

2.0 Writing Procedures

After you have completed your task analysis, you will be ready to turn your tasks into procedures. In this section, we provide several important guidelines that will help you write procedures that are effective and easy to use. Following these guidelines as you begin drafting will reduce the amount of time spent editing later. These guidelines will increase readability and usability of your procedures.

In this section, you will find the following modules:

- 2.1 Defining Procedures
- 2.2 Writing for Task-Oriented Procedures
 - 2.2.1 Using Effective Language
 - 2.2.2 Style
- 2.3 Writing Procedure Headings
- 2.4 Writing Procedure Overviews
- 2.5 Writing Procedure Steps
- 2.6 Adding Special Notices