



TECHNICAL WRITING

Rapid product development cycles are commonplace in today's technology industries. The bustling world of eBusiness is in a constant state of flux. Processes, methods, and technologies are evolving, virtually overnight. Is your documentation keeping pace, or is it getting caught up in the confusion?

We understand that finding good writers who can operate effectively in volatile environments is not an easy feat.

That's why we offer a blend of writing services designed to meet the technical communication needs of today's high technology and software companies.

Our flexible technical writing approach ensures that your software and process documentation stay on track with the direction of your industry.

And our processes continually evolve to meet the changing business needs of our clients and their markets. So you can be sure that with Comspec, you're always getting the most effective solution to your documentation requirements.

Key Features

We employ a single source approach to document development and maintenance: create content once, easily repurpose it in many different formats, and publish it in either print, online, or other electronic mediums.

Our single source approach will enable your organization to streamline its document management processes, resulting in tremendous cost savings through increased efficiency and productivity.

We incorporate quality assurance testing and double proofreading into our rigorous documentation processes to ensure that your documents adhere to the highest standards of accuracy, completeness, and professionalism.

The documents we create are designed to maximize organizational intuitiveness – that is, they should be both easy to update and easy to read.

Our structured approach to technical writing ensures that your documents can be easily converted to the web, an electronic document management system (EDMS), or a content management system (CMS) for enhanced access and distribution.

We can develop your content for display in any format or design template required. And all of our documentation services include full-document life-cycle project management.



Documentation Services

Comspec supplies a variety of custom documentation services to support the ongoing needs of software development projects and the communication of business procedures.

Our seasoned technical writers will work with your existing content and subject matter experts to develop, write, and format all the user, business process, and training documentation your company requires.

Here are only a few of the document types that our versatile writers can author:

- User guides
- Help text
- Administration guides
- Installation manuals
- Glossaries
- Technical specifications
- Development procedures
- Training Materials
- Walk-through presentations
- Quick-start guides



In support of global development projects, we can translate user documentation and other materials into any of the languages listed below – using translators who are native to those regions, to ensure the highest standard of contextual and semantic authenticity.

- Chinese
- French (EU/CAN)
- German
- Italian
- Japanese
- Korean
- Portuguese (EU/SA)
- Russian
- Spanish (EU/LA)

Our Approach

Our approach to technical writing and documentation development covers nine major stages:

1. We begin by identifying our client's documentation requirements and their intended audience.
2. We prepare a complete content specification of the document, which will serve as the blueprint for the document's development process. Included with the specification is a complete visual mock-up of the document's presentation design.
3. Following our client's sign-off on the content specification, our writers proceed to gather all the preliminary information necessary to begin the writing process.
4. Armed with the approved document outline and necessary information sources, our writing team develops a preliminary draft for your review.


Highlights

A focused blend of services designed to meet the technical communication needs of today's busy high technology and software development companies.

A single source approach to document development and maintenance: create content once, easily repurpose it in many different formats, and publish it in either print, online, or other electronic mediums.

A team of talented professionals that work with your existing content experts to develop, write, and format all necessary user, technical, and training documentation – for print or online publication, and in any layout or design.

A long-standing software development and IT background that has proven to be one of the strongest assets to the outstanding technical writing and documentation services we provide.



5. We develop a second draft that incorporates your feedback and addresses the questions raised by the first draft. Our second draft is painstakingly revised and tweaked by our editors for grammar, language, style, consistency, and spelling.

6. We test the document with a group of representative users to ensure that it contains the information users need and expect, that it meets all content requirements and specifications, and that the information is accurate and easy for users to find and understand.

7. After incorporating any final edits or modifications suggested by the document verification and validation process, your document is proofread again by objective editors to ensure not only strict grammatical and lexical correctness, but that the text is consistent, concise, complete, and suited to its audience.

8. After the final proofread and edit, we deliver the final document version to you in electronic form.

9. As your application or processes evolve, Comspec can maintain your document so that it reflects the latest changes. We can also develop a content management strategy to suit your unique document and content needs.

Our long-standing software development and IT background has proven to be one of the strongest assets to our outstanding technical writing services.

We take pride in our ability to distill even the most technical eBusiness-oriented material and convey it in a form that is appropriate for both business and IT audiences.

For more information about Comspec and the services that we provide, visit comspec.com or call us toll-free at 866-785-3553.



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