

# Authoring and Production services

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## ■ What Authoring and Production services should I have ?

To support your documentation process, you will need a format in which to communicate to your staff effectively. This must be as cost effective as possible and be of sufficient 'clarity' to be understood !!

## ■ Format of documentation – What type of presentation best suits the companies purpose ?

- **Some typical suggestions and comments :-**
  - *Intranet (Internal network) – can use combinations of – technology solution - html links to other sources of information/programs (e.g CAD) – recommended for medium to large companies – suitable for a start up or expanding company looking to the future !*
  - *MS Word -Technical writing with a few pictures – typically for internal staff – traditional and not fancy – relatively cheap, easy to do and understand – Hard to maintain especially when documents are changing fast !*
  - *MS Powerpoint – Pictures with a few words for internal or external staff– Easy to set up and maintain – good in presentation - most people are visual thinkers!*
  - *Desk Top Publishing – A professional package for external personnel/customers*
  - *Visual and video presentations – Useful for training courses and with other combinations – can be expensive to set up and maintain!*
  - *Paper documents – Difficult to control and maintain in medium to large companies – OK for small companies where a single folder can hold all documents!*

## ■ Other services

- Product brochures/Leaflets/Newsletters
- Bid/tender specifications and documents
- Specifications/data sheets
- Technical papers/Reports

## ■ Partner links – I need some other business help/ideas as well !

- Business development/management
- Outsourced Sales, Promotions and Marketing
- Quality systems – Software solutions for quality control and ISO 9000!
- Training programmes – compliments your staff documentation process!
- CE Marking – UL and International standards – a must for manufacturing etc.!

**Manual**Clarity