

Microsoft HTML Help Workshop 1.3 User Guide Document Specification

Overview

This document specification outlines the specific deliverables for Microsoft® HTML Help © 1.3 User Guide. The specification may be updated further based on administrative issues such as staffing, resource allocations, etc. This document specification does not outline the documentation team's responsibilities in the total documentation effort; for that information please refer to the HTML Help 1.3 Documentation Plan (under separate cover).

The HTML Help 1.3 User Guide will be produced from material purchased from (name omitted). Many of the existing chapters and text will be transformed verbatim into the new manual after branding.

The manual is not intended to be printed and distributed. It will be available to customers as a download at the HTML Help 1.3 Support web site in either Microsoft Word or Adobe Acrobat format (.doc or .pdf).

Goals and Objectives

The objectives of the HTML Help 1.3 User Guide are to:

1. Provide users with a User Guide to introduce them to the process of creating HTML Help with Microsoft HTML Help Workshop.
2. Provide them the User Guide in a downloadable format from the HTML Help Support web site in either .doc or .pdf format.
3. Provide text for the "Quick Start" segments of the HTML Help online help document. See the document specification for the HTML Help online help document for further information on "Quick Start."

Audience

There are two audiences for this print manual content. The primary audience is new users of HTML Help who are looking for help in creating new online help files. This User Guide is an introduction to the production process, and does not go too deeply into more technical matters.

The secondary audience consists of current users of HTML Help 1.3 who are looking for additional resources or support.

Required Development Resources

There are no required development resources for this documentation plan, since the HTML Help product is fully mature.

Note: HTML Help®, HTML Help Workshop®, WinHelp®, MSDN®, and any and all other Microsoft® products referenced herewith are copyright The Microsoft Corporation®. This document specification does not imply or infer any connection with The Microsoft Corporation. Microsoft HTML Help® is an online help authoring system referred to for academic and demonstration purposes only.

Document Specifications

Document Title:	HTML Help 1.3 print manual
Size:	75 pages
Artwork:	Illustrations from existing manual
Format:	Downloadable file (.doc and .pdf formats)
Production Tools:	Microsoft Word
Delivery Vehicle:	World Wide Web (HTML Help Support web site)

Document Table of Contents¹

Understanding HTML Help

About HTML Help Projects

HTML Help Topics

Graphics

About hyperlinks

Saving and compiling files

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Appendix

Accessibility Requirements

This manual will meet or exceed accessibility requirements as established in Microsoft's July 1995 accessibility policy. It will follow the accessibility accommodations of other Microsoft print documents.

Design Requirements

The design requirements for this print manual are minimal. This document is a conversion of the acquired document (*Title omitted*) from (*Name omitted*).

¹ (PUBLIC NOTE) A User Guide has been created by an independent author. This User Guide is the one referred to continually throughout this document specification. However, the publication, and contents therein, are copyright the original author. To protect their interests, the actual Table of Contents will not be reproduced.

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Our only design requirement is to format and brand it. No images are required except for screen captures. The screen capture images from the original can be used in the new manual unless they are of unacceptable quality, or if technical review determines that they are inaccurate.

We will then create both a Word document (.doc) and Adobe Acrobat (.pdf) downloadable file. The file will be linked to the HTML Help Support web site for users to download and print at their own location.

Production

1. Format existing text in Microsoft Word to meet MS document specifications.
2. Brand the text needs with the Microsoft HTML Help identity.
3. Developmental edit
4. Copy edit
5. Technical edit (check process descriptions for accuracy)
6. Technical review with all involved representatives
7. Revisions as necessary
8. Create a .doc and .pdf file for downloading.
9. Link the downloadable file formats to the HTML Help Support web site.

Technical Review

The User Guide Technical Review will occur after the first compile. The Technical Review will be done in one meeting. All reviewers will receive a copy of the User Guide .doc file one week before the meeting date. All review participants should review the material in advance and bring prepared comments to the meeting.

The following representatives are required to attend the Technical Review:

- Lead and other Editors
- Program Manager for HTML Help Workshop new documentation campaign
- Marketing Manager for HTML Help new documentation campaign

During the Technical Review, the Program Manager and Marketing Managers will work synergistically with Writers and Editors to foster any improvements to the document. Comments will be reviewed and incorporated into the material when possible.

Any changes produced in the Technical Review meeting may cause slippage of the User Guide production schedule. The HTML Help new documentation campaign has a tightly restricted budget. Any additional costs for the work slippage due to Technical Review will be suspended until additional resources are received by the comment originator.

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Schedule Milestones

Deliverable	Team Member	Deliverable Dates
Formatted Word document	Writer 1	04/22/02
Branded Word document	Writer 1	05/03/02
Development and Copy edits	Editor 1	05/24/02
Technical edit	Writers and Editors	06/14/02
Technical Review	Lead and other Writers, Editors, Program Manager for HTML Help, Marketing Manager for HTML Help new documentation campaign	06/19/02
Revisions as necessary	Writers and Editors	07/12/02
Document lock down date	Lead Writer	07/17/02
Pass over to online help and web site teams	Lead Writer	07/22/02

Dependencies

- The HTML Help online help file is dependent on this document being completed on schedule so that portions of the User Guide can be converted to HTML and incorporated as “Quick Start” segments.
- Microsoft Legal has given us the go-ahead to use (name omitted)’s document. There remains the chance that legal entanglements could still occur. If we are unable to use this document in totality, then additional resources will be required. Such entanglements could fatally impact both the User Guide and online help documentation process.

See Other Files:

HTML Help 1.3 Documentation Plan

HTML Help 1.3 online help document specification

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