Final Project: Preparing a Document for Global Communication

Choosing a document

As I do not have a technical document created for a previous class, I needed to find a document for this assignment. I selected a document from iFixit to analyze and revise. This document provides instructions on removing the LCD panel from a Dell Inspiron laptop computer.

Examining the document for translation issues

My document for translation is a set of instructions; therefore, the language is simple and direct. The instructions are generally presented as imperatives with occasional warnings and information notes. The document contains photos that are used to illustrate each step in the process. Because the document consists of imperative sentences and photos, the issues raised for editing are minor. This document should be easily prepared for translation into Italian.

Providing rationale for document revisions

I started my review by flipping through the document to get a sense of how it was it laid out and what it contained. I deleted the photograph on the cover. I understand it is meant to convey the penultimate step in the disassembly of the computer, but I felt that the photograph indicated an incomplete process. I would have shown two photos: the first would be a complete computer with the lid open and showing the LCD display. The second photo would show the computer in the same position, but with the LCD display disassembled and placed on the surface beside the keyboard. These two photos would show the result of following the instructions.

The next difficulty I faced was created by the tools list. I know what a #1 phillips screwdriver is, but I have no idea what a “spudger” is. I first thought it was a specialty tool created by iFixit for the purpose of creating a revenue stream. I looked it up. A spudger “is a tool that has a wide flat-head screwdriver-like end that extends as a wedge, used to separate pressure-fit plastic components without causing

damage during separation." Because there is no translation, I left the word in the belief that a user would be able to determine what tool could be used if a real spudger were not available.

I added a list of the steps so that a user would be able to see at a glance the steps necessary to remove the LCD panel. Having those steps at the beginning relieves the user from having to flip through the document to see the steps involved.

The instructions for Step 1 state "Place the laptop upside down on a clean, flat surface." Step 2 states "Place laptop upside down on a clean flat surface." Step 3 states "Place laptop upside down on a clean flat work surface." There is no need to repeat the instruction three times, so I deleted the second and third instances of the instruction. When we get to Step 4, we are told to use the spudger to lift the hinge cover. We were not told to place the laptop right side up, so I added that instruction.

One of the global changes I made was to standardize the wording used for the titles of the steps. I changed the titles to use the imperative voice so that a user would understand the actions that were expected.

The overall layout of the instructions consists of eight steps. Steps 1 and 2 are on individual pages. Steps 3 and 4 are on one page as are Steps 5 and 6 and Steps 7 and 8. In an effort to keep the steps consistent, I tried to combine Steps 1 and 2 onto one page. They would not fit. To maintain consistency in the document's layout, I placed each step on its own page. I also added labels for steps 5 and 7, which were not initially labeled.

I tried to change the pictures of the steps, but I could not do so. Each step is labeled with the step number (one through eight), and underneath each step number is a series of photos that illustrate the actions (sub-steps) for that step. I would have preferred to start with the sub-step and place the photo associated with that step below the instructions. That format would provide immediate pictorial reinforcement of the written step. As the document is initially formatted, the user is presented with a series of pictures that need to be decoded and associated with one of the steps below the photos. The

author, in an attempt to correlate a written step with the pictorial evidence uses a colored bullet and a corresponding color to identify the correct photo. There are two problems with this approach. The first is that there is no consistency with the colors or shapes used. The second is that the photos are small, and I found myself (even on a full screen) squinting to try to make out what the photo was supposed to be showing me. In addition, I recognized that the manual presented an unordered list when the instructions were actually a series of steps that needed to be followed. I changed the bullets to numbers so that anyone following these instructions would understand that each of the steps needed to be completed in order.

I made an assumption with regard to the tools list. Although the tools list called out a #1 Phillips screwdriver, the original set of instructions did not call out the tool until step 3, and that was the only time the screwdriver was explicitly mentioned. I called out the screwdriver in the first step. I could not tell from the pictures if all the screwheads were Phillips or what size they are.

The original author apparently used steps from a Dell manual. In several steps, he uses nomenclature specific to the various screws that need to be removed (for example “M2.5 x 8mm”). Anyone using the manual would not be able to identify the screws using this nomenclature. A better method of identifying the screws would be to use positional references.

Step 7 uses the triangular warning symbol with the exclamation mark. I thought about using the correct ISO symbol, which would have been a yellow triangular symbol with a black border and a black exclamation mark in the center. As I could not determine from the text or the photos that this symbol was warranted, I decided to use the word “warning” in place of the symbol.

Throughout the document, I made my choices with the goal of simplifying the language and achieving consistency in the grammar. Making these choices would assist in making any translation, whether achieved through a machine or through the use of a human translator, more accurate from the

beginning. When initial translations are as accurate as possible, the costs associated with fine-tuning the translation are minimized.

Document editing for translation into Italian

Nothing in this instruction manual presented a problem with regard to preparing the document for translation into Italian. I chose this particular document because it gave instructions for replacing an LCD screen. I thought that other cultures might be interested in repairing something as opposed to replacing it. Although I have some personal knowledge of Italy through my wife's family, they are Neapolitan and so speak the Neapolitan dialect. I wanted to see if Italian culture encouraged reuse of repairable items, and I wanted to make sure that my translation would be acceptable in standard Italian. I started my investigation into Italian culture with a visit to the Commisceo Global website. Commisceo is a consultancy specializing in cross-cultural communication. Their online guide provided a broad overview of Italian culture, addressing such areas as Italian society and culture, Italian customs and etiquette, and business etiquette. Although useful, this guide did not give me any information about Italian attitudes toward technology or about the role of computers in daily Italian life. After further research, I ran across an article titled "Italians aren't very interested in technology." Although the article is nearly 6 years old, I found three items of interest. First is the claim that Italians weren't particularly interested in technology, citing an EU digital agenda scoreboard that said 37 percent of Italians had never used the internet and that only 53 percent were regular web users. In addition, the article implies that cost of access and poor infrastructure also contribute to low rates of internet usage. One individual opined that only the young use the internet, primarily on their phones.

With this information, I wondered how well a repair manual for a laptop computer would be received. Are laptops as ubiquitous in Italian society as they are in American society? I found online ads in Italian for notebook computers, but I could not find hard data concerning the use of notebook

computers in Italy. I did find a *New York Times* article discussing the problem of trash in Rome. Perhaps repair instructions would be useful after all.

Conclusion

Choosing, as I did, a repair manual does not seem to present many obstacles in preparing that document for translation into Italian. In this case, nothing in the manual could be taken to cause a problem for Italian. As the English in the document was simple, it presented no insurmountable obstacles for translation. Given the cultural proclivities of Italians, I cannot imagine that there would be any particular document that would present a problem for translators.

Reference list

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~~Removing Dell Inspiron 1150 LCD from Display Assembly~~Removing the LCD from the Display Assembly of a Dell Inspiron 1150 Notebook Computer

This guide shows how to disassemble the display assembly to remove the LCD display panel.

Written By: Richdave

TOOLS:

- **Phillips #1 Screwdriver** (1)
- **Spudger** (1)

This guide shows you how to remove the LCD from the display assembly of a Dell Inspiron 1150 notebook computer. To remove the LCD, you must complete eight steps:

Step 1: Remove the battery

Step 2: Remove the hard drive

Step 3: Remove the optical drive

Step 4: Remove the hinge cover

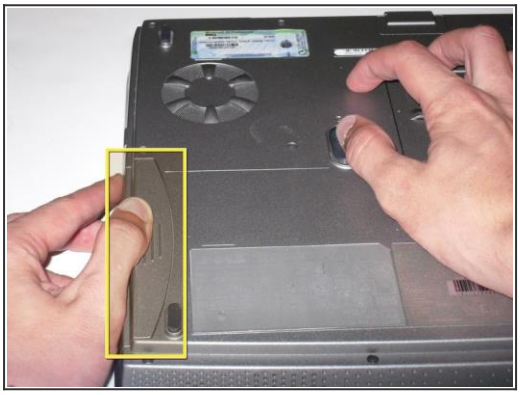
Step 5: Disconnect the keyboard ribbon cable

Step 6: Disconnect the display assembly

Step 7: Remove the display assembly

Step 8: Remove the LCD

Step 1 — ~~Removing Dell Inspiron 1150 Battery~~Remove the battery


~~0.~~1. Place the laptop upside down on a clean, flat surface.

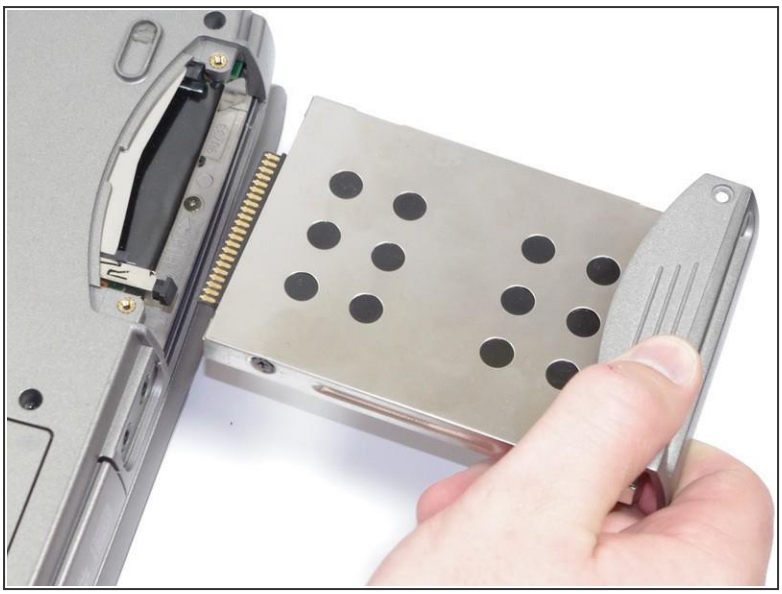
~~1.~~2. Locate the battery release button with the padlock symbol above it.

~~2.~~3. Slide the battery release button towards the padlock symbol and hold it there. Note that the button is spring loaded and will return if released.

- . The battery is now released from the battery compartment.

~~3.~~4. Gently remove the battery from the side of the laptop and set aside on a flat surface.

Step 2 — ~~Hard Drive~~Remove the hard drive

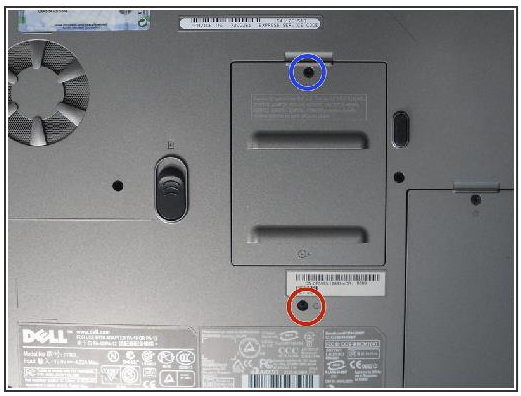


4. ~~Place laptop upside down on a clean flat surface.~~Locate the two screws that hold the hard drive in place.

5. ~~Remove 2ea M2.5 x 5 mm screws.~~Use the Phillips screwdriver to remove the two screws. Set the screws aside in a safe place.

6. Pull the ~~HDD~~ hard drive from the main body of the laptop and set aside in a safe place.

Step 3 — ~~Optical Drive (Based on Dell Service Manual)~~Remove the optical drive



- ~~Place laptop upsid down on a clean flat work surface.~~

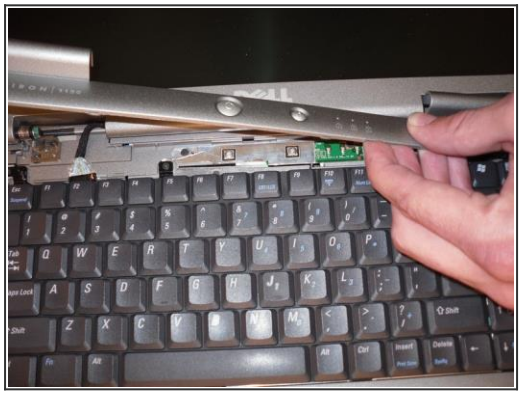
~~8.~~1. ~~Remove the Philips M2.5 x 8 mm screw~~Locate the memory compartment cover and remove the screw below the cover.

~~9.~~2. Loosen the screw that holds the memory compartment closed.

~~10.~~3. ~~remove~~ Remove the memory module compartment cover.

~~11.~~4. Press the ~~Optical Drive~~optical drive release lever to the right. The ~~and the~~ optical drive should slide out of the case.

Step 4 — ~~Keyboard~~Remove the hinge cover



1. Turn the computer over and lay it right side up on a flat surface.

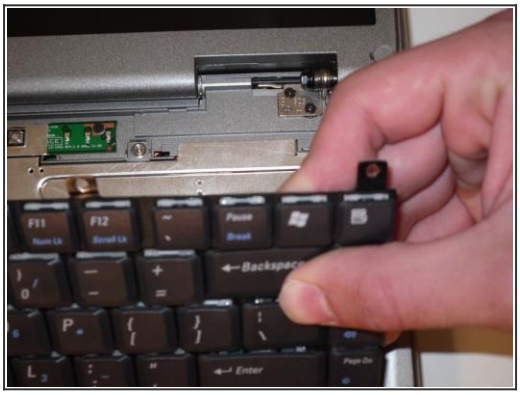
2. Completely open the screen and lay flat.

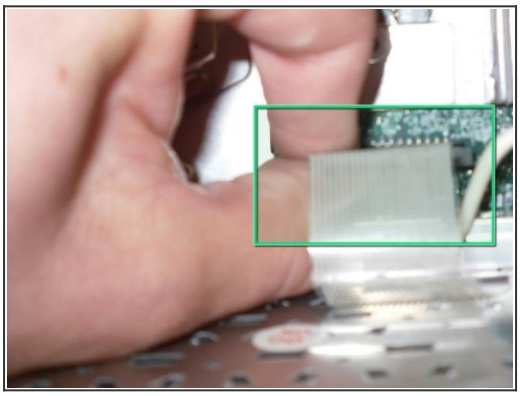
    - You need to lay the LCD screen down flat to allow the hinge cover to be lifted off.

~~12.~~3. Use a spudger to lift the notched right edge of the hinge cover and pry ~~it~~ the cover loose.

~~13.~~4. ~~• You need to lay the LCD screen down flat to allow the hinge cover to be lifted off~~Lift the hinge cover off and set aside.

Step 5 — ~~KeyboardDisconnect the Ribbon Cable~~Disconnect the keyboard ribbon cable



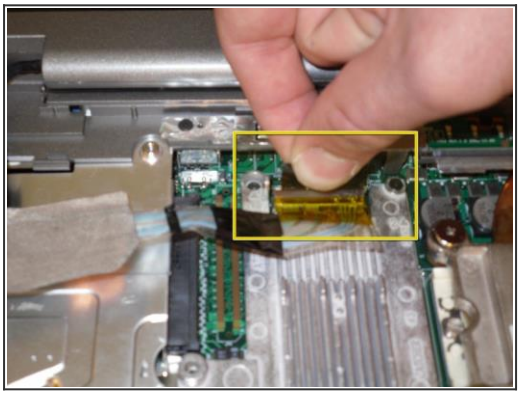


1. Remove ~~4ea M2 x 3mm keyboard screws~~each one of the four keyboard screws above the top row of keys.

2. Lift up the keyboard from the rear to expose the connector below.

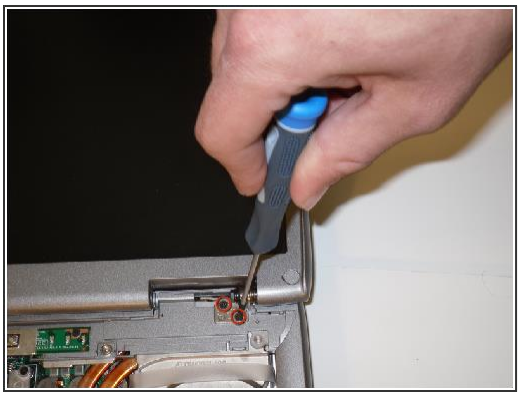
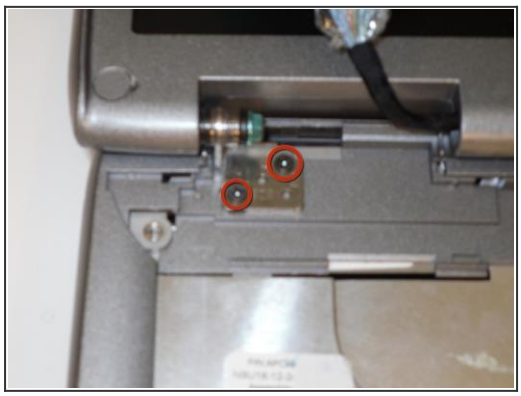
~~14.~~3. Disconnect the keyboard ribbon cable from the mother~~-~~board.

Step 6 — ~~Display Assembly~~Disconnect the display assembly


1. ~~15.~~ Remove ~~1ea M2.5 x 8mm~~the screw holding the EMI shield in place.
2. ~~16.~~ Remove the EMI shield to expose the ~~LCD~~ display ribbon cable.
3. ~~17.~~ Gently pull up on the tab to disconnect the ribbon cable from the main board.
4. ~~18.~~ Close the lid carefully and remove the two ~~M2.5 x 5 mm~~ screws from the rear of the case.

Step 7 — Remove the display assembly

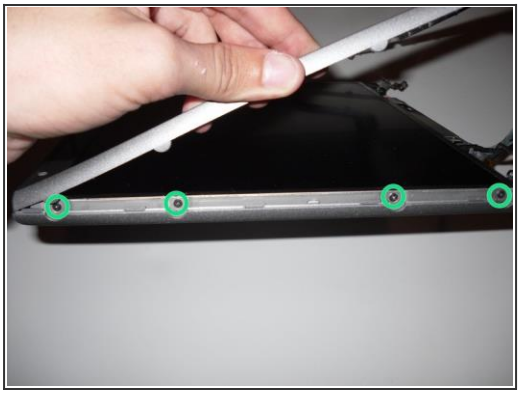




Warning: Open the lid and support the display assembly while performing the next step to prevent the display assembly from falling down when you remove the hinge screws.

1. ~~Remove 2e M2.5 x 5mm screws~~Remove the two screws from each hinge bracket.

2. Remove 2e Lift the display assembly from the body of the laptop.~~The Display Assembly can now be lifted free of the laptop body~~

Step 8 — ~~Removing LCD from Display Assembly~~Remove the LCD



1. Remove the 2 screw covers and 3 rubber bumpers to reveal ~~5ea M2.5 x 5mm~~5 ~~Philips~~ Phillips screws.
2. Remove the 5 screws and gently lift off the screen bezel (surround) to reveal the LCD panel and the mounting screws which are along each side of the LCD.
3. Remove ~~8ea M2 x 3mm (4 screws along each side)~~the 4 screws on each side of the LCD.
4. ~~The LCD display can now be removed~~Remove the LCD display from the top cover of the laptop.

~~The inverter PCB is located on the bottom edge of the LCD display panel and is easily removed~~Note: You can easily remove the inverter PCB, which is located on the bottom edge of the PCB.

To reassemble your device, follow these instructions in reverse order.