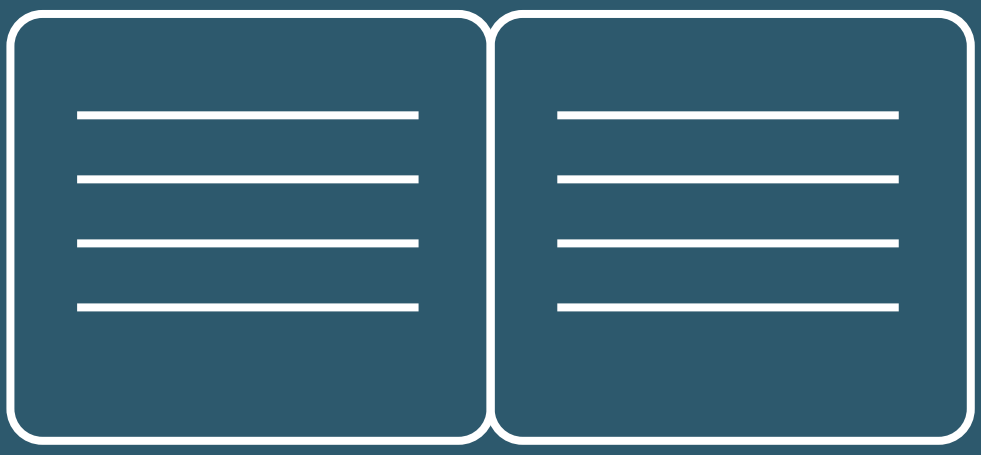
BOOKCHOWK / PRACTICAL MINI BOOKS

Make a One-Page Instruction Guide

A four-lesson mini course in clear instructions and reader testing



SanjAI Matta

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10 focused pages + editable companion | 29 October 2026

One useful result

A four-lesson mini course in clear instructions and reader testing. Work through one lesson at a time, then use the three printable worksheets on a real, low-stakes situation.

Your route through this mini book

1. Define the reader and result

2. Draft steps the reader can perform

3. Design a page with a clear route

4. Test before calling it finished

Read the lesson, compare the worked example and complete the action. Pages 7-9 are writing sheets; page 10 helps you review the result. The editable Markdown companion contains the same prompts for reuse in a notes app.

Beginner writing and layout course with a practical assignment. No specific app, paid subscription, certificate or income outcome is promised.

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Define the reader and result

An instruction guide helps someone complete a task. Choose one reader, one starting point and one finish. A guide for a first-time visitor needs different context from a reminder for trained staff. Select a safe, ordinary task for this course, such as submitting a routine request or setting up a meeting room. Do not use a novice exercise to replace qualified safety-critical training.

Worked example

Task: request a library book reservation. Reader starts with the book title and their membership number. The finish is a reservation request receipt, not a promise that the book is available.

Try it now

Write your reader, their starting information and the exact visible result. Remove anything outside that boundary.

NOTICE → CHOOSE → TRY → REVIEW