

Daniel Baker
Technical Writer
Writing Samples
(start on next page)



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NOTE:

I have completed many procedural documents, virtually all proprietary. Therefore, I have created fictional procedures to show my preferred style of procedure writing.

The abbreviated nature of this sample makes a short TOC. I prefer to work very hard to keep the TOC to one page, no matter what size the document. The font size and columns shown below would be used in a large document.

A sample of an index is at the end of this document.

An “online help” form of this sample is posted at my personal website <http://danielbaker2.home.att.net> at the “WebHelp Sample” and “MS HTML Help” buttons.

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XXXX Procedures

Description, Steepriver bridge

1. Description, Steepriver bridge

This is a description of a mythical bridge. The description serves as a descriptive writing sample.

History

The vision. The Steepriver bridge was built in January 2009 to accommodate the heavier traffic migrating from the lower Highlands area to the upper Sequim area. It was the brainchild of Mayo Creeker, the CFO of the May Creek JATO manufacturing company. (Mr Creeker's brain had other children, but their lineage is not complete.)

Financing. It was paid for by the "Syrian War Veterans Association." This association received a special transportation grant from the Artic Anti-antique Association, which receives its funding from the PolarBear Relocation Project. That funding was given to the Project by the USB Government from the High Speed Levitation tax paid by each of us.

Rebuilding. The bridge was rebuilt in February 2015 when a survey contracted by the Ellensburg Improvement Committee determined that there was no traffic using it. The committee reported that the wrong color of bolts was used and vehicle owners were not attracted to the bridge. The bridge was then dismantled and reassembled with bolts colored to match the space travel theme of the Hoods Canal area.

Physical Appearance

Colors. The color scheme of the bridge is coordinated with the space theme of the most uninhabited area of the Oreo Peninsula. All support sections are painted with a highly reflective paint in a random neon striping theme. The horizontal surface below the travel region is a glistening white with silver dots.

Tunnel theme. The bridge is constructed in a winding theme with a totally covering, rounded to resemble the approach to the TacSea Spaceport.

Management

The bridge project is managed by a layered management structure composed of 452 officials in a structure of 89 layers. The management organization is headed by the Director of Befuddlement who is currently Jeffrey Willo Clinton.

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Procedure, MS Help Style

2. Procedure, MS Help Style

The steps required to cross the Steepriver bridge are.

1. Before the bridge comes into view, press **Brake** gently.

You must reduce speed before entering the bridge.

2. On the Navigation display, press **National Guard**.

The image of the National Guard unit should appear in your navigation screen.

3. On the Environment display, press **Weather**.

Read the bridge weather data and enter it in the **Trip Record** field.

The data is displayed in the physionomics window of the display.

4. Click **GO** on your vehicle dashboard.

5. When you have reached the other side, click **Stop**.

Complete the Trip Record form.

6. Deposit all forms in the green repository.

The repository is emptied every week. There should be adequate space.

(Logo image)

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Procedure, Maker Style

3. Procedure, Maker Style

This procedure describes the required documents, cautions, and weather interaction for crossing the Steepriver bridge. This uses an optional bolding of the action statements. Most procedures will not use this bolding.

1. Before the bridge comes into view, gather the required documents.

The documents required are Permissions Request 101, Crossing Record 202, Weather Estimate 303, and Construction Disclosure 404.

2. Check the security arrangements.

Security cameras and National Guard units should be within view of each end of the bridge. Ensure the cameras are operational and the soldiers have their eyes open.

3. Before entering the bridge span, complete the Permissions Request.

The form must have your full identification, employee number, and signature. It must be completed before you proceed.

4. Initiate Crossing Record form 202.

Accurately record your identification, the date and time, the location, and verification of security and weather observations.

5. Complete Weather Estimate form 303.

Record the weather information given by the radio and record your visual observations. Complete it with your identification, time and date.

6. Complete Construction Disclosure form 404.

The form requires your written verification that the bridge has no gold plating. Obtain signature of the Steepriver fisherman on duty.

7. Click “GO” on your vehicle dashboard.

8. Move the mouse forward slowly and in a straight line.

If the movement is not straight, a predominately aqua environment may be encountered.

9. When you have reached the other side, click Stop. Finish the Crossing Record for 202.

You must certify that you have not left any trash on the bridge and sign the document.

10. Deposit all documents in the green repository.

The repository is emptied every week. There should be adequate space.

(Logo image)

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Misc: Travel, Speaking, Diplomacy

4. Misc: Travel, Speaking, Diplomacy

Let me add just a little bit about myself here.

I look at being proactive in whatever I do. I am a multi-tasker, and do well working individually in an atmosphere of empowerment and trust.

I am in Toastmasters, was recently president of a Toastmaster club, and started two clubs.

I really enjoy writing. Several years ago, I researched and wrote a very well received booklet about Korea for the USS Kitty Hawk, and that set my mind for enjoyment of such writing for the rest of my life. I love to explore technical or factual information, then distill it and present it in a package that someone can quickly understand. I've worked on many dynamic and static web pages and sites for religious information purposes as well as corporate. One massive information site I reformatted and organized a collapsing menu for had 250 sizable pages.

I was on the Overseas Diplomacy committee for the USS Kitty Hawk. It was a wonderful experience. And I was a (volunteer) public relations director for several years for a major church unit.

I like technology to the point that it makes life better or conveys information better. From the latter point, I've created quite a few macros, html pages, Vbscript, ASP, Javascript, DHTML, collapsing menus, etc. The end result was that the information is conveyed to the person who needs it, in a format and media that is useful to that person.

I've written documentation that went to airlines in Asia and Europe. And I've been in quite a few countries -

- In the Western Pacific: Thailand, Korea, Hong Kong, Japan, Singapore, Phillipines, Wake Island
- In the Mediterranean area: several cities in Italy, in Cannes France, Spain, Malta.
- And I have had a most remarkable 12 days in Russia, mainly 700 miles East of Moscow.

(Logo image)

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Getting Started with FXXX

5. Getting Started with FXXX

5.1. Log In, Log Out

Before you can access any data or any pages to make changes, you are forced to log in. The login is obvious. (You must have an XXXX user account. See section 9.3, Request New Account.)

Prevent unauthorized access to XXXX changes when you walk away from your workstation in either of two ways:

- Close all browser windows, or...
- On the left frame or on the Report banner, click **Logoff XXXX**.



A dialog box titled "Username and Password Required" with a close button (X) in the top right corner. The text inside reads: "Enter username for New DB Login(ftic_prod_nopwd) at ftic.ca.boeing.com:". Below this text are two input fields: "User Name:" and "Password:". At the bottom of the dialog are two buttons: "OK" and "Cancel".



A screenshot showing a "LOGOFF FTIC" button in a light blue box. An arrow points from this button to a confirmation dialog box. The dialog box has a question mark icon and the text "Are you sure you want to Logoff FTIC?". At the bottom of the dialog are two buttons: "OK" and "Cancel".

(Logo image)

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Working by Test

6. Working by Test

Work by Test is the process of doing these tasks by first searching out a test - by system.

1. Click **Work by Test**.

On the next page, you will make filter selections, then select from the list of tests based on those filter selections.

2. Select **Model** and enter **Chapter and Section**.

To further reduce the size of the list (next screen), you can use a combination of criteria. Joe Buck might enter his login in **Engineer ID** to list **ONLY** test configurations for which he is the last engineer to edit. (Click **Find User Info** to search for a login ID.)

3. In the list page, look for the configuration you want to work with. The list shows active tests. Archived tests are not shown here.

- **T:** Test Type (ATE, Manual, Frisby, or Slug).
- **Job:** The rules are: one dataset (doc) = one job number. (Always one to one relationship.)
- **Rev:** Revision of the dataset containing the configuration.
- **Status - REL:** Each released configuration has the same Dataset Rev.
Status - INW: If a configuration is inwork (new configuration being added, or old configuration being revised), the higher dataset Rev shown is the revision letter of the new dataset file. The new dataset is a copy of the prior dataset revision with the new changes in process and is held in an In Work folder location. (See example.)
- **Cfg:** Configuration of the test. There is a row for each configuration of the each active test job meeting the search criteria. Each dataset/job can have multi configurations in it.
- You can select a configuration and click “**Show Detail...**”

4. Choose **Make New Rev** or **Configuration**.

(Logo image)

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XXXX Procedures

Working by Test

6.1. Making a New Rev or Configuration

You can only add a Configuration or Rev to a dataset if the entire multi-configuration dataset or the single-configuration dataset has been released.

TIP: Do not use to make new configuration on an MS Word dataset (757 only, at this time). To create a new configuration as a single-configuration dataset, you must use the **Create New Job / Dataset..**

1. Click **Add Configuration to Existing Dataset.**
2. Optionally, fine-tune the **Dataset Title.**
3. Enter **Keywords** to help future searches for that test.
4. Select **Authority/Change** from pull down list.
5. **Change No.** is required if Authority is anything but PRR.
6. Select the relevant **Reason for Change.** (The available Reasons are determined by the Authority you select.)
7. Click **Commit**, or to cancel out click **Abort.**

Resultant status change. The status becomes INW (In Work), a new revision letter is automatically placed on the new dataset copy's filename, and if you are adding a configuration, the new configuration ID is INW.

The dataset opens In the SGML editor. You must make the right changes. If you are adding a configuration to an sgml dataset, you must follow the instructions for adding as described in the Authoring User Guide. (You add a configuration to a dataset by cloning.)

Send an email to the planners notifying them of the new configuration.

(Logo image)

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Glossary - Definitions

7. Glossary - Definitions

Adept	The third party software on which the authoring tool is based. Sold by Arbortext Corp. (Customization menus, dialogs, scripts, and templates are Boeing-specific.) Edits sgml format of documents.
Authoring tool	The environment and tool for editing test files that are read as manual tests or interpreted by ATE. Either Adept or MS Word.
Cfg, config, configuration	A specific set of test steps required for a specific version of airplane system. The configuration is configuration-controlled, and is called out by test job paperwork; O&IR, etc. ("Configuration" is usually abbreviated to "config" in this environment.)
Dataset	A test document which contains specific test steps, test instructions.
Delivered	An airplane that has been delivered to customer. Records must be retained as to how it was tested. XXXX engineers often need to make test tabbing on new airplanes the same as or similar to what was used on delivered airplanes.
XXXX	XXXX; consists of Index (web application front to database), Authoring tool (SGML editor with scripting control).
Index	Electronically maintained, defines how test configurations are tied to specific airplanes. The database and the web interface.
Info Manager	An XXXX staff member with authority to change table information. See XXXX SW Admin.
Job	The XXXX definition of job is as a test job, with the number being part of the test identification. See Appendix B for the full file naming convention. Also see test ID below.
Multi-configuration	A test document that has a matrix of several test configurations.
Ordered	An airplane that is being built per customer order.
Planned	An airplane configuration that is being evaluated but not yet ordered by customer.
Revision	Modification of a dataset, not affecting Form, Fit or Function.
SAP	Single-aisle programs (123, 456).
SGML	Standard Graphic Markup Language (defined in industry).
Single configuration	A test document that is its own separate test configuration.
Tab	The act of assigning or changing assignment of test configurations to effectivity blocks of aircraft, by ATA chapter-section and job.
TAP	Twin-aisle programs, such as 789, 901, and 222.
Test	A document instance containing one or more configurations of instruction for testing an airplane system (aka: dataset, job).
Work by Eff	First finding the effectivity block, then assigning tests to it or other actions.

(Logo image)

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Appendix A User Groups/Permissions

8. Appendix A User Groups/Permissions

RDO	Read only	No edits. Get reports, read data, view datasets, etc
DES	Designer (engineer)	View any data. Add new test (job - dataset). "Add configs or make revs" if dataset has no in work configuration. [The latter checks file out (locks it) to that designer.] Change configuration to effectivity (tabbing). Check it in (in work to pending). Transfer locks to another - IF it was locked to self.
APR	Approver (lead)	Normally approve any pending test (moves from Pend to Approve). Can check out for rev/new configuration, check in. Create new test job. Record test witness requirements.
PLN	Fooy/Planner	Add new configuration, make new Rev, Edit dataset, Release test, add new test jobs, add new effectivity blocks, change CC/Pos, and record test witness requirements.
INF	Info Manager	Make data changes, add new "Eff blocks", transfer locks. See XXXX SW Admin below.
SWA	Software Admin	XXXX SW Admin. Information Manager tasks plus account administration.

Who can do what.

Task	RDO	SHS	DES	APR	PLN	INF	SWA
1. Request account	X	X	X	X	X	X	X
3. Administrative/add account to system						X	X
4. Reset password							X
5. Change own password	X	X	X	X	X	X	X
6. Read user information (read-only); no query design	X	X	X	X	X	X	X
7. Read index data read-only	-	X	X	X	X	X	X
8. View test datasets read-only	-	X	X	X	X	X	X
9. Make new configuration or rev		X	X	X	X		
10. Make index changes to tests checked out to someone else		X			X		
11. Edit test dataset that is checked out to self		X	X	X	X		
12. Edit test dataset checked out to someone else		X		-	X		
13. Transfer lock of test checked out to someone else		X				X	X
14. Transfer lock of test that is checked out to self		X	X	X	X		
15. Check In Test dataset from INW to PEND		X	X	X	X	-	-
16. Approve Test configuration change (from PEND to APR status)		na		X			
17. Release Test configuration change (APR to REL)		X			X		
18. Tab ("index") test configuration to airplane		X	X	X		X	X

(Logo image)

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Appendix B Understanding Test Locks

9. Appendix B Understanding Test Locks

Dataset in REL Status

There are no locks on Released (REL) tests. (If there is no INW (In Work) configuration for the Test ID (Model, Type, CC-SS, Job), the dataset is released.) However, XXXX does record to whom a test was last locked. No edits can be initiated to the dataset while it is in that status without first initiating a **Make New Rev** or **Add New Configuration** action.

INW

Any dataset with an In Work (INW) configuration is completely locked to the designer (engineer) who checked it out for adding configuration or revision, or for new Job/Dataset. Only that engineer can edit it or initiate any more changes through XXXX such as "Add Configs" or "Add new Rev".

However, the lock can be transferred to another - either by the original engineer or by the XXXX administrators. (See section xxxx.)

PEND

Any dataset that has a Pending (PEND) configuration is completely locked to the assigned approver (lead). No further edits (add configuration or rev) can be initiated to the dataset while it is in that status.

APR

Any dataset that has an Approved (APR) configuration is completely locked to the users with the FTME/Planning role. Any FTME /Planner or Shipside can act on it. No further edits (add configuration or rev) can be initiated to the dataset while it is in that status - other than the special permissions allocated to the Shipside Support role.

When the Shipside role does this, the designated lead (Approver) will get an e-mail indicating that the changed test has been checked in and the responsible Engineer will get an e-mail about the test being released.

(Logo image)

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