DEC STANDARD 143

TITLE: Standard for Updating Hardware/Software Manuals

ABSTRACT: Document updates provide corrected, modified, or   new
           information concerning a hardware/software product. This
           standard defines the format in which document updates are
           to be published.

DATE	ECO#	AUTHOR	APPROVED	REV	SEC	PAGES
19-Aug-76	--	F.McGowan	C.Noelche	A	-	-

SIZE	CODE	NUMBER	REV.
A	DS	EL00143-00	A

INDEX

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PAGE REVISION CONTROL
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SEC. REV	-	SEC. REV	
STD REV	A	STD REV	

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1.0 INTRODUCTION

1.1 Motivation

Updates to DIGITAL hardware/software manuals have occasionally been a
source of user dissatisfaction because of the format in which they've
been supplied: single sheets of paper containing a list of fixes
which the user is obliged to make by pen and ink, directly on the
manual. This method is not only burdensome for the user, it also
creates problems for Hardware and Software documentation in
maintaining manuals. A standard, easy-to-use update method is needed.

1.2 Goals

Enforcement of this standard will result in documents that are:

     - easier for customers to use, and

     - easier for writers to maintain.

1.3 History Of Previous Standardization Efforts

None

1.4 Related Current Standards

Updates generally conform to standards defined for hardware/software
manuals.   In cases where the update is to a manual produced in
non-standard format, however, the update must reflect the format of
the manual.   For example, running heads are not appropriate on an
update if the parent manual itself was produced with no running heads.

1.5 Future Standards Activities

The Software Documentation Standards Subcommittee and the Engineering
Documentation Review committee will review this standard after it has
been in ffect for one year, to determine what refinements may be
needed.

2.0 TERMINOLOGY

1. An update is a parital change to a published manual.

2. A revision is a total replacement of a published manual.

3. The terms addendum and change notice are not recognized as official terms.

3.0 DEFINITION OF THE STANDARD

3.1 Rationale For Updates

Updates may be published for a number of reasons, some of which are listed below:

To correct errors.

To supply missing information.

To provide information about added features.

To document changes to existing products.

3.2 Update Format

Updates are published as complete pages to be added to, or to replace, pages in the manual to which the update applies. Each page containing new or changed information will be identified by a date in the lower right corner in the form:

month year

For example:

May 1976

The lower left corner of the page is to be used for the software system version number, when applicable.

Replacement pages are needed when a portion of the text is changed, or when text is added to or deleted from a page. Changes and additions to a page are identified by a vertical change bar in the outside margin, opposite the line(s) containing the changes or additions. 4-point border tape or equivalent will be used for change bars. Change bars are not placed on pages that contain completely new information, however. Such pages are identified by the date, and system version number if applicable.

Deletions are indicated by a bullet (.) in the outside margin,

opposite the line(s) in which the deletion occured. Deletion of a
complete line is indicated by a bullet placed between the preceding
and following lines. When the entire paragraphs are deleted, a bullet
appears in the margin, opposite tha blank line that preceded the
deleted paragraph(s).

NOTE

The outside margin of an odd-numbered
page is the right margin. For an
even-numbered page it is the left
margin.

3.3 Page Numbering

When text is added to a page, following text sometimes "overflows",
i.e., will not fit on the page. When this happens on the last page of
a chapter, there is no problem. A page is simply added to accommodate
the overflow. This page becomes the last page in the chapter and is
numbered accordingly. When overflow occurs at the beginning, or in
the middle of a chapter, it creates a problem. If the overflow is
allowed to flow through the rest of the chapter, all remaining pages
of the chapter must be revised and reprinted, a costly process. To
avoid this, a "point" page is used to pick up the overflow.

A point page is simply a short page which immediately follows the page
on which an overflow occurred. It contains the overflow text; it is
numbered by adding a "point" to the preceding page. The point is
separated from the page number by a decimal point. e.g., 2-16.1.

Example: Text is added to page 2-16, causing an overflow. The
           material pushed off page 2-16 is moved to a point page
           numbered 2.16.1. The user receives pages 2-15/2-16, and
           2-16.1 backed up by a blank page. He/she tears out the old
           2-15/2-16 sheet, and inserts the new 2-15/2-16,
           2-16.1/blank sheets. Back-up pages are discussed in 3.4
           below.

3.4 Back-up Pages

Obviously, it is not possible to remove only page 2-16; page 2-15
(the other side of the sheet of paper) must also be removed.
Therefore, both pages (both sides of the paper) must be printed in the
update. What is being replaced in the above example, then, is the
sheet of paper comprising pages 2-15 and 2-16. The publication date
should appear only on the changed page. Point pages should also have
a publication date, to help the user keep track of his/her updates.

Since the back-up page has to reprinted anyway, it is appropriate to correct typographical and/or grammatical errors that may exist. No change bar is required for such corrections.

Point-numbered pages that end on odd-numbered points (e.g., 2-16.3) are a bit awkward, since they must be backed up by a blank page; the next page in the above instance being 2-17, a right-hand page. But this isn't a real problem, since the reader's eye tends to fall naturally on the right-hand page.

Extra text put on an even-numbered (left-hand) page overflows to an off-numbered point page (e.g., 2-16.1). Extra text put on an odd-numbered point page overflows to the next even-numbered page, which in turn may overflow, again to an odd-numbered page (e.g., 2-15/2-16, 2-16.1). In any event, the even-numbered page would have to be printed, since it backs up the preceding odd-numbered page.

                              NOTE

          In cases where a page deletion results
          in a blank odd-numbered page (e.g., the
          text on 2-15 is deleted), the text on
          that page is replaced by the notation

          This page intentionally left blank

          centered on the page. The page number
          is unchanged. The date appears in the
          lower right corner of the page.

3.5 Table Of Contents

Replacement pages are provided for the Table of contents when new chapters or sections are added, or when section headings are forced onto different pages. The replacement pages for the Table of Contents follow the format described in section 3.2.

3.6 Index

The index is revised to reflect new and changed information. No change bars will appear in the index. A date will appear as described in section 3.2.

3.7 Update Notice Page

The title page of an update contains instructions on how to process
the update. It appears in the following format: (Note - angle
brackets delimit variable fields that are to be filled in by the writer.
They do not actually appear on the page.)

<div align="center">

UPDATE NOTICE #Z

name of affected manual

order number N z

date
</div>

Insert this Update Notice page in the manual as a means of maintaining
an up-to-date record of changes to the manual.

<div align="center">

NEW AND CHANGED INFORMATION

</div>

Abstract of changes and additions
contained in the update. Indicate which
previously published updates are
superseded, if any.

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corporation

The following pages are to be placed in
the name of affected manual as
replacements for, or additions to,
current pages.

Old Page	New Page
list of pages to be replaced	list of pages to put in manual

3.8 Update/Revision Tradeoff

There is a point at which a revision is more practical than an update.
This point is reached when approximately 30% of a manual must be
replaced. Replacing 30% of a 200-page manual is not a trivial task.
Note: this applies to replacement pages. An add-on of 30% does not
constitute 30% replacement. Adding or replacing a 60-page block of
text (e.g., a new chapter), which can be put in the manual in one
simple operation, does not justify a revision. The documentation
supervisor is responsible for deciding when a manual should be revised
rather than updated.

3.9 Order Numbers

An update is numbered identically to the manual it affects, except
that the code Nz is appended to the number. The value of z indicates
whether the update is the first (1), second (2), etc. published for
the manual. (The form of the order number will follow that
established by the Software Distribution Center.) A revision is
indicated by incrementing the appropriate field of the order number.

For example, when the manual DEC-11-ABCDE-A-D is revised, the order
number becomes

              DEC-11-ABCDE-B-D

Any update pages carried over as part of the revised repro are
stripped of their change bars and dates. Point pages are also
renumbered in, the course of repaginating the revised manual. Note
that the order numbers shown above reflect current format as of August
18, 1975. Order numbers conform to the format established by the SDC.

3.10 Reprint Procedure

When updates exist for a manual, and the manual is to be reprinted,
the updates are incorporated into the manual. To reflect the new
status of the reprinted manual, the update codes are added to the
manual order number, as follows:

              DEC-11-ABCDE-A-D; DN1, DN2

This indicates that the copy of this manual contains the updates
numbered

              DEC-11-ABCDE-A-DN1 and
              DEC-11-ABCDE-A-DN2

but that the manual itself is not a revision. Thus, the revision
field remains unchanged. The order number that appears on the
Reader's comments page is also changed to reflect inclusion of the
updates. The Update Notice should not be included in the reprint,
since it would confuse the reader. A NEW AND CHANGED INFORMATION
paragraph is included in the Preface indicating the fact that the
update has been incorporated.

3.11 Timing And Distribution

The interval between the publication of a manual and the publication
of updates to it cannot be specified in this standard. It depends on
the requirements of the moment, as determined by the documentation
supervisor, the writer, project leader, et al.

This standard does not attempt to deal with distribution.

4.0 SCOPE

This standard applies to all hardware and software manuals produced by
the Software Documentation group, and Hardware Technical Documentation
group, except documents (such as perfect-bound handbooks) that are not
intended to be updated.

The practices and procedures described apply to updates made to
individual hardware/software manuals. Any current practices of
combining individual updates into composite packages for distribution
on monthly, semi-annual, etc. basis are not affected by this
standard.