

[Company Name]
[Project Name]

[Document Name]
[Version Number]

3 Installing, Starting and Stopping the System

3.1 First-time Users

Describe the following, as appropriate:

- Procedures for turning the system on and off
- Understanding the user interface
- Keyboard layout and pointing devices

[Enter text here]

3.2 Access Control

Describe the access and security features that are presented to the user.

- Include the following items, as applicable:
- How to obtain a password
- How to add, delete, or change passwords
- Security considerations relating to the storage of documents and other media that the user may generate, such as reports

[Enter text here]

3.3 Installing the system

Describe the procedures that the user must perform so they can access/install software, configure software, delete data, and setup software operations.

[Enter text here]

3.4 Starting the system

Provide step-by-step procedures for starting the system, including different startup options.

- Include a checklist for problem determination in case difficulties are encountered.

[Enter text here]

3.5 Stopping and Suspending the system

Describe how to cease or interrupt use of the system and how to determine whether normal termination or cessation has occurred.

[Enter text here]

How To Create A User Guide In Word

David Kirk



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