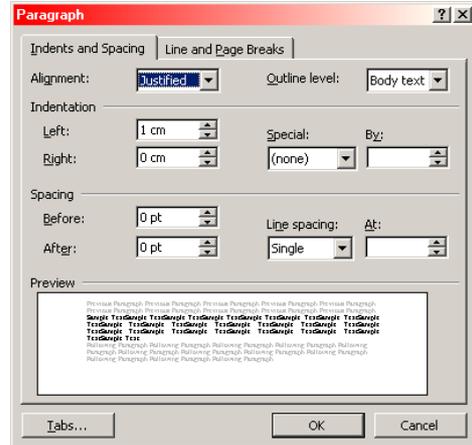
Text under a Sub-heading shall be **ManText2.**

Arial 10pt, Normal, Justified, Indented at 1.5cm.
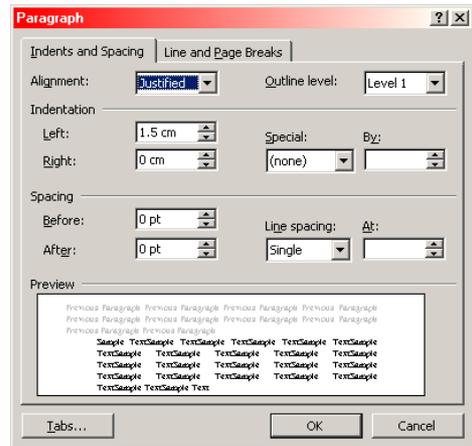
Text under a Sub-sub-heading shall be **ManText3.**

Arial 10pt, Normal, Justified, Indented at 2cm.
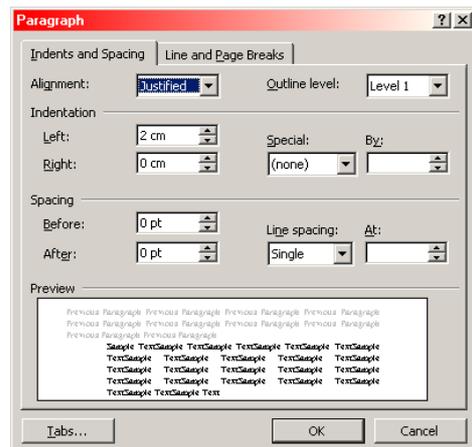
Diagrams shall either be drawn in Corel Draw or imported into Corel Draw and saved separately before being imported into the document unless screen captures are being displayed.

14.1 Bullet Points

Bullet points shall be in the format "➢" and indented at 2.5cm. Set **Bullet** to this style.
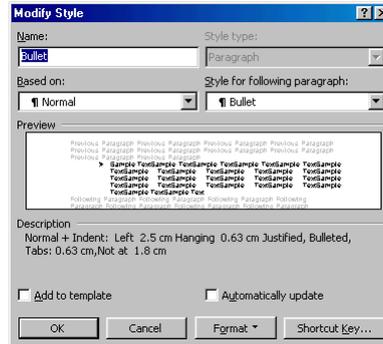
14.2 Notes

Notes shall be style of **Heading 9 -** Arial 10pt Black Bold – Italic – Underline – indented at 0cm.

e.g.

<u>Note:- This is the standard note format.</u>

If the note is <u>critical</u> then it shall be Arial 10pt Red – Bold – Italic – Underline – indented at 0cm.

e.g.

<u>Note:- This is the critical note format.</u>

14.3 Contents

The main contents of the manual should be placed in the following order:-

- ➢ Dimensions of product and front plates etc.
- ➢ Description of how the product works including description of connector details.
- ➢ Description of options.
- ➢ MechTool (if available) – If MechTool is considered too big, a separate manual can be written.
- ➢ Label details.
- ➢ Order specification explanation.
- ➢ cctalk (if available).
- ➢ Servicing.
- ➢ Fault finding.
- ➢ Electrical specifications (including EMC etc).
- ➢ Mechanical specifications (including UL ratings for plastic and PCB).
- ➢ Appendices.

14.4 Figures Format

Figures will be displayed in such a size that all the information is readable. The caption "Figure" shall be in the style of 'Caption', see Figure 11. This is achieved from Insert \ Caption and selecting Figure. The location of the caption will be <u>above</u> the Figure and will also contain a description of the figure being shown.

If due to lack of space the caption '*Figure*' will not fit into the designated position, then '*Figure*' can be inserted into a text box and placed in a convenient location near to the figure.

A cross-reference to this figure is optional if the reference is on the same page. Cross-reference to the figure from another page shall be in the form shown in section 14.6. This will enable readers to hyperlink to referenced figures.

The cross-reference window is accessed from Insert \ Cross-reference see Figure 12.

Figure 11: Caption Style.

Figure 12: Cross-reference Details

14.5 Tables Format

Tables will be displayed in such a size that all the information is readable. The caption "Table" shall be in the style of 'Caption', see Figure 11. This is achieved from Insert \ Caption and selecting Table. The location of the caption will be above the Table and will also contain a description of the table being shown.

If due to lack of space the caption '*Table*' will not fit into the designated position, then '*Table*' can be inserted into a text box and placed in a convenient location near to the table.

A cross-reference to this table is optional if the reference is on the same page. Reference to the table from another page shall be in the form shown in section 14.6. This will enable readers to hyperlink to referenced tables.

Table 1: Table Layout.

Title 1	Title 2	Title 3
Line value 1	Description 1a	Description 1b
Line value 2	Description 2a	Description 2b
Line value 3	Description 3a	Description 3b
Line value 4	Description 4a	Description 4b
Line value 5	Description 5a	Description 5b
Line value 6	Description 6a	Description 6b

All table titles should be shaded 15% grey.
All tables shall be 'TableText' Style. Arial – 10pt – Black – No Tab – No Indent.
Titles should be Bold.
Titles can be 12pt.
Line values should be Bold.
This style should be saved in **TableText.**

14.6 Hyperlinks (cross-references)

Shall be in the style shown:-
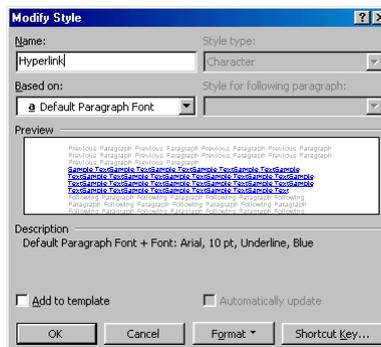
15. Issuing a Technical Services Procedure (TSP)

1. After completing the manual, it must now be checked by the people involved in developing the product. The issue level at this stage will be A.0

2. If no amendments are needed and it is ready for issuing change the issue level to 1.0. Go to 4.

3. Make the necessary amendments, up-issue to B.0 and have re-checked. Go to 2.

4. Print the manual to the Adobe Distiller Printer.

5. See Addendum A for Printer and Distiller settings.

6. Save the original Word document on the network drive:- **CoinUK \ Commercial \ MANUAL MASTERS \ MASTER DOCS** in the format TSPxxx Manual Title Vx.0

7. Save the .pdf document in the directory :- **CoinUK \ Commercial \ MANUAL MASTERS \ pdf s** in the format TSPxxx Manual Title Vx.0. Make a copy of the .pdf and place in the relevant product directory.

8. If there is an older version already in existence, move the *.doc **Master** to the obsolete folder and delete both the *.pdf's.

9. Complete a document change note (obtained from System Engineering), to be signed by the Technical Services Manager.

10. Complete and Up-issue the document TSP001.doc (found in **CoinUK \ Commercial \ MANUAL MASTERS \ QA Change Notes**), to be signed by the Technical Services Manager.

11. Distribute the Technical Manual (in .pdf SECURE format) to MCL Subsidiaries.

16. Addendum A

16.1 Acrobat Distiller Defaults

Open Acrobat Distiller and set the following Job options (CTRL+J) and save as Tech Manuals.

Figure 13: Adobe Distiller Settings.
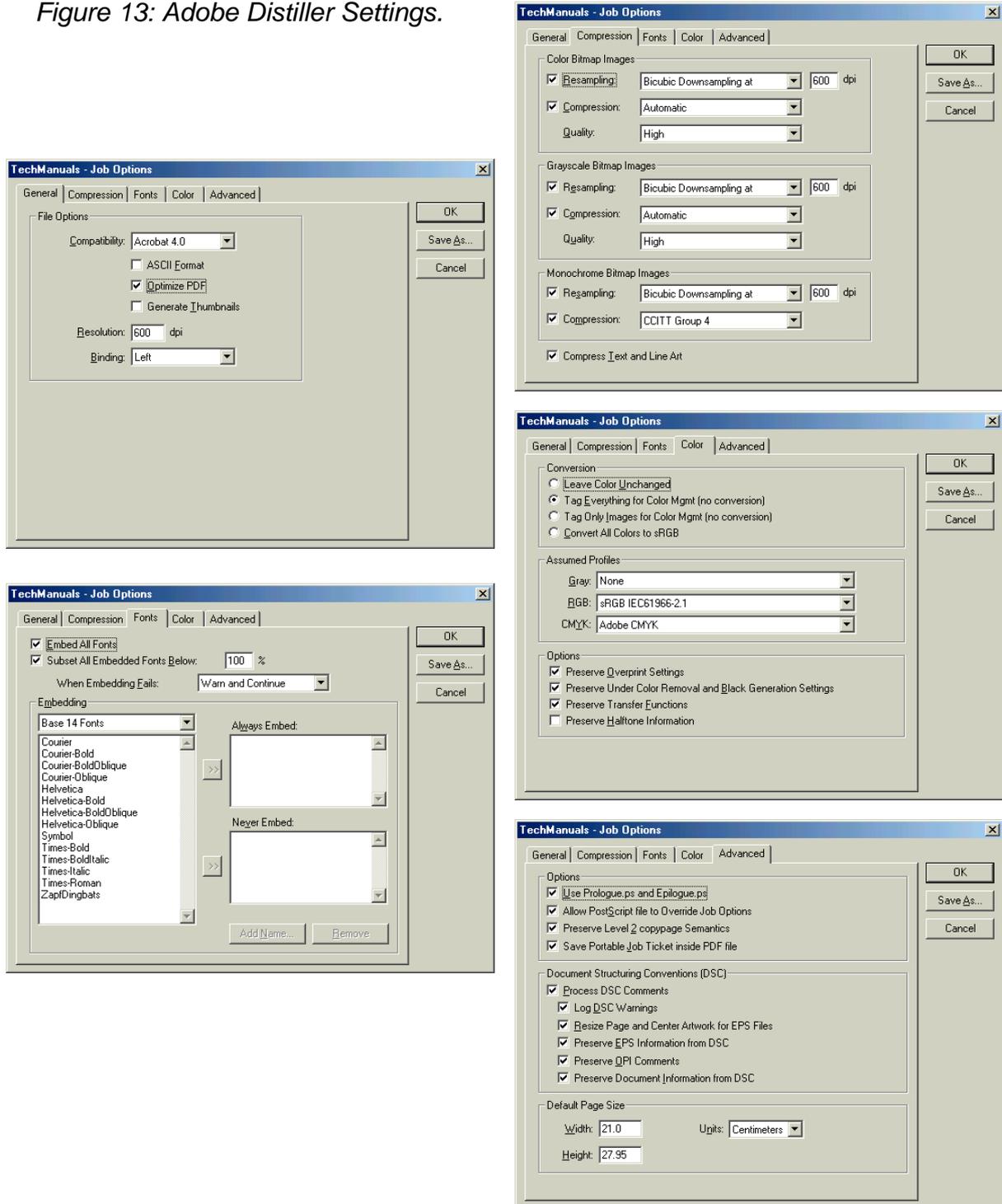
16.2 Acrobat Distiller Security Settings

Select {Settings}, {Security} (CTRL+S) to set the security as follows:-

Figure 14: Adobe Distiller Security Settings.
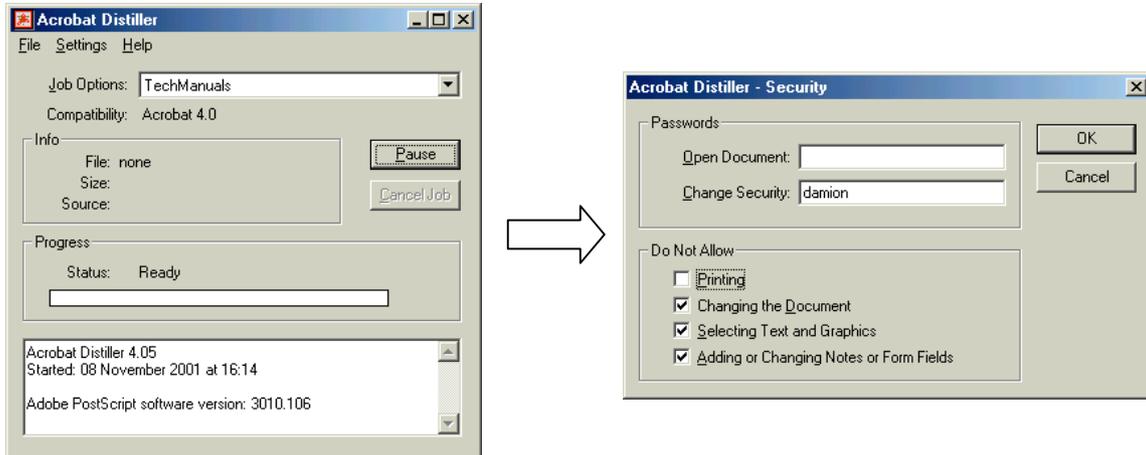
16.3 Acrobat Distiller Printer Defaults

Select {Start}, {Settings}, {Printers}.
Right Click Acrobat Distiller Printer icon.
Set the default settings as shown below.
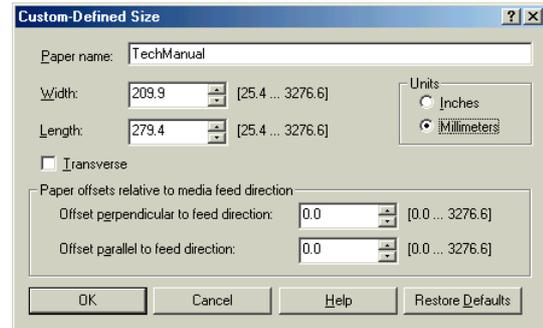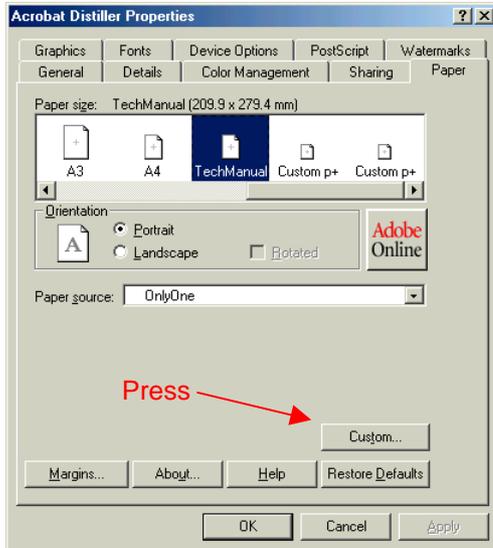
Set the resolution to 600dpi
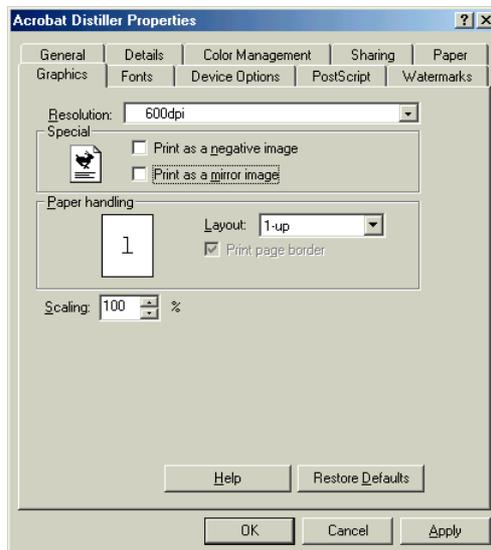
Press <Apply>.

ALL OTHER SETTINGS REMAIN AS DEFAULT.

This manual is intended only to assist the reader in the use of this product and therefore Money Controls shall not be liable for any loss or damage whatsoever arising form the use of any information or particulars in, or any incorrect use of the product. Money Controls reserve the right to change product specifications on any item without prior notice.