

## Portfolio Project Analysis: Software Documentation Edit

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### ***Project***

Chapter 3 of the Captaris Speech Server Installation Guide

### ***Project Needs***

#### **Level 3 Edit (Developmental)**

- The guide varied between referring to the program as “Captaris Speech,” “PVA” and “Conita.” The biggest problem was inconsistency between the text and the screen shots. The text references were changed to consistently refer to the program as “Captaris Speech,” but it was not possible to get new screen shots for the portfolio version.
- Several of the installation procedures began by describing the opening menu of the CD-ROM, but there were conflicting instructions on how to launch the install program. These instructions were standardized to eliminate the conflict.
- Many of the installation procedures had parallel steps, but lacked parallel structure. The language was edited to give similar procedures a similar structure and fill in steps that were missing from some of the later procedures.

#### **Level 2 Edit (Substantive)**

- Passive voice was one of the predominant problems in this project. At the instructor's request, the language was changed to active voice throughout.
- There was awkward cuing throughout the guide. This was edited to match the cuing standards established by the instructor.

#### **Level 1 Edit (Copyediting)**

- Capitalization inconsistencies were corrected.
- Style of menu commands and file names was standardized.
- “CaptarisSpeechManager” was changed to “Captaris Speech Manager” throughout the document to match company style.
- Several headings were changed to more accurately reflect the text.
- The title page was edited to include all of the major chapter topics.