

Final Documentation Plan

for the *Beginner's Guide to Ami Pro 3.0*

This plan describes the effort required to write the *Beginner's Guide to Ami Pro 3.0*.

March 9, 1994
Issued by John Wentworth.

1 Introduction

Ami Pro is a high-end word processing and desktop publishing application that runs on an IBM or IBM-compatible computer.

The writer will write, review and edit the *Beginner's Guide to Ami Pro 3.0*. The *Guide*:

- is intended for first-time users of *Ami Pro*.
- assumes the user is an experienced computer user.

The *Guide* will use text and graphics to describe all *Ami Pro* commands and procedures.

2 Outline

The Guide will include:

Preface - (1 page)

Table of Contents - (1 pages)

Chapter 1 - Getting Started (10 pages)

- 1.1 The *Ami Pro* Screen
- 1.2 Creating Text and Saving it to a File
- 1.3 Retrieving a Previously Saved File
- 1.4 Basic Editing

Chapter 2 - Changing the Look of Text (12 pages)

- 2.1 Selecting Text
- 2.2 Applying Text Attributes
- 2.3 The Undo Feature
- 2.4 Changing the Font
- 2.5 Editing with Cut and Paste

Chapter 3 - Tools to Edit Text (12 pages)

- 3.1 Drag & Drop
- 3.2 Spell Checker
- 3.3 Thesaurus
- 3.4 Find & Replace
- 3.5 Centering and Other Justification

Chapter 4 - Adding Graphics with Frames (12 pages)

- 4.1 Creating a Frame
- 4.2 Frame Layouts
- 4.3 Lines and Shading
- 4.4 Basic Shapes
- 4.5 Using External Graphics

Chapter 5 - Finishing Touches (10 pages)

5.1 Page Numbering

5.2 Columns

5.3 Password Protection

5.4 Printing

Index - (2 pages)

The estimated total page count is 60. The estimated number of graphics is 25.

3 Applicable Standards

The writer will conform to the writing standards described in the class English 392B, Advanced Technical Writing I.

4 Hardware and writing tools

The writer will use the following hardware and writing tools:

- Opusis VESA-1 486 DX2-66 (IBM compatible)
- Compaq DeskPro 66m (IBM compatible)
- Hewlett-Packard LaserJet IIID printer (final copy)
- WordPerfect 5.1
- MicroSoft Windows 3.1
- PageMaker 5.0
- VAX GoldMail

The writer or writing supervisor will provide these resources.

5 Key Project Contributors

The following contributors will work on the writing project:

Activity	Responsible Person
Writer	John Wentworth
Literary editor	John Nelson
Artist	John Wentworth
Technical reviewer - engineering	John Nelson
Technical reviewer - usability testing	Christine Raimondi

6 Key Project Activities and Dates

The following table summarizes the key project activities and dates:

Activity	Date	Responsible Person
Distribute Preliminary Doc Plan	2/8	John Wentworth
Review Preliminary Doc Plan	2/14	John Nelson/Dick Howard
Distribute Final Doc Plan, First Draft	3/10	John Wentworth
Review Final Doc Plan, First Draft	3/15	John Nelson
Distribute Second Draft	3/31	John Wentworth
Review Second Draft	4/5	John Nelson/Dick Howard
Conduct Usability Test	4/9	Christine Raimondi
Distribute Final Draft	5/10	John Wentworth

7 Risks

The following problems will cause the documentation schedule to slip:

- Hardware downtime.
- Change in class schedule.